

Minutes of Cabinet

20 June 2018

Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination
Councillor A.C. Harman, Deputy Leader and Communications
Councillor M.M. Attewell, Community Wellbeing
Councillor C. Barnard, Planning and Economic Development
Councillor J.R. Boughtflower, Corporate Management
Councillor M.P.C. Francis, Housing
Councillor N.J. Gething, Environment and Compliance
Councillor O. Rybinski, Customer Service, Estates and Transport
Councillor H.R.D. Williams, Finance

2488 Minutes

The minutes of the Cabinet meeting held on 25 April 2018 were agreed as a correct record.

2489 Disclosures of Interest

There were none.

2490 2017/18 Provisional Capital Outturn Report

Cabinet considered a report on the provisional capital outturn spend for 2017/18.

Resolved that Cabinet notes the contents of the report and approves the capital carry forward as stated in the report.

2491 2017/18 Provisional Revenue Outturn Report

Cabinet considered a report on the provisional revenue outturn for 2017/18.

Resolved that Cabinet notes the contents of the report and approves the revenue carry forward as stated.

2492 Replacement of Spelthorne Leisure Centre - Consultation 1

Cabinet considered a report on proposals to consult with the borough's residents, businesses and other stakeholders regarding the proposed site and suggested facilities for the new Spelthorne Leisure Centre.

An amended report was tabled at the meeting (as attached); the main changes being:

- A recommendation that the Leader, Councillor I.T.E. Harvey, as Chair of the Council's Leisure Centre Development Working Group, be authorised to consider the results of the consultation exercise and decide on the business case for any amendments to the proposals as a result of that.

- Inclusion of paragraph 4.4 regarding the preparation of an Equality Impact Assessment.

An amended map showing the proposed location and layout of the replacement leisure centre (Appendix 1) had been issued in a supplementary agenda in advance of the meeting.

Alternative options considered and rejected by Cabinet:

- To do nothing
- To propose an alternative approach

Resolved to:

1. Approve the proposals to consult with the borough's residents, businesses and other stakeholders on:
 - The proposed site, and
 - The draft facilities mix and additional options for consideration, for the new Spelthorne Leisure Centre.
2. Authorise the Leader, Councillor I.T.E. Harvey, as Chair of the Council's Leisure Centre Development Working Group, to consider the results of the consultation exercise and decide on the business case for any amendments to the proposals based on the consultation responses.

Reasons for decision: to ensure that stakeholders' views are taken into consideration before any detailed design work is undertaken on a new leisure centre.

2493 *Spelthorne Pay Supplement

Cabinet considered a report for a pay supplement of 0.5% to all posts on National Joint Council terms and conditions. The supplement was in addition to the 2% national pay award. There was also a recommendation that a total pay award of 2.5% be awarded to posts on Chief Officer (JNC) and Chief Executive (CX) terms and conditions, inclusive of any national pay award still to be agreed.

Alternative options considered and rejected by Cabinet:

- Not to award the pay supplement

Resolved to recommend to Council that the Spelthorne Pay Supplement is approved as follows:

1. The Spelthorne Pay Supplement is awarded at 0.5% to all posts on National Joint Council (NJC) terms and conditions, including Apprentice posts.
2. A total pay award of 2.5% is awarded to posts on Chief Officer (JNC) and Chief Executive (CX) terms and conditions. The award is inclusive of any National Pay Award yet to be agreed.

Reasons for recommendation: Cabinet recommended this proposal to Council to help attract and retain staff. It is comparative to other pay awards in the County.

2494 Consultation response on unauthorised development and encampments

Cabinet considered the letter sent to the Minister of State for Housing in response to HM Government's consultation on powers for dealing with unauthorised development and encampments.

Portfolio Holders had been consulted on the response before the draft was sent in time for the 15 June 2018 deadline.

Resolved to note the response sent to the Secretary of State in time for the 15 June 2018 deadline.

2495 Appointments to Outside Bodies and Working Groups

Cabinet considered a report on the proposed appointments of representatives to Outside Bodies and Working Groups for 2018/19.

Resolved that Cabinet appoints representatives to Outside Bodies and Working Groups for 2018/19 as shown in Appendix A to the report.

2496 Leader's announcements

The following are the latest service updates from various Council departments:

Graham Tattersall and Ann Trewren who ran a 'private members club' in Stanwell Moor in breach of planning laws were fined £2800 and £3500 respectively at a hearing at Kingston Crown Court on 15 June having pleaded guilty to planning offences. They were previously ordered to pay a confiscation figure of £45,000 at a sentencing hearing on 1 June, the judge having ruled that money made by the spa whilst committing a criminal offence amounted to proceeds of crime. They were also ordered to pay the Council's costs of £7747.87.

The Council has announced support for the introduction of a light railway scheme linking Staines to Heathrow. Light railways schemes have been successfully introduced in many countries around the world offering seamless and frequent connectivity. If given the go-ahead, the light railway scheme would run alongside the M25, using 'brownfield' land without encroaching on Staines Moor.

Shepperton Studios is seeking pre-application discussions with the Council's planning officers regarding proposals to develop and extend their site. The Studios will be undertaking public consultations.

Events to publicise the Issues and Options consultation on the new Local Plan have nearly concluded, with just two visits to residents' association meetings still to go (consultation ends on 25 June). The information events have been well attended, with many local people coming to talk to the team. The most frequently raised issues have been about how well the new Local Plan will address the provision of infrastructure, particularly congestion on the borough's roads and the lack of GPs.

Plans to build a new leisure centre in Staines-upon-Thames have been announced. Staines Park has been identified as a possible location for the new leisure centre and the first public consultation is planned to start in the next few weeks. The current centre will remain open while the new one is being built to ensure continuity of service.

The Council is calling on Heathrow to broaden the compensation scheme which will be applied if expansion at Heathrow goes ahead to include the whole of Stanwell Moor and large parts of Stanwell. Spelthorne has also issued a press release asking Heathrow and the Government to ensure Staines Moor is protected from the potential impacts of expansion at the airport.

An 87-year-old man who suffered a cardiac arrest while swimming at Sunbury Leisure Centre has paid tribute to the staff who saved his life. Jake Mole, the on-duty lifeguard, noticed Mr Pleece was in difficulty and performed CPR until the emergency services arrived. Mr Pleece returned to the Leisure Centre in May to thank Jake and the team for their swift actions.

A representative from the Housing team is visiting Staines Police station in July to give some advice and assistance to officers regarding housing and homeless queries.

The Spelthorne Business Plan Competition final was held on 24 May at BP's headquarters in Sunbury-on-Thames. Six finalists pitched in a Dragons' Den style final for a chance to win £3,500 and a year's package of business support. First place went to Louise and Levi Yearwood for their proposal to create 'The Rustic Bar Company', making unique furniture from recycled wood.

A survey is being undertaken to assess the parking in Ashford Town Centre and the surrounding roads. Set to take place in the next few weeks, the survey will look at the current pressure on car parking spaces and take into account commuter parking, needs arising from development in and around the town centre and the retail environment.

Recycling roadshows are being held outside Waterstones in Staines every Wednesday and Friday during June and July (10am to 2pm) to promote the weekly food waste, textiles and small electricals collection service.

The Communications team has started a project to refresh the Council's website, introducing a new design and improved navigation.

The Mayor hosted an event at the Lammas Park in Staines on Friday 25 May to celebrate the opening of a new refreshment kiosk and reopening of the spray ground.

2497 Urgent items

There were none.

2498 Exempt Business

Resolved to move the exclusion of the Press and Public for the following items in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

2499 Exempt report - Decision on award of contract for the provision of Emergency Planning, Business Continuity and Counter Terrorism - Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report on the joint tender procurement process with Runnymede Borough Council for Emergency Planning, Business Continuity and Counter-Terrorism.

Alternative options considered and rejected:

- To allow the existing contract to roll over without tendering

Resolved to approve delegation of authority for the award of the Emergency Planning, Business Continuity and Counter-Terrorism contract to the Deputy Chief Executive (Lee O'Neil) in consultation with the appropriate portfolio holder.

Reasons for decision: The tender process closes late July 2018, after the next Cabinet meeting. The existing contract is expiring at the end of August 2018 and the new contract is expected to commence on 1 September 2018, therefore a decision is required before the following Cabinet meeting on 26 September 2018.

2500 Exempt report - Thameside House Construction Advisors and Design Team- Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report seeking their recommendation to Council for an expenditure budget for 2018/19 to 2019/20 for the provision of a design team for the redevelopment of Thameside House, and delegated

authority to be given to the Group Head of Regeneration and Growth in consultation with the portfolio holder to appoint the advisors and design team.

Alternative options considered and rejected:

To withhold approval resulting in the property remaining empty

Resolved:

1. To recommend to Council that the capital expenditure budget for 2018/19 to 2019/20, as set out in the report, be approved.
2. To authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the redevelopment project and
3. To delegate the appointment of the advisors and design team to the Group Head of Regeneration and Growth in consultation with the Portfolio Holder.

Reasons for recommendation:

- Redevelopment of existing offices on site to residential would regenerate a site which was becoming an eyesore for the town.
- The ongoing revenue stream (once the works have been completed) will assist in the future long financial stability of the Council.

2501 Exempt report - Heathrow Consultation - Potential Resourcing Requirements

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered a report on potential resourcing requirements for the Council as a result of the Heathrow expansion process.

Alternative options considered and rejected:

- Use existing resources
- Do nothing

Resolved to:

1. note and agree the level of resource required over the next six years in order to fully engage in the Heathrow expansion process; and
2. secure an agreement from Heathrow Airport Limited that they will pay for all these costs.

Reasons for recommendation: The expansion of Heathrow will fundamentally change the borough. The Council needs to protect the quality of life of its residents and requires resources to do this. The work is only required as a result of the expansion plans of Heathrow Airport Limited and costs should be met by them.

NOTES:-

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the “call-in” procedure shall not apply to recommendations the Cabinet makes***

to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.

- (2) Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**
- (3) Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;**
- (4) To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;**
- (5) When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-**
 - Outline their reasons for requiring a review;**
 - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
 - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
 - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**
- (6) The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 28 June 2018.**

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Updated report – 20 June 2018

Cabinet

20 June 2018



Title	Replacement of Spelthorne Leisure Centre – Consultation 1		
Purpose of the report	To make a decision		
Report Author	Lee O’Neil, Deputy Chief Executive		
Cabinet Member	Councillor Ian Harvey Councillor Maureen Attewell	Confidential	No
Corporate Priority	Clean and Safe Environment		
Recommendations	<p>Cabinet is asked to:</p> <p>(a) Approve the proposals to consult with the borough’s residents, businesses and other stakeholders on:</p> <ul style="list-style-type: none"> • The proposed site, and • The proposed facilities mix and additional options for consideration, for the new Spelthorne Leisure Centre <p>(b) Authorise the Leader, Councillor I.T.E. Harvey, as Chair of the Council’s Leisure Centre Development Working Group, to consider the results of the consultation exercise and decide on the business case for any amendments to the proposals based on the consultation responses.</p>		
Reason for Recommendation	To ensure that the views of stakeholders are taken into consideration before any detailed design work is undertaken on a new leisure centre.		

1. Key issues

- 1.1 The current Spelthorne Leisure Centre in Staines-upon-Thames has served the borough well, but it is likely that by 2021 this facility will be nearing the end of its useful life. In 2017 the centre had over 579,000 visitors. It has over 3,100 fitness members and over 1,900 children are registered on the centre’s learn to swim scheme. The facility is also used by 10 schools for swimming lessons in addition to other school sports festivals such as indoor athletics, indoor football and swimming galas.
- 1.2 An initial evaluation established that refurbishing the current centre was not feasible because of:
- (a) Poor design - The centre is of a poor design by today’s standards, in terms of layout and flexibility of space.
 - (b) Lack of space - The site does not offer sufficient space to provide the additional facilities we are likely to want to incorporate.

- (c) Limited parking - The site has limited parking, which would be difficult to expand.
 - (d) Age of the current structure - The site began as a swimming pool in the 1960s and was extended to form a leisure centre in the 1980s. It would therefore be very difficult to match the quality of any new build competition, bearing in mind the age of the current leisure centre buildings and facilities.
 - (e) Effect on users – Refurbishment of the current centre would require closure of all or parts of centre, which would have a major effect on users and be likely to result in a significant loss of customers.
 - (f) Repair costs – The increasing maintenance costs of the existing centre indicate that it would not be cost effective to try to refurbish the buildings/facilities.
- 1.3 A decision has therefore been taken to pursue the development of a new leisure centre that meets modern standards and today’s customer expectations.
- 1.4 A number of options have been considered for locating the new centre, including the site of the current facility. It was necessary to identify a location which is:
- (a) Owned by the Council
 - (b) Not in the Green Belt
 - (c) Large enough to accommodate all the facilities required in the new centre
 - (d) Easily accessible by a large number of the borough’s residents
 - (e) Developable within other planning and environmental constraints
- 1.5 Another important consideration was the need to ensure continuity for users of the centre. It was therefore considered important to be able to keep the current facility open if possible until a new centre is developed. Although the current leisure centre site meets a number of the required criteria, rebuilding on the current site would mean that the centre would have to be closed for 18-24 months, significantly affecting users. The site is also not considered large enough for the facilities required for a new centre.
- 1.6 A section of Staines Park has been identified as offering the best potential for the new leisure centre based on the above criteria. This is outlined in **Appendix 1**. This area is owned by Spelthorne but part of the site is currently leased by the Staines Bowling Club and the Spelthorne Museum. The Council also owns one unit of residential accommodation above the Bowling Club, and some outdoor courts on the site, which are used for tennis and basketball.
- 1.7 A range of studies are in the process of being completed to confirm the suitability of this site prior to submitting any planning application, including a number of environmental assessments.
- 1.8 Assuming that the Council can progress with its plans for a new leisure centre on this site it will be necessary to seek vacant possession. Officers are therefore actively pursuing discussions with the current occupiers regarding options for relocation.

- 1.9 A detailed feasibility exercise has been undertaken to consider the core facility mix which should be provided at the new leisure centre. This has taken into consideration a range of factors including Spelthorne's leisure needs analysis, the borough's current and future demographics, current industry data and the Council's key drivers, including the need to maximise the financial viability of the new centre where possible. Further work has been undertaken with local sports clubs to understand their preferences for facilities within the centre. The proposed facilities mix arising from these exercises is outlined in **Appendix 2**, and includes a list of possible additional options for consideration.
- 1.10 In undertaking such a development it is important to seek the views of users of the current centre, residents of the borough, local businesses and other stakeholders. It is therefore proposed to undertake formal consultation at two stages in the development process:
- (a) Consultation 1 – seeking views on the proposed location for the new centre and the proposed facility mix. Target date: June 2018.
 - (b) Consultation 2 – seeking views on the detailed design, layout and finalised facility mix (having taken into consideration the feedback from Consultation 1). Target date: September 2018.
- 1.11 This report seeks approval to initiate Consultation 1, seeking views on the proposed location for the new leisure centre (outlined in **Appendix 1**) and a proposed facility mix, with additional options for consideration (outlined in **Appendix 2**).
- 1.12 If approved by Cabinet, Consultation 1 will run for a period of three weeks and will involve:
- (a) An online questionnaire – it is planned for this to be accessible via a dedicated micro-website, which can also be accessed via a link from the Council's main website.
 - (b) A public exhibition/drop in event – which will be held in the current Spelthorne Leisure Centre from 29 -30 June 2018.
 - (c) Targeted communication – letters inviting comments on our proposals will be sent to all properties adjoining Staines Park; to residents' associations within the borough; local schools; the Spelthorne Sports Council; and to local businesses via the Spelthorne Business Forum and the Surrey Chamber of Commerce. Borough and County Councillors for Spelthorne will also be contacted directly to seek their views.
- 1.13 In order to ensure that the consultation process is seen as transparent and unbiased, it is proposed to employ the services of a company which specialises in this area of work to conduct the relevant surveys and public exhibition/drop-in event. They would also be tasked with analysing and reporting on the results of these exercises.
- 1.14 The results of the consultation process will be reported to the Council's Leisure Centre Development Working Group, which has been set up to monitor progress with the development of the new leisure centre and report to Cabinet as necessary. This Group is comprised of the Leader of the Council (as portfolio holder for Strategic Assets), the Portfolio Holder for Community

Wellbeing (responsible for leisure), the Deputy Chief Executive, the Property Development Advisor and the Sport and Facilities Manager.

2. Options analysis and proposal

2.1 Option 1 – (Recommended option)

- (a) To approve the proposals to consult with the borough's residents, businesses and other stakeholders on the proposed location for the new Spelthorne Leisure Centre (as outlined in **Appendix 1**) and the proposed facilities mix and additional options for consideration (outlined in **Appendix 2**).
- (b) To authorise the Leader, Councillor I.T.E. Harvey, as Chair of the Council's Leisure Centre Development Working Group to consider the results of the consultation exercise and decide on the business case for any amendments to the proposals based on the consultation responses. The Working Group will ensure that Cabinet is kept informed of progress with this project as the development moves forward.

2.2 Option 2 – Do nothing. This is not recommended as the current Spelthorne Leisure Centre will be coming to the end of its useful life in 2021. It is therefore necessary to move forward with proposals to replace this facility within the next few years.

2.3 Option 3 – To propose an alternative approach. Any alternative options put forward would have to be based on a thorough analysis of needs and a suitable business case.

3. Financial implications

3.1 As part of the 2018/19 Capital Programme the Council approved a capital growth bid to cover the initial costs for the Leisure Centre Redevelopment project. Part of that budget will be used to cover the costs of the proposed work outlined above.

3.2 The costs of building the new leisure centre will be significant and will be depend to a large extent on the facilities mix which is included in the final design. It is therefore important that any amendments to the facilities within the new centre are financially viable wherever possible.

3.3 The budget for the construction costs of the centre will be put to the Council once the design has been finalised following both rounds of consultation.

4. Other considerations

4.1 The Council's Sunbury Leisure Centre is not affected by the above proposals.

4.2 The contract for the current operator of the Spelthorne and Sunbury Leisure Centres is due to expire in 2021. The Council has the option to extend this contract for up to five years. A procurement exercise will have to be undertaken in due course to appoint an operator to run the Council's leisure centres, when this contract comes to an end.

4.3 As part of Spelthorne's ongoing discussions with Heathrow Airport Limited (HAL) over the proposed expansion of Heathrow, the Council is exploring options for a new leisure offering in the north of the borough (which HAL have been asked to fund) which would complement the proposals for the new Spelthorne Leisure Centre.

4.4 The Council is mindful of its Public Sector Equality Duty; responses to this initial consultation will inform the Council's preparation of an Equality Impact Assessment (EIA). The EIA will be included in the Consultation 2 element at a later stage.

4.5 Risks:

- (a) There is a risk of negative feedback as a result of the consultation exercise. The purpose of this exercise is to seek the views of relevant stakeholders and to consider whether changes should be made, e.g. in relation to the facilities mix. As the Council's plans for the new centre are still in the feasibility stage, with no detailed design, there is an opportunity to consider amending the proposals, based on any objections received.
- (b) The Council is continuing to undertake a range of environmental studies to assess the suitability of the proposed site for the new centre. Although it is not anticipated that there will be any problems arising from this work, it is possible that an issue arises which makes it more difficult to develop the centre on the proposed site. In such a case the Council would need to consider whether any mitigation measures would affect the viability of the project.

5. Timetable for implementation

5.1 Outlined timetable for Consultation 1:

- (a) Letters to targeted groups inviting them to participate in consultation process, 21/22 June 2018
- (b) Public exhibition/drop-in event: 29-30 June 2018
- (c) Micro website with online questionnaire available from 29 June until 20 July 2018.

Background papers: There are none

Appendix 1 - Proposed Site for New Spelthorne Leisure Centre

Appendix 2 - Draft Facilities Mix

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