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Date: 12 June 2018

## Notice of meeting

### Cabinet

**Date:** Wednesday, 20 June 2018

**Time:** 7.00 pm

**Place:** Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Communications
M.M. Attewell	Community Wellbeing
C. Barnard	Planning and Economic Development
J.R. Boughtflower	Corporate Management
M.P.C. Francis	Housing
N.J. Gething	Environment and Compliance
O. Rybinski	Customer Service, Estates and Transport
H.R.D. Williams	Finance

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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## AGENDA

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- 1. Apologies for absence**  
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 12**  
To confirm the minutes of the meeting held on 25 April 2018 as a correct record.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. 2017/18 Provisional Capital Outturn Report** **13 - 22**  
**Councillor H. Williams**  
  
To receive the 2017/18 Provisional Capital Outturn Report and approve the capital carry forward.
- 5. 2017/18 Provisional Revenue Outturn Report** **23 - 42**  
**Councillor H. Williams**  
  
To receive the 2017/18 Provisional Revenue Outturn Report and approve the revenue carry forward.
- 6. Replacement of Spelthorne Leisure Centre - Consultation 1** **43 - 50**  
**Councillors I.T.E. Harvey and M. Attewell**  
  
To consider proposals to consult with the Borough's residents, businesses and other stakeholders on the replacement of the Spelthorne Leisure Centre.
- 7. Spelthorne Pay Supplement** **51 - 56**  
**Councillor J. Boughtflower**  
  
To consider a report requesting a recommendation is made to Council seeking approval for a Spelthorne Pay Supplement of 0.5% for 2018/19.

- 8. Consultation response on unauthorised development and encampments** **57 - 108**  
**Councillors I.T.E. Harvey, C. Barnard and N. Gething**
- To receive a report sent in response to a Government consultation relating to powers for dealing with unauthorised development and encampments.
- 9. Appointments to Outside Bodies and Working Groups** **109 - 112**  
**Councillor I.T.E. Harvey**
- To consider a report recommending the appointment of representatives for 2018/19 to the Outside Bodies and Working Groups listed in Appendix 1 to the report.
- 10. Leader's announcements**
- To receive any announcements from the Leader.
- 11. Urgent items**
- To consider any items which the Chairman considers as urgent.
- 12. Exempt Business**
- To move the exclusion of the Press/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.
- 13. Exempt report - Decision on award of contract for the provision of Emergency Planning, Business Continuity and Counter Terrorism - Key Decision** **113 - 116**  
**Councillor A.C. Harman**
- To consider a report requesting delegation of approval for the award of contracts to the Deputy Chief Executive in consultation with the portfolio holder for the provision of Emergency Planning, Business Continuity, Counter Terrorism and Risk Management Services.
- Reason for exemption**
- This report contains exempt information within the meaning of paragraph 3 of Schedule 12A of 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): Information relating to the financial or business affairs of any particular person (including the authority holding that information). It would be too speculative at this time to give an indication of contract value to the market. To disclose information as this stage might distort

price submissions in any tender processes that are held in the future.

- 14. Exempt report - Thameside House Construction Advisors and Design Team- Key Decision** **117 - 126**  
**Councillor I.T.E. Harvey**

To consider a report seeking approval of the budget for the design phase of the Thameside House project to create a target of 120 new apartments.

**Reason for exemption**

This report contains 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 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding procurement of contracts by allowing other parties to know the position of the Council. This in turn prejudices the Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to place contracts for the prudent management of its financial affairs.

- 15. Exempt report - Heathrow Consultation - Potential Resourcing Requirements** **127 - 138**  
**Councillor J. Boughtflower**

To consider a report on the level of resource required over the next 6 years to fully engage in the Heathrow Airport expansion process.

**Reason for exemption**

Not for publication on the basis of the likely exclusion of the press and public, and 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:

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

And in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because: it is not in the public interest to allow advance discussion of possible outcomes to a negotiation on funding as this would prejudice the authority in those negotiations.

**Minutes of Cabinet**

**25 April 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 M.P.C. Francis, Housing  
Councillor N.J. Gething, Environment and Compliance  
Councillor A.J. Mitchell, Corporate Management  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

**Apologies:**

Councillor C. Barnard, Planning and Economic Development

**Councillors in attendance:**

Councillor J.R. Boughtflower  
Councillor S.C. Mooney

**2475 Minutes**

The minutes of the Cabinet meeting held on 21 March 2018 were agreed as a correct record.

**2476 Disclosures of Interest**

There were none.

**2477 Recommendation from the Local Plan Working Party**

Cabinet considered the recommendations from the Local Plan Working Party at its meetings held on 21 March and 18 April 2018.

A copy of all the documents referred to in the Local Plan Working Party minutes were placed in the Members' Room.

**Resolved to agree:**

- to publish:
  - the Gypsy and Traveller Accommodation Assessment
  - the interim Strategic Flood Risk Assessment
  - the Employment Land Needs Assessment
  - the Retail and Town Centre Study;
- the Consultation Strategy for the upcoming Issues and Options consultation for the new Local Plan; and
- the content of the Consultation Paper, and gave authority to the Strategic Planning Manager to make minor amendments and corrections that do not affect the overall content.

**2478 Recommendation from the Audit Committee on Corporate Risk Management**

Cabinet considered the recommendation from the Audit Committee on the Corporate Risk Register.

**Resolved** to approve the Corporate Risk Register as submitted.

**Reason for Decision**

To continue to support the Authority in its mitigation and management of risks which may pose a threat to the Council's business delivery.

**2479 Recommendation from the Audit Committee on the Anti-fraud, Bribery and Corruption Strategy**

Cabinet considered the recommendation of the Audit Committee on the Anti-Fraud, Bribery and Corruption Strategy.

**Resolved to:-**

1. note the report and
2. recommend the amended Anti-Fraud, Bribery and Corruption Strategy to Council for approval.

**Reason for Decision**

The Strategy forms part of the Council's Constitution and is in line with best practice. The Strategy continues to underpin the Council's commitment to prevent all forms of fraud, bribery and corruption, demonstrating the important role it plays in the overall corporate governance framework.

**2480 Procurement Strategy**

Cabinet considered the review of the Procurement Strategy and action plan which had been updated following the appointment of the Procurement and Contracts Manager in September 2017. This had enabled the Council to start fully implementing the strategy and ensure its contract register is up to date.

Due to ongoing financial pressures the Council needs to ensure money is spent wisely and the Strategy aims to achieve this by setting clear objectives for procurement and contract management to help deliver savings.

Alternative options considered and rejected by Cabinet:

- Not to approve the Procurement Strategy.

**Resolved** to approve the Procurement Strategy and action plan.

**Reason for Decision**

To provide support for the Procurement Strategy so as to further enhance the financial stability of the Authority by way of robust contract management mechanisms.

**2481 Leader's announcements**

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

The Council has implemented new government legislation which gives local authorities more powers to help people who are at risk of becoming homeless. The changes will mean that people in danger of losing their homes are being offered help at an earlier stage.

Residents on the Housing Register have been asked to reapply, following changes to the way the Council measures eligibility for social housing. Residents will be assessed and given new bandings from 23 April.

Gardeners and residents attended the launch of this year's Spelthorne in Bloom on Monday 16 April at Notcutts Garden Centre in Staines. The focus of the evening was to present the prizes for the Children's Poster Competition. The winner was 10 year old Nandita Jena from Riverbridge Primary School in Staines, whose winning poster will be printed on all the entry forms and posters.

Money from the Leader's Windfall Grant, councillors' Better Neighbourhood Grants and a contribution from County Councillor Richard Walsh's Members Allocation has been used to improve the area around Shepperton Lock. The makeover includes new signage, groundworks, resurfacing and remarking of the parking area and refurbishment of the toilet block.

Pupils across Spelthorne put their creative skills to the test by entering the Council's WW1 themed art competition to commemorate the centenary of the Great War. The winners, Jositha from Staines Preparatory School and Yasmeen Yusef-Burell from Bishop Wand School, were presented with awards from the Mayor and a cash prize for their school. All the entries were displayed at Spelthorne Museum over the Easter holidays.

Borough and district councils across Surrey have been working together to agree a county-wide policy to make child sexual exploitation and safeguarding awareness training compulsory for all taxi and private hire drivers. This is part of the work being done to protect and identify children or vulnerable adults at risk in the county. Current licensed drivers have until May 2019 to complete the training and new applicants will have to complete it before being granted a licence.

The refurbishment of the refreshment kiosk at Lammas Recreation Ground is nearing completion with an opening planned for 25 May when the spray ground opens for the season. Funding for the refurbishment came from the Leader's Windfall Grant.

The project to install Solar PV panels to Fordbridge and Staines Community Centres has now been completed. The renewable energy generated will reduce the electricity bills and the associated carbon emissions of both centres.

A funding bid has been submitted to the Enterprise M3 Growth Fund for the installation of electric vehicle charge points at key locations across the borough. The outcome will be known in July.

The Council's recycling rate for Q3 in 2017/18 was 49.5% - 1.2% higher than Q3 the previous year. The increase was primarily due to increases in food and garden waste tonnage.

New benches and bins have been installed in Staines High Street.

The Communications team is starting a project to update the look of the Council's website and make it easier for residents to find the information they need. The team has also been working to raise residents' awareness of the potential impact of Heathrow expansion.

A parking study is to be undertaken in Ashford to establish current parking habits and potential future needs.

A successful application has been made to partner Keep Britain Tidy on their new campaign called 'Leave behind Littering'.

**2482 Urgent items**

There were none.

**2483 Exempt Business**

**Resolved** to move the exclusion of the Press and Public for the following item 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.

**2484 Chief Executive's Urgent Action**

Cabinet noted the urgent action taken by the Chief Executive in relation to the award of contract for the provision of Insurance Services.

**2485 Acquisition of Property K - Key Decision**

Cabinet considered an exempt report regarding the acquisition of Property 'K'.

This property is of strategic importance and value and the acquisition of this links to the assets and income generation strand of the Council's transformation programme known as 'Towards a Sustainable Future'.

**Alternative options considered:**

- Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the investment asset identified in this report;



2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset

**Reasons for decision:**

It will bring in a steady income stream for the term of the lease. The income stream will assist in the future ongoing financial stability of the Council.

**2486 Acquisition of Property L - Key Decision**

Cabinet considered an exempt report regarding the acquisition of Property 'L'.

This property is of strategic importance and value and the acquisition of this links to the assets and income generation strand of the Council's transformation programme known as 'Towards a Sustainable Future'.

**Alternative options considered:**

- Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the investment asset identified in this report;
2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset

**Reasons for decision:**

It will bring in a steady income stream for the term of the lease. The income stream will assist in the future ongoing financial stability of the Council.

**2487 Acquisition of Property M - Key Decision**

Cabinet considered an exempt report regarding the acquisition of Property 'M'.

This property is of strategic importance and value and the acquisition of this links to the assets and income generation strand of the Council's transformation programme known as 'Towards a Sustainable Future'.

**Alternative options considered:**

- Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the investment asset identified in this report;
2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset

**Reasons for decision:**

It will bring in a steady income stream for the term of the lease. The income stream will assist in the future ongoing financial stability of the Council.

**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 3 May 2018.***

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**Cabinet****20 June 2018**

<b>Title</b>	2017/18 Provisional Capital Outturn Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven, Chief Accountant		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<p>The Cabinet are asked to:</p> <p>a) note the provisional capital outturn spend for 2017/18</p> <p>b) approve the capital carry forward of £21,564,170</p>		
<b>Reason for Recommendation</b>	Not applicable		

**1. Key issues**

- 1.1 Due to rescheduling of some schemes to 2018/19, there will be an under spend for the 2017/18 financial year of £233.47m.
- 1.2 The majority of the under spend (£224.64m) relates to the acquisition of assets project. This project is depended on the availability of suitable properties to purchase and the length of time it can take to complete property transactions.
- 1.3 A large proportion of the overall underspend will be addressed in the form of carry forwards to 2018/19.

**Details of Variances**

- 1.4 Attached as appendix A & B is the provisional level of spend as at the 31<sup>st</sup> March of £272.45m against the revised budget.

Attached as appendix C is the list of £21.56m worth of carry forwards that MAT have agreed.

Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital expenditure definition will be transferred to revenue.

The following projects are worth noting with respect to variances from the original planned programme.

- 1.5 Acquisition of Assets: Following the successful acquisition of the HG12, WBC 4 and 3 Roundwood Avenue, the Council is continuing to pursue opportunities to acquire low risk Income generating assets. Such opportunities take time to find and complete, with the balance of £224.64m being carried forward to support continuation of the programme of Acquisitions. £203.50m has previously been agreed to be moved to the 2018/19 capital programme, the remaining £21.14m forms part of the requested carry forward figure at appendix C.
  - 1.6 Replace Council Accommodation: This project has been stopped as the Council are no longer looking at relocating, resulting in an underspend of £7.00m. The Council is now progressing with renovating and altering the offices (Project Lima) and the 2018/19 capital programme contains £885k to fund this project.
- 2. Options analysis and proposal**
    - 2.1 The Cabinet are asked to note the provisional capital outturn position.
  - 3. Financial implications**
    - 3.1 Any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional investment income or can be used to fund additional schemes identified.
  - 4. Other considerations**
    - 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.
  - 5. Timetable for implementation**
    - 5.1 Monthly position statements are provided to MAT as an update on the current spends to date position.
    - 5.2 All group heads with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.
    - 5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

**Background papers: None**

**Appendices: A, B & C**

## Appendix A

### CAPITAL OUTTURN REPORT 2017/18

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Francis - Housing	184,300	487,000	236,883	(250,118)
Cllr Gething - Environment & Compliance	1,157,700	1,722,300	813,569	(908,731)
Cllr Barnard - Planning and Economic Development	1,236,600	1,292,800	892,681	(400,119)
Cllr Harvey - Leader	207,257,000	501,757,000	270,046,386	(231,710,614)
Cllr Mitchell - Corporate Management	441,000	662,800	462,613	(200,187)
	<b>210,276,600</b>	<b>505,921,900</b>	<b>272,452,131</b>	<b>(233,469,769)</b>

## CAPITAL OUTTURN REPORT 2017/18

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
<b><u>Housing Investment Programme</u></b>							
<b><u>CLlr Francis - Housing</u></b>							
D Ashman & K Sinclair	40203	Disabled Facilities Mandatory	644,300	932,000	947,969	15,969	The balance of budget has been requested to be carried forward into 2018/19
D Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	29,600	4,231	(25,369)	Lower expenditure against the budget as more time devoted against Mandatory work
		Less Specified Capital Grant	(644,300)	(644,300)	(783,268)	(138,968)	
		<b>Net Cost of Disabled Facilities Grants</b>	<b>29,600</b>	<b>317,300</b>	<b>168,932</b>	<b>(148,369)</b>	
D Ashman & K Sinclair	40209	Home Improvement Agency grant	81,000	81,000	80,451	(549)	
		HIA Funding	(26,300)	(26,300)	(52,865)	(26,565)	
		<b>Total</b>	<b>54,700</b>	<b>54,700</b>	<b>27,586</b>	<b>(27,114)</b>	
<b>Total For HIP</b>			<b>84,300</b>	<b>372,000</b>	<b>196,518</b>	<b>(175,483)</b>	
<b><u>Other Capital Programme</u></b>							
<b><u>CLlr Francis - Housing</u></b>							
D Ashman & K Sinclair	42044	Community Building Grant Scheme	25,000	25,000	21,900	(3,100)	A balance of budget has been requested to be carried forward into 2018/19
		<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>21,900</b>	<b>(3,100)</b>	
Sandy Muirhead	42013	Civica EDMS&Locata Integration	25,000	25,000	18,465	(6,535)	
Sandy Muirhead	42015	Landlord Guarantee Scheme	50,000	65,000	-	(65,000)	A request to carry forward the budget has been put forward for consideration
		<b>Total</b>	<b>75,000</b>	<b>90,000</b>	<b>18,465</b>	<b>(71,535)</b>	
<b><u>CLlr Gething - Environment &amp; Compliance</u></b>							
Jackie Taylor	41026	Laleham Park Upgrade	200,000	200,000	-	(200,000)	The budget has been moved to 2018/19
Jackie Taylor	41030	Hengrove Park Improvement		14,600	2,689	(11,911)	The balance of budget has been requested to be carried forward into 2018/19
Jackie Taylor	41322	Bridge St Car Parking Machines	25,000	25,000	5,038	(19,962)	This project has been completed and the underspend will be used against other projects.
Jackie Taylor	41502	Refuse/Recycling Vehicles	225,000	225,000	236,240	11,240	The project has been completed
Jackie Taylor	41505	Grounds Maintenance Project	-	500,000	445,000	(55,000)	A request to carry forward the budget has been put forward for consideration



## CAPITAL OUTTURN REPORT 2017/18

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Jackie Taylor	<a href="#">41506</a>	Spelride Bus Replacement	-	-	-	-	The project has been completed
Jackie Taylor	<a href="#">41609</a>	Replacement Multi Use Vehicle	80,000	80,000	-	(80,000)	A request to carry forward the budget has been put forward for consideration
Jackie Taylor	<a href="#">41610</a>	Miniature Railway Staines park	15,000	15,000	14,271	(729)	The project has been completed
Jackie Taylor	<a href="#">41620</a>	Wheelie Bins	50,000	50,000	49,630	(370)	
Jackie Taylor	<a href="#">41624</a>	InstallElecVehicleChargePoints	15,000	15,000	13,080	(1,920)	The balance of budget has been requested to be carried forward into 2018/19
Jackie Taylor	<a href="#">41625</a>	TothillCarParkLightingUpgrade	30,400	30,400	19,800	(10,600)	This project has been completed
Jackie Taylor	<a href="#">41626</a>	GreenoDayCenLighting Upgrade	10,800	10,800	10,385	(415)	This project has been completed
Jackie Taylor	<a href="#">41627</a>	Solar PV For Staines Comm Cent	25,000	25,000	17,592	(7,408)	A balance of budget has been requested to be carried forward into next year
Jackie Taylor	<a href="#">41628</a>	Parking Service Vans	20,000	20,000	21,452	1,452	This project is completed. Overspends against this will be funded through other lines of capital budget within Neighbourhood Services.
Jackie Taylor	<a href="#">42027</a>	Domestic Home Energy	30,000	30,000	32,815	2,815	This project is completed. Overspends against this will be funded through other lines of capital budget within Neighbourhood Services.
		<b>Total</b>	<b>726,200</b>	<b>1,240,800</b>	<b>867,991</b>	<b>(372,809)</b>	
Lee O'Neil	<a href="#">41314</a>	Air Quality	24,500	24,500	-	(24,500)	The budget has been moved to 2018/19
		<b>Total</b>	<b>24,500</b>	<b>24,500</b>	<b>-</b>	<b>(24,500)</b>	
<b><u>Cllr Barnard - Planning and Economic Development</u></b>							
Heather Morgan	<a href="#">41007</a>	Stanwell Skate Park	-	-	-	-	
Heather Morgan	<a href="#">41015</a>	Runnymede Estates	55,600	55,600	54,883	(717)	
Heather Morgan	<a href="#">41622</a>	Affordable Housing Opportunity	1,181,000	1,181,000	200,236	(980,764)	Expenditure against Bugle & Benwell are funded through here
Heather Morgan	<a href="#">42017</a>	Memorial Gardens			-	-	
Heather Morgan	<a href="#">42033</a>	Greeno Centre Car Park			-	-	
Heather Morgan	<a href="#">42039</a>	Bugle	-		356,909	356,909	Funded through 'Affordable Housing Opportunity' Budget
Heather Morgan	<a href="#">42042</a>	Benwell	-		280,653	280,653	Funded through 'Affordable Housing Opportunity' Budget
Heather Morgan	<a href="#">42036</a>	Towpath Car Park		56,200		(56,200)	The budget has been moved to 2018/19
		<b>Total</b>	<b>1,236,600</b>	<b>1,292,800</b>	<b>892,681</b>	<b>(400,119)</b>	
<b><u>Cllr Harvey - Leader</u></b>							

# CAPITAL OUTTURN REPORT 2017/18

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
D Ashman & K Sinclair	<a href="#">42045</a>	Ward Grants	260,000	260,000	186,856	(73,144)	The balance of budget has been requested to be carried forward into next financial year
Heather Morgan	<a href="#">42038</a>	Acquisition of Assets	200,000,000	494,500,000	269,859,530	(224,640,470)	Expenditure has been incurred on acquiring new sites i.e. 3 Roundwood Avenue and World Business Centre4, 12 Hammer Smith Grove. £203.5m of the remaining budget has been moved to 18/19 to fund future investment opportunities.
Heather Morgan	<a href="#">42011</a>	Replace Council Accommodation	6,997,000	6,997,000	-	(6,997,000)	
<b>Total</b>			<b>207,257,000</b>	<b>501,757,000</b>	<b>270,046,386</b>	<b>(231,710,614)</b>	
<b><u>CLlr Mitchell - Corporate Management</u></b>							
Helen Dunn	<a href="#">43621</a>	VDI		177,800	180,265	2,465	The project has been completed and overspends are funded through other projects
Helen Dunn	<a href="#">43003</a>	New Software	20,000	20,000	20,107	107	Expenditure on various software enhancements throughout the financial year. Overspends against this will be funded through other lines of capital budget within ICT
Helen Dunn	<a href="#">43608</a>	Other Hardware	30,000	30,000	24,264	(5,736)	The project has been completed
Helen Dunn	<a href="#">43622</a>	ICT Network	150,000	150,000	147,208	(2,792)	The project has been completed
Helen Dunn	<a href="#">43623</a>	Peripheral Devices	3,500	3,500	2,904	(596)	The project has been completed
Helen Dunn	<a href="#">43624</a>	Council Chamber Audio	-	-	33,470	33,470	Project has already been approved by MAT to go ahead and the initial installation of equipment has been completed.
<b>Total</b>			<b>203,500</b>	<b>381,300</b>	<b>408,218</b>	<b>26,918</b>	
Sandy Muirhead	<a href="#">43503</a>	Agile Working	28,200	47,200	45,353	(1,847)	The budget has been moved into 2018/19
Sandy Muirhead	<a href="#">43511</a>	ScannersCorporateEDMS Roll out	31,000	36,000	5,550	(30,450)	The balance of budget has been moved into 2018/19
Sandy Muirhead	<a href="#">43512</a>	Sharepoint redesign & Relaunch	70,000	90,000	-	(90,000)	The budget has been moved into 2018/19
Sandy Muirhead	<a href="#">43515</a>	Corporate EDMS Project	108,300	108,300	3,492	(104,808)	The balance of budget has been moved into 2018/19
<b>Total</b>			<b>237,500</b>	<b>281,500</b>	<b>54,395</b>	<b>(227,105)</b>	
<b><u>CLlr Gething - Environment &amp; Compliance</u></b>							
Keith McGroary	<a href="#">41619</a>	Small Scale Area Regeneration	620,000	620,000	15,917	(604,083)	The balance of budget has been moved into 2018/19
		External Funding	(310,000)	(310,000)	(71,840)	238,161	
Keith McGroary	<a href="#">41621</a>	CCTV Enhancement	97,000	147,000	1,500	(145,500)	The balance of budget has been moved into 2018/19
<b>Total</b>			<b>407,000</b>	<b>457,000</b>	<b>(54,423)</b>	<b>(511,423)</b>	

## CAPITAL OUTTURN REPORT 2017/18

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
<b>Total For Other</b>			<b>210,192,300</b>	<b>505,549,900</b>	<b>272,255,613</b>	<b>(233,294,287)</b>	#
Total Expenditure			211,257,200	506,902,500	273,360,103	(233,542,397)	
Total Funding			(980,600)	(980,600)	(907,973)	72,628	
<b>GRAND TOTAL</b>			<b>210,276,600</b>	<b>505,921,900</b>	<b>272,452,131</b>	<b>(233,469,769)</b>	

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## Spelthorne Borough Council

### Capital Carry forward requests 2017/18

File Ref	GL Code	Account Description	Budget 17/18 £	Spend 17/18 £
	42038	Acquisition of Assets	494,500,000	269,859,530
CF012	40203	Mandatory Disabled Facilities Grant	1,071,000	859,000
CF013	41505	Grounds Maintenance Project	500,000	455,700
CF019	42045	Ward Grants - Stanwell St Mary's well project	260,000	186,900
CF020	42045	Ward Grants - Shepperton Lock Parking project		
CF021	42045	Ward Grants - IT suite to support Local Family Support pilot project (with SCC) Sunbury Common		
CF022	41627	Solar PV for Staines Comm Cent	25,000	17,600
CF023	41030	Adult Fitnees Equip Hengrove Park	14,600	2,700
CF024	43515	Corporate EDMS Project	108,300	3,500
CF027	42015	Landlord Guarantee Scheme	65,000	-
CF028	41609	Replacement multi use vehicle	80,000	-
CF025	42044	Community Bulding Grant Scheme	25,000	21,900
CF026	41624	Installation electric Vehicle Charging point	15,000	13,100
<b>Total Capital requests</b>				

<b>Unspent budget £</b>	<b>Amount requested to be carried forward £</b>	<b>Comments</b>
224,640,470	21,140,470	£203,500,000 has already been moved to 2018/19. The balance of budget is requested to be carried forward to be spent in next financial year
212,000	138,000	The balance of budget is requested to be carried forward to be spent in next financial year. This relates to agreed SBC funding only, government grant fully utilised in year.
44,300	55,900	Purchase of tractor for Grounds maintenance service. Requested that £12k 41505 spend is capitalised to 41322-8252.
73,100	14,200	This project will not commence until summer 2018. The amount was agreed in June 2017.
	20,000	The amount was agreed in June 2017.
	10,000	Amount agreed in June 2017 on condition proforma invoices were supplied.
7,400	12,200	Project partially complete. Staines Day Centre work delayed due to issue with scaffolding permit. Expected to be completed in early next financial year
11,900	11,900	The balance of budget is expected to be spent on Hengrove Park development
104,800	11,500	Project is currently in progress linked to office moves and GDPR. Largely expected to be completed in the next financial year subject to subject to all services allocating resources to deal with archiveable documentsources to deal with archiveable documents.
65,000	65,000	Funds will be required for the new system integration in Housing.
80,000	80,000	The vehicle is on order but there is a 6 month build period and delivery is expected late May 2018
3,100	3,100	Carry forward suggested by Grants Panel and endorsed by Cabinet in Feb 2018, within Annual Revenue Grants 2018-19 report
1,900	1,900	Agreed by MAT to install electric vehicle charge point at Knowle Green Offices
<b>21,564,170</b>		

**Cabinet****20 June 2018**

<b>Title</b>	2017/18 Provisional Revenue Outturn Report		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Laurence Woolven, Chief Accountant		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	The Cabinet is asked to: <ul style="list-style-type: none"> <li>a) Note the provisional revenue outturn for 2017/18</li> <li>b) Approve the revenue carry forward of £711,384</li> </ul>		
<b>Reason for Recommendation</b>	Not applicable		

**1. Key issues**

- 1.1 The summary on appendix A shows a surplus for the year of £760k, this figure contains £711k relating to proposed carry forward items, resulting in a net underspend against revised budget of £49k. This underspend takes into account investment income, use of reserves, interest payments and business rates retention. The net underspend will be added to reserves.
- 1.2 During the year an additional £3.34m was achieved due to rental income generated from new property purchases, this was offset by additional debt costs £1.78m and additional transfers of £1.56m to build up the sinking fund reserves.
- 1.3 There were a number of salary underspends throughout the year and these ensured that the vacancy monitoring saving requirement was met.
- 1.4 The net surplus on the 2017/18 Revenue Budget will be moved to the General Fund reserve to support future revenue budgets.
- 1.5 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.6 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances.

## **Investment Income**

- 1.7 Interest earned on our investments amounted was £127k above the original budget. The main reason for this extra income is due to the additional rental income mentioned above.

## **Transfers to and from Reserves**

- 1.8 In year, £2.7m has been transferred to the various property sinking fund reserves and £1m has been transferred to other reserves including £250k to create a new 'Local Environmental Assessment' reserve.
- 1.9 Additional Business Rates income of £3.0m has been transferred to the Business Rates reserve, this money will be needed to meet future years budgets due to a deficit on the Collection Fund caused by a timing lag issue and an increase in appeals provision. The appeals provision increase is due to a national issue around NHS appeals, in this borough this would relate to Ashford hospital.
- 1.10 These transfers to reserves, along with the net underspend transfer referred to in 1.1 above, mean that the revenue outturn has enabled some £6.9m to be added to the Council's reserves.
- 1.11 £8.7m was received in 2017/18 relating to Hammersmith Grove 12, this money is effectively early received rent so has been placed in a reserve to be released to revenue over the coming years.
- 1.12 Carry forwards totalling £711k have been put forward for approval. The largest of these relates to the Elmsleigh lifts (£445k). These have been taken into account on appendix A and can be accommodated within the overall underspend. It is proposed to transfer to these carry forwards to reserves.
- 1.13 These Schemes are identified in appendix D.

## **2. Options analysis and proposal**

- 2.1 The Cabinet are asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by corporate management team.

## **3. Financial implications**

- 3.1 There are no on-going financial implications in the report but variances which have occurred will be investigated to see if they are on-going and should be incorporated into future year budget deficit/surplus projection calculations.

## **4. Other considerations**

- 4.1 There are none.

## **5. Timetable for implementation**

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.



5.2 Monthly system generated summary reports with drill down facilities are sent to corporate management team, group heads of service and cabinet members.

**Background papers: None**

**Appendices: A, B, C & D**

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## APPENDIX A

### 2017/18 Net Revenue Budget Monitoring As at end of 31 MARCH 2018

	17/18	17/18	17/18	17/18
	Budget		Total	Variance
	Original	Revised	Actuals	to Revised
	£	£	£	£
Gross Expenditure	59,961,400	59,995,100	57,268,231	(2,726,869)
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	59,961,400	59,995,100	57,268,231	(2,726,869)
Less Housing Benefit grant	(31,944,000)	(31,944,000)	(30,878,197)	1,065,803
Less Specific fees and charges income	(28,015,500)	(28,032,300)	(32,208,535)	(4,176,235)
<b>Net Expenditure - broken down as below</b>	<b>1,900</b>	<b>18,800</b>	<b>(5,818,500)</b>	<b>(5,837,300)</b>
Leader of the Council	1,131,000	1,131,000	1,104,740	(26,260)
Deputy Leader	550,600	559,300	563,486	4,186
Corporate Management	2,220,900	2,156,100	745,494	(1,410,606)
Housing	1,671,900	1,635,200	1,497,690	(137,510)
Finance	2,451,000	2,476,000	2,575,793	99,793
Planning and Economic Development	(15,354,700)	(15,289,900)	(19,103,304)	(3,813,404)
Environment and Compliance	5,166,800	5,166,800	4,980,653	(186,147)
Community Wellbeing	231,200	251,100	71,819	(179,281)
Customer Service, Estates & Transport	1,933,200	1,933,200	1,745,129	(188,071)
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>1,900</b>	<b>18,800</b>	<b>(5,818,500)</b>	<b>(5,837,300)</b>
Salary expenditure - vacancy monitoring	(300,000)	(300,000)		300,000
<b>NET EXPENDITURE</b>	<b>(298,100)</b>	<b>(281,200)</b>	<b>(5,818,500)</b>	<b>(5,537,300)</b>
<b>NET EXPENDITURE</b>	<b>(298,100)</b>	<b>(281,200)</b>	<b>(5,818,500)</b>	<b>(5,537,300)</b>
Interest earnings	(900,000)	(900,000)	(1,027,378)	(127,378)
Debt Interest Payable	8,307,000	8,307,000	10,088,742	1,781,742
Minimum Revenue Provision	4,482,100	4,482,100	4,517,081	34,981
Rent Free period income			(8,722,722)	(8,722,722)
Contributions to Sinking Funds	700,000	700,000	2,700,507	2,000,507
Contributions to Other Reserves			1,075,472	1,075,472
Rent Free contribution to reserves			8,722,722	8,722,722
National Non Domestic Rates (NNDR) reserve			3,052,456	3,052,456
<b>BUDGET REQUIREMENT</b>	<b>12,291,000</b>	<b>12,307,900</b>	<b>14,588,380</b>	<b>2,280,480</b>
Baseline NNDR Funding	(3,009,000)	(3,009,000)	(6,061,456)	(3,052,456)
Transition Grant	(96,000)	(96,000)	(97,703)	(1,703)
New Homes Bonus	(1,530,900)	(1,530,900)	(1,535,152)	(4,252)
<b>NET BUDGET REQUIREMENT</b>	<b>7,655,100</b>	<b>7,672,000</b>	<b>6,894,069</b>	<b>(777,931)</b>
Council Tax Income	(7,487,607)	(7,487,607)	(7,487,000)	607
Collection Fund Surplus/(deficit)	(167,493)	(167,493)	(167,500)	(7)
<b>(Surplus)/deficit for the year</b>	<b>-</b>	<b>16,900</b>	<b>(760,431)</b>	<b>(777,331)</b>
2017/18 Revenue carry forward			711,384	711,384
<b>Net Position (Balance (to)/from General Fund reserve)</b>	<b>-</b>	<b>16,900</b>	<b>(49,047)</b>	<b>(65,947)</b>

<b>Appendix B</b>			
<b>REVENUE MONITORING 2017/18</b>			
<b>EXPENDITURE AND INCOME SUMMARY 31 MARCH 2018</b>			
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Leader of the Council</b>			
Employees	827,100	779,294	(47,806)
Other Expenditure	577,400	604,087	26,687
Income	(273,500)	(278,641)	(5,141)
	<b>1,131,000</b>	<b>1,104,740</b>	<b>(26,260)</b>
<b>Deputy Leader</b>			
Employees	134,800	153,409	18,609
Other Expenditure	435,500	408,898	(26,602)
Income	(11,000)	1,180	12,180
	<b>559,300</b>	<b>563,486</b>	<b>4,186</b>
<b>Corporate Management</b>			
Employees	1,499,100	1,289,375	(209,725)
Other Expenditure	701,300	580,122	(121,178)
Income	(44,300)	(1,124,003)	(1,079,703)
	<b>2,156,100</b>	<b>745,494</b>	<b>(1,410,606)</b>
<b>Housing</b>			
Employees	1,408,400	1,367,698	(40,702)
Other Expenditure	33,954,400	32,489,559	(1,464,841)
Housing Benefit grant income	(31,944,000)	(30,878,197)	1,065,803
Income	(1,783,600)	(1,481,370)	302,230
	<b>1,635,200</b>	<b>1,497,690</b>	<b>(137,510)</b>
<b>Finance</b>			
Employees	2,302,800	2,399,309	96,509
Other Expenditure	186,100	191,992	5,892
Income	(12,900)	(15,508)	(2,608)
	<b>2,476,000</b>	<b>2,575,793</b>	<b>99,793</b>
<b>Planning and Economic Development</b>			
Employees	1,663,100	1,743,310	80,210
Other Expenditure	2,378,900	1,715,078	(663,823)
Income	(19,331,900)	(22,561,691)	(3,229,791)
	<b>(15,289,900)</b>	<b>(19,103,304)</b>	<b>(3,813,404)</b>
<b>Environment and Compliance</b>			
Employees	4,231,800	4,731,569	499,769
Other Expenditure	4,966,000	4,296,943	(669,057)
Income	(4,031,000)	(4,047,858)	(16,858)
	<b>5,166,800</b>	<b>4,980,653</b>	<b>(186,147)</b>
<b>Community Wellbeing</b>			
Employees	1,674,400	1,692,367	17,967
Other Expenditure	687,500	676,528	(10,972)
Income	(2,110,800)	(2,297,076)	(186,276)
	<b>251,100</b>	<b>71,819</b>	<b>(179,281)</b>
<b>Customer Service, Estates &amp; Transport</b>			
Employees	938,300	863,969	(74,331)
Other Expenditure	1,428,200	1,284,726	(143,474)
Income	(433,300)	(403,566)	29,734
	<b>1,933,200</b>	<b>1,745,129</b>	<b>(188,071)</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>18,800</b>	<b>(5,818,500)</b>	<b>(5,837,300)</b>
Total Employees	<b>14,679,800</b>	<b>15,020,300</b>	<b>340,500</b>
Total Other Expenditure	<b>45,315,300</b>	<b>42,247,932</b>	<b>(3,067,368)</b>
Housing Benefit grant income	<b>(31,944,000)</b>	<b>(30,878,197)</b>	<b>1,065,803</b>
Total Income	<b>(28,032,300)</b>	<b>(32,208,535)</b>	<b>(4,176,235)</b>
	<b>18,800</b>	<b>(5,818,500)</b>	<b>(5,837,300)</b>

<b>REVENUE MONITORING 2017/18</b>			
<b>EXPENDITURE AND INCOME SUMMARY 31 MARCH 2018</b>			
	Budget	Actual	Variance
<b>Results to</b>	Revised	YTD	to Revised
<b>31-Mar-18</b>	£	£	£
<b>Total Expenditure</b>	<b>59,995,100</b>	<b>57,268,231</b>	<b>(2,726,869)</b>
<b>Total Income</b>	<b>(59,976,300)</b>	<b>(63,086,732)</b>	<b>(3,110,432)</b>
<b>Net</b>	<b>18,800</b>	<b>(5,818,500)</b>	<b>(5,837,300)</b>

### Leader of the Council

<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	105,600	99,718	(5,882)	Savings achieved due to cease of shared services with Reigate BC. Note that (£50k) income budget for shared service salaries cost is also not applicable to this financial year.
Other Expenditure	2,200	785	(1,415)	
Income	(50,000)	0	50,000	Please see above
<b>Corporate Governance</b>	<b>57,800</b>	<b>100,503</b>	<b>42,703</b>	
Employees	12,100	10,162	(1,938)	
Other Expenditure	357,600	359,239	1,639	2% increase on basic allowances, however offset by lower expenditure on mayoral codes and civic occasions
Income	0	0	0	
<b>Democratic Rep &amp; Management</b>	<b>369,700</b>	<b>369,400</b>	<b>(300)</b>	
Employees	2,300	0	(2,300)	No expenditure as there was no by election
Other Expenditure	7,900	1,973	(5,927)	Less expenditure as there was no by election
Income	0	0	0	
<b>Elections</b>	<b>10,200</b>	<b>1,973</b>	<b>(8,227)</b>	
Employees	131,700	139,261	7,561	Higher Temporary staff payments funded through grant income relating to Individual Electoral Registration (IER), partially off set by savings achieved in the latter part of the financial year due to vacant post
Other Expenditure	100,900	101,382	482	
Income	(1,000)	(16,736)	(15,736)	Additional income of £14k from Cabinet Office relating to Individual Electoral Registration (IER) work as above
<b>Electoral Registration</b>	<b>231,600</b>	<b>223,907</b>	<b>(7,693)</b>	
Employees	68,500	68,549	49	
Other Expenditure	35,800	30,156	(5,644)	
Income	(205,000)	(179,611)	25,389	Property market has not been as buoyant as estimated, resulting in reduced levels of income being recovered
<b>Land Charges</b>	<b>(100,700)</b>	<b>(80,905)</b>	<b>19,795</b>	
Employees	452,000	406,568	(45,432)	Savings achieved due to vacant posts, partially covered by temp lawyer for recent commercial property acquisitions.
Other Expenditure	26,600	38,220	11,620	Higher expenditure mainly against Books & publication and Legal & Court Costs Budget
Income	(17,500)	(52,550)	(35,050)	Higher income achieved due to more activity
<b>Legal</b>	<b>461,100</b>	<b>392,237</b>	<b>(68,863)</b>	
Employees	54,900	55,036	136	
Other Expenditure	46,400	72,332	25,932	Costs for Community Connector to be funded through PPP grant
Income	0	(29,744)	(29,744)	PPP funding
<b>People &amp; Partnerships</b>	<b>101,300</b>	<b>97,624</b>	<b>(3,676)</b>	
<b>Total Employees</b>	<b>827,100</b>	<b>779,294</b>	<b>(47,806)</b>	
<b>Total Other Expenditure</b>	<b>577,400</b>	<b>604,087</b>	<b>26,687</b>	
<b>Total Income</b>	<b>(273,500)</b>	<b>(278,641)</b>	<b>(5,141)</b>	
	<b>1,131,000</b>	<b>1,104,740</b>	<b>(26,260)</b>	

**Deputy Leader**

<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	134,800	143,176	8,376	
Other Expenditure	99,600	89,706	(9,894)	
Income	(10,000)	1,180	11,180	Shared services re: Web support recharge income from Runneymede Borough Council for previous years for £19.8k have been reversed out in this financial year due to incorrect recharge
<b>Corporate Publicity</b>	<b>224,400</b>	<b>234,062</b>	<b>9,662</b>	
Employees	0	10,233	10,233	Prevent training costs, funding received in 16/17. Incident response salary costs incurred for emergency exercise in Oct 17
Other Expenditure	104,600	110,591	5,991	
Income	(1,000)	0	1,000	
<b>Emergency Planning</b>	<b>103,600</b>	<b>120,824</b>	<b>17,224</b>	
Employees	0	0	0	
Other Expenditure	218,300	208,600	(9,700)	Carry forward of £9,700 has been requested
Income	0	0	0	
<b>General Grants</b>	<b>218,300</b>	<b>208,600</b>	<b>(9,700)</b>	
Employees	0	0	0	
Other Expenditure	13,000	0	(13,000)	No public meetings in 2017/18
Income	0	0	0	
<b>Research &amp; Consultation</b>	<b>13,000</b>	<b>0</b>	<b>(13,000)</b>	
<b>Total Employees</b>	<b>134,800</b>	<b>153,409</b>	<b>18,609</b>	
<b>Total Other Expenditure</b>	<b>435,500</b>	<b>408,898</b>	<b>(26,602)</b>	
<b>Total Income</b>	<b>(11,000)</b>	<b>1,180</b>	<b>12,180</b>	
	<b>559,300</b>	<b>563,486</b>	<b>4,186</b>	

Appendix C3				
<b>Corporate Management</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	188,000	212,469	24,469	Two staff doing additional hours, one of which is also receiving an honorarium, due to increased volume in workload
Other Expenditure	40,300	37,935	(2,365)	
Income	0	(20)	(20)	
<b>HR</b>	<b>228,300</b>	<b>250,384</b>	<b>22,084</b>	
Employees	54,000	52,961	(1,039)	
Other Expenditure	800	777	(23)	
Income	0	0	0	
<b>Payroll</b>	<b>54,800</b>	<b>53,739</b>	<b>(1,061)</b>	
Employees	559,900	475,235	(84,665)	This is due to network manager vacancy, part year business analyst vacancy, part year apprentice vacancy, part year maternity leave
Other Expenditure	324,200	278,160	(46,040)	The key underspends are: 1. VDI support, which hasn't started yet 2. Hardware support (specifically for the replacement SAN) which was capitalised within the purchase in 16/17 3. General consultancy, because some projects were deferred due to resources/workloads 4. There were also a few minor support contracts which generated first year savings when moving suppliers
Income	(44,300)	(44,332)	(32)	
<b>Information &amp; Comms Technology</b>	<b>839,800</b>	<b>709,063</b>	<b>(130,737)</b>	
Employees	107,600	91,701	(15,899)	Underspend due to retirement of Committees manager post in June 2017. Trainee Committee Manager post vacant for a few months in year. Underspend reduced by Projects officer assisting with Committees workload.
Other Expenditure	10,000	13,541	3,541	
Income	0	0	0	
<b>Committee Services</b>	<b>117,600</b>	<b>105,242</b>	<b>(12,358)</b>	
Employees	191,200	52,389	(138,811)	Underspend mainly represents an estimate of retention allowance available to services that will not have been used by year end.
Other Expenditure	137,500	237,285	99,785	
Income	0	(1,079,651)	(1,079,651)	Offset by reserve adjustment
<b>Corporate Management</b>	<b>328,700</b>	<b>(789,977)</b>	<b>(1,118,677)</b>	
Employees	398,400	404,619	6,219	
Other Expenditure	188,500	12,424	(176,076)	Carry forward request has been submitted for £176k to 18/19 for corporate backscanning project
Income	0	0	0	
<b>Project Management</b>	<b>586,900</b>	<b>417,043</b>	<b>(169,857)</b>	
Total Employees	<b>1,499,100</b>	<b>1,289,375</b>	<b>(209,725)</b>	
Total Other Expenditure	<b>701,300</b>	<b>580,122</b>	<b>(121,178)</b>	
Total Income	<b>(44,300)</b>	<b>(1,124,003)</b>	<b>(1,079,703)</b>	
	<b>2,156,100</b>	<b>745,494</b>	<b>(1,410,606)</b>	



Appendix C5				
<b>Housing</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	869,100	863,901	(5,199)	Vacant posts in year, covered by secondments in the team, generating an underspend
Other Expenditure	42,200	46,958	4,758	Locata costs funded by new burdens grant
Income	0	(6,508)	(6,508)	New burdens grant funding
<b>Housing Needs</b>	<b>911,300</b>	<b>904,351</b>	<b>(6,949)</b>	
Employees	0	0	0	
Other Expenditure	2,098,400	1,573,325	(525,075)	
Income	(1,441,200)	(1,103,197)	338,003	
<b>Homelessness</b>	<b>657,200</b>	<b>470,128</b>	<b>(187,072)</b>	Emergency Bed & Breakfast and Rent Assure Scheme; usage has been lower than anticipated
Employees	539,300	503,797	(35,503)	Vacant posts in year, and less hours being worked by 1 member of staff than originally budgeted
Other Expenditure	41,800	54,391	12,591	IT costs to be covered by revenue grant, as well as lower internal printing costs than budgeted
Income	(342,400)	(371,665)	(29,265)	Revenue grant funding IT costs
<b>Housing Benefits Admin</b>	<b>238,700</b>	<b>186,524</b>	<b>(52,176)</b>	
Employees	0	0	0	
Other Expenditure	31,772,000	30,814,885	(957,115)	
Income	(31,944,000)	(30,878,197)	1,065,803	
<b>Housing Benefits Payments</b>	<b>(172,000)</b>	<b>(63,312)</b>	<b>108,688</b>	Subsidies as a whole are lower than budgeted. Increase in HBO bad debt provision has generated an overspend
Total Employees	<b>1,408,400</b>	<b>1,367,698</b>	<b>(40,702)</b>	
Total Other Expenditure	<b>33,954,400</b>	<b>32,489,559</b>	<b>(1,464,841)</b>	
Total Income	<b>(33,727,600)</b>	<b>(32,359,567)</b>	<b>1,368,033</b>	
	<b>1,635,200</b>	<b>1,497,690</b>	<b>(137,510)</b>	

Appendix C8				
<b>Finance and Customer Service</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	196,700	214,262	17,562	Relocation Expenses for CX & increased spend on employee training
Other Expenditure	8,400	34,774	26,374	Professional fees for recruitment of Chief Executive
Income	0	0	0	
<b>Chief Executive</b>	<b>205,100</b>	<b>249,035</b>	<b>43,935</b>	
Employees	112,100	113,432	1,332	
Other Expenditure	3,600	3,998	398	
Income	0	0	0	
<b>MaT Secretariat &amp; Support</b>	<b>115,700</b>	<b>117,429</b>	<b>1,729</b>	
Employees	244,200	243,249	(951)	
Other Expenditure	2,400	1,332	(1,068)	
Income	0	(15)	(15)	
<b>Deputy Chief Executives</b>	<b>246,600</b>	<b>244,566</b>	<b>(2,034)</b>	
Employees	89,300	89,336	36	
Other Expenditure	58,200	45,763	(12,437)	Spend has been controlled to address issues arising from Surrey CC no longer providing Audit consultants. Consequently, consultants are now sourced through agencies, which is more expensive.
Income	(12,900)	(14,592)	(1,692)	
<b>Audit</b>	<b>134,600</b>	<b>120,507</b>	<b>(14,093)</b>	
Employees	388,500	468,136	79,636	Redundancy costs of £26k paid to one of the member of staff and vacant posts earlier in the year were covered by agency staff at higher cost and additional overtime payments to clear backlog of work.
Other Expenditure	46,900	73,040	26,140	Consultants fees of £22k paid to recruit for the vacant posts with no budget and additional payments against Books & Publications budget to support close of accounts process.
Income	0	(81)	(81)	
<b>Accountancy</b>	<b>435,400</b>	<b>541,095</b>	<b>105,695</b>	
Employees	1,272,000	1,270,894	(1,106)	Pensions added years payments - full year spend will be as at budget. Costs to date to be reviewed to assess reasons for delays.
Other Expenditure	66,600	52,170	(14,430)	Underspend estimated on costs budgeted for centrally such as for staff health costs.
Income	0	(820)	(820)	
<b>Unapportionable Central IO/Heads</b>	<b>1,338,600</b>	<b>1,322,244</b>	<b>(16,356)</b>	
Employees	0	0	0	
Other Expenditure	0	(19,084)	(19,084)	
Income	0	0	0	
<b>Misc Expenses</b>	<b>0</b>	<b>(19,084)</b>	<b>(19,084)</b>	
Total Employees	<b>2,302,800</b>	<b>2,399,309</b>	<b>96,509</b>	
Total Other Expenditure	<b>186,100</b>	<b>191,992</b>	<b>5,892</b>	
Total Income	<b>(12,900)</b>	<b>(15,508)</b>	<b>(2,608)</b>	
	<b>2,476,000</b>	<b>2,575,793</b>	<b>99,793</b>	

Appendix C7				
<b>Planning and Economic Development</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	
Other Expenditure	979,900	959,300	(20,600)	Small underspend of planned maintenance budget, being utilised in partnership with Runnymede BC
Income	0	(2,498)	(2,498)	
<b>Planned Maintenance Programme</b>	<b>979,900</b>	<b>956,802</b>	<b>(23,098)</b>	
Employees	86,900	104,254	17,354	Overspend due to Economic Development Manager in budget for 50% of salary split with Community Safety, however this post is 100% in Economic Development since July 2017. Vacancies earlier in year have reduced the overspend
Other Expenditure	43,500	33,875	(9,625)	Lower expenditure to cover salary overspends
Income	0	(501)	(501)	
<b>Economic Development</b>	<b>130,400</b>	<b>137,628</b>	<b>7,228</b>	
Employees	184,800	191,774	6,974	Use of agency staff to cover vacant posts has generated an overspend
Other Expenditure	780,400	216,401	(563,999)	Carry forward requested for £436k for delay to Elmsleigh Lifts works. Underspends also on Knowle Green Relocation and Redevelopment projects
Income	(18,048,000)	(21,397,087)	(3,349,087)	Additional income from asset acquisitions in year
<b>Asset Mgn Administration</b>	<b>(17,082,800)</b>	<b>(20,988,912)</b>	<b>(3,906,112)</b>	
Employees	0	0	0	
Other Expenditure	0	1,338	1,338	Costs involved in enabling the sea cadets to share the facilities with the Kayak Club
Income	0	0	0	
<b>Sea Cadets</b>	<b>0</b>	<b>1,338</b>	<b>1,338</b>	
Employees	318,900	307,265	(11,635)	Two senior planning officer posts were vacant earlier in year, generating underspends
Other Expenditure	101,800	87,031	(14,769)	Underspend on consultancy fees due to vacancies earlier in the year
Income	(1,000)	(10,466)	(9,466)	Reimbursement for works undertaken for the Heathrow Strategic Planning Group
<b>Planning Policy</b>	<b>419,700</b>	<b>383,829</b>	<b>(35,871)</b>	
Employees	738,600	792,897	54,297	Use of overtime and temporary staff costs for increased workload
Other Expenditure	110,700	194,368	83,668	Consultancy costs higher than budgeted. Purchase of Idox licences in perpetuity, creating long term savings
Income	(488,800)	(416,916)	71,884	Income is lower than expected, due to no large planning applications received
<b>Planning Development Control</b>	<b>360,500</b>	<b>570,348</b>	<b>209,848</b>	
Employees	0	0	0	
Other Expenditure	140,000	40	(139,960)	Bridge Street & Tothill Car Park/Elmsleigh IV projects delayed to 2018/19
Income	0	0	0	
<b>Staines Upon Thames Programme</b>	<b>140,000</b>	<b>40</b>	<b>(139,960)</b>	
Employees	333,900	347,120	13,220	As a result of increasing Building Regulations applications, temporary staff expenditure has increased which has also lead to increase in income
Other Expenditure	15,300	18,935	3,635	
Income	(346,100)	(404,485)	(58,385)	Higher income generated due to more activity
<b>Building Control</b>	<b>3,100</b>	<b>(38,430)</b>	<b>(41,530)</b>	
Employees	0	0	0	
Other Expenditure	47,300	41,911	(5,389)	
Income	(48,000)	(67,915)	(19,915)	Additional income received for licences
<b>General Property Expenses</b>	<b>(700)</b>	<b>(26,004)</b>	<b>(25,304)</b>	
Employees	0	0	0	
Other Expenditure	160,000	161,880	1,880	
Income	(400,000)	(261,822)	138,178	Head rent reconciliation for year ending 23rd June 2016 & 2017, and accrual for reduction in income in 17/18, due to vacant leases
<b>Staines Town Centre Management</b>	<b>(240,000)</b>	<b>(99,942)</b>	<b>140,058</b>	
Total Employees	<b>1,663,100</b>	<b>1,743,310</b>	<b>80,210</b>	
Total Other Expenditure	<b>2,378,900</b>	<b>1,715,078</b>	<b>(663,823)</b>	
Total Income	<b>(19,331,900)</b>	<b>(22,561,691)</b>	<b>(3,229,791)</b>	
	<b>(15,289,900)</b>	<b>(19,103,304)</b>	<b>(3,813,404)</b>	

Appendix C4				
<b>Environment and Compliance</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	
Other Expenditure	3,500	2,660	(840)	
Income	0	0	0	
<b>Abandoned Vehicles</b>	<b>3,500</b>	<b>2,660</b>	<b>(840)</b>	
Employees	0	0	0	
Other Expenditure	66,700	84,045	17,345	Insurance Excess charges with no budget and Electricity costs are also higher against the budget
Income	0	(1,664)	(1,664)	
<b>Depot</b>	<b>66,700</b>	<b>82,381</b>	<b>15,681</b>	
Employees	909,700	923,393	13,693	Higher overtime payments to cover vacant posts
Other Expenditure	79,900	87,824	7,924	
Income	(24,200)	(30,264)	(6,064)	
<b>DS Management &amp; Support</b>	<b>965,400</b>	<b>980,954</b>	<b>15,554</b>	
Employees	1,193,100	1,215,563	22,463	Vacant posts are covered by additional overtime payments and agency staff with higher costs
Other Expenditure	836,000	828,813	(7,187)	
Income	(662,600)	(796,802)	(134,202)	Higher income due to more activity
<b>Refuse Collection</b>	<b>1,366,500</b>	<b>1,247,574</b>	<b>(118,926)</b>	
Employees	0	0	0	
Other Expenditure	9,500	9,601	101	
Income	0	(1,000)	(1,000)	
<b>Energy Initiatives</b>	<b>9,500</b>	<b>8,601</b>	<b>(899)</b>	
Employees	0	0	0	
Other Expenditure	46,000	72,351	26,351	Additional costs are funded through revenue grants as below
Income	(25,000)	(54,898)	(29,898)	
<b>Environmental Enhancements</b>	<b>21,000</b>	<b>17,452</b>	<b>(3,548)</b>	
Employees	0	0	0	
Other Expenditure	0	(271)	(271)	This has been merged within Direct Services Management, The balance relates to previous year's accruals
Income	0	0	0	
<b>Enviro Services Administration</b>	<b>0</b>	<b>(271)</b>	<b>(271)</b>	
Employees	637,100	563,685	(73,415)	Savings achieved due to vacant posts partially covered by temporary/agency staff.
Other Expenditure	314,500	307,407	(7,093)	
Income	(47,700)	(47,280)	420	
<b>Street Cleaning</b>	<b>903,900</b>	<b>823,812</b>	<b>(80,088)</b>	
Employees	0	0	0	
Other Expenditure	300,000	69,679	(230,321)	Recyclable waste payments are lower due to changes to recycling system
Income	(505,200)	(421,873)	83,327	Recyclable waste credits income is received in arrears from Surrey County Council. Income is lower against the budget due to changes to the recycling credit system
<b>Waste Recycling</b>	<b>(205,200)</b>	<b>(352,194)</b>	<b>(146,994)</b>	
Employees	0	0	0	
Other Expenditure	30,700	13,651	(17,049)	Savings achieved due to closure of Public Conveniences
Income	0	0	0	
<b>Public Conveniences</b>	<b>30,700</b>	<b>13,651</b>	<b>(17,049)</b>	
Employees	0	0	0	
Other Expenditure	22,900	20,268	(2,632)	
Income	(37,000)	(30,704)	6,296	
<b>Allotments</b>	<b>(14,100)</b>	<b>(10,437)</b>	<b>3,663</b>	
Employees	0	0	0	
Other Expenditure	94,400	167,885	73,485	Higher expenditure incurred as windfall projects are undertaken for laleham benches, Lammas Kiosk & Cedar recreation footpaths to cost around £61k and funded through Windfall Grant. Utility costs are higher against the budget by £30k, partially off set by savings against the business rates budget as no payment due for this financial year
Income	(63,200)	(146,261)	(83,061)	Additional windfall grant of £64k to fund the above expenditure and higher overall income against the budget
<b>Parks Strategy</b>	<b>31,200</b>	<b>21,624</b>	<b>(9,576)</b>	
Employees	144,100	714,776	570,676	The Grounds maintenance contract has moved in-house and related costs are met from existing contract budgets which has lead to overall savings
Other Expenditure	1,824,100	1,120,555	(703,545)	Please see above
Income	(174,600)	(134,302)	40,298	Please see above
<b>Grounds Maintenance</b>	<b>1,793,600</b>	<b>1,701,029</b>	<b>(92,572)</b>	
Employees	0	0	0	
Other Expenditure	5,500	5,041	(459)	
Income	0	0	0	
<b>Water Courses &amp; Land Drainage</b>	<b>5,500</b>	<b>5,041</b>	<b>(459)</b>	
Employees	379,700	372,189	(7,511)	Savings achieved due to current vacant post, partially covered by agency staff and additional overtime payments.
Other Expenditure	913,600	1,060,349	146,749	Business rates are higher by £73k and shared services on Street parking payment due to Surrey County Council higher by £31k, Electricity by £12k, General Maintenance by £26k and remainder relating to Kingston Road rents payment higher against budget
Income	(1,987,700)	(1,913,094)	74,606	Penalty Charge Notices (PCN's) income is below the budget by £57k due to compliance with Parking restrictions, resulted in less fixed PCN's are issued and remainder relates to lower car park fees income collected against the budget for most of major car parks
<b>Car Parks</b>	<b>(694,400)</b>	<b>(480,556)</b>	<b>213,844</b>	
Employees	0	0	0	
Other Expenditure	109,900	122,393	12,493	Contract management costs are higher by £5k, Business rates by £2k against the budget and remainder relates to operational equipment costs with no budget
Income	(250,000)	(243,431)	6,569	
<b>Staines Market</b>	<b>(140,100)</b>	<b>(121,038)</b>	<b>19,062</b>	

<b>Environment and Compliance</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	793,100	759,776	(33,324)	Savings achieved due to current vacant posts, partially covered by temporary/ agency staff and additional overtime payments.
Other Expenditure	39,200	60,883	21,683	Higher software costs by £12k due to Uniform software recharges, Higher legal costs by £4k and remainder relates to overall higher transport costs against the budget
Income	(10,500)	(6,100)	4,400	No recharge income against the budget as the Disability Facilities Grant work is now undertaken by Independent living, partially off set by additional payback of recruitment allowance by a former employee and Warmer Homes Grants income to off-set the costs
<b>Environmental Health Admin</b>	<b>821,800</b>	<b>814,558</b>	<b>(7,242)</b>	
Employees	0	0	0	
Other Expenditure	46,700	45,645	(1,055)	
Income	(5,100)	(5,724)	(624)	
<b>Environmental Protection Act</b>	<b>41,600</b>	<b>39,921</b>	<b>(1,679)</b>	
Employees	0	0	0	
Other Expenditure	21,900	14,497	(7,403)	
Income	(5,000)	(3,283)	1,717	
<b>Rodent &amp; Pest Control</b>	<b>16,900</b>	<b>11,213</b>	<b>(5,687)</b>	
Employees	0	0	0	
Other Expenditure	1,300	0	(1,300)	
Income	(3,000)	(1,555)	1,445	
<b>Food Safety</b>	<b>(1,700)</b>	<b>(1,555)</b>	<b>145</b>	
Employees	0	1,613	1,613	
Other Expenditure	7,900	7,499	(401)	
Income	(12,900)	(9,809)	3,091	
<b>Public Health</b>	<b>(5,000)</b>	<b>(697)</b>	<b>4,303</b>	
Employees	103,300	110,582	7,282	Current vacant post is covered by agency staff with higher costs
Other Expenditure	4,200	8,236	4,036	Legal & consultants costs with no budget
Income	(102,600)	(103,081)	(481)	
<b>Licensing</b>	<b>4,900</b>	<b>15,737</b>	<b>10,837</b>	
Employees	0	0	0	
Other Expenditure	0	536	536	
Income	0	(13,008)	(13,008)	
<b>Parks Properties Project</b>	<b>0</b>	<b>(12,473)</b>	<b>(12,473)</b>	Pavilion Flats - income to cover costs of maintenance on these properties.
Employees	71,700	69,993	(1,707)	
Other Expenditure	184,300	186,164	1,864	
Income	(35,700)	(6,942)	28,758	No recharge Income contribution through Community Safety Partnership Fund (CSPF) from this financial year onwards.
<b>Community Safety</b>	<b>220,300</b>	<b>249,214</b>	<b>28,914</b>	
Employees	0	0	0	
Other Expenditure	3,300	1,232	(2,068)	
Income	(79,000)	(76,782)	2,218	
<b>Taxi Licensing</b>	<b>(75,700)</b>	<b>(75,550)</b>	<b>150</b>	
<b>Total Employees</b>	<b>4,231,800</b>	<b>4,731,569</b>	<b>499,769</b>	
<b>Total Other Expenditure</b>	<b>4,966,000</b>	<b>4,296,943</b>	<b>(669,057)</b>	
<b>Total Income</b>	<b>(4,031,000)</b>	<b>(4,047,858)</b>	<b>(16,858)</b>	
	<b>5,166,800</b>	<b>4,980,653</b>	<b>(186,147)</b>	

Appendix C6					
				<b>Community Wellbeing</b>	
<b>Results to 31-Mar-18</b>	<b>Budget Revised</b>	<b>Actual YTD</b>	<b>Variance to Revised</b>	<b>Comments</b>	
	<b>£</b>	<b>£</b>	<b>£</b>		
Employees	76,600	79,466	2,866		
Other Expenditure	83,200	52,250	(30,950)	Lower expenditure on operational equipment and minimum spend on telecare equipment	
Income	(240,000)	(278,488)	(38,488)	Additional income received for Surrey Telecare Equipment & an increase in charges for services	
<b>Span</b>	<b>(80,200)</b>	<b>(146,772)</b>	<b>(66,572)</b>		
Employees	249,500	249,688	188		
Other Expenditure	18,500	18,256	(244)		
Income	0	(80,464)	(80,464)	Capitalisation of salary posts for DFG work	
<b>Com Care Administration</b>	<b>268,000</b>	<b>187,480</b>	<b>(80,520)</b>		
Employees	419,300	426,510	7,210		
Other Expenditure	245,000	239,011	(5,989)		
Income	(453,900)	(395,720)	58,180	High needs income lower than anticipated	
<b>Day Centres</b>	<b>210,400</b>	<b>269,801</b>	<b>59,401</b>		
Employees	105,300	103,876	(1,424)		
Other Expenditure	87,400	85,634	(1,766)		
Income	(199,100)	(193,011)	6,089		
<b>Meals on Wheels</b>	<b>(6,400)</b>	<b>(3,501)</b>	<b>2,899</b>		
Employees	436,800	439,845	3,045		
Other Expenditure	11,400	52,534	41,134	Additional costs are funded as below	
Income	(422,900)	(468,213)	(45,313)	All of the costs are funded through Surrey County Council & associated partners as part of Family Support Programme	
<b>Spelthorne Troubled Families</b>	<b>25,300</b>	<b>24,166</b>	<b>(1,134)</b>		
Employees	173,400	183,644	10,244	Higher costs due to cover provided for High needs service during holiday period off set by additional income through recharges	
Other Expenditure	48,100	39,467	(8,633)		
Income	(96,300)	(102,380)	(6,080)	As above	
<b>SAT</b>	<b>125,200</b>	<b>120,732</b>	<b>(4,468)</b>		
Employees	192,700	196,173	3,473		
Other Expenditure	10,000	9,343	(657)		
Income	0	0	0		
<b>Leisure Administration</b>	<b>202,700</b>	<b>205,517</b>	<b>2,817</b>		
Employees	0	0	0		
Other Expenditure	57,600	64,566	6,966		
Income	(237,600)	(250,727)	(13,127)	Profit share increased due to RPI increase	
<b>Spelthorne Leisure Centre</b>	<b>(180,000)</b>	<b>(186,161)</b>	<b>(6,161)</b>		
Employees	12,500	10,212	(2,288)		
Other Expenditure	3,300	2,920	(380)		
Income	(3,600)	(4,191)	(591)		
<b>Resource Centre</b>	<b>12,200</b>	<b>8,940</b>	<b>(3,260)</b>		
Employees	5,300	1,399	(3,901)		
Other Expenditure	9,400	19,656	10,256	Higher tuition fees, resulting in an increase in income	
Income	(6,500)	(12,231)	(5,731)		
<b>Sports Development</b>	<b>8,200</b>	<b>8,823</b>	<b>623</b>		
Employees	0	0	0		
Other Expenditure	0	0	0		
Income	(46,200)	(46,634)	(434)		
<b>Sunbury Golf Club</b>	<b>(46,200)</b>	<b>(46,634)</b>	<b>(434)</b>		
Employees	0	0	0		
Other Expenditure	1,000	0	(1,000)		
Income	0	0	0		
<b>Safeguarding</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>		
Employees	0	0	0		
Other Expenditure	7,100	18,389	11,289	Survey costs for Churchill Centre which cannot be capitalised	
Income	(57,000)	(52,390)	4,610		
<b>Public Halls</b>	<b>(49,900)</b>	<b>(34,001)</b>	<b>15,899</b>		
Employees	0	0	0		
Other Expenditure	4,600	4,590	(10)		
Income	(8,000)	(8,000)	0		
<b>Museum</b>	<b>(3,400)</b>	<b>(3,410)</b>	<b>(10)</b>		
Employees	0	66	66		
Other Expenditure	24,500	15,346	(9,154)	Skate park works delayed	
Income	0	0	0		
<b>Youth</b>	<b>24,500</b>	<b>15,411</b>	<b>(9,089)</b>		
Employees	0	965	965		
Other Expenditure	4,000	1,571	(2,429)		
Income	(600)	(1,178)	(578)		
<b>Active Lifestyle</b>	<b>3,400</b>	<b>1,358</b>	<b>(2,042)</b>		
Employees	3,000	522	(2,478)		
Other Expenditure	28,300	23,659	(4,641)		
Income	(3,000)	(3,149)	(149)		
<b>Arts Development</b>	<b>28,300</b>	<b>21,031</b>	<b>(7,269)</b>		
Employees	0	0	0		
Other Expenditure	42,100	26,835	(15,265)	Overall costs are lower against the budget	
Income	(336,100)	(400,298)	(64,198)	Income is higher against the budget due to higher activity	
<b>Cemeteries</b>	<b>(294,000)</b>	<b>(373,463)</b>	<b>(79,463)</b>		
Employees	0	0	0		
Other Expenditure	2,000	2,501	501		
Income	0	0	0		
<b>Events</b>	<b>2,000</b>	<b>2,501</b>	<b>501</b>		
Total Employees	<b>1,674,400</b>	<b>1,692,367</b>	<b>17,967</b>		
Total Other Expenditure	<b>687,500</b>	<b>676,528</b>	<b>(10,972)</b>		
Total Income	<b>(2,110,800)</b>	<b>(2,297,076)</b>	<b>(186,276)</b>		
	<b>251,100</b>	<b>71,819</b>	<b>(179,281)</b>		

Appendix C9				
<b>Customer Service, Estates &amp; Transport</b>				
<b>Results to</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
<b>31-Mar-18</b>	<b>Revised</b>	<b>YTD</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	810,500	762,394	(48,106)	Savings achieved due to current vacant posts, partially covered by temporary /agency staff
Other Expenditure	362,700	423,116	60,416	Above savings used for the overspends here due to Refurbishment of office space & new furniture for all the staff
Income	(311,500)	(294,088)	17,412	Council tax Legal costs recovered are lower against the budget
<b>Cserv Management &amp; Support</b>	<b>861,700</b>	<b>891,422</b>	<b>29,722</b>	
Employees	127,800	101,575	(26,225)	Underspend due to Senior Facilities Manager Officer post being vacant earlier in the year. Apprentices are also being paid lower than budgeted
Other Expenditure	802,800	524,177	(278,623)	Business rates lower than budgeted. Cleaning contract has not yet been implemented, resulting in a large underspend
Income	(121,800)	(108,581)	13,219	Reduction in rents, due to tenants vacating Knowle Green offices
<b>Facilities Management</b>	<b>808,800</b>	<b>517,171</b>	<b>(291,629)</b>	
Employees	0	0	0	
Other Expenditure	234,700	312,914	78,214	Premises insurance costs are higher against the budget
Income	0	(897)	(897)	
<b>Insurance</b>	<b>234,700</b>	<b>312,018</b>	<b>77,318</b>	
Employees	0	0	0	
Other Expenditure	28,000	24,519	(3,481)	
Income	0	0	0	
<b>Bus Station</b>	<b>28,000</b>	<b>24,519</b>	<b>(3,481)</b>	
Total Employees	<b>938,300</b>	<b>863,969</b>	<b>(74,331)</b>	
Total Other Expenditure	<b>1,428,200</b>	<b>1,284,726</b>	<b>(143,474)</b>	
Total Income	<b>(433,300)</b>	<b>(403,566)</b>	<b>29,734</b>	
	<b>1,933,200</b>	<b>1,745,129</b>	<b>(188,071)</b>	

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**Spelthorne Borough Council**  
**Revenue Carry forward requests 2017/18**

<b>File Ref</b>	<b>GL Code</b>	<b>Account Description</b>	<b>Budget 17/18 £</b>	<b>Spend 17/18 £</b>
CF001	21121/4979	Elmsleigh Lifts	457,000	11,740
CF002	31505/1011	Corporate backscanning staff	60,000	51,683
CF003	31505/4979	Corporate backscanning	180,000	11,048
CF004	31802/4899	Annual Grants 17/18 residual	218,300	208,600
CF005	30123/4979	Audit Other expenses	44,000	20,000
CF014	45403/2202	Grounds Maintenance	1,688,000	1,575,000
CF015	45403/2202	Grounds maintenance		
CF016	45403/2202	Grounds maintenance		
CF017	45403/2202	Grounds maintenance		
CF018	45403/2202	Grounds maintenance		
CF006	30123/(1011, 1803, 4312, 7151)	Audit	- 8,200 -	14,592
CF007	30103/4960	Better Neighbourhood Grant	39,000	34,283
CF009	31505/4552	Corporate backscanning software	2,900	-
CF008	30703/4979	Facilities Management	694,600	458,800
CF010	10201/4431	Pollution Control	41,600	39,900
CF011	21401/4401	Energy Conservation Initiative	9,500	8,600
<b>Total Revenue requests</b>				

<b>Unspent budget £</b>	<b>Amount requested to be carried forward £</b>	<b>Comments</b>
445,260	445,260	To carry out essential lift refurbishment works
8,317	8,317	With the advent of Project Lima and GDPR there is a necessity to keep the scanning process going to reduce paper and finesse data and document retention times.
168,952	168,952	In order to retain team to undertake scanning work, which is gaining momentum due to Project Lima and GDPR, need to carry forward monies to cover costs.
9,700	9,700	Carry forward suggested by Grants Panel and endorsed by Cabinet Feb 2018, within Annual Revenue Grants 2018-19 report
24,000	24,000	Extending the counter fraud contract with Reigate (contract currently ceases 31.3.18) to 31.12.18 would ensure that Spelthorne has a greater time period from which to monitor financial payback being achieved from collaborative working with Reigate. This will ultimately help to inform future decisions.
113,000	12,000	Weed spraying is carried out 3 times per year with the last spray being carried out in March, due to the extreme weather we had in March the programme has been put on hold until April
	4,100	Necessary works as part of the refurbishment of the kiosk to provide adequate drainage
	6,300	Due to delayed delivery of some of the parks vehicles this work has been delayed
	1,700	The final artwork will be completed once the list of the parks vehicles have been delivered
	13,500	Refurbishment of Laleham Nursery mess room
6,392	6,300	To procure approx 15 audit days (Contractor resource) to cover outstanding areas on the 2017/18 Internal Audit Plan. The proposed audit assignments are supported by the Deputy Chief Executive, Terry Collier.
4,717	4,255	Balance of grants fund unallocated at year end
2,900	2,900	With scanning progressing a couple of issues have recently been raised which could be solved with a small software add-on
235,800	2,200	Agreed by MAT on 13/03/18 to be funded by Neighbourhood Services, Environmental Health & Asset Management to have electric Vehicle Charge point for Knowle Green Offices
1,700	1,300	
900	600	
<b>711,384</b>		

**Cabinet****20 June 2018**

<b>Title</b>	Replacement of Spelthorne Leisure Centre – Consultation 1		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Lee O’Neil, Deputy Chief Executive		
<b>Cabinet Member</b>	Councillor Ian Harvey Councillor Maureen Attewell	<b>Confidential</b>	No
<b>Corporate Priority</b>	Clean and Safe Environment		
<b>Recommendations</b>	<p><b>Cabinet is asked to:</b></p> <p><b>(a) Approve the proposals to consult with the borough’s residents, businesses and other stakeholders on:</b></p> <ul style="list-style-type: none"> <li>• The proposed site, and</li> <li>• The proposed facilities mix and additional options for consideration, for the new Spelthorne Leisure Centre</li> </ul> <p><b>(b) Authorise 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.</b></p>		
<b>Reason for Recommendation</b>	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; 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 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.

## **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 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 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:

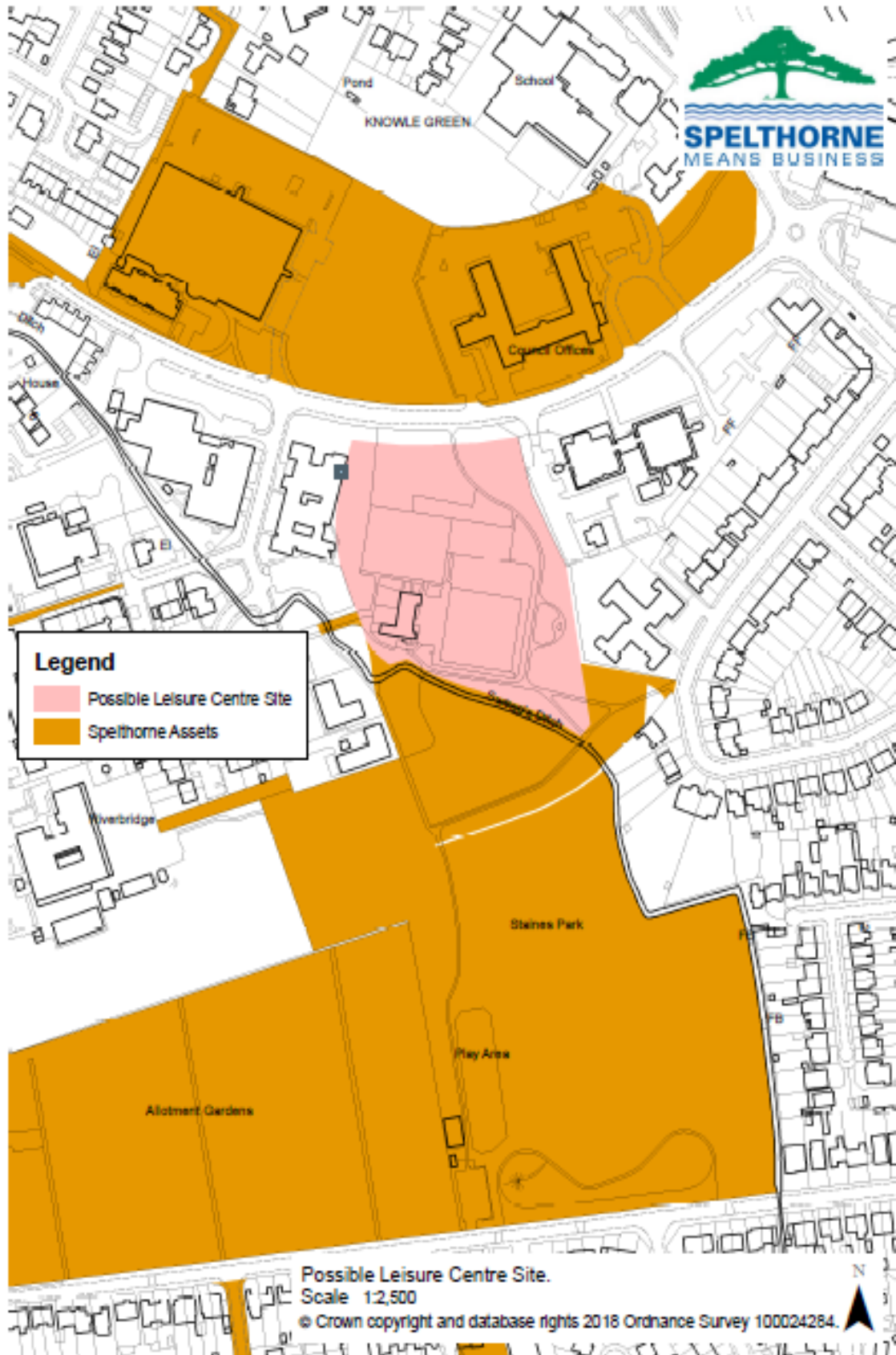
- (a) Letters to targeted groups inviting them to participate in consultation process, 21/22 June 2018
- (b) Public exhibition/drop-in event: 29-30 June 2018
- (c) Micro website with online questionnaire available from 29 June until 20 July 2018.

**Background papers: There are none**

**APPENDIX 1 – Proposed site for new Spelthorne Leisure Centre**

**APPENDIX 2 – Draft facilities mix**

# APPENDIX 1 – PROPOSED SITE FOR NEW SPELTHORNE LEISURE CENTRE





**APPENDIX 2 – Draft Facilities Mix**

Facilities	Current Leisure Centre Facilities Mix	Recommended Facilities Mix From Feasibility Study	Possible Additional Facilities
Main Pool	6 lane x 25m pool	8 lane x 25m Pool	<ul style="list-style-type: none"> <li>• More spectator seating to swimming pool</li> <li>• Splash pool</li> <li>• Timing office and judging room</li> <li>• 8 court sports hall included in lieu of 6 court</li> <li>• 4 squash courts</li> <li>• Squash viewing area</li> <li>• Spectator seating and lingering space to sports hall</li> <li>• Multi-purpose room</li> <li>• Bar/entertainment space</li> <li>• Virtual golf driving-range</li> </ul>
Learner Pool	13m x 7.8m	20m x 10m with moveable floor	
Sauna and steam room	Sauna	Sauna / steam room / spa (50m2)	
Spectator seating to pool hall	Limited	100 poolside seats	
Sports Hall	6 courts	6 courts	
Health and fitness	120 stations	200 stations	
Multi activity studio	2 x small studios	2 x studios	
Spin studio	None	1 x studio	
Multi-purpose room (meetings/crèche/studio/parties)	1 x room	1 x room for 20 people	
Soft play	1 x soft play area	1 x soft play area	
Rooms for Physio	1	2 x physio rooms	
Clip n Climb	None	20 features	
Reception with retail area	Included	Included	
Café (100 seats) with poolside viewing	Capacity for 50 people	Capacity for 100 people	
2 x Small sided 3G pitches	None	Included	
2 x Full size 3G pitch	None	Included	
Squash courts	3 x courts	<i>To be confirmed</i>	
Parking	196 spaces	300 spaces (minimum)	

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**Cabinet****20 June 2018**

<b>Title</b>	Spelthorne Pay Supplement		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Debbie O'Sullivan and Angela Tooth, Human Resources Manager		
<b>Cabinet Member</b>	Councillor John Boughtflower	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<p><b>The Cabinet is asked to recommend to Council that the Spelthorne Pay Supplement is approved as follows:</b></p> <p><b>The Spelthorne Pay Supplement is awarded at 0.5% to all posts on National Joint Council (NJC) terms and conditions. This includes Apprentice posts.</b></p> <p><b>A total pay award of 2.5% is awarded to posts on Chief Officer (JNC) and Chief Executive (CX) terms and conditions. This award is <u>inclusive</u> of any National Pay Award yet to be agreed.</b></p>		
<b>Reason for Recommendation</b>	<p><b>The pay award over and above the National Pay Award is made to help attract and retain staff and is comparative to other pay awards in the County.</b></p>		

**1. Key issues**

- 1.1 Within Cabinet Report dated 21 February 2018 (Appendix 1), the Cabinet were asked to recommend to Council that the Pay Policy Statement for 2018-19 is approved. Within this report it was suggested that consideration is given to an additional Spelthorne Pay Supplement.
- 1.2 The Cabinet are asked to recommend to Council the percentage increase for this award as detailed in Recommendations above. This is for 2018/19 only. This is required prior to any payment being made.
- 1.3 The National Pay Award was agreed for those posts which fall under the NJC terms and conditions. This was agreed at 2% with a higher percentage for scale points 6 to 9. This will continue to apply and it is proposed that the Spelthorne Pay Supplement for these posts is an additional 0.5% making the total pay award 2.5% (National plus Spelthorne Pay Supplement). Scale points 6 to 9 will have a higher total pay award due to the national award.
- 1.4 The National Pay Award for JNC and CX posts is yet to be agreed. The National Employer's proposal is currently 1% which has not been accepted. It is proposed that a pay award of 2.5% is made to these posts which is **inclusive** of any national pay award once it is agreed. For clarification, once

the national pay award is agreed for these posts, it will **not** be paid in addition to the 2.5%. There is a risk that the national pay award could be agreed over the 2.5%, however, traditionally the pay awards for these posts normally either match or are lower than the NJC award.

1.5 The Chief Finance Officer presented at a Budget Briefing for Cabinet in January 2018 a proposal for a pay review which took into consideration pay review data from other councils within Surrey. In order to remain competitive and retain staff a total increase of 2.5% (inclusive of any national pay award) was recommended and provision was built into the 2018-19 sufficient to cover.

1.6 The proposal has been subject to consultation and discussion between the Chief Executive, Deputy Chief Executive, Human Resources and Unison and the percentage increases detailed above, in addition to the National Pay Award, was recommended.

## **2. Options analysis and proposal**

2.1 To approve the additional Spelthorne Pay Supplement as detailed in Recommendations above. This is required to remain competitive with our comparators and will demonstrate a commitment to staff.

2.2 To not approve the additional Spelthorne Pay Supplement. This will reduce morale and may lead to issues with retention.

## **3. Financial implications**

3.1 The budget for 2018/19 has built in sufficient provision to cover the proposed additional percentage increase.

## **4. Other Considerations**

4.1 It is understood that Cabinet may wish to move to a new agreement of local pay for 2019/20 onwards. This is not included within this Report and will be subject to further consultation and discussion.

## **5. Timetable for implementation**

5.1 It is understood that an additional Spelthorne Pay Supplement will be effective from 1 April 2018 and will be backdated with payment being made in August 2018 payroll.

**Background papers:** There are none

**Appendices:**

Cabinet Report dated 21 February 2018

**Cabinet****21 February 2018**

<b>Title</b>	Pay Policy Statement 2018/19		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Debbie O'Sullivan/Angela Tooth, Human Resources Manager		
<b>Cabinet Member</b>	Councillor Tony Mitchell	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<b>The Cabinet is asked to recommend to Council that the Pay Policy Statement for 2018-19 is approved.</b>		
<b>Reason for Recommendation</b>	<b>Pay Policy Statement must be agreed by full Council and be published by 31 March each year.</b>		

**1. Key issues**

- 1.1 Local authorities are required to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff. This requirement was set out in the Localism Act 2011 with guidance on items to be included issued by the Secretary of State for Communities and Local Government.
- 1.2 Pay Policy Statements must be agreed by full Council and be published by 31 March each year to apply to pay decisions during the next financial year.
- 1.3 The Pay Policy Statement must set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees. The statement must set out the policies for the financial year relating to:
  - Remuneration of its Chief Officers
  - Remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers
  - The publication of and access to information relating to remuneration of Chief Officers.
- 1.4 The term 'Chief Officer' in this context is as set out in the Local Government and Housing Act 1989 ('the Act') and includes
  - The Head of Paid Service (the Chief Executive)
  - The Monitoring Officer

- Statutory and non-statutory Chief Officers under section 2 of the Act
- A deputy Chief Officer mentioned in section 2 of the Act

This is a wider definition than is usually understood by the term: in other contexts the term Chief Officer at Spelthorne is used to mean posts on Management Team (Chief Executive and Deputy Chief Executives only).

- 1.5 It is up to the Council to determine who its lowest paid employees are but they must give reasons as to why they have defined them as such. At Spelthorne the lowest paid employees are those in jobs paid at the lowest grade.
- 1.6 The term 'remuneration' is defined as follows:
- The Chief Officer's salary
  - Any bonuses payable
  - Any charges, fees or allowances payable by the Council to the Chief Officer
  - Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
  - Any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
  - Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the Council other than amounts that may be payable by virtue of any enactment.
- 1.7 The statement must be approved by a resolution of Council before it comes into force. It can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website.
- 1.8 For 2018/19 Spelthorne applies the national pay awards agreed by the appropriate national local government negotiating bodies. Where the national pay award includes any increase (including higher increases to lower scale points) or deletion of scale points in relation to the national pay scales in order to comply with minimum wage legislation, the Council will not apply this to Spelthorne's pay scales as the Council already comply with this legislation.
- 1.9 The 2018/19 Pay Policy retains the option for a Spelthorne Pay Supplement (amended from Spelthorne Pay Award after consultation with Unison). Any Spelthorne Pay Supplement is dependent upon affordability and justification. If this is to be proposed for 2018/19, a separate Cabinet Report will be drafted.
- 1.10 It is proposed that from 2019/20 onwards Spelthorne considers a transition to local pay following consultation. Affordability and local flexibility will be taken into consideration as part of this decision. Should this be the case, this will be effective for the 2019/20 Pay Policy and any national pay award for 2019/20 as part of a two year deal will not apply to the Council as a local arrangement may be in place.
- 1.11 It is proposed to adopt the process of consult then determine with pay becoming a continuous agenda time on the Chief Executive/UNISON meetings.

- 1.12 There has been no further guidance from the Secretary of State this financial year.
- 2. Options analysis and proposal**
  - 2.1 The draft Pay Policy Statement for 2018/19 is in the **Appendix**. It is proposed that the Council resolves to approve the Pay Policy Statement for 2018/19.
  - 2.2 No options as the Pay Policy Statement for 2018/19 must be published by 31 March 2018.
- 3. Financial implications**
  - 3.1 No direct financial implications. All pay decisions in the year must be in accordance with the published pay policy statement.
- 4. Other considerations**
  - 4.1 Spelthorne is required to approve and publish a pay policy statement annually. The Council is an individual employer in its own right and has autonomy on pay elements that are appropriate to local circumstances. The provisions in the Localism Act and the guidance do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, the provisions require that authorities are more open about their own local policies and how their local decisions are made.
  - 4.2 Arrangements for pay and employment must comply with relevant UK employment legislation, the Council's agreed Standing Orders, policies, procedures and arrangements, staff terms and conditions of employment and the regulations of the Local Government Pension Scheme. Arrangements for compensation for loss of office must comply with the Council's Discretionary Payments Policy.
  - 4.3 It is anticipated that the statutory exit payments reforms will be implemented in 2018. Spelthorne must comply with these regulations within the Council's Discretionary Payments Policy.
  - 4.4 The matters contained in the Pay Policy Statement include arrangements which are part of the contractual terms and conditions of employment, which cannot be changed without prior consultation.
  - 4.5 Since February 2015 there is also a requirement to publish other information on senior salaries/posts following the government's publication of the Local Government Transparency Code 2014. This information is published on the council's website alongside the Pay Policy Statement and is updated annually.
- 5. Timetable for implementation**
  - 5.1 The Pay Policy Statement for the 2018/19 financial year must be agreed by Council by 31 March 2018 and be published on the website. All pay decisions in the year will be in accordance with the published pay policy statement and any agreed amendments.

**Background papers:** There are none

**Appendices:**

**Pay Policy Statement 2018/19**

**Appendix to the Pay Policy Statement – Discretionary Compensation Policy**

**Appendix to the Pay Policy Statement – Pensions Policy**



**Cabinet****20 June 2018**

<b>Title</b>	Consultation – Powers for dealing with unauthorised development and encampments		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Michael Graham, Head of Corporate Governance		
<b>Cabinet Members</b>	Councillor Ian Harvey Councillor Colin Barnard Councillor Nick Gething	<b>Confidential</b>	No
<b>Corporate Priority</b>	Clean and Safe Environment		
<b>Recommendations</b>	To note the response sent to the Secretary of State in time for the 15 June 2018 deadline.		
<b>Reason for Recommendation</b>	For information		

**Key issues****Background**

1. HM Government, through the Ministry of Housing, Communities and Local Government, the Home Office and the Ministry of Justice launched a consultation in April 2018. This relates to powers for dealing with unauthorised development and encampments.
2. Given the importance of this topic to councillors and residents, officers provided a response to the Secretary of State. Portfolio Holders were consulted before the draft was sent.
3. **Considerations**
4. The planning system and the public order powers are not perfect and officers make comment in this letter about the areas where we think these matters could be improved.

**Background papers: There are none****Appendices:**

1. **Consultation Document**
2. **Letter to the Minister**
3. **Appendix 1 to the Letter**

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HM Government

Consultation:

Powers for dealing with unauthorised  
development and encampments

April 2018



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## General information

Topic:	This consultation seeks views on the effectiveness of powers to deal with unauthorised development and encampments.
Scope:	Views are sought on the range of powers available to local authorities, the police and landowners, for dealing with unauthorised development and encampments.
Geographical scope:	These proposals relate to laws and policies which apply in England, and at times to England and Wales.
Impact Assessment:	N/A

## Basic Information

To:	This consultation is open to everyone.
Body/bodies responsible:	Ministry of Housing, Communities and Local Government, Home Office, Ministry of Justice
Duration:	This consultation will begin on Thursday 5 April and will run for 10 weeks. All responses should be received by no later than 23:45 on Friday 15 June.
Enquiries:	For any enquiries about the consultation please contact: <a href="mailto:UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk">UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk</a>
How to respond:	<p>Consultation responses should be submitted by online survey: <a href="https://www.surveymonkey.co.uk/r/NW6G3YD">https://www.surveymonkey.co.uk/r/NW6G3YD</a></p> <p>We strongly encourage all respondents to respond via the online survey, particularly organisations with access to online facilities such as local authorities, representative bodies and businesses.</p> <p>However, should you be unable to respond online we ask that you complete the pro forma found at the end of this document. Additional information or evidence can be provided in addition to your completed pro forma.</p> <p>In these instances you can email your pro forma to: <a href="mailto:UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk">UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk</a></p> <p>Or send to: Unauthorised Development and Encampments Consultation Ministry of Housing, Communities and Local Government 3<sup>rd</sup> floor, North East Fry Building 2 Marsham Street LONDON SW1P 4DF</p>

# Ministerial foreword

We are fortunate to live in one of the most tolerant countries in the world, which has a proud tradition of promoting respect for the rule of law, for property, and for one another. The Government is committed to creating a just and fair country, where equality of opportunity flourishes and the life chances of all are enhanced. I want to see harmonious relations between communities, and we are working hard towards this aim. The Integrated Communities Strategy Green Paper, published in March, invites views on the Government's vision for building strong, integrated communities where people – whatever their background – live, work, learn and socialise together, based on shared rights, responsibilities and opportunities.

Recent debates in Parliament have addressed the topic of unauthorised traveller encampments, and Members of Parliament have voiced their constituent's concerns regarding the impact on both settled and nomadic populations. I was deeply troubled by these concerns, particularly by the widespread perception that the rule of law does not apply to those who choose a nomadic lifestyle, and the sense that available enforcement powers do not protect settled communities adequately.

Unauthorised encampments can cause settled communities significant distress, and they perpetuate a negative image of the travelling community, the vast majority of whom are law-abiding citizens. Unauthorised encampments also have a detrimental effect on the life chances of those who live within such encampments, and their children, who may not benefit from the same opportunities as everyone else.

This document serves to show that the Government is listening: we want to understand more about the nature of the issue, and to hear views on the effectiveness of enforcement powers against unauthorised development and encampments. I welcome suggestions as to whether existing measures should be strengthened, and how public authorities can use the powers available to them more effectively. I look forward to hearing your views.

Dominic Raab MP

Minister of State for Housing

# Introduction

1. There have been long-standing concerns about the issue of unauthorised development and encampments. These were most recently voiced during the debate in the House of Commons on 9 October 2017<sup>1</sup>, when the Government heard strong views that in spite of a range of powers already in place, unauthorised development and encampments remain a significant issue which causes genuine difficulties for communities. These include:
  - trespassing on private land
  - occupying public land, including playing fields and children’s playgrounds
  - damage to property
  - extensive litter and waste
  - the public and private cost of cleaning or protecting unauthorised sites
  - noise and antisocial behaviour
  - abusive and threatening behaviour
  - carrying out development without planning permission
2. Since 2010, the Government has taken concerted action to address these matters, including issuing revised planning guidance on enforcement and updated policy and reforms to temporary stop notices. In March 2015<sup>2</sup> the Government issued advice in *Dealing with illegal and unauthorised encampments* to all local authorities, the police and landowners to encourage them to work collaboratively to tackle unauthorised encampments and to remind them of the array of powers which exist for tackling such situations.
3. The July 2017 Traveller Caravan Count, published by the Ministry of Housing, Communities and Local Government on 16 November<sup>3</sup>, illustrates that the number of traveller caravans on authorised sites has risen from 14,498 in July 2010 to 19,071 in July 2017 – an increase of 32 per cent between counts. This suggests that the planning process led by local planning authorities is having an impact. However, figures also illustrate that there are still a significant number of unauthorised encampments across England, accounting for 16% of all caravans in July 2017.
4. During the 9 October debate, the Government announced that it would seek views on the effectiveness of existing powers, and gather information to inform future policy and legislative proposals.

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<sup>1</sup> <https://hansard.parliament.uk/Commons/2017-10-09/debates/E1DC6872-5335-41CC-A5DE-991D06FE9B3E/GypsiesAndTravellersAndLocalCommunities>

<sup>2</sup> <https://www.gov.uk/government/publications/dealing-with-illegal-and-unauthorised-encampments>

<sup>3</sup> <https://www.gov.uk/government/statistics/traveller-caravan-count-july-2017>



# Unauthorised development and encampments

5. The Government is aware that unauthorised development and encampments can be a source of real concern and inconvenience to communities, and wishes to hear more evidence about the nature of the issue. Unauthorised development occurs when land is developed, or there has been a material change of use of land, without the appropriate planning approval being secured in advance. Unauthorised encampments occur where trespassers enter and occupy land belonging to private landowners or local authorities.

## **Question 1:**

What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

6. The subsequent sections in this document seek views on the range of existing powers available to public bodies including local authorities and the police, for responding to unauthorised development and encampments. It asks questions about how these powers are used at present, any difficulties associated with the use of those powers, and what, if any, further powers may be required. The case study below provides an example of unauthorised encampments that took place in 2017, and the council's response to the issue.

## **Case Study - Sedgemoor District Council**

Between June and September 2017 there were 2 unauthorised encampments at Burham on Sea. The unauthorised encampments were set up in the Council's Pier Street pay and display car park. This is the major car park for Burnham, catering for shoppers and holiday makers, and is the only car park suitable for coaches.

The Council were aware of problems during the unauthorised encampments including occupying public land, the public cost of cleaning the site, noise and antisocial behaviour, abusive and threatening behaviour and loss of revenue.

During each incident, the Council Officers attended the site. Once they assessed the response they served the occupiers with 24 hours notice to vacate. When the occupiers failed to vacate, the Council started County Court proceedings, and papers were served on the occupiers. Hearing dates were set and in both cases the occupiers vacated 24 to 48 hours in advance of the hearing date. While the police were aware of these cases, and spoke to the travellers, there was no formal police involvement.

# Powers for dealing with unauthorised encampments

7. Local authorities and the police have a wide range of existing powers to deal with unauthorised encampments. The advice published in March 2015, *Dealing with illegal and unauthorised encampments*<sup>4</sup>, set out details of the enforcement powers available to local authorities to tackle such cases. Where occupation of land occurs on public land and local authorities use their powers proactively, enforcement action can be taken relatively quickly. The process for private landowners is through civil possession procedures.
8. Despite the existing powers there are instances of encampments which continue for prolonged periods of time with a consequent impact on local communities. Local authorities and private landowners can also incur costs in evicting trespassers from land and repairing any damage caused. If unauthorised encampments could be moved on more quickly or deterred from occupying unauthorised sites in the first place, this could have tangible benefits for local authority budgets and for community cohesion.
9. We would like to gather evidence to understand the scale of the issue with unauthorised encampments on public or private land, and the costs incurred to evict trespassers and repair damage done to sites.

## **Question 2:**

We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:

- a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
- b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
- c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?

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<sup>4</sup> <https://www.gov.uk/government/publications/dealing-with-illegal-and-unauthorised-encampments>

# Streamlining the powers under which local authorities can direct unauthorised campers to leave land

10. Local authorities have wide ranging powers to remove unauthorised campers under section 77<sup>5</sup> and 78<sup>6</sup> of the Criminal Justice and Public Order Act 1994. These powers allow the local authority to issue a section 77 direction to leave notice to anybody on any land forming part of a highway; on any other unoccupied land; or on any occupied land without the consent of the occupier.
11. If the unauthorised campers do not comply with the section 77 Notice, the local authority would then apply to the Magistrates' Court for a Court Order authorising the local authority to enter upon the land to remove the unauthorised campers.
12. We would like to hear from local authorities that consider section 77 powers could be made to be more effective, in enabling them to direct unauthorised campers to leave land. We would also welcome views on whether there may be issues with the capability and capacity within local authorities in using their existing powers.

**Question 3:**

Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?

**Question 4:**

Do you think local authorities could improve their use of existing powers?

**Question 5:**

What other powers may help local authorities deal with unauthorised encampments?

<sup>5</sup> <https://www.legislation.gov.uk/ukpga/1994/33/section/77>

<sup>6</sup> <https://www.legislation.gov.uk/ukpga/1994/33/section/78>

# Extending the circumstances in which police can direct trespassers to leave land

13. Under section 61<sup>7</sup> of the Criminal Justice and Public Order Act 1994, the police have powers that allow them to direct trespassers to leave land. The requirements of these powers are currently:

- i. that any of the trespassers have caused damage to land or property;
- ii. that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or
- iii. that the trespassers have between them six or more vehicles on the land.

We would welcome views on whether the requirements under section 61 should be reviewed.

14. Section 62A of the Act allows the police to direct trespassers to remove themselves and their vehicles and property from land where a suitable pitch is available within the same local authority area. The police must consult every local authority within whose area the land is situated to confirm if a suitable pitch is available on a relevant site.

15. Failure to comply with a police direction under section 61 or 62A is a criminal offence punishable by a fine and/or a custodial sentence of up to three months' imprisonment, as is re-entry onto the land by persons subject to the direction within three months. We would welcome views on whether there is evidence supporting an extension of this time period before a person can legally return to a site once directed to leave by the police.

## **Background - The Republic of Ireland: criminal trespass and site provision**

A number of contributions during the debate in the House of Commons on 9 October referred to the law on trespass in Ireland. This section provides some background on how this operates.

The Irish Government has criminalised trespass in certain circumstances, in conjunction with a statutory requirement for local authorities to provide sites for travellers. In response to concerns about trespassers occupying public spaces and private land, the Irish Republic introduced the Housing (Miscellaneous Provisions) Act 2002<sup>8</sup>.

<sup>7</sup> <https://www.legislation.gov.uk/ukpga/1994/33/part/V>

<sup>8</sup> <http://www.irishstatutebook.ie/eli/2002/act/9/section/24/enacted/en/html#sec24>

The Act made it an offence for any person to enter and occupy land without the owner's permission - or bring any "object" on to the land - if this is likely to "substantially damage" the land or interfere with it.

The offence contained in Section 24 of the Act has the effect of criminalising trespassers who occupy land without consent. The legislation does not amount to a ban on all unauthorised encampments. It criminalises encampments that 'substantially' damage the land or prevent use of the land by the owner or other lawful users.

The Act gives the Irish police discretion to direct trespassers to leave land if it is suspected that this offence is being committed. Failure to comply with a direction is also punishable by a fine and/or a one-month prison sentence. It is for the police to consider which approach to adopt depending on the individual circumstances of the case and the encampment.

## Aggravated trespass

16. Aggravated trespass is already a criminal offence under section 68<sup>9</sup> of the Criminal Justice and Public Order Act 1994. It occurs when one or more people trespass on land and intimidate the landowner or others who are lawfully on the land, deterring them from carrying out or engaging in any lawful activity, or do anything to obstruct or disrupt that activity. A person guilty of this offence is liable to imprisonment for a term not exceeding three months, a fine or both.

17. In addition to views on whether existing powers are sufficient, if you think they are not, we would welcome views on whether additional powers should be considered, and whether consideration should be given to a new offence, in addition to aggravated trespass, that further criminalises actions in relation to unauthorised encampments that substantially damage land or cause serious inconvenience to the land owner or other lawful users of the land.

### **Question 6:**

Do you consider that the current powers for police to direct trespassers to leave land are effective?

### **Question 7:**

Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?

<sup>9</sup> <https://www.legislation.gov.uk/ukpga/1994/33/section/68>

**Question 8:**

Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

## Use of injunctions to protect land

18. Civil injunctions can be an alternative option for protecting land from unauthorised development and encampments. We would like to seek views on any barriers that exist in other local authorities to using such powers, and how these barriers might be overcome.
19. We are aware that injunctions are used by local authorities to ban the establishment of unauthorised encampments across a number of specific pieces of land. This mechanism has been used to protect parks and playgrounds, business areas, highway verges, schools, cycle tracks, previously occupied sites and private land.

**Question 9:**

What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?

# Joint-working between local authorities, communities and the police

20. The Government is aware that in tackling unauthorised encampments, joint working across all relevant public bodies, and communities, can bring faster and better results than attempting to resolve the issue in isolation. Joint working between local planning authorities on planning for traveller sites is referred to later in the section on planning and traveller site provision.

21. During the recent debates in Parliament, the Government has heard views on joint-working including that existing legal powers are limited by an inability to use them across administrative boundaries; some areas suffer from a lack of shared intelligence and resources; and that there should be a better understanding of the needs of traveller groups, and a greater ability to negotiate with them. We would welcome views on whether joint-working may help to deal with any issues with the capability and capacity within local authorities, in using their existing powers.

**Question 10:**

Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?

# Court Processes

22. There have been a number of improvements made to the court system, to streamline and improve the efficiency of the appeal and judicial review (JR) process. Prominent among them was the introduction of the Planning Court in 2014<sup>10</sup>, which considers JRs and statutory challenges to decisions made by planning authorities. The Planning Court was created because of the clear need to deal more swiftly with planning cases, large and small, in the interests of justice for everyone involved in the planning process. It works to fixed, rigorous timescales which are strictly adhered to, and has led to a marked increase in timeliness of the resolution of planning cases.
23. Notwithstanding recent improvements, we would welcome evidence of any cases that have proved difficult to resolve, the apparent reasons for this, including the impact on the resourcing of public bodies, and any suggestions for further improvement.
24. Under current legislation, to evict unauthorised encampments from open-land, landowners must first make an application to the relevant court for an order for possession. A hearing date will be set by the court when it issues the claim form, and in a claim against trespassers the defendant must be served with the papers not less than 2 days before the hearing date. At the hearing the judge will decide the claim and unless there is a defence, the judge will usually make an order for possession to take place immediately. Once an order for possession is made it can then be enforced.
25. The time taken to evict unauthorised encampments includes the time required for the legal procedures to be completed. It may also include time required by defendants to make alternative arrangements, especially where there are children or vulnerable adults involved. However, if a land owner considers that court action will be needed, they could advise the court in advance, so that the date for a hearing can be expedited.
26. Applications in respect of trespasser incursions are treated as urgent business and the local court, subject to court capacity, will issue proceedings and set a hearing on the same day, with the hearing fixed for the next available date. In exceptional circumstances, the matter may be dealt with by the High Court without notice.

## **Question 11:**

Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

<sup>10</sup> <https://www.gov.uk/courts-tribunals/planning-court>



# Interim possession orders

27. The Government is aware of concerns raised by local authorities and landowners that the possession process is too slow. The process involves obtaining a possession order in the county court and appointing bailiffs to carry out the eviction. The Criminal Justice and Public Order Act 1994 enabled the creation in the Civil Procedure Rules of an accelerated possession procedure known as the Interim Possession Order (IPO)<sup>11</sup>. An IPO can currently be granted against trespassers in premises but not open land.
28. The rules came into force on 24 August 1995.
- Property owners can use the accelerated procedure if:
  - They are only claiming possession, not making a claim for damages. The applicant has an immediate right to possession and has had this right throughout the period of unlawful occupation.
  - The respondents entered the premises as trespassers.
  - The application for an order is made within 28 days of the date when the owner first knew (or ought reasonably to have known) that the respondents were in occupation).
29. The Civil Procedure Rules provide that:
- A hearing of an application for an interim possession order will be “as soon as practicable but not less than three days after the date of issue”.
  - Once an interim possession order is served, a trespasser has 24 hours to leave the property.
  - There are no appeals that can delay enforcement of the order (instead a return date is set for considering whether or not a full possession order should be granted).
  - After the 24-hour period expires, a trespasser who remains in the property or returns during the period of validity of the order commits a criminal offence.
  - There is no need to seek a warrant of possession or instruct bailiffs as once the period for the trespassers to leave the property expires, the property owner can call the police and the trespassers may be arrested.
30. Due to the speed of the accelerated process, an IPO is not a final order and, unlike the ordinary possession order, the claimant cannot seek damages as part of process. A future date would need to be set for a full hearing, at which point the court will confirm or set aside its original decision. Until the full hearing takes place, the landowner might need to give undertakings that he will not dispose of any of the defendant’s property left on the site and pay damages if the IPO was wrongly granted.

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<sup>11</sup> <https://www.legislation.gov.uk/ukpga/1994/33/section/76>

31. The Government wishes to hear views as to whether the IPO should be extended to open land. This might offer the possibility of evicting trespassers on land more rapidly by offering quicker hearings and shorter timescales for trespassers to leave, than those provided by regular possession proceedings.

**Question 12:**

In your view, what would the advantages and disadvantages be of extending the IPO process to open land?

# Powers for dealing with unauthorised development

32. Local planning authorities have a wide range of planning enforcement powers to deal with unauthorised development, with penalties for non-compliance, as set out in *Dealing with Unauthorised Developments and Encampments*, published in March 2015. Effective enforcement is important in maintaining public confidence in the planning system. Used properly, the powers can tackle unauthorised development which has already happened and help to prevent it occurring in the first place. These powers are intended to deal with the full range of breaches of planning control, including unauthorised changes of use and unauthorised new buildings – not just unauthorised encampments.
33. Although the suite of powers is extensive, enforcement practice among local authorities in England varies considerably. For example, we are aware that some local authorities take a proactive and joined up, cross-service, approach to enforcement – using their powers to tackle a range of issues beyond planning. Some are making effective use of powers under the Proceeds of Crime Act 2002<sup>12</sup> to apply for confiscation orders to recover the financial benefits accrued from unauthorised development and using those funds to help finance their enforcement service.
34. We would welcome views on the barriers that prevent some local authorities from utilising existing enforcement powers effectively, and whether there are ways in which Government can assist in overcoming these barriers. In addition, while we consider the current planning enforcement powers are extensive, we would welcome views on what, if any, further powers and capabilities might be useful in dealing with unauthorised development, and may help to bring proceedings to a swifter conclusion.

**Question 13:**

Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?

**Question 14:**

If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?

**Question 15:**

Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?

<sup>12</sup> <https://www.legislation.gov.uk/ukpga/2002/29/part/2/crossheading/confiscation-orders>

# Improving the efficiency of enforcement notice appeals

35. A local planning authority has discretion as to whether to initiate enforcement action by issuing an enforcement notice, if it appears to them that planning controls have been breached. If an enforcement notice is served, a person with an interest in the land or relevant occupier has a right of appeal to the Secretary of State. The Planning Inspectorate makes decisions on enforcement notice appeals on behalf of the Secretary of State. Exercise of this fundamental right of appeal will lead to the suspension of enforcement action until the appeal is resolved. Any appeal must be received before the enforcement notice comes into effect, which should be at least 28 days from the date of service of the notice.
36. All parties to the appeal (including the appellant, local planning authority and interested parties) have until the sixth week after the appeal starts to submit representations. The appellant and local planning authority has the opportunity to consider and comment on all the representations received within a further three week period. If the appeal is being decided by way of an informal hearing or local inquiry, oral evidence is allowed as well as the written representations.
37. We are seeking views on whether the enforcement notice appeals process should be streamlined so that such appeals can be determined more quickly, and action against unauthorised development taken sooner. Any procedural changes would need to take into account the right of the appellant to have sufficient time to consider whether they will make an appeal and, if so, time to prepare their case. Any proposed change would also have to be considered in terms of their impact on the fairness of the process. It should be noted that any changes would need to apply to all enforcement notice appeals.

**Question 16:**

How do you think the existing enforcement notice appeals process can be improved or streamlined?

# Government Guidance

38. The advice issued by Government in March 2015 *Dealing with illegal and unauthorised encampments*<sup>13</sup>, reminds local councils, the police and landowners of the powers available to them to work together to address unauthorised developments and encampments. The advice sets out details of the enforcement powers available to local authorities to tackle such cases. While the Government legally requires public bodies to consider the equalities and human rights impacts of their decisions before acting, it warned against gold-plating human rights and equalities legislation, and reminded local authorities and the police of the strong powers they have to deal with unauthorised encampments.
39. When considering the proportionality of intervention, the police and councils can and should also consider the negative consequences of unauthorised sites. When deciding whether to take action they can consider, for example, the harm that such developments can cause to local amenities and the local environment, the potential interference with the peaceful enjoyment of neighbouring property and the need to maintain public order and safety.

**Question 17:** How can Government make existing guidance more effective in informing and changing behaviour?

**Question 18:** If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418139/150326\\_Dealing\\_with\\_illegal\\_and\\_unauthorised\\_encampments\\_-\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418139/150326_Dealing_with_illegal_and_unauthorised_encampments_-_final.pdf)

# Planning and traveller site provision

40. *Planning Policy for Traveller Sites*<sup>14</sup> sets out that the Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. The policy asks local planning authorities to make an assessment of need for sites, and to meet this need through the identification of land for sites. The policy also asks that plan-making and decision-taking should aim to reduce the number of unauthorised development and encampments and make enforcement more effective.
41. On 5 March, the Government launched a consultation on the National Planning Policy Framework, which includes a question on whether any changes should be made to the Planning Policy for Traveller Sites as a result of the proposed changes to the Framework - and if so, what changes should be made. The consultation closes on 10 May.
42. In terms of wider Government support for the provision of traveller sites, the New Homes Bonus (NHB) is paid to local authorities to recognise net increases in effective housing stock, including the provision of traveller pitches. Funding for traveller pitches is also available from the Affordable Homes Programme 2016-21<sup>15</sup>.
43. As mentioned in the introduction, the July 2017 Traveller Caravan Count illustrates that the number of traveller caravans on authorised sites has risen, suggesting that the locally-led planning process is having an impact.

## **Question 19:**

Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?

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<sup>14</sup>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/457420/Final\\_planning\\_and\\_travellers\\_policy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/457420/Final_planning_and_travellers_policy.pdf)

<sup>15</sup> <https://www.gov.uk/government/collections/shared-ownership-and-affordable-homes-programme-2016-to-2021-guidance>

# Impacts on the travelling community

44. While it is clear that unauthorised encampments can have a detrimental impact on the settled community, it is also highly likely that such encampments can lead to significant hardships for travelling communities themselves. Gypsy, Roma and Traveller communities are amongst the most disadvantaged in British society and suffer from multiple forms of discrimination. The recent publication of the *Ethnicity Facts and Figures* website<sup>16</sup> highlights the stark inequalities experienced by these groups: Gypsy, Roma and Traveller groups have the lowest attainment of all ethnic groups throughout their school years; they have a life expectancy of over 10% less than the general population, poor health-related quality of life, and only around two-thirds of Gypsy, Roma or Traveller pupils stay in education, employment or training at age 16.
45. Accommodation insecurity is an issue with far-reaching impacts, including on educational attainments, social inclusion and on both physical and mental health. Additional insecurity arises when accommodation is unauthorised and travelling communities are liable to be moved on at short notice. Across a range of public services, work is underway to seek improvements in the outcomes experienced by Gypsy, Roma and Traveller communities, including:
- The Government's Inclusion Health programme published a number of resources in 2013-2016<sup>17</sup> on issues affecting Gypsy, Roma and Traveller.
  - NHS England has produced guidance and a patient-facing leaflet to try to improve access to primary care for Gypsy, Roma and Traveller patients.
  - The publication of the Race Disparity Audit<sup>18</sup>, and associated Ethnicity Facts and Figures website, highlighted in the way different ethnic groups interact with public services. The DfE will conduct a review of exclusions to explore why certain pupil groups, including Gypsy, Roma and Traveller pupils are over represented in exclusions data.
  - We continue to help schools improve the progress and attainment of disadvantaged pupils. Through the pupil premium<sup>19</sup>, we have provided nearly £2.5 billion in 2017-18.
46. The Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. Continued work will be needed by public service providers, working in consultation and

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<sup>16</sup> <https://www.ethnicity-facts-figures.service.gov.uk/>

<sup>17</sup> <https://www.gov.uk/government/publications/gypsy-and-traveller-health-accommodation-and-living-environment>

<sup>18</sup> <https://www.gov.uk/government/publications/race-disparity-audit>

<sup>19</sup> <https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

partnership with Gypsy, Roma and Traveller communities, to address long-established inequalities.

**Question 20:**

What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

**Question 21:**

Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

## Other comments

**Question 22:**

Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?



# About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000<sup>20</sup> (FOIA), the Data Protection Act 1998<sup>21</sup> (DPA) and the Environmental Information Regulations 2004<sup>22</sup>).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

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<sup>20</sup> <https://www.legislation.gov.uk/ukpga/2000/36/contents>

<sup>21</sup> <https://www.legislation.gov.uk/ukpga/1998/29/contents>

<sup>22</sup> <http://www.legislation.gov.uk/uksi/2004/3391/contents/made>

# Consultation response proforma

If you are responding by email or in writing, please reply using this questionnaire proforma, which should be read alongside the consultation document. You are able to expand the comments box should you need more space

Your Details (Required fields are indicated with an asterix(\*))

Family Name (Surname)*	
First Name*	
Title	
Address	
City/Town*	
Postal Code*	
Telephone Number	
Email Address*	

Are the views expressed on this consultation your own personal views or an official response from an organisation you represent?\* (please tick as appropriate)

Personal View

Organisational Response

Name of Organisation (if applicable)

--

If you are responding on behalf of an organisation, please tick the box which best describes your organisation.

Local Authority (including National Parks, Broads Authority, the Greater London Authority and London Boroughs)

Neighbourhood Planning Body/Parish or Town Council

Private Sector organisation (including housebuilders, housing associations, businesses, consultants)

Trade Association / Interest Group/Voluntary or Charitable organisation

Other (Please specify)

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## Unauthorised development and encampments

### Question 1:

What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

*Please enter your comments here*

## Powers for dealing with unauthorised encampments

### Question 2:

We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:

- a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
- b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
- c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?

*Please enter your comments here*

**Streamlining the powers under which local authorities can direct unauthorised campers to leave land**

**Question 3:**

Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?

*Please enter your comments here*

**Question 4:**

Do you think local authorities could improve their use of existing powers?

*Please enter your comments here*

**Question 5:** What other powers may help local authorities deal with unauthorised encampments?

*Please enter your comments here*

## Aggravated trespass

### Question 6:

Do you consider that the current powers for police to direct trespassers to leave land are effective?

*Please enter your comments here*

### Question 7:

Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?

*Please enter your comments here*

### Question 8:

Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

*Please enter your comments here*

## Use of injunctions to protect land

### Question 9:

What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?

*Please enter your comments here*

## Joint-working between local authorities, communities and the police

### Question 10:

Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?

*Please enter your comments here*

## Court Processes

### Question 11:

Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

*Please enter your comments here*

## Interim possession orders

### Question 12:

In your view, what would the advantages and disadvantages be of extending the IPO process to open land?

*Please enter your comments here*

## Powers for dealing with unauthorised development

### Question 13:

Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?

*Please enter your comments here*

**Question 14:**

If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?

*Please enter your comments here*

**Question 15:** Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?

*Please enter your comments here*

**Improving the efficiency of enforcement notice appeals**

**Question 16:**

How do you think the existing enforcement notice appeals process can be improved or streamlined?

*Please enter your comments here*



## Government Guidance

### Question 17:

How can Government make existing guidance more effective in informing and changing behaviour?

*Please enter your comments here*

### Question 18:

If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?

*Please enter your comments here*

## Planning and traveller site provision

### Question 19:

Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?

*Please enter your comments here*

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### Question 20:

What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

*Please enter your comments here*

### Question 21:

Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

*Please enter your comments here*

## Other comments

### Question 22:

Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?

*Please enter your comments here*

**Your opinion is valuable to us. Thank you for taking the time to read the consultation and respond.**



Dominic Raab MP  
Minister of State for Housing  
Ministry of Housing, Communities and Local  
Government  
Third Floor, North-East  
Fry Building  
2 Marsham Street  
London SW1P 4DF

*Please reply to:*  
Contact: Michael Graham  
Direct line: 01784 446227  
E-mail: m.graham@spelthorne.gov.uk  
Our ref:  
Your ref:  
Date: 24 May 2018

Dear Sir

### **Unauthorised Development and Encampments Consultation**

Thank you for your invitation in April 2018 to participate in the consultation relating to unauthorised development and encampments.

Below are the responses submitted on behalf of Spelthorne Borough Council for your consideration.

#### **Question 1:**

*What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?*

#### **Unauthorised Encampments**

Spelthorne has seen a number of instances of unauthorised encampments.

In 2016 – 14 unauthorised encampments  
In 2017 – 17 unauthorised encampments  
In 2018 – thus far 3 unauthorised encampments

We have attached data to this response letter (Appendix 1) which outlines some of the details.

The costs of dealing with these matters includes:

	<b>2016 - £</b>	<b>2017 - £</b>
Direct costs	21,900	37,150
Front line staff	3,810	4,640
Legal costs	(not recorded)	8,875
<b>Total</b>	<b>25,710</b>	<b>50,665</b>

#### **Unauthorised Developments**

Where we have experienced unauthorised developments, these have not, in the main, been the responsibility of the GRT community. We have experienced a mixed collection of cases mostly in the settled community where residents have exceeded their rights under the general development order or a planning permission. These are dealt with under normal enforcement powers and we do not have a data set regarding GRTC which would be of use to the consultation in this regard.

**Spelthorne Borough Council, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB**  
[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) 01784 451499

**Question 2:**

*We would like to invite evidence of unauthorised encampments which have occurred in the last two years, as follows:*

- (a) the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.*
- (b) whether the land in (a) required cleaning or repair once the encampment had left, and if so, what was the cost?*
- (c) how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?*

Please see the attached response at Appendix 1 which provides the detail.

**Question 3:**

*Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?*

Generally, no. Trespass per se is not illegal and the weaknesses in the law are exploited by those determined to trespass. There is a view from those working on the ground with GRT communities that this is a “game”. Encampments are established knowing what the procedure is, knowing that they will be moved on. Those in the encampments try to extend their visits as long as they can before local authorities use enforcement methods to remove them from site. This is waste of public money; it is an annual process and as a society we need to find a way to deal with it. Not only that but this annual cycle of encampments and enforcement causes significant disruption to the settled community. It diverts resources away from other enforcement and environmental work that the Council should be doing. There are firms of bailiffs who profit from the continued removal of trespassers from one site to another.

Powers under the Criminal Justice and Public Order Act 1994 are used to move unauthorised encampments. Where this happens, those people (mostly) move after it becomes clear that force is to be deployed. They are banned from returning to that site for three months by the terms of the Court Order, but they often move only a short distance to another site for the process to start all over again. Hence why we say this is a “game”. After a number of repeat incursions, the Council might be in a position to apply for an injunction. However, in the meantime, considerable disruption and cost has arisen.

Stronger powers are needed to ensure that those involved in unauthorised encampments are banned from a wider area and for a longer period of time. We suggest it is appropriate to ban those involved in an unauthorised incursion from going on to any other site in the borough for three years. Where they do so there should be a power of arrest.

DVLA must be required by law to provide information to local authorities to enable them to quickly respond to unlawful encampments. Most people involved in unlawful encampments do not participate in the welfare checklist process and enforcement officers rarely have a full set of names and addresses. The only identifiers that are useful are vehicle registration plates and enforcement officers should be allowed to look behind that data to find out details of registered keepers.

**Question 4:**

*Do you think local authorities could improve their use of existing powers?*

Possibly yes. We understand from other local authorities that there are mixed experiences in trying to deal with these situations. The response from the local authority also relates to the co-operation which they can expect from their local Police (see answer to question 6 below for further comment on this point).

This Council has used Community Protection Notices under the Anti-social Behaviour, Crime and Policing Act 2014 against those encampments where there has been anti-social behaviour to the clear detriment of residents. We consider that this law applies to the GRT community as it applies to the settled community.

This power has proved effective when dealing with anti-social behaviour such as fly-tipping, use of noisy quad bikes and generators etc. The powers available under that Act for confiscation of equipment involved in such behaviour (after appropriate warnings have been given and court processes have authorised it) has proved to be a valuable tool to tackle such behaviour. We think it improves community cohesion if we can effectively deter anti-social behaviour in the community as this can then lead to less anxiety about the unlawful incursion in the settled community.

The guidance under the Anti-social Behaviour, Crime and Policing Act 2014 does not however deal with encampments which we feel discourages local authorities from considering this power. The current guidance about powers to address unlawful encampments also does not advise on the circumstances where this power could be used. We think this is an omission which should be rectified, in both sets of guidance.

The fundamental point here is that, notwithstanding the lack of sites which are available to the GRT community, in this area, regionally and nationally, which might be a relevant factor to unauthorised encampments, crime and anti-social behaviour cannot be tolerated. The evidence supplied with our consultation response shows it is not a minority of encampments which are engaged in crime or anti-social behaviour, it is the majority (25 instances out of 34 detailed in our evidence which is 74%). This needs to be recognised and tackled head on.

**Question 5:**

*What other powers may help local authorities deal with unauthorised encampments?*

Seizure of equipment used in anti-social behaviour (motorcycles, quad bikes, tipper trucks, generators) has proved to be a useful deterrent in our experience. We recommend that this approach is endorsed nationally and that it is reflected in guidance. Guidance will need to deal with the sensitive issue of caravans and vehicles which are necessary to tow caravans off the site in compliance with a direction from the Police or local authority. There is an existing power for the Police to confiscate vehicles in defiance of a section 61 Order, but we believe that power is underutilised. We suggest that you seek evidence about its use from Police forces nationally.

Guidance should also be amended to direct Police and local authorities to deal with criminality and anti-social behaviour using the full range of powers at their disposal as they would in the settled community. Residents see repeated anti-social encampments as a failure by the Police and local authorities to keep public order. This is a serious criticism and should be addressed as it has consequences for community cohesion. In this Council we believe that we respond well to allegations of anti-social behaviour though we have expressed our frustrations to the Police about some of the limitations they feel they are under.

For this reason, we also say that it is not solely the issue of local authority powers which is the relevant factor, it is also the ability of the local Police to respond. Please see the response under question 6 below.

**Question 6:**

*Do you consider that the current powers for police to direct trespassers to leave land are effective?*

No. This is partly a commentary on the powers under the Criminal Justice and Public Order Act 1994, and partly a commentary on the way that these powers are deployed by the Police. We would recommend that the Minister should review the law.

On the face of it, the powers would seem sufficient, though the arbitrary number of vehicles under section 61 (six or more vehicles) is an unnecessary threshold; the powers should be available for an encampment of any size if the trespassers have caused damaged or used threatening or abusive behaviour towards the occupier.

We have found, and our evidence substantiates that the Police are only willing to use powers in a minimum of cases. This is claimed to be for reasons of resources: Notwithstanding that an encampment meets the criteria under the law, if the Police have explained to us that if they exercise their powers then they believe that the encampment will move to another location in the County and they will have the same problem there. Their response to this conundrum is to do nothing unless it is absolutely necessary. This is wrong. It undermines public confidence in the Police to police. Residents do not accept the logic of such an approach. As such there is a serious matter of public policy at stake and the Police need to be empowered and resourced to deal with these encampments. The law should be amended, if there are subsequent unlawful encampments after a direction has been given (not just re-entry to the same site) then the Police should have powers to arrest.

This Council would support the introduction of a criminal trespass law as introduced in Ireland under their Housing (Miscellaneous Provisions) Act 2002 and explained in your consultation document.

Section 62A of the Act is irrelevant in practice where insufficient transit sites are available. Please see our response to question 19 below. If more sites can be provided then this power may be of greater relevance.

We would suggest that the Minister makes enquiries with the Police nationally to establish how many times Police powers are used (and under which power), how many times confiscation is used and how many prosecutions are undertaken in consequence of these powers.

**Question 7:**

*Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?*

Please see the answer to question 6 above.

**Question 8:**

*Do you consider that the government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so how should a new offence differ, and what actions and circumstances should it apply to?*

Please see answer to question 6 above.

We have found that aggravated trespass occurs when incursions take place on public open space, parks, sports pitches and playing fields and so on, which then prevents lawful users from using the park etc as they would usually.

We have not had any experience of Police willing to use powers in relation to aggravated trespass, though in one instance in 2017 the Police attended at a private sports club to move travellers on:

The facts here were that the Council exercised a section 78 Order to remove trespassers on public open space (Police had declined to use their powers), the trespassers then went to the private sports club

and were told immediately by the Police to move on. The trespassers then moved onto other public open space, the Police again declined to use their powers at that place. In each location, members of the public would have been deterred from using the land for leisure as they wished by reason of the incursion. The Police left the matter to the local authority where it was public open space; instances one and three. This was to the considerable public dissatisfaction of residents in the first and third locations where there was significant anti-social behaviour associated with the incursions.

The consistent use of current powers by Police would be a welcome first step. Surrey Police operate a workflow which in the view of this Council is designed to reduce their attendance and involvement in unlawful incursions. Representations have been made directly to the Police and Crime Commissioner for Surrey on this point. The workflow can be provided if required – please contact the author.

**Question 9:**

*What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?*

The primary hurdle to overcome in the use of injunctions is the requirement to demonstrate to the Court that this is not just a one-off instance of unlawful trespass, criminality or anti-social behaviour. The Court has a discretion not an obligation to exercise its ability to issue an injunction, it must therefore be persuaded that this is a serious issue, not an isolated one.

For instance, one of the encampments listed in our supplied evidence was an encampment which had been moved from the neighbouring borough. That borough had to substantiate the use of Criminal Justice and Public Order Act on a number of occasions before it was able to apply to the High Court for a borough-wide ban on that group. When that injunction was sought, the trespassers moved into Spelthorne and the whole “game” started again so that this Council could gather evidence to make the same application to the High Court.

What is evident is that the same groups are moving around the Country to different areas and may be involved in repeated unlawful encampments. A national database should be established so that local authorities and the Police can feed into it and draw evidence from it in order to deal with the most persistent trespassers. We suggest that the DVLA is the most appropriate agency to control this database since vehicle number plates are a prime identifier and the database will need to reflect when vehicles are traded on from one party to another.

**Question 10:**

*Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?*

No, unfortunately not. The issue will not be resolved until there are sufficient lawful sites to ensure that unlawful encampments can be dealt with swiftly and effectively. This means permanent pitches and transit sites. This is not, in our opinion, a district level matter. It is a national or regional approach which is required. In this area this means the County Council and unless they take the lead, the present situation will continue of boroughs moving problems from one area to another. The County Council and the Police need the resources to be able to achieve the aspirations of national policy and the law.

**Question 11:**

*Are there ways in which court processes might be modified in a proportionate way to ensure that unauthorised encampments can be addressed more quickly?*

Locally, in Surrey we have a reasonably good response from the Courts. We are however nervous about taking this for granted as the Court Service shrinks and resources reduce. We have established some local protocols to ensure that issues relating to unlawful incursions can be dealt with quickly.

It would be welcomed if Courts could be directed in guidance to establish such local protocols with local authorities for swift response (where they do not currently exist).

**Question 12:**

*In your view, what were the advantages and disadvantages be of extending the IPO process to open land?*

The Council has no experience of using this process and cannot offer any useful advice in this area.

**Question 13:**

*Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?*

As regards barriers to resolution of unauthorised development: the issue is with PINS.

Residents are infuriated with the length of time that the planning enforcement process takes. This is not a local issue, it is a national issue. It is a combination of NPPF expectations and the resources available to PINS to process cases swiftly.

Residents are confounded that people who build in defiance of lawful right or permission are invited to regularise the position and given the opportunity to appeal against enforcement notices. When the ensuing appeals to PINS take a long time to resolve, it is the reputation of the Council and the whole planning process which is diminished in the eyes of residents. Councils have limited opportunities to enforce effectively whilst there are outstanding appeals, therefore this is the matter which must be resolved urgently.

As a matter of public policy, all appeals against planning permission with an associated appeal against enforcement notice should be given the highest priority by PINS and an expectation that these will be resolved as quickly as possible, with the resources available to make this happen. The same theory should apply to any subsequent appeals from PINS decisions. The Secretary of State should consult separately on the changes necessary to make this happen.

The same comments also apply to Courts and applications for prosecutions and injunctions – there must be a faster way of dealing with these cases.

**Question 14:**

*If you are all if you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?*

Covered in the answer to question 13 above.

**Question 15:**

*Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have any do you have a view on how these barriers can be overcome?*

The Council uses Temporary Stop Notices. The main problem arises when work takes place in defiance of that Temporary Stop Notice. At present the options are to prosecute, seek an enforcement notice and possibly seek an injunction. All of these take time and the offender can “play the system” for time. This leads to frustration for residents.



We suggest that the law needs to be amended to allow local authorities to take direct action immediately with the power to confiscate materials and equipment where it appears to them that a TSN is being breached. This puts the risk onto the developer to ensure that works are being undertaken in accordance with a relevant permission. It will also give confidence to residents that the Council is able to do something when works take place in breach of a TSN.

To illustrate with a recent example: A plot of land in the green belt was given permission for stables with clear conditions to prevent fences, walls and gates being erected without the permission of the Council. When work started to build a substantial brick wall with gate supports, residents reported this and the Council promptly served a TSN. In defiance of this, the developer, during the subsequent weekend, on the morning of the Royal Wedding, went onto complete the brick wall. The residents reported this, only to be told that nothing can be done. The developer has now been invited to regularise the position with an application and if this is refused permission, an enforcement notice will be served. He will also be prosecuted for breaching that TSN, however the opportunity for the Council to demolish that wall will not arise until the developer's appeal rights have been exhausted. The contempt of residents in such circumstances is directed at the Council not the system.

A far better outcome would be for the Council to have interrupted the development and then let the developer face the time trouble and expense of regularising the position.

The system is weighted in favour of the offender, not the neighbour who has to live with it. It must change for the public to have confidence in the law and the public bodies which administer it.

**Question 16:**

*How do you think the existing enforcement notice appeals process can be improved or streamlined?*

See answer to question 13 above. We suggest the validation and start date needs to occur as soon as possible and for all the timescales to be expedited.

**Question 17:**

*How can government make existing guidance more effective in informing and changing behaviour?*

Guidance should have a clear outcomes focus and be applicable to all public bodies to ensure that there is no silo mentality. We suggest that the outcomes should be as follows:

- (a) Sufficiency of permanent and transit sites for GRT communities
- (b) Tolerance of lawful choices made by GRT communities
- (c) Intolerance of unlawful encampments
- (d) Obligation to enforce law and order on all communities equally
- (e) Risk of acting outside the law to be passed onto the developer or trespasser not the public bodies or the neighbours
- (f) All legal processes to be expedited

**Question 18:**

*If future guidance was issued as statutory guidance would this help in taking action against unauthorised development and encampments?*

Yes. If it is directed to all public bodies and in accordance with the principles we suggest, then it would be a useful way to deliver safer communities and community cohesion.

**Question 19:**

*Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the government could help could take to help overcome those barriers?*

Spelthorne borough is small and very constrained.

- Spelthorne is six miles long and two-and-a-half miles wide with an area of 5,100 hectares. It is relatively densely populated with a population of 98,902 (mid 2016 estimate).
- Approximately 65% of the borough is part of the metropolitan Green Belt.
- 7% of the urban area is liable to flood in a 1:100 year event and 35% in a 1:1000 year event.
- The area around Stanwell Moor and northern Stanwell is affected by noise from Heathrow and housing development in some areas is restricted to replacement dwellings only.

Finding space for any residential development is not easy and land prices are high. Given the relatively low density to which sites are built, there is a very limited number of sites where it is viable to deliver such uses. One of the ways we will be seeking to meet the housing need through the new Local Plan is by increasing densities in Staines town centre. This type of development will not be suitable to accommodate traveller pitches.

Green belt sites are likely to have lower land prices but all types of residential development are inappropriate development and should not be approved, except in very special circumstances. Similar circumstances apply across Surrey and many of the Home Counties.

Perceptions of the GRT community from the settled community can mean that there are a large number of objections to planning applications, another barrier. Transit sites in particular can have negative associations with the settled community.

The provision of transit sites is best achieved at a regional level, in our case across Surrey. The eleven districts and boroughs have begun to work together to address these issues but the Government could do more to support local authorities to work at this level, perhaps with additional funding for county level co-ordinators.

**Question 20:**

*What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics the public authorities must, in the exercise of its (sic) functions, have due regard to under their public sector equality duty?*

The Council asserts that poor outcomes for GRT communities are not linked to unauthorised incursions or unauthorised development. This is a complex topic which involves; the cultural environment of GRT communities, the relationship with settled communities over many centuries and the nature of public service provision. We take it that the Council is not being asked to comment on such wider matters.

The Council accepts that it has its role to play in ensuring better outcomes for GRT communities, but this will not be delivered by ignoring the law of the land and the expectations of the settled community to enforce the law on GRT communities as it is enforced on the settled communities.

Public bodies will continue to review their enforcement decisions according to the Public Sector Equality duty on a case by case basis.

**Question 21:**

*Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?*

We suspect it will be neutral but we have no evidence to offer on this point. The evidence we have provided demonstrates that unlawful incursions are a spring and summer time activity. Most of the people involved will have other accommodation or pitches for the winter months which will assist them in meeting their health and educational needs.

**Question 22:**

*Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any the question above?*

No.

Yours faithfully

Councillor Ian Harvey  
Leader of the Council

Daniel Mouawad  
Chief Executive

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## **Appendix 1**

### **Spelthorne Borough Council**

#### **Gypsy, Roma and Traveller Community Incursions**

##### **Question 1:**

Since 2016 there have been 34 unlawful incursions in the borough of Spelthorne. In 2016 this equated to 14, 2017 -17 and in 2018 we have currently had 3. The majority of these are in local authority parks and open spaces and affect the various communities in a variety of ways that impact on their quality of life and these are detailed below:

Anti- Social Behaviour in the form of noise generated from vehicles coming and going from site often late at night, motor cycles and quad bikes being used on the sites causing noise and danger, constant noise of electrical generators.

Occasionally, the use of laser pens to shine lights into residents' windows. As regards environmental issues there is frequent fly-tipping and littering on the sites, use of the land for human waste and health issues associated with this, setting of fires on the land, inadequate control of animals that become a danger to road users and members of the public walking their own dogs. There is evidence that local residents will avoid the area during an incursion. This therefore impacts on their ability to use the areas for their intended purpose. On one site, human faeces was smeared all the amenities within a children's playground.

##### **Question 2 (a) – (c):**

### **2016**

1. 11/04-19/04/2016 – Laleham Park, Abbey Drive, Laleham – 1 Caravan and 4 tipper vehicles, entry forced. Upon reclaiming the site it required cleaning and removal of fly-tipped green waste – large quantities of tree cuttings at a cost of £1000 to the Council and repair of the damage upon entry - £250

Process used S.77/78 CJ and PO Act 1994 Direction and then Order to leave the land.

2. 03/05-11/05/2016 – Dockett Eddy Lane then moved to The Towpath, Shepperton – Lone Caravan. In this instance no clear up issues but occupant volatile and violent with what was probably underlying Mental Health issues.

Process used as above S.77/78 CJ and PO Act 1994.

3. 09/05-13/05/2016 – Laleham Park, Abbey Drive, Laleham – 1<sup>st</sup> incursion 10 Caravans and 15 associated vehicles, entry forced onto park. Again, upon reclaiming the site the Council were faced with a huge bill for clearing fly-tipped waste (for this and 4-5 below). Several tonnes of fly-tipped green waste were removed at a cost of £3,000 and due to the level of human waste left a thorough clean was required by specialist cleaners at a cost of an additional £2,000. Repair to damage upon forcing entry was a further cost of £500. No Police assistance on 3-5 below

Process used as above S.77/78 CJ and PO Act 1994.

4. 11/05-18/05/2016 – Laleham Park, Abbey Drive, Laleham – 2<sup>nd</sup> incursion 10 Caravans and 10 associated vehicles.

Process used as above S.77/78 CJ and PO Act 1994.

5. 16/05-18/05/2016 – Laleham Park, Abbey Drive, Laleham – 3<sup>rd</sup> incursion 4 Caravans and associated vehicles.

Process used as above S.77/78 CJ and PO Act 1994

6. 13/05/2016 – Greenfield Park, Ashford Road, Laleham – caravans and vehicle from number 3 above, entry once again forced. On this occasion the Police on request of the Council used their powers under S.61 CJ and PO Act 1994 – Proximity to Children's playground and school. Cost to replace damaged padlocks £100.

7. 23/06-26/06/2016 – Hengrove Park, Ashford – one caravan and associated vehicle.

Process used as above S.77 CJ and PO Act 1994 – moved on direction to leave land but only as far as number 8 below.

8. 26/06-30/06/2016 – Fordbridge Open Space (Old Bathing Station), Fordbridge Road, Sunbury – vehicles as above, entry forced to area. Fly-tipped waste left at site cost to remove £500 and replace padlocks £50.

Process used as above S.77/78 CJ and PO Act 1994

9. 10/07-14/07/2016 – Littleton Green, Park Road, Littleton – 12 Caravans and associated vehicles, entry forced to Green. Travellers moved to 10 below.

Large amount of fly-tipped waste left – removal cost £1,000. Repair damage and replace gates - £1,500. Clear human waste an additional £1,200

Process used S.77/78 CJ and PO Act 1994.

10. 14/07-18/07/2016 – Woodthorpe Road open space, Woodthorpe Road, Ashford- vehicles as above No.9. Moved to Groveley Recreation Ground, Groveley Road, Sunbury. Once again costs incurred to remove fly-tipped waste -£1,000 and clear human waste £1,200.

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Both Ignored summons for Breach of CPN and convicted in absence and S.50 ASB Crime and Policing Act Seizure Order obtained from Court and served on travellers.

11. 18/07-20/07/2016 – Groveley Recreation Ground, Groveley Road, Sunbury- vehicles as above in number 10, moved onto new area not realising that above order covers all areas in Spelthorne Borough Council area. Process continued as above and repeated below. Once again cost to replace damaged locks £100 and remove human waste £1,200

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Both Ignored summons for Breach of CPN and convicted in absence and S.50 ASB Crime and Policing Act Seizure Order obtained from Court and served on travellers.

12. 27/07-28/07/2016 – Dumsey Meadow, Chertsey Bridge Road, Laleham – 8 Caravans and 15 associated vehicles forced entry onto land. This area is the subject of specific scientific interest and on this occasion the Police again used their powers to remove travellers under S.61 CJ and PO Act 1994. These then moved on to number 13 below.

In the short time that on site large quantity of fly-tipped waste dumped cost to remove £2,000. Repair to damaged fencing and locks a further £300.

13. 28/07-29/07/2016 – Knowle Green open space, Knowle Green, Staines – 8 Caravans and 15 vehicles as above.

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Both Ignored, S.51 ASB Crime and Policing Act warrant

obtained from Court and served on travellers. Again moved prior to seizure – Bailiffs employed – Costs in relation to Bailiffs - £3,800

14. 11/08-17/08/2016 – Littleton Green, Park Road, Littleton – 3 Caravans and associated vehicles entry forced to green. Once again large quantities of fly-tipped waste cost to remove £2,000, cost to remove human waste £1,200 and to repair damage fencing a further £1,000. Green also left fire damaged.

Process used as above S.43 ASB C and P Act 2014, Warning letter followed by notice both moved prior to the issue of summons.

## **2017**

1. 27/04-01/05/2017 – Windmill Green, Walton Bridge Road, Shepperton- 2 caravans and 5 associated vehicles. Costs to remove fly-tipped waste £500 and human waste £1,200. Green area left fire damaged.

Process used as above S.43 ASB C and P Act 2014, Warning letter followed by notice both ignored summons issued but travellers left prior to court hearing.

2. 15/05/2017 – Bishop Duppas Park, Russell Road, Shepperton – vehicles as in 1 above. Previous issued a Community Protection Notice as above which was still valid for entire borough. CPN reserved and travellers leave same day.

3. 18/06-19/06/2017 – Feltham Hill Recreation Ground, Feltham Hill Road, Ashford – 2 caravans and 3 associated vehicles. Entry forced to park. Replace locks £50.

Process used as above S.43 ASB C and P Act 2014, Warning letter followed by notice both moved prior to the issue of summons but only as far as number 4.

4. 19/06-20/06/2017 – Alexandra Recreation Ground, Alexandra Road, Sunbury vehicles as above. Entry forced onto recreation ground. Remove fly-tipped waste £500 and repair fencing £750.

Process used as above S.43 ASB C and P Act 2014, CPN re-served vehicles moved prior to the issue of summons.



5. 29/06-02/07/2017 – Windmill Green, Walton Bridge Road, Shepperton – 2 Caravans and 5 associated vehicles. Remove litter and fly-tipped waste £500. More fire damage to green.

Process used as above S.43 ASB C and P Act 2014, Warning letter followed by notice both ignored summons issued but travellers left prior to court hearing.

6. 12/07-13/07/2017 – Woodthorpe open space, Woodthorpe Road, Ashford – 12 caravans and 20 associated vehicles. Some of the vehicles previously subject to a CPN so reserved and all vehicles moved on without further ado.
7. 22/07-25/07/2017 – Bishop Duppas Park, Russell Road, Shepperton – 2 caravans and two vans. Large amount of fly-tipped waste cost to remove £1,500.

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Travellers left prior to the service of a summons or S.51 warrant obtained.

8. 03/08-07/08/2017 – Thames Meadow, Shepperton – 9 Caravans and 15 associated vehicles, entry forced to meadow. Damage caused upon entry cost to repair £500, large amount of fly-tipped waste £2,000 and once again cost to remove human waste £2,000

Process used as above S.43 ASB C and P Act 2014, Warning letter followed by notice all moved prior to the issue of summons.

9. 07/08-10/08/2017 – Knowle Green open space, Knowle Green, Staines – 10 caravans and 15 associated vehicles.

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Both Ignored, S.51 ASB Crime and Policing Act warrant obtained from Court and served on travellers. Again moved prior to seizure.

10. 11/08-17/08/2017 – Knowle Green open space, Knowle Green, Staines – 23 Caravans and 37 associated vehicles. Numbers 11-14 same core group of travellers.
- Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Both Ignored, S.51 ASB Crime and Policing Act warrant obtained from Court and served on travellers. Bailiffs employed – warrant stayed by High Court – travellers left of own free will, but only as far as number 11. Cost of bailiffs £3,800, fly-tipped waste removal £1,000, removal of human waste £1,200. Part of green left fire damaged.
11. 17/08-02/09/2017 – Woodthorpe Road open space, Woodthorpe Road, Ashford – As above vehicles. Once again cost to remove litter and fly-tipped waste £1,000, cost to remove human waste £1,200 and use of bailiffs £3,000.
- Travellers threatening to Council Employees tasked with green maintenance at site.
- Process used S.77/78 CJ and PO Act 1994 – Bailiffs employed
12. 07/09-12/09/2017 – Hadfield Road Village Park, Stanwell – part same vehicles as above 13 caravans and 18 associated vehicles. Associated costs as above remove human waste £1,200, bailiffs £2,800
- Process used S.77/78 CJ and PO Act 1994 – Bailiffs employed.
13. 12/09/2017- Fordbridge Park, Kingston Road, Ashford – exactly the same vehicles as 12 above.
- Police agreed to use their powers under S.61 CJ and PO Act 1994 –Due to community concerns and proximity to Mental Health Facility. Moved on after 3 hours.
14. 12/09-19/09/2017 – Bishop Duppas Park, Russell Road, Shepperton – 11 caravans and 20 associated vehicles as above. Cost to clear site of rubbish £750.
- Process used S.77/78 CJ and PO Act 1994.
15. 22/08-24/08/2017 – Bishop Duppas Park, Russell Road, Shepperton – 19 caravans and 23 associated vehicles, entry force to park. Large amount of damage caused to park, pavilion by children and field by use of motor bikes, worrying of horses by travellers in neighbouring fields. To replace damage

fencing in excess of £3,000, to clear fly-tipping and remove dumped caravan £2,000 and to clear human waste a further £2,000. These particular travellers were very aggressive and threatening with no regard for anyone or anything.

The entrance and damage caused to post and rail fencing at the location was caught on CCTV and supplied by a local resident to the Council. The Council requested that the Police use their powers under S.61- clear evidence of damage. Request declined as the damage was deemed to be Anti-Social Behaviour

Process used S.77/78 CJ and PO Act 1994

16. 13/10-18/10/2017 – Groveley Recreation Ground, Groveley Road, Sunbury – 14 caravans and 25 associated vehicles, damage caused forcing entry to park. To clear fly-tipped waste £1,500 and specialist cleaning of playground equipment to remove smeared human waste and remove human waste from remainder of park a further £2,000

Process used S.43 Anti-Social Behaviour Crime and Policing Act 2014- Community Protection Warning letter issued followed by Community Protection Notice. Travellers left after the service of the Community Protection Notice.

17. 11/12-13/12/2018 – Spelthorne Leisure Centre car park, Knowle Green, Staines – 3 caravans and 4 associated vehicles. Specialist clean to remove human waste £1,200. Incursion damaging to Leisure Centre business.

Process used S.77 CJ and Public Order Act 1994.

## **2018**

1. 15/01-19/01/2018 – Spelthorne Leisure Centre car park, Knowle Green, Staines – 7 caravans, 1 motor home and 8 associated vehicles. Once again specialist clean to remove human waste £1,200. Incursion damaging to Leisure Centre Business.

Process used S.77/78 CJ and Public Order Act 1994.

2. 12/04-16/04/2018 – Spelthorne Leisure Centre car park, Knowle Green, Staines – 5 caravans and 5 associated vehicles. Again Incursion damaging to leisure centre business and again required a specialist clean to remove human waste £1,200.

Process used S.77/78 CJ and Public Order Act 1994.

3. 16/04-20/04/2018 – Pocket Park, the Beeches, Staines – same caravans and vehicles as above incursion. Entry forced onto site causing damage to fencing estimate repair costs £800.

Process used S.77/78 CJ and Public Order Act 1994.

Of the number of Incursions dealt with, on six occasions the GRTC moved to a second site within the borough and had to be dealt with all over again. On one occasion this involved three sites and in one particular case last year (2017) five sites.

June 2018

# Cabinet

20 June 2018



<b>Title</b>	Appointments to Outside Bodies and Working Groups for 2018-19		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Gill Scott		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<b>The Cabinet is asked to appoint representatives to the Outside Bodies and Working Groups as shown at Appendix 1 for 2018-19.</b>		
<b>Reason for Recommendation</b>	The annual appointment of representatives to Outside Bodies and Working Groups helps the Council fulfil its community engagement role.		

**1. Key issues**

1.1 The annual appointment of representatives to Outside Bodies and Working Groups helps the Council fulfil its community engagement role.

**2. Options analysis and proposal**

2.1 This report seeks approval to appoint the proposed representatives and deputy representatives to the Outside Bodies and Working Groups for 2018-2019 as shown at Appendix 1.

**3. Timetable for implementation**

3.1 The appointments will be effective immediately until June 2019.

**Background papers:**

None

**Appendices:**

Appendix 1 – Nominations to Outside Bodies and Working Groups

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	A	B	C
1	<b>Outside Body</b>	<b>Proposed appointee 2018/19</b>	<b>Special Responsibilities</b>
2	<b>A2Dominion Customer Insight Panel</b>	Councillor Richard Smith-Ainsley	Representative
3			
4	<b>Ashford and St Peter's Hospitals NHS Foundation Trust</b>	Councillor Maureen Attewell	Representative
5			
6	<b>Heathrow Community Engagement Board (Previously HACC)</b>	Councillor Daxa Patel	Deputy
7		Councillor John Boughtflower	Representative
8			
9	<b>Heathrow Community Noise Forum</b>	Councillor Rose Chandler	Representative
10			
11	<b>Heathrow Local Focus Forum</b>	Councillor Richard Barratt	Representative
12		Councillor Sinead Mooney	Representative
13			
14	<b>Local Authority Aircraft Noise Committee</b>	Councillor Naz Islam	Representative
15		Councillor Anthony Jones	Representative
16		Councillor Howard Thomson	Representative
17			
18	<b>Local Plan Working Party</b>	Councillor Sinead Mooney	Representative
19		Councillor Ian Beardsmore	Representative
20		Councillor Tony Harman	Representative
21		Councillor Ian Harvey	Representative
22		Councillor Richard Smith-Ainsley	Representative
23		Councillor Howard Thomson	Representative
24		Councillor Howard Williams	Representative
25		Councillor Colin Barnard	Representative
26			
27	<b>Management Committee of Mediation North Surrey</b>	Councillor Tony Harman	Representative
28			
29	<b>Members' Development Steering Group</b>	Councillor Sandra Dunn	Member
30		Councillor Denise Saliagopoulos	Member
31		Councillor John Kavanagh	Member
32		Councillor Robin Sider BEM	Member
33		Councillor Tony Harman	
34		Councillor Nick Gething	Member
35		Councillor Alfred Friday	Member
36	<b>River Thames Alliance</b>	Councillor Vivienne Leighton	Representative
37			
38	<b>Runnymede and Spelthorne SHMA - Joint Member Liaison group</b>	Councillor Colin Barnard	Representative
39		Councillor Richard Smith-Ainsley	Deputy
40			
41	<b>South East Employers</b>	Councillor Howard Thomson	Deputy
42		Councillor Colin Barnard	Representative
43			
44	<b>Spelthorne Business Forum</b>	Councillor Colin Barnard	Representative
45		Councillor Mark Francis	Representative
46		Councillor Nick Gething	Representative
47		Councillor Daxa Patel	Deputy
48		Councillor Ian Harvey	Deputy
49		Councillor Olivia Rybinski	Deputy
50			
51	<b>Spelthorne Mental Health Association Management Committee</b>	Councillor Tony Harman	Representative
52			
53	<b>Spelthorne Safer, Stronger Partnership Board</b>	Councillor Nick Gething	Representative
54			
55	<b>Strategic Aviation Special Interest Group</b>	Councillor Ian Harvey	Representative
56		Councillor John Boughtflower	Deputy
57			
58	<b>Surrey Museums Consultative Committee</b>	Councillor Maureen Attewell	Representative
59		Councillor John Kavanagh	Deputy
60			
61	<b>Surrey Traveller Community Relations Forum</b>	Councillor Jean Pinkerton OBE	Representative
62			
63	<b>Surrey Waste Partnership</b>	Councillor Nick Gething	Representative
64			
65	<b>Sustainability and Transformation Plan Stakeholder Reference Group</b>	Councillor Sinead Mooney	Deputy
66	<b>NHS North West Surrey Clinical Commissioning Group</b>	Councillor Daxa Patel	Representative
67			
68	<b>The Traffic Penalty Tribunal</b>	Councillor Tim Evans	Representative
69		Councillor Sabine Capes	Deputy
70			

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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