



**Spelthorne
Borough Council**

Council Meeting
Thursday, 19 December 2019



11 December 2019

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday, 19 December 2019** commencing at **7.30 pm** for the transaction of the following business.

Daniel Mouawad
Chief Executive

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

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Council meeting.

For those Councillors wishing to participate, prayers will be said in the Leader's office starting at 7pm.

AGENDA

Description	Page nos.
1. Apologies for absence To receive any apologies for non-attendance.	
2. Minutes To confirm as a correct record the minutes of the Council meeting held on 24 October 2019.	9 - 26
3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
4. Announcements from the Deputy Mayor To receive any announcements from the Deputy Mayor.	
5. Announcements from the Leader To receive any announcements from the Leader.	
6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.	
7. Questions from members of the public The Leader, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 14. <i>Note: the deadline for questions to be considered at this meeting is 12 noon on Thursday 12 December 2019.</i>	
8. Petitions To receive any petitions from members of the public.	
9. Review of Polling Districts, Polling Places and Polling Stations To consider the report from the Returning Officer on a review of Polling Districts, Polling Places and Polling Stations.	27 - 60
10. Appointment of Monitoring Officer To consider a report on the appointment of a Monitoring Officer.	61 - 64

- 11. Recommendations of the Cabinet**
 To consider the recommendations of the Cabinet from its meetings held on 6 November and 4 December 2019, on the following items: 65 - 68
- a) Redevelopment costs for Harper House - Key Decision
 - b) Calendar of Meetings
- 12. Report from the Leader of the Council**
 To receive the reports from the Leader of the Council on the work of the Cabinet at its meetings on 6 November and 4 December 2019. 69 - 72
- 13. Report from the Chairman of the Audit Committee**
 To receive the report from the Chairman of the Audit Committee on the work of her Committee. 73 - 74
- 14. Report from the Chairman of the Licensing Committee**
 To receive the report from the Chairman of the Licensing Committee on the work of his Committee. 75 - 76
- 15. Report from the Chairman of the Members' Code of Conduct Committee**
 To receive the report from the Chairman of the Members' Code of Conduct Committee on the work of his Committee. 77 - 78
- 16. Report from the Chairman of the Overview and Scrutiny Committee**
 To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee. 79 - 80
- 17. Report from the Chairman of the Planning Committee**
 To receive the reports from the Chairman of the Planning Committee on the work of his Committee at its meetings held on 13 November 2019 (attached) and 11 December 2019 (to follow). 81 - 82
- 18. Motions**
 To receive any motions from Councillors in accordance with Standing Order 19.

Note: The deadline for motions to be considered at this meeting was Monday 9th December 2019 and one was received as follows:

“This motion highlights Spelthorne Council’s existing Code of Conduct for elected councillors as expressed in the Council’s Constitution, Part 5, which all councillors are required to adhere to when they are elected.

The code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and is stated in point 9 as follows:

'You must treat others with respect. This means treating people fairly and equitably and with courtesy, compassion and sensitivity. You should treat other people equally as you yourself would expect to be treated. You must never use behaviour which a reasonable person would consider as offensive, overbearing, intimidating, malicious, insulting or humiliating.'

This Council agrees the existing code comprehensively promotes human rights and condemns all forms of discrimination, and the Council reiterates its commitment to the code and its onus on all elected members."

**Proposed by Councillor Vivienne Leighton
Seconded by Councillor Richard Smith-Ainsley**

19. Questions on Ward Issues

The Leader, or his nominee, to answer questions from Councillors on issues in their Wards, in accordance with Standing Order 15.

Note: the deadline for questions to be considered at this meeting is 12 noon on Thursday 12 December 2019.

20. General questions

The Leader, or his nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 15.

Note: the deadline for questions to be considered at this meeting is 12 noon on Thursday 12 December 2019.

Questions have been received from Councillor R.W. Sider BEM and Councillor L.E. Nichols.

The following questions have been received from Councillor R.W. Sider BEM:

Question 1

"Will the Leader and members of this council join me in thanking Michael Graham for his outstanding service as Head of Corporate Governance of this Council over the past 14 years, and wish him well and every success in his new appointment of Assistant Director for Legal and Democratic Services at Reading Borough Council."

Question 2

“The week commencing 25 November was designated as National Tree Week. Trees have a crucial role to play in tackling the climate emergency and apart from drawing down carbon dioxide, trees create more spaces for nature, supporting hundreds of species of insects, birds and mammals. Trees are also great for public health, helping clean air, and providing access to nature that is important for our wellbeing. That said, ‘ Given the space and economic viability in our borough, will the Leader support the doubling of tree cover in Spelthorne by the year 2045’.

Question 3

“The Local Plan has identified proposed sites in Charlton Village, Shepperton to accommodate developments of some 380 dwellings. The total number of homes in Charlton Village at present is around 420, and the Local Plan proposal would mean that there would be an increase of 90% in housing. Whilst the Local Plan is subject to consultation, and residents have already submitted a petition to the Council appended with 609 names against the identified sites for development, would the Leader agree with me, and share my concerns, that such an increase in this village would destroy its character in entirety.”

The following question has been received from Councillor L.E. Nichols:

Question 4

“In August, Spelthorne Borough Council advertised for non-executive directors for Knowle Green Estates. How many applications were received and how many candidates were interviewed? Have any appointments been made?”

21. Urgent Action

To note an urgent action undertaken by the Chief Executive.

On 9 November 2019 the Chief Executive in consultation with the Leader, agreed to designate the Running Horse Public House as a new polling place in the Sunbury Common ward for the 12th December General Election. This is not a Key Decision. The matter was considered as an urgent action because the venue previously used as a polling station in this ward had declined its use at this election and it was necessary to ensure there were sufficient polling places in the district before the Council was next due to meet.

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MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 24 October 2019 at 7.30 pm

Present:

Councillors:

M.M. Attewell	J.T.F. Doran	V.J. Leighton
C.F. Barnard	S.M. Doran	M.J. Madams
C.L. Barratt	R.D. Dunn	J. McIlroy
R.O. Barratt	S.A. Dunn	A.J. Mitchell
C. Bateson	T. Fidler	L. E. Nichols
I.J. Beardsmore	M. Gibson	R.J. Noble
J.R. Boughtflower	K.M. Grant	J.R. Sexton
A. Brar	A.C. Harman	R.W. Sider BEM
S. Buttar	H. Harvey	V. Siva
R. Chandler	I.T.E. Harvey	R.A. Smith-Ainsley
N.L. Cornes	N. Islam	B.B. Spoor
J.H.J. Doerfel	T. Lagden	J. Vinson

Apologies: Apologies were received from Councillors N.J. Gething and O. Rybinski and Mr Murray Litvak, Chairman of the Members' Code of Conduct Committee

The Mayor, Councillor M.J. Madams, in the Chair

261/19 Minutes

The minutes of the Council meeting held on 18 July 2019 were agreed as a correct record.

262/19 Disclosures of Interest

There were no disclosures of interest.

263/19 Announcements from the Mayor

The Mayor had circulated details of upcoming charity events and mentioned, in particular, the Ladies Lunch to be held at the Thames Lodge Hotel on Wednesday 20th November 2019 with Russell Grant as the guest speaker.

264/19 Announcements from the Leader

The Leader made the following announcements:

“The Council submitted a detailed response to Heathrow’s final consultation, which closed in September, making it clear that we can only continue to support expansion if a) the 16 requirements outlined by the O&S Committee are adequately addressed b) impacted communities are properly compensated via the Wider Property Offer Zone and c) the Heathrow West proposal is explored further.

The application to develop a hostel for single homeless people on the site previously occupied by the White House on Kingston Road in Ashford has been approved by the Planning Committee. The facility, which will be completed in 2021, will provide modern purpose-built accommodation with 24 hour cover and space for training courses. It will be operated by the Salvation Army which has a wealth of experience in managing supported housing facilities. In addition, plans to demolish and rebuild Harper House in Ashford to provide emergency accommodation for up to 20 local families has also been approved. These are important developments and demonstrate our determination to deliver good quality housing for the Borough’s more vulnerable residents.

Sunbury Cemetery was declared the overall winner of Cemetery of the Year at the South East in Bloom awards, with Ashford and Staines Cemeteries also picking up Gold awards in the same category. There was also more good news for Sunbury, with the ever-popular Sunbury Walled Garden claiming Gold in the Small Park category. Congratulations to the Neighbourhood Services team for these fantastic achievements.

The Council has protected Staines Park for current and future generations to enjoy by signing a ‘Deed of Dedication’ with Fields in Trust, an independent charity which champions and supports the country’s parks and green spaces by protecting them for people to enjoy in perpetuity. I am pleased to have worked alongside Staines Park Residents Association to achieve this special status for Staines Park. Residents are understandably very protective of their local open spaces and I hope this announcement gives everyone reassurance that the park will remain unspoilt for future generations to enjoy. I am also delighted to announce that we have been awarded a grant of up to £15,000 from the London Marathon Charitable Trust for the creation of a fitness trail in the park and an additional £5,000 from Fields in Trust for other improvements.

An article was recently published which placed Spelthorne bottom in a league table of ‘most climate-friendly councils’. The Council disputes the findings as the scoring for the table was based on data obtained from the 2011 census and does not reflect the current picture. For example, it showed Spelthorne as having 10 electric vehicle charging points when in fact the Borough has 32 public charging units, enabling 53 electric vehicles to simultaneously charge. The Council has approached Friends of the Earth, who compiled the table, for more details on the methodology of their study.

We celebrated the hard work and achievements of local businesses at the Spelthorne Means Business Awards gala dinner at Shepperton Studios on 17 October. The range and quality of the entries we received for this year's competition is proof of the wealth of entrepreneurial spirit, talent and innovative thinking we have here in Spelthorne and I would like to congratulate all the finalists and winners.

Members will be aware that we have been working for a considerable time on the new Local Plan and they were briefed on this on Tuesday prior to initial public consultations commencing on 5th November. This has been and continues to be a very challenging and detailed project. Getting this right is very important to protecting the future of Spelthorne and I am very grateful to both officers and Working Party Members who have contributed to date. To this end I am creating a new role of special portfolio holder who will take on a specific role of Strategic planning, primarily related to the Local Plan. The Special Portfolio Holder will not be a full member of the cabinet and will have no role on any cabinet issues outside their portfolio.

Given the huge divide between - on the one hand what we as a Council and our residents want in terms of protecting our Green Spaces, and what the government and developers are forcing us to consume on the other, attempting to bridge that divide is – frankly - a Poisoned Chalice. Our Group will thus be relieved to learn that this role is not going to a Conservative Member.

The councillor taking up this unenviable position is Councillor Beardsmore. As many will be aware, he has wide experience in planning and he is our longest serving councillor but I asked him for his record:

- 27 years Spelthorne's Planning Committee
- 15 Years Surrey Planning Committee, where he was the last non-Conservative vice chair of that committee

There is one single caveat, Councillor Beardsmore as we know does not support the expansion of Heathrow. He's wrong, but I respect his opinion. So Heathrow matters in the Local Plan will be dealt with by another cabinet member.

For the record, by a wide margin this is the most senior role Spelthorne Borough Council has ever given to a non-Conservative member, but I think if anyone can pull off this difficult balancing act it will be Councillor Beardsmore and I am delighted to have him on the team."

265/19 Announcements from the Chief Executive

The Chief Executive thanked Neighbourhood Services staff for the Borough's success in the South and South East in Bloom Awards and recognised the huge amount of work and commitment which went into the upkeep and maintenance of our parks and open spaces. He commented that the awards were a tribute to the dedication of our staff and participating communities who created lasting improvements to their local environment for the benefit of all.

266/19 Questions from members of the public

The Mayor reported that, under Standing Order 14, one question had been received from a member of the public.

Question from Mrs. Shadia Doerfel:

“When will the Council consult with residents about the full plans Arora Group have for a Heathrow Expansion, known as "Heathrow West", which were so clearly supported by the Leader and Cllr Helen Harvey following Arora's "last minute" presentation at a Council meeting attended by the public on I believe the 3rd of September 2019, prompting even Cllr Smith-Ainsley to have said “We didn’t know anything about it at all and it’s been put upon us.”

If Arora appears to be the new midwife the Leader supports to deliver a Heathrow expansion, residents deserve to be fully consulted on their plans and have the opportunity to engage with that consultation as they have been able to with the previous and recent Heathrow Consultations.

So far all residents know about Arora from information in the public domain is that they already had property transactions with Spelthorne council around 2017 to the value of around £47.45mio on which the Leader is quoted on their website as describing Arora Group's Grove Developments team as "a pleasure to work with", and that Arora and/or its affiliates has been a Runnymede and Weybridge Conservative Party donor.”

Response from the Leader, Councillor Ian Harvey:

“Thank you for your question Mrs Doerfel.

The Council will not be consulting with residents about any Heathrow developments. That’s not how it works. It is for Heathrow Airport Limited or Arora Group to consult with residents if they intend to make an application for a Development Consent Order.

The Arora Group’s proposals have been in the public domain for several years. They initially announced their intention to seek rights to undertake the expansion of Heathrow during the government’s consultation on the draft Airport National Policy Statement (ANPS) back in 2017. This was followed by the initial launch of their Western Hub proposals in May 2018, two months before the government confirmed its support for the third runway and an expanded Heathrow in the final version of the ANPS. There was a formal presentation of their proposals to all authorities adjoining Heathrow in September 2018. Direct contact was made with the Council via their consultant team back in November 2018, when we were asked for views as part of their first round of informal stakeholder engagement.

They carried out public consultation events in Spelthorne in May 2019, specifically Stanwell Moor on 9 May and Stanwell Village Hall on 11 May. They also carried out a non-statutory stage 1 public consultation on their Heathrow West scheme in April 2019 and we responded to it. We also publicised the consultation on our own website. A further presentation was made to an internal Heathrow Expansion Working Group on 3 June 2019.

Their website states they will be undertaking a statutory consultation in January 2020. Again, it will be for the scheme's promoter to undertake the consultation but we will raise awareness of it using our own channels. It is therefore patently not the case that nothing is known about the scheme. Furthermore, I would point out that after the presentation and discussion at Overview and Scrutiny on 3 September 2109 that this committee decided to recommend to Cabinet that "we are clear there are potentially more beneficial alternative proposals to HAL's, specifically the Heathrow West proposal which needs to be explored in greater depth." Councillor Jan Doerfel is a member of that Committee and took a full part in discussions and decision making.

The question makes various other points which I feel I should correct for the record:

It was only right and proper for Overview and Scrutiny Committee to be made aware of this alternative proposal so members had the full facts in front of them. HAL were also invited to attend the meeting on 3 September but they did not take us up on the offer as they were content that, through their own consultation and engagement, they had undertaken all the public consultation they needed to.

The Arora Group were the counterparty to the Council's purchase of World Business Centre 4. I am happy to be on record to confirm that as regards that transaction, the Council was pleased with the outcome and the approach of the Company to working with the Council as a local authority investor. Being able to work with counterparties of this calibre is a significant benefit for the Council as it marks us out as serious players in a very competitive commercial market. Our reputation and track record with best in class commercial property investments speaks for itself and is something which attracts the property world to deal with us. It is this approach which has quite literally kept the lights on in Spelthorne when other councils around us are cutting back services and making staff redundant. So we have nothing to be bashful about in our approach. We have everything to be proud of in working with companies such as Arora.

I am not sure what donation is referred to. This Council has no connection to the Runnymede and Weybridge Conservatives. I am here to answer questions about Council functions not the finances of the Conservative Party on the other side of the River Thames."

267/19 Petitions

There were none.

268/19 Proposed new extension to Fordbridge Day Centre

The Council considered the recommendation of Cabinet from its meeting on 25 September 2019 to approve a supplementary capital estimate of £130,000 for the proposed extension at the Fordbridge Centre, and its inclusion in the 2019/20 capital programme.

The extension at the Fordbridge Centre would increase seating capacity in the dining room from 81 seats to 101 and offer a flexible area for other activities such as classes, games or exercise to take place. It would also enable the Opal Group to be more integrated into the wider community.

Resolved to approve the supplementary capital estimate of £130,000 for the proposed extension at the Fordbridge Centre, and its inclusion in the 2019/20 capital programme.

269/19 Appointment of Independent Remuneration Panel member

Council considered a recommendation of Cabinet from its meeting on 25 September 2019 to approve the appointment of Alison Osmond to the Independent Remuneration Panel.

The Independent Remuneration Panel provides advice to the Council on the type of its members' allowances and the amounts to be paid. Two candidates were interviewed and both were considered to be suitable and well-qualified for the role.

Alison Osmond was recommended due to her long HR experience in the field of compensation and benefits and in the interpretation of comparative data and economic trends in that field.

Resolved to appoint Alison Osmond to the Independent Remuneration Panel.

270/19 Report from the Leader of the Council

The Leader of the Council, Councillor I.T.E. Harvey, presented the reports of the Cabinet meetings held on 11 and 25 September 2019, which outlined the matters the Cabinet had decided since the last Council meeting.

271/19 Report from the Chairman of the Audit Committee

The Chairman of the Audit Committee, Councillor J.R. Sexton, presented her report which outlined the matters the Committee had decided since the last Council meeting.

272/19 Report from the Chairman of the Licensing Committee

The Chairman of the Licensing Committee, Councillor R.W. Sider BEM, presented his report which outlined the matters the Committee had decided since the last Council meeting.

273/19 Report from the Chairman of the Members' Code of Conduct Committee

In the absence of Murray Litvak, Chairman of the Members' Code of Conduct Committee, Councillor C.F. Barnard presented a report which outlined the matters the Committee had decided since the last Council meeting.

274/19 Report from the Chairman of the Overview and Scrutiny Committee

The Chairman of the Overview and Scrutiny Committee, Councillor V.J. Leighton, presented her report which outlined the matters the Committee had decided since the last Council meeting.

275/19 Report from the Chairman of the Planning Committee

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

276/19 Motions

In accordance with Standing Order 17 the Council received five written Notices of Motions.

Councillor I.T.E. Harvey moved and Councillor R.W. Sider BEM seconded the following Motion:

“This Council supports the International Holocaust Remembrance Alliance definition of Anti-Semitism (decided on 26 May 2016 at Bucharest) and henceforward adopts this definition and the illustrative examples for all relevant aspects of Council policy particularly in the field of anti-discrimination and the promotion of human rights.”

Councillor S.M. Doran, proposed the following amendment (additional words have been italicised) which was seconded by Councillor C.L. Bateson:

“This council supports the International Holocaust Remembrance Alliance definition of Anti-Semitism (decided on 26 May 2016 at Bucharest) and henceforward adopts this definition and the illustrative examples for all relevant aspects of Council policy particularly in the field of anti-discrimination and the promotion of human rights.

Additionally, Council welcomes, endorses and hereby adopts, the All-Party Parliamentary Group (APPG) definition of Islamophobia including all of its examples, again for all relevant aspect of Council policy particularly in the field of anti-discrimination and the promotion of human rights.

Spelthorne is rightly proud of its diverse community and recognises the valuable part played by the communities of all faiths and beliefs.”

The amendment was not carried and the original Motion put to the vote.

The original Motion was carried.

Resolved that this Council supports the International Holocaust Remembrance Alliance definition of Anti-Semitism (decided on 26 May 2016 at Bucharest) and henceforward adopts this definition and the illustrative

examples for all relevant aspects of Council policy particularly in the field of anti-discrimination and the promotion of human rights.

The second Motion was moved by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman:

“The Council is currently working on the development of its new Corporate Plan to cover the next three years of this administration. In doing so it will be reaffirming its four Corporate Priorities of:

1. Housing
2. Economic Development
3. Clean and Safe Environment
4. Financial Sustainability

This Council notes that many other Councils have recently declared a “climate emergency”. We understand that there is rightly much concern about climate change and that urgent action is needed. This Council is committed to its priorities including a clean and safe environment. It is the right thing to do to tackle climate change for future generations and to further community wellbeing.

Therefore, this Council commits to establishing a Leader’s task group to work towards delivering a strategy in 2020 that clearly outlines how we plan to deliver the target of net zero carbon emissions by 2050. We are also committed to delivering to our residents safe and secure homes, and secure employment, as sustainably as possible.”

Councillor I.T.E. Harvey spoke and gave a commitment that the proposed task group would be a members’ cross-party group which would report back to Cabinet regularly on proposed actions on climate change, monitoring and delivering on carbon neutrality by 2050 in line with current Government policy. The target date would be continually reviewed and amended in line with Government Policy changes.

Councillor L.E. Nichols proposed and Councillor C.L. Bateson seconded the following amendment (additional words have been italicised and deleted words struck through):

“The Council is currently working on the development of its new Corporate Plan to cover the next three years of this administration. In doing so it will be *adding a new priority of Environmental Sustainability and* reaffirming its four *existing* Corporate Priorities.~~of~~ *The Corporate Priorities will be:*

1. *Environmental Sustainability*
2. Housing
3. Economic Development
4. Clean and Safe Environment
5. Financial Sustainability

This Council notes that many other Councils have recently declared a “climate emergency”. We understand that there is rightly much concern about climate change and that urgent action is needed *and this is why Environmental Sustainability is to be added as a Corporate Priority. This new priority will place emphasis on the need for carbon reduction, waste and recycling, sustainable housing and energy efficiency.* ~~This Council is committed to its priorities including a clean and safe environment.~~ It is the right thing to do to tackle climate change for future generations and to ~~further community wellbeing.~~ *commit to an increased and special emphasis on Environment Sustainability.*

Therefore, this Council commits to establishing a Leader’s task group to work towards delivering a strategy in 2020 that clearly outlines how we plan to deliver the target of net zero carbon emissions by 2050. We are also committed to delivering to our residents safe and secure homes, and secure employment, as sustainably as possible.”

The amendment was not carried.

Councillor L.E. Nichols proposed and Councillor C.L. Bateson seconded a second amendment to the Motion (additional words have been italicised and deleted words struck through):

“The Council is currently working on the development of its new Corporate Plan to cover the next three years of this administration. In doing so it will be reaffirming its four Corporate Priorities of:

1. Housing
2. Economic Development
3. Clean and Safe Environment
4. Financial Sustainability

This Council notes that many other Councils have recently declared a “climate emergency”. We understand that there is rightly much concern about climate change and that urgent action is needed. This Council is committed to its priorities including a clean and safe environment. It is the right thing to do to tackle climate change for future generations and to further community wellbeing.

Therefore, this Council commits to establishing a Leader’s task group to *report to the Cabinet and the Overview and Scrutiny Committee. This task group to comprise a minimum of 7 members drawn from all political groups. The task group will work to* towards delivering a strategy in 2020 that clearly outlines how we plan to deliver the target of net zero carbon emissions by 2050. We are also committed to delivering to our residents safe and secure homes, and secure employment, as sustainably as possible.”

The amendment was not carried.

A third amendment was proposed by Councillor L.E. Nichols and seconded by Councillor C.L. Bateson (additional words have been italicised and deleted words struck through):

“The Council is currently working on the development of its new Corporate Plan to cover the next three years of this administration. In doing so it will be reaffirming its four Corporate Priorities of:

1. Housing
2. Economic Development
3. Clean and Safe Environment
4. Financial Sustainability

This Council notes that many other Councils have recently declared a “climate emergency”. We understand that there is rightly much concern about climate change and that urgent action is needed. This Council is committed to its priorities including a clean and safe environment. It is the right thing to do to tackle climate change for future generations and to further community wellbeing.

Therefore, this Council commits to establishing a Leader’s task group to work towards delivering a strategy in 2020 that clearly outlines how we plan to deliver ~~the~~ a target of net zero carbon emissions *for Spelthorne Borough Council by 2050 2030*. We are also committed to delivering to our residents safe and secure homes, and secure employment, as sustainably as possible.”

Councillor L.E. Nichols requested a recorded vote on the amendment.

The voting on the amendment was as follows:

FOR (14)	Councillors: Bateson, Cornes, Doerfel, J. Doran, S. Doran, R. Dunn, S. Dunn, Fidler, Grant, Lagden, Nichols, Siva, Spoor and Vinson
AGAINST (21)	Councillors: I. Harvey, Harman, Attewell, Barnard, C. Barratt, R. Barratt, Boughtflower, Brar, Buttar, Chandler, Gibson, H. Harvey, Islam, Leighton, Madams, McIlroy, Mitchell, Noble, Sexton, Sider and Smith-Ainsley.
ABSTAIN (1)	Councillor Beardsmore

The amendment was not carried.

The original Motion was put to the vote and carried.

Resolved that the Council is currently working on the development of its new Corporate Plan to cover the next three years of this administration. In doing so it will be reaffirming its four Corporate Priorities of:

1. Housing
2. Economic Development
3. Clean and Safe Environment
4. Financial Sustainability

This Council notes that many other Councils have recently declared a “climate emergency”. We understand that there is rightly much concern about climate change and that urgent action is needed. This Council is committed to its priorities including a clean and safe environment. It is the right thing to do to tackle climate change for future generations and to further community wellbeing.

Therefore, this Council commits to establishing a Leader’s task group to work towards delivering a strategy in 2020 that clearly outlines how we plan to deliver the target of net zero carbon emissions by 2050. We are also committed to delivering to our residents safe and secure homes, and secure employment, as sustainably as possible.

Councillor N. Cornes left the meeting at this point.

The third Motion was proposed by Councillor I.T.E. Harvey and seconded by Councillor J.R. Boughtflower:

“This Council caveats its support for a third runway and appropriate and proportionate expansion, subject to Heathrow meeting:

- a) the 16 requirements as recommended by the Overview and Scrutiny Committee at its extraordinary meeting on 3 September 2019; and
- b) our demands that our impacted communities be properly compensated via the Wider Property Offer Zone scheme.”

The Motion was carried.

The fourth Motion was proposed by Councillor R.A. Smith-Ainsley and seconded by Councillor J.R. Boughtflower. A request by Councillor R.A. Smith-Ainsley to alter his Motion was agreed. The altered Motion was:

“Following the Prime Minister’s announcement that the UK will eradicate its net contribution to climate change by 2050 and in the light of the recent Intergovernmental Panel on Climate Change (IPCC) report, declaring a climate emergency: This Council resolves to:

1. Commit to working closely with the Government, the Environment Agency, our County colleagues, local businesses, our residents and other partners in meeting this target;
2. Update our strategy in 2019/20 which clearly outlines how we plan to deliver the target; and
This to be undertaken by a cross-party task group and their findings shall be presented to Cabinet.
3. Write to the Government asking them to confirm what support will be made available to local authorities to help achieve this goal.
4. Update our target date following the publication of the IPCC Synthesis Report, due in 2022.”

An amendment to the Motion was proposed by Councillor I.J. Beardsmore and seconded by Councillor R.O. Barratt (additional words have been italicised):

“Following the Prime Minister’s announcement that the UK will eradicate its net contribution to climate change by 2050 and in the light of the recent Intergovernmental Panel on Climate Change (IPCC) report, declaring a climate emergency: This Council resolves to:

1. Commit to working closely with the Government, the Environment Agency, our County colleagues, local businesses, our residents and other partners in meeting this target;
2. Update our strategy in 2019/20 which clearly outlines how we plan to deliver the target; and
This to be undertaken by a cross-party task group and their findings shall be presented to Cabinet.
3. Write to the Government asking them to confirm what support will be made available to local authorities to help achieve this goal.
4. Update our target date following the publication of the IPCC Synthesis Report, due in 2022.

Further, this Council requests that the Local Plan Working Party considers putting in a specific policy on this into the next draft of the Local Plan”

The amendment was carried and the new substantive Motion put to the vote.

The substantive Motion was carried.

The fifth Motion was withdrawn by Councillor B.B. Spoor.

277/19 Questions on Ward Issues

There were no questions on Ward issues.

278/19 General questions

The Mayor reported that five general questions had been received, in accordance with Standing Order 15, from Councillors R.W. Sider BEM, L.E. Nichols, C.L. Bateson and J.H.J. Doerfel.

1. Question from Councillor R.W. Sider BEM

“Will the Leader and Members of this Council join me in congratulating the Group Head for Neighbourhood Services and her staff in achieving what can only be described as phenomenal and outstanding awards in the South and South East in Bloom awards of 2019, these being Sunbury Cemetery declared as the overall winner of Cemetery of the Year, Ashford and Staines Cemeteries receiving Gold awards, and Sunbury Walled Garden yet another Gold in the Small park category.”

Response from the Leader, Councillor I.T.E. Harvey

“We are happy to join you in congratulating Neighbourhood Services and the parks team for achieving these prestigious awards year after year. It is evident that there is a high level of commitment, not just from management but also from the operational staff who keep up the high the standards in our parks, open spaces and cemeteries.”

2. Question from Councillor R.W. Sider BEM

“At the meeting of the Full Council on July the 18th 2019 I placed a Motion before the council which read ‘That officers investigate whether it is feasible to enter into a reciprocal agreement with Surrey County Council for Spelthorne Borough Council to act on their behalf to remove Traveller encampments when on the highway, and append such charges involved to Surrey’. In view of the fact that since the 18th of July there has been a further encampment by Travellers on the highway in Old Charlton Road Shepperton in September, can the Leader inform me of the progress that officers have made in their investigations with Surrey County Council with regard to the statement in my motion of the 18th July 2019.”

Response from the Leader, Councillor I.T.E. Harvey

“Thank you for your question Councillor Sider. Officers have given consideration to the matter. You are correct that the site in Old Charlton Road is a difficult site and we have to be alert to all possible ways to deter unlawful encampments and then remove them swiftly should they occur. The site in question is a quiet location which is part highway and part off-street parking. Having considered ways in which to deal with future encampments officers have considered a variety of ways to best deal with the problem. First by taking on Surrey’s legal responsibility, as was suggested, or alternatively by instituting parking and waiting restrictions in the area to make enforcement easier. It was concluded that both options had drawbacks. The current proposal is to seek the agreement of the County Council and get that portion of Highway put in the Borough’s application for a High Court injunction against unlawful encampments. This would mean that any person camped there in breach of the injunction would be liable to arrest. This is considered the best deterrent in this location. I will ask officers to update ward councillors as the matter progresses, but I am informed that the application will be ready to be made in the next couple of weeks and it also seeks to cover all our parks and open spaces. If this injunction is granted I think it will give a great deal of comfort to residents.”

3. Question from Councillor L.E. Nichols

“The Redmond review is an “independent review into the arrangements in place to support the transparency and quality of local authority financial reporting and external audit in England”. Will the Council be making a formal submission in response to the Call for Views which closes on 22nd November 2019?”

Response from the Deputy Leader, Councillor A.C. Harman

“Yes the Council welcomes the Redmond Review, reviewing how external audit of local government could be made more effective, and will be making a formal response. In particular we welcome the opportunity to respond to the strand asking for comments on how the issuing of value for money opinions could be made more useful and more timely. We have experienced the adverse impacts of having an auditor take two years to issue a Value for Money opinion. We will also take into account and contribute towards a discussion amongst the Surrey Chief Finance Officers with respect to additionally making a Surrey wide response.”

In accordance with Council Standing Order 15.2, Councillor L.E. Nichols asked the following supplementary question:

“The Call for Views explicitly seeks the views of recipients of these reports. Will the Council be seeking the views of members of the Audit and Overview and Scrutiny Committees to support this part of the response? Will the Deputy Leader undertake to circulate the response to all members and to be published on the public website within two days of the closing date of responses please.”

The following written response was provided following the meeting:

“Yes the Council will produce a set of draft responses and will give the members of Audit Committee as the relevant committee (and as the Committee who are recipients of auditors’ reports) the opportunity to comment on and request refinements to the responses.

The Deputy Leader will circulate the response to all members and ensure that the response is published on the Council’s website within two days of the closing date (22nd November).”

4. Question from Councillor C.L. Bateson

“Given the Council’s decision to abandon building a new Leisure Centre on Staines Park, can we be updated as to the Council’s proposals for an alternative site, timescale for announcement and proposed means of consultation with local residents. Do these include rebuilding on the existing site or refurbishing the current Leisure Centre?”

Response from Councillor M.M. Attewell

“Thank you for your question Councillor Bateson. We are currently in the process of finalising our analysis of options for a new Spelthorne Leisure Centre and are hoping to be able to come forward with proposals for a new centre early in the New Year. In undertaking our analysis, all options have been considered, including whether the current centre could be refurbished or rebuilt in its existing location. You can be assured that we will be consulting

widely on our plans with local residents, councillors and other key stakeholders, using a wide range of communication channels to ensure that we get as much feedback as we can on our proposals.”

5. Question from Councillor J.H.J. Doerfel

“This Council, through Knowle Green Estates Ltd, applied for planning permission to build a warehouse on Green Belt land at Cleveland Park which was thankfully properly refused at the Planning Committee meeting on 18th September 2019.

Considering that this land is not owned by Knowle Green Estates Ltd and the fact that such an application previously lodged by somebody else had been refused by the Council some years back resulting in an award of still unpaid legal costs to the Council (when the applicant withdrew their appeal seeking to overturn that refusal), why did Knowle Green Estates Ltd now decide to make an 'about-face' turn and actually submit this planning application to build on Green Belt land themselves i.e. what were and are the interests of the Council leadership and KGE in this piece of land and their plans for it?”

Response from the Deputy Leader, Councillor A.C. Harman

“Knowle Green Estates Ltd submitted the planning application for Northumberland Close earlier this year.

Although as you correctly identify, the company does not own any land in the area, the Company was acting as a developer of Council projects. The strategy being deployed at that time was to develop Knowle Green Estates Ltd as a company which would undertake all the development management functions for the Council. That is no longer the strategy which the Cabinet has asked officers to follow.

Cabinet has asked officers to prepare the business plan for the Company only as a residential management company. Knowle Green Estates will have no further involvement or interest in this site. The Council is considering options with respect to the site in the wider context of the Heathrow DCO.”

In accordance with Council Standing Order 15.2, Councillor J.H.J. Doerfel asked the following supplementary question:

“How much did the Council or KGE spend on this planning application that was refused?”

The following written response was provided following the meeting:

“The total spend incurred in the process of preparing and submitting the Northumberland Close planning application, including staff opportunity cost, contractors and external consultants amounted to £251,887.”

279/19 Appointment of representative Trustees

Staines Parochial Charity

It was proposed by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman and

Resolved that Mrs Jean Pinkerton OBE be appointed as a trustee of Staines Parochial Charity for a four year term expiring 31 October 2023.

Laleham Parish Lands Trust

It was proposed by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman and

Resolved that Dominic O'Malley be appointed as a trustee of Laleham Charities – Village Hall and Recreation Grounds for a four year term expiring 31 October 2023.

280/19 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.

281/19 Exempt report - Supplementary Capital estimate for property acquisition V

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

Council considered a recommendation from Cabinet for approval of a supplementary Capital provision of £85.7m for the design team and the contractors for the development of the site known as 'Property Acquisition V'.

The development of this site seeks to support the Council to deliver its ambitious housing and regeneration programme across the Borough to help meet the needs of its residents. The site is also a key element in the emerging regeneration plans for Staines town centre.

Resolved to approve the supplementary Capital provision of £85.7m for the design team and the contractors for the development of the site.

282/19 Investment Acquisition 'X'

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

Council considered a recommendation from Cabinet to approve a supplementary Capital provision of £42m to provide sufficient headroom in the Capital Programme for the acquisition of a property known as 'Property

Acquisition X'. This was considered a strategic asset with potential to improve the environmental and economic well-being of the area. The site was likely to be considered for numerous diversified uses all of which have the potential to help the Council achieve its strategic objectives outlined in the Corporate Plan.

Resolved that Council approves a supplementary Capital provision of £42m to provide sufficient headroom in the Capital Programme for the acquisition and for the appointment of the design team and the contractors for enhancement projects.

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Council**19 December 2019**

Title	Review of Polling Districts, Polling Places and Polling Stations		
Purpose of the report	To make a decision		
Report Author	Daniel Mouawad, Returning Officer		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	Not applicable		
Recommendations	Council resolves to: <ul style="list-style-type: none"> (a) To note the attached report of the Returning Officer (b) Request the Electoral Services Manager to incorporate the changes in the next revision of the electoral register (c) Authorise the Electoral Services Manager to implement the changes outlined in the report of the Returning Officer with effect from the next election 		
Reason for Recommendation	To ensure all voters have equal access to polling places. To identify alternative venues for polling stations other than schools where possible. To ensure all polling stations remain suitable for electors.		

1. Background

- 1.1 This compulsory review has to be started and completed by 31 January 2020.
- (a) A polling district is a geographical area created within the Parliamentary constituency, borough ward, county division and parish/town council boundaries
 - (b) A polling place is the building or area in which polling stations are located
 - (c) A polling station is the room within the polling place where voting takes place
- 1.2 The responsibility for signing off this review rests with Council. The legal position is that Sections 18 and 31 of the Representation of the People Act 1983 allow constituencies and wards to be divided into polling districts. Under the Functions and Responsibilities Regulations issued under section 17 of the Local Government Act 2000, these are functions which cannot be exercised by the Cabinet.

2. Key issues

- 2.1 The review process is based on parliamentary constituencies, in Spelthorne there is just one. The Review involves a number of specified stages: The Council must:
- Publish notice of review – this was done 11 October 2019

- Consult with the Returning Officer(s) for parliamentary constituencies in Council areas – and publish these responses when received (within 30 days of receipt). I am the only Returning Officer for the Spelthorne Parliamentary Constituency. My response is to be found at **Appendix A**.
 - Allow electors to make representations – which may include proposals for specified alternative polling places. See the comments below about the responses received during the consultation.
 - On completion of the review, compile and adopt a revised scheme – which must be published, with reasons given for decisions.
 - The Returning Officer must make representations about the location of polling stations within polling places and allocate electors to polling stations (after review).
- 2.2 This report marks the completion of the review, and recommends revisions to the Council's arrangements for polling districts and polling places to apply until the next review (scheduled for 2023), for the reasons given in this report and its appendices.
- 2.3 In conducting this Review I was mindful that the Council currently uses a number of schools for polling stations and it was my intention to find options to move away from these arrangements to alternative premises so as to cause less disruption to schools, pupils and parents.
- 3. Consultation responses**
- 3.1 I received three consultation responses from councillors, two of whom (Cllr Madams and Cllr Sider) were content with the arrangements in their area. One (Cllr Mrs Doran) asked me to change the arrangements for Stanwell North to relieve Stanwell Fields Primary School. I am grateful for her assistance in identifying alternative locations.
- 3.2 I received thirteen responses from the public in the form of emails. Generally speaking all the comments were directed about the use of schools as Polling Places (see below).
- 3.3 I also received comments on Facebook from a number of parents all of whom were concerned about the use of schools (see below).
- 3.4 I also received four responses from schools about the continued effect on pupils and parents caused by the use of their premises. I would like to thank these schools for writing to me: Ashford Church of England Primary School, Buckland Primary School, Riverbridge Primary School and Springfield Primary School.
- 3.5 The concerns from schools and parents can be summarised as follows:
- (a) **The availability of other premises.** Schools are not the only premises and other community halls, churches etc are better placed to hold an election. These should be used in preference to a school such is the disruption to children and families. Portacabins should also be used.
 - (b) **Cost of childcare.** Covering childcare costs is an expensive business for working families. It has not helped that there have been three elections this year which has brought this issue into sharp focus. The alternative for families is to take time off work, but not all have the ability to do this, it depends on the employer.

- (c) **Inconsistent public policy.** Parents are under pressure from schools to ensure that there is good attendance. Schools are under pressure from OFSTED and the government to make sure that there is good attendance. Parents are not allowed to take children out of school during term-time. If parents do take children out of school, they could be fined. The issue is that all of this is seemingly ignored when an election is called; lots of children have to miss a day's school and this is inconsistent with the general policy aim of getting children into school and preventing unauthorised absence.
- (d) **Parental behaviour.** This was a point made by the schools but not by the parents. When there is an election it is always on a Thursday, and this means that some parents then use the opportunity to take a long weekend and do not bring their children to school on the Friday. Some also, use the opportunity to take a week off because the fine is applicable for five days unauthorised absence, not four.
- (e) **Timing of Election in May.** This was a point made by schools but not by the parents. Schools are busy preparing children for SATs in May. As elections are held on the first Thursday in May, this often coincides with the May Bank Holiday, this means that there is a very inconsistent week of preparation for exams.

4. Observations on consultation responses

- 4.1 I am grateful to parents for their comments by email and on social media about the use of schools as Polling Stations. The Council accepts that this is a matter which causes a lot of concern to parents who often need to organise childcare when elections are called. In particular this year has seen unforeseen elections in December (UK Parliamentary General Election) and May (European Parliamentary Election) which followed the scheduled Borough Elections earlier in the same month.
- 4.2 Polling Stations need to be spread across the Borough to allow electors to vote. Not all electors have access to cars to enable them to travel long distances to the Polling Station. It is therefore necessary to utilise the buildings that we have in the Borough to provide the best spread and mix of Polling Places.
- 4.3 Whilst electors can opt to vote by post, the vast majority of electors still prefer to vote in a Polling Station. There is still a need for the Council to provide a number of Polling Stations spread out across the Borough, and this need is unlikely to diminish. Should the number of electors voting by post increase the likely effect would be on the reduction of multiple Polling Stations but not on the reduction of Polling Places. The Electoral Commission recommends a maximum of 2,000 electors at a Polling Station and so if electors voting in a station diminish this could reduce the number of Polling Stations.
- 4.4 A wide range of buildings are used for Polling Stations, not just schools but also Community Centres, Churches, Halls, Youth Centres etc. The decision on whether to use a school is heavily influenced by the availability of nearby alternatives. In a small Borough like Spelthorne we use 32 buildings of which 11 are schools and 21 are other premises, so 34 % are schools. We divide the borough into 13 wards:
 - (a) Just one of these wards uses schools only because there is no alternative: Ashford Common.

- (b) Four of the wards use no schools at all because there are alternatives: Ashford North & Stanwell South, Ashford Town, Shepperton Town and Sunbury Common.
 - (c) The rest of the wards are mixed between schools and other community buildings.
- 4.5 Whilst this Review sought public comments on the use of particular Polling Places and Stations within particular Polling Districts we cannot adopt a broad policy such as “don’t use schools”. In this Review I have been mindful of the advantages to reduce the use of schools where possible. However this is only possible in a particular Polling District bearing in mind the accessibility and suitability of specific nearby alternative premises. The Council has liaised with the Spelthorne Schools Together Confederation to explain its desire to reduce the use of schools. Schools were encouraged to respond in detail regarding their premises and the alternatives which might be suitable in the neighbourhood.
- 4.6 The law allows the Returning Officer to use school premises because they are public buildings and other premises in the community, churches, halls etc are not obliged to offer their premises for an election. We seek to engage with a wide range of premises owners to find as many premises as possible. There needs to be a willingness on the part of the building owner to provide the spaces when they are required. Bearing in mind that Reviews will usually be every four years there also has to be sufficient certainty that any buildings proposed will be available for the foreseeable future, certainly for the next four years. The alternative would be for the Returning Officer to designate alternative premises each time an election is called. This is not desirable for electors or political parties and it must be remembered that the promotion of a vibrant and engaging democratic process is a legitimate public policy objective as much as schooling.
- 4.7 A suggestion was made online that the Council could use empty office space as polling stations. This is not possible. It is not possible for the Council to know in advance with any certainty if any commercial premise will be empty in a particular polling district. I would also observe that most commercial property agents are interested to secure long term lettings of properties and are generally not interested to hire out premises for short term occasional hires because of the practical difficulties involved in opening and closing premises and ensuring their own legal duties as a premises owner towards the safety of users.
- 4.8 Portacabins have been used before and were found unsuitable for use as polling stations because of the difficulties in providing access for elderly and disabled voters. They may be considered as a last resort, but again they need a suitable (quite large) location for them to be sited, such as a car park or a playground.
- 4.9 The Council gives advance notice to all schools when they will be needed for Polling Stations. Some schools make arrangements for Y6 pupils to be in school for SATs preparations. Some schools use the polling day as an Inset day. Schools are not always able to schedule classes and Inset days when the school is being used as a Polling Station, it very much depends on the layout of the school and that decision always rests with the school in question. Parents of children at schools used as polling stations can also discuss with the individual schools whether it is possible to combine polling days and Inset

days to reduce the number of times when parents need to find alternative care. I appreciate that this observation only applies to scheduled elections.

- 4.10 I accept that it is better for children and parents if we can reduce the impact on schools. I accept that it will be beneficial for working families if we can identify other places so that they do not have the expense of additional childcare costs.
- 4.11 As regards parental behaviour of taking additional unscheduled leave, I accept this as a regrettable consequence of using schools as Polling Places and this is one of the drivers for looking again at schools as part of this process. I note the effect on children's education if parents take more than one day away from school.
- 4.12 As regards the timing of elections in May close to SATs, I am afraid that this is a matter of national policy and not one which I can influence. My obligation as Returning Officer is to make sure that the election is run fairly and that as many people as want to vote, can vote. If the government wants to move elections to after SATs or to a day other than Thursday (Sunday is often used in other countries) then it will have to legislate to do so.

5. Comments on Polling Districts

- 5.1 No comments were made by any party on the possible revision to Polling Districts. There appears to me to be no evidence which suggests that the Polling Districts are not suitable at this time. I am therefore not recommending any changes to the Polling Districts.

6. Comments on Polling Places

- 6.1 After considering the comments on Polling Places and making my own investigations I am proposing the following changes to Polling Places as follows. I am grateful to Jayne McEwan and her team in Electoral Services for their research and visits to many different premises to assess their suitability.
- 6.2 **Ashford Common** – change Meadhurst School for Ashford Common Methodist Church, Saxon Road, Ashford. This is in a central location. The access and nearby parking are acceptable.
- 6.3 **Halliford and Sunbury West** – change Springfield Primary School to Hawkedale Primary School and Halliford Community Centre. Broadly those electors west of the A244 will go to Halliford Community Centre and those east of the A244 will go to Hawkedale. Although this does not reduce the number of schools being used overall it does allow us to meet the request of Springfield Primary School not to be used for future elections. Hawkedale School has confirmed that it is happy to be used for elections. Hawkedale is in a good location for electors. It has good access and parking. Halliford Community Centre is already used for voters in Halliford Village and it can accommodate another polling station.
- 6.4 **Laleham and Shepperton Green** – change Saxon Primary School to St John Fisher Catholic Church, Wood Road Shepperton. This site was previously used as a Polling Place and the Church has confirmed that it is amenable to hosting elections once again. There is good access and parking. This is preferable to Saxon School which keeps part of its site open on Polling Day. This part use of the school premises reduces the access and parking for electors which is not desirable.

- 6.5 **Riverside and Laleham** – there are three polling stations within the Polling Place at Buckland School. Change this Polling Place to Staines and Laleham Sports Association on Worple Road. There is plentiful parking on site. The disabled access is acceptable but I will be working with the premises owners to see if improvements can be made which will make it even better.
- 6.6 **Sunbury East** – change Beauclerc School to Riverside Arts Centre. This removes the need to close one school. There is good parking in the Avenue. The Riverside Arts Centre have confirmed that they are happy to make the premises available free of charge to the Council in recognition of the Council's long support to the Centre. This is a welcome and much appreciated gesture and I am sure it will also be appreciated by parents at Beauclerc School.
- 6.7 **Stanwell North** –change Stanwell Fields Primary School to St David's Church Hall. The Church Hall is in a central location for the Polling District. It has excellent parking and disabled access. The use of the Church Hall is preferable to the school which in any event has poor disabled access. I also considered Lord Knyvets Hall but it has poor disabled access and very poor parking. It is not as central to the district as St David's Church Hall.
- 6.8 **Staines South** – change the one station which is in Buckland Primary School (and actually in Riverside and Laleham ward) for Laleham Methodist Church Hall in Edinburgh Drive. This is in a central location and it is in the Staines South ward. The access and nearby parking are acceptable.
- 6.9 **Sunbury Common** – The Polling Place in Sunbury Common is actually Kenyngton Manor School. For a number of years now the Council has been able to avoid use of the School by using alternatives which were Sunbury Youth Centre and St Saviour's Church. Unfortunately this year St Saviour's Church indicated that it was no longer able to host elections: it has developed a new community lunch on a Thursday. As a result, for the December UK Parliamentary General Election, by way of Urgent Action, I designated The Running Horse Public House as an alternative Polling Place. At the time of writing this review it is not known how this arrangement worked. I therefore wish to keep an open mind about the places to use in Sunbury Common.
- 6.10 During the Review I was able to investigate the Ex Servicemen's Club adjacent to the Sunbury Cross Shopping Centre. This has parking and a large Hall. It is an ideal location for those voters south of the A308 Staines Road West who would otherwise have to go to the Youth Centre.
- 6.11 I am therefore now proposing as follows: I will bring into use the Ex Servicemen's Club and the Running Horse PH – these are two new locations. I will make the Youth Centre an official Polling Place instead of it being an alternative location for Kenyngton Manor School. I will keep Kenyngton Manor School as an alternative Polling Place for Sunbury Common in case these new arrangements are not suitable. At most elections it should be possible to avoid the use of Kenyngton Manor School. I am however mindful that the County Council is reviewing the use of the Youth Centre and this could be problematic if the ability to use that Centre is withdrawn.

7. **Comments on Polling Stations**

- 7.1 I am not proposing to reduce the number of Polling Stations at this Review. I will keep under review the number of Stations which are provided in any Polling Place. There are two factors at work here. First there is the continued increase in population and the growth in additional housing which is likely as a

result of the local plan, and there is also a strong number of Postal Votes. Where the number of electors voting in person diminishes to a number that can be accommodated within a single station, rather than a multiple station, then I will consider such a change.

- 7.2 Other than that general observation I am only proposing to make one change as regards Polling Stations:
- 7.3 **Ashford Common** – I will keep Ashford Church of England Primary School as it currently is as a Polling Place. However, the School has indicated that we could use an alternative room in the school which will allow it to safely operate on Polling Days. This seems like a very reasonable suggestion to me and I am willing to accommodate it. This means that the Polling Stations will change rooms within the Polling Place. There are some necessary minor works to a gate so that access can be altered to make this happen. I am proposing to carry out these works for the school at the cost of the Council as a gesture of goodwill.
- 7.4 This new arrangement at the school does mean that the Council will not be able to utilise the parking at the school. It also means that a ramp will have to be provided for disabled access. I am content that these arrangements should be trialled for the quieter Police and Crime Commissioner election when the full effect can be seen. If there is a need to revert to the present arrangement because the new facility is not acceptable then I will review this with my Polling Station Inspectors after May 2020. I will of course consult with the School so we can avoid disruption to the school as much as possible.
- 7.5 **Sunbury East** – Councillors may wish to note that I have authorised some minor works at the Council's cost for Chennestone School and Stanwell Fields School to improve disabled access at the December 2019 UK Parliamentary General Election.

8. Other considerations

- 8.1 The review has been carried out in accordance with the Electoral Commission Guidance in order to provide suitable voting premises for all voters and staff taking into account Equality and Diversity, and Sustainability. The needs of the electorate must be considered when appointing a Polling Place to ensure there is sufficient space to accommodate them.

9. Timetable for implementation

- 9.1 The Council has to make a decision by the end of January 2020. This is a non-Executive matter. The changes will come into effect for the next election which is scheduled to be 7 May 2020: Police and Crime Commissioner for Surrey.

Background papers:
There are none.

Appendices:

- A - Returning Officer Recommendations
B – Maps of wards with current and proposed polling stations

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Spelthorne Borough Council

Polling District, Polling Places and Polling Stations Review

Returning Officer Recommendations

Daniel Charles Mouawad
Spelthorne Borough Council
Knowle Green
Staines-upon-Thames
TW18 1XB

19 December 2019

The Review Process

A public notice posted was posted at the Council Offices at Knowle Green, on noticeboards within Spelthorne and on the Council's website.

11 October 2019	Start the review by posting the review notice – Consultation period commences
11 October 2019	Publish the Returning Officer's Submission
29 November 2019	Consultation period concludes
12 December 2019	Final recommendations published
19 December 2019	Council consider the recommendations

Criteria for Polling Places and Polling Districts

There are a number of factors to take into account when considering polling districts and polling places. Guidance from the Electoral Commission lists the following key considerations:

With regard to polling district boundaries:

- **Boundaries:** Are these well-defined? For example, do they follow the natural boundaries of an area? Is it clear which properties belong in the polling district?
- **Location:** Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., rivers, railway lines, impassable main roads?

With regard to polling places:

- **Location:** Is the polling place reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers etc.? Are there convenient transport links?
- **Size:** Can the polling place accommodate more than one polling station if required? If multiple polling stations are required, is the polling place large enough to accommodate all voters going even where there is a high turnout?
- **Suitability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development or withdrawn as a facility? Is the building accessible to all those entitled to attend the polling place?

The Electoral Commission advises that location, size and layout of any polling place / station must be a key consideration when deciding on the number of electors to be allocated to a polling station. In conducting a review, it is proposed that no more than 2,000 voters should be assigned to each polling station for elections and referenda,

to ensure efficiency. In the event of a combined and/or Parliamentary Election, given more complex arrangements and higher voter turnout, it is proposed that these levels be reduced.

Consideration should also been given to the increased possibility of confusion and delays occurring where polling stations for more than one ward are allocated in the same building. It is therefore, suggested that, as far as is reasonably practical, polling stations for different wards should not be located in the same polling place. However, this is not always practical.

Inevitably there will be an element of compromise between the different factors involved in reviewing polling places and polling district boundaries, and indeed the Electoral Commission acknowledges this as follows: "In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind their decision".

Where, because of local circumstances, a polling place has been selected that is not fully accessible, reasonable adjustments must be undertaken to provide access for all electors.

Summary of Consultees

Current Premises	Other consultees
Ashford Church of England School	All Spelthorne's Resident's Associations
Ashford Congregational Church Hall	
Beauclerc Infant School	RNIB
Buckland Primary School, Infant and Junior	
Charlton Village Hall	Age UK
Chennestone Primary School	Surrey Health Action Scope
Echelford Primary School	
Fordway Centre	Runnymede & Spelthorne Citizens Advice Bureau
Laleham Village Hall	
The Leacroft Centre	The booking staff for proposed premises
The Manning Room	
Meadhurst School	Borough Councillors / County Councillors
Resource Centre	
Riverbridge Primary School	
The Salvation Army Hall	
Saxon Primary School	
Shepperton Village Hall	
St Matthew's Church Hall	
St Michael's RC School	
St Peter's Church Hall	
St Saviour's Church	
Staines Community Centre	
Stanwell Congregational Church Hall	
Stanwell Fields School	
Stanwell Moor Village Hall	
Stanwell Village Hall	
Stanwell Youth Centre	
Sunbury Youth Centre	
The Well, St Martin's Court Hall	

Challenge of this review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a Council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

Who may make a representation to the Electoral Commission?

Section 18D (1) of the Representation of the People Act 1983, sets out who may make representations to the Electoral Commission namely;

- not less than thirty registered electors in the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons
- In England, any parish council which is wholly or partly situated within the constituency (or parish meeting where there is no council).

Also the Returning Officer may make observations on any representations made to the Commission.

Review by the Electoral Commission

The Electoral Commission is required to consider any such representations and observations and may direct the relevant Council to make any alterations it sees necessary to the polling places designated by the review.

Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

Proposal

The publication of these recommendations contains details of current polling district and polling places for each of the 13 Wards within Spelthorne, along with the details of any proposed changes.

The Council will make a final decision on 19 December 2019.

Any new polling districts, polling places and polling stations will become effective at all elections held after this date. Electors will be notified in writing if there have been any changes to their Polling Place.

RETURNING OFFICER'S RECOMMENDATIONS

The recommendation is that the Polling Place for each polling district is coterminous with the proposed polling station.

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
AC1	Echelford Primary School, Park Road, Ashford, TW15 1EX	1060	Retain this site as no feasible alternative has been identified.
AC2 & AC4	Ashford C of E School, School Road, Ashford, TW15 2BW	1868 & 1014	Recommendation is to retain existing polling stations (2 stations in the building). Recommendation is to consider alternative room within the school.
AC3	Meadhurst School, Feltham Hill Road, Ashford Common, TW15 1LP	1061 & 1097	Change to Ashford Methodist Church Clarendon Road, Ashford, Middlesex, TW15 2QR (2 stations in the building)
AE1	St Matthew's Church Hall, Muncaster Close, Ashford, TW15 2EE	1458 & 1561	Recommendation is to retain existing polling stations (2 stations in the building)
AE2	St Michael's RC School, Feltham Hill Road, Ashford, TW15 2DG	1329 & 1326	Recommendation is to retain existing polling stations (2 stations in the building)
ANS1	Stanwell Congregational Church Hall, Viscount Road, Stanwell, TW19 7RD	1763 & 1492	Recommendation is to retain existing polling stations (2 stations in the building)
ANS2	Fordway Centre, Stanwell Road, Ashford, TW15 3DU	1705 & 1051	Recommendation is to retain existing polling stations (2 stations in the building)
AT1	The Salvation Army Hall, Woodthorpe Road, Ashford, TW15 3JY	1268 & 1347	Recommendation is to retain existing polling stations (2 stations in the building)

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
AT2	Ashford Congregational Church Hall, Clarendon Road, Ashford, TW15 2QA	1269 & 1317	Recommendation is to retain existing polling stations (2 stations in the building)
HSW1	Halliford Community Centre. Upper Halliford Road, Shepperton, TW17 8SE	1410	Recommendation is to retain existing polling station and add another station for voters from HSW2 who previously attended Springfield Primary School.
HSW2	Springfield Primary School	1078 & 1114	Recommendation is to change to Hawkedale School for voters east of the A244. Voters west of the A244 to go to Halliford Community Centre.
HSW3	St Mary's Parish Hall, Green Street, Sunbury on Thames, TW16 6RN	1224	Recommendation is to retain existing polling station
LSG1	Laleham Village Hall, The Broadway, Laleham, TW18 1RZ	675	Recommendation is to retain existing polling station
LSG2	Saxon Primary School, Briar Road, Shepperton, TW17 0JB	1659 & 1627	Recommendation is to change to St John Fisher Church Hall (2 Polling Stations in building)
LSG3 & LSG4	Charlton Village Hall, Hetherington Road, Charlton Village, Shepperton, TW17 0SN	1214 & 773	Recommendation is to retain existing polling stations (2 stations in the building)
RL1	St Peter's Church Hall, Laleham Road, Staines upon Thames, TW18 2DX	1278 & 1316	Recommendation is to retain existing polling stations (2 stations in the building)
RL2	Buckland Primary School (Infant), Berryscroft Road, Staines upon Thames, TW18 1NB	770 & 942	Recommendation is to change to the Staines and Laleham Sports Association, Worples Road (2 stations in the building).

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
RL3	Buckland Primary School (Junior), Berryscroft Road, Staines upon Thames, TW18 1NB	833	Recommendation is to change to Staines and Laleham Sports Association, Worple Road.
S1, S1 & S4	The Leacroft Centre, Raleigh Court, Leacroft, Staines upon Thames, TW18 4PB	1224, 1288 & 584	Recommendation is to retain existing polling stations (3 stations in the building)
S2	Staines Community Centre, Thames Street, Staines upon Thames, TW18 4EA	966	Recommendation is to retain existing polling station
S3	Riverbridge Primary School, Park Avenue, Staines upon Thames, TW18 2EF	1524	Recommendation is to retain existing polling stations (2 stations in the building)
SC	(Polling Station 37) St Saviour's Church, 205 Vicarage Road, Sunbury-on-Thames, TW16 7TP	1647	Recommendation is to change to Sunbury Ex-Servicemen's Club, Staines Road West, Sunbury Cross, Sunbury on Thames TW16 7BG. This is a new Polling Place for voters broadly south of Staines Road West.
SC	(Polling Station 38) St Saviour's Church, 205 Vicarage Road, Sunbury-on-Thames, TW16 7TP	1568	Recommendation is to change to Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL
SC	(Polling Station 39) Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH	1265	Recommendation is to retain existing station with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
SC	(Polling Station 40) Sunbury Youth Centre, Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7RH	1117	Recommendation is to change to The Running Horse Public House, Grovely Road, Sunbury on Thames TW16 7LB (one station) with an alternative of Kenyngton Manor School Bryony Way, Beechwood Avenue, Sunbury on Thames, TW16 7QL
SE1	The Manning Room, St Ignatius Roman Catholic Church, Green Street, Sunbury on Thames, TW16 6QB	1278	Recommendation is to retain existing polling station
SE2	Chennestone Primary School, Manor Lane, Sunbury on Thames, TW16 5LE	1664 & 1384	Recommendation is to retain existing polling stations (2 stations in the building). No alternatives have been identified.
SE3	Beauclerc Infant School, 116 French Street, Sunbury on Thames, TW16 5LE	1196	Change to Riverside Arts Centre, 57-59 Thames Street, Sunbury on Thames TW16 5QF
SN1	Stanwell Moor Village Hall, Horton Road, Stanwell Moor, Staines upon Thames, TW19 6AE	960	Recommendation is to retain existing polling station
SN2	Stanwell Village Hall, High Street, Stanwell, TW19 7JR	1452	Recommendation is to retain existing polling station
SN3	Stanwell Youth Centre, Hadrian Way, Stanwell, TW19 7HE	1624	Recommendation is to retain existing polling station
SN4	Stanwell Fields Church of England Primary School, Clare Road, Stanwell TW19 7DB	1318	Recommendation is to change to St David's' Church Hall, Everest Road, Stanwell TW19 7EE
SS1	The Well, St Martin's Court Hall, Kingston Crescent, Ashford, TW15 3ND	1450	Recommendation is to retain existing polling station

Polling Districts	Current Polling Station	Electorate (as at 3 May 2019)	Recommendations
SS2	Resource Centre, Staines Park, Commercial Road, Staines upon Thames, TW18 2QJ	1133 & 1134	Recommendation is to retain existing polling stations (2 stations in the building)
SS3	Buckland Primary School (Junior), Berrycroft Road, Staines upon Thames, TW18 1NB	1460	Recommendation is to use Laleham Methodist Church Hall in Edinburgh Drive Staines TW18 1PH.
ST	Shepperton Village Hall, High Street, Shepperton, TW17 9BL	1335. 1371, 1327 & 1306	Recommendation is to use existing polling stations (4 stations in the building)

Informative:

The following Polling Places and Polling Stations will be in use when Parliament passes the relevant legislation and Spelthorne takes in an area from Runnymede Borough Council as part of the Spelthorne Constituency. These stations were not reviewed as part of this review.

EH3	The Hythe Centre, Thorpe Road, Staines, TW18 3HD	230	Recommendation is to use existing polling station
ET4	Egham Cricket Club Pavilion, Vicarage Road, TW20 8NP	246	Recommendation is to use existing polling place – at non-parliamentary elections ET5 would be combined with this station
VW4	St. Ann`s Heath Junior School, Sandhills Lane, GU25 4DS	61	Recommendation is to combine with ET4 at Egham CC. Would be combined with VW2 at non- Parliamentary elections
TH1	Thorpe Village Hall, Coldharbour Lane, Thorpe, TW20 8TE	845	Recommendation is to use existing polling place

TH2	The Mobile Unit - Truss`s Island, Chertsey Lane, Staines	1138	Recommendation is to use existing polling place
TH3	The Mobile Unit - Ashleigh Avenue, (Off Warwick Avenue), Thorpe, TW20 8LB	1738	Recommendation is to relocate Mobile Unit to Junction of Wavendene Ave/Thorpe Lea Road

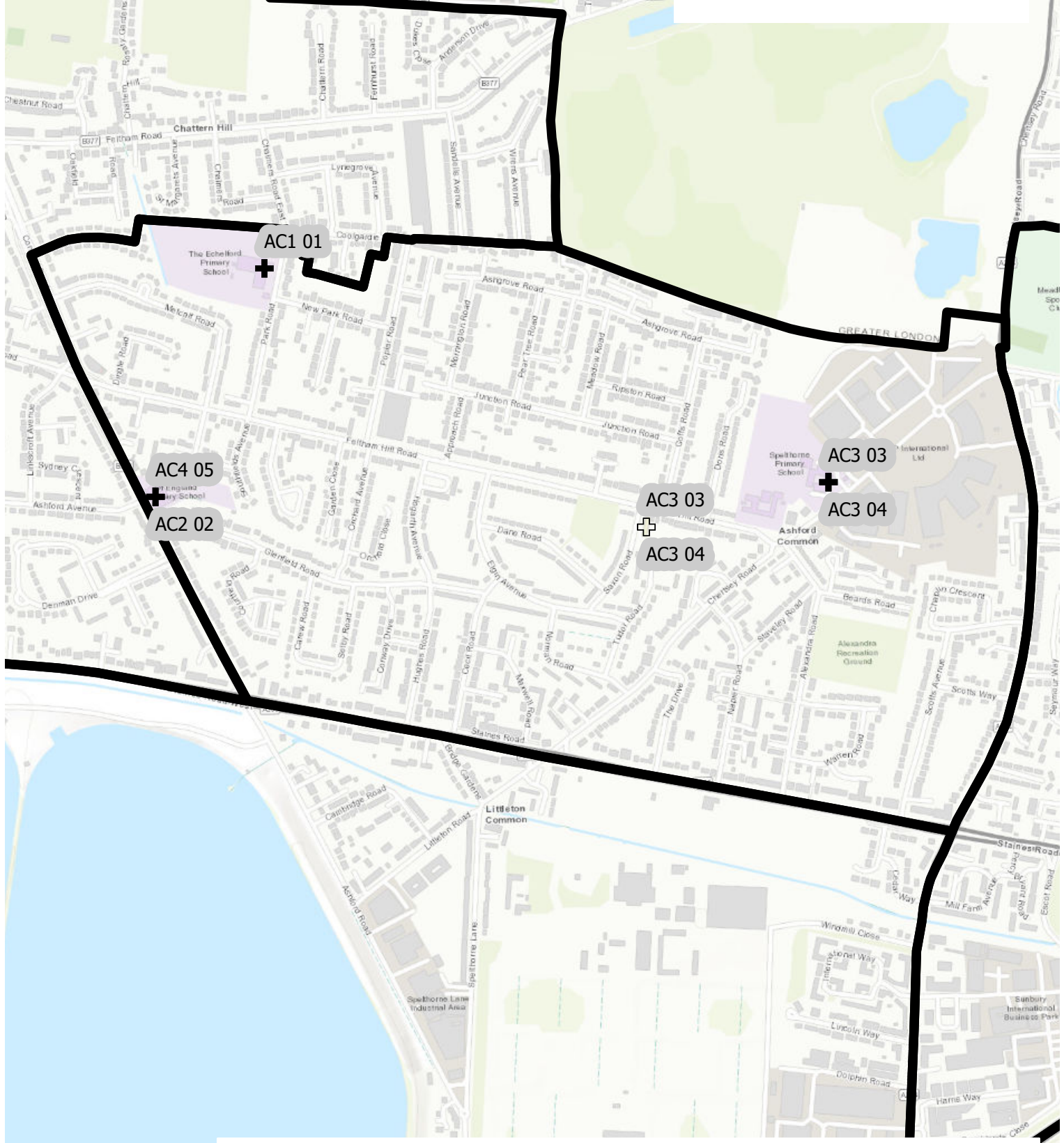
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Polling Stations Review

STATE

- Current
- ⊕ Proposed
- ⊕ Alternative



Polling Stations Review 2019 - Ashford Common Ward

Scale: 1:10,000

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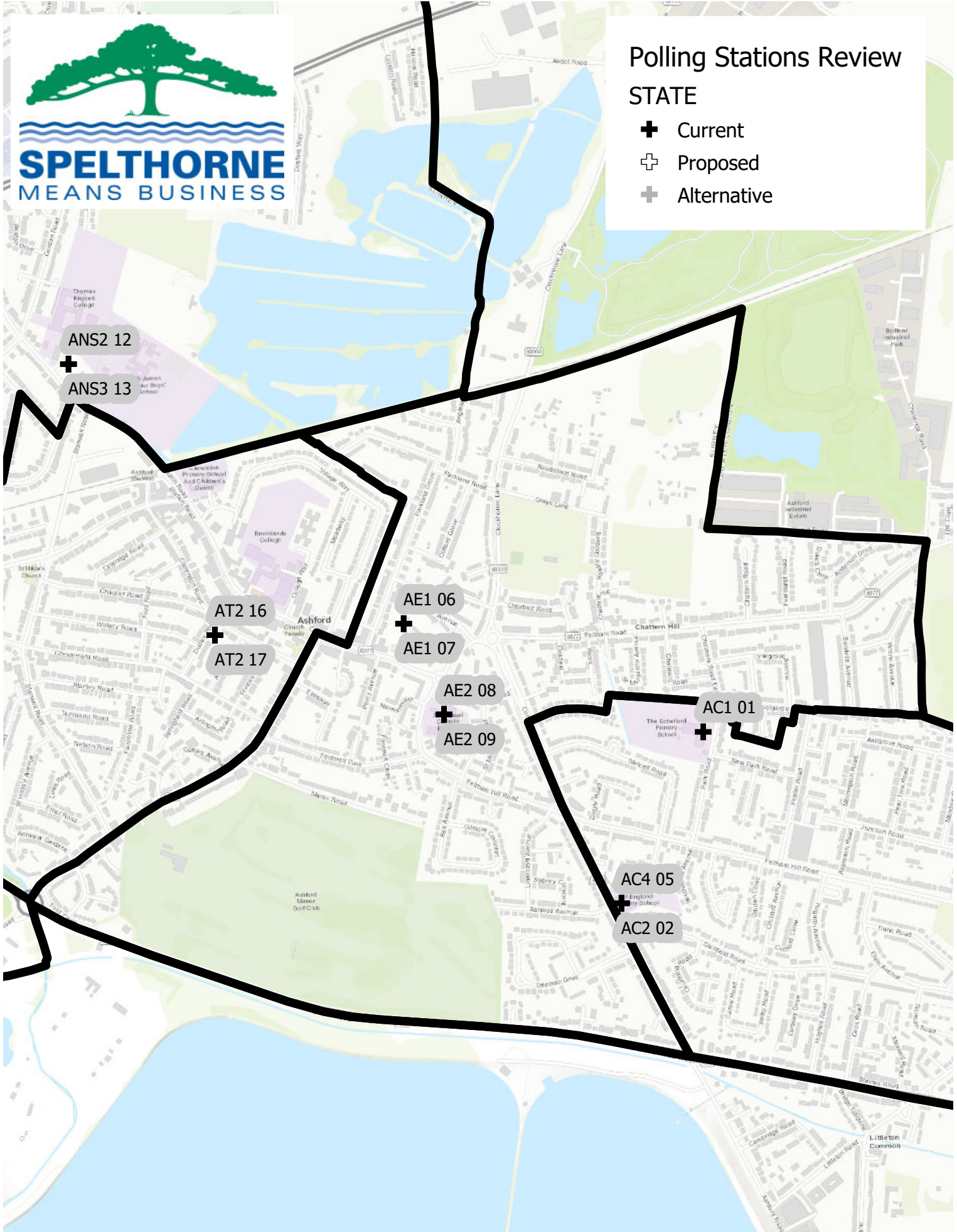
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Polling Stations Review

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Polling Stations Review 2019 - Ashford East Ward

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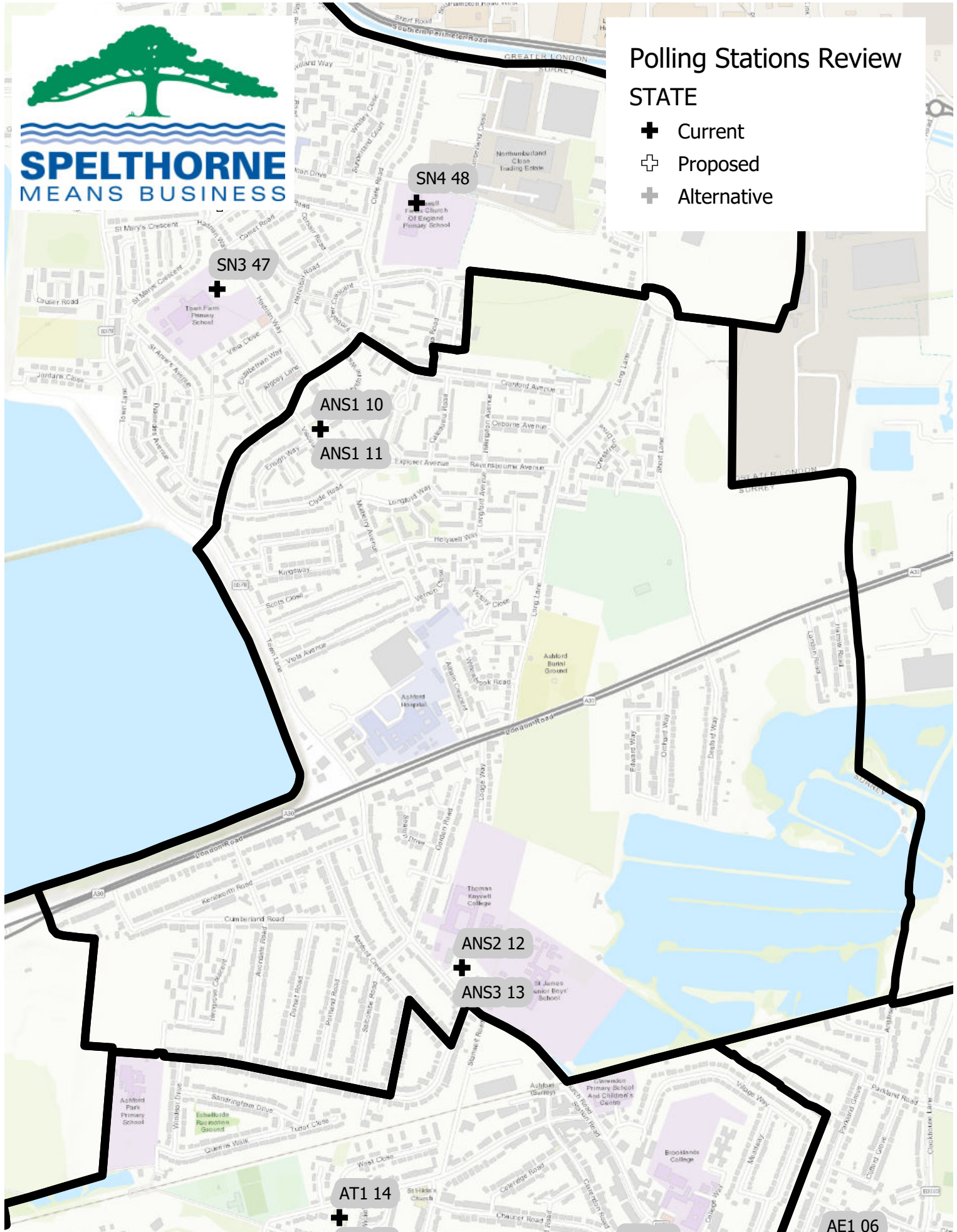




Polling Stations Review

STATE

- Current
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Polling Stations Review 2019 - Ashford North and Stanwell South Ward

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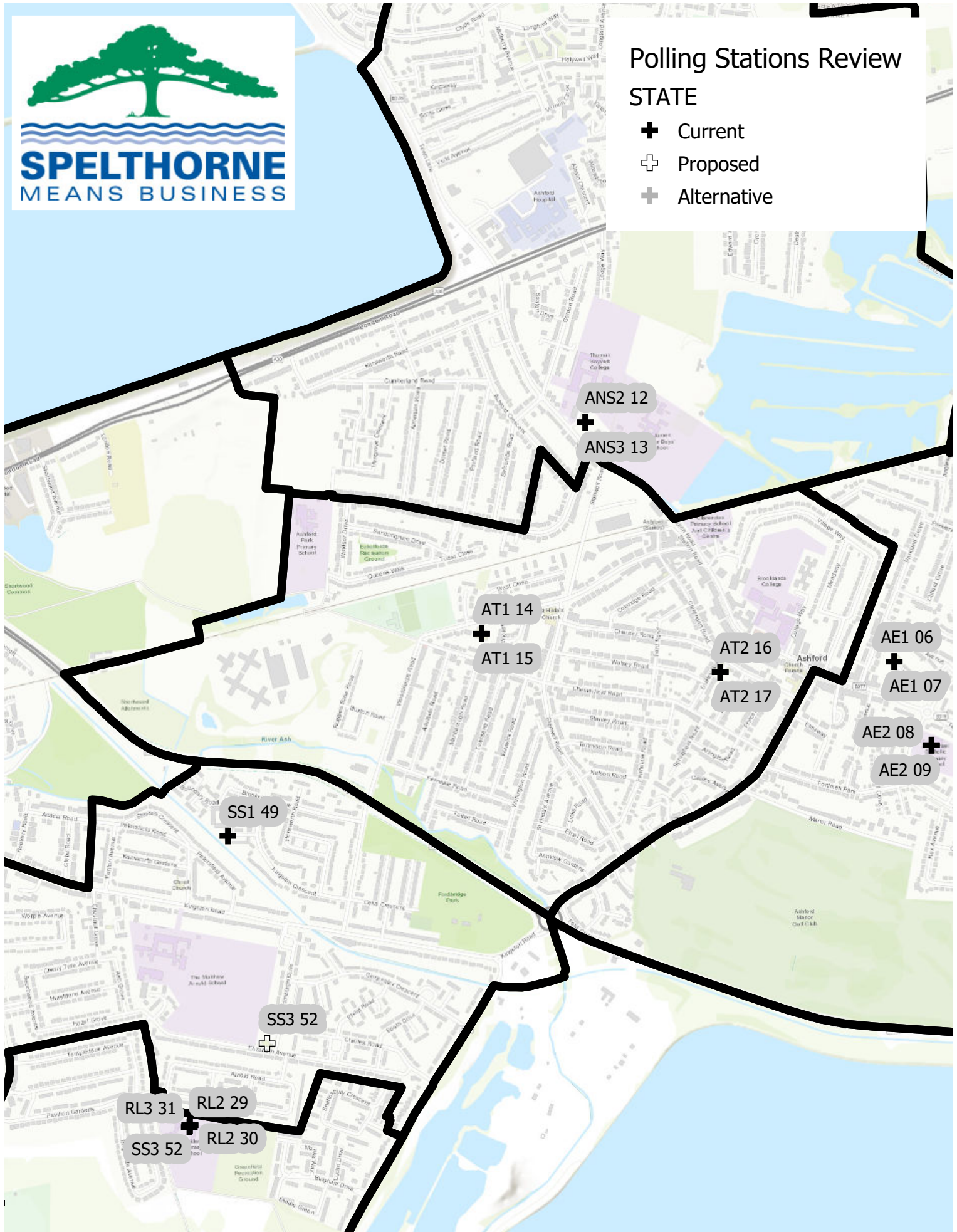
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Polling Stations Review STATE

- ➕ Current
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Polling Stations Review 2019 - Ashford Town Ward

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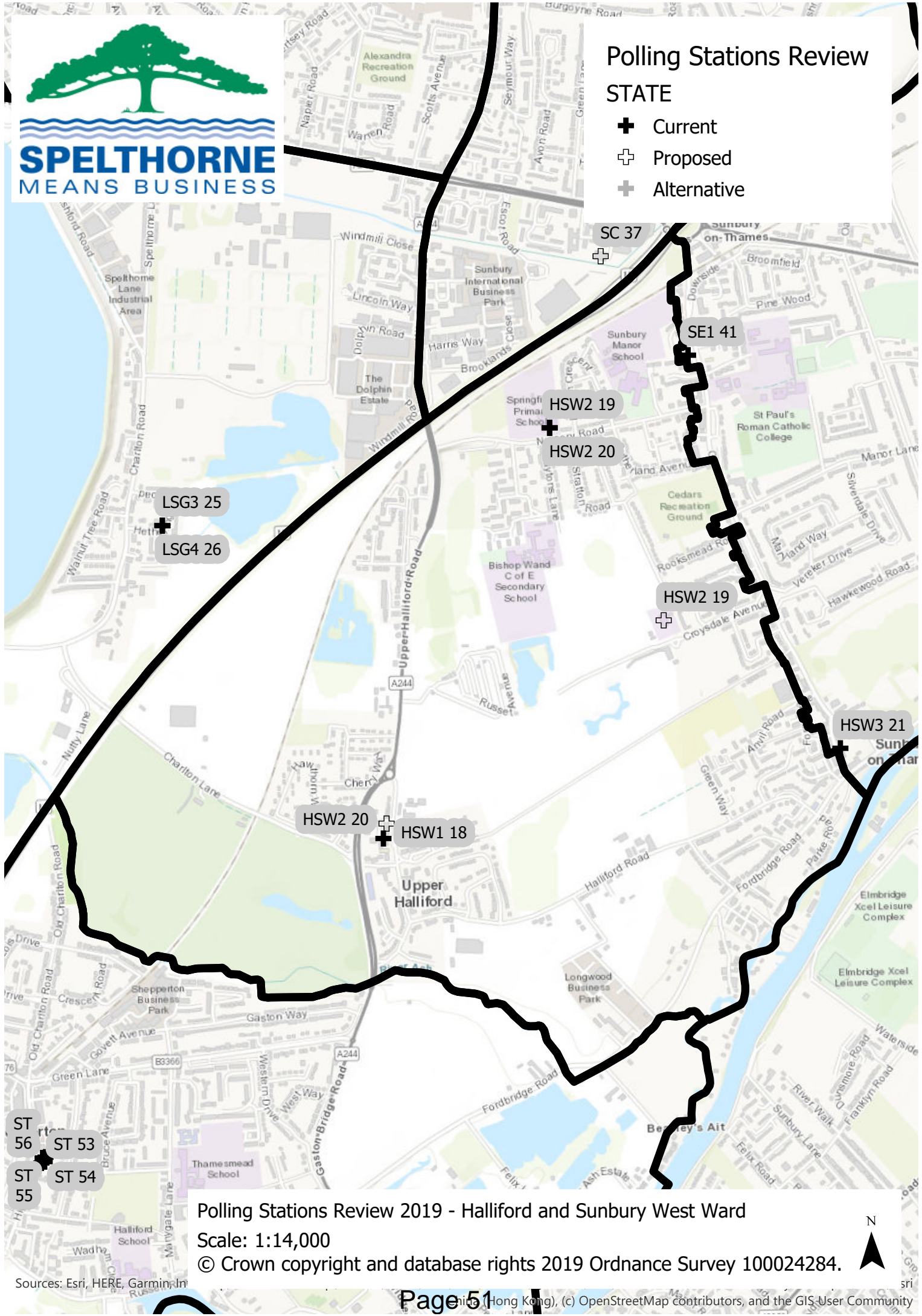
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Polling Stations Review

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Polling Stations Review 2019 - Hallford and Sunbury West Ward

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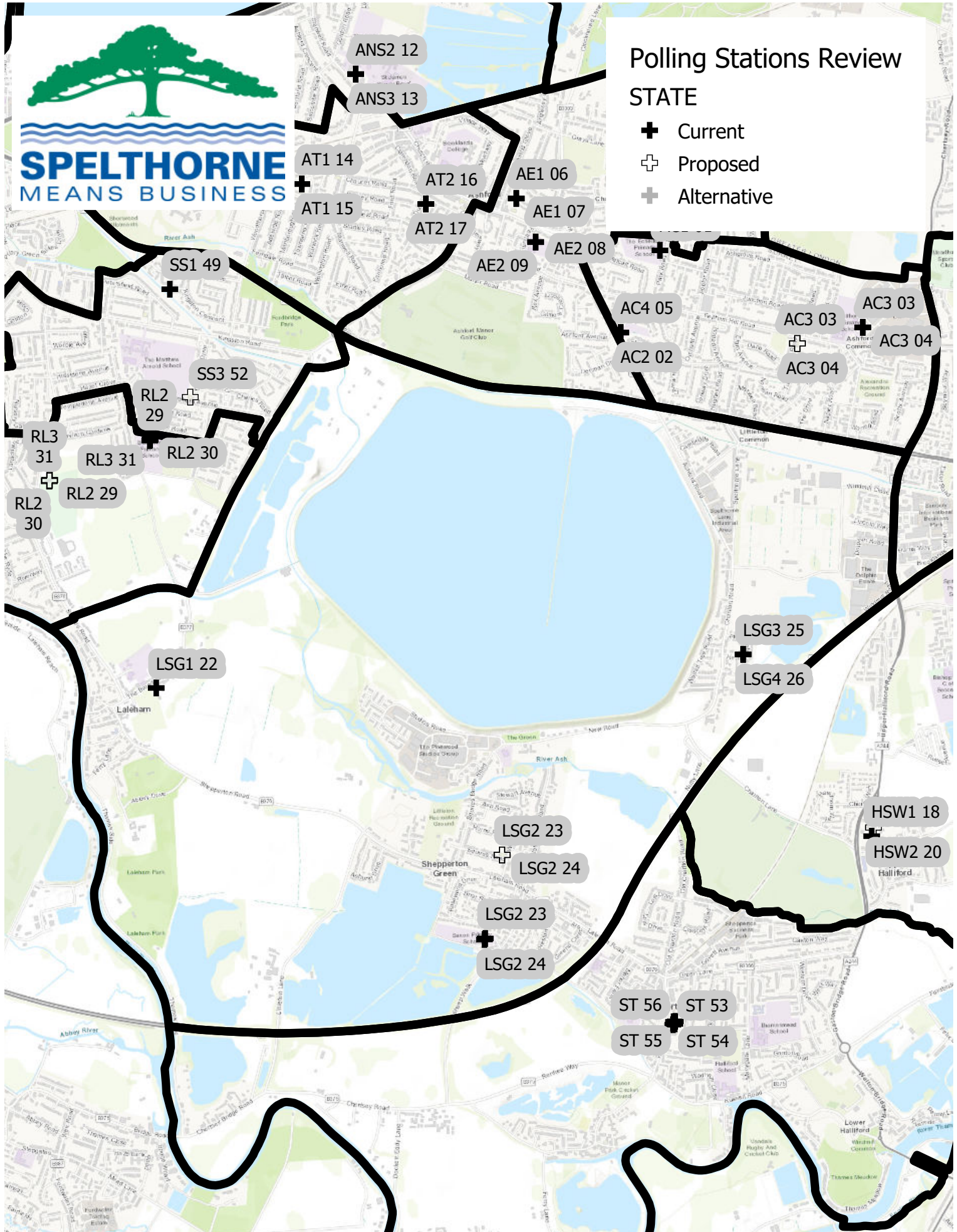
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Polling Stations Review

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Polling Stations Review 2019 - Laleham and Shepperton Green Ward

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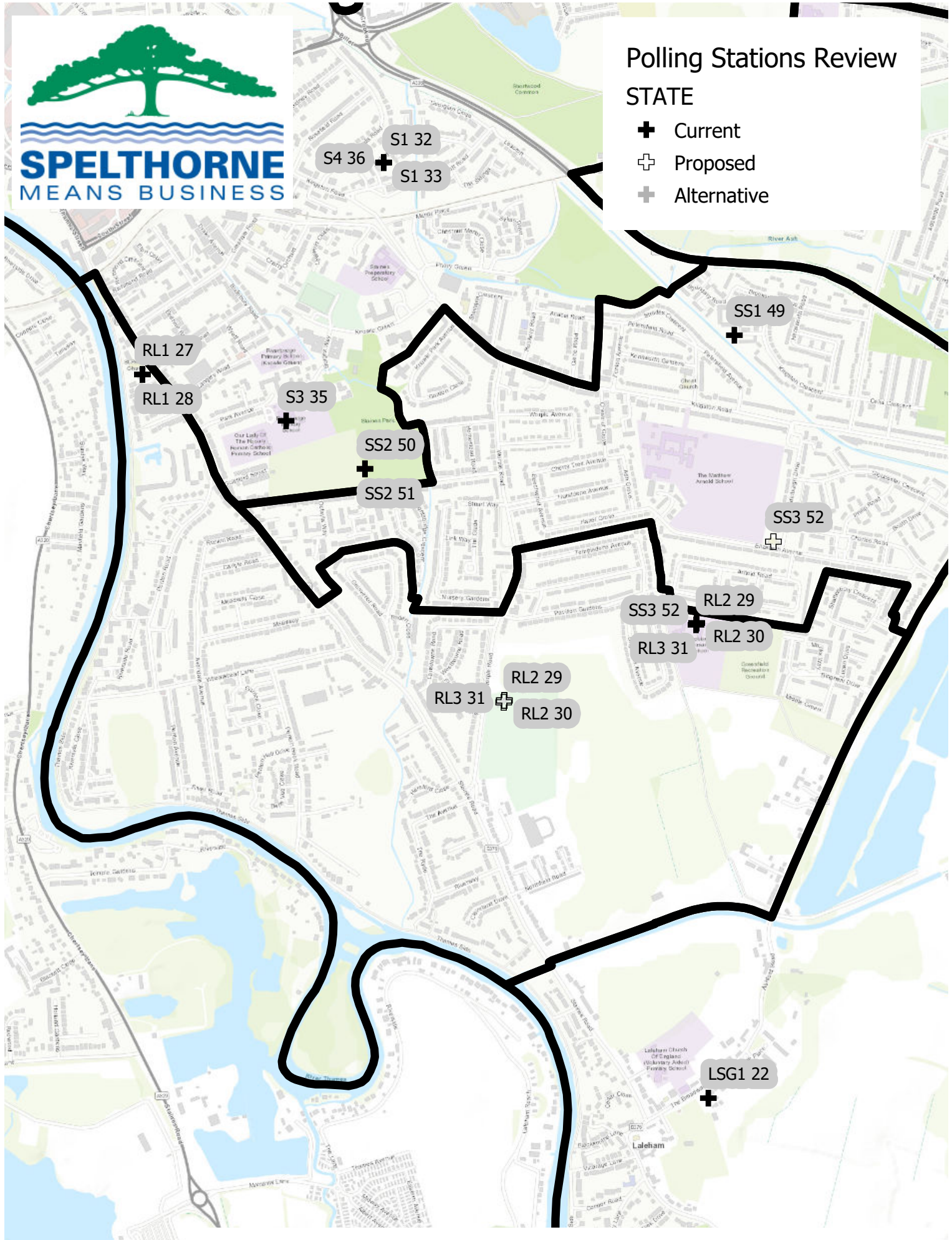
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Polling Stations Review 2019 - Riverside and Laleham Ward

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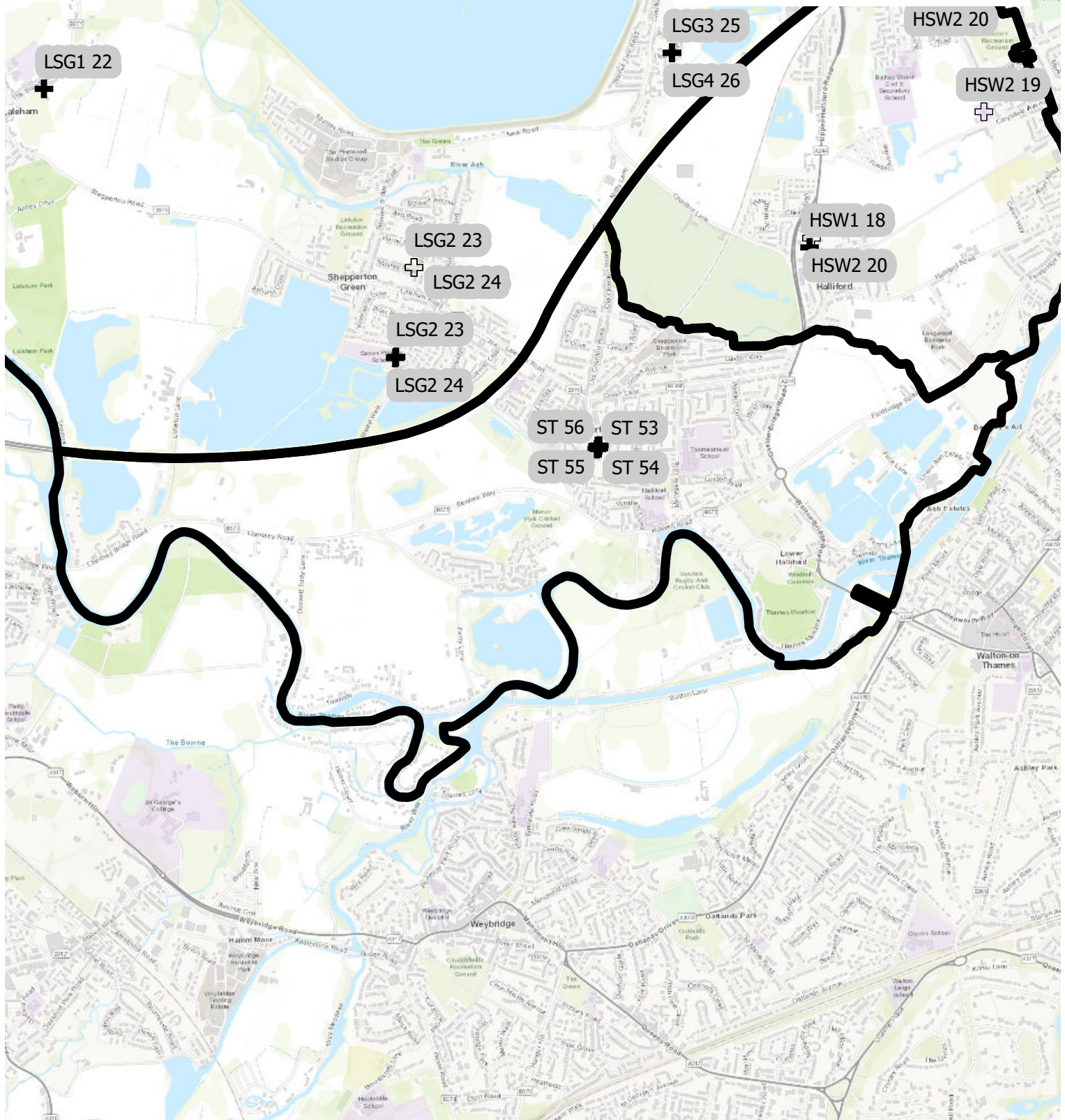




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Polling Stations Review 2019 - Shepperton Town Ward

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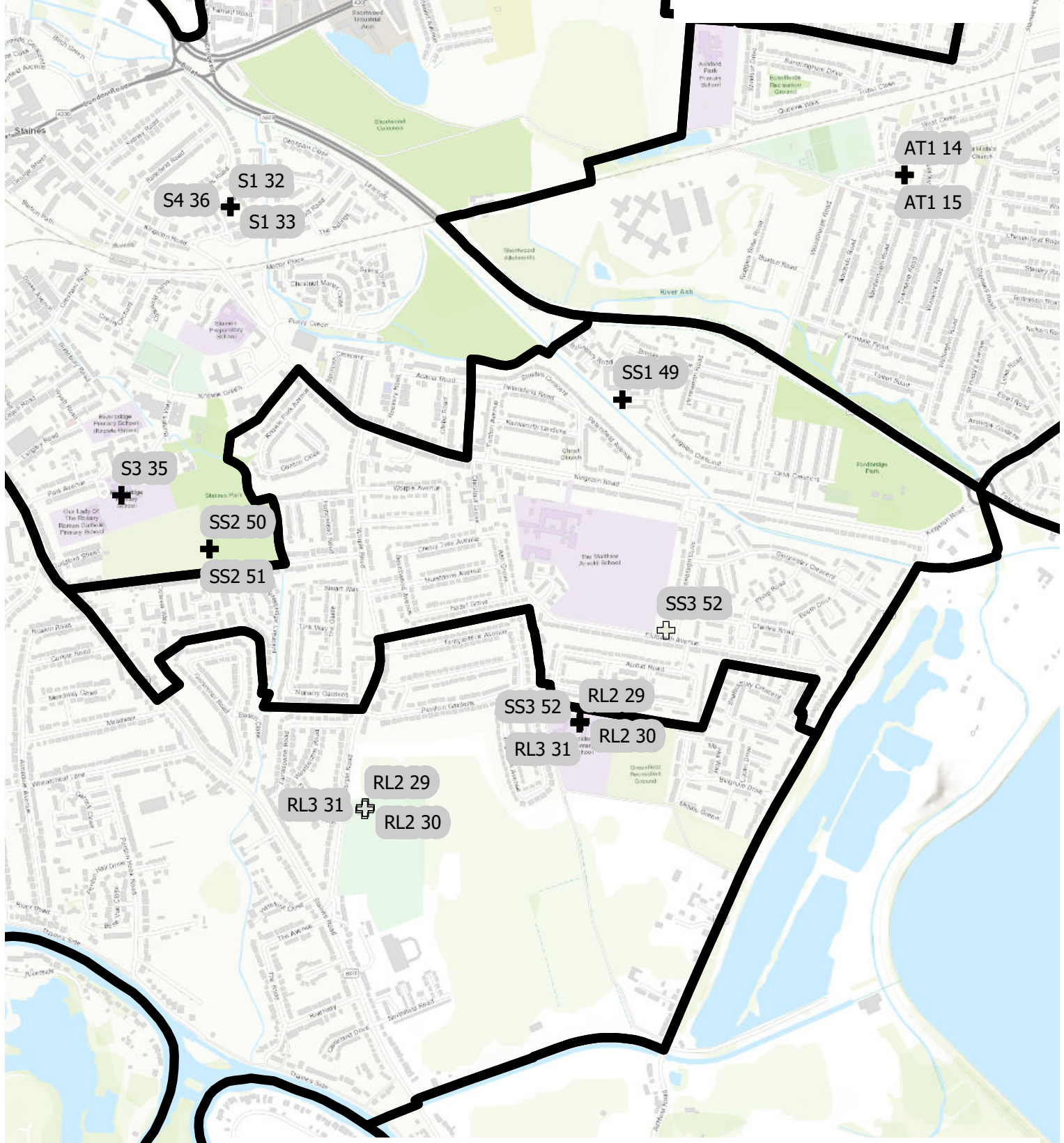




Polling Stations Review

STATE

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Polling Stations Review 2019 - Staines South Ward

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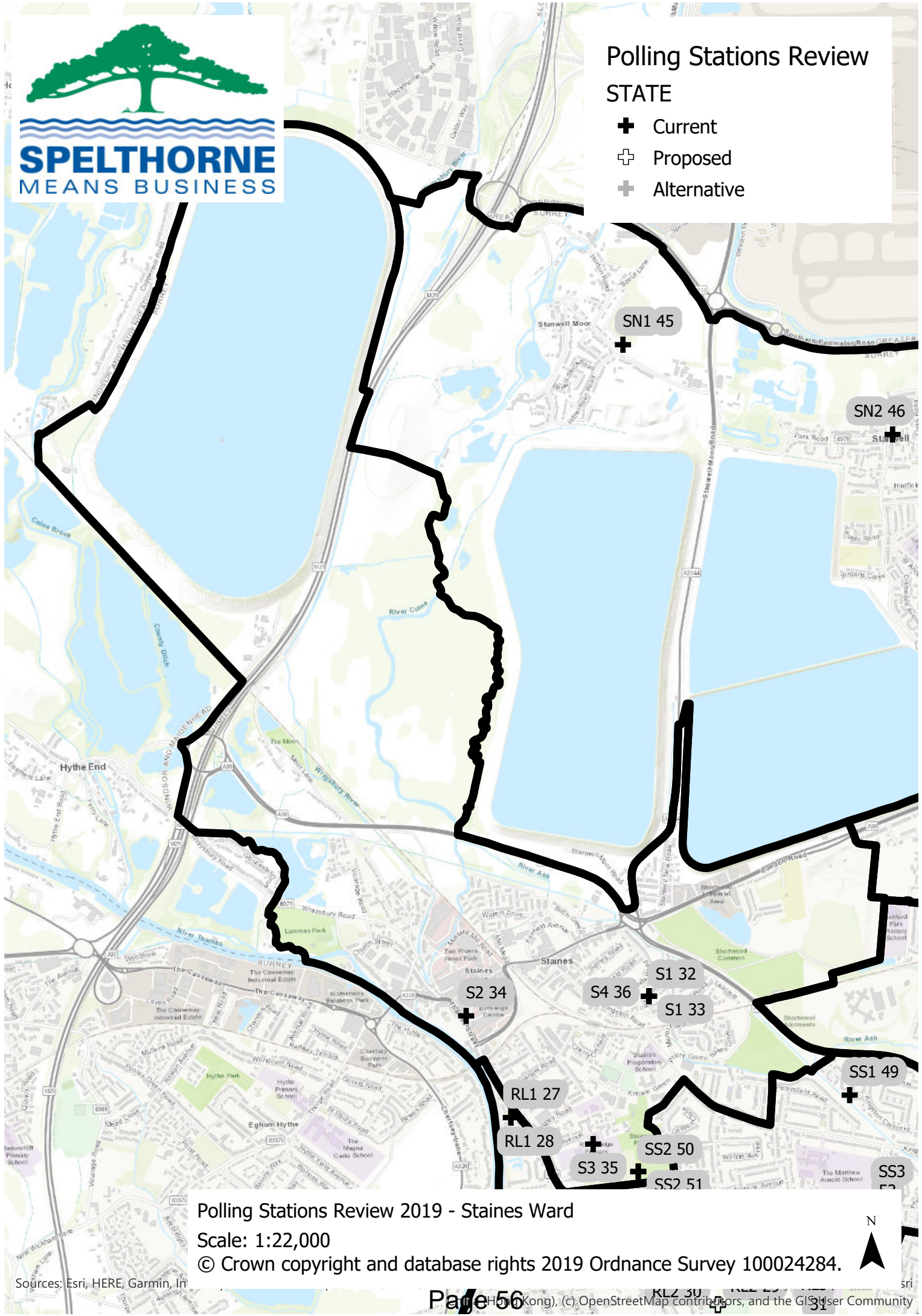
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Polling Stations Review

STATE

- ➕ Current
- ⊕ Proposed
- ⊕ Alternative



Polling Stations Review 2019 - Staines Ward

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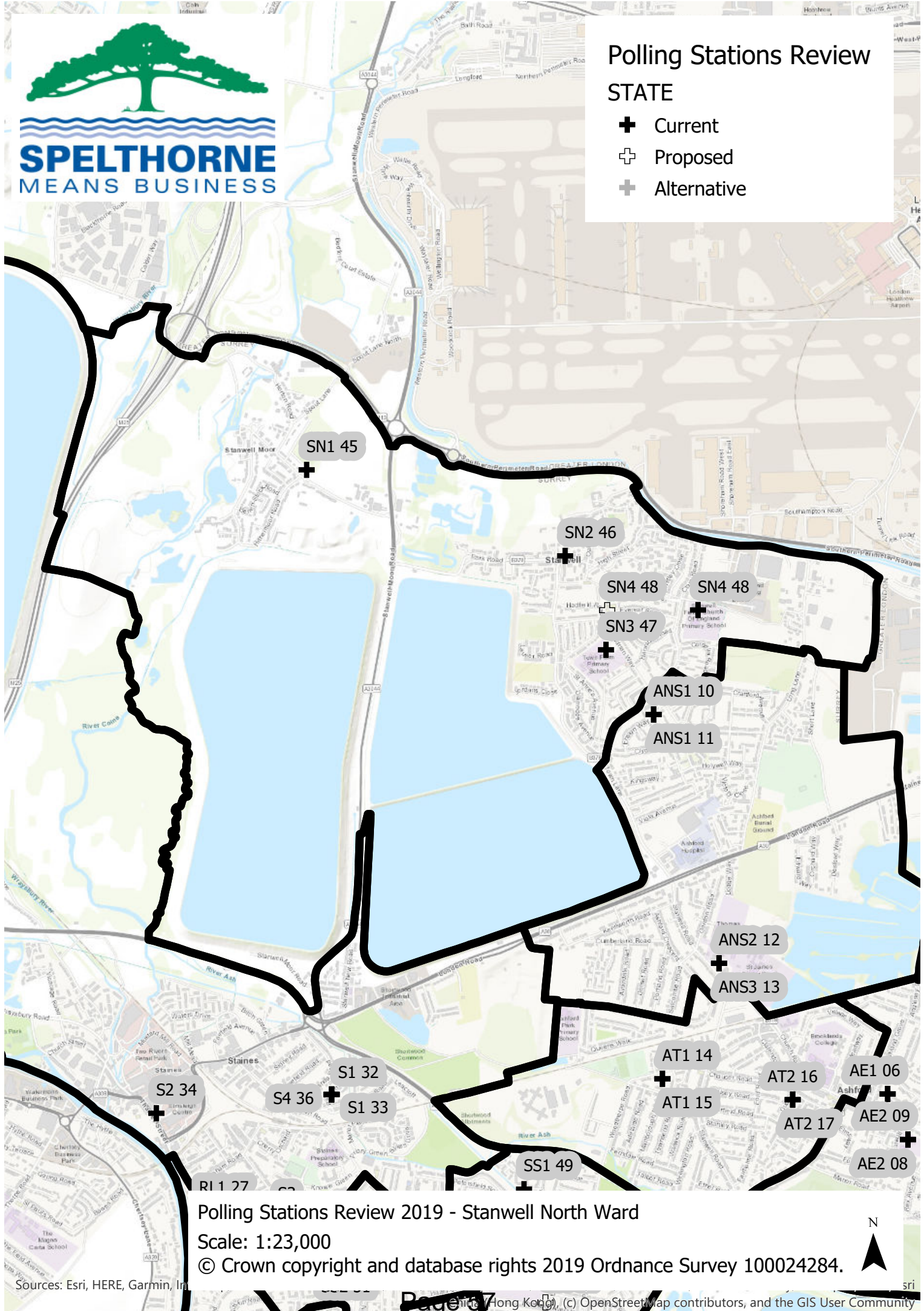




Polling Stations Review

STATE

- ✚ Current
- ⊕ Proposed
- ✚ Alternative



Polling Stations Review 2019 - Stanwell North Ward

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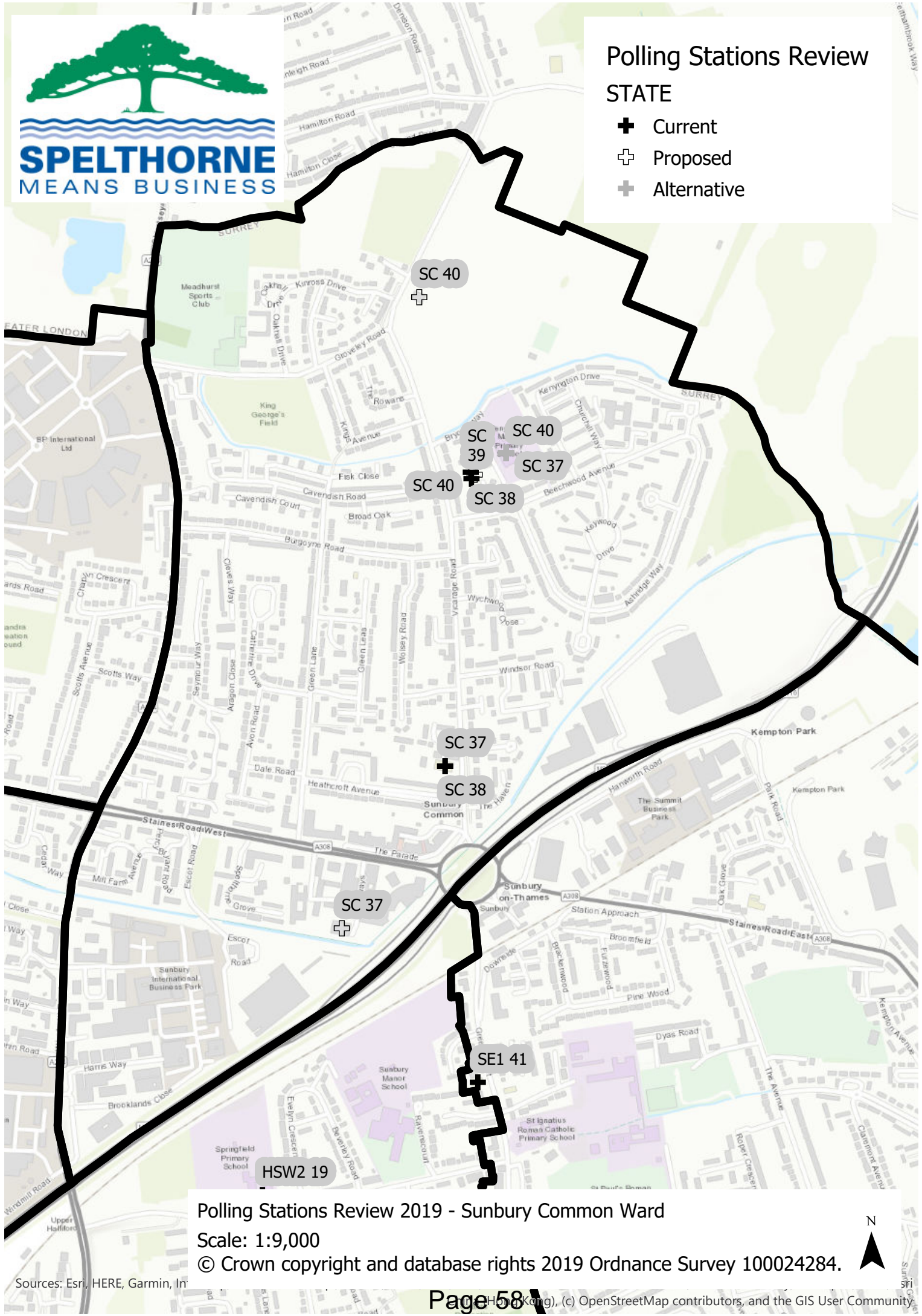
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Polling Stations Review

STATE

- Current
- ⊕ Proposed
- ⊕ Alternative



Polling Stations Review 2019 - Sunbury Common Ward

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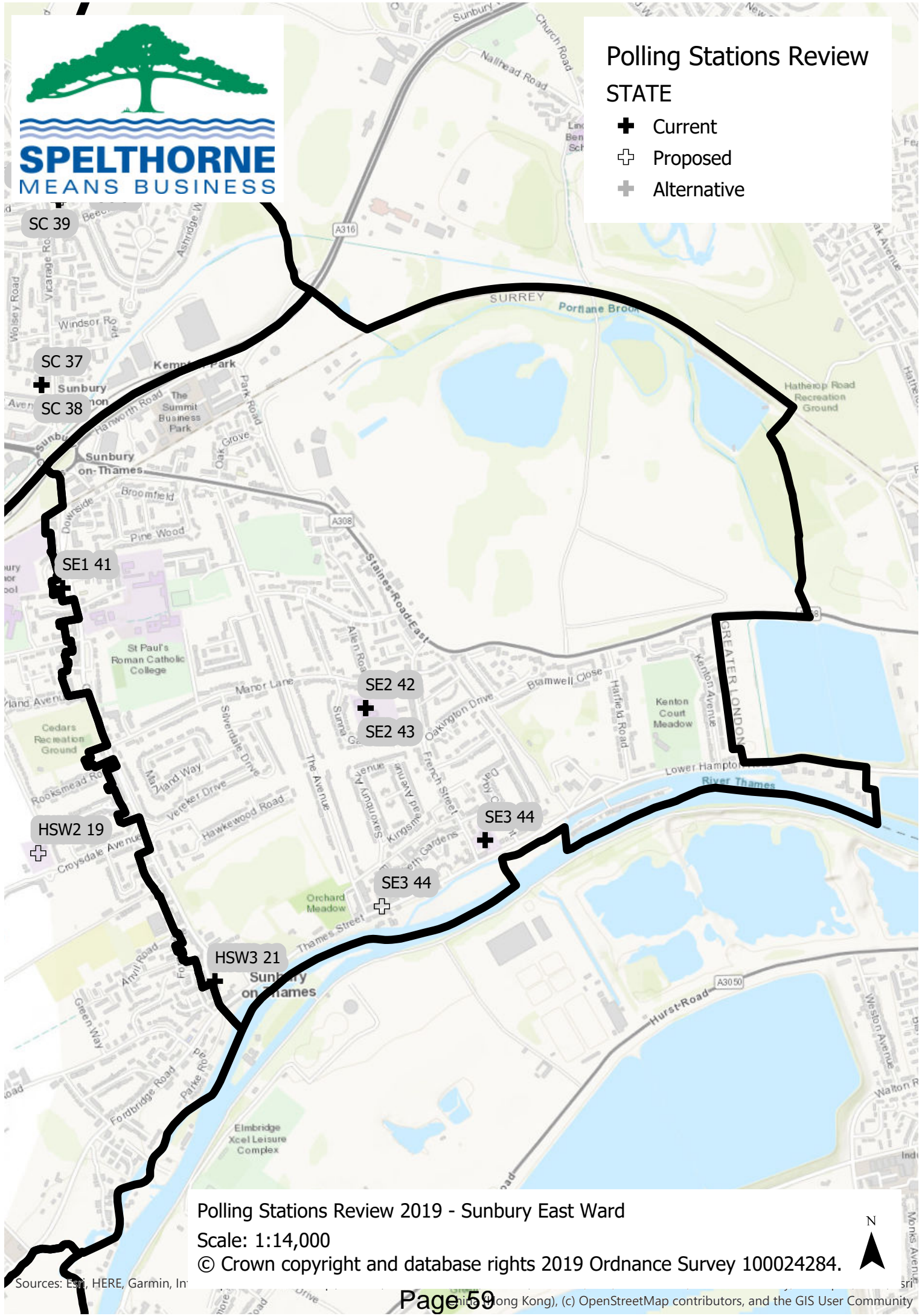




Polling Stations Review

STATE

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- ⊕ Alternative



Polling Stations Review 2019 - Sunbury East Ward

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Council**19 December 2019**

Title	Appointment of Monitoring Officer		
Purpose of the report	To make a decision		
Report Author	Daniel Mouawad, Chief Executive		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Council decision.		
Recommendations	<p>Council is recommended to agree:</p> <ul style="list-style-type: none"> (a) To delegate authority to the Chief Executive to make an interim appointment as Group Head of Corporate Governance (b) To designate Karen Limmer as Monitoring Officer (on an interim basis) from 10 February 2019 (c) To delegate authority to the Appointments Committee to designate the next Group Head of Corporate Governance as Monitoring Officer 		
Reason for Recommendation	<p>To comply with the Local Government and Housing Act 1989. The current Monitoring officer, Michael Graham will leave the Council on 7 February 2019. It is the legal duty of the Council to have a Monitoring Officer and to designate one of its officers as such. Arrangements therefore need to be in place for (a) the interim period until the next permanent appointment and (b) the permanent appointment bearing in mind the</p>		

1. Key issues

- 1.1 Under Section 5 of the Local Government & Housing Act 1989, the Council has a duty to appoint a Monitoring Officer. Neither the Head of Paid Service nor the Chief Finance Officer can hold the position of Monitoring Officer. There is no statutory requirement for the position to be held by a legally qualified officer but given the nature of the duties it is expected that the role should be undertaken by a qualified lawyer as it is in most other councils.
- 1.2 The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and our arrangements for effective governance. These duties include maintaining the Constitution, ensuring that no decision or omission of the Council is likely to give rise to illegality or maladministration and promoting high standards of conduct.
- 1.3 Article 12.1 of the Constitution provides that it is the responsibility of the Council to designate the Monitoring Officer.

- 1.4 Article 12.7 of the Constitution states that the recruitment, selection and dismissal of Chief Officers (which includes the Monitoring Officer) will comply with the Officer Employment Procedure Rules set out in Part 4 of the Constitution.
- 1.5 Part 4 of the Constitution – the Officer Employment Procedure Rules states that the appointment of a Chief Officer should be made by a Committee or sub-committee of the Council. That is, the decision to make the appointment to the substantive position of Group Head of Corporate Governance is a Committee responsibility but the decision to designate that person as Monitoring Officer is one for Council; both elements are required.

Interim Appointment

- 1.6 Given that there is likely to be a period (possibly up to six months) between Michael Graham leaving the Council and a new appointment taking up the post, if it is to be an external applicant, then it is practicable to make arrangements for cover in the interim. It is not practicable to undertake a full recruitment exercise for an interim, and officers have therefore utilised their networks in Surrey to identify a suitable candidate who is qualified and willing to assist us in the short term.
- 1.7 The Council has the ability to secure the services of Karen Limmer as an interim appointment. Mrs Limmer has extensive experience as a Monitoring Officer:
- Admitted as a solicitor with over 30 years of post-qualification experience
 - This includes thirteen years as Solicitor to the Council and Monitoring Officer at Rushmoor Borough Council
 - Latterly, six years as Head of Legal Services and Monitoring Officer at Surrey Heath Borough Council until retirement earlier this year.
- 1.8 The Chief Executive proposes to make this appointment to ensure there is sufficient capacity in the Council to deal with issues which may arise before the permanent appointment is made. This avoids undue pressure in the Legal Dept. by asking staff to act up in the interim.
- 1.9 If Council is content with this interim appointment then approval is sought to designate this officer as the Monitoring Officer.

Permanent Appointment

- 1.10 Arrangements are in hand to finalise a timetable for an Appointments Committee to meet and consider the appointment of the next Group Head of Corporate Governance. Whilst the Committee will be able to approve the appointment, it does not have the authority to designate that officer as Monitoring Officer which would ordinarily mean that the appointment would also be referred to Council.
- 1.11 The initial timetable for the appointment indicates that whilst it may be theoretically possible for this appointment to reach the 27 February 2020 Council meeting, there is a real risk that slippage in the timetable will mean that the officer may not be designated to the following Council meeting on 30 April 2020. It is highly desirable for the Council meeting to follow quickly after the Appointments Committee so that the Council can indicate to the

successful candidate that it's has cleared all hurdles and become "unconditional" which then allows the candidate to give notice.

- 1.12 Failure to confirm the designation as Monitoring Officer promptly therefore builds in extra delay to the time when then candidate takes up appointment. In order to counter this, it is now proposed that Council delegates its function of designation to the Appointments Committee. The Appointments Committee will therefore make the decision to designate at the same time as it makes the conditional offer of employment. When all conditions precedent are resolved (satisfactory medical, references etc) the Council's offer will be unconditional to be appointed as Group Head of Corporate Governance and Monitoring Officer.

2. Options analysis and proposal

- 2.1 The alternative option is for Council to retain the power of designation. This is not recommended because it will cause delay and uncertainty for candidates which may prejudice the ability of the Council to secure the best candidate (in what we are advised is a niche and "difficult to recruit to" market).

3. Financial implications

- 3.1 No substantial implications.

4. Other considerations

- 4.1 There are none.

Background papers: There are none

Appendices: There are none

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Recommendations of the Cabinet

Cabinet meeting held on 6 November 2019

1. Redevelopment Costs for Harper House

- 1.1. We considered an exempt report seeking approval of the costs for the redevelopment of Harper House.
- 1.2. In September 2018, we approved a capital programme provision for the demolition and rebuild of Harper House, the Council's emergency accommodation for homeless families. This capital programme was based upon a scheme design with a range of room sizes from single person rooms to four person rooms. The scheme design was presented to Homes England for grant funding in October 2018. Homes England did not award grant funding to the scheme as designed.
- 1.3. Following further engagement with Homes England, a revised scheme was designed in line with Homes England feedback. The new scheme has costs which are estimated to exceed the originally approved capital programme provision.
- 1.4. In order to take advantage of Homes England's time-limited grant funding programme and to meet our obligations under the Homelessness Reduction Act, Cabinet agreed the request for an increase in the capital programme provision to undertake this project.
- 1.5. We agreed to authorise: the Chief Financial Officer to make prudent financing arrangements for the project; the Head of Corporate Governance to enter into any legal documentation necessary to implement the construction project, including any legal agreements required in order to receive grant funding from Homes England; and the Portfolio Holder for Community Wellbeing and Group Head for Regeneration and Growth to authorise the appointment of a suitable contractor to undertake the works.
- 1.6. **Cabinet recommends that Council** approves a supplementary capital estimate of £400k to increase the existing capital programme provision for the demolition and rebuild of Harper House in line with the Order of Costs Estimate in Appendix 1 to the report to Cabinet.

Cabinet meeting held on 4 December 2019

1. Calendar of Meetings

- 1.1. We considered a report on the proposed calendar of meetings for 2020 to 2021, providing a framework for the Council's democratic and decision making processes.

- 1.2. The meetings for 2020 to 2021 have been programmed to ensure that the Council makes decisions in a timely way to help with the implementation of its priorities and strategies, as well as fulfilling its constitutional and legal obligations.
- 1.3. **Cabinet recommends that Council** approves the calendar of meetings for 2020-21 as attached at Appendix A.

Councillor Ian Harvey
Leader of the Council

19 December 2019

Calendar of Meetings May 2020 to May 2021

Meeting	2020 May	June	July	Aug	Sept	Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May
Cabinet Briefing	5	1 / 29			7	19	16		11	8	8		4
Group	11	8	6/13		14	13/26	23	7	18	15/22	15	19	10
Cabinet	20	17	15		23		4	3	27	24	24		19
Council	21 ACM		16			22		10		25		22	27 ACM
Cabinet Budget Briefings			15			19			21				
PO&S Committee			7		29		10		19		23		
Audit			23				26				18		
Planning	27	24	22	19	16	14	11	9	6	3	3 / 31	28	26
Licensing	13	10	8		9	7	18	16	13	10	10	21	12
Members' CoC		2			2		25			4	17	14	
Spelthorne Joint Committee													
Borough Election	7 PCC												6
Inductions													
Bank Holidays Council Offices closed	4 / 31							25 / 28	1			2 / 5	3 / 31

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

Meeting held on 6 November 2019

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main items of business considered by the Cabinet at its meeting on 6 November 2019.

One further report was considered at this meeting in relation to the redevelopment costs for Harper House which was a recommendation to Council and therefore has been dealt with earlier on this agenda.

1. A Masterplan for Staines

- 1.1 We considered a report on a proposal for a Staines upon Thames Masterplan to shape and develop the town alongside the new Local Plan. This brings a number of advantages including the transformation and regeneration of the town centre, taking into account new transport opportunities, identifying opportunities for enhancement and growth whilst establishing and considering various constraints.
- 1.2 We agreed to go out to tender for a Masterplan and that the Deputy Chief Executive (Finance) in consultation with the Leader, be given delegated authority to enter into a contract to appoint the external advisors.

2. Council Tax Exemption for Young People Leaving Care

- 2.1 We considered a report proposing a council tax exemption to care leavers living in independent accommodation from the age of 18 until 25. Many care leavers find managing their finances very difficult and this would help prevent them falling into debt whilst adjusting to living independently.
- 2.2 We agreed that with effect from April 2020, Care Leavers living in independent accommodation would be exempt from Council Tax until reaching the age of 25.

3. Public Space Protection Orders – Unauthorised Mooring

- 3.1 We considered a report on the responses received following consultation on unauthorised mooring and a proposed Public Space Protection Order. Elmbridge Borough Council and Runnymede Borough Council are also considering various options on this issue.
- 3.2 The responses were noted and it was agreed that the results should be considered alongside those of Elmbridge and Runnymede Borough Councils and reported back to Cabinet.

4. Property and Investment Committee

- 4.1 We considered a proposal to set up a Property and Investment Committee as a sub-committee of Cabinet to ensure that fully informed and transparent decisions are reached in a timely manner within a fast moving and commercial environment.

4.2 We agreed the Terms of Reference and formation of the Property and Investment Committee as a Cabinet Sub-Committee.

5. Urgent Action

5.1 Cabinet noted the urgent action taken by the Chief Executive, in consultation with myself, to agree a letting within the Porter Building, Slough.

6. Procurement of provider of housing management at Harper House

6.1 Cabinet considered an exempt report on the procurement of a provider of housing management and resident support services at Harper House and noted the benefits of procuring a managed service provider.

6.2 We authorised the Group Head for Community Wellbeing to determine the provider to be appointed, in consultation with the Corporate Procurement Manager, the Portfolio Holder for Community Wellbeing & Housing and the Chief Financial Officer.

6.3 We also authorised the Head of Corporate Governance to enter into any legal documentation necessary to appoint the new provider.

Councillor Ian Harvey
Leader of the Council

19 December 2019

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

Meeting held on 4 December 2019

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main items of business considered by the Cabinet at its meeting on 4 December 2019.

One further report was considered at this meeting in relation to the calendar of meetings for 2020-2021 which was a recommendation to Council and therefore has been dealt with earlier on this agenda.

1. Recommendation from Audit Committee on Corporate Risk Register

- 1.1 We approved the Corporate Risk Register as recommended by the Audit Committee.

2. Outline Budget 2020/21 to 2023/25

- 2.1 We considered a report on the outline budget for 2021/21 to 2023/24 which outlined the current expected budget gaps for 2020/21 and the following three years.
- 2.2 The Cabinet was concerned to learn that there would be an impact on the detailed budget arising from the Pension fund review which requires a significant increase to employer contributions. This had not previously been flagged as anticipated by the actuaries or pension fund administrators when the Outline Budget was considered and the reasons for the proposed increase and options for managing impact on the Budget were being explored with actuaries.
- 2.3 We agreed to receive a further report on the Outline Budget for 2020/21 to 2023/24 addressing the impact arising from the Pension fund review, at the next meeting of Cabinet on 29 January 2020.

3. Financial Monitoring Reports

- 3.1 We considered the capital and revenue monitoring reports for the period April to September 2019 and agreed to note the current level of capital and revenue spend.

4. Urgent action

- 4.1 The Chief Executive, in conjunction with myself, on 7 November 2019 agreed a letting within the fourth floor of the Thames Tower Building, Reading. The matter was considered as urgent action because the proposed tenant required completion of the letting before the Cabinet was next due to meet.

5. Acquisition of property 'Y'

- 5.1 Cabinet considered an exempt report on the acquisition of an asset in the borough to provide 43 apartments for affordable rent with 27 car parking spaces.
- 5.2 Cabinet expressed concern that liability for external building maintenance, including a contribution towards grounds maintenance, rested with the leaseholder.
- 5.3 We requested further clarity on the scope to change the position in relation to the estate service charge and agreed to delegate the decision to proceed with the acquisition to myself as Leader.

Councillor Ian Harvey
Leader of the Council

19 December 2019

Report of the Chairman on the work of the Audit Committee

The Audit Committee held a meeting on 7 November 2019 and considered the following items of business.

1. Confidential Reporting Code

- 1.1 The Committee considered a report from the Head of Corporate Governance following a review of the Confidential Reporting Code and requested further work on improving the code is carried out.
- 1.2 The Committee recommended that the corporate management team consider appointing an external organisation to conduct an anonymous staff survey on a range of issues.

2. Update on Audit Services team resource

- 2.1 The Committee noted that a growth bid for the Internal Audit team had been submitted as part of the budget process for 2020/21 and recorded their support of this proposal.

3. Corporate Risk Management

- 3.1 The Committee noted the contents of the Corporate Risk Register and recommended it to Cabinet for approval.
- 3.2 The Committee supported proposals to reformat the Corporate Risk Register to provide a greater focus on corporate objectives and the risks associated with those.

4. Internal Audit Services half-yearly report 2019/20

- 4.1 The Committee noted the report which summarised the work undertaken by internal audit in the period April to early October 2019.

5. Annual Report on the effectiveness of the system of Internal Audit

- 5.1 The Committee noted the report on the effectiveness of the system of internal audit for 2018/19.

6. External Auditors update

- 6.1 The Committee noted the update provided and agreed to escalate concerns if KPMG, the previous external auditors have not completed their value for money opinion by the end of 2019.

Councillor J.R. Sexton

Chairman of the Audit Committee

19 December 2019

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Report of the Chairman on the work of the Licensing Committee

There has been one Licensing Committee meeting since my last report. Details of the meeting are set out below:

1. Review of the Taxi Licensing Policy

The Licensing Committee considered a report from the Principal Licensing Officer detailing the responses received during a four week consultation period on the revised hackney carriage and private hire licensing policy.

The Committee also considered comments received from the Licensing Team Leader at Guildford Borough Council as set out in the report.

The Committee approved the revised policy subject to:

1. The inclusion of a requirement to remove adhesive window tinting from existing licensed vehicles within six months of the policy coming into effect
2. That Private Hire operators are required to keep a register of all staff (Controllers) taking bookings and consider the same Surrey-wide convictions policy as the Council when employing staff.

Councillor R.W. Sider BEM

19 December 2019

Chairman of Licensing Committee

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Report of the Chairman on the work of the Members' Code of Conduct Committee

The Members' Code of Conduct Committee has met once since the last Council meeting, on 27 November 2019, and considered the following items of business.

1. Review of the Planning Code

- 1.1 The Committee considered a revised Planning Code and suggested further changes to the Code.
- 1.2 The Committee agreed that the Head of Corporate Governance should report back to the next meeting with the draft amended Code and that training be arranged for all members on the need to align their decision making with planning policies.

2. Investigation report

- 2.1 The Committee considered a report from an independent investigator following a complaint against a councillor.
- 2.2 The investigation concluded that there had been no breach of the Code of Conduct.
- 2.3 The investigator made a number of recommendations about the way applications are handled at Planning Committee meetings. The Committee unanimously accepted the recommendations and agreed:
 - Mandatory training for all members on what is and what is not acceptable lobbying practice to be arranged by February 2020.
 - The Head of Corporate Governance and the Chairman of the Planning Committee will identify a suitable training opportunity as recommended by the investigator
 - The Head of Corporate Governance to identify a suitable review for the Planning Committee (such as the Local Government Association Planning Advisory Service) to consider the Planning Committee process in Spelthorne and report back on their findings.
 - The Head of Corporate Governance refers the issue detailed in paragraph 8.1.5 of the exempt investigator's report to the Group Leader for action.

Murray Litvak

Chairman of the Members' Code of Conduct Committee

19 December 2019

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Report of the Chairman on the work of the Overview and Scrutiny Committee

This report gives an overview of the issues considered at the 26 November 2019 meeting.

1. Access to Healthcare

- 1.1 The Committee received and noted a presentation from the Director of the North West Surrey Integrated Care Partnership (ICP) on the future direction for health services. The presentation covered the ICPs areas of focus, its priorities across 6 key programmes and the challenges for improving access to and building, sustainable primary care services.
- 1.2 The Committee also discussed and received responses to questions that members had raised regarding the new triaging and booking system which had been piloted at Shepperton Health Centre. The Committee noted that the Clinical Commissioning Group (CCG) had no ability to influence day to day services at GP surgeries but that the ICP had worked with the Health Centre to review the pilot. As a result of an evaluation of the pilot it was decided to discontinue it and revert to the previous booking system.
- 1.3 The Committee was reassured that neither the CCG nor ICP had plans to roll out a system similar to the one unsuccessfully trialed at Shepperton Health Centre, across Spelthorne. However, they did plan to roll out a digital practice encompassing all parts of a GP Surgery called FootFall over the next couple of years.
- 1.4 The Committee also heard from the Independent Living Senior Team Manager about the innovative approach the service had taken to enable vulnerable residents to access GPs using LIVI, with support at the Borough's Community Centres.

2. Housing and Homelessness Strategies

- 2.1 The Committee received a presentation on the development of the Housing and Homelessness Prevention Strategies 2020-2025. The presentation explained the context within which the review of the Housing Strategy had taken place, the method for the review, the outcome of public consultation and the three priorities identified within the Strategy. An update was also provided on the review to date of the Homelessness Strategy and its emerging priorities.

3. Budget Issues 2020/2021 to 2021/22

- 3.1 The Committee received a presentation from the Chief Finance Officer outlining the budget process leading to approval of the budget and setting of Council tax for 2020 and pressures on the budget in future years.
- 3.2 Members noted that more detailed briefings would be provided in February 2020.

4. Financial Reports

- 4.1 The Committee received and noted the financial monitoring reports for the first six months of the financial year to the end of September 2019.

5. Capital Strategy

- 5.1 The Committee received and noted a presentation from the Property and Development Manager outlining the CIPFA requirements and need for a Capital strategy, the investment approach and acquisitions to date, current housing needs and delivery now and in the future.

Councillor Vivienne Leighton

Chairman of Overview and Scrutiny Committee

19 December 2019

Report of the Chairman on the work of the Planning Committee

This report gives an overview of the key items considered by the Planning Committee at its meeting on 13 November. A further meeting of the Committee is to be held on 11 December 2019 and a report following this will be issued as a supplementary item to the Council agenda.

1. Planning Committee – 13 November 2019

- 1.1 This meeting considered 3 planning applications, 5 public speakers, including one County Councillor, took the opportunity to address the Committee.
- 1.2 Application 19/01022/OUT - Bugle Nurseries, Upper Halliford Road, Shepperton, TW17 8SN: This planning application sought the demolition of existing buildings and structures to be followed by the redevelopment of the site for a residential-led development comprising up to 43 residential homes, a 62-bed care home, provision of open space, and other associated works. The Committee refused the application.
- 1.3 Application 16/00547/FUL - The Grange, Glenthorne, 33 Rookery Road, Staines-upon-Thames, TW18 1BT: This application sought the demolition of the existing vacant buildings on site and the erection of a building over 3 floors to provide 19 flats with parking and amenity space. The Committee approved the application subject to prior completion of a S106 agreement, as recommended in the Planning Committee Report
- 1.4 Application 19/00796/FUL - Forum House, 14 Thames Street, Staines upon Thames, TW18 4UD: This planning application sought permission for the building to provide 9 additional residential dwellings by the erection of 2 stories on the existing roof following the removal of the existing roof structure. The proposal provides 4 parking spaces. No outside amenity space is provided, apart from balconies. The Committee approved the application.

Councillor Richard Smith-Ainsley

Chairman of Planning Committee

19 December 2019

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