



*Please reply to:*

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Date: 7 July 2020

## Notice of meeting

### Cabinet

**Date:** Wednesday, 15 July 2020

**Time:** 6.00 pm

**Place:** Skype for Business Video conferencing

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
J.R. Boughtflower	Leader
J. McIlroy	Deputy Leader
M.M. Attewell	Portfolio Holder for Community Wellbeing and Housing
R.O. Barratt	Portfolio Holder for Compliance, Waste and Risk
S. Buttar	Portfolio Holder for Finance
R. Chandler	Portfolio Holder for Leisure Services and New Leisure Centre Development
A.J. Mitchell	Portfolio Holder for Planning and Economic Development
R.J. Noble	Portfolio Holder for Communications and Corporate Management

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

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

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

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## AGENDA

Page nos.

- 1. Apologies for absence**  
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 32**  
To confirm the minutes of the meeting held on 26 February 2020 and the extraordinary meetings held on 8 April 2020 as correct records.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Homelessness and Rough Sleeping Strategy 2020-2025 - Key Decision** **To Follow**  
**Cabinet member: Cllr Maureen Attewell**  
  
To consider a report on adopting the Homelessness and Rough Sleeping Strategy 2020-2025.
- 5. Asset Management Plan** **To Follow**  
**Cabinet member: Cllr John Boughtflower**  
  
To consider a report on the Asset Management Plan for the period 2020 to 2025.
- 6. Annual Asset Investment Report** **To Follow**  
**Cabinet member: Cllr John Boughtflower**  
  
To receive the annual asset investment report.
- 7. Community Asset Policy** **To Follow**  
**Cabinet member: Cllr Jim McIlroy**  
  
To consider a report on a Community Asset Policy.
- 8. Provisional Revenue Outturn Report 2019/20** **To Follow**  
**Cabinet member: Cllr Sati Buttar**  
  
To receive the provisional revenue outturn report for 2019/20.

- |   |                  |
|---|------------------|
| <b>9. Provisional Capital Outturn Report 2019/20</b><br><b>Cabinet member: Cllr Sati Buttar</b>   | <b>To Follow</b> |
| <p>To receive the provisional capital outturn report for 2019/20.</p>   |                  |
| <b>10. Treasury Management Outturn Report 2019/20</b><br><b>Cabinet member: Cllr Sati Buttar</b>  | <b>To Follow</b> |
| <p>To receive the Treasury Management outturn report for 2019/20.</p>   |                  |
| <b>11. Replacement heating/cooling systems at 3 Roundwood Avenue, Stockley Park</b><br><b>Cabinet member: Cllr Jim McIlroy</b>                                    | <b>To Follow</b> |
| <p>To consider a report on replacement heating and cooling systems at 3 Roundwood Avenue, Stockley Park.</p>  |                  |
| <b>12. Licensing Fees</b><br><b>Cabinet member: Cllr Richard Barratt</b>  | <b>To Follow</b> |
| <p>To consider a report on an amendment to licensing fees and the introduction of a pavement licencing fee.</p>   |                  |
| <b>13. Appointments to Outside Bodies</b><br><b>Cabinet member: Cllr John Boughtflower</b>  | <b>To Follow</b> |
| <p>To consider nominations for the appointment of representatives to outside bodies and working groups.</p>   |                  |
| <b>14. Leader's announcements</b>   |                  |
| <p>To receive any announcements from the Leader.</p>  |                  |
| <b>15. Property and Investment Committee minutes</b>  | <b>33 - 40</b>   |
| <p>To note the minutes of the Property and Investment Committee held on 22 June 2020.</p>   |                  |
| <b>16. Urgent actions update</b>  | <b>41 - 42</b>   |
| <p>To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Cabinet meeting in February 2020.</p> |                  |
| <b>17. Urgent items</b>   |                  |
| <p>To consider any items which the Chairman considers as urgent.</p>  |                  |

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**Minutes of Cabinet**

**26 February 2020**

**Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Finance  
Councillor I.J. Beardsmore, Strategic Planning - Local Plan  
Councillor A. Brar, Portfolio Holder for Housing  
Councillor S. Buttar, Community Wellbeing  
Councillor H. Harvey, Portfolio Holder for Investment, Management and  
Regeneration  
Councillor O. Rybinski, Economic Development, Customer Service, Estates  
and Transport  
Councillor J.R. Sexton, Portfolio Holder for Corporate Management

**Apologies:**

Councillor R.O. Barratt, Environment and Compliance

**In attendance:** Councillors C.L. Bateson and L.E. Nichols

**2683 Minutes**

The minutes of the Cabinet meeting held on 29 January 2020 were agreed as a correct record.

**2684 Disclosures of Interest**

There were none.

**2685 Local Plan update**

Councillor I.J. Beardsmore provided a verbal update on progress with the Local Plan.

He reported on the consultation and next steps. He hoped that recommendations from the Local Plan Working Party would be taken to Cabinet on 25 March 2020. All representations received to the Local Plan preferred options consultation were currently being reviewed by officers and would be made publicly available in due course, with comments from officers about the issues raised. The Council would also produce a response document responding to the main issues raised in the consultation and would publish this on our website.

There were 1987 representations from 1,032 people, 370 comments were made on policies, 1617 on sites. These ranged from a single sentence to 350 pages from professional planners. Many of which were uploaded as PDFs. At the moment they are being treated as single submissions and single comments.

**2686 \*Capital Strategy 2020-2025**

Cabinet considered the Capital Strategy for 2020/21. The purpose of the Capital Strategy is to set out the Council's future need to incur capital expenditure and explain the rationale, set out how we manage risk and ensure we have the appropriate skills and resources to manage the activity.

**Resolved to recommend that Council** approves the Capital Strategy 2020/21.

**Reasons for decision:**

It is a statutory requirement for every Council to have a Capital Strategy. It is particularly important for this Council in view of our investment portfolio and significant level of development activities.

**2687 \*Capital programme and strategy 2020/21 to 2023/24**

Cabinet considered a report on the Capital Programme 2020/21 to 2023/24, in the light of the available resources and corporate priorities. The report covered progress on current schemes and included future schemes for consideration. The report also provided information on the availability of resources to continue moving forward with the proposed capital schemes within the Programme.

All bids for the Capital Programme had been critically assessed and reviewed by Management Team and Cabinet to ensure they met the criteria of Capital expenditure. The level of spend had also been reviewed to reflect the capital resources available.

**Resolved to recommend that Council** approves:

1. the Capital Programme for 2020/21 to 2023/24 and
2. the Prudential Indicators for 2020/21 to 2023/24.

**Reason for decision**

To allow the authority to spend its capital resources for the financial year 2020/21.

**2688 Fees and Charges 2020/21 - Key Decision**

Cabinet considered a report proposing the levels of the Council's fees and charges for 2020/21. The fees and charges had been reviewed and taken into account inflation and other relevant factors. Some fees had been amended to reflect the maximum level it was perceived that the market could stand, a few were reduced for consistency, while some had not been increased from the 2019/20 rates.

**Resolved** to approve the charges as set out in Appendix A to the report.

**Reasons for decision:**

Fees are an important source of income for the authority and are of key importance in balancing the budget.

**2689 Annual Revenue Grants 2020/21 - Key Decision**

Cabinet considered a report on the proposed grants to organisations in the voluntary and community sectors for 2020/21. The report outlined grant applications received and explained the benefits that the work of the voluntary sector provides to the local area and communities.

**Alternative options considered and rejected by Cabinet:**

Not to award grants as recommended.

**Resolved to:**

1. Agree the grants awards for 2020/21 as detailed in the report, with the exception of the award for Stanwell Events;
2. Note all other support to the voluntary/charity sector;

**Reasons for decision:**

- To enable a number of charities and voluntary organisations to continue to provide preventative and other services for the residents of Spelthorne
- To enable new charities and organisations to begin to provide services that are needed

**2690 \*Pay Award 2020/21**

Cabinet considered a report proposing a pay award of 2.5% to all staff, including those on protected salaries, personal salaries and apprentices.

**Options considered and rejected:**

To not approve the pay award or agree a lower pay award.

**Resolved to recommend that Council** approves the pay award of 2.5% to all staff for 2020/21.

**Reason for decision:**

To attract and retain staff and the award is comparative to other pay awards in the county.

**2691 \*Members' Allowances Scheme 2020/21**

Cabinet received a report from the Independent Remuneration Panel which set out their findings and recommendations following a review of the Members' Allowances Scheme for 2020/21.

**Resolved to recommend that Council** approves the Independent Remuneration Panel's recommendations in relation to the Members' Allowances Scheme for 2020/21.

**Reasons for recommendation:**

The Council is required to make a scheme of allowances and the Independent Remuneration Panel is appointed by the Council to advise on the type of its allowances and the amounts to be paid.

**2692 \*Revenue Budget 2020/21**

Cabinet considered the Revenue Budget for 2020/21.

The revenue budget for 2020/21 a very positive picture: a balanced budget had been proposed without the use of reserves, with investment being made in retaining staff, addressing resourcing issues. The Council's operational service assets were maintained and revenue contributions made to Capital. The proposed budget was underpinned by an increase in Council Tax of just below inflation as measured by CPI with an increase proposed of 1.29% [January CPI 1.3%].

**Resolved to recommend Council to agree to:**

1. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations;
2. Continuing the complete disregard of war pension / armed forces pension income from benefit calculations;
3. The growth and savings items as set out in the report's appendices;
4. Note the Chief Finance Officer's commentary in section 4 of the report on the robustness of budget estimates and levels of reserves under sections 25 and 26 of the Local Government Act 2003;
5. The Council Tax Base for the whole council area for 2020/21. [Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 40,085.00 band D equivalent dwellings and calculate that the Council Tax requirement for the Council's own purpose for 2020/21 is £205.05 Per Band D equivalent dwelling;
6. To approve a 1.29% increase on Band D in the Spelthorne Borough Council element of the Council Tax for 2020/21. Moreover:
  - a) The revenue estimates as set out in Appendix 1 be approved.
  - b) No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2020/21.
  - c) To agree that the Council Tax base for the year 2020/21 is 40,085.00 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.



That the following sums be now calculated by the Council for the year 2019/20 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	104,518,000	Being the aggregate of the amount which the council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
B	96,298,500	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A(3) of the Act
C	8,219,500	Being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year
D	205.05	Being the amount at (C) above divided by the amount at 5c (above), calculated by the Council in accordance with Section 31B(1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	0	Being the aggregate

		amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
F	205.05	Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount at 5c (above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

That the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
136.70	159.48	182.27	205.05	250.62	296.18	341.75	410.10

Being the amounts given by multiplying the amount at (F) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2020/21 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

	A £	B £	C £	D £	E £	F £	G £	H £
Surrey County Council	1,007.64	1,175.58	1,343.52	1,511.46	1,847.34	2,183.22	2,519.10	3,022.92
Surrey Police & Crime Commissioner	180.38	210.44	240.51	270.57	330.70	390.82	450.95	541.14

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts as the amounts of Council tax for the year 2020/21.

The Council has determined that its relevant basic amount of Council Tax for 2020/21 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

**Reason for Decision**

The Authority is required to set a balanced budget and a Council tax rate for the financial year 2020/21.

**2693 Capital Monitoring Report**

Cabinet considered a report on capital expenditure covering the period October to December 2019.

**Resolved** that Cabinet noted the current level of capital spend.

**2694 Revenue Monitoring Report**

Cabinet considered a report on revenue covering the period October to December 2019. The forecast outturn showed a positive variance of £4.083m.

**Resolved** that Cabinet noted the current level of spend.

**2695 Food Safety and Health and Safety Service Plans 2020/2021**

Cabinet considered a report on the proposed food and health and safety service plans for 2020/21. The plans outlined the aims and objectives for the forthcoming year and evaluated the achievements of the past year.

**Alternative options considered and rejected by Cabinet**

Not to adopt the proposed service plans.

**Resolved** to adopt the proposed food and health and safety service plans for 2020/21.

**Reason for the decision:**

Local Authorities are required by the Food Standards Agency and the Health and Safety Executive to produce annual service plans for their food safety and health and safety services.

**2696 Leader's announcements**

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

The Council recently purchased the Elmsleigh Centre in the heart of Staines-upon-Thames which provides around one third of all the retail space in the town. This purchase is a major step forward in Spelthorne Council's wider plan to regenerate Staines-upon-Thames. Along with our other recent acquisitions which include the Oast House, Communications House, Thameside House and Hanover House, the Council is now firmly in the driving seat to deliver the revitalisation of Staines-upon-Thames.

A four week consultation for a new leisure centre will run from 28 February – 27 March. The Council is inviting residents to come along to the public exhibition events being held at the current Leisure Centre on 28 and 29 February to give them the opportunity to find out more. As well as being online, consultation documents are also available at the Council offices, at the leisure centres and in local libraries. To feedback their views, residents can come along to the public event, complete the online survey, email or write to the Council. Paper copies of the questionnaire are also available.

Entries open on 4 March for the Spelthorne Means Business Awards. There are award categories to suit all businesses - large or small.

The Council has fulfilled its commitment to plant a tree in memory of every local soldier killed during the First World War. The commitment was made in 2018 as part of the centenary commemoration events, with the first 100 trees being planted at the Centenary Wood by Laleham Park. Since then, the planting has continued and all 851 trees – one for every soldier lost – have now been planted as a tribute to the fallen.

The owners of the Hope Inn in Stanwell Moor have been convicted for failing to comply with two planning enforcement notices. Sentencing has been scheduled for 6 March.

The Freemasons of Middlesex have made a generous donation of £10,000 to the Mayor's charity, Eikon. The Mayor introduced the two charities after the Freemasons of Middlesex learnt of Eikon's plans to introduce a special programme this summer for young people struggling to make the transition from primary to secondary school.

The National Audit Office (NAO) has published a report looking at the amount of money being borrowed by councils to invest in commercial property as a way of offsetting budget cuts. Spelthorne Council was a contributor to the report and met with the NAO team, led by Aileen Murphie, in September 2019 to explain the Council's own rationale for buying commercial properties. The full report can be viewed at <https://www.nao.org.uk/report/local-authority-investment-in-commercial-property/>

This year marks the 75<sup>th</sup> anniversary of the end of the Second World War and plans are underway for various celebrations in Spelthorne. Friday 8 May has been designated a national Bank Holiday and a special ceremony will be held at the War Memorial in Market Square in Staines. On Saturday 9 May, the Council and Staines BID will also be hosting a Picnic in the Park in the Memorial Gardens in Staines with live music, food and entertainment. Concluding the weekend on Sunday 10 May, services will be held at St Hilda's Church in Ashford and St Mary's Church in Sunbury.

**2697 Urgent Action**

Cabinet noted the urgent action undertaken by the Chief Executive, in consultation with the Leader, on 11 February 2020 in relation to a letting in respect of part 1st floor, Charter Building, Uxbridge and waiving contract standing orders in respect of procuring works for 1st and 4th floor, Charter Building. This was not a Key Decision. The matter was considered as urgent action because the tenant required completion of the letting and works before the Cabinet was next due to meet.

**2698 Urgent items**

There were none.

**2699 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.

**2700 Exempt report - Business Waste Collection Service - Key Decision**

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

Cabinet considered an exempt report on the provision of a business waste service by the Council to the Spelthorne business community to assist them to meet their waste obligations. The service would promote efficient waste management and help towards tackling issues related to climate change.

**Alternative options considered and rejected by Cabinet**

Not to proceed with the proposal.

**Resolved to:**

1. Authorise the formation of Limited company “A” whose main business will be the collection and disposal of business waste;
2. Authorise the GHNS to launch a business waste service under the banner of company “A” wholly owned by Spelthorne Borough Council;
3. Authorise the payment of a start-up loan to company “A” of £450k;
4. Authorise the appointment of 3 directors to company “A”;
5. Authorise the creation of 3 new posts within company “A”;
6. Authorise the GHNS to commence a procurement exercise to purchase a vehicle and equipment on behalf of company “A”;
7. Delegate the selection of the suppliers in the initial procurement of the vehicle to the GHNS in consultation with the portfolio holder; and
8. Authorise Limited company “A” to operate as a waste collection and disposal company.

**Reasons for recommendation**

1. To provide the Spelthorne business community with a reliable and cost effective business waste service and assist them to become more sustainable.
2. Generate income to assist the Council in continuing to provide essential front line services at an appropriate level.

**2701 Exempt report - Specialist housing management and resident support service for the White House Hostel**

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

Cabinet considered an exempt report concerning the provision of a specialist housing management and resident support service for the White House Hostel.

**Options considered and rejected by Cabinet**

- To continue existing negotiations with Salvation Army and SAHA (Salvation Army Housing Association) in isolation
- To pursue a direct delivery model in isolation
- To pursue a competitive procurement exercise in isolation

**Resolved to:**

1. Note the ongoing contract negotiations between the Council, the Salvation Army and Salvation Army Housing Association;
2. Authorise the Group Head for Community Wellbeing to commence an appropriate competitive procurement exercise to identify a specialist housing management and resident support service provider;
3. Authorise the Group Head for Community Wellbeing to commence the development and design of a Direct Delivery Model for specialist housing management and resident support service; and
4. Note that a further report will be presented to Cabinet later in 2020, which will present all options for specialist housing management and resident support at the White House Hostel.

**Reasons for decision**

The Council is under a contractual obligation with Homes England to complete and start to occupy the hostel by the end of March 2021. Authorising appropriate officers to appoint a provider will allow sufficient time for a provider to mobilise in advance of this date, and be party to key decisions during the final stages of the build, including the types of furniture, fixtures and fittings, and well as finalise operational logistics of running the hostel.

To provide the Council with viable alternative delivery routes for the specialist housing management and resident support service at the White House Hostel.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to “call in” a decision;***
- (4) ***To avoid delay in considering an item “called in”, an extraordinary meeting of the Overview and Scrutiny Committee will be convened***

***within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***

- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
- *Outline their reasons for requiring a review;***
  - *Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - *Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - *Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) *The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 6 March 2020.***



## **Minutes of Extraordinary Cabinet**

**8 April 2020**

**11am**

### **Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Finance  
Councillor R.O. Barratt, Environment and Compliance  
Councillor I.J. Beardsmore, Strategic Planning - Local Plan  
Councillor A. Brar, Portfolio Holder for Housing  
Councillor S. Buttar, Community Wellbeing  
Councillor H. Harvey, Portfolio Holder for Investment, Management and  
Regeneration  
Councillor O. Rybinski, Economic Development, Customer Service, Estates  
and Transport  
Councillor J.R. Sexton, Portfolio Holder for Corporate Management

### **Councillors in attendance:**

Councillor C. Bateson  
Councillor C.F. Barnard  
Councillor C.L. Barratt  
Councillor K.M. Grant  
Councillor V.J. Leighton  
Councillor L. E. Nichols  
Councillor R.A. Smith-Ainsley

### **2702 Disclosures of Interest**

The Leader, Councillor I.T.E. Harvey, advised that he had taken legal advice about his position in relation to the substantive item on the agenda and confirmed that he had no disclosable pecuniary interest nor any conflict of interest to declare.

There were no disclosures of interest from any other Councillor.

### **2703 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.

**2704 Exempt Item - Tender report on Staines Development - Key Decision**

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

Cabinet considered an exempt report on tenders submitted for a development in Staines-upon-Thames.

The report detailed the Council's vision for the site, the brief provided to bidders to meet the Council's objectives for the project, the procurement process and the evaluation exercise which had led to the recommendation.

Alternative options considered and rejected by Cabinet:  
Not to proceed with the tender process.

**Resolved to:**

- 1) award the tender and grant a long lease of the site in Staines-upon-Thames to Bidder B and
- 2) authorise the Group Head of Corporate Governance to finalise the terms and enter into all legal documents required for the transaction.

**Reason for decision**

The recommendation is based on the outcome of a full (Competitive Dialogue) procurement process to identify a Preferred Bidder for the development of the site.

Bidder B submitted the most economically advantageous offer for the development

**NOTES:-**

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***

- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
- ***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 17 April 2020.***

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

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## Minutes of Extraordinary Cabinet

8 April 2020

11.30am

### Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Finance  
Councillor R.O. Barratt, Environment and Compliance  
Councillor I.J. Beardsmore, Strategic Planning - Local Plan  
Councillor A. Brar, Portfolio Holder for Housing  
Councillor S. Buttar, Community Wellbeing  
Councillor H. Harvey, Portfolio Holder for Investment, Management and  
Regeneration  
Councillor O. Rybinski, Economic Development, Customer Service, Estates  
and Transport  
Councillor J.R. Sexton, Portfolio Holder for Corporate Management

### Councillors in attendance:

Councillor C. Bateson  
Councillor C.L. Barratt  
Councillor K.M. Grant  
Councillor R.A. Smith-Ainsley

### 2705 Disclosures of Interest

There were none.

### 2706 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.

### 2707 Exempt report - Acquisition Z

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

Cabinet considered an exempt report on the acquisition of property 'Z'.

Alternative options considered and rejected by Cabinet:  
Not to proceed with the purchase.

**Resolved to:**

- 1) agree to purchase Property Acquisition Z;
- 2) agree a sub-sale of the property to Knowle Green Estates Limited;
- 3) approve the funding of Knowle Green Estates Limited to facilitate acquisition of the property; and
- 4) formally approve the terms and conditions agreed and authorise the Chief Executive (in consultation with the Chief Finance Office, the Leader and the Cabinet Member for Finance) to agree any further additional terms as purchaser of the property and subsequent funder to enable Knowle Green Estates Limited to proceed with its acquisition of the property.

**Reason for Decision**

To facilitate the acquisition of 43 new affordable apartments with 27 car parking spaces.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to “call in” a decision;***
- (4) ***To avoid delay in considering an item “called in”, an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a “call in” being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of “call in”:-***
  - ***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it***



***in order to conduct a review in addition to the written report made by officers to the Cabinet;***

- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 17 April 2020.***

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

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## Minutes of Property and Investment Committee

22 June 2020

### Present:

Councillor I.T.E. Harvey, Leader of the Council  
Councillor H. Harvey, Investment, Management and Regeneration Portfolio  
Councillor O. Rybinski, Deputy Leader and Finance Portfolio Holder

### Councillors in attendance:

Councillors C. Barnard, C. Barratt, R. Barratt, C. Bateson, J. Boughtflower, R. Chandler, R. Dunn, S. Dunn, T. Fidler, N. Gething, M. Gibson, K. Grant, T. Mitchell, J. McIlroy, L. Nichols, R. Noble, J. Sexton and R. Smith-Ainsley.

### 2708/20 Disclosures of Interest

There were no disclosures of interest.

### 2709/20 Exempt Business

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

### 2710/20 Exempt report - Property Letting 'D'

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

The Property and Investment Committee considered an exempt report on property letting 'D'.

The Asset Management Contractor outlined the proposed terms of the lease and the benefits to the Council of securing this tenant.

Alternative options considered and rejected by the Committee:

- Not to agree the letting.

**Resolved** to approve the proposed letting 'D' on the terms set out in the exempt report.

### Reason for Decision:

The unit is currently void and not income producing. The proposed letting is in keeping with current market conditions and fits with the strategy of securing income in line with the major lease expiries elsewhere on the estate.

**2711/20 Exempt report - Property Letting 'E'**

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

The Property and Investment Committee considered an exempt report on property letting 'E'.

The Asset Management Contractor outlined the proposed terms of the rent concession and the benefits, and risks, to the Council of assisting, or not, this tenant.

Alternative options considered and rejected by the Committee:

- Not to agree the rent concession.

**Resolved** to approve a rent concession to property letting 'E', in return for a longer lease and additional security.

**Reason for Decision:**

The proposed terms will assist the cash flow of the tenant in the difficult economic climate, thereby preventing a void unit and associated void costs.

**2712/20 Exempt report - Property Letting 'F'**

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

The Property and Investment Committee considered an exempt report on property letting 'F'.

The Asset Management Contractor outlined the proposed terms of the lease and the benefits to the Council of securing this tenant.

Alternative options considered and rejected by the Committee:

- Not to agree the letting.

**Resolved** to approve the letting for property 'F' on the terms as set out in the exempt report.

**Reason for Decision:**

The letting will reduce the void rate within the building. It is in line with the business plan for the property and the terms are favourable in the current market.



## **2713/20 Exempt report - Property Letting 'G'**

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

The Property and Investment Committee considered an exempt report on property letting 'G'.

The Property and Development Manager outlined the proposed terms of the deferment and the risks and benefits associated with it.

Alternative options considered and rejected by the Committee:

- Not to agree the rent deferment.

**Resolved** to approve a rent deferment in relation to letting 'G', in return for a longer lease and extended security and an increase in the overall amount of rent received.

### **Reason for Decision:**

The proposed terms will assist the cash flow of the tenant in the difficult economic climate and should prevent void units and associated void costs.

### **NOTES:-**

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Property and Investment Committee (PIC) makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the PIC for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within five working days of the date on which a decision of the PIC is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a PIC decision for review the members doing so should in their notice of "call in":-***
  - ***Outline their reasons for requiring a review;***

- ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the PIC;***
  - ***Indicate whether, where the decision was taken collectively by the PIC, they wish the Leader or his nominee (who should normally be the Cabinet Member) to attend the committee meeting; and***
  - ***Indicate whether the officer making the report to the PIC or his/her representative, should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the PIC is the close of business on 30 June 2020.***

## Urgent actions

### Cabinet 15 July 2020

These are the urgent actions which have been taken since the last Cabinet meeting on 26 February 2020.

The following urgent actions were agreed by the Chief Executive in consultation with the Leader, on the following dates and for the reasons stated. These are not Key Decisions.

<b>DATE</b>	<b>ACTION</b>	<b>REASON FOR URGENCY</b>
<b>2 Mar 2020</b>	The renewal of a letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>16 Mar 2020</b>	The renewal of the lease for the Riverside Arts Centre, Sunbury	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>16 Mar 2020</b>	A new letting on part 1st floor, Charter Building, Uxbridge	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>27 Mar 2020</b>	The renewal of a letting at the Summit centre, Sunbury	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>27 April 2020</b>	Approval of a tenancy agreement for emergency temporary accommodation	The corporate let tenancy agreement needed to be entered into before the Cabinet or its sub-committee was next due to meet to provide emergency temporary accommodation to assist with the homelessness crisis during the current pandemic.
<b>18 May 2020</b>	The renewal of a letting in the Elmsleigh Centre, Staines-upon-Thames.	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>May 2020</b>	Approval of a new telephony system for Customer Services	The contract needed to be signed before the Cabinet was next due to meet
<b>29 May 2020</b>	A letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet

<b>30 May 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>2 June 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>2 June 2020</b>	A minor amendment to a letting, previously agreed on 11 February 2020, in respect of part 1st floor, Charter Building, Uxbridge	To secure the transaction completion of the lease required under the terms of the previous agreement, before the Cabinet or its Sub-Committee was next due to meet
<b>9 June 2020</b>	A new letting in the Elmsleigh Centre, Staines-upon-Thames	To secure the transaction completion of the lease required under the terms of the previous agreement, before the Cabinet or its Sub-Committee was next due to meet
<b>23 June 2020</b>	Letting of part 1 <sup>st</sup> floor Charter Building, Uxbridge and part ground floor, Porter Building Slough	To secure the transaction completion of the letting required before the Cabinet or its Sub-Committee was next due to meet
<b>25 June 2020</b>	A letting in the Elmsleigh Centre, Staines-upon-Thames	In order to secure the deal and enable the tenant to reopen the premises in the shopping centre before the Cabinet or its Sub-Committee was next due to meet.
<b>25 June 2020</b>	An assistance package for a letting in the Elmsleigh Centre, Staines-upon-Thames	Agreement to the request without delay enables the tenant to survive the present difficulties and keep the premises occupied.
<b>25 June 2020</b>	An assistance package for a letting in the Elmsleigh Centre, Staines-upon-Thames	Agreement enables the tenant to address the outstanding arrears which the Council can collect without further delay, and will ensure the viability of the business.