



*Please reply to:*

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Date: 8 March 2021

## Notice of meeting

### Overview and Scrutiny Committee

**Date:** Tuesday, 23 March 2021

**Time:** 6.00 pm

**Place:** Video conference call

#### **To: Members of the Overview and Scrutiny Committee**

Councillors:

V.J. Leighton (Chairman)	R.D. Dunn	N. Islam
O. Rybinski (Vice-Chairman)	T. Fidler	L. E. Nichols
C.L. Barratt	M. Gibson	D. Saliagopoulos
J.H.J. Doerfel	A.C. Harman	R.A. Smith-Ainsley
J.T.F. Doran	I.T.E. Harvey	

*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

Description	Lead	Timings	Page Number.
<p><b>1. Apologies</b></p> <p>To receive any apologies for non-attendance.</p>	Chairman	6.00pm	
<p><b>2. Minutes</b></p> <p>To confirm the minutes of the meeting held on 19 January 2021 and the Extraordinary meeting on 9 February 2021 as a correct record – <i>attached</i>.</p>	Chairman		5 - 16
<p><b>3. Disclosures of Interest</b></p> <p>To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.</p>	Chairman		
<p><b>4. Call-in of Cabinet decisions</b></p> <p>No Cabinet decisions have been called in.</p>	Chairman		
<p><b>5. Cabinet Forward Plan</b></p> <p>A copy of the latest Forward Plan is attached.</p> <p>If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>	Chairman		17 - 20
<p><b>6. Revenue Monitoring Q3 (Oct - Dec)</b></p> <p>To note the forecast outturn for 2020/21 as at 31 December 2020.</p>	Paul Taylor / Cllr Buttar	6.05pm	21 - 36
<p><b>7. Capital Monitoring Q3 (Oct-Dec)</b></p> <p>To note the current level of actual spend, committed spend and projected underspend capital expenditure in 2020/21 as at 31 December 2020.</p>	Paul Taylor / Cllr Buttar	6.25pm	37 - 44
<p><b>8. River Thames Task Group update</b></p> <p>To receive an update on the work of the River Thames Task Group.</p>	Chairman	6.45pm	45 - 52

Description	Lead	Timings	Page Number.
<b>9. Task Group - updates and closure</b>			
To note the work of the Task Groups.	Chairman	7.00pm	
To note that if the Committee system is adopted by Council in May future work will be subsumed into the relevant Committee and the Committees shall decide whether there is a need to set up a sub-committee or Task Group to look at a particular matter.			
<b>10. Work Programme</b>			
To consider the Committee's work programme for the remainder of the Municipal year – attached.	Chairman	7.05pm	53 - 54
Note: There are currently no planned meetings of the Overview and Scrutiny Committee for the remainder of the Municipal year and if the Council approves the adoption of the Committee system at its annual Council meeting in May the Overview and Scrutiny Committee will cease to exist from that point.			

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**Minutes of the Overview and Scrutiny Committee  
19 January 2021**

**Present:**

Councillor V.J. Leighton (Chairman)  
Councillor O. Rybinski (Vice-Chairman)

**Councillors:**

C.L. Barratt	T. Fidler	N. Islam
J.H.J. Doerfel	M. Gibson	T. Lagden
J.T.F. Doran	A.C. Harman	L. E. Nichols
R.D. Dunn	I.T.E. Harvey	D. Saliagopoulos

**In attendance:**

Councillors: M. Attewell, R.O. Barratt, C. Bateson, I.J. Beardsmore, S. Buttar, R. Chandler, S.A. Dunn, K.M. Grant, R.J. Noble, R.W. Sider.

**Apologies:** None.

**6/21 Minutes**

The minutes of the meeting held on 3 November 2020 were approved as a correct record.

**7/21 Disclosures of Interest**

There were none.

**8/21 Call-in of Cabinet decisions**

No Cabinet decisions have been called in.

**9/21 Cabinet Forward Plan**

The Cabinet Forward Plan was noted.

**10/21 The Lower Sunbury Lendy Memorial Lion**

The (Joint) Group Head Community Wellbeing introduced the report and explained that the Committee needed to consider two issues; the report written about the Lendy memorial by Alan Doyle and to recommend to Cabinet a course of action based on the information currently available and whether to accept the offer of supporting an application to the Arts and Humanities Research Council for a grant to undertake further research on the Lendy statue.

The Committee scrutinised the officers report and discussed each issue in turn.

On the first issue Members noted the online petition to save the Lendy Memorial had over 2,100 signatures and that the local community had expressed their support for the Memorial in posts on the Council's social media accounts.

The Committee felt strongly that the Council should listen to the community and ensure the memorial remain in situ with the coverings removed.

Members noted that the police had contacted officers and advised them to protect the memorial as there were concerns for its safety but agreed they did not believe there was any evidence to suggest the memorial was in danger at present. Members discussed the possibility of installing CCTV at the site but concluded it was not necessary.

Members strongly agreed that they would like information to be provided about the memorial in an appropriate format at the site.

Members noted the academics proposal and their intention to carry out the research with or without the Council's support.

The Committee thanked Mr Doyle for his thorough, impartial, and considered report which informed the debate and concluded that the memorial was erected by the local community in remembrance of two local brothers who fought in wars and distinguished themselves on the continent of Africa in the 19th century.

On the second issue, members agreed that they would like information to be provided about the memorial in an appropriate format at the site. Some members queried the provenance of the academics, who were reported to specialise in the history of North East Africa and the Caribbean, whereas the Lendy brothers had been posted to South East Africa.

The Committee were divided on the matter. Some members considered that Mr Doyle's report covered the points listed for research in the academics' proposal whilst others thought the Council should consider information provided from all sources.

The Committee noted that legislation is proposed to ensure that decisions on statues are made locally after public consultation.

The Committee, whilst resolving to provide a letter of support for the academics, did so by a tight margin of 7 votes to 5 with two members choosing to abstain.

The Committee resolved to make the following recommendations to Cabinet:

**Recommendation 1:**

- i. The Council supports the views of residents, as expressed in the petition. The statue should immediately be uncovered and left in place.

- ii. The Council provides at the site a plaque containing historical information, with more detailed information available, for example through a QR code.
- iii. The Committee agrees that the Council works with local informed sources and their wealth of information so other suggestions for ensuring access to detailed background information can be pursued, such as a booklet in the Embroidery Gallery and the involvement of the well-respected local history society.

**Recommendation 2:**

- i. Spelthorne provides a letter of support for the proposed application to the Arts and Humanities Research Council for a grant for academics to undertake further research on the Lendy statue.
- ii. Should any new information come to light the Council will review it and come to its own decision.
- iii. That this resolution should not delay the actions proposed in recommendation 1.

**11/21 Outline Budget 2021-2025**

The Deputy Chief Executive introduced the report.

The Chairman explained that she had arranged for the report to come before the Committee to provide an opportunity for all political groups to have greater involvement in the budget process at scrutiny level and to give members the chance to comment put forward their views on the matters to be considered when setting the budget. Unfortunately, due to the pressures of COVID, the Council's central government funding being agreed just before Christmas meant/. officers could not provide the report any earlier.

The Committee raised a number of queries on specific items which officers responded to at the meeting or agreed to look into and provide a written answer.

Members expressed concern that a press release regarding a proposed Council Tax freeze proposed by the Administration was released prior to the report going through the full reporting process.

The Committee noted that they would have the opportunity to ask further questions at the extraordinary Overview and Scrutiny meeting taking place on 9 February 2021 at which the Administration's final draft Budget proposals would be available for scrutiny.

The Committee noted the report on the Outline Budget 2021-2025.

**12/21 Reserves Policy**

The Chief Accountant introduced the report and in response to members confirmed that the Council's reserves had increased significantly over the last ten years as part of its risk mitigation strategy

The Committee considered the Reserves Policy and agreed to note the report.

**13/21 Treasury Management Strategy - half yearly report**

The Deputy Chief Accountant introduced the report.

The Committee scrutinised the report and noted that it reflected the position as at the end of September 2020.

The Committee acknowledged that the report could have been timelier but had been delayed due to a number of challenges including those relating to COVID and staffing changes and timing of the November Committee meeting.

Members of the Committee agreed that they would like the Council to review their investments with a view that they seek to identify ethical investment opportunities. Officers advised that this had been noted and Arlingclose were aware and had made the point that they needed to balance the financial interests of the Council. Councillors Buttar and Noble also confirmed that Cabinet were mindful of the Committees wishes on this matter.

The Committee agreed to note the report.

**14/21 Treasury Management Strategy Statement**

The Deputy Chief Accountant introduced the report and advised the Committee that it was currently in draft form and would be considered by Cabinet on 24 February 2021.

Members agreed to note the Treasury Management Strategy Statement for 2021.

**15/21 Work Programme**

The Chairman introduced the item and explained that the Council had taken the difficult decision to postpone the extraordinary meeting on the review of the EcoPark that had been due to take place on 2 February 2021. The Chairman explained that the Councils Environmental Health officers had been put under enormous pressure as they work to ensure that businesses are COVID compliant. The Chairman acknowledged that the postponement would be disappointing for the boroughs residents and have assurance that the meeting would be re-arranged as soon as it was possible to do so.

The Committee agreed to note the work programme.



### **16/21 Updates from Task Groups**

The Committee noted a written update from the Climate Change task group and a verbal update on the End of Life Celebration Centre both presented by Cllr Noble.

The Committee noted that the Climate Change task group had established a Financial Investments Review sub-group to look at the nature of the Council's investments and a longer-term strategy for moving towards greener investments.

Cllr Noble informed the Committee that the End of Life Celebration task group had not been able to meet due to the pandemic and officer availability.

The Committee noted that the Clean Streets task group were going to meet to discuss what they wanted to do going forward and thus did not feel it was appropriate to decide whether to appoint other members or to co-opt Cllr Gething at the meeting. Cllr Gibson praised the work of Spelthorne Litter Pickers which was echoed by the Committee.

The Committee noted the updates.

### **17/21 Exempt Business**

The Chairman advised the Committee that item 14 (Corporate Project Management) contained an exempt appendix to the report and that should members wish to ask a question or discuss the content of the appendix the Committee would need to move into a closed session.

**Resolved** to move the exclusion of the Press and Public to allow the Committee to ask questions on the confidential information contained in appendix 4 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.

### **18/21 Corporate Project Management**

The Committee noted that improvements to how the RAG ratings were presented had been made and thanked Cllr Noble and officers for their work on this.

The Committee expressed concern about the lack of confidential information on development schemes provided on this occasion and noted that as an Extraordinary Council meeting was to be held two days later to discuss development projects, Cabinet had considered that all councillors had had access to the information and an opportunity to comment on it at that meeting, and therefore it made sense to avoid having duplicate discussions.

Members raised a number of queries on the Sunbury leisure centre, which officers responded to or agreed to look into and provide a written answer.

The Committee agreed to note the update.

**Minutes of the Overview and Scrutiny Committee  
9 February 2021**

**Present:**

Councillor V.J. Leighton (Chairman)  
Councillor O. Rybinski (Vice-Chairman)

**Councillors:**

C.L. Barratt	T. Fidler	N. Islam
J.H.J. Doerfel	M. Gibson	T. Lagden
J.T.F. Doran	A.C. Harman	L. E. Nichols
R.D. Dunn	I.T.E. Harvey	D. Saliagopoulos

**Apologies:** Apologies were received from the Leader, Councillor J.R. Boughtflower. The Deputy Leader, Councillor M.M. Attewell attended on his behalf.

**In attendance:**

Councillors M.M. Attewell, C. Bateson, S. Buttar and K.M. Grant.

**35/21 Disclosures of Interest**

There were none.

**36/21 Draft Capital Strategy**

The Group Head of Regeneration and Growth introduced the report and explained that the Council are required to have a Capital Strategy in place, that it runs for five years and acts as an overarching document that compliments and informs the Capital Programme.

The Committee heard that there had been a fundamental change in approach, that the Council had not undertaken commercial investments for nearly three years and the details of the investments were subsequently included in the historical background appendices. The focus of this Strategy was on delivering affordable housing, the regeneration programme and green initiatives.

The Deputy Leader and Portfolio Holder for Community Wellbeing and Housing, Councillor Attewell, was invited to address the Committee. Councillor Attewell advised the Committee that she had asked officers to update the strategy to provide additional detailed information on the affordable housing breakdown for all Council schemes.

Members queried where the Programme Board (to be set up as a sub-committee of Policy and Resources Committee), which had been agreed at Full Council, was within the strategy and acknowledged that the board had been included in the governance section of the draft Strategy

One member stated that he was unsure of the process for awarding Community Infrastructure Levy (CIL) payments. The Group Head of Regeneration and Growth explained that the work of the CIL Task Group had moved forward in recent weeks and that there was a substantial sum of money available to be apportioned out, and that the Task Group would be looking at bids carefully in order to make informed recommendations as to where the money would be spent. The Committee were also advised that there would be a report with recommendations from the Task Group coming to the March Joint Committee on the matter.

A member queried the housing units and hotel figures stated in paragraph 6.9. The Group Head of Regeneration and Growth explained that the wording used may have resulted in some confusion and clarified which schemes were referred to and that figures stated came from the Strategic Land Availability Assessment. The Group Head advised that the figures would not necessarily be replicated in a future planning application.

In response to members questions the Deputy Chief Executive explained that prior to transferring properties to Knowle Green Estates (KGE) an independent valuation would take place which would assume the maximum number of affordable housing units which would then drive the purchase price that KGE would pay and this would determine the repayments and interest payments payable by KGE to the Council. The Deputy Chief Executive acknowledged that the strategy contained a statement that required amendment to make it clear that there was not expected to be a surplus on Capital return.

A member expressed concern that by providing affordable housing the Council may inadvertently be encouraging private developers to avoid delivering affordable housing but acknowledged that developers were still required to go through a viability process and independent assessments and that any provision made by the Council would not change these requirements.

In response to a member's question the Deputy Chief Executive explained that the higher the proportion of affordable housing delivered would result in Council receiving a lower interest margin but that for affordable housing units, as there is not a state aid issue the Council could lend at equivalent rates rather than market rates to KGE, which makes affordable housing units more affordable for KGE.

In response to members questions the Deputy Chief Executive advised the Committee that funding for Leisure Centre is linked to the other Council schemes and their contribution to the Council's revenue budget.

Members expressed the view that the Strategy did not provide sufficient detail on the Council's green projects and that the £100k provision was not enough. Members agreed that they would like the strategy to be more innovative in combating climate change and needed to look at Spelthorne as a whole and not just the improvements to the Council building and fleets carbon footprint.

In response the Deputy Chief Executive informed the Committee that the Council is making a significant investment (£4million) to ensure the Leisure Centre would be fully Passivhaus compliant and was seeking additional funding for other initiatives such as installing more Electric Vehicle charging points across the borough..

A member queried if provision could be made for improving entertainment, cultural and historical facilities to encourage people to visit the borough. In response the Group Head of Regeneration and Growth explained that the strategy is updated annually and if the Staines Development Framework revealed a need to make improvements it would be possible to incorporate this.

Members expressed concern about parking re-provision and acknowledged that officers were aware of this issue and some re-provision had already been budgeted for in the draft Capital Programme being put to February Council.

Members expressed the view that although it was a live document the strategy was too long, some of the information was irrelevant, that there were instances of duplication and that it needed to be stripped back and re-written.

The Group Head of Regeneration and Growth advised the Committee that the strategy needed to be approved at the same time as the Capital Programme which did not leave time for a complete rewrite, but the historical appendices could be removed and put on the website with a link within the report and some tweaks made.

The Committee acknowledged that there was a balance that needed to be struck between brevity and providing a sufficient level of detail and transparency.

The Committee resolved to make the following recommendations to Cabinet:

**Recommendation 1:** The Committee recognises the live nature of this Strategy and accepts that due to time constraints it is not possible to re-write the Strategy this year but the Committee requests that in future the Strategy is more forward focused, and a tracked changes version is available for members to review to see how the Strategy has evolved.

**Recommendation 2:** That officers update the Strategy to make it more concise, replacing appendices with links where possible, prior to being presented to Cabinet on 24 February 2021.

**Recommendation 3:** That the information provided in paragraph 6.9 is updated to make it clear that the figures quoted are from the Strategic Land Availability Assessment and not any future planning application or any previous development scenarios members may have seen.

### **37/21 Detailed Revenue Budget**

The Chief Accountant introduced the report and drew the Committee's attention to the key aspects and explained that the details of how officers had arrived at the figures stated was set out in section three. The Chief Accountant informed members that the Chief Financial Officer is satisfied that the Council have complied with the CIPFA code and legislation as set stated in section eight.

The Portfolio Holder for Finance, Councillor Buttar, was invited to address the Committee. Councillor Buttar informed the Committee the Council had listened to members views and tried to incorporate them.

In response to members questions the Deputy Chief Executive informed the Committee that a detailed breakdown of the figures by Portfolio Holder would be going to Council along with appendices containing additional information including the comparison of Council Tax with Surrey County Council and the Police and Crime Commissioner and a year-on-year breakdown.

Members expressed the view that it was not clear what would be covered by the £1 million for contingency issues relating to COVID-19 and expressed concern that as a result of COVID-19 there had been an increase in domestic violence and financial hardship and sought assurance that there would be provision for supporting these areas whilst noting that, as a borough council, the Council was not the lead authority for addressing domestic abuse.

The Deputy Chief Executive informed members that the Family Support team, which had expanded, did encounter domestic abuse issues with some of the families they work with and it was anticipated that other frontline staff would encounter some domestic abuse issues, but that staff did receive training and support. Members were advised that the Grants Panel had considered the range of issues generated by COVID-19 and that these issues were taken into account in the recommendations on grant allocations to Cabinet and that the report to Cabinet would be published on 16 February. The Deputy Chief Executive confirmed that the report did include the details of a grant towards the Citizens Advice Bureau and that the Council makes contributions to Surrey domestic violence support.

The Deputy Leader and portfolio holder for Community Wellbeing and Housing, Councillor Attewell, was invited to comment and confirmed that there were concerns that Housing Associations would take action against those in rent arrears when they were able to do so and that a COVID-19 Recovery Plan was being worked on.

In response to further questions the Deputy Chief Executive explained that the residents may be eligible for Council Tax Support if their income is negatively impacted which would result in the Council receiving less council tax income. He advised that the government had provided some grant funding to cover this but if pressures were higher than anticipated this would need to be covered by the COVID-19 contingency fund.

Members queried provision for external audit and if the risk had been legally assessed. The Deputy Chief Executive informed the Committee that the risk had not been legally assessed but that was a prudent precaution to ensure funds were available if the issue could not be resolved.

In response to members questions the Chief Accountant explained that it was generally accepted that unused contingencies could go back into the general fund once it was identified that the contingency was no longer required, and Councillors would be asked to agree any proposed spend.

A member asked the Deputy Chief Executive if he could explain the increase in staffing levels and noted that the starting point for the increase in 2016 was following a decade of funding cuts which had resulted in year-on-year salami slicing cuts resulting in a need for resilience of services to be rebuilt. Members noted that the largest element of the increase in staffing during this period related to bringing the grounds maintenance staff in house which produced an annual saving of £250,000 per annum.

One member expressed concern that by freezing the Council Tax base for one year the Council would not catch up in future years as increases would always be from a lower base and under the council tax referenda regulations the forgone increases cannot be caught up. The Deputy Chief Executive explained that had the Council imposed the maximum increase it would have equated to approximately an additional £200k towards the budget in the short term and that the impacts had been modelled as one of the seven scenarios presented with the Outline Budget at the previous month's Committee.

In response to members concerns about the Council's investments the Chairman advised the Committee that the issue had been raised in the past and that the Council were working with Arlingclose to review the investment portfolio but it would take time to identify appropriate investments and move away from the current investment programme.

Members discussed the Council's provision for Green projects and climate change and agreed that they felt there was inadequate provision and that the Council's aspirations in this area were not sufficient.

The Deputy Chief Executive highlighted that the timetable for the Budget process this year had been particularly tight due to the lateness of the Government funding announcements as a result of COVID-19, and the Chairman highlighted that as an improvement to the Budget process the timetable had been adjusted to accommodate this Extraordinary meeting of the Committee. The Deputy Chief Executive explained that the Chief Accountant was working on bringing forward elements of the budget process next year.

The Committee resolved to recommend to Cabinet:

**Recommendation 1:** The Committee was concerned over the adequacy of the monies set aside for green issues and climate change, which undermines

the pledge in the draft Capital Strategy that climate change is a priority and asks Cabinet to review this.

**Recommendation 2:** That next year the Overview and Scrutiny Committee (or Service Committees if the Council agrees to adopt the Committee System governance model at the Annual Council meeting in May) will have sight of the budget earlier in the process to enable them to be fully involved in the shaping of the final budget before it is presented to Council for approval.



## Spelthorne Borough Council Cabinet and Property and Investment Committee Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr J. Boughtflower	Leader of the Council	<a href="mailto:Cllr.boughtflower@spelthorne.gov.uk">Cllr.boughtflower@spelthorne.gov.uk</a>
Cllr J. McIlroy	Deputy Leader	<a href="mailto:Cllr.mcllroy@spelthorne.gov.uk">Cllr.mcllroy@spelthorne.gov.uk</a>
Cllr S. Buttar	Finance	<a href="mailto:Cllr.buttar@spelthorne.gov.uk">Cllr.buttar@spelthorne.gov.uk</a>
Cllr M. Attewell	Community Wellbeing and Housing	<a href="mailto:Cllr.attewell@spelthorne.gov.uk">Cllr.attewell@spelthorne.gov.uk</a>
Cllr R. Barratt	Compliance, Waste and Risk	<a href="mailto:Cllr.barratt@spelthorne.gov.uk">Cllr.barratt@spelthorne.gov.uk</a>
Cllr R. Chandler	Leisure Services	<a href="mailto:Cllr.chandler@spelthorne.gov.uk">Cllr.chandler@spelthorne.gov.uk</a>
Cllr T. Mitchell	Planning and Economic Development	<a href="mailto:Cllr.mitchell@spelthorne.gov.uk">Cllr.mitchell@spelthorne.gov.uk</a>
Cllr R. Noble	Communications, Corporate Management and Environment	<a href="mailto:Cllr.noble@spelthorne.gov.uk">Cllr.noble@spelthorne.gov.uk</a>

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to [committee.services@spelthorne.gov.uk](mailto:committee.services@spelthorne.gov.uk)

Please direct any enquiries about this Plan to the Principal Committee Manager, Michelle Beaumont, at the Council offices on 01784 446337 or e-mail [m.beaumont@spelthorne.gov.uk](mailto:m.beaumont@spelthorne.gov.uk)

## Spelthorne Borough Council

### Cabinet and Property and Investment Committee Forward Plan and Key Decisions for 1 March 2021 to 31 July 2021

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 24 03 2021	Transfer of properties from Spelthorne Borough Council to Knowle Green Estates Ltd.	Non-Key Decision	Part public/part private	Nick Cummings, Property and Development Manager Deputy Leader
Cabinet 24 03 2021	Public Space Protection Orders - Unauthorised Mooring To consider a proposal to make new powers to prevent unauthorised Mooring – Proposed Public Space Protection Order, following the results of stakeholder consultation.	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services Portfolio Holder for Compliance, Waste and Risk
Cabinet 24 03 2021	Public Space Protection Order - Injunction (Unlawful Encampments) To consider a proposal to make Public Space Protection Orders in the borough and to consult residents on the matter.	Non-Key Decision	Public	Karen Limmer, Temporary Principal Solicitor Portfolio Holder for Compliance, Waste and Risk
Cabinet 24 03 2021	Reopening of the Spelthorne Leisure Centres – request for funding	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Confidential	Terry Collier, Deputy Chief Executive Councillor Rose Chandler

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 19 05 2021	Corporate Health and Safety Policy To adopt a Corporate Health and Safety Policy	Non-Key Decision	Public	Stuart Mann, Health & Safety Officer Portfolio Holder for Compliance, Waste and Risk
Cabinet 19 05 2021	Community Asset Policy To consider the proposed Community Asset Policy.	Non-Key Decision	Public	Nick Cummings, Property and Development Manager Deputy Leader
Cabinet 19 05 2021 Council 27 05 2021	Members' Allowance Scheme 2021-2022 To consider the report of the Independent Remuneration Panel on a review of the Members' Allowances Scheme for 2021-2022	Non-Key Decision	Public	Gillian Scott, Committee Services Support Officer Leader of the Council

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# Cabinet

24 February 2021



	<b>Revenue Monitoring Report 2020/21 as at 31 December 2020</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Paul Taylor – Chief Accountant
<b>Cabinet Member</b>	Councillor Sati Buttar
<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability
<b>Recommendations</b>	<b>Cabinet to note the forecast outturn for 2020/21 as at 31 December 2020</b>
<b>Reason for Recommendation</b>	Not applicable

## 1. Key issues

1.1. This report provides a summary of the forecast outturn position for the financial year 2020-21 as at 31 December 2020, which is forecasting an underspend of £1.29m, this is a decrease of £0.23m on the September 2020 forecast underspend of £1.52m.

This is due to a revised budget allocation of £0.07m for Environmental Enhancements and £0.15m in respect of Net Asset Income shown below.

1.2. The report considers the Council's financial position in the light of the COVID-19 pandemic. It should be noted that the COVID-19 pandemic has created a dynamic environment leading to continuous change to plans and figures. The current environment is constantly changing in relation to events, plans and programmes. As a result of this it is inevitable that there will be changes over time in financial information, forecasts and reports to Members.

1.3. The key variances are summarised in the table below, with a more detailed information on the variances by portfolio shown in section 2.

1.4. The impact of COVID-19 is shown as an underspend of £1.19m, this considers the Supplementary Revenue Estimate which was approved by Council. This indicates that the Council will not need to apply all the £2.2m supplementary estimate, funded from reserves, that was approved by Council on 21st May and a recommendation has been made to establish an earmarked reserve for COVID-19 in 2021/22 with the unused funds. Non COVID-19 expenditure is showing an underspend of £0.17m.

1.5. **COVID-19 Uncertainties** – The table shows the impact of COVID-19 on those areas affected. Appendix A and B show an additional breakdown of the forecast impact of COVID-19 on each area within the Council’s General Fund budget. The forecast overspends are based on discussions with Budget Managers and are based on knowledge available to Budget Managers and should be a realistic and prudent assessment. However, it should be recognised that it is difficult for Managers to form a judgement on circumstances which are currently very fluid. There are several unknowns such as when the lockdown and measures on social distancing will end and importantly when a return to normal activity will occur.

<b>Forecast Outturn Position at 31/3/21</b>	<b>Revised Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>COVID-19 Variance £'000</b>	<b>Non COVID-19 Variance £'000</b>	<b>Total Variance £'000</b>
Service Level Expenditure	59,989	60,558	1,284	-715	569
Housing Benefit Income	-25,621	-25,088	-	533	533
Service level Income	-12,041	-10,419	1,607	15	1,622
Salary budget saving ( <i>actual vacancy savings are reflected in services level expenditure</i> )	-300	-	-	300	300
2020/21 Pay Award	-	40	-	40	40
Supplement.COVID-19 Budget	2,200	-	-2,200	-	-2,200
Net Asset Income	-10,124	-9,770	-	355	355
Project Delivery Fund	1,397	1,397	-	-	-
Other Adjustments	-390	-455	629	-694	-65
External Financing	-4,351	-6,862	-2,511	-	-2,511
Revenue Carry forward	-204	-204	-	-	-
General Fund Reserves	-2,273	-2,273	-	-	-
Council Tax Income	-8,282	-8,282	-	-	-
<b>Net Over/(Underspend)</b>	<b>-</b>	<b>-1,357</b>	<b>-1,191</b>	<b>-166</b>	<b>-1,357</b>

1.6. COVID-19 Grant funding for the General Fund – Funding has been received from central government to mitigate the impact of COVID-19 together with a New Burdens Grant to offset the costs of the additional work involved in administering the Business Support Grants and the 100% Business Rate Relief schemes. Government has also announced additional funding will be provided for the loss of income resulting from the pandemic. Councils will have to meet the first 5% of the loss and will receive 75% funding for the

remainder of the loss of Sales, Fees and Charges. The additional grant funding is shown in the table below.

<b>COVID-19 Revenue Grants</b>	<b>£'000</b>
COVID-19 Grant (Tranche 1) – Received	34
COVID-19 Grant (Tranche 2) – Received	987
COVID-19 Grant (Tranche 3) – Received	161
COVID-19 Grant (Tranche 4) - Received	304
New Burdens Grant – Received	130
Income Recovery Grant (estimated claim)	895
<b>Anticipated COVID-19 Revenue Grant Support</b>	<b>2,511</b>

1.7. **Business Support Grants** – Government has provided additional funding to Local Government to be distribute to eligible small businesses within the Council’s area to mitigate against the financial impact of COVID-19. This funding provided was provided in the form of a non-discretionary scheme and a discretionary scheme. The Non- Discretionary Grants scheme ended on the 31 December. In addition to this Government has provided grant funding to Councils to enable additional Council Tax Support of up to £150 per eligible council taxpayer to be provided to Council Taxers who receive Council Tax Support.

<b>Business Grants</b>	<b>Grant Received</b>	<b>Grant Distributed as at 31/12/2020</b>
	<b>£000’s</b>	<b>£000’s</b>
Non-Discretionary Business Grant	14,428	13,054
Discretionary Business Grant	715	715
Council Tax Hardship Grant	588	471

## 2. Significant Forecast Budget Under/(Over)spends at year end by Portfolio

2.1. The following tables identifies significant forecast over and underspends greater than £20,000 or 5% of the respective cost of services within each Cabinet portfolio, whichever is the lower. Figures shown without brackets represent an overspend, figures shown within brackets represent an underspend.

## Leader - Portfolio

<b>Spend Area</b>	<b>Variance £'000</b>	<b>Comment</b>
Corporate Governance	20	Additional consultancy costs relating to Group Head recruitment
Democratic Rep & Management	(33)	Reductions in the number of members in Cabinet and frequency of meetings.
Elections	(10)	May 2020 Elections cancelled due to COVID-19
Legal	47	Additional temporary/agency staff costs offset by increased income.
Staines Town Centre Mgt	90	The £390k per annum income share under the previous arrangement with Elmsleigh has been replaced with £300k (index linked) being top sliced from the Elmsleigh rental directly.
Information Technology	(60)	Anticipated savings from vacant posts
<b>Total significant net variances</b>	<b>54</b>	

## Deputy Leader - Portfolio

<b>Spend Area</b>	<b>Variance £'000</b>	<b>Comment</b>
Asset Mgt Administration	64	Income is £140k under recovered, together with an overspend of £57k COVID-19 expenditure for establishing the Stanwell Foodbank, offset by an underspend of (£133k) due to staff vacancies.
Development Properties	891	This relates to costs of properties awaiting development mainly Elmsleigh Centre Multi Storey, Hannover House & Thameside House. These relate in large part to large charges for Business Rates. These Business Rates charges are currently under appeal with the Valuation Office. This represents a worst-case scenario but are included at this stage based on prudence. The service charges in relation to Elmsleigh multi storey car park service charges can also be mitigated from the Elmsleigh Sinking Fund.
<b>Total significant net variances</b>	<b>955</b>	



### Finance - Portfolio

Spend Area	Variance £'000	Comment
Accountancy	77	Additional costs in respect of recruiting a temporary Chief Accountant and a project manager dealing with our outstanding audits.
<b>Total significant net variances</b>	<b>77</b>	

### Leisure & New Leisure – Portfolio

Spend Area	Variance £'000	Comment
Leisure Admin	16	Additional costs incurred covering two posts on maternity leave
Spelthorne Leisure Centre	559	Loss of income plus support package for Spelthorne Leisure Centre. This includes an amount paid to SLM of £217k for additional costs and the loss of income from the Management Fee of £260,000. This loss of income is reduced by COVID-19 Grant of £189k which is shown elsewhere in the Budget.
Public Health	66	Higher expenditure due to COVID-19 and reduced income from courses
<b>Total significant net variances</b>	<b>641</b>	

### Communications, Corporate Management and Environment – Portfolio

Spend Area	Variance £'000	Comment
Corporate Management	90	The overspend represents expenditure on River Thames improvements (to be met from reserves), increased bank charges and expenditure due to the COVID-19 pandemic, offset by two unfilled staff vacancies.
Facilities Management	(36)	Underspend due to staff vacancies and reduces printing costs etc. because of fewer staff being in the office due to COVID-19
<b>Total significant net variances</b>	<b>54</b>	

## Community Wellbeing & Housing- Portfolio

<b>Spend Area</b>	<b>Variance £'000</b>	<b>Comment</b>
SPAN	(40)	Surrey Telecare grant of £10k & additional SPAN income
Com Care Admin	(86)	Vacant positions hoping to be filled by January 2021
Day Centres	115	Income affected by the closure of day centres offset by vacancies and reduced spend on supplies and services
Meals on Wheels	(5)	Additional income
SAT	42	Income is reduced due to COVID-19
People & Partnerships	18	Increased grants as a response to COVID19
Housing Needs	60	Overspend on staffing budget due to an unbudgeted post transferred from Family Support and additional overtime because of COVID-19, offset by reimbursements from subsidiary companies.
Homelessness	125	Bed and Breakfast costs higher than budgeted due to additional demands arising from COVID-19
Housing Benefit Admin	(66)	Additional new burdens grants received
Housing Benefit Payments	(77)	Increase in Discretionary Housing Payments Contribution, amount not known until after budget set
<b>Total significant net variances</b>	<b>86</b>	

### Compliance, Waste and Risk Management- Portfolio

Spend Area	Variance £'000	Comment
Car Parks	886	Income is lower than budgeted due to COVID-19 pandemic & lower business rates
Cemeteries	(49)	Burials higher than budgeted due to an increase in number of deaths
Community Safety	(67)	Savings in CCTV maintenance, together with additional S106 funding for the project.
DS Manage. and Support	(6)	Reduced income as the contract with Runnymede has ended, offset by unfilled staff vacancies.
Licensing	9	Income lower than budgeted due to COVID-19
Refuse Collection	4	Additional staff costs offset by increased income from Green Waste
Staines Market	190	Income lower than budgeted due to COVID-19 & higher business rates
Taxi Licensing	34	Income lower than budgeted due to COVID-19
Waste Recycling	231	Increase in the gate fees charged by Surrey and reduced income recycling credits.
<b>Total significant net variances</b>	<b>1,232</b>	

### Planning and Economic Development - Portfolio

Spend Area	Variance £'000	Comment
Building Control	98	Income lower than budgeted due to COVID-19
Economic Development	90	Project costs to be funded from NNDR retention pilot funds for Business Incubator and Staines Town Centre.
Land Charges	10	Income lower than budgeted due to COVID-19
Planning Development	(569)	£499k due to an increase in planning fee income and £67k due to unfilled vacancies.
Planning Policy	44	This is mainly attributable to Local Plan costs not budgeted, but expected, less a staffing vacancy.
Public Halls	26	Income lower than budgeted due to COVID-19
<b>Total significant net variances</b>	<b>(301)</b>	

## 2.2. Net Asset Income (Commercial and Regeneration Assets)

The table below shows the latest monitoring position for the acquired assets, the net income is used to meet additional expenditure resulting from reduced government grant, Surrey County Council funding and other pressures.

<b>Net Asset Income from Commercial and Regeneration Assets</b>	<b>Revised Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
<b>Rental Income</b>	(53,006)	(52,874)	132
<b>Loan Interest Payable</b>	24,035	24,258	223
<b>Minimum Revenue Provision</b>	11,903	11,903	0
<b>Sinking Funds</b>	5,814	5,814	0
<b>Asset Supervision Costs</b>	1,130	1,130	0
<b>Net Income (used to fund Revenue budget)</b>	<b>(10,124)</b>	<b>(9,769)</b>	<b>355</b>

2.2. It can be seen in the table above that the Council places a significant amount of the income earned into sinking funds (£5.814m) to cover future changes in circumstance, such as capital refurbishments or rent-free periods. The sinking funds are being built up over several years in anticipation of when required. The aggregate forecast sinking fund balance at 31 March 2021 is as follows:

<b>Proposed Allocation to Reserves</b>	<b>Balance 31/03/20 £'000</b>	<b>Additions 2020/21 £'000</b>	<b>Applied 2020/21 £'000</b>	<b>Balance 31/03/21 £'000</b>
<b>Total</b>	<b>20,504</b>	<b>5,814</b>	<b>(1,141)</b>	<b>24,533</b>

## 2.4 Project Delivery Fund Contributions

This Project Delivery Fund provides funding for two separate projects: -

- A sum of £0.9m was set aside for a Green Belt Fighting Fund currently none of this funding has been required and it is anticipated that this provision will be carried forward into the next financial year.
- The balance of the Fund £0.497m (£1.397m minus £0.9m) was set aside before the impact of COVID-19 occurred, to be allocated by Cabinet to support several specific projects. Following the start of the Pandemic, it was then decided to retain the funding to offset any net financial impact from COVID-19. At this current time, it appears that the financial position of the Council is such that these funds could be considered for release for other projects.

## 2.5 **Impact on the Council's Cash Flow because of COVID-19**

There is a concern amongst Billing Authorities (i.e., the borough and district councils who raise the bills) about the extent to which COVID-19 reduces the cash collected in respect of Council Tax and Business Rates. As many Billing Authorities only retain a small proportion of, with the majority collected being paid to preceptors. The concern is as precepts were set well before the start of the financial year, prior to the onset of COVID-19 collection rates will be significantly below expectation as the finances of residents and local businesses are impacted. As precept payments to Surrey County Council, Surrey Police and the Government were set in line with statute the gearing effect will reduce the Spelthorne's cashflow. The impact of this is shown in the table above under Other Adjustments. The impact is £0.629m, which comprise a loss of interest receivable of £0.398m because of lower interest rates and additional short term borrowing costs of £0.231m.

2.6 Currently the Council Tax and Business Rates collection rate stand at 90.7% and 75.3% respectively. If these rates continue to the end of the year the impact of these lower rates on the Council's cash flow is estimated at £3.8m. These lower collection rates will impact on the Council's borrowing costs in 2020/21. If the Council is unable to collect Council Tax/Business Rates in 2020/21 in line with the levels of previous years, it is also likely that additional bad debt provisions will need to be made in 2020/21 in respect of any uncollected debt. This could give rise to deficits on the Collection Fund for both Council Tax and Business Rates which are apportioned between SBC and the preceptors. As deficits must be met from future budgets, this places additional pressure on the budget setting process for 2021-22. The Council is monitoring collection rates closely, to assess the risks. Government has advised that they will be flexing the regulations to enable Collection Fund deficits to be spread over 3 years, rather than 1 year as at present and 75% of "irrecoverable" collection fund losses will be reimbursed by Government.

2.7 **Charges to Knowle Green Estates Ltd-** Knowle Green Estates is a wholly owned company set up to meet the housing needs of residents including affordable rented and private rented accommodation and key worker homes. The company does not directly employ any staff but commissions or procures the work required by the Board from the Council. The services provided by the Council are provided at cost. The company is at an early stage in its development cycle and it would not be appropriate at this time to take on the burden of fixed overhead costs until it becomes more mature.

2.8 In 2020/21 the estimated charges made to Knowle Green Estates for services provided by the Council are set out in the table below.

<b>Spelthorne Charges for Services to Knowle Green Estates Ltd</b>		
	<b>2020/21 Budget £000's</b>	<b>2020/21 Forecast Outturn at December £000's</b>
<b>Charges for Commissioned Work</b>		
Senior Management	9,700	9,700
Property Team	70,600	93,500
Finance	5,500	11,100
Housing	3,500	5,800
Legal	12,000	12,300
<b>Total of Commissioned Work</b>	<b>101,300</b>	<b>132,400</b>
<b>Debt Financing Costs</b>		
Loan Interest*	101,320	101,320
Loan Repayment*	45,780	46,780
<b>Total to be recharged by Spelthorne</b>	<b>248,400</b>	<b>280,500</b>

Table Note \* Debt financing for assets transferred from Spelthorne Borough Council to Knowle Green Estates Ltd.

## 2.9 2020/21 Pay Award

Additional Provision been included within the budget to allow for the backdated pay award, relating to the 0.25% by which the national pay award exceeded the local Spelthorne pay award, which has been agreed by the Council at an estimated cost of £40,000.

## 3. Financial implications

3.1. Financial implications are as set out within the report and appendices.

## 4. Other considerations

4.1. There are none.

## 5. Timetable for implementation

5.1. Monthly financial monitoring reports are produced for Management team.

**Background papers: None**

**Appendices:**

**Appendix A – Net Revenue Budget Monitoring in aggregate at 31-12-20**

**Appendix B – Net Revenue Budget Monitoring by expenditure and income at 31-12-20**

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**APPENDIX A**

**2020/21 Net Revenue Budget Monitoring  
As at end of 31 DECEMBER 2020**

	2020/21		2020/21	2020/21	2020/21	2020/21
	Budget		Forecast	Variance	Variance	Variance
	Original	Revised	Outturn	Covid	Non-Covid	to Revised
	£	£	£			£
Gross Expenditure	62,712,500	59,989,400	60,558,370	1,283,517	(714,547)	568,970
Less Housing Benefit grant	(28,621,000)	(25,621,000)	(25,087,700)	-	533,300	533,300
Less Specific fees and charges income	(12,040,600)	(12,040,600)	(10,418,934)	1,607,559	14,107	1,621,666
<b>Net Expenditure - broken down as below</b>	<b>22,050,900</b>	<b>22,327,800</b>	<b>25,051,736</b>	<b>2,891,076</b>	<b>(167,140)</b>	<b>2,723,936</b>
Leader of the Council	2,556,200	2,544,200	2,608,860	(86,020)	150,680	64,660
Deputy Leader	2,419,000	2,419,000	3,399,840	65,583	915,257	980,840
Finance	4,389,000	4,434,000	4,503,600	134,833	(65,233)	69,600
Community Wellbeing	1,520,700	1,548,800	1,591,400	394,186	(351,586)	42,600
Housing	2,318,500	2,383,200	2,424,300	384,651	(343,551)	41,100
Leisure Services	48,300	48,300	679,100	638,972	(8,172)	630,800
Compliance, Waste & Risk	4,248,100	4,248,100	5,462,100	1,607,472	(393,472)	1,214,000
Planning & Economic Development	1,060,100	1,060,100	759,386	(332,252)	31,538	(300,714)
Communications & Corporate Management	2,222,400	2,285,500	2,347,430	86,311	(24,381)	61,930
Environment	1,268,600	1,356,600	1,275,720	(2,659)	(78,221)	(80,880)
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>22,050,900</b>	<b>22,327,800</b>	<b>25,051,736</b>	<b>2,891,076</b>	<b>(167,140)</b>	<b>2,723,936</b>
Salary expenditure - Vacancy monitoring	(300,000)	(300,000)	-	-	300,000	300,000
2020/21 Pay Award Settlement	-	-	40,000	-	40,000	40,000
<b>NET EXPENDITURE</b>	<b>21,750,900</b>	<b>22,027,800</b>	<b>25,091,736</b>	<b>2,891,076</b>	<b>172,860</b>	<b>3,063,936</b>
<b>NET EXPENDITURE</b>	<b>21,750,900</b>	<b>22,027,800</b>	<b>25,091,736</b>	<b>2,891,076</b>	<b>172,860</b>	<b>3,063,936</b>
Covid-19 Supplementary Estimate		2,200,000	-	(2,200,000)		(2,200,000)
Asset Acquisition Income	(53,006,200)	(53,006,200)	(52,874,290)	-	131,910	131,910
Interest Payable-Long Term	24,034,600	24,034,600	24,257,600	-	223,000	223,000
Minimum Revenue Provision	11,902,900	11,902,900	11,902,900	-	-	-
Refurbishments Reserve Contributions	5,814,000	5,814,000	5,814,000	-	-	-
Asset Supervision Costs	1,130,000	1,130,000	1,130,000	-	-	-
Project Delivery Fund Contributions	1,397,400	1,397,400	1,397,400	-	-	-
Interest Receivable	(1,340,000)	(1,340,000)	(1,636,000)	398,000	(694,000)	(296,000)
Interest Payable-Short Term	200,000	200,000	430,800	230,800	-	230,800
Revenue Contributions to Capital Outlay	750,000	750,000	750,000	-	-	-
<b>BUDGET REQUIREMENT</b>	<b>12,633,600</b>	<b>15,110,500</b>	<b>16,264,146</b>	<b>1,319,876</b>	<b>(166,230)</b>	<b>1,153,646</b>
Baseline NNDR Funding	(3,000,000)	(3,000,000)	(3,000,000)	-	-	-
Non Ring-fenced Grants	(800,000)	(800,000)	(800,000)	-	-	-
Covid-19 Support Grant	-	0	(2,511,000)	(2,511,000)	-	(2,511,000)
New Homes Bonus	(551,100)	(551,100)	(551,100)	-	-	-
<b>NET BUDGET REQUIREMENT</b>	<b>8,282,500</b>	<b>10,759,400</b>	<b>9,402,046</b>	<b>(1,191,124)</b>	<b>(166,230)</b>	<b>(1,357,354)</b>
2019/20 Revenue carry forward	0	(204,200)	(204,200)	-	-	-
General Fund Reserves- Supplementary Estimate		(2,272,700)	(2,272,700)	-	-	-
Collection Fund Surplus/(deficit)	(63,000)	(63,000)	(63,000)	-	-	-
Income from Council Tax	(8,219,500)	(8,219,500)	(8,219,500)	-	-	-
<b>Net Position</b>	<b>-</b>	<b>-</b>	<b>(1,357,354)</b>	<b>(1,191,124)</b>	<b>(166,230)</b>	<b>(1,357,354)</b>

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REVENUE MONITORING 2020/21						
EXPENDITURE AND INCOME SUMMARY 31 DECEMBER 2020						
Results to 31-Dec-20	Budget		Forecast Outturn	Covid-19 Variance	Non-Covid-19 Variance	Total Variance to Revised
	Original	Revised				
	£	£	£	£	£	£
<b>Leader of the Council</b>						
Employees	2,010,400	2,010,400	2,137,900	259	127,241	127,500
Other Expenditure	1,258,100	1,246,100	1,064,560	(86)	(181,454)	(181,540)
Income	(712,300)	(712,300)	(593,600)	(86,200)	204,900	118,700
	<b>2,556,200</b>	<b>2,544,200</b>	<b>2,608,860</b>	<b>(86,026)</b>	<b>150,686</b>	<b>64,660</b>
<b>Deputy Leader</b>						
Employees	1,237,200	1,237,200	1,130,490	4,691	(111,401)	(106,710)
Other Expenditure	1,818,400	1,818,400	2,765,650	60,596	886,654	947,250
Income	(636,600)	(636,600)	(496,300)	300	140,000	140,300
	<b>2,419,000</b>	<b>2,419,000</b>	<b>3,399,840</b>	<b>65,587</b>	<b>915,253</b>	<b>980,840</b>
<b>Finance</b>						
Employees	4,140,700	4,140,700	4,071,600	0	(69,100)	(69,100)
Other Expenditure	628,800	673,800	687,500	9,838	3,862	13,700
Income	(380,500)	(380,500)	(255,500)	125,000	0	125,000
	<b>4,389,000</b>	<b>4,434,000</b>	<b>4,503,600</b>	<b>134,838</b>	<b>(65,238)</b>	<b>69,600</b>
<b>Communications &amp; Corporate Management</b>						
Employees	1,131,100	1,176,100	1,083,710	11,124	(103,514)	(92,390)
Other Expenditure	1,131,300	1,149,400	1,302,700	63,269	90,031	153,300
Income	(40,000)	(40,000)	(38,980)	11,920	(10,900)	1,020
	<b>2,222,400</b>	<b>2,285,500</b>	<b>2,347,430</b>	<b>86,313</b>	<b>(24,383)</b>	<b>61,930</b>
<b>Community Wellbeing</b>						
Employees	2,087,000	2,087,000	1,943,800	11,110	(154,310)	(143,200)
Other Expenditure	845,200	873,300	789,800	(8,223)	(75,277)	(83,500)
Income	(1,411,500)	(1,411,500)	(1,142,200)	391,300	(122,000)	269,300
	<b>1,520,700</b>	<b>1,548,800</b>	<b>1,591,400</b>	<b>394,188</b>	<b>(351,588)</b>	<b>42,600</b>
<b>Leisure Services</b>						
Employees	222,900	222,900	236,000	448	12,652	13,100
Other Expenditure	166,000	166,000	785,400	636,424	(17,024)	619,400
Income	(340,600)	(340,600)	(342,300)	2,100	(3,800)	(1,700)
	<b>48,300</b>	<b>48,300</b>	<b>679,100</b>	<b>638,972</b>	<b>(8,172)</b>	<b>630,800</b>
<b>Compliance, Waste &amp; Risk</b>						
Employees	5,202,200	5,202,200	5,213,000	8,570	2,230	10,800
Other Expenditure	3,427,800	3,427,800	3,048,600	0	(379,200)	(379,200)
Income	(4,381,900)	(4,381,900)	(2,799,500)	1,598,900	(16,500)	1,582,400
	<b>4,248,100</b>	<b>4,248,100</b>	<b>5,462,100</b>	<b>1,607,470</b>	<b>(393,470)</b>	<b>1,214,000</b>
<b>Planning &amp; Economic Development</b>						
Employees	2,014,600	2,014,600	1,889,480	638	(125,758)	(125,120)
Other Expenditure	341,800	341,800	529,160	1,212	186,148	187,360
Income	(1,296,300)	(1,296,300)	(1,659,250)	(334,100)	(28,850)	(362,950)
	<b>1,060,100</b>	<b>1,060,100</b>	<b>759,390</b>	<b>(332,250)</b>	<b>31,540</b>	<b>(300,710)</b>
<b>Housing</b>						
Employees	1,958,000	1,958,000	2,049,900	81,531	10,369	91,900
Other Expenditure	31,668,400	28,733,100	28,357,400	400,978	(776,678)	(375,700)
Housing Benefit grant income	(28,621,000)	(25,621,000)	(25,087,700)	0	533,300	533,300
Income	(2,686,900)	(2,686,900)	(2,895,300)	(97,857)	(110,543)	(208,400)
	<b>2,318,500</b>	<b>2,383,200</b>	<b>2,424,300</b>	<b>384,652</b>	<b>(343,552)</b>	<b>41,100</b>
<b>Environment</b>						
Employees	984,800	984,800	1,024,300	818	38,682	39,500
Other Expenditure	437,800	525,800	447,420	321	(78,701)	(78,380)
Income	(154,000)	(154,000)	(196,000)	(3,800)	(38,200)	(42,000)
	<b>1,268,600</b>	<b>1,356,600</b>	<b>1,275,720</b>	<b>(2,661)</b>	<b>(78,219)</b>	<b>(80,880)</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>22,050,900</b>	<b>22,327,800</b>	<b>25,051,740</b>	<b>2,891,082</b>	<b>(167,142)</b>	<b>2,723,940</b>
Total Employees	20,988,900	21,033,900	20,780,180	119,190	(372,910)	(253,720)
Total Other Expenditure	41,723,600	38,955,500	39,778,190	1,164,329	(341,639)	822,690
Housing Benefit grant income	(28,621,000)	(25,621,000)	(25,087,700)	0	533,300	533,300
Other Covid-19 Grant Income						
Total Income	(12,040,600)	(12,040,600)	(10,418,930)	1,607,563	14,107	1,621,670
	<b>22,050,900</b>	<b>22,327,800</b>	<b>25,051,740</b>	<b>2,891,082</b>	<b>(167,142)</b>	<b>2,723,940</b>
<b>Total Expenditure</b>	<b>62,712,500</b>	<b>59,989,400</b>	<b>60,558,370</b>	<b>1,283,519</b>	<b>(714,549)</b>	<b>568,970</b>
<b>Total Income</b>	<b>(40,661,600)</b>	<b>(37,661,600)</b>	<b>(35,506,630)</b>	<b>0</b>	<b>547,407</b>	<b>2,154,970</b>
<b>Net</b>	<b>22,050,900</b>	<b>22,327,800</b>	<b>25,051,740</b>	<b>1,283,519</b>	<b>(167,142)</b>	<b>2,723,940</b>

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# Cabinet

24 February 2021



	<b>Capital Monitoring Report 2020/21 – 31 December 2020</b>
<b>Purpose of the report</b>	To note the report
<b>Report Author</b>	Paul Taylor – Chief Accountant
<b>Cabinet Member</b>	Councillor Sati Buttar
<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability
<b>Recommendations</b>	<b>Cabinet is asked to note the current level of actual spend, committed spend and projected underspend capital expenditure in 2020/21 as at 31 December 2020.</b>
<b>Reason for Recommendation</b>	<b>Not applicable</b>

## 1. Capital Expenditure to 31 December 2020 and Estimated Outturn for 2020/21

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to December 2020. Appendix A provides a summary for capital schemes by portfolio. Appendix B provides a detailed summary of the progress against each capital scheme.
- 1.2 For the period ending 31 December 2020, the approved 2020/21 Capital Budget including slippage is £142.5m. Actual capital expenditure including commitments to the end of December is £32.1m, with a projected outturn of £32.5m at the end of the year leading to an expected underspend of (£110.1m).
- 1.3 There have been some delays in the overall progress of capital schemes in 2020/21 which inevitably occurs as part of a development programme with contractors, which the Council have been actively monitoring and chasing on. Officers have also had to undertake a review of a number of sites at the request of Cabinet.
- 1.4 The decision to pause three Staines development schemes made at the Extraordinary Cabinet meeting on 25 January will result in likely delays in obtaining approval for planning decisions will occur and this will make it difficult for some schemes to progress in line with the budget.

The significant variances over £5k against budget for each portfolio are highlighted below.

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**1.5 Councillor Attewell – Community Wellbeing and Housing**

An overspend of £18.0k is projected at year end. This relates to a late invoice for £30.0k received in 2020/21 in respect of Home Improvements for 2019/20. Offset by an underspend of (£7.5k) savings in the purchase of a new minibus.

**1.6 Councillor Barratt – Compliance, Risk and Waste**

An underspend of (£108.7k) is projected at year end. (£100.0k) relates to the acquisition of replacement waste vehicles, (£24.0k) for the air quality project which has now been deferred until next year, offset by an overspend of £13.9k for additional CCTV which it is planned to be financed from S106 funding.

**1.7. Councillor Chandler – Leisure Services, Leisure Centre Development**

An underspend of (£2.0m) is projected for the year end, on the development of a new Spelthorne Leisure Centre, as the project has been delayed until 2021/22.

**1.8 Cllr McIlroy - Deputy Leader, Housing Regeneration**

An underspend of (£98.0m) is forecast at year end. Most of the underspend relates to delays in several major redevelopments including Thameside House, Oast House, Ashford Hospital car park residential keyworker scheme (Victory Place) Elmsleigh Centre and Spelthorne Leisure Centre and reflecting Councillors desire to re-evaluate some of these schemes at the January Extraordinary Council Meeting and with respect to the Staines-upon-Thames moratorium proposal.

**1.9 Councillor Boughtflower – Leader**

An underspend of (£9.7m) is forecast at year end. Due to the delay in finalising the purchase of a property (Project Y).

**1.10 Councillor Noble – Communications, Corporate Management & Environment**

An underspend of (£385.7k) is projected at year end, due to the need to address IT issues relating to Covid-19 including getting staff able to undertake remote working and developing systems to support Covid applications, the timetable for projects has slipped. Hence the requirement for carry forwards.

**2. Financial implications**

- 2.1 Any underspend on the approved Capital Programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

**3. Timetable for implementation**

- 3.1 Monthly monitoring reports are prepared for Management team which incorporate regular updates on the progress of capital schemes.

**Background papers:**

**Appendix A – Summary Capital Monitoring Report at 31 December 2020**

**Appendix B - Detailed Capital Monitoring Report at 31 December 2020**

Appendix A

**CAPITAL MONITORING REPORT AT 31 DECEMBER 2020**

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
<b>Cllr Attewell - Community Wellbeing &amp; Housing</b>	41,600	65,000	40,000	81,600	71,715	-	100,446	18,846
<b>Cllr Barratt - Compliance, Waste &amp; Risk</b>	480,000	176,100	-	656,100	148,312	359,016	547,400	(108,700)
<b>Cllr Chandler- Leisure Services, Leisure Centre Development</b>	2,980,000	-	-	2,980,000	566,049	958,189	1,000,000	(1,980,000)
<b>Cllr McIlroy- Deputy Leader, Housing Regeneration</b>	42,201,600	75,774,700	-	117,976,300	20,853,574	8,831,028	20,006,740	(97,969,560)
<b>Cllr Boughtflower - Leader</b>	20,000,000	-	-	20,000,000	146,083	6,500	10,312,000	(9,688,000)
<b>Cllr Noble - Corporate Management</b>	233,500	510,100	-	808,600	170,969	52,156	422,900	(385,700)
	<b>65,936,700</b>	<b>76,525,900</b>	<b>40,000</b>	<b>142,502,600</b>	<b>21,956,702</b>	<b>10,206,888</b>	<b>32,389,486</b>	<b>(110,113,114)</b>

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## CAPITAL MONITORING REPORT AT 31 DECEMBER 2020

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Virement	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget
<b>Housing Investment Programme</b>											
<b>Cllr Attewell - Community Wellbeing &amp; Housing</b>											
Deborah Ashman & K Sinclair	40203	Disabled Facilities Mandatory	831,300	-	111,900	-	943,200	370,759	72,013	700,000	(243,200)
Deborah Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	-	-	-	29,600	869	-	29,600	-
		Less Specified Capital Grant	(831,300)	-	(111,900)	-	(943,200)	(370,759)	(72,013)	(700,000)	243,200
		<b>Net Cost of Disabled Facilities Grants</b>	<b>29,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,600</b>	<b>869</b>	<b>-</b>	<b>29,600</b>	<b>-</b>
Deborah Ashman & K Sinclair	40209	Home Improvement Agency grant	-	-	-	-	-	30,000	-	30,000	30,000
		HIA Funding	-	-	-	-	-	-	-	-	-
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>
<b>Total For HIP</b>			<b>29,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,600</b>	<b>30,869</b>	<b>-</b>	<b>59,600</b>	<b>30,000</b>
<b>29,600</b>											
<b>Other Capital Programme</b>											
<b>Cllr Attewell - Community Wellbeing &amp; Housing</b>											
Sandy Muirhead	42015	Landlord Guarantee Scheme	-	65,000	-	(65,000)	-	-	-	-	-
		<b>Total</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>(65,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Deborah Ashman & K Sinclair	41038	Upgrade treatment rooms	12,000	-	-	-	12,000	8,346	-	8,346	(3,654)
Deborah Ashman & K Sinclair	41039	Fordbridge Minibus	-	-	40,000	0	40,000	32,500	-	32,500	(7,500)
		<b>Total</b>	<b>12,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>52,000</b>	<b>40,846</b>	<b>-</b>	<b>40,846</b>	<b>(11,154)</b>
<b>Cllr Barratt - Compliance, Waste &amp; Risk</b>											
Jackie Taylor	41502	Refuse/Recycling Vehicles	-	99,000	-	-	99,000	37,525	59,044	99,000	-
Jackie Taylor	41504	EV Pool Vehicles/Bikes	-	-	-	-	-	851	0	1,900	1,900
Jackie Taylor	41508	Waste Vehicle	300,000	-	-	-	300,000	-	297,942	300,000	-
Jackie Taylor	41609	Replacement Multi Use Vehicle	100,000	-	-	-	100,000	-	-	-	(100,000)
Jackie Taylor	41612	Recycling Bins	-	27,000	-	-	27,000	17,038	-	27,000	-
Jackie Taylor	41620	Wheeler Bins	50,000	-	-	-	50,000	51,207	2,030	50,000	-
Jackie Taylor	42027	Domestic Home Energy	30,000	-	-	-	30,000	2,285	-	30,000	-
Jackie Taylor	41621	CCTV Enhancement	-	25,600	-	-	25,600	39,406	0	39,500	13,900
		<b>Total</b>	<b>480,000</b>	<b>151,600</b>	<b>-</b>	<b>-</b>	<b>631,600</b>	<b>148,312</b>	<b>359,016</b>	<b>547,400</b>	<b>(84,200)</b>
Lee O'Neil	41314	Air Quality	-	24,500	-	-	24,500	-	-	-	(24,500)
		<b>Total</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(24,500)</b>
<b>Cllr Chandler- Leisure Services, Leisure Centre Development</b>											
Heather Morgan	41024	SpelthorneLeisurCenDevelopment	2,980,000	-	-	-	2,980,000	566,049	958,189	1,000,000	(1,980,000)
		<b>Total</b>	<b>2,980,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,980,000</b>	<b>566,049</b>	<b>958,189</b>	<b>1,000,000</b>	<b>(1,980,000)</b>

**CAPITAL MONITORING REPORT AT 31 DECEMBER 2020**

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Virement	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget
<b><u>Cllr McIlroy- Deputy Leader, Housing Regeneration</u></b>											
Heather Morgan	41015	Runnymede Estates	55,600				55,600	-	-	55,600	-
Heather Morgan	41026	Laleham Park Upgrade	-	237,900	-		237,900	6,100	-	38,000	(199,900)
Heather Morgan	41622	Affordable Housing Opportunity	-		-		-	-	-	-	-
Heather Morgan	42010	KG Car Park Improvements	-	44,000	-		44,000	-	-	44,000	-
Heather Morgan	42034	Community Centre Projects	-	118,500	-		118,500	3,150	4,478	160,000	41,500
Heather Morgan	41328	Ashford MSCP	-	200,000	-		200,000	-	-	-	(200,000)
Heather Morgan	42039	Bugle	-	46,100	-		46,100	-	37,810	38,000	(8,100)
Heather Morgan	42041	Churchill	-		-		-	-	-	-	-
Heather Morgan	42042	Ceaser Court	8,316,000	-	-		8,316,000	5,013,611	1,159,902	9,790,000	1,474,000
Heather Morgan	42051	Building Improvements	5,000,000	-	-		5,000,000	-	-	-	(5,000,000)
Heather Morgan	42052	Whitehouse	-	-	-		-	-	307,691	-	-
Heather Morgan	42054	Thameside House	2,700,000	-	-		2,700,000	148,765	955,623	244,580	(2,455,420)
Heather Morgan	42055	West Wing	2,980,000	250,000	-		3,230,000	1,855,211	1,087,970	3,556,000	326,000
Heather Morgan	42056	Whitehouse Hostel	4,250,000	250,000	-		4,500,000	1,542,638	2,285,504	1,980,000	(2,520,000)
Heather Morgan	42057	Ashford Hospital	4,960,000		-		4,960,000	337,945	513,244	612,160	(4,347,840)
Heather Morgan	42058	Waterfront	100,000	-	-		100,000	22,371	43,307	25,000	(75,000)
Heather Morgan	42060	Oast House	3,050,000	74,628,200	-		77,678,200	10,126,605	913,549	1,000,000	(76,678,200)
Heather Morgan	42062	Harper House Redevelopment	2,790,000	-	-		2,790,000	1,485,293	1,273,481	1,708,000	(1,082,000)
Heather Morgan	42063	Elsleigh Centre	8,000,000		-		8,000,000	306,513	247,071	750,000	(7,250,000)
Heather Morgan	42064	Block E, London Road, Staines	-	-	-		-	5,372	-	5,400	5,400
Keith McGroary	41619	Small Scale Area Regeneration	-	-	-		-	-	1,397	-	-
<b>Total</b>			<b>42,201,600</b>	<b>75,774,700</b>	<b>-</b>	<b>-</b>	<b>117,976,300</b>	<b>20,853,574</b>	<b>8,831,028</b>	<b>20,006,740</b>	<b>(97,969,560)</b>
<b><u>Cllr Bougthflower - Leader</u></b>											
Heather Morgan	42038	Acquisition of Assets	20,000,000	-	-		20,000,000	146,083	6,500	10,312,000	(9,688,000)
<b>Total</b>			<b>20,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000,000</b>	<b>146,083</b>	<b>6,500</b>	<b>10,312,000</b>	<b>(9,688,000)</b>
<b><u>Cllr Noble - Corporate Management</u></b>											
Jodie Hawkes	43601	SCP Portal	1,500	-	-		1,500	1,811	7,495	15,000	13,500
Jodie Hawkes	43602	Centro Upgrade - Integra	30,000	-	-		30,000	-	-	-	(30,000)
Alistair Corkish	43603	Training Room	15,000	-	-		15,000	2,742	-	15,000	-
Alistair Corkish	43604	Leisure Board	15,000	-	-		15,000	-	-	15,000	-
Alistair Corkish	43605	Audiocodes	12,000	-	-		12,000	2,640	-	12,000	-
Alistair Corkish	43625	Customer Portal	-	10,000	-		10,000	-	-	10,000	-
Alistair Corkish	43626	Customer Services Contact Cent	-	40,000	-		40,000	368	-	40,000	-
Alistair Corkish	43628	Reception Terminals	-	5,000	-		5,000	-	73	5,000	-
Alistair Corkish	43629	Sharepoint Upgrade	-	35,000	-		35,000	-	-	35,000	-
Alistair Corkish	43632	General ICT Equipment	90,000	-	-		90,000	20,407	25,720	90,000	-
Alistair Corkish	43633	Covid-19 ICT Home Working	-	-	-		-	62,571	171	80,000	80,000
Alistair Corkish	43634	Webcasting Council Meetings	-	-	-		-	6,445	39	7,000	7,000
<b>Total</b>			<b>163,500</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>253,500</b>	<b>96,984</b>	<b>33,499</b>	<b>324,000</b>	<b>70,500</b>
Sandy Muirhead	42008	Project Lima	-	27,600	-		27,600	2,728	8,169	27,600	-
Sandy Muirhead	43501	Forward Scanning	20,000	-	-		20,000	-	-	-	(20,000)
Sandy Muirhead	43502	Digital Spelthorne	50,000	-	-		50,000	-	-	-	(50,000)
Sandy Muirhead	43512	Sharepoint redesign & Relaunch	-	90,000	-	65,000	155,000	-	-	-	(155,000)

## CAPITAL MONITORING REPORT AT 31 DECEMBER 2020

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Virement	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget
Sandy Muirhead	43515	Corporate EDMS Project	-	302,500	-	-	302,500	71,257	10,488	71,300	(231,200)
<b>Total</b>			<b>70,000</b>	<b>420,100</b>	<b>-</b>	<b>65,000</b>	<b>555,100</b>	<b>73,985</b>	<b>18,657</b>	<b>98,900</b>	<b>(456,200)</b>
<b>Total For Other</b>			<b>65,907,100</b>	<b>76,525,900</b>	<b>40,000</b>	<b>-</b>	<b>142,473,000</b>	<b>21,925,832</b>	<b>10,206,888</b>	<b>32,329,886</b>	<b>(110,143,114) #</b>
Total Expenditure			66,768,000	76,525,900	151,900	-	143,445,800	22,327,461	10,278,901	33,089,486	(110,356,314)
Total Funding			(831,300)	-	(111,900)	-	(943,200)	(370,759)	(72,013)	(700,000)	243,200
<b>GRAND TOTAL</b>			<b>65,936,700</b>	<b>76,525,900</b>	<b>40,000</b>	<b>-</b>	<b>142,502,600</b>	<b>21,956,702</b>	<b>10,206,888</b>	<b>32,389,486</b>	<b>(110,113,114)</b>

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## Overview & Scrutiny

23 March 2021



<b>Title</b>	<b>River Thames Task Group update</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Jackie Taylor Group Head of Neighbourhood Services
<b>Cabinet Member</b>	Councillor Richard Barratt
<b>Confidential</b>	No
<b>Corporate Priority</b>	Economic Development
<b>Recommendations</b>	<b>The committee are asked to note the actions and achievements of the River Thames Task Group (RTTG)</b>
<b>Reason for Recommendation</b>	<b>Not applicable</b>

### 1. Key issues

- 1.1 The River Thames Task Group (**RTTG**) was set up in September 2018 to improve and enhance access and activities for Spelthorne's prime 12-mile border on the Thames.
- 1.2 The task group aims to achieve this by working practically with river-users, partners, and the community. To this end the committee's membership includes people from river interest groups, businesses and other relevant organisations and individuals who share a common interest in the river.
- 1.3 The task group aims to inspire, motivate and deliver short-, medium- and long-term improvements along the river, engaging with the community through practical participation and by engendering a local sense of ownership and responsibility.
- 1.4 The Thames has a great deal to offer - from daily boat trips to simply wandering along its banks and enjoying its tranquil scenery. The locks enjoy a deserved reputation for attractively maintained gardens including those at Penton Hook, Chertsey, Shepperton and Sunbury.

Many of Spelthorne's attractive parks and open spaces are also situated beside the river, and include:

- Lammas Recreation Ground Staines
- Memorial Gardens Staines
- Laleham Park Laleham
- Shepperton Tow Path Shepperton
- Manor Park Shepperton

- Riverside walks from Staines to Sunbury
  - Kings Lawn Sunbury
  - Rivermead Island Sunbury
- 1.5 In October 2019 a river boat event took place which enabled over 40 passengers including residents, river groups, river users, councillors, MOP, and officers on a trip from Staines through to Sunbury. This gave those not used to seeing Spelthorne from the river a better understanding of what river users see when travelling on the Thames through the borough.
- 1.6 This trip further enhanced the general view that the Thames had a lot to offer especially in Spelthorne and the borough needed to take more advantage of the asset. It was evident that our riverbank is of a very high standard and whilst there wasn't a lot that needed attention in terms of green maintenance, we need to be sure that it remains at this standard.
- 1.7 The task group has developed a series of short-, medium- and long-term tasks and improvements (**Appendix 1**) which it hopes to achieve within the lifecycle of the task group. To aid and move these ambitions and aspirations into positive actions the Council have provided the task group with a budget of £25k for 2019/20, £25k for 2020/2 and a further £25k for 2021/22.
- 1.8 The main aims of the task group are to:
- Deliver practical projects with tangible outcomes and benefits
  - Achieve effective community engagement by working directly with local communities and neighbourhoods
  - Working with key partners to help deliver achievable outcomes
  - To attract more people to the Borough and therefore increase the level of spend with our local businesses
- 1.9 Several projects (**Appendix 1**) which have already been delivered include:
- Improvements to the area around Shepperton Lock**
- Improved parking surfaces
  - Lining for parking spaces to increase parking capacity
  - Refurbishment of lock toilets
  - Improved waste facilities for residents and river users
  - Outdoor water fountain to be installed summer 2021
  - Removal of redundant and damaged fencing
  - Cutting back of greenery to improve parking areas
  - Reduce traffic speed
  - Better use of road space
- Mapping out areas of responsibility**
- Identify areas or responsibility along the riverbank in Spelthorne
  - Produce maps of all areas

### **River safety**

- Upgrade life-saving stations along the river
- Increase staff awareness of how to use equipment
- Equip various officers with throw lines for use in an emergency

### **Increase public awareness of the RTTG**

- A new web page has been developed at <https://www.spelthorne.gov.uk/article/17565/The-River-Thames>

### **Rivers clean up**

- Land and river areas have been cleared of litter and dumping in Staines by task group members and volunteers

### **Engage with Thames Landscape Strategy (TLS)**

- SBC is now a member of the strategy
- Officers and members have attended various group meetings
- Work is being undertaken on vegetation clearance along the river in Sunbury and Shepperton
- The TLS can provide expertise and funding opportunities pertinent to the future RTTG plans

### **New passenger jetty in Memorial Gardens Staines upon Thames**

- A new passenger jetty has been installed in Memorial Gardens Staines and is due to be officially opened later this year
- Engaged with potential suppliers of passenger boat ferries

### **New and improved signage along the river**

- Sought sponsorship from various local companies for the new signs
- Improve no mooring signs along the river

### **Other projects being explored as part of the RTTG include**

- Help with the project to provide electric hire boats at the Lammas
- Improve access for the disabled along Kings Lawn
- Seek a potential base for the Sunbury skiff & punting club
- Produce new maps of the river and its surroundings
- Protect and improve wharf areas
- New passenger ferry services between Spelthorne & Elmbridge
- Identify additional mooring locations
- Research options for management of existing and any proposed new mooring sites along the Thames in Spelthorne
- Working with neighbouring boroughs and go out to consultation to seek views on a public space protection order (PSPO) for the river

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

2.1 There are 2 options

### **Option 1 (preferred)**

To continue with current programme of projects and work towards achieving the mission statement of the RTTG

### **Option 2**

Complete projects already underway but then close the RTTG with no further ambitions or aims being achieved

## **3. Financial implications**

3.1 The task group has already been provided with a budget of £25k for 19/20, £25k for 20/21 and a further £25k for 21/22

## **4. Other considerations**

4.1 The RTTG has at all stages considered the Equality, Diversity and Sustainability of the projects it undertakes some examples are as follows: -

### **Equality**

The RTTG are aware of the limited access along the river for disabled river users and are actively working towards finding a solution to enable those with very limited walking ability to be able to disembark at Kings Lawn in Sunbury

### **Diversity**

Access to the river for many is not possible for many different reasons, the jetty in Staines upon Thames and the electric boat project at the Lammis will give residents and visitors the opportunity to be more diverse in their leisure and work activities

### **Sustainability**

It has already been established that the Thames has much more to offer for residents, visitors, and businesses in the borough. Working with the economic development group we aim to make river users more aware of the offering behind the river in terms of shopping, eateries and general leisure and business opportunities.

## **5. Sustainability/Climate Change Implications**

5.1 The proposal to enable more people to use the river and make use of electric powered boats to enjoy and cross the river will help to reduce the harmful emissions produced by fuel powered engines.

## **6. Timetable for implementation**

6.1 The RTTG is already working on a few projects and will continue to do so until either the task group is ended or all projects have reached their final agreed outcome.

## **Background papers:**

### **Appendices:**

#### **Appendix A Short-, medium- & long-term task group aims**



## APPENDIX A

### River Thames Task Group

### Short, Medium and Long Term aims

#### March 2021

<b>Short Term</b>	<b>Aim</b>
New & improved signage to be supported by sponsors	Seek sponsorship and install new signage welcoming boat users to our key towns and improve mooring signage at all existing mooring sites.
Shepperton lock drinking fountain	Install new drinking fountain at Shepperton Lock
Improvements to access at Kings Lawn	Engage with Thames Landscape Strategy and Embroidery gallery to discuss aims and obstacles.
Create a new passenger ferry service between Spelthorne & Elmbridge	Create a new passenger boat ferry that links Sunbury Riverside with Walton Riverside
Work with the Visitor economy group to produce maps of the borough	Research has shown that visitors still like hard copy maps of the towns they are visiting. Producing them now works nicely with the opening of the jetty.
To create an annual land and river clean-up day	Bringing together different river users, TLS and the public
St Peters Church, Staines	Area needs tidying up for mooring space.
<b>Medium Term</b>	<b>Aim</b>
Provide additional mooring locations	Review current mooring locations and seek new sites where appropriate which would need to be included in by laws
Protect and improve Wharf areas	Identify map out and promote the wharves currently within Spelthorne
<b>Long Term</b>	<b>Aim</b>
Identify other areas that need improvements to disabled access along the river	Possibilities to be discussed ASAP.
Pedestrian bridge linking Sunbury to Walton over the Thames	Resurrect and review options to create a footbridge over the river Thames in Sunbury linking with Walton on the other side of the river
<b>OTHER</b>	
Engage with river users, both river and land based	Carry out an exercise (potential Survey Monkey) to engage with river users and establish thoughts views & ideas
<b>Completed</b>	
Improvements to the appearance of Shepperton lock	Formalise parking arrangements roadside, better use of road space for pedestrians, reduce traffic speed.
Refurbishment of Shepperton Lock public facility including toilets, new signage, new roof and enhanced refuse facilities.	
Map out areas of responsibility	Produce maps of ownership and responsibility of the riverbank in Spelthorne.

Shepperton Lock waste disposal area	Improve access and use of waste disposal area at Shepperton Lock for residents of Hamhaugh Island & river users.
Create a web page for RTTG	Create a new web page on the SBC web site detailing the mission statement for the RTTG and its task group activities.
Purchased and Installed 14 new “throw lines” along the entire stretch of the Thames in Spelthorne. 20 throw lines have been ordered and given to each of the marked cars within SBC.	Areas they have been implemented: The Magie, Ryepeck Moorings, Thames Court, Burway Rowing Club, Penton Hook Lock, Riverfield Road, Staines Railway Bridge, Staines Town Hall, The Phoenix, The Red Lion, Shepperton Lock Tea Rooms, Riverside Restaurant, The Slug and Lettuce, Lady Lindsey Lawn.
River and land clean-up along the river	We worked alongside The Surrey Canoe Club and 33 volunteers on the 18.07.19 to clean up along the river. Cllr Michele Gibson organised a successful clean-up day on the 29.10.19 to clear litter at the back of Lammas Park and along the riverbank from Staines Town Hall to Thames Lodge Hotel.
Various river groups	Create a quick view of the various river users group to create a better understanding for all of which group aims to deliver what
Joined the Thames Landscape Strategy	To work with them and gain access to their expertise for future work undertaken by the RTTG. Next month they are to begin clearing Laleham, Shepperton and Sunbury and will do Staines next year. This is part of their vegetation management plan.
New passenger boat jetty in Staines	Official opening scheduled for March 2021.
Assist with proposals to develop access to electric boats	It has been agreed that petrol boats can be used for this year only – delays due to Covid. Next year the electric boats will be in service.
<b>Ongoing</b>	<b>Aim</b>
Spend to budget the allocation for 18/19 & 19/20	Make appropriate use of budgets allocated for 18/19 £25k and 19/20 £25k. Producing tangible outcomes as a result of the spend.

## Allocations of projects

<b>Leader councillor, member, officer activities</b>	<b>Activity/project</b>
Cllr Vivienne Leighton (VL)	Chair Jetty- delivered Parking at Shepperton Lock- delivered Thames Landscape Strategy- on-going Better access at Kings Meadow Supporting Sunbury Skiff & Punting Club
Cllr Michele Gibson (MG)	Litter clean up on land and river Electric boat proposal at Lammas Sponsorship/funding
Cllr Mary Madams (MM)	Funding for signage
Cllr Sandra Dunn (SD)	Funding for signage
County Cllr Richard Walsh (RW)	Highway related issues in and around Shepperton lock
Neil Huntingford (NH)	Passenger boat ferry
Chris Murdoch (CM)	RUG 8 representative Litter clean up on land and river
Chris Manners	Funding for signage and advertising
Emma Yates (EY)	All administration tasks associated with the Task Group Web page
Keith McGroary (KM)	Jetty and Visitor Economy Group
Jackie Taylor (JT)	Jetty Shepperton Lock Thames Landscape Strategy
Mark Rachwal (MR)	Mapping

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Overview and Scrutiny Committee Work Programme 2020-2021

Extraordinary Meeting	ISSUE	Lead Officer	Objectives
TBC	Review of the Eco Park	Tracey Willmott-French/ Cllr Noble/ Surrey County Council/Environment Agency	To review the operation of the Eco Park with the relevant responsible agencies.

Date of Meeting	ISSUE	Lead Officer	Objectives
23 March 2021	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Any other items previously identified by the Committee		
	3. Capital Monitoring Report Q3	Paul Taylor / Cllr Buttar	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report Q3	Paul Taylor / Cllr Buttar	To receive and note the current Revenue spend position.
	5. Project Management and Commercial Property update	Sandy Muirhead/Heather Morgan/ Cllrs Noble and McIlroy	To receive an update on the status of current Council projects.
	6. Task Group updates	Lead Councillors	To receive updates on the work of the O&S and Leader's Task Groups.  River Thames Task Group Update – confirmed
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Cabinet Forward Plan. NB There are no further meetings of the Overview and Scrutiny Committee scheduled.

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