



10 June 2020

Please reply to:

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To the Councillors of Spelthorne Borough Council

Summons to the Annual Council Meeting of Spelthorne Borough Council

I hereby summon you to attend the Annual meeting of the Council to be held remotely by Skype for Business video conferencing on **Thursday, 18 June 2020** commencing at **6.00pm** for the transaction of the following business.

Daniel Mouawad
Chief Executive

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

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

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

AGENDA

Description	Page nos.
<p>Guide for remote meetings</p> <p>To facilitate effective participation in the meeting, councillors are asked to familiarise themselves with the procedures and protocols for remote meetings as detailed in the attached Guide.</p>	5 - 16
<p>1. Election of the Mayor</p> <p>(a). To elect the Mayor of the Borough for the Municipal Year 2020-21. (b). The Mayor to make the Declaration of Acceptance of Office.</p>	
<p>2. Apologies for absence</p> <p>To receive any apologies for non-attendance.</p>	
<p>3. Minutes</p> <p>To confirm as correct records the minutes of:</p> <p>a) the Council meeting held on 27 February 2020 and b) the extraordinary Council meeting held on 21 May 2020.</p>	17 - 76
<p>4. Disclosures of Interest</p> <p>To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.</p>	
<p>5. Election of the Deputy Mayor</p> <p>(a). To elect the Deputy Mayor of the Borough for the Municipal Year 2020-21. (b). The Deputy Mayor to make the Declaration of Acceptance of Office.</p>	
<p>6. Announcements from the Mayor</p> <p>To receive any announcements from the Mayor.</p>	
<p>7. Items carried over from Council held on 27 February 2020</p> <p>The following items of business were carried over from the Council meeting held on 27 February 2020.</p> <p>There were two further items carried over relating to questions on ward issues and general questions. The councillors who asked the ward issue questions requested, and received, the responses following the February meeting and confirmed their questions would not be carried over to this meeting. The general question has been withdrawn as the matter it related to is now historic.</p>	

The reports from Chairmen in relation to Committee meetings held after 27 February 2020 will be reported to the next ordinary meeting of the Council.

- a) Report from the Leader of the Council
To receive the report from the Leader of the Council on the work of the Cabinet at its meetings held on 29 January and 26 February 2020. 77 - 80
- b) Report from the Chairman of the Licensing Committee
To receive the report from the Chairman of the Licensing Committee on the work of his Committee. 81 - 82
- c) Report from the Chairman of the Members' Code of Conduct Committee
To receive the report from the Chairman of the Members' Code of Conduct Committee on the work of his Committee. 83 - 84
- d) Report from the Chairman of the Overview and Scrutiny Committee
To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee. 85 - 86
- e) Report from the Chairman of the Planning Committee
To receive the report from the Chairman of the Planning Committee on the work of his Committee. 87 - 88

8. Announcements from the Leader

To receive any announcements from the Leader.

9. Establishment of Committees 2020-21

(1) Establishment of Committees

To Follow

In accordance with Articles 6, 8 and 9 of the Council's Constitution, and pursuant to Part 4 (a) – Standing Order 8.3, to appoint the following Committees of the size indicated below and with the Terms of Reference and functions set out in Part 3 (a) of the Council's Constitution.

Committee	Total voting members
Audit Committee	7
Licensing Committee	15
Members' Code of Conduct Committee	8
Planning Committee	15
Overview and Scrutiny Committee	15
Spelthorne Joint Committee	15
Staffing and Appeals Panel	5

(2). Allocation of seats on Committees – Appendix A

Pursuant to Section 15 of the Local Government and Housing Act 1989, to agree the representation of the different political groups on Committees.

(Appendix A will be circulated in advance of the Annual Council meeting.)

(3). Appointment of members to Committees - Appendix B

In accordance with the Council's Constitution, to appoint the members to serve on the above-mentioned Committees, including Mr. Murray Litvak as the non-elected Chairman of the Members' Code of Conduct Committee. The position of Vice-Chairman of the Members' Code of Conduct Committee is currently vacant.

(Appendix B, the nominations to Committees, will be circulated in advance of the meeting).

10. Appointment by the Council to Outside Bodies - Appendix C

To appoint councillor representatives to serve on the following Outside Bodies:

To Follow

1. South West Middlesex Crematorium Board
(1 representative and 1 deputy)

2. Surrey Police and Crime Panel
(1 representative)

(The nominations for these Outside Body Appointments (Appendix C) will be circulated in advance of the Annual Council meeting).



Formal Council Meetings by Skype

**A Guide to the Procedures and Protocols for
participation in remote Council meetings
for Councillors and the Public**



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1 Introduction

- 1.1 This guide is intended for participants joining a formal council meeting using Microsoft Skype.
- 1.2 It commences with General Guidance and Good Practice for ALL participants.
- 1.3 The remainder of the guide is then structured to provide support and a quick guide for each of the roles. The specific roles identified are:-
 - Chairman
 - Committee Members (Voting councillors who are members of that Committee)
 - Other Participants
 - Non-voting councillors who are not members of that committee
 - Representatives from external bodies
 - Public participants (formally making statements at regulatory meetings)
 - Other Public Viewers
- 1.3 The principle aims of this guide are to facilitate as many of the constitutional rules and procedures as possible, whilst recognising the limitations that virtual meetings present.
- 1.5 The key principle requirements are to:-
 - Enable contributions from people using a wide variety of devices, not all of whom will be on the council network. We aim to put in place arrangements to allow users to join a meeting via the following channels and features:-
 - Skype for Business Application (Two-way Audio, Video, Presentation)
 - Skype Web App (Two-way Audio and Video)
 - Telephone (Two-way Audio)
 - Web Streaming (One-way Audio only)
 - Be accessible to participants in a meeting who wish to speak and be heard, and to those who just wish to observe.
 - Recognise and give special controls to a meeting Chairman.
- 1.6 The Secretary of State for Housing, Communities and Local Government made The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4 April 2020. This Guide reflects the requirements of these Regulations.

2 General Guidance and Good Practice for ALL Participants

2.1 Conducting large meetings by video conference can be daunting, however, such meetings can work well if managed and all participants play their part and support those managing the meeting.

2.2 A fundamental rule to help make online meetings run smoothly is absolute respect and patience for the Chairman and those speaking.

2.3 Key Tips

Below is a list of some of the key tips for all participants:-

- Ensure you are **using the most up-to-date version of Skype**. Updates are pretty regular and often deal with possibly security issues, so it is imperative to make sure you have the latest version.
- Reliable Skype meetings depend on good sound quality, so always **use a good microphone, preferably in a headset**, if you have one. The latest laptops and tablets give acceptable sound quality from their internal mics and speakers, but only if you are in a room by yourself without any background noise and especially nobody else on the same call as you.
- **Don't group together and share a microphone** or laptop, this can make it difficult to hear and participants lose the advantage of seeing who is speaking. One person per account works best.
- Adjust the microphone position to **ensure best audio quality**. Too far away and no one will hear you, too close and everyone will hear you breathing. Testing your connection before a scheduled meeting is always recommended.
- **Mute your microphone when not speaking** unless you are responding repeatedly to questions or making regular contributions (e.g., the Chairman). Background noises, keyboard tapping, barking dogs, or telephones ringing will promote you as the main speaker within the system and may interfere with the meeting. If possible mute or switch other phones to silent as you would in normal meetings.
- **Maximise your bandwidth** and if possible, connect to your network via cable rather than wi-fi. Minimise the use of the internet at home by others during the call, particularly those with high bandwidth demands such as online gaming and video streaming. Switching off your camera whilst not speaking can improve your audio connection quality.
- **Avoid any distractions** to yourself or others watching, by locating yourself where you will not be disturbed by pets, children or other family members moving in the background.
- **Sit in a well-lit area** to improve visibility of your on-screen presence.



- **Be aware of your surroundings.** Check what is on display behind you.
- **Remove items containing personal information** including photographs of family or friends from camera view if you can.
- Aim to start Skype and **join the call at least 10 minutes before** the meeting commences. You can check everything is working as it should and mute your microphone.
- **Be prepared well in advance** of the meeting. Ensure you have access to the documents you need and have read the papers before the meeting commences. If you cannot access your papers, contact Committee Services (01784 446240) as early as possible before the meeting. It will not be practical for officers to assist you just before or during the meeting.
- When you first come online, say hello and if it is a big call, give your name, so the organiser and Chairman know you are connected.
- **Avoid informal chat** before a meeting starts formally. Such conversations can be heard by all on the call. After an initial sound and connection check, the Chairman or meeting organiser is likely to mute all microphones initially.
- When the call finishes, always remember to check that the organiser has closed the call and if not, disconnect yourself.
- If you have other topics to discuss with someone in the meeting, don't stay on the call, but close the call and start again.
- **Add an appropriate photograph to your profile** if you do not already have one. On large calls, not everyone may know what you look like and the photograph is a big help in improving communication and identifying attendees.
- **Dress appropriately for the meeting.** Ask yourself the simple question, "Would I wear this to a formal meeting at the Council Offices?"
- Finally, remember that although you may not be speaking you may be visible on-screen to others. **Be conscious of what your body language may imply.**

3 Chairman

3.1 The Chairman is responsible for controlling and running the meeting. Whilst in many respects this will be similar to meetings conducted in person, it will be necessary to adopt new approaches to ensure proceedings are fair and transparent and to that everyone wishing to contribute is capable of being heard.

3.2 It is absolutely imperative, however, that the Chairman controls the flow of the meeting. To achieve this the following hints and tips are suggested:-

- **Avoid informal chat** – As people join a remote online meeting, there can be a tendency for participants to ‘chat’ amongst themselves. Whilst not part of the formal meeting, such conversations can be heard by everyone. This is particularly important before regulatory hearings where such conversations could be seen as familiarity between parties. To assist, the Chairman and Meeting Organisers will have the ability to ‘Mute’ users manually. This can be overridden but allows an opportunity for the Chairman to remind participants of the expectations.
- Starting the meeting with **opening remarks** and laying down some ground rules.
- Invite Committee members to introduce themselves at the start of the meeting and make clear which other members are attending as observers, as well as officers, for the benefit of any public listening to the meeting.
- Similar to hosting a physical meeting when attendees get stuck in traffic, there will be occasions when an individual encounters **a technical issue that cannot be resolved** in time for the start of the meeting. Within a timely manner before the issue causes a distraction, the Chairman should be clear when the meeting should go ahead without the attendee or be postponed/rescheduled.
- Explain **how speaking will be managed** and the expectations for those online. Invite individuals to speak only – do not allow anyone to speak over someone else or for cross conversations.
- Take charge if you need to and **Mute someone speaking** if you feel the need. This can be carried out from the Participants list. Right-click to see options. You can also stop their videos or even remove them from the meeting if required.
- **Manage a speakers list.** Whilst a traditional speakers list by raising a hand will not be possible, there are two possible ways to proceed depending upon the type of meeting.
 - (a) ask anyone wishing to speak to indicate using the Instant Messaging feature. It is suggested that participants requesting to speak (RTS) could simply type



“RTS” in the Instant Message Conversation window. Such requests to speak will appear in the order requested.

- (b) alternatively, the Chairman could ask each participant in turn whether they wish to speak.

For those connecting via the web app or by telephone, the Chairman will need to actively ask if they wish to speak. This is critical to ensure no one leaves the meeting feeling short-changed. This could lead to a legal challenge in a regulatory hearing if any party feels they have not had the opportunity to speak, ask questions or respond during a hearing.

- **People speaking need to be identified.** Where possible this should be controlled through the Chairman, naming individuals every time they are invited to speak, not just the first time.
- **Guide attendees** - if referring to specific documents, clearly state the document and page number.
- **Allow for pauses** – users will need a little time to locate documents and page numbers and to switch their microphone on and off.
- **Do not allow repetitive comments.** Seek new points only.
- **Instant Messaging** - Do not allow the Instant Message facility to be used for matters other than requesting to speak. Any comments posted will be shared to everyone in attendance. Anyone wishing to message someone else should do so in a separate conversation thread.
- **Remote attendance and technical failures** - If at any time during a meeting an individual member’s remote participation fails, the Chairman may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear.
- The member who has lost connection will be deemed to have left the meeting at the point of failure and re-joined the meeting when the connection is restored. Where this occurs during a regulatory committee, the member who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.
- In the event of any apparent failure of the video, telephone or conferencing connection, the Chairman should immediately determine if the meeting is still quorate:



- if it is, then the business of the meeting will continue; or
 - if there is no quorum, then the meeting will adjourn for a period specified by the Chairman, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.
- **Voting**
 - Where a vote is required from those in attendance, the Committee Officer will call upon each voting member in turn to ask if they are 'For' or 'Against' the motion or wish to abstain. The Officer will state the result of the vote.
 - Details of how members voted will not be kept or minuted unless a Recorded Vote is called.
 - Where, in the opinion of the Chairman, there is consensus for the motion during a debate, the Chairman may seek to secure such agreement whilst providing an opportunity for any dissenting members to be heard.

4 Committee Members

- 4.1 You should be familiar with the general guidance and good practice principles set out earlier in this document.
- 4.2 It is imperative that the online meeting can be conducted smoothly, and the Chairman is permitted to manage and invite speakers in a controlled manner.
- 4.3 Below are listed some key points for particular reference:-
- Join the meeting promptly to avoid unnecessary interruptions.
 - Mute your mic when you're not talking.
 - If you are having problems hearing or viewing the meeting, try switching off your camera when you're not speaking.
 - Only speak when invited to by the Chair. If you'd like to speak, type "RTS" in the Instant Message Conversation panel and click the send (arrow) button.
 - If you're referring to a specific page or slide, mention the page or slide number.
 - Be mindful of the [Access to Information rules](#) and that where it is necessary to go into Part 2 session that you are in a location where other members of your household are not able to overhear the proceedings.
 - Don't work on other tasks (like emails, browsing the web or answering other phone calls) during the meeting. If you have a mobile phone, switch it off for the duration of the meeting.
 - If at any time you are unable to hear, or be heard, then you will be deemed to have left the meeting and may not be able to participate in a vote on the matter being debated. If this happens to you, you must let the Chairman know immediately you regain connection, so that officers can re-cap the part of the debate you have missed, if appropriate.
 - When a vote is taken by roll-call, ensure your microphone and camera are switched on before answering clearly whether you are 'FOR', 'AGAINST' or wish to 'ABSTAIN' from the vote. These are the only three options that are valid.

5 Other Participants

- 5.1 This section deals with both councillors who are non-committee members and public participants who would normally have a right to speak at Planning and Licensing Committee meetings.
- 5.2 We are keen to provide appropriate and proportionate opportunities for non-committee members to participate in meetings, however, managing a meeting virtually presents additional challenges.
- 5.3 Unless there is a recognised right of a councillor who is not a committee member to speak at a meeting (for example a ward councillor at Planning Committee in connection with an application on the agenda in their ward), the ability of other councillors to speak will not ordinarily be permitted.
- 5.4 All councillors will be sent the Skype meeting invite for all Committee meetings to enable them to 'attend' any meeting whether as a speaker or just an observer.
- 5.5 Any member of the public who has registered to speak at a Planning Committee or Licensing Sub-Committee hearing, will be sent the Skype meeting invite so that they may hear and, where practicable, see the members of the Committee.
- 5.6 These regulatory committees and hearings will separately publish appropriate protocols for public representations at virtual meetings.



6 Other Public Viewers

- 6.1 The Council will make available facilities to hear all meetings which would ordinarily be held in public as a live audio streamed event.
- 6.2 A link to the relevant meeting broadcast will be available from the meeting page on the Council's web site.
- 6.3 The following link displays the current month of scheduled meetings. Click on the relevant date to view the agenda and a link to the broadcast for a specific meeting (<https://democracy.spelthorne.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>)
- 6.4 The recording of the meeting will remain published until the following meeting has taken place.

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MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 27 February 2020 at 7.30 pm

Present:

Councillors:

C.F. Barnard (Deputy Mayor)	S.M. Doran	V.J. Leighton
C. Bateson	R.D. Dunn	L. E. Nichols
I.J. Beardsmore	S.A. Dunn	O. Rybinski
J.R. Boughtflower	T. Fidler	D. Saliagopoulos
A. Brar	K.M. Grant	J.R. Sexton
S. Buttar	A.C. Harman (Deputy Leader)	R.W. Sider BEM
N.L. Cornes	H. Harvey	V. Siva
J.H.J. Doerfel	I.T.E. Harvey (Leader)	R.A. Smith-Ainsley
J.T.F. Doran	T. Lagden	B.B. Spoor

In Attendance: Murray Litvak, Chairman of the Members' Code of Conduct Committee

The Deputy Mayor was in the Chair

Apologies:

The Mayor, Councillor M.J. Madams and Councillors M.M. Attewell, C.L. Barratt, R.O. Barratt, R. Chandler, M. Gibson, N. Islam, M.J. Madams, J. McIlroy, A.J. Mitchell, R.J. Noble and J. Vinson

44/20 Minute's Silence

The Deputy Mayor invited all those present to stand in a minute's silence as a mark of respect and in memory of former Mayor, Denise Grant and also Mrs Joan Paterson-Borland, past Mayoress, who both passed away in January 2020.

45/20 Application of six-months' rule to Councillor M. Madams

The Council considered a report on the application of the six month's rule, as set out in Section 85 of the Local Government Act 1972, to Councillor M. Madams, the Mayor.

Resolved to approve Councillor Madams' absence from attendance at meetings from 25 October 2019 until the Annual Meeting of the Council on 21 May 2020.

46/20 Minutes

The minutes of the Council meeting held on 19 December 2019 were agreed as a correct record.

47/20 Disclosures of Interest

Councillor T. Fidler disclosed a conflict of interest in item 10c Pay Policy Statement as a family member works for the Council and would be impacted by the decision. He would not take part in the decision on this matter.

48/20 Announcements from the Mayor

The Deputy Mayor circulated a list of past and forthcoming events, he had attended or would be attending on behalf of the Mayor, for councillors' information.

49/20 Announcements from the Leader

The Leader made the following announcements:

“You may have read in the press that 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.

I am pleased to announce that we have launched a four week consultation for a new leisure centre which will run from 28 February – 27 March. We are inviting residents to come along to the public exhibition events we are holding 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 our online survey, email or write to us. Paper copies of the questionnaire are also available.

Local businesses are the lifeblood of our Borough and I am looking forward to recognising their achievements at this year's Spelthorne Means Business Awards. We have award categories to suit all businesses - large or small - so if you are proud of your company's achievements, let us know! Entries open on 4 March.

It was a pleasure to welcome Prime Minister Boris Johnson and MP Kwasi Kwarteng to the Charter Building in Uxbridge in January. Spelthorne

purchased the Charter Building as an investment in August 2018 and it is now home to a community of local, national and global businesses. The PM said he was impressed with our investment and was very interested to hear about the Council's commercial strategy.

Spelthorne Council held a special memorial event on 27 January to mark Holocaust Memorial Day. The commemoration began with a flag raising ceremony during the day and continued in the evening with music, poems, readings and a heartfelt account from Holocaust survivor Marion Strehlow who witnessed the horrors first-hand. Representatives from six religions lit candles to show unity in keeping with this year's theme, 'Stand Together'.

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.

This year marks the 75th anniversary of the end of the Second World War. The commemorations for VE Day on 8 May and VJ Day on 15 August are significant milestones and provide an opportunity to reflect on the sacrifice of millions of people. 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.

You will all be aware of the decision issued by the Court of Appeal earlier today on the third runway at Heathrow. It failed because the government had not taken into account the commitment given under the 2015 Paris Agreement to reducing carbon emissions and mitigating climate change.

This Council has always been consistently clear that expansion cannot be at the expense of local communities or the environment. We do not intend to change from this stance. Our environment and our communities, and particularly Stanwell Moor and Stanwell Village, will be adversely affected by the expansion as currently proposed. We made it very clear in our response to Heathrow's consultation last summer that 16 requirements needed to be met for any scheme to be acceptable.

One of these was that the scheme must comply with the 2019 Committee on Climate Change Further Ambitions Scenario (in order to deliver a reduction to 30 million tonnes CO₂ in 2050). In calling for this, the Council has already said that any development must go above and beyond the Paris Agreement. We are saying that Heathrow expansion must deliver a scheme which will limit the temperature increase to 1.5 degree C, not just simply hold global rises to well below 2 degrees C.

The Court of Appeal decision today vindicates our long held position in ensuring that our environment (and our communities) are safeguarded and protected. Our stringent stance on climate change is being borne out by reality.

Finally Members, ladies and gentlemen, I would like to mention our Local Plan, and in particular Green Belt. This will feature later in Questions and, of course, the petition. I have two updates.

Following our engagement with the ministry, our MP Kwasi Kwarteng met with the Housing Minister, Robert Jenrick. He did this on Tuesday of this week. I spoke directly to Kwasi earlier this afternoon and he tells me his meeting with the Minister was positive and constructive. It appears that they are expecting the whole matter to be reviewed after the Budget on 11th March. I am pleased that Kwasi took the time to have the meeting and to brief me. We will continue to press for a reduction. Any tangible change will be immediately factored into our emerging Local Plan, with hopefully a reduced allocation.

Secondly, our focus for any developments will be brownfield sites. However where we are challenged by developers targeting our green belt, we will robustly defend these. So good are our finances that Cabinet have agreed to ring fence at least £900,000 towards this. We will be issuing further details in due course, and Cllr Beardsmore, our Strategic Planning Portfolio Holder will be addressing this also later this evening.”

50/20 Announcements from the Chief Executive

The Chief Executive, Daniel Mouawad, recorded his appreciation to the IT team for minimising the impact of a significant power outage at the Council offices on Sunday 16 February. To restore power, a generator was brought on site and the IT team worked late into Sunday night to restore the Council’s servers to maintain business continuity. He thanked the IT team for their continued commitment in supporting a first class public service provision that supports our communities.

51/20 Questions from members of the public

The Mayor reported that, under Standing Order 14, questions had been received from ten members of the public.

1. Question from Andrew McLuskey

“Given the recent report by the British Heart Foundation indicating that Spelthorne suffers from 11.08 micrograms of ‘particulates’ per cubic metre in its air will the Council reciprocate by -

- a) Bringing in, as a matter of urgency, a Clean Air Zone for the Borough.
- b) Opposing Heathrow’s potentially immensely polluting 3rd runway plan?”

Response from the Deputy Leader, Councillor Tony Harman

“Thank you for your question, Mr McLuskey. The air quality level quoted in the question is taken from central Government modelling. Measured levels at monitors in Oaks Road, Stanwell and Sunbury Cross in 2018 were lower and below the World Health Organisation’s guideline. Full details will be provided in the written response.

A Clean Air Zone defines an area where targeted action is taken to improve air quality to deliver health benefits whilst supporting economic growth. Action includes access restrictions to encourage cleaner vehicles and a particular focus on measures to accelerate the transition to a low emission economy. There can be two categories:

1. Non-charging Clean Air Zones: Which are defined geographic areas used as a focus for action to improve air quality; and
2. Charging Clean Air Zones: Where in addition to the above, vehicle owners are required to pay a charge to enter, or move within a zone if their vehicle does not meet specified emissions standards.
Implementation of such zones require at least a three to five year lead-in to allow businesses and individuals to adjust.

Spelthorne is not able to establish a Charging Clean Air Zone as the power to introduce such a zone rests with Surrey County Council as the Highways Authority. In addition, Spelthorne already has a whole Borough Air Quality Management Area which has a similar function to a Non-Charging Clean Air Zone. Details of progress with air quality actions can be found in our 2019 Annual Status Report to Defra, which is available on our website (link provided in written response): <https://www.spelthorne.gov.uk/article/17839/Air-quality-reports>

The Council is currently participating in a joint project with Surrey County Council to pilot electric vehicle charging infrastructure at 20 on-street parking bays across the Borough and we are currently recruiting a temporary Air Quality Officer to develop the Council’s new Air Quality Action Plan.

The Council’s position on Heathrow Expansion was recently decided at the Full Council meeting of 24 October 2019 (Item 276/19). A motion was put forward and carried that:

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

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

Our demands include requirements in respect of air quality impacts and impacts on other environmental issues and these can be viewed in the minutes of the Council meeting, on our website.”

Further information provided in written response

“The figure referred to in the question is modelled background pollution data prepared by Defra for 2018 ⁽ⁱ⁾ – 11.08 ug/m³ is the modelled estimate of population-weighted annual average PM2.5 concentration as a Borough average for Spelthorne. The Council is the only authority in Surrey to monitor levels of PM2.5. At Oaks Road, Stanwell, a background location near Heathrow Airport, the annual mean level of PM2.5 for 2018 was measured at 9.11 ug/m³. At Sunbury Cross the measured annual mean for PM2.5 for 2018 was 9.19 ug/m³. The results for both of these locations were below the WHO recommended guideline of 10 ug/m³. At Haslett Road, Upper Halliford a third monitoring station operated on behalf of Suez recorded a 2018 annual mean for PM2.5 of 11.4 ug/m³.”

2. Question from Anthony Woodward

“When will Spelthorne Council follow the lead of Parliament, Surrey County Council and numerous other local authorities in declaring a climate emergency and ensure that future decisions and actions of the Council are subject to environmental impact assessments and are in line with reducing carbon emissions and the impacts of climate change?”

Response from the Leader, Councillor Ian Harvey.

“Thank you for your question, Mr Woodward. This Council strongly believes that climate change urgently needs addressing but we do not feel that we must declare a climate emergency in order to deliver meaningful action. We believe in action not words. In October 2019, the Council committed to establishing a Leader’s Climate Change Working Group, which has been tasked to deliver a strategy this year outlining how we plan to deliver the target of net zero carbon emissions by 2050, in line with current Government policy. This Working Group will report back to Cabinet regularly on proposed actions on climate change, and will monitor delivery to ensure we are hitting our targets. If we can deliver those targets sooner than 2050 we will of course do so and any objectives we do have will also be continually reviewed and amended in line with changes in Government policy.

Environmental impact assessments are an important tool in helping ensure that our decisions and actions will deliver benefits to communities and the zero carbon target. All future decisions of the Council will consider all environmental and sustainability issues, as such decisions will influence our ability to meet net zero emissions by 2050 or earlier in line with Government Targets.”

3. Question from Thomas Bailie

“As a pupil at Thamesmead School I am seeing disposable plastic bottles and all sorts of single use plastics ending up in bins or even on the floor after only being used once. This goes on every day in schools across the local area,

and on a large scale is not only very harmful for wildlife, but also unnecessary when they could be replaced by reusable bottles.

I would like to ask the question “what is the council doing to counteract the unnecessary plastic waste in local schools?”

Response from the Deputy Leader, Councillor Tony Harman

“Thank you for your question Mr Bailie. Spelthorne Borough Council supports our schools in the management and disposal of their waste. We advise on what can and can't be recycled (including food waste), how best to dispose of waste generated and we provide information and bins adequate for the school's needs.

We also visit schools to talk to pupils about sustainability, waste reduction and the correct and responsible disposal of rubbish.

This Council has a Single Use Plastic policy and action plan and we promote the reduction in single use items as part of our sustainability and waste management campaigns. As Surrey County Council has overall responsibility for education it is important that they help in implementing these policies and actions within schools.”

4. Question from Caroline Nichols

“Lord Porter is Spokesperson on building safety at the Local Government Association. On 26th January, the eve of phase 2 of the Grenfell Enquiry, he spoke to Radio 4's Broadcasting House programme of his concern that many high-rise buildings across the UK are still grossly inadequate with regards to fire safety.

Lord Porter says that ACM cladding as used on the Grenfell building is not the only problem. He believes that the cladding material HPL (high pressure laminate) will be a bigger problem to eliminate and only 99 high rise blocks with HPL have been identified so far. In his view, the UK is suffering a legacy of bad construction since the 1960s and a relaxation of building regulations by all political parties in this century. He urges that all high-rise buildings are looked at across the country for fire safety as a matter of urgency, and that people with complicated needs are only housed in buildings which can be evacuated quickly.

Can the Council provide a progress report for Spelthorne residents to confirm that -

- 1) That there are no buildings (publicly or privately owned) of 11 metres or more in Spelthorne and properties owned by Spelthorne in other boroughs, that have petroleum-based cladding whether this is ACM or HPL. 11 metres is the height standard operating in Scotland, which is more stringent than in England.
- 2) That all buildings of 11 metres or more in Spelthorne and in Spelthorne-owned properties have passed stringent safety tests including the ability to evacuate them quickly and safely.”

The Deputy Mayor advised that as she was not able to attend the meeting, Mrs Nichols had agreed to receive a written response.

Written response from the Leader, Councillor Ian Harvey

“Thank you for your question Mrs Nichols.

On the morning of the tragic events at Grenfell my first action was to meet with officers to request an immediate audit to identify all high-rise buildings in the Borough which could be of a similar construction to Grenfell Tower or at risk.

Our officers have subsequently been working to identify residential buildings and hotels in the Borough that are 18m or above, to review their cladding in line with Government requirements. This has included making enquiries into the presence and type of any cladding on these buildings. No buildings of 18m or above have required intervention.

The Council is aware that new Building Regulation controls may be introduced in England in relation to materials used on high rise buildings, to include lower level buildings above a height of 11m. As these proposed changes have yet to be implemented we have not commenced reviewing high rise buildings between 11m and 18m, but will extend our investigations to include any additional buildings or cladding products necessary to meet any future safety standards specified by the Government.

Additionally, our assets team are also ensuring the safety, type and presence of cladding associated with buildings owned by Spelthorne within and outside of the Borough.”

5. Question from Chris Hyde

“At the Cabinet meeting on 29 January, the response to petitions submitted by residents from Charlton Village, Shepperton, Sunbury and Stanwell, which raised issues about the Local Plan Green Belt proposals, was to note the petitions and ask the Local Plan Working Party to review the matters they had raised. Also, in responding to these petitions, Councillor Beardsmore said he could not answer the petitions specifically because more analysis was needed. When will the Local Plan Working Party report back to the petitioners and when will local residents see the results of the analysis of the submissions?”

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder

“It is hoped that recommendations from the Local Plan Working Party will be taken to Cabinet on 25 March. That is a tight deadline, but those recommendations will be a public document. All representations received to the Local Plan preferred options consultation are currently being reviewed by officers and will be made publicly available in due course. The Council will also produce a response document responding to the main issues raised in the consultation and will publish this on our website.

Briefly:

There were 1987 representations from 1,032 people or organisations
370 comments were made on policies. 1617 on sites.

These ranged from a single sentence, to 350 pages from professional planners.

Many of the professional representations were uploaded as PDFs. At the moment they are being treated as single submissions and single comments. Every representation will be read. When they have all been read they will be published online along with comments from officers about the issues raised. The numbers do not include petitions and some people signing petitions will also have made individual comments.”

6. In her absence from the meeting the Deputy Mayor read the questions from Margaret Mulowska.

Question 1

“Spelthorne came bottom of the Friends of the Earth rankings of every single council in the country for your environmental record - what are you going to do to take action on the Climate and Ecological Emergency?”

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder

“This Council strongly refutes a number of key points in the research undertaken by Friends of the Earth which led to the publication of the report you refer to. It was evident that the methodology used, and data drawn from it, were nearly a decade old. It did not take into account the fact that the energy efficiency of housing in the borough has improved significantly since that time and they used generalised tree cover estimates that did not take into account the fact that much of the Borough is covered in water. On publication of the figures we contacted Friends of the Earth and they apologised for the misinformation and agreed the data was “old” and out of date, but offered to work with us going forward.

In October 2019, this Council resolved to work closely with the Government, the Environment Agency, our County colleagues, local businesses, residents and other partners to deliver carbon neutrality by 2050. I personally ordered the setting up of a Leader’s Climate Change Working Group to explore ways to cut our carbon and other harmful emissions,. A key task of that group, will be to update our climate change and sustainability strategy in 2020 to ensure that we can deliver this target. It is worth highlighting, however, that this Council has been proactively reducing carbon emissions on our estate for a number of years, resulting in a 38% reduction in emissions since 2009.”

Question 2

“There is a legal obligation on pension fund managers to get the highest returns, so now that fossil fuel investments have been shown to perform poorly against non-fossil fuel investments, what action will Spelthorne and Surrey councils be taking to divest their £150 000 000 of fossil fuel investments away from fossil fuels? Both in the interests of financial sense

and to avoid making already dire Climate and Ecological Emergency even worse.”

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder

“Surrey Pension Fund understands and recognises the severity of Climate Change as an environmental and financial risk, however it chooses to engage and not divest. Some key actions the Fund has taken recently include;

- Holding an Indexed Low Carbon Fund with Legal & General valued £391.2m as at 31 December 2019 and also making a 40m Euro commitment to Glennmont Clean Energy Infrastructure Fund in December 2018.
- Becoming a supporter of the Taskforce for Climate Related Financial Disclosures, where the Fund will report against Climate Related Financial Disclosures in its 2019/20 Annual Report (link provided in the written response) <https://mycouncil.surreycc.gov.uk/documents/s62861/Report.pdf>

The Climate Action 100+ Report reported 2018 Green House Gas emissions, based on information submitted to the Carbon Disclosure Project per sector. It shows that approximately 70% of total reported emissions in 2018 were from sectors outside of Oil and Gas. (link provided in the written response) <https://climateaction100.files.wordpress.com/2019/10/progressreport2019.pdf>

Divesting as a sector-wide strategy is therefore seen as more of a symbolic move as opposed to making a tangible difference in reducing the world’s carbon emissions. It ignores the importance all sectors play. Engaging with high emitting industries reliant on fossil fuels, in order to influence and change their behaviour is equally as important as engaging with the suppliers. Further information is provided in the written response.”

Further information provided in the written response:

“They are the companies who drive energy demand. Consequently, engagement is required with regulators, governments and across industries, as well as with individual companies who all need to move forward in the transition to a low carbon economy. This view is backed by industry experts such as Robeco: “Divestment simply transfers a problem, and an investor cannot sell out of an entire sector if they want to make a long-term impact... Divesting an entire sector may lower the carbon footprint of a portfolio, but it makes absolutely no impact on the environment.

<https://www.robeco.com/uk/insights/2017/12/we-need-decarbonization-not-divestment.html> “

Question 3

“Will you work in partnership with Extinction Rebellion to secure a just transition into a zero carbon future, as Wakefield council recently decided to? Please give reasons for your answer.”

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder

“In addressing climate change the Leader’s Climate Change Working Group will consult and work with a wide range of organisations, including public sector partners, businesses and other community stakeholders, with the aim of encouraging our whole community to work with us in moving to a zero carbon economy. We recognise that this transition will mean that we will all need to do things differently, as carbon intensive jobs are replaced with low and zero carbon employment, but with the support of everyone working together we believe that this can be achieved whilst maintaining this Borough’s thriving economy.”

7. Questions from Udo Kleinitz

“Thank you for the opportunity to submit questions to Spelthorne Borough Council. I would be grateful for an opportunity to discuss the following areas regarding proposed release of green belt areas in SBC:

1. What is the council doing to actively encourage developers to offset negative environmental impact or build with a positive environmental impact?
2. When assessing and identifying areas for development, what environmental impact assessment criteria does the Council apply?
3. Specific to the 19 green belt areas proposed for release, what action does the council propose in order so the awarding is based on the application of environmental and sustainability criteria such as Life Cycle Assessment/Circular Economy recyclability of components, and offsetting lost habitat on site (such as vegetated roof areas) and carbon neutral performance?

These questions are in anticipation of:

- carbon neutrality becoming the prerequisite for continuous economic growth and job creation in the area,
- an increasing responsibility and accountability towards the public to meet real and significant commitment towards greenhouse gas reductions and maintaining biodiversity.”

Responses from Councillor Ian Beardsmore, Strategic Planning portfolio holder.

1. “In terms of the potential allocation of sites, a Sustainability Appraisal has been undertaken for every site to identify possible negative impacts and mitigation measures. Developers will be expected to have regard to these as allocations are included in the Plan and planning applications are submitted. The new Local Plan also includes draft policies on E4: Blue and Green Infrastructure’ ‘E3: Environmental Protection’ and ‘DS2: Sustainable Design and Renewable/Low Carbon Energy’. In addition policy ‘requires all planning applications to achieve a net gain in biodiversity. All developers will need to

follow these policies to overcome environmental issues and make a positive impact on the Borough.”

2. “Sustainability Appraisal work is undertaken to assess sites against the Sustainability Framework. This identifies any potentially adverse impacts (social, environmentally and economically) and seeks to minimise them. Our Site Selection Methodology document also included sections on biodiversity, flood risk, contamination and landscape to name a few.”

3. “The Sustainability Appraisal is a key mechanism in the Local Plan process to spot potentially adverse impacts and identify ways of overcoming them. This is an important consideration in determining which sites to take forward”

“I would hope very much to see planning policies being brought in to enforce carbon neutral planning. Unfortunately I am less convinced than some by the government’s commitment to Carbon Neutrality especially as they would have to reconcile it with their driving policy of forcing councils to consume Green Belt for Housing.”

Finally for the record, the government wrote to the Council on 14 February 2020 and stated: ‘..the government intends to increase the thresholds for the presumption in favour of sustainable development early next year to drive up delivery.’ So from next year they are going to increase sustainability and increase quantity of new build...”

Evidence provided in written response

“Draft Policy ‘DS2: Sustainable Design and Renewable/Low Carbon Energy Generation’ requires developers to integrate sustainable design and construction. This includes maximising energy efficiency and integrating renewable and low carbon energy. This policy also supports sustainable construction to assist with a cost-effective transition to a low carbon economy.

In terms of lost habitats,

Draft policy ‘E4: Green and Blue Infrastructure’ expects development to contribute to biodiversity through securing biodiversity net gain. This approach aims to leave the natural environment in a better state than beforehand.

The Sustainability Appraisal framework used to assess sites is available on page 10, Appendix 1 of the following document:

https://www.spelthorne.gov.uk/media/19049/Sustainability-Appraisal-Issues-and-Options-Final-Report/pdf/Sustainability_Appraisal.pdf?m=637044049597100000 “

8. Question from Siobhan Molloy

“As one of the 5,000 people who signed the recent petition that demanded that Spelthorne Borough council not build on green belt sites, I understand that the initiators of the petition have asked the council (as is their right under the Council's own policy on petitions) to call a public meeting to discuss this issue. When does the SBC plan to hold this public meeting?”

Response from the Leader, Councillor Ian Harvey

"The petition is on the agenda for debate immediately after the public questions tonight, in a few minutes. Your question will be responded to when we discuss the call for a public meeting during that item."

9. Question from Malcolm Beecher

"In response to Surrey County Council's commitment to plant 1,200,000 new trees across the county to mitigate increasing carbon dioxide levels, Spelthorne borough would be expected to accommodate planting approximately 109,000 trees over and above any commitments by Spelthorne Borough Council to plant and replace trees associated with developments and ash die-back. This new commitment will require at least 40 hectares of land and maybe even 100 hectares depending on the species to be planted.

"In light of this, please can you confirm how engaged the council is with this pledge and what target Spelthorne Borough Council is proposing for planting of new trees in the borough, both in terms of land area and numbers of trees to be planted:

A) In total?

B) What land has already been identified to the council's knowledge, including any land that is owned, leased or managed by the council?

C) Alongside the budget set aside by Surrey County Council what budget and/or other resources has Spelthorne Borough Council allocated to this?"

Response from the Leader, Councillor Ian Harvey

"Thank you for your question Mr Beecher. In May 2020, Surrey County Council will be launching its New Trees and Climate Change strategies, but at present we have no further details on their plans. This Council fully understands the important role trees play in mitigating carbon dioxide levels, and over the last two winters we have planted 851 trees in our parks.

Once the County Council's tree strategy is made publicly available we will consider what additional budget and other resources we can provide to help deliver the project aims.

In identifying new locations for trees we will, however, have to consider both the status of the land and its biodiversity value before any additional planting is undertaken."

10. Questions from Kath Sanders

Question 1

"Re: Local Plan proposals to release some of Spelthorne's Green Belt for housing & economic development

I support all work being done to reduce the proposed housing requirement of 603 homes per annum to a much more manageable and sustainable level. However, my concerns for Spelthorne's Green Belt remain.

Spelthorne Borough Council stated in its consultation document, that only 1.6% of Spelthorne's Green Belt would be required to be released under current proposals. Please could the Council give an estimate of what percentage of remaining "potentially developable" Green Belt land this represents? Please exclude all waterbodies, flood zone 3b ("1 in 20 year event") land, any other non-developable land AND land previously developed or with planning consent under "very special circumstances" e.g. schools, Spelthorne Gym & Shepperton Studios."

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder.

"Thank you I think this question is very important as it hits the nail on the head and recognises the unique land use geography of Spelthorne that most people miss and which for us produces a very unique set of issues and constraints. Some know our MP is due to see the minister at some point on our behalf. I know this is part of his briefing because I co-wrote it.

I can report that this meeting actually took place yesterday (26 February) and we will now have to wait for government announcements after the budget

The total area of water features, flood zone 3b, Sites of Special Scientific Interest, Special Protection Area and Common Land, all within the Green Belt, amounts to approximately 1665 hectares (50% of total Green Belt). We do not hold the data for previously developed land area in the Green Belt but we do have information on current planning permissions. Approximately 70 hectares of land has permission (either recently completed, under construction or extant) for development. All of this is previously developed land with the exception of part of the Shepperton Studios site (totalling 52% of Green Belt). A table summarising this will be provided in the written response."

Question 2

"Also, please could the Council clarify which additional Green Belt sites the Council has identified in its latest SLAA as likely to be "susceptible to acquisition" by Heathrow expansion. It seems to state in its Local Plan document that this piece of work had been done (see SLAA, July 2019, section 2.10) and it would be good to have an understanding of the likely extent of these.

My overriding concern is for the sustainability of current proposals and I believe answers to the above would help inform residents and other stakeholders as to the most likely current threats to Spelthorne's Green Belt. It would also give a more realistic picture overall of the challenges facing the borough, especially if the likely effects of Heathrow expansion on the transport

network and air pollution were to be taken into account - I don't think this has been done in the latest published Strategic Highway Assessment.”

Response from Councillor Ian Beardsmore, Strategic Planning portfolio holder.

“Many would have heard the news on Heathrow, I am one of the minority on this council who welcomes it. So hopefully the details below are now unnecessary. The latest masterplan for the Heathrow Airport expansion is available online and a link will be provided in the written response.

A map showing the preferred masterplan is available on page 53 of Heathrow’s document. This shows the Development Consent Order boundary and which sites are likely to fall within the application area.

Zones H (page 97), J (page 101) and U (page 141) fall into Spelthorne and information is available on the potential uses for these areas.

The Strategic Highway Assessment looks at committed developments (Do Minimum Scenario A) as well as other scenarios which include sites identified through the Local Plan (scenarios B, C and D).

More work on the transport impacts will be undertaken for Regulation 19 consultation once we have finalised our site allocations.

Further traffic modelling from Heathrow Airport Ltd is expected to be released into the public domain at their focused consultation beginning in April 2020. However, Spelthorne Borough Council and Surrey County Council officers have been involved with the impacts on the transport network and air quality through their engagement with Heathrow on the expansion proposals.”

Evidence and link provided in written response.

Area	Size (ha)	Comments
Total Spelthorne Green Belt	3324	
Reservoirs, Flood zone 3b, SSSI, SPA, Common Land	1665	Included within GB
Land with Planning permission (extant; under construction; or recently completed)	70	Commercial – 61.88 (all PDL except part of Shepperton Studios) Residential – 7.60
Preferred allocation sites	53	

PDL = Previously Developed land

Masterplan for the Heathrow Airport expansion at:

<https://aec.heathrowconsultation.com/wp-content/uploads/sites/5/2019/06/Preferred-Masterplan-Hi-Res.pdf>

52/20 Petitions

The Council had received a petition with 5,270 signatories requesting that Spelthorne Borough Council did not release 19 Green Belt areas currently identified in the Local Plan for building or other commercial purposes and to protect the entire existing Green Belt in Spelthorne for generations to come.

The following statement accompanied the petition:

“Green Belt land fulfils important functions. Its fundamental aim is to prevent urban sprawl by keeping land permanently open - and Spelthorne’s Green Belt boundaries have remained largely unchanged since WW2. Nonetheless, as part of its New Local Plan consultation, Spelthorne Borough Council is putting forward 19 Green Belt sites across the whole of Spelthorne for building/housing and commercial purposes. [1] This would mean a loss of 53ha of Green Belt with a risk of further erosion of our Green Belt in the future. It will result in smaller remaining Green Belt sites which will be weakened as a result and – in turn – become vulnerable to development.

Even though Green Belt boundaries should only be altered where “exceptional circumstances” are fully evidenced and justified and where strictly necessary, the Council has decided to reject 29 urban (brownfield) sites for development opting for Green Belt sites instead which are strongly preferred by developers and Green Belt owners as these greatly maximise profit margins. Once stripped of Green Belt status, the value of land can raise 2500 fold (250,000%) and more. The release of the Green Belt will lead to significant changes to the character of the areas where they are located and will have a significant impact on local residents as these plots of land have an amenity, biodiversity value, a visual benefit and/or carbon capture value – which is now more important than ever during a time of Climate Emergency when more (not fewer) green spaces and re-wooded areas are required to counteract carbon emissions.”

In accordance with the Council’s Petition Scheme, the matter was referred to Council for consideration and a response.

Malcolm Beecher presented the petition to the Council referring to the effects of destroying forest and woodland on climate change and the part the Green Belt plays not only in preventing urban sprawl but as a vital carbon sink. He stated that the health of the Borough’s residents was as important as their need for housing and claimed that with the use of innovative design the Council could deliver the homes it needed by developing the brownfield sites in the Borough. He also stated that Local Authorities had responsibility for assessing the number of homes they needed, not the government, whose targets were not mandatory.

Councillor I.J. Beardsmore responded to the petition as follows:

“Firstly I believe residents deserve more than a series of facts when it comes to answers, so with this in mind I will split my response in two - the answer itself which I shall provide now and an evidence base to sustain that answer

which will be provided following the meeting. Otherwise we are going to be here an awfully long time.

With this petition and with other responses tonight I need to clear up some misconceptions from the start.

- 1) Apart from two small sites, Spelthorne do not own any of these sites
- 2) Spelthorne will not be building on any of those other sites
- 3) Spelthorne will not be making any sort of profit from those sites

Spelthorne is required to do a call for sites. We are required to seriously consider every site submitted. Whether we like it or not.

What about the two small sites Spelthorne own?

Firstly if we hadn't considered them, it would simply leave a gap that needs to be filled by other site/s.

Secondly it would leave us open to a charge of bias if we did not include our own sites that also did less well under the review.

Difficult where to start with this petition. Given so much of it, and the so called information around it, is misleading, wrong or down right false.

It is implied that there is no proper evidence base. **False**. Firstly all the Green Belt sites submitted for possible re-zoning as housing were strongly evidenced. For the overwhelming number of the sites the evidence was that they should remain Green Belt. The sites which might be removed from Green Belt were the handful that did not do so well. That is what the evidence revealed. For the record 92% of the Green Belt area submitted - was rejected

The selection and assessment methodology is available on line and noted in the evidence base attached to these minutes.

It is claimed that we did not consider such things as biodiversity in the analysis. **False**. Whilst this is not a function of the Green Belt, we considered this and other non-Green Belt functions as far as possible through the sustainability appraisal. All of which is in the sustainability appraisal included in the evidence base attached to these minutes.

It is claimed that 29 Brownfield sites were rejected. Despite being repeatedly told this was wrong the proponents of this petition refused to change this. It is **False**. All the 29 sites are included in the Strategic Land Availability Assessment. (SLAA) and are included within our supply. This consultation was about moving them from that 'pot' of sites to the allocations pot. We have not suggested this as there is less certainty about when they will become available.

It is claimed that only 2947 homes were allocated on brownfield sites. **False** The number is 7103 made up of the 2671 Urban sites + 1997 SLAA sites +1600 Staines sites + 835 windfall.

This also shows that the claim, 'plus other sites that might arise' is **False**. We have already included 835 windfall dwellings.

In Sum up the claims of:

No evidence base	- False
Not considered other sustainability issues	- False
Did not include 29 brownfield sites	- False
Did not include many brownfield sites	- False
Did not include windfall provision	- False

Given the dishonesty with which this petition was presented, it would be all too easy - and in many ways justified, to dismiss it entirely. But actually I think that would be missing the point. I am sure many of the signatures of the petition represent people who are as genuinely concerned about Green belt as I am. Simply dismissing them because of the actions of a few is I think wrong. We are very aware of how strongly people feel on this matter and this is part of that, so when considering what to do with this petition I would ask members to keep in mind the fears and concerns it actually represents.”

Councillor Smith-Ainsley moved that the Council notes the petition and keeps the matter under review. The proposal was seconded by Councillor V.J. Leighton.

Councillor L.E. Nichols called for a recorded vote.

Councillor D. Saliagopoulos was not present in the Chamber at the time the vote was called.

The vote was as follows:

FOR (13)	Councillors I.T.E. Harvey (Leader); A.C. Harman (Deputy Leader); C. Barnard; I.J. Beardsmore; J. Boughtflower; A. Brar; S. Buttar; H. Harvey; V.J. Leighton; O. Rybinski; J. Sexton; R.W. Sider; R.A. Smith-Ainsley;
AGAINST (13)	Councillors C.L. Bateson; N. Cornes; J.H.J. Doerfel; J.T.F. Doran; S. Doran; R. Dunn; S.A. Dunn; T. Fidler; K. Grant; T. Lagden; L.E. Nichols; V. Siva; B.B. Spoor

The Deputy Mayor, Councillor C. Barnard exercised his casting vote and voted **for** the motion. The motion was therefore carried.

The Deputy Mayor adjourned the meeting for 5 minutes to allow the public to leave.

53/20 Treasury Management Strategy Statement

Council considered the recommendation of the Cabinet on the Treasury Management Strategy Statement for 2020/21.

The proposed Strategy represented an appropriate balance between risk management and cost effectiveness.

Resolved to approve the Treasury Management Strategy Statement for 2020/21.

54/20 Housing Strategy 2020/2025

Council considered the recommendation of Cabinet to approve the Housing Strategy for 2020/2025.

The Housing Strategy sets out how the Council will ensure that local residents have an affordable range of housing options to meet their needs. The strategy sets out the key areas of focus, and is based upon the findings of an independent review of the Council's performance in affordable housing delivery.

Resolved to approve the Housing Strategy 2020/2025.

55/20 Pay Policy Statement 2020/21

Council considered a recommendation from Cabinet to approve the pay policy statement for 2020/21. Pay Policy statements must be agreed by full Council and published by 31 March each year to apply to pay decisions during the next financial year.

Resolved to approve the Pay Policy Statement 2020/21.

56/20 Capital Strategy 2020/2025

Council considered the recommendation of the Cabinet on a Capital Strategy for the period 2020 to 2025.

The 2020 Strategy is a refreshed and revised version of the first Capital Strategy adopted in 2019, taking account of activity in the last year, and reflecting the Council's greater emphasis on the performance of the investment portfolio, refined and improved governance arrangements and the need to embed sustainability.

Resolved to approve the Capital Strategy for 2020-2025.

57/20 Capital programme 2020/21 to 2023/24

Cabinet considered the recommendation of Cabinet on the Capital Programme for the period 2020/21 to 2023/24 in the light of the available resources and the corporate priorities.

The potential cost of the schemes proposed in the 2020/21 programme totalled £65,636,700. All bids on the Capital Programme were critically assessed and reviewed by Management Team and Cabinet to reflect the level of capital resources now available to finance future capital expenditure.

Resolved to:

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

58/20 Pay Award 2020/21

Council considered the recommendation of the Cabinet on the Pay Award 2020/21.

The proposed pay award of 2.5% to all staff, including those on protected salaries, personal salaries and apprentices had been subject to consultation and negotiation with Unison and was made to help attract and retain staff.

Resolved to approve the 2020/21 pay award of 2.5% to all staff.

59/20 Members' Allowances Scheme 2020/21

Council considered the recommendations of the Independent Remuneration Panel on the Members Allowance Scheme for 2020/21.

Resolved to approve the recommendations of the Independent Remuneration Panel in relation to the Members' Allowances Scheme 2020-2021, as set out below and in the Approved Duties list attached to these minutes:

Allowance	Current amount	Number	Recommended Allowance for 2020/2021¹
Basic:	£6200	39	£6355
Special Responsibility:			
Leader of the Council	£14259	1	£14616
Deputy Leader	£9412	1	£9647
Cabinet Members	£7130	7²	£7308
Cabinet member for Strategic Planning	N/A	-	£5846
Spelthorne Joint Committee Chairman/Vice-Chairman	£4999	1	£5124
Planning Committee Chairman	£5703	1	£5846

Licensing Committee Chairman	£4991	1	£5116
Overview and Scrutiny Committee Chairman	£4991	1	£5116
Audit Committee Chairman	£3566	1	£3654
Opposition Group Leader	£3322	1	£3405
Co-Optees' Allowance	£1000 (Chair) £500 (Vice-Chair)	1 1	£1500 (Chair) £750 (Vice-Chair)
Total Budget	£346,735		£359,621

¹ On an assumption of a 2.5% staff pay award

² Based on the existing Cabinet and excluding the Leader, Deputy Leader and Strategic Planning Portfolio

Allowance for expenditure incurred in relation to Approved Duties (Schedule 1 to Scheme)	Unchanged allowances for 2020/21
Dependants' Carer's Allowance	Reimbursement of actual costs incurred

Travelling and Subsistence Allowances	
Motor Mileage Allowance (per mile)	
Cars	Up to 999cc – 46.9p 1000cc – 1199cc – 52.2p 1200cc and over – 65p
Motorcycles	24p
Cycle	Nil
Day Subsistence Allowance	Reimbursement of actual costs incurred

60/20 Detailed Revenue Budget 2020/21

The Council considered the recommendation of Cabinet on the detailed Revenue Budget for 2020-21 and the proposed Council Tax for 2020-21. The Mayor referred councillors to the Budget Book (green cover) reflecting the decisions and recommendations made by Cabinet on 26 February 2020, including the precepts being levied by Surrey County Council and the Surrey Police.

It was moved, seconded and

Resolved to agree that in accordance with Standing Order 20.4, the respective Budget speeches of the Group Leaders may each exceed 10 minutes in length if necessary.

The Leader of the Council, Councillor I.T.E. Harvey made a statement on the Budget and the Council Tax and moved the recommendations on the detailed Budget for 2020-21 as set out in the report circulated in the Budget Book. The Leader of the Liberal Democrats Group, Councillor S. Dunn then made a statement.

A copy of Councillors Harvey's and Dunn's speeches are attached to these minutes as **Appendices A and B** respectively.

During the debate on this item, it was moved, seconded and

Resolved to suspend Standing Order 5, Duration of Meeting, to allow the meeting to continue until the completion of this item of business.

At the conclusion of the debate on the Revenue Budget, the Mayor explained it was a legal requirement to record in the minutes of the proceedings the names of the persons who cast a vote for the decision or who abstained from voting.

Councillor J. Boughtflower left the meeting before the vote was called.

The voting was as follows:

FOR (13)	Councillors I.T.E. Harvey (Leader); A.C. Harman (Deputy Leader); C. Barnard; I.J. Beardsmore; A. Brar; S. Buttar; H. Harvey; V.J. Leighton; O. Rybinski; D. Saliagopoulos; J. Sexton; R.W. Sider; R.A. Smith-Ainsley;
AGAINST (8)	Councillors N. Cornes; R. Dunn; S.A. Dunn; T. Fidler; K. Grant; T. Lagden; L.E. Nichols; B.B. Spoor
ABSTAIN (5)	Councillors C.L. Bateson; J.H.J. Doerfel; J.T.F. Doran; S. Doran; V. Siva.

The motion was carried.

Resolved to:

1. Continue the Council's Local Council Tax Support Scheme with the current rules and regulations;
2. Continue the complete disregard of war pension / armed forces pension income from benefit calculations;
3. Agree 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. Agree 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. 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) 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;
7. Agree 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.

8. Agree 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.

9. Agree to note 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

10. Agree 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.

At the conclusion of this item, the Deputy Mayor adjourned the meeting and the remaining items of business would be deferred until the next ordinary meeting of the Council on 30 April 2020.

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MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Extraordinary Council Meeting of Spelthorne Borough Council held remotely via Skype for business video conferencing on Thursday, 21 May 2020 at 6.00 pm

Present remotely:

Councillors:

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

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

Apologies: Mr Murray Litvak, Chairman of the Members' Code of Conduct Committee

93/20 Disclosures of Interest

Councillor Islam declared that he had received a business support grant and had discussed this with the Monitoring Officer who had advised that it was not necessary for him to declare this but he had done so for transparency.

Councillor Gibson declared that her partner had received a business support grant. She had discussed this with the Monitoring Officer who had advised that it was not necessary to declare this but Councillor Gibson wished to do so for transparency reasons.

94/20 Emergency Response to COVID-19

Councillors considered the report and appendices that set out the Council's response to the Covid-19 pandemic. Officers across the organisation also presented their individual reports detailing the impact of the pandemic on the

services their team provided, the unfolding of events and consequential demands on the service, and how these had been addressed. The officers' reports are attached to these minutes.

The Council had continued to deliver critical front line services to assist the vulnerable within the community and maintained other services such as environmental health, planning and building control services and its full range of refuse collection and recycling services. In order to achieve this, the Council had redeployed a considerable number of staff where necessary to cover frontline duties. Staff had been required to learn new skills, adapt and put these into practice at notice, whilst working from home.

The combined effect of additional expenditure to provide an emergency response to residents, and reduced income meant the Council faced a significant financial shortfall on its Budget for 2020-21. Although additional funding had been received from central government, this still left a significant shortfall that would need to be addressed. The Council, in conjunction with other local councils, continued to lobby government for additional funding to cover their costs.

Officers had examined the various options available to address the financial shortfall and opportunities to recoup the costs expended on the pandemic and presented these in the report.

Councillors thanked the Chief Executive, officers and staff for their excellent work and commitment during the pandemic.

Council considered together the first two recommendations to note:

1. The emergency response to COVID-19 as set out in the detailed report of the Virtual Borough Emergency Centre (V-BEC); and
2. The initial assessment of the impact on Spelthorne Borough Council's short term financial position.

Resolved to note the report of V-BEC and the initial assessment of the Council's short term financial position.

It was moved by Councillor I.T.E. Harvey and seconded by Councillor A.J. Harman to amend the third recommendation to Council to read:

“That the Council approves a revenue supplementary estimate for 2020-21 of £2.172million as the most likely net adverse impact, as stated at page 112 of the report, to be funded from useable revenue reserves, such funding to be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID-19 on the Council and sufficient cost savings cannot be found.

The final amount will be reported to Council in due course and if necessary further approval will be sought if the figure required exceeds £2.172million.”

A recorded vote was requested as this was a financial matter that impacted on the Council budget. Voting was as follows:

FOR (39)	Attewell, Barnard, Barratt C, Barratt R, Bateson, Beardsmore, Boughtflower, Brar, Buttar, Chandler, Cornes, Doerfel, Doran J, Doran S, Dunn R, Dunn S, Fidler, Gething, Gibson, Grant, Harman, Harvey H, Harvey I, Islam, Lagden, Leighton, Madams, McIlroy, Mitchell, Nichols, Noble, Rybinski, Saliagopoulos, Sexton, Sider, Siva, Smith-Ainsley, Spoor, Vinson.
AGAINST (0)	
ABSTAIN (0)	

The motion was carried unanimously.

Resolved to approve a revenue supplementary estimate for 2020-21 of £2.172million as the most likely net adverse impact, to be funded from useable revenue reserves, such funding to be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID-19 on the Council and sufficient cost savings cannot be found.

The final amount to be reported to Council in due course and if necessary further approval will be sought if the figure required exceeds £2.172million.

Council considered the recommendation on the application of the six months' rule for absence from meetings.

Members had limited opportunity to attend meetings as many had been cancelled due to the pandemic and pending publication of the required government regulations. This would ensure that they were not disadvantaged by the statutory rule requiring members to attend a meeting within a six month period.

Resolved to approve the absence from attendance at meetings from 20 February 2020 until the date of the Annual Council Meeting of any member to which the six months' rule would otherwise apply.

An amendment to the fifth recommendation was moved by Councillor I.T.E. Harvey and seconded by Councillor A.J. Harman:

"That the Council agrees the Annual Council Meeting be held on Thursday 18 June 2020"

Resolved to agree that the Annual Council Meeting be held on Thursday 18 June 2020.

At 8.00pm immediately before the conclusion of the meeting the Mayor asked all councillors to join in the Clap for Carers to record their appreciation of the dedication and magnificent work of NHS staff, all keyworkers and the council staff who have supported local communities in the current climate.

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ECM 21.05.20 SPELTHORNE'S RESPONSE TO COVID-19

INTRODUCTION (Daniel)

From the very start of this national emergency, we have sought to act quickly in implementing measures to safeguard life. From placing the Borough on an emergency footing on 13 March 2020, closing our offices and community centres, and introducing remote working, we have striven to do whatever it takes to help protect the welfare of colleagues and communities from the profound impact of coronavirus.

This pandemic has generated a shock on a scale never seen before. The severity of impact has been unprecedented and has generated a set of challenges in relation to health and wellbeing, communities, civic society, public services and the economy. This report as presented by officers tonight is a testimony to the truly inspirational commitment of staff across the Council working in support of our communities and businesses to overcome such challenges.

SUPPORTING OUR COMMUNITIES

Support 4 Spelthorne Hub and Community Development

Good evening, I'm Karen Sinclair, Joint Group Head of the Council's Community Wellbeing team. I'm going to cover the angle of work relating to support for the local community.

In late February/early March, as national concern about the virus began to rise, we started to plan for options to enhance our local offer. Our immediate thought was for our older service users – some 1800 people using our community centres, receiving meals on wheels, or community alarm pendant wearers.

We began liaison with our Meals on Wheels food provider to ensure they would be able to accommodate our core order going forwards, but also cater for any increased demand. In addition, we researched P.P.E. and safe working methods for visiting 5bed-ridden clients, to protect both staff and customers.

In recognition of the increasing health concerns nationally and locally, the Council made the decision to close the Community Centres, ahead of the Government decision.

A core group of our staff was established, operating at social distance from one another at the Council Offices, with other staff working either from home or minimal numbers at the centres or Leisure Centre. This arrangement continues.

Our initial priority was to support the older vulnerable service users - the 1800 referred to. We commenced telephone calls to both reassure and ask if they required any support. To a large number of this group, these calls have continued on a regular basis.

When lockdown was announced, certain categories of people had been asked by the Government to shield, in other words isolate at home. These included people such as cancer sufferers and those in the most medically vulnerable position. The shielded group are also described by the Government as Category A.

The Council therefore realised the importance of preparing to provide a comprehensive offering for our local community. It's important to stress that effective joint partnership was integral to this. The offer we created was branded Support 4 Spelthorne (S4S), and had a number of strands including;

- Meals on Wheels
- Voluntary sector offer
- Foodbanks
- Money Advice with our partner A2D
- A direct offer of emergency food from Spelthorne Council itself
- Telephone support and advice 8 - 8, 7 days a week

Harnessing the voluntary sector

We knew that we couldn't deliver Support 4 Spelthorne alone. We built on the lessons learned from previous experiences such as the floods, and so entered into a partnership arrangement with Voluntary Support North Surrey to coordinate the roles of volunteers with existing community and church groups, to support residents with prescription collection and food shopping.

Creating food provision

There were already four foodbanks operating in Spelthorne. We recognised that these primarily catered for a different group to some of the shielded, for example, the families and households on low income. We focussed on practical support to enable them to increase capacity. This included the

purchase of fridges and freezers and a generous Council payment of £2,500 to each one. We also brokered corporate donations, including where restaurants were closing and did not want to throw perfectly good food away.

For the most vulnerable shielded Category A residents, in the early stages there was talk of the Government providing food packages directly, but no clarity about how this might work. Therefore, the Council made a commitment to support our own local offering, which we decided to call comfort packs. These were basic food supplies designed to feed a vulnerable person for a week. It should be remembered that at that stage, there was national panic buying, and shops were starting to run out of many items. Lockdown was commencing and therefore the task of creating the facility to put together the packs, at that time on an unknown scale, was monumental.

Staff across the Council rose to the challenge including negotiation with local food retailers to bulk purchase, collect and deliver to the Leisure Centre, which was used as the base. Initially around 150 packs were assembled. This amount was later increased. Systems also had to be devised to deliver the packs, including vehicles, route planning, training appropriate staff, safe systems of working - including of course PPE. This offer was officially operational from 30 March- a very quick turnaround from inception.

Welfare checks – Category A

Whilst Surrey County Council were technically responsible for contacting this group, it was agreed that each District and Borough would contact its own residents to assess needs. However, it is true to say that at times we were all operating in a fog, due to lack of clarity about roles and responsibilities both from Government, Health, County.

Given our concerns locally about managing the personal data of thousands of vulnerable residents on a spreadsheet, we quickly decided that we needed a more robust solution. IT colleagues worked solidly for days to produce a database and end-user form, a project which would normally take months. The beauty of our solution was that a call handler could complete the form, and it would automatically send requests to the appropriate point, such as a comfort pack or assistance with shopping from the voluntary sector. This turned out to be a very good decision, as County and other Districts and Boroughs consistently had issues with the Excel spreadsheet Surrey had devised. Indeed even at this stage Surrey are still trying to look at a workable alternative, now paying a private company to produce something very similar to our solution.

With assistance from teams elsewhere, we created a comprehensive rota of staff that could undertake calls to the shielded group and work through the form with empathy.

Where contact could not be made, we made the decision to visit the clients in person-again involving a great deal of organisation from S4S, both in terms of staff, training and reporting. This proved very successful, as often people were not answering phone calls, but would answer the door or respond to a calling card. In a very small number of cases, we had to escalate to the local Police for visits. In contrast, other Districts and Boroughs relied heavily on phone calls so involved the Police on larger numbers of escalation visits.

It is critical to note that, especially in the early days, some of these calls and visits were literally lifesaving. People were terrified, had no food and no idea who to turn to. Call and visit staff were trained by our managers, however little could have prepared people for the levels of distress they encountered, including several people that were either bereaved or themselves suicidal.

Welfare Checks Category Bs

Whilst the Government priority has always been, understandably, the shielded group, we recognised that there were many more residents who were nonetheless still vulnerable within our community. We referred to this cohort as Category Bs.

There was no obvious list of these residents, so the Council undertook a huge task to try to identify them. Again, staff from other teams were deployed to consider various data sources, such as the electoral roll, Housing Register data, and those who required assistance with moving their refuse bins. Where e-mail addresses were available, people were contacted this way. In other cases, we sourced telephone numbers as a form of contact. Within a short time period, we started to contact the Category B people and replicated the Category A method of contact.

Outcomes

Apart from the all-important qualitative data in the form of thanks and e-mails, here are a few statistics collating information since the start of the crisis:

- 3000 Category A shielded households have been contacted, with the highest success rate in Surrey. We have successfully contacted 98.7% of our shielded households in comparison with the Surrey average of 84.2%
- Part of this achievement is because we have undertaken more visits to shielded households than any other Surrey authority - at 687 visits this amounts to 20% of all visits across the County
- 400 emergency comfort packs have been delivered by S4S. As we had this facility, we did not need to access the County supply of emergency food packs distributed from Guildford Spectrum, which was heavily relied on by most other districts and boroughs
- 10,000 Meals on Wheels delivered. We are now delivering 40% more meals weekly than we were at the start of the pandemic
- 123,000 meal equivalents issued from the local food banks
- 400 referrals for volunteer food shopping and 350 for prescription collection

To summarise

It is fair to say that Community Wellbeing staff have been instrumental in the development and running of the Support 4 Spelthorne community offer, working long hours including through the bank holiday weekends. This role continues.

I hope I have emphasised as I said, the life-saving importance of much of this intervention, the desperation and fear of clients. Our community offer has, on the whole, been gratefully received. In my view, the fog that I mentioned earlier still exists to a degree. There remains some confusion over on line shopping slots and provision of food packs directly from the Government. Only last week Surrey County Council were as surprised as we were to receive another large number of shielded clients to contact – some seven weeks after the community offer was set up. However, as always, we have risen to the challenge.

HOUSING OPTIONS/HOUSING BENEFITS/LEISURE (Deborah)

Good Evening

I am Deborah Ashman the other Joint Head of Community Wellbeing
It was clear from the outset that due to the statutory responsibility of Housing and Housing Benefit and the needs and vulnerability of the respective client groups that the effect of the pandemic and lockdown would be substantial.

Both Housing and Housing Benefit normally deal with clients face to face with Housing Benefit dealing with over 700 clients a month in reception .New practises had to be introduced due to the closure of reception to ensure business continuity

Both teams were and are continuing to be put under great pressure due to the inconsistent, confusing and conflicting instructions given by Central Government and I thought it best to give you a taster of the types of issues that had to be dealt with urgently.

Hospital discharges

The government announced that 15,000 hospital discharges would have to happen nationally; this equated to 75 discharges for Spelthorne residents. However, patients may have been deemed medically fit but they are unable to go home due to lack of support or the unsuitability of their home. Residential homes were also discounted due to the lack of testing before hospital discharge

In partnership with A2D and funding from the Integrated Care Partnership 7 one bed properties were identified , furnished and made ready for occupation in existing sheltered units for the purpose of providing “step down “ properties enabling at speed, supported provision.

Daily calls with hospital discharge teams were undertaken to identify appropriate nominations.

Rough sleepers

On 26th March at 4.30 pm, all Councils received a letter from Government instructing them to place all local rough sleepers in self-contained properties within 24 hours, being mindful to ensure alcohol and drug users were set apart. This accounted for 12 people.

However, in the same week the Government instructed hotels to close. We used the Travel Lodge for emergency self-contained accommodation for some clients with specific needs as well as using it when all other providers were full.

We needed to completely rethink.....

On the same day we received a phone call from the Travel Lodge stating that due to the government announcement we had 3 hours to re arrange suitable accommodation for 3 very vulnerable clients (two being wheelchair users) currently in their hotela very difficult task.

We were therefore dealing with increased demand but no supply.

Domestic violence

Councils were instructed by Government to address the needs of victims of domestic violence differently. Previous experience in other countries identified the sharp increase in domestic violence both during and after lockdown. We were instructed to place in bed and breakfast not just victims of domestic violence but perpetrators to enable some victims to remain in their home.

This again needed us to balance the need of safety and suitability of emergency accommodation as well as location.

Possible prisoner release

The government then announced some prisoners maybe released into the community due to the spread of the virus in prisons. Due to the location of Bronzefield, we prepared but the government never followed though.

Finding suitable alternative accommodation

Due to the closure of the Travel Lodges and other local hotels intensive work by the team had to be undertaken to try and identify alternative placements for these different cohorts of people all with differing needs. However, hoteliers were only interested in assisting key workers. After extensive negotiation over a week and lots of blind ally's we were finally able to secure some local provision.

It should also be noted, we have had to place 30% more households in bed and breakfast since the beginning of this Pandemic but we have been contacting this vulnerable group regularly to ensure they feel supported.

(The current situation)

When considered together this illustrates the confusion and conflicting urgent demands based mainly on theory and projection that the team has had to face usually having to react within hours.

As Karen states the “fog “continues as Government continues to change and amend guidance.

One such example is that the Government has stated that we no longer need to continue to help rough sleepers however this is a moral dilemma for the team and they have worked tirelessly to find permanent accommodation for 4 out of the 9 placed in temporary accommodation. We will continue to work with the remaining 5.

Domestic Violence has increased from 9% of our housing approaches to 27%.

The Housing Benefit Team

The Housing Benefit team deal with residents who need to claim financial assistance for the payment of their rent or council tax. So the impact of people losing their jobs or being given less or no hours to work has significantly affected the work of the team.

The end of the financial year is always very busy for the team however when as soon as the lockdown was announced the influx of calls began and have continued.

The majority of the callers we dealt with and continue to deal with have never claimed benefits before, and they need help and reassurance to deal with the many issues that having no money or just trying to get through the system entails. Many are very distressed and desperate. (The Department for Work and Pensions has received 1.5 million new claims for Universal Credit since March).

Within the team, there has been a marked increase of over 40% in the working age caseload.

Completed application forms are now coming in and in some weeks, there has been a 250% Increase in completed forms received.

Leisure team

The leisure team have mainly been redeployed, but have managed with the help of the resource centre to post 486 activity packs to children and adults. They remain very active on social media encouraging the residents to remain healthy.

The leisure centres obviously still remain closed.

The immediate and long-term effects of the lock down and the pandemic will be ongoing. The teams will need to respond and act appropriately, which has meant that the team managers are already currently looking at how to change or adapt the services to ensure this is done.

FAMILY SUPPORT (Terry)

The Family Support Team, which operates across Spelthorne, Elmbridge and Epsom and Ewell, normally operates by face-to-face contact with the families they are supporting. During the COVID-19 period, the majority of visits to clients have been replaced by phone or video contact, including Team Around Family meetings. Extra vigilance and procedures have been put in place to detect and handle suspected domestic abuse, in view of the increase in reported cases in the UK.

Utilising the skills of the team, 60% of their officers have been involved in making welfare calls to vulnerable residents; and the Family Support Manager has also been assisting with firming up arrangements for the implementation of the Hardship Fund for employees agreed as part of the current year's Revenue Budget.

The team have continued to work closely with Housing Options on intensive housing support, where some home visits have been required. Similarly, a number of home visits have been necessary in relation to the Syrian Vulnerable Persons Resettlement Scheme operating in Elmbridge and Epsom and Ewell, which the team have continued to support during this period.

CUSTOMER SERVICES AND REVENUES (Terry)

With the assistance of ICT, the Customer Services and Revenues Team switched telephony systems and moved to working remotely. The skype system does not have quite same functionality, which adds to the pressure on the team who are dealing with more calls than normal (41% more in March, 78% more in April). Obviously, a lot of callers are ringing because they are anxious about their financial circumstances, which means some calls can be stressful. Managers have been taking care to ensure they keep in touch and support team members.

Many of the customers ringing up are asking for deferral of council tax payments. Every request is dealt on a case-by-case basis. We acted quickly to put information about our approach on our website and on social media. As at 4th May, 664 request for council tax deferrals received. Council tax collection was down 0.9% at beginning of May and is being monitored carefully.

Business rates collection is down 5%. The business rates team are working hard to support vulnerable businesses; firstly putting through £14m of 12-month business rates exemptions for businesses in the retail, leisure and hospitality sectors; and secondly by processing business support grants. Once the detailed guidance was received, the team have been working on a daily basis, including weekends, to process these grants as thoroughly and as quickly as possible, to ensure that businesses get the grants they need. To date we have issued 953 grants to businesses with a value of £12.5m.

In order to ensure that businesses got the money they were entitled to, we publicised details of the Government scheme on our website and on social media. We have also deployed Economic Development and other colleagues to assist in trying to chase responses from the couple of hundred businesses who did not respond. The process of checking to ensure no fraudulent claims are processed is quite lengthy and a few such claims have been identified.

At beginning of May, the Government announced an additional discretionary grant scheme for Councils to provide support for businesses not eligible for the original grant. We are currently liaising with other Surrey councils to develop an appropriate set of criteria which, will be broadly similar across Surrey and we are expecting to have the scheme up and running by early June.

NEIGHBOURHOOD SERVICES (Jackie)

Good evening, I'm Jackie Taylor Group Head of Neighbourhood Services at Spelthorne Borough Council and I am going to provide you with an overview of our team response to Covid19.

Our main pressure and focus of attention since the country went into lock down has been to carry out the majority of our services, as residents would expect to see them. Most of our staff are operational and so for the majority working from home has not been possible although we have retained an admin function within the depot to manage the day-to-day business as usual.

Our key areas of concern have been with the amount of waste being produced by residents as a result of them being at home. Since the beginning of March, we have been collecting a weekly average of:

- 610 tonnes of rubbish
- 416 tonnes of dry mixed recycling
- 55 tonnes of food waste
- 98 tonnes of green waste seeing a peak of 139 tonnes in 1 week with a spike in requests from new customers, resulting in large numbers of bins being delivered within a very short period of time.

The community recycling centre was closed to all customers in March and as a direct result, we have seen our reported incidents of fly tipping increasing, recording weekly totals of between 20 & 84 tips, 64% of which were household waste.

The main areas for fly tipping are at the councils bring bank sites, which are located around the borough. Despite the CRCs opening last week we continue to see the same dumping problem in these areas. The JET and community safety teams search for the identification of the fly tippers and will be looking to either issue fixed penalty notices to and/or prosecute those responsible.

Our street cleansing teams have adapted to suit the mass closure of retailers and the stay at home lockdown procedures. This service will continue to adapt in response to lockdown changes, which will undoubtedly result in an increase in discarded litter and general waste.

The Spelride team have until now been assisting with the delivery of meals on wheels, this is now being covered by the regular meals on wheels drivers and we are now looking at how we might be able to enable our most vulnerable

residents to move safely outside of their homes by utilising our Spelride drivers and transport.

The boroughs 750 acres of parks and open spaces have remained open and continue to be maintained to a high standard with only the toilets, playgrounds, sports courts and fitness equipment closed off. Last weekend following a change in government guidance, we reopened toilets and sports courts.

It continues to be a daily challenge ensuring that other areas within our parks remain closed until such time as guidance advises us they should reopen. When reopening any of these areas we display guidance reminding people to respect the social distancing guidelines.

Spelthorne in Bloom is going ahead as planned this year and residents will start to see floral displays going up on lamp columns around the borough during the coming weeks.

Our parking officers continue to enforce dangerous or obstructive parking and have unfortunately been subject to abuse for carrying out their duties. Despite this unacceptable behaviour, we have issued penalty charge notices for inappropriate parking. Visitors to our car parks are very low and we have seen a reduction in customers of 82% and income 95%.

Earlier this month we dealt with 2 unauthorised encampments and we continue to work with those managing both areas of land to help them target harden themselves from potential future incursions.

We prepared ourselves in the very early stages of the virus for a large increase in burials and relative burial space capacity. From the beginning of March 20, there have been 225 all causes deaths recorded in Spelthorne. Contrary to our initial concerns, the increased demand for burial bookings and space have not materialised.

We have been engaging with the Local Resilience Forum excess death cell and have worked through the restrictions on numbers of mourners at burials. This in itself is very challenging given the sensitive nature of the work the cemetery staff undertake. Despite the restrictions, we ensure that we continue to provide dignified treatment of all affected, including those who die.

For all of our service areas we have undertaken dynamic risk assessments relating to working practices and potential health & other impacts. These risk assessments have helped us to minimise the potential health impact of the

disease on any of our employees. Thereby enabling us to maintain trust and confidence amongst the majority of our staff.

ENVIRONMENTAL HEALTH AND BUILDING CONTROL (Lee)

Good evening, I am Lee O'Neil, Deputy Chief Executive, and I'm going to be covering the work of the Environmental Health and Building Control Teams.

Environmental Health

Environmental Health have been one of the Council's key services responding to the threat of COVID-19; whilst they have also had to keep a range of other critical services functioning to protect public health.

As part of its measures to control the spread of COVID-19, the Government introduced new regulations requiring certain businesses to close and maintain social distancing measures. Environmental Health were one of the enforcement bodies given powers to monitor and tackle this.

This wasn't an easy task, as the team had very little time to digest the requirements of the legislation and prepare the necessary procedures to enforce these requirements. In doing so, they also had to consider how they could do this whilst they themselves applied appropriate social distancing and hygiene measures.

I am pleased to say that the team rose to this challenge, ensuring that the necessary systems were in place, and officers trained, in a matter of days, rather than weeks.

As a result, as of 13 May a total of 902 visits had been undertaken to business premises in the borough to check compliance with the new restrictions. Officers have made a number of these visits jointly with Surrey Police and some have taken place in the evening or at weekends, including the recent bank holiday. Fortunately, they have found that compliance is generally good.

The fact that people have been confined at home has led to an increase in some of Environmental Health's normal core activities, including having to deal with more noise and bonfire complaints.

Similarly, the combination of more people storing their rubbish at home, more incidents of fly-tipping and quieter streets, has led to a significant increase in

the number of complaints about accumulations and rats, all of which have had to be followed up.

In total, combining complaints about noise, bonfires, accumulations and pests – the Environmental Health Team has seen a 229% increase in service requests compared to the same period last year. Some of the issues officers have had to deal with have been particularly difficult, dealing with individuals who have been very emotional and on some occasions suicidal, brought on by the current pressures they are under.

In relation to food safety - the team has been required to reprioritise its work according to instructions issued by the Food Standards Agency - these are outlined in the report on page 40 - 41. One of the consequences of the lockdown restrictions is that many food businesses are now relying on online delivery apps for much of their business. Most of these companies specify a minimum food hygiene rating they are willing to accept in order to trade through their platform, which has pushed a number of businesses with low food hygiene scores to make improvements. They have then been requesting revisits from the food team – adding to their workload.

In addition to providing support for the Council's welfare hub, much of the team's other essential work, including private sector housing enforcement, licensing and pollution control has continued, using modified procedures; although some their planned inspection work has had to be scaled back in order to respond to the new and urgent challenges they have faced.

The team are likely to face continued pressures on their workloads going forward, which may increase further should, as expected, environmental health officers be asked to assist with other functions responding to COVID-19. This could include contact tracing and assessing the COVID-19 related risk assessments for businesses, as they continue to return to work.

Building control

Members will be aware that throughout the COVID-19 pandemic the Government have made it clear that they wanted building work to continue to keep the economy ticking over.

Our Building Control Team have therefore provided an essential service during the pandemic, working remotely to ensure that customers can receive the service they need to progress their building projects.

The nature of the team's activities does however require site visits to be undertaken, to check progress with works. Unlike many other local authority Building Control services, our officers have managed to continue to provide site visits by applying strict social distancing and hygiene procedures; and where this has not been possible alternative approaches have been undertaken – such as the use of photos and video evidence to demonstrate the adequacy of building works. This approach has since been endorsed in nationally issued guidance from the Ministry of Housing, Communities and Local Government.

Other activities, including out of hours cover, have been maintained during the lockdown period, whilst officers also provided support for the welfare hub.

Although there has been a steady flow of new Building Regulations applications coming into the Council, the numbers have been lower than normal over the last couple of months. However, the team's core work activities have recently started to pick up and have significantly increased over the last few days as more building sites kick back into action. It therefore looks like the vast majority of building projects in the borough will be operational in the very near future.

PLANNING SERVICE/ASSETS/ECONOMIC DEVELOPMENT (Heather)

Planning

Good evening Councillors – Heather Morgan Group Head of Regeneration and Growth here. Around 70% of staff in my group have been redeployed to critical duties. They have:

- Pulled together data sources to produce a prioritised call list for vulnerable residents
- Delivered food parcels
- Made welfare calls
- Furnished and fitted out step down units for hospital discharges
- Assisted the Support 4 Spelthorne Hub
- Helped with Customer Services support calls
- And Produced ID badges for volunteers

The Council has had to review how it deals with major planning applications.

We have extended public consultation to 28 days.

Officers are writing to all applicants who have submitted major applications asking them to agree to a deferral until the Council has the ability to deliver some form of a physical planning committee. Applicants cannot be forced to comply with this request.

As a Council, we are minded to accept that for Spelthorne Borough applications we accept delays to formal determination. However, the groundwork will continue by the planning team in the meantime.

Planning applications continue to be submitted as normal. There has only been a slight dip in numbers.

The rapid implementation of the final section of the Enterprise system now enables an application to be dealt with electronically from start to finish, allowing the team to work virtually.

The Strategic Planning team were redeployed for the whole of April but work has been continuing on:

- logging responses to the Local Plan consultation
- and overseeing consultants who are updating other work

Assets

'Lockdown' coincided with the March quarter rent collection. With a £1bn property portfolio, income receipt was critical.

The Council has radically altered the way it deals with rent collection, including

- weekly rent review meetings with management team and senior cabinet members
- case by case assessments
- applying a principle of whether a tenant can't pay or won't pay
- robust one to one engagement
- developing a RAG rating system
- reviewing covenant strengths
- undertaking weekly cashflow modelling
- and where tenants cannot pay, service charges have been prioritised

In terms of the Investment portfolio more than 90% of the March quarter rent due has been received, and of the 10% outstanding all but 3.6% has been addressed through rent deferral plans.

For the Elmsleigh Centre, the Council forecast to realistically recover 29% of rent, and 71% of service charges, a combined total of 39%.

We recognise the valuable place local organisations have in our community, and we are considering requests from lessees regarding rent on a case-by-case basis.

In addition, we are undertaking internal alterations at Stanwell Pavilion (at our cost) to enable more effective use of the building by Stanwell Food Bank.

Economic Development

The country needs to be in the best economic position possible once the pandemic subsides. Development and construction are central drivers in achieving this.

Two applications have been or are about to be submitted - Thameside House in Staines-upon-Thames and Victory Place in Ashford.

Together they will deliver around 250 units of much needed housing, with the latter providing 115 key worker homes.

Government has made it clear that during the pandemic “construction sites have not been asked to close, so work can continue if it is done safely”.

All our active construction sites are fully adhering to the Industry Guidance and are operating safely.

Economic development have focused on:

- Supporting businesses struggling to access government funds
- Working with the business rates team to chase up those businesses who qualify for grants
- Keeping our website updated daily
- And advising on how to diversify business and provide ongoing support, plus webinars

Thank you

ICT AND HUMAN RESOURCES ETC (Sandy)

Good evening Councillors I am Sandy Muirhead Group Head Commissioning and Transformation covering our emergency response, ICT, HR, data protection, projects and the start of recovery.

Locally a decision was made on 13 March to move the Council to a virtual footing as far as possible. So we had to quickly identify who could and could not work from home. We also took into account staff who had health issues and undertook immediate steps to ensure shielded or vulnerable staff could work from home wherever possible.

Staff able to work from home straightaway did so from 17 March whilst those who could do so but needed equipment were urgently issued with equipment to do this. The ICT team acted very quickly and spent time ensuring all our spare kit including rebuilding of laptops was enabled for staff that needed it and purchases made, where necessary, for items such as headsets. So, by 23rd March the majority could work from home. The team provided support by setting up new on-line forms and processes to better enable virtual operations. Without their skills, energy and long hours of working we would not have delivered so much to our communities.

In addressing staffing there was considerable work by Human Resources and management to ensure staff issues were addressed and staff wellbeing maintained.

A spreadsheet listing of all staff was developed outlining whether their job was critical or non-critical in the current circumstances or whether they were sick or self-isolating. This allowed us to look at redeploying staff in critical areas.

As an update to the written report since the start of the COVID-19 crisis, 263 staff have been working in critical service teams. A further 115 staff have been involved in full-time, part-time and one-off redeployment activities. Those who have been redeployed have managed the Council's COVID-19 response, made welfare calls and visits, delivered food parcels and handled the increase in calls to Customer Services from residents. We have developed HR policies to deal with the COVID 19 emergency and consulted Unison.

We have all been mindful of the difficult situations the Council's employees have had to face not only at a personal level but also in dealing with some very difficult calls with residents. We have ensured that support for mental health issues can be easily accessed by staff. We are also setting up an

assistance fund, which can be accessed confidentially by employees who find themselves in financial difficulties,

With all the activity in relation to vulnerable people in particular, the data protection officer, DPO, has been involved in finding pragmatic routes to dealing with data in a COVID 19 world.

The work of the root and branch team has continued often with a COVID 19 flavour in for example, helping to design new forms or developing process maps to enable better virtual working. They have also looked at how to capture the learning points from the current working situation to enable teams to better adapt to it.

PPE

On personal protective equipment (PPE), we have followed guidance from Public Health England but that guidance has changed over time! We have though made sure our staff have PPE in accordance with the latest guidance. Despite shortages, we have managed to maintain supplies to our frontline staff and now we are finally seeing a more reliable supply coming through.

To protect our staff and reduce the risk to health, working from home as has been a priority and remains so. We will though undertake, in line with Government guidance, health and safety measures to allow staff to come into the office when appropriate.

Recovery

The main focus of our efforts as a Council to date have been in ensuring we continue delivering our essential services. However, the response mode of the emergency is still very much in play especially in relation to the vulnerable residents and those suffering financial hardship.

We are developing our recovery plan in terms of both our service delivery and how we can continue in helping the Borough's residents' and businesses going forward. We are still in uncertain times and there is currently no way of knowing when or if our society will return to normal, and what a new normal may look like. We will though continue to be flexible and responsive to meet needs of the Council and residents into the future whatever the new normal involves post COVID-19.

CORPORATE GOVERNANCE (Victoria)

Good evening Councillors, this is Victoria Statham speaking on the work of Corporate Governance

The immediate impact on Corporate Governance related to the changes in legislation, which were required to enable the Council to continue to operate and make decisions whilst the country is in lockdown.

The Coronavirus Act received Royal Assent on 25 March. However, it was necessary for further regulations to be put in place in order that Council meetings could be held remotely. These came into force on 4 April. Working with the Committee managers, we then had to consider the operation of the new rules together with the ICT implications in order to hold two Extraordinary Cabinet meetings on 8 April and a Planning Committee meeting on 29 April, which was a meeting to which the public had access.

The public Planning Meeting went smoothly with protocols on how to conduct remote meetings being put in place and with diligent rehearsals in order that it would run smoothly on the night. This is a new way of working for members as well as officers.

The holding of this Extraordinary Council Meeting itself has involved a considerable amount of time and effort by many council officers.

A number of staff within the corporate governance teams have been on redeployment duties, but work has continued in earnest,

Legal Services

The Council's need to respond effectively to this emergency has had a substantial effect on the work of the Legal team having to provide advice and assistance on all impacts.

New areas of work have been varied and time consuming for the team. New work has included reactive advice on business closures, support in respect of prohibition notices and prosecutions under the new Health Protection Regulations; advice on resultant contractual positions; and advice on rent reviews and rent collection at this time.

During this period, the team have managed to obtain an emergency injunction for unauthorised development and an order to remove an unauthorised encampment.

Procurement

With only one member of dedicated staff in the procurement team, (the recruitment of a Procurement Officer had to be halted due to lockdown), work has continued on all procurements currently out to the market and also those in the pipeline, to ensure that the Council has the works, goods and services required to ensure that services can operate and continue to deliver. Action is being taken on the two Procurement Policy Notices issued by the Government.

Electoral Services

Electoral Services were in full-flow preparation for the Police and Crime Commissioner Elections scheduled for 7 May 2020; this poll is now postponed, and will take place in May 2021. There was a considerable amount of work in cancelling this election including notifying support staff and cancelling all premises bookings. Various changes to the database had to be made due to the election cancellation, as this would affect registration processes. During this time, there has been the business as usual: registrations, removals and continuing to update the credit agencies, government departments and members as required.

Due to the financial situation, the team have seen an increase in the request for Confirmation of Residency letters. These are being emailed now with the fee being waived.

Internal Audit

Internal Audit are monitoring the Council's response to the COVID-19 pandemic, offering advice and insight to add value.

It was not possible for the March Audit Committee meeting to take place, although all scheduled audit reports had been prepared and issued to Members of this Committee, in accordance with the statutory deadlines.

The commencement of planned audits for 2020/21 has been temporarily suspended pending further developments.

The team have continued to progress and finalise audit work already underway as far as possible. They have also reprioritised focus in evaluating new and emerging risks in the current environment.

ACCOUNTANCY (Terry)

The Team has continued to work remotely on producing draft accounts for financial year 2019-20. In recognition of the impact of COVID19, the Government has revised the target dates for the accounts process with draft Statements of Accounts now to be published by end of August and external audit to be finished by end of November.

The team have been involved in accounting for additional costs/loss of income arising as a result of COVID19 and have been liaising with services to track impacts and to report to Government.

Additional focus is being placed on cash-flow management and monitoring.

Accountancy have been particularly involved in assisting the running of daily payment runs to pay out the Business Support Grants and with facilitating purchasing food for the Support4Spelthorne hub.

COMMUNICATIONS (Jennifer)

I am Jennifer Medcraff, Head of Communications at Spelthorne Borough Council.

The challenge was to communicate effectively and quickly with residents, employees, Councillors, businesses and community groups in the Borough. Things were changing hour-by-hour and with each change came a new and often complex communication demand.

We knew how important it was to reach those more vulnerable and those not digitally connected as well as managing 'fake news' and misinformation.

Opportunities to use and share partner information; including Public Health England was a strong advantage, particularly at the beginning of the crisis. By identifying our external stakeholders, we were also able to publish local and relevant messages from community support groups and local businesses.

As a priority, we communicated our hub 'Support 4 Spelthorne' and created a recognisable brand, which was used in all the online campaigns as well as hard

copy materials. The hashtag #support4spelthorne, has been shared by residents and organisations across the Borough.

We used a targeted approach to ensure the Council reached those residents that potentially need support including letter drop to residents that use our assisted waste service.

Another campaign called 'Be a positive part of your community' encourages everyone to check on their neighbours and posters were displayed on noticeboards, delivered to food banks alongside an ongoing social media campaign.

Using different communications methods, including press releases, posters, letters, web pages and social media posts, information shared included:

- Playground and facilities closures
- Community safety
- Refuse and recycling collections and advice
- Leisure activities
- Environmental health advice
- Cyber scam and fraud messages
- Physical and mental health support
- Free parking
- Business support available
- And support for domestic abuse victims

These local messages were shared alongside central government messages on COVID-19.

The team filmed four video messages from the Leader of the Council, which updated residents on the Council support available. ENews 'Coronavirus' publications were produced and daily news alerts sent out through the subscription service.

For local businesses in Spelthorne, the team communicated swiftly and proficiently, the Government support packages available and this included a dedicated business web page to drive grant enquiries to an online form.

On the Council website, the team were quick to create a Coronavirus web page, updated daily with clear subject matters including news updates, financial advice and community support.

Social media became an indispensable source of information during this crisis – primarily for its speed, two-way channel offer and engagement, which allowed us to quickly back up any actions taken by the Council with a clear piece of communication. In total, our audience has grown by 65% year on year and post volumes have increased by 326%.

An essential part of our communications strategy was also Councillor Engagement. By equipping yourselves with relevant, factual and timely information this would allow you to continue to play leadership roles within your own communities to support and reassure residents.

The team issued written updates twice a week and virtual mid-week briefings were delivered, covering all aspects of Council updates relating to COVID-19.

As well as regular email communications with yourselves, a number of hard copy posters and leaflets were distributed. Active engagement on our social media channels has been encouraged with details on campaigns and what channels the Council uses.

For internal communications and in this new era of working from home during the COVID-19 lockdown, maintaining communication between co-workers was more important than ever.

Weekly verbal and written briefings were held by the Management Team with an invitation to all staff members to virtually listen and ask questions directly to the team as well as regular updates on our intranet and staff emails.

Alongside the immense amount of work I have just detailed, the team have also continued to issue communications for a number of services and in the background we have ran a number of key projects including our successful 'V For Victory' campaign to commemorate VE Day 75.

FINANCIAL IMPLICATIONS (Terry)

You have heard from the previous speakers about the scale of the impact on the Council resulting from the COVID-19 emergency, including the need to redeploy a significant proportion of our workforce, incurring unexpected expenditure and significant drops in income.

Pages 108-121 cover the financial impacts on the Council.

Our data, along with other districts and boroughs' returns, helped successfully make the case to MHCLG and the Treasury that their initial funding allocation of an average of 45p per district and borough completely failed to acknowledge the impact of drops in fees and charges income for districts and boroughs. As the report highlights our first Emergency Funding allocation was £34,000, or roughly 34p per resident; and our second funding allocation of £986,000 equated to roughly £10 per resident. So, the lobbying by Council Leaders and officers between the first and second tranches did have some positive impact. In total, we have therefore received to date £1.02m of emergency funding from central government, which is useful but does not cover the full impact on this authority. In comparison SCC have received £47m.

Given the uncertainties as to how the COVID-19 situation will develop and how long the phased easing of Government restrictions to control the virus will take, we have estimated a range of scenarios from a relatively short lockdown to a longer lockdown. As a result, we have a range of estimates for the financial impacts. The report focuses first (page 110) on additional expenditure requirements, such as resourcing and purchasing food for Supply4Spelthorne, and block booking temporary accommodation for rough sleepers and homeless. This identifies a potential additional cost impact ranging from £361,000 to £2.011m on the Council's Revenue Budget for 2020-21.

The report then looks (page 111) at the loss of income to the Council, including impacts on services such as car parking, land charges, licensing, Staines Market, planning and building control. We have also identified potential for some delay/reduction in retail rental income from the Elmsleigh Centre although we anticipate the impact can be absorbed by a combination of the opening Elmsleigh sinking fund balance and reducing future set-asides in the Elmsleigh sinking fund. We have not included impact of commercial rental, as currently we are not anticipating writing off more than 0.01% of the March rental due. Our worst case modelling indicates our commercial rental sinking funds of £20m are sufficient to absorb any adverse impacts relating to later quarter. I will touch on Elmsleigh and commercial rental issues a bit further later on.

The income loss also takes into account anticipated reduction in returns on our invested surplus cash funds. On the basis of advice received from our Treasury Management advisers, we have estimated a reduction of £600,000 in the current financial year as the most likely mid-range case. Overall, the total loss of income from all sources is estimated as a range of £1.9m to £5.095m.

So, if we combine the additional expenditure and loss of income ranges we obtain a net range potentially impact on the Revenue Budget (as shown on page 112) of £2.265m, to £7.106m. We can then deduct the £1.020m emergency funding we have received from government and also the £9,000 we are receiving from Surrey County Council towards rough sleeper costs. We can also deduct anticipated recovery of Category A costs from Surrey County Council as Category A residents are the responsibility of upper tier authorities. Additionally, we can strip out the adverse Elmsleigh Centre impacts as they can be covered by sinking funds adjustments. We can also take into account that in the 2020-21 Budget, within the £1.3m Planned Projects budget there is headroom of £0.5m, which can be used to fund some of the impacts. Taking into account all these adjustments results in a potential bottom line impact on the Council's 2020-21 Revenue Budget ranging from £0.304m to £4.4m. Our estimate of the most likely mid-range figure is £2.172m.

So clearly unless the Government provide a significant amount of further emergency grant funding, we are looking at a potential budget shortfall in 2020-21. The report sets out a number of mitigation options such as maximizing reimbursement from other partners, using the Planned Projects budget £500,000 and looking for further efficiencies. However, if the gap materialises at the higher end of the range the only practical option for 2020-21 will be to use some of the Council's reserves, hence the recommendation that the Council uses up to £4.5m of its useable revenue reserves if necessary. This equates to about 36% of our available reserves (excluding sinking funds) which is a significant proportion, and if applied we would look to rebuild this pot over time. One does need to remember that one of the purposes of reserves is to act as pot of cash for a rainy day, and currently we are facing the most extreme financial storm we have ever faced.

So far, we have talked about financial impacts on the Revenue Budget for 2020-21. There will however be other financial impacts. It is almost certain that there will be less council tax and business rates collected than normal (even after adjusting for 30% of the business rates tax base, now having 12 months exemption). This will feed into what is known as the Collection Fund, which is operated by the Council as the billing authority. At the end of the financial year, any deficit in the collection fund will be split between the Council and precepting bodies. In the case of the council tax deficit, this will be split between Surrey County Council (76%), the Police and Crime Commissioner (13.6%) and Spelthorne Borough Council (10.4%); and in case of business rates between the Treasury (50%), Surrey County Council (10%) and Spelthorne (40%). The apportioned deficits will potentially make balancing the 2021-22 Budget more difficult. Additionally, if there is a sustained increase in the number of people receiving Localised Council Tax Support that will reduce

the tax base for 2021-22, again making balancing the 2021-22 Budget more difficult.

What will partially offset the above additional pressures on the 2021-22 Budget will be the decision by the Government to defer by a year the implementation of the Fair Funding Review, and also the move to 75% Business Rates Retention, both of which we were anticipating would make the 2021-22 budget more difficult before the COVID-19 crisis. If the move to negative grant is also delayed a year, then the £1.6m built into the Outline Budget for these impacts will not be required in the 2021-22 Budget.

The report has not commented on the Capital Programme impacts, as most of our housing delivery projects have continued to progress with appropriate social distancing. Financing of our capital programme has become cheaper since COVID-19 as gilt rates have dropped. Knowle Green Estates undertook a COVID-19 health and safety evaluation of the residential properties it is managing, revising cleaning arrangements. A few tenants have self-isolated.

Heather Morgan has already spoken about the focus of the assets team to engage with our commercial tenants and ensure that the rent due is paid. Compared to a lot of other commercial portfolios we have done relatively well, with 90% of the March quarter rent received; 6.3% covered by rent deferral agreements (i.e. not writing off the rent but allowing tenants additional time to pay); and a further 3.6% is currently in the process of being agreed as deferral agreements. We expect less than 0.01% of the March quarter rent to be written-off. Obviously, the June quarter date may prove more challenging and a lot will depend on the speed of unwinding of lockdown and how that impacts on our tenants. In anticipation of further difficulties, we have modelled worst case scenarios over the next 5 years to ensure that our sinking funds are sufficient (these are the amounts we have been setting aside each year from rents to build up a pot of funds to cover future risks of drops in rental income or need for capital refurbishment).. In 2019-20, we put aside more than £8m into our sinking funds. In comparison, the net contribution from the rent to the Revenue Budget was £9.5m. So, we were setting aside nearly as much into sinking funds as we used to support the revenue budget. Relevant Cabinet members and Officers are monitoring on a weekly basis the commercial and retail rents position.

As is the case everywhere across the country, collection of the retail rents are more challenging. It is important, however, to remember that the motivation for the Council buying back the long lease of the Elmsleigh Centre was not in anticipation that this was going to provide a commercial income stream to support the provision of council services. On the contrary, all net income was

to be re-invested into the site and the town centre. The purpose of this acquisition was for the Council to fulfil its leadership role in place shaping the borough. This was a regenerative move as part of the wider Staines-upon-Thames Master Planning, with a view to manage over the medium to long term a diversification away from retail, to a varied town centre with increased residential, community and cultural facilities. This was to ensure the long-term vibrancy of the town. COVID-19 has indeed confirmed the need to reduce the amount of retail in our towns over time. To date we have received approximately 30% of rent due in March for Elmsleigh Centre. Our Assets Team are involved in regular discussions with the tenants, with a focus on putting in place deferral plans so they can pay the rent back over time once they have re-opened. Currently we are expecting non-essential retail to start reopening in June. If there is any shortfall in the Elmsleigh rental in 2020-21, we anticipate that can be reduced by reducing the planned £1.4m set aside into the Elmsleigh sinking fund originally planned for this financial year.

It is important to note that the additional income we have been generating from commercial assets for the last four years has been invested in supporting services and improving our service resilience. Indeed, without this income our ability to have responded in the way the Council has would have been severely constrained. For example, in Housing Options and Independent Living a number of the posts, which have been central to coordinating our response to support vulnerable residents would not have been affordable in the Budget without our commercial income. Similarly, our ability to support the food banks in the way we have would have been constrained.

In summary

The Council has experienced very significant financial impacts as a result of COVID-19. This has principally taken two forms, either resulting in the need to incur additional expenditure to support residents and businesses of the borough (pages 109-110); or secondly in the form of loss of income arising from a reduction in demand for services. (page 111).

All councils are suffering such impacts. District and borough councils are proportionately more impacted as they rely on fees and charges to fund a higher proportion of their budgets as they receive less in grant funding than other councils.

The estimated additional expenditure to be incurred ranges from at best £0.361m to at worst £2.011m, with a mid-range most likely estimate of £1.039m.

The estimated loss of income ranges from at best £1.904m to at worst £5.095m with a mid-range most likely estimate of £3.318m.

After taking into account emergency grant of £1.020m, and taking into account estimated recharging to Surrey County Council and use of some £0.5m flexibility within the Project Delivery Fund - the net estimated potential adverse range is from at best £0.304m to at worst £4.42m. The most likely mid-range scenario is approximately £2.2m.

The recommendation to approve use of reserves of up to £4.5m is to cover worst case, and would only happen if we do not receive sufficient further additional funding from Government.

The report also highlights the challenging impacts on council tax and business rates collection which are being monitored on an ongoing basis and which will potential impact on the Council's 2021-22 Budget, as well as that of Surrey County Council and the Surrey Police and Crime Commissioner.

Having said the above regarding the tax collection impacts on 2021-22 Budget, we anticipate some of that impact will be offset by some of the other measures announced by the Government such as deferring the Fair Funding Review by a further year.

The report summarises the relatively strong position we are currently in with respect to commercial rents, whilst being mindful of the potential challenges ahead. The £20m of sinking funds' balances helps give the Council a reasonable safety cushion.

The report also summarises the position with respect to retail rents relating to the Elmsleigh Centre and highlights that we anticipate being able to absorb any adverse impacts without impact on the Revenue Budget or council tax.

FINAL WORDS (Daniel)

This Council currently remains on an emergency footing, with our priority focused on urgent actions within an immediate operational time frame. Staff, across all ranks, have now been engaged for over 60 consecutive days, with front-line and redeployed staff working extra-long days, into the evenings and on bank holidays and weekends, serving the most vulnerable in our society.

Whilst our corporate capacity remains stretched and there remains great uncertainty regarding the short-term outlook, some early considerations of potential recovery phases have commenced. Until a vaccine is widely available, there is unlikely to be a single moment when the risk is fully eliminated and the crisis is truly over. Everything points towards a considerable adjustment period ahead, for the nation and its public services.

Whilst we all feel the profound impact of coronavirus, not just on ourselves, but on our loved ones and our communities, we also have a great deal to be thankful for. For the dedication and professionalism of hundreds of essential workers from this Borough, I want to place on record my personal thanks and heartfelt appreciation to all my fellow colleagues who have worked flat-out throughout this emergency to safeguard our most vulnerable and to maintain the public services our communities rely on.

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

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main business considered by the Cabinet at its meetings held on 29 January and 26 February 2020.

Meeting held on 29 January 2020

Three items of business considered at this meeting; Treasury Management Strategy Statement 2020/21, Housing Strategy 2020-2025 and Pay Policy Statement 2020/21 were recommendations to Council and were dealt with at the meeting on 27 February 2020.

1. Petition on the Local Plan

- 1.1 Cabinet considered 6 petitions relating to 5 locations in the Borough, which had been submitted in response to the consultation on the Local Plan. We heard from 4 petitioners and one ward councillor.
- 1.2 I stressed to the petitioners that this was a genuine consultation and no conclusions had yet been reached. The Strategic Planning portfolio holder responded to the petitioners and explained the constraints the Council had to work under and thanked them for their representations which would be carefully considered in the analysis of all the consultation submissions.
- 1.3 The Cabinet agreed to note the petitions and ask the Local Plan Working Party to review the matters that they raised.

2. Spelthorne Borough Council (off Street Parking Places) Order 2020 – Key Decision

- 2.1 We considered a report on the implementation of a new Off-Street Parking Places Order 2020.
- 2.2 We agreed to proceed with the proposed terms and conditions for use of Council owned car parks, and the charges and penalties to apply to those using the car parks as set out in the report. We also gave authority to the Group Head of Neighbourhood Services in consultation with the Head of Corporate Governance to consider and address any objections and to amend the proposals if necessary following public consultation.

3. Spelthorne Leisure Centre Consultation

- 3.1 We considered a report on revised proposals for a replacement Spelthorne Leisure Centre and agreed to run a consultation exercise from 28 February to 27 March 2020 on a revised location.
- 3.2 We gave authority to the Council's Leisure Centre Development Working Group to consider the results of the consultation exercise and decide on the business case for

any amendments to the proposals for a new Spelthorne Leisure Centre based on the consultation responses, prior to seeking approval from Cabinet to proceed with any planning application.

4. Selection of supplier of a refuse collection vehicle

4.1 We agreed to delegate the selection of the supplier of a refuse collection vehicle to the Group Head of Neighbourhood Services in consultation with the portfolio holder, to ensure that the procurement of the vehicle could progress as soon as possible due to the long lead in time for delivery.

5. Review of Knowle Green Estates Ltd

5.1 We considered a report proposing a new corporate structure for Knowle Green Estates Ltd following a 3 year operational period, in keeping with the Council's ambitious development plan.

5.2 We also considered recommendations from the Overview and Scrutiny Committee in relation to the Business Plan. We accepted the recommendations and agreed to ask the Directors of Knowle Green Estates Ltd to furnish further information to Cabinet on a mission statement and a protocol for asset valuations and transfers.

5.3 We agreed to give authority to the Head of Corporate Governance to:

1. establish a group holding company – Knowle Green Estates Group Ltd and a subsidiary Lettings Agency;
2. appoint the Directors of Knowle Green Estates Ltd as the Directors of Knowle Green Estates Group Ltd and the new letting agency company;
3. recruit an additional independent Director for the Group; and
4. establish Limited Liability Partnerships with Knowle Green Estates Group Ltd for its current residential developments.

5.4 We also agreed to delegate the Head of Corporate Governance to undertake the function of Company Secretary and appointed the Leader of the Council as the Shareholder representative, for Knowle Green Estates Group Ltd and all subsidiary companies.

Meeting held on 26 February 2020

Five items of business considered at this meeting; the Capital Strategy 2020/2025, Capital Programme 2020/21 to 2023/24, Pay Award 2020/21, Members' Allowances Scheme 2020/21 and detailed Revenue Budget for 2020/21, were recommendations to Council and were dealt with at the meeting on 27 February 2020.

6. Annual Grants 2020/21 – Key Decision

- 6.1 We considered a report on the proposed grants to organisations in the voluntary and community sectors for 2020/21 and other support for charities and community organisations.
- 6.2 We agreed grants of £186,250 to the organisations set out in the report, with the exception of Stanwell Events. A surplus of £23,350 is being ring-fenced for projects which arise during the course of the year.
- 6.3 We also noted 'support in kind' in the form of business rates relief, free accommodation, and community facilities with no rental income, provided by Spelthorne Borough Council to voluntary and charitable organisations.

7. Fees and Charges 2020/2021 – Key Decision

- 7.1 We considered a report and schedule of proposed fees and charges to be introduced with effect from 1 April 2020. The proposals took into account the inflation rate (RPI) of 2.2% at December 2019, comparisons with other authorities, the income received for each service in 2019/20, and market forces. With the exception of Staines town centre tariffs, car parking charges remain broadly at 2019/20 rates, reflecting the Council's desire to support local retailers and the business community.
- 7.2 We agreed the fees and charges for 2020/21 as set out in the report.

8. Food and Health and Safety Service Plans

- 8.1 We agreed to adopt the proposed food and health and safety service plans for 2020/21, which outline the aims and objectives for the year ahead and evaluate the achievements of the previous year.

9. Business Waste Collection Service – Key Decision

- 9.1 We considered a report on a proposal to establish and run a business waste collection service, to provide the Spelthorne business community with a reliable and cost effective business waste service and assist them to become more sustainable.
- 9.2 We agreed to the service being set up as a Limited Company, wholly owned by Spelthorne Borough Council, with a start-up loan of £450,000 and the appointment of the three company Directors.

10. Specialist housing management and resident support service for the White House Hostel

10.1 We considered a report setting out alternative delivery routes and proposals for the procurement of a specialist housing management and resident support service for the White House Hostel.

10.2 We agreed to commence a competitive procurement exercise to identify a specialist housing management and resident support service provider, as well as the development and design of a Direct Delivery Model where the Council will be responsible for the management and running of the hostel through the recruitment of specialist staff.

10.3 We will receive a further report later this year to consider the options and decide the preferred service delivery method.

Councillor Ian Harvey
Leader of the Council

27 February 2020

Report of the Chairman on the work of the Licensing Committee

There has been one Licensing Committee and two Sub-Committee meetings since my last report. The matter considered at the Licensing Committee is set out in the recommendation from this Committee, dealt with earlier on this agenda. Details of the Sub-Committee meetings are set out below.

Licensing Sub-Committee – 30 January 2020

A Licensing Sub-Committee considered a report to determine whether or not Mr A. Niazi was a fit and proper person to hold a Hackney Carriage driver licence. The Sub-Committee resolved to take no further action with regards to the driver's Hackney Carriage licence for the reasons set out in the decision notice.

Licensing Sub-Committee – 13 February 2020

A Licensing Sub-Committee considered a variation application in relation to the Premises Licence at The Phoenix, Thames Street, Sunbury-on-Thames. The applicant proposed to extend the hours for the sale of alcohol from the outside bar.

The Sub-Committee was persuaded that the applicant had taken residents' concerns seriously and introduced measures to improve the business and build a good relationship with the local community. The application was granted for the reasons set out in the decision notice.

Councillor Robin Sider
Chairman of the Licensing Committee

27 February 2020

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

The Members' Code of Conduct Committee has met once since the last Council meeting, on 30 January 2020, and considered the following items of business.

1. Review of the Planning Code

- 1.1 The Committee reviewed the amendments to the Planning Code which had been as a result of discussions at earlier meetings.
- 1.2 The Committee agreed to recommend that Cabinet and Council approve the revised Planning Code subject to further amendment and it being compliant with the recently issued Local Government Association planning guidance.

2. Substitutions Policy

- 2.1 The Committee considered a report that proposed the introduction of a substitution policy for Committees of the Council where this is permitted.
- 2.2 The envisaged substitution process was outlined to members and after discussion it was agreed to recommend to Cabinet and Council the introduction of substitutes for Committee meetings, where regulations permit, with a review by the Members' Code of Conduct Committee after six months.

3. Standards in Public Life – Best Practice Recommendations

- 3.1 The Committee received a report that outlined the results of a review by the Committee on Standards in Public Life and compared their best practice recommendations to the Council's current arrangements.
- 3.2 The Committee noted that many of the best practice recommendations were already in place and recommended changes to Cabinet where they considered improvements could be made to the Council's current process.

Murray Litvak

Chairman of the Members' Code of Conduct Committee

27 February 2020

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

This report gives an overview of the main issues considered at the meeting held on 21 January 2020.

1. Treasury Management half-yearly report

- 1.1 The Committee considered the report which set out the treasury activity for the period March to September 2019 and the associated monitoring and control of risks
- 1.2 The Deputy Chief Executive agreed to provide further detail to the Committee following the meeting on long and short term borrowing movements and also how KGE investment would appear in the capital expenditure summary.

2. Houses in Multiple Occupation (HMO)

- 2.1 The Committee received an update from the Planning and Environmental Health teams who had monitored HMOs in the borough since the introduction of new legislation last year.
- 2.2 The Committee noted that the number of HMOs in Spelthorne was very small in comparison to other areas and that a further report would be brought before them should the number and/or nature of complaints regarding these significantly increase.

3. Review of Knowle Green Estates (KGE)

- 3.1 The Committee considered an exempt report that outlined the history of KGE, the planned future direction and the management of the company.
- 3.2 The Committee scrutinised the report in detail. Howard Williams, Non-Executive Director, and Terry Collier, Deputy Chief Executive, responded to a number of questions about the structure and remit of the Board, and the management and financial arrangements of KGE.
- 3.3 The Committee recommended to Cabinet:
 - 3.3.1 That a mission statement setting out the purpose and aims of the company should be considered alongside the proposed Business Plan.
 - 3.3.2 That the asset valuation and transfer process in the business plan needed greater clarification.
- 3.4 It was agreed that a further update would be provided to the next meeting of the Committee in March 2020.

4. Work Programme – formation of new task group

- 4.1 The Committee agreed to set up a task group to consider the provision of a Celebration of Life Centre in the borough.

Councillor Vivienne Leighton

Chairman of the Overview and Scrutiny Committee

27 February 2020

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Report of the Chairman on the work of the Planning Committee

The Planning Committee has met on two occasions since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Committee at its meetings on 8 January and 5 February 2020.

1. Planning Committee meeting – 8 January 2020

1.1 The Committee considered one application.

1.2 Application 19/01070/FUL: This application sought approval for the demolition of the existing building and erection of an apartment block comprising 14 no. flats over three floors of accommodation with associated access, car parking, landscaping and amenity space. There were two public speakers. The Committee approved the application.

2. Planning Committee meeting – 5 February 2020

2.1 The Committee considered two applications.

2.2 Application 19/01297/FUL: This application sought approval for the demolition of the existing commercial building and the erection of a 4 storey building to provide 14 flats consisting of 7 no. 1 bed and 7 no. 2 beds with associated parking and amenity space. Two public speakers took the opportunity to address the Committee. The Committee approved the application.

2.3 Application 19/01676/FUL: The application sought approval for the erection of a single storey front extension to the existing building and remodelling to the entrance lobby. There was one public speaker. The Committee approved the application.

Councillor Richard Smith-Ainsley

27 February 2020

Chairman of Planning Committee

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