



Please reply to:

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Date: 1 September 2021

Notice of meeting

Neighbourhood Services Committee

Date: Thursday, 9 September 2021

Time: 7.00 pm

Place: Council Chamber, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Neighbourhood Services Committee

Councillors:

A. Brar (Chairman)	S.A. Dunn	A.J. Mitchell
V. Siva (Vice-Chairman)	V.J. Leighton	S.C. Mooney
R.D. Dunn	J. McIlroy	B.B. Spoor

Substitute Members: Cllrs C. Bateson, K.M. Grant, O. Rybinski and J. Vinson

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

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

Terms of Reference

The Committee's Terms of Reference are attached to assist.

1. Apologies and Substitutes

To receive apologies for absence and notification of substitutions.

2. Minutes

7 - 10

To confirm the minutes of the meeting held on 24 June 2021 as a correct record.

3. Disclosures of Interest

To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.

4. Questions from members of the public

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

Note: the deadline for questions to be considered at this meeting is 5pm on Thursday 2 September 2021.

At the time of publication of this agenda no questions had been received.

5. Ward Issues

To consider any issues raised by ward councillors in accordance with Standing Order 34.2.

Note: the deadline for ward issues to be notified for consideration at this meeting is 12 noon on Thursday 2 September 2021.

At the time of publication of this agenda no ward issues had been received.

6.	Review of Community Safety	11 - 34
	To note the actions of the Spelthorne Safer Stronger Partnership in 2021/22 and future plans for 2021/22.	
	The Committee will also be pleased to hear from the Borough Commander on community safety matters.	
7.	Household Waste Duty of Care - Key Decision	35 - 42
	To consider a proposal for Fixed Penalty Notices in relation to duty of care for household waste.	
8.	Rules & Regulations for Cemeteries & Burial Grounds - Key Decision	43 - 68
	To consider agreement of the updated rules and regulations for cemeteries and burial grounds.	
9.	Revenue Monitoring Report (Qtr. 1 April - June)	69 - 74
	To note the forecast outturn for 2021/22 as at 30 June 2021.	
10.	Knowle Green Reception Opening Arrangements - Verbal Item	
	To discuss the post COVID-19 new opening arrangements for reception at the Council Offices, Knowle Green, Staines-upon-Thames.	
11.	Forward Plan	75 - 78
	To note the forward plan for future Committee business.	

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TERMS OF REFERENCE

All Committees will have the following functions in respect of their respective areas:

- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Service Committees).
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.

NEIGHBOURHOOD SERVICES COMMITTEE

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Street cleansing services
- Street Scene
- Parking Services
- Customer Services and consultation
- Building Control
- Cemeteries
- Community safety and crime & disorder
- Civil Enforcement (JET)
- Environmental protection – including food safety & enforcement and infectious disease outbreak control
- Workplace Health & Safety enforcement of businesses in the community
- Licensing matters save for those specifically reserved to the Licensing Committee,
- Environmental health matters with the exception of pollution but including general noise nuisance
- Planning enforcement
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Corporate Policy and Resources Committee.

**Minutes of the Neighbourhood Services Committee
24 June 2021**

Present:

Councillor A. Brar (Chairman)
Councillor V. Siva (Vice-Chairman)

Councillors:

R.D. Dunn	V.J. Leighton	S.C. Mooney
S.A. Dunn	A.J. Mitchell	B.B. Spoor

Apologies: Councillors J. McIlroy

In Attendance: Councillors C. Bateson

175/21 Disclosures of Interest

There were none.

176/21 Introduction to Neighbourhood Services Committee

The Group Head of Neighbourhood Services provided a verbal outline of what falls within the remit of the Neighbourhood Services Committee and circulated a written summary for the Committee to take away.

The Committee **resolved** to note the verbal outline from the Group Head of Neighbourhood Services on the workings of Neighbourhood Services and the written summary provided which would be published with the minutes.

177/21 Neighbourhood Services Committee - Terms of Reference

The Committee **resolved** to note its Terms of Reference.

178/21 Food and Health and Safety Service Plans for 2021/22

The Committee considered a report on the proposed Food and Health and Safety Service Plans for 2021/22.

The Committee noted the Council's process for dealing with premises who received low hygiene ratings, and that Environmental Health team resources

had been stretched due to the pandemic and a national shortage of officers, causing a backlog of inspections of food establishments.

The Committee acknowledged that more could be done to inform the public of the hygiene ratings achieved by food establishments. Councillor Leighton proposed that the Senior Environmental Health Manager write a letter to the Food Standards Agency requesting that they support the display of food hygiene ratings becomes mandatory and that this letter was to be sent within one month of the date of the Committee meeting. This was seconded by Councillors S. Dunn and T. Mitchell simultaneously and agreed unanimously by the Committee. The Senior Environmental Health Officer also suggested she could raise the topic at a meeting with other Environmental Health Managers in Surrey to inquire if they would like to add their support.

Alternative options considered and rejected by the Committee:

1. To amend the proposed service plans.
2. To not adopt the proposed service plans.

The Committee **resolved** to:

1. adopt the proposed Food Service Plan 2021/22
2. adopt the proposed Health and Safety Service Plan 2021/22
3. agree that the Senior Environmental Health Manager write a letter to the Food Standards Agency requesting that they support that the display of food hygiene ratings becomes mandatory and that this letter be sent within one month of the date of the Committee meeting.

179/21 Forward Plan

The Committee considered the forward plan for future committee business.

The Committee noted that the forward plan is a living document that is continually updated.

The Group Head of Neighbourhood Services explained that the Community Safety update scheduled for 9 September 2021 would be quite a lengthy item and requested that the Parking Services Update scheduled for that same meeting be moved to 4 November 2021. She also advised the Committee that since the publication of the forward plan the Adoption of fixed penalty notices for household waste had been scheduled for consideration on 9 September 2021.

After some discussion about litter signage, the Committee confirmed they were happy with the new signage presented by the Group Head of Neighbourhood Services and instructed her to replace the dog fouling signs with the new signage as soon as possible. The Committee also requested the Group Head of Neighbourhood Services engage with local schools through the Junior Citizen's Event to produce litter signage for their respective schools and requested that an update on the effectiveness of the new Litter Poster

Campaign be given at a future meeting. The Group Head of Neighbourhood Services confirmed that she would be able to provide feedback on 4 November 2021.

The Committee **resolved** to note the forward plan, subject to the following amendments:

1. The Parking Services Update will move to 4 November 2021;
2. The Review of rules and regulations: cemetery and burial grounds will be amended to reflect it is a Key Decision;
3. The Litter Poster Campaign Update will be scheduled for 4 November 2021;
4. Adoption of fixed penalty notices for household waste to be scheduled for 9 September 2021;
5. Committee Services to circulate an updated version of the Forward Plan with the minutes.

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Neighbourhood Services Committee



Date of meeting 9 September 2021

Title	Review of Community Safety
Purpose of the report	To note
Report Author	Paul Smith & Will Jack – Neighbourhood Services Community Safety Officers
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	n/a
Corporate Priority	Clean and Safe Environment
Recommendations	Committee is asked to: Note the actions of the Spelthorne Safer Stronger Partnership in 2021/22 & future plans for 2021/22
Reason for Recommendation	This report seeks to provide an update on the activities of the Spelthorne Safer Stronger Partnership & future plans.

1. Key issues

- 1.1 Community Safety involves various partner organisations working together with local communities to tackle persistent crime and disorder issues that are adversely affecting the quality of life of local people within the borough. From feeling secure in their home to feeling confident while out in the local neighbourhood, Community Safety is one of the most important issues for residents living in Spelthorne.
- 1.2 It remains a statutory requirement under S.17 Crime and Disorder act 1998 for local authorities to work in partnership to reduce crime and Anti-Social Behaviour (ASB). This is achieved through the Spelthorne Safer Stronger Partnership (SSSP). Responsible partners namely the Local Authority, Fire & Rescue Service, Clinical Commissioning Group, Probation, Surrey County Council, and the Police, work collaboratively in partnership. The SSSP meets on a quarterly basis.
- 1.3 By working together, these organisations have a greater impact on preventing crime & disorder and develop more effective and sustainable solutions to better protect, support, and empower residents to feel safe and secure.
- 1.4 The impact of the covid pandemic should not be underestimated on the ability of all agencies to deliver services throughout the last year. An unprecedented event requiring reprioritised resources, additional demands, lockdown, vulnerable communities, and staffing demands to name but a few. However,

in general terms, it is pleasing to report that many adapted to meet the demands in these uncertain times.

- 1.5 Over the last few years, Government has introduced several national changes that have significantly impacted on the Community Safety landscape. Some of these changes include the introduction of directly elected Police & Crime Commissioners and the publishing of a range of national strategies and policies linked with Domestic Abuse, ASB, Counter Terrorism and crime prevention, all of which have altered the focus of the work delivered by the Community Safety partners.
- 1.6 Policing & community safety continues to change, crime and demands on services/resources are different. Online and cyber-crimes are still increasing as are the more complex and harmful crimes such as cuckooing, sexual exploitation, modern slavery, county lines and human trafficking, while incidents linked with vulnerability (e.g., mental health problems) are increasing and more victims are confidently reporting issues linked with domestic and sexual abuse.
- 1.7 In setting the current priorities, the SSSP used police data and the local crime profile. There was also stakeholder engagement to decide on the following priorities for the 3-year period covering 2020/2023 which are to: -

Reduce

- Crime - with reference to Residential Burglary; Harm Caused through Misuse of Drugs and Alcohol; Vehicle Crime; Violent Crime & Acquisitive Crime, especially non-residential burglaries
- The threat of serious organized crime
- Domestic Abuse and Hate Crime
- Anti-Social Behaviour
- Re-Offending
- The Threat of Terrorism
- The threat of criminal exploitation and cyber related crime

Improve

- Engagement with our public to help make our communities stronger
- Water Safety

- 1.8 The current Police and Crime plan produced jointly with Surrey Police and the Police and Crime Commissioner (PCC) covers the period 2018- 2020. This has been extended to include 2021 due to the election of a new PCC. Lisa Townsend who was elected as the new PCC in May 2021 and is currently reviewing the plan:
- Priority 1: Tackling Crime and Keeping People Safe
 - Priority 2: Building Confident Communities
 - Priority 3: Supporting Victims
 - Priority 4: Preventing Harm

- 1.9 The Community Safety partnership known locally as the Spelthorne Safer Stronger Partnership (SSSP) has the responsibility to convene a strategy group of all responsible authorities. The group prepare an assessment of local crime and community safety priorities using information provided by partner agencies and the community and produce an action plan to meet those priorities. The Community Safety Team at Spelthorne takes responsibility for co-ordinating activities and events and driving performance.
- 1.10 It is important to recognise that the SSSP has several statutory obligations, and although not listed as current strategic priorities, there continues to be a lot of work undertaken to ensure we comply with relevant legislation. For example, as a partnership we have a responsibility to report activity linked with preventing violent extremism, commission reviews into domestic-related homicides and deliver actions to help minimise serious and organised crime within the borough. Partnership activity takes place around these themes, as part of our core day-to-day business and will continue to be delivered during 2021/22.
- 1.11 The Anti-social Behaviour, Crime and Policing Act 2014 defines ASB as:
- Conduct that has caused, or is likely to cause, harassment, alarm or distress to any person (i.e., objectively causes fear for one's own safety), or
 - Conduct capable of causing nuisance or annoyance to a person in relation to that person's occupational residential premises, or
 - Conduct capable of causing housing-related nuisance or annoyance to any person
- 1.12 The Spelthorne Neighbourhood policing team consists of 1 Inspector, 2 Sergeants, 5 Police Constables, 2 Youth Engagement Officers, and 1 Designing out crime Officer. There are also 4 Police Constables who are working in Spelthorne on a 2-year attachment. There are also 12 Police Community Safety Officers (PCSO's) on the Spelthorne policing team. They are supported by a large team of Omni-competent response officers. These police teams work closely with the Councils 5 Joint Enforcement Team officers (JET) and 2 Community Safety Officers.
- 1.13 Regular formal multi agency meetings take place to share information and problem solve. These are the Community Harm and Risk Management Meeting (CHaRMM) and the Tasking and Co-ordinating Group (T&CG). The former looks at prominent offenders or vulnerable victims, the latter at geographical problems. These are embedded into the partnership activities.
- 1.14 Surrey County Council and Surrey Police carry out a resident survey each year as part of the Joint Neighbourhood Survey (JNS). The Covid pandemic has dramatically changed the process and it should be noted that the outcome and the current position is different to previous years due to the pandemic and lockdowns. The tables in **1.16** and **1.17** show police data from 19/20 20/21 and include the first quarter data for this financial year.
- 1.15 **COVID19** – Public confidence has been measured in the community's opinion in the police response to COVID19, management of lockdown regulations and enforcement of The Coronavirus Act 2020. The survey results showed that

82% of those who responded to the survey stated that they were confident with the police response. During this time Spelthorne Police maintained its full complement of staff to manage the day-to-day problems associated with Covid 19. This approach proved to be an effective tool in reducing the number of Covid 19 breaches.

1.16 Public confidence in policing 2021

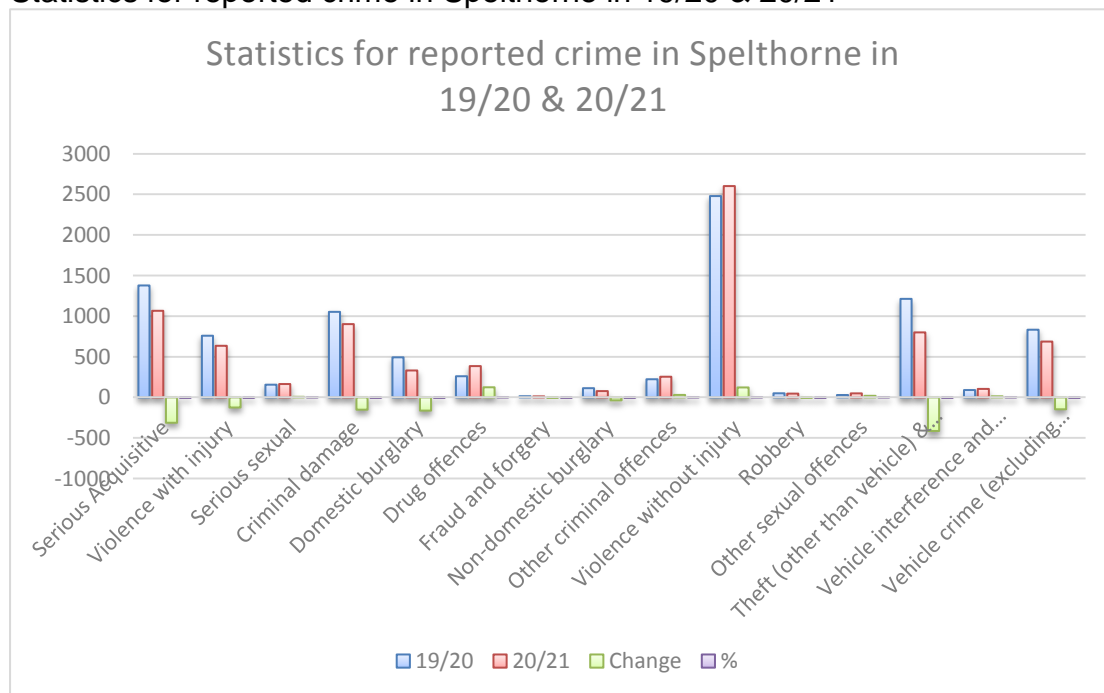
Q. How confident are you in your Neighbourhood police

(% very/confident)

	Year end 19/20	Q3 20/21	Q4 20/21	Year end 20/21	Q1 21/22
Elmbridge	87.2%	85.0%	90.0%	88.6%	89.7%
Runnymede	87.6%	89.2%	89.1%	89.0%	87.8%
Spelthorne	83.6%	82.6%	93.9%	86.4%	83.3%

1.17 Current position

Statistics for reported crime in Spelthorne in 19/20 & 20/21



Crime categories	19/20	20/21	Change	%
Serious Acquisitive	1379	1067	-312	-22.60%
Violence with injury	760	636	-124	-16.30%
Serious sexual	157	165	8	5.10%
Criminal damage	1054	903	-151	-14.30%
Domestic burglary	494	332	-162	-32.80%
Drug offences	261	386	125	47.90%
Fraud and forgery	15	13	-2	-13.30%

Non-domestic burglary	114	78	-36	- 31.60%
Other criminal offences	224	255	31	13.80%
Violence without injury	2480	2603	123	5.00%
Robbery	51	47	-4	-7.80%
Other sexual offences	30	50	20	66.70%
Theft (other than vehicle) & handling stolen goods	1214	801	-413	- 34.00%
Vehicle interference and tampering	91	105	14	15.40%
Vehicle crime (excluding interference)	834	688	-146	- 17.50%

- 1.18 The figures show that there has been a reduction in acquisitive crime, mainly theft and burglary. This can be attributed to lockdown with many households occupied both day & night.
- 1.19 The figures also show quite significant increases in violence, robbery & drugs. This reflects the issues related to the increasing problem of County drugs lines and cuckooing which are ongoing.

Crime in Spelthorne compared with crime in the Surrey force area

- 1.20 In the year ending March 2021, crime rates across the county reduced in all boroughs and districts at an average of 13.5%. Spelthorne's reduction was 9.2%.
- 1.21 **Appendix A** – Highlights the police recorded crime data from April 2020 to March 2021. This report covers all Total Notifiable Offences (TNO) within the dates shown. There is a breakdown by section for individual offences.

2. Current strategic priorities

- 2.1 **Appendix B** provides the latest update on the SSSP action plan along with relevant responses and areas of success.
- 2.2 As well as reflecting on how the partnership responds to ASB generally and reviewing options and practices to ensure they remain fit for purpose, efforts have been focused elsewhere to target issues that are of concern to our communities. The information in 2.2 & 2.3 provides a summary of the activities the Partnership has been involved in delivering in response to community concerns.

2.3 Combatting Anti-Social Behaviour (ASB) Key Challenges

The Council and partners continue to receive a high volume of complaints relating to ASB, ranging from nuisance and environmental related issues through to calls concerning behaviour targeted towards specific persons/groups. Statistics indicate that ASB has fallen year on year but still equates to almost 25% of all incidents recorded by Surrey Police in Spelthorne. It is important to note that breaches of Covid lockdown regulations were often coded as an ASB incident and may affect the statistics. We also need to acknowledge that ASB can affect anyone and has the potential to negatively influence public confidence in the Police.

- Tackling youth related ASB continues to be the top concern for residents followed by fly tipping, litter, dog fouling, speeding and or dangerous driving and unauthorised encampments.

- Despite fewer partnership resources, resident's expectations of how we respond to ASB remains the same, this leads to an increase in calls for service where no action is or can be taken.
- There is a rise in the number of ASB cases that involve complex needs and vulnerability, which are more difficult to address e.g., mental health related issues.
- National and local increases in the number of hate crime incidents with specific community groups known to be targeted, with significant underreporting.

Combatting ASB and how we respond

- We work with partners to efficiently tackle the changing nature of ASB to effectively meet the demands of local communities.
- Since 2018 the T&CG have convened every 6 weeks and during 20/21 worked in 26 locations across the borough. Subjects covered include ASB, criminal damage, fly tipping, licencing, noise, off road motorcycling, parking & drug use. In twenty of these locations the work has been closed off due to noted improvements following the intervention of the T&CG.
- We are intelligence led and information driven to ensure resources are deployed through tasking and coordination into the right areas at the right time to combat ASB effectively.
- We ensure that timely and targeted enforcement action is taken against perpetrators of ASB.
- We target specific elements of ASB e.g., youth disorder, graffiti-signal crimes etc.
- We work collectively to prevent /divert ASB and hate crime from occurring in the first place.
- We review how we combat ASB within the borough to improve our response to ASB complaints.
- We review and implement ASB legislation locally by seeking to put into place Public Space Protection Orders (PSPOs).
- We provide support to vulnerable and repeat victims of ASB and hate crime, the SSSP has funded additional outreach workers.

Combatting ASB 2020 Actions

- Utilised Community Protection Warnings (CPWs) and Community Protection Notices (CPNs) to target individuals who persistently act in an anti-social manner.
- Increased the number of deployable CCTV cameras in the Sunbury area during the Covid pandemic lockdowns to assist with an increase in youth ASB.
- Spelthorne has supported and assisted Surrey Police with a successful Safer Streets funding bid via the PCC. The plans for improvement were drawn up by the police design out crime officers to completely overhaul the security of the affected areas within Stanwell. The outcome has

delivered a significant and positive outcome to the quality of life for the residents affected by such crime within the target area.

- Due to the long term ASB issues at Sunbury Cross the T&CG have convened a series of meetings to jointly tackle the ongoing crime & ASB in the area. This has resulted in us improving information flows with Hounslow Council.

Moorings

- Mooring Enforcement is dependent on the levels and condition of the river as identified by the Environment Agency. Between January and March 21 enforcement was not possible due to fast flowing water & high river levels and then lockdown due to the Covid 19 Pandemic.
- In the 12-month period covering 20/21, only 25 periods of Mooring Enforcement were possible due to lockdown restrictions which prevented river movements between March 2020 and June 2020. The River Thames conditions also prevented the JET officers from enforcing the 24 in 48-hour rule as the river was on red flag alerts for 3 months between December 2020 and end of March 2021 which banned any river movements.
- Despite the restrictions we issued 13 overstayer notices and 3 No Mooring notices. During the same period 4 abandoned vessel notices were also issued resulting in all but one being removed by their respective owners. The remaining boat was removed and scrapped by the Council.
- In the same period one boat received a written warning for causing minor ASB. We issued 6 CPW's to boat owners for serious ASB and all were then subsequently issued with CPN's. There have been no breaches to date and none of the vessels have reappeared.
- Spelthorne, Elmbridge, and Runnymede Councils have in previous years jointly explored the possibility of introducing a PSPO under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014. This was not progressed as the other boroughs decided that they did not wish to pursue this course of action. Additionally, initial consultation revealed some robust opposition from interested parties. This resulted in Spelthorne Cabinet agreeing that we would not pursue the PSPO and instead continue with enforcing our own 24 in 48 hours byelaw rules.
- The Community Safety team have also completed the installation of 14 dedicated throwlines at key locations along the River Thames. These are monitored regularly to ensure they are maintained in working order along with the existing life-rings.
- The River Thames runs through and alongside vast stretches of the borough and Water safety is therefore a key priority of the Community Safety Partnership.

Unauthorised encampments

- In 20/21 Borough officers dealt with 13 unauthorised encampments of which 6 were on Spelthorne land. These were dealt with by way of s.77/78 orders under the Criminal Justice and Public Order Act 1994. Four were on private land and dealt with by the respective owners and 3 were dealt with by Surrey County Council as they were on their property.

Abandoned Vehicles

- This year a total of 296 abandoned vehicle reports were dealt with. In response to the report's vehicles were either removed by the Council or the vehicle owners.

Fly Tipping

- The total number of fly-tips recorded and cleared increased dramatically during the pandemic particularly during the time the Community Recycling Centres were closed. Interviews under caution in person were not possible and so were conducted by way of an interview letter. There was an increase in waste warning letters being issued due to the pandemic. Waste Stop and Search was not possible during this time.
- The bullet points below provide the actions in relation to fly tipping in more detail.
 - 2360 Fly tips reported
 - Cost of clearance & disposal £140,749
 - Investigation costs £84383
 - Prosecutions 0 due to courts not sitting
 - FPNs issued 65
 - FPN income £7580
 - Interviews under caution 187
 - Warning letters issued 186
 - Vehicles seized 6
 - Stop & search waste offences 0
 - Issues 5 CPWs for waste related offences
 - Issued 1 CPN

Other Anti-Social Behaviour

- **Nitrous Oxide (NOS).** This has become a serious issue for the borough and other districts in the County in that the use of 'legal highs' is putting the users and public at risk as well as contributing to a significant littering problem. Loopholes in the Misuse of Drugs Act 1971 have led to the activity of NOS inhalation becoming commonplace. The Community Safety team have successfully submitted a PSPO application to effectively outlaw the use of this product within the borough. The PSPO order was made in May 2021 by the Council and a small working group has formed with internal & external partners to promote and manage the PSPO.
- **Cannabis usage.** The police have primacy on this issue however it is clear that personal/recreational use of Cannabis within dwellings is becoming a problem that has led to an increase in complaints by

neighbours. This has been managed by an increase in the use of Community Protection Warning (CPWs) notices by the JET and Community Safety teams. In 2020 the Community Safety team issued 20 CPWs for cannabis smoke nuisance and of these cases 7 have proceeded to full Community Protection Notices (CPNs). At present one case is with the Council's legal department for a breach of the CPN.

2.4 Joint Enforcement Team (JET)

2.5 The Joint Enforcement Team is a collaboration between Surrey Police and the local authorities in Surrey to help agencies work more efficiently together.

2.6 Initially set up as a pilot project, it began running as a pilot in Spelthorne in 2014. The pilot was a success, and the scheme was rolled out to other Surrey boroughs.

2.7 The JET scheme sees Council Officers working collectively with the Police to combat local issues such as noise, anti-social behaviour, and low-level crime. The teams have proven to provide a fast and effective response as well as providing a visible presence to deter offenders.

2.8 Since the scheme started in Spelthorne, the teams have been involved in dealing with a wide range of issues. From fly-tipping to targeted 'enforcement days', the team has and continues to be very successful, and as more and more of the public have become aware of their existence, confidence in their abilities has gone up.

2.9 The JET officer's day to day work also involves dealing with abandoned vehicles, dog fouling, fly posting and graffiti, fly tipping and litter. More targeted work during 2020/21 has resulted in the officers issuing

- 4 CPW notices to 3 vehicle companies within the borough for persistent ASB
- 1 CPW notice to a lone caravan for ASB and Indecency issues
- 1 CPW notice to a Landlord of a block of flats due to persistent ASB by tenants
- 6 CPW notices to aggressive beggars in the Town Centre of which 4 were subsequently issued with CPN's

2.10 Serious & Organised Crime (SOC)

Organized crime covers a wide range of activities and individuals involved in areas such as Class A drug trafficking, organized immigration crime and fraud. Other threats include counterfeiting, cuckooing, high tech crime, armed robbery and other gun crime, art theft and money laundering.

2.11 "Cuckooing" is the term used to describe the practice where professional drug dealers take over the property of a vulnerable person and use it as a place from which to run their drugs business. The drug dealers will target those who are vulnerable, potentially because of substance abuse, mental health issues, or loneliness, and befriend them or promise residents drugs in exchange for use of their property.

2.12 During 2020, Surrey police alerted partner agencies of the concerns over 'county lines' drugs incidents in the Stanwell area which manifested itself into an increase of violence and ASB. The police have managed several offenders

and victims in the Stanwell area who have in turn been referred to the CHaRMM where the victims have been supported via the partnership process. It should be noted that many vulnerable victims have received additional support via outreach services, some financed via the SSSP.

- 2.13 As a result of the drug crime which escalated in Stanwell, Surrey Police now have a policy in place which provides them with guidance in preparing for, identifying, and managing incidents deemed to be of a critical nature. A critical incident is defined as: -

“Any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the victim, their family and / or the community”.

- 2.14 Surrey police also deliver a SOC briefing which is provided at the end of each T&CG meeting. This allows all partners to be fully apprised of SOC matters that are having an impact within the community.

2.15 **Closed Circuit Television (CCTV)**

CCTV is a system where the circuit in which the video is transmitted is closed and all the elements (camera, display monitors, recording devices) are directly connected. Much of the CCTV on street monitoring systems work on a new wireless system which will continue to be monitored from the CCTV control room based in Runnymede.

- 2.16 Spelthorne is currently working with Runnymede Council to finalise the details of a new CCTV contract which covers both monitoring and maintenance of our main CCTV cameras. The previous contract expired in 2020 and a temporary agreement which is due to end in March 2022 was put in place to give time for the procurement of a new contractor.
- 2.17 Later in 2021 the team will be reviewing the CCTV provision in Shepperton. The existing cameras are the last ones in the borough to operate on analogue broadband. This service is due to end in 2023 and is to be replaced by digital/wireless. The existing cameras will not be operational after 2023 and it is hoped that Capital funding will be made available to upgrade with new cameras to keep the CCTV feedback operational.

2.18 **CCTV 2020 Actions**

- In 2020/2021 we purchased 2 deployable CCTV cameras via Runnymede BC to assist with obtaining evidence around ASB. The cameras are located in the Sunbury area in relation to youth disorder. The Community Safety department has offset their costs with successful bids to both the SSSP and the Police and Crime Commissioner's office for funding these 2 cameras.
- A new camera has also been placed in Llamas park in response to criminal damage and youth ASB at this location.
- The department continues to use its own basic covert deployable cameras for ASB where appropriate which has supported several prosecutions.
- A review of all CCTV camera locations has been undertaken to ensure that we comply with the Information Commissioners Office guidelines

and GDPR Regulations. The report has been published on the Councils website.

2.19 Community Engagement

We promote the concept of community-based action to inhibit and remedy the causes and consequences of criminal, intimidating and other related ASB. Its purpose is to secure sustainable reductions in crime and the fear of crime in local communities.

2.20 Community Engagement 2020 Actions

- The pandemic has severely affected our ability to interact with many residents' groups but as we move through 2021, we are reconnecting with these groups.
- Social media has become more relevant in all areas and we have increased understanding of neighbourhood matters by joining Facebook/Instagram and Twitter Community Groups.
- Engaged with community groups in both Stanwell and Ashford.
- Initiated a problem-solving group centred on Sunbury Cross with input from partner agencies including schools, businesses and Hounslow Council
- Assisted the police in delivering the police panel meetings giving residents the opportunity to ask questions on local issues affecting them.

2.21 Partnership Action Days (PADs) play an integral part of the T&CG they were postponed in 2020 but have now resumed. PADs have proven to be an important element of partnership working and are now diarised to take place every six weeks. A variety of ASB issues are looked at including use of e-scooters, water safety, fly-tipping, littering, waste carriers licencing and local ASB issues.

2.22 There was one community trigger during this reporting period. This involved a complaint of harassment and ASB between two properties in relation to a shared driveway with various allegations involved. The trigger did not find anything tangible to pursue but a concern regarding the misuse of CCTV was passed to the Information Surveillance Commissioner to progress.

3. Financial implications

3.1 The SSSP receives a grant from the PCC which is used to fund small community projects within the borough.

3.2 As noted in 2.16 the team will be reviewing the provision of CCTV in Shepperton which is likely to result in the need for a Capital Growth Bid to fund purchase and installation of the cameras. At this stage we do not know the financial costs.

3.3 There are no additional financial implications as the Community Safety team and JET officers are fully funded by Spelthorne Borough Council.

3.4 Funding for an additional camera at the Lammas was achieved within existing Community Safety budgets.

4. Equality and Diversity

- 4.1 The Council aims to eliminate discrimination, advance equality of opportunity and foster good relations across all protected characteristics in all its activities including service delivery.
- 4.2 The very nature of the role of the community safety officers is to work with partners to reduce and/or eradicate all forms of crime including hate crime & ASB.
- 4.3 The Council which includes the work of the SSSP and its partners recognises the diversity of the people and the communities of the borough and is committed to:
- Working with our partners and the boroughs many communities to understand and meet the needs of individuals and communities, and improve their opportunities, wellbeing, and ability to live together productively.
 - Tackling areas of potential discrimination to ensure that services are offered equitably and appropriately.
 - Ensuring that all services provided by or on behalf of the Council are appropriate, inclusive, accessible, and fair.
 - Involving the wider community, service users and partner organisations in consultation to ensure that views are taken account of.
 - Building closer links with all communities across the district and using our influence within the local community to give a lead to partners and other local agencies to promote equalities.

5. Sustainability/Climate Change Implications

- 5.1 The work of the JET officers in investigating & reducing waste crime will work with and towards the positive effects in delivering the actions associated with the Councils Climate change emergency.
- 5.2 Climate change affects us all and any work we at Spelthorne are engaged in that involves the reduction and correct treatment of wastes will have a small but positive effect on the environment.

Background papers:

https://www.spelthorne.gov.uk/sssp/Community_Safety_Strategy_2020.pdf

Appendices

Appendix A - Police statistical data

Appendix B – Action plan & partner update

Police Statistical Data – Sources – Surrey Police/IQuanta
Total Notifiable Offences – Spelthorne – April 2020 to March 2021

<i>April to March 2021</i>											
FYTD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
Spelthorne	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
TNO	7779	7062	-717	-9.2%	995	1079	84	8.4%	12.8%	15.3%	2.5%
Serious Acquisitive	1379	1067	-312	-22.6%	37	27	-10	-27.0%	2.7%	2.5%	-0.2%
Violence with injury	760	636	-124	-16.3%	152	125	-27	-17.8%	20.0%	19.7%	-0.3%
Serious sexual	157	165	8	5.1%	8	13	5	62.5%	5.1%	7.9%	2.8%
Criminal damage	1054	903	-151	-14.3%	77	73	-4	-5.2%	7.3%	8.1%	0.8%
Domestic burglary	494	332	-162	-32.8%	11	7	-4	-36.4%	2.2%	2.1%	-0.1%
Drug offences	261	386	125	47.9%	184	313	129	70.1%	70.5%	81.1%	10.6%
Fraud and forgery	15	13	-2	-13.3%	4	3	-1	-25.0%	26.7%	23.1%	-3.6%
Non-domestic burglary	114	78	-36	-31.6%	6	13	7	116.7%	5.3%	16.7%	11.4%
Other criminal offences	224	255	31	13.8%	64	75	11	17.2%	28.6%	29.4%	0.8%
Violence without injury	2480	2603	123	5.0%	325	368	43	13.2%	13.1%	14.1%	1.0%
Robbery	51	47	-4	-7.8%	3	3	0	0.0%	5.9%	6.4%	0.5%
Other sexual offences	30	50	20	66.7%	9	11	2	22.2%	30.0%	22.0%	-8.0%
Theft (other than vehicle) & handling stolen goods	1214	801	-413	-34.0%	126	55	-71	-56.3%	10.4%	6.9%	-3.5%
Vehicle interference and tampering	91	105	14	15.4%	3	3	0	0.0%	3.3%	2.9%	-0.4%
Vehicle crime (excluding interference)	834	688	-146	-17.5%	23	17	-6	-26.1%	2.8%	2.5%	-0.3%

Arson	50	37	-13	-26.0%	2	1	-1	-50.0%	4.0%	2.7%	-1.3%
Assault PC	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Cheque/Credit card fraud	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Common assault (excluding on PC)	942	814	128	-13.6%	106	103	-3	-2.8%	11.3%	12.7%	1.4%
Damage to dwellings	221	195	-26	-11.8%	18	22	4	22.2%	8.1%	11.3%	3.1%
Damage to other buildings	79	74	-5	-6.3%	13	7	-6	-46.2%	16.5%	9.5%	-7.0%
Damage to vehicles	465	339	126	-27.1%	23	25	2	8.7%	4.9%	7.4%	2.4%
Domestic burglary	494	332	162	-32.8%	11	7	-4	-36.4%	2.2%	2.1%	-0.1%
Harassment	1007	1177	170	16.9%	128	151	23	18.0%	12.7%	12.8%	0.1%
Murder & Attempted Murder	2	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Non-domestic burglary	114	78	-36	-31.6%	6	13	7	116.7%	5.3%	16.7%	11.4%
Other criminal offences	224	255	31	13.8%	64	75	11	17.2%	28.6%	29.4%	0.8%
Other damage	239	258	19	7.9%	21	18	-3	-14.3%	8.8%	7.0%	-1.8%
Other drug offences	2	2	0	0.0%	0	2	2	0.0%	0.0%	100.0%	100.0%
Other fraud and forgery	15	13	-2	-13.3%	4	3	-1	-25.0%	26.7%	23.1%	-3.6%
Other theft and handling	592	387	205	-34.6%	27	18	-9	-33.3%	4.6%	4.7%	0.1%
Other Violence	170	215	45	26.5%	38	48	10	26.3%	22.4%	22.3%	0.0%
Other serious sexual	16	13	-3	-18.8%	1	0	-1	-100.0%	6.3%	0.0%	-6.3%
Other sexual offences	30	50	20	66.7%	9	11	2	22.2%	30.0%	22.0%	-8.0%
Other violence with injury	0	2	2	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Other wounding	726	588	138	-19.0%	131	103	-28	-21.4%	18.0%	17.5%	-0.5%
Rape	53	80	27	50.9%	1	4	3	300.0%	1.9%	5.0%	3.1%
Serious wounding	18	18	0	0.0%	4	4	0	0.0%	22.2%	22.2%	0.0%
Sexual assault	88	72	-16	-18.2%	6	9	3	50.0%	6.8%	12.5%	5.7%
Possession of drugs	182	303	121	66.5%	149	265	116	77.9%	81.9%	87.5%	5.6%
Robbery of business property	7	3	-4	-57.1%	0	1	1	0.0%	0.0%	33.3%	33.3%
Robbery of personal property	44	44	0	0.0%	3	2	-1	-33.3%	6.8%	4.5%	-2.3%
Shoplifting	358	214	144	-40.2%	90	34	-56	-62.2%	25.1%	15.9%	-9.3%
Theft from a vehicle	577	463	-	-19.8%	9	4	-5	-55.6%	1.6%	0.9%	-0.7%

			114								
Theft from the person	75	25	-50	-66.7%	2	0	-2	-100.0%	2.7%	0.0%	-2.7%
Theft in a dwelling	58	42	-16	-27.6%	3	0	-3	-100.0%	5.2%	0.0%	-5.2%
Theft or unauthorised taking of a cycle	131	133	2	1.5%	4	3	-1	-25.0%	3.1%	2.3%	-0.8%
Theft or unauthorised taking of a vehicle	257	225	-32	-12.5%	14	13	-1	-7.1%	5.4%	5.8%	0.3%
Trafficking in controlled drugs	77	81	4	5.2%	35	46	11	31.4%	45.5%	56.8%	11.3%
Vehicle interference	91	105	14	15.4%	3	3	0	0.0%	3.3%	2.9%	-0.4%
Domestic Violence	978	899	-79	-8.1%	120	106	-14	-11.7%	12.3%	11.8%	-0.5%
Intoxicant Violence	412	496	84	20.4%	88	113	25	28.4%	21.4%	22.8%	1.4%
Licensed Premises Violence	180	124	-56	-31.1%	21	10	-11	-52.4%	11.7%	8.1%	-3.6%
Non-Domestic Violence	2500	2602	102	4.1%	168	198	30	17.9%	6.7%	7.6%	0.9%
			-								
Public Place Violence	1801	1635	166	-9.2%	153	142	-11	-7.2%	8.5%	8.7%	0.2%
Stranger Violence	1261	1223	-38	-3.0%	118	123	5	4.2%	9.4%	10.1%	0.7%
Total Gender-Based Violence	1213	1146	-67	-5.5%	145	144	-1	-0.7%	12.0%	12.6%	0.6%
Gender-Based Violence (Male)	315	298	-17	-5.4%	17	22	5	29.4%	5.4%	7.4%	2.0%
Gender-Based Violence (Female)	914	848	-66	-7.2%	133	122	-11	-8.3%	14.6%	14.4%	-0.2%
Crimes DV - Male Victim	303	282	-21	-6.9%	16	19	3	18.8%	5.3%	6.7%	1.5%
Crimes DV - Female Victim	836	767	-69	-8.3%	128	116	-12	-9.4%	15.3%	15.1%	-0.2%
Harassment DV - Male Victim	25	27	2	8.0%	1	2	1	100.0%	4.0%	7.4%	3.4%
Harassment DV - Female Victim	107	75	-32	-29.9%	18	13	-5	-27.8%	16.8%	17.3%	0.5%
Rape of a Male	1	5	4	400.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Rape of a Female	48	74	26	54.2%	1	4	3	300.0%	2.1%	5.4%	3.3%
Sexual Assault of a Male	14	12	-2	-14.3%	1	3	2	200.0%	7.1%	25.0%	17.9%
Sexual Assault of a Female	74	60	-14	-18.9%	5	6	1	20.0%	6.8%	10.0%	3.2%
Total Crimes DV	1120	1047	-73	-6.5%	139	135	-4	-2.9%	12.4%	12.9%	0.5%
Total Violence	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Total Harassment DV	133	106	-27	-20.3%	20	17	-3	-15.0%	15.0%	16.0%	1.0%
Total Rape	49	79	30	61.2%	1	4	3	300.0%	2.0%	5.1%	3.0%
Total Sexual Assault	88	72	-16	-18.2%	6	9	3	50.0%	6.8%	12.5%	5.7%
Alcohol related	475	597	122	25.7%	105	137	32	30.5%	22.1%	22.9%	0.8%
Child protection	117	140	23	19.7%	13	20	7	53.8%	11.1%	14.3%	3.2%
Drug related	176	261	85	48.3%	50	65	15	30.0%	28.4%	24.9%	-3.5%
Licensed premises	489	306	-	-37.4%	41	19	-22	-53.7%	8.4%	6.2%	-2.2%

183												
Disability crimes	11	20	9	81.8%	0	0	0	0.0%	0.0%	0.0%	0.0%	
Faith motivated	14	12	-2	-14.3%	4	1	-3	-75.0%	28.6%	8.3%	-20.2%	
Homophobic crimes	30	44	14	46.7%	6	5	-1	-16.7%	20.0%	11.4%	-8.6%	
Racially motivated	185	214	29	15.7%	11	28	17	154.5%	5.9%	13.1%	7.1%	
Total Hate crimes	235	275	40	17.0%	19	33	14	73.7%	8.1%	12.0%	3.9%	

IQuanta Groupings Surrey Wide

TNO	< <	March 2021
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FYtD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
Borough	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
Epsom & Ewell	5171	4327	-844	16.3%	662	616	-46	-6.9%	12.8%	14.2%	1.4%
Mole Valley	4809	4402	-407	-8.5%	760	680	-80	-10.5%	15.8%	15.4%	-0.4%
Reigate & Banstead	9621	8043	-1578	16.4%	1495	1263	-232	-15.5%	15.5%	15.7%	0.2%
Tandridge	5760	4690	-1070	18.6%	806	717	-89	-11.0%	14.0%	15.3%	1.3%
Elmbridge	8104	6958	-1146	14.1%	993	1001	8	0.8%	12.3%	14.4%	2.1%
Runnymede	6864	6142	-722	10.5%	978	970	-8	-0.8%	14.2%	15.8%	1.5%
Spelthorne	7779	7062	-717	-9.2%	995	1079	84	8.4%	12.8%	15.3%	2.5%
Guildford	10032	8418	-1614	16.1%	1534	1204	-330	-21.5%	15.3%	14.3%	-1.0%
Surrey Heath	5248	4602	-646	12.3%	816	709	-107	-13.1%	15.5%	15.4%	-0.1%
Waverley	6078	5574	-504	-8.3%	747	648	-99	-13.3%	12.3%	11.6%	-0.7%
Woking	7112	6143	-969	13.6%	911	759	-152	-16.7%	12.8%	12.4%	-0.5%
Force	76578	66361	-10217	13.3%	10697	9646	-1051	-9.8%	14.0%	14.5%	0.6%

Licensed Premises Violence

< <

March 2021

FYtD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
Borough	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
Epsom & Ewell	157	87	-70	44.6%	40	18	-22	-55.0%	25.5%	20.7%	-4.8%
Mole Valley	116	91	-25	21.6%	28	27	-1	-3.6%	24.1%	29.7%	5.5%
Reigate & Banstead	245	150	-95	38.8%	65	25	-40	-61.5%	26.5%	16.7%	-9.9%
Tandridge	100	66	-34	34.0%	30	14	-16	-53.3%	30.0%	21.2%	-8.8%
Elmbridge	175	122	-53	30.3%	38	25	-13	-34.2%	21.7%	20.5%	-1.2%
Runnymede	173	132	-41	23.7%	25	24	-1	-4.0%	14.5%	18.2%	3.7%
Spelthorne	180	124	-56	31.1%	43	27	-16	-37.2%	23.9%	21.8%	-2.1%
Guildford	357	161	-196	54.9%	92	24	-68	-73.9%	25.8%	14.9%	-10.9%
Surrey Heath	180	94	-86	47.8%	44	20	-24	-54.5%	24.4%	21.3%	-3.2%
Waverley	185	119	-66	35.7%	33	32	-1	-3.0%	17.8%	26.9%	9.1%
Woking	214	106	-108	50.5%	37	24	-13	-35.1%	17.3%	22.6%	5.4%
Force	2082	1252	-830	39.9%	475	260	-215	-45.3%	22.8%	20.8%	-2.0%

FYtD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
Epsom & Ewell	664	673	9	1.4%	86	90	4	4.7%	13.0%	13.4%	0.4%
Mole Valley	711	667	-44	-6.2%	113	100	13	-11.5%	15.9%	15.0%	-0.9%
Reigate & Banstead	1417	1372	-45	-3.2%	192	153	39	-20.3%	13.5%	11.2%	-2.4%
Tandridge	786	740	-46	-5.9%	129	142	13	10.1%	16.4%	19.2%	2.8%
Elmbridge	1129	988	-141	-12.5%	133	124	-9	-6.8%	11.8%	12.6%	0.8%
Runnymede	929	883	-46	-5.0%	138	117	21	-15.2%	14.9%	13.3%	-1.6%
Spelthorne	1120	1047	-73	-6.5%	160	171	11	6.9%	14.3%	16.3%	2.0%
Guildford	1046	1072	26	2.5%	130	113	17	-13.1%	12.4%	10.5%	-1.9%
Surrey Heath	672	719	47	7.0%	86	88	2	2.3%	12.8%	12.2%	-0.6%
Waverley	756	738	-18	-2.4%	108	98	10	-9.3%	14.3%	13.3%	-1.0%
Woking	985	1030	45	4.6%	119	119	0	0.0%	12.1%	11.6%	-0.5%
Force	10215	9929	-286	-2.8%	1394	1315	-79	-5.7%	13.6%	13.2%	-0.4%

FYtD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
Borough	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
Epsom & Ewell	414	400	-14	-3.4%	128	120	-8	-6.3%	30.9%	30.0%	-0.9%
Mole Valley	340	368	28	8.2%	128	129	1	0.8%	37.6%	35.1%	-2.6%
Reigate & Banstead	838	883	45	5.4%	324	269	-55	-17.0%	38.7%	30.5%	-8.2%
Tandridge	340	300	-40	11.8%	143	99	-44	-30.8%	42.1%	33.0%	-9.1%
Elmbridge	464	505	41	8.8%	145	150	5	3.4%	31.3%	29.7%	-1.5%
Runnymede	387	489	102	26.4%	118	166	48	40.7%	30.5%	33.9%	3.5%
Spelthorne	475	597	122	25.7%	148	205	57	38.5%	31.2%	34.3%	3.2%
Guildford	830	674	156	18.8%	331	198	-133	-40.2%	39.9%	29.4%	-10.5%
Surrey Heath	384	378	-6	-1.6%	160	91	-69	-43.1%	41.7%	24.1%	-17.6%
Waverley	379	401	22	5.8%	132	136	4	3.0%	34.8%	33.9%	-0.9%
Woking	538	589	51	9.5%	155	165	10	6.5%	28.8%	28.0%	-0.8%
Force	5389	5584	195	3.6%	1912	1728	-184	-9.6%	35.5%	30.9%	-4.5%

FYtD	CRIME				Solved Outcomes (inc Resolutions)				Solved Outcome Rate		
	Last Year	This Year	#	%age	Last Year	This Year	#	%age	Last Year	This Year	%age
Epsom & Ewell	129	143	14	10.9%	23	22	-1	-4.3%	17.8%	15.4%	-2.4%
Mole Valley	93	111	18	19.4%	20	23	3	15.0%	21.5%	20.7%	-0.8%
Reigate & Banstead	265	234	-31	11.7%	55	49	-6	-10.9%	20.8%	20.9%	0.2%
Tandridge	122	112	-10	-8.2%	25	21	-4	-16.0%	20.5%	18.8%	-1.7%
Elmbridge	185	197	12	6.5%	26	29	3	11.5%	14.1%	14.7%	0.7%
Runnymede	171	196	25	14.6%	40	40	0	0.0%	23.4%	20.4%	-3.0%
Spelthorne	235	275	40	17.0%	40	51	11	27.5%	17.0%	18.5%	1.5%
Guildford	277	297	20	7.2%	48	37	11	-22.9%	17.3%	12.5%	-4.9%
Surrey Heath	109	92	-17	15.6%	21	11	10	-47.6%	19.3%	12.0%	-7.3%
Waverley	97	132	35	36.1%	18	20	2	11.1%	18.6%	15.2%	-3.4%
Woking	223	217	-6	-2.7%	26	30	4	15.4%	11.7%	13.8%	2.2%
Force	1906	2006	100	5.2%	342	333	-9	-2.6%	17.9%	16.6%	-1.3%

Anti-Social Behaviour

FYTD				
Borough	Last Year	This Year	#	%age
Epsom & Ewell	1406	2183	777	55.3%
Mole Valley	1160	2046	886	76.4%
Reigate & Banstead	2240	3268	1028	45.9%
Tandridge	1302	1965	663	50.9%
Elmbridge	1970	3407	1437	72.9%
Runnymede	1928	2846	918	47.6%
Spelthorne	2312	3638	1326	57.4%
Guildford	3067	3970	903	29.4%
Surrey Heath	1382	2060	678	49.1%
Waverley	1848	2527	679	36.7%
Woking	2254	2986	732	32.5%
Force	20869	30896	10027	48.0%

SSSP Action plan key updates 2020/21

Dwelling Burglary

There have been two distinct phases with burglary over the last year. One phase was linked to the Metropolitan Police where houses were targeted for Heritage Gold and the other affected areas of Stanwell Moor.

The key locations were probably due to the arterial links to the motorways and the proximity to Metropolitan police areas. It is believed that some of these burglars were also linked to the Catalytic Converter crimes which also spiked around the same time. Another area affected by burglary is Ashford which has been an area targeted over a long period of time.

The police have been working with a dedicated problem-solving team and because of the ongoing impact the burglaries in Ashford were having on residents this area was chosen for intensive work in 20/21. This has reduced burglaries in this area considerably by working closer with neighbourhood watch teams and encouraging more membership. This is in addition to localised advertising, super cocooning, (**Super cocooning** is a domestic burglary prevention programme widely used in UK policing) new leaflets and posters and letters to all residents explaining that their area was in a high crime area and what they could do to prevent some of the easy access to their premises.

Robbery, Youth Crime and ASB.

There has been an overwhelming increase in youth ASB, mainly in Urban areas such as Sunbury Cross and Staines Town, but also in other areas such as parks and local beauty spots including the Thames paths. More recently there has been an identification of Gang culture and a specific postcode gangs who are on the borders of Sunbury and Feltham. Reported crimes believed to be carried out by these gangs include Robbery (youth on youth) and knife point robbery. Items stolen include trainers, phones and Electronic scooters. Other crime reported includes mindless criminal damage which has seen an increase in youths using Catapults and ball bearings and is often also directed at wildlife.

This year has been a challenge for the police dealing with these youths in the Borough who have on numerous occasions had to implement measures such as Dispersal notices and in one case this year a S.60. A problem-solving team have been working with partners and Spelthorne Borough Council looking at ways to best combat this gang culture.

Drug Offences

We have seen an increase in County Line type offences and the use of children as runners.

To combat this the police started Operation Toucan, which has now concluded resulting in 5 arrests in the Metropolitan police area. All children known to be involved have been safeguarded and some relocated. The activities of other numerous offenders have also been curtailed because of police action.

Violence

The end of lockdown has created an increase in incidents of violent crime and mental health issues. The police are constantly being contacted as first responders in most cases, including issues related to children's mental health. This has resulted in a rise of domestic cases where mental health is an issue.

More recently Police are also recording violent behaviour following the reopening of pubs and shopping areas and the local cinema and schools.

Hate Crime

Hate Crime is also on the increase, most of the hate crime reported is verbal name calling due to gender or race/colour. A profile created by the police identified the main offenders being male aged 45-50, delivery driver, white van and usually in road rage incidents. The police have created a problem-solving group to help tackle the increased occurrences of Hate Crime.

Vehicle Crime

During the year typical vehicle crime such as theft of tools from vans and theft of vehicles generally reduced. However, there was a large increase in Catalytic Converter Thefts.

A problem-solving group was created to deal with this issue via the central problem-solving teams with an intensification week in March 2021 and further work to inform members of the public about the crime with videos. The top three vehicles being attacked were identified and more than a thousand letters were sent out by the police to owners of Honda Jazz vehicles inviting them to get their Catalytic Convertors marked. Toyota sponsored many marking kits as did the Police & Crime Commissioner and Kwik Fit Staines. It is believed this theft is part of an Organised Crime Group and links with the carriage and disposal of metal waste and fly tipping. The police have placed advisory signage around the borough alerting car owners and members of the public of this crime.

Sunbury on Thames

The partnership has recognised the need to address the long-term issues at Sunbury Cross and this has been reflected operationally with gang related issues with a serious assault, arrests have been made and enquiries are continuing.

A multi-agency long-term problem-solving group working under the auspices of the T&CG has been established and has convened twice. The group has an inclusive attendee list including schools, housing associations and is designed to problem solve in the longer term. Shorter term operational actions are incorporated into other partnership meetings. The group is keen to look at many of the socio-economic factors leading to the overarching drivers behind the crime issues but also looking at physical improvements.

Staines upon Thames

The town has continued to show an increase in ASB, no doubt a consequence of the general easing of lockdown. Surrey police have worked hard with additional patrols and introduced several dispersal orders. There have also been concerns raised over ASB along the river, with several street drinkers being reported.

One of the main issues in Staines Town Centre is the continual use of Nitrous Oxide cannisters (NOS), particularly on a Sunday afternoon in Two Rivers and the surrounding area. A significant response to this is the recent introduction of a Public Space Protection Order (PSPO) for the whole borough.

PSPO

Spelthorne BC officers led on the creation of the PSPO, and the order came into force on 28th May. A small multi-agency working group has been introduced to oversee it, with a variety of actions including a media strategy. It is now illegal to possess or use this gas without a valid reason anywhere in Spelthorne.

A joint enforcement protocol has been created with Police, SBC and partner agencies. Signage is being erected and will be placed in appropriate and noticeable locations in the borough.

Property X

A residential development in Ashford has been purchased by another local authority to house its homeless people. The placing of some residents has resulted in associated ASB, noise and crime issues. Communication channels with the other local authority have been established but the problems persist, and various partners continue to try and tackle this on-going issue.

Public engagement

Surrey police have produced an annual calendar of intensification weeks, these are reproduced in the T&CG to ensure full support is given where appropriate and the partnership have re-introduced Partnership Action Days via the T&CG.

Spelthorne officers are currently making provisional plans to hold the Junior Citizen event this September at Walton fire station. There has been a mixed response from both agencies and schools, but we continue to promote this year's event and hope it does proceed as planned.

Water safety

A meeting has been held with Surrey Fire & Rescue, Environment Agency, RNLI and Spelthorne Council to formulate a Borough-wide Water Safety Group. This will feed-back into the County Water Safety Group and pass on recommendations for improving water safety through communications and education as well as developing links with other water users and groups. The starting point to this is a river-based environmental visual audit and a user database to be collated by the Community Safety Team.

Neighbourhood Services Committee



Date of meeting 9 September 2021

Title	Household Waste Duty of Care
Purpose of the report	To make a Key Decision
Report Author	Jackie Taylor - Group Head of Neighbourhood Services Martin Cole - Community Safety Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	n/a
Corporate Priority	Clean and Safe Environment
Recommendations	<p>Committee is asked to:</p> <p>1. Agree that Spelthorne Officers will use additional enforcement powers granted under the amended Environmental Protection Act 1990, to issue Fixed Penalty Notices to individuals where there is evidence that they have breached their duty of care for disposal of household waste.</p> <p>2. Delegate authority to the Group Head of Neighbourhood Services to authorise appropriate officers to issue Fixed Penalty Notices under section 34(2)(a) of the Environmental Protection Act 1990 to persons whom the officer has reason to believe has failed to comply with their duty of care in the disposal of controlled waste.</p>
Reason for Recommendation	The implementation of a Fixed Penalty Charge of £200 for the failure to comply with the duty of care (household) will contribute to the Council's commitment to a stronger approach to enforcement.

1. Key issues

- 1.1 Fly-tipping is the illegal and unauthorised dumping of waste, and it is a significant problem to local communities and a risk to the environment. Dealing with all aspects of fly-tipping is a drain on Council resources and undermines legitimate waste businesses. The problem of fly-tipping is greatly added to by householders failing in their duty of care as to how their household waste is disposed of. The number of fly tipping incidents has risen in Spelthorne as can be seen from the table below, which shows a sharp increase since 2014/15 and particularly in the last year. It is accepted that

some of this increase may be due to the issues related to the pandemic and the waste transfer station being closed but are an excuse for anyone to fly tip their own waste or allow others to do so on their behalf.

Year	Total number of reported Incidents	Number of Household Incidents
2014/15	382	208
2015/16	439	174
2016/17	772	436
2017/18	995	555
2018/19	994	455
2019/20	1016	533
2020/21	2311	1264

- 1.2 Fly-tipping significantly impacts on local communities, blighting our neighbourhoods and rural communities, and places a significant financial burden upon the Council (or the landowner where waste is fly tipped on private land). In addition, the actions of unscrupulous waste operators undercut legitimate businesses which are operating within the law.
- 1.3 The cost of the removal and disposal of fly-tipped waste is borne by Surrey County Council however, the cost of all fly-tip investigations is borne by Spelthorne Borough Council. The costs for disposal and investigation are shown below. You can also see from the above chart that at least half of all fly-tipped waste dealt with by Spelthorne officers is household related waste.

Year	Cost of removal and disposal	Investigation Costs
-	SCC Cost	SBC Cost
2015/16	£63,554	£19,272
2017/18	£98,057	£39,208
2018/19	£84,549	£38,656
2019/20	£68,911	£44,719
2020/21	£140,749	£84,383
2021/22 1 st Quarter	£26,545	£19,107

- 1.4 The high levels of household waste currently being illegally disposed of has led the UK Government to introduce the new offence of Household breach of duty. Under Section 34(2)(a) of the Environmental Protection Act 1990 (EPA), all occupiers of domestic properties are required to take reasonable measures to ensure that waste produced on their property is only transferred to an authorised person for proper disposal. Nationally, two thirds of fly-tipping incidents involve household waste, often because of an individual breaching their duty of care to ensure their waste is taken away by an authorised carrier. The household waste duty of care Fixed Penalty Notice (FPN) is intended to reduce the flow of waste to those who would go on to dispose of this illegally or fly tip it.
- 1.5 The household breach of duty of care offence is in addition to current offences for which a householder can be dealt with and these include littering and fly-tipping offences for which Fixed Penalty Notices can be issued.
- 1.6 Persons who purport to be commercial waste carriers are subject to the requirements to be in possession of a current Environment Agency upper or lower tier waste licence (depending on the level of waste carried), they must also issue waste transfer notices to clients (explains how and where the waste is disposed of). Any carrier who does not have a waste licence and or fails to issue a waste transfer notice is currently liable to be issued a £300 FPN for each offence. In addition, they would also be liable for a £400 FPN for fly-tipping, again for each offence.
- 1.7 Illegal waste carriers would be prosecuted provided that the householder whose rubbish was taken co-operated by providing a full statement. The penalty for the waste licencing offences is a fine up to £5,000 and the fly-tipping offences a maximum of £50,000- or 1-year imprisonment if dealt with in the Magistrates Court and an unlimited fine and/or a maximum of 5 years imprisonment in the Crown Court.
- 1.8 Section 34(2)(a) of the EPA 1990 creates the offence of failing to comply with their duty of care in the disposal of controlled waste:
- “It shall be the duty of the occupier of any domestic property in England or Wales to take all such measures available to him as are reasonable in the circumstances to secure that any transfer by him of household waste produced on the property is only to an authorised person or to a person for authorised transport purposes. Depositing controlled waste or knowingly permitting controlled waste to be deposited on any land unless the person has a valid permit.”***
- 1.9 Examples of where the household waste duty of care has been breached include (but are not limited to): -
- Where fly tipped waste can be traced back to an individual, who is found to have failed to take reasonable steps to ensure that they have transferred the waste to an authorised person.
 - Where an unauthorised carrier is found to be carrying household waste that was directly transferred to them by the occupier of a domestic property; or

- Where an individual is found to have transferred their household waste to an unauthorised person at a site that does not have a permit or exemption.
- 1.10 In all investigations of breaches of household waste duty of care, fly-tipping offences, individuals will be invited into the Council offices for a formal Police and Criminal Evidence Act 1984 (PACE) interview under caution which is recorded. At these interviews the evidence recovered is produced to the individual and they are invited to comment, they will then be given the opportunity to demonstrate that they took reasonable steps to determine that the person who took their waste was authorised to do so.
- 1.11 In all such circumstances, the Council will consider the proportionate case disposal in individual circumstances and will also consider any mitigating circumstances. Currently the options that are available to investigating officers are no further action, education regarding their responsibilities and the issuing of either a verbal or written warning. If the circumstances warrant it then currently an £80 FPN for littering or £400 FPN for fly-tipping could be issued and the final sanction could be that an individual may be prosecuted under the relevant section of the EPA 1990.
- 1.12 Therefore, if a person was found to have contravened this new provision, then they would be dealt with as shown above in para 1.10 and 1.11 albeit that for this new offence the FPN charge would be different.
- 1.13 From February 2019, it has been possible for local authorities to introduce FPNs for breaches of the householder duty of care, which is provided by Section 34(2)(a) of the EPA 1990 (inserted by the Household Waste Duty of Care Regulations 2005). The regulations introduce new powers for local authorities to issue FPNs for the household breach of duty of care, providing Councils with an alternative remedy to prosecutions.
- 1.14 This change provides local authorities with a more immediate, efficient, and proportionate response to fly tipping. The householder's involvement and the introduction of these FPNs would provide an additional tool for Spelthorne to tackle fly-tipping. The new FPNs for householder breach of duty of care would not be appropriate for minor breaches which do not lead to environmental harm. Nor would it be appropriate where an individual intends for waste to be collected by the local authority collection service, for instance where this is put out in household waste or recycling bins.

See - Government Guidance on Fixed penalty notices: issuing and enforcement by councils:

<https://www.gov.uk/government/publications/household-waste-duty-of-care-fixed-penalty-notice-guidance/guidance-for-local-authorities-on-household-waste-duty-of-care-fixed-penalty-notices>

- 1.15 Under these new Regulations Spelthorne is permitted to set its own penalty levels within the limits set by the Government, i.e., between £150 and £400, as well as any discount criteria, as shown in the table below:

Offence	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Household	£200	£150	£400	£120

Breach of duty of care				
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1.16 The statutory minimum fine is £150 with an early payment discount of £120 if paid within 7 days. **Officers consider that imposing the default penalty £200 fine, with no early payment discount would be the greatest deterrent.** The intention is that this will lead to a decrease in the number of small-scale household breach of duty of care offences that are currently driving up the fly-tipping incidents in Spelthorne, thereby helping the borough to remain clean and safe. The control of fly-tipping is managed by the Council's Neighbourhood Services division and the Joint Enforcement Team (JET). The issuing of these additional FPNs would be undertaken by the Councils JET officers.

1.17 Fly-tips, and therefore the amount of household waste, can vary hugely in their scale, impact on the environment and cost of clearing, and it is useful to have a range of sanctions available to us which can be implemented in proportion to the severity of the offence. This gives the option to issue a penalty without the need to allocate the time to prepare prosecution papers and attend court.

2. Options analysis and proposal

2.1 The Government introduced the household breach of duty of care to stem the amount of household waste being fly tipped and ensure that residents are required to take more care about what happens to their waste.

2.2 The duty of care requires householders to take all reasonable measures available to them in the circumstances to ensure that they only transfer household waste produced on their property to an authorised person. This reduces the chance of waste ending up in the hands of those who would fly-tip.

2.3 Currently Spelthorne can issue an FPN for littering of £80 or for fly-tipping of £400, but in each case the evidence needs to be sufficient for a prosecution to be brought should the FPN remain unpaid.

2.4 The fixed penalty notice (FPN) for breaches of the household waste duty of care provides an alternative option for enforcement. There is no obligation to offer an alleged offender an FPN. However, it can be more proportionate than prosecution through the courts.

2.5 Option 1

Do nothing - If we do nothing the cases and relevant costs to remove the domestic waste being fly-tipped will increase.

2.6 Option 2

Preferred option - The Household Waste Duty of Care Regulations 2005 allows the fine for a FPN to be set between £150 and £400. The existing fine for small fly-tips in Spelthorne is set at the maximum £400 and the FPN for littering at £80. Taking these two existing fines into account, the proposed middle payment of £200 would send a strong message to householders about how they dispose of their waste. It would also allow for the more stringent £400 to be issued if there is evidence of the householder having fly-tipped the rubbish themselves. **Setting the level at the default penalty £200 with no**

reduction for early payment is appropriate and is the preferred and recommended option.

Option 3

There is an option to set an alternative level of fine and/or a discount for early payment as outlined in **1.15** above. The maximum fine being £400, the minimum £150 and the default payment set at £200. A discounted penalty of a minimum of £120 could also be set provided payment was made within 7 days as opposed to the 14 days normally allowed.

This option would require an upgrade to the Councils payment system before any discounted payments could be accepted.

Financial implications

- 2.7 In accordance with the EPA 1990 and the new supporting Regulations, any income received by the Council from FPNs would be a cost recovery exercise **(see 1.3 above for costs incurred)** and any monies in excess would have to be spent on functions relating to litter, dog fouling and cleansing. It could not be used as a means of generating income for other uses. It is proposed that part of this income would be used to widely communicate the potential consequences when residents do not carry out their duty of care in arranging for disposal of the waste generated from their property.
- 2.8 The introduction and issuing of the new fixed penalties for offences of household breach of duty of care will be managed within existing resources.

3. Other considerations

- 3.1 The ability to issue FPNs for breach of the household duty of care in relation to fly tipping on the public highway and Council land should have a positive impact on the health and well-being of all residents of the borough including vulnerable adults and children.
- 3.2 Communication of this additional FPN for breach of household duty of care in cases of fly tipping is key to ensuring that our residents are equipped with the relevant information on how to safeguard themselves from becoming a victim of illegitimate waste carriers. Whilst much information has been publicised by both Spelthorne Council and Surrey County Council, we will continue to highlight this issue via social media and the Bulletin, commencing with an article in the next Spelthorne Bulletin.
- 3.3 We will not view our enforcement regime in isolation. In addition to taking enforcement action, we aim to reduce breaches of the household waste duty of care through clear, well-designed communications and communicate to the community our reasons for the use of the FPN and make it clear that enforcement is about preventing waste crime.

4. Equality and Diversity

- 4.1 The Council aims to be consistent and even-handed in all regards. Taking enforcement action to deal with breach of duty of care offences is not intended to have either a positive or negative impact upon equality or diversity or apply differently to any group.
- 4.2 Spelthorne treats all its residents on a balanced and equal basis and will be fair and proportionate in its investigations and any potential prosecutions into fly tipping occurrences.

5. Sustainability/Climate Change Implications

- 5.1 As a Council we want a clean, green, and sustainable borough where we are all aware of what we need to do to tackle climate change and reduce pollution, waste, fly-tipping, and graffiti.
- 5.2 Fly-tipping is unsightly, impacts on the environment in terms of pollution and poses a danger to wildlife. Areas where the problem persists look neglected and give the impression that residents do not care about their local environment. Obviously, this is not the case and together we need to get the message out that we are not willing to tolerate this illegal behaviour.

6. Timetable for implementation

- 6.1 If approved, we would be able to implement these proposals with immediate effect. The current FPN books already accommodate the issue of FPNs for the Household Waste Duty of Care.
- 6.2 To ensure that residents are fully aware and engaged with the introduction of this new FPN a media campaign will be undertaken. We would allow a four week grace period whereby a warning letter would be sent if an offence is detected. Thereafter we would issue the FPN or consider prosecution depending on the severity of the matter.
- 6.3 **Background papers:**

The Waste (Household Waste Duty of Care) (England and Wales) Regulations.
<https://www.legislation.gov.uk/ukxi/2005/2900/made>

Explanatory Memorandum to the Waste (Household Waste Duty of Care) (England and Wales) Regulations 2005.
<https://www.gov.uk/government/publications/household-waste-duty-of-care-fixed-penalty-notice-guidance/guidance-for-local-authorities-on-household-waste-duty-of-care-fixed-penalty-notices>

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Neighbourhood Services Committee



Date of meeting 9 September 2021

Title	Rules & Regulations for Cemeteries & Burial grounds
Purpose of the report	To make a Key Decision
Report Author	Karine Codd - Cemetery & Health & Safety Officer Jackie Taylor - Group Head of Neighbourhood Services
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>n/a</i>
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision
Recommendations	Committee is asked to: <i>Agree the updated rules & regulations at Appendix B</i>
Reason for Recommendation	<i>The rules & regulations were last reviewed in 1998 and need updating</i>

1. Key issues

- 1.1 All cemetery and burial ground operators must be familiar with legislation which applies to their sites, such as:
 - burial law
 - authority for burial
 - health and safety
- 1.2 Most burial law is directed at types of burial grounds and various burial authorities who own the burial grounds for example:
 - Public cemeteries are covered by the Local Authorities' Cemeteries Order 1977 (LACO)
 - Church of England churchyards are covered by various ecclesiastical Measures (although the law relating to churchyards is mostly common law)
- 1.3 Even where burial grounds are not subject to site-specific legislation, there may be other legislation which regulates what the burial ground operator may or must do, e.g., all burial authorities must keep a register of burials.
- 1.4 The rules & regulations for our cemetery & burial grounds were last updated in 1998 and are now in need of refreshing in terms of the format & presentation.

- 1.5 It should be noted that there are no changes to the legislation and these rules & regulations will continue to be as directed in The Local Government Act 1972 and the Local Authorities Cemetery Order (LACO) 1977.
- 1.6 The reason for this revision is to bring the document up to date and make it more user friendly and readable.
- 1.7 The wording has been changed to represent updated language terms and to give users of the document a clearer interpretation of the overarching rules and regulations for all cemeteries & burial grounds.
- 1.8 The current Rules and Regulations do not allow dogs in the Cemeteries or Burial Grounds. It is considered that this rule is outdated as dogs are now seen more as a part of the family rather than just a pet. Dogs are also known to be a comfort and support and known to be an important part of the bereavement process.
- 1.9 The new Rules and Regulations at 1.5 have been amended to state that “Dogs must be kept on a lead at all times and must not be exercised with the cemeteries or Burial Grounds. Any fouling must be cleared up.

2. Options analysis and proposal

- 2.1 There are 3 options

Option 1 do nothing, which is not recommended as the rules & regulations were last updated in 1998.

Option 2 as in option 3 but do not make changes to the relevant section in the new Rules and Regulations document at 1.5 and as detailed in 1.8 of this report. i.e., reinstate dogs are not permitted in cemeteries or burial grounds

Option 3 (preferred) to agree the wording changes in **Appendix B** to enable all who use and access the rules & regulations to fully understand the general regulations that apply to all sites.

3. Financial implications

- 3.1 There are no financial implications as the document will be available on the Councils web site for all to access. For those without access to our web site a printed version will be available on request.

4. Other considerations

- 4.1 The council reserve the right to make any alterations in these regulations from time to time as it thinks fit.
- 4.2 Any person not complying with these regulations may be refused admittance to the cemetery or burial ground for such periods as the council may think fit.
- 4.3 All the regulations in **Appendix B** shall be conditions attached to the sale by the council of the exclusive right of burial in any part of the cemetery.
- 4.4 All the relevant fees and charges relating to the use of the cemetery or burial ground are determined by the council and reviewed annually

5. Equality and Diversity

- 5.1 There will be no impact in terms of Equality & Diversity, it is however accepted that some may not have access to the regulations and for those a printed copy can be provided.

6. Sustainability/Climate Change Implications

- 6.1 There are no implications as the changes are to update the format and wording only.
- 7. **Timetable for implementation**
- 7.1 If approval is given for the preferred **option 3** the revised version of **Appendix B** will be made available without delay on the web site and emailed to all funeral directors & memorial masons who provide a service to our residents.

Background papers: There are none

Appendices:

Appendix A – Existing Rules and Regulations for Cemeteries & Burial Grounds

Appendix B - Updated Rules & Regulations for Cemeteries & Burial Grounds

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DIRECTORATE OF
COMMUNITY SERVICES

Borough of Spelthorne
Council Offices
Knowle Green
Staines
Middlesex TW18 1XB



Funeral Directors & Services

Please Telephone: 01784 446379

My Ref: rr/cem/gen/regs98

Your Ref:

Date: December 1998

Dear Sir

REGULATIONS RELATING TO CEMETERIES AND BURIAL GROUNDS

These regulations have now been revised and only relate to the Cemeteries and Burial Grounds which are the responsibility of the Borough of Spelthorne.

I am enclosing a copy for your reference, which can be copied and made available to your clients if requested.

Their effective date is 1st December 1998 and all copies of previous regulations, which you may be holding, should now be destroyed.

If you have any queries regarding this revision please do not hesitate to contact me.

Yours faithfully

R C J Russell
Cemeteries Office
Engineering(Client)Services



INVESTOR IN PEOPLE

**REGULATIONS RELATING
TO
CEMETERIES AND BURIAL GROUNDS**

1. STATUTORY AUTHORITY

These regulations have been made using the statutory authority of the Local Government Act of 1972 and the Local Authorities' Cemeteries Order 1977.

2. Definitions

"The Council" means the Borough Council of Spelthorne.

"Resident" means a person who was/is living in and whose main residence is within the Borough of Spelthorne at the time of death or purchase of a grave space.

"Non - Resident" means a person who was living outside the Borough of Spelthorne and does not meet the criteria stated in regulation 15.

"Cemetery Manager" means the Officer or Contractor appointed from time to time by the Council to manage the Council's Cemeteries.

"The Cemeteries" means STAINES CEMETERY, at London Road, Staines and SUNBURY CEMETERY, at Green Way, Sunbury-on-Thames.

The "Burial Grounds" means ASHFORD BURIAL GROUND, at London Road, Stanwell and STANWELL BURIAL GROUND at Town Lane, Stanwell.

"The Lawn Garden Cemeteries" means those parts of the Cemeteries and Burial Grounds as may be laid out by the Council as Lawn Garden Cemeteries.

"Grave" means a burial place formed in the ground by excavation and without any internal wall or brickwork or stone work, or any other artificial lining;

"Walled Grave" means a burial place formed in the ground by excavation, constructed with a 4½" (or 0.2216 metres) brick wall and occupying one grave space.

"Working days" means Monday to Friday only and excludes Bank & Public holidays.

3. FEES AND CHARGES

The fees and charges of the Council are in accordance Section 214 and Schedule 26 of the Local Government Act 1972 and will be reviewed and published annually.

4. **INTERMENTS**

- (a) Notice of any intended interment shall be given to the Cemetery Manager or his representative at his office before 12 noon on the day preceding four clear working days before the day of the intended interment but, if a bricked grave is required, notice shall be given before 12 noon on the day preceding six clear working days before the day of the intended interment.

- (b) No interment can take place unless:

- (i) the completed Notice of Interment form containing all the particulars specified. (Only the Council's form will be accepted).

with either

- (ii) the Certificate for Burial.
or (iii) a Coroner's Order.
or (iv) the Cremation Certificate for Disposal.

is delivered at least **TWO WORKING DAYS** before the interment, with the correct fees, to the Cemetery Manager or his representative at the Council offices.

- (c) The Cemetery Manager or his representative will not accept such notice until all fees and charges have been paid. If a grave is to be re-opened the Deed of Grant shall be produced and/or an Indemnity signed.
- (d) The necessary arrangements for the burial service (if any) shall be made by the person giving notice of interment.
- (e) All interments shall take place between the hours of 10.00am and 3.00pm Monday to Thursday and 10.00am and 2.00pm on Friday. No interment shall take place on Saturday, Sunday or Public/Bank Holiday except in case of emergency certified by a Coroner or registered Medical Practitioner.
- (f) The allocation of grave spaces will be determined by the Cemetery Manager or his representative and the selection of grave spaces will be subject to their approval. No transfer of any purchased grave or grave space otherwise than by devise or inheritance shall be made without the consent of the Council.
- (g) The body of the deceased person will not be accepted for disposal unless properly enclosed in a suitable coffin. Interference of any description with any coffin or its fasteners whether before or after the commitment will not be permitted within the confines of the Cemetery or Burial Ground.
- (h) Wooden coffins only shall be used in graves where the exclusive right of burial has not been purchased (Common Grave). No memorial or monument shall be placed on such a grave without the consent of the Council.
- (i) All graves and walled graves shall be dug or excavated under the supervision of the Cemetery Manager or his representative and all surplus soil shall be disposed of as ordered by him/her. The Council reserve the right in cases of necessity or in connection with the excavation or opening of an adjoining grave to remove or replace any monument or headstone without notice or compensation to the owner thereof.
- (j) (i) A person shall not in the Cemeteries or Burial Grounds cause a body to be buried in a grave in such a manner that any part of the coffin containing the body shall be at a depth less than three feet below (or 0.9144 metres) the level of the surface of the ground adjoining the grave.
- (ii) No coffins shall be placed at a greater depth than nine feet (or 2.7432 metres) and no more than three coffins shall be placed in a grave nine feet deep.

- (iii) No body shall be buried under any chapel in the Cemeteries or Burial Grounds or within 15' (or 4.5100 metres) of the outer wall of any such chapel and no body shall be buried within 3' (or 0.9144 metres) of any boundary wall or fence.
- (k) A person shall not in the Cemeteries or Burial Grounds cause a body to be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any other coffin already placed and remaining in the grave by means of a layer of earth not less than six inches (or 0.1524 meters) in thickness.
- (l) Where in the Cemeteries or Burial Grounds any grave in which an interment has already taken place is re-opened for the purpose of any other interment therein, a person shall not disturb any human remains interred therein, or remove there from any soil which is offensive.
- (m) A walled grave will be constructed of good damp-resisting bricks, stone or other hard and suitable material approved by the Cemetery Manager or his representative, properly bonded and solidly put together with approved mortar compounded of approved cement mixed with clean sharp sand.
- (n) Every person who in the Cemeteries or Burial Grounds buries a body in a walled grave shall, within a period of 24 hours of the burial shall cause the coffin to be embedded in concrete, and covered with a layer of concrete not less than 6" thick (or 0.1524 metres), or to be enclosed in a separate cell or compartment of brick, slate, stone flagging or precast concrete slabs of not less than 2" (or 0.0508 metres) in thickness, properly jointed in good mortar.
- (o) After an interment has taken place in any grave in respect of which an exclusive right of burial has been granted the council will cause the grave to be finished level with the surrounding ground and any turf will be re-laid, where special turf for a flat grave is requested, the appropriate fees will be charged and the payment of those fees will not confer any right of subsequent maintenance of the grave by the Council.

5. PURCHASE OF GRAVE SPACES IN ADVANCE OF INTERMENT

- (a) Grave spaces may be purchased in advance of interment. The allocation of grave spaces will be determined by the Cemetery Manager or his representative and the selection of grave spaces will be subject to their approval. No transfer of any purchased grave or grave space otherwise than by devise or inheritance shall be made without the consent of the Council.
- (b) The re-purchase of an unused grave space will be at the discretion of the Council and at no more than the original purchase cost.

6. RESIDENTS AND NON-RESIDENTS

Normal charges will apply to Deceased and Purchasers, who are Residents.

Treble charges will apply to Deceased and Purchasers, who are Non-Residents and do not fulfil the following criteria:

- (a) If the Deceased/Purchaser has moved out of the Borough within the last two years or into a Nursing Home outside the Borough in the last three years and been a resident for between 10 to 25 Years.
- (b) If the Deceased/Purchaser has been a resident for over 25 years at any time during their life, they will be classed as a resident.
- (c) The exception to this criteria is when the deceased is a Resident and the purchaser, at the time the interment, is a NON Resident. Then Normal fees will apply for both purchase and interment.

7. MEMORIALS

- (a) Monuments, gravestones, tablets and monumental inscriptions shall be subject to the prior approval of the Cemetery Office and no work may commence until approval is notified to the applicant. A copy of every inscription and a drawing showing the form and dimensions of every erection proposed to be placed shall be submitted, using the Memorial Permit application form, to the Cemetery Office and the **fees and charges shall be paid in advance.**
- (b) Memorials will be of natural stone and other materials will not be approved. The number of the grave or walled grave, as shown in the Interment Books kept at the Cemetery Office offices, shall be placed on each monument or gravestone in letters at least 1" (or 0.0254 metres) in height.

Any reference to the name and address of the person making, producing or supplying the headstone shall be on the side of the headstone and shall be on either a plaque of a size not greater than 3" (or 0.0762 metres) by 1" (or 0.0254 metres) or contained within an area of the same dimensions.

- (c) Wooden, Artificial floral crosses and flower vases containing inscriptions worked into the earthenware or other material shall not be placed without the prior approval of the Cemetery Manager or his representative, whose approval if granted, will be for a limited period only.
- (d) The owner shall be responsible for keeping all Memorial Stones in a proper state of repair.

(e) TRADITIONAL SECTIONS

Kerbing - The following standard dimensions shall be used:-

- (i) Children's graves..... 4'6" x 2' (1.3716 x 0.6090 metres)

- (ii) Other graves:-

Single grave.....	7' x 3' (2.1336 x 0.9144 metres)
Double grave.....	7' x 7' (2.1336 x 2.1336 metres)
Treble grave.....	7' x 11' (2.1336 x 3.3538 metres)

- (iii) A specified standard of fixing Memorials is required by the Council. Kerbs will be fixed to a landing of reinforced concrete not less than 4 inches (or 0.1016 metres) in thickness. Each corner post will be tied in with wire or staples of strong metal inside the Kerbs. Where the area within the Kerbs is to be surfaced with chippings, they must be placed on a concrete base of not less than 2" (or 0.503 metres) in thickness. All headstones over 18 inches (or 0.4572 metres) in height will be fixed with dowels and bedded to their bases by metal pins 3 inches long (0.0762 metres) and set in a layer of good quality cement.

(f) CEMETERIES/BURIAL GROUNDS WITH LAWN GARDENS

- (i) Grave spaces will be 9' (or 2.7432 metres) x 4' (or 1.2192 metres) except in the case of the interment of the body of a child, grave spaces 6'6" (1.9812 metres) x 3' (or 0.9144 metres) will be used when available.
- (ii) Any headstone shall be erected vertically 3" (or 0.0762 metres) from the outer edge of bed mentioned above in line with the headstones of adjoining graves and in a position approved by the Cemetery Manager or his representative. A headstone shall not be more than 3'3" (or 0.9906 metres) in height (including the height of the base), 2' (or 0.6096 metres) in width, or 3" (or 0.0762 metres) in thickness. The base of a headstone shall not be more than 12" (or 0.3048 metres) in depth, 2'3" (or 0.6858 metres) in width or 3" (or 0.0762 metres) in thickness. The base shall be secured to a concrete foundation of dimensions not greater than the base and finished **not less than 3" (or 0.0762 metres)** below the level of surrounding soil.

- (iii) No part of the soil of any grave space shall be raised above the level of the remainder of the soil of the Lawn Garden Cemeteries.
- (iv) As soon as practicable after an interment in the Lawn Garden Cemeteries, the Council will sow with grass seed or lay with turf the whole of the grave space with the exception of a bed 2' long (or 0.6096m) and 4' wide (or 1.2192 metres) at the end of the grave space determined by the Council and thereafter no person (except the Council's officers or servants) shall interfere with or alter the grave space except for the purpose of placing or attending to a vase as mentioned in the following paragraph (v) or for the purpose of carrying out further permitted interments therein.
- (v) The Council will maintain the whole of the grassed part of the Lawn Garden Cemeteries and will plant and maintain suitable plants in all beds as mentioned above at the Council's expense. No other planting will be permitted in the said beds but flowers if in stone or metal vases and kept in good condition may be placed and left thereon.
- (vi) **The grassed parts of the Lawn Garden Cemeteries shall NOT be planted or cultivated and nothing shall be placed thereon.**
- (g) **CREMATED REMAINS GRAVE SPACES(GARDEN OF REMEMBRANCE)**
 - (i) Grave spaces will be 18" x 18" (or 0.4572 x 0.4572 metres).
 - (ii) No Memorial shall be erected in the plot for the burial of cremated remains other than a splayed tablet 12" (or 0.3048 metres) in width, 15" (or 0.3810 metres) front to back and a height of 5" (or 0.1270 metres) to a maximum of 8" (or 0.2032 metres) at the back and 3" (or 0.0762 metres) at the front. The base shall have a maximum measurement of 18" x 18" x 3" (or 0.4572 x 0.4572 x 0.0762 metres) thick. The base is to be placed on the surface of the plot (not sunk) and may have a flower container insert. The Memorial and base shall be of Granite or Marble and other materials will not be permitted.
 - (iii) Only one Memorial will be allowed on any cremated remains plot.
 - (iv) No vases of stone will be allowed.
 - (v) No Memorial of any description may be erected on a plot without the prior consent of the Cemetery manager or his representative. Details of designs, dimensions and inscriptions must be submitted in the normal way as in paragraph (a).
 - (vi) No part of any plot shall be raised above the level of the remaining ground.
 - (vii) The Council will maintain the whole of the grassed area between each row of the cremated remains.
 - (viii) Nothing shall be planted in or placed on the grassed area of the cremated remains plots.
- (h) The Cemetery Manager or his representative shall have the power to remove anything which does not comply with the foregoing paragraphs.

8. **SAFETY IN CEMETERIES**

- (a) The Council will not be responsible for any accident to or relating to memorials or headstones in the Cemeteries or Burial Grounds.

- (b) The Council reserves the right to require the owner of a grave, upon written notice to his last known place of abode, to remove or replace forthwith any monument or headstone which in their opinion has become dilapidated or unsafe and in the event of such notice not being complied with, the Council may thereupon remove any such monument or headstone and recover the expense thereof from such owner.
- (c) Materials, monuments, gravestones and tablets shall be conveyed into the Cemetery or Burial Grounds by hand or by vehicle and **NO MOTOR VEHICLES WILL BE PERMITTED ON THE TURF.**
- (d) The position of all monuments, gravestones and tablets shall be subject to the approval of the Cemetery Manager or his representative.
- (e) All monuments, gravestones, tablets and places of interment shall be kept neat, clean and in good repair at the expense of the owner and if after due notice in writing this regulation shall not be complied with, within the time specified in the notice, the Cemetery Manager or his representative shall have power to alter or remove anything which in the opinion of the Council is detrimental to the appearance of the Cemeteries or Burial Grounds. Any expenses reasonably incurred by the Council in such alteration or removal shall be paid by the said owner.
- (f) No person shall remove from any part and take out of the Cemeteries or Burial Grounds any wreaths, crosses, flowers, shrubs or other like articles without the prior approval of the Cemetery Manager or his representative.

9. **GENERAL**

- (a) Control of Cemeteries and Burial Grounds:-
 - (i) Dogs shall not be admitted, except guide dogs for the blind.
 - (ii) No horses may taken into or ridden in the Cemetery/Burial grounds.
 - (iii) No cycling within the Cemetery/Burial grounds.
 - (iv) Only vehicles that have legitimate business within the Cemetery/Burial Ground are permitted and these shall only be allowed to use such roads or drives as may be authorised by the Cemetery Manager or his representative.
 - (v) Children under twelve years of age shall not be admitted unless accompanied by a responsible person.
 - (vi) Visitors shall keep to the paved roads or paths and shall observe perfect decorum in all respects.
- (b) The Cemeteries and Burial Grounds shall be open to the public daily from 9.00am to 8.00pm or sunset, whichever is the earlier.
- (c) No officer or servant of the Council shall in any circumstances undertake private works in the Cemeteries or Burial Grounds or receive any gratuity.
- (d) The Local Authorities' Cemeteries Order 1977, article 18, provides that any person who wilfully creates any disturbance or commits any nuisance in the Cemeteries or Burial Grounds, or wilfully interferes with any burial taking place therein or with any grave, walled grave, tombstone or other Memorial or any flowers or plants therein or plays any game or sport therein shall be liable to pay a fine not exceeding £100

10. REGULATIONS - EFFECTIVE DATE

These Regulations shall come into force on the first day of December 1998 and all previously published Regulations cease to have effect.

A handwritten signature in black ink, reading "Richard Fairgrieve", written over a dotted line.

Richard Fairgrieve
Director of Community Services

1 December 1998

(rr/cemeteries/regs98)

Appendix B

Rules and Regulations

**In Respect of Staines, Sunbury Cemeteries, and
Ashford, Stanwell Burial Grounds**

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1. General Regulations

1.1. Statutory authority

These regulations have been made using the statutory authority of the Local Government Act of 1972 and the Local Authorities' Cemeteries Order 1977

1.2. Explanation of terms used

The following terms shall have the meanings given to them below:

"The Council" means Spelthorne Borough Council

"Resident" means a person who is living and whose main residence is within the Borough of Spelthorne at the time of death.

"Non – Resident" means a person who was living outside the Borough of Spelthorne and does not meet the criteria stated in Regulations 2.2

"Relative" means, in relation to any person buried in a grave -

- A husband, wife, or civil partner
- A child or grandchild
- A grandparent
- A parent or stepparent
- A brother or sister or half-brother or half sister
- An uncle or aunt

"Owner" means the person to whom the Cemetery has conveyed a burial right or a person who have acquired such rights by transfer in accordance with the rules of the Cemetery

"Earthen grave" means a full-size plot within the traditional or lawn section

"Grave" means a burial place formed in the ground by excavation and without any internal wall or brick work or stonework, or any other artificial lining.

"Walled Grave" means a burial place formed in the ground by excavation, constructed with a brick wall and occupying one or two grave space.

"Mausoleum" means a stone building to accommodate a burial above ground.

"Interment" means the burial of a coffin or cremated remains within a grave.

"Memorial" means any headstone, tablet, vase, cross, ledge or kerb set placed on a grave space

"Exclusive Right of Burial" is purchased in the form of a Deed of Grant, and under current legislation, Local Government Act of 1972 and the Local Authorities' Cemeteries Order 1977 cannot exceed a period of 100 years.

"The Cemeteries Office" means the following:

The Cemeteries Office, White House Depot, Kingston Road, Ashford, Middlesex, TW15 3SE
Telephone: 01784 446379 - Cemeteries@spelthorne.gov.uk

1.3. Cemeteries and Burial Grounds

The Council owns and manages two cemeteries and two burial grounds.

STAINES CEMETERY, London Road, Staines, TW18
SUNBURY CEMETERY, Green Way, Sunbury, TW16
ASHFORD BURIAL GROUND, Long Lane, Ashford, TW19
STANWELL BURIAL GROUND, Town Lane, Stanwell, TW19

1.4. Opening Times

The Cemetery and Burial Ground will be open every day of the year. The opening hours can be found on the website: www.spelthorne.gov.uk/cemeteries

The Council reserve the right to close the Cemetery / Burial Ground without notice if it is considered necessary.

The Cemeteries Office will be open from 09.00am – 5pm Monday to Thursday and from 9.00am to 4.30pm on Friday. The office is closed Saturdays, Sundays, Good Friday, between Christmas Day and New Year Day, and Bank Holidays, or when otherwise decided by the Council.

1.5. Conduct

All visitors must always conduct themselves in a quiet and orderly manner.

Under Article 18 of the Local Authorities Cemeteries Order 1977 it is an offence for a person to willfully:

- create any obstructions anywhere in the Cemetery / Burial Ground
- create any disturbance in a Cemetery / Burial Ground
- commit any nuisance in a Cemetery / Burial Ground
- interfere with any burial taking place in a Cemetery / Burial Ground
- interfere with any grave or vault, any memorial, or any flowers or plant
- play at any game or sport in a Cemetery/ Burial Ground

No person in the Cemetery / Burial Ground shall behave in a noisy, disorderly, or unseemly manner, consume alcohol, gamble, hold any picnic or barbecue, sunbathe, or play any game, use improper or indecent language, trespass on any portion of the Cemetery, damage, or destroy any tree, shrub plant, headstone, monument, memorial, grave or any other property within the Cemetery / Burial Ground or obstruct any Officer in the execution of their duties.

No person shall sit, stand, climb upon or over any memorial, gate, wall fence or building within or belonging to the Cemetery / Burial Ground

Children will not be admitted into the Cemetery / Burial Ground except in the charge of a responsible adult at all times.

Dogs must be kept on a lead at all times and must not be exercised within the Cemetery & Burial Grounds. Any fouling must be cleared up by the owner of the dog.

Horses may be admitted only if they form part of the funeral procession and with prior consent of the Cemeteries Office.

No cycling, skateboards, skates, or scooters (except for mobility scooters) may be ridden in the Cemetery/ Burial Ground.

Visitors or persons attending funerals shall not interrupt or interfere with the staff working in the Cemetery / Burial Ground. Furthermore, Cemetery staff are not permitted to execute any private work whatsoever in the Cemetery/ Burial Ground on behalf of grave owners.

All persons entering the Cemetery/Burial grounds do so at their own risk, and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.

1.6. Vehicles

Vehicles in the Cemetery/Burial Ground must not be parked in a position that obstructs other motor vehicles or any other form of access. All vehicles are restricted to carriageway and must not drive or park on grass verges.

The Council advises visitors to ensure their vehicles are locked and any valuables hidden from view. The Council accepts no responsibility for any theft of / or from vehicles parked in the Cemetery / Burial grounds.

1.7. Regulations effective dates

These Regulations shall come into force on 19 September 2021. And all previously published Regulations cease to have effect.

The Council reserve the right to make any alterations or additions to the foregoing Regulations from time to time.

2. Fees and Charges

The Cemetery / Burial Ground fees and charges are reviewed annually.

The current fees and charges are available on the Council website: www.spelthorne.gov.uk/cemeteries or by contacting the Cemeteries Office.

2.1. Basis for Fees and Charges

The fees charged for the purchase or a pre-purchase of the Exclusive Right of Burial of a grave, will be based upon the residential status of the purchaser (the Owner) and the Exclusive Right of Burial is valid for a period of 100 years.

The owner does not, however, own the land itself, the ownership of the Cemetery land remains with the Council.

The fees in respect of the interment will be based on the residential status of the person being interred, not the Owner.

Proof of residence within the Borough, such as a current Council Tax Bill or through the Electoral Register should be provided to enable the resident purchase and the correct burial fees to be applied. If neither source confirms residential status, then the Cemetery Officer will require independent written confirmation of proof of residence.

The interment fees include the excavation and preparation of the grave, matting, and attendance by Cemetery staff and backfilling on the day of the service.

Where cremated remains are interred at the same time as a full burial, only an administration fee will be charged for the interment of the cremated remains.

If two sets of cremated remains are interred at the same time, only an administration fee will be charged for the second interment.

Where regulations allow a memorial to be placed on two adjoining grave spaces the memorial fees will be double the permit fee.

2.2. Resident / Non-Resident

Single fees will apply to Deceased and Purchasers (The Owner) who are residents.

A resident is a person who resides in a permanent address or permanently in a nursing home within the Borough of Spelthorne.

If at time of death the person resided in a nursing home outside the Borough, the single fee will apply if the Deceased or the Purchaser has moved into a nursing home for 3 years prior to the date of death **and** had been a resident of Spelthorne for at least 25 consecutive years in their adult life.

Those, who are the registered owner of the plot, will have the automatic right to be buried in the grave and will be charged at the single fee for interment even so they were resident or non-resident at time of death.

Treble fees will apply to Deceased and Purchasers who are non-residents. This will also apply to residents who moved out of the Borough, regardless of the length of time they resided in the Borough.

The exception to the above is when the deceased is a resident and the purchaser, at the time of the interment, is non - resident, then single fees will apply for both purchase and interment. This will apply for the purchase of a single burial only.

2.3. Exclusive Right of Burial

Spelthorne Borough Council offers a choice of graves from Traditional, Lawn or cremation space in the Garden of Remembrance for which the exclusive right of burial is purchased.

The Exclusive Right of Burial is purchased in the form of a Deed of Grant, for a period of 100 years, which under the current legislation, the Local Government Act of 1972 and the Local Authorities' Cemeteries Order 1977, cannot be exceeded.

The person purchasing the Exclusive Right of Burial is termed as the "Owner" and their written permission is required for a further burial to take place (space permitting) and the placing of any memorials.

If the Council gives permission, the owner of an exclusive right of burial may transfer it to another person if he or she provides satisfactory evidence of ownership. The Owner must register the transfer by completing the relevant form and pay the appropriate fee.

The Exclusive Right of Burial may only be granted to one person over the age of 18 years.

Where no interment has taken place in the grave, the Owner of the Exclusive Right of Burial may surrender it to the council. We will pay the owner the original amount that was paid at time of the purchase, less an administration fee.

2.4. Purchase of grave space in advance of an interment

Spelthorne Borough Council permits the purchase of additional plots for burials and interment of cremated remains within their Cemetery / Burial Ground.

This is **exclusively** available at the time of an interment in a new grave and within one month from the date of the last interment. Only **one** further grave space may be pre-purchased by a relative (as described in Section 1.2) of the deceased. The number of new grave spaces available is limited, so a location immediately adjacent to the grave, cannot be guaranteed.

The Pre – purchase form should be completed and sent together with the payment of the current fee. Fees may vary depending on the type of plot pre-purchased.

An interment fee is always payable at time of interment in a pre-purchased grave.

3. Burials

3.1. Type of graves

Spelthorne Borough Council offers a choice of graves from Traditional, Lawn or cremation space in the Garden of Remembrance. We also have a 24-hour section within our Sunbury Cemetery.

Plots in the Traditional and Lawn section can accommodate up to two interments except for graves in Stanwell Burial Ground, Child Graves, and the 24 hours section in Sunbury Cemetery, which are for one interment only.

In addition, an earthen plot will also accommodate up to 6 sets of cremated remains dependent upon the type of container used.

The grave section will determine what type of memorials can be placed on the plot. Lawn section can only permit headstone and not kerb set.

Cremation spaces in the Garden of Remembrance can accommodate up to two sets of cremated remains. The only type of memorial permitted in this section is a tablet.

3.2. Selection of graves

The family or representatives of the deceased would advise which section where they would like the burial to take place. They can either select the traditional or Lawn section for a full burial or the Garden of Remembrance for cremated remains. Only the Cemetery Officer can allocate a grave space. Factors such as ground conditions and effective land management will be taken in consideration.

Should an allocated grave space be found to be unsuitable on preparation, an alternative grave space will be allocated by the Cemetery Officer.

3.3. Burial service times

The time of the interment must be booked with the Cemetery's office when the initial booking is made. The time agreed with the applicant is deemed to be when the service and/or burial commences at the Cemetery.

All interments shall take place between the hours of:

10am and 2pm Monday to Thursday
10am to 1pm on Friday
from 1 April to 31 October.

10am and 1pm Monday-Friday
from 1 November to 31 March.

No interments will take place on Saturday, Sunday, or public holidays. Except for an interment in the 24-hour section.

In the event of a late arrival of the funeral to the Cemetery grounds, the Cemeteries Officer may request that the funeral ceremony is shortened to enable other funerals arranged for the same day to take place without disruption or to enable back filling of the grave.

Late arrival of a funeral service may also incur a charge, the fee will be determined on the circumstances.

3.4. Notice of interment

A provisional booking for a funeral may be made by telephone or emailed to the Cemetery Office. It must be received by 12 noon on the day preceding at least five clear working days before the intended interment and if a bricked grave is required notice must be on the day preceding at least seven clear working days before the intended interment.

The provisional booking should be followed by the submission of a completed Notice of Interment form.. Notice of interment forms can be obtained from the Cemeteries Office. Completed forms together with the necessary documents must be delivered or posted to the Cemeteries Office at least two clear working days prior to the date of interment.

If required, it is the responsibility of the person making the funeral arrangement to ensure that any memorial on the grave is removed at least 4 clear working days prior to the date and time of the interment.

Where there is an existing Exclusive Right of Burial for a grave space, the Owner must give consent to opening the grave by completing and signing the Consent section of the Notice of Interment form.

3.5. Certificates of Disposal

The certificate of the Registrar of Deaths (Green Form), or Coroners Order for the Disposal of the body to be buried (White Form), must be delivered to the Cemeteries Office before the interment.

For the interment of cremated remains, a Certificate of Cremation must be produced from the Crematorium.

The burial will not take place without these documents.

3.6. Depths of graves

No coffins shall be placed at a greater depth than seven feet and no more than two coffins shall be placed in a grave seven feet deep.

No burial can take place in any grave previously prepared unless there is a minimum of six inches of undisturbed earth above the last burial.

A body shall not be buried in a grave so that any part of the coffin containing the body shall be at a depth of less than three feet below the level of the surface of the ground adjoining the grave unless the Council specifically so authorise in any given case.

Where in the Cemeteries or Burial Grounds any grave in which an interment has already taken place is re-opened for the purpose of any other interment therein, a person shall not disturb any human remains interred therein or remove there from any soil.

3.7. Coffins / Casket

The body of the deceased person will not be accepted for burial unless properly enclosed in a suitable coffin, casket, or container. Interference of any description with any coffin, casket or container or its fasteners whether before or after the committal will not be permitted within the confines of the Cemetery or Burial Ground.

The name of the person whose body is to be interred must be indelibly engraved on a non-corrodible plate affixed to the coffin.

The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking is made. The Council shall not be liable for any delay or incident, which may occur because of such dimensions being omitted from or incorrectly entered on the Notice of Interment Form.

To help us all respect the environment, no metallic coffins or caskets are permitted to be buried. Coffin or caskets must be made of perishable material such as wood, wicker, cane, bamboo, wool, cardboard.

Certain coffins due to their size will be regarded as a casket and will be liable to fees that are set for such coffin.

3.8. Grave excavation

All graves must be prepared and closed by Council trained staff.

The Council reserves the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. The memorials will be returned to their original positions and any disturbed neighboring graves made tidy as soon as possible after the burial

We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.

Any interment in the Cemeteries or Burial Grounds that buries a body in a walled grave shall, within a period of 24 hours of the burial ensure that the coffin is embedded in concrete and covered with a layer of concrete not less than 6" thick, or to be enclosed in a separate cell or compartment of brick, slate, stone flagging or precast concrete slabs of not less 2" in thickness, properly jointed in good mortar.

3.9. Funeral Services

Persons authorized by the Council will normally carry out the back filling of any grave. However, if relatives and friends wish to do so, permission must be sought from the Cemeteries Office at time of booking and the back filling must be carried out under the direction of a member of cemeteries staff or another authorized person. A risk assessment must be completed by the Funeral Director and sent to the Cemetery's Office at least two clear working days before the interment.

Individual requests for a funeral service, i.e., horse drawn hearses, pipers, release of doves must be requested at time of booking to the Cemeteries Office so that these requirements can be considered and allowed for.

3.10. Officiants

Relatives or their representative (e.g., Funeral Director) must make the arrangements for a faith leader to officiate at a funeral service. The Council can take no responsibility for his/her attendance.

3.11. 24 Hours burials

Sunbury Cemetery is the only Cemetery offering a 24-hour burial.

Only 5ft burial is permitted within this section.

The body of the deceased will not be accepted for burial unless properly enclosed in a suitable coffin, body wrapped only in a shroud is not permitted.

Fees for a 24-hour burial must be paid in advance to the Cemetery Office. The Notice of Interment form and the certificate of Registrar of Death must be completed.

4. Memorials

4.1. Memorial permit

Memorials may only be erected over graves in respect of which the Exclusive Right of Burial has been purchased. The right to erect a memorial rest with the "Owner" and their written permission must be given and the appropriate fee paid to the Council.

The appropriate Memorial Application Form available from the Cemeteries Office must be completed. A drawing showing the full dimensions of the intended memorial, proposed inscription, and method of installation must be included. Written permission must be granted, before any memorial is erected or

amended within the Cemetery/Burial Grounds. This also includes any other work including refurbishment, cleaning or like for like replacement.

4.2. Memorial Masons

All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) code of practice current at the time of installation.

All memorial masons must supply a copy of their liability insurance certificate before any works can be carried out.

No memorials can be installed, or works can take place until the appropriate permit has been granted by the Cemetery Office.

No memorials can be erected or have any additions made until the burial has taken place.

Installation date must be agreed with the Cemetery Office prior to installation.

Memorial Masons, and others employed to work for them, must not continue working in a Cemetery / burial ground whilst a funeral is taking place.

The surrounding ground must not be damaged by their work, but if any such damage occurs, the Memorial Mason will be responsible for any repairs or reinstalment.

All materials for graves and memorials shall be conveyed into the Cemetery in such manner as to avoid damage to the ground.

4.3. Inscriptions

We welcome personalisation of inscriptions, as long as they are not offensive or too personal.

Nicknames are allowed but the full registered name must be on the memorial.

An owner may request that an inscription be put on the memorial of a person who is not buried in the grave. This is permissible providing the wording indicate that the person is buried elsewhere. No dates are allowed.

The Council reserves the right to refuse permission for the erection of any memorials or the placing of any inscriptions which may be considered unsuitable. The decision of the Council is final.

4.4. Materials

Only memorials of natural material are permitted. Some restrictions, however, are necessary such as prohibiting the use of glass.

We allow photo-plaques incorporated in the memorial. Plastic fencing is not allowed as it impedes maintenance and can be damaged.

4.5. When to erect a memorial

Natural settlement of a grave will take place after a burial. The Cemetery staff will add soil to the grave until settlement ceases. It is for this reason that we only permit potted plants, or planted containers on the grave, so that our staff can move them easily to add soil as necessary.

At least twelve months is needed before erecting a full memorial on a Traditional section. This allows the grave to settle and will aid to the stability of the memorial. With a Lawn grave, the headstone can be placed sooner, as the memorial is fixed to stable ground, or in some cases, to a beam provided above ground.

Any temporary memorial marking the grave are only permitted for one year and should be removed by the owner. The Council reserve the right to remove temporary memorial markings after this time or sooner if they become dangerous or unsightly.

4.6. Responsibility for the safety & maintenance

It is the Owner's responsibility to maintain the memorial in a sound condition, and repair or re-fix if required.

The Council reserves the right to require the Owner of a grave to remove or replace any monuments or headstones, which in their opinion has become unsafe. The Owner will receive written notice and in the event of non-compliance, the Council will take any necessary actions to make the plot safe. Any expenses will be recovered from the Owner.

Under the Health and Safety at Work Act 1974, and the Local Authorities Cemetery Order 1977 the council has a duty of care to all persons entering the Cemetery and the power to remove the danger of an unsafe memorial which may be by laying it down flat.

Current Health and Safety guidelines require the periodic testing of memorials for stability. The Cemetery will test memorials on a regular basis, and those which fail this safety test, will where possible, be made safe by temporary staking or laying the memorial flat whilst we endeavor to contact the Owner. If the owner cannot be traced, the Council reserves the right to take any necessary actions to make the plot safe.

4.7. Insurance

The Council will not be responsible for any damage to memorials or gravestone by storm, wind, lightening, subsidence, vandalism or acts of third party.

The Owner is strongly advised to check the warranty provided by their Memorial Mason at time of purchase.

It is always advisable to insure a memorial against accidental damage and vandalism, making sure the cover takes effect immediately after it is erected. Information regarding this is available from your appointed Memorial Masons or the National Association of Memorial Masons.

4.8. Fixings & Erecting memorials

Before any work is commenced the Cemeteries Office must be satisfied that any memorial to be fixed in any of the cemeteries will be provided with proper and adequate foundations of suitable dimensions and construction; and that the memorial will not be likely to sink or move from the position in which it is placed at the time of erection.

The section and number of the grave must be cut clearly in one-inch letters at the back of the base of each headstone or memorial erected on the grave. A trade name can only be cut on to the memorial with the expressed permission of the owner, telephone numbers are not permitted. If a trade name is requested to be cut into the memorial, this must be stated clearly on the permit application form.

The whole of the work in connection with the fixing of memorials must adhere to the regulations of the National Association Masons (NAMM) currently in force.

All memorials placed in the cemeteries are done so at the risk of the Registered Owner or their representative, and the Council is not responsible for any loss or damage.

4.9. Traditional Section

Headstone and a kerb set that forms an edging around the grave area are permitted in the traditional section. Monuments, gravestones, tablets, inscribed vases or kerb railings may be erected.

The dimensions of a full memorial on a traditional section, which cannot be exceeded, are 7ft high x 3ft wide x 7ft long for a single plot or 7ft high x 7ft wide x 7ft long for a double plot. (Memorials over the height of 3' will incur additional charges)

The height of all memorials shall be measured from the level of the ground surrounding the graves. The height of the memorial shall include any base, bases and curbstone but exclude the foundation.

All foundations and fixing methods are to be those currently recommended by NAMM.

Grave owners are not required to have a full memorial on the Traditional section, they may choose to have a headstone only and plant the grave space, or have the grave space laid with turf.

4.10. Children Section

The dimension of a full memorial on the children's section, will be in line with the size of the plot and must not exceed 4ft in length and 2ft in width. The maximum height of the headstone is 2ft

Grave owners do not have to have a full memorial on the children's section, they may have a headstone only and plant the grave space, or have the grave space turfed over.

4.11. Lawn Section

Headstone only are permitted in the Lawn Section. Flowers, potted plants or other type of memorabilia can only be placed in the area immediately in front of the headstone.

Any headstone will be erected vertically 3 ins from the outer edge of bed mentioned above in line with the headstones of adjoining graves and in a position approved by the Cemetery Officer.

A headstone shall not be more than 3ft 3ins in height (including the height of the base), 2ft in width, or 3ins in thickness. The base of the headstone shall not be more than 12 ins in depth, 2ft 3ins in width or 3 ins in thickness. The base shall be secured to a concrete foundation of dimensions not greater than the base and finished not less than 3 ins below the level of surrounding soil.

No part of the soil of any grave spaces shall be raised above the level of the remainder of the soil of Lawn Section.

As soon as practicable after an interment in the Lawn Section, the Council will sow with grass seeds the whole of the grave space and thereafter no person shall interfere with or alter the grave space except for the purpose of carrying out further permitted interments therein.

The Council will maintain the whole of the grassed part of the Lawn Section

The grassed parts of the Lawn Section shall **NOT** be planted, cultivated nor covered with items of memorabilia.

4.12. Cremated Remains Grave spaces (Garden of Remembrance)

The only memorial allowed in the Garden of Remembrance is a tablet, with the dimensions of 18ins wide x 18ins long, the maximum height should not exceed 18ins including the base.

The memorial shall be placed centrally on each grave space.

The memorial and the base must be made of Granite or Marble.

Only one Memorial will be allowed on any cremated remains plot. The Council reserves the right to remove any other items or memorial which are not placed within the allocated grave space. Nothing shall be planted in or placed in front or at the back of the memorial.

The Council will maintain the whole of the grassed area between each row of the cremated remains.

4.13. General information

Small shrub, plant, or flowers can only be planted on the grave space in the Traditional Section and must be kept in proper and tidy condition. The Council reserves the right to cut down or remove any shrubs, plants, or flowers which they consider to be unsightly or overgrown.

The Council reserves the right to remove loose stones or chippings from any grave or memorial as they are considered hazardous to our ground staff during cemeteries/Burial Grounds maintenance. They are also hazardous to members of the public and visitors.

In order that a proper standard of maintenance can be achieved efficiently and to give due regard to the safety of the ground's maintenance workers, certain items will be specifically excluded on the lawned sections. These items are border stones, edgings constructed of concrete, metal (including chains), timber, plastics, etc and chippings (of any material)

The Council reserves the right to remove any items from any grave or memorials which may be considered unsuitable. The following are some examples of these items:

- Plastic surrounds
- Glass vases, ceramic, or plastic items (breakable items)
- Windmills, wind chimes, flags
- Artificial grass

The Council reserve the right to remove any Christmas wreath from any grave or memorials in the first week of February.

The Council reserves the right to remove and dispose of floral tributes placed at the time of burial after two weeks have elapsed since burial.

4.14. Memorial bench

Only benches authorized and purchased through the Cemeteries Office will be permitted to be placed in the Cemetery grounds. A list of approved benches and fees are available from the Cemeteries Office.

The Council reserves the right to remove and dispose of any other benches placed within the cemeteries without permission.

Memorial benches will only be allowed in locations agreed by the Cemetery Office

Anyone who purchases a bench from the Council must accept full responsibility for the maintenance of the bench and if, in the opinion of the Cemetery Office, a bench has not been adequately maintained, it will be removed and disposed of.

The Council will not be held responsible for any theft or damage to a bench unless caused by the act or default of its employees.

Benches are installed on the understanding that they are a facility which may be used by any Cemetery visitor and are not for the sole use of the purchaser.

Other than the official plaque or plaques that may be fitted to a bench, no other forms of memorialisation should be placed on or around the bench, or ground maintenance or improvement works undertaken around the bench.

References

Local Government Act of 1972

Local Authorities' Cemeteries Order 1977

B.R.A.A.M – British Register of Accredited Memorial Mason

N.A.A.M - National Association of Memorial Mason

Forms

Notice of interment – Full Burial

Notice of interment – Cremated Remains

Assignment of the Exclusive Rights of Burial

Memorial Permit Application

Purchase of additional Exclusive Right of Burial

Neighbourhood Services Committee

9 September 2021



Title	Q1 Revenue Monitoring Report as at 30 June 2021
Purpose of the report	To note
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Financial Sustainability
Recommendations	The Committee is asked to note the forecast outturn for 2021/22 as at 30 June 2021 and the full variances by cost centre reported in appendix A below.
Reason for Recommendation	Not applicable

1. Key issues

- 1.1 This report provides a summary of the forecast outturn position for the financial year 2021-22 as at 30 June, for the Neighbourhood Services Committee which is showing a projected net under recovery of income £724k.
- 1.2 The net under recovery of income is further broken down to show the impact of COVID-19 on the Council forecast outturn position
 - (a) COVID-19 – a projected net under recovery of income of £794k.
 - (b) Non COVID-19 a projected net underspend of (£70k).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services is and mainly an under recovery of fees, charges, and income particularly with our Car Parks, Building Control and SAT, offset by an increase in cemetery fees. and Staines Town Centre Management and Day Centres, together with the ongoing support for our leisure centres (further details are shown in section 3 below)

Despite the continued impact of COVID-19 the Council anticipates that the request for support from Government to offset our lost fees and charges will come to an end on 30 June. Therefore, the Council is only forecasting (£200k) of support, which means that we anticipate having to use the (£1,000k) COVID-19 Contingency brought forward from last year.

2. Significant Forecast Budget (under)/overspends at year end.

- 2.1 Noting that we are only providing commentary for those budget lines with £20k or more variance.

- 2.2 A projected net overspend and under recovery of income of £724k and the significant net variances are as follows:
- (a) Car parks – an under recovery of income of £740k due to the pandemic.
 - (b) Building control – a net overspend of £3k due mainly to the following:
 - i) (£20k) underspend due to unfilled vacancies
 - ii) £41k under recovery of income due to the pandemic
 - (c) Cemeteries – a projected over recovery of income of (£49k) due to the pandemic
 - (d) Environmental Protection Act – a projected net underspend of (£25k) due to the following
 - i) (£41k) underspend in Pollution Control assessment costs
 - ii) £16k under recovery of Pollution Control Assessment income
 - (e) SAT – a net projected under recovery of income of £50k due to the pandemic.
- 3. Other considerations**
- 3.1 None.
- 4. Equality and Diversity**
- 4.1 Not applicable.
- 5. Sustainability/Climate Change Implications**
- 5.1 Not applicable.
- 6. Timetable for implementation**
- 6.1 Not applicable

Background papers: There are none.

Appendices:

Appendix A – Net Revenue Budget Monitoring for the Neighbourhood Services Committee at 30 June 2021.

Appendix A						
Neighbourhood Services						
Results to	Budget	Forecast	COVID-19	Non-COVID-19	Total Variance	Comments
30-Jun-21	Revised	Outturn	Variance	Variance	to Revised	
	£	£	£	£	£	
Employees	457,000	457,000	0	0	0	Vacant posts are being covered by agency staff and additional payments which are usually paid in arrears
Other Expenditure	804,400	804,400	0	0	0	
Income	(1,931,000)	(1,190,700)	740,300	0	740,300	Income for the year will be lower than budget due to the COVID-19 crisis. Income shortfall for April to June will be partially offset by COVID-19 Sales, Fees and Charges 71.25% reimbursement grant.
Car Parks	(669,600)	70,700	740,300	0	740,300	
Employees	70,100	70,100	0	0	0	
Other Expenditure	176,900	173,900	0	(3,000)	(3,000)	
Income	0	0	0	0	0	
Community Safety	247,000	244,000	0	(3,000)	(3,000)	
Employees	0	0	0	0	0	
Other Expenditure	116,200	123,700	0	7,500	7,500	
Income	0	(6,700)	0	(6,700)	(6,700)	
Depot	116,200	117,000	0	800	800	
Employees	1,192,000	1,192,000	4,591	(4,591)	0	
Other Expenditure	130,400	130,400	0	0	0	
Income	(3,000)	(13,000)	(10,000)	0	(10,000)	
DS Management & Support	1,319,400	1,309,400	(5,409)	(4,591)	(10,000)	
Employees	395,100	375,100	0	(20,000)	(20,000)	Savings expected due to a vacant post
Other Expenditure	18,400	0	0	(18,400)	(18,400)	
Income	(410,000)	(369,000)	41,000	0	41,000	Down due to COVID-19 and also expected slow down post COVID
Building Control	3,500	6,100	41,000	(38,400)	2,600	

Appendix A						
Neighbourhood Services						
Results to 30-Jun-21	Budget Revised	Forecast Outturn	COVID-19 Variance	Non-COVID-19 Variance	Total Variance to Revised	Comments
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	2,500	1,900	0	(600)	(600)	
Income	(4,500)	(1,500)	0	3,000	3,000	
Food Safety	(2,000)	400	0	2,400	2,400	
Employees	0	0	0	0	0	
Other Expenditure	25,300	24,700	0	(600)	(600)	
Income	0	0	(3,500)	3,500	0	
Bus Station	25,300	24,700	(3,500)	2,900	(600)	
Employees	0	0	0	0	0	
Other Expenditure	28,800	34,000	0	5,200	5,200	
Income	(351,100)	(400,000)	(48,900)	0	(48,900)	Income is expected to exceed the budget target due to an increase in number of deaths and requests for much larger burial spaces.
Cemeteries	(322,300)	(366,000)	(48,900)	5,200	(43,700)	
Employees	994,300	1,072,900	78,600	0	78,600	Expected to be higher due to an additional post for EH COVID-19 Response Supplement Service to be funded by Surrey County Council.
Other Expenditure	79,900	77,400	0	(2,500)	(2,500)	
Income	0	(78,600)	(78,600)	0	(78,600)	Additional income of £78.6k from SCC to fund additional post for EH COVID-19 Response Supplement service as per above.
Environmental Health Admin	1,074,200	1,071,700	0	(2,500)	(2,500)	
Employees	0	0	0	0	0	
Other Expenditure	101,900	317,700	0	215,800	215,800	Additional expenditure expected mainly relating to Electric Vehicle (EV) Taxi Project funded through DEFRA. Savings expected of £41k due to overbudgeted Pollution Control Assessments costs.
Income	(21,100)	(261,800)	0	(240,700)	(240,700)	Additional EV Taxi Project funding of £256k from DEFRA and £16k overbudgeted income relating to Pollution Control Assessments.
Environmental Protection Act	80,800	55,900	0	(24,900)	(24,900)	
Employees	212,000	212,000	0	0	0	
Other Expenditure	5,400	5,400	0	0	0	
Income	(128,300)	(123,300)	5,000	0	5,000	
Licensing	89,100	94,100	5,000	0	5,000	
Employees	0	0	0	0	0	
Other Expenditure	3,300	3,300	0	0	0	
Income	(79,000)	(62,300)	16,700	0	16,700	
Taxi Licensing	(75,700)	(59,000)	16,700	0	16,700	

Appendix A						
Neighbourhood Services						
Results to	Budget	Forecast	COVID-19	Non-COVID-19	Total Variance	Comments
30-Jun-21	Revised	Outturn	Variance	Variance	to Revised	
	£	£	£	£	£	
Employees	675,200	675,200	0	0	0	
Other Expenditure	314,500	314,500	0	0	0	
Income	(47,700)	(47,700)	0	0	0	
Street Cleaning	942,000	942,000	0	0	0	
Employees	0	0	0	0	0	
Other Expenditure	9,900	7,900	0	(2,000)	(2,000)	
Income	0	0	(1,000)	1,000	0	
Public Conveniences	9,900	7,900	(1,000)	(1,000)	(2,000)	
Employees	0	0	0	0	0	
Other Expenditure	15,900	15,900	0	0	0	
Income	(5,000)	(5,000)	0	0	0	
Rodent & Pest Control	10,900	10,900	0	0	0	
Employees	218,000	218,000	0	0	0	
Other Expenditure	48,100	41,100	0	(7,000)	(7,000)	
Income	(94,000)	(44,000)	50,000	0	50,000	Income for the year will be lower than budget due to the COVID-19 crisis.
SAT	172,100	215,100	50,000	(7,000)	43,000	
Total Employees	4,213,700	4,272,300	83,191	(24,591)	58,600	
Total Other Expenditure	1,881,800	2,076,200	0	194,400	194,400	
Total Income	(3,074,700)	(2,603,600)	711,000	(239,900)	471,100	
	3,020,800	3,744,900	794,191	(70,091)	724,100	

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Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

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

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

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 September 2021 to 22 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Neighbourhood Services Committee 09 09 2021	Review of Community Safety To provide an update to the Committee on Community Safety	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 09 09 2021	Household Waste Duty of Care The committee is asked to consider a proposal to introduce a new fixed penalty notice	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 09 09 2021	Rules and Regulations for Cemeteries and Burial Grounds Review of rules and regulations in respect of cemetery and burial grounds.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 09 09 2021	Revenue Monitoring Report (Qtr. 1 April - June)	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive, Paul Taylor, Chief Accountant
Neighbourhood Services Committee 04 11 2021	Cemetery Capacity To provide an update on cemetery capacity to the Committee	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 04 11 2021	Litter Poster Campaign - UPDATE To receive an update on the litter poster campaign.	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Neighbourhood Services Committee 04 11 2021	Parking Services Update To provide an update on parking services within the borough.	Key Decision	Public	Bruno Barbosa, Parking Services Manager, Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 04 11 2021	Draft revenue monitoring Q2 update	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Neighbourhood Services Committee 13 01 2022	JET Environmental Crime Policy	Key Decision	Public	Martin Cole, Neighbourhoods Manager

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