

**Minutes of the Neighbourhood Services Committee
11 November 2021**

Present:

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

Councillors:

R.D. Dunn	S.C. Mooney
S.A. Dunn	B.B. Spoor

Apologies: Councillors V.J. Leighton

In Attendance: Councillors C. Bateson and M. Beecher

532/21 Minutes

The minutes of the meeting held on 9 September 2021 were agreed as a correct record.

533/21 Disclosures of Interest

There were none.

534/21 Questions from members of the Public

There were none.

535/21 Ward Issues

There were none.

536/21 Parking Services Update

The Parking Services Operational Manager presented the parking services update which provided the Committee with an overview of the parking situation within the borough. He explained the car parks within the borough (particularly in Staines Town Centre) usually generated significant income, but this was disrupted due to COVID-19 restrictions. Though there was an

increase of visitors and revenue from recreational ground car parks, this was not enough to cover the losses from the town centre car parks.

The Committee noted the operational costs for car parks and management of residential parking within the borough. The Committee acknowledged that Parking Services faced difficulties as spending, shopping, and travelling habits had evolved during the pandemic. The Committee expressed an interest in options for cashless parking being provided within the borough and looked forward to more information being provided at the next meeting.

The Committee requested more information be provided on what was being done within the Business Improvement District to encourage shoppers to return to Staines Town Centre and use Spelthorne Borough Council owned car parks.

The Committee **resolved** to note the parking services update from the Parking Services Operational Manager.

537/21 Revenue Monitoring Report (Qtr. 2 July-Sept)

The Committee received a revenue monitoring report related to Neighbourhood Services for quarter two of the financial year from the Chief Accountant and welcomed feedback from the Committee. He confirmed there were no further figures to update since the report had been published and explained that the largest variance in the report continued to be due to under recovery of income.

The Committee noted that most income was generated from town centres and discussed what could be done to mitigate any further losses. The Committee noted that incremental changes needed to be made to alleviate losses, but the larger focus would need to be encouraging visitors to return to town centres. The Committee also requested clarification on vacant posts within Neighbourhood Services, and this was provided by the Group Head of Neighbourhood Services.

The Committee requested more information be provided in relation to the variance related to Pollution Control Assessments.

The Committee **resolved** to note the forecast outturn for 2021/22 as at 30 September 2021 and the aggregate variances by cost centre reported in Appendix A of the report.

538/21 Cemetery Capacity

The Group Head of Neighbourhood Services presented the report which provided an update on cemetery capacity within the borough. She reported that the Council had recently undergone a full analysis to ensure all plots available at all cemeteries and burial grounds within the borough were recorded. As a result of this exercise, it was found that there was enough

space to last for the next ten to fifteen years, but these numbers were reviewed periodically.

The Committee noted the timeline for future capacity for both burial and cremated remains as well as alternative options for burial sites.

The Committee **resolved** to note the update on cemetery capacity within the borough given by the Group Head of Neighbourhood Services.

539/21 Litter Poster Campaign - Verbal Update

The Group Head of Neighbourhood Services provided a verbal update on the litter poster campaign. She confirmed that all signage within the borough had been replaced with posters as part of a single campaign. She also confirmed that there had been an attempt to engage local schools in producing litter posters to place outside their schools, but this hadn't generated much engagement and another attempt would be made in spring.

The Committee requested information on the Spelthorne Litter Pickers, and the Group Head of Neighbourhood Services confirmed she received regular updates and feedback from them.

The Committee **resolved** to note the verbal update on the litter poster campaign.

540/21 Forward Plan

The Group Head of Neighbourhood Services provided the Committee with a summary of the work programme for the Committee at future meetings.

The Committee **resolved** to note the Forward Plan, subject to the following amendments:

1. Parking Services Update be amended to reflect that it was not a key decision;
2. Cashless Parking will be amended to reflect it is a Key Decision;
3. Electric Vehicle Charging Points in Car Parks to be scheduled for the 3 March 2022 meeting;
4. Committee Services to circulate an updated version of the Forward Plan with the minutes.

541/21 Urgent business

There was none.

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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.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 November 2021 to 28 April 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 11 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 11 11 2021	Draft revenue monitoring Q2 update	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Neighbourhood Services Committee 11 11 2021	Litter Poster Campaign - Verbal Update To receive an update on the litter poster campaign.	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 11 11 2021	Parking Services Update To provide an update on parking services within the borough.	Non-Key Decision	Public	Bruno Barbosa, Parking Services Manager, Jackie Taylor, Group Head - Neighbourhood Services
Neighbourhood Services Committee 13 01 2022	Cashless Parking	Key Decision	Public	Bruno Barbosa, Parking Services Manager
Neighbourhood Services Committee 13 01 2022	Domestic Abuse Update	Non-Key Decision	Public	Will Jack, Community Safety Officer, Paul Smith, Community Safety Officer
Neighbourhood Services Committee 13 01 2022	JET Environmental Crime Policy	Key Decision	Public	Martin Cole, Neighbourhoods Manager

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 03 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Neighbourhood Services Committee 03 03 2022	Electric Vehicle Charging Points in Car Parks	Non-Key Decision	Public	Bruno Barbosa, Parking Services Manager
Neighbourhood Services Committee 03 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant

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