



Please reply to:

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Date: 14 March 2022

Notice of meeting

Economic Development Committee

Date: Tuesday, 22 March 2022

Time: 7.00 pm

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

To the members of the Economic Development Committee

Councillors:

C.F. Barnard (Chairman)	S. Buttar	A.C. Harman
V.J. Leighton (Vice-Chairman)	J.T.F. Doran	H. Harvey
A. Brar	T. Fidler	L. E. Nichols

Substitute Members: Councillors C. Bateson, S.M. Doran, O. Rybinski and B.B. Spoor

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

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1. Apologies and Substitutes

To receive any apologies for absence and notification of substitutions.

2. Minutes

5 - 8

To confirm the minutes of the meeting held on 25 January 2022 as a correct record.

3. Disclosures of interests

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

4. Questions from members of the Public

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

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

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

6. Capital Monitoring Report Q3 (Oct-Dec 2021)

There are no capital projects for this committee to monitor.

7. Revenue Monitoring Report Q3 (Oct-Dec 2021)

9 - 12

This report provides a summary of the forecast outturn position for the financial year 2021-22 as at 31 December 2021.

8. Additional Restrictions Grant Monitoring

13 - 16

The purpose of this report is to provide a written update with regards to the utilisation of the Additional Restrictions Grant (ARG).

- | | | |
|------------|---|----------------|
| 9. | Monitoring of Economic Development of Corporate Recovery Plan | 17 - 20 |
| | To receive an update on the Economic Development aspect of the Corporate Recovery Plan. | |
| 10. | Forward Plan | 21 - 24 |
| | To consider the forward plan for committee business. | |
| 11. | Urgent business | |
| | To consider any business deemed as urgent by the Chair. | |

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**Minutes of the Economic Development Committee
25 January 2022**

Present:

Councillor C.F. Barnard (Chairman)
Councillor V.J. Leighton (Vice-Chairman)

Councillors:

S. Buttar	T. Fidler	L. E. Nichols
J.T.F. Doran	H. Harvey	

Apologies: Councillors A. Brar and A.C. Harman

In Attendance: Councillors C. Bateson and M. Beecher

1/22 Minutes

The minutes of the meeting held on 16 November 2021 were agreed.

2/22 Disclosures of interests

There were none.

3/22 Questions from members of the Public

There were none.

4/22 Ward Issues

There were none.

5/22 Budget - 2022/23: Revenue and Capital

The process for considering the budget for 2022/23 was explained to the committee. As part of this process, the committee was invited to consider its recommendations to the Corporate Policy and Resources Committee on 7 February 2022, where all service committee recommendations would be available for consideration as part of the detailed budget report. A

subsequent recommendation would then be made to Council on 24 February 2022.

There was currently a projected revenue budget deficit of approximately £1.35m which the Corporate Policy and Resources Committee needed to address, in order to deliver a legally required balanced budget.

a Capital Bids 2022/23 (part of annual budget process)

There were none.

b Revenue Growth and Savings Bids 2022/23 (part of annual budget process)

There were no proposed savings bids.

The committee sought clarification on where the National Non-Domestic Rates were accounted for. Questions were also asked about whether the proposed new posts would represent value for money.

The proposed revenue growth bids were recommended for approval by the Corporate Policy and Resources Committee and Council.

c Committee Review of Fees and Charges for Service Areas 2022/23 (part of annual budget process)

The proposed fees and charges were reviewed. It was noted that there was no proposed increase in the charges for plots at Staines Market due to them being broadly in line with other similar markets. It was also felt that an increase would risk harming the vitality of the market.

The proposed fees and charges were recommended for approval by the Corporate Policy and Resources Committee.

6/22 Draft Economic Prosperity Strategy 2022 - 2027

The draft strategy had been informed by the recent Local Economic Assessment. Environmental elements would be added to a later draft, with the final version to be considered by the Corporate Policy and Resources Committee in May 2022. The Additional Restrictions Task Group would be considering the red/amber/green ratings of each proposal.

A particular focus on STEM had been incorporated, as had providing opportunities for local business operators to develop skills, particularly for generating an online presence.

The draft Economic Prosperity Strategy was noted.

7/22 Additional Restrictions Grant Monitoring

The committee received information on the use of the latest round of grant funding. It had been specifically used to support local businesses in the hospitality sector and had provided funding to purchase IT and associated services, training, refreshed shopfronts, etc. Officers were working hard to ensure that as many businesses as possible were able to benefit from grants before the scheme ended.

It was noted that various measures had been employed to ensure that businesses used grants for permissible purposes.

The update on the use of the Additional Restrictions Grant was noted.

8/22 Appointment to the Additional Restrictions Grants Task Group

It was agreed that as the Additional Restrictions Grant was coming to an end, no appointment would be made to the task group.

9/22 Monitoring of Economic Development of Corporate Recovery Plan

The Corporate Recovery Plan would be updated to include a section on Heathrow because of its impact on employment in the local area.

The update on the Economic Development Committee's section of the Corporate Recovery Plan was noted.

10/22 Forward Plan

The Heathrow and Airspace Modernisation item had been delayed pending Heathrow Airport being advised by the Civil Aviation Authority about their capital funding settlement (period H7) which would determine and impact the future work programme. This was not expected until Spring 2022.

The forward plan was agreed.

11/22 Urgent business

There was none.

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Economic Development Committee

22 March 2022



Title	Draft Q3 Revenue Monitoring Report as at 31 December 2021
Purpose of the report	To note
Report Author	Anna Russell, Deputy Chief Accountant
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Financial Sustainability
Recommendations	<p>The Committee is asked to note the draft forecast outturn for 2021/22 as at 31 December 2021 and the aggregate variances by cost centre reported in Appendix C5.</p> <p>(Please note that this is a draft report taken from the full report currently being prepared for the Corporate Policy & Resources Committee meeting on 14 March and has been collated before the completion of a full review process and may be subject to change, and if this is the case the Committee will be notified.)</p>
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 31 December, for the Economic Development Committee which is showing a projected net overspend of £109k (September: £101k net overspend) an increase of £8k.
- 1.2 The forecast overspend of expenditure amounted to £9k (September: £1k - overspend) and the forecast under-recovery of income was £100k (no change), with no major differences from Q2.
- 1.3 The net overspend 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 £100k (no change).
 - (b) Non COVID-19 – a projected net overspend of £9k (September: £8k).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services is due to under recovery of fees, charges, and income with Staines Market.

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, and where there has been a change in variance since the previous quarter. There are therefore no comments for Economic Development Q3.

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 C5 – Economic Development Revenue Q3 31Dec21.

Economic Development

Results to 31-Dec-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	215,000	214,900	0	(100)	(100)	4.00	4.00	
Other Expenditure	58,000	66,040	0	8,040	8,040			
Income	0	0	0	0	0			
Economic Development	273,000	280,940	0	7,940	7,940	4	4	
Employees	0	0	0	0	0			No change from Qtr 2
Other Expenditure	113,300	129,700	0	16,400	16,400			
Income	(250,000)	(150,000)	100,000	0	100,000			
Staines Market	(136,700)	(20,300)	100,000	16,400	116,400	0	0	
Employees	0	0	0	0	0	0	0	
Other Expenditure	0	(15,150)	0	(15,150)	(15,150)			
Income	(302,000)	(302,000)	0	0	0			
Staines Town Centre Management	(302,000)	(317,150)	0	(15,150)	(15,150)	0	0	
Total Employees	215,000	214,900	0	(100)	(100)	4	4	
Total Other Expenditure	171,300	180,590	0	9,290	9,290			
Total Income	(552,000)	(452,000)	100,000	0	100,000			
Net Total	(165,700)	(56,510)	100,000	9,190	109,190	4	4	

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Economic Development Committee

22 March 2022



Title	<i>Additional Restrictions Grant (ARG)</i>
Purpose of the report	Update Committee on use of the ARG
Report Author	<i>Keith McGroary Economic Development Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Economic Development
Recommendations	Committee is asked to: <i>Note the report</i>
Reason for Recommendation	<i>'Not applicable'.</i>

1. Key issues

- 1.1 The background:
- 1.2 The purpose of this report is to provide a written update with regards to the utilisation of the Additional Restrictions Grant (ARG) as included within the Economic Development Forward Plan.
- 1.3 The ARG is a fund allocated by the Government to all local authorities based upon its population size in order to provide financial assistance for each Boroughs business severely affected by the impact of COVID-19. The government sometimes refers to this as a 'Discretionary Grant' as each local authority can decide how to allocate the funding based on its local understanding of its economy.
- 1.4 Grants totalling £2,883,799 were allocated to Spelthorne, and at the last update for the Economic Development Committee on January 25, 2022, there was £1,875,500 reported to be left in the ARG fund
- 1.5 As of 17th February 2022, the total amount allocated to business was £1,691,150. This now leaves **£1,192,649** which needs to be allocated prior to 31.3.22 when the grant scheme closes.
- 1.6 In addition to the above, in January 2022 the government awarded a top-up grant to support businesses that were badly affected by the Omicron outbreak over the Christmas period. Spelthorne received a total of £198,000 which was ringfenced for those businesses within the hospitality and leisure sector through the ARG funds. It was stipulated by the government that these funds

could only be used to give direct financial support for businesses through cash grant payments.

- 1.7 Originally the government stipulated that after the second allocation of the ARG grant in October 2020 that this was the final allocation of financial support to local authorities to support businesses during the pandemic and that this needed to last until 31.3.22. A strategic decision to ensure that funding was still available in January 2022 to cater for business support in the event of any further lockdowns was taken.
- 1.8 In spring 2021 the government announced further funding available to assist local authorities support business on condition that all funding allocated had been spent by 30th June. For Spelthorne that meant around £800k, but there was still £2.2m available. It was decided to make best use of these funds rather than quickly allocate the money in order to access the additional £800k.
- 1.9 During 2021 further grant opportunities were made for businesses to apply for support, including to purchase equipment which would allow them to carry out new work they were unable to do previously or replace old equipment which would allow them to become more efficient, productive and competitive.
- 1.10 On Monday 24th January Spelthorne opened a final window for applications; this was to invite businesses to apply for the Omicron grant, new equipment grant, shopfront grant and a cash grant for those businesses affected badly by the pandemic but had not to date received financial support via a grant. This was open for 3 weeks and closed on Sunday 13th February with a total of 235 applications recorded.
- 1.11 In addition to the above, Spelthorne council has already procured 12 months professional business coaching (£45k) with delivery commencing on 26th January, £5k worth of memberships to the Federation of Small Businesses (FSB) to be allocated over the next 12 months to businesses that would really benefit. We are also currently in the process of procuring the delivery of 9 further Social-Media for Business workshops (£42k) spread out over up to 2 years, and 25 websites (circa £50k) to be created for those businesses that can demonstrate significant benefits by accessing this facility.
- 1.12 Having looked through the applications we have established a very rough estimate for the total cost of paying 100% of all applications and services would come to around £1.4m. So, we are extremely confident that all the funds will be allocated.
- 1.13 The challenge for the team is to diligently process all applications and award the funds before midnight on 31.3.22. To this end, temporary support has been provided to help with checking the applications to ensure that all the documentation has been included and if not, enquiries made to access the missing information from businesses. This will enable a more fluent process of evaluating applications and help speed up the process.

2. Options analysis and proposal

- 2.1 Given that the Economic Development Committee is held on 22nd March and the ARG grant concludes 9 days later, there are no other options to consider. The only option is to ensure that the focus of the team is squarely upon ensuring that all applications for grants are processed so that our businesses receive the support they need and deserve.

- 2.2 Delivery of this scheme will take top priority which may mean other items within the work schedule including the 2022 – 27 Economic Prosperity Strategy may be delayed. The support of the Town Centre Manager has also been called upon which has meant his presence has not been as apparent over the last month or so, and this is likely to continue until April.

3. Financial implications

- 3.1 The funding is available for Spelthorne Council to dispend until 31.3.22; any money that has not left the council's account by then must be returned to the government.

4. Other considerations

- 4.1 There are none.

5. Equality and Diversity

- 5.1 The impact on equality and diversity issues is considered at every action

6. Sustainability/Climate Change Implications

- 6.1 N/A

7. Timetable for implementation

Background papers:

There are none.

Appendices:

There are none.

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Economic Development Committee



Date of meeting: 22 March 2022

Title	<i>Recovery Plan Update</i>
Purpose of the report	To note
Report Author	<i>Keith McGroary Economic Development Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Economic Development
Recommendations	Committee is asked to: <i>Note the report</i>
Reason for Recommendation	<i>Not applicable</i>

1. Key issues

- 1.1 Update on the Economic Development aspect of the Corporate Recovery Plan. The reference letters starting ER1 below relate to those within the Corporate Recovery Plan. The previous update for the Committee was on 25th January, so there has been limited opportunity and resources to move forwards in the intervening period, especially with the team focusing on delivering ARG grants to local businesses. The top priority for the Economic Development Team is to focus on processing grant applications so that the funds can be passported to our businesses before the deadline of 31.3.2022.
- 1.2 'ER1' *Continue to monitor, measure and understand how COVID has affected local businesses and adapt to respond to impacts.* Through the administration of the ARG the Team have been in regular communication with local businesses throughout the pandemic. It has been made patently clear that those businesses that have relied upon close interaction have struggled most and been in need of financial support. This would include businesses that have been involved within the events sector, beauticians and nail bars, sports amenities including personal trainers. The proverb states that 'necessity is the mother of creation' and some businesses have certainly taken that on board with the introduction of virtual gym sessions by Zoom or by spotting a new gap in the market for signage. Others have also struggled but have also been able to mitigate the loss of use of premises by creative thinking; restaurants are one case in particular, who quickly adopted home deliveries as a means of continuing their business and retaining employment. More recent feedback suggests that for many things are either returning to normal or indeed there have been cases where the equipment grant has been

applied, they are performing better than pre-pandemic. This is not to say we are out of the woods yet and it is clearly not a time to become complacent. The grants provided by the government cease after 31.3.22 and it will be sometime after this when we will be able to see a clearer picture with regards to the health of our small businesses.

- 1.3 A dashboard has also been produced and circulated to councillors; this illustrated the total level of unemployment in the borough, as well as within the 18-24 and over 50 age groups. Figures are then put into context by comparing Spelthorne data to the Surrey average. A new update will be produced in March 2022
- 1.4 *'ER2' Provision/signposting of advice and support:* The Spelthorne website has been continually updated throughout the COVID period; additionally, specific items of news, particularly regarding jobs have been circulated via our communications team through social media.
- 1.5 *'ER3' Keep under review the Council's discretionary grant policy:* A separate report in relation to the Discretionary Grant also known as the ARG (Additional Restrictions Grant) is provided for this meeting and covers this area.
- 1.6 *'ER4' Implement our new Economic Development Recovery Plan:* This has been absorbed within the Corporate Recovery Plan.
- 1.7 *'ER5' Continue to work with the Jobs and Recovery Task Group:* This group has met on 3 separate occasions so far and consists of representatives from A2D, Job Centre Plus, Brooklands College and Runnymede Council. The main purpose of the group is to share information and what projects or initiatives that each member of the group is working on so that there is the opportunity to enhance delivery through synergy whenever possible so that duplication of effort is reduced. The group has not met since July 2021 when restrictions were lifted but agreed to meet at a future date if there was a need to do so. No requests for meetings have been received since July.
- 1.8 *'ER6' Support/promote employment and training initiatives:* The official Youth Hub and I Choose Local launch event is on the 4th March at the Guy Salmon showroom in Sunbury. There are several businesses already engaging with the project who are looking to employ young people for example, McDonalds, Marriott Group, Footrace, Berkley Homes, Jaguar Landrover (Sytner Group) French Brothers.
- 1.9 *'ER7' Work with partners to bid for funding for a Youth Hub in the Borough:* We have run an Apprenticeship information evening for young people and their parents which was well attended. Number of young people assisted in first two months of the scheme (Dec / Jan): There have been 29 referrals; 7 have been helped into Education, 1 person has gone into full-time employment and 1 person has found a Kickstart job through scheme.
- 1.10 *'ER8' Set up pop-up-shop where budding entrepreneurs can test the market in advance of setting up a business:* This has proved extremely difficult to implement, especially with the many requirements needed to comply with COVID regulations as well as the various lockdowns that have taken place. The additional significant demand on officer time due to the processing of

ARG grants has meant that this initiative will need to be postponed until spring 2022.

- 1.11 *'ER9' Prepare and promote our new business incubator:* The operator of the Hub is Co-Tribe CIC and the doors opened for customers in September 2021. As Co-Tribe are a Community Interest Company a mandatory 80% discount and 20% discretionary discount has been applied to the business rates (full value £18k), which would have otherwise fell to SBC.
- 1.12 The pandemic has affected occupancy in the same way as many other offices, which has meant that there are not as many businesses as originally expected. Additional work to create additional office space (where a current demand exists) within the building is currently taking place and there is a waiting list of businesses that wish to occupy them. This should be completed by the end of March 2022. Since September the incubator has received in excess of £10k in monthly rent by current occupiers, this is expected to grow significantly in the next financial year.
- 1.13 *'ER10' Promote opportunities in the Borough for the development of 'green' jobs:* The new 2022-2027 Economic Strategy will include actions to support a greener economy. The ARG funding has actually contributed to reduced emissions through grants that have replaced old inefficient equipment such as a laundrette washing machine which cost £10,000.
- 1.14 *'ER11' Promote 'shop-local' to our residents and promote 'buy local' procurement within SBC:* The new 5-year Strategy will contain a number of activities with the action plan. A baseline is also being set with regards to the current amount of money spent by SBC in the borough so that we can measure the impact of changes made to procurement standing orders.
- 1.15 *'ER12' Provide additional frontline support for Ashford, Sunbury and Shepperton businesses:* The extent of support provided by the Town Centre Manager (TCM) has now expanded to include shopping parades throughout the borough. These have been visited and awareness raised with regards to the availability of the ARG grants. The TCM has also sourced and funded the Christmas Tree at Sunbury Cross and there is now a working group to enhance the festive lights this year. In his own time at the weekend attended a Meet & Greet in Ashford town centre to introduce the new PCSO for the town and to help raise awareness of council support for the High Street. There is work ongoing in collaboration with the SBC Communications Department to raise awareness of business in Sunbury Cross with regards to the Household Support Fund, as this has been identified as a location that could benefit from this funding.
- 1.16 *'ER13' Work in collaboration with Staines-upon-Thames Business Improvement District (BID:* The boundary of the BID has been widened to include the Thames Club, Staines Train Station and Fairfield Avenue. This will generate additional income as well as support for businesses situated in those areas. The BID Proposal document became available on 22nd February

and copies will be made available to the Committee for 22 March. A formal consultation with the whole of the BID Board took place on 22nd February with around 40 businesspeople from the BID area in attendance. The response was extremely positive, and in an earlier survey with BID businesses with more than 150 responses, there was not a single business who stated that they would be voting 'no'. Businesses submit their vote between 3rd and 31st March 2022 and on 1st April the result will be announced.

2. Options analysis and proposal

2.1 Not applicable

3. Financial implications

3.1 Not applicable

4. Other considerations

4.1 There are none.

5. Equality and Diversity

5.1 The impact on equality and diversity issues is considered at every action

6. Sustainability/Climate Change Implications

6.1 Use of the ARG funding has potential to have a positive impact on the environment through new equipment which is greener and less polluting.

7. Timetable for implementation

7.1 In accordance with the Corporate Recovery Plan.

Background papers:

There are none.

Appendices:

There are none

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 22 March 2022 to 26 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
Economic Development Committee 16 05 2022	Incubator - Monitoring	Non-Key Decision	Public	Keith McGroary, Economic Development Manager
Economic Development Committee	Economic Development Strategy (final)	Non-Key Decision	Public	Tracey Carter, Senior Economic Development Officer
Economic Development Committee	Heathrow and Airspace Modernisation To receive a presentation on Heathrow's expansion plans	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth

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