



Please reply to:

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Date: 03 January 2024

Notice of meeting

Economic Development Committee

Date: Thursday, 11 January 2024

Time: 7.00 pm

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

To the members of the Economic Development Committee

Councillors:

H.R.D. Williams (Chair)	J. Button	S. Gyawali
J.R. Boughtflower (Vice-Chair)	R.V. Geach	M.J. Lee
M. Bing Dong	D.L. Geraci	A. Mathur

Substitute Members: Councillors C. Bateson, M. Buck, T. Burrell, J.P. Caplin and K.E. Rutherford

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.

- 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 28 September 2023 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 were received.
- 5. Fees and Charges (as part of the Budget Process)** **9 - 18**

To review and approve the proposed fees and charges for 2024-2025 and recommend to Corporate Policy and Resources Committee that they approve the proposed Fees and Charges for 2024-2025.
- 6. Service Plans (as part of the Budget Process)** **To Follow**

To review and approve service plans for the Committee's area(s) of responsibility.

Report to follow.
- 7. Detailed Budget Report by Cost Centre** **19 - 22**

To note the proposed draft budget for 2024-25 for the Committee's areas of responsibility.
- 8. Net Expenditure Budget for the Economic Development Committee** **23 - 24**

To note the net expenditure budget for the Committee's areas of responsibility.
- 9. Forward Plan** **25 - 26**

To consider the Forward Plan for committee business.

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**Minutes of the Economic Development Committee
28 September 2023**

Present:

Councillor H.R.D. Williams (Chair)

Councillors:

M. Bing Dong

S. Gyawali

A. Mathur

J. Button

M. Lee

Apologies: Councillors J.R. Boughtflower, R. Geach and D. Geraci

In Attendance: Councillors C. Bateson and M. Beecher

20/23 Minutes

The minutes of the meeting held on 06 Jul 2023 were agreed as a correct record of proceedings.

21/23 Disclosures of interests

There were none.

22/23 Questions from members of the Public

There were none.

23/23 Ward Issues

There were none.

24/23 Economic Development Committee Terms of Reference

The Committee **resolved** to not make any amendments to the Committee's Terms of Reference pending the outcome of the proposed changes to the Committee System.

25/23 Economic Prosperity Strategy Update

The Committee received an update from the Economic Development Manager (EDM) on the progress of the 2023-2028 Economic Prosperity Strategy that was adopted in January 2023.

The Committee asked the EDM to advise on the current situation in respect of the wish to include Staines within Zone 6 on the rail network. A public consultation had taken place with the majority of residents in favour but those living nearer to Staines Station expressed concerns about the increase in the number of cars parking around the station. The Committee were advised that talks had been held with both the South West Rail and Transport for London to demonstrate the financial benefit of including Staines but at this present time there was still no indication from South West Rail that they wished to invest in this project.

Committee **resolved** to note the update on the Economic Prosperity Strategy.

26/23 Review of the Economic Prosperity Strategy

The Committee considered the Economic Prosperity Strategy 2023-28 and provided feedback to the Economic Development Manager (EDM).

Concerns were expressed that the current issues surrounding the Local Plan may impact on the Economic Prosperity Strategy. The reference to the Ultra Low Emission Zone (ULEZ) needed to be amended to make it clearer that not all cars entering the zone would be subject to the ULEZ charge.

The Committee asked that the Local Procurement Limit be reviewed with a view to increasing the current limit of £5,000 but evidence would be needed to show that any rise would have a beneficial impact on businesses within the Borough.

The EDM advised that a Procurement Portal was in the process of being built and it was planned that this would be available to officers within the next two months. This portal would enable officers to view service providers throughout the Borough when looking to source local businesses. It was suggested that Members engaged with businesses to encourage them to register their business to be included on the portal.

The Committee **resolved** to note the update.

27/23 EM3 Local Enterprise Partnership

The Group Head Place, Protection and Prosperity advised the Committee that the Local Enterprise Partnerships (LEP) would cease from 31 March 2024. A decision was still needed as to whether the assets and functions of the LEPs would sit with Surrey County Council or whether they would become a stand

alone company that were employed by Surrey County Council. The Committee were advised that how the EM3 LEP would be split was still under discussion.

The Committee were advised that the LEPs still had residual money that they were looking to distribute and had asked that Local Authorities identify any projects that they could put forward for the next round of funding.

The Committee agreed that the Group Head Place, Protection and Prosperity would arrange for Surrey County Council's Economic Development Team to give a presentation to the next meeting of the committee. Surrey County Council will be advised of the areas of concern that the committee had so that they could be included within the presentation. It was agreed that all members would be invited to attend the meeting.

The Committee **resolved** to note the update on the EM3 Local Enterprise Partnership.

28/23 Forward Plan

The Committee requested that an item be added to the Forward Plan to review the current Contract Standing Order that states:

“all items under the value of £5,000 must be purchased in Spelthorne if available (subject to best value considerations).

The Committee **resolved** to note the Forward Plan for the business of this Committee subject to the additional item as outlined above.

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Economic Development Committee



11 January 2024

Title	<i>Proposed Fees and Charges for 2024-25 for this Committee</i>
Purpose of the report	To make a decision and a recommendation to Corporate Policy & Resources Committee
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Review the proposed Fees and Charges for 2024-25 for this Committee. 2. Approve the proposed Fees and Charges for 2024-25 for this Committee. 3. Recommend to Corporate Policy & Resources Committee that they approve the proposed Fees and Charges for 2024-25
Reason for Recommendation	<p><i>Council approved Fees & Charges are an important source of income for the authority each year and are a key importance in balancing the Budget.</i></p> <p><i>Council must approve and publish the 2024-25 Fees and charges on the Council website by 1 April 2024.</i></p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Council has a legal obligation to set the Fees and charges for 2024-25 and publish them on the Council’s website by 1 April 2024. 	<ul style="list-style-type: none"> • As part of producing a balance budget the Fees & Charges raised from services provided are an important element of the Council’s

<ul style="list-style-type: none"> • The Committee is asked to review, approve the proposed Fees and Charges for 2024-25 as set out in Appendix A to D for this Committee. • In 2023-24, the Cost-of-Living crisis was impacting on residents and Council decided to limit the discretionary price increase to 5%, well below the level of inflation. This year, the proposals is still to limit the discretionary Fees & Charges increase to 5%, except in exceptional circumstances, which is slightly above the predicted level of inflation, and allows the Council to partially recover the shortfall from 2023/24. 	<p>budget account for approximately 22.5% of its total annual Committee Services level Revenue income.</p> <ul style="list-style-type: none"> • To fulfil the Council’s statutory obligation to publish a schedule of its 2024-25 Fees & Charges on the Council website by 1 April 2024.
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Take a view of the proposed Fees and Charges, which are based upon the guidance provided by the Corporate Policy & Resources Committee, i.e., all discretionary fees & charges are increased by at least 5% and all statutory fees & charges are increased to the maximum charge permissible. • Question Budget Managers about their recommendations, particularly where the proposed increase does not comply the above directive. • Focus on the Fees and Charges that yield substantial fees & charges, i.e., over £10,000. • Consider alternative options for the proposed fee & charge. • To ensure that all discretionary services breakeven, or are fully subsidised. • Consider strategies for increasing demand for the Council’s services 	<ul style="list-style-type: none"> • That this Committee review the proposed fees and charges for 2024-25 • Approve the proposed fees and charges for 2024-25 • Recommend that Corporate Policy & Resources Committee approve the proposed fees and charges for 2024-25

<p>and getting residents to use the Council's services more frequently.</p> <ul style="list-style-type: none"> • Seek to maximise the Council's income from Fees & Charges. 	
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2. Appendices explained.

2.1 There are three appendices included in this report.

2.2 **Appendix A** – shows the list of fees and charges that this Committee is responsible for.

2.3 The following is then shown for each fee and charge:

- (a) Record number – this is for internal control purposes only.
- (b) 2023-24 charge – the Council approved charge for the current financial year
- (c) 2024-25 charge - the proposed charge for 2024-25, to be approved by Council.
- (d) VAT status
 - i) S indicates the standard rate of VAT, currently 20% will be applied to the proposed fee or charge.
 - ii) O indicates zero rate for VAT, i.e., 0%, i.e., no VAT will be applied to the proposed fee or charge.
 - iii) E indicates exempt from VAT, i.e., it is outside the scope of VAT and will not incur any VAT charge.
- (e) Statute – indicates if the charge is either:
 - i) Discretionary, i.e., this Committee has full control over the amount proposed to be charged.
 - ii) Statutory, i.e., the range of proposed fees and charges are set by a third party, usually a central Government department, who provide a range of charge, i.e., a lower and upper limit. It is for this Committee to decide where the charge is set, with the proposed recommendation from Corporate Policy & Resources Committee that the council charges the maximum amount permitted by the third part.

2.4 **Appendix B** – Discretionary Fees

- (a) This report shows by Committee the following for each fee and charge, noting appendix D below:
 - i) Actual Income received for 2022-23
 - ii) Budgeted income for 2023-24
 - iii) Actual income year to date for 2023-24, as at 31 October
 - iv) Proposed income for 2024-25
 - v) General ledger code – internal use only

- vi) Proposed percentage increase

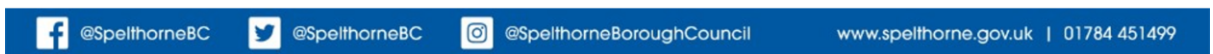
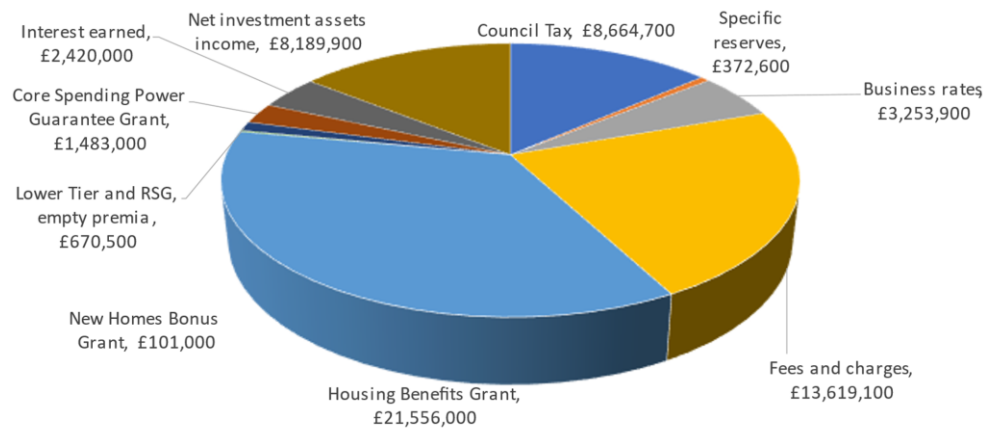
2.5 Major sources of income for this committee

Staines Market is a discretionary service.

3. Key issues

- 3.1 The Council generates £13.6m in fees and charges, which represents 22.5% of the Council's budgeted income for 2023-24 and is an important part of balancing the 2024-25 budget, as shown in the chart below.

2023-24 Revenue Budget – How Gross £60.3m is funded



- 3.2 Corporate Policy & Resources Committee (CPRC) requested that the following minimum increases in Fees and Charges be applied for 2024-25:
 - (a) Five percent increase on discretionary fees and charges.
 - (b) Maximum charged for all statutory fees and charges.
- 3.3 The Committee must perform a balancing act between maximising additional income that can be generated through fees and charges and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough.
- 3.4 All 2024-25 fees and charges proposed by Budget Managers were reviewed by the Senior Management Team and Group Heads in the context of the services concerned and the mandate received from Council.
- 3.5 The Cost-of-Living Crisis has impacted on the Council's fees and charges income in real terms. The funding provided by the Government to assist during the pandemic, was withdrawn and last year (2023-24) Council proposed a 5% increase in discretionary fees, knowing that inflation would be more than this figure.
- 3.6 This was a deliberate decision to aid the residents of the Borough and soften the impact of the Cost-of-Living crisis.
- 3.7 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the Council to

the benefit of a particular community group. Please refer to our new Corporate Plan <https://www.spelthorne.gov.uk/corporateplan>

3.8 In presenting the proposed fees and charges for 2024-25 the Committee is acknowledging another challenging year for the Council as it strives to balance the 2024-25 budget.

3.9 Individual Committees are now required to discuss and review the draft proposed fees and charges relating to the services under their remit and make their recommendations to Corporate Policy & Resources Committee.

4. Options analysis and proposal

4.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

5. Financial management comments

5.1 The fees and charges income will increase between 0% and 5% depending on the service, full details in Appendix A.

6. Risk management comments

6.1 If Council does not approve the Fees and Charges for 2024-25 by 31 March 2024, at the latest, the Council will not be able to impose the Fees and Charges on the users of our service.

6.2 Reduced fee income combined with other financial pressures facing the Council could have an impact on the Council's ability to deliver services to its residents and communities.

6.3 The ongoing impact of the Cost-of-Living Crisis may present challenges for residents and local communities in paying for the Council's (fee paying) services. It is acknowledged earlier in this report that the Committee must perform a balancing act between maximising additional income that can be generated through fees and charges during financially challenging times and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough. Budget monitoring processes provide a mechanism to ascertain actual levels of fee income being received into the Council's accounts.

7. Procurement comments

7.1 There are none.

8. Legal comments

8.1 Please note that for Statutory Fees and Charges, the price is set centrally by third parties, usually central Government.

9. Other considerations

9.1 There are none.

10. Equality and Diversity

10.1 The Fees and Charges list, levy a reasonable charge on the people who use the services, where the Council becomes aware that a proposed increase in a fee or charge will have an impact on a particular cohort of residents, it will

consider undertaking a quality impact assessment before implementing a proposed increase.

11. Sustainability/Climate Change Implications

11.1 There are none.

12. Timetable for implementation

12.1 An aggregated report of all the Committees approved feeds and charges will be sent to Corporate Policy & Resources Committee for final approval, before a report recommending the 2024-25 Fees and Charges is sent to council for their approval at the 22 February 2024 Council meeting.

12.2 Once agreed by Council, the fees and charges proposed are to be implemented from 1 April 2024.

13. Contact

13.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – List of individual fees and charges for this Committee

Appendix B – Schedule of Discretionary fees and charges showing:

- Actual income for 2022-23,
- Budgeted income for 2023-24
- Actual income year to date at 31 October for 2023-24
- Proposed budgeted income for 2024-25

Fees and Charges

2024/25



Printed Date: 06/11/2023

Last modified: 06/11/2023

A full schedule of the fees and charges for all Council services for the coming year

Economic Development

Staines Market

Markets

Staines High Street

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Ad Hoc Rentals (Price on Application)	1,425			S	Discretionary
Casual Pitch (Friday)	1,252	50.00	52.00	S	Discretionary
Casual Pitch (Saturday)	109	57.00	59.00	S	Discretionary
Causal Pitch (Wednesday)	108	50.00	52.00	S	Discretionary
Permanent Pitch (Friday)	111	45.00	47.00	S	Discretionary
Permanent Pitch (Saturday)	110	50.00	52.00	S	Discretionary
Permanent Pitch (Wednesday)	1,253	45.00	47.00	S	Discretionary

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Appendix B

<u>Discretionary fees</u>	<u>Income</u>	<u>Budget</u>	<u>Income</u>	22/12/2023
	<u>22/23</u>	<u>23/24</u>	<u>23/24 YTD</u>	<u>Budget</u>
				<u>24/25</u>
ECONOMIC DEVELOPMENT				
Staines Market	159,802	200,000	116,717	200,000
ECONOMIC DEVELOPMENT TOTALS	159,802	200,000	116,717	200,000

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Economic Development

<u>Staines Upon Thames Reg</u>	<u>12513</u>	<u>24/25</u>	<u>23/24</u>
4301 Internal printing		0.00	0.00
4516 Mobile phones		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Staines Market</u>	<u>20401</u>	<u>24/25</u>	<u>23/24</u>
2216 Hard Surfaces		8,500.00	8,500.00
2301 Electricity		3,500.00	3,500.00
2404 Business Rates		29,600.00	28,200.00
2412 Bid Levy		1,100.00	1,100.00
5012 External Contracts		94,500.00	90,000.00
7501 Rents		-200,000.00	-200,000.00
		<u>-62,800.00</u>	<u>-68,700.00</u>
<u>Economic Development</u>	<u>21301</u>	<u>24/25</u>	<u>23/24</u>
1001 Salaries		163,600.00	179,100.00
1003 Committee Attendance		500.00	1,000.00
1101 National Insurance		17,900.00	20,500.00
1111 Superannuation		28,400.00	31,000.00
1209 Fire Wardens Allowance		200.00	200.00
1803 Employee related insurance		300.00	600.00
3902 Essential User Car Allowance		2,400.00	5,000.00
3905 Car Mileage Allowance		600.00	1,000.00
4004 Operational equip mats & suppl		0.00	0.00
4301 Internal printing		100.00	500.00

Budget Report for 24/25 & 23/24

4401	Consultants fees	0.00	0.00
4516	Mobile phones	500.00	500.00
4701	Subscriptions General	3,500.00	0.00
4914	Inward Investment	0.00	6,000.00
4915	Key Account Mgmt	0.00	7,000.00
4949	Stimulate Economic Activity	67,700.00	54,000.00
4979	Other Miscellaneous Expenses	11,700.00	11,700.00
		<u>297,400.00</u>	<u>305,100.00</u>

<u>Staines BID</u>	<u>21303</u>	<u>24/25</u>	<u>23/24</u>
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4979	Other Miscellaneous Expenses	5,000.00	5,000.00
		<u>5,000.00</u>	<u>5,000.00</u>

<u>Business Incubator</u>	<u>21304</u>	<u>24/25</u>	<u>23/24</u>
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2109	Building Works	20,000.00	5,000.00
2403	Management fees	0.00	34,400.00
2404	Business Rates	8,000.00	4,000.00
2501	F&F Purchases	3,000.00	3,000.00
2601	Cleaning materials	0.00	500.00
2602	Window cleaning	400.00	400.00
2603	Trade waste collection	1,200.00	1,200.00
2604	Contract cleaning	2,300.00	0.00
2605	Collection of Rubbish & Recycl	0.00	0.00
2606	Cleaning General	0.00	4,000.00
2701	Service Charge	95,600.00	40,900.00
4031	Office Furniture Purchase	1,000.00	1,000.00
4306	Printing Art work and Design	500.00	500.00

Budget Report for 24/25 & 23/24

4401	Consultants fees	25,000.00	1,000.00
4551	Computer Hardware	500.00	500.00
4564	Networking	8,100.00	8,100.00
4905	Marketing	500.00	500.00
4979	Other Miscellaneous Expenses	1,000.00	1,000.00
7151	Other Reimbursements	-20,000.00	-20,000.00
7526	Incubator Desk Hire	0.00	-20,000.00
7527	Incubator Office Rental	-155,700.00	-66,000.00
		<u>-8,600.00</u>	<u>-1,200.00</u>

<u>Spelthorne Youth Hub</u>	<u>21306</u>	<u>24/25</u>	<u>23/24</u>
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1001	Salaries	128,400.00	0.00
1101	National Insurance	12,900.00	0.00
1111	Superannuation	22,300.00	0.00
3902	Essential User Car Allowance	1,200.00	0.00
4401	Consultants fees	22,300.00	0.00
7013	Other Government Grants	-185,900.00	0.00
		<u>1,200.00</u>	<u>0.00</u>

<u>Staines Elmsleigh Centre</u>	<u>31101</u>	<u>24/25</u>	<u>23/24</u>
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2403	Management fees	0.00	0.00
4401	Consultants fees	0.00	0.00
5903	Depn	0.00	0.00
7502	Ground Rents	-363,000.00	-342,300.00
		<u>-363,000.00</u>	<u>-342,300.00</u>

Budget Report for 24/25 & 23/24

Grand Total:

-130,800.00

-87,900.00

Net Expenditure Budget 2024/25 by committee

22 December 2023

Committee	Revised 2023/24 £000s	Proposed 2024/25 £000s	Change from 2023/24 £000s	Increase %	Brief Explanation for increase or decrease in budget
Economic Development	323.1	295.0	(28.1)	-9%	Growth bid to extend temporary posts; Car User & Mileage allowances reduced
Staines Market	(68.7)	(62.8)	5.9	-9%	No increase in income due to post Covid slow recovery
Staines Town Centre Management	(342.3)	(363.0)	(20.7)	6%	increase in share from Elmsleigh Centre
Economic Development Committee	(87.9)	(130.8)	(42.9)	49%	

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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 January 2024 to 31 May 2024

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 11 01 2024	2024/2025 Budget	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Economic Development Committee	Contract Standing Orders	Non-Key Decision	Public	Tracey Carter, Economic Development Manager
Economic Development Committee	Heathrow and Airspace Modernisation To receive a presentation on Heathrow's expansion plans	Non-Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity