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11 May 2016

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend the Annual meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday, 19 May 2016** commencing at **7.30 pm** for the transaction of the following business.

Roberto Tambini
Chief Executive

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

Please note that there will be a short period of Christian prayers at 7pm in the Leader's room before the formal Council meeting starts. All are welcome.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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AGENDA

Description	Page nos.
1. Election of the Mayor (a). To elect the Mayor of the Borough for the Municipal Year 2016-2017. (b). The Mayor to make the Declaration of Acceptance of Office.	
2. Apologies for absence To receive any apologies for non-attendance.	
3. Minutes To confirm as a correct record the minutes of the Council meeting held on 28 April 2016.	1 - 8
4. Election of the Deputy Mayor (a). To elect the Deputy Mayor of the Borough for the Municipal Year 2016-17. (b). The Deputy Mayor to make the Declaration of Acceptance of Office.	
5. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.	
6. Announcements from the Mayor To receive any announcements from the Mayor.	
7. Announcements from the Leader To receive any announcements from the Leader.	
8. Committees 2016-2017 Committees' membership 2016-2017	9 - 10
(1). Establishment of Committees	
In accordance with Articles 6, 8 and 9 of the Council's Constitution, and pursuant to Part 4 (a) – Standing Order 8.3, to appoint the following Committees of the size indicated below and with the Terms of Reference and functions set out in Part 3 (a) of the Council's Constitution.	

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

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

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

***Note:**

(a). The political proportionality rules technically do not apply to the Members' Code of Conduct Committee, but the Council has agreed that all political groups, including a member of the Cabinet, should be represented on that Committee.

(b). Two members of the Members' Code of Conduct Committee are independent, non-councillors.

(3). Appointment of members to Committees (to follow)

In accordance with the Council's Constitution, to appoint the members to serve on the above-mentioned Committees, including Mr. Murray Litvak and Miss Sue Faulkner as the non-elected Chairman and Vice-Chairman respectively of the Members' Code of Conduct Committee.

(The nominations to Committees - Appendix B – will be circulated at the meeting itself).

9. Appointment by the Council to Outside Bodies

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

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

2. Surrey Police and Crime Panel
(1 representative)

Meetings of Committees

At the conclusion of the Annual Council meeting, individual meetings of the Committees listed below will be held one after another to consider the business specified in the agendas circulated to the relevant Committee members only.

1. Audit Committee
2. Licensing Committee
3. Overview and Scrutiny Committee
4. Planning Committee

Under the Council's Constitution, there is no requirement for the Cabinet or the Members' Code of Conduct Committee to meet this evening. The Leader of the Council and the Deputy Leader are ex-officio the Chairman and Vice-Chairman of the Cabinet, and the Chairman and Vice-Chairman of the Members' Code of Conduct Committee are the two independent non-councillors appointed by the Council, namely Mr. Murray Litvak and Miss Sue Faulkner.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 28 April 2016 at 7.30 pm

Present:

Councillors:

M.M. Attewell	A.E. Friday	A.J. Mitchell
C.B. Barnard	A.L. Griffiths	J.M. Pinkerton OBE
I.J. Beardsmore	A.C. Harman	O. Rybinski
S. Capes	I.T.E. Harvey	R.W. Sider BEM
R. Chandler	N. Islam	R.A. Smith-Ainsley
S.M. Doran	A.T. Jones	B.B. Spoor
S.A. Dunn	J.G. Kavanagh	H.A. Thomson
Q.R. Edgington	V.J. Leighton	
T.J.M. Evans	M.J. Madams	

In Attendance

Miss Sue Faulkner and Murray Litvak, Vice-Chairman and Chairman of the Members' Code of Conduct Committee.

Councillor M.P.C. Francis, The Mayor, in the Chair

Apologies: Apologies were received from Councillors R.O. Barratt, C.A. Davis, K. Flurry, P.C. Forbes-Forsyth, C.M. Frazer, N.J. Gething, S.C. Mooney, D. Patel, D. Saliagopoulos, J.R. Sexton and H.R.D. Williams

National Anthem

Before the commencement of proceedings all those present, at the invitation of the Mayor, Councillor Mark Francis, joined in singing the National Anthem.

87/16 Minutes

The minutes of the Council meeting held on 25 February 2016 and the minutes of the Extraordinary Council meeting held on 7 April 2016 were agreed as correct.

88/16 Disclosures of Interest

There were no disclosures of interest.

89/16 Announcements from the Mayor

The Mayor reminded Councillors about his Civic Reception at The Orangery, Shepperton Studios on Tuesday 3 May, from 6.45pm to 9pm, when he will be distributing the Mayor's Charity Funds.

90/16 Announcements from the Leader

The Leader made the following announcements:

"I just wanted to draw the Council's attention to a recent incident at the Greeno Centre when, due to the speedy and efficient response of Vanessa and her colleagues, they saved the life of a 91-year old man from the high needs group by preventing him from choking to death.

Mr. Mayor, I know that this will come up again at the Annual Council Meeting on 19 May but, as this is the last Council meeting of your mayoral year, I would like to express my sincere thanks to you and your wife, Madam Mayor, for all the hard work you have undertaken over the past year.

We had a visit from Her Majesty the Queen's Lord Lieutenant, Mr. Michael More-Molyneux, on 26 April 2016 which went extremely well. We took him on a tour of the Borough which included the Walled Garden, the London Irish development, and Shepperton Studios.

We also hosted two Landlords Forum on the 26 April 2016 which went very well.

91/16 Announcements from the Chief Executive

There were none.

92/16 Questions from members of the public

There were no public questions.

93/16 Petitions

The following petition had been received from Mrs. Kapoor Sood:

"To ask the Council to provide a much-needed Leisure Centre in Stanwell."

Mrs. Kapoor Sood gave a presentation on her petition.

Councillor M.M. Attewell, portfolio holder for Community and Wellbeing, responded on behalf of the Council:

“Thank you for your campaign on this valuable cause Mrs Kapoor Sood.

I am able to confirm that in 2013-14 a leisure needs analysis was undertaken in Spelthorne to review the current leisure provision in the borough and to establish future need. In particular, the review took account of the ageing Spelthorne leisure centre building and it was considered that it would become unfit for purpose in the next few years.

The needs analysis indicated a need for facilities in the borough and as a result it was decided that the council would look to replace the existing leisure centre with a new facility. Work has subsequently begun looking at the feasibility of this. Sites currently being considered for the new centre are in close proximity to the existing Spelthorne Leisure Centre due to its accessibility by public transport, availability of land and the demand.

There are currently two well-used leisure centres in the borough. One in Sunbury and one in Staines-upon-Thames which are run by Everyone Active and serve the boroughs' 100,000 population. These centres provide a wide range of sports and leisure facilities and cater to the needs of local residents; improving their general health and wellbeing.

Due to the high build and running costs of leisure centres and the land required it is not possible to have centres in immediate proximity to all residents. Nevertheless we have been pushing for greater public access to existing facilities across the borough such as within schools, to increase local access to convenient leisure activities.

There is a wide range of opportunities for exercise and leisure throughout the borough run by a number of providers, including the Council. There are a variety of classes which take place in community halls and there are numerous parks and open spaces used for outdoor recreation, such as team sports, walking, running and playing. Outdoor exercise equipment is available in two open spaces within the borough. One site is located in Stanwell on the corner of Explorer Avenue and Mulberry Avenue, which provides free recreation to residents as part of the Stanwell New Start project. Spelthorne Borough Council has recently installed a BMX/Skate Park in Long Lane Recreation Ground and intend to set up over fifties exercise classes in Stanwell Rose Hall within the next few months. There are currently council activities running in Stanwell. Surrey Youth Games coaching sessions are running at Ashford Sports Club in Short Lane, Stanwell and the successful Walking for Health Scheme and Cycling for Health Schemes both have routes that regularly start and finish in Stanwell.

It is of course appreciated that some of these facilities are not within walking distance for the majority of Stanwell residents and that it would be preferable for them to have facilities and activities close to where they live.

Thank you again for your well-intentioned campaign. Please be assured that the leisure team at Spelthorne Council will continue to offer activities in Stanwell and to work with local schools and clubs to develop their facilities as appropriate but at the current time we unfortunately have to dismiss the action your petition requests.”

It was proposed by Councillor M.M. Attewell and seconded by Councillor V.J. Leighton to dismiss the petitioner’s request due to the Council’s limited capacity to fund indoor leisure facilities at this time.

Councillors then debated the Motion.

The Mayor invited councillors to vote on the Motion.

In accordance with Standing Order 21.4, it was moved by Councillor I.T.E. Harvey and seconded by Councillor that a recorded vote be taken on the motion.

FOR (20)	Councillors I.T.E. Harvey (Leader), A.C. Harman (Deputy Leader), M.M. Attewell, C. Barnard, R. Chandler, T. Evans, M.P.C. Francis (Mayor), A.E. Friday (Deputy Mayor), A.L. Griffiths, N. Islam, A.T. Jones, J.G. Kavanagh, V.J. Leighton, M.J. Madams, A.J. Mitchell, J.M. Pinkerton OBE, O. Rybinski, R.W. Sider BEM, R.A. Smith-Ainsley, H.A. Thomson.
AGAINST (5)	Councillor I.J. Beardsmore, S.M. Doran, S.A. Dunn, Q.R. Edgington, B.B. Spoor.
ABSTAIN (1)	Councillor S. Capes.

Resolved that the petition be dismissed.

94/16 Review of Waste Services and Vehicle Procurement

The Council considered the recommendation from the Cabinet on the review of the management of household waste services and the procurement of existing waste and street cleansing vehicles.

Resolved that Council approves the Capital spend of £255,000 for the purchase of waste and street cleansing vehicles and related in-cab technology.

95/16 Review of the Constitution 2015

The Council considered the recommendation from the Cabinet on a review of the Constitution.

Resolved that Council:

- Approves the proposed changes to non-executive functions.
- Approves the revised Constitution subject to:

- Amendments to the Planning Code (Part 5d).
- To include word 'material' before every reference to 'planning reasons', and
- To include a new paragraph 20 (i) which reads:
- "Where the councillor who 'called in' an application is a member of the Planning Committee, that councillor will be given three minutes to speak following the public speakers and may then speak again as a member of the Committee during its debate on the item."
- Corrections to typographical and consistency errors throughout the document.
- Agrees to delegate to the Monitoring Officer consequential changes to the Scheme of Delegations to Officers (part 3d) following the appointments of Group Heads.

96/16 Amendment to Pay Policy Statement

The Council considered the recommendation from the Cabinet on an amendment to the Pay Policy Statement for 2016-17.

Resolved that Council approves the proposed changes to the Pay Policy Statement for 2016-17, as set out in Appendix 1 of the report.

97/16 Reports from the Leader of the Council

The Leader of the Council, Councillor Ian Harvey, presented the reports of the Cabinet meetings held on 7 April 2016 and 27 April 2016, which outlined the matters the Cabinet had decided since the last Council meeting.

98/16 Report from the Chairman of the Audit Committee

The Chairman of the Audit Committee, Councillor M.J. Madams, presented her report which outlined the matters the Committee had decided since the last Council meeting.

99/16 Report from the Chairman of the Members' Code of Conduct Committee

The Chairman of the Members' Code of Conduct Committee, Mr. Murray Litvak, presented his report which outlined the matters the Committee had decided since the last Council meeting.

100/16 Report from the Chairman of the Overview and Scrutiny Committee

The Chairman of the Overview and Scrutiny Committee, Councillor A.E. Friday, presented his report which outlined the matters the Committee had decided since the last Council meeting.

101/16 Report from the Chairman of the Planning Committee

The Chairman of the Planning Committee, Councillor R.A. Smith-Ainsley, presented his report which outlined the matters the Committee had decided since the last Council meeting.

102/16 Motions

In accordance with Standing Order 17 the Council had received one written Notice of Motions.

Councillor Q. Edgington moved and Councillor I.J. Beardsmore seconded the following motion:

“The democratic process as currently provided to the residents of the Borough of Spelthorne could be improved.”

The following amendment was moved by Councillor I.T.E Harvey and seconded by Councillor A.C. Harman:

“This Conservative-led administration already provides an excellent level of democratic process to our residents and will continue to seek to improve it.”

The amendment was carried.

The Mayor then invited councillors to vote on the substantive motion proposed by Councillor I.T.E. Harvey.

The substantive motion was carried.

Resolved that this Conservative-led administration already provides an excellent level of democratic process to our residents and will continue to seek to improve it.

103/16 Questions on Ward Issues

There were no questions on Ward issues.

104/16 General questions

The Mayor reported that two general questions had been received, in accordance with Standing Order 15, from Councillors Edgington and Sider BEM.

Question from Councillor Quentin Edgington

“Please can the Leader of the Council now provide the FULL COSTS of the Extraordinary Council meeting held on February the 2nd, including an

appropriate costing for all the Council officers present and the caretaking costs and not just the Committee Services costs?”

Response from the Leader of the Council, Councillor Ian Harvey

“Thank you for your question, Councillor Edgington.

The response is essentially the same as the one I gave you at Council on 25 February 2016. No other officers present received any additional remuneration because they are expected to attend evening meetings as a matter of course.”

Question from Councillor Robin Sider BEM

“An assessment of the Elmsleigh surface and multi storey car park was recently carried out by specifically trained police assessors who look for evidence that the car park is clean, well-managed, has appropriate lighting and effective surveillance. These requirements show that the parking operator has put in place measures that help to deter criminal activity and anti-social behaviour in their parking area. Following this assessment the car park successfully gained the Park Mark Safer Parking Award. This scheme is run by the Association of Chief Police Officers and was developed to provide a material benchmark for parking areas across the United Kingdom. Car Parks with this award can use the Park Mark tick symbol which helps drivers find car parks where they can confidently leave their vehicle knowing the environment is safe. A total of eleven car parks operated and maintained by Spelthorne Borough Council have been awarded the Park Mark status. Will the Leader of the council join me in congratulating the management of our car parks on achieving this outstanding accolade?”

Response from the portfolio holder for Environment and Compliance, Councillor Tony Mitchell

“Thank you, Cllr Sider, for raising this issue and for your kind words of congratulations, which will be much appreciated by the team.

We are delighted that our car parks across the Borough meet the ParkMark standard demonstrating the safe environment within our car parks. The parking team is proactive and will continue to look to improve the service and facilities offered.”

105/16 Appointment of a representative Trustee

It was proposed by Councillor J.M. Pinkerton OBE and seconded by Councillor A.C. Harman that Mr. Euan O’Hara be re-appointed as a Trustee of Staines Parochial Charity for a further 4-year term until April 2020.

Resolved that Mr. Euan O’Hara be re-appointed as a Council representative Trustee to serve on the Staines Parochial Charity for a 4-year term of office until April 2020.

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Allocation of Committee seats 2016-17

Appendix A

Committee	Total number of seats	Conservative	Liberal Democrats	Others
Audit	7	6	1	0
Licensing	15	12	1	2
Planning	15	12	1	2
Scrutiny	15	12	1	2
MCC	8	7	1	0
Total	60	49	5	6

Dated: 19 May 2016

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Appendix C

Appointments by the Council to Outside Bodies

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

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

Councillor D. Patel, Representative
Councillor M. Attewell, Deputy Representative

2. Surrey Police and Crime Panel
(1 representative)

Councillor T. Mitchell

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