

## **Minutes of Cabinet**

**21 February 2018**

### **Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Communications  
Councillor M.M. Attewell, Community Wellbeing  
Councillor C.B. Barnard, Planning and Economic Development  
Councillor M.P.C. Francis, Housing  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

### **Apologies:**

Councillor N.J. Gething, Environment and Compliance

### **Councillors in attendance:**

Councillor J.R. Boughtflower  
Councillor S.J. Burkmar

### **2450 Minutes**

The minutes of the Cabinet meeting held on 24 January 2018 were agreed as a correct record.

### **2451 Disclosures of Interest**

There were none.

### **2452 Recommendations from Local Plan Working Party**

Cabinet considered the recommendations from the meeting of the Local Plan Working Party held on 8 February 2018. The documents referred to are attached to these minutes.

### **Resolved to:**

1. note progress made on the Gypsy & Traveller Accommodation Assessment (GTAA), the Strategic Flood Risk Assessment (SFRA), the Employment Land Needs Assessment (ELNA), and the Local Plan;
2. agree that the Self-Build and Custom Housebuilding Register is split into two parts in order to give priority to applicants with a local connection and to the proposed fees for applicants to be entered and maintained on the Register;
3. agree the revised draft Strategic Land Availability Assessment (SLAA) for publication.

### **2453 Annual Grants 2018-19 - Key Decision**

Cabinet considered a report on the proposed Annual Grants for 2018-2019 to organisations in the voluntary and community sectors.

The report outlined grant applications received and explained the benefits that the work of the voluntary sector provides to the local area and communities.

**Alternative options considered and rejected by the Cabinet:**

Not to award grants as recommended

**Resolved to:**

1. agree the grants awards for 2018/19 as detailed in the report;
2. note all other support to the voluntary/charity sector; and
3. note the development of SLA's for our top funded organisations.

**Reasons for decision:**

- To enable a number of charities to continue operating in the borough for the year ahead
- To maintain service levels where charities provide complementary activities to Council frontline services
- To enable new charities and community groups to begin working in the borough, or expand their operations

**2454 Capital Programme and Strategy 2018/19 to 2021/22**

Cabinet considered the report for the Capital Programme and Strategy for 2018/19 to 2021/22.

The Capital Programme and Strategy outlines current schemes and future schemes for consideration taking into account available resources and corporate priorities.

**Resolved to recommend to Council:**

1. To approve the Capital Programme for 2018/19 to 2021/22
2. To approve the Prudential Indicators for 2018/19 to 2021/22

**Reason for recommendation:**

To allow the authority to spend its capital resources for the financial year 2018/19.

**2455 Detailed Revenue Budget for 2018-19**

Cabinet considered the Detailed Revenue Budget for 2018 – 2019.

The Revenue Budget shows a very positive picture in that a balanced budget has been put forward without the use of reserves, with investment being made in retaining staff, addressing resourcing issues in areas like Property, Management, Finance and Legal and also maintaining the Council's assets and making revenue contributions to Capital.

**Resolved to recommend to Council:**

1. Participating in the Surrey wide 2018/19 Business Rates Retention pilot scheme.
2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations.
3. Continuing the complete disregard of war pension /armed forces pension income from benefit calculations.
4. The growth and savings items as set out in the report's appendices.
5. The Council Tax Base for the whole council area for 2018-19. [Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 39,280.00 band D equivalent dwellings and calculate that the Council Tax requirement for the Council's own purpose for 2018-2019 is £197.44 Per Band D equivalent dwelling.
6. To approve a £5 or 2.6% increase on Band D in the Spelthorne Borough Council element of the Council Tax for 2018-19. Moreover:
  - a) The revenue estimates as set out in Appendix 1 be approved.
  - b) No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2018/19.
  - c) To agree that the Council Tax base for the year 2018/19 is 39,280.00 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

That the following sums be now calculated by the Council for the year 2018/19 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	87,047,100	Being the aggregate of the amount which the council estimates for the items set out in Section31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
B	79,291,700	Being the aggregate of the amount which the Council estimates for the items set out in

		Section 31A(3) of the Act
C	7,755,400	Being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council tax for the year (including Parish precepts)
D	197.44	Being the amount at 3(c) above (item R), all divided by item T (2 above) calculated by the Council in accordance with Section 31B(1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
F	197.44	Being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its

		area to which no Parish precept relates.
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That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
131.63	153.56	175.50	197.44	241.32	285.19	329.07	394.88

Being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2018/19 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

#### **Precepts issued to the Council**

	A £	B £	C £	D £	E £	F £	G £	H £
<b>Surrey County Council</b>	<b>940.86</b>	<b>1,097.67</b>	<b>1,254.48</b>	<b>1,411.29</b>	<b>1,724.91</b>	<b>2,038.53</b>	<b>2,352.15</b>	<b>2,822.58</b>
<b>Surrey Police &amp; Crime Commissioner</b>	<b>157.71</b>	<b>184.00</b>	<b>210.28</b>	<b>236.57</b>	<b>289.14</b>	<b>341.71</b>	<b>394.28</b>	<b>473.14</b>

#### **Reasons for Decision:**

The Authority is required to set a balanced budget and a Council tax rate for the financial year 2018/19.

#### **2456 Pay Policy Statement 2018/2019**

Cabinet considered the Pay Policy Statement for recommendation to the Council.

The Pay Policy Statements set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees.

**Resolved to recommend** to Council that the Pay Policy Statement for 2018-19 is approved.

**Reasons for recommendation:**

Pay Policy Statement must be agreed by full Council and be published by 31 March each year.

**2457 Capital Monitoring Quarter 3**

Cabinet considered the Capital Monitoring report for the Quarter ending December 2017.

The report showed capital expenditure for the period ending December 2017 as £92.3m, and details of estimated outturn for the financial year.

**Resolved** to note the current level of spend.

**2458 Revenue Monitoring Quarter 3**

Cabinet considered the Revenue Monitoring report for the period to December 2017.

The net expenditure report showed a positive variance of £1.86m. The majority of this will be transferred to reserves to protect against the risk of reduced income from property acquisitions.

**Resolved** to note the current level of spend.

**2459 Exemption to contract standing orders for the appointment of a construction project manager and design team.**

Cabinet considered the exemption to contract standing orders for the appointment of a construction project manager and design team.

The report considered the options available for the selection and appointment of a project manager and design team in relation to the replacement of the leisure centre in Staines-upon-Thames.

**Alternative options considered and rejected by the Cabinet:**

Not to agree the exemption.

**Resolved** to exempt contract standing orders to delegate the selection of a construction project manager and the construction design team to the Group Head of Regeneration and Growth in consultation with the Deputy Chief Executive and the Leader of the Council.

**Reasons for decision:**

To ensure the development project is progressed as swiftly as possibly.

**2460      Amendment to Outside Body representation**

In his capacity as Executive Leader, Councillor I.T.E. Harvey had made the following amendments to the appointments of Council representatives on an outside body.

**Spelthorne Business Forum**

Councillor C. Barnard (previously a deputy) replaces Councillor C. Davis as a representative

Councillor I.T.E. Harvey replaces Councillor R. Barratt as a deputy

Councillor O. Rybinski replaces Councillor C. Barnard as a deputy

These changes will be effective until 21 June 2018 when Cabinet will undertake its annual appointments to all outside bodies.

**Resolved** to agree the changes made by the Leader to representation on the Spelthorne Business Forum effective until 21 June 2018.

**2461      Leader's announcements**

The following are the latest service updates from various Council departments.

The Council has secured the conviction of a person who had been operating an unhygienic tattoo and body piercing studio from the garage of his home in Stanwell. The magistrates heard that Mr Garcha had been operating without the necessary registration for seven years and had tattooed and pierced many people over that time. Mr Garcha pleaded guilty to the offence and was ordered to pay a £250 fine, £30 victim surcharge and £500 in costs.

Following the collapse of the construction firm, Carillion, the Council issued a statement reassuring residents that it is not affected by the company's liquidation.

Planning has now published its Green Belt Assessment which sets out how areas of the borough are performing against Green Belt criteria. The assessment will form part of the council's evidence for the Local Plan which identifies the needs of the borough in relation to housing, the economy, community facilities and infrastructure.

Work to build eight new flats has started on the site of the former Bugle Pub in Upper Halliford and three two-bedroom homes on the site of the former Churchill Hall in Sunbury. Residents living nearby have been informed. Both projects will be completed in September.

The prestigious Spelthorne Means Business Awards were launched on 6 February. Held at Caffè Gusto in Staines, local businesses and Council representatives gathered to open this year's competition which is designed to acknowledge the achievements of local companies and showcase the 'best of the best' in Spelthorne.

Heathrow has launched a ten-week public consultation regarding expansion at the airport. The council has advertised the consultation and drop-in events and also published an online summary explaining the potential impact of the airport's expansion for local residents.

Cedars Recreation Park in Sunbury-on-Thames is to under-go refurbishment, thanks to funding from London Irish Rugby Club.

A leaflet is being designed to accompany the Council Tax bills which will give residents information about how the tax is divided between the Police, Surrey County Council and Spelthorne.

Registration has opened for the Staines 10K race taking place on 13 May.

Lights in the Tothill multi-storey car park in Staines have been upgraded to LEDs to save money and improve the setting.

**2462 Urgent items**

There were none.

**2463 Exempt Business**

**Resolved** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**2464 Exempt report - Acquisition of Property J - Key Decision**

Cabinet considered an exempt report regarding the acquisition of Property 'J'.

This property is of strategic importance and value and the acquisition of this links to the assets and income generation strand of the Council's transformation programme known as 'Towards a Sustainable Future'.

**Alternative options considered:**

- Formally agree not to submit a bid

**Resolved to:**

1. Approve the acquisition of the investment asset identified in this report;
2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);



3. Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset

**Reasons for decision:**

It will bring in a steady income stream for the term of the lease. The income stream will assist in the future ongoing financial stability of the Council.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to “call in” a decision;***
- (4) ***To avoid delay in considering an item “called in”, an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a “call in” being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of “call in”:-***
  - ***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***

- ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 1<sup>st</sup> March 2018.***