



# RUNNYMEDE BOROUGH COUNCIL

## SERVICES REVIEW BOARD

Thursday, 11 July 2002, at 7.30 p.m.

in the Council Chamber,  
at the Civic Offices, Addlestone

# A G E N D A

### Members of the Review Board

Councillors P.J. Poole (Chairman), D.W. Parr, B.J. Relph, P.B. Tuley and K.J.T. Walmsley.

### and all other Members for information

#### Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Review Board so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr. J. Gurmin, Borough Secretary's and Leisure Services Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425624).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

COMMITTEE SECTION



## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

#### **Matters in respect of which reports have been made available for public inspection**

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### **PART II**

#### **Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.**

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO REVIEW BOARD MEMBERSHIP

2. MINUTES

To confirm and sign the Minutes of the meetings held on 12 February 2002 and on 16 May 2002 (the latter are attached at Appendix "A").

3. MEETING OF SERVICES REVIEW BOARD MEMBERS

A note of this meeting held on 11 April 2002 is at Appendix "B" for information. There was no meeting of the Review Board as such because a quorum was not present.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room, if the interest is personal and prejudicial.

A Member of a Review Board who has participated in or been consulted (other than as a Ward Member) upon a decision being examined by that Review Board shall declare that fact. Membership of a Committee or Sub-Committee which took the decision counts as participation in the decision.

6. HOUSING STRATEGY STATEMENT (BHCSM)

1. Purpose of Report

1.1 **To provide Members of the Review Board with an opportunity to comment on the proposed Housing Strategy Statement to be submitted to the Government by 31 July 2002.**

2. Background Information

2.1 The Council is required annually to submit a copy of its Housing Strategy together with supporting statistical information to the Government Office for the South East (GOSE). This information, along with the Council's Asset Management Plan and Capital Strategy, is used by the Government to form an assessment of the Council's performance and to decide on the allocation of housing and other capital resources.

2.2 The production of the Strategy is an important exercise as it provides an opportunity to undertake a comprehensive evaluation of the housing situation in the Borough and to establish a plan of action for the next five years.

3. Report

3.1 Attached at Appendix "C" (separately circulated) is the revised Housing Strategy Statement for this year. Within the Strategy there is also a revised version of the Council's Capital Programme.

3.2 The Housing Strategy Statement has been drawn up in accordance with Government requirements. These requirements are set out in detail at Appendix "D" to the main Agenda on pages 3 to 5. The Housing Revenue Account Business Plan is currently being finalised. This may result in some minor changes being required to the Housing Strategy document. Any such changes will be reported verbally to the Review Board.

3.3 The Capital Programme has been revised to include a larger proportion of funds for the Do It Yourself Shared Ownership Scheme. Members will be aware that this is a very successful

scheme that has operated within the Borough for some years. Provision has been increased to meet the growing demand.

- 3.4 The full financial implications of the Roakes Avenue and Bowes/Wapshott Road redevelopment are not yet known. The revised Capital Programme does not therefore take these issues into account. The programme will, of course, be adjusted as soon as the full financial impact is known.
- 3.5 The Housing Strategy has to be submitted to the Government Office for the South East by 31 July 2002. A Special Meeting of the Housing and Community Services Committee is being held on 22 July 2002 to approve the two documents. In view of these timescales, the Board is requested to agree not to call in the decision of that Committee.
- 3.6 The statistical Appendix "B" within the Strategy will not be available in time for the meeting but the information will be placed in the Members' Room. A copy of the Service Plan referred to in the Strategy will also be placed in the Members' Room.

**OFFICERS' RECOMMENDATION that -**

- i) **the Board note the revised Housing Strategy Statement and offer comments for consideration by the Housing and Community Services Committee; and**
- ii) **this issue be identified as one where delay in implementation will prejudice the interests of the Council and therefore the Board's call-in power be not exercised for this matter.**

**(TO RESOLVE)**

Background Papers

Assistant Borough Housing Manager's Housing Strategy files

7. ENFORCEMENT OF PLANNING CONTROL - PROGRESS REPORT (BTSO/BSLSO)

Attached at Appendix "E" is the progress report on enforcement of Planning Control as at 25 June 2002. At its meeting on Wednesday 3 July 2002, the Planning Committee will be considering a report on Planning Control which will inform Members of complaints received regarding alleged breaches of planning control, progress in resolving outstanding breaches and current staffing issues. The Board will be advised verbally of the outcome.

**(FOR INFORMATION)**

Background Papers

None stated

8. FUTURE WORK PROGRAMME – OVERVIEW AND SCRUTINY FUNCTION (BSLSO)

1. Purpose of Report

**To invite Members to identify those topics that they consider should be examined under the statutory Overview and Scrutiny function over the coming year.**

2. Report

2.1 Members of the Board will be aware that the Corporate Management Committee at its meeting on 4 July 2002 will be considering the report attached at Appendix "F" concerning the best arrangements for Overview and Scrutiny in Runnymede.

2.2 The Board will be advised verbally of the outcome of that Committee's discussion, which will be the subject of a recommendation to Full Council on 18 July.

- 2.3 The Board is invited to indicate at this stage, those issues which it would like to be looked at by the Overview and Scrutiny Committee which the Council appoints.

**THE REVIEW BOARD IS ASKED to -**

**indicate what matters it wishes to see on the Agenda of the Committee which will be undertaking the Overview and Scrutiny function over the coming Municipal Year.**

**(TO RESOLVE)**

Background Papers

None

9. EXCLUSION OF PRESS AND PUBLIC

If the Review Board is minded to consider the foregoing reports in private session, it is the

**OFFICERS' RECOMMENDATION that -**

**where appropriate, the press and public be excluded from the meeting during the discussion of the reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraphs of Part I of Schedule 12A of the Act.**

**(TO RESOLVE)**

**PART II**

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