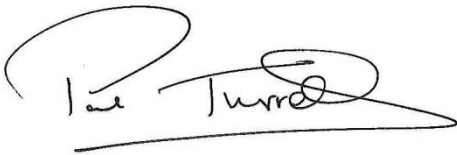


11 July 2018

Dear Councillor

**SUMMONS TO A MEETING OF THE COUNCIL**

I hereby summon you to attend the meeting of the Council to be held on **Thursday 19 July 2018 at 7.30pm** in the Council Chamber at the Civic Centre, Addlestone.



PAUL TURRELL  
Chief Executive  
**01932 425500**  
Email: [paul.turrell@runnymede.gov.uk](mailto:paul.turrell@runnymede.gov.uk)

**A G E N D A**

1. **FIRE PRECAUTIONS**

The Mayor will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **MINUTES**

To approve and sign, as correct records, the Minutes of the Meetings of Council held on 16 and 17 May 2018 (Appendices 'A' and 'B' respectively- blue pages).

3. **MAYOR'S ANNOUNCEMENTS**

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the orange coloured form circulated with this Agenda and hand it to the Democratic Services Manager at the start of the meeting. A supply of the form will also be available from the Democratic Services Manager at the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

6. **SPEAKING OR QUESTIONS FROM MEMBERS OF PUBLIC UNDER STANDING ORDER 12**

7. **PETITIONS**

To receive any petitions from Members of the Council under Standing Order No 19.

8. **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 13**

9. **RECOMMENDATIONS FROM COMMITTEES**

- i) To consider the following Minutes and recommendations from the Environment and Sustainability Committee held on 21 June 2018 and Corporate Management Committee held on 28 June, 2018. The full Agenda reports and appendices associated with these recommendations were circulated with the agendas for these meetings and are available on the website.

**Environment and Sustainability Committee – 21 June 2018**

a) **FOOD SERVICE PLAN 2018/19**

Members of the Committee were asked to approve the proposed Food Service Plan for 2018/19.

The Food Standards Agency (FSA) had produced a framework agreement on local authority food law enforcement. One part of that agreement contained service planning guidance. This ensured that key areas of enforcement covered by the Food Law Enforcement Standard were included within local Food Service Plans, whilst allowing scope for flexibility and the inclusion of any locally defined objectives. The requirement to produce a local Food Service Plan came into effect on 1 April 2001.

Members reviewed the proposed Plan for 2018/19 and recommended it for approval by Full Council.

**RECOMMEND TO FULL COUNCIL that –**

**the Food Service Plan for 2018/19 (Appendix ‘C’- pink pages) be approved by Full Council on 19 July 2018.**

**Corporate Management Committee – 28 June 2018**

b) **TREASURY MANAGEMENT ANNUAL REPORT 2017/18**

The Committee considered the annual report on treasury management activity and performance for the 2017/18 financial year. The Overview and Scrutiny Select Committee would consider the annual report at its meeting on 5 July 2018.

During the year, Council complied with all its legislative and regulatory requirements and its Treasury Management Statement and Treasury Management Practices. None of the approved Prudential Indicators had been breached and a prudent approach had been taken in relation to all investment activity with priority being given to security and liquidity over yield. A full set of prudential and treasury indicators for 2017/18, the economic background to treasury management and a schedule of the outstanding loans at the end of the year was noted. The Committee noted the borrowing activity for the year which included a loan taken out with North Yorkshire County Council. Public Works Loan Board 25 and 50 year rates had been volatile during the year with little consistent trend. The Committee noted Public Works Loan Board rates for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year. Officers had been able to under borrow by £25 million, which made a saving of £575,000 in a full year at 2.3%.

The Committee noted a summary of investment activity during the course of the year, split between the sectors of the counterparties with which the funds were invested. A full list of investments held by the Council at 31 March 2018 was noted. The original estimate for investment income for

2017/18 was based on the Council achieving an average interest rate of 0.25%. The Council averaged a rate of return of 0.79 % during the year which compared favourably with the Council's benchmark rates. One of the reasons this favourable rate had been achieved was through the Council's investment in pooled funds and the Funding Circle. These investments offered enhanced returns over the longer term but were potentially more volatile over the shorter term. The market value of these investments at 31 March 2018 and their returns in 2017/18 were noted. These funds had produced a yield in excess of 4.5% and had benefitted from capital appreciation of over 8%.

The financial year continued the challenging investment environment of previous years, namely low investment returns and continually changing credit ratings. The management of counterparty risk remained the primary treasury management priority. The criteria in the Annual Investment Strategy were continuously reviewed to minimise risk as far as reasonably possible whilst retaining the ability to invest with secure institutions.

**RECOMMEND TO FULL COUNCIL that –**

**the Treasury Management Annual Report 2017/18 be noted.**

**c) PROVISION OF NEW AFFORDABLE HOUSING AND THE USE OF RETAINED 1-4-1 RIGHT TO BUY CAPITAL RECEIPTS**

At its meeting on 6 June 2018, the Housing Committee received a report on provision of new affordable housing and the use of retained 1-4-1 Right to Buy Capital Receipts and had recommended that a supplementary capital estimate be approved for the sum of £500,000 for 2018/19. This would be funded from set aside capital receipts which would enable the Council to work in partnership with Registered Social Landlords (RSL)s in the acquisition or building of affordable housing upon which the Council would receive nomination rights.

In April 2012, the Government amended the Right to Buy rules so that Right to Buy receipts were now shared between the MHCLG (formerly DCLG) and local authorities. If the Council retained the receipts it had to spend them within 36 calendar months following receipt.

Officers were concerned that due to procurement and planning issues and a shortage of suitable staff to see these projects through to development the Council might not be able to spend the retained receipts in the appropriate timescale. Any unspent funds had to be repaid to the Government and this would incur an interest penalty. Retained receipts could only be used for affordable housing but they could also be passed on by the local authority to a Registered Provider (RP). The Housing Committee had noted that releasing funds to a partner RP in return for nomination rights to a development would be hugely beneficial to Runnymede. Officers had initiated formal discussions with RPs with a view to funding 30% of a project cost in exchange for full nomination rights on eventual dwellings. The initial plan would be that payments to RPs would be limited to 2018/19, though if the scheme worked well further opportunities could be considered.

The Corporate Management Committee concurred with the recommendation of the Housing Committee and agreed to recommend to full Council the approval of the supplementary capital estimate.

**RECOMMEND TO FULL COUNCIL that –**

**a supplementary capital estimate be approved for the sum of £500,000 for 2018/19, to be funded from set aside capital receipts which will enable the Council to work in partnership with partner Registered Social Landlords in the acquisition or building of affordable housing upon which the Council will receive nomination rights.**

- i) To consider the recommendation from the Overview and Scrutiny Select Committee shown below which will be included on the supplementary Summons which will be circulated in due course. The full Agenda report and appendix associated with this recommendation was circulated with the Agenda for the Overview and Scrutiny Select Committee meeting and is available on the website.

## **Overview and Scrutiny Select Committee – 5 July 2018**

a) Annual Report of the Overview and Scrutiny Function

### **10. PROPOSED SPECIAL RESPONSIBILITY ALLOWANCE - CHAIRMAN AND VICE- CHAIRMAN OF THE RUNNYMEDE JOINT COMMITTEE (CHLG)**

#### **Synopsis of report:**

**To determine whether it is appropriate that a Special Responsibility Allowance should be awarded to acknowledge the responsibilities associated with discharging the offices of Chairman and Vice - Chairman of the Joint Committee which has been established by Runnymede Borough Council and Surrey County Council.**

#### **Recommendation(s):**

- i) that a Special Responsibility Allowance be awarded in respect of the post of Chairman of the Runnymede Joint Committee when that office is held by a Runnymede elected Member in the sum of £3680.00 per annum;**
- ii) that a Special Responsibility Allowance be awarded in respect of the post of Vice- Chairman of the Runnymede Joint Committee when that office is held by a Runnymede elected Member in the sum of £1840.00 per annum; and**
- iii) that any subsequent review of these Special Responsibility Allowances be undertaken as part of the triennial review of Members Allowances.**

## **1. Context of report**

- 1.1 At its meeting on the 19 April 2018 the Council considered a report to agree to the establishment of a Joint Committee with Surrey County Council. The Joint Committee will carry out a number of functions.
- 1.2 The Joint Committee will be composed of elected Members from both Runnymede and Surrey. It has been agreed that the role of Chairman of the Joint Committee will alternate between Runnymede and Surrey. The Joint Committee will also have a Vice- Chairman and this role will be filled by a member from the local authority whose representative is not acting as chairman.
- 1.3 It is the normal practice in local government to acknowledge the duties associated with chairing a committee by awarding what is termed a Special Responsibility Allowance (SRA) to the role.
- 1.4 This report makes proposals for the awarding of SRAs to Runnymede members who are sole representatives of Runnymede Borough Council (as opposed to 'twin hatter Members' on the committee who are a Member of both Runnymede BC and Surrey CC) and will sit on the Joint Committee in the capacity of Chairman or Vice- Chairman .

## **2. Report**

- 2.1 Surrey County Council's Local Committee (Runnymede) was one of eleven established by Surrey County Council in April 2002 to bring local government into the heart of the community. The committee met four times per year in public. The local committee in Runnymede was made up of six county councillors, representing each of the divisions within the borough and six Borough Councillors. They discussed issues such as education, young people, highways and transport.

- 2.2 Discussions over the last year between Runnymede and Surrey revealed a shared appetite to replace the Local Area Committee for Runnymede with a Joint Committee. The Joint Committee is a new equal partnership providing a platform where joint arrangements can be co-ordinated and thereby enable a more holistic view of cross-cutting service delivery and planning. This in turn will reduce the risks of fragmented service delivery, improve outcomes for residents and strengthen local democracy.
- 2.3 It was resolved that the Joint Committee would operate under an agreed framework for an initial 12 month period, with a scope to delegate additional functions and possibly further budgets after this time if desired. The Joint Committee will help deliver the following aims:
- increase the involvement of residents, local communities, businesses and partners;
  - improve decision making;
  - support Councillors in their role as community leaders and champions;
  - promote greater accountability and local scrutiny; and
  - provide an innovative two tier response to central government policy initiatives and a platform on which future joint arrangements can be coordinated.
- 2.4 In terms of the membership of the Joint Committee, there are six Members from Surrey (some of which are also Runnymede Members) and six Runnymede Members, of which at least one must be a member of Runnymede's Corporate Management Committee.
- 2.5 From 2018/19 Municipal Year the offices of Chairman and Vice-Chairman will alternate between the two authorities every year with Surrey providing the Chairman in 2018/19. If the appointed Chairman is a Surrey member the Vice-Chairman must be a Runnymede member and vice-versa.
- 2.6 Section 18 of the Local Government and Housing Act 1989, as amended by Section 99 of the Local Government Act 2000, makes provision in relation to basic, special responsibility and childcare and dependants' carers' allowances for Members of Local Authorities. The Secretary of State can make regulations under that section requiring Local Authorities to make a scheme of allowances for their Members and to establish and maintain a panel to make recommendations to the Council about the scheme.
- 2.7 The Local Authorities (Members' Allowances) (England) Regulations 2003 (2003 Regulations) have been made under these provisions. The Regulations provide that it is for each Local Authority to decide its scheme and the amounts to be paid under that scheme. Councils are required to establish and maintain an independent remuneration panel which will broadly have the functions of providing the Local Authority with advice on its scheme, the amounts to be paid. Local Authorities must have regard to this advice.
- 2.8 The approach, therefore, is one where questions as to the amounts payable to Members are matters for local determination. In this way, Local Authorities can take full account of their particular circumstances. Local Authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of SRAs.
- 2.9 One of the allowances that can be paid is a SRA. Such an allowance is paid to such members of an authority as have such special responsibilities in relation to the authority as are specified in the scheme and are within one or more categories set out in the 2003 Regulations. One of the categories mentioned in the 2003 Regulations is:
- presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee.
- 2.10 The category mentioned above is normally used to justify the payment of a SRA to a person who acts in the role of Chairman of a committee. Surrey has agreed under the scheme of allowances they have approved for 2017/18 to pay a SRA of £8015.98 for the role of Chairman of Local or Joint

Committees. Surrey does not pay any SRA to any other of their members who sit on the Joint Committee.

- 2.11 The scheme adopted by Surrey does not apply to Runnymede and it is therefore a matter for Runnymede to decide whether it would wish to adopt the approach taken by Surrey to award a SRA for its members who will act as Chairman of the Joint Committee. Runnymede currently pays a SRA to the members who act as Chairman of the various committees it has established.
- 2.12 Given the resources and budget available to Runnymede and the allowance scheme it has adopted it would not be possible to justify a level of SRA similar to the Surrey one. It is proposed that in line with existing SRAs a Runnymede member who acts as Chairman of the Joint Committee be awarded a SRA of £3680 per annum. This amount mirrors that which is paid to the Chairmen of the majority of committees established by Runnymede. It is also proposed that a Runnymede member who holds the office of Vice-Chairman on the Joint Committee receive a SRA of £1840 per annum.
- 2.13 The rationale behind these proposals is that the aims of the Joint Committee are to: increase the involvement of residents, local communities, businesses and partners; improve decision making, speed-up processes and reduce duplication in governance; support Councillors in their role as community leaders and champions; promote greater accountability and local scrutiny; and provide an innovative two tier response to central Government policy initiatives and a platform on which future joint arrangements can be coordinated. When a Runnymede member is acting as Vice-Chairman they will need to act as a contact point and support the work of the Chairman and the SRA reflects this additional function beyond their mere membership of the Joint Committee.
- 2.14 If Members are minded to agree these proposals the current Independent Remuneration Panel should be consulted on this proposal. Officers have taken the liberty of consulting the Panel in relation to their views on this suggestion and their response was that the Panel were supportive of the proposal.

### 3. **Policy framework implications**

- 3.1 Corporate Priorities in the Corporate Business Plan 2016-2020 which the Joint Committee is expected to directly support are:
- To take opportunities for expanding our consultation programme with local people as resources allow.
  - To take opportunities for improving the safety of our residents and visitors.
  - To continue supporting and improving the quality of lives of our vulnerable/deprived individuals.
  - To continue in our endeavours to support the ambitions of residents and businesses where it serves the greater good of the community.
  - To continue maintaining our assets.

### 4. **Resource implications**

- 4.1 The Members allowances budget will be adjusted for this year and subsequent years

### 5. **Legal implications**

- 5.1 Legal implications are contained within the body of the report.

### 6. **Equality implications**

- 6.1 None

### 7. **Conclusions**

- 7.1 The establishment of the Joint Committee is designed to improve interaction between the two tiers of local government which deliver services to the residents and businesses of Runnymede.

Members who discharge the functions of Chairman and Vice-Chairman will be undertaking special responsibilities in those roles. This approach mirrors that which has been taken by the other participant in the Joint Committee.

**(To resolve)**

**Background papers**

None.

**11. PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION**

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, paragraph 3, to the Local Government Act 1972.

**12. PROPERTY RELATED MATTERS**

To consider the confidential reports circulated separately.

ANNUAL MEETING OF THE COUNCIL16 May 2018 at 7.30pmThe Worshipful the Mayor (Councillor I A Chaudhri) retiring Mayor in the chair.

Members of the Council present            Councillors A Alderson, D E Anderson-Bassey, J R Ashmore, J Broadhead, I A Chaudhri, Mrs D V Clarke, D A Cotty, M D Cressey, Ms F Dent, S L Dennett, R J Edis, J R Furey, Mrs L M Gillham, Mrs J Gracey, T Gracey, Mrs M T Harnden, N M King, Mrs G M Kingerley, D J Knight, M T Kusneraitis, Mrs Y P Lay, S Lewis, S M Mackay, M J Maddox, Mrs C S S Manduca, M Nuti, D Parr, N Prescott, N Rubidge, Ms A Shepperdson, Ms C Simmons, P Snow, Miss J K Sohi, P S Sohi, P J Taylor, A P Tollett, P J Waddell, Mrs G Warner, N Wase-Rogers and M Willingale

Members of the Council absent:            Councillors Mrs E Gill and Miss M N Heath

1.     FIRE PRECAUTIONS

The Mayor read out the Fire Precautions.

2.     RETIRING MAYOR

The Mayor welcomed Members and Guests. The Mayor reported that he had had a memorable Mayoral year where he had attended hundreds of events and mentioned particular highlights.

The Mayor mentioned the two fundraising events which took place during the Mayoral Year, namely the Charity Ball and the Walk for Peace.

The Mayor thanked those who had supported him in his Ball.

The second event was the Walk for Peace which was the largest fundraising event that a Mayor ever helped organise and host in the Borough.

The Ball raised £15,000 and along with donations from the AMA and others, the Mayoral Charity Account had approximately £22,346 which would be divided between his 3 Mayoral charities.

Due to the great success of the Walk for Peace and fundraising still continuing the AMA had alone allocated an estimated £12,000 for charities of his choice. This brought the grand total fundraising to approximately £34,346, a figure that could be higher as this did not include match funding for his charities.

Many Councillors expressed their appreciation of the service and commitment given by the Mayor and Mayoress and in particular for bringing people in the community together and for raising much needed funds for local groups.

The Mayor thanked his Mayoress Aleema Chaudhri for her commitment and support during the year and his two children, Isaam and Azka. A floral tribute was presented to Aleema Chaudhri.

Finally, the Mayor thanked all those persons who had helped him during his year. A floral tribute was presented by the Mayor to Katie Edmond (Mayoral Assistant) for her valuable support during the Mayoral Year.

3.     MAYOR – ELECTION OF

**RESOLVED that –**



**Councillor Dolsie Clarke be Mayor of Runnymede for the Municipal Year 2018/19.**

4. DECLARATION BY MAYOR OF ACCEPTANCE OF OFFICE

The statutory declaration of acceptance of office was made and signed by Councillor Mrs Clarke, who thanked the Council for her election and took the Chair.

(The Worshipful the Mayor, Councillor Mrs Clarke in the Chair).

5. DEPUTY MAYOR – APPOINTMENT OF DEPUTY MAYOR

**RESOLVED that –**

**Councillor Parshotam Sohi be Deputy Mayor of Runnymede for the Municipal Year 2018/19**

6. DECLARATION BY DEPUTY MAYOR OF ACCEPTANCE OF OFFICE

The statutory declaration of acceptance of office was made and signed by Councillor Sohi, who thanked the Council for his appointment.

7. MINUTES

The Minutes of the meeting of the Council held on 19 April 2018 were confirmed and signed as a correct record.

8. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Gill and Miss Heath.

9. DECLARATION OF INTEREST

Councillor Furey declared a non-pecuniary interest in the item on Runnymede Joint Committee as he was a Member of the SCC cabinet. Councillor Furey remained in the room but did not speak or vote on the item.

10. MAYOR'S ANNOUNCEMENTS

The new Mayor thanked the Council for the honour of serving in this office and was looking forward to her Mayoral Year, where she would be proud to represent the Borough. Her consort would be Dr Brian Perry.

The Mayor congratulated former Mayor, Councillor Chaudhri, on his outstanding Mayoral Year and Councillor Sohi on his appointment as Deputy Mayor. The Mayor thanked the former Mayoress for her hard work during the year

The Mayoral Charities would be:

St Peter's Hospital Portable Hearing Loops for A & E  
Chertsey Scouts for a new Scout hut  
A Charity fund from which small charities could benefit and in this regard the Mayor presented Megan Bainbridge of 'Helping Hand' with a cheque

11. CONSTITUTION FOR 2018/19

Council was informed that the Constitution, as agreed at the meeting of the Council on 19 April 2018, would apply for the Municipal Year 2018/19.

12. COMMITTEES – APPOINTMENT OF

The Council considered the report of the Chief Executive, which set out the requirements of the Local Government and Housing Act 1989. Members received information as to the wishes of the various Political Groups as to Committee appointments.

**RESOLVED that –**

- i) **the allocation of seats be as follows:-**

<u>Committee</u>	<u>Political Groups</u>				<u>Total</u>
	<u>Con</u>	<u>Ind</u>	<u>RAR</u>	<u>Lab</u>	
Corporate Management	10	2			12
Environment and Sustainability	8	2			10
Housing	7	1	1	1	10
Community Services	7	1	1	1	10
Planning	12	2	1		15
Regulatory	3	1	1		5
Overview and Scrutiny	7	1	1		9
Select / Crime and Disorder Standards and Audit	8	1	1		10
<b>TOTALS</b>	<b>62</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>81</b>

- ii) **the allocation of Committee seats to Members of Political Groups as at commencement of the Municipal Year 2018/19, as requested by those Groups and as laid before Council, be approved;**
- iii) **Councillor Ms F Dent be appointed to Committees as set out above;and**
- iv) **any Member of the Council from the three political groups be eligible for appointment to any Committee or Sub-Committee.**

13. LICENSING COMMITTEE**RESOLVED that –**

**the Members of the Licensing Committee for the Municipal Year 2018/2019 be Councillors Broadhead, Chaudhri, Cotty, Mrs Gill, Mrs Gracey, Mrs Harnden, Lewis, Rubidge, Ms Shepperdson, Sohi and Waddell.**

14. ENGLEFIELD GREEN COMMITTEE**RESOLVED that –**

**the Englefield Green Committee (as required by the Crown Lease) for the year 2018/19 be established and constituted as follows:**

- i) **Councillors Miss Heath, King, Kusneraitis, Prescott, Miss Sohi and P J Taylor; and**
- ii) **Two representatives appointed from the qualifying householders, namely Mr A E Panter and Mr N Bromilow.**

(Mr Panter and Mr Bromilow received 38 votes each and Mr Band received nil votes.)

15. CHAIRMEN AND VICE-CHAIRMEN – APPOINTMENT OF

**RESOLVED that –**

**the following Chairmen and Vice-Chairmen be appointed for the Committees specified:-**

**Corporate Management Committee**

**Chairman : Councillor N Prescott  
Vice-Chairman : Councillor Miss M N Heath**

**Environment and Sustainability Committee**

**Chairman : Councillor Mrs G Warner  
Vice-Chairman : Councillor D A Cotty**

**Housing Committee**

**Chairman : Councillor Ms C Simmons  
Vice-Chairman : Councillor Miss J K Sohi**

**Community Services Committee**

**Chairman : Councillor Miss M N Heath  
Vice-Chairman : Councillor N King**

**Planning Committee**

**Chairman : Councillor Mrs G M Kingerley  
Vice-Chairman : Councillor D W Parr**

**Overview and Scrutiny Select Committee / Crime and Disorder Committee**

**Chairman : Councillor M Maddox  
Vice-Chairman : Councillor P J Taylor**

**Licensing Committee**

**Chairman : Councillor Mrs J Gracey  
Vice-Chairman : Councillor S Lewis**

**Regulatory Committee**

**Chairman : Councillor Mrs J Gracey  
Vice-Chairman : Councillor S Lewis**

**Standards and Audit Committee**

**Chairman : Councillor M Nuti  
Vice-Chairman : Councillor D Anderson-Bassey**

16. SUB-COMMITTEES

Council received and noted the nominations to existing Sub-Committees from the Conservative and Runnymede Independent Residents' Groups. The Sub-Committees would elect Chairmen and Vice-Chairmen at their first meetings in the Municipal Year.

17. RUNNYMEDE JOINT COMMITTEE

**RESOLVED that –**

**Councillors Alderson, Broadhead, Parr, Prescott, Taylor and Waddell (Vice Chairman) be appointed as the Council's Members on the Runnymede Joint Committee.**

18. SURREY WASTE PARTNERSHIP APPOINTMENT AND SURREY LEADERS' GROUP NOMINATIONS

**RESOLVED that –**

- i) Councillor Mrs Warner be the Council's representative to serve on the Surrey Waste Partnership for 2018/19 with Councillor Mrs Gillham attending in an observer capacity;**
- ii) Councillor King be nominated to the High Sheriff's Award;**
- iii) Councillor Rubidge be nominated to the SCC Pension Fund Board;**
- iv) Councillor T Gracey be nominated to South East Reserve Forces' and Cadets' Association;**
- v) Councillor Lewis be nominated to Active Surrey Sports Partner forum;and**
- vi) Councillors T Gracey and Kusneraitis be nominated to the Surrey Civilian Military Partnership Board and Task Group respectively**

19. ANNUAL APPOINTMENTS TO OUTSIDE BODIES

The Council noted that the External Appointments Sub-Committee would meet on 24 May 2018 in order to make appointments to various outside bodies.

Mayor

(The meeting ended at 8.37pm)

SPECIAL MEETING OF THE COUNCIL17 May 2018 at 7.30pm

The Worshipful the Mayor (Councillor Mrs D V Clarke) in the chair.

Members of the Council present	Councillors A Alderson, D E Anderson-Bassey, J R Ashmore, J Broadhead, I A Chaudhri, Mrs D V Clarke, D A Cotty, M D Cressey, Ms F Dent, S L Dennett, R J Edis, J R Furey, Mrs L M Gillham, Mrs J Gracey, T Gracey, Mrs M T Harnden, N M King, Mrs G M Kingerley, D J Knight, M T Kusneraitis, Mrs Y P Lay, S Lewis, M J Maddox, Mrs C S S Manduca, M Nuti, D Parr, N Prescott, N Rubidge, Ms A Shepperdson, P Snow, P S Sohi, P J Taylor, A P Tollett, P J Waddell, Mrs G Warner and N Wase-Rogers
Members of the Council absent:	Councillors Mrs E Gill, Miss M N Heath, S Mackay, Ms C Simmons, Miss J Sohi and M L Willingale

20. FIRE PRECAUTIONS

The Mayor read out the Fire Precautions.

21. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Gill, Miss Heath, Ms C Simmons, Miss J K Sohi and M L Willingale.

22. DECLARATION OF INTEREST

Councillor P Sohi declared a disclosable pecuniary interest in the item on the Amended Local Plan on land ownership grounds. Councillor Sohi withdrew from the room when the matter was considered.

23. SPEAKING OR QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER STANDING ORDER 12**Speech by Mr Eastment**

Mr Eastment, Chairman of the Ottershaw Park Estate Company, had given notice that he wished to speak about the wider consequences of the recent local election in Foxhills, RBC Planning Policy and constructive communication with residents.

In making his speech, Mr Eastment referred to the continued existence of illegal traveller sites and the attempt in the Local Plan to address the longer term issue of pitch numbers by including traveller pitches in planning developments.

Furthermore, he reiterated the need for better engagement with residents and was critical of communication by the Council with residents on planning matters and the size and readability of Local Plan documents.

Mr Eastment questioned whether the development proposals in the Local Plan would benefit residents. Mr Eastment expressed concern over the impact of future housing development on Green Belt and Infrastructure, and particularly on the A320. In regard to the A320, Mr

Eastment was critical of the recent A320 Study and the impact of the potential roundabout on Ottershaw Village and the exclusion of residents from the list of stakeholders.

Mr Eastment concluded by stating that the A320 Plan had galvanised local opinion and this was reflected in the recent election result in Foxhills ward.

### **Speech by Mr Pyle**

Mr Pyle on behalf of the Wentworth Residents Association (WRA) had given notice that he wished to speak on the Local Plan, in particular loss of Green Belt land and the negative impact of Local Plan policies on Virginia Water and its environs.

Mr Pyle referred to a drop-in session organised by the WRA on the Local Plan and the concerns expressed by attendees over the scale of proposed housing development and the infrastructure required to support such development.

Mr Pyle expressed concern that there was no commuter service stopping at Longcross Station despite it being promised as part of the Longcross North planning permission. This stopping service would be even more important in view of the proposal to build a minimum of 1700 houses on Longcross South.

Mr Pyle expressed concern over proposals for location of traveller sites and considered RBC had failed to address the issue of travellers.

Finally Mr Pyle expressed reservations over the A320 Feasibility Study and its conclusions.

### **Question by Mr Nichol**

Mr Nichol, Chairman of two Ottershaw Residents Associations and the Residents' Associations of Runnymede group asked the following question:

'Has this Council adequately considered the effect of its Local Plan and associated Transport Plan on its existing residents?'

In his supporting remarks, Mr Nichol questioned whether Central Government intervention as an alternative to the Council approving the Local Plan would be worse and welcomed an informed debate on the practicalities of this alternative.

Mr Nichol expressed concern over communication with residents, removal of land from the Green Belt and densities of development on Brox End Nursery and other allocated housing sites.

Mr Nichol stated that key workers could never afford to buy property in the borough and before building in the Green Belt he wished to see increased Council housing on brownfield sites.

Mr Nichol stated that if the only option was to remove land from the Green Belt to meet housing requirements then the Council should tell Central Government that their housing requirements could not be met.

Finally, Mr Nichol also expressed concern over the A320 Feasibility Study and its impact on Ottershaw Village. Mr Nichol put forward an alternative option of a Bypass for Ottershaw similar to Chertsey.

In conclusion, Mr Nichol stated that the Plan was incomplete and unsound.

The Leader of the Council thanked Mr Eastment and Mr Pyle for their statements. In response to the question asked by Mr Nichol, the Leader of the Council responded as follows:

*'I can confidently say that Members have had the effect of new development and infrastructure on local residents at the forefront of their minds throughout the development of the Local Plan.*

*Officers have ensured that the formal assessment of the effects of the Local Plan have iteratively informed the development of policies throughout the development of the Plan through the Sustainability Appraisal Process; A process which, at each key stage of the plan, assesses the environmental, social and economic effects of the plan against identified objectives. Significant effects and associated mitigation and enhancement measures have been identified, incorporated and used to inform the development of the Plan. All these Appraisals are available on the Council's website.*

*The representations received from local residents in the preceding three public consultations along with this advice from Officers have helped Members form the Local Plan under consideration tonight.*

*It is of course the case that balancing the conflicting needs within a small constrained Borough is always going to be a continuous challenge. This Local Plan is a combination of growth and conservation as we accommodate our growing population and its inherent societal demands that underpin the objectives of this Local Plan.*

*Continued residential growth is needed to support the growing population of the Borough with 88,000 people increasing to 103,000 in the next three years, and ensure the children of our current residents have access to much needed housing. This growth must, however, be accompanied by the necessary infrastructure and services to support the residents of Runnymede. As such, there are many working parties in the Council whom are working with partners, including the County Council; to support investment in our roads, including the construction of the Runnymede Roundabout and the improvements to the A320 road; take opportunities for improved and enhanced rail links; and to tackle the extraordinary challenge of flooding in our Borough by supporting and pledging funds for the River Thames Scheme and safeguarding land for this. Runnymede Borough Council has pledged investment for the River Thames Scheme.*

*The Council knows that with more homes also comes a need for greater access to Jobs. The effect of this has also been considered with the protection of the most strategic employment sites, to maintain the very high level of employment and enterprise in the Borough along with support for our town and local centres and all other areas of our economy.*

*All the effects of the Local Plan have been carefully considered with no stone left unturned to ensure we have done our utmost in finding ways to provide for all types of housing and jobs required while conserving our valued environment and accommodating the necessary infrastructure that our communities need. I myself wrote a statement that it is our duty to consider brownfield before Green Belt and that is why we have undertaken development at Addlestone and intend development in Egham town centres.*

*Balancing the ability to meet the needs for housing, employment and infrastructure, with the protection and conservation of those things residents value in the Borough in a forward plan is always challenging and I am satisfied that the new Draft Local Plan 2030 is the best avenue for Runnymede in this respect'.*

**Owing to the complexity of the business on the Summons, the Chief Executive had asked the Mayor, under Standing Order 20.3, to allow relevant Officers to address Council and respond to any Member questions and comments on the following items of business. The Mayor duly agreed.**

24. **AMENDED DRAFT RUNNYMEDE 2030 LOCAL PLAN**

The approval of Council was sought to carry out a further public consultation on the amended draft Local Plan under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Following approval at the Full Council meeting of 9 January, the draft Local Plan was approved for publication and public consultation. This was the third public consultation on the emerging Local Plan. This public consultation ran between 11 January and 22 February 2018. 845 representations were received during the course of this public consultation. Officers had read and considered the comments made within all of these representations.

However, since this time, it had been confirmed that the Government had missed its target to publish the new NPPF and the new standardised methodology for calculating housing needs by 31 March and it would now come into effect at a later date. The Council's October 2017 Local Development Scheme (LDS) had aimed for the Local Plan to be submitted on 31 March as under this new methodology, information published by the Government indicated that Runnymede's housing need figure would increase. The recent consultation on proposed revisions to the National Planning Policy Framework (NPPF) confirmed however that this standardised methodology and other updated national guidance would not come into effect for the Plan making process until 6 months after the publication of the revised NPPF which would not be until November 2018 at the earliest. When it became apparent that the 31 March 2018 date was no longer relevant, the Council agreed, in discussion with officials at the Ministry of Housing and Local Government that a 4 month extension to the Local Plan timetable would be beneficial to allow for the remaining parts and updates of the evidence base to be published and a further round of public consultation to be undertaken. This would allow interested parties to comment on the updated evidence base documents and how they had shaped the Local Plan, and would also allow the Council to include these important evidence base documents in the library of documents which it could rely upon at the Council's Examination in Public. It was agreed that the extension would help maximise engagement and transparency in the Local Plan and reinforce the soundness of the Local Plan.

The Council had used this extension to the Local Plan timetable to complete and publish the additional documents which would form part of the Local Plan evidence base. These additional reports and studies had been incorporated into the evidence base which underpinned the Local Plan, and other relevant studies, such as the Sustainability Appraisal and Habitats Regulation Assessment, had been updated, and would also be submitted to the Secretary of State on 31 July 2018.

Following the publication of the above mentioned evidence and the consideration of all of the representations received during the consultation on the draft Local Plan, a number of amendments had been made to the draft Local Plan, following consultation with the Local Plan Members Working Group. These changes were clearly shown in the draft Local Plan document (Appendix 'A') and were further described in the schedule of modifications (Appendix 'B').

Council was informed that the significant majority of comments from representations in this latest consultation were concerned with the overarching Spatial Development Strategy, policy SD2 and specific site allocations. In particular comments were concerned with the two site allocations in Ottershaw (SL2 Brox End, and SL12 Ottershaw East), with the other allocations attracting notably fewer comments from the consultation.

A full summary of the representations had been published on the website.

The key changes to the Draft Plan that had been included in the version now before Members were:

- Amendments to some of the boundaries and capacities of allocations, both for housing and for strategic employment
- Within Strategic Employment Areas additional flexibility; to allow the inclusion of hotel development subject to prescribed criteria.



- Within housing allocations additional flexibility; where relevant to seek to provide necessary Gypsy and Traveller pitches 'off site' subject to prescribed criteria.

These changes had been made in response to representations made during the consultation.

The amendments identified to site allocation capacity had also enabled Officers to confirm that the full Objectively Assessed Housing Need for Runnymede, of 498 dwellings a year could be met over the Plan period.

Other clarifications and corrections had also been included, many of which respond to requests for changes from statutory consultees.

The updated version of the draft Local Plan had been iteratively informed by the Evidence Base, which itself had been updated during, and in response to the last consultation. Specific additional or finalised Evidence had been published in advance of this meeting, for scrutiny, and Members consideration, including, but not limited to:

- An Air Quality Monitoring Report – This confirmed that no unacceptable exceedances would be created by the proposed growth in the Borough
- An addendum to the Site Capacity Analysis Report – informed by representations from local residents and site promoters to update and clarify the capacity of identified allocated sites
- An update to the Council Viability Assessment – provided in response to representations, and confirming that the proposals of the Draft Plan remained viable
- An Addendum to the Exceptional Circumstances document – which laid out the Council's justification for amending the Green Belt boundary
- The Playing Pitch Strategy – proving a baseline for current and future supply and demand assessments for playing pitch provision
- The final version of the A320 feasibility report – Which illustrated potential capacity enhancements on this road corridor that could be introduced to manage anticipated increased traffic
- Amended and updated evidence in respect of flooding – responding to comments during the consultation from the Environment Agency and an additional site promoter, and providing site specific flood risk assessment information on certain identified sites.

This amended and updated evidence, along with the responses received during consultation, had informed the proposed amendments to the draft Plan, which had been further subjected to, and informed by, the necessary Sustainability Appraisal, Habitats Regulations Assessment and Equalities Impact Assessment; all of which had also been published on the website.

Members were asked to endorse the amended Draft Local Plan as sound for the purposes of submission for examination and for publication and consultation under Regulation 19. This further Regulation 19 consultation would be "Part 2" of our Regulation 19 consultation, with response both from the "Part 1" January consultation and this May consultation being submitted with the Draft Plan for consideration.

Officers reassured representors to this further consultation that any previous representations made in the Part 1 consultation, early this year would also be submitted, and they did not therefore have to repeat their representation if they believed their comments were unaffected by the new evidence or amendments that had been made.

Subject to Council approval, this Part 2 consultation would commence on 18 May for a period of six weeks, and upon conclusion any necessary changes considered in accordance with the process described in the Motion below. Members were informed that a special meeting of Council had been arranged for Monday 30 July 2018 to seek Council approval, if required, to submit the Local Plan.

On submission of the Plan, the Planning Inspectorate would be asked to appoint a Planning Inspector to conduct the Local Plan Examination, who would manage any public hearings. The Inspector would then provide an independent report to the Council, to cover the legality and statutory soundness of the document and to make recommendations, including any modifications considered to be necessary and where further consultation would be required to be carried out, prior to the final adoption of the Local Plan by the Council.

The Chairman of the Planning Committee endorsed the Plan, thanked the Planning Policy Team for all their work thereon and proposed the following Motion:

- i) The amended Draft Runnymede 2030 Local Plan (Appendix A) be endorsed as sound for the purposes of its submission for examination;*
- ii) The amended Draft Local Plan is approved for publication and consultation as the Regulation 19 submission documents;*
- iii) Consultation on the amended Draft Local Plan commence on 18th May 2018; and*
- iv) Following the conclusion of the public consultation, the Corporate Director of Planning and Environmental Services, further to discussion with the Chief Executive, Chairman of the Planning Committee, Leader of the Council, Leader of the Runnymede Independent Residents' Group and Leader of the Residents' Associations of Runnymede Group be authorised to make any non-substantive changes/updates to the draft Local Plan and submit the draft Local Plan to the Secretary of State on or before 31st July 2018.*

The Motion was duly seconded.

Some Members expressed concerns over the following:

- A320 potential enhancements and impact on local communities and need for further mitigation measures. The ability of the A320 proposals to meet the infrastructure demands from future development was questioned;
- Adverse impact of potential Ottershaw roundabout which would not address issues arising from anticipated growth, change the character of Ottershaw Village, and impact on Brook Hall and Car park opposite;
- The Air Quality and A320 reports were incomplete and inconclusive;
- Future development of Fair Oaks and impact on Foxhills ward;
- Disproportionate amount of development in Virginia Water which would have a detrimental impact on residential amenities, and lack of regard for views of residents in relation thereto;
- Loss of Green Belt and need to preserve it;
- Loss of green spaces in Chertsey South and Rowtown ward and impact on wildlife habitats;
- Impact on Chertsey area and style of recent developments in Chertsey;
- Impact on Egham Hythe residents from level crossing downtimes ;
- Land Drainage issues associated with the Meadlake ditch and the proposed allocation of housing on Thorpe Lea Road North, a site which could be subject to risk of flooding; and
- Migration of gases via floodwater;

In response to some of these comments, other Members commented as follows:

- There had been extensive consultation on the Local Plan and the Leader gave a summary of consultation undertaken;
- The Plan was a high level document which set out potential housing sites and associated infrastructure considerations. The sites would then be subject of detailed consideration by the Planning Committee as and when detailed planning applications were received in the future;
- The Leader of the Council commented that residents should base their views on factual evidence and not hearsay, but accepted that infrastructure needed to be improved and RBC was trying to secure funding for schemes, such as RTS;
- The Chairman of the Planning Committee confirmed that at this stage the Council had only supported the application for Garden Village status for Fair Oaks. No formal planning application for development at Fair Oaks had been made as yet;
- The A320 was a conceptual study and the A320 potential enhancements were not fixed or finalised. Should the proposals in the Feasibility study come to fruition, hearings and consultations would take place;
- There was an identified need for housing and the Local Plan indicated how this could be provided and the infrastructure needed to support it;
- Provision of additional housing was a requirement of Central Government and was necessary to meet the needs of the borough residents, especially younger persons;
- Communications needed to be improved and dialogue with residents and resident groups had to be open and continuous; and
- The importance of approving the Plan for public consultation was emphasised as failure to do so would result in intervention by the Government and imposition of a Local Plan on the Council which would be to the detriment of all residents of the borough.

Following a full and lengthy debate, the Motion was put to the vote and it was

**RESOLVED that**

- i) the amended Draft Runnymede 2030 Local Plan (Appendix A) be endorsed as sound for the purposes of its submission for examination;**
- ii) the amended Draft Local Plan is approved for publication and consultation as the “Regulation 19” submission document;**
- iii) consultation on the amended Draft Local Plan commence on 18 May 2018; and**
- iv) following conclusion of the public consultation, the Corporate Director of Planning and Environmental Services, further to discussion with the Chief Executive, Chairman of the Planning Committee, Leader of the Council, Leader of the Runnymede Independent Residents’ Group and Leader of Residents’ Associations of Runnymede Group, be authorised to make any non-substantive changes/updates to the draft Local Plan and submit the draft Local Plan to the Secretary of State on or before 31 July 2018.**

**25. INCREASE IN THE COUNCIL’S AUTHORISED BORROWING LIMIT**

The Council considered an increase in the Council's Authorised Borrowing Limit to facilitate the earlier purchase of property acquisitions.

The Council's capital and treasury plans incorporated spending sums against the Property Investment Strategy. The approved Capital Programme included £200m, split evenly over 2018/19 and 2019/20 for strategic property acquisitions.

Risks were mitigated as far as possible with security and liquidity being primary considerations. However, with interest rates set to rise during the year, the uncertainty surrounding the eventual Brexit deal and its effects on the markets and the need to bolster the Council's income position to allow for the regeneration of parts of Egham, Officers sought Council approval to bring forward the £100 million set aside in 2019/20 to the current financial year to secure the required income generation targets earlier.

A revised set of Treasury management indicators taking account of the transfer of £100 million pounds of expenditure from 2019/20 to 2018/19 was reported.

The proposed revised Borrowing Limit, increasing from £637,943,000 to £737,943,000 (of which £101,943,000 relates to the HRA) brought forward the amounts already agreed by Members for property purchases. This amendment would be incorporated into the Mid-year Treasury Management report presented to both the Corporate Management Committee and the Overview and Scrutiny Select Committee as part of the Mid-year Treasury Report later in the year.

Council supported the bringing forward of the planned borrowing set aside in 2019/20 to the current financial year.

**RESOLVED that:**

- i) the revised Prudential and Treasury Management Indicators for 2018/19 ,as reported, be approved; and**
- ii) the authorised limit for external borrowing by the Council in 2018/19, be set at £737,943,000 (this being the statutory limit determined under Section 3 (1) of the Local Government Act 2003.**

26. ACQUISITION OF COMMERCIAL PROPERTIES OUT OF BOROUGH

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

Full Council considered the Freehold purchase of two commercial office properties outside of the Borough in Langley and Milton Keynes

The details and specifications of the properties were noted.

The detail of current tenants of the buildings was reported.

An independent valuation had been commissioned and details of the market valuation and market rent for both properties were noted.

The details of the building survey reports on both properties were reported to Council and this did not indicate any impediment to purchase the property in Langley. With regard to the property in Milton Keynes there was one matter which officers needed to resolve and acquisition would not take place until this had been resolved.

Both acquisitions complied with the Property Investment Strategy 2017-2021.

The financial implications associated with the two purchases were considered by Members, and Officers responded to Members questions thereon. Officers confirmed that the leases would not be affected by BREXIT. The Director of Resources stated that the forthcoming Statement of Accounts would, amongst other things, inform Members of the performance of the Council's property portfolio.

The purchase of the commercial properties would, after allowing for the cost of acquisition provide a major revenue contribution together with a reasonable prospect for growth in the capital value of the assets. In addition, the acquisitions would add both further diversity and quality assets to the Council's portfolio.

The Property Acquisition Member Working Group had supported proceeding with the acquisitions.

On a general point, Members asked for greater clarity and consistency in presentation of risks and financial information for future reports on property acquisitions.

**RESOLVED that -**

- i) the Freehold Purchase of the commercial properties ,as reported, be approved; and**
- ii) a capital spend approval in the sum reported for the purchase of the commercial properties be authorized and taken from the provision for future property investment strategy purchases held within the Capital Programme.**

Mayor

(The meeting ended at 10.27pm)

# **RUNNYMEDE BOROUGH COUNCIL**

## **ENVIRONMENTAL HEALTH SECTION,**

## **ENVIRONMENTAL SERVICES**

## **FOOD SERVICE PLAN - YEAR 2018/2019**



**Runnymede Borough Council  
Runnymede Civic Centre  
Station Road  
Addlestone  
Surrey KT15 2AH  
Telephone No.: 01932 838383**

## **FOOD SERVICE PLAN 2018/2019**

1. **SERVICE AIMS AND OBJECTIVES**

2. **BACKGROUND**

3. **SERVICE DELIVERY**

4. **RESOURCES**

5. **QUALITY ASSESSMENT**

6. **REVIEW**

# **FOOD SERVICE PLAN 2017/2018**

## **1. SERVICE AIMS AND OBJECTIVES**

### **1.1 Aims and Objectives**

- 1.1.1 To ensure that any food purchased and produced in the Borough of Runnymede is safe for consumption.
- 1.1.2 To meet statutory responsibilities in a cost effective and responsible manner in accordance with Food Standards Agency (FSA) and Local Government Regulation (LGR) and other centrally issued guidance.
- 1.1.3 To encourage best practice and publish advice on Food Hygiene Regulations to business and voluntary groups.
- 1.1.4 To carry out enforcement responsibilities as laid down in the Environmental Health Enforcement Policy, the Enforcement Concordat adopted by the Council for Environmental Health Services in November 1999 and the Regulators Code 2014.
- 1.1.5 To undertake discretionary duties in relation to Food Sampling and Food Safety Promotion.

### **1.2 Links to Corporate Objectives and Plans**

- 1.2.1 The Food Service Plan fits into the Authority's corporate planning process forming part of the Environmental Services Business Plan. The Council's Corporate Business Plan 2016-2020 adopted has four key priorities for Runnymede:
  - Supporting Local People
  - Enhancing Our Environment
  - Improving Our Economy
  - Organisational Development
- 1.2.2 The Food Service Plan is a key driver in achieving enhancing our environment and providing support to the business community. An effective food safety service contributes to the above priorities in protecting the health of its residents and visitors through the provision of safe food outlets, the prevention and detection of food borne illness and food poisoning and ensuring good businesses are not being disadvantaged by non-compliant traders.
- 1.2.3 The National Food Hygiene Rating Scheme (FHRS) is a key performance indicator for the food service within the Environmental Service Business Centre Plan.

## **2. BACKGROUND**

### **2.1 Profile of the Local Authority**

- 2.1.1 With a population of 80,510 (Office for National Statistics, Census 2011) the Borough of Runnymede covers 7,804 hectares in the north west of Surrey where it has a lengthy boundary formed by the rivers Thames and Wey. Within its boundaries, which reach from Windsor Great Park almost as far south as Woking, the Borough comprises a number of towns and villages, including in the north, the town of Egham and the residential areas of Virginia Water, Thorpe and Englefield Green. Further south is the town of Chertsey, the town of Addlestone and the villages of New Haw, Ottershaw and Woodham. Although it has a number of businesses Runnymede is basically a residential area bisected by the M25 running north-south and the M3 running east-west.

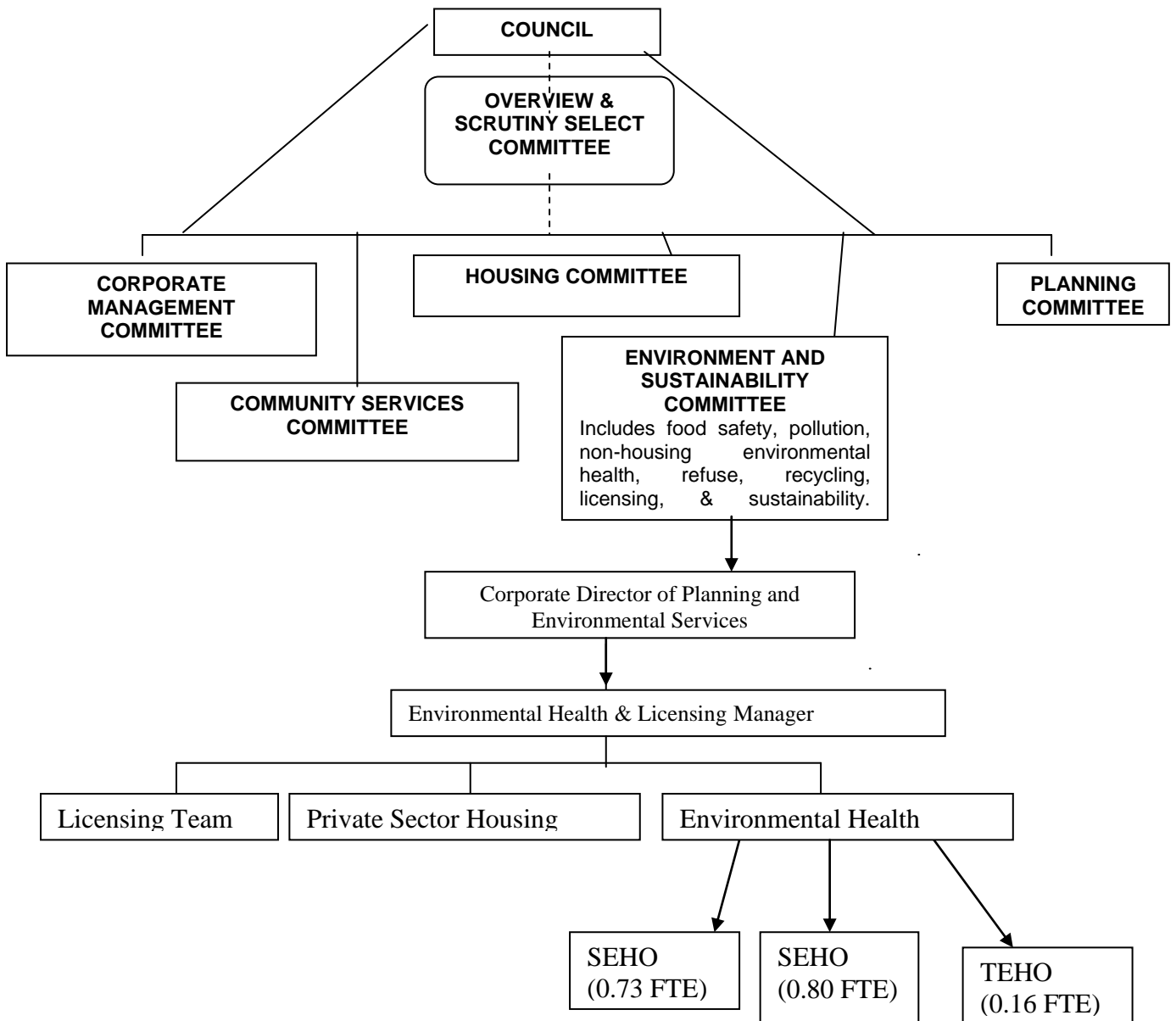
### **2.2 Organisational Structure**



2.2.1 The organisational structure of the Council comprises the full council and 5 main service committees. Food safety issues fall under the terms of reference of the Environment and Sustainability Committee. The Corporate Director of Planning and Environmental Services (CDPES) and the Environmental Health and Licensing Manager (EH&LM) have delegated responsibility for food safety enforcement with service delivery undertaken by the authorised officers of the Environmental Health and Licensing Section.

2.2.2 The organisational structure of the Council and Environmental Services Business Centre is as follows:

**RUNNYMEDE BOROUGH COUNCIL – ORGANISATIONAL STRUCTURE**



SEHO Senior Environmental Health Officer  
TEHO Trainee Environmental Health Officer

- 2.2.3 Specialist services are provided by:
- (i) Public Analyst: Eurofins Scientific Ltd, 28-32 Brunel Road, Westway Estate, Acton, London W3 7XR
  - (ii) Food Examiner: Health Protection Agency, Food Water & Microbiology Laboratory Porton, Porton Down, Salisbury, SP4 0JG
  - (iii) Kent, Surrey & Sussex Public Health England: Consultant in Communicable Disease Control County Hall North, Chart Way, Horsham, West Sussex, RH12 1XA

## 2.3 **Scope of the Food Service**

2.3.1 As a designated Food Authority the Council is responsible for the full range of duties under the Food Safety Act 1990, including:

- the provision of advice to businesses and the public on food safety matters
- the investigation of complaints and requests for service relating to food safety matters
- food premises inspection
- food inspections
- investigations of food complaints
- responding to food safety incidents
- provision of training
- investigation of food related infectious diseases
- control of imported foods

2.3.2 The Council has additional food related responsibilities under the European Communities Act 1972 in respect of Products of Animal Origin imports and exports and 2 officers from the Environmental Health are presently authorised to undertake this work.

2.3.3 Further service elements are provided at the discretion of the Council, e.g. health education, start up advice and water sampling. These discretionary services have a complementary and reinforcing role in the Council's overall objectives of protecting public health.

2.3.4 Enforcement of Food Standards and Animal Feeding Stuffs legislation is the responsibility of the Surrey County Council Trading Standards Department and is outside the scope of the service.

2.3.5 In addition to food safety, other environmental health functions are delivered alongside the food service. These include health and safety at work, infectious diseases, private water supplies, animal welfare licensing, pollution, contaminated land, environmental crime, health and safety and smoke-free enforcement responsibilities.

## 2.4 **Demands on the Food Service**

2.4.1 The majority of food premises in the area are predominately small to medium sized catering or retail businesses. The premises profile for the Authority as at 1 April 2018 was:

Type of Premises	Number
Primary Producers	5
Manufacturers & packers	3
Importers/Exporters	2
Distributors/Transporters	3
Retailers	148
Restaurant/Caterers	578
Total	739

Categorisation as per FSA LAEMS Return 2018

2.4.2 In addition there are:

- an international golf tournament held each year at Wentworth requiring the inspection of a number of visiting food outlets
- a large activity centre at Thorpe Park with in excess of 20 food outlets catering for up to 1½ million visitors a year
- a number of annual agricultural show/fairs e.g. Egham, Chertsey and the Black Cherry Fair.

2.4.3 The service is delivered through the Environmental Health and Licensing Section based at the Runnymede Civic Centre and the service is available from 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on Friday (e-mail messages can be left outside normal work hours via the Council website). In the event of a major incident or an outbreak of food poisoning the Safer

Runnymede Centre holds contact details of Senior Officers who could be contacted in the event of an emergency.

- 2.4.4 A significant number of catering establishments are operated by people whose first language is not English. Where appropriate and feasible, documentation and information is provided in the business owners first language.

## 2.5 **Enforcement Policy**

- 2.5.1 The council adopted the Central and Local Government Enforcement Concordat in regard to its Environmental Services Department in November 1999 expanding this adoption to all other Council enforcement services in 2001. Additionally the Environmental Services works to the current Environmental Health Enforcement Policy. All food safety enforcement decisions are made in consideration of the enforcement policy and any deviations from the policy will be documented. Statutory action may only be taken with the agreement of the CHPES or EH&LM.

- 2.5.2 Copies of the Environmental Health Enforcement Policy are available on request and the Policy is made available on the Council's website.

- 2.5.3 As a follow-up to inspections carried out in 2017/2018 the Division undertook the following enforcement actions;

Action	2017/2018
Prosecutions taken	1
Simple cautions issued	2
Food Safety Act Notices issued	4
Written warning Food	68
Voluntary closures	6

## 3. **SERVICE DELIVERY**

### 3.1 **Food Premises Interventions (Inspections, audits, monitoring)**

- 3.1.1 It is the Council's policy to carry out programmed food hygiene interventions in accordance with the minimum inspection frequencies defined in the Food Safety Act Food Law Code of Practice issued November 2017. Priority will be given to inspections of higher risk premises and any product specific approved premises.

- 3.1.2 The current profile of premises by risk rating in Runnymede and the anticipated number of interventions/inspections to be undertaken during the year 2018/2019 is as follows:

Risk Category *	Number of Premises	Inspection Frequency	Number of Inspections Due 2018/2019
A	4	6 months	8
B	38	12 months	36
C	119	18 months	85
D	243	24 months	116
E	331	(AES) 36 months	165
Unrated	20		21
Total	755		431
Number of inspections outstanding from 2017/2018			9***
Estimated total number of inspections due 2018/2019			440

\*Risk categories are derived from the scoring system laid down in Annex 5 the FSA Food Law Code of Practice (England) November 2017. Scores being given for the type of food produced, size of the business, level of compliance with hygiene and structural requirements and extent of management control, the higher the score the higher the risk category.

\*\* The difference in numbers is due to inspections carried out between the dates the LAEMs returns are made to the FSA and the dates the data is verified.

\*\*\*The majority of these inspections relate to access problems and seasonal variations in trading hours.

In addition it is estimated that:

- 25 premises will require revisiting to check compliance following adverse reports after initial inspection
- 20 new food premises will open and require inspection
- 30 outdoor/temporary mobile food traders at show/fairs will be visited
- 25 premises will request official re-visiting under the FHRS (27 official requests in 2017/18).

Total 100

3.1.3 The authority endeavours to carry out 100% of the inspections due for 2018/2019. The service will continue to respond to any inspection priorities identified by the Food Standards Agency.

3.1.4 An Alternative Enforcement Strategy (AES) continues to be applied to some premises in the lower risk category C and the majority of the low risk premises in categories D and E.

## **3.2 Food Complaints**

3.2.1 The authority will investigate all food complaints or complaints relating to the hygiene of food premises in accordance with the relevant Food Safety Act Code of Practice, centrally issued guidance and its own Food Complaint Procedures. All food complaints involving an imminent risk to health will be responded to as soon as possible and all others within 3 working days.

3.2.2 Enforcement of food safety is undertaken in accordance with the Food Safety Act 1990 and associated legislation, Codes of Practice and in particular the LACORS "Guidance on Food Complaints" for Local Authorities Dealing with Food Complaints, Second Edition November 1988. Decisions shall be made in accordance with the Council's Environmental Health Enforcement Policy.

3.2.3 The number of food complaints and complaints relating to food hygiene practices investigated in 2017/2018 was 91 down from 108 complaints investigated in the previous 2016/2017 period. It is estimated that a similar number of complaints (approx. 90) will require investigation in 2018/2019.

## **3.3 Home Authority Principle/Primary Authority**

3.3.1 The authority endorses and supports both the LACORS Home Authority Principle, and the Department for Business, Energy & Industrial Strategy (BEIS) Primary Authority scheme which entails the local authority in whose area the decision making body of large or national food business are located to act as a lead and coordinating authority for other local authorities when dealing with such business to ensure consistency of advice and enforcement across the whole of that individual business undertakings.

## **3.4 Advice to Business**

3.4.1 The authority will work with food businesses to help them comply with the law. It is the Council's policy to provide advice to businesses including:

- providing on the spot advice during routine visits and inspections
- responding to queries
- advisory visits on request
- provision of advice relating to planning applications
- provision of free advisory leaflets and information sheets (including leaflets in other languages)
- targeted mail shots arising from legislative and policy changes
- the use of consultation mechanisms to seek comments on proposals and policy

3.4.2 The authority is an activate participant in the BDRO Better Business for All (BBfA) programme a partnership approach to better regulation whose purpose is to bring businesses and local regulators together to consider and change how local regulation is delivered and received.

3.4.3 In 2017/2018 the department dealt with a total of 114 specific requests from food businesses and individuals for information requiring officer input on food safety matters in addition the service provided consultation on a number of planning applications in respect of food premises.

## **3.5 Food Sampling**

- 3.5.1 The Authority recognises the important contribution sampling makes to the protection of public health and the food law enforcement functions of the Authority. The Authority will actively participate in:
- EU coordinated control programmes
  - LGR/PHA voluntary coordinated sampling programmes
  - Coordinated programmed surveillance sampling with other members of the Surrey Food Liaison Group

In addition, the Authority where necessary, and in accordance with its Food Sampling Policy, will submit samples for analysis or examination which arise from the investigation of food contamination and food poisoning incidents, as a result of inspection and/or complaint work. Four national sample studies ran in 2017/18 Study 60: Paan (Betel), Curry, Banana, Vine leaves, Study 61: Legionella and equipment hygiene in gyms and leisure centres, Study 62: Ready to eat (RET) chilled food Eastern European and Study 63: reactive study of ovens cooking meat joints. No samples were submitted by RBC for any of the studies due to staff involvement with a major food prosecution and other enforcement work or the study topic 61 being not relevant to RBC.

- 3.5.2 For the year 2018/2019 it is intended that the following LGR /HPA studies will be undertaken.
- April to October 2018 : Study 64 Pastry products
  - TBD – April 2019: Study 65 Topic presently being decided

This will result in approximately 20 samples being submitted for examination.

- 3.5.3 Unless otherwise directed as part of a nationally coordinated sampling programme, analysis and/or examination of all food samples is undertaken by one of the 'Official Food Control Laboratories in the UK' as indicated at 2.2.3.

### **3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease**

- 3.6.1 In the event of an outbreak of food poisoning the Authority follows the procedures set out in the Surrey Outbreak Control Plan and the Environmental Protection Division will act in conjunction with the Public Health England and if necessary, under the direction of the Consultant in Communicable Disease Control (CCDC).

- 3.6.2 There were no major food poisoning outbreaks reported in the Borough during 2017/18.

- 3.6.3 Notifications of food related infectious disease are investigated in accordance with the Environmental Health Infectious Disease Procedures. In 2017/2018 the division received 104 individual food related infectious disease notifications, up from the previous year's figure of 87. It is estimated that a similar number of notifications will require investigation in 2018/2019.

### **3.7 Food Safety Alerts**

- 3.7.1 The Authority will on receipt of any food alert warnings issued by the FSA respond as appropriate and in accordance with:

- The sections documented procedure
- Food Safety Act Food Law Code of Practice March 2017
- Instructions issued by the FSA

- 3.7.2 Out of hours contact arrangements are in place whereby the EH&LM can be contacted by the FSA.

- 3.7.3 The resource implications are very much dependent on the category of any particular food alert warning. All work relating to food alert warnings is undertaken by officers of the authorised food officers. In the event of a large scale warning support staff would be utilised from other areas of the department.

### **3.8 Liaison with Other Organisations**

- 3.8.1 The authority has in place various arrangements to ensure that enforcement action taken in its area is consistent with those in neighbouring local authorities.

- A senior officer sits on the Surrey Food Liaison Group which includes Buckinghamshire & Surrey County Council's Trading Standards and representation from LGR.

- The group has professional representation from the Chartered Institute of Environmental Health (CIEH) the professional body for environmental health officers and the FSA.

3.8.2 There is formal liaison with the Kent, Surrey & Sussex Public Health England Unit and the local water company in relation to public water supplies.

### **3.9 Food Safety Promotion**

3.9.1 The authority will aim to accommodate any request to run basic food hygiene courses during the course of the year (subject to minimum attendance numbers being available). Requests for in-house or one off company training courses will be met subject to staff availability. The service will continue to provide a range of suitable and relevant food safety promotion materials, publications and advice sheets on request and where required in other languages.

3.9.2 The service continues to operate the FSA's National Food Hygiene Rating Scheme (FHRS) across the Borough. As of the 31 March 2018, was at 92% of premises included within the scheme had achieved ratings of 3 or above, 2% below the target set in the Environmental Services Business Centre Plan for 2018. In addition the Authority in partnership with Buckinghamshire & Surrey Trading Standards continues to support the Eat Out Eat Well scheme.

## **4. RESOURCES**

### **4.1 Financial Allocation**

4.1.1 The actual costs of the service for the year ending 31 March 2018 were

<b>Expenditure</b>	
Salaries	<b>£99,500</b>
Training and Recruitment	<b>£2,207</b>
Travelling and Subsistence	<b>£4,823</b>
Furniture and Equipment	<b>£387</b>
General Office Expenses	<b>£519</b>
Communication and Computing	<b>£1,677</b>
Support Service Recharges	<b>£38,760</b>
Services and Expenses	<b>£5,881</b>
	<b>-----</b>
	<b>£153,754</b>
<b>Income</b>	
Costs recovered	<b>£17,471</b>
	<b>-----</b>
<b>Total</b>	<b>£136,283</b>

### **4.2 Staffing Allocation**

4.2.1 The 2018/2019 staffing allocation is presently 1.69 full time equivalents (FTE). Administrative support staff allocation (0.3 FTE) remains within the general Customer Services Section.

### **4.3 Staff Development Plan**

4.3.1 The Council operates a staff appraisal scheme which includes an agreed Personal Development Programme for the forthcoming twelve months following any appraisal. Each year training needs are identified and may be provided in house or externally depending on the requirement. Environmental Health Officers are required to undertake 20 hours per year Continuous Professional Development. Under the statutory Food Law Code of Practice March 2017 there is a minimum requirement of 20 hours on-going CPD for officers specifically engaged in food related work. Records are kept of training undertaken and continuous professional development records are available for scrutiny by the professional body (CIEH) or for audit purposes.

## **5. QUALITY ASSESSMENT**

## 5.1 **Quality Assessment**

- 5.1.1 Ranges of monitoring arrangements are in place to assess performance, particularly having regard to the number of premises due for inspection that are to be inspected during the year.
- 5.1.2 Officers may be monitored by accompanied visits to assess conformance to standards and to ensure consistency of approach. Section meetings, routinely address consistency issues within the team.
- 5.1.3 The information is used by the FSA to assess the compliance of the authority in relation to the standards set out in of the FSA Framework Agreement on Local Authority Enforcement and in the compilation and publishing of enforcement information this provides a continuing assessment by which the Food Safety Service is measured.

## 6. **REVIEW**

### 6.1 **Review against the Service Plan 2017/2018**

- 6.1.1. The service has continued to provide a professional and quality service to both its external and internal customers. Overall the main food objectives of the Council's food service were met. The service completed 98% of its programmed inspections, had limited participation in the national food sampling surveys, regularly attended all the relevant liaison body meetings and generally met its internal performance targets across all food enforcement areas.
- 6.1.2. The FSA's National Food Rating Scheme has now been running within the Borough since April 2012. The scheme is well embedded within the food business community and use of the rating scheme via the FSA website by the general public continues to grow. 92% of Runnymede's eligible businesses under the scheme have ratings of 3 or above, the same level as that of the previous year.
- 6.1.3. A lot of officer time was taken up with the successful prosecution of a national food business operator for various food safety offences. At the time of hearing the record £140,000 fine handed down by the court was a reflection of the time and effort taken by officers in investigating and preparing the case for prosecution.
- 6.1.4. There is some disappointment in RBC not having actively participated in the national sampling study programmes mainly due to the aforementioned prosecution and/or the relevance of the case study to RBC.
- 6.1.5. The service was successful in introducing charging on a cost recovery basis for re-inspection under the FHRS, carrying out 27 such inspections up to April 2018.
- 6.1.6. The 98% figure for programmed inspections in 2017/2018 was up from 94% for the previous year. Access problems and the seasonal nature of some of the business being the main reason for the small number of inspections missing their inspection deadlines.

### 6.2 **Variation from the Service Plan**

- 6.2.1 There were no significant variations from the service plan in 2017/2018.

### 6.3 **Areas for Improvement**

- 6.3.1 The following improvements are planned for 2018/2019:

- Review and update any policies and procedures required to ensure the services compliance with the FSA Frame work Agreement.
- Continue to expand the amount of food safety information available to businesses and the general public on the Council's new website.
- Continue to promote the FSA FHRS across the Borough and seek to increase the number of eligible business achieving rating of at least 3 and over.
- Actively participate in the national sampling studies where appropriate to RBC premises.