

SURREY COUNTY COUNCIL LOCAL COMMITTEE IN SPELTHORNE

**Minutes of the meeting held on Monday 20th July 2009 at Staines
Methodist Church, Thames Street, Staines**

County Council Members:

**Mrs Denise Turner-Stewart (Chairman)*
Mr Victor Agarwal*
Mr Ian Beardsmore*
Mrs Carol Coleman*
Mrs Caroline Nichols*
Mrs Denise Saliagopoulos*
Mr Richard Walsh***

Borough Council Members:

**Councillor Gerry Forsbrey*
Councillor Denise Grant
Councillor John Packman*
Councillor Jack Pinkerton*
Councillor Robin Sider
Councillor Richard Smith-Ainsley (Councillor Jaffer as
Substitute)*
Councillor George Trussler**

*** = present**

(All references to items refer to the Agenda for the meeting)

- 1/09 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN (Item 1)**
The Committee noted the appointment of Denise Turner-Stewart and Richard Walsh as Chairman and Vice Chairman respectively for the current municipal year.
- 2/09 APOLOGIES FOR ABSENCE (Item 2)**
Apologies for absence were received from Councillors Sider, Smith-Ainsley and Trussler. Councillor Jaffer substituted for Councillor Smith-Ainsley.
- 3/09 MINUTES (ITEM 3)**
The Minutes of the meeting held on 20th April 2009 were confirmed as an accurate record and signed by the Chairman.
- 4/09 DECLARATIONS OF INTEREST (ITEM 4)**
Mrs Coleman and Mr Walsh and Councillors Forsbrey, Jaffer, Packman declared a personal interest having received correspondence relating to Item 9 but without comment.

- 5/09 PETITIONS (ITEM 5)**
Two petitions were received one about drainage in Thames Street, Sunbury and one concerning parking in Brackenwood.
Resolved:
To note receipt of the petitions.
- 6/09 MEMBERS' QUESTION TIME (ITEM 6)**
Eight Member questions were received as set out in the annex attached together with the answers given.
- 7/09 PUBLIC QUESTION TIME (ITEM 7)**
Five public questions were received as set out in the annex attached together with the answers given.
- 8/09 LOCAL COMMITTEE PROTOCOL (ITEM 8)**
Resolved:
The Protocol in Appendix A be approved.
- 9/09 ALLEGED PUBLIC FOOTPATH BETWEEN BARTON CLOSE, AND CLAREMONT DRIVE, SHEPPERTON (ITEM 9)**
In accordance with the procedures for public speaking on rights of way issues up to three minutes were allowed for each speaker. Mr Flight and Mr Stables spoke against the recommendations and Mrs Budden on behalf of Mr Turner and Ms Cotterell on behalf of Mr Cotterell, Mrs Jury and Mrs Cotterell spoke in favour of the recommendations.

The Countryside Legal Team Manager tabled a revised plan numbered 3/1/86/H12A.
Resolved:
(i) Public footpath rights be recognised over the route A – B – C on drawing 3/1/86/H12A and that the application for a MMO under sections 53 and 57 of the Wildlife and Countryside Act 1981 to modify the Definitive Map and Statement by the addition of a footpath be approved. The route would be known as Public Footpath no 82, Sunbury
(ii) A legal order be made and advertised and if objections were received it be submitted to the Secretary of State for the Environment, Food and Rural Affairs for confirmation.
- 10/09 4TH AMENDMENT TO WAITING RESTRICTIONS CONSIDERATION OF OBJECTIONS (ITEM 10)**
Insufficient information was provided in the report in relation to recommendation (ii). As decisions on the 4th Amendment to Waiting Restrictions had to be taken together it was agreed to defer the whole item.
Resolved:

After a vote with six in favour and three against that the report be deferred until the 9th September meeting.

**11/09 A308 STAINES BY PASS ROUNDABOUT JUNCTION WITH
FORDBRIDGE ROAD AND KINGSTON ROAD, ASHFORD –
PROPOSED TOUCAN CROSSING (ITEM 11)**

Resolved:

- (i) The Toucan crossing shown on Drawing No 4474-02A be approved for construction
- (ii) The necessary Notice be published in the local press
- (iii) Subject to the necessary funds being made available construction of the proposal is funded from the Local Transport Plan budget.

**12/09 LOCAL ALLOCATION 2009/2010 – CAPITAL FUNDING
REVIEW (ITEM 12) .**

Resolved:

- (i) That items Speed Limit signing, A244 just south of A308 £10,000 and Mobility Ramps £20,000 in Annex C be approved.
- (ii) That any decisions in relation to Annex D be deferred until the 9th September meeting pending completion of the financial review currently being undertaken.

**13/09 COMMUNITY SAFETY FUNDING AND SURREY POLICE
ANNUAL UPDATE (ITEM 13)**

The Chairman welcomed Superintendent Rachel Tills and Borough Inspector Sarah Greenhalgh who jointly gave an update on Surrey Police performance and topical Spelthorne community safety issues. The Chairman thanked the officers for attending the meeting. Members also noted the Community Safety Update report prepared by the Area Director.

Resolved:

- (i) The budget of £14,500 devolved to the Local Committee for community safety be transferred to the Spelthorne Safer Stronger Partnership to be spent to further the work of the Group, £12,000 of this funding to be specifically reserved for the provision of a domestic abuse outreach service locally.
- (ii) The activities of the Spelthorne Safer and Stronger Communities Community partnership in 2008/09 be noted.
- (iii) The details of the 2009 – 2012 three year partnership plan be noted.

**14/09 SURREY FIRE AND RESCUE SERVICE ANNUAL REPORT
(ITEM 14)**

Resolved:

- (i) To note the performance of SFRS within Spelthorne

- (ii) To support the achievement of personnel at Staines and Sunbury fire stations
- (iii) To support the commitment by SFRS to embrace new technology and improved initiatives to reduce risk further and make Spelthorne safer.
- (iv) To endorse SFRS to continue working with partners to influence behaviour in the community.
- (v) To recognise that following evaluation of initiatives funding may be requested in order for them to be implemented, maintained or continued.

15/09**RECONSTITUTION OF GROUPS AND APPOINTMENTS TO OUTSIDE BODIES (ITEM 15)****Resolved:**

- (i) Agreed to appoint the following representatives to the following outside bodies – Chairman or in her absence the Vice Chairman to the Spelthorne Together (Local Strategic partnership), the Chairman or in her absence the Vice Chairman to the Crime and Disorder Reduction Partnership/Safer, Stronger Spelthorne Partnership, Mrs Coleman to the Housing Infrastructure and Environment Thematic Sub Group, Mr Walsh to the Economic Development Group, Mrs Nichols to the Health and Social Well Being Partnership, Mrs Saliagopoulos to the Spelthorne Children and Young people Partnership, and Mr Walsh to the Community Learning Partnership.
- (ii) The On Street Parking Partnership be reconstituted with the following terms of reference “To enable the County and Borough to (i) make representation on any issue with regard to waiting and loading restrictions to the Local Committee (ii) to make recommendations to the Local Committee on the way forward on Controlled Parking Zones and (iii) to keep under review the agreement with the Borough Council as required.
- (iii) Mrs Coleman and Mrs Saliagopoulos be appointed as the County Council’s representatives on the On Street Parking partnership and to note that Councillors Forsbrey and Napper would be the Borough Council’s representatives.

16/09**MEMBERS’ FUNDS (ITEM 16)****Resolved:**

- (i) The criteria and guidance for the use of Members Funds for this year remain the same as last year (Appendices A and B) apart from the capital allocation being divided equally between Members and a further report in respect of one off payments being submitted to the 9th September meeting.

- (ii) The use of delegated authority to the Area Director in consultation with the Chairman (or Vice Chairman if the Chairman's monies are being proposed for spend) be approved.
- (iii) To note funding approved under delegated authority in the last financial year (paragraphs 2.1 – 2.7)
- (iv) To approve the request from Ashford Congregational Church regarding a change of use of funding.
- (v) To agree funding for four advertisements including in the local newspapers to be shared equally between all Members subject to any contribution from the Area Director's budget from any venue cost savings.
- (vi) To approve a funding request from Spelthorne Borough Council for up to £1,000 for hanging baskets within Staines South and Ashford West, to be funded from Mrs Turner-Stewart's allocation.

17/09**FORWARD PROGRAMME (ITEM 17)****Resolved:**

- (i) To note the meeting dates and times for the Local Committee in 2009/10.
- (ii) To agree that informal meetings be held if and when required during the course of the year.
- (iii) To note there would need to be a special meeting of the Local Committee on 9th September to consider a report on Airtrack.
- (iv) To agree that the venue for the 12th October Local Committee be held in the Council Chamber at Knowle Green and if this works successfully to hold the meetings in that venue in the future.
- (v) To develop a Forward programme in consultation with Members.

18/09**SELF RELIANCE IN STANWELL (ITEM 18)****Resolved:**

- (i) £19,200 be approved to enable the secondment to two part time posts of 20 hours each for eight months to support the Stanwell Family and Youth Support Workers subject to the Area Director being satisfied that all appropriate arrangements are in place before the release of funding.
- (ii) £2,000 be approved for use by the Stanwell Family and Youth Support Worker and two assistants as a resource pot for buying teas and coffees when meeting young people and families and for organising family and youth activities for their clients
- (iii) The Youth Justice Service be asked to report to the Local Committee in January on how these additional resources

have been able to support children, young people and families in Stanwell.

- (iv) The Area Director be asked to submit options for the use of the remaining self reliance monies of £2,800 to the 12th October Local Committee meeting.

19/09

DATE OF NEXT MEETING (ITEM 19)

The next meeting would be a special meeting on Wednesday 9th September at 4pm in the Council Chamber, Council Offices, Knowle Green, Staines followed by the next ordinary meeting of the Local Committee to be held on Monday 12TH October 2009 in the Council Chamber of the Council Offices, Knowle Green, Staines at 4pm.

The meeting which commenced at 4.00pm ended at 7.18 pm

Chairman.....



SCC LOCAL COMMITTEE IN SPELTHORNE – 20th July 2009

AGENDA ITEM 6

MEMBERS' QUESTIONS

Councillor Sider asked the following question:

“Can the Director of Youth Services inform me if Shepperton Youth Club is now fully staffed to enable the club to open each evening, and if not, can he inform me of the reasons for such delay in recruiting?”

The Youth Development Officer gave the following answer:

“Shepperton Young People’s Centre is now open every Wednesday evening for young people to drop-in. This has been made possible by the redistribution of staff from other areas of the Borough to allow Shepperton to open. The Youth Development Service, understands the pressures in the Shepperton locality and is doing all it can to maintain and grow provision. We are some way off having a permanent staff team, as recruitment is still a significant challenge. We have advertised repeatedly for the last 2-3 months with a limited response. We are working with HR to promote these and other posts within the Spelthorne area and will continue to do so. Shepperton is now open 2/3 nights a week for young people on a regular basis.”

Councillor Sider asked the following question:

“The Surrey Youth Games are always a tremendous success and encourage keen competition for Boroughs and Districts to participate. Can the Director of Youth Services inform me why athletics, which are arguably the most attractive discipline to all major games competitions did not form part of this years Surrey Youth Games?”

The Youth Development Officer gave the following answer:

“The Youth Games is led by Spelthorne BC, Leisure Services. Having consulted the SBC Borough Youth Officer, I have been advised that Athletics was dropped from this year’s games, as a result of a lack of coaching capacity. The core goal of the Youth Games is to encourage young people into new sports. This is delivered through a series of training/taster sessions prior to the Games. Young people are then encouraged to join local clubs or coaches to build on their skills and experiences. In the case of Athletics, all the Athletics clubs in Surrey are full and unable to take new members.

Therefore these sports where put on hold for 2009 until more capacity can be created.”

Mrs Saliagopoulos asked the following question:

“The County Tree Maintenance Budget for Spelthorne: where in Spelthorne has this budget been spent in the last year - how many trees are on the list awaiting remedial work please?”

The Local Highway Manager gave the following answer:

“Last year we carried out 29 tree works from the maintenance budget and a further 48 tree works from the from the Members’ Revenue Budget. The works varied considerably in size from all trees along a road to individual trees and were carried out at the following locations:

TREE REVENUE BUDGET**Staines**

Worple Road (All)
Rosefield Road (All)
Cherry Tree Avenue
Avondale Avenue
Templedene Avenue
Evelyn Crescent
Kenyngton Drive

Ashford

Wrens avenue
Chestnut Road (All)
Ethel Road
Kenilworth Road (All)
Warwick Avenue (All)

Shepperton

Hetherington Road
Gaston Bridge Road
Charlton Road

Stanwell

Hawthorne Way
Leylands Lane
Bedfont Road

MEMBERS' ALLOCATION**Staines -Stanwell**

Glebe Road	Hithermoor Road
Brightside Avenue (All)	Strodes Crescent
Horton Road	Rookery Road (All)
Grosvenor Road	Nursery Gardens
Town Lane	Flintlock Close
Meadway	
Lucan Drive	

Ashford

Parkland Road /Grove (All)	Coolgardie Road
Stanley Road	Feltham Road
Poplar Road	Park Road
Redleaves Avenue	
Warwick Avenue (All)	
Denman Drive (All)	

Shepperton

Walton Bridge Road	Laleham Road
Lois Drive	Catlin Crescent
Burbidge Road	
Dunboe Place	

Sunbury

Nursery Road	Lyndhurst Ave (All)
Claremont Ave	Queensway
Parkwood Grove	Birch Grove
Broomfield	
Allen Road	

For 2009 / 2010 £50,000 has been allocated to tree work across the six districts that comprise West Area Highways. Essential tree work has been costed for this year's Tree Maintenance Budget for about £9,000

There are currently 280 outstanding tree works on the Spelthorne list and these range from work to bring the trees up to SCC standards to complete removal of the tree(s)."

Mrs Saliagopoulos asked the following question:

"When will the white lining scheduled for Laleham Road Staines be carried out please?"

The Local Highway Manager gave the following answer:

"The cost of white lining maintenance across the six districts of West Area Highways was estimated but found to exceed the current year's budget. A revised cost estimate is being prepared for essential white lines only, including Laleham Road. As soon as the locations have been finalised, an order will be placed and the markings will be remarked."

Mrs Saliagopoulos asked the following question:

"What is the position with regards to the roundabout situated in Kingston Road at the junction of Knowle Green - has a sponsor been found for this please?"

The Local Highway Manager gave the following answer:

"Kingston Road is programmed to be resurfaced during the current financial year between and including its junctions with Knowle Green and Worple Road. Mindful of the damage that has occurred to the roundabout at Knowle Green, I have discussed with colleagues the overrun problem. A proposal to provide Trief kerbing, as recently installed over the railway bridge at Kingston Road, is under consideration as a preventative measure. This would avoid the need to move the kerb line as that would be considered a redesign of the roundabout which would necessitate a complete review of all approaches to the junction.

Should the Trief kerbing prove to be a satisfactory option I am hopeful that the work can be included within the planned major maintenance work even though some additional funding will need to be identified.

Market Force is the company that currently arranges sponsorship to fund the maintenance of roundabouts in Spelthorne. Discussions regarding the transfer of this responsibility to Spelthorne Borough Council are on-going."

Mrs Saliagopoulos asked the following question:

"Would the Highways Manager agree that the work carried out to the carriageway in Kingston Road and in Leacroft is an absolutely first class job? Would she also agree that the work carried out to enhance the Kingston Road Bridge with safety measures is also a fine example of excellent work carried out by our Contractors, Ringway?"

The Local Highway Manager gave the following answer:

"I do agree that both schemes along Kingston Road are excellent examples of our constructor's work. Our Constructor Partner, Ringway has commented that the project was completed to a high standard and to budget despite being delivered in the winter season."

Councillor Forsbrey asked the following question:

"Has the resurfacing of Church Road Ashford been taken off the list of roads to be resurfaced, if this is the case who took the decision and why, if it has been taken off the list can the officer please tell me when the road will be placed back on the list, when will the work in Church Road be carried out? As the road is a very poor condition it needs more than the pot holes filled in."

The Local Highway Manager gave the following answer:

"A full review of the major maintenance list of locations was carried out to prepare the two year programme for 2008/9-2009/10. At the time of assessment, Church Road was the prioritised at 100. By the end of the two year programme, 77 major maintenance schemes will have been completed. This list is currently under review and Church Road will be reassessed together with other locations in need of repair."

Councillor Forsbrey asked the following question:

"Could the highways officer tell me how much the replacing of the bollards in Church Road Ashford was as 80% of them have once again been knocked down levying our road and footpaths looking as if it is in the middle of a war zone. When they are replace please do not replace them with the same, but put in a lower block of granite so that we do not waste money for them to be knock over as soon as they are put up, could the officer tell me when this work will be carried out as Church Road Ashford is looking like a third world high street not one of Surreys."

The Local Highway Manager gave the following answer:

"I do not agree with the description of Church Road, Ashford however the cost to replace 35 missing and damaged bollards last February / March was £6,300. The only repeat site appears to be o/s the library and college. On the basis that they have been hit again so soon after replacement suggests some areas should be reviewed. There is no allocated budget for this maintenance work in Ashford and remedial work will need to be considered in parallel with maintenance work required at other locations across the Borough."

AGENDA ITEM 7**PUBLIC QUESTIONS****Mr Carruthers asked the following question:**

"I asked a clear formal question concerning £100,000 at the September 2008 Local Committee meeting but unfortunately neither the formal response nor

that given to my subsidiary one gave an answer to this question. Then the Chairman promised that a written answer would be given to me.

However, not having received any answer by the next Local Committee Meeting in November 2008, I asked again for one at the initial informal forum, and was again promised that a written answer would be forthcoming to the still unanswered question.

The next Local Committee Meeting due to be held in January 2009 was cancelled.

It is now June 2009, and still there has been no attempt to answer my initial very serious question. The matter is, in fact, even worse than I originally thought.

It is understood that the County Council is making a present of the land known as TP26 to the Spelthorne Borough Council for the sum of £1, but hopefully to also include transfer costs (although it does not say so), but is also giving to the Borough a gift of the cost of 15 years maintenance at £51,000 plus £150,000 apparently to provide a high specification pedestrian pathway. There is also the future liability of unknown cost to deal with pedestrian/highway problems between the unconnected sections of TP26 that are not so far included within this scheme.

This munificence is being given at a time when the County cannot even find the money to fill road potholes, and in fact is more than is allocated for highways maintenance within the borough. Also, it must be remembered (as I pointed out) that there is a County/Borough agreement already in place from 2004 that capped County costs of the whole transfer at £50,000.

My original question to this Committee still remains unanswered. Please therefore will you explain and justify the payment of an additional £151,000 (not my earlier £100,000) to the Borough for no apparent additional benefit to County? “

The Local Highway Manager gave the following answer:

“I do not recall an arrangement to cap the costs of the whole transfer at £50,000 and on 26 March 2009 the Leader of the Council responded to your enquiry and informed you that the situation was quite different to what was agreed in 2003.

He pointed out the two aspects to the proposal – the transfer of the land with the requirement for subsequent maintenance i.e. grass cutting and the construction of the footpath.

The proposal is to transfer the piece of land, together with a commuted sum of £50,000 for its maintenance. This is a one-off payment and will fund the grass cutting for 15 years at the rate of about £3,500 per annum. In addition, on the transfer of the land there will be the standard condition for some claw-back of any future sale proceeds.

Over and above the commuted sum SCC will also pay for the construction of a new footway/cycleway to formalise the trodden paths with a surface that can be used in all weather. The scheme was included within our early programme of works in support of the Safer Routes to Schools project and would provide a relatively safer route, particularly for school children.

As the Borough Council will own the land and be responsible for its future maintenance it seemed sensible for them to oversee the construction of the surfaced path. Although the initial estimate was £50,000, once the designs were complete and we looked at the current market costs, the estimate is now £150,000. Funds have been identified for this but, should the scheme cost less, any remaining funds will be returned to the County Council.”

Mr Pat Brady asked the following question:

“My question is regarding the re-marking of Sunbury Cross Roundabout. I have attached my letter to Mr Blair Conacher, of 10.11.2008. I was told by Julie Bone, Community Liaison Officer of Spelthorne, by e-mail on 10.11.2008, following the spring area forum meeting:

“In order to ensure that any modifications to the lane markings are comprehensive, West Area Highways is assessing all the comments made by the public. The redesign should be completed by the end of March and the remarking carried out early next financial year. Blair Conacher SCC.”

Has the redesign been completed, and when will the remarking be done?”

The Local Highway Manager gave the following answer:

“Due to other pressures it was not possible to complete the design by the end of the last financial year however work is now almost complete. The Highways Agency, who maintain the M3/A316 slip roads, and Surrey Police will be consulted on the proposed alterations to the roadmarkings during August. Any observations will be considered and the design will then be submitted for safety audit. When the full extent of the proposal has been established, funding to implement the proposal will need to be identified.”

Mr Woods asked the following question:

“Why are Spelthorne CC ruining a residential area in Leacroft by not spending and therefore saving £315 per annum by not cutting a third of the grass, yet on the other hand encourage residents to become involved with Spelthorne in bloom to “improve the environment”? As an association, we have offered Streetscene many alternative options on how to solve the problem, even paying and cutting the grass ourselves, but all are rejected. Why?”

The Local Highway Manager gave the following answer:

“Grass cutting in Spelthorne is complicated as some areas are cut by SBC under an Agency Agreement with SCC, some areas are owned and cut by SBC and other areas are cut by the Housing Association.

The grass referred to at Leacroft is common land and is maintained by SBC. I have contacted SBC colleagues about this question and they consider any enquiry relating to this area should be directed to them for their consideration and response."

Mr Keith Johnson asked the following question:

" A couple of months ago disruptive road works resulted in a large manhole being constructed in the Green Street pavement immediately north of the Nursery Road junction. This manhole has now disappeared with advent of the Nursery Road junction roadworks.

I should like to know :

- was the construction of the manhole a mistake and who was responsible,
- what was the purpose of the manhole ,
- how much did the creation and refilling of the manhole cost and who pays for it,
- what scrutiny does SCC perform in the approval of all roadworks (including pavements) from design to final inspection."

The Local Highway Manager gave the following answer:

"The BT manhole in question, which is on the west side of Green Street, is not a new manhole but one that was originally in the footway but needed to be lowered as it would be in the carriageway following the highway works.

In order to minimise disruption during the highway works, BT carried out the lowering as advance works; before leaving site they overlaid the manhole with road surfacing material which is why it appears to have "disappeared". When the highway works adjacent to the manhole are complete, BT will return to site and install a carriageway manhole cover. All this work has been planned and there are no abortive costs."

Councillor Strong asked the following question:

"The Crime and Disorder Reduction Partnership strategy reported to this Committee on 25th April 2005 gave a number of reduction targets for the Borough of Spelthorne, agreed with the Government of the South East (GOSE), for the years 2005 to 2008.

Could you please set out in a tables the following:

Spelthorne overall target % reduction
Spelthorne overall actual % reduction achieved

Spelthorne target % reduction for each prescribed offence
Spelthorne actual % achieved for each prescribed offence

the level of crime within Spelthorne for each prescribed offence and overall for each of the years 2003 to 2008.

Plus any relevant notes that will help to explain any discrepancies."

The Area Director gave the following answer:

“Targets for Spelthorne for the period 2005-08 were negotiated with Government Office of the South East (G.O.S.E) using a Home Office formula. The overall crime reduction target for 2005-08 set by the Home Office was a percentage reduction of 15.5%.

The Partnership has discretion in setting reduction targets against a list of prescribed offences commonly referred to as the BCS Basket of Indicators, in order to achieve the 15.5% reduction, as set out in the table below:

Offence	Proposed % Reduction
Theft or unauthorised taking of vehicle (incl. attempts)	18.0% reduction
Theft from a vehicle (incl. attempts)	18.0% reduction
Vehicle interference	18.0% reduction
Domestic burglary (incl. attempts)	18.0% reduction
Theft or unauthorised taking of a cycle	10.0% reduction
Theft from person	5.0% reduction
Criminal damage (excl. 59)	20.0% reduction
Common assault (incl. on a PC)	0.0% reduction*
Woundings (serious and other)	5.0% reduction
Robbery of personal property	5.0% reduction
Overall reduction achieved by proposed targets	15.5% reduction

Comparing the actual published crime figures from last year against the target which was set shows that the target of a -15.5% reduction was not achieved:

Spelthorne Overall target percentage reduction = -15.5%

Spelthorne overall actual percentage change from baseline achieve = -2%

Volume of offences 2003/04 (baseline) = 5,220

volume of offences 2007/08 (target end point) = 5,130

volume change from baseline = -90

Final year figures against the list of prescribed offences are not currently available, as the target setting system was changed during 2007/8 in line with the Local Area Agreement (LAA). A request for this data has been lodged with the Home Office and the Surrey Police Crime Analyst and Tim Kita Head of Community Safety and Corporate Services will issue a more detailed response in writing once the information is made available.”