



APPENDIX 'A'

<p>Runnymede Borough Council Borough Secretary Civic Offices Station Road Addlestone Surrey KT15 2AH</p>  <p>P. SURREY FRICS Valuer to the Council</p>	<p>Address:</p> <p>Roakes Avenue</p>	<p>Scale 1:1,250</p> <p>Date 25/02/2005</p> <p>Drg. No.</p>	<p>Key</p>  Land transferred to Apex
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Runnymede Borough Council
 Borough Secretary
 Civic Offices
 Station Road
 Addlestone
 Surrey
 KT15 2AH
P.SURREY FRICS
 Valuer to the Council



Description
**Land between Blays Lane
 and St Judes Road**

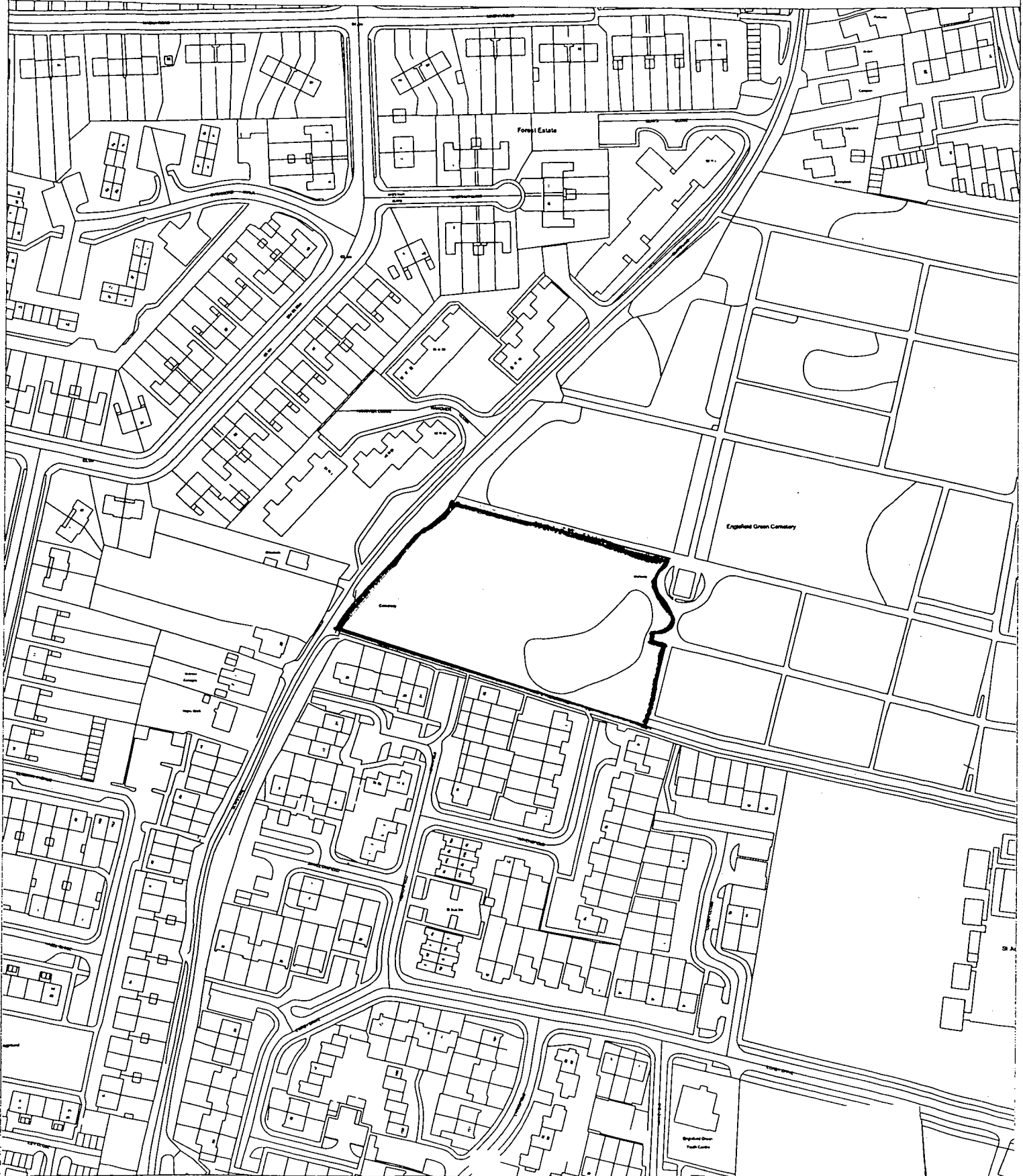
Scale 1:2000

Key

Date 27/11/2002

Drg.No.

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Civic Offices Members Working Group

Thursday 27th January 2005

Action Points

1. Review and present to IT Working Group alternative software options that can be implemented for a CRM type front of house service. IT working group will make recommendations for IT infrastructure.
2. Obtain data on number of hits received on RBC website
3. Identify the names of Personnel who will be seconded to Change Management within 6 weeks. Lead Officers - seconded for sub groups - encompassing the four elements in the Alexi Marmot report - technology integration, customer service process, people/organisational change and new civic offices. The timetable for appointing officers will be six weeks.
4. Provide briefing note to Cllr Rod Pate.
5. Identify size and cost of floor space for possible provision of a cafeteria.
6. Staff questionnaire relating to cafeteria/trolley etc.
7. Future bar charts provided to Members should be a) larger and b) include Public Holidays.
8. Members were asked to consider forming a time limited Sub-Committee. This was agreed, composition to be established.
9. Members asked that timing of Civic Offices Member Working Group meetings should not clash with other pre-programmed meetings.
10. The communications strategy (agenda item for next meeting)
11. Members to see design concepts
12. Arrange Site visits to various civic offices

Notes From Civic Offices Members Working Group 17 02 05

Design and functionality issues raised by group

- Public interfacing with office areas
It needs to be accessible and with defined security limits.
- The offices need to reflect a new and different working culture e.g. hot desks, part-time workers, technology, frequent and informal meetings, working relationships and efficiency.
- Concern that the client brief did not highlight work areas for Chairs, partners and Councillors - they felt that they were stepping in 'Officers' territory'. A Members' suite and separate meeting would be beneficial.
- Wireless/technology and IT. The IT working group will have input into the design and technology requirements.
- Car parking - will be determined by the shape of the building. Travel plans to be established and encouraged. Need to establish Police parking requirements.

The architects presented 3 options which all take account of the surroundings areas, constraints within the existing boundaries and car parking.

Option 1 –

- a four storey building.
- reduced floor plates
- no internal/underground parking. (external only)
- cost issues with the design of building.
- would sit above the surrounding area/buildings.

Option 2 –

- 3 storey building
- a central atrium to enhance natural daylight
- underground parking - which would add half a storey.
- economical building
- not an attractive design.

Option 3 –

- building more in scale with the surrounding areas.
- The front of the building (Station Road) will be 3 stories and will be higher than the rest of the building to give it more prominence in the area, the rest of the building will be 2 stories
- building will be longer and will take up most of the site
- underground parking
- security benefits.
- atriums on the sides of the building creating enhanced natural daylight.

Option 3 is the preferred choice of both the architects and Members.

Issues raised with design (option 3)

- Access issues—no vehicular from Station road and that this part of the land/building will be pedestrianized.
- Police access – separate entrance. It would not be regarded as a police station, but as an enquiry office and police facility.
- Front of house/public area.
 - Implementing high end SAP systems to deal with 100% enquiries at a single point would be too costly. An 80% rule is the most cost effective solution with a modest CRM solution.
 - Separate front desk and telephone system.
 - Reigate and Banstead sited as a good example.
 - Security – the public will not have access to the offices, but there will be a semi-public area with access to the Chamber and a public meeting room facility on the second floor.
 - Need to look at floor space of public area and if it will incorporate a library and coffee area.
- Council chamber – multi-function space - can be used as a conference room or chamber
- Meeting rooms

ACTION ADDLESTONE INITIATIVE**MEMBER STEERING GROUP****8th November 2004 at 7.30pm- Committee Room, Civic Offices**

PRESENT:

Councillor J. Furey	(JF) – Chairman
Councillor A. Davis	(AD)
Councillor C. Simmons	(CS)
Councillor P. Waddell	(PW)
Councillor J. Edwards	(JE)
Councillor C. Gant	(CG)
Councillor J. Broadhead	(JB)
Councillor P. Broadhead	(PB)
Councillor D. Parr	(DP)
Councillor C. Knight	(CK)
Stephen Fuggles	(SF)
Bill Jones	(WJ)
Will Hadfield	(WH)

ACTION

1. **APOLOGIES**
- 1.1 Received from Cllr A. Tollett.
2. **MINUTES OF PREVIOUS MEETING**
- 2.1 PB referred to minute 4.4 of the AA steering group meeting on 20th September 2004. Chairman suggested this be raised in any other business.
3. **BUDGET UPDATE**
- 3.1 WJ tabled the up-to-date Budget analysis for the Action Addlestone budget. It was noted that at present there is a forecasted £88k underspend on this current budget. WJ did advise members that the improvement scheme is not finished yet and some of this figure might be required as contingency money.
4. **ACA/GARFIELD ROAD CAR PARK/FORMER SAFEWAY CAR PARK**
- 4.1 SF reported on the new ACA progress. Noted that it is still on programme for completion in April 2005.
- 4.2 JF raised the issue of the external works to the new ACA and whether or not this was included in the Contractors work scope. SF responded stating that he thought it had not. JF requested the SF and Brian Mannian produce a full break down of all the additional costs. SF/BM
- 4.3 JF informed all present that the Garfield Road Car Park will have a capacity of 74 spaces NOT including the 14 designated for the ACA use only.
- 4.4 Former Safeway Car Park- WJ reported that an agreement had been reached between RBC and the owners Scottish Widows. The CP is available for Council use as of now. The cost is between £5k and £15k for the first year and then £5k a year thereafter.
- 4.5 CK noted that 4 or 5 panels of fencing facing the railway require repairing. WJ/WH
- 4.6 PW requested that solutions to stop cars racing around the CP be looked into. WJ/WH
- 4.7 DP asked about CCTV in the CP. JF responded stating that the Aviator Park CCTV camera can view this area.

ACTION

5. STATION ROAD PROGRESS

- 5.1 WJ updated the group on progress. It was noted that the proposed finish date for the main Contractor is 15th November 2004. WJ noted that the traffic signals outside the Post Office would not be working until the 22nd November 2004 due to electrical connections.
- 5.2 It was noted that the White-lining on Station Road will be done as soon as there is a dry day for the work to be carried out.
- 5.3 DP raised the issue of the Spittles vans parking on the footway. SF made reference to an Alison Barlow (Addlestone Police) comment. JF requested that SF send him a memo stating exactly what had been said.
- 5.4 It was suggested that the traffic island between the Health Centre and Bradford and Bingley at the western end of Station road be removed. WJ responded stating that this will be inaccessible to pedestrians due to barriers and fencing and the island creates an entrance to the narrowing of the road. JF suggested WJ/WH contact him to discuss.
- 5.5 DP requested that if the off-coloured paving is to be changed it must be done after Christmas. All agreed.
- 5.6 WJ reported that 20 stainless steel cycle stands and 5 recessed covers had been stolen from site.
- 5.7 WJ reported that the crossing adjacent to the eastern arm of the Tesco roundabout is to be omitted from the scheme due to drainage problems to be addressed by SCC. WJ noted that this work will be done but after consultation with SCC.

SF

WJ/WH

WJ/WH

6.0 STATION ROAD OPENING CEMEMONY

- 6.1. A checklist was tabled and discussed. A further meeting is to be arranged to discuss.

WH

7.0 STATION ROAD CHRISTMAS DECORATIONS

- 7.1 It was decided that it is too late and too expensive to put lights on the 9 new trees.

WJ

8. ANY OTHER BUSINESS

- 8.1 PB raised the issue of refurbishing the High Street Footway. Officers to cost up a scheme to re-surface in 6mm tarmac from Dukes Court junction to Track and trail. Report at the next meeting.
- 8.2 It was requested that signs indicating the direction of Addlestone Town centre be placed on the approaches the St. George's College roundabout. SF responded stating that this would have to be a SCC- LTS decision. JF will contact SCC- LTS to discuss and report at the next meeting.
- 8.3 DP asked if there were plans to widen the carriageway at the junction of Station Road/Woburn Hill (Macarthy and StoneSite?) as part of the redevelopment of the plot. NOTE: SF contacted Peter Sims after the meeting and his comments were as follows: 'There is a cycle lane going in this locality. Unfortunately County policy is not to increase the road capacity to facilitate more cars.'

WH

JF

NEXT MEETING

Either Monday 17th January or Tuesday 18th January. To be confirmed

JF/WH

ACTION ADDLESTONE INITIATIVE**MEMBER STEERING GROUP****17th January 2005 at 7.30pm- Committee Room, Civic Offices**

PRESENT:

Councillor J. Furey	(JF) – Chairman
Councillor A. Davis	(AD)
Councillor C. Simmons	(CS)
Councillor P. Waddell	(PW)
Councillor C. Gant	(CG)
Councillor J. Broadhead	(JB)
Councillor P. Broadhead	(PB)
Councillor D. Parr	(DP)
Councillor C. Knight	(CK)
Stephen Fuggles	(SF)
Bill Jones	(WJ)
Will Hadfield	(WH)

ACTION1. **APOLOGIES**

1.1 Received from Cllr A. Tollett and Cllr J. Edwards.

2. **MINUTES OF PREVIOUS MEETING**

2.1 Minute 8.2 – RE: additional Station Road signs- JF to contact Dave Mitchell at the SCC LTS to discuss further.

JF

3. **STATION ROAD POST CONSTRUCTION CUSTOMER SATISFACTION QUESTIONNAIRE RESULTS**

3.1 WJ went through the results that were displayed in 9 charts (one per question). Each attendee had copies of the 9 charts.

3.2 The issue of the two loading bays was raised. Cllrs were concerned that the 8am -11am might be excessive in the two bays. WJ responded stating that this would be reviewed along with SCC in November 2005.

WJ

3.3 The crossing from Nationwide to Tesco was raised. The survey showed results suggesting that the public still see the crossing as dangerous. The results did indicate that that scheme, with its kerb build out and raised speed table, has made the crossing safer. Councillors want SCC notified of the results of this particular question to see if they can come up with a scheme to improve it.

SF

3.4 Compliments were given to the Contractor for the quality of their work.

3.5 JF requested that SF raise the issue of installing the new flexible 'keep left' signs on the two splitter islands outside HSBC and Pizza hut.

SF

4. **STATION ROAD IMPROVEMENT SCHEME CLOSE OUT**

4.1 WJ noted that a post-construction speed survey/traffic count was being carried out and on receipt of the results they will be compared to pre-construction and results circulated.

WJ/WH

4.2 WJ noted that the stage 3 road safety audit had been carried out that morning and there were no major issues arising and we are awaiting the report.

4.3 SF noted that he had had positive feed back from the Police with regards to the increased lighting along Station Road.

ACTION

4.4 CS requested a survey to review the amount of different cars parking in the new parking bays in a day or week. WJ to review.

WJ

4.5 Councillors thanked the officers for their work throughout the scheme.

5. COST ESTIMATE FOR THE WORK ON STATION ROAD J/W GARFIELD ROAD

5.1 WJ tabled the cost estimate and drawing. All councillors agreed that the corner should be done and the cost estimate of £15k was acceptable.

5.2 WJ tabled the cost estimate for the High Street improvement works. One option was approx £5k and involved a slurry overlay and the second option involved installing new paving to match the Dukes head paving for approximately £30k. Cllrs agreed that the £5k scheme did not result in an appreciable improvement and they could not justify spending a further £30k on this scheme

SF

5.3 JF requested a press release be put together when all the results are received (safety audit, speed survey, Goldings corner).

6. ANY OTHER BUSINESS

6.1 JF requested that PB organise a ACA building visit for all the steering group councillors in either the last week of January or the first week of February.

PB

NEXT MEETING

June 2005 (date TBC) then every 6 months thereafter

JF/WH