

RUNNYMEDE BOROUGH COUNCIL

ENVIRONMENTAL PROTECTION DIVISION,

TECHNICAL SERVICES DEPARTMENT

FOOD SERVICE PLAN - YEAR 2003/2004



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FOOD SERVICE PLAN 2003/2004

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FOOD SERVICE PLAN 2003/2004

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 Authority Co-ordinators of Regulatory Services (LACORS) 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 and the Enforcement Concordat adopted by the Council for Environmental Health Services in November 1999.
- 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 having been subjected to Best Value scrutiny and the production of a Continuous Improvement Plan in January 2001.
 - The primary aim of the Council is to ensure that we play our role to enhance the quality of life of all the residents of Runnymede.
 - The financial aim of the Council is to maintain rigorous financial control of the Council's affairs, thus ensuring that we keep to a minimum any additional demand placed upon Council Taxpayers.Both these objectives will be reflected in the Food Service Plan commitments.

2. BACKGROUND

2.1 Profile of the Local Authority

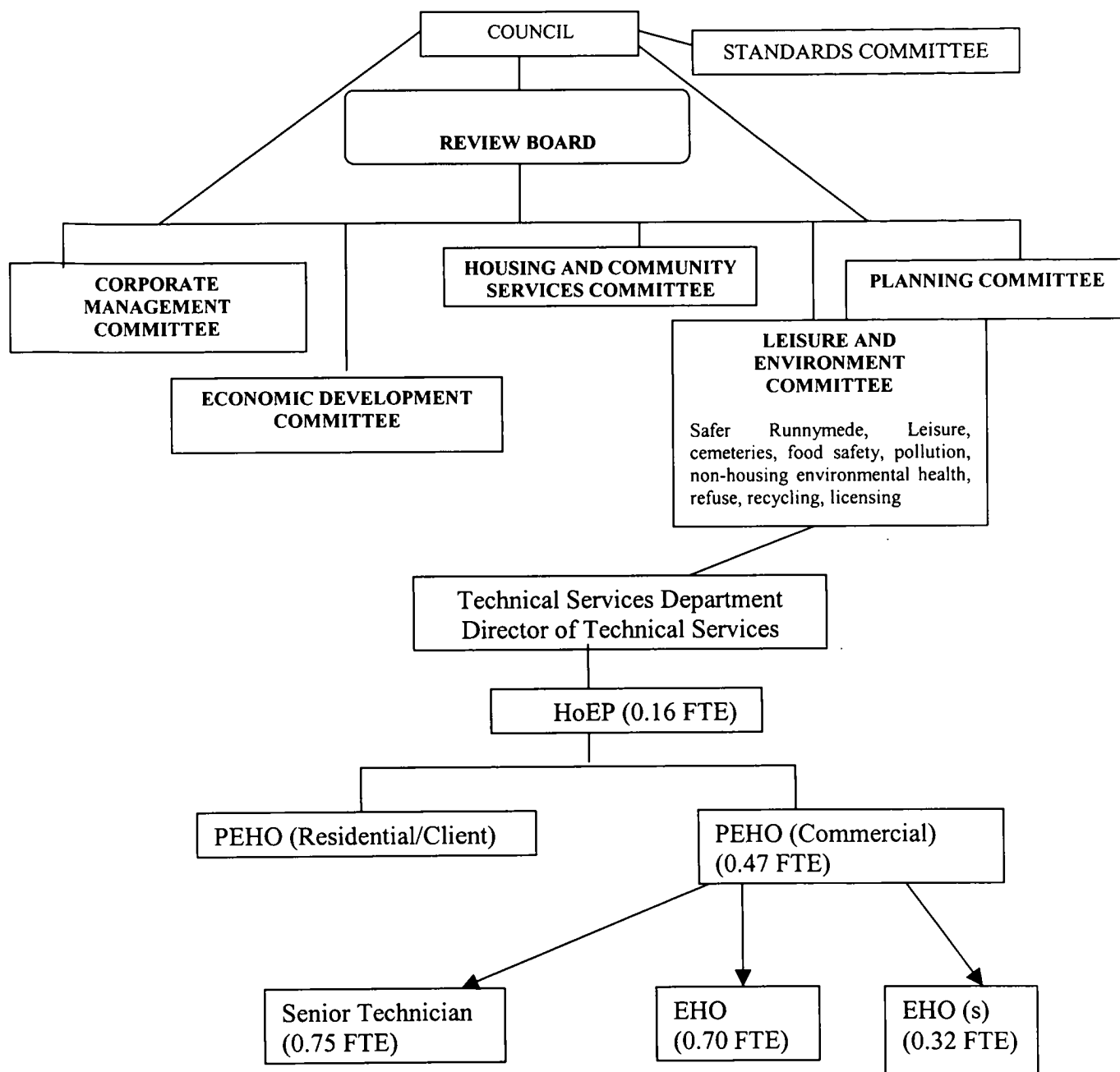
- 2.1.1 With a population of just over 78,000 (2001) the Borough of Runnymede covers 30 square miles in the north west of Surrey where it has a lengthy boundary formed by the rivers Thames and Wey. Within its boundaries, which reach from Windsor Great Park almost as far south as Woking, the Borough comprises 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 newer town of Addlestone and the villages of New Haw, Ottershaw and Woodham. Although it has a number of light industries, 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, 5 main service committees, a standards committee and a review board. Food safety issues fall under the terms of reference of the Leisure and Environment Committee. The Director of Technical Services has delegated responsibility for food safety enforcement with service delivery undertaken by the Commercial Section of the Environmental Protection Division.

2.2.2 The organisational structure of the Council and Environmental Protection Division is as follows:

RUNNYMEDE BOROUGH COUNCIL - ORGANISATIONAL STRUCTURE



2.2.3 Specialist services are provided by:

- (i) Public Analyst: Eurofins Scientific Ltd, 445 New Cross Road, London, SE14 6TA
- (ii) Food Examiner: Health Protection Agency, Royal Sussex County Hospital, Eastern Road, Brighton Sussex, BN2 5BE.
- (iii) Surrey Health Protection Unit: Consultant in Communicable Disease Control

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

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

2.3.3 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.

2.3.4 In addition to food safety, other functions are delivered alongside the food service. These include, health and safety at work, municipal safety, infectious diseases, water supplies, and licensing. The Commercial Section also has responsibility for dealing with pollution from premises where the division has food, licensing or health and safety enforcement responsibility.

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 2 April 2003 was:

Type of Premises	Number
Primary Producers	2
Slaughterhouses	1
Manufacturers/Processors	4
Packers	0
Importers/Exporters	2
Distributors/Transporters	7
Retailers	136
Restaurants and other Caterers	435
Materials and Articles Manufacture and Supplies	1
Manufacture mainly selling by retail	0
Total	588

Categorisation as per FSA Monitoring Return Form

2.4.2 In addition there are:

- 7 butchers shops which require annual licensing and compliance monitoring visits
- 'Home Authority' partnerships with 3 major food businesses, Oxbridge Foods, Kerry Foods and Centura Foods Ltd (Formally Sharwoods)
- 2 international golf tournaments held each year at Wentworth requiring the inspection of a number of visiting food premises
- 1 large seasonal activity centre at Thorpe Park with in excess of 20 food outlets catering for up to 1½ million visitors a year
- 2 regular street markets with a variety of food stalls
- 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 Protection Division based at the Civic Offices 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 Councils 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 An increasing number of catering establishments are operated by people whose first language is not English. Where appropriate, 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. In addition the Environmental Protection Division 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.

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.

3. **SERVICE DELIVERY**

3.1 **Food Premises Inspections**

3.1.1 Despite the disruption caused by internal reorganisation and the loss of two senior posts (see 4.2.2) the Division managed to achieve it's 100% inspection target in 2002/2003. It is the Council's policy to carry out programmed food hygiene inspections in accordance with the minimum inspection frequencies defined in the Food Safety Act Code of Practice No. 9 (revised October 2000). Priority will be given to inspections of higher risk premises, licensed and any product specific approved premises.

3.1.2 The current profile of premises by risk rating in Runnymede and the anticipated number of inspections to be undertaken during the year 2003/2004 is as follows:

Risk Category	Number of Premises	Inspection Frequency	Number of Inspections Due 2003/2004
A	3	6 months	6
B	55	12 months	55
C	305	18 months	210
D	62	24 months	32
E	84	36 months	44
F	95	60 months	19
Unrated	4		4
Total	588		370
Number of inspections outstanding from 2002/2003			0
Estimated total number of inspections due 2003/2004			370

In addition it is estimated that:

- 30 premises will require revisiting to check compliance following adverse reports after initial inspection
- 20 new food premises will open and require inspection
- 14 monitoring visits of licensed butchers shop premises will be undertaken
- 8 visits of street markets will be made
- 50 outdoor/temporary mobile food traders at show/fairs will be visited
- 3 Home Authority visits will be made

Total 125

- 3.1.3 The authority intends to carry out 100% of the inspections due for 2003/2004 it is considered that current resources to meet that target are sufficient. The division will continue to respond to any inspection priorities identified by the Food Standards Agency.

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 Codes 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 Complaint" 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. Statutory action may only be taken with the agreement of the Director of Technical Services.
- 3.2.3 The number of food complaints and complaints relating to food hygiene practices investigated in 2002/2003 was 119. It is estimated that a similar number of complaints will require investigation in 2003/2004.

3.3 Home Authority Principle

- 3.3.1 The authority endorses and supports the LACORS Home Authority Principle and has formal Home Authority arrangements with 3 locally based food businesses Oxbridge Foods, Kerry Foods and Centrua Foods Ltd. A fourth Home Authority partnership with the Perfect Pizza is currently under consideration.
- 3.3.2 Meeting and advising these businesses accounts for approximately 6 person days a year in total. In addition there is the need to respond to enquiries from other enforcement authorities. During the past 12 months 4 enquiries have been received.

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)
 - issuing licence reminders to applicable premises
 - targeted mail shots arising from legislative and policy changes
 - the use of consultation mechanisms to seek comments on proposals and policy
- 3.4.2 In 2002/2003 the department dealt with a total of 44 specific requests from food businesses for information on food safety matters and provided consultation on 14 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
 - LACORS/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. The number of informal food samples submitted for analysis/examination in 2002/2003 was 44.

- 3.5.2 For the year 2003/2004 it is intended that two LACORS /HPA studies will be undertaken.
- April – May inclusive: a study of raw shell eggs and their use in catering premises.
 - April – September inclusive: monitoring study of pathogens in raw meat.

This will result in approximately 28 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 2.2.1.

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 Health Authority and if necessary, under the direction of the Consultant in Communicable Disease Control (CCDC).

- 3.6.2 During the preceding twelve months there have been no major outbreaks of food poisoning in the Runnymede Borough area. If such an outbreak did arise resources within the department would be diverted to deal with the situation for as long as necessary.

- 3.2.4 Notifications of food related infectious disease are investigated in accordance with the Environmental Protection Division Infectious Disease Procedures. In 2002/2003 the division received 132 food related infectious disease notifications. It is estimated that a similar number of notifications will require investigation in 2003/2004.

3.7 Food Safety Incidents

- 3.7.1 The Authority will on receipt of any food hazard warnings issued by the Food Standards Agency respond as appropriate and in accordance with:

- The divisions documented procedure
- Food Safety Act Code of Practice No 16 Enforcement of the Food Safety Act 1990 in relation to the Food Hazard Warning System (Revised August 1997)
- Instructions issued by the FSA

- 3.7.2 Out of hours contact arrangements are in place whereby the Head of Environmental Protection or the Principal Environmental Health Officer can be contacted by the Food Standards Agency.

- 3.7.3 The resource implications are very much dependent on the category of any particular food hazard warning. Category A can potentially involve a considerable amount of work whilst category D involves very little. All work relating to food hazards warning is undertaken by officers of the Commercial Team and resources are considered adequate. In the event of a large scale warning support staff would be utilised from other areas of the department.

- 3.7.4 The number of food hazard warnings received and responded to for the year 2002/2003 was as follows:

A	0
B	9
C	0
D	21

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 Safety Study Group.
- A senior officer sits on the Surrey Food Liaison Group which includes Surrey County Council Trading Standards and representation from LACORS.
- Both of the above groups have professional representation from the Chartered Institute of Environmental Health (CIEH) the professional body for environmental health officers.

3.8.2 There is formal liaison with the Surrey Health Protection 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 will actively promote its Food Safety Award scheme, re-introduced during 2002/2003. In addition premises will again be encouraged to participate in the joint Health Protection Agency/Local Authority Heartbeat Award scheme which encourages healthy food choices, provision of non-smoking areas and good standards of hygiene.

4. RESOURCES

4.1 Financial Allocation

4.1.1 The budget estimate for the financial year 2003/2004 is

Expenditure	
Salaries	£104,600
Training and Recruitment	£2,500
Travelling and Subsistence	£8,400
General Office Expenses	£8,100
Communication and Computing	£12,300
Fees	£1,600
Health Education/Promotion	£2,200
Office Accommodation	£14,700
Personnel Services	£1,300
Legal & Admin Services	£1,400
Financial Services	£4,000
Technical Support Services	£0,600
Document Management	£5,000

	£166,700
Income	
Other Income	£1,700
Total	£165,000

4.1.2 The budget for 2003/2004, represents a 10.66% overall increase on the budget for the previous financial year. However, expenditure for salaries as decreased, the increase in costs is directly related to the recent internal office reorganisation. The cost of the Document Management System which is due to be introduced during this financial year and the transfer of costs from the General Admin budget.

4.2 **Staffing Allocation**

- 4.2.1 The 2002/2003 Food Service Plan detailed that the number of staff working on food law enforcement and related matters was 3.15 full time equivalents (FTE). This included legal services, financial services and administrative and IT support staff. This number appears on paper to be the same for the year 2003/2004 although as a result of the internal reorganisation the administrative support staff allocation (0.63 FTE) has transferred to within the general Technical Services Administrative Section and subsequently the administrative support to the Division has reduced.
- 4.2.2 As a result of the internal reorganisation the number of full time equivalent officers fully authorised in all areas of Food Safety Enforcement to fulfil the qualification requirements of Code of Practice No. 19 has reduced from 0.81 FTE in 2002/2003 to 0.47 FTE in 2003/2004. The departure of the Borough Environmental Services Officer and Divisional Environmental Health Manager Commercial and their replacement by less qualified food enforcement officers has reduced the effective enforcement capability by half. The food related duties of the previous posts have been reallocated. However, new staff recruited to these posts are at a junior level, and therefore it is expected that the difference in the FTE will not be rectified until such time as officers filling the relevant posts have gained sufficient experience to be able to meet central government requirements. At present only the Principal Environmental Health Officer (Commercial) is authorised in all aspects of Food Safety Enforcement.
- 4.2.3 The Environmental Health Officer is authorised in all aspects of Food Safety Enforcement other than the issuing of Emergency Prohibition Notices. This post along with that of the Senior Environmental Health Technician represent 1.45 FTE authorised under Code of Practice No. 19 however due to a change in the requirements of code of Practice No. 19 the Senior Environmental Technician is now not authorised to undertake inspection, detention or seizure of food. An additional 0.32 FTE is made up by EHO's working on the residential side, these officers have limited authorisation covering inspections of low risk premises in accordance with Code of Practice No.19.

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 (10 hours food related to meet the requirements of Code of Practice No 19). Records are kept of training undertaken and continuous professional development records are available for scrutiny by the professional body (CIEH).

5. **QUALITY ASSESSMENT**

5.1 **Quality Assessment**

- 5.1.1 A range 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. Currently this forms the basis of a Local Performance Indicator.
- 5.1.2 Officers are monitored by accompanied visits to assess conformance to standards and to ensure consistency of approach. Team meetings, under the direction of the Principal Environmental Health Officer Commercial, routinely address consistency issues within the team.
- 5.1.3 The Environmental Protection Division is accredited to ISO EN 9002 standard and is externally audited twice yearly. This standard becomes ineffective in December 2003 therefore the Division is currently engaged in active transition of its accreditation to the new ISO EN 9002 2000 standard. The food service will meet its requirements to ensure the acquisition of the new standard.

6. **REVIEW**

6.1 **Review against the Service Plan**

- 6.1.1. The objectives and outcomes contained in the service plan are subject to continuous review on a daily basis by the PEHO (Commercial). In addition there is continuous reporting of local performance indicators covering response times to complaints and the level of programmed inspections. Overall commercial team performance is reviewed monthly as a standing item in commercial team meetings.

6.1.2. 2002/2003 saw the major reorganisation of the Environmental Service Department. The private sector housing function was transferred to the Housing and Community Services Department and the remaining functions are now incorporated within the Technical Services Department of the Council as the Environmental Protection Division. The physical disruption caused, together with staff changes and uncertainty had, and continues to have, a marked impact amongst food enforcement staff particularly with regard to administrative provision.

6.1.3. Despite the upheaval the service has continued to provide a professional and quality service to both its external and internal customers. Overall the main objectives of the 2002/2003 service plan were met. The service achieved 100% of its programmed inspections in respect of the reporting year, although due to staff change and reorganisation this required some routine inspection work being contracted out towards the end of the reporting period. The service participated in the required national food sampling surveys, regularly attended all the relevant liaison body meetings and generally met its internal performance targets across all food enforcement areas. The food premises database has been updated and the service continues to expand its use of the Council's website to make information available to the general public and food businesses.

6.1.4. The service was also able to re-launch its Food Safety Award scheme across the borough with 20 awards being made in 2002/2003, also 4 premises obtained Heartbeat Awards.

6.2 **Variation from the Service Plan**

6.2.1 There were some minor variations from the 2002/2003 service plan specifically in the area of food safety promotion. The demand for basic food hygiene courses (customer led) decreased and the service therefore did not run any courses in the reporting year. Customers contacting the service were given detailed information on alternative course providers.

6.2.2 The intend improvements to expand food sampling enforcement work to include locally identified high risk food areas in a sampling programme did not occur due to the high number of water samples submitted impacting on the sampling budget allocation.

6.3 **Areas for Improvement**

6.3.1 The following improvements are planned for 2003/2004:

- Produce and implement any policies and procedures required to ensure ISO accreditation to the new standard
- Expand food sampling enforcement work to include locally identified high risk food premises in a sampling programme carried over from 2002/2003
- Expand the use of customer feedback consultation to internal service customers
- Implement changes arising from the Food Standards Agency review of the existing Food Safety Act Code of Practices due for publication late 2003.

Anti-Graffiti & Street Care Team

	Proposed Virement £
<u>Housing Services</u>	
Reception Centres	600
Sheltered Housing	600
Council Houses / Forecourts	4,000
<u>Community Services</u>	
Day Centres	600
<u>Leisure</u>	
Parks & Open Spaces	900
Public Halls	100
<u>Environment</u>	
Public Conveniences	1,000
Safer Runnymede	1,200
Street Cleansing	23,400
Litter Bins	600
Dog Bins	600
Bottle Banks	600
<u>Highways</u>	
Smarter Borough	19,200
Town Centre Maintenance - Egham	1,200
Town Centre Maintenance - Addlestone	1,200
Town Centre Maintenance - Chertsey	1,200
<u>Economic</u>	
Car Parks	1,200
Corporate Properties	600
<u>Corporate</u>	
Public Relations	600
Notice Boards	600
	<hr/> 60,000 <hr/>

Jubilee High SchoolRunnymede Borough CouncilABBEY FIT JOINT MANAGEMENT COMMITTEE4 March 2003 at 7.30 p.m.Members present:

Councillor G.B. Woodger (Chairman)	Runnymede Borough Council
Mr A. Waite	Foundation Governor, Jubilee High School
Councillor Mrs C.E. Gant	Runnymede Borough Council
Councillor Ms C.M. Simmons	Runnymede Borough Council

The following attended in an advisory/observers capacity:

Mr R. Fleming	Head of Leisure Services, RBC
Mr R. Greenland	Assistant Head of Leisure Services, RBC
Miss E. McGuin	Jubilee Foundation Committee Secretary
Mr N. de Laune	Head of P.E., Jubilee High School
Mrs R. Tyler	Senior Administrative Officer, Jubilee High School

ACTION1. ELECTION OF CHAIRMAN

The Committee learned that the Chairman of the Joint Management Committee (JMC), Councillor G.J. Thomas had moved away from the area, and was no longer serving as a Runnymede Borough Councillor.

The Committee elected Councillor G.B. Woodger as Chairman of the JMC to hold office until the June 2003 meeting of the Committee.

2. ELECTION OF VICE-CHAIRMAN

Mr A. Waite was elected as Vice-Chairman of the JMC to hold office until the June 2003 meeting of the Committee.

3. MINUTES

The Minutes of the meeting held on 8 October 2002 were confirmed and signed as a correct record, subject to the following change:

Mr Waite informed the Committee that he was no longer Chairman of the School Governors and that his new title was "Foundation School Governor, Jubilee High School". It was agreed that the Minutes would be amended accordingly.

Miss M. Bootes
to amend
Minutes

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr Paul Suchley, Principal of Jubilee High School and from Mr Richard Price, the Acting Abbey Fit Manager.

5. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

In Mr Suchley's absence Norman de Laune would give a verbal report on behalf of Jubilee High School. It was noted that the matters which he wished to raise would be covered under item 7 on the Agenda and it was agreed that these issues could be discussed then.

6. SPORTS CENTRE MANAGER'S REPORT

In Mr Price's absence, the Assistant Head of Leisure Services updated the Committee on the following:

i) Income/Expenditure Performance

The Committee received the 2002/03 probable outturn budget and performance to date, (attached at Annex '1') and the approved budget for 2003/04 (attached at Annex '2'). Members were also advised of the monthly membership figures in 2002/03. Although the Sports Centre was finding it difficult to attract new members without the provision of improved facilities, it was managing to retain its existing membership.

It was noted that the 2003/04 budget for the Sports Centre included a sum of £43,900 for Strategic Maintenance in accordance with Runnymede Council's Asset Management Plan which the Council was required to produce by Central Government.

ii) Staff

The Temporary Assistant Sports Centre Manager had left the Council's employment in January 2003 to work in a private sports facility elsewhere. Vicki Stanton from Egham Sports Centre had, therefore, been seconded to Abbey Fit as an interim measure and she was settling in well to her new post.

iii) Marketing

The rebranding of the Centre as "Abbey Fit" was now almost complete. Officers continued to promote the facility using leaflet drops to junior schools in the Sports Centre's catchment area, publicity in the Jubilee High School Newsletter and advertisements in local papers. A recent promotion in the Surrey Herald offering half-price membership had resulted in a slight increase in membership figures at the beginning of March.

In February and March staff had used the Sports Centre database to mailshot lapsed Sports Centre members. Former members were offered incentives to rejoin, and this had already encouraged a number of people to return to the Centre.

It was suggested that in future the Centre might keep records of members' email addresses so that mailshots could be sent electronically. Although it would not be possible to implement this at present, due to reduced staffing levels, Officers agreed that it could be looked at in the future.

The Chairman enquired as to whether promotional material for the existing Centre could be given to members of the public interviewed as part of the Business Plan Assessment for the enhanced Sports facility. It was agreed that it was important not to prejudice the data obtained from interviewees. However, Mr Fleming would ask the consultant whether it would be possible to give people a promotional leaflet at the end of the interview.

Officers to consider use of email addresses in future

Mr R. Fleming to check with consultant

ACTION

iv) Programming and Activities

The February half-term activities at the Sports Centre had been well attended with over twenty young people participating on each day. The successful "Runnymede Active Zones" (RAZ) Basketball Coaching Sessions had also been held at the Sports Centre on 5 March. Members noted that the young persons' activity programmes provided a valuable opportunity to promote the sports facilities available at the Centre as well as Children's parties.

The Council was still looking for a coach in order to restart trampolining courses at the Centre. The Saturday morning junior Badminton Club continued to be well attended and the membership of the Sports Acro Club was also growing. If the Acro Club continued to expand, it might need to be relocated to the main sports hall. Ms Simmons requested details of the Sports Acro Club's current membership. Members were pleased to note that this Club would be giving a demonstration at the forthcoming Runnymede Sports Council Awards evening.

Mr R. Fleming to provide details of Acro Club membership to Councillor Ms Simmons

The Committee learned that, due to a general reduction in staffing at the Centre, it had not been possible to organize any joint activities with the School.

v) Repairs, Improvements and Maintenance

Sports Hall Floor

The School's contractor had undertaken patch repairs to the Sports Hall floor. The sanding, resealing and remarking of the whole floor was being considered with the School. This work would cost in the region of £10,000 to £12,000 and therefore this would be considered once the future of the Sports Centre had been resolved.

Cleaning

The revised Sports Centre cleaning arrangements were working well.

School's Pool

An assessment was being undertaken into the condition of the pool, and a report was awaited setting out the repairs required. The School advised members that they had made a bid for external funding to cover the cost of the pool repairs, and they were waiting to hear the outcome of this application.

Borough Officers reported that, if the costs of the pool repairs could be contained within existing budgets, they would wish to open the pool for public use in the Summer. However, if the total cost of the repairs were to exceed several hundred pounds, then the situation would need to be reviewed.

Repairs and Improvements

The squash court roofs had started to leak again and Borough Officers would be discussing the possibility of resurfacing the roofs with the School.

ACTION

It was reported that the School's bid for "New Opportunities Fund" (NOF) monies had progressed to stage 2 of the application process. Potentially, a sum of £60,000 to £70,000 could be allocated to the School for improvements to the Sports Centre changing areas and new equipment, subject to the submission of a successful bid pro-forma by the deadline of March 2004.

vi) Satisfaction Survey

250 questionnaires had been sent out to users and members of the Centre and 35% of these had been returned. Officers were currently analysing the responses received and a summary of the findings would be circulated to members of the JMC in due course.

Mr R. Greenland to circulate findings to JMC members.

7. ABBEY FIT – FUTURE POLICY

Runnymede Borough Council had received a letter from the Jubilee High School Foundation regarding the Draft Heads of Agreement. The letter had raised several issues and Runnymede Officers would be meeting with representatives from the Foundation to clarify these points. Once these matters had been resolved, it would be possible to settle the Heads of Agreement as a basis for a formal relationship between the School, the Borough and the County Council.

The JMC was pleased to learn that the Borough had also received a letter from Simon Shepherd at Surrey County Council confirming that the County would honour its commitment to provide the Council with the requested security of tenure for the Sports Centre Building.

Officers would be meeting with the Borough Chief Executive to discuss how to proceed with the Business Plan Assessment and Feasibility Study for the expanded Sports Centre which would be undertaken by PMP Consultancy. It was anticipated that 400 face to face interviews would be conducted with Borough residents and two focus groups would also be set up. Runnymede Councillors would be given an opportunity to comment on the questions that the consultants were proposing to ask beforehand, to ensure that they would elicit the relevant information. It would take PMP approximately 10 weeks to complete the consultancy work and the findings would be reported to the Council's Leisure and Environment Committee on 19 June 2003.

Mr R. Fleming to provide Councillors with proposed questions

Councillor Ms Simmons requested a brief summary of the Terms of Reference for the appointment of PMP consultants.

Mr R. Fleming to provide Terms of Reference.

The Committee noted that it had taken longer than anticipated to progress the Agreement between the three parties and support was expressed for the provision of an enhanced sports facility on the site.

8. RUNNYMEDE COMMUNITY STRATEGY

Members received copies of the Runnymede Community Strategy for their comments.

It was noted that a working group had been established to consider targets for Leisure and Culture in the Borough. Performance against the targets that were set would be monitored on an annual basis. The Committee congratulated the Council on a well researched, high quality document.

ACTION

9. OTHER BUSINESS

Mr Greenland reported that the Runnymede Sports Council had organised various events for 2003, including the Annual "Have-A-Go" Day which would be held at the Abbey Fit Sports Centre in September.

10. MEETINGS OF THE JMC IN THE MUNICIPAL YEAR 2003/04

The following dates were agreed for the meetings of the JMC in the Municipal Year 2003/04:

Tuesday, 17 June 2003

Tuesday, 21 October 2003

Tuesday, 10 February 2004


Chairman

(The meeting ended at 8.40 p.m.)

17/6/03

ABBEYFIT SPORTS CENTRE

ACTUALS FOR THE PERIOD ENDING 28th FEBRUARY 2003

EXPENDITURE	Current Budget £	Profiled Budget £	Actual for Period £
<u>Employees</u>			
Salaries and Wages	122,700	112,700	113,050
Training and Recruitment	2,400	1,800	631
<u>Premises Related Expenses</u>			
Building Maintenance	18,300	13,100	12,565
Grounds Maintenance	1,500	1,400	0
Swimming Pool Expenses	4,700	4,700	4,087
Cleaning Contract	14,900	8,200	4,881
Fuel, Light and Water	9,100	4,000	2,600
Rates and Insurance	16,200	8,800	7,073
<u>Transport Related Expenditure</u>			
Travelling and Subsistence	1,100	1,000	1,178
<u>Supplies and Services</u>			
Public Liability Insurance	500	500	500
General Office Expenses	18,800	17,300	11,990
Communication and Computing	16,800	15,400	15,702
Consumables and Games Equipment	5,000	4,600	3,220
Bar Expenses	11,000	10,100	9,603
Vending and Amusement Machines	4,400	4,000	3,554
<u>Support Services</u>			
Personnel Services	2,800	2,600	2,567
Borough Secretary Services	2,100	1,900	1,925
Financial Services	11,500	10,600	10,567
Technical Support Services	2,800	2,600	2,567
Leisure Services	3,600	3,300	3,300
<u>Capital Charges</u>			
Capital Charges	8,200	7,500	7,500
Gross Expenditure	278,400	236,100	219,060
 INCOME			
<u>Fees and Charges</u>			
Main Hall	39,800	34,900	36,856
Fitness Suite	17,000	14,900	13,169
Squash	9,500	8,500	9,209
Gymnasium	23,100	18,600	17,103
Membership	14,000	12,200	10,929
All Weather Pitches	14,700	12,700	14,618
Swimming	3,800	3,800	3,896
Hire or Sale of Equipment	500	400	461
Vending and Amusement Machines	7,100	6,200	5,839
Bar Income	19,200	17,500	16,625
Other Income	3,000	2,600	2,168
Gross Income	151,700	132,300	130,873
Net Expenditure	126,700	103,800	88,187

NOTES

Please note that this statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School are not incorporated in these figures.

ABBKEYFIT SPORTS CENTRE

BUDGET FOR THE YEAR ENDING 31 MARCH 2004

	2003/04 £
<u>EXPENDITURE</u>	
<u>Employees</u>	
Salaries and Wages	131,500
Training and Recruitment	2,600
<u>Premises Related Expenses</u>	
Strategic Maintenance Plan	43,900
Building Maintenance	3,000
Grounds Maintenance	1,500
Swimming Pool Expenses	7,000
Cleaning Costs	15,300
Fuel, Light and Water	9,500
Rates and Insurance	16,900
<u>Transport Related Expenditure</u>	
Travelling and Subsistence	1,200
<u>Supplies and Services</u>	
Public Liability Insurance	700
General Office Expenses	18,600
Communication and Computing	15,100
Consumables and Games Equipment	5,000
Bar Expenses	14,300
Vending and Amusement Machines	4,400
<u>Support Services</u>	
Personnel Services	3,000
Legal and Admin Services	2,200
Financial Services	14,200
Technical Support Services	2,900
Leisure Services	4,500
<u>Capital Charges</u>	
Capital Charges	5,700
Gross Expenditure	323,000
<u>INCOME</u>	
<u>Fees and Charges</u>	
Main Hall	41,200
Fitness Suite	18,300
Squash	9,900
Gymnasium	25,900
Membership	16,500
All Weather Pitches	15,000
Swimming	6,500
Hire or Sale of Equipment	700
Vending and Amusement Machines	8,100
Bar Income	25,800
Other Income	4,100
Gross Income	172,000
Net Expenditure	151,000

NOTES

Please note that this statement represents the costs incurred by Runnymede BC only. The costs retained by the School are not incorporated in these figures.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP25 March 2003 at 7.30 p.m.Members of the
Group present:

Councillor C.J. Norman (Chairman)	Runnymede Borough Council
Mrs. J. Boater	Community Alternative Transport Association
Mr. C. Boyde	Chertsey Agricultural Association
Mr. P.H. Brown	Honorary Warden/Residents' representative for Hamm Court
Miss. M. Cork	Chertsey Society
Mr. A.L. Deverill	Honorary Warden/ Dog walkers' representative
Mr. H.W. Evans	Surrey Bird Club
Miss. I. Girvan	Surrey Wildlife Trust
Mrs. C. Longman	Residents' representative for Mead Lane
Mrs. T. Lake	Chertsey Society
Mr. D. Mead	Chertsey Agricultural Association
Mr. B. Phillips	Surrey Flora Committee
Mrs. A. Sheppard	Local horse riders' representative

Members of the
Group absent:

Mr. D. Van Beesten	Environment Agency
Mrs. H. Lane	Chertsey Society
Mrs. M. Nichols	Surrey Wildlife Trust
Mr. A. Ratcliffe	Honorary Warden/Residents' representative for Hamm Court
Mr. D. Wheeler	Honorary Warden/ Residents' representative for Chertsey Meads

Advisory members of
the Group present:

Mr. P. Winfield	Parks and Amenities Manager, Runnymede Borough Council
Mr. G. Stevens	Contracts Officer, Runnymede Borough Council

Advisory members of
the Group absent:

Mr R. Fleming	Head of Leisure Services, Runnymede Borough Council
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1. ELECTION OF CHAIRMAN

Councillor C.J. Norman was elected as Chairman to hold office until the March 2004 meeting of the Liaison Group.

2. MINUTES

The Minutes of the meeting held on 5 March 2002 were confirmed and signed as a correct record.

3. APOLOGIES FOR ABSENCE

Apologies were received from Mrs. H. Lane and Mrs. M. Nichols.

4. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

The Group was informed that since their last meeting in March 2002, Councillor G.J. Thomas had resigned his membership of the Council. Nominations for a replacement would be submitted to the Leisure and Environment Committee in June 2003. The Group considered that it would be preferable for the replacement to be a ward Member for Addlestone North or Addlestone Bournside or resident in Addlestone.

5. UPDATE OF THE CONSTITUTION OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

Since the last meeting of the Liaison Group, the Council had undergone a review of departmental titles which had necessitated the Constitution be updated solely to reflect those changes. It was agreed that the proposed revised Constitution as attached at Annex '1' be submitted to the next meeting of the Leisure and Environment Committee for their approval.

ACTION

Miss Pinnock to action

6. CHERTSEY MEADS MANAGEMENT PLAN

Members reviewed progress on the five year work programme for the Meads and agreed that a brief summary of works should be submitted to the Leisure and Environment Committee and that the plan be updated accordingly.

Mr Winfield to action

i) Enhancement of the Meadows

Mr Winfield reported that the hay cut had taken place in June as planned, but that arrangements would need to be made for this year's cuts. It was understood that there were two potential people available to do the necessary works. The paths and verges had also been completed. The bridleway posts were in stock and would be installed shortly. The Group considered the options regarding a number of trees in Area 1A. It was agreed that they should be removed in order to retain the open aspect of the Meads. It was noted that scrub would continue to be cut close to the boundaries to minimise encroachment onto the Meads.

Mr Stevens to action

ii) Reed Beds

The bi-annual cut of the reed beds would also continue. (It was agreed that any future management arrangements for the reed beds would in part be determined by the invertebrates survey).

Mr Stevens to action

	<u>ACTION</u>
<p>iii) <u>Water Scrape and Fish Ditch</u></p> <p>Advice would need to be sought from the Surrey Wildlife Trust regarding the shallow water scrape and the possibility of a Thames fish ditch with Otter holt.</p>	Mr Stevens to action
<p>iv) <u>Hedgerows</u></p> <p>Later in the year, the gapping up of the existing hedgerow would take place, utilising some of the money donated by the Chertsey Meads Association. Also, the planned cutting back of the hedgerow scheduled to take place between January and March 2003 would take place later in the year.</p>	Mr Winfield to action
<p>v) <u>Bankside Vegetation</u></p> <p>Members noted that it was still too soon to assess what the effect had been of the Environment Agency's work on the buffer zone of nettles to the River Bourne. Members were concerned that blockage material was not being removed but burnt on site. It was agreed to liaise further with the Environment Agency.</p>	Mr Winfield to action
<p>vi) <u>Increase Knowledge of Flora and Fauna</u></p> <p>It was reported that the commissioned surveys were on going. Miss Girvan had completed an Insect survey in April 2002, Dr Richard Hawkins had produced a survey of invertebrates and Mr Phillips had been recording the presence of plants on the grazing site. It was proposed to extend the scope of future surveys to include bats and mammals and other plants found on site.</p> <p>Surrey Wildlife Trust would be undertaking the NVC survey.</p> <p>SWT could advise the Group on establishing fixed point photography sites on the Meads which it was agreed would be a very valuable exercise. Similarly, the Group recognised the potential advantages of commissioning transect surveys, particularly their role in reflecting the management of a site over a period of time and making comparisons between grazed and non-grazed land for example. However, it was acknowledged that such intensive surveys could be very time consuming.</p>	Mr Winfield to action
	Miss Girvan to action
	Mr Winfield and Miss Girvan to action
<p>vii) <u>Realise full potential of site for educational purposes</u></p> <p>It was reported that no progress had been made with leaflets or the nature trail but that the possibility of introducing interpretation boards was being investigated. The group agreed that a path should be cleared through area 2D in the vicinity of Dumpsey Stump where minimal disturbance would result. Visitors could then enjoy the sight of naturalised snowdrops amongst other interesting plant species.</p>	Mr Stevens to action

7. TRIAL GRAZING ON THE MEADS

The Group agreed that trial grazing should be continued and that the licensed number of beasts should be increased to see the full potential effects of grazing. Mr Philips agreed to monitor the situation on behalf of the Group and Mr Winfield would commission a survey of invertebrates in the grazing area and arrange for the licence to be increased and renewed.

ACTION

Mr Winfield to action

8. POND CLEARANCE

Mr Stevens reported that it had proven difficult to find a contractor who would be interested in clearing the small site in question. The arisings cleared so far had unfortunately been left on the bankside for longer than the optimum 24 hour period. It was agreed that sufficient funding would need to be secured to finish the job at an appropriate time in the near future and then assess the state of the reed beds which had also suffered as a result of access made to the site by the dredger last year. Miss Girvan advised that it would be preferable that once the site was cleared to the ground that it be left to settle.

Mr Stevens to action

9. PROPOSED TREE WORK

In accordance with the Section 106 agreement, a section at the back of the Mead Lane Caravan Park development would be opened up to enclose a small open space within the Meads by the Bourne in order to manage it. It was agreed that the surrounding hedge area would have to be altered.

Mr Stevens to action

10. LITTER CLEARANCE

The Group noted that litter was continuing to be a problem in particular areas of the Meads, especially along the lane between the Marina and the barrier. In addition, increased fly tipping of relatively large items combined with rubbish associated with the housing development had augmented the situation. Despite the litter picks carried out by the Council, the Group considered it necessary to organise a large scale litter pick and general rubbish removal on Sunday 18 May which would be publicised widely. Local scout groups and the Chertsey Society would also be invited to participate. Tools, rubbish bags and removal vehicles would be provided by the Council for all those who took part. Mrs Longman offered to distribute the press release to raise interest in the event.

Mr Stevens to action

Miss Pinnock to provide Mrs Longman with copies of the press release

The Group noted that existing litter bins were in need of repair and that the provision itself should be enhanced by an additional litter bin in the first car park. The Group noted that plans were in hand on a phased programme.

It was noted that blockages in the River Bourne itself would be left to the Environment Agency to remove along with debris associated with tree work they were currently undertaking at the site. It was reported that some burning on site was taking place which needed to be addressed.

Mr Winfield to action

ACTION

The Group noted the duties of riparian owners(those owning the banks of a river) to keep that section of the river clear from their property up to the centre line of the river. The Environment Agency had produced a guidance leaflet, ' Living on the Edge' to assist people in fulfilling their responsibilities. It was understood that if areas were not maintained sufficiently, the Environment Agency might intervene, and they were keen to work with local Councils on this issue.

11. **IMPROVEMENTS AND REPAIRS**

i) **Replacement of Maps**

The Group noted that the maps would be purchased shortly.

ii) **Horse Margin Markers**

The Group noted that the margin markers would be installed shortly; in the form of single posts which were considered more effective.

iii) **Replacement of Railway Sleepers**

It was reported that the remaining sleepers would be replaced shortly, depending on a good price being obtained.

iv) **Dog Waste Bins**

The Group agreed that additional bins be placed between the first footpath entrance and the vehicle gate in Mead Lane, and by the bridge to Brackendene.

Mr Stevens to action

12. **PROPOSED CYCLE ROUTE**

Mrs Boater informed the Group that plans for the cycle route were still in hand.

13. **CYCLE CROSSING, MEAD LANE**

The Group noted Surrey County Council's intention to include the proposed ramp at the point at which National Cycle Route 4 crosses Mead Lane in negotiations with developers of any new development in the vicinity. The contact at Surrey County Council Highways Department was Mr Will Ward at the Runnymede Centre in Chertsey.

14. **ENCROACHMENTS**

The Group had considered a case at the 'Window on the River' at its meeting last year. Officers had thought that this had been dealt with. However, it appeared that there may be evidence of the encroachment re-occurring. The 'No Entry' signs, had still to be removed.

Mr Stevens to action

'River Edge' was another property which Officers sought the input of the Group in resolving. The property was up for sale which presented the Council with the opportunity to determine the future status of land within the access point which was on the Meads itself. A laurel hedge and timber fence had been erected to enclose the tarmaced access point. The Group agreed that both the fence and laurel hedge should be removed as the latter was not a species which was beneficial to the Meads.

Mr Winfield to action

ACTION

Officers confirmed that they were working their way around the Meads to investigate further possible cases of encroachment. Once established, the Council would consider each case individually and either give permission for the encroachment or ask for its removal, seeking guidance from the Group where necessary.

Mr Stevens to action

15. **CHERTSEY MEADS ASSOCIATION DONATION**

The Group expressed thanks to the Chertsey Meads Association for their donation. It was still planned to spend no more than 50% on one or two noticeboards, and the remainder on hedgerow infilling which would take place later in the year. It was agreed that the Council would liaise with Mrs Longman about what information to include on the board(s), which, when completed, could be publicised in the local press.

16. **REPORTS FROM THE HONORARY WARDENS**

Mr Brown reported that the man made ditch had experienced a degree of infilling since the recent flooding and was in need of re-shaping to improve its performance during moderate flooding conditions.

Mr Winfield to action

The Group noted that the direction sign (FP9/10) located next to the concrete bridge into Meadowlands from the Meads was fingerless. In addition, the footpath nearby was in need of attention from Surrey County Council whose responsibility it was now for footpath maintenance.

Mr Winfield to action

Mr Brown was pleased with the hedging work which had been completed and with the grazing experiment.

Mr Deverill drew attention to the problem with abandoned vehicles on the Meads. It appeared that due to a delay between the cars arriving and being taken away they were subject to vandalism. However, the Group noted that the Council planned to address this particular problem shortly.

It was confirmed that the money which had been secured from Cala, the developers of the Chertsey Meads Caravan Park development had only just been received by the Council but that it would be spent exclusively on the planned CCTV camera and play area as originally intended.

17. **SITE VISIT**

Barry Phillips was thanked for leading the last two tours of the Meads which the Group had enjoyed. He kindly agreed to lead a further site visit to a different part of the Meads on Wednesday 9 July 2003. Those attending would assemble in the first car park on the Meads at 7.30 p.m. The Group also expressed interest in having a bat walk at dusk across the Meads similar to that which had taken place in August 2002 at Riverside Walk, Virginia Water.

Miss Pinnock to make arrangements for site visit

18. **MEAD LANE CARAVAN DEVELOPMENT**

i) **CCTV Camera**

The Group expressed their wish that a CCTV camera should be located where its coverage would include the first car park in Mead Lane.

Mr Winfield to action with Safer Runnymede Manager

ACTION

ii) Footpath/Cycleway Mead Lane

Concern was expressed at the effectiveness of the cycleway which had been installed at the front of the development. It appeared that part of the route had been fenced off, whilst another section contained a raised flowerbed cutting the route in half.

iii) Location of Play Area

The Group learned that in order for a play area to be located at Bridge Wharf as desired, negotiation with the owners, Bates, would be required.

19. OTHER BUSINESS

Barry Phillips sought an explanation as to the severity of the cutting back of the Poplar tree located towards Dockett Eddy on the left hand side of the road. It was understood that the tree had suffered extensive damage; the top having been broken off in a recent storm.

Following the recent flooding, Hugh Evans asked if any lessons had been learned in relation to the Meads, and what the next steps would be. Apart from the Flood Action Groups being set up, the Council had employed consultants to look at the sections of the Bourne, Thames and Wey, including their intersection which had been badly affected by the floods. It was hoped that the Group and local Councillors would be involved in 'Thames Awash' which was concerned with the stretch of the Thames from Teddington to Windsor.

The Group noted that repairs were necessary to the wire baskets running along the banks of the river in the vicinity of the second bay by the second car park. The Environment Agency had stated that it was the responsibility of the Council to undertake these expensive repairs which would be done following advice from colleagues in the Drainage section.

Mr Stevens to
action

20. DATE OF 2004 MEETING

It was agreed that the next meeting of the Group would be held at 7.30 p.m. on Tuesday 16 March 2004.

Miss Pinnock to
arrange meeting

(The meeting ended at 9.18 p.m.)

Chairman

PROPOSED REVISED CONSTITUTION OF THE
CHERTSEY MEADS MANAGEMENT LIAISON GROUP

1. Name of the Group

- 1.1 The name of the Group is the Chertsey Meads Management Liaison Group (hereinafter called the "Liaison Group").

2. Aims of the Group

- i) To provide the Borough Council with scientific, natural history and other advice on the conservation, management and recreational use of Chertsey Meads.
- ii) To advise upon the production of the Chertsey Meads Management Plan and annually review progress against the plan.
- iii) To promote interest and participation in the conservation and improvement of Chertsey Meads.
- iv) To appoint four Honorary Wardens to monitor the condition of the Chertsey Meads and report to Council Officers.

3. Membership of the Group

3.1 Voting members:

- | | | |
|-------|---|---------------------|
| i) | Runnymede Borough Councillors | 2 x representatives |
| ii) | British Trust for Conservation Volunteers | 1 x representative |
| iii) | Chertsey Agricultural Association | 2 x representatives |
| iv) | Chertsey Society | 2 x representatives |
| v) | Community Alternative Transport Association | 1 x representative |
| vi) | Environment Agency | 1 x representative |
| vii) | Honorary Wardens | 4 x Wardens |
| viii) | Invertebrates expert | 1 x representative |
| ix) | Local dog walkers representative | 1 x representative |
| x) | Local horse riders representative | 1 x representative |
| xi) | Residents Association representatives: | |
| | 2 x Chertsey Meads residents representatives | |
| | 2 x Hamm Court Ltd. residents representatives | |
| | 2 x Mead Lane residents representatives | |
| xii) | Surrey Bird Club | 1 x representative |
| xiii) | Surrey Flora Committee | 1 x representative |
| xiv) | Surrey Wildlife Trust | 1 x representative |

3.2 Non-voting, Advisory members

- i) Runnymede Borough Council Officers 2 x representatives
(normally the Parks and Amenities Manager, and Contracts Officer)

4. Chairmanship of the Group

- 4.1 The meetings of the Liaison Group shall be chaired by a Member of the Council representing the Leisure and Environment Committee.

5. Meetings of the Group

- 5.1 The Liaison Group will meet once a year in March. Special meetings of the Group may be convened as necessary by the Chairman of the Liaison Group.
- 5.2 The Liaison Group also has the power to appoint Working Groups as and when necessary to examine particular aspects of the conservation, management or use of Chertsey Meads. The appointment of such Groups must be approved by the Chairman of the Liaison Group and by the Director of Administration and Leisure. The Chairman and Council Officers are not required to attend meetings of these Working Groups, and Council Officers are not required to give the Working Groups secretarial support.
- 5.3 The date of a meeting may be changed with the consent of the Chairman of the Liaison Group. Meetings of the Liaison Group may also be cancelled if it is agreed by the Chairman that there is insufficient business to justify a meeting being held.
- 5.4 In the event that a meeting is cancelled or the date is changed, a letter shall be sent to all members of the Liaison Group notifying them of this cancellation or change and the reason for it.

6. Voting

- 6.1 All matters arising before the Liaison Group shall be decided by a majority of the voting members present. The Chairman shall have a second or casting vote in the event of an equality of votes.
- 6.2 The Liaison Group shall, by its recommendations, advise the Council but the Group shall not exercise any executive powers of the Council, nor incur any expenditure on the Council's behalf.

7. Agendas and Minutes for the Group

- 7.1 The Agendas for the meetings of the Liaison Group shall be prepared by the Director of Administration and Leisure and shall be sent to all members five clear working days before the meetings of the Group.
- 7.2 Any member wishing to include a particular item of business on the Agenda must inform the Director of Administration and Leisure at least nine clear working days before the meeting takes place.
- 7.3 The Minutes of the meetings of the Group shall be drawn up by the Director of Administration and Leisure.
- 7.4 The Minutes shall be presented to the next ordinary meeting for confirmation by the Liaison Group as a correct record and signature by the Chairman.
- 7.5 The Minutes shall also normally be reported to the next ordinary meeting of the Council's Leisure and Environment Committee.

END

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUP1 April 2003 at 7.30 p.m.

Members of the

Group present:	Mr G. Leon-Smith (Chairman)	Addlestone and District Chamber of Commerce
	Mr V. Spink (Vice-Chairman)	Chertsey Chamber of Commerce
	Mr P.E. Anderson	Runnymede Association of Arts
	Mr J. Davies	Surrey Youth Development Service
	Mr R. Davies	Runnymede Association of Arts
	Mrs A. Davis	Egham Chamber of Commerce
	Councillor A.J. Davis	Runnymede Borough Council
	Dr V.J. Gordon	Royal Holloway, University of London
	Miss S. Hunter	Salesian School, Chertsey
	Mrs A. Pope	Surrey Adult and Community Learning
	Mrs M. Roberts	Egham Rotary Club
	Councillor Ms C.M. Simmons	Runnymede Borough Council

Members of the

Group absent:	Mr T. Pattinson	Surrey Herald Newspaper
	Mr P. Suchley	Jubilee High School, Addlestone
	Mrs R. Wilson	Surrey Libraries Service

Those attending in an advisory/observers capacity:

Miss K. Jack	Projects and Support Manager, Runnymede Borough Council
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1. MINUTES

The Minutes of the meeting of the Committee held on 4 February 2003 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Miss H. Dix (Surrey Drama Development Officer), Mr H. Craig (Head of Surrey County Arts North), Mr R. Fleming (Head of Leisure Services, Runnymede Borough Council) and Mr T. Pattinson.

3. UPDATE OF THE ARTS DEVELOPMENT STEERING GROUP TERMS OF REFERENCE

The Committee considered an updated version of the Group's Terms of Reference which incorporated the following:

- i) New Council Departmental and Officer titles; and
- ii) Some of the aims and objectives set out in the Community Strategy and the Council's Cultural Strategy, to which the Steering Group had contributed.

Members considered and approved the revised Terms of Reference which are attached at Annex '1'. The Terms of Reference would need to be agreed by the Group's parent Committee, the Leisure and Environment Committee on 19 June 2003.

The Chairman also suggested some changes to the representation from "Rotary/Round Table or a similar organisation" which would be considered by Officers.

ACTION

Miss C. Pinnock
to report to
Leisure and
Environment
Committee

ACTION

4. BUDGET SUMMARY

The Group learned that the base budget for Arts Development in 2003/04 was £8,200. In addition, Officers had requested that an underspend of £1,130 be carried forward from last year's budget. If this proposal was agreed by Borough Councillors in June, the total Arts Development Budget for the current financial year would be £9,330.

Members noted that a sum of £250 had been committed to the 'Sorted' Community Dance Development Programme over two years. This left a potential sum of £9,080 available for distribution in 2003/04. A copy of the Budget Summary is attached an Annex '2' which takes into account the decisions made at this meeting.

Mr R Fleming to report Committee decision to Group in July

5. APPLICATIONS FOR FUNDING

i) Surrey Artists 'Open Studios' 2003

A request had been received from the Surrey County Visual Arts Officer for funding of £250 to support the annual 'Open Studios' Project. This sum would help to fund publicity materials for the event including colour guides, postcards and posters. It was noted that the County were contributing a sum of £3,000 towards the scheme.

Members noted that last year's 'Open Studios' project had attracted some 10,000 visitors and 15 Runnymede based artists had taken part in the event. The Committee accordingly agreed to recommend that the full requested sum of £250 be awarded.

Miss K. Jack to advise Visual Arts Officer and arrange payment

ii) 'Raising the Bar' – Chertsey St. Ann's Attainment Project

Linda Neve and Beverley Minette presented an application for funding towards the 'Chertsey St. Ann's Attainment Project' which aimed to develop an Arts and Drama programme for children living in that area. This project was part of the 'Raising the Bar' multi-agency partnership scheme which was being co-ordinated by Surrey County Council and had been devised to address issues such as health and anti-social behaviour in a Ward which had been highlighted by the DETR Index of Deprivation and additional education service data.

The Chertsey project would take the form of 5 one day workshops to be run at Pycroft Grange and St. Anne's Primary Schools, and Stepgates Community School. The workshops would target 5 to 7 year olds and would be run during curriculum time to allow greater access for all children. The school pupils would be consulted during the workshops in order to identify their needs and to develop long-term sustainable projects which could involve the wider Chertsey St Ann's community. The total cost of the project was estimated at £1,904 and a grant of £1,736 had been requested from Runnymede Borough Council.

The applicants left the room and the Group considered their funding application. The Group agreed that the project could help to increase participants' self-esteem and deter future anti-social behaviour. However, at this early stage it was not known how many young people would ultimately benefit from the scheme. In view of the Steering Group's limited budget and the number of other funding applications to be considered, it was recommended that a sum of £750 be awarded to the "Chertsey St. Ann's Attainment Project". It was suggested that additional funding towards the project could be sought from the Early Years Development and Childcare Partnership.

Miss K. Jack to advise applicants and arrange payment

iii) Thorpe Players

Three members of the Thorpe Players presented an application for funding towards the upgrading of their sound and lighting equipment in order to bring it up to the latest

ACTION

industry and safety standards. This new equipment would also enable the Company to stage a far wider range of plays and would encourage more young people to become involved in the technical side of their productions. The Players had already funded and completed the first two stages of a five phase project to improve the equipment. It was estimated that the final three phases would cost in the region of £4,250 and a contribution of up to £1,000 had been requested from Runnymede Borough Council.

It was noted that the Players had been experiencing some problems with the power supply at their venue, Thorpe Village Hall. Since the premises were owned by Runnymede Borough Council, it was agreed that Officers would raise this issue with the Halls and Leisure Assistant and report back at the next meeting of the Group. The Chairman also believed that a new supplier was responsible for the provision of electricity in the Runnymede area and he would send the Players their details.

The applicants were also advised that the upgrading work would need to be undertaken by a fully qualified electrician, in order for a certificate to be obtained proving that the electrics met the required safety standards.

The applicants left the room and the Group considered their funding request. Members noted that the Players would be funding the majority of the proposed works and had also obtained sponsorship money. The Group agreed to recommend that a sum of £1,000 be granted to The Players subject to them providing details of their accounts and reporting back on the outcome of the project.

iv) Gilbert and Sullivan Choral Society

The Gilbert and Sullivan Choral Society had submitted an application for funding towards their production of 'Iolanthe' which was due to be staged at the Magna Carta Arts Centre in November 2003. The Society had not asked for a specific amount, but had requested assistance with the printing and publicity costs for the production which would amount to around £360. The Steering Group recommended that the Society be granted a sum of £250 to be put towards publicity costs for their forthcoming production.

v) Runnymede Drama Group

An application had been received from the Runnymede Drama Group for funding towards the refurbishment of their new premises, 'The Studio' in Chertsey. The building was used for rehearsals, drama workshops and the building and painting of scenery. A sum of £5,000 had been requested which would assist with the purchase of insulation, radiant heaters, paint, external paving, and materials to widen doors and improve toilet facilities.

The Steering Group noted that they had not previously recommended grants for such a substantial sum. This was also the first time they had received an application for funding towards a capital project to renovate a premises. Members concurred that the Steering Group required more detailed information on the current state of the building and the works proposed before they would be in a position to make a decision on this application. It was, therefore, agreed that a Working Party comprising Mr P. Anderson, Mr G. Leon-Smith, Mr T. Pattinson and Mr V. Spink should meet on site with representatives of the Drama Group and report their findings to the Steering Group's meeting in July.

It was suggested that the Group might also apply for a disabled access grant to assist with the cost of improvements to the premises.

Mr R. Fleming
to raise with
Mr T. Crossan
and report back to
next meeting.

Mr G. Leon-Smith
to provide Players
with details of
electricity supplier

Miss K. Jack to
advise applicants
and arrange
payment

Miss K. Jack to
advise applicants
and arrange
payment

Miss K. Jack to
inform applicants
of Group's
decision and
working party to
report back to
next meeting

ACTION

vi) Chertsey Museum Mural Project

Emma Warren, the Chertsey Museum Curator, and Victor Spink presented an application for funding towards the production of two colourful murals for the newly extended Chertsey Museum. The first mural would be painted on the wall leading from the Fashion Gallery to the Fashion Accessories Gallery and would depict costumes from the Olive Matthews Collection. The second mural would be painted on the wall outside the Local History Room and would feature Borough Landmarks. The murals would be produced by three local artists, including Mr Spink, and it was anticipated that they would be completed in time for the re-opening of the Museum in July 2003. The total cost of the project was estimated to be £850. The Museum had applied to the Olive Matthews Trust for a grant of £425 and a sum of £425 was also requested from Runnymede Borough Council.

Emma Warren and Victor Spink left the room whilst the Group considered the application. Members agreed that the murals would provide attractive pieces of public art which would act as a focal point within the Museum. The Group accordingly recommended that the full requested sum of £425 be granted.

Miss K. Jack to advise applicants and arrange transfer

vii) Staines Players

An application had been received from the Staines Players for support with their production of 'The Anniversary' that would be staged in July at Chertsey Hall. The Players had requested a sum of £500 to cover the extra costs associated with lighting and set construction for this production. Members noted the success of The Players' previous performances and the Group recommended that a sum of £500 should be granted to the company.

Miss K. Jack to advise applicants and arrange payment

viii) 'StopGAP' – Dance Workshops

An application had been received from 'StopGAP' for funding towards dance workshops exploring the theme of people meeting for the first time. Each workshop would consist of participants from two organisations based in the Borough and would include people with disabilities. The proposed groupings were as follows:

White Lodge Adult Centre and Sir William Perkins's School

Philip Southcote School and St Anne's Primary School

Magna Carta School and Welmede Housing Association

Each workshop would culminate in a performance by the workshop participants and a performance of StopGAP's new piece "Rough N' Tumble".

StopGAP had applied for funding of £1,050 towards the project, the total cost of which was £2,600. The Group expressed its support for the workshops which would enable Runnymede residents with and without disabilities to perform alongside a professional dance company. The Group recommended that a sum of £1,000 should be granted to StopGAP.

Miss K. Jack to advise applicants and arrange payment

ix) Egham and District Music Club

A late application had been received from the Egham and District Music Club. As the Group had not had sufficient time to consider this request for funding, it was agreed that the above-mentioned Working Party would obtain further information on the application and report back to the Group in July.

Miss K. Jack to advise applicants

6. COMMUNITY STRATEGY – LEISURE AND CULTURE TASK GROUP

The Group learned that the next meeting of the Leisure and Culture Task Group was due to take place on 26 March 2003. Members received and considered an updated work programme for the Task Group. Miss Jack was pleased to report that a successful bid had been made for Primary Care Trust funding to enable people with disabilities in Runnymede to use the Woking Pool in the Park. With reference to target 16 on the programme, it was reported that the RAA would be encouraging arts organisations based in Runnymede to attend a showcase of Arts in the Borough on 10 October 2003. The meeting of the Leisure and Culture Task Group in September would focus on Arts in Runnymede, in order to give arts groups an opportunity to inform the Task Group about their challenges and aspirations.

7. FEEDBACK ON COMPLETED ARTS PROJECTS

i) 'A Day in the Life'

The video project undertaken by Chertsey Detached Youth Project had been completed and Members of the Steering Group had been invited to a public showing of the young people's work on 10 March 2003 at Chertsey Hall. A CD Rom was currently being produced and this would be made available to the Group once it was ready. Members of the Group were pleased to learn that Nikki Parkhill had received three separate grants from the European Union to help fund the Youth Project.

Mr J. Davies to make CD Rom available to the Group

ii) 'Sorted' Community Dance Project

Two dance groups were currently being held at the Magna Carta School, one for 7 to 9 year olds and another for 10 to 12 year olds. These groups would be choreographing dance pieces during March and April for inclusion in a performance at the Epsom Playhouse on 3 and 4 May 2003. The Chairman requested that Surrey County Arts might be asked to consider staging a performance in the Borough of Runnymede in the future.

Miss K. Jack to raise with Surrey County Arts

iii) Gillian Smithies – 'Just Try It' Day

The Group was pleased to receive a letter of thanks from Gillian Smithies who had been awarded a sum of £250 towards her forthcoming "Just Try It" arts and crafts day.

iv) TEAM Productions – 'A Slice of Saturday Night'

The Group were pleased to receive a letter of thanks from TEAM Productions who had been awarded a sum of £1,000 towards their 2002 performances of "A Slice of Saturday Night".

8. 'MAKING MUSIC' – DEVELOPMENT EVENTS

The Group received details of four surgeries to be held in the region which aimed to assist voluntary music and performing arts groups and societies with management and administration issues.

9. ARTS COUNCIL - LOCAL AUTHORITY PARTNERSHIPS

The Group considered a draft paper outlining the Arts Council England, South East's proposals for partnership working with Local Authorities. Following further consultation and endorsement of the proposals by key stakeholders, three year pilot partnerships would be agreed with Local Authorities which would commence in January 2004.

ACTION

10. OTHER BUSINESS

i) Millennium 'Encore' Project

John Davies reported that approximately 200 young people from Runnymede Youth Provisions had benefited from free tickets to see London Shows under the Millennium 'Encore' project. The productions seen ranged from musicals such as "We Will Rock You" to a performance by the Royal Ballet. Mr Davies was currently producing a report on these theatre visits which could be circulated to members of the Steering Group.

Mr J. Davies to circulate report.

ii) Jonathan Rees – professional violinist

Mrs Roberts reported that Mr Rees' partner had written a musical piece entitled the "Barnes Bacarole" which had been performed by school choirs from the London Borough of Richmond-Upon-Thames. Mr Rees had taken part in the performance which had been funded by the National Association for Youth Music. Members agreed that a similar concert held in Runnymede would provide local school pupils with a valuable opportunity to work alongside professional musicians. It was suggested that the Egham and District Music Society might approach Mr Rees to see if this would be possible. It was noted that St. Paul's Church, Egham Hythe had good acoustics and might provide a suitable venue for such an event.

Mrs M. Roberts to approach Egham and District Music Society

11. DATES OF MEETINGS FOR MUNICIPAL YEAR 2003/2004

Since the last meeting of the Steering Group, the Council's Calendar of Meetings for the 2003/04 Municipal Year had been agreed. In order to avoid a clash with a meeting of the Licensing Sub-Committee, the Group agreed that the date of its last meeting in the 2003/04 Municipal Year should be changed to **Tuesday, 30 March 2004.**

The dates of all four meetings in 2003/04 were as follows:

Tuesday, 8 July 2003

Tuesday, 7 October 2003

Tuesday, 3 February 2004

Tuesday, 30 March 2004



Chairman

(The meeting finished at 9.50 p.m.)

8/7/03

PROPOSED
RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP
TERMS OF REFERENCE

Last amended by the Leisure and Environment Committee on (date to be inserted)

1. Purpose of the Group

1.1 The purpose of the Runnymede Arts Development Steering Group is to act as a representative forum for the arts, and to further the development of both the amateur and professional arts within the Borough, with the aims of :

- i) identifying and regularly reviewing arts needs within the Borough and how those needs can best be met and developed;
- ii) identifying support, once specific needs have been identified, by means of fund-raising, grant aid, and sponsorship to ensure, as far as possible, that those needs are fulfilled;
- iii) facilitating co-ordination amongst professional and amateur arts organisations in the Borough *in accordance with the aims and objectives of the Council's Cultural and Community Strategies;*
- iv) advising groups and individuals on the setting up of arts projects, activities, and events in the Borough, methods of obtaining funds, and on other sources of assistance;
- v) *acting as partner in the process of consultation into the feasibility of arts venues in the borough for better use and promotion of existing facilities in accordance with the Council's Cultural/Community Strategy;*
- vi) *helping to maintain the character of smaller settlements through giving support to the development of locally based facilities and services in accordance with the Cultural/Community Strategy*

1.2 All the above aims should especially apply to youth, the elderly, disabled persons, and public art.

1.3 The Group has no executive powers but the Council, or an Officer exercising a delegated function, is at liberty to act on the Group's recommendations and advice.

2. Membership of the Group

2.1 The Arts Development Steering Group shall consist of representatives from both voluntary and professional organisations within the Borough, as follows :

- 2 x Runnymede Borough Councillors
- 2 x representatives Runnymede Association of Arts
- 3 x representatives Secondary Schools in the Runnymede area
- 1 x representative Strode's College
- 1 x representative Royal Holloway, University of London
- 1 x representative Brunel University

- 1 x representative Adult Education
- 1 x representative Youth Service
- 1 x representative Libraries Service
- 5 x representatives Local Business/Industry
- 1 x representative Rotary/Round Table or similar organisation
- 1 x representative local media

- 2.2 If a specific organisation is listed above, that organisation shall nominate their representative. Where there are to be representatives of a general area of interest or from a range of organisations, the Leisure and Environment Committee shall make the appointment after considering the recommendation of the Group. Members shall remain on the Group until a replacement is appointed for their organisation or area of interest, provided that they still wish to serve.
- 2.3 The membership of the Group, as set out at 2.1, includes five representatives from local Business and Industry. This is to allow for the appointment of one representative from each of the three Chambers of Commerce in the Borough.
- 2.4 Two Officers from the Council's Leisure Services Division, if practicable, shall attend meetings of the Group in an advisory capacity (usually the Head of Leisure Services and the Projects and Support Services Manager).
- 2.5 A representative from South East Arts and a representative from the Surrey County Arts Unit may also attend the meetings of the Group and be entitled to participate in the discussions of the Group but not to vote.
- 2.6 The Group may send Minutes of its meetings to local arts workers with a regional brief and may invite them to attend from time to time when items relating to their area of work are being discussed. Such workers may also ask to attend meetings.

3. Meetings of the Group

- 3.1 The Arts Development Steering Group shall meet four times per year with meetings taking place in the first week, as far as is practicable, of July, October, February and April with the aim of submitting Minutes to the meetings of the Leisure and Environment Committee in September, November, March and June respectively.
- 3.2 Special meetings may be convened as necessary by the Chairman or six members of the Group giving at least seven days clear notice thereof to the Council's *Director of Administration and Leisure*.
- 3.3 If the Chairman of the Group is not present at any meeting the Vice-Chairman shall preside over the meeting. If neither the Chairman nor Vice-Chairman are present, the Committee Administrator or other Council Officer present shall take the Chair and the first item of business will be the election of a Chairman for the duration of that meeting.
- 3.4 The date of a meeting may be changed with the consent of the Chairman and Vice-Chairman of the Group. Meetings of the Group may also be cancelled if it is agreed by the Chairman and Vice-Chairman that there is insufficient business to justify a meeting being held.

3.5 In the event that a meeting is cancelled or the date is changed, a letter shall be sent to all members of the Group notifying them of this cancellation or change, and the reason for it.

4. Quorum

4.1 The Quorum for the Group will be no less than four members.

4.2 If there is no Quorum present at the time that a meeting is scheduled to start, the person presiding shall allow a delay of fifteen minutes to see if a Quorum assembles. If there is still no Quorum at the end of that period the meeting must be reconvened at another time.

4.3 If the person presiding does not fix a date and time at which that meeting can be reconvened, the items to be discussed will be dealt with at the next timetabled meeting of the Group.

5. Election of Chairman and Vice-Chairman

5.1 The Group shall elect a Chairman and Vice-Chairman each year at its meeting in July.

6. Agendas and Minutes

6.1 The Agendas for the meetings of the Group shall be prepared by *the Director of Administration and Leisure* and shall be sent to all members three clear working days before the meetings of the Group.

6.2 Any member wishing to include a particular item of business on the Agenda must inform the *Director of Administration and Leisure* at least nine clear working days before the meeting takes place.

6.3 The Minutes of the meetings of the Group shall be drawn up by the *Director of Administration and Leisure*.

6.4 The Minutes shall be presented to the next ordinary meeting for confirmation by the Group as a correct record and signature by the Chairman.

6.5 The Minutes shall be reported to the next ordinary meeting of the Leisure and Environment Committee.

7. Annual Report on the Activities of the Runnymede Arts Development Steering Group

7.1 *Where resources permit*, an Annual Report on the activities of the Group in the preceding municipal year will be prepared by the *Committee Administrator in consultation with the Head of Leisure Services* normally by 15 June in each year.

7.2 The Report will be submitted for discussion and agreement at the July meeting of the Group. Presentation of the finalised Report, as a part of the Minutes of the July meeting, will normally be made to the September meeting of the Leisure and Environment Committee.

END

Runnymede Arts Development Steering Group**Budget Summary 03/04**

Base budget 03/04	£8,200
Planned underspends from 02/03	£1,130
Total funds available for distribution 03/04	<u>£9,330</u>

Committed Projects

Sorted 2nd and final year payment	-£250
Surrey Artists open studios	-£250
Chertsey St Ann's Attainment Project	-£750
Thorpe Players	-£1,000
Gilbert & Sullivan Choral Society	-£250
Chertsey Museum	-£425
Staines Players	-£500
StopGAP	-£1,000

Funds Available for Distribution **£4,905**

Runnymede Borough CouncilLICENSING SUB-COMMITTEE15 April 2003 at 7.30 p.m.

Members of the Sub-Committee present: Councillors C.J. Norman (Vice Chairman), A. Alderson, Mrs. F. J. Barden, A.J. Davis, P. J. Poole, and R.J. Ray.

Members of the Sub-Committee absent: None.

1. NOTIFICATION OF CHANGES TO SUB-COMMITTEE MEMBERSHIP

The Groups mentioned below had notified the Chief Executive Officer of their wishes that the changes listed be made to the membership of the Sub-Committee. The changes were for a fixed period ending on the day after the meeting and thereafter the Councillors removed would be re-appointed.

Group requesting Change	Remove from Membership	Appoint Instead
Conservative	Councillor A. G. Collins	Councillor P.J. Poole
Conservative	Councillor Mrs. S. E. Jacobs	Councillor Mrs. F. J. Barden
Independent	Councillor A. M. Moore	Councillor A. Alderson

The Chief Executive Officer had given effect to these wishes in accordance with Section 16 (2) of the Local Government and Housing Act 1989.

In the absence of the Chairman, the Vice-Chairman, Councillor C. J. Norman assumed the Chair for the duration of the meeting.

2. MINUTES

The Minutes of the meeting of the Sub-Committee held on 26 September 2002 were confirmed and signed as a correct record.

3. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE IN RESPECT OF FORD LINCOLN TOWN CAR (STRETCH LIMOUSINE)

By resolution of the Sub-Committee, the press and public were excluded from the meeting during the consideration of this report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve the disclosure of exempt information of the description specified in paragraphs 4 and 7 of Part 1 of Schedule 12A of the Act.

The Sub-Committee considered an application for a Private Hire Vehicle Drivers Licence, Private Hire Vehicle Operators Licence and Private Hire Vehicle Licence. The Applicant had been invited to attend the meeting but was unable to do so due to a prior commitment. Therefore the Sub-Committee resolved to consider the application in his absence.

The Sub-Committee learned that the application for a Private Hire Vehicle Licence in respect of a Ford Lincoln Town Car (a stretched limousine) was the first such application that the Council had received.

No official guidelines were available from the Department for Transport to deal with these cases and Officers had sought the advice of neighbouring authorities with experience of licensing stretch limousines in order to present their report.

Although the applicant was able to comply with a number of the Council's existing conditions, other requirements such as the need for a six monthly inspection could not be fulfilled without the Sub-Committee's agreement to his going outside the Borough in order to have the MOT testing carried out by a firm equipped with a 'rolling road' which could test the brakes of a longer vehicle. Also, some

features of the vehicle itself fell outside current Council policy and would need special approval; for example left hand drive.

Clarification was sought regarding the whereabouts of the Import Vehicle Approval Certificate which had become separated from the vehicle but the Sub-Committee was assured that Officers had followed this up with the Applicant.

The vehicle had been manufactured in 1997, and imported to this country from America. It was 25 feet in length and was able to accommodate eight passengers, seated in the rear of the vehicle. In addition, a passenger seat in the front was capable of carrying one extra person.

The Sub-Committee noted the capacity of the vehicle, and agreed that although it could take nine passengers, for safety reasons and in order to comply with the maximum number of eight being allowed in a private hire licensed vehicle, the front passenger seat should not be used and that appropriate signage should be placed in the vehicle to this effect.

Members had observed that stretched limousines were not an uncommon sight in the borough and in principle they would not wish to object to their use, given their growing popularity.

A search of the Criminal Records Bureau had revealed no relevant convictions.

Having given consideration to the application, the Sub-Committee was satisfied that the Applicant was a 'fit and proper person' to hold a licence and agreed that subject to the following special conditions the Vehicle Licence should be granted;

- Replacement of orange side-lights with white lights as required by law
- A maximum of eight passengers to be carried using only the rear passenger compartment and the passengers to use the seat-belts provided at all times during the journey
- Signs to be provided within the passenger seating area that state that the maximum number of passengers is eight and that use of the front passenger seat is prohibited
- The activating button for the interior screen to be clearly signed
- The Import Vehicle Approval Certificate being produced to the appropriate Officer and being found satisfactory
- Conditions to be added to the Private Hire Vehicle Licence
- The licence holder be permitted to have the vehicle's MOT test carried out outside the Borough, at a testing station agreed by the Council.

The Sub-Committee also agreed to grant the Operator's and Driver's licences.

RESOLVED that -

the application for, a Private Hire Vehicle Drivers Licence, Private Hire Vehicle Operator's Licence and a Private Hire Vehicle Licence made on 26 February 2003 be granted, subject to the relevant conditions set out in the above report.

(The meeting ended at 7.43 p.m.)

Chairman