

Runnymede Borough CouncilLEISURE AND ENVIRONMENT COMMITTEE18 September 2003 at 7.30 pm

Members of the

Committee Present: Councillors C. J. Norman (Chairman), A. Alderson, Mrs P.I. Broadhead, A. J. Davis, J. M. Edwards, Mrs C.E. Gant, Mrs S. E. Jacobs, Mrs J. Norman, R. J. Ray and B. J. Relph.

Members of the

Committee Absent: None

333. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Groups mentioned below had notified the Chief Executive Officer of their wish that the changes listed below be made to the membership of the 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 J. M. Edwards
Conservative	Councillor Mrs C. Y. Jones	Councillor Mrs J. Norman
Independent	Councillor A. M. Moore	Councillor A. Alderson

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

334. MINUTES

The Minutes of the meeting of the Committee held on 19 June 2003 were confirmed and signed as a correct record.

335. DECLARATIONS OF INTEREST

Councillor A. J. Davis declared a personal interest under the Runnymede Code of Conduct for Members in item 7 'The New Liquor Licensing Regime' as he was a member of the Campaign for Real Ale (CAMRA) which would be consulted on the Licensing Act 2003.

336. CHAIRMAN'S ANNOUNCEMENT – CHERTSEY MUSEUM

The Chairman made the following announcement;-

"Councillors will be aware from the Members' Bulletin that Chertsey Museum reopened to the public at The Cedars, Windsor Street, Chertsey at the beginning of July, following the completion of the extension and refurbishment works in May and the return of the collections from their temporary stores.

The Museums Journal's Peter Lewis visited the new museum on the Black Cherry Fair open day and his review, which appeared in the latest edition of the Museums Journal, has been placed around the Chamber together with the Museum's leaflet and programme.

This partnership project costing over £600,000 has provided additional display and workshop space with accessibility to all floors and the refurbishment of the Georgian listed building.

The Olive Matthews Collection Trust, who lease The Cedars to this Council, was the major funder of the project contributing over £500,000, this Council funded £74,000 for specific aspects of the work and the Norlands Foundation through AIR sponsored the laying of the garden.

I am sure this Committee would wish to record their thanks to the Olive Matthews Collection Trust without whose funding and commitment the project could not have been undertaken and in particular to the four trustees Valerie Cumming, John Nelson-Jones, Bruce Young and Jim Lander who dedicated so much time and energy to the success of the scheme. Also to the Norlands Foundation, AIR, the Friends of Chertsey Museum, volunteers and of course the Museum staff for the hard work they put into the project.

The official opening by HRH the Duke of Gloucester KG GCVO, is next Wednesday 24 September in the morning. This has a limited guest list but all Councillors have been invited to the evening event at 7.30 p.m.”

The Chairman regretted that he would not be able to attend the official opening but conveyed his personal thanks to all involved and wished the Museum every success.

337. SERVICE PLAN 2003/04 – QUARTERLY PROGRESS REPORT

The Committee received the first quarterly progress report on the Leisure and Environment Service Plan which covered the following areas, under the remit of this Committee: Leisure Services, Technical Services, Environmental Services and Safer Runnymede.

Members discussed the document at some length, highlighting the following areas for more detailed attention: youth provision and accessibility issues, self management of allotments, usage of the public halls, promotion of the Borough through tourism initiatives, progress with kerbside and other forms of recycling and community safety and crime statistics.

Members were keen to be informed of progress or new developments. The Committee continued to be pleased with the level of youth provision in the Borough and made suggestions as to how this could be developed further. It was understood that practical measures to increase accessibility to Leisure facilities in the Borough were moving forward steadily.

Discussions with user groups were still ongoing with regard to self management of existing and future allotment sites and public halls. Usage of the Hythe Centre would be analysed once a full year had been completed and Members were pleased that the social benefits of the investment were much in evidence.

Members welcomed the Tourism Forum and looked forward to an exploration of ways in which the Borough could be promoted further.

The recycling scheme had continued to improve following initial teething problems. Members were pleased to note that cardboard recycling was soon to be introduced at bring sites in the Borough.

Although crime figures had, on the surface, shown little improvement it was agreed that greater information from the Police would be sought.

338. COMPREHENSIVE PERFORMANCE ASSESSMENT – PUBLIC SPACE SELF-ASSESSMENT DIAGNOSTIC

The Committee considered a draft Public Space Self Assessment diagnostic compiled for the purposes of the forthcoming Comprehensive Performance Assessment (CPA).

The document covered several service areas under the remit of this Committee including Safer Runnymede, Environmental Services and Leisure as well as those of other Committees including Economic Development and Planning.

The CPA Inspectors would take into account a range of factors, including the recent peer review, the self-assessment, comments from Auditors, published performance indicators, specific information regarding benefits, and also two self assessment 'diagnostics' - one relating to housing issues, and one relating to 'public space'.

The Committee considered it would be helpful to include references to more documentary evidence which showed the Council's success in the areas of waste minimisation, home composting and graffiti reduction. In addition the Committee requested that the Diagnostic presented more evidence in support of statistics relating to reductions in perceived problems over the three years of the Community Safety Strategy.

Minor changes of wording were also suggested and these would be incorporated into the version to be reported to Corporate Management Committee.

RESOLVED that -

the Public Space Self Assessment Diagnostic be agreed as a reasonable reflection of services under the remit of this Committee subject to any comments of Corporate Management Committee and Full Council

339. THE NEW LIQUOR LICENSING REGIME

The Committee considered a report on the new Licensing Regime which outlined the practical, financial and staffing implications for the Council of the Licensing Act 2003 and the Gambling Bill (not yet before Parliament).

Under the new Licensing Act, District and Unitary local authorities would be responsible for the licensing of all those establishments supplying alcohol previously under the jurisdiction of the Magistrates' Court.

Under the proposed Gambling Bill, local authorities would assume responsibility for the licensing of gambling establishments such as bookmakers, casinos and public houses with gaming machines, although it was noted that the administration of the latter was already in the process of being transferred to local authorities.

Under the Licensing Act, Local authorities would have to produce and consult on a Statement of Licensing Policy, administer the new Personal and Premises Licences, Club Premises Certificates and Temporary Event Notices, establish a new stand alone Licensing Committee and Sub-Committee(s) to consider applications, and produce a list of Delegations to Officers. Full Council would need to approve a change in the Council's Constitution to implement the Act.

Officers had undertaken preliminary consultation with existing licence holders and had found that of the 25% who had responded; 50% did not want to vary the terms of their existing licence, 25% had indicated a wish to change and the remaining 25% were undecided. This left a significant amount of non responders. Figures from the Magistrates' Court indicated some 320 establishments which would require premises licences under the new Act.

Members were informed that although firm Government guidance had not been received, Officers had, in the meantime, produced a draft policy framework for a Statement of Licensing policy on which to consult with interested parties.

In view of the tight timescale for consultation on and implementation of the new regime, the Committee considered there was a need to make preparations to finance and accommodate the substantial increase in workload as well as give consideration to the constitutional implications. Therefore reports on the new Licensing structure and staffing arrangements would have to be submitted to the next meeting of the Corporate Management Committee and on to Full Council on 16 October.

The Committee noted that the workload implications were also significant for Members serving on the new Licensing Committee who would need training, and have to attend day time meetings. It was agreed that the Chairman would canvas Members to establish how many would be interested in serving on the new Committee.

It was acknowledged that the new licensing regime would be important not just in terms of public order but ensuring the well being of residents in the Borough.

The Committee agreed that the most appropriate course of action was to establish a licensing unit within the Environmental Protection division of Technical Services. Members agreed that it would be advisable to appoint a Licensing Officer and a Licensing Clerk at a cost of approximately £21,600, make provision for new IT software at a cost of £10,300, and allow for support costs of £5,000, all in the current financial year.

RESOLVED that –

- i) **Corporate Management Committee be requested to recommend the establishment of a new Licensing Officer post on scale E/G at a cost on top of scale of £11,800 in 2003/04, (£35,500 in a full year) and a new Licensing Clerk post on scale D/E at a cost on top of scale of £8,800 in 2003/04, (£26,400 in a full year) both within the Environmental Protection Division of the Technical Services Department;**
- ii) **Corporate Management Committee also be requested to approve a supplementary Revenue Estimate of £36,900 in 2003/04 to cover the part year costs of the two additional posts together with ancillary costs**
- iii) **Corporate Management Committee be asked to consider and report to Council on the changes to the Council's Constitution to accommodate a Licensing Committee; and**
- iv) **the Head of Environmental Protection be authorised to undertake formal consultation on a Licensing Policy within statutory guidelines as soon as practicable.**

340. PET SHOPS – REVISED LICENCE CONDITIONS

The Committee received a report setting out revised licence conditions for pet shops. The conditions had been updated to aid clarity and ensure that they were enforceable.

It was agreed to adopt the conditions with immediate effect and that a copy of the new conditions would be sent out to all licensed pet shops in the Borough.

RESOLVED that –

the Pet Shop Licence Conditions be adopted with immediate effect.

341. ANIMAL BOARDING ESTABLISHMENTS – AMENDMENTS TO LICENSING ARRANGEMENTS

The Committee considered a report which proposed the introduction of a pro rata fee for Animal Boarding Establishment Licences. These would be applicable in cases where licences were issued during the year. Currently, applicants had to pay the full year's fee of £98 rather than a proportion of the fee. Therefore, the new intermediate licence would be more equitable and would bring Animal Boarding Establishment Licences into line with other licences issued by the Council.

RESOLVED that –

Intermediate Animal Boarding Establishment Licences be issued in appropriate circumstances at a charge of £35 per month up to the maximum for an Annual Licence of £98.

342. SCOPING AND CHALLENGE – BEST VALUE REVIEW – SUPPORT FOR YOUNG PEOPLE'S ACTIVITIES

The Committee received details of the Best Value scoping and challenge exercise undertaken in respect of support for young people's activities. Members were asked to consider whether the objectives for the provision of the service continued to meet the Council's aspirations and to satisfy themselves that there had been sufficient rigour in completing the challenge phase of the review.

The functions under support for young people's activities could be divided into statutory and non statutory and were provided by a mixture of in-house and other bodies such as the Youth Development Service and the local Health Authority.

The aim of the review was to identify ways in which the service could be improved and efficiencies achieved and determine whether the scope should be altered in any way. To this end a number of

suggestions for challenge had been proposed which would be examined during the remaining stages of the review.

Members noted that the next stage of the review would involve taking relevant comparative service, quality and financial data and looking at similar service areas within comparable authorities.

Extensive consultation with service users and other relevant parties had already been undertaken and would continue throughout the Review. A Best Value Continuous Improvement Plan would be developed for Members' approval in March 2004.

The Committee considered that a good range of activities were being pursued and investigated but suggested that in addition to those recommendations agreed below Officers also investigate the use of the Council's Community Transport buses for youth activities.

RESOLVED that –

- i) the scope of the Young People's Activities Best Value review be endorsed as reflecting the Council's aspirations for the provision of this service;**
- ii) the proposal to examine the following matters further during the remaining stages of the Service Review be endorsed;**
 - a) Review and update the Child Protection policy, in line with current practice and legislation, to ensure it is applicable to all services for children and young people**
 - b) Identify and examine how to give play staff on-going training as raised by Ofsted in this year's inspections**
 - c) Review involvement in Surrey Youth Games as a sports development activity**
 - d) with regard to communication and partnership investigate options for cross-border working (Spelthorne, Woking, Windsor)**
 - e) Improve communication and contact with Youth Development Service and Health services relating to children and young people, for example development of coaching in/with youth centres and with "hard to reach" young people and voluntary groups**
 - f) Identify gaps in statutory provision**
 - g) Improve liaison with the voluntary sector, particularly reviewing gaps in funding for general youth activities, particularly in the 11-13 age group, and examining the possibility of hiring summer scheme equipment for use by voluntary youth clubs**
 - h) Clarify to what extent children and young people are a corporate priority and what changes need to be made to the Council's internal structure and communication processes to enable needs to be fulfilled**
 - i) Subject to negotiation with First Group plc and procurement arrangements, review the use of Yellow Buses for holiday activities, or the use of a shared bus with Community Safety – to visit schools with community safety messages and use during holidays**

- j) Review the best means of giving simple information about where to go for housing advice to organisations such as the Youth service and churches**
 - k) Improve co-ordination regarding schools visits and newsletters considering where advice and information could be combined (Spelthorne's Chief Executive Officer holds a termly meeting with school heads in the Borough)**
 - l) Review expansion of existing provision perhaps through an increased number of referral places (particularly throughout the year)**
 - m) Inclusion of the 16 plus age group in sports courses at sports centres – link with youth development services and Community Sports Leadership Award**
 - n) Use of Sports and arts activities to engage young people**
 - o) Build on the installation of cycle shelters and cycle paths across the Borough by developing opportunities for cycling development and safety**
- iii) instruct Officers to assess the implications of each of the options available for the provision of this service and report back to this Committee;**
 - iv) instruct Officers to investigate the feasibility and appropriateness of the suggested comparators and use those which produce the most useful information;**
 - v) the use of the Residents' Panel, user surveys and discussion with young people as prime sources for the collection of customer satisfaction data for the Consultation element of the Review be endorsed;**
 - vi) the development of relevant and, where available, local statistics for the Comparative element of the Review be endorsed; and**
 - vii) the scope of this Review and the Challenge phase be endorsed.**

343. BEOMONDS ALLOTMENTS, CHERTSEY, CAPITAL SCHEME – REMEDIATION AND CLEARANCE

The Committee considered a report on a capital scheme to undertake remediation and clearance of the Beomonds Allotments site in Chertsey wherein contaminants had been found earlier in the year. It had been established that the likely source of contamination was an old infilled pond on the site.

Members were informed that under Part IIA of the Environmental Protection Act 1990 (as amended), the Council as landlord was under a duty to remediate contaminated land. Remediation was also necessary to prevent pollution of the local area and 'controlled water'.

The cost of remediation was in the region of £60,000 and clearance of the site would be a further £20,000. The Committee agreed that approval of a Capital Estimate would be sought from the Corporate Management Committee. In addition, the Committee noted that a further £3,700 would be needed to finance the full year revenue costs of the scheme.

The remediation and clearance scheme should be completed by the end of 2003, and it was also noted that Officers would seek external funding from the Department for the Environment, Food and Rural Affairs (DEFRA), to minimise the financial burden on the Council.

Members were pleased to note that there were positive future plans for the Painesfield and Barrsbrook sites and looked forward to proposals for the Beomonds site in due course.

RESOLVED that –

- i) a remediation and clearance scheme for the Beomonds Allotment Site Chertsey be approved;**
- ii) Corporate Management Committee be requested to approve a Capital Estimate in the sum of £80,000 accordingly; and**
- iii) Corporate Management Committee also be requested to note the full year revenue costs of financing the scheme (£3,700) and the potential for further running costs of managing the site.**

344. THORPE GREEN – CAPITAL SCHEME – ESSENTIAL ROAD REPAIRS

The Committee received a report seeking approval of a Capital Scheme to repair the access roads onto Thorpe Green that would benefit both residents and regular users of the open green space.

As landlord, the Council was responsible for maintaining the access roads across Thorpe Green in such a condition that they were safe and fit for the purpose for which they were used. Members were informed that their current state was inadequate and might, if not repaired, leave the Council vulnerable to claims, although none had been made to date.

The Committee considered two options to bring the roads up to standard. The first option, a full road construction, would cost £140,000 and would make good the roads through the addition of concrete edgings or kerbs which would last approximately 10 years. The second and preferred option would cost £55,000 and would also be expected to last 10 years. This involved providing a pressure treated timber edging and laying a 30 mm thick tarmac wearing course over the existing road surface.

The Committee agreed that the second option was the more appropriate given the rural nature of the area and the relatively light usage of the access roads. The cost of this option (£55,000), together with associated Capital Charges of £2,500, would be £57,500 for which approval of a Capital Estimate and supplementary revenue estimate respectively from the Corporate Management Committee would be sought.

The Committee discussed the possibility of pursuing residents in the future for a contribution towards the costs of maintaining the roads, perhaps as a condition of granting access thereto.

However, it was agreed to undertake the necessary works without further delay and consider future charging issues in due course.

RESOLVED that –

- i) Corporate Management Committee be requested to approve a Capital Estimate in the sum of £55,000 for the repair and improvement works necessary to bring the access roads up to standard;**
- ii) Corporate Management Committee also be requested to approve a supplementary revenue estimate in the sum of £2,500 for the associated Capital Charges; and**
- iii) the immediate repair work be carried out at no cost to the residents, but the Council's position be reserved in relation to contributions from residents towards future repair or maintenance.**

345. CIRCUS ON EGHAM MEADS – JULY 2004

The Committee received a report seeking approval for Council land at Egham Meads to be used for a circus in July 2004.

Part of the land belonged to the National Trust. Therefore, apart from the normal conditions which would apply, the organisers would also have to secure prior permission from them.

As a circus had not been held on Egham Meads before, the outline proposal from the European Entertainment Corporation represented a departure from present Council Policy. The likely applicants had been identified as either the Moscow State Circus, the Cottle and Austin Electric Circus or the Chinese State Circus.

The Committee was assured that no animals would be involved in the circus and Officers would make this part of the conditions of the licence, checking that this was the case against any submitted site plans. A site inspection would also be undertaken before the event took place and the organisers would be advised of the need to employ careful traffic management of the site.

The Borough Valuer would be instructed to negotiate an appropriate fee for the use of the Council's land and take a deposit to be held against the cost of damage to Council property which was not put right by the organisers. This would include 'fly posting' which the Committee wished to deter as it had apparently occurred recently in relation to another local event.

RESOLVED that –

the Director of Administration and Leisure be authorised to permit a circus to be held on Egham Meads in July 2004 subject to the agreement of suitable terms.

346. RUNNYMEDE ACTIVE ZONES (RAZ)

The Committee considered a report on the pilot year of the Runnymede Active Zones (RAZ).

When the scheme was approved in November 2002, it had been envisaged that RAZ would be self financing. Although the schemes had been successful, with attendance figures rising steadily and offering a range of activities, it had become apparent that additional funding in the sum of £6,000 was needed, specifically to cover the costs of printing and promotion.

Members were informed that this year the additional costs had been met by a virement from the Play and Youth Budget and the Summer Splash and Playschemes which had made savings during the year 2002/03.

The Committee agreed that the Runnymede Active Zones were worthy of support and should continue despite the additional costs and the Chairman agreed to discuss with the Leader of the Council the possibility of funding RAZ from the budget allocated to the Leader's Position Statement Initiatives.

RESOLVED that –

Corporate Management Committee be asked to consider any financial implications accordingly.

347. GRANT AID TO COMMUNITY SHOWS AND EVENTS

The Committee considered a report which gave details of the way in which the Community Events Grant Aid scheme had been implemented and which sought approval for a five year funding agreement in the form of a cash limited sum of £5,000 per annum each to be awarded to the organisers of Black Cherry Fair, Egham Royal Show and Chertsey Agricultural Show.

Members recalled that at their meeting in January 2003, the Committee had agreed to authorise the establishment of an annual provision of £20,000 primarily for the larger community events. The balance would be available to other significant local events on a first come first served basis.

The Committee was pleased to note that some of the smaller neighbourhood events such as the Englefield Green Village Fair and the Addlestone Community Association Fair had also benefited from the scheme.

The Organisers of Black Cherry Fair had asked that the Council's funding be guaranteed over a five year period in order to achieve continuity and security. Officers considered that such an arrangement would benefit both parties in terms of assisting with financial planning and also felt it appropriate to offer the same facility to both the Egham Show and Chertsey Agricultural Show.

The Committee agreed that this would be both an equitable and sensible approach.

It was suggested and accepted as a good idea that applicants for grant aid should be asked to explain how they supported the Community Strategy which informed Council policy.

RESOLVED that –

the Egham Royal Show, Chertsey Agricultural Show and Black Cherry Fair each be awarded a cash limited Grant Aid sum of £5,000 per annum during the period 2004/05 to 2006/07 inclusive.

348. APPOINTMENTS TO LEISURE SUB-GROUPS

RESOLVED that –

Councillor R. J. Ray be appointed to serve on the Runnymede Arts Development Steering Group for the Municipal Year 2003/04.

349. APPOINTMENTS TO OUTSIDE BODIES

RESOLVED that –

i) the appointment of a representative to the Duke of Edinburgh's Award Forum for the Municipal Year 2003/04 be deferred to the next meeting of the Committee; and

ii) the appointment of a third representative on Runnymede Association of Arts for the Municipal Year 2003/04 be deferred to the next meeting of the Committee.

350. ABBEY FIT JOINT MANAGEMENT COMMITTEE – MINUTES

The Minutes of the meeting of the Joint Management Committee held on 17 June 2003, as attached at Appendix 'A', were received and noted.

351. CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES

The Minutes of the Annual General Meeting of the Committee held on 26 June 2003, and the ordinary meeting of the Committee held on 28 July 2003 as attached at Appendices 'B' and 'C' respectively were received and noted.

352. RIVERSIDE WALK ADVISORY COMMITTEE – MINUTES

The Minutes of the meeting of the Committee held on 7 July 2003 as attached at Appendix 'D' were received and noted.

353. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES

The Minutes of the meeting of the Steering Group held on 8 July 2003 as attached at Appendix 'E' were received and noted.

354. URGENT ACTION – STANDING ORDER 42

The Committee noted that acting in accordance with Standing Order 42, the following action had been undertaken by the Officer shown below after consultation with the Chairman:-

<u>Officer</u>	<u>Action Taken</u>	<u>Central Index No.</u>
Chief Executive Officer	To revoke the Hackney Carriage Drivers' Licence of an individual driver who no longer fulfilled the criteria for a 'Group 2 licence' as required for hackney carriage drivers. (Following advice from the Council's Medical Advisor, the hackney carriage drivers' licence had to be revoked owing to a change in the medical condition of the driver.)	535

355. AVIATOR PARK – SELECT LIST FOR CAR PARK AND ACCESS ROAD CONSTRUCTION

The Committee received for approval a list of contractors whom it was intended to invite to tender for the construction of a car park and access road at Aviator Park in Addlestone.

Part of the former GEC/Marconi site was, under a section 106 agreement with the developer of the office buildings, to be given over to the following facilities; football pitch, ball-stop fencing, street skating zone, multi-use sports wall, CCTV camera, car park and access road.

Under Standing Order C3.3, Committee approval of the select list was needed because the contract was estimated to be in excess of £100,000.

RESOLVED that –

the following contractors be invited to tender for the construction of the car park and access road for Aviator Park, Addlestone;

John Crowley (Maidstone) Ltd.	Clock House 1 Imperial Street London E3 3EA
F M Conway Ltd	Conway House Rochester Way Dartford DA1 3QY
Carillion plc	Godstone Depot The Old Tile Factory Oxted Road Godstone RH9 8BP
Surrey Bituminous Supplies Ltd	Eversley Way Thorpe TW20 8LR
T J Hunt (Contracting) Ltd	Gravetts Lane Farm Gravetts Lane Worplesdon Guildford GU3 3JR

(The meeting ended at 9.31 p.m.)

Chairman