

Runnymede Borough CouncilECONOMIC DEVELOPMENT COMMITTEE13 March 2003 at 7.30 p.m.

Members of the Committee present: Councillors R.K. Habgood (Chairman), J.R. Furey (Vice-Chairman), A. Alderson, M.J. Brown, J.M. Edwards, Mrs C.E Gant, P.A. Greenwood, J.E. Haas, C. Knight and G.B. Woodger

Members of the Committee absent: None

Councillors Mrs. P.I. Broadhead, A.M. Moore, R.Pate, B.J. Relph, Ms C.M. Simmons and P.J. Waddell also attended.

692. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Conservative Group had notified the Chief Executive Officer of its 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.

Remove from Membership	Appoint instead
Councillor P.C. Elding	Councillor J.M. Edwards
Councillor P.J. Poole	Councillor Mrs C.E. Gant
Councillor K.J.T. Walmsley	Councillor G.B. Woodger

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

693. MINUTES

The Minutes of the meeting of the Committee held on 20 February 2003 were confirmed and signed as a correct record.

694. DECLARATIONS OF INTEREST

Councillor Mrs C.E. Gant declared a personal and prejudicial interest under the Runnymede Code of Conduct for Members in the item concerning 151 Station Road, Addlestone, owing to a family relationship with the tenant of a neighbouring property. Councillor Mrs Gant therefore withdrew from the room when the matter was under discussion.

Councillors J.M. Edwards, C. Knight, and Mrs C.E. Gant withdrew from the room during consideration of the references from the Housing and Community Services Committee owing to their participation in the original decision as members of that Committee.

Councillor J.M. Edwards abstained from voting in the item concerning the design details for the Addlestone Community Association re-provision in view of his membership of the Planning Committee which would shortly be considering an application in respect of the proposals.

695. REPROVISION OF THE ADDLESTONE COMMUNITY ASSOCIATION PREMISES

(Ref: Minutes of Economic Development Committee, September 2002, page 521, para. 283)

The Committee received details of the scheme proposals, design and programme for the replacement of the existing Addlestone Community Association (ACA) premises in Station Road, which formed the first phase of the redevelopment of the Civic Offices site (the costings, including quantity surveyor's estimates, and proposed lease arrangements were considered in Part II of the meeting, upon the exclusion of press and public).

Members noted that following detailed discussion with representatives of the ACA and consideration by the Civic Offices Member Working Group, a scheme had now been provisionally settled for the new building on part of the Garfield Road car park. In accordance with the wishes of the ACA, the existing facilities would be replicated together with enhancements including a larger main hall with greater ceiling height for badminton, a first floor projection room, improved back stage facilities, greater reception/circulation space and a committee room.

The architects, Feilden Clegg Bradley, represented at the meeting by Mr K Bradley, had sought to provide a building with the distinctive characteristics of a Community Centre which balanced the need for privacy and security with a desire for openness of design. Concern had, nevertheless, been expressed as to the elevational and boundary treatments and the roof profile. During the course of lengthy discussions with the architects and the Community Association the previous day, broad agreement had been reached on the need for revisions to the proposed external appearance of the new building in order to open up its visual aspect, thereby bringing a sense of life to the facility. The architects were to prepare revised drawings on the basis of this guidance within the next few days. A planning application would be submitted shortly thereafter and, subject to consent being granted, work would begin on site by the early part of July. Completion was anticipated in the summer of 2004. Delegated authority would be required to settle the final details of the scheme if the tight development programme was to be maintained.

**RESOLVED that -**

**the Chief Executive Officer be authorised to settle the final scheme details for the purpose of making a detailed planning application, in consultation with the Civic Offices Member Working Group and representatives of the Adlestone Community Association.**

696. OFF STREET CAR PARKS - BEST VALUE SERVICE REVIEW AND CONTINUOUS IMPROVEMENT PLAN

(Ref: Minutes of Economic Development Committee 16 January 2003, page 942, para. 544)

The Committee, having endorsed the scope of the Best Value Review and Challenge phase for the Off Street Car Parks service at its previous meeting, now gave consideration to the completed Service Review and proposed Continuous Improvement Plan. The review had followed the Council's adopted format and in so doing addressed the four elements of Challenge, Compare, Consult and Compete.

Members noted that a benchmarking exercise undertaken with the other local authorities in North West Surrey, (Elmbridge, Spelthorne, Surrey Heath and Woking) had found that Runnymede had fewer off street car parking places than its neighbours while its charges were, on the whole, lower. Nevertheless, income had grown by 11% over the previous three years despite there having been no increase in charges during this period. Although the service operated at a deficit it compared favourably with other Boroughs. If charges were to be increased as a result of a review to be undertaken shortly, then a surplus could be obtained over the next two years.

Questionnaires completed by users of the car parks at intervals over the previous 18 months, suggested that 86% were satisfied with the service provided. The main areas of concern highlighted were parking charges and security. With regard to the latter, however, six of the ten main car parks had achieved secured status and the remainder would be brought up to standard over the medium term. The questionnaires would continue to be issued to motorists every six months.

The Committee considered that the proposals contained in the Continuous Improvement Plan, which were based on the findings of the review, fairly reflected the Council's aspirations for the service. Members emphasised that the inclusion of a review of disabled parking did not commit the Council to any particular course of action. The review would examine all the relevant issues in accordance with the spirit of challenge associated with Best Value. It was, however, unlikely that parking charges would be introduced for casual use of a reasonable duration.

Members asked whether the issues raised under i) c and g could be brought forward from the proposed target dates and Officers agreed to look at this.

**RESOLVED that –**

- i) **the Off Street Car Parks Service Review and Continuous Improvement Plan be approved with particular attention to the following:**
- |   | <u>Target Dates</u>  |
|---|----------------------|
| a) <b>Review the various Borough car parks in relation to overall management.</b>   | <b>January 2004</b>  |
| b) <b>Consider the various options for managing the car parks.</b>  | <b>January 2004</b>  |
| c) <b>Recommend a review of car park charges in the Borough.</b>  | <b>August 2003</b>   |
| d) <b>Investigate the Precinct Extension Car Park for benefits or otherwise of converting to Pay and Display rather than Contract parking.</b>  | <b>July 2003</b>     |
| e) <b>Investigate whether more income could be generated by taking back Sainsbury's (Chertsey Central) car park rather than leasing it. (However it should be noted that the lease does not expire until 24th June 2012 and any management changes would have to be agreed with Sainsbury's.)</b> | <b>March 2004</b>    |
| f) <b>Investigate car wash facilities and other means of generating income.</b>   | <b>May 2003</b>      |
| g) <b>Investigate advertising on the back of tickets.</b>   | <b>February 2004</b> |
| h) <b>Investigate the benefits in making tickets transferable within the car parks in the Borough.</b>  | <b>February 2004</b> |
| i) <b>Review disabled parking in the Borough.</b>   | <b>October 2003</b>  |
| j) <b>Investigate the provision of mother and child parking bays.</b>   | <b>October 2003</b>  |
| k) <b>Review motorcycling parking and parking provision.</b>  | <b>October 2003</b>  |
| l) <b>Review toilet facilities and local direction signage.</b>   | <b>June 2003</b>     |
| m) <b>Investigate the introduction of automatic entry barriers.</b>   | <b>December 2003</b> |
| n) <b>Review the provision of bicycle parking shelters.</b>   | <b>October 2003</b>  |
- ii) **the Director of Technical Services be requested to report to a future meeting of the Committee regarding implementation and monitoring of the Continuous Improvement Plan.**

697. AIMS AND TARGETS 2003/04

The Committee gave consideration to the establishment of its Aims and Targets for 2003/04 in accordance with the objectives contained in the previously approved Leader's Position Statement. In agreeing a number of minor amendments to the wording of the draft document, Members noted that the Council was about to award a contract for the replacement of bus shelters. It was hoped that this would provide the opportunity for improved provision around the Borough.

**RESOLVED that -**

**the proposed Aims and Targets for 2003/04, attached at Appendix 'A', be adopted.**

698. AIR TRANSPORT IN THE UK: SOUTH EAST - CONSULTATION - REFERENCE FROM COUNCIL  
(Ref: Minutes of Economic Development Committee, November 2002, page 742, para. 419)

At the request of Council, the Committee gave further consideration to its response to a consultation paper on the future of Air Transport in the region, together with the appropriate procedures to be adopted in respect of Government consultation papers.

At its meeting in November 2002 the Committee had considered a consultation document issued by the Department of Transport entitled "The Future Development of Air Transport in the UK: South East". A response was approved which, on balance, favoured the expansion of Heathrow Airport, subject to proper environmental protection measures. The Council had subsequently asked this Committee to consider the matter further and recommend appropriate policy, in the sense of procedural arrangements, for similar matters in the future. At the same time, the Review Board was asked to review and report to Council on the merits of the decision. Members now reaffirmed the views previously expressed by the Committee with regard to the specific policy and air transportation planning issues arising from the original paper (a revised paper had recently been issued by the Government which would be the subject of a separate report). While there was a view that the further expansion of the airport might be harmful for the local environment, the Committee emphasised the pivotal position of Heathrow in the local economy. The Council had consistently been supportive of the airport provided that the appropriate measures were put in place to minimise any environmental disturbance.

With regard to the procedural issues dealing with Government consultation papers, Members noted that Committees had been authorised to respond on behalf of the Council for many years. Chief Officers were expected to determine which papers were worthy of consideration but were themselves authorised to respond to papers which raised only professional or technical issues. If all consultation papers were to be considered by Council there would be timetabling problems. Conversely, if only some were to do so then difficult value judgements would have to be made. In the present case Officers had forwarded a copy of the consultation paper to all political groups and the relevant Chairmen and Vice-Chairmen, together with a note highlighting the proposed Committee procedure. The paper had also been placed in the Members' Room. No comments had been received on the substance or procedure. All Committee papers were made available to every Member, each of whom could attend and speak at all ordinary Committee Meetings (where the opportunities for detailed debate and advice were greater than at Full Council).

The Review Board had asked the Local Government Act Member Working Group to consider whether Standing Orders should be amended so as to provide, for example, for a set number of Members to require a decision to be taken at Full Council rather than at the responsible Committee. Standing Orders currently provided no less than 5 mechanisms by which a Committee decision could be further scrutinised, either by Council or the Review Board. The Committee considered this to be adequate for the purpose, although a suggestion that 20% of any Committee be sufficient to refer a matter to Council could be put to the Working Group by the Member concerned.

**RECOMMEND that -**

**the Council affirm the view expressed by this Committee in November 2002 in response to the Consultation Paper "Air Transport in the UK: South East" and maintains its existing policy stance.**

**RESOLVED that -**

**the Local Government Act Member Working Group be advised that the procedures available to Members for referring matters to Full Council are already more than adequate.**

699. AIRTRACK - FUNDING OF CONSULTANCY WORK

The Committee gave consideration to a request for a contribution of £10,000 towards consultancy work on the proposed Airtrack Rail Link to Heathrow Airport.

Members recalled that the Airtrack initiative was intended to encourage access to Heathrow by rail from the south and west through the establishment of achievable and affordable rail connections, largely based on the existing rail network and including lines through Runnymede. It also offered the possibility of park and ride facilities in the Borough in conjunction with a stopping point. A fast, regular and reliable service would promote the transfer from road travel to rail for both airport employees and airline passengers, thereby easing traffic congestion and enhancing the economic development potential in the area.

The Committee noted that much of the project development to date had been co-ordinated by the Airtrack Forum with only minimal expenditure. However, the Forum Steering Group, of which Runnymede was a member, had now requested funds in order to produce an up-to-date outline business case. This would involve the collation of all the technical work which had been carried out on the proposals from a consultant's study in 1998 until the present day, together with a re-appraisal of engineering costs and the assimilation of new information regarding design requirements and environmental impacts. Local Authorities and other partner organisations which were on the line of the route, such as Runnymede, had been asked to contribute £10,000 each to the work, with others making a contribution of £5,000. This would entitle the contributor to a seat on a revised steering group.

The Forum then intended to investigate all options to raise public and private capital for the scheme and attempt to secure the incorporation of Airtrack into Government policy in a forthcoming Aviation White Paper. The forum would work closely with the South East England Development Agency and the South East England Regional Assembly and seek to ensure that it secured the co-operation of important players such as the Strategic Rail Authority, Network Rail and the British Airports Authority.

The Committee was of the opinion that the Airtrack initiative remained a key focus of the Council's policy objective to improve public transport provision in the area. Members therefore concurred with the view of the Planning Committee that the funding request should be met in full. This could be done from within existing budgets. Nevertheless, it was emphasised that recent changes to the operation of the Pooley Green level crossing, greatly extending the periods in which it was closed to vehicular traffic, illustrated the structural issues that required further consideration and the development of credible technical solutions. Due to track capacity constraints the Airtrack initiative was unlikely to increase the number of peak hour trains. The proposed study would, however, provide the opportunity for the full implications of the service on the local area, including the environmental and traffic impact at locations such as Pooley Green, to be studied in more detail.

**RESOLVED that -**

**the Airtrack Forum be advised that this Council will provide up to £10,000 to support technical work on the Airtrack project, subject to a total minimum funding commitment of £100,000 from the other parties.**

700. ECONOMIC STRATEGY - DRAFT FOR CONSULTATION

(Ref: Minutes of Economic Development Committee, January 2003, page 938, para. 546).

The Committee received and considered a draft of the Council's emerging Economic Strategy for the Borough (attached at Appendix B).

Members noted that the Strategy linked into the strategic planning framework at borough, county and regional level. Its contents were informed by a consultation exercise which had been undertaken on the issues and options paper approved at the previous meeting, together with a survey of local businesses.

The strategy was divided into two main themes, "maintaining a vibrant local economy" and "issues associated with a prosperous local economy". A number of issues and targets had been identified in each category which, to an extent, reflected and built on the relevant Community Strategy targets. The issues addressed under the theme of "maintaining a vibrant local economy" were services for businesses, planning policies, town and village centres, training and skills and tourism. Meanwhile the section dealing with "issues associated with a prosperous local economy" referred to congestion/public transport, affordable housing and minimising the environmental impact of economic activity. The targets all had a set completion date and identified whether the Council would be working in partnership with other organisations (notably the Runnymede Business Partnership and the Chambers of Commerce) to secure their implementation.

Members agreed that the draft strategy should be the subject of consultation with a range of interested parties and the outcome of the exercise reported to a future meeting of the Committee.

**RESOLVED that -**

- i) the draft Economic Strategy attached at Appendix 'B' be approved for the purposes of consultation; and**
- ii) the outcome of the consultation be reported to a future meeting of the Economic Development Committee, along with any changes proposed as a result.**

701. RUNNYMEDE TRAVEL INITIATIVE - PROGRESS REPORT  
(Ref: Minutes of Economic Development Committee, January 2003, page 941, para. 533)

The Committee received a progress report in respect of the Runnymede Travel Initiative, with particular reference to the Yellow Bus project.

Members recalled that the Travel Initiative had been developed in conjunction with the Runnymede Business Partnership in order to reduce the number of journeys made by car, particularly at peak times of the day. The scheme, which had now been in operation for 3½ years, formed a key part of the Community Strategy and was likely to play a role in the Council's forthcoming Comprehensive Performance Assessment.

The Initiative had, to date, focused mainly on school-based projects, including "walking buses", cycle routes, cycle shelters and the Yellow Bus service. A third of the schools in the Borough participated to varying degrees. Considerable success had been achieved in attracting Government funding for projects and encouraging modal shift from cars to alternative forms of transport. Some £250,000 of Government and County Council funding had been won for improvements in cycle shelter provision at 6 local secondary schools, primary schools and Royal Holloway University. The new robust, secure and weatherproof shelters had encouraged more pupils to cycle to school. Estimates suggested that approximately 130,000 journeys to school per year by car had been replaced by cycling.

Similar success had been enjoyed with the pilot Yellow Bus Service at Fullbrook and Magna Carta schools, which had been in operation for a year. Independent research by consultants appointed to study the scheme on behalf of the Government, found that there had been a significant modal shift at the schools operating the service. Some 120,000 journeys per year previously made by car were now made by the Yellow Bus. Environmental pollution had been reduced and the pupils had benefited from a safe and secure journey to school. The net cost of the service, approximately £99,000 per annum was largely met by sponsorship and Section 106 developer contributions.

Members noted that there were limitations on the number of additional pupils which could be attracted to the service at Fullbrook and Magna Carta schools. This was largely because it was not always possible to guarantee seats on the first return bus at the end of the school day. In order to utilise spare capacity, a service from Chertsey to Jubilee High School in Addlestone had been introduced for a 6-week trial period. This was being run within the existing contract and would increase income with no additional cost implications.

The next phase of the Travel Initiative would be to extend the cycle schemes and Yellow Bus project and to develop the initiative amongst local businesses. Work was currently underway assisting a

number of local companies to develop travel plans in order to encourage staff to consider alternatives to the car. The issues associated with the Travel Initiative were to be the focus of a Runnymede Business partnership breakfast forum in June.

**RESOLVED that -**

**the development of the Runnymede Travel Initiative, as set out above, be endorsed.**

702. DECriminalISED PARKING ENFORCEMENT

(Ref: Minutes of Economic Development Committee, September 2002, page 515, para. 273)

The Committee received details of progress with the introduction of Decriminalised Parking Enforcement (DPE) across Surrey.

Members recalled that the Surrey Police had given notice of its intention to cease the enforcement of parking controls from 1 April 2004. Surrey County Council was, however, in discussions with the Police with a view to securing phased withdrawal because a number of Districts/Boroughs were unlikely to be in a position to implement DPE, the replacement regime, until 2005. In the meantime the County Council had agreed to fund the capital start up costs of DPE from local transportation plan funding and would manage the finance of the scheme on a countywide basis. It was proposed that:

- each year an agreed target (surplus or deficit of income against expenditure) would be set, based on forecast operational models and previous years' outturn figures;
- where there was a target surplus in any one Borough/District this amount of money would be used by the County Council to reduce target deficits elsewhere in the county and, if possible, eliminate those deficits;
- performance better than the target would be shared equally between the County Council and the Borough;
- performance worse than the target surplus or deficit would be funded by the Borough.

Income from a number of existing Controlled Parking Zones across the county would be excluded from these arrangements. The Police would continue to enforce endorsable offences and parking offences on high-speed roads where the safety of parking attendants could be compromised.

Members welcomed the County Council's commitment to cross subsidise DPE over the county as it removed some of the concerns regarding the potential financial liability to Runnymede. While there was an argument that any unexpected surpluses should also be put back into the overall budget, the County Council's view that it would provide a performance incentive was acknowledged. Some concern was, however, expressed regarding the need for Boroughs to fund unexpected deficits. It was understandable that Borough Councils might be expected to fund an enhanced enforcement regime that met their own aspirations but there would need to be reasonable certainty that the financial modelling was robust, especially in the early years when income would not be constant. It was predicted that income would initially be high as a result of low compliance but diminish rapidly as compliance improved. Additional income from the increased use of off street car parks would not cover substantial losses. It was therefore important that resources allocated to the enforcement task were sustainable in the long term. To this end the Committee welcomed Government proposals to permit penalty charge notices to be served on the basis of information from a camera. The use of CCTV for enforcement would considerably reduce the financial risk in terms of the need for on street wardens.

Members were also pleased to note that the Runnymede Local Area Committee was to retain responsibility for any decision on the introduction of on street charging. Given the likely cost of DPE such charges might be necessary to offset deficits, but it was expected that the Area Committee's involvement would ensure full consultation with the Borough before any decision was taken. More generally, it was agreed to pursue an offer by the Area Committee for the establishment of a Joint Working Group, consisting of two Members from both the County and Borough Councils, in order to settle the terms under which DPE would operate locally, together with a timetable for implementation. Members emphasised that 1 April 2004 should remain the target date for implementation in

Runnymede. There would otherwise be the possibility of a twelve-month period with no enforcement arrangements in place if the Police withdrew on schedule. It was noted that the Area Committee would shortly be consulting with all groups affected by DPE. A comprehensive review of all existing waiting restrictions was also to be undertaken in order to establish where parking controls were appropriate. The Local Transportation Manager would then consolidate all existing restrictions into one Traffic Regulation Order.

**RESOLVED that -**

- i) Councillors J.R. Furey and J.E. Haas be nominated to serve on the Joint Working Group with County Members;**
- ii) the County Council's Local Transportation Manager be urged to review and consolidate Traffic Regulation Orders as soon as possible;**
- iii) a detailed timetable for DPE implementation be formulated;**
- iv) a rigorous financial appraisal be undertaken and reported to Committee; and**
- v) the County Council be strongly urged to maintain 1 April 2004 as the implementation date for DPE in Runnymede.**

703. ACTION ADDLESTONE INITIATIVE

(Ref: Minutes of Economic Development Committee, January 2003, page 944, para. 557)

The Committee gave further consideration to the implementation of the Action Addlestone Initiative in the light of concerns expressed by the informal Member Steering Group regarding the cost and effectiveness of initial design proposals.

Members recalled that the programme of improvements in Station Road and adjacent areas, incorporating traffic calming and townscape features, had been delayed by requests by the County Council's Local Area Committee for further traffic and pedestrian flow surveys and additional public consultation. This had effectively increased project costs by £10,000 - £15,000. The Area Committee had also stipulated that the carriageway width in Station Road should be reduced to no more than 7.3 metres, rather than the 6.1 metres originally proposed.

The Committee now noted that the Action Addlestone Member Steering Group, having received details of the design scheme from the consultant, had expressed doubts over the ability of the proposals to deliver in terms of impact and cost effectiveness. In particular, clarification was sought from the consultants regarding their suggestion that it would not be possible to construct road tables at the crossing points on the four arms of the Tesco roundabout. The consultant had advised that it would be dangerous for vehicles exiting the roundabout to approach the tables at an angle, proposing instead that the sides of the crossing points be delineated with block paving or granite setts. The consultant had also recommended that the surface of the roundabout not be raised in view of likely costs of around £250,000 and difficulties of traffic management.

The Steering Group had also been concerned about the potential cost of canopies proposed by the consultant in discrete areas between the Methodist Church and the Tesco roundabout. The Group was agreeable to the general concept of extending the 'town square' area from the Church to the pelican crossing adjacent to the roundabout and the use of uplighters for practical and artistic effect. It had, however, recommended that a 2-metre lay-by should be considered, using 1 metre from the carriageway and 1 metre from the existing footway. The Group was also of the opinion that a proposed lay-by on the northern side of Station Road, between the Civic Offices and the Methodist Church, should be 2 metres wide, taking 1 metre from the existing footway, rather than a half width bay of 1 metre as suggested by the consultants. There was agreement that it would not be cost effective to provide two lay-bys originally proposed on the southern side of Station Road in view of the expense of moving BT Services in the vicinity.

The Committee concurred with the reservations expressed by the Steering Group. While it was acknowledged that the project had already been subject to disappointing slippage, Members were of the view that there was now a need for a detailed review of the overall scheme. Officers were asked to continue to pursue proposals for traffic calming measures in Garfield/Corrie and Crockford Park

Roads. The roads suffered from rat running and speeding traffic and the proposed measures had been well received during the public consultation exercise. It was also considered that three controlled crossings on raised tables should be provided in Station Road, subject to safety audit, design, costings being held within existing budgets and agreement from Surrey County Council as highway authority. In addition to the present crossing outside Goldings Newsagents, the other sites proposed were between the Iceland Store and the Post Office and the Health Centre and the Chemists. All other design work would, however, be held in abeyance pending further consideration by the Steering Group.

**RESOLVED that -**

- i) three controlled crossings on raised tables be provided in Station Road, subject to safety audit design and costings being held within existing budgets; and**
- ii) the remaining proposals be reviewed by the Action Addlestone Member Steering Group, bearing in mind budgetary constraints and the Aviator Park developments at the northern end of Station Road.**

704. EGHAM ROYAL SHOW - USE OF MRS CADDEY'S FIELD

(Ref: Minutes of Economic Development Committee, March 2002, page 939, para. 636)

The Committee gave consideration to a request from the Egham and Thorpe Royal Agricultural and Horticultural Association for the use of Mrs Caddey's Field, Whitehall Lane, Egham for the Egham Royal Show in August 2003.

Members recalled that the Show had now been held for four successive years at the site following its relocation from Runnymede Meadows. Officers and the emergency services had generally been satisfied with the way in which the Show had been conducted, the condition of the field afterwards and the access and diversion arrangements. There had been no adverse feedback from local residents. The organisers would, as before, consult widely with local residents and representatives before finalising proposals for the 2003 Show. It was therefore considered that the site should, once more, be made available.

Nevertheless, Members asked that the organisers continue their efforts to identify an alternative location for the Show. So far no site had been found which offered all the advantages of Mrs Caddey's Field. However, future proposals for gravel extraction on the land around the Show ground could adversely affect the car parking arrangements. Although efforts had been made to promote alternative forms of transport, including a shuttle bus service from Egham Station, the majority of visitors to the Show continued to arrive by car. If the parking provision was eventually lost and the organisers were unable to secure another venue, the Show might be obliged to seek a return to the Runnymede Meadows.

**RESOLVED that -**

- i) the Egham and Thorpe Royal Agricultural and Horticultural Association be granted permission to hold the Egham Royal Show at Mrs Caddey's Field for the August Bank Holiday weekend of 2003;**
- ii) permission be on similar terms and conditions to the event held in 2002; and**
- iii) the organisers be requested to continue their efforts to locate an alternative site for the Show.**

705. STRATEGIC PROPERTY MANAGEMENT - BEST VALUE REVIEW

(Ref: Minutes of Economic Development Committee November 2002, page 743, para. 420)

Members noted that the Strategic Property Management Service Review and Continuous Improvement Plan, which had been due to be considered at this meeting, would now be presented to the Committee in June.

706. URGENT ACTION - STANDING ORDER 42

Members noted details of the following actions which had been taken after consultation with the Chairman of the Committee under Standing Order 42:

<u>Officer</u>	<u>Action Taken</u>	<u>Central Index No.</u>
Director of Administration and Leisure	Authorisation to acquire two properties in Harrow Close, Addlestone for £135,000 each, together with respective sums of £100,000 and £62,000 to secure replacement premises for the occupiers. The additional sum was to be secured by way of a legal charge on the replacement property.	508/512
Director of Administration and Leisure	Authorisation to acquire a flat in Pagecroft, Addlestone for £130,000, together with a sum of £40,000 to secure replacement premises for the occupiers. The additional sum was to be secured by way of a legal charge on the replacement property.	511

707. REFERRALS FROM HOUSING AND COMMUNITY SERVICES COMMITTEEi) Affordable Housing Programme Progress Report - Land at Cerotus Place, Chertsey

At its meeting on 12 March 2003 the Housing and Community Services Committee had recommended the disposal of Council owned land at Cerotus Place, Chertsey to the Rosemary Simmons Housing Association. The Association intended to construct two one bedroom flats on the site in order to provide accommodation for the growing number of single people on the Housing Register. The scheme had been included in the list of projects submitted for Local Authority Social Housing Grant under transitional arrangements to safeguard ongoing commitments following the impending withdrawal of the funding route in April 2003.

**RESOLVED that -**

**the Director of Administration and Leisure be authorised to make arrangements for the disposal of Council owned land at Cerotus Place to the Rosemary Simmons Housing Association.**

ii) Redevelopment of Bowes Road/Wapshott Road and Roakes Avenue Estates - Progress Report

At the same meeting, the Housing and Community Services Committee had also recommended that arrangements be made to let vacant properties on the Roakes Avenue Estate to the Homewood Housing Association if appropriate.

Members noted that the provision of a social housing scheme on the Painesfield Allotment site in order to replace the Roakes Avenue Estate had been delayed by flooding and the discovery of contamination on the Beomonds allotments to which Painesfield ploholders were due to be decanted. The completion of the Painesfield scheme was now likely to be two years away. Re-letting some of the Roakes Avenue properties held vacant in anticipation of early demolition would help to minimise problems of vandalism and the potential risk of squatting in the interim. The Homewood Housing Association specialised in providing accommodation for hospital employees and would be able to offer assured shorthold tenancies which did not create any long-term security of tenure.

**RESOLVED that -**

**the Director of Administration and Leisure be authorised to make arrangements to let vacant properties at the Roakes Avenue Estate to the Homewood Housing Association, if appropriate.**

708. ADDLESTONE COMMUNITY ASSOCIATION REPROVISION

(Ref: Minutes of Corporate Management Committee, October 2002, page 605, para. 342(b))

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 8 of Schedule 12A to Part I of the Act.

Having earlier in the meeting received details of the scheme design for the new Addlestone Community Association (ACA) premises on part of Garfield Road car park, the Committee now gave consideration to the costings and proposed lease arrangements. The construction of the new Community Centre represented the first phase in the redevelopment of the Civic Offices site.

Members noted that cost estimates prepared by quantity surveyors had produced a provisional outturn figure significantly higher than that originally supplied by the architects in July 2002. This was largely due to the inclusion of a sum of £325,000 in respect of enhanced facilities sought by the Community Association, including a sprung floor, retractable seating, mechanical ventilation and showers/changing rooms. The project still represented the most cost effective route to the reprovision of the Civic Offices but it was agreed that there was a need for the Council to place a cap on its financial commitment. Officers would therefore enter into further dialogue with the ACA to determine the nature and scale of the additional elements. The Community Association was currently pursuing a number of grant applications with local and regional funding providers. If the cost of the extra facilities was excluded, the estimated increase over the capital programme provision would be limited to £69,000. A revised capital programme provision and capital estimate would be sought on this basis.

Members took the opportunity to emphasise once more to the ACA the need for flexibility in the type of facilities to be included within the new centre. It was recognised that responsibility for the internal arrangements lay with the Community Association, which had built and managed the existing building successfully for many years. There was, however, a strong desire to ensure that the new centre was well positioned to accommodate the needs of the local community as they evolved over time. The existing centre already catered for a very wide range of user groups and it would be important to ensure that the new building was even more relevant and accessible to the residents of Addlestone and neighbouring areas.

In receiving details of the proposed Heads of Terms, Members noted that the Community Association was due to surrender its existing lease, which had been granted in 1984 and had an unexpired term of 31 years, in favour of a new 50-year ground lease at a peppercorn rent. Some Members expressed a degree of concern at the length of this commitment, noting the need to be able to respond to changing circumstances. The Committee was, however, mindful that the Community Association, which had built its current premises, was under no obligation to surrender the existing lease. A long lease would assist the Association in its efforts to attract grant funding from external sources. As the ACA would own the new building it was noted that the Council would not be in a position to exert direct control over the management arrangements. However, the Association would be asked whether it was willing to permit one or more Addlestone Members to be appointed to represent the Council on the Management Committee. Officers would also seek to insert into the lease a condition that the premises be maintained only for community usage.

**RESOLVED that -**

- i) subject to agreement of the outstanding elements of cost and design between the ACA and the Civic Offices Member Working Group, the Council proceed with the scheme for reprovision of the ACA building;**
- ii) subject to contract and to the receipt of all necessary consents, the Director of Administration and Leisure be authorised to grant a new lease to the ACA on the terms outlined in the Agenda report and any others he considers appropriate; and**

- iii) **the Corporate Management Committee be requested to approve a revised capital programme provision and capital estimate in the sum reported for the reprovision of the ACA premises, to be financed from capital receipts.**

709. 151 STATION ROAD, ADDLESTONE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 7 and 9 of Schedule 12A to Part I of the Act.

The Committee gave consideration to the purchase of 151 Station Road, Addlestone as part of ongoing efforts to assemble and redevelop the surrounding block. The acquisition would be contingent upon the Council also securing the neighbouring property at 147-149 Station Road.

Members noted that the premises comprised of a retail unit, flat and rear store. There was currently no identified tenant. Officers would endeavour to secure a short term let but it was possible that the property could remain vacant for some time. The store was not expected to generate any rental income while the flat could not be let directly in order to avoid establishing any security of tenure. Although there was no provision in the capital programme for the acquisition it could be financed from a forthcoming capital receipt. The revenue impact of the purchase at the valuation figure reported, together with Stamp Duty, would amount to £19,000 per annum.

**RESOLVED that –**

- i) **subject to the exchange of contracts for the acquisition of 147 to 149 Station Road, and subject to contract and the receipt of all necessary consents, the Director of Administration and Leisure be authorised to acquire 151 Station Road, Addlestone for a sum advised by the Borough Valuer up to a maximum figure as recommended at the meeting and on such other terms as he sees fit; and**
- ii) **the Corporate Management Committee be requested to approve a capital estimate in the sum reported for this purpose, to cover the cost of purchase plus stamp duty, to be financed from capital receipts.**

710. GUILDFORD STREET (NORTH) ENVIRONMENTAL IMPROVEMENTS

(Ref: Minutes of Economic Development Committee, June 2002, page 150, para. 74)

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 9 of Schedule 12A to Part I of the Act.

In accordance with the requirements of Standing Orders, Members received notification that the final cost of construction and consultancy in respect of the Guildford Road environmental improvements scheme was likely to exceed the approved contract sum by more than 5%.

Members noted that the works, to enhance pedestrian facilities and the appearance of the street, had originally been scheduled for completion by the end of January 2003 but had eventually extended into March. The main contractor had submitted a claim for an extension of time, outlining difficulties experienced by a nominated paving supplier and adverse weather conditions. This, together with additional works identified during the course of the contract had led to a potential increase in construction costs of up to 20% and a corresponding increase in the consultant's site supervision fees. Officers would, however, dispute both the claims from the main contractor and consultant together with the liability for some of the additional works. Subject to the outcome of these negotiations, the overall project budget of £669,000 would not be exceeded.

711. STRATEGIC MAINTENANCE CONTRACT

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the

grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 7 of Schedule 12A to Part I of the Act.

Members approved the appointment of Scion Group to undertake planned and reactive maintenance works to operational corporate properties in accordance with the Council's strategic maintenance programme. The company, which had submitted the most competitive tender as measured against the National Schedule of Rates for Construction, would initially be engaged for a two year term with an option to extend to five years.

**RESOLVED that -**

**The Scion Group be invited to be the Council's term contractor for the five year strategic maintenance contract.**

712. LEASE OF PROPERTY TO WELMEDE HOUSING ASSOCIATION - REFERENCE FROM HOUSING AND COMMUNITY SERVICES COMMITTEE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 3 and 9 of Schedule 12A to Part I of the Act.

Members considered a recommendation from the Housing and Community Services Committee that a Council owned property in Chertsey be leased to Welmede Housing Association in order to accommodate three people with learning disabilities.

**RESOLVED that -**

**subject to contract and to all necessary consents, the Director of Administration and Leisure be authorised to grant a lease of the property concerned to Welmede Housing Association for a period of 5 years, and otherwise on such other terms as, following receipt of the advice of the Borough Valuer, he shall think fit.**

Chairman

(The meeting ended at 11.20 p.m.)