

Runnymede Borough Council

LEISURE AND ENVIRONMENT COMMITTEE

21 March 2002 at 7.30 p.m.

Members of the
Committee present: Councillors C.J. Norman (Chairman), Mrs S.E. Jacobs (Vice-Chairman),
Mrs F.J. Barden, E.G. Barrett, A.G. Collins, Mrs L.M. Gillham,
Mrs C. Y. Jones, D.W. Parr and Ms. C.M. Simmons.

Members of the
Committee absent: Councillor B.A. Clarke

Co-opted Members
of the Committee
absent: Mrs B. Miller and Mr T. Watson

Councillors Mrs P.I. Broadhead, J.M. Edwards, J.R. Furey, Mrs J. Norman, P.J. Poole, G.J. Thomas,
A. P. Tollett, P.J. Waddell and G.B. Woodger also attended.

650. MINUTES

The Minutes of the meeting of the Committee held on 24 January 2002 were confirmed and signed as a correct record.

651. FOOD SERVICE AND HEALTH AND SAFETY SERVICE PLANS FOR 2002/2003
(Ref: Minutes of former Planning and Regulatory Committee, 28 March 2001, page 1592, para. 778)

The Committee was asked to approve the Food Service and Health and Safety Service Plans for 2002/2003.

Members noted that the Food Standards Agency had issued service planning guidance for local authority food law enforcement. This was to ensure that key areas of enforcement covered by the Food Law Enforcement standard were addressed in local Food Service Plans. This requirement to produce a local Food Service Plan had first come into effect on 1 April 2001 and, therefore, this would be its second year of production.

Similarly, the Health and Safety Commission had issued guidance requiring local authorities to produce a Health and Safety Service Plan from 2002 onwards. This plan would include the investigation of accidents and complaints.

Members noted that the annual production of a Food Service Plan and a Health and Safety Service Plan had also been included as a Best Value Continuous Improvement Plan target for both these functions. The Committee accordingly agreed to endorse both of the Plans for the year 2002/2003.

RESOLVED that -

the Food Service Plan for 2002/2003 and the Health and Safety Service Plan for 2002/2003 be endorsed.

652. LICENSING SUB-COMMITTEE - MINUTES

RESOLVED that -

the Minutes of the meetings of the Licensing Sub-Committee held on 29 November 2001, 13 December 2001 and 31 January 2002, attached at Appendices 'A', 'B' and 'C', be received and adopted.

653. AIMS AND TARGETS 2002/03 – SAFER RUNNYMEDE SERVICE
(Ref: Minutes of Leisure and Environment Committee, January 2002, page 750, para. 507)

The Committee's approval was sought for an updated set of Safer Runnymede Aims and Targets for 2002/2003.

Members recalled that the Committee had considered and adopted the Aims and Targets for services within its remit at its last meeting in January. Since then Officers had added two more objectives to the Safer Runnymede Aims and Targets to ensure that the Leader's Position Statement was interpreted more comprehensively. These appear as targets 'd' and 'e' on the list at Appendix 'D'.

Members were pleased to note that these additional targets included the development of a protocol for reacting to illegal trespass by travellers, as had been recommended by the Services Review Board. The Committee accordingly resolved to

RECOMMEND that -

the updated Safer Runnymede Aims and Targets for 2002/2003, attached at Appendix 'D', be adopted.

654. COMMUNITY SAFETY STRATEGY
(Ref: Minutes of Leisure and Environment Committee, September 2001, page 321, para. 263)

The Committee was asked to consider and approve the draft Community Safety Strategy for 2002 to 2005.

Officers reported that the Crime and Disorder Reduction Partnership for Runnymede (comprising the Borough Council, County Council and Surrey Police) was required to produce a Crime and Disorder Reduction Strategy for the Borough every three years. The second such Strategy was due to take effect from 1 April 2002.

The new Strategy had been developed using the findings of a public survey conducted by Geoff Berry and a detailed audit of crime and disorder in the Borough. The Strategy had been deliberately designed to be as flexible as possible in order to respond effectively to localised incidents and to increase its eligibility for Government funding. The Strategy would entail setting up Project Groups to deal with specific local problems on an ad hoc basis. These Groups would include representatives from the Borough and County Councils, the Police, local Councillors and members of the community.

The Committee considered the contents of the Strategy document and it was suggested that the following might be considered for inclusion:

- i) Under Issue a), 'Anti-Social Behaviour' (page 8), it was suggested that this might also include measures to increase the safety of alleyways and cut-throughs in the Borough, with particular attention to Englefield Green.
- ii) Under Issue h), 'Traffic Issues' (page 11) it was suggested that Green Lane, Chertsey might be added to the list of red zones identified for special attention.

Some Members also commented on the continued problem of vehicles parking on double yellow lines and it was noted that Surrey Police were recruiting Traffic Wardens to deal with this. It was reported that, with the introduction of the new speed reduction technology, the Police would also be reviewing the role of the mobile speed monitoring Officer. A report on this matter would be brought to Committee in due course.

Members approved the contents of the draft Strategy and agreed to recommend that it be adopted by full Council.

RECOMMEND that -

the draft Community Safety Strategy, attached at Appendix 'E', be approved and adopted subject to the agreement of the other partners and to any minor changes which the Chief Executive Officer may authorise as a result of consultation.

655. SAFER RUNNYMEDE - REVISED CODE OF PRACTICE FOR THE OPERATION OF CCTV

Members approval was sought for the final draft of a revised Code of Practice for the operation of the Runnymede CCTV system.

Since the original Code of Practice had been published, there had been substantial changes to Government legislation on data protection, human rights and intrusive and directed surveillance. The existing Code of Practice had, therefore, been revised in order to comply with this new legislation. With the addition of CCTV cameras at St. Peter's Hospital, Chertsey, measures had been also been included in the new Code to protect patient confidentiality.

It was noted that further changes would be required to the Code if a mobile CCTV camera were to be introduced. However, Officers were still investigating the types of mobile equipment available and a further report would be brought to the Committee if and when a suitable camera was found.

Members expressed their support for the revised Code of Practice which would ensure that Safer Runnymede continued to operate to the highest possible ethical standards and would retain the trust of local people.

RESOLVED that -

all camera operations at Safer Runnymede be undertaken in accordance with the Revised Code of Practice for the operation of CCTV.

656. ABBEYLANDS SPORTS CENTRE - FUTURE POLICY

(Ref: Minutes of former Executive Committee, 4 October 2000, page 692, para. 331)

The Committee considered a report setting out options for the future of Abbeylands Dual Use Sports Centre in the light of its deteriorating financial performance. Members noted that the Sports Centre at Abbeylands was no longer able to compete with other new sports facilities and private health clubs in its catchment area. In 1998/99 Surrey County Council, in partnership with Runnymede Council and Abbeylands School, had sought Lottery funding towards a £2.6 million scheme to expand and renew the Abbeylands Sports Centre facilities. However, this Lottery bid had been unsuccessful and over the past three years Runnymede Council's net expenditure on the Sports Centre had continued to rise whilst usage figures had dropped significantly. Members had had Leisure Strategy in the south of the Borough under review for some time and the following three options were presented to the Committee:

i) Targeted investment in the existing Sports Centre

This would involve an investment of approximately £1 million to expand and modernise the health and fitness facilities at the Centre and provide an improved reception area and separate high quality changing accommodation for public use. This estimate would not include any work to the swimming pool. It was also proposed that the Centre should transfer to a membership system, similar to that used at Egham Sports Centre, whereby members would pay a monthly subscription. Officers estimated that, if a membership of 700 could be achieved, this option could generate a revenue betterment of £122,000 on the current position. It would, thereby, eliminate the deficit at Abbeylands and should realise a greater revenue betterment than simple closure of the facility. PMP Consultancy had undertaken an initial external appraisal of this option which had supported Officer's assumptions.

Officers reported that external funding for the School sports facilities might also be available from the National Lottery's "New Opportunities Fund" and from the Tulk Bequest which Surrey County Council had originally earmarked for investment in Abbeylands under the Lottery bid proposals.

If option i) were pursued, Members agreed that a new type of Dual Use Agreement would need to be negotiated with the Governing Body of Jubilee High School to give the Council greater control over the management and operation of the Sports facility.

ii) Closure of the Abbeylands Sports Centre without reprovision elsewhere

Although this option would generate immediate savings, the Committee acknowledged that the closure of Abbeylands Sports Centre would have a serious adverse effect on sports provision in the South of the Borough. It was also noted that the Shadow Governing Body for Jubilee High School believed that this option would weaken its efforts to regenerate the School.

iii) New build on another site, offering a range of facilities

This could either be a traditional Local Authority Sports Centre catering for a comprehensive range of sports activities or a new public facility with a fitness gym, swimming pool and selected other facilities. Members noted that this was the most expensive option as a new centre would cost at least £3.5 million to build and it would not be likely to realise a significant revenue betterment if a full range of facilities were provided. Also a suitable location would need to be identified for the new building which was satisfactory in both customer and planning terms.

Members gave careful consideration to the three broad alternatives and the Committee agreed to recommend that in principle approval be given to option i) above. However, before the Council committed itself to investment in the Sports Centre, Members wished to commission a more comprehensive business plan containing more up to date data, income/expenditure figures for all the Sports Centre facilities and market research to establish the level of local demand for such a facility. Consultancy advice would also need to be obtained on the architects' brief for the proposed improvements.

The Committee noted that the cost of the above reports would be very likely to exceed the provision of £5,000 which had been included in the Officers' recommendation below. It was, therefore, decided that, in the event that a larger sum was required, this would either be agreed with the Chairman of the Corporate Management Committee under Standing Order 42 or, if possible, through a report to that Committee.

In addition to the conclusions above, Members concurred that the Council's support for option i) should also be subject to the negotiation of a satisfactory agreement with the Governing Body of Jubilee High School and also the exploration of the potential for involving a private contractor in the running of an improved facility. Therefore, the Committee agreed the recommendation in the form below:

RECOMMEND that -

i) provided that :

- a) a meeting is arranged between nominated Members and PMP Consultancy to test the strength of their advice on the business planning projections;**
- b) agreement by the Shadow Governing Body of Jubilee High School can be secured to key terms of a proposed agreement, including in particular granting this Council a lease of the Sports centre facilities rather than a licence to use them;**
- c) Officers explore and report back on the potential for involving a private contractor in the running of an upgraded facility, including the possibility of a capital contribution;**

Option i) above (targeted investment on the present site) be preferred and the Shadow Governing Body be informed that the Council is prepared in principle to improve the facilities at the present site in order to eliminate the revenue deficit;

- ii) **the Corporate Management Committee be requested to approve a Capital Estimate in the sum of £5,000 to obtain consultancy advice on the architects' brief for the improvements and for further independent professional advice on the detailed business plan for the improved facility;**
- iii) **Officers prepare a further report for this Committee, including the advice obtained from (ii) above and any prospects of contributions from external funding, for approval of a more detailed concept; and**
- iv) **appropriate capital programme provision and a capital estimate be settled following approval of the report under (iii) above.**

657. CULTURAL STRATEGY

(Ref: Minutes of Services Review Board, February 2002, page 820, para. 547)

The Committee's approval was sought for the final draft of the Local Cultural Strategy for Runnymede. Members were also asked to prioritise the proposed actions contained within the Strategy in terms of their importance to the local community.

During the Strategy process, Officers had identified a number of areas in which an impact could be made. These had been drawn out as the following themes: young people, community safety, access to facilities and services, identity and promotion/tourism. In order to draw conclusions for the Strategy, questionnaires had then been sent to members of the Runnymede Residents' Panel, local umbrella groups and business representatives. Using the results of the consultation process, Officers had developed action plans for each of the above themes which were divided into policy considerations and specific actions.

The draft Cultural Strategy had already been discussed by the Services Review Board on 12 February 2002 and a number of changes had subsequently been made to the document. The Leisure and Environment Committee considered the Strategy and recommended the following amendments:

- i) Page 9, para. 6 – It be stated that American citizens are attracted to the villages of Englefield Green and Virginia Water by their proximity to T.A.S.I.S School, Thorpe and the American Community Schools, Egham.
- ii) Page 9, para. 6 – Officers check the percentage of foreign students studying at Royal Holloway University and adjust the text accordingly.
- iii) Page 17 – Additional detail be included regarding the range of sports facilities available.
- iv) Page 22 'Inclusion' – With regard to Action number 1, a note be added stating that transport for older people is also provided by the 'Dial-a-Ride' and Age Concern buses.
- v) Page 27 'Promotion' – With regard to Action number 5, the option of appointing a public relations agency on a monthly retainer basis be added.

With regard to the proposed action plans, Members also requested that the priority of some actions should be adjusted as follows:

- i) Page 21, 'Young People' - Action number 2 should be moved to the top of the list.
- ii) Page 25, 'Leisure Facilities' – Action number 2 should be moved to the top of the list.

The Committee learned that some of the actions contained in the Strategy were already planned or underway. Others would require significant resources in terms of time and possibly funding. However, it was noted that some areas of the Strategy fell within the remit of other external agencies.

The Committee supported the Services Review Board's suggestion that the Strategy should be published on the Council's website. It was also agreed that 1,000 full colour copies of the document should be printed at a cost of £3,500. These copies would be distributed to Councillors, partner agencies, and individuals who had taken part in the consultation process and had requested a copy.

The Committee thanked the Projects and Support Services Manager for all her hard work to produce the Strategy document and Members agreed to recommend that the Cultural Strategy be adopted with the amendments set out above.

RECOMMEND that -

- i) the action points contained in the Cultural Strategy action plans be prioritised as agreed by the Leisure and Environment Committee;**
- ii) the Cultural Strategy, attached at Appendix 'F', be adopted, subject to the amendments proposed in the preamble to this recommendation, as the framework for the development of cultural activities within Runnymede;**
- iii) the findings of the Strategy and action plans be integrated into new policy developments across the Borough;**
- iv) 1000 copies of the Strategy be printed and distributed to Members, partner agencies and individuals who took part in the consultation process and who have requested a copy;**
- v) the Strategy be further published and updated through the Runnymede Council website; and**
- vi) the Corporate Management Committee be requested to approve a supplementary estimate in the sum of £3,500 to undertake the printing and distribution of the Strategy.**

658. CHERTSEY MUSEUM - CAPITAL ESTIMATE FOR OLIVE MATTHEWS TRUST EXTENSION SCHEME

(Ref: Minutes of former Executive Committee, April 2001, Page 1601, Para. 791)

The Committee received a report requesting an increase to the Council's Capital Estimate for the Chertsey Museum extension scheme. This increase would contribute towards the cost of some additional works to the Museum premises which were to be largely funded by the Olive Matthews Trustees.

Under the revised extension programme, the Museum premises at The Cedars would be vacated for a period of 12 months whilst building work was being undertaken. Therefore, the Olive Matthews Trustees had included a range of additional works to the existing building within the estimated cost, in order to improve the condition and appearance of The Cedars when it reopened to the public.

Under the terms of the full repairing lease, some elements of this additional work would be the Council's responsibility in future years, including internal redecorations, minor repairs and the replacement of the electrical system to bring it up to modern requirements. Members noted that there would be considerable cost savings in undertaking this additional work within the building contract.

The Olive Matthews Trustees were prepared to fund the majority of the additional work which was estimated to cost a total of £97,500, including VAT. They had requested that the Council consider a Capital contribution of £20,000 in 2003/2004 towards the improvements.

Members acknowledged that a contribution to these works now would represent a saving to the Council in future years. The Committee, therefore, agreed to recommend that the Capital Estimate for the Museum extension scheme be increased from £44,750 to £64,750.

RESOLVED that -

the Corporate Management Committee be requested to increase the Capital Estimate for Chertsey Museum from £44,750 to £64,750 to include maintenance works which would have been required in future years under the terms of the lease for The Cedars.

659. BEST VALUE SERVICE REVIEW AND CONTINUOUS IMPROVEMENT PLAN - PARKS AND OPEN SPACES SERVICE

(Ref: Minutes of Leisure and Environment Committee, September 2001, page 323, para. 266)

The Committee considered the completed Service Review and proposed Continuous Improvement Plan for the Parks and Open Spaces service. Members noted that the Consultants, Strategic Leisure, had been commissioned to assist Officers with the last three stages of the Review which had provided an external viewpoint coupled with generic organisational best practice.

The main difference between the Runnymede Parks and Open Spaces service and that offered by other authorities was that Runnymede had staff on site at five parks. This enabled the Council to provide a higher level of service which was much appreciated by park users. Data from the Audit Commission also indicated that this function was cost effective as the Council's total net spend per hectare on parks and open spaces in 1999/2000 put Runnymede in the upper quartile of performance for district local authorities.

Parks visitors, Runnymede Resident Panellists, Councillors, sports clubs and young people had all been consulted on the service. There was a high level of satisfaction with the Council's Parks and Open Spaces with 99% of users rating the park they visited as "Good" or "Excellent". Overall, the most valued elements of the service were grass cutting and grounds maintenance, gardens and flower beds, and the provision of parks staff on site.

As part of the Service Review, Strategic Leisure had interviewed Parks and Amenities management and staff. The consultants had found that the existing mix of external contractors and the in-house team provided a good basis for the pursuit of Best Value. They also proposed a modernisation of the Parks Supervisor's role and increased community involvement in the management of the Council's Parks and Open Spaces. As few private contractors were able to provide this type of parks service, it was recommended that market testing should be considered in 2005 or later.

Members agreed that the proposed targets were appropriate to the findings of the Best Value Service Review, and accordingly approved the Best Value Continuous improvement Plan.

RESOLVED that -

- i) the Service Review and the Continuous Improvement Plan attached at Appendix 'G' be approved with particular reference to the following:**

Targets to be implemented at Officer level:

- a) continue to work towards developing a new urban park at Pooley Green;**
- b) review the arrangements for litter collection from parks and open spaces and implement improvements;**
- c) establish whether Members, and the public, feel the objectives for this service are appropriate, relevant and complete; continue to consult with users, youth groups, residents and Members regarding the service;**

Timescale

Ongoing – Development of the park is awaiting the departure of the Swan Sanctuary and will be subject to the level of funds available. It is intended to seek funding opportunities over the next 6 months.

By December 2002

Surveys conducted in 2001 as part of this Review. Surveys to be repeated every other year with the next due in October 2003

- | | |
|---|---|
| d) investigate the availability of suitable computer based systems for the control of grounds maintenance operations and the booking of parks' facilities; | Ongoing – A number of systems have been assessed to date but none considered suitable. Further investigations required during the next year |
| e) continue to work with the North West Surrey Benchmarking Group to establish feasible and appropriate comparators, including those identified by this review as being useful, and to set and review service performance targets on a regular basis; | Initial meeting of the North West Surrey Benchmarking Group attended in 2001. A further report to be brought to this Committee in September 2002 |
| f) produce Management Plans or Statements for each site; consider improvements to signage in the parks; Consider access to parks' facilities for the disabled; Consider a greater emphasis on community involvement and conservation issues at the parks and open spaces; | Consult with members of the Community on the content of Management Plans and Statements, which consider all aspects of the park or open space. Work on Plans/Statements for all 75 sites to commence immediately and be completed by December 2005. |
| g) investigate whether the requirement for clubs to have £5 million public liability insurance is appropriate; | Investigated – recommendation is currently a minimum of £5,000,000 |
| h) arrange an annual meeting with sports club representatives; | First meeting to be arranged for September/October 2002 |
| i) adopt the ILAM Parks and Green Spaces Quality Criteria as a self- assessment tool; | Adopt the scheme immediately and undertake a further assessment in 2003 |

Targets with policy implications, requiring a further report to Council, if appropriate

- | | |
|---|---|
| j) review the provision of parks and open spaces, sports facilities and children's play facilities throughout the Borough to establish the extent of any shortfalls and/or oversupply and to seek ways to address these; and a strategy relating to Parks and Open Spaces be linked to the Local Cultural Strategy; | An objectives paper for Parks and Open Spaces which links in with the Cultural Strategy to be prepared by December 2002 |
| k) investigate the feasibility of making tennis free of charge to children at certain times; | By the end of May 2002 |

Targets with financial implications, requiring a further report to the Corporate Management Committee or Council if appropriate

- l) • **assess the implications of each of the options available for the provision of this service and report back to Committee;**
- **compare the organisation of Runnymede's Parks and Open Spaces section with that of other local authorities;**
 - **assess the likely increase in the area of land managed by the service over the next five years and consider the implications this may have for future staffing levels;**
 - **consider enhancing the community development and liaison elements of the Park Supervisor role and to expanding the Parks Supervisor system into other key parks;**
 - **consider further the sustainability of the Parks Supervisor/Assistant Supervisor system.**
- m) **consider putting elements of the management of the service out to competition; and**
- i) **the Borough Secretary and Leisure Services Officer report to a future meeting of the Committee regarding implementation and monitoring of the Continuous Improvement Plan.**
- A report covering Parks and Amenities Management, staffing and budgets will be presented to the Services Review Board.**
- Not earlier than 2005**

660. POTENTIAL CREMATORIUM DEVELOPMENT

(Ref: Minutes of Economic Development Committee, November 2001, page 615, para. 376)

At its meeting on 15 November 2001 the Council's Economic Development Committee had already considered a report on the feasibility of developing a crematorium in Runnymede. In view of several financial, demographic and planning difficulties, this Committee had resolved that no further action should be taken to develop a local crematorium, subject to the views and comments of the Leisure and Environment Committee as to the service need for such a facility.

The Leisure and Environment Committee learned that the number of cremations in the Borough currently amounted to under 600 per year. Although Runnymede did not have a crematorium within its own boundaries, crematoria were located in Woking, Hanworth and Leatherhead all of which were within an average travelling distance of 9 miles. Members noted that the current capacity at these facilities was more than adequate to meet Runnymede's needs. The Committee accordingly agreed that there was not sufficient local demand to justify the provision of a crematorium in Runnymede.

RESOLVED that-

the Committee concurs with the findings of the Economic Development Committee and no further action be taken at this time.

661. BEST VALUE SERVICE REVIEW AND CONTINUOUS IMPROVEMENT PLAN - CEMETERIES AND CLOSED CHURCHYARDS SERVICE
(Ref: Minutes of Leisure and Environment Committee, September 2001, page 325, para. 268).

The Committee considered the Service Review and proposed Continuous Improvement Plan for the Cemeteries and Closed Churchyards service. It was noted that the consultants, Strategic Leisure, had assisted Officers with this Review.

Runnymede's Cemeteries service compared favourably with that offered by adjoining Surrey authorities, having the highest cost recovery ratio of the four authorities benchmarked. When evaluated against the Institute of Burial and Cremation Association's (IBCA) Best Value Charter Assessment, Runnymede's Cemeteries Service was above average, but not yet in the upper quartile. Officers, therefore, proposed to address the deficiencies highlighted by the IBCA assessment over the next twelve months so that an Excellence Charter Mark could be achieved in 2003.

As regards consultation, few returns had been received from a survey of Cemetery visitors. Therefore, Officers wished to arrange an annual meeting with local funeral directors and clergy instead. Members expressed their support for Officers' proposal to investigate the cost effectiveness of enhancing the Council's service to mourners through offering the supply of memorial plants and the supply and installation of memorial seats. The Committee requested that Officers also explore the possibility of providing "green" burials.

The majority of maintenance work at the Cemeteries and Closed Churchyards was already undertaken by contractors. The remaining Cemetery Care services, which had been retained in-house, entailed making arrangements for burials, and supervision and monitoring of the Cemeteries and Closed Churchyards. In view of the small size of the Cemetery Care service and the highly sensitive nature of this work the Committee concurred that this function should be retained in-house.

Members agreed that the proposed targets were appropriate to the findings of the Best Value Service Review, and accordingly approved the Best Value Continuous improvement Plan.

RESOLVED that -

- i) the Service Review and the Continuous Improvement Plan, attached at Appendix 'H', be approved with particular reference to the following:**

<u>Targets to be implemented at Officer Level</u>	<u>Timescale</u>
a) continue to ensure that there is sufficient land available at each cemetery to satisfy the likely demand for burials for 10 years;	Review every five years Next review 2006
b) investigate the availability of suitable computer based systems for the Cemetery service;	September 2002
c) undertake a disability audit at each cemetery and make the necessary provision for disabled visitors;	Audit by September 2002
d) bring forward a report when reliable and relevant comparative statistics are available;	September 2002
e) investigate the burial needs of minority faiths for residents of the Borough and make any necessary adjustments to the Service;	April 2003
f) arrange an annual meeting with local funeral directors and clergy;	September 2002

- g) **adjust the Cemetery service provided in light of the Institute of Burial and Cremation Administration's assessment, seek the IBCA Excellence Charter Mark, and adopt the IBCA training scheme for Cemetery Operatives;** **September 2003**
- h) **seek the views of Councillors and Runnymede Resident panellists on the standards and quality of services provided;** **December 2002**
- i) **achieve a cost recovery rate of 55% of expenditure, excluding capital charges, over a two year period;** **April 2005**

Targets with policy implications requiring a further report to Council, if appropriate:

- j) **consider and bring back a report on the future of Addestone Cemetery which will include the potential for extending the Cemetery site; and** **September 2002**
- k) **investigate and report to Committee on the cost effectiveness of providing an enhanced service to mourners such as the supply and planting of memorial plants, supply and installation of memorial seats, etc. and consider and report back on the possibility of providing "green" burials; and** **September 2002**
- ii) **the Borough Secretary and Leisure Services Officer report to a future meeting of the Committee regarding implementation and monitoring of the Continuous Improvement Plan.**

662. **BEST VALUE – PROGRESS REPORT ON THE CONTINUOUS IMPROVEMENT PLAN FOR THE STREET CLEANSING SERVICE**

(Ref: Minutes of former Executive Committee, 21 February 2001, page 1313, para. 665)

The Committee received a report setting out progress on the implementation of the Street Cleansing Service Best Value Continuous Improvement Plan which had been approved by the former Executive Committee on 21 February 2001.

Three of the seven targets had already been completed, including a review of the Town Centre orderlies service. As a result this service had been improved by extending the deployment of orderlies to Pooley Green and Englefield Green.

With regard to target 5, "To investigate whether educational visits to schools will bring long term benefits to the Street Cleansing Service", it was noted that this investigation was still in the preparatory stage due to the complexities involved. The Committee, therefore, agreed that the implementation date for this target should be revised from January 2002 to January 2003.

RESOLVED that -

- i) **Progress in meeting the targets in the Continuous Improvement Plan be noted; and**
- ii) **the implementation date for Target 5 be changed to January 2003.**

663. **BEST VALUE – PROGRESS REPORTS ON CONTINUOUS IMPROVEMENT PLANS FOR LEISURE SERVICES**

The Committee received and noted a report detailing progress against the Best Value Continuous Improvement Plans for the following Leisure Services:

- i) Abbeylands Sports Centre
- ii) Egham Sports Centre
- iii) Public Halls; and
- iv) Allotments

With regard to the Sports Centres, a new survey of stakeholders and users of both facilities would be undertaken in Summer 2002. Officers were still awaiting local comparators from the North West Surrey Benchmarking Group and a further report would be brought to Committee in the Autumn.

The Committee was pleased to note that the construction of the new Hythe Centre was underway and Members congratulated Officers on the colour leaflets which had been produced for Chertsey Hall and the Literary Institute, Egham.

RESOLVED that -

Progress on meeting the targets contained in the Leisure Services Continuous Improvement Plans be noted.

664. CHERTSEY ALLOTMENT RATIONALISATION - CAPITAL ESTIMATE
(Ref: Minutes of Leisure and Environment Committee, January 2002, page 751, para. 509)

The Committee's approval was sought for a revised Capital Estimate in the sum of £475,000 for the Chertsey Allotment Rationalisation Scheme comprising:

- i) The construction of a new allotment site at Bemonds off Heriot Road Chertsey,
- ii) Compensation payments to ploholders on the Painesfield and Bemonds allotment sites,
- iii) Improvements to the St. Ann's allotment site; and
- iv) The laying out of the Chertsey Cemetery extension on the retained part of the Painesfield site.

At its meeting in January the Committee had agreed a provisional order of cost of £450,000 for the Allotment Rationalisation scheme, which would be funded from the disposal of part of the Painesfield site which was to be declared as surplus to allotment requirements. In February the Corporate Management Committee had agreed to include this sum in the Capital Programme.

Officers reported that the detailed costing and design elements of the scheme had now been completed and the original order of cost would need to be uplifted to £475,000 which would include the Capital Estimate approved in January for the initial surveys, design and cost of the scheme. No Capital provision had been made for land drainage work as this formed part of a wider investigation into the flooding aspects of the River Bourne.

It was noted that the total capital cost of the new Bemonds Allotment site would include the provision of a Safer Runnymede CCTV camera in the adjoining car park, the relocation and lighting of the path around the allotment site and a toilet/messroom/storage area. Members were pleased to learn that the storage building would be constructed to include a shop area if a self-management scheme could be agreed with ploholders.

Members welcomed the proposed improvements to the Bemonds and St. Ann's Allotment sites and accordingly agreed the Officers' Recommendation.

RESOLVED that -

- i) **the Corporate Management Committee be requested to approve the revised Capital Estimate of £475,000 and the additional Capital Charge of £23,000 for the 2002/2003 Allotment Revenue budget; and**

ii) the Revenue consequences for the 2003/2004 Allotment, Cemetery and Safer Runnymede budgets be noted.

665. CABRERA TRUST MANAGEMENT COMMITTEE - MINUTES

The Minutes of the meeting of the Management Committee held on 7 January 2002, attached at Appendix 'I', were received and noted.

666. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP - MINUTES

The Minutes of the meeting of the Steering Group held on 5 February 2002, attached at Appendix 'J', were received and noted.

Chairman

(The meeting ended at 10.15 p.m.)