



RUNNYMEDE BOROUGH COUNCIL

ECONOMIC DEVELOPMENT COMMITTEE

10 MARCH 2005

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE</u>
A	2004/05 SERVICE PLAN	1
B	ACTION ADDLESTONE OUTTURN COSTINGS	12
C	LAND ADJOINING VIRGINIA WATER STATION – SITE PLAN	13
D	LAND ADJOINING ENGLEFIELD GREEN CEMETERY – SITE PLAN	14
E	HYTHE PARK AND NEIGHBOURING OPEN SPACES – SITE PLAN	15
F	HYTHE PARK CONSULTATION FEEDBACK – SUMMARY OF RESULTS	16
G	HYTHE PARK CONSULTATION FEEDBACK – OTHER COMMENTS	26
H	CIVIC OFFICES MEMBER WORKING GROUP MINUTES – 27 JANUARY 2005	34
I	CIVIC OFFICES MEMBER WORKING GROUP MINUTES – 17 FEBRUARY 2005	35
J	ACTION ADDLESTONE INITIATIVE MEMBER WORKING GROUP MINUTES – 8 NOVEMBER 2004	37
K	ACTION ADDLESTONE INITIATIVE MEMBER WORKING GROUP MINUTES – 17 JANUARY 2005	39

SERVICE PLAN FOR ECONOMIC DEVELOPMENT COMMITTEE

This plan sets out the details of the actions that the Council has agreed must be taken to improve the services covered by the Economic Development Committee . It combines the targets that have been agreed within the –

- Leader's Position Statement - LPS
- Best Value Continuous Improvement Plans - CIP
- Best Value Performance Indicators - BVPI
- Community Strategy - CS

The last column of the attached tables indicates the origin of the action point.

Officer's titles have been abbreviated as follows –

- | | |
|--|------|
| Chief Executive Officer | CEO |
| Head of Engineering | HE |
| Policy & Implementation Manager | PIM |
| Director of Administration & Leisure | DAL |
| Director of Housing & Community Services | DHCS |
| Director of Technical Services | DTS |
| Principal Building Services Manager | PBSM |

ECONOMIC DEVELOPMENT COMMITTEE

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Ensure effective asset utilisation and manage asset acquisitions and disposals to achieve corporate objectives.	Valuer	ongoing	staff resources	Valuation staff	i) Implement the Asset Management Strategy. ii) Generate capital receipts to meet the corporate financial strategy target of £5.5 million by 2005/06 from land and associated receipts	Requires greater level of input. Rectification in hand On target	LPS
Seek to develop benchmarks and targets around corporate property management & associated activities	Valuer	Ongoing		Borough Valuer and Service Heads	i) Realistic targets ii) Continuous Improvement	National performance indicators reported More work required on local PI's	LPS
To complete the Action Addlestone Initiative	HE	November 2004	None	Contained within approved Action Addlestone budget	To implement the detailed proposals for Station Road	Main work completed November 2004. Extra work on corner of Garfield Road completed by end of April 2005	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Encourage and support the economic well-being of shopping parades in villages such as Englefield Green, Ottershaw, Pooley Green and others	PIM	i) October 2007	i) Resources being used to develop South East Plan and LDF ii) Market availability iii) Consent from County Highway Authority	i) Part of Local Development Framework using Policy staff ii) / iii) To be identified	i) Undertake reviews of planning policies for the retail parades of the smaller settlements of Englefield Green, New Haw, Ottershaw, Pooley Green/Hythe, Virginia Water. ii) Encourage, where appropriate, targeted strategic acquisitions of land. iii) Bring forward, finances permitting, environmental improvement schemes.	To be undertaken as part of Local Development Framework ongoing Currently working with Ottershaw Society regarding improvements	LPS
To take a strategic view of public car parking.	HE	iv) 1 April 2005	Staff recruitment & retention	iv) £35,000 Agreed and included in budget	iv) Obtain Secured Car Park status in remaining four car parks	Status now confirmed for Gogmore & Chertsey Library, August 2004 Car parking charges reviewed and implemented	LPS
	HE	i) See individual targets ii) November 2004		ii) £30k consultancy agreed	i) To discharge the 'challenges' of the Best Value Review of Car Parking agreed in January 2003 parking charges. ii) Decriminalised Car Parking introduced	Commenced November '04	

3

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/identified	Success Indicators	Progress	Target Origin
Participate in the Local Transport Review Process.	HE	ongoing	Funding constraints from government/ County Council Securing support of major new development schemes	Policy & Implementation and engineering staff Development Control staff	i) Continue to liaise with the Local Transportation Service. ii) Seek to secure funding and prioritisation for local transportation schemes especially in relation to Yellow buses	Weekly officer liaison meeting Funds negotiated through s.106 agreements	LPS
Seek to alleviate traffic congestion.	HE/ PIM	ongoing	RBC is not the highway authority ii) Securing long term funding to maintain service iii) Securing support from business community	ii) Policy & Implementation staff iii) Development Control and County Engineers staff iv) Policy & Implementation and SCC staff	i) Continue to lobby Surrey County Council and public transport providers to improve services. ii) Continue to support the Runnymede Business Partnership's Runnymede Travel Initiative. iii) Seek funding from developers to support transportation improvements. iv) Work with businesses and schools to develop Green Travel Plans.	ongoing Yellow buses contract extension agreed for 6 buses Substantial sums received SCC staff taken over role	LPS

4

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Agree strategies and priorities for promoting economic development and well-being	PIM	ongoing	i) Targets only established if resources identified ii) Resources available in relation to overall LDF and SE Plan programme	Policy & Implementation Staff	i) Work with the Runnymede Business Partnership to develop an Economic Strategy. ii) Develop regeneration, urban enhancement, retail and associated initiatives, through the Community Strategy and Local Plan processes	Strategy adopted 2003 Review undertaken September 2004 (To be annually reviewed) To be addressed through Local Development Framework	CS
Seek opportunities to work alongside partners to represent the Borough's interests, develop and fund activities that have a local impact.	CEO	ongoing	Co-operation of other agencies	Existing	Work with: <ul style="list-style-type: none"> • Runnymede Business Partnership • Spelthorne & Runnymede Education Business Partnership • Chambers of Commerce • Business Rate Payers • Surrey County Council • GOSE, SEEDA, SEERA • Other institutions such as St Peter's Hospital, Royal Holloway and Brunel Universities • NW Surrey Senior Managers Group 	ongoing formal and informal networking	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/identified	Success Indicators	Progress	Target Origin
Finish Chertsey Revitalisation Scheme.	CEO	December 2005	Delays to commencement by development partner	Existing staff	Complete final phases of Chertsey Revitalisation.	Building works started September 2004. First units to be marketed March 2005	LPS
Pursue reprovision of the Civic Offices.	CEO	To be determined		To be determined	Progress the redevelopment of the Civic Offices and adjacent landholdings in Adlestone to achieve accommodation appropriate to the Council's future needs while enhancing the street scene and achieving value for Council Taxpayers.	New ACA under construction. Appointment of architects and QS for new civic offices being finalised	LPS
Work to meet housing needs targets for social and affordable housing.	DHCS/ DTS	ongoing	Current government thresholds do not apply to many small sites; funding of housing associations	Existing staff	i) Work with the Housing and Community Services Committee and ensure that best use is made of valuable land assets. ii) Work with the Planning Committee to promote best use of land under the Local Development Plan. iii) Update Housing needs survey	468 units completed by November 2004. Target of 750 units by 2006 Commenced February 2005	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Work towards partial development of Barrsbrook Farm, Chertsey	DHCS	i) January 2006 ii) April 2004	Funding for housing association Weather conditions	Planning permission granted Already agreed	i) Bring forward and sponsor a Registered Social Landlord scheme to include an element of shared equity, for the partial residential development of this site, ii) Provide allotments on some of the land to the rear.	Planning permission granted. Work starting on site Completed	LPS
We will review with the operators the viability and attractiveness of the Egham Farmers' Market to assess impact.	DAL	ongoing		Existing staff	Continue to monitor the success of Egham Farmers' Market and bring forward any proposals for possible enhancement.	Street trading Licence issued to Egham Farmers' Market for 2004 French market held in May	LPS
To increase the percentage of buildings open to the public in which all areas are suitable for and accessible to disabled people	PBSM	1 October 2004 (to comply with Disability Discrimination Act)	Likely redevelopment of Civic Offices makes expenditure unwarranted. Listed Buildings pose problems where physical changes for access adversely affect character of building	To be determined	Achieve 100% accessibility	£0.5M budget allocated through strategic management plan. Works via appointed contractors	BVPI

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
To produce the fifth edition of the Runnymede Business Directory (sponsored)	PIM	April 2005	Lack of sponsorship; response from business community	External sponsorship and Policy & Implementation Staff	i) Achieve sponsorship ii) Publish fifth directory	Fifth directory to be published Summer 2005	CS
To produce three business newsletters per year (sponsored)	PIM	ongoing	Lack of sponsorship	External sponsorship and Policy & Implementation Staff	Target met	Target met (ongoing)	CS
To arrange four RBP breakfast meetings per year (sponsored)	PIM	ongoing	Lack of sponsorship	External sponsorship and Policy & Implementation Staff	Target met	Target met (ongoing)	CS
Continue to increase numbers of organisations on the Runnymede Business Partnership data base	PIM	January 2005	Response from business community Turnover in businesses	Policy & Implementation Staff	1700 organisations	Database for business directory currently 1541 (end December 2004) The database is continually updated as part of the online Business Directory	CIP

8

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Target major employers for Runnymede Business Partnership sponsorship/involvement	PIM	ongoing	Response from business community	Policy & Implementation Staff	Seek to achieve funding for 3 newsletters and 4 forum events per year Seek to run business seminars and associated 'sponsored' events/promotions	Sponsorship secured Sponsored work experience leaflet produced. Funding received for award for Spelthorne & Runnymede Education Business Partnership annual awards	CIP
Attract new firms to the 'Loyalty Card' scheme and promote scheme	PIM	December 2004	Response from business community	Policy & Implementation Staff	Attract 20 new firms (currently 92 - was 76 last quarter) Attract new cardholders (currently 2995 - was 2783)	Newsletter to all retailers Summer 2005	CIP/ CS
Extend provision of cycle shelters to stations & Royal Holloway	PIM	April 2004	Demand/co-operation from partners; funding	External grants/funds	Provision of shelters	Project now completed. Matter now part of Local Transport Plan	CIP
Prepare and adopt Economic Strategy	PIM	October 2003		Policy & Implementation Staff	Economic Strategy adopted	Strategy adopted in 2003 and reviewed September 2004 To be annually reviewed	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Consult Chambers of Commerce to establish views on the need for greater liaison and what form it might take	PIM	ongoing	Willingness of Chambers to co-operate with each other	Policy & Implementation Staff	Greater interaction and co-operation between Chambers	Joint meeting of chambers has taken place - agree to work together as part of RBP Joint monthly lunch meeting of the 3 chambers takes place	CIP
Encourage at least 10 schools to prepare and adopt Travel Plans	PIM	July 2004		Policy & Implementation Staff / SCC Schools liaison staff	Target Met	12 schools finalising plans and government funding secured; Discussions taking place with other schools to receive phase 2 funding	CIP
Secure six articles per year in the local press relating to Business Partnership activities and events	PIM	ongoing		Policy & Implementation Staff	Six articles per year appearing in local press	Target exceeded (ongoing)	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Seek to examine the benefits of Business Improvement Districts (BID's)	PIM	Government Regulations now issued (September 2004)	Negative vote from business community Lack of identifiable benefits	Policy & Implementation staff Business Partnership	<ul style="list-style-type: none"> i) Identification of non-domestic ratepayers to include in BID levy ii) Runnymede Business Partnership promoting the BID iii) Business Plan agreed iv) Positive Vote v) Collection of Levy vi) Extended fleet operational by September 2005 	<p>Primary legislation and Regulations approved</p> <p>List of non-domestic ratepayers finalised</p> <p>Yellow bus project agreed to be target for funding to provide 12 buses for a 5 year period</p> <p>Ballot in progress – result to be declared on 1 March 2005</p>	LPS

ACTION ADDELESTONE

NEW COSTING CODE (*)	DESCRIPTION	ACTUAL EXPENDITURE					TOTAL COMMITMENT	TOTAL COMMITTED	BUDGET REMAINING
		Pre 02/03	2002/2003	2003/2004	2004/2005	TOTAL			
C105	Crouch Oak Lane	320	-320			0	0	0	
C106	Lighting		273			273	273	-273	
C107	Tesco Roundabout					0	0	0	
C108	Spittles Forecourt	30,813	109,992	7,697		148,502	148,502	12,498	
C109	Dukes Court	18,000	18,000			18,000	18,000	0	
C110	High Street Improvement Grants	20,600	5,000	5,000		20,563	20,563	37	
C111	Station Road Canopy Proposal	3,800				3,758	3,758	42	
C112	Station Road Improvements	681,000	2,400	2,585	524,007	532,535	604,000	67,265	
C113	SCC Local Ctee Requirements		9,735			9,735	9,735		
C114	Crockford/Corrie/Garfield Road			86,627	13,845	100,472	100,472	9,528	
C115	High Street Paving	110,000				0	0	0	
		994,400	47,854	146,223	101,909	537,852	905,303	89,097	




Commitments

Account Codes to be used with above codes:	
1008	Contract Certificate Payments
1254	Grounds Maintenance
1918	Printing
1954	Advertising
2328	Consultants Fees
2860	Miscellaneous Expenses

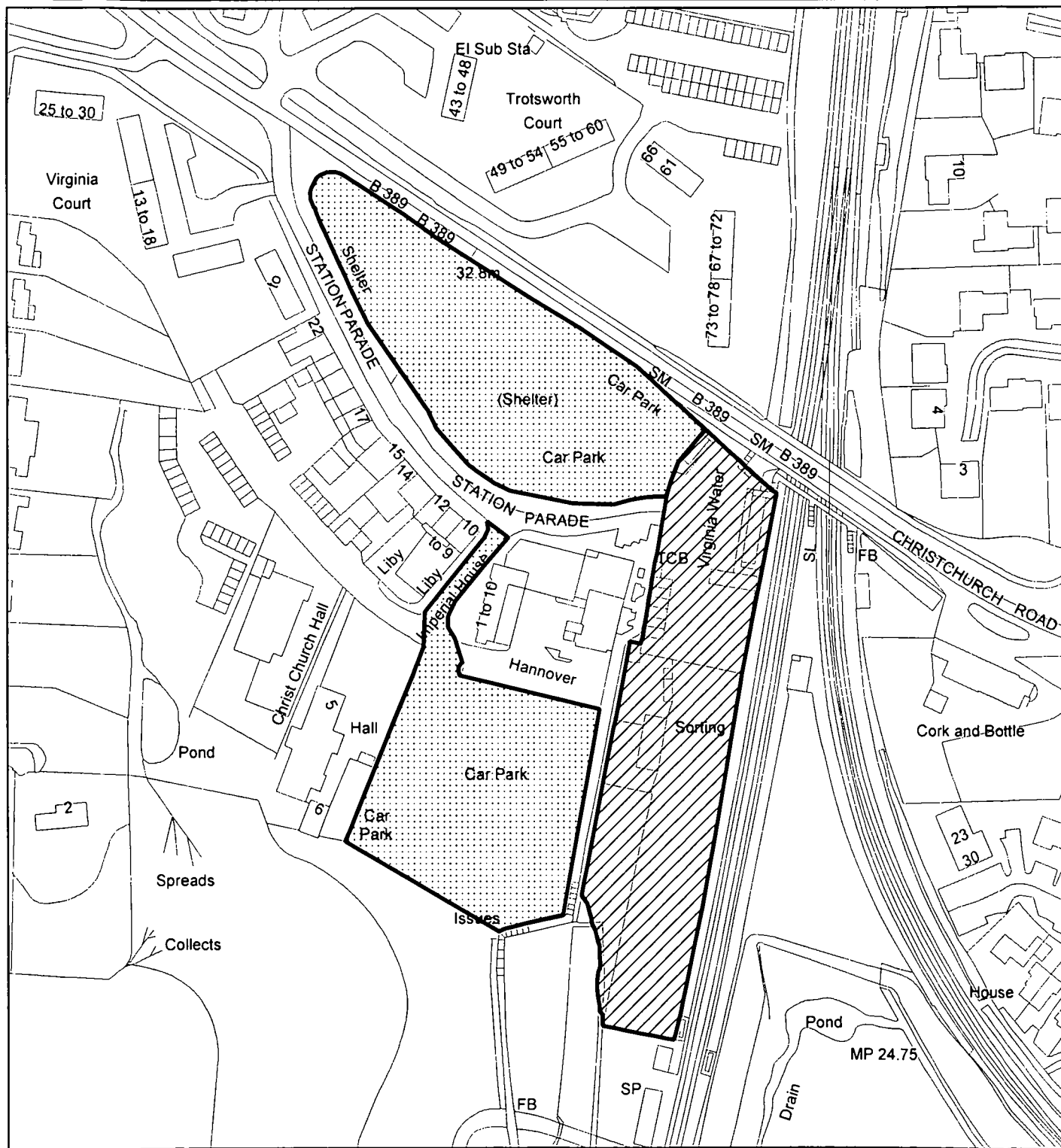
Station Road Improvements	
Surrey Bituminous - Main Highway Works (Retention)	6,265
SCC - Orders & Advertising	5,000
SCC - Design Fees	28,600
SCC - Lighting Improvements	15,000
SCC - Traffic Signal Detectors	2,800
SCC - Safety Audit	5,000
Various - Street Scene Enhancements	8,800
Adshel - Bus Shelter relocation	3,800
DSO - Electrical Work	2,000
EDF - Repair Work	2,000
SCC - Stage 3 RSA	500
SCC - Post Construction Traffic Survey	500

71,465
As at 17 Jan 05

12

<p>Runnymede Borough Council Borough Secretary Civic Offices Station Road Addlestone Surrey KT15 2AH</p>  <p>P. SURREY FRICS Valuer to the Council</p>	<p>Description:</p> <p>Land adjoining Virginia Water Station</p>	<p>Scale 1:1,750</p> <p>Date 01/03/2005</p> <p>Drg. No.</p>	<p>Key</p> <p> Railtrack</p> <p> RBC</p>
--	--	---	---

Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Runnymede Borough Council 10006086



Runnymede Borough Council
 Borough Secretary
 Civic Offices
 Station Road
 Addlestone
 Surrey
 KT15 2AH



Description
 Land between Blays Lane
 and St Judes Road

Scale 1:2000

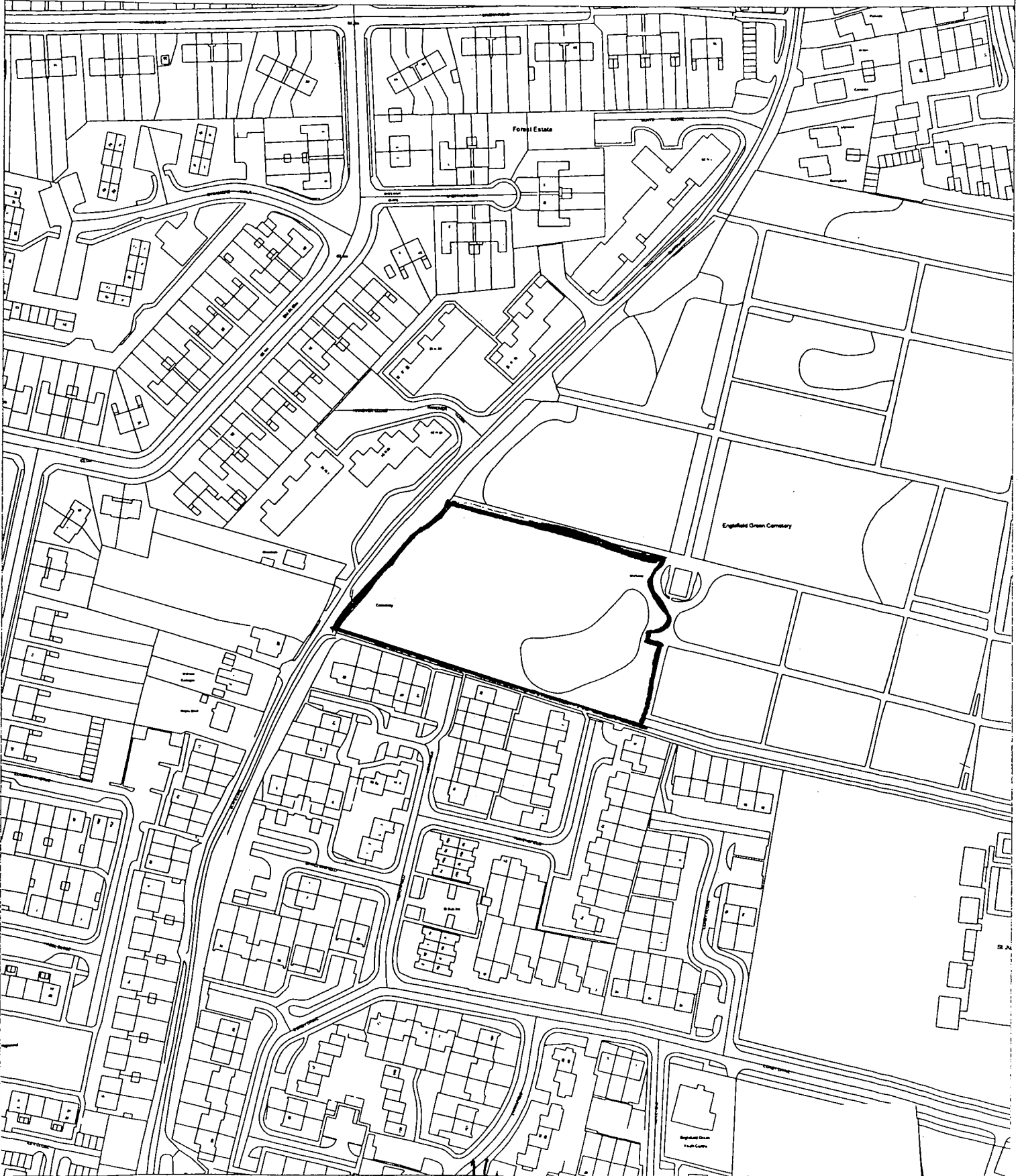
Key

Date 27/11/2002

P.SURREY FRICS
 Valuer to the Council

Drg.No.

Crown Copyright Reserved. Reproduced from Ordnance Survey map with sanction of HM Stationery Office



Runnymede Borough Council
Borough Secretary
Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH



Hythe - Open Spaces

Scale 1:5,000

Key

Date 17/02/2005

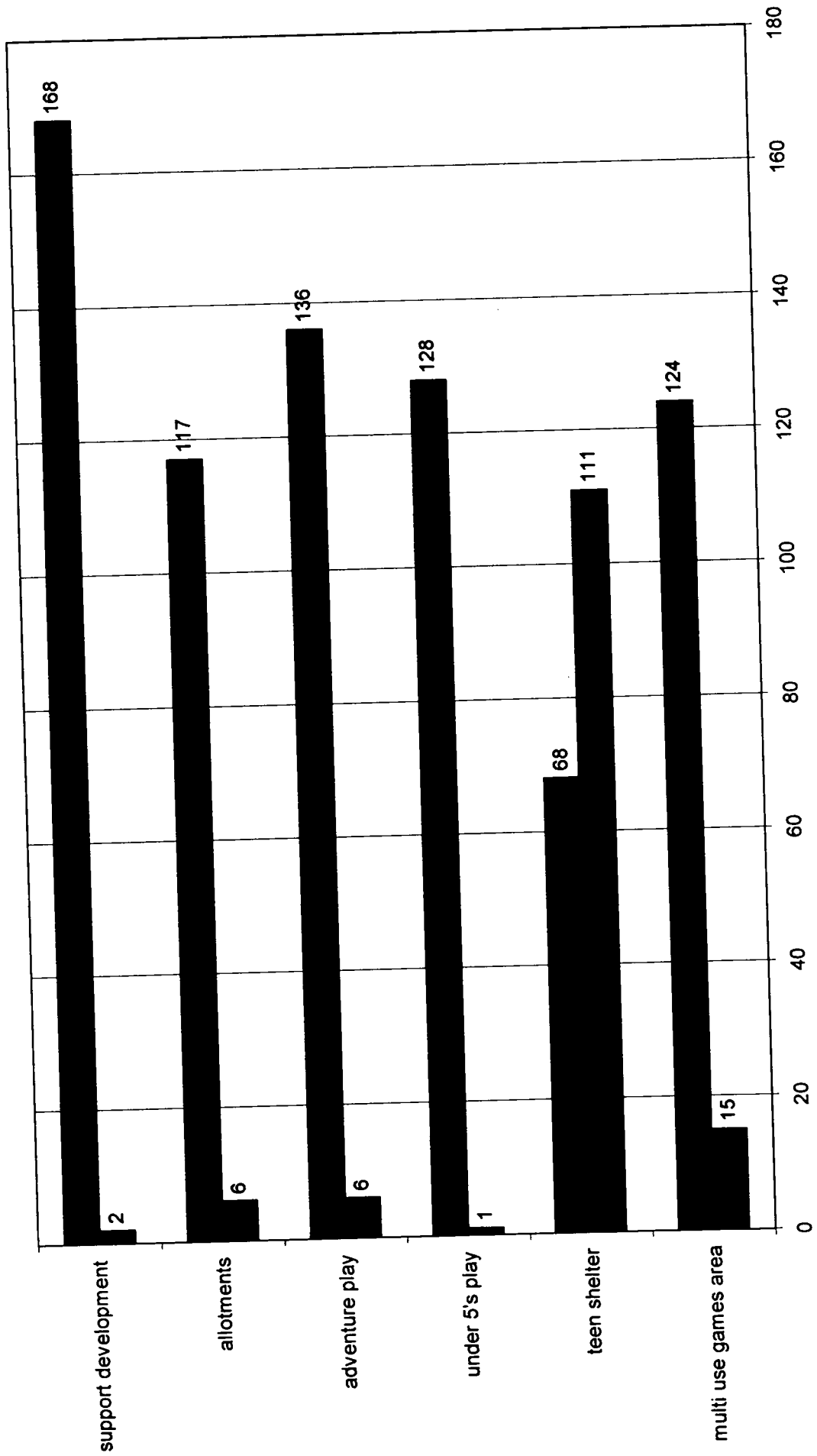
Drg. No.

P. SURREY FRICS
Borough Valuer

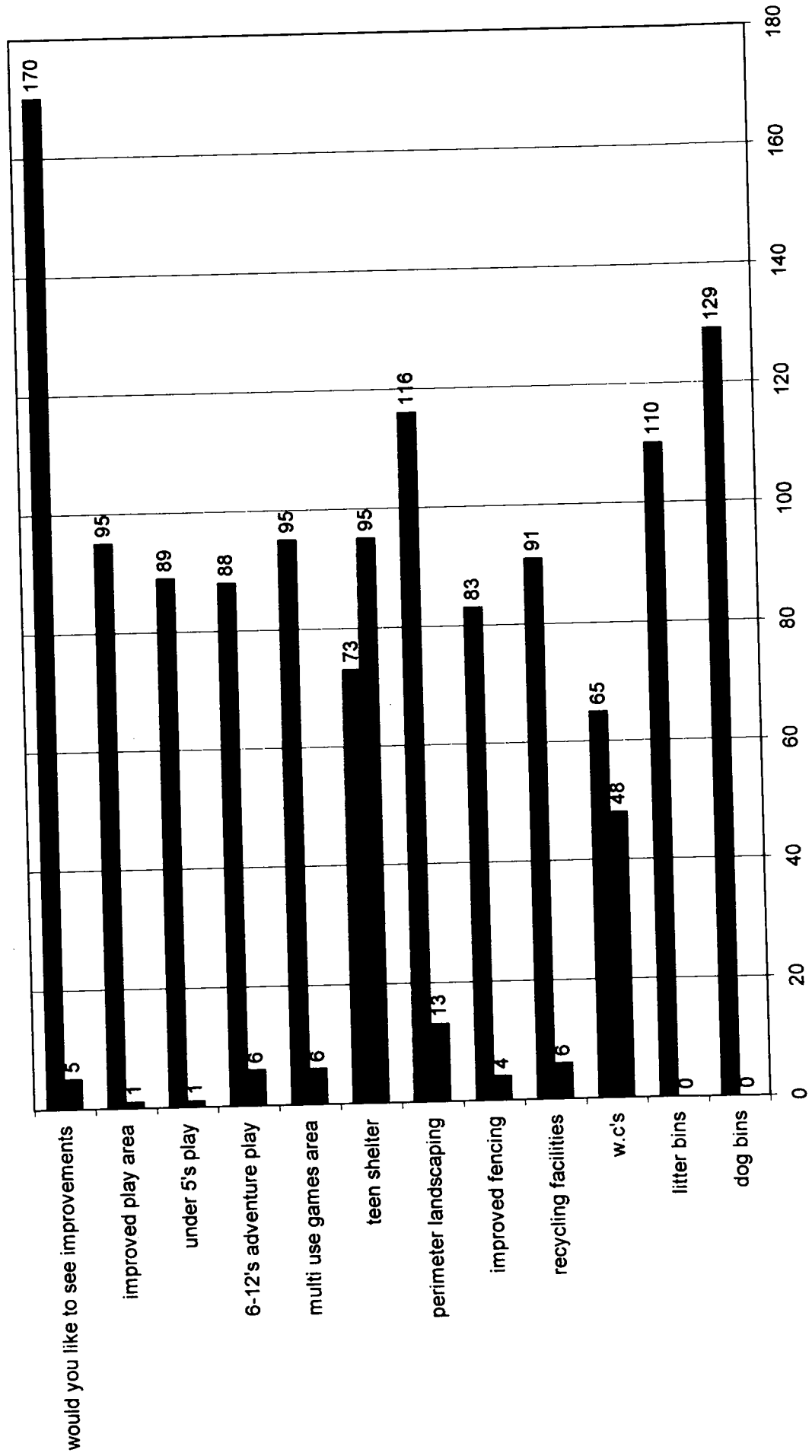
Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Runnymede Borough Council 100006086



Hythe Park

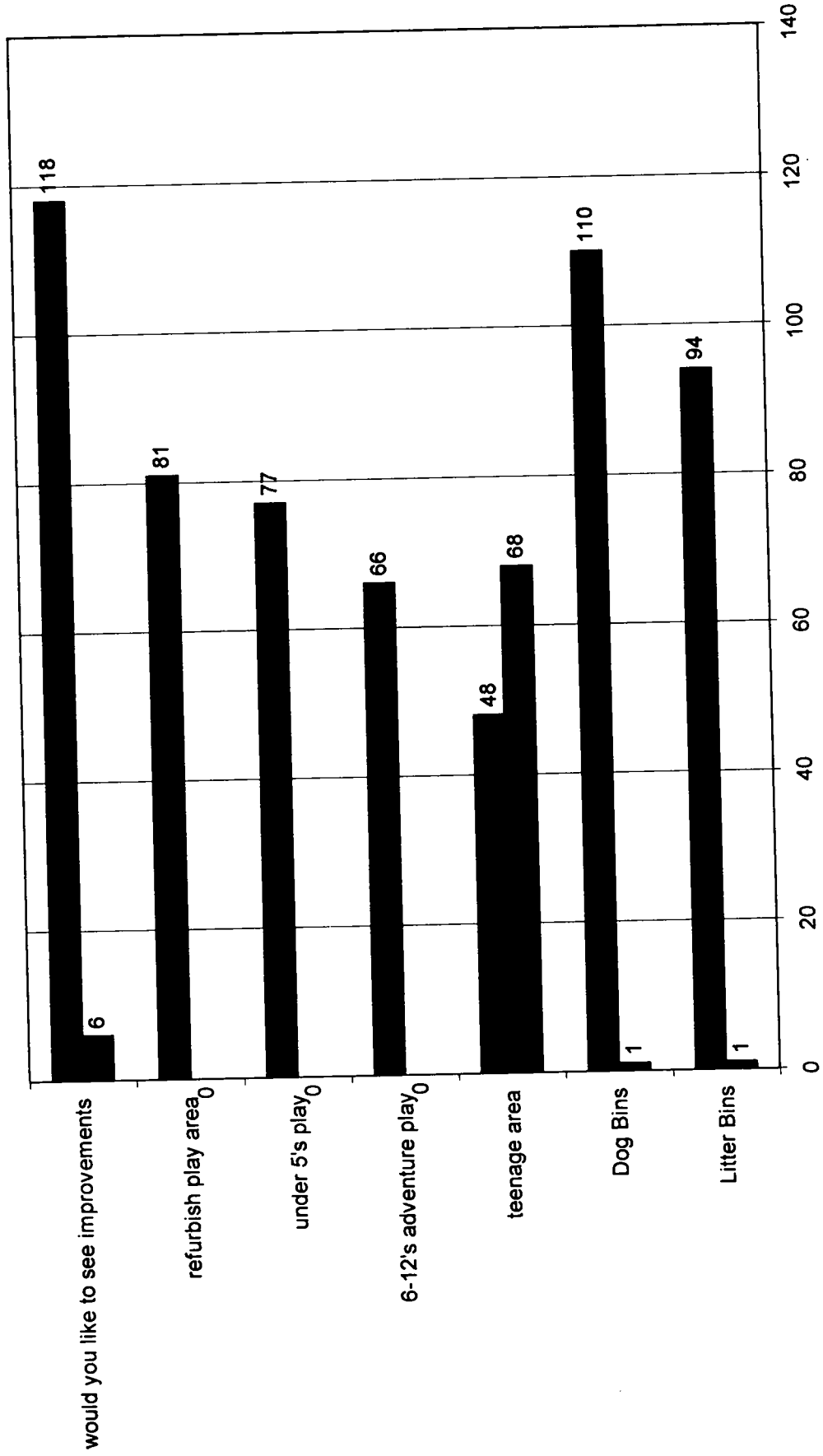


Poolley Green Recreation Ground

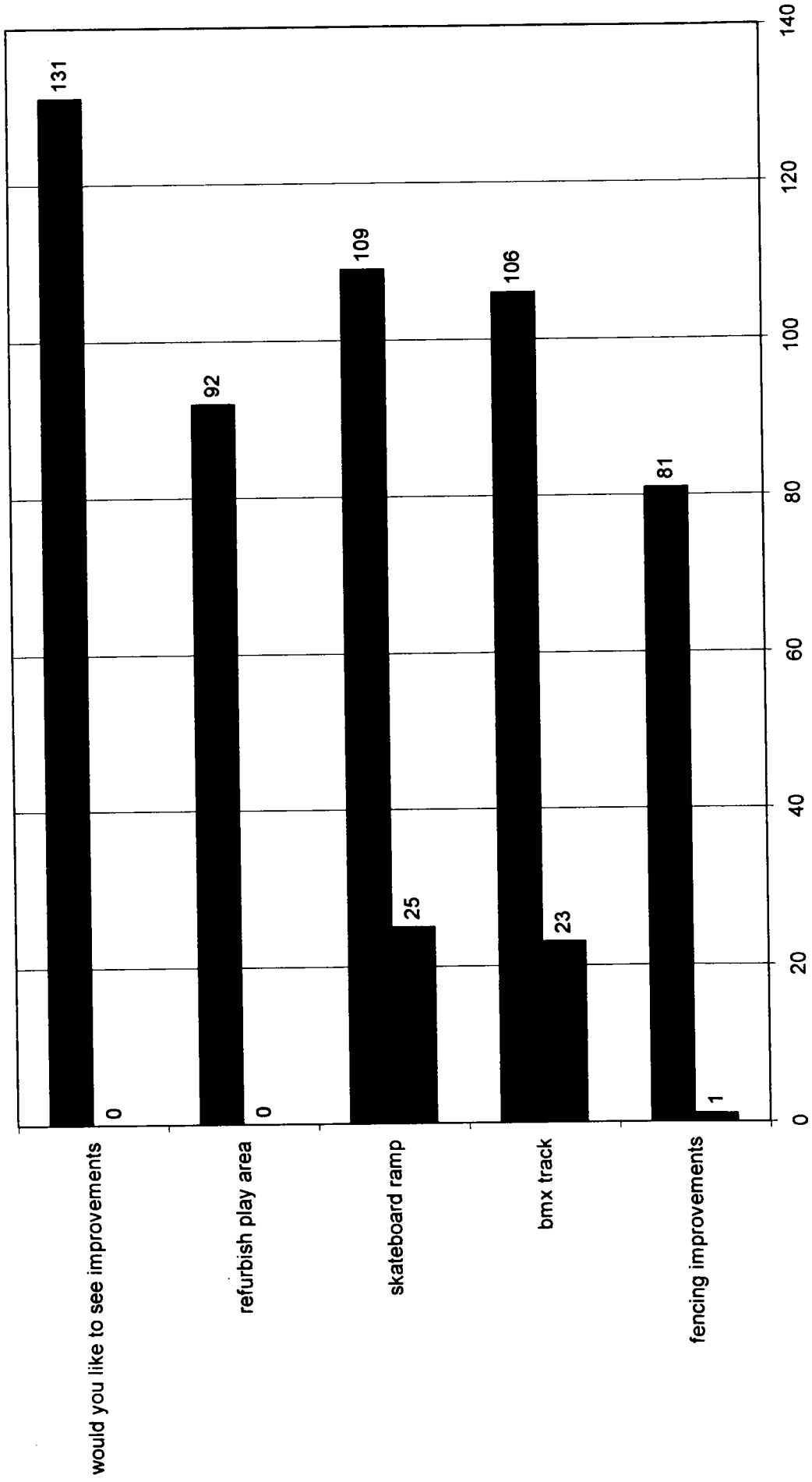


17

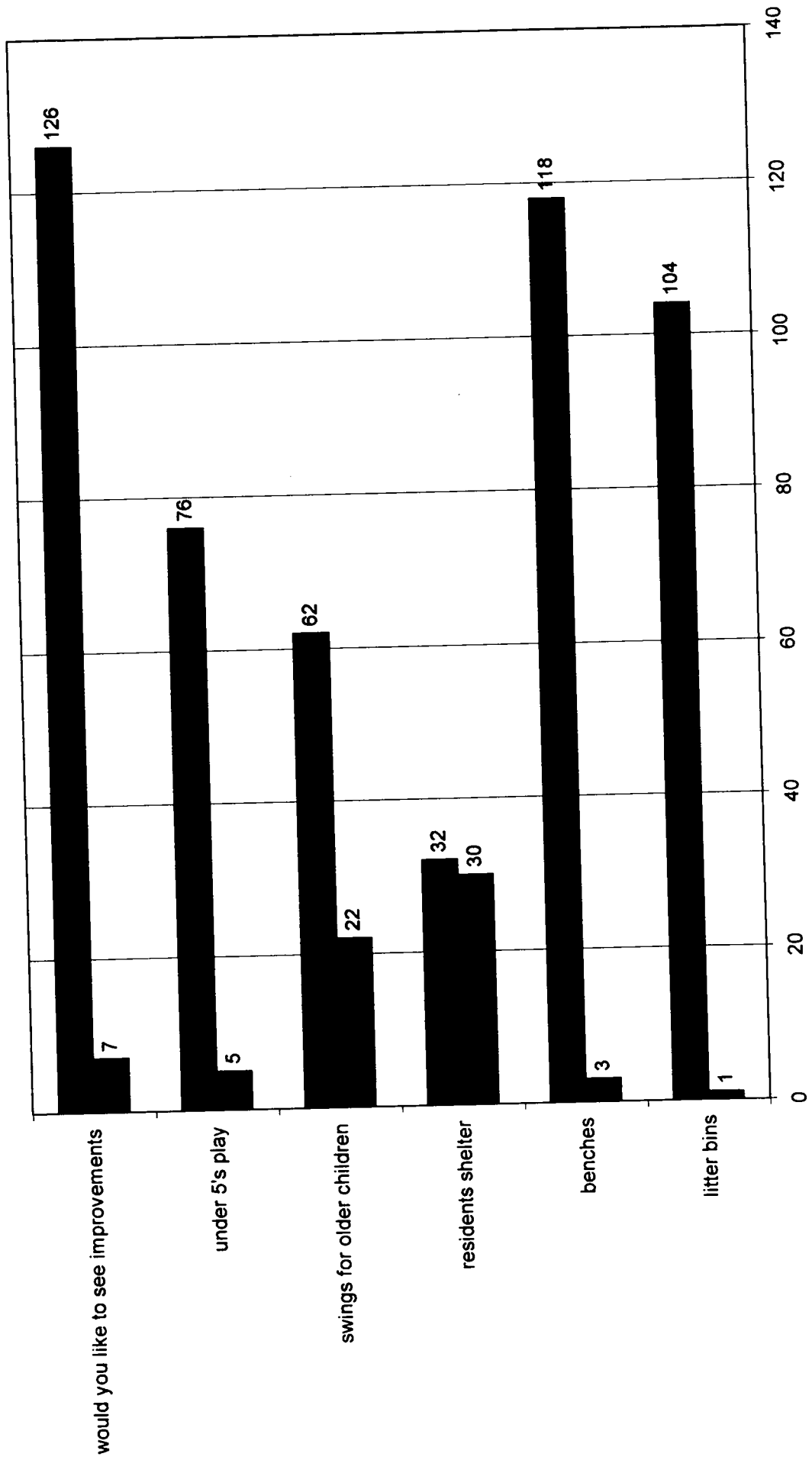
Bishops Way Open Space



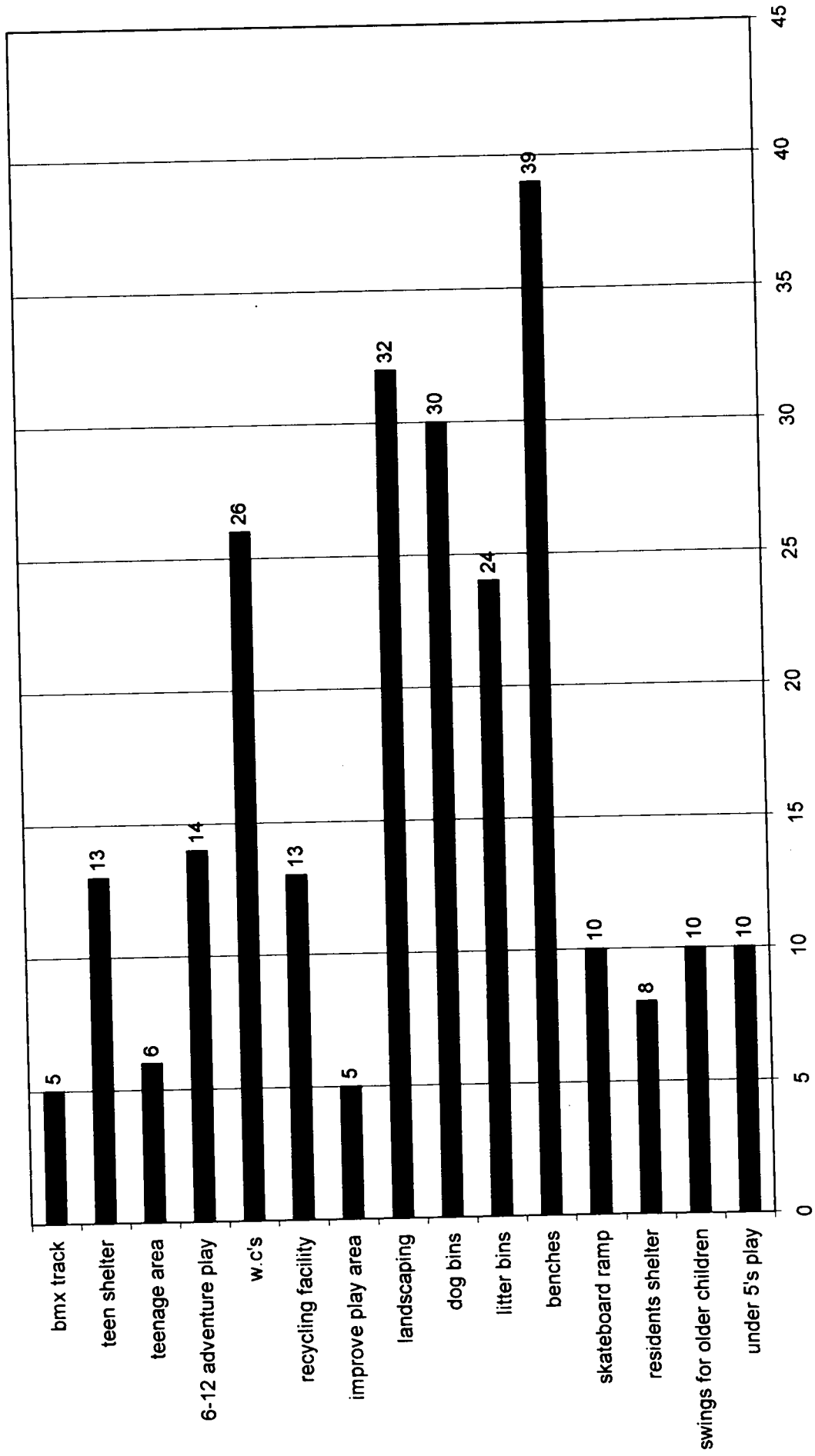
Charta Road Recreation Ground



Land Rear of Hythe Centre



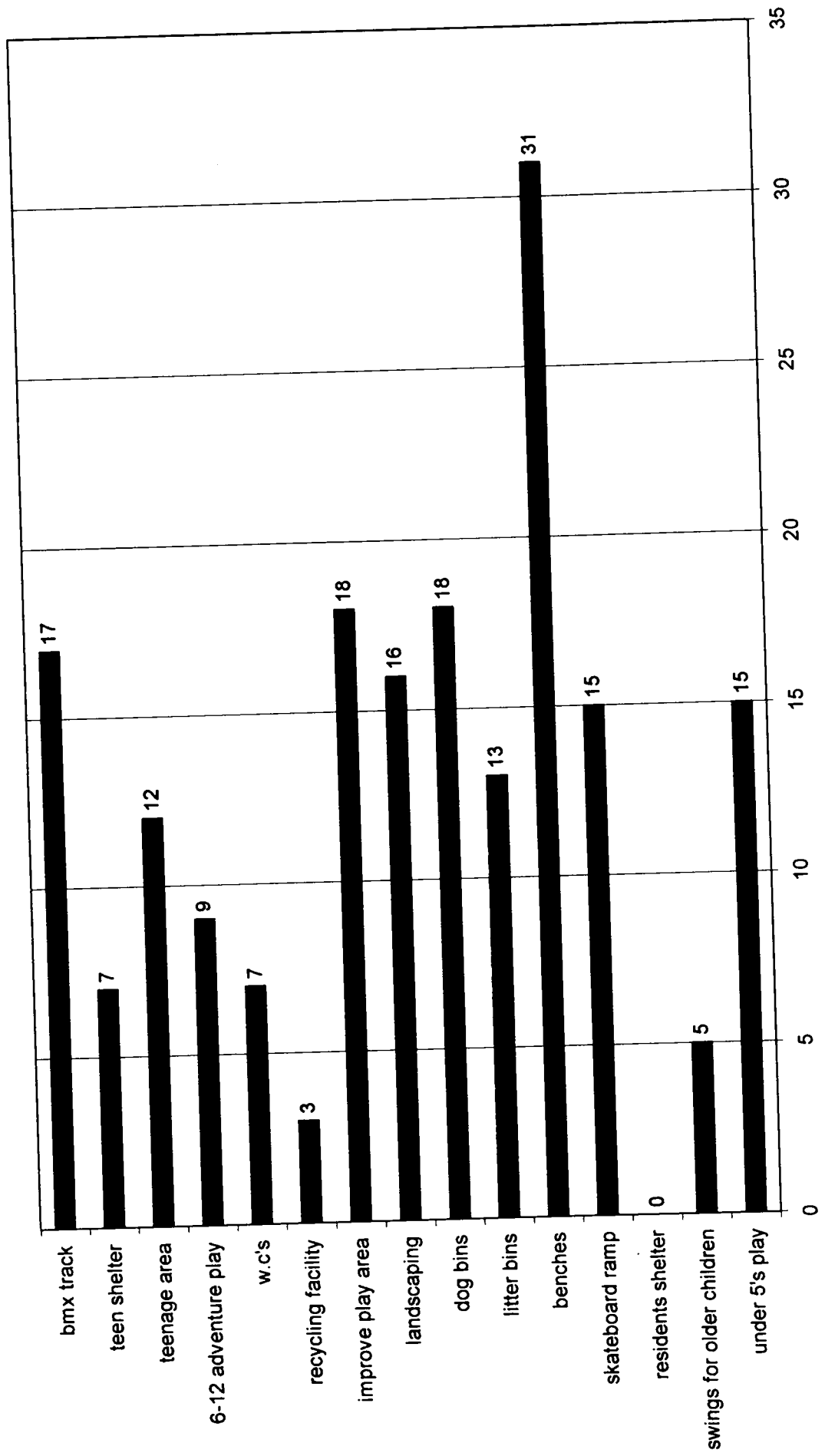
Hythe Park Activity Flags



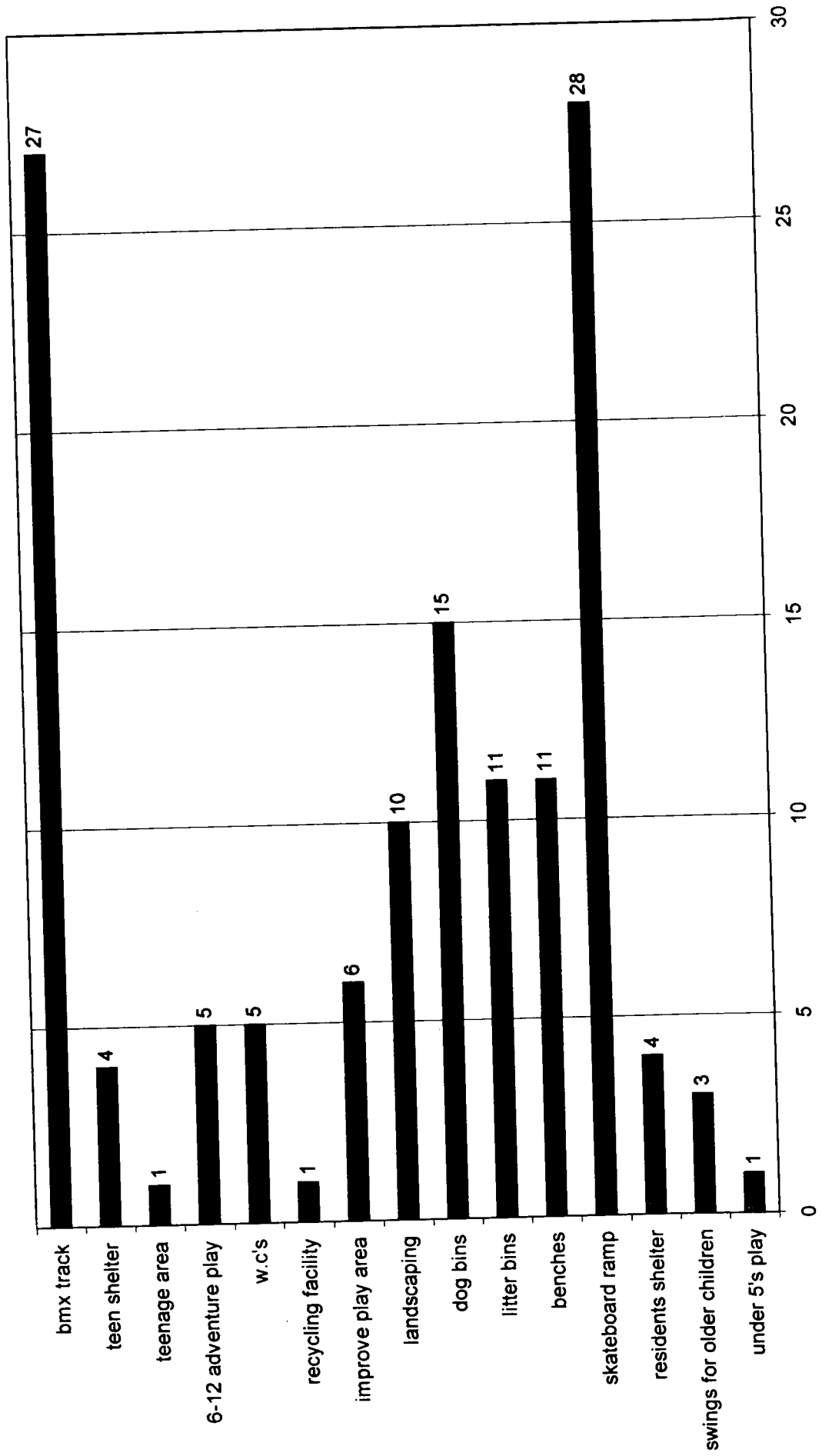
PooleyGreen Recreation Ground Activity Flags



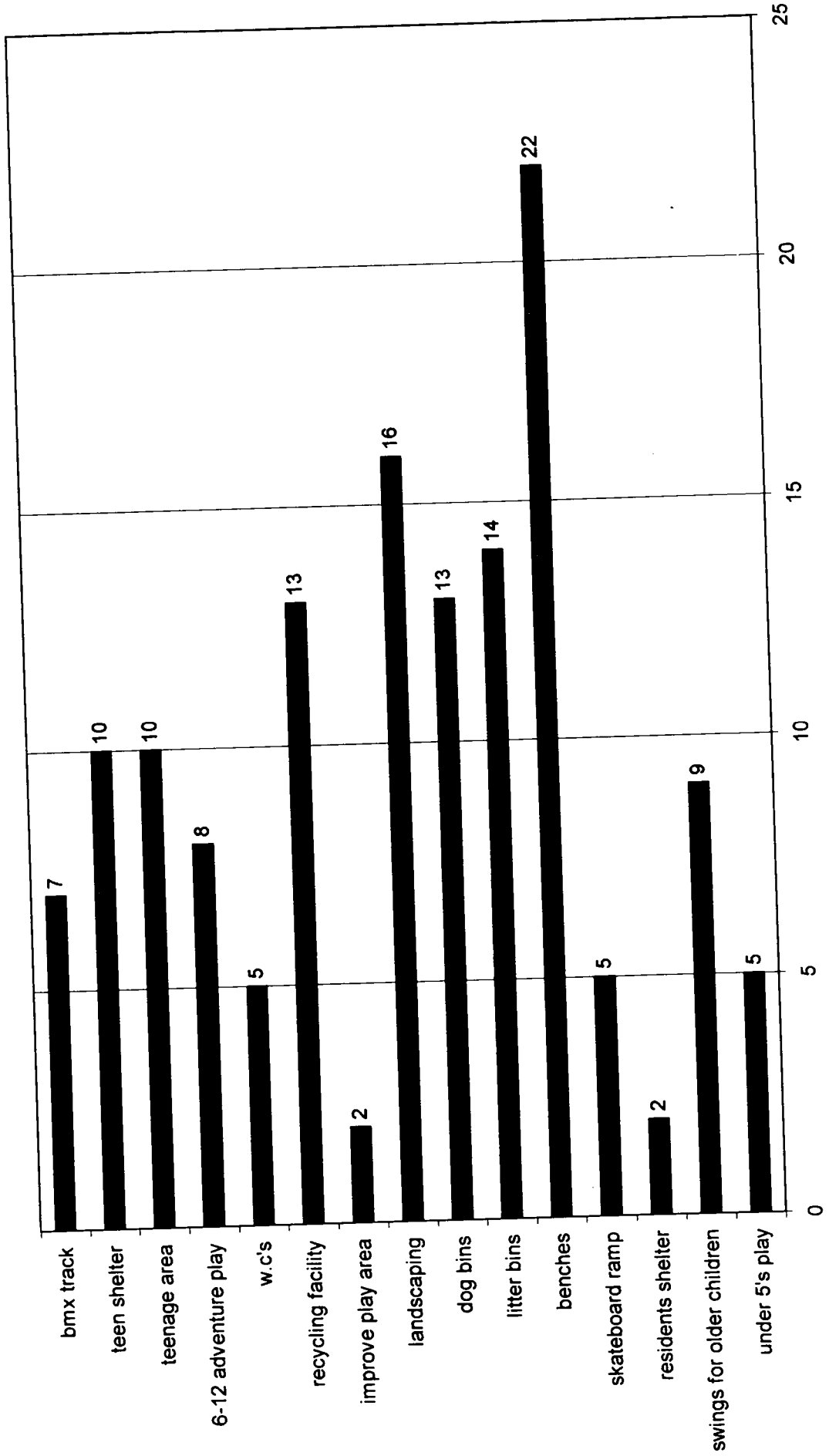
Bishops Way Open Space Activity Flags



Charta Road Recreation Ground Activity Flags



Land Rear of Hythe Centre Activity Flags



CHARTA ROAD RECREATION GROUND – Other Ideas and Comments

Security Cameras.

Security Fencing.

Remove basketball hoop.

More dog bins.

Café.

More Police.

Astro Turf for football.

A pond.

Improved Fencing to Cricket Club building.

CCTV.

Fitness Training.

Keep it dog free. Lit Play Area. CCTV. Skate ramp BMX track.

Stronger, higher fencing to protect Egham Cricket Club which is suffering damage and vandalism.

Make Charta Road ground more teenage orientated than the rest.

Move basketball hoop to bottom end if intended to keep.

Any new facilities should be at bottom end. Fence Medlake Ditch boundary.

Maintain and clean up Medlake Ditch.

Wary over proposals for a pond. If Medlake Ditch disturbed will this increase risk of flooding.

Do kids use BMX tracks that much. High space/low volume usage. Better provide "trick areas" like skate parks.

We do not want to encourage groups of teenagers to hang around, race through the estate at night and weekends to visit BMX/skateboard ramps.

Charta Road Field floods quite badly – fences have been vandalised and rubbish in the fields. The Council do not clean it at all.

I would like to see main park removed and put 2 tennis courts there. Put a new park at bottom end away from road.

Secluded. No-one knows it is there. Need a specific activity/reason to go.

BISHOPS WAY OPEN SPACE – Other Ideas and Comments

Keep access to Devils Lane Field.

No to teenage areas x 2

Lock at night.

Keep pathway through.

Keep grass cut short for easy pick-up of dog mess.

More Police.

Play area does not need improving.

Pitches and changing room.

Sports Field.

Fencing to stop motor bikes.

Quiet area/ornamental garden.

CCTV x 2.

New gate to play area.

Solar lights.

Locked gates.

Replace gate with kissing gate.

Skate ramp and BMX track.

A good area for teenagers.

Do away with large shrubs and replace with ground level shrubs.

Same view as before re toilets and teenage shelter although improving the football pitches with managed and supervised changing facilities would alleviate this issue when the pitch is in use.

My only concern is that plans will encourage the loitering of kids. We have already experienced some problems, please bear this in mind and help residents live a safe life.

Vehicle access to all park spaces needs to be built to stop caravans etc. Dumped cars are expensive to remove. Bishops Way gateway is not good enough to stop this.

Gates locked dusk to dawn. Kissing gates as there is a problem with motor cycles. A new fence has been erected but cut within 3 days. CCTV cameras needed. This is a hot spot for teenagers drinking and taking drugs. Some of the land should be given to primary school. Park Keeper required as S.30 ceases in February. Secure fencing with ornate finials.

Give some space to Thorpe Lea School. Improve existing play area.

Camera is always pointing in one direction, it never scans the park.

HYTHE PARK – Other Ideas and Comments

Caretaker/Parkkeeper or Security.

Locked Gates.

Disabled Facilities.

No recycling bins adjacent to play areas.

Security Cameras/Wardens

Night/Day Watchman.

Bigger Car Park.

Locked gates.

Security Fencing.

Sensory Garden – scented flowers.

No bushes or trees (to reduce crime).

CCTV and good lighting on car park entrance and local garages.

Improved lighting CCTV.

Nature Reserve.

Good lighting.

Security Fencing.

Good lighting and security fencing.

Shelter but not teen shelter.

Solar lighting, Park Rangers, Safety Fencing, Easy Access, Rubbish collection, Police patrols.

Kiddies Pool – Night Watchman.

Paddling Pool. Close at night.

Community orchard.

No Dogs Allowed area.

CCTV essential. Good quality allotments.

No formal area, sculpture/fountain – it will be vandalised.

Traffic calming schemes.

Footpath to Health Centre.

Picnic area and refreshment hut x 2.

Café.

Picnic benches area.

Wildlife area.

Play kit for adults.

Dog free area.

Bird hide for children (Wetland Area).

Well lit paths and open landscaping x 2.

More Police and CCTV x 4.

Adventure play and picnic area.

Wildlife and conservation area.

No recycling.

Be mindful of existing wildlife.

Fencing to prevent access to Wendover Road gardens.

Tennis Courts.

Refreshment Kiosk x 2.

Parkkeeper and hut.

No WC's (attracts vandals).

CCTV + 5.

Access to Rochester Road x 3.

To be locked/gated x 4.

Park Warden

Fence/tree boundary to block road.

Blackberry bushes.

Nature Reserve/pool.

Natural area.

Summerhouse.

Lots of trees.

Important to consider security particularly of allotment entrance. Century Road garages are vandalised regularly plus burnt out cars etc. CCTV.

Would be strongly against toilets which attract loitering and anti-social behaviour. Teen shelter not a good idea – we should be encouraging organised activity such as local clubs and events not hanging around in shelters.

In general very good plans. A bit concerned about parking and potential for cars to park in local streets.

Although we approve of park we do not agree with a new pedestrian access as this would result in loitering of kids and teenagers which would invade our privacy.

Due to location of area it will encourage loitering of kids and teenagers in the alley. The rear of the cul de sac would be opened up to problems with security. We do encourage constructive use of the lands but please consider privacy, security, peace of mind etc.

Better lighting in Rowan Avenue garage block together with security cameras. I think this would help with vandalism in the garage area.

An area preferably in this park where no dogs allowed i.e. picnic area. Plenty of street lighting.

Cycle Rack provision. If cycling in park is prohibited/discouraged then cycle racks should be at every entrance. Provision of lighting and transparent cover would greatly aid use of such facilities.

Seating, litter bins. Adequate lighting at night to deter vandals.

Parking facilities are required if proposing unusual activities e.g. wetlands, allotments. Allotments will need security. Low level lighting is prone to vandalism – see new park in Ashford/Feltham for good design. WC's would be good.

What about roller blade users. What about fit trail linking all parks. Look at Laleham Park for examples of equipment that survives.

Café Facility – creates a sense of community – regular users could keep an eye on things.

Sensory garden.

Need to look carefully at fencing round field view. Needs fence near field view.

Retain established blackthorn hedge to back of Church site rather than taking out and replacing.

The area behind Roundway is too secluded for a youth shelter. Residents will not be able to see, do anything about or control what happens in these areas. An area of this size will need to be managed – how will this happen. A youth shelter should be on a more visible site away from residents e.g. the football ground area.

Suitable fencing where adjacent to roads. Dog walk area around perimeter.

CCTV needed. Park Warden and access for Police vehicles.

How will cars and motorbikes be prevented from gaining access and using it as a race track. Will there be street lighting, CCTV in Davis Road. Will it be locked at night to stop drug taking etc in the teen shelter – it will be ideal for kids from outside the area to meet and cause problems. The whole scheme will be more acceptable without the teen shelter.

Wet play area for kids, water fountains. Locked at night with Parkkeeper. CCTV cameras. Area for sports events, concerts, bands etc. Police patrol nightly.

You need to have more than one of everything e.g. skateboard, basketball etc.

Good idea but need to have CCTV and locked gates as we have a lot of vandalism already. Area needs to be well lit – if not we don't want it.

As residents we feel that an unlocked park will encourage more youths and vandalism will increase. Complaints to the Police have done nothing to improve the situation.

I am not in favour of park. Rat run at back of Rowan Avenue needs CCTV to counter theft, joyriding, drug taking and general nuisance. The proposed teen areas and MUGA will only bring in more youths intent on causing a nuisance. I want assurance of protection of homes i.e. fencing, CCTV and even blocking the rat run bit off.

General observation for all areas – dogs should not be allowed in young children's play areas.

There are no park areas in Wapshott/Bowes/St. Pauls Road area. Can play area be developed on land behind Bowes Road.

POOLEY GREEN RECREATION GROUND – Other Ideas and Comments

Better control of dog fouling.
Increase width of Pooley Green Road to provide parking x 3.
Tarmac or similar to enter Green.
No bushes or trees (to reduce crime).
Outdoor paddling pool – Open/Closed times.
Secure fencing all round with self-closing gates at exit/entrance.
Winding walk around a tree lined perimeter path.
Bigger/more car parks.
Perimeter pathway lighting.
Car Park not big enough. Put time limits on.
Nighttime closing – Parkkeeper patrolling.
Retain maximum open space. Do not increase road dimensions.
No recycling area next to playground – to reduce broken glass.
Plastics recycling.
Café.
Litter bins at entrances only.
More Police and CCTV - 3.
Do not increase perimeter planting (vandals).
Replace football from Hythe Centre here.
Fencing.
Skate Park.
BMX roller etc.
CCTV x 2.
Stocks.

This should be the main dog area.

Reprofile this site which has subsidence (it was on old tip). Import soil rather than regrading as rubbish close to surface. Scouts have emergency vehicle access which needs to be retained.

There is a desire line across middle of site. If putting in footpath do it across the site and not round the perimeter.

Trees and bushes round perimeter would make it unsafe. Street lights need to be sorted out in Pooley Green Road. I feel safe with site being open and use it 3 times a day to keep active. I would not feel safe with trees and bushes.

Problem with dog mess. More visits by Dog Warden. Widen Pooley Green Road.

Feel very strongly there should not be any toilets as they attract the wrong behaviour and are generally not well maintained. Also would not suggest perimeter landscaping as the space itself is open and would benefit to be kept as such.

This ground is under used. Increasing usage while not increasing vandal shielding (i.e. perimeter trees) is important. Increase CCTV and lighting to middle of park. Add facilities for everyone. Electrical supply for fetes etc. Parking missing from all proposals. W.C. would be good.

More parking to access Post Office which will have increased usage when other closures go ahead.
Remove speed humps.

Would be good to have BMX and skateboarding at the back by the Scout Hut.

Where teens are concerned there needs to be policing or warden (cameras etc.). Widen Pooley Green Road. Small areas for dogs. The rest dog free.

Move recycling area away from play area. No concrete in play area, soft ground, grass.

I am strongly opposed to a teen shelter anywhere on Pooley Green. It is not a suitable location as it is bordered on all sides by housing. We have experienced late night noise and a shelter would encourage teenagers to be on the Green at all hours and in all weather. Others visiting the British Legion and shopkeepers have expressed opinions against a shelter. Any teen shelter anywhere should be supervised. Children from Pooley Green Road do not loiter on the Green, why should we have to have teenagers of other people imposed on us.

LAND REAR HYTHE CENTRE – Other Ideas and Comments

Swimming and outdoor paddling pool.

Swimming pool.

No bushes or trees (to reduce crime).

Link this area through to park.

More parking.

Retain as open grassland for community events.

Café.

Picnic area and refreshment hut.

Netball.

Skateboard or football.

Retain area for sport, football etc.

Football pitch x 2

More Police x 2

Don't lose football pitches (Pooley Green is alternative) 2.

No recycling.

Fencing Rochester Road boundary.

No residents/shelter – will encourage loitering.

Improve pitches.

Supervised drop-in for Hythe Centre.

CCTV x 7.

Road improvements.

More trees along road/difficult road to exit.

Plenty of Allotments.

Why do we need a residents shelter. Open space with benches encourages fresh air and exercise with a place to rest.

Please ensure designated parking for hall users is available to them. School pitches used on Sundays – School needs to make parking available to prevent congestion on Rochester Road.

If you reduce football you need to replace it elsewhere. A combo of all-weather and good pitch at Pooley Green (this has parking).

Layout very good. It is obvious there is insufficient parking with many problems in Rochester Road, Thorpe Road and elsewhere.

Leave as open area. Benches. Perhaps garden of some sort. Somewhere for elderly to sit.

Improvements to Rochester Road and paths.

Civic Offices Members Working Group

Thursday 27th January 2005

Action Points

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

Notes From Civic Offices Members Working Group 17 02 05

Design and functionality issues raised by group

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

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

Option 1 –

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

Option 2 –

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

Option 3 –

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

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

Issues raised with design (option 3)

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

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

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

ACTION1. **APOLOGIES**

1.1 Received from Cllr A. Tollett.

2. **MINUTES OF PREVIOUS MEETING**2.1 PB referred to minute 4.4 of the AA steering group meeting on 20th September 2004. Chairman suggested this be raised in any other business.3. **BUDGET UPDATE**

3.1 WJ tabled the up-to-date Budget analysis for the Action Addlestone budget. It was noted that at present there is a forecasted £88k underspend on this current budget. WJ did advise members that the improvement scheme is not finished yet and some of this figure might be required as contingency money.

4. **ACA/GARFIELD ROAD CAR PARK/FORMER SAFEWAY CAR PARK**

4.1 SF reported on the new ACA progress. Noted that it is still on programme for completion in April 2005.

4.2 JF raised the issue of the external works to the new ACA and whether or not this was included in the Contractors work scope. SF responded stating that he thought it had not. JF requested the SF and Brian Mannian produce a full break down of all the additional costs.

SF/BM

4.3 JF informed all present that the Garfield Road Car Park will have a capacity of 74 spaces NOT including the 14 designated for the ACA use only.

4.4 Former Safeway Car Park- WJ reported that an agreement had been reached between RBC and the owners Scottish Widows. The CP is available for Council use as of now. The cost is between £5k and £15k for the first year and then £5k a year thereafter.

4.5 CK noted that 4 or 5 panels of fencing facing the railway require repairing.

WJ/WH

4.6 PW requested that solutions to stop cars racing around the CP be looked into.

WJ/WH

4.7 DP asked about CCTV in the CP. JF responded stating that the Aviator Park CCTV camera can view this area.

ACTION

5. STATION ROAD PROGRESS

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

6.0 STATION ROAD OPENING CEMEMONY

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

7.0 STATION ROAD CHRISTMAS DECORATIONS

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

8. ANY OTHER BUSINESS

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

NEXT MEETING

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

JF/WH

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

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

ACTION

- | | | |
|-----|--|-------|
| 1. | <u>APOLOGIES</u> | |
| 1.1 | Received from Cllr A. Tollett and Cllr J. Edwards. | |
| 2. | <u>MINUTES OF PREVIOUS MEETING</u> | |
| 2.1 | Minute 8.2 – RE: additional Station Road signs- JF to contact Dave Mitchell at the SCC LTS to discuss further. | JF |
| 3. | <u>STATION ROAD POST CONSTRUCTION CUSTOMER SATISFACTION QUESTIONNAIRE RESULTS</u> | |
| 3.1 | WJ went through the results that were displayed in 9 charts (one per question). Each attendee had copies of the 9 charts. | |
| 3.2 | The issue of the two loading bays was raised. Cllrs were concerned that the 8am -11am might be excessive in the two bays. WJ responded stating that this would be reviewed along with SCC in November 2005. | WJ |
| 3.3 | The crossing from Nationwide to Tesco was raised. The survey showed results suggesting that the public still see the crossing as dangerous. The results did indicate that that scheme, with its kerb build out and raised speed table, has made the crossing safer. Councillors want SCC notified of the results of this particular question to see if they can come up with a scheme to improve it. | SF |
| 3.4 | Compliments were given to the Contractor for the quality of their work. | |
| 3.5 | JF requested that SF raise the issue of installing the new flexible 'keep left' signs on the two splitter islands outside HSBC and Pizza hut. | SF |
| 4. | <u>STATION ROAD IMPROVEMENT SCHEME CLOSE OUT</u> | |
| 4.1 | WJ noted that a post-construction speed survey/traffic count was being carried out and on receipt of the results they will be compared to pre-construction and results circulated. | WJ/WH |
| 4.2 | WJ noted that the stage 3 road safety audit had been carried out that morning and there were no major issues arising and we are awaiting the report. | |
| 4.3 | SF noted that he had had positive feed back from the Police with regards to the increased lighting along Station Road. | |

ACTION

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

WJ

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

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

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

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

SF

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

6. ANY OTHER BUSINESS

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

PB

NEXT MEETING

June 2005 (date TBC) then every 6 months thereafter

JF/WH