



# RUNNYMEDE BOROUGH COUNCIL

## ECONOMIC DEVELOPMENT COMMITTEE

11 MARCH 2004

### APPENDICES

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**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 (now resolved)	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	Ongoing. Requires more pro active approach. £4.4m in last year	LPS
To complete the Action Addlestone Initiative	HE	i) 30 June 2003  ii) November 2004	Consent for highways works from SCC	Contained within approved Action Addlestone budget	i) To complete the traffic calming improvements at Garfield Road, Corrie Road and Crockford Park Road  ii) To implement the detailed proposals for Station Road	i) Scheme largely implemented  ii) Approval sought for detailed design from this committee and SCC Area Committee, March 2004	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  ongoing	LPS
To take a strategic view of public car parking.	HE	i) See individual targets  ii) November 2004		ii) £30k consultancy agreed (£20k SCC/£10k RBC)	i) To discharge the 'challenges' of the Best Value Review of Car Parking agreed in January 2003, including a review of car parking charges.  ii) Decriminalised Car Parking introduced	Car parking charges reviewed and implemented  Member Working group established; consultant appointed; agreement being finalised	LPS

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		<ul style="list-style-type: none"> <li>i) Continue to liaise with the Local Transportation Service.</li> <li>ii) Seek to secure funding and prioritisation for local transportation schemes especially in relation to Yellow buses</li> </ul>	<p>Weekly officer liaison meeting</p> <p>Funds negotiated through s.106 agreements</p>	LPS
Seek to alleviate traffic congestion.	HE/ PIM	ongoing	RBC is not the highway authority	<ul style="list-style-type: none"> <li>ii) Policy &amp; Implementation staff</li> <li>iii) Development Control and County Engineers staff</li> <li>iv) Policy &amp; Implementation and SCC staff</li> </ul>	<ul style="list-style-type: none"> <li>i) Continue to lobby Surrey County Council and public transport providers to improve services.</li> <li>ii) Continue to support the Runnymede Business Partnership's Runnymede Travel Initiative.</li> <li>iii) Seek funding from developers to support transportation improvements.</li> <li>iv) Work with businesses and schools to develop Green Travel Plans.</li> </ul>	<p>ongoing</p> <p>Yellow buses contract extension agreed</p> <p>Substantial sums received</p> <p>SCC staff taking over role</p>	LPS

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		Policy & Implementation Staff	<p>i) Work with the Runnymede Business Partnership to develop an Economic Strategy.</p> <p>ii) Develop regeneration, urban enhancement, retail and associated initiatives, through the Community Strategy and Local Plan processes</p>	<p>Strategy completed in consultation with RBP</p> <p>To be addressed through Local Development Framework</p>	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	<p>Work with:</p> <ul style="list-style-type: none"> <li>• Runnymede Business Partnership</li> <li>• Spelthorne &amp; Runnymede Education Business Partnership</li> <li>• Chambers of Commerce</li> <li>• Business Rate Payers</li> <li>• Surrey County Council</li> <li>• GOSE, SEEDA, SEERA</li> <li>• Other institutions such as St Peter's Hospital, Royal Holloway and Brunel Universities</li> </ul>	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.	Planning permission granted for final phase. Building works likely to start June 2004	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.	Planning permission granted for ACA reprovision. Issues relating to VAT and Stamp Duty clarified	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 Plan process.	408 units completed. Total target of 750 units to be provided by 2006	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Work towards partial development of Barrbrook 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. Awaiting confirmation of funding  Work in progress on site	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.	Report on possible French market reported March 2004	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	February 2005	Lack of sponsorship; response from business community	External sponsorship and Policy & Implementation Staff	i) Achieve sponsorship ii) Publish fifth directory	Fourth directory published September 2003	CS
To produce three business newsletters per year (sponsored)	PIM	ongoing	Lack of sponsorship	External sponsorship and Policy & Implementation Staff	Target met	Target met	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	CS
Continue to increase numbers of organisations on the Runnymede Business Partnership data base	PIM	January 2005	Response from business community	Policy & Implementation Staff	1700 organisations	Database for business directory currently 1600 +	CIP
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	Business sponsorship secured Sponsored work experience leaflet produced	CIP

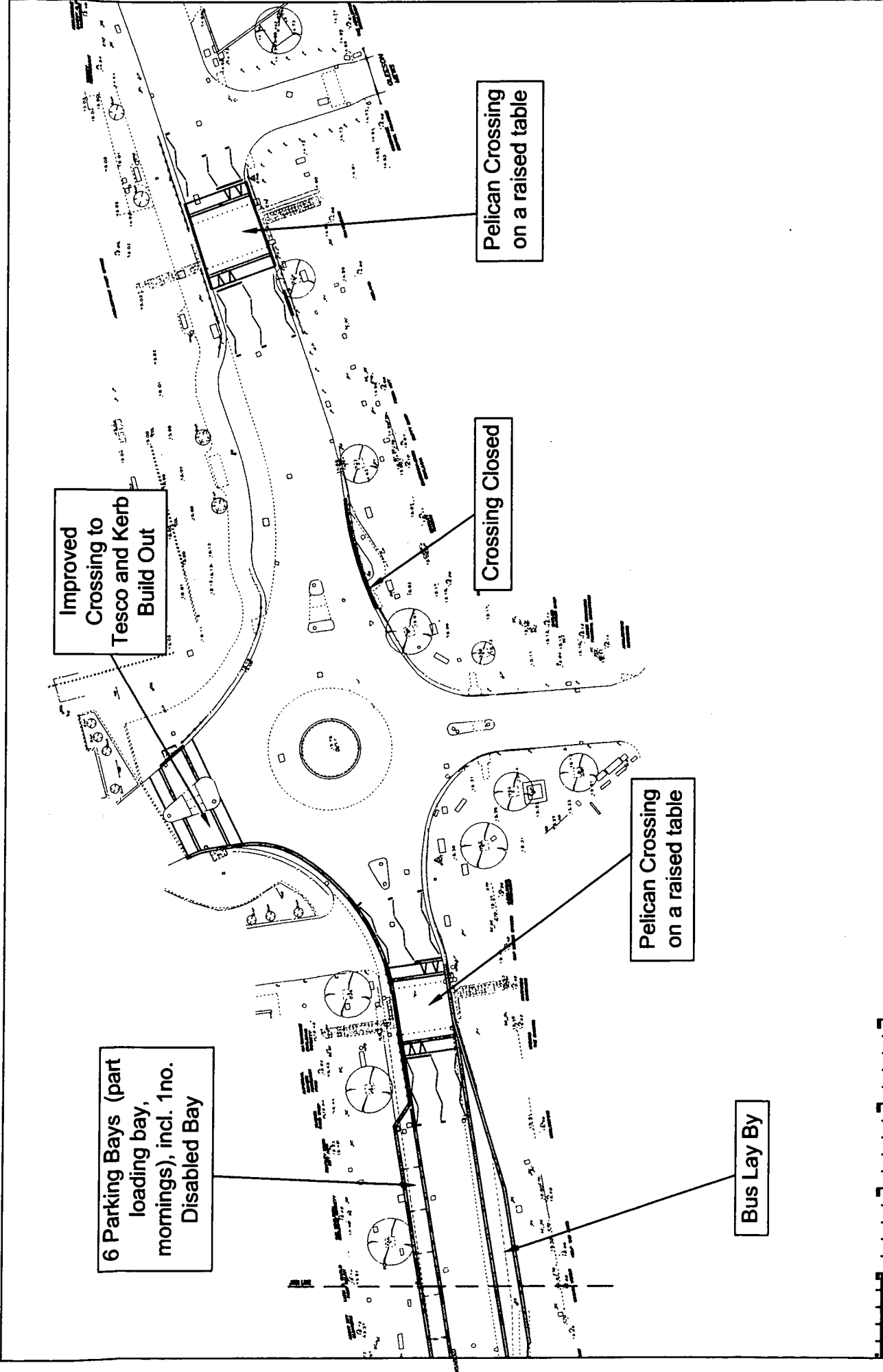
Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/identified	Success Indicators	Progress	Target Origin
Attract new firms to the 'Loyalty Card' scheme and promote scheme	PIM	December 2004	Response from business community	Policy & Implementation Staff	Attract 20 new firms (currently 76) Attract new cardholders (currently 2500)	Newsletter to all retailers January 2004	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	April 2004	CIP
Encourage at least 10 schools to prepare and adopt Travel Plans	PIM	July 2004		Policy & Implementation Staff / SCC Schools liaison staff	Target Met	5 schools finalising plans; Discussions taking place with 10 schools	CIP
Prepare and adopt Economic Strategy	PIM	October 2003		Policy & Implementation Staff	Economic Strategy adopted	Strategy adopted	CIP
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	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	CIP

**ECONOMIC DEVELOPMENT COMMITTEE**

**ADDITIONAL TARGETS FROM LEADER'S POSITION STATEMENT 2004-05**

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Seek to develop benchmarks and targets around corporate property management & associated activities	Valuer	Ongoing. Introduced 2003. Will monitor and develop further in 2004/05	Staff resources (now resolved)	Borough Valuer and Service Heads	i) Realistic targets ii) Continuous improvement	Local PI's reported to Committee Jan 2003. National PI's reported Jan 2004	LPS
Seek to examine the benefits of Business Improvement Districts	PIM	Dependant on government regulations	Negative vote from business community Lack of identifiable benefits	Policy & Implementation staff Business Partnership	i) Identification of target for funding ii) Agreement from business community ii) Collection and use of funds	Primary legislation approved. Regulations awaited	LPS





<p>Action Adlestone- Station Road Improvement Scheme</p> <p>Economic Development Committee Report Drawing</p>									
<p>Scale: 1:500</p> <p>Author: [Name]</p> <p>Checked: [Name]</p> <p>Approved: [Name]</p> <p>Date: [Date]</p>	<p>Sheet No. 12</p> <p>Total Sheets: 15</p>	<p>North Arrow</p>	<p>Scale: 1:500</p>	<p>Sheet No. 12</p>	<p>Sheet No. 13</p>	<p>Sheet No. 14</p>	<p>Sheet No. 15</p>	<p>Sheet No. 16</p>	<p>Sheet No. 17</p>

**ACTION ADDLESTONE INITIATIVE****MEMBER STEERING GROUP****27th January 2004 at 7.30pm- Council Chamber, Civic Offices**

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

1.0 **APOLOGIES**

1.1 Apologies were received from Councillors J. Broadhead, C. Knight, A. Tollett and P. Greenwood.

**ACTION**2.0 **MINUTES OF PREVIOUS MEETING**2.1 There were no matters arising from the minutes of the last meeting dated 16<sup>th</sup> October 2003.

2.2 The minutes of the previous meeting were agreed as a correct record and duly signed by the Chairman.

3.0 **BUDGET UPDATE**

3.1 WJ tabled the Action Addlestone budget update. WJ noted that although many are estimated figures, there would be circa £115,000 left for street scene enhancement works.

3.2 JF noted the £40k figure for street lighting enhancement and questioned whether the total was £80k and SCC were raising half the funds. WJ confirmed this but noted that negotiations were still being carried out.

3.3 DP, CG and CS suggested that the scheme include new street lighting from Spittles down to the level crossing. Officers to investigate.

WH/WJ

3.4 WJ confirmed that work at Aviator Park is progressing within budget.

4.0 **STATION ROAD UPDATE**

4.1 The latest design drawing was handed to all Councillors in A3 format.

4.2 SF carried out an explanation of various features and pointed out the additional 2no. raised tables on the northern and southern arms of the Tesco Roundabout.

4.3 CS suggested moving the Disabled bay proposed for outside Luigi and Carlo Hairdressers in the north – eastern lay by, be moved to a bay outside the Methodist Church. Officers to investigate.

WH/WJ

4.4 CS made reference to the proposed raised table on the northern arm of the Tesco

ACTION

Roundabout requesting that the table be made steeper than those in Garfield Road. SF responded stating that unfortunately the regulations restrict steeper gradients and therefore this will not be possible.

4.5 DP requested that both the traffic islands on the western and eastern arms of the Tesco roundabout be retained to help maintain traffic flow but the round about should not be narrowed to restrict the flow. SF confirmed that both these islands are to remain.

4.6 The pedestrian crossing at Tesco was raised. Ideas were circulated to try and slow traffic coming off the roundabout and into Tesco. Ideas such as warning signs, road marking and rubble strips were raised. Officers to investigate with SCC design team and report at next meeting.

WJ/WH

4.7 WJ tabled the scheme programme.

4.8 JF stated that the planned exhibition should consist of an unmanned display in the Tesco entrance for two days and the Civic Offices reception for two days. JF requested a vote from the members- all were in favour.

4.9 DP raised concern about the Road disruption during construction of the scheme. JF responded stating that this be discussed at the next steering group meeting once the design has been finalised.

WJ/WH

FURTHER ENHANCEMENTS

4.10 Items for discussion- Cycle Racks, railings, planters, uplighters, litter bins and trees.

4.11 Members reviewed the photographs displayed on the Chamber walls which showed street scene enhancements from Staines, Godalming, Woking and Leatherhead.

WJ/WH

4.12 CS requested a Dog bin be located on Station Road somewhere. Officers to investigate.

WJ/WH

4.13 PB requested a litter- bin be located down the Alley adjacent to the Post sorting office. Officers to investigate.

4.14 Members asked Officers to avoid cluttering the Street with new features.

4.15 WJ suggested to the group that perhaps due to the dominance of Tesco and the design of the new bus shelters that a stainless steel theme is continued throughout Station Road. The Steering group agreed.

4.16 It was agreed that the Planters outside Muffins café area should be replaced with trees.

WJ/WH

4.17 It was requested by members that officers produce detailed costs for the installation of 5/6 semi-mature trees, uplighters, railings and stainless steel cycle stands, benches and litter bins for the next Action Addlestone steering group meeting.

4.18 WJ reported that there would be approximately £115,000 left in the budget for these street-enhancing features. JF requested that the AA steering group members try to return between £50k and £60k to the council from the overall AA budget.

4.19 Extensive discussions were held on 'up-lighters' and members were agreed that this was an option they wished to see in the street scene enhancements (subject to costs). Officers to look at alternative pavement edge lights.

WJ/WH

4.20 CS noted that SCC's Cllr Dicks was offering approximately £5k to help with the AA Station Road scheme.

5.0 GARFIELD/CROCKFORD PARK/CORRIE ROAD- TRAFFIC CALMING WORKS

5.1 WJ reported that the scheme is now complete apart from the new street lighting. A completion certificate has been handed over for the installation of the columns. On receipt of that an order was sent to EDF (electricity board), who are informing us of an 8 week lead in time for the connections to be transferred from the old columns to the new. The order was sent w/c 26<sup>th</sup> January 2004.

5.2 WJ noted that the post- construction customer satisfaction questionnaire has been sent out to the local residents of Garfield, Crockford Park and Corrie Roads.

5.3 WJ reported that the scheme had been completed within the £108,000 budget.

6.0 AVIATOR PARK

6.1 Leisure services produced a progress statement that was read out by WJ. Problems with their contractors have meant the scheme is not yet complete. The Access Road and Car Park, which were designed and managed by the Engineering services Team, are complete except for the wearing course on the Road. This has been left out to allow Leisure contractors to complete without damage.

6.2 The question of sub-contractors was raised by PW. The members asked what the RBC procedures were for approving sub-contractors. The Steering group called for a statement on this matter.

7. ANY OTHER BUSINESS

7.1 JF had been asked by Councillor Habgood to raise the issue of Residents Parking at this meeting. JF asked for Members views on to concept. There were mixed responses but ultimately the group agreed that it has too many 'pitfalls' and it should not be introduced.

7.2 CS raised the Dukes Court junction item. She reported that vehicles are still regularly jumping the lights. CS believes better phasing of the lights and better white lining would assist. WJ to obtain a report from David Mitchell (SCC LTS) for the next AA Steering group meeting.

7.3 JF raised the issue of a 'To the Shops' sign to be located on the St. George's college Round about. WJ responded stating that SCC LTS has been contacted and RBC is awaiting a response.

WJ/WH

7.4 With regards further signage, such as 'Welcome to Addlestone', signs members should compile a list for officers to procure.

Members

7.5 WJ handed out correspondence on environmental aspects of the new ACA building as requested at the last AA steering group meeting.

7.6 WJ handed out a note from Andrew Pearson covering the question raised at the last AA steering group meeting with regards 'liability' and the AA design and construction works.

7.7 Abbeyfit was discussed and it was recommended that a brown direction sign be erected at the Dukes Court junction with Brighton Road. This is to be pursued with SCC LTS by the Leisure services department.

WH to advise Leisure.

NEXT MEETING

Tuesday 2<sup>nd</sup> March 2004 at 7.30pm in the Committee Room.

**DRAFT HEADS OF TERMS FOR AGREEMENT BETWEEN RUNNYMEDE BOROUGH COUNCIL AND FRIENDS OF HYTHE PARK**

These Heads of Terms are agreed between Runnymede Borough Council (the Council) and ..... on behalf of The Friends of Hythe Park (the Organisation) to form the basis of a detailed agreement regulating the relationship between the Council and the Organisation).

1. The Organisation will offer assistance and advice to the Council in the management of Hythe Park as set out in the Organisation's Constitution.
  
2. The Council manages Hythe Park and the Organisation supports and assists if in this function. The Council is grateful for the additional input and resources thus made available, and both parties agree the following arrangements:
  - i) the Council must agree any work carried out in Hythe Park by the Organisation, and how it is to be done;
  
  - ii) members of the Organisation carrying out work or other activities in Hythe Park will observe any instructions given by the Council and will at all times act responsibly;
  
  - iii) the parties may agree for the work to be carried out by members of the Organisation using their own equipment, or equipment owned on behalf of the Organisation, or equipment provided by the Council;
  
  - iv) the Council may lend the Organisation equipment for use in Hythe Park. The Organisation must keep any such equipment in safe storage;
  
  - v) the Organisation will not engage contractors directly whether for work, goods, or materials. Any contractors or suppliers will be engaged by the Council;
  
  - vi) the Organisation may engage in fund raising activities for purposes approved by the Council, and will be entitled to apply in its own name for grants or other funding;

- vii) the Organisation will not arrange for any costs to be incurred in relation to Hythe Park unless it has the resources available to meet those costs, or the Council has agreed to bear them.
3. Members of the Organisation observing misbehaviour or matters requiring attention in Hythe Park may report them to the Parks and Amenities section of the Council. The Organisation's members are not expected to attempt to deal with any such problems themselves.
  4. The Organisation will maintain adequate personal and third party liability insurance for the benefit of its members and the Council, covering all activities which its members may undertake in relation to Hythe Park. The insurer and the terms of the insurance must be approved by the Council, who will reimburse the Organisation for the premium.
  5. The Council does not require the Organisation to do anything which may expose it collectively or its members individually to legal liability.
  6. The liability of the Organisation to the Council is limited to any assets held in the name of the Organisation and any relevant insurance cover.
  7. The Council will designate the Parks and Amenities Manager, or another of their Officers as notified to the Organisation from time to time, to liaise with the Organisation and offer advice and support.
  8. The Council may arrange for one of their Officers to attend the Organisation's Annual General Meeting.

# FRIENDS OF HYTHE PARK

## CONSTITUTION

### 1. NAME

The name of the organisation will be the Friends of Hythe Park.

### 2. OBJECTIVES

1. Recognising the importance of Hythe Park, the Friends of Hythe Park aim to promote the public benefit and enjoyment of this open space, by:

- supporting Runnymede Borough Council ("Runnymede") in its consultation of local people over planning and decision making affecting Hythe Park;
- offering views and advice to Runnymede regarding the management and use of Hythe Park;
- providing voluntary assistance to Runnymede in maintaining Hythe Park, by such means as may be agreed with Runnymede;
- encouraging local people to use Hythe Park and take an active interest in its future.

2. The Friends of Hythe Park aim to benefit the community in the Hythe Ward and neighbouring areas of the Borough of Runnymede.

3. Within the above general aims, the Friends of Hythe Park will work in particular to:

- develop the strategic vision for Hythe Park with Runnymede;
- support Runnymede in developing and implementing a management plan for Hythe Park;

- maintain interest in the park amongst residents through newsletters, fundraising, and other activities, or as the Management Committee sees fit from time to time;
  - organise working parties and work programmes to assist in the maintenance of the Park in such ways as the Friends of Hythe Park may agree with Runnymede.
4. For the avoidance of doubt it is declared that the objectives of the organisation do not include matters regarding the management of any allotments which may be situated within or near to Hythe Park. The objectives do however include the offering of comment and advice to Runnymede on the location of any such allotments and their layout.
5. the activities of the Friends of Hythe Park will be non party political, non profit making, and non sectarian.

### 3. MEMBERSHIP

Anybody who lives or works in the Hythe Ward of the Borough of Runnymede, or in The Hythe Ward's neighbouring areas (as determined by the Management Committee in case of dispute) will be entitled to join the Friends of Hythe Park.

No subscription shall be payable for membership but each member shall on request by the Management Committee provide their full name, address, and any other contact details which the Management Committee reasonably requires.

The Management Committee may by resolution exclude or expel any person from membership of the Friends of the Park if the Committee considers that his or her membership would be against the best interests of the organisation.

The Management Committee may co-opt any person as a member of The Friends of Hythe Park where that person's skill, expertise or contribution is considered to be beneficial to The Friends of Hythe Park.

#### **4. ANNUAL GENERAL MEETING**

The Management Committee (see below) will hold an Annual General Meeting not less than nine or more than fifteen months after the previous Annual General Meeting.

The Annual General Meeting will be open to all members of the organisation. The Management Committee may at their discretion allow new members to join at the Annual General Meeting if the applicants provide the required details.

The following business shall be transacted at the Annual General Meeting, in addition to any other business which the Chairman of the Friends of Hythe Park decides should be included on the agenda:

- i Receipt of report from the Management Committee covering activities since the last Annual General Meeting.
- ii Receipt of independently certified statement of accounts and report by Treasurer, in respect of the immediately past accounting period.
- iii Election of Chairman, Secretary, and Treasurer, to hold office until the next Annual General Meeting, together with a minimum of two and a maximum of nine other members of the Management Committee.
- iv Appointment of independent person to certify annual statement of accounts. This person need not be a qualified accountant or auditor but shall not be a member of the Management Committee. The person need not be a member of the Friends of Hythe Park. The person may be an Officer of Runnymede Borough Council acting in a private capacity.

#### **5. THE MANAGEMENT COMMITTEE**

- i The Management Committee will comprise:

- a) the Chairman, Secretary, and Treasurer elected at the Annual General Meeting;
  - b) the other Management Committee Members (a minimum of two and a maximum of nine) elected at the Annual General Meeting;
  - c) the three Members of Runnymede Borough Council representing the Hythe Ward for the time being, but only after Runnymede has resolved to proceed with the laying out of Hythe Park and has approved the manner of funding.
- ii The Management Committee may set up Sub-Committees or Working Groups for specific purposes.
  - iii The Management Committee must meet at least once a year other than at the Annual General Meeting. Minutes shall be kept of all its meetings and shall be made available to any member of the organisation on request.
  - iv The Chairman shall preside at meetings of the Management Committee and at the AGM. He or she will ensure the proper despatch of the business of the organisation, seek to give it focus and direction, and shall be prepared to act as its spokesman to the community. If the Chairman is absent a member of the Management Committee will be elected to preside for that meeting.
  - v The Secretary shall prepare and circulate agendas and minutes of meetings amongst Members of the Management Committee. He or she will facilitate the proper administration of the organisation.
  - vi The Treasurer will be responsible for the proper custody of the organisation's financial assets, all proper bookkeeping and accounting, and submission of all required accounts and records to the independent person for auditing or certification.
  - vii Other Members of the Management Committee shall carry out such tasks as may be mutually agreed.

- viii The Management Committee may set such rules and procedures for the proper conduct of the organisation's affairs as it sees fit, and shall generally be responsible for seeing that the organisation properly pursues its objectives.
- ix The Management Committee may co-opt additional members from amongst the membership of the Friends of Hythe Park if it sees fit, provided that the total membership of the Management Committee shall not exceed fifteen including the three Ward Members, and also provided that the number of co-opted Members shall not exceed one third of the total membership of the Management Committee.
- x The quorum for a meeting of the Management Committee shall be one third of its membership, but shall never be less than three.
- xi In the absence of fraud or wilful deceit or the commission of any crime the liability of the officers of the Management Committee shall be limited at any given time to the assets of The Friends of Hythe Park then available and the officers of the Management committee shall be indemnified out of the assets of The Friends of Hythe Park against costs claims or expenses in the exercise of their duty as an officer of the Management Committee.

## **6. MONEY AND OTHER PROPERTY OF THE ORGANISATION**

- i Apart from a suitable cash float to meet day to day needs, the Treasurer will pay all monies received on behalf of the organisation into a suitable bank or building society account or accounts approved by the Management Committee.
- ii Cheques drawn on the organisation's accounts shall be signed by two members of the Management Committee as appointed by the Committee. In default of appointment these members shall be the Treasurer and the Chairman.
- iii Any other property owned or in the custody of the organisation shall be held in safe keeping in such manner as the Management Committee may approve.

## **7. ALTERATION OF CONSTITUTION**

This Constitution may be altered by resolution of the Annual General Meeting.

## 8. DISSOLUTION OF THE ORGANISATION

If the organisation agrees to cease its activities by resolution of the AGM, or if no meetings have been held for a period of eighteen months, it shall be the duty of the Chairman, Treasurer, and Secretary individually and jointly to see that any remaining money or other property of the organisation is transferred to Runnymede Borough Council for use in the maintenance of Hythe Park or, by agreement with the Council, to a charity concerned with open spaces or outdoor activities whose area of benefit includes the Borough of Runnymede.