

Runnymede Borough Council

HOUSING AND COMMUNITY SERVICES COMMITTEE

Wednesday, 12 November 2003 at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors P.J. Waddell (Chairman), H.W.V. Meares (Vice-Chairman), J.R. Ashmore, E.G. Barrett, J. Broadhead, Mrs. P.I. Broadhead, Ms. D.V. Clarke, Mrs. C.E. Gant, C. Knight and Mrs. J. Norman.

and all other Members for information

A G E N D A

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by Section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss M. Bootes, Committee Section, Department of Administration and Leisure, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425623). (Email: molly.bootes@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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GLOSSARY OF TERMS

TERM	EXPLANATION
ADP	Approved Development Programme. This is the Housing Corporation's annual allocation for capital expenditure on Housing Association/Registered Social Landlord projects. The ADP is distributed to Housing Associations through the allocation of Social Housing Grant. (See HCSHG below).
ALMO	Arms Length Management Organisation. Where an organisation is established to manage Council stock. The properties remain Council owned and tenants retain their secure tenancies. This can provide opportunities for extra funds if all additional requirements are satisfied.
BME	Black and Minority Ethnic Groups. This is a collective name used by various bodies.
COMPACT	This is a recent requirement of Central Government. It entails developing an agreement between the Council and tenants or voluntary organisations about the way in which they will be consulted on the services they receive or deliver.
CPA	Comprehensive Performance Assessment. An external process to assess the quality of individual Council's Performance (set out in the Local Government White Paper 2001). It will seek to bring together evidence from a range of internal and external sources, in addition to an on site inspection, in order to arrive at an overall category.
DFG	Disabled Facilities Grant. This is a grant made available to disabled persons to provide adaptations to their property. Dependent on the type of work, it is a mandatory grant. The amount of grant awarded is subject to a test of resources of the disabled person.
DHCS	Director of Housing and Community Services.
DIYSO	Do It Yourself Shared Ownership Scheme. This scheme allows applicants with sufficient income to part purchase accommodation in the Borough. As the title suggests, the applicant is able to find their own accommodation for purchase. The scheme is run by Thames Valley Housing Association who purchase up to 50% of the property value. The tenant pays rent to the Housing Association for the share the Association retains.
EGAN	Sir John Egan chaired a Local Government Task Force, which produced a report entitled "Rethinking Construction" in 1998. The Task Force recommended that the construction industry should look to a partnering approach in future rather than the adversarial nature of contracts in the past.
ESP	Existing Satisfactory Property. This scheme involved working with a Housing Association to purchase low cost housing in the private sector. Originally the scheme involved the repurchase of ex-Right to Buy Council properties. However, the scheme was broadened to include any low cost housing in the Borough.
GOSE	The Government Office for the South East. This is the local office of the Office of the Deputy Prime Minister (formerly the Department of Transport, Local Government and the Regions) for the South East region of England. Its role includes development of the Regional Housing Strategy.
HCSHG	Housing Corporation Social Housing Grant. This is the main public subsidy paid to Housing Associations by Central Government, through the Housing Corporation to finance new homes. It can be used to pay for rented schemes as well as low cost home ownership schemes. (See ADP above).
HMO	House in Multiple Occupation. This is a property that under the Housing Act 1985 is defined as being "occupied by persons who do not form a single household". The definition used by Planning Authorities is slightly different in that they do not recognise a house to be an HMO unless there are 6 occupants.

HOUSING CORPORATION	This is the National Housing Agency for England. The Housing Corporation is a Government Agency and was created by the Housing Act 1964 to register, fund, promote and supervise the Housing Association (now Registered Social Landlord) movement.
HRA	Housing Revenue Account. This is a statutory account that sets out the expenditure and income arising from the provision of social housing by the Local Authority as a landlord. Expenditure in the HRA includes repairs and improvements, and the management of the Council's stock.
LASHG	Local Authority Social Housing Grant. These were Social Housing Grant payments which were initiated by a Local Authority but for which the cash was provided by the Housing Corporation. The scheme came to an end on 1 st April 2003. Transitional arrangements are in place but under these arrangements the funds, if approved, are paid direct to the Registered Social Landlord.
LDF	Local Development Framework. Government proposed replacement for the Local Plan.
LSP	Local Strategic Partnership – Leads on the Community Strategy.
ODPM	Office of the Deputy Prime Minister (Government Department).
PFI	Private Finance Initiative. This can provide an opportunity to raise extra funds for investment in housing stock. A number of issues would need to be addressed/considered. Several Councils are currently acting as pathfinders.
PPG3	Planning Policy Guidance. This is Guidance issued by the Secretary of State detailing National Planning Policy within existing legislation. There are many examples of Guidance and PPG3 is the one that is the most relevant to housing. This sets out the requirements relating to the provision of affordable housing.
RARP	Runnymede Accommodation Referral Panel. This group has been established to assess the accommodation requirements of people with mental health, learning disability and physical disabilities. The group considers each individual case and makes a recommendation as to the level of support required. Representatives on the group include the following: Officer from the Borough Council's Housing Department. Officer from the Community Support Team (Social Services). Officer from the Community Mental Health Team (Social Services/Health). Occupational Therapist.
RHB	Regional Housing Board. The RHB has been established by the Government to prepare and oversee the Regional Housing Strategy. The Strategy for the region will set out the approach to housing investment and give a clear framework for spending decisions. One RHB exists for the whole of the South East of England.
RSL	Registered Social Landlord. This is a Housing Association which is registered with the Housing Corporation. Registration entitles an association to bid for Social Housing Grant but requires that the association does not trade for profit. The association is established for the purpose of the provision, construction, improvement or management of social housing.
SAP	Standard Assessment Procedure. This is the Government's procedure for assessing the energy efficiency of a property.
SMART	How targets should be set if they are to be effective – Specific, Measurable, Achievable, Realistic, Timely.

SNHSG	The Special Needs Housing Strategy Group was established to look at the level of housing needed by people with special needs. This includes those with mental health problems, learning disabilities, physical disabilities, young people leaving care, victims of domestic violence, those with drug and alcohol problems, and older people. The group has representatives from a number of different agencies. The Chairman from each of the Local Special Needs Forums is also represented on the Special Needs Housing Strategy Group.
TCI	Total Cost Indicator. This is a system used by the Housing Corporation for assessing the maximum cost for new Registered Social Landlord dwellings. The TCI varies both in relation to the size of the dwelling and the region of the country in which it is to be constructed.
TSG	Tenants' Services Group. This group was formed in February 1999. The members of the group are Council Tenants and Leaseholders. They meet prior to each Housing and Community Services meeting to consider policy and management issues that impact on Tenants and Leaseholders.

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 10 September 2003.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

5. STOCK OPTIONS APPRAISAL (DHCS)

(Ref: Minutes of Housing and Community Services Committee, July 2003, page 333, para. 232)

1. **Purpose of Report**

1.1 **The purpose of this report is to advise Members of the revised cost of undertaking the Housing Stock Options Appraisal and to obtain approval for the proposed timetable.**

2. Background Information

2.1 The Office of the Deputy Prime Minister (ODPM) requires all Local Authorities to undertake a Housing Stock Options Appraisal and submit it to their respective Government Offices by April 2005. A report was submitted to this Committee in June 2003 seeking agreement to appoint consultants and the Corporate Management Committee subsequently approved a supplementary estimate in the sum of £15,000 to enable this work to be undertaken.

2.2 In July 2003 a guidance paper on Stock Options Appraisals was received from the ODPM and this was reported to the July meeting of this Committee. At the time Officers were unsure of the implications of the new guidance but it was clear that the £15,000 supplementary estimate obtained for this project would be insufficient to cover the costs of undertaking an Options Appraisal in accordance with the new guidance.

3. Report

3.1 The ODPM guidance paper (a copy of which has been placed in the Members' Room) requires that Options Appraisals cover a much greater range of issues than previously envisaged. In addition to assessing financial factors, the Council is required to consider a range and mix of possible stock options and to involve tenants in assessing these. To ensure that tenants are equipped to make informed decisions, the Council must develop a Tenants' Empowerment Strategy. This will cover :

- i) Ground rules i.e. tenants and the Council must agree on what the Options Appraisal will deliver.
- ii) Training and support for tenants.
- iii) A budget for tenant involvement in the project.
- iv) Any perceived barriers tenants may foresee.
- v) The timetable for the project.

3.2 Discussions with a neighbouring Local Authority that has already started its Stock Options Appraisal indicate that the total cost, including the appointment of an Independent Tenant Advisor, may be between £40,000 and £50,000.

4. Timetable

4.1 As indicated in 2.1, the Council must submit the Options Appraisal to the Government Office for the South East (GOSE) by April 2005. As every stock owning Local Authority must submit an Options Appraisal by the same date, there have been concerns expressed in the Housing press that towards the end of the period there may be a shortage of suitable consultants, particularly to undertake the Independent Tenant Advisor (ITA) role.

4.2 It is suggested, therefore, that steps be taken to secure the services of suitable consultants towards the end of the current financial year (February/March 2004), with a view to undertaking the appraisal work during the spring/summer. It is anticipated that the appraisal process will take 6 months, so that the final report would be available in the autumn of 2004.

5. Resource Implications

5.1 It is clear that the original supplementary estimate of £15,000 will not be sufficient to enable the Stock Options Appraisal to be completed. As the draft timetable indicates, the Options Appraisal will run into 2004/05, and, therefore, provision will be made in the 2004/05 estimates for the Housing Revenue Account (HRA) to meet the additional cost.

6. Legal Implications

6.1 As reported above, the ODPM is instructing Local Authorities to submit their Stock Options Appraisals by April 2005. Non-compliance will inevitably impact on future Comprehensive Performance and Best Value Assessments and may result in the Council not having access to future funding.

7. Planning and Technical Considerations

7.1 Officers do not have the staffing capacity to undertake this project in-house. Indeed, even with the help of consultants, the management of the project is likely to place pressure on existing resources.

8. Council Policy

8.1 The Council has made a commitment in the Housing Revenue Account Business Plan and the Comprehensive Performance Assessment (CPA) Diagnostic for Decent Homes to undertake a Stock Options Appraisal in accordance with the Government's requirements.

OFFICERS' RECOMMENDATION that –

- i) the Committee approve the draft timetable for the Stock Options Appraisal process outlined above; and**
- ii) the Director of Housing and Community Services be authorised to appoint both a Lead Consultant and an Independent Tenant Advisor.**

(TO RESOLVE)

Background Papers

None stated

6. GRANT AID CORE REVENUE FUNDING 2004/05 (DHCS)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) Review the award of grant aid to organisations in receipt of Council funding of more than £10,000 per annum.
- ii) Approve 5 year funding for Runnymede Rentstart, Relate West Surrey, the Runnymede Community Care Forums and the Surrey Community Development Unit.
- iii) Authorise the extension of the Service Level Agreement (SLA) and grant funding for Disability Advice and Information for Runnymede and Spelthorne (DAIRS) to five years.

2. Background Information

2.1 A number of organisations that provide valuable community and public services receive grant aid from the Council. Although smaller awards are settled by Officers acting in accordance with the scheme of delegation, grants of more than £10,000 per annum are determined by this Committee. It has also been the practice to compile a report annually reviewing the level of grant commitments within the current programme. Attached at Appendix 'A' is the programme for 2004/05 through to 2008/09.

3. Grants above £10,000 per annum

3.1 The level of funding has already been established for Age Concern Runnymede, the Runnymede Citizens Advice Bureau and DAIRS under existing grant agreements.

3.2 At the last meeting of this Committee it was agreed that 5 year commitments would be considered for core grant funding when funding applications were reviewed.

Runnymede Care Assistant Scheme

3.3 The Runnymede Care Assistant Scheme, (formerly Runnymede Crossroads) aims to give practical help to carers of severely disabled people living at home in the Borough. The Council participates in a four way funding arrangement with the Health Authority, Surrey County Council and the Care Assistant Scheme itself. Under this arrangement the Borough Council finances 25% of the annual running costs of the scheme (up to a maximum).

3.4 The level of grant suggested for 2004/05 is £12,600, this being their current grant increased by inflation. It will be necessary to review the Service Level Agreement for this scheme before a 5 year commitment to funding can be given. This will be arranged over the next 12 months.

Runnymede Mental Health Association

- 3.5 The Runnymede Mental Health Association is a registered charity which offers social support, companionship and individual counselling and advice to those recovering from mental illness. The Council's financial support for the Association in the current financial year is comprised of elements for rent grant aid, the maintenance of the buildings (in accordance with the strategic maintenance programme) and an amount for general expenses (including insurance).
- 3.6 The Council's five year strategic property maintenance programme, which was the subject of a report to the Corporate Management Committee in July 2002, indicates that a total budget of £14,400 is required for works to Virginia Lodge and the Farm House in 2004/05, including £8,200 for planned maintenance. This represents a decrease of £6,800 compared to the budget for 2003/04. The Council's overall package of financial assistance would, therefore, be £21,100 in 2004/05.
- 3.7 It will be necessary to review the Service Level Agreement for this scheme before a 5 year commitment to funding can be given. This will be arranged over the next 12 months.

4. Grants below £10,000

- 4.1 The Committee is asked to consider whether or not it wishes to extend the principle of 5 year funding to the following organisations who currently receive grants. If 5 year funding is agreed, it is proposed that this funding be increased annually by inflation.

Runnymede Rentstart

- 4.2 Runnymede Rentstart provides assistance to homeless couples and single people who need help in securing privately rented accommodation. The assistance is by way of a deposit bond, which is given to the landlord in order to secure accommodation for the client.
- 4.3 Runnymede Rentstart is now in its third year of operation. In the first full year they received 101 referrals and 24 people were given help in securing accommodation. Referrals have continued at the above levels and in year two of the scheme a further 129 clients have been received, 35 of whom obtained accommodation.
- 4.4 The workload of Runnymede Rentstart is increasing and there are pressures on the existing Manager. However, funding has been obtained from the North Surrey Primary Care Trust (PCT) towards the appointment of a part-time support worker. Funding to cover payments claimed under the Bond Agreement has also been successfully raised through charitable sources.
- 4.5 Over the last 3 years Runnymede Rentstart have received the following levels of core grant aid.
- | | £ |
|---------|--------|
| 2001/02 | 10,000 |
| 2002/03 | 7,650 |
| 2003/04 | 7,950 |
- 4.6 In addition the Council provided a one off sum of £3,000 in 2002/03 to supplement the deposit fund. However, it should be noted that these funds were part of a grant given to the Council by the Office of the Deputy Prime Minister.
- 4.7 The Runnymede Rentstart service compliments the Council's statutory homelessness service and provides a safety net for those homeless people that are not covered by the Council's duties.
- 4.8 Runnymede Rentstart also forms an important part of Runnymede Borough Council's Homelessness Strategy. Within this Strategy a commitment is given -

"To work in partnership with other statutory and voluntary agencies to provide high quality services to people who become homeless."

4.9 The work of Rentstart also meets the commitment within the Leader's Position Statement for 2004/05 in which it is stated –

"We will seek to keep homelessness to a minimum by providing advice, assistance and temporary accommodation according to need and available resources."

4.10 Runnymede Rentstart have, following negotiation, requested that their grant be increased in line with inflation (a sum of £8,150 for 2004/05). The proposed Service Level Agreement is attached at Appendix 'B'.

Relate West Surrey

4.11 The primary objectives of Relate West Surrey are –

- 1) "To educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationships;
- 2) To promote research into all aspects of couple relationships and marriage and to make the results available to the public;
- 3) To seek to enhance the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed couple relationships, marriage, and family life and working to prevent poverty, hardship and distress caused by the breakdown of such relationships."

4.12 Unfortunately in Surrey two in five marriages end in divorce and one in five dependent children do not live in a family with two parents. Relate provides a range of counselling and educational services to individuals, couples, families and young people including workshops held in schools for pupils aged 14 to 16. The work of Relate is very valuable in trying to ensure that families remain together.

4.13 Relate are proposing to develop their services further and from November 2003 a family counselling service will be introduced. A new telephone appointment system is also being considered as well as developing new services for young people affected by the breakdown of their parents' relationship.

4.14 The counselling service provided by Relate can help to keep families together and prevent homelessness. It, therefore, compliments the Council's services. It is also linked closely to the health and social care priorities in the Runnymede Community Strategy.

4.15 Relate have received the following funding over the last three years.

	£
2001/02	5,275
2002/03	5,400
2003/04	5,540

4.16 Relate West Surrey are seeking £5,700 for 2004/05. The proposed Service Level Agreement is attached at Appendix 'C'.

Runnymede Community Care Forums

4.17 The Community Care Forums were established several years ago to support Social Services and the development of the County Council's Community Care Plan. There are Community Care Forums in Elmbridge, Runnymede and Spelthorne. The Forums are very valuable as they provide a user perspective on services.

4.18 The County Council is no longer required to produce a Community Care Plan and last year there was a suggestion that the Community Care Forums would no longer be supported. However, at a meeting of this Committee on 15 January 2003 it was agreed that the Borough would contribute an amount of £1,000 for 2003/04 towards the continuation of the Forums. Runnymede was not alone in providing funding and other funding sources were as follows:

Runnymede Borough Council	£1,000
Spelthorne Borough Council	£1,000
Elmbridge Borough Council - support in kind i.e. venues etc.	
North Surrey Primary Care Trust	£4,000
Adults & Community Services (Surrey County Council)	<u>£4,000</u>
	<u>£10,000</u>

- 4.19 It is now necessary to consider whether or not funding should continue beyond the original period. An amount of £1,025 would be required for 2004/05. The Committee also needs to consider whether this funding should continue for 5 years.
- 4.20 Members of the Forums are represented on the Community Strategy Task Groups and contribute towards Runnymede's community leadership role. The Forums are also a useful mechanism for consulting on important issues and policies that relate to people with special needs e.g. the supported housing requirements for the Borough. If the Forums did not exist then the Council would have to consider other ways of consulting with special needs groups within the Borough. This arrangement is a cost effective way of carrying out the consultation and it is, therefore, recommended that the funding continues.

Surrey Community Development Unit

- 4.21 In March 1999 the Surrey Local Government Association (SLGA) held a conference on Social Exclusion. This was attended by representatives from some of the most disadvantaged neighbourhoods in Surrey and included representatives from Chertsey St. Ann's. At the meeting it was agreed to develop a countywide approach to tackling social exclusion and to start with community capacity building. The Surrey Community Development Unit was formed as a result.
- 4.22 A Project Leader has been recruited to work with key contacts in areas of deprivation within Surrey. The Leader's role is to –
- i) Build community capacity.
 - ii) Improve access to services.
 - iii) Help local people to access training opportunities.
 - iv) Help local communities to organise themselves and to access funding.
 - v) Provide a high quality student placement service.
- 4.23 A student has been working on the Chertsey St. Ann's project on a fifty day placement.
- 4.24 The Surrey Community Development Unit is funded by the Learning Skills Council, Surrey County Council and the eleven District Councils. In the past the contribution from Runnymede of around £700 has been paid on an ad hoc basis from different budgets. In 2003/04 funding was obtained from the occasional grants budget for voluntary organisations.
- 4.25 It is proposed that the funding for the Surrey Community Development Unit be formalised and made part of the grant aid programme. The grant contribution would be £700 for 2004/05. The Committee also needs to consider whether this funding should continue for 5 years.
- 4.26 The work of the Unit has close links with the Community Strategy and in particular the aim of the Community Strategy Exciting Future Task Group to combat social exclusion. The Office of the Deputy Prime Minister (ODPM) and the Government Office for the South East (GOSE) also encourage boroughs to take an active role in combating deprivation within their area.

Disability Advice and Information for Runnymede and Spelthorne (DAIRS)

- 4.27 At the last meeting of this Committee the grant application for DAIRS was approved. However, because the DAIRS report was considered ahead of a general item on grant funding, the grant commitment was only given for a three year period. In line with the subsequent decision that was made at that meeting, it is proposed that approval be given to extend the DAIRS ' funding and Service Level Agreement to cover a five year period.

5. Council Policy

- 5.1 The applications for funding made within this report are in line with the policy aims and corporate standards set out within the Leader's Position Statement for 2004/05. The most relevant policy aims are as follows:

Corporate Standards

- 5.2 "Valuing, supporting, encouraging and acknowledging the many organisations, groups and individuals who voluntarily provide a wide range of services of benefit to our community".

Community Services

- 5.3 "We shall continue, within the bounds of affordability, to support our high level of discretionary Community Services to reinforce the County Council Social Services".

6. Financial Implications

- 6.1 The grants set out in Appendix 'A' are consistent with the provisions made in the Financial Forecast recently approved by the Corporate Management Committee. The newly established grants for the Runnymede Community Care Forums and Surrey Community Development Unit will be funded from transfers of existing budgetary provision.

OFFICERS' RECOMMENDATION that –

- i) Members approve the grant aid programme for 2004/05 as set out at Appendix 'A';**
- ii) provision of £12,600 be made for the Runnymede Care Assistant Scheme in the draft estimates for the 2004/05 financial year;**
- iii) a grant of £21,100, including a sum of £14,400 specifically to meet the cost of building and maintenance work identified in the property maintenance programme, be awarded to the Runnymede Mental Health Association in the draft estimates for the 2004/05 financial year;**
- iv) approval be given to the award of grant aid to Runnymede Rentstart for a five year period. The grant rate to commence at £8,150 in the 2004/05 financial year and then be increased annually by inflation, and this funding to be subject to the completion of the Service Level Agreement attached at Appendix 'B';**
- v) approval be given to the award of grant aid to Relate West Surrey for a five year period. The grant rate to commence at £5,700 in the 2004/05 financial year and then be increased annually by inflation, and this funding to be subject to the completion of the Service Level Agreement attached at Appendix 'C';**
- vi) approval be given to the award of grant aid to the Runnymede Community Care Forums for a five year period. The grant rate to commence at £1,025 in the 2004/05 financial year and then be increased annually by inflation;**

- vii) approval be given to the award of grant aid to the Surrey Community Development Unit for a five year period. The grant rate to commence at £700 in the 2004/05 financial year and then be increased annually by inflation; and**
- viii) the DAIRS Service Level Agreement and associated funding be extended to cover a five, rather than a three, year period.**

(TO RESOLVE)

Background Papers

Relevant papers on the Partnerships Officer's files that relate to Community Care Forums, Voluntary Sector and Grant Applications.

7. VOLUNTARY AND COMMUNITY SECTOR INFRASTRUCTURE - GOVERNMENT CONSULTATION (DHCS)

1. Purpose of Report

1.1 **To inform the Committee of the Government's proposals in relation to the voluntary sector.**

2. Background Information

2.1 The Government recently conducted a cross cutting review to build capacity in the voluntary sector to support Government initiatives. This review identified the need to improve infrastructure funding and support for Voluntary Community Services (VCS's). In 2002/03 the Government provided emergency funding of £500,000 for VCS's under threat of closure and continued funding was agreed in May 2003.

3. Report

3.1 The Government is currently conducting a consultation exercise on infrastructure funding and support for Voluntary Community Services. The deadline for comments is 22 December 2003. Officers will be sending a formal response to the Government which can include any comments from this Committee.

3.2 The Consultation Paper proposes a comprehensive performance management framework, which will include minimum standards, performance indicators and proposals for skills development. Emphasis is also to be placed on voluntary community organisations seeking the full cost of recovery for their overheads from funders.

3.3 The Consultation Document also states that Information Communications Technology might be best provided across more than one Local Authority area to achieve economies of scale.

3.4 The Active Community Unit (Home Office) is currently planning with the Office of the Deputy Prime Minister (ODPM) and the Local Government Association (LGA) to provide advice for Local Authorities and Local Strategic Partnerships on the assessment of the capacity of their local Voluntary Community Services. A copy of the Government's Consultation Paper has been placed in the Members' Room. The Consultation Questionnaire is attached at Appendix 'D' and includes the following questions:

- What aspects of VCS infrastructure support should be primarily the responsibility of Local Authorities and what contribution should be made by other local, sub-regional and regional public sector agencies?
- Which elements of infrastructure support should be funded by Central Government and its agencies?
- What is the role of lottery boards, charitable trusts and foundations?

- 3.5 In the Consultation Paper it is suggested that the Government could provide funding for the infrastructure of Voluntary Community Services. However, this is not certain and the Consultation Document makes it very clear that the Government contribution will not replace Local Authority funding.
- 3.6 It is proposed that any funds for infrastructure will be administered regionally through the Government Office. The Government Office (i.e. GOSE) will be given the flexibility to determine the best way of allocating funds within the regions, including the potential for 'joining up' with existing funding streams within agreed fund management guidelines. Government Officers would be expected to work with Local Authorities, Primary Care Trusts, Regional Development Agencies, Local Learning and Skills Councils, local Connexions Partnerships, the Countryside Agency, their local and regional Voluntary Community Service and other relevant stakeholders to identify priorities within their region and then manage fund distribution to address these as effectively as possible. In addition to local infrastructure, the Government wishes to see strengthened specialist infrastructure organisations operating regionally e.g. youth work, childcare and vocational training.
- 3.7 It is suggested that a response to the Government Consultation Paper is made once voluntary sector organisations in Runnymede have had time to consider the effects of the proposals and attend the events organised by the Home Office. There will be a need to retain a local focus.

OFFICERS' RECOMMENDATION that –

- i) the Committee consider and comment upon the Government's proposals for Voluntary and Community Sector Infrastructure; and**
- ii) the Director of Housing and Community Services be authorised to produce a formal response to the Government in consultation with the Chairman.**

(TO RESOLVE)

Background Papers

None stated

8. HOMELESSNESS STRATEGY AND FUNDING FROM THE OFFICE OF THE DEPUTY PRIME MINISTER (ODPM) (DHCS)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) Advise Members of progress with the use of homelessness funding awarded to Runnymede in the current financial year.**
- ii) Advise Members of one off funding available in 2004/05.**
- iii) To nominate a Runnymede Councillor to sit on the Runnymede and Spelthorne Homelessness Task Group, if the Committee so wishes.**

2. Background Information

- 2.1 In accordance with the requirements of the 2002 Homelessness Act, Runnymede has undertaken a review of homelessness and developed a Homelessness Strategy. The Strategy was approved by Members in July 2003 and has been submitted to the Office of the Deputy Prime Minister (ODPM). Copies of the Homelessness Strategy are available in the Members' Room and can be viewed or downloaded from the Council's website.
- 2.2 The ODPM has announced that a review and evaluation of the quality of Local Authority Homelessness Strategies is planned. Runnymede can, therefore, expect to receive some feedback on the quality of its Strategy later in 2003 or early 2004.

- 2.3 The ODPM has provided a programme of annual funding for Local Authorities to develop their Homelessness Strategies and to pump prime new projects and initiatives to prevent homelessness and reduce the use of Bed and Breakfast. Over the last two years this funding has comprised a combination of set allocations and funding bids.

3. Report

Use of ODPM Funding in 2003/04

- 3.1 Runnymede was successful in obtaining an allocation of £24,300 in the current financial year from the ODPM.
- 3.2 This funding has been used to establish a temporary post of Private Sector Resettlement Officer. This post was filled in September 2003 on a 12 month temporary contract and will assist homeless families and those at risk of homelessness to access privately rented accommodation. The project was approved by this Committee in June 2003. However, the Council can only claim for actual expenditure incurred. As the post was not filled until September, the Council will only be able to claim approximately £10,000 of the allocated sum towards the actual costs up to the end of March 2004. Further ODPM funding would be required to continue the post beyond April 2004.

ODPM Funding in 2004/05

- 3.3 The ODPM recently advised Local Authorities of the funding available in 2004/05. Authorities will receive a "set allocation" based on their previous levels of homelessness. Runnymede has been allocated a one off amount of £15,000 in 2004/05 which must be used to tackle homelessness as part of the Council's Strategy. Councils were required to advise the ODPM of how they intended to use this funding by 1 October 2003. Any projects proposed needed to comply with the Government's national targets to keep rough sleeping at nil or minimal levels, and to avoid the use of Bed and Breakfast accommodation for families.
- 3.4 The Council has informed the ODPM that it intends to use this set allocation of £15,000 to continue the post of Private Sector Resettlement Officer from April 2004 to December 2004.
- 3.5 Bids for additional one off items of expenditure have also been invited and the Council has submitted bids for three further items:
- i) £5,000 to extend the Private Sector Resettlement Officer post from January 2005 until the end of March 2005.
 - ii) £8,000 to set up a pilot mediation service to reduce the number of homeless applications caused by family breakdowns.
 - iii) £15,000 for Runnymede Citizens Advice Bureau (CAB) to set up a pilot court desk advice service at Staines County Court. This is a joint proposal involving the Borough of Spelthorne and the London Borough of Hounslow.
- 3.6 These additional funding bids are speculative and it is unlikely that all the items bid for will be approved. The results of Local Authority bids will be announced in January 2004 and this Committee will be informed of the funding awarded to Runnymede.
- 3.7 The ODPM gave very little notice of the bid deadline and, therefore, it was not possible to consult Members on the content of the bid. Officers did, however, ensure that the bid reflected the priorities set out in the Homelessness Strategy.
- 3.8 It was not possible to include long term projects or proposals to increase permanent staffing resources to deal with homelessness as the ODPM funding is only available for one off items in each financial year.
- 3.9 The ODPM has also made it clear that its funding is to supplement Council expenditure. Therefore, these funds are not suitable for financing the long term development of the Council's Housing Advice Service.

Runnymede and Spelthorne Homelessness Task Group

- 3.10 As part of the development and monitoring of the Homelessness Strategy, Officers from Runnymede and Spelthorne have established a joint Homelessness Forum known as the Runnymede and Spelthorne Homelessness Task Group. The draft terms of reference for the Group are attached at Appendix 'E'.
- 3.11 At the June meeting of this Committee, Members requested that consideration be given to the involvement of Members in this Group.
- 3.12 The Committee is, therefore, asked to consider whether it wishes to nominate a Member to sit on the Homelessness Task Group. Meetings of the Group take place quarterly during the day and usually last approximately 1 to 2 hours. The venue alternates between Runnymede and Spelthorne Council Offices. There is no formal requirement for Councillor representation on the Group and, therefore, if no Member steps forward at this time, there will be no implications. The next meeting of the Group is due to take place on Wednesday, 3 December at 10.00 a.m.

4. Council Policy

- 4.1 Tackling homelessness is a key commitment within the 'Homes First' initiative set out in the Leader's Position Statement and in the Community Strategy. The Council's recently adopted Housing Strategy and Homelessness Strategy both aim to minimise homelessness in Runnymede. The use of ODPM funding alongside the Council's own resources will help the Borough to achieve the objectives set out in these various strategies.

OFFICERS' RECOMMENDATION that –

- i) the 2004/05 bids for ODPM funding, as set out in paragraphs 3.4 and 3.5 above, be noted and Members approve the development of these initiatives should funding be awarded; and**

(TO RESOLVE)

- ii) if appropriate, a Runnymede Councillor be nominated to sit on the Runnymede and Spelthorne Homelessness Task Group.**

(TO RECOMMEND)

Background Papers

Relevant papers on the Head of Housing Needs and Strategy's files on ODPM funding.

9. AFFORDABLE HOUSING PROGRAMME (DHCS)

1. Purpose of Report

- 1.1 **The purpose of this report is to update Members on progress towards the Affordable Housing target.**

2. Background Information

- 2.1 The Council has set a target to deliver 750 additional affordable housing units within the Borough over a five year period from 2001 to 2006.

3. Progress against the Target

- 3.1 Attached at Appendix 'F' is a progress report for each of the schemes in the current programme.

- 3.2 The number of Affordable Housing units provided to date is now 353. There are currently 47 units in development and, therefore, 350 units remain to be found. 162 potential units have been identified but opportunities still need to be identified for a further 188 units. As opportunities to provide housing on the Council's land are reducing, the majority of the remaining units will need to be delivered on private sites using planning policy.
- 3.3 At the time of writing this report there has been no announcement from the Government regarding schemes funded by transitional Local Authority Social Housing Grant (LASHG). However, it is hoped that this information can be reported verbally at the meeting.

(FOR INFORMATION)

Background Papers

None stated

10. PLANNING POLICY GUIDANCE NOTE 3 - HOUSING - PROPOSED CHANGES (DTS)

At its meeting on 15 October 2003 the Planning Committee considered a report advising Members of the contents of two Government Consultation papers proposing changes to Planning Policy Guidance Note 3 (PPG3) - Housing. A copy of this report is attached at Appendix 'G' for Members' information.

The Planning Committee endorsed the Officers' comments as set out in the report. These comments were submitted as the Council's formal response to the Office of the Deputy Prime Minister by the deadline of 31 October 2003.

(FOR INFORMATION)

Background Papers

None

11. ROAKES AVENUE ESTATE – PROGRESS REPORT (DHCS)

(Ref: Minutes of Housing and Community Services Committee, June 2003, page 81, para. 83)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) **Advise Members of the current position with regard to the redevelopment of the Roakes Avenue Estate;**
- ii) **Seek approval for Officers to submit a planning application for change of use to enable Look Ahead Housing Association to use an empty flat for office purposes to provide floating support to local residents.**

2. Background Information

- 2.1 This Committee has received regular reports regarding the redevelopment proposals for the Roakes Avenue Estate, the most recent being in June 2003.
- 2.2 Working with the Apex Housing Group, proposals were drafted to develop the surplus allotment land at Painesfield to facilitate the decanting of the Roakes Avenue Estate. Approval from the Government Office was sought to enable the allotments to be disposed of, and this has finally been obtained thus enabling the scheme to proceed.
- 2.3 Tenants have been notified of the good news and a further copy of the Estate Newsletter, "Fresh Start", is in the process of being published and distributed to all local residents, tenants and home owners alike.

- 2.4 Work is progressing with the new allotment at Barrsbrook Farm and it is anticipated that the new allotments will be available for occupation by the time the notices to vacate the Painesfield Allotments expire in April of next year. Work should, therefore, be able to start shortly afterwards on the building of the new housing scheme at Painesfield. It is estimated that the new properties will be available for letting by the winter of 2005.
- 2.5 Members will recall that in June the Committee approved the appointment of a part-time caretaker and Officers are pleased to report that the appointment has now been made. A resident on the estate has been employed to work for 18 hours a week. At the time of writing this report the caretaker had only been working for two weeks, but already the estate looks significantly better than before and positive comments have been made by residents regarding the improvements.
3. Sale of land to Apex
- 3.1 At the June meeting Members were advised that Apex had made an application for Transitional Local Authority Social Housing Grant (LASHG) in respect of the Roakes Avenue Estate and that, to obtain the grant, it would be necessary for Apex to purchase a parcel of land mainly comprising the redundant garage area which backed on to the railway.
- 3.2 To facilitate the sale, it was necessary to obtain agreement from tenants with garages to release their tenancy and to take up tenancies elsewhere on the estate. This was achieved and contracts were exchanged with Apex on 30 June 2003, with completion due shortly. Once the sale has been completed, arrangements will be made to demolish some or all of the garages in an attempt to minimise future problems with vandalism and fly tipping. As an interim measure, the garage area has been fenced off and, for the moment at least, the problems of fly tipping have been overcome.
- 3.3 The land to be sold to Apex also includes five properties repurchased by the Council from tenants who had previously exercised their Right to Buy. With one exception, the properties are in good condition and it is proposed to nominate tenants to the Apex Housing Group so that they may occupy the properties on assured shorthold tenancies. It is proposed to seek potential tenants from existing Council tenants in the Roakes Avenue flats as a number of residents have expressed an interest in occupying the houses for the relatively short period between now and the completion of the Painesfield housing scheme.
4. Planning Application for Change of Use
- 4.1 Whilst there has been no move to commence decanting from the estate, it was agreed sometime ago not to relet flats that became empty. Since that decision was made a number of flats have become empty and will now remain empty for 2 years. The possibility of using the units as accommodation on a short term basis is limited because of the extent of the work required to make them ready for occupation and problems with the heating systems. Many of the heating systems have reached the end of their life and need to be replaced if the properties are to be occupied.
- 4.2 Other opportunities to use the units are being explored and it is proposed to lease one of the empty flats to assist the Look Ahead Housing Association in improving the floating support service provided to residents in the Borough. Currently Look Ahead are based at Thornton Heath and Ladbrooke Grove and their support workers waste considerable time travelling to and from Runnymede to provide the support the Council's tenants require. Look Ahead are seeking office accommodation in the area, and it has been suggested that they utilise an empty flat whilst they secure more permanent accommodation.
- 4.3 This approach has a number of advantages. The main benefit is that Look Ahead will be able to spend more time providing the service to tenants as they will not be travelling backwards and forwards from their offices elsewhere. There will also be the added benefit that their presence in a flat will act as a deterrent to would be squatters and vandals. There will also be a small income to the Council.
- 4.4 The use of the flat as an office, albeit temporarily, will require planning consent for change of use and it is proposed to submit a planning application to enable this to take place.

- 4.5 It will be necessary to grant a lease to Look Ahead Housing Association and the Director of Administration and Leisure will be requested to agree suitable terms.

OFFICERS' RECOMMENDATION that –

- i) a planning application for change of use be authorised to enable an empty flat on the Roakes Avenue Estate to be used as a temporary office; and**
- ii) the Economic Development Committee be asked to agree the grant of a lease for the use of an empty flat at the Roakes Avenue estate for office accommodation to Look Ahead Housing Association on terms to be agreed by the Director of Administration and Leisure.**

(TO RESOLVE)

Background Papers

None stated.

12. BOWES ROAD/WAPSHOTT ROAD REDEVELOPMENT (DHCS)
(Ref: Minutes of Housing and Community Services Committee, July 2003, page 332, para. 231)

1. Purpose of Report

- 1.1 The purpose of this report is to advise the Committee of the current issues for the Bowes Road/Wapshott Road project and to consider whether additional heating should be installed in the flats on this estate.**

2. Background Information

- 2.1 Members will be aware that, in order to address the problems with the precast reinforced concrete properties on this estate, it is proposed to work in partnership with Apex Housing Group to demolish the 2 and 3 storey blocks of flats and to develop new housing. The existing properties are well served with large gardens, garages and redundant play areas on which the new properties can be provided.
- 2.2 The feasibility study previously presented to this Committee demonstrated that, if planning consent were given, it might be possible to increase the number of properties on the estate by 150 dwellings. The additional dwellings would be a mixture of social and market housing and the latter would help to pay for the cost of providing the new social housing units.
- 2.3 Because of the shortage of available vacancies to decant existing tenants, it will be necessary to undertake the project on a phased basis. The feasibility study anticipated that the project would take 3 to 4 years to complete.
- 2.4 The scheme requires a number of approvals in order to proceed and, at its meeting in July, this Committee was told about the need to develop proposals and detailed plans to satisfy the requirements of the Environment Agency. The Committee agreed a two staged approach whereby initial plans would be forwarded to the Environment Agency for approval prior to the development of a full planning application. The same report indicated that it was proposed that a submission would be made to the Environment Agency by the end of October 2003.

3. Report

- 3.1 The Flood Risk Consultants working for the Apex Housing Group have reported that the Environment Agency are redrawing the flood plain map, no doubt as a result of the flooding that occurred earlier in the year. Unfortunately, until the Agency's new map is available, it is not possible for the Consultants to submit their proposals, and they anticipate that this will delay the process by approximately three months.

- 3.2 This further delay is unwelcome. One of the main issues with these properties is that they lack central heating and tenants will no doubt be concerned that this situation will be prolonged by the delay. These properties are now the only Council owned homes in the Borough without some form of central heating.
- 3.3 There are 116 flats within the redevelopment area that are programmed to be demolished. 27 of these flats already have central heating installed, either by previous tenants or because the occupiers qualified under the provisions of the Disabled Facilities Grant. 5 properties have been sold under the Right to Buy scheme which leaves 84 properties remaining in Council ownership without central heating.
- 3.4 The properties when originally constructed in the 1950s would have been served by a single coal fire in the living room. Few, if any, of these coal fires remain and tenants have made their own alternative arrangements with either gas or electric fires. The bedrooms remain unheated and Officers have obtained prices for the provision of additional heating. The options are :-
- i) **Install full central heating**

In addition to installing central heating, it would be necessary to replace tanks and cylinders and the cost per flat would be approximately £2,500. Assuming that most tenants would opt to have central heating installed, the Council would incur expenditure of approximately £200,000. It should be noted that, without additional staff resources, it would not be possible to install the heating for the current winter without compromising the existing heating programme.
 - ii) **Installation of storage heaters**

The storage heaters would use off-peak electricity and consequently would need to be wired in separately from existing wiring which would add to the cost of installation. Assuming that each flat required two storage radiators, the cost of undertaking this work would be £598 per property, a total of £50,232. An additional £17,000 would be required to include any upgrades needed to the existing arrangements and the installation of off-peak metering.
 - iii) **Provision of "Dimplex" type electric radiators which could be plugged in to the existing ring main.**

No additional wiring would be necessary and again, assuming each property had two heaters fitted, it is estimated that this work could be undertaken for £280 per property, a total of £23,520. It might be possible to re-use some of the Dimplex heaters elsewhere once the flats were eventually demolished.
 - iv) **Do nothing in recognition of the relatively short life of these properties.**
- 3.5 If the redevelopment scheme is approved, it could commence in 2004. Officers, therefore, could not recommend providing expensive central heating systems in properties that would only be utilised for a short period of time. However, it is recognised that these properties do not have cavity wall insulation and are cold during the winter. It is also the case that, even if the development work is approved in the new year, some residents will not move to new properties for 3 years.
- 3.6 Members are asked to consider whether or not additional heating should be installed to these properties.
4. Resource Implications
- 4.1 No provision for additional heating for these properties was made in the Housing Revenue Account (HRA) Business Plan or the Financial Forecast approved by Full Council on 16 October 2003. If a decision is made to supply additional heating, it would be necessary to seek approval from the Corporate Management Committee for an appropriate supplementary estimate from Housing Revenue Account reserves to meet this expenditure.

4.2 Members will appreciate that the resources available to the HRA are limited and that significant additional expenditure will only be accommodated by delaying other works (effectively, improvement works on other dwellings).

5. Legal Implications

5.1 There is no statutory requirement for the Council to install central heating in these properties. The Decent Homes Standard recognises that many Council properties nationally do not have central heating and requires adequate heating to be installed in all Council property by 2010. The Council's redevelopment project for this estate will provide new homes that satisfy the Decent Homes Standard within this deadline.

OFFICERS' RECOMMENDATION that –

- i) the Committee indicate whether or not it wishes to assist with the provision of additional heating to these properties; and**
- ii) if the Committee agrees to heating being installed in the properties, then the Corporate Management Committee be requested to approve a supplementary estimate for the appropriate amount.**

(TO RESOLVE)

Background Papers

None stated

13. BEST VALUE PERFORMANCE INDICATORS – OUTTURN FOR APRIL TO JUNE 2003 (CEO)

1. Purpose of Report

1.1 **The purpose of this report is to advise the Committee on the outturn for the Best Value Performance Indicators for Housing and Community Services over the period April to June 2003.**

2. Report

2.1 Attached at Appendix 'H' are details of the current performance against the Housing and Community Services Best Value Performance Indicators.

2.2 In the past these Indicators have been reported to the Corporate Management Committee. However, in future they will be reported quarterly to this Committee along with performance against the Service Plan targets. The Service Plan was reported to the last meeting of this Committee and will be reported on again in January 2004.

(FOR INFORMATION)

Background Papers

None stated

14. CONCESSIONARY BUS FARES SCHEME (DAL)
(Ref. Minutes of Housing and Community Services Committee, June 2003, page 69, para. 73)

1. Purpose of Report

1.1 **This report seeks authority to renew the existing agreement with Surrey County Council for the provision of the joint county-wide scheme of concessionary bus fares and sets out the level of financial contributions due to the bus operators in the three year period to 2006/07.**

2. Background Information

- 2.1 The Transport Act 2000 places a statutory duty on non-metropolitan district councils to ensure that arrangements are in place for both men and women over the age of 60 and people with certain prescribed disabilities to travel for no more than half fare on buses within the local area.
- 2.2 The concessionary travel scheme in Surrey operates on a county-wide basis in accordance with the terms of an agreement between each of the eleven District Councils and Surrey County Council. This provides for the County Council to manage and co-ordinate the scheme centrally, at its own expense, on behalf of the District Councils while the Districts themselves undertake the annual issue of the permits to their own residents.
- 2.3 The scheme is currently jointly funded by the Districts and the County Council. A subsidy of £2.45m has been paid to bus operators in 2003/04 in order to reimburse fees foregone by accepting the permits. The County Council presently contributes £350,000 to this sum with the balance being shared amongst the Districts in proportion to the number of permit holders in each. Runnymede's contribution in the current financial year amounts to £139,947.
- 2.4 The concessionary bus fares scheme forms part of the ongoing Best Value Review of the Council's Community Services provision. The contractual arrangements outlined in this report do not affect the matters identified for further investigation at the scoping and challenge stage in June 2003.

3. Report

- 3.1 The existing three year agreement with the County Council for the provision of the concessionary travel scheme expires in March 2004 and is, therefore, now due for renewal. Draft Heads of Terms produced by the County Council with a view to a new agreement for the period 2004/05 to 2006/07 are attached at Appendix 'I'. No changes are proposed in respect of the operation of the scheme itself, but the funding arrangements have been altered to reflect a new financial settlement with the bus operators and a re-direction of County Council resources.
- 3.2 The County Council, acting on behalf of the Districts, has negotiated a reduction in the level of reimbursement due to the bus operators, from £2.45m in 2003/04 to a base figure of £2.25m for the three years from 2004/05. These savings will, however, be partly offset by a County Council decision to withdraw its £350,000 discretionary contribution towards the subsidy over the three year period of the agreement. The funds will instead be diverted into the support of Surrey bus services, which have been placed under pressure from a 25% increase in contract prices. The County Council is, however, prepared to maintain its central administrative support for the scheme in order to preserve its key feature, the county-wide structure.
- 3.3 The overall effect of these changes will be to reduce Runnymede's contribution to the scheme from £139,947 in the current year to £123,626 in 2004/05. As the table below illustrates, this figure will rise in subsequent years in proportion to the taper in County Council funding. Nevertheless, the new deal still provides a total saving, in real terms, of £27,251 over the period of the agreement. These savings were incorporated into the recently approved Financial Forecast.

	Existing	Proposed		
	03/04	04/05	05/06	06/07
Runnymede Contribution	£139,947	£123,626	£130,863	£138,101
Total Cost to Districts	£2,096,712	£2,014,174	£2,132,086	£2,250,000
County Council Contribution	£353,735	£235,826	£117,914	0
Total Reimbursement	£2,450,447	£2,250,000	£2,250,000	£2,250,000

Figures for 2005/06 and 2006/07 will be subject to increases in accordance with the Retail Price Index.

- 3.4 The Council is not obliged to participate in the joint scheme and could chose to operate its own system of concessionary bus travel independently of the Surrey structures. The present arrangements do, however, offer significant advantages. These include the County Council's continued funding of central administrative and staffing costs, a strong collective negotiating position in respect to the bus operators, substantial economies of scale and a wide geographical coverage. A stand-alone scheme would jeopardise the ability for residents to travel at concessionary rates across the County. Officers, therefore, recommend that the Council enters into a new 3 year agreement with the County Council and the bus operators on the basis of the draft Heads of Terms.

OFFICERS' RECOMMENDATION that –

- i) the Council enter into a three year agreement with Surrey County Council for the provision of the Concessionary Bus Fares Scheme from 2004/05 on the basis of the draft Heads of Terms attached at Appendix 'I'; and**
- ii) the Director of Administration and Leisure be authorised to complete negotiations with respect to the details of the agreement.**

(TO RESOLVE)

Background Papers

E-mail and attachments from Surrey County Council dated 30 September 2003 (on DAL File 72.16.11)

15. FINANCIAL MONITORING STATEMENTS (DF)

Attached at Appendix 'J' are the Financial Monitoring Statements for both the Housing Services' and Community Services' budgets.

(FOR INFORMATION)

Background Papers

None

16. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraphs of Part I of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a)	<u>Exempt Information</u>	<u>Paras</u>
17.	ESSENTIAL REPAIRS	7 & 8
18.	STAFFING RESOURCES - PRIVATE SECTOR HOUSING AND HOUSING NEEDS	1
19.	77 WOODHAM LANE, NEW HAW	7 & 9
20.	LAND AT THE REAR OF 12 MAGNA ROAD, ENGLEFIELD GREEN	7
21.	VACANT AND UNFIT PROPERTIES (TO FOLLOW)	3 & 7
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	