



RUNNYMEDE BOROUGH COUNCIL

REVIEW BOARD

Thursday 15 April 2004, at 7.30 p.m.

in the Council Chamber,
at the Civic Offices, Addlestone

A G E N D A

Members of the Review Board

Councillors J.M. Edwards (Chairman), D.P. Easton (Vice-Chairman), A. Alderson, E.G. Barrett, J. Broadhead, Ms D.V. Clarke, J.E. Haas, Mrs V.A. Smallman and P.B. Tuley

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 Review Board 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 **Mr. J. Gurmin, Committee Section, Administration & Leisure Department, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425624). (E-mail: john.gurmin@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.

LIST OF MATTERS FOR CONSIDERATION

PART I

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PART II

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

- a) Exempt Information
(No reports to be considered under this heading)

- b) Confidential Information
(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO REVIEW BOARD MEMBERSHIP

The Labour Group has notified the Chief Executive Officer of its wish that Councillor E.G. Barrett replaces Councillor P.A. Greenwood as a Member of the Board until further notice. The Chief Executive Officer has given effect to this wish in accordance with Section 16(2) of the Local Government and Housing Act 1989.

Officers will also advise the Board of any changes to its membership which will apply for a fixed period ending on the day after the meeting.

2. MINUTES

To confirm and sign the Minutes of the Review Board meeting held on 11 February 2004.

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.

Members may wish to note Paragraph 11 of the Code of Conduct which reads as follows:-

Overview and Scrutiny

"11.(1) For the purposes of this Part, a Member must if he is involved in the consideration of a matter at a meeting of an Overview and Scrutiny Committee (Review Board) of the authority or a sub-committee of such a committee, regard himself as having a personal interest if that consideration relates to a decision made, or action taken, by another of the authority's -

- (a) committees or sub-committees; or
- (b) joint committees or joint sub-committees,

of which he may also be a Member.

(2) Such a Member must, if so advised by the Chairman of the Review Board, also regard the interest as prejudicial. If the Member involved is the Chairman, he or she must take and follow the advice of the Monitoring Officer.

(3) But sub-paragraph (1) above shall not apply if that Member attends that meeting for the purpose of answering questions or otherwise giving evidence relating to that decision or action."

5. ANNUAL REPORT OF OVERVIEW AND SCRUTINY FUNCTION (DAL)

1. Purpose of Report

1.1 **To report annually on the workings of the Overview and Scrutiny function as required under the Council's Constitution.**

2. Background Information and Report

2.1 Sub Paragraph 6.03 (d) of the Council's Constitution states:-

" (d) Annual Report Overview and Scrutiny Committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."

- 2.2.1 A brief draft Annual Report is therefore submitted for consideration at Appendix 'A' describing the workings of this Council's Overview and Scrutiny function from 1 April 2003 to 1 April 2004.
- 2.2.2 A number of the Council's existing practices concerning Overview and Scrutiny and the issues that the Board has considered over the last few years are highlighted in a report produced in March this year by the Centre For Public Scrutiny entitled 'Overview and Scrutiny Guidance For Fourth Option Councils' (2004), which is attached at Appendix 'B'. The matters relating to Runnymede in the Centre for Public Scrutiny report are summarised in Section B of the Board's draft Annual Report.

OFFICERS' RECOMMENDATION that -

the draft Annual Report at Appendix 'A', be submitted to Full Council, subject to any amendments and additions which the Board wishes to make.

(TO RECOMMEND)

Background Papers

None

6. REPORT ON OVERVIEW AND SCRUTINY BRIEFING FOR COUNCIL MEMBERS - 15 MARCH 2004 (DAL)

1. Purpose of Report

1.1 **To report on the Member Overview and Scrutiny Briefing held on 15 March 2004.**

2. Background Information and Report

- 2.1 On the evening of 15 March 2004, Members of the Council received a detailed briefing from Mark Palmer, Assistant Director, Learning and Development, of South East Employers, an organisation which represents the interests of local authority employers in the south east region, and provides services to Members and Officers of those authorities on, amongst other things, training and learning matters. 28 Members of the Council attended the training, which drew on the experience of other "fourth option" Councils, i.e. those which have not adopted the arrangement of having a separate Executive for their decision making.
- 2.2 A presentation was also received at the evening from Bob McLintock, Chief Executive and Town Clerk, Brentwood Borough Council. He outlined a Case Study showing how Overview and Scrutiny worked in Brentwood. There were clear similarities in approach to Overview and Scrutiny, when comparing Runnymede with Brentwood, which is also a "fourth option" or "alternative arrangements" authority.
- 2.3 A main theme to emerge was the desirability of looking at a few issues in depth.
- 2.4 The forms provided on the evening by South East Employers may be useful in assessing which reviews should be undertaken, how they might be tackled and how their effectiveness might be measured. Four of these forms are attached, namely Criteria For Considering The Operation and Effectiveness of Overview and Scrutiny (Appendix 'C'), Identifying Items For Review (Appendix 'D'), The Four Principles of Good Public Scrutiny (Appendix 'E'), and Scoping Proforma For In-Depth Reviews (Appendix 'F').
- 2.5 Members may wish to take this into account in deciding on the form and content of their work programme, which forms the next item on this Agenda.

(FOR CONSIDERATION)

Background Papers

None.

7. WORK PROGRAMME (DAL)
(Ref : Minutes of Review Board, December 2003, page 1140, para. 580)

1. **Purpose of Report**

1.1 **To consider the Board's Work Programme in the light of the Member training held on 15 March 2004.**

2. Background Information and Report

2.1 At its September 2003 meeting the Board agreed the following work programme for the remainder of 2003/04 and early cycles in 2004/05:-

- 5 Year Financial Forecast 2004/5 to 2008/9
- Leader's Position Statement
- Progress on Net Revenue Reduction Targets
- Rail Transport in the Borough (particular regard to stations as "gateways")
- Benefit Fraud – looking at Council Tax and Housing Benefit (after Best Value process completed)
- Annual Personnel Report
- Anti-Social Behaviour – effectiveness of multi-agency working
- Parks & Open Spaces – possible cost savings

2.2 The 5 Year Financial Forecast and the Leader's Position Statement have already been considered. The Board will be receiving periodic reports on progress made by Service Committees in meeting the Council's Net Revenue Reduction Targets. A report on Rail Transport in the Borough appears elsewhere on this Agenda.

2.3 At its meeting in December 2003, the Board agreed to receive a report on items considered over the last two years and whether they were completed or ongoing. The Board also agreed to aim to look at a few items in greater depth.

2.4 An analysis of the 49 items considered by the Board over the Municipal Years 2002/03 and 2003/04 (to date) shows that Enforcement of Planning Control – Progress Report appears most times (8), and that the future Work Programme for Overview and Scrutiny is the next most frequent item (4 times).

2.5 The items which have appeared twice consist of six general items - the Housing Strategy Statement, the Leader's Position Statement, Air Transport in the UK South East - Consultation, the Board's Annual Report, Rail Transport in Runnymede, and the Council's Ten Priority Indicators of Performance. Three financial items have also appeared twice - the Revenue Forecast and Target Budget or Financial Forecast, Capital Projects with a value of over £100,000 and Progress on Net Revenue Reduction Targets.

2.6 The following items have appeared once:-

Best Value (3)

Best Value Service Review Programme, Best Value Performance Indicators and the Best Value Performance Plan.

Financial (3)

Revenue Budget Increases/Financial Performance Against Budget, Budgetary Outturn and Budget Monitoring Statement.

IT (3)

IT Support – Initial Report, Proposed Formation of IT Scrutiny Panel and IT Issues.

Others (10)

Cultural Strategy – Progress Report, Extinguishment of Highways Agency, Human Resources and Development Strategy, Relationships with Partnership Organisations and Joint Working with Neighbouring Authorities, Car Parking in Addlestone, Review Board Training, General Satisfaction Survey Results, Communications Strategy, Anti-Social Behaviour - Information Report, Riversdell Close Fencing.

- 2.7 Most of the items listed above are ongoing. There are a few where the Board was given a specific, discrete task which has been completed and these are: -

Air Transport in the UK – South East – Consultation.
Extinguishment of Highways Agency.
Car Parking in Addlestone.
Review Board Training.
Riversdell Close – Fencing.

- 2.8 One of the main themes to emerge from the briefing evening held on 15 March 2004, referred to at item 6 on this Agenda, was that one of the key components of effective Overview and Scrutiny entailed looking at a few items in depth.

OFFICERS' RECOMMENDATION that –

the Board identify a smaller revised work programme consistent with best practice for Overview and Scrutiny.

(TO RESOLVE)

Background Papers

None

8. RAIL TRANSPORT PROVISION IN THE BOROUGH - PROGRESS REPORT (DTS)
(Ref: Minutes of Review Board, December 2003, page 1136, para. 572)

1. Purpose of Report

- 1.1 **To seek the views of the Board on proposals to enhance the existing provision of rail transport in the Borough.**
- 1.2 **The Board has received reports at its meetings on 10 April 2003 and 10 December 2003 setting out the issues that need to be considered to undertake a review of rail transport provision in the Borough. This report identifies current progress and opportunities for enhancing the quality of the local rail service.**

2. Background Information

- 2.1 The Board agreed at its meeting on 10 December 2003 to undertake a review of the rail services in the Borough that would: -

“..... address issues that were clearly in line with improving the quality of life and improved transportation, set out in the Leader’s Position Statement and Community Strategy. It could assist in tackling crime and disorder in compliance with the Community Safety Strategy and help boost trade and tourism in line with the Economic Strategy and Cultural Strategy. It would also complement work being undertaken by the Runnymede Business Partnership Travel Initiative”.

- 2.2 A scoping report was to be undertaken in accordance with the guidance set out in Appendix 'G' to this report. Several areas of progress have been achieved and opportunities for enhancement have been identified. These are now examined.

3. Policy and Technical Issues

Discussions with South West Trains

- 3.1 South West Trains are the local train operating company (TOC). They have recently received confirmation that their franchise has been extended to February 2007 with an option to extend for up to a further 5 years. Recent discussions with South West Trains have resulted in some positive action.

Passenger Safety

- 3.2 As part of the initiative to improve passenger safety and implement the Runnymede Community Safety Strategy work has been undertaken to establish the feasibility of linking the South West Trains Control Centre at Wimbledon with the Safer Runnymede Centre. This has been established as a practical possibility and orders have been placed with British Telecom for the fibre optic cable links. At the same time links which do not exist at present will be put in place between Addlestone and Chertsey Stations and the South West Trains Control Centre.
- 3.3 This work will be completed shortly and will enable 24-hour surveillance to be undertaken within the Safer Runnymede Centre in addition to the South West Trains Control Centre. This provides major advantages in that the cameras on the Stations effectively become integrated as a part of the town centre systems and the pictures can be relayed on to Surrey Police Incident Handling Centre. The improvement will apply to all railway stations in the Borough. At the same time improvements will be made to the camera installations to ensure they all provide evidential quality pictures.
- 3.4 This has been achieved with a matched funding partnership. The funding for the Runnymede contribution is derived from the Section 106 Agreement associated with the Aviator Park development in Addlestone together with Home Office funding. The total cost of the closed circuit television (CCTV) works is in the region of £50,000.
- 3.5 Security on the trains has also improved with highly visible travelling personnel now patrolling stations and trains. These "Travel Safe" Officers operate throughout the network to provide assistance to passengers.

Station Improvements

- 3.6 As part of the same discussions with South West Trains arrangements were made to install cycle shelters at Egham, Chertsey and Addlestone, in association with more general station improvements (improved signage, disabled access and refurbishment works at Addlestone Station). This has improved the station environment and encouraged people to cycle to local stations. (This is linked to new cycle shelter provision at Royal Holloway, Egham Sports Centre, Aviator Park, Runnymede Pleasure Grounds, The Hythe Centre and Runnymede Hotel). The total cost of the cycle shelters and other works at the stations and other locations is in the region of £92,000. Of this total, the Department for Transport provided £45,000, South West Trains funded £27,000, Royal Holloway £8,000 and £7,000 came from the Section 106 Agreement for Aviator Park (for the Addlestone Station work). The shelters at the leisure facilities were funded by this Council.

Service Enhancements

- 3.7 Following lengthy discussions with South West Trains on the timetabling of the services that operate on the Weybridge to Waterloo line (via Addlestone, Chertsey, Virginia Water, Egham and Staines) significant changes have taken place. Until recently the service from Addlestone and Chertsey to Waterloo required a change to be made at either Staines or Weybridge. This was a service that only operated hourly. However, as from September 2003, a half hour interval service was introduced to run direct from Addlestone and Chertsey (via Staines) to Waterloo without the need to change.
- 3.8 The changes set out above have not been fully promoted and the following is recommended:
- - 1. liaison take place with South West Trains to promote the changes both to the service and passenger facilities.
 - 2. the Runnymede Business Partnership become involved in promoting the local service changes to the wider business community; and

3. consideration be given to identifying the opportunities for 'branding' the local Weybridge-Staines line with associated marketing and possibly special ticketing arrangements.
- 3.9 In tandem with the issues set out in the preceding paragraphs, detailed consideration will be given to the issues set out in Appendix 'G'. Some of the matters that are separately being pursued are better signage and train information at stations, and integrating train and bus services. Others will involve consultation with a wider group of stakeholders.
4. Council Policy
- 4.1 See paragraph 2.1.
5. Resource Implications
- 5.1 The funding for the work undertaken to date has been received from a variety of sources, with some pump priming monies provided by the Council in the form of Section 106 allocations. Some of the next stage of work (better signage and integrating train and bus services) is being undertaken in consultation with Surrey County Council and drawing upon Local Transport Plan monies.
- 5.2 The longer term projects (on-station facilities, station lengths, signalling arrangements and passenger user surveys) will require the resource implications to be assessed and will be subject to a subsequent report to the Board.
6. Sustainability Indicators
- 6.1 The initiative is designed to encourage a greater use of the local rail network. The success of the project will be judged in terms of increased passengers and modal shift. Controlling the increase in car journeys will ease congestion on local roads and may help reduce air and noise pollution.
- 6.2 The sustainability indicators also take into account the social and economic implications of a project. These are fairly all embracing issues, but a service that offers reliability, safety and comfort brings with it advantages to the local residential and business communities.
7. Concluding Comments
- 7.1 The Review Board has set out an objective that seeks to enhance the quality of the local rail service in a way that recognises the specific needs of local users. Progress has been made across a range of issues since the Board considered this issue in December 2003 and opportunities exist for further progress involving the key stakeholders (South West Trains, Surrey County Council and the Runnymede Business Partnership). However, some work will need to be undertaken on a wider community survey. In the longer term significant capital investment will need to be made to secure improvement related to signalling, on-station facilities and station lengths (to accommodate eight carriage trains).

OFFICERS' RECOMMENDATION that -

- i) progress on enhancing the local rail service be noted;**
- ii) further discussion with stakeholders (South West Trains, Surrey County Council and Runnymede Business Partnership) and the local community, be endorsed; and**
- iii) Officers identify the opportunities for the longer term capital works required to improve the local rail infrastructure.**

(TO RESOLVE)

Background Papers

None.

9. PROGRESS REPORT ON ENFORCEMENT OF PLANNING CONTROL (DTS/DAL)

Attached at Appendix 'H' is the progress report on enforcement of planning control as at 19 March 2004.

(FOR INFORMATION)

10. EXCLUSION OF PRESS AND PUBLIC

If the Review Board is minded to consider the foregoing reports in private session, it is the

OFFICERS' RECOMMENDATION that -

where appropriate, the press and public be excluded from the meeting during the discussion of the 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 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) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)