

Runnymede Borough Council  
CORPORATE MANAGEMENT COMMITTEE

Thursday 4 November 2004, at 7.30 p.m.

in the Council Chamber  
at the Civic Offices, Addlestone



Members of the Committee

Councillors R.K. Habgood (Chairman), N. Thewlis (Vice-Chairman), J.R. Furey, Mrs L.M. Gillham, P.A. Greenwood, C.J. Norman, Ms. C.M. Simmons, P.B. Tuley, P.J. Waddell and G.B. Woodger

## AGENDA

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 **Mr. G. Marson, Administration and Leisure Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425625). (Email: gary.marson@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 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**

#### **Matters in respect of which reports have been made available for public inspection**

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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 COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign as a correct record the Minutes of the meeting of the Committee held on 30 September 2004, attached at Appendix 'A'. (To follow).

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. ANNUAL AUDIT LETTER (CEO)

(Ref: Minutes of Corporate Management Committee, December 2003, page 1106, para. 549)

The Annual Audit letter ( attached at Appendix 'B') is presented by the Audit Commission and reports upon various aspects of corporate governance, performance management and financial regulatory issues. Paul Chambers of the Audit Commission and the Audit Manager for Runnymede, Hassan Rohimun, will be present to introduce their report and answer questions from members of the Committee.

6. SERVICE PLAN 2004/05 - HALF YEARLY PERFORMANCE (CEO)

1. Purpose of Report

1.1 **The purpose of this report is to inform Members of the half yearly performance (April to September) in respect of the Corporate Management Service Plan for 2004/05.**

2. Background Information

2.1 In the Spring of 2003, the Council introduced a revised performance management framework to ensure the better use of information to improve services.

2.2 Each Committee has its own Service Plan which incorporates all of the Performance Indicators, indicators related to the Leader's Position Statement, Best Value Improvement Plans, local indicators and targets arising from the Community Strategy. Departments use this information as the basis of their service planning and improvement. The Corporate Management Committee receives quarterly updates on the progress of the Service Plan.

3. Report

3.1 Performance in the half year from April to September 2004 is set out at Appendix 'C', **(to follow)** together with details of timescales, potential barriers and any additional resource requirements as may be identified. Where corrective action is necessary it is noted accordingly.

4. Council Policy

4.1 Service Plans assist the Council to fulfill two of its strategic objectives:

- i) achieve quality services
- ii) achieve continuous improvement.

4.2 "We will further develop the Performance Management Framework, to build in continuous improvement to Service Plans, rationalise targets and further integrate into departmental management." (Leader's Position Statement 2004/05).

**(FOR INFORMATION)**

Background Papers

None.

7. PRIORITY INDICATORS OF PERFORMANCE 2004/05 - HALF YEARLY PROGRESS (CEO)  
(Ref: Minutes of Corporate Management Committee, 29 June 2004, page 75, para. 46)

1. **Purpose of Report**

1.1 **This report outlines the second quarter position for 2004/05 in the 10 priority indicators of service delivery performance that form the basis of more detailed scrutiny.**

2. Background Information

2.1 At the March 2003 Corporate Management Committee, Members received a report outlining new arrangements to improve the Council's performance management system. This was very much a continuing process to increase the efficiency, accountability and analysis of performance management information, and aid greater ownership of the Council's performance by staff and Members alike.

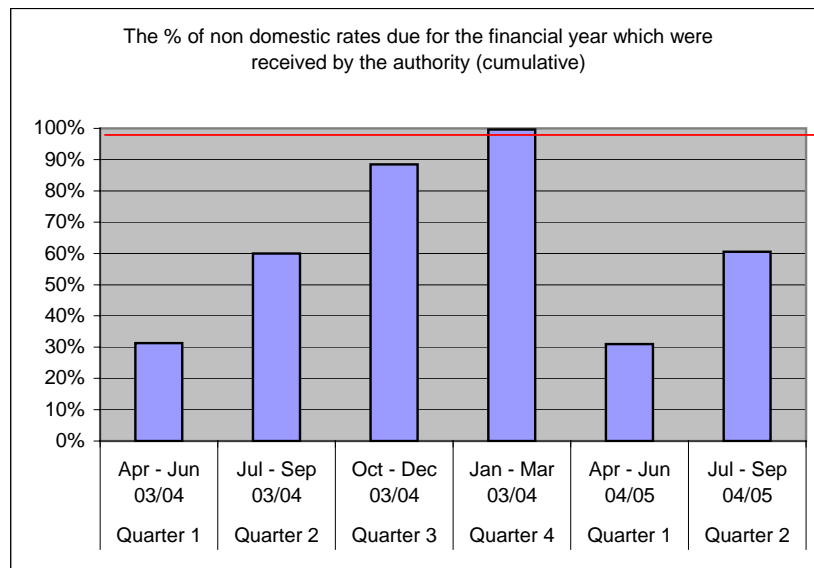
2.2 This already builds on a whole range of management information which consistently analyses the Council's performance across the range of services and puts in place recovery strategies where necessary. A number of government initiatives such as Best Value and CPA have added to the Council's current strict regime of target setting. Traditionally this has been achieved through the annual Leader's Position Statement and the setting of Aims and Targets which guide the day-to-day focus of its service priorities and new initiatives.

2.3 In recent years, the amount of performance management information collected, measured and monitored, has grown immensely. To ensure that sufficient focus is given to this, a series of Service Plans have been established which aim to collate all the performance management information in one place. This will assist in improving the efficiency of service areas and aid the management of information at Member and Officer level and provide a greater focus on the Council's main priorities. At the March 2003 Corporate Management Committee, Members set these measures into action.

2.4 The following sections outline the relative performance in these areas for the second quarter of 2004/05, comparing them with past performance. In each graph the horizontal line illustrates the target for that particular period.

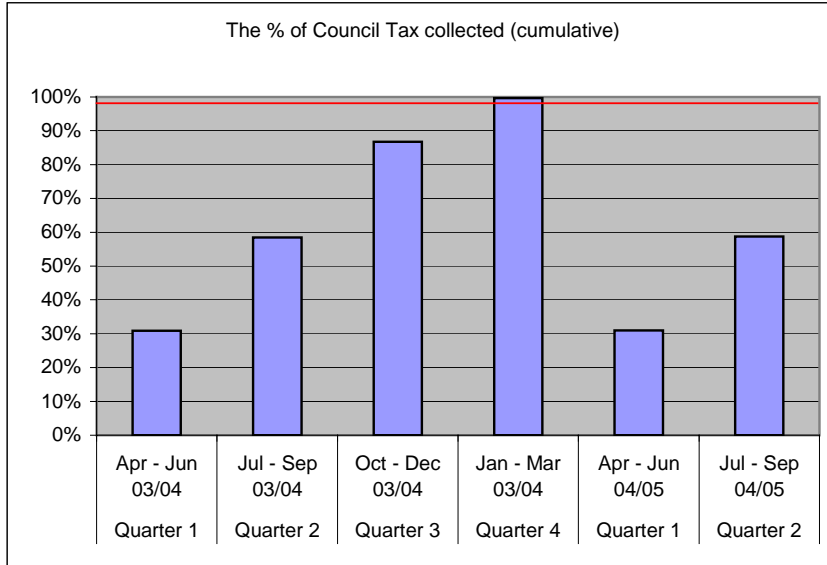
3. Performance Management

3.1 **Council Tax and Business Rate Collection**



3.1.1 The target collection for 2004/05 is 99%. Last year this was exceeded with a final collection figure of 99.6%. The percentage collected in the second quarter of 2004/05 is slightly up on the same period last year. Current performance is on course to achieve the target of 99% for the year.

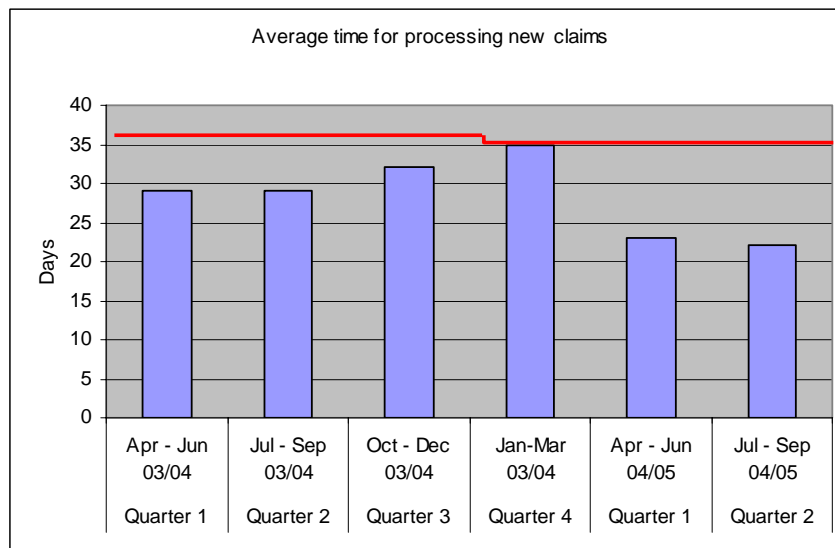
3.1.2 *No corrective action required.*



3.1.3 As the graph above illustrates, the percentage of Council Tax collected for the second quarter of 2004/05 is of similar levels to that of the same period for 2003/04 – being very slightly higher than the same period last year. The Council is on course to meet its collection performance target of 98% for the 2004/05 financial year.

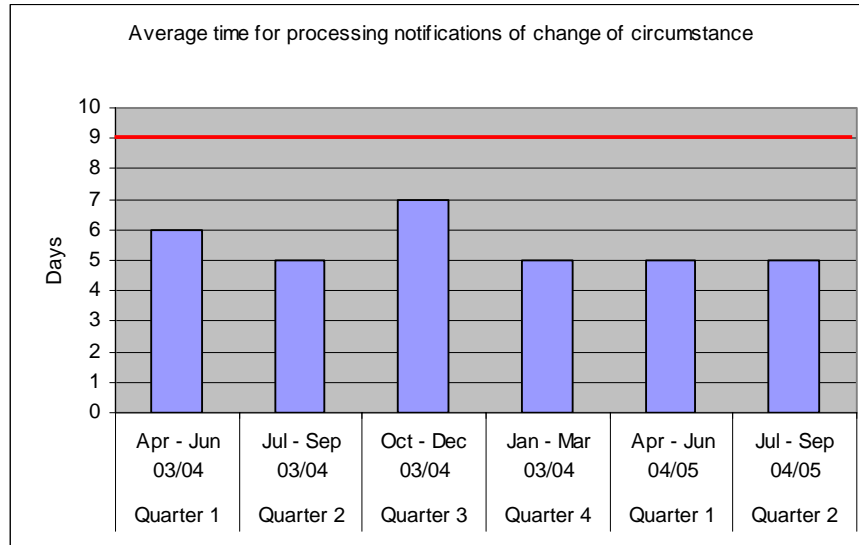
3.1.4 *No corrective action required.*

**3.2 Benefit Administration**



3.2.1 As the graph illustrates, there has been a dramatic improvement in performance over the first two quarters of 2004/05 compared to the same period in 2003/04. The time to process new claims stands at 22 days in the second quarter of 2004/05, compared to 29 days in the same period last year. The Council is on course to achieve its target of 35 days for the 2004/05 financial year.

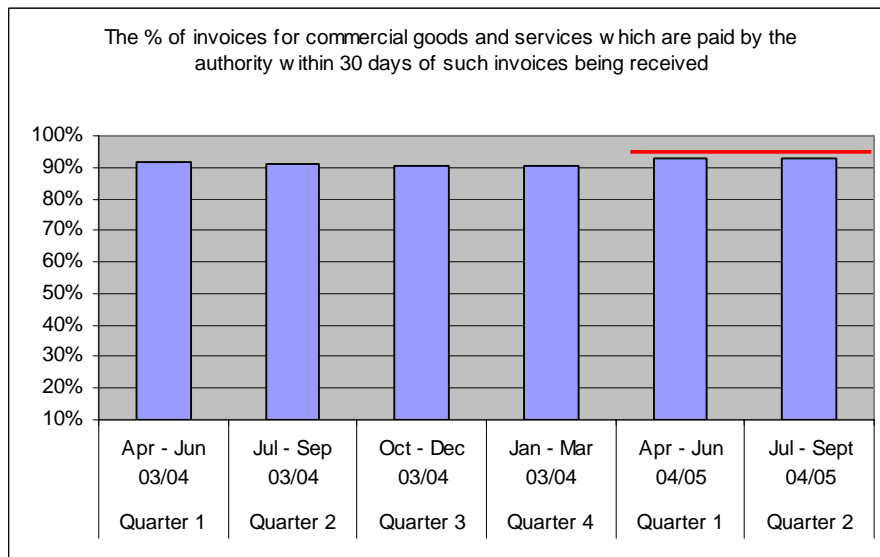
3.2.2 *No corrective actions are required at this stage.*



3.2.3 The improvement over the previous year in the time taken to process changes of circumstances was maintained in the last two quarters at five days and is within the nine day target.

3.2.4 *No corrective actions are required at this stage.*

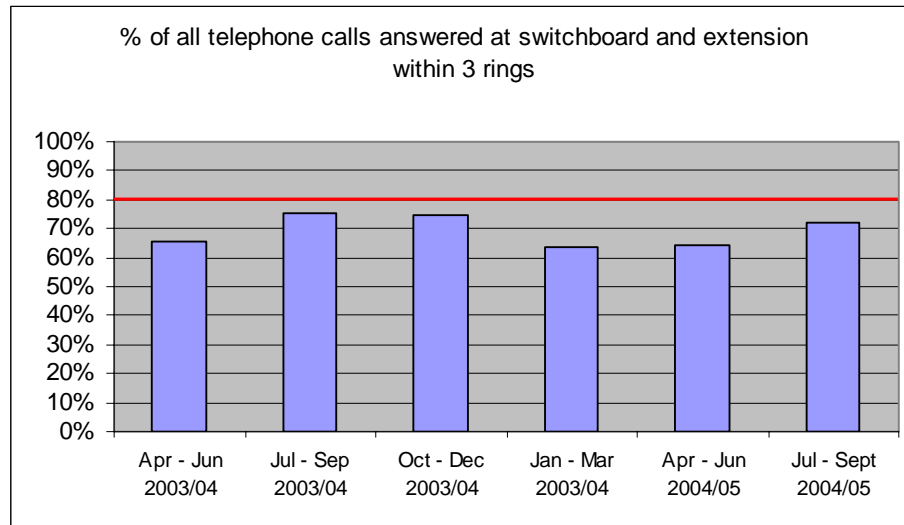
### 3.3 Payment of Invoices



3.3.1 The figures for the second quarter of 2004/05 have gone up compared with the same period last year and performance continues to be monitored. The Council has set itself a more challenging target this year of 95%. Where sections withhold payment for legitimate reasons

(e.g. goods or works not supplied) this needs to be notated when the invoices are passed for payment so that it is not recorded as a late payment.

### 3.4 Customer service



3.4.1 The percentage of calls answered within three rings has improved, although it has not yet returned to the 80% target. The difficulty may reflect a problem with workload and staff cover in various sections. Officers will continue to encourage the practice of diverting the telephone when staff are away from their desks for extended periods. Talks are in progress with the Housing and Finance Departments with a view to adding additional resources to switchboard/reception.

### 3.5 Progress on £1 million net revenue reductions

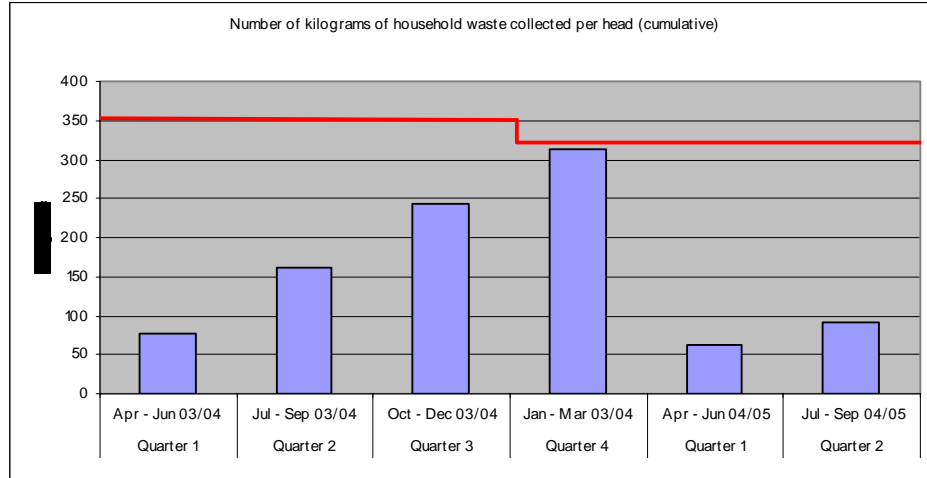
3.5.1 The Financial Forecast that was approved in October 2003 included savings of £650,000 towards the target of £1 million. This left a balance of £350,000 to find, to which £155,000 was added to offset the cost of new initiatives, making a total of £505,000. The savings target reported in the Financial Forecast in October 2004 has increased to £954,000, excluding additional savings which may be required to avoid capping in future. The revised savings target is, therefore, made up as follows:-

	£
Savings target required at Budget stage	505,000
Additional savings required to offset the cost of new commitments or future initiatives identified in the Forecast	802,000
Offset by further savings identified in the Forecast	-353,000
	954,000

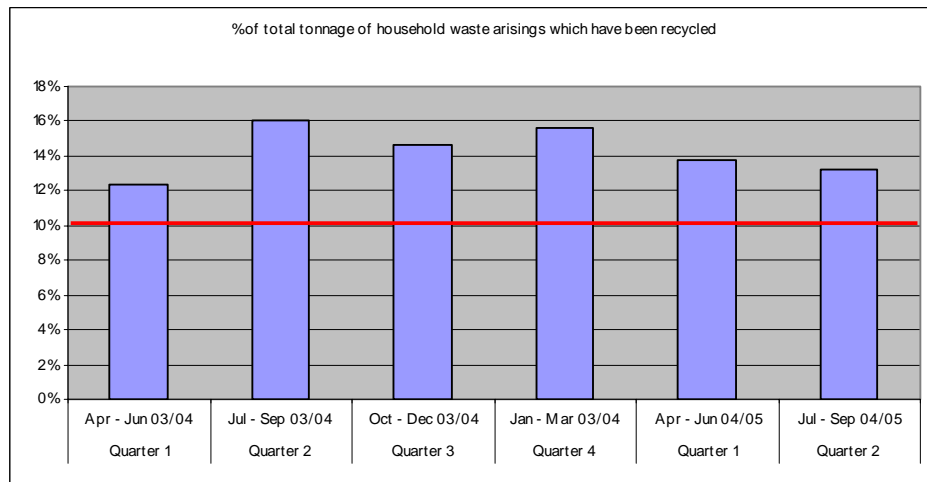
### 3.6 Progress on achieving 750 affordable housing units target

3.6.1 To date, 457 units have been provided against the 750 total. 20 units are under construction. A number of schemes are about to start on site, including Pooley Green Road, Egham, and Fox Lane North, Chertsey. There is still a need to find further opportunities and Officers are working on a number of different schemes.

### 3.7 Refuse collection and recycling performance



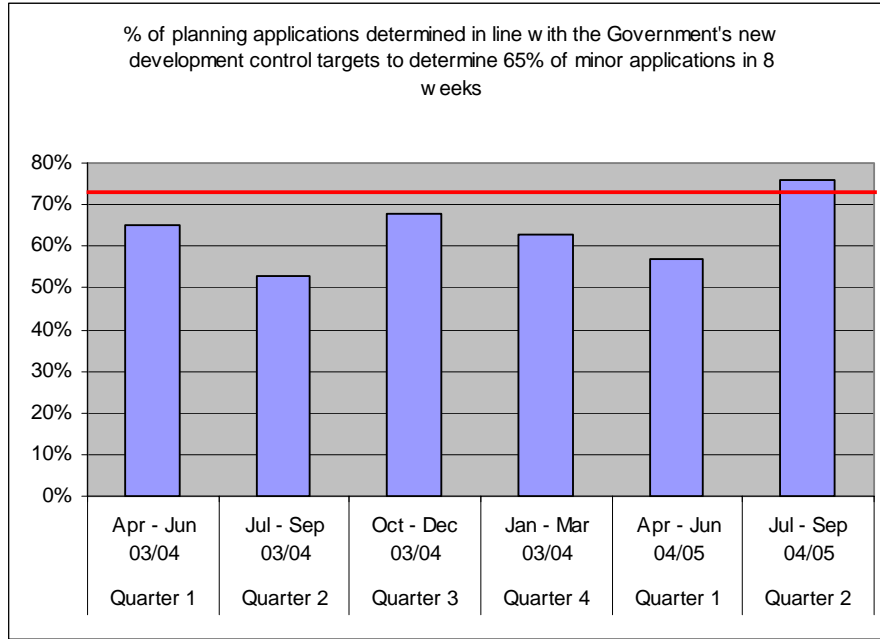
3.7.1 There is a reduction in the amount of waste collected. This reflects the success of the recycling initiative - refuse is now being collected that was normally placed in the wheelie bins for disposal in the landfill site.



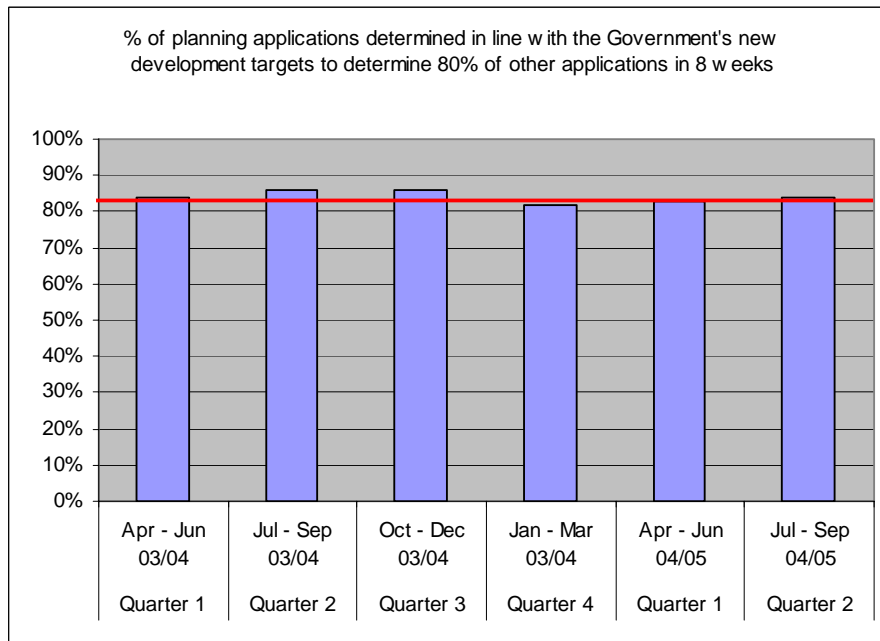
3.7.2 The figures for the second quarter have gone down slightly. Recycling tonnages have levelled off after the initial surge last year when the kerbside collection started. Tonnages also dipped over the summer as people were on holiday - when the children are off school, parents are less likely to put the blue boxes out for collection. However, 13.27% of total tonnage of household waste has been recycled, which is above the 10% target for 2004/05.

3.7.3 *Investigation is continuing into the collection of additional recyclables, including cardboard and plastics. Research work is continuing with Imperial College, London regarding composting and refuse weight reduction. Promotion of recycling and public education continue to be key elements in the strategy to increase recycling rates. Flexibility in the future refuse collection arrangements may be a key element in introducing new recycling initiatives in the medium term.*

3.8 **Determination of planning applications within 8 weeks.**



3.8.1 As the graph illustrates, there has been an improvement in the percentage of planning applications determined within 8 weeks in the second quarter of 2004/05. The Council has met its target of 75% this quarter.



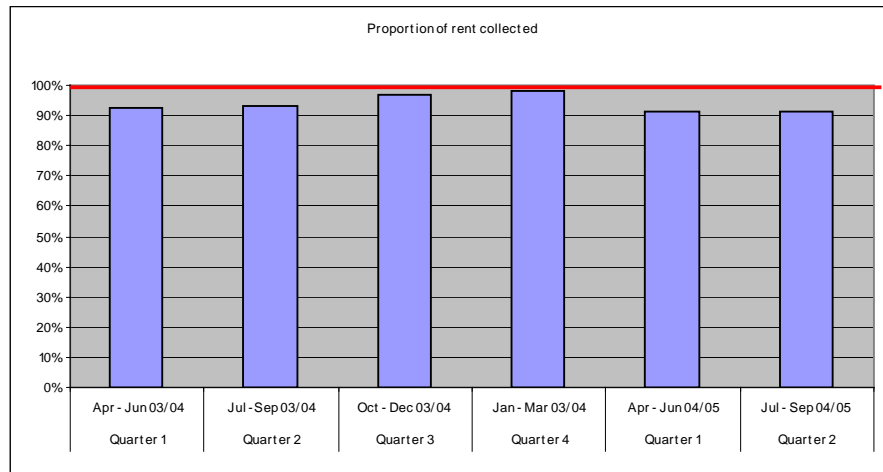
3.8.2 Targets have been met in this area.

3.8.3 *No corrective action is needed at present, although the work continues to be closely monitored.*

### 3.9 Progress towards achieving 'decent homes' standard

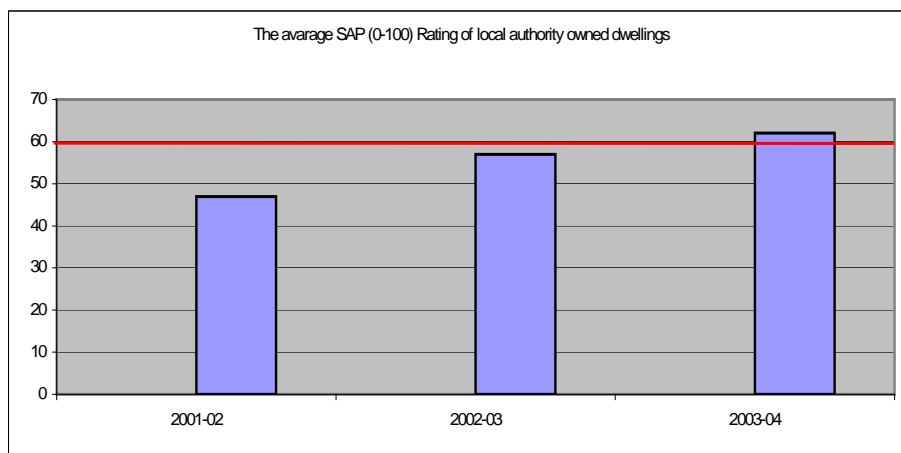
3.9.1 During 2003/04 the number of properties that failed the Decent Homes Standard reduced from 607 to 482 (a reduction of 20.5%), which falls into the best quartile performance on a national basis. A new target to reduce the number by 20% was set for 2004/05. To date, a further 93 properties now meet the Decent Homes Standard, which equates to a reduction of over 19%. Ongoing programmes of improvement will continue to reduce the number of non-decent homes, and by the end of the year the Council will have significantly exceeded its target.

### 3.10 Efficient landlord measures



3.10.1 As the graph illustrates, figures are similar to the same period last year and will increase over the quarters.

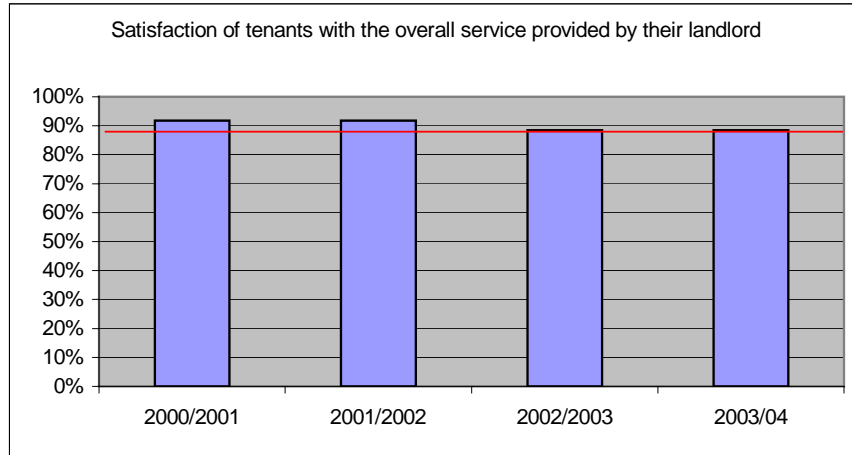
3.10.2 It is proving more difficult to get people to pay and the courts appear to be taking a more lenient stand with tenants in arrears. Last year the Council had a member of the rent arrears recovery team on long term sick leave for the best part of a year and although there were a series of temporary staff covering her work it is not the same as a trained, full time member of staff. However, in the last couple of weeks rent recovery figures are improving.



3.10.3 This is an annual figure so a quarterly update cannot be obtained. The Standard Assessment Procedure (SAP) rating is on a 1-100 scale and rates a dwelling's energy efficiency where 1 is highly inefficient and 100 highly efficient. The rating therefore takes into account the house's condition, potential for heat loss and the performance of the heating system. It is based on a complex survey.

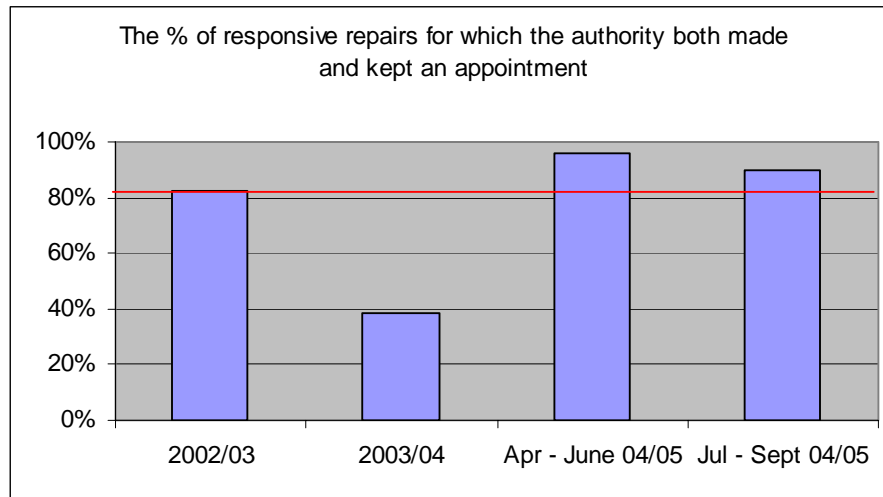
3.10.4 As a result of the Council's programme of insulation, installation and upgrading of central heating, the SAP rating increases steadily year on year. Targets have been set for further improvements in SAP ratings for the next 2/3 years. The current performance is in the top half nationally.

3.10.5 *No further corrective action is required at this time.*



3.10.6 Overall satisfaction with the service is high. A questionnaire is sent out every three years to establish satisfaction levels. The survey was last dispatched in 2003, so is not due again until 2006.

3.10.7 *No corrective action is required at this stage.*



3.10.8 The figures have risen considerably in the first two quarters of 2004/05.

3.10.9 The percentage of the appointments reported as having been made and kept was 38.7% over the year for 2003/04. This figure was due to the problems associated with the implementation of the appointments system within SX3 (the housing management system) which was not completed until October 2003. In the last two quarters of 2003/04, following implementation of the system, performance improved to 60%, reaching 74.4% in March. Further improvements have been recorded in the first two quarters of 2004/05.



3.10.10 During 2003/4 it took an average of 23 days to let a property and this performance is better than for the previous year. Further analysis of the performance shows that the average was 20 days (within the target) for non sheltered units and 30 days for sheltered units.

3.10.11 *The slower performance on sheltered housing units will be considered during the forthcoming Best Value Review of this service.*

#### 4. Conclusions

4.1 As can be seen in the graphs and supporting information, the Council has set itself rigorous targets which are very challenging and set a course to achieve consistent improvements in its service delivery.

4.2 The general picture is of improved performance in comparison to the targets which had been set for 2004/05. However, there are a small number of areas where there is a slight underperformance and these will need to be addressed over the coming weeks.

#### **THE COMMITTEE IS ASKED TO -**

**indicate whether it is content with the progress and where appropriate, the proposed corrective action.**

#### **(TO RESOLVE)**

#### Background Papers

None stated.

#### 8. BEST VALUE PERFORMANCE INDICATORS 2004/05 - QUARTERLY PROGRESS (CEO)

1. The purpose of this report is to update the Committee on progress against the Best Value Performance Indicators for the period July to September 2004, summarised at Appendix 'D'.

2. Overall, performance is very positive. There has been some good progress in a number of areas, a sample of which are shown below:

BV185 The percentage of responsive (but not emergency) repairs during 2004/05, for which the authority both made and kept appointments has improved dramatically. The figure for the quarter is 90.1%, compared to the outturn figure in 2003/04 of 38.7% and is well within the target of 80%.

BV82a The percentage total tonnage of household waste which has been recycled is well within target due to the success of the recycling initiative.

BV109b & c There have been dramatic improvements in the percentage of planning applications determined in line with the Government's new development control target timescales this quarter. Targets are being met.

The Community Safety Indicators are all performing well and reflect the success of the Safer Runnymede Partnership and Community Safety Strategy together with a high level of operational commitment by the Police Borough Inspector and her team.

**(FOR INFORMATION)**

Background Papers

None stated

9. SOCIAL, ENVIRONMENTAL AND ECONOMIC TRENDS - QUALITY OF LIFE REPORT AND SUSTAINABILITY APPRAISAL (DTS)

(Ref: Minutes of Corporate Management Committee, July 2004, page 157, para. 109)

1. Purpose of Report

1.1 **The purpose of this report is to seek the Committee's endorsement of a study of social, environmental and economic trends in Runnymede. The report provides a baseline of data that sets the framework for considering quality of life issues and developing the sustainable communities concept in the Borough.**

2. Background Information

2.1 The Committee received a report at its meeting in July 2004 setting out details of social and economic trends in Runnymede. As part of the consideration of such matters the Committee resolved that the mechanism for developing a policy approach on sustainable communities in the Borough be approved. The remainder of this report considers how such matters can be developed in a corporate policy context.

2.2 The quality of life of those who live or work in, and visit the Borough is influenced by international, national and local social, economic and environmental trends. This is illustrated by reference to just a few simple examples :-

i) at one extreme changes being experienced in the World's weather system are mirrored locally and the Committee will recall that within the space of six months in 2003 the Borough experienced the worst floods since 1947 and was subjected to the hottest and driest August since records began.

ii) many major companies in the Borough are part of a global economy, with some headquarter buildings servicing and forming part of a world wide network of businesses; and

iii) the opportunities for travel as either part of the daily commute, the holiday abroad or world wide business trips have increased accessibility both locally and wider afield.

2.3 The implications of these trends are to be viewed in the context of the Government policy objective of achieving sustainable communities that consider the impact of current actions and use of resources upon future generations. The ability to measure these trends and make judgements on their future impact forms the basis of an emerging study by Officers. The study comprises a series of statements on Economic, Social and Environmental Trends in the Borough and referred to as the Runnymede State Reports 2004 (RSR).

2.4 The RSR provides a 2004 baseline position on a series of economic, social and environmental trends. This will enable the Borough Council to consider if the provision of services, etc., for those who live, work in, or visit the Borough has a negative, positive or neutral impact on a particular indicator. Ideally the service provision should make a positive contribution and thereby improve the quality of life of those who live, work in, or visit the Borough. However, there will inevitably be situations whereby service provision or policy decisions have a negative impact in one area but a positive impact in another. This is an informed decision that the Council will make on balance and reflect how quality of life matters are assessed at the local level.

2.5 The key part of this process is that it is the Council, in consultation with the local community, which will develop the approach to the quality of life. Indeed this is an integral part of the new Local Development Framework and consultation is currently taking place to involve the local community in developing sustainable communities for the period to 2016/2026. The concept also underpins the development of the Community Strategy for Runnymede, and develops some of the issues identified for improvement by the Comprehensive Performance Assessment for preparing a long term strategy.

2.6 The RSR will be subject to regular monitoring and an Annual Report (AR) will be prepared to consider progress on the various issues.

### 3. Council Policy

3.1 The RSR covers a wide range of topics and deals with many issues that underpin service provision in the Borough. They are presented in a factual way to set the 2004 benchmark against which future trends will be measured. The type of issues covered, inter alia, include:-

#### Environment

- level of air quality;
- traffic congestion and traffic noise;
- flooding and flood risk assessment;
- landscape quality and natural environment;
- impact of mineral extraction and restoration;
- water quality;
- biodiversity;
- contaminated land

#### Social

- condition of housing;
- meeting housing targets;
- the built environment;
- health issues;
- educational attainment and literary skills;
- crime data;
- car ownership;
- open space and recreation.

#### Economic

- assessment of job opportunities and rates of employment;
- new commercial development;
- impact of tourism and leisure;
- agricultural influence;
- investment in economic infrastructure;
- transportation.

3.2 An executive summary of the RSR is attached at Appendix 'E'. The draft RSR is available for viewing on the Members' Website. The final version of the RSR will be made available on line and in hard copy.

3.3 In a year when the results of the Comprehensive Performance Assessment (CPA) by the Audit Commission rated Runnymede Borough Council as 'excellent', the RSR, and any review of policy influenced by it, will help to maintain and improve service delivery in a sustainable manner. The CPA process emphasises the need to continually improve, and establishing benchmarks to measure progress will assist with this process. The RSR will provide a mechanism that enables the Council to focus on the CPA target for improvements and the links between Council priorities and those of the residents, by establishing a framework for performance measurement.

- 3.4 The next generation of CPA, effective from 2007, will emphasise the need to measure progress on reaching community needs within the shared priority domains. This will be separated into 'achievement', where there is evidence that the activity of the Authority and its partners has demonstrably improved the quality of life for local people and 'investment' where work is in progress but has not yet delivered such real and measurable improvement.
- 3.5 There are areas of service provision identified in the RSR 2004 that are not the direct responsibility of the Borough Council (e.g. education) but it is anticipated that Runnymede will work with service providers (e.g. Surrey County Council, the Education Authority) to consider the issues involved.
4. Planning and Technical Considerations
- 4.1 The RSR will underpin the Sustainability Appraisal and Strategic Environmental Assessment required by statute to be undertaken as part of the Local Development Framework (LDF).
- 4.2 Under the Planning and Compulsory Purchase Act 2004, a Sustainability Appraisal is mandatory for Regional Spatial Strategies, Development Plan Documents and Supplementary Planning Documents. The Sustainability Appraisal is designed to help the Council to fulfil the objective of contributing to the achievement of sustainable development in preparing the LDF.
- 4.3 When preparing the LDF, the Council must also conduct an environmental assessment in accordance with the requirements of European Directive 2001/42/EC on the 'assessment of the effects of certain plans and programmes on the environment' (the 'strategic environmental assessment' or SEA Directive). The requirement to carry out a Sustainability Appraisal and a Strategic Environmental Assessment are distinct. However, it is possible to satisfy both through a single appraisal process and the RSR is designed to enable both requirements to be met.
5. Environmental and Sustainability Issues
- 5.1 The issues set out in the RSR will help provide a context for developing and monitoring the sustainable communities concept in the Borough. The RSR will be updated annually but individual issues will be examined throughout the year as data is assembled. The most recent data will appear in the on line version.
- 5.2 This item and future reports will be considered by the Corporate Management Committee rather than individual Service Committees to enable an independent audit and monitoring to take place on a corporate basis.
6. Legal Implications
- 6.1 The adoption of the RSR will enable the Council to satisfy the requirement of the Planning and Compulsory Purchase Act 2004 and the EU Directive 2001/42/EC in respect of Sustainability Appraisals and Strategic Environmental Assessment.
7. Resource Implications
- 7.1 The work on the RSR will be undertaken by the Planning Policy and Implementation Section.
8. Other Issues
- 8.1 The RSR will form a baseline document for many areas of service provision and policy development. Appropriate references will need to be incorporated in service and policy development to enable their impact to be assessed.
9. Conclusion
- 9.1 The Government wishes to encourage the concept of sustainable communities as a mechanism for measuring enhancements to the quality of life. To achieve this policy approach the Government is encouraging Councils to identify key indicators of local social, economic and environmental trends to enable a baseline position for future progress to be established. Service provision and policy development will then be judged against the

baseline to identify if positive improvements to the quality of life can be achieved for those who live or work in, and visit the Borough.

- 9.2 The RSR has been assembled to enable the Council to meet its requirements for preparing the LDF. However, the RSR has much wider implications for the provision of Council services and such matters will be considered upon the annual monitor of the RSR.

**OFFICERS' RECOMMENDATION that -**

- i) the draft Runnymede State Report 2004 be approved to provide the background for undertaking a Sustainability Appraisal and Strategic Environmental Assessment of the Local Development Framework; and**
- ii) the 2004 baseline position established for the social, economic and environmental indicators be used to measure progress on the quality of life when Council service provision and policy initiatives are being considered.**

**(TO RESOLVE)**

Background Papers

Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks Consultation - 2004 ODPM.

10. REGIONAL SPATIAL STRATEGY (DTS)

1. Purpose of Report

- 1.1 **The purpose of this report is to receive a summary of the change to the Planning Framework as it relates to the development of strategic planning policy.**

2. Background Information

- 2.1 The Planning and Compulsory Purchase Act 2004 changed the planning framework for the development of planning policy. Not only was the emphasis shifted from land use to spatial planning (social, environmental and economic issues), but the delivery mechanisms were revised. The old Regional Planning Guidance and Structure Plan have been replaced by the Regional Spatial Strategy and the Local Plan is replaced by the Local Development Framework.
- 2.2 Members have received a number of reports on the Local Development Framework (LDF) and will be aware that the first stage of consultation on the issues to be considered as part of the local spatial planning framework were subject to consultation from 6 September to 17 October 2004. The LDF is undertaken by the Borough Council.
- 2.3 The Regional Spatial Strategy (RSS) is being developed for the period to 2026 by the South East England Regional Assembly (SEERA) in conjunction with the major stakeholders. The preparation of the RSS commenced in late 2003 and has continued at a rapid pace since that time. The work on the RSS has been complemented by policy development at the sub-regional level. Originally there were 10 sub-regional policy areas (SRPA), and Runnymede was included in the Western Corridor and London Fringe Study groupings. The early emphasis of the SRPA was upon identifying if the sub-regional areas had sufficient identity to be considered as distinct policy areas in the Regional Framework document. Members and Officers were involved in the early phase of work.
- 2.4 The conclusion of the first phase of work (following consultation) was that the SRPA should be refined. For Runnymede this meant that the Borough would only sit in one study area - the London Fringe. The London Fringe SRPA was recently renamed The Central Arc (CA). In August 2004 SEERA commissioned the Principal Authorities within the region to prepare nine draft sub-regional strategies as required under the new Planning and Compulsory Purchase Act 2004. Surrey County Council was asked to lead on the preparation of the CA.

2.5 The CA comprises the whole of Spelthorne, Runnymede, Woking, Elmbridge and Epsom and Ewell and parts of Surrey Heath, Guildford, Mole Valley, Reigate & Banstead and Tandridge. Part of Sevenoaks (Kent) is also within the study area.

### 3. Planning and Technical Issues

3.1 The timetable for the preparation of the RSS is as follows :-

1. Approve RSS for Consultation - November 2004
2. Consultation on RSS (including regional and County housing figures, but not to district level) - January-April 2005
3. Submit RSS to Secretary of State - July 2005
4. Consultation on District Housing Figures - October 2005
- 5/6 Public Examination/Approval of RSS - May-December 2006

3.2 Work on the CA has been undertaken by Surrey County Council, with some input from District Members and Officers. The draft strategies for the SRPA were agreed by 25 October for submission to SEERA. These will then be incorporated into the draft RSS to be considered by SEERA on 29 November 2004. These documents will then be considered as part of the consultation on the draft strategy from January-April 2005.

#### Policy and Technical Issues

3.3 As part of the work on the RSS and the SRPA a number of policy and technical issues have been considered. A summary of the main issues is set out below :-

- Housing Distribution
- Economic Growth/Tourism
- Transportation
- Quality of Life
- Natural Resource Management
- Social, Cultural and Health
- Waste, Mineral and Energy Management

#### Housing Issues

3.4 The distribution of housing throughout the region is a subject that will be the focus of much attention. The policy approach is to identify, as part of the draft strategy, a regional and County distribution for consideration over the January-April period 2005. Following the consultation in this period a distribution based on district allocation will be made in the autumn of 2005.

3.5 Closely aligned to housing growth is the link to economic development and transportation issues. The draft strategy will explore the links between these issues and invite comments on the options for achieving sustainable growth. There are a considerable number of technical issues that need to be examined over a fairly short space of time. This item does not attempt to consider these issues, but is designed to outline the new planning process.

### 4. Council Policy

4.1 The Council will be invited formally to comment on the draft RSS over the period January-April 2005, and then again in the autumn period on the distribution of housing for the period to 2026 on a district basis. It is understood that the Regional Spatial Strategy will be approved by the Secretary of State by the end of 2006, following an earlier formal Public Examination in March 2006.

4.2 The RSS will set the context for the LDF. Currently Regional Planning Guidance Note 9 and Surrey Structure are 'saved' for the purposes of setting the strategic framework for the preparation of the LDF. However, there will be a transition period as the RSS becomes a material planning consideration and thereby adjusts the timescale from the period 2001-2016

to 2001-2026. This has implications for a number of issues, not least the number of new houses that need to be provided for the extended period.

- 4.3 Whilst the current LDF consultation is only looking to the period to 2016, with a defined housing allocation, consideration will need to be given over the next year or so to the requirement for the period to 2026.
- 4.4 The importance for corporate policy is that in setting the spatial planning framework for the period to 2026 a number of issues will need to be considered. The link with the Community Strategy is fundamental in that the LDF is formally regarded as the spatial expression of the community strategy. The LDF will also set the context for development proposals and the economic, social and environmental impact. This has implications for a whole range of corporate policy issues and will become an integral part of corporate policy development.
- 4.5 As part of the Leader's Position Statement 2004-05 the Corporate Management Committee identifies as one of its key roles :-

*"Work to achieve quality service, improvement in the quality of life of residents, economic prosperity and continuous improvement."*

This links together a number of social, economic and environmental objectives that will be considered as part of the new planning framework.

## 5. Legal Issues

- 5.1 The Planning and Compulsory Purchase Act 2004 sets the context for the new planning framework. The RSS will set the strategic context for the development of the LDF. The Council will have a formal opportunity to comment on the RSS at the appropriate stages.

## 6. Environmental Issues

- 6.1 The RSS will consider the relationship of spatial planning and the quality of life issues. These quality of life matters include reference to social, economic and environmental considerations.

## 7. Conclusions

- 7.1 A new planning framework was introduced by the Planning and Compulsory Purchase Act 2004. The Government Orders for several aspects of the new planning framework came into effect in September 2004. However, in view of the short timescale for adopting the RSS a considerable amount of preparatory work has been already been undertaken. Consultation on the draft RSS will commence in January 2005.
- 7.2 The RSS will set the strategic framework for the LDF and require consideration to be given to policy development over the period to 2026. The new spatial framework will have wide ranging implications for corporate policy development as it will consider the social, economic and environmental impact of development both by the Council and other bodies. It will require extensive stakeholder involvement by service providers who operate in the Borough.

### **OFFICERS' RECOMMENDATION that -**

**the Service Committees be kept advised of the consultation on the draft Regional Spatial Strategy and, in particular, the implications for service delivery and corporate policy development.**

### **(TO RESOLVE)**

#### Background Papers

South East Plan - The Spring Debate 'Spring 2004'  
SEERA Plenary Session - 21st July 2004

11. APPOINTMENTS TO OUTSIDE BODIES

The previous meeting of the Committee, on 30 September 2004, deferred a suggestion for a Community Governor to the Englefield Green Infant School (4 year term) in order to allow for further discussion amongst the political groups.

**THE COMMITTEE IS ASKED TO -**

**suggest a Community Governor to the Englefield Green Infant School.**

**(TO RESOLVE)**

Background Papers

None.

12. CIVIC OFFICES REPROVISION – APPOINTMENT OF ARCHITECT AND QUANTITY SURVEYOR (CEO)

(Ref: Minutes of Economic Development Committee, September 2004 page 243, para. 181)

1. Purpose of Report

1.1 **The purpose of this report is to advise Members on the outcome of the interviews relating to the appointment of an Architectural Project Manager and Quantity Surveyors for the reprovision of the Civic Offices, and to seek authority to confirm the recommendations of the Member Working Group thereon.**

1.2 This matter is the responsibility of the Economic Development Committee, but the Chairman of that Committee has agreed to its being considered here in view of the need to make a decision in reasonable time after the interviews and thereby adhere to a tight project programme.

2. Background Information

2.1 In May 2004 the Economic Development Committee revisited the options originally reported in July 2000 for the reprovision or refurbishment of the Civic Offices. Members reaffirmed the preferred option of July 2000, namely the provision of new offices by phased redevelopment of the existing site. The Committee also agreed that consultants should be engaged to advise on optimum working patterns, workflow, co-location and other matters necessary to inform the project managers brief (the Corporate Management Committee subsequently approved the necessary supplementary estimate of £30,000). The Committee also requested a further report with a view to authorising the appointment of a project manager and other consultants, and a review of the capital programme provision.

3. Report

3.1 At the September 2004 meeting of this Committee, Members approved a capital estimate of £1.25m for the professional and associated fees required to carry forward the detailed design and costings for the Civic Offices Reprovision Project. Following a notice in the Official Journal of the European Communities (OJEC) three architectural practices were shortlisted and interviewed by the cross party Member Working Group with a view to appointment of the architectural project manager by the end of October. Of the three practices interviewed, Members felt that two should be re-interviewed as there was little to differentiate them. Both practices made a one hour presentation and were interviewed again on 21 October. After detailed deliberation Members decided on recommending Fielden Clegg Bradley as the Architectural Project Manager. The practice was favoured for its proven track record in the key architectural input to the project.

3.2 Quantity Surveyors

3.2.1 As previously reported, a Notice had also been placed in the OJEC inviting Chartered Quantity Surveying practices with relevant experience to register their interest in the project. 39 practices expressed an interest and 15 returned Pre-Qualification Questionnaires. A panel of three Officers met to evaluate and weight the returns (a copy of the score sheet is attached at Exempt Appendix '1'). Four practices are currently being checked for financial

stability and authority is sought to make an appointment upon the conclusion of the evaluation exercise.

4. Resource Implications

- 4.1 A budget of £1.25m has previously been agreed at the September Corporate Management Committee. The appointment of an architectural project manager will account for part of this and Officers will negotiate fees for all advisers in such a manner as should remain within the provision.

5. Council Policy

- 5.1 The Civic Offices site and adjoining lands have been recognised as being one of the three major strategic sites in Addlestone that should be brought forward for development as part of the Action Addlestone initiative. At the other two sites GEC Marconi (now Aviator Business Park) and the former Co-op site (now the Tesco store) have either been completed or part developed.

**OFFICERS' RECOMMENDATION that –**

- i) Fielden Clegg Bradley be appointed as Architectural Project Manager for the reprovision of the Civic Offices; and**
- ii) the Chief Executive Officer be authorised to appoint a Quantity Surveyor for the project upon the conclusion of the evaluation exercise.**

**(TO RESOLVE)**

Background Papers

CEO's Civic Offices File (excluding exempt material)

13. EXCLUSION OF PRESS AND PUBLIC

**OFFICERS' RECOMMENDATION that -**

**where appropriate the press and public be excluded from the meeting during discussion of the report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report 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) **Exempt Information** **Paras**

(No reports to be considered under this heading)

b) **Confidential Information**

(No reports to be considered under this heading)