

Runnymede Borough Council
LEISURE AND ENVIRONMENT COMMITTEE

Thursday 19 June 2003 at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors C.J. Norman (Chairman), Mrs. C.Y. Jones (Vice-Chairman), Mrs P.I. Broadhead, A.G. Collins, A.J. Davis, Mrs. C.E. Gant, Mrs. S.E. Jacobs, A.M. Moore, R.J. Ray and B.J. Relph.

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 C. Pinnock, Department of Administration and Leisure, Civic Offices, Station Road, Addlestone. (Tel. 01932 425627). (Email: clare.pinnock@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.

COMMITTEE SECTION



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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 COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meetings of the Committee held on 20 March, and 15 May 2003. The latter are attached at Appendix 'A'.

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. AIMS AND TARGETS - 2002/2003 - OUTTURN REPORTS

The progress reports on the Aims and Targets set for Leisure Services, Environmental Services and Safer Runnymede in the period 1 April 2002 to 31 March 2003 are attached at Appendices 'B', 'C' and 'D' respectively.

(FOR INFORMATION)

Background Papers

None.

6. SAFER RUNNYMEDE ANNUAL REPORT

Attached at Appendix 'E' is the Annual Report prepared by the Community Safety Manager on the operations and activities of the Safer Runnymede Centre, in particular CCTV, as required by the relevant Code of Practice.

The Community Safety Manager compiles a wealth of statistical management information throughout the year and this can be made available to Members as and when required.

(FOR INFORMATION)

Background Papers

None

7. SPEED REDUCTION PROJECT (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to update Members on the progress of the Speed Reduction Project.**

2. Report

2.1 This project now has four distinct elements. These being:

- mobile speed camera
- interactive signs
- speed indicating trailer
- warning signs

This is a short interim report on their progress.

- 2.2 The mobile speed camera continues to be deployed at approved sites across the Borough. The new Surrey Police Officer allocated to this task is working closely with Safer Runnymede and produces statistics relating to his activity at the various sites. The implementation of the other elements of the project has allowed the Officer to give greater attention to the sites visited.
- 2.3 In the first full three months of the project from 43 site visits made, the aforementioned Officer warned 397 motorists; of these 208 were given conditional offers and 2 received fixed penalty notices.
- 2.4 The mobile speed camera has been in constant use for over six years and a replacement camera will be purchased during the year from within the current budget.
- 2.5 The interactive signs are having a significant impact on the speed of traffic. The Transport Research Laboratory (TRL) who are completing the independent evaluation are confident that there will be a significant reduction in accidents in the area where they have been installed. Although only positive comments have been received from members of the public, a postal survey is being undertaken by TRL where the signs are located.
- 2.6 It is intended that a final report on the interactive signs will be published in September 2003.
- 2.7 A number of other areas across the County are considering a similar scheme without waiting for the results of the full evaluation. TRL have kept the Department of Transport informed as they are watching the project with interest. The results will add to the knowledge base held by that Department on the impact of various measures.
- 2.8 A speed-indicating trailer that can be left at the roadside is being introduced, and a number of sites have been agreed with the Police, including:

Opposite Mayfield Avenue, Woodham Lane, New Haw
 Church Road, Addlestone
 Murray Road, Ottershaw
 Spinney Hill, Ottershaw
 Green outside shops, Rowtown
 Vicarage Road, Egham
 Thorpe Lea Road, Egham
 A30 by Middle Hill
 A30 Bridge by Royal Holloway College
 St. Jude's Close, Englefield Green
 Barley Mow Road, Englefield Green
 Coopers Hill Lane, Englefield Green
 Outside St. Anne's Heath School, Sandhills Lane, Virginia Water
 Outside Edgell Close, Stroude Road, Virginia Water
 Outside Black Lane Christmas Tree Farm
 Kingswood Rise (Tite Hill), Englefield Green
 A30, by National Trust Land
 Runnymede Centre, Chertsey
 Green Lane, Chertsey

- 2.9 Work involving site testing will now be required at each site before a definitive list is agreed. It is also intended that the trailer should be available to respond to new problem areas if identified.
- 2.10 The 'Safer Runnymede' warning signs are still in position across the Borough.

(FOR INFORMATION)

Background Papers

None.

8. REVISIONS TO GRANT AID CRITERIA (DAL)
(Ref: Minutes of Housing and Community Services Committee, January 2003, page 933, para. 541, and Leisure and Environment Committee, January 2003, page 983, para. 577).

1. Purpose of Report

- 1.1 **The purpose of this report is to give further consideration to the adoption of revised criteria for the award of grant aid to voluntary and community groups.**
- 1.2 **The criteria are being submitted for the approval of both the Leisure and Environment and the Housing and Community Services Committees in view of their respective responsibilities for grants to the voluntary sector.**

2. Background Information

- 2.1 The Council has made provision in the current financial year for £380,000 grant aid to local voluntary and community groups, together with individuals involved in sporting, artistic, charitable and educational activities. Such grants include occasional grants, annual core revenue funding, bottle bank donations, rent grant aid and grant aid for individuals. Discretionary rate relief, which is not part of the grant programme but included here for a complete picture in budgetary terms, accounts for a further £14,800. (Details of the way in which these funds were distributed in 2002/03 together with the Rent Grant Aid Estimate 2003/04 can be found in Appendix 'F').
- 2.2 The core of the existing grant aid criteria dates from 1995, with a number of minor changes having been incorporated in subsequent years. Revised criteria, updated to take account of changing policy priorities, funding needs and working practices were approved in principle by the Leisure and Environment and Housing and Community Services Committees in January 2003. Officers were, however, asked at that time to give further consideration to the manner in which the draft criteria defined the type of project eligible for funding.

3. Report

- 3.1 Following discussions with the Chairmen of both the Leisure and Environment and Housing and Community Services Committees, together with other senior Members, a revised draft of the criteria (attached at Appendix 'G' with modifications to the first draft highlighted) is now presented for approval. The new document is less prescriptive in respect of the purposes for which funding may be awarded, having replaced the explicit linkage between the grant regime and approved Council strategies and targets with a broader and more general statement of the type of schemes which the Council might be prepared to support. The opportunity has also been taken to incorporate the guidelines for the newly established Community Shows and Events provision of £20,000, together with a number of minor drafting changes suggested by Members. The document has been structured so that details of each category of funding are as self contained as possible in order that applicants need not necessarily be overly burdened with paper.
- 3.2 The revised criteria attempt to meet periodic requests from the local Chambers of Commerce for additional assistance with the cost of town centre Christmas decorations in Addlestone, Chertsey and Egham. At present the three main shopping centres are entitled to grant support of up to £1,800 per annum. It should, however, prove possible to supplement this sum at the end of each financial year by re-allocating surplus funds which have not been taken up by the smaller shopping centres in the Borough.
- 3.3 The amended document also contains a reference (in sub section 7 of part 1) to a proposed change in process. Whereas applications for occasional grants have traditionally been determined on a rolling basis throughout the year, it is now suggested that requests for the Community Services general revenue grant provision of £5,500 be received only between June and September each year, in order to coincide with the North Surrey Primary Care Trusts (PCT) annual Partnership Funding round. This will enable organisations to seek the 50% match funding from the PCT if necessary and allow the bids to be prioritised in the event that the provision is over subscribed. The linkage of the two grants programmes in this manner will not only maximise the effectiveness of available funds but also raise their profile through shared publicity with the PCT.

4. Resource Implications

- 4.1 The proposed revisions to the grant aid criteria do not require any increase in budgetary provision, although it is hoped that they will assist voluntary organisations to more easily access funds presently available to them.

OFFICERS' RECOMMENDATION that -

the grant aid criteria set out in Appendix 'G' be adopted.

(TO RECOMMEND)

Background Papers

Various internal memoranda between the period February to May 2003 (on DAL's File 69.25.17[99])

9. EGHAM SPORTS CENTRE - DIRECT SERVICES ORGANISATION (DAL)
(Ref: Minutes of Leisure and Environment Committee, January 2003, page 986, para. 581)

1. Purpose of Report

- 1.1 **The purpose of this report is to inform Members of the performance of the Egham Sports Centre DSO in 2002/03 and the Business Plan for 2003/04; and**
- 1.2 **Seek the Committee's endorsement of the management arrangements.**

2. Background Information

- 2.1 The management of Egham Sports Centre was the subject of a competitive tendering exercise in 1996. The internal bid from the Council's Direct Services Organisation (DSO) for the term of 10 years from 1 January 1997 was accepted as the most financially advantageous to the Council.
- 2.2 The management of the DSO agreement is closely monitored by the Egham Sports Centre Contract Steering Group, chaired by the Chief Executive Officer, which meets regularly to review the Sports Centre's performance and advise on future policy. The DSO trading account is kept separate from the Client Account which appears in the Council's Budget book. Attached at Appendix 'H' is the current revenue account for the Egham Sports Centre - Client.
- 2.3 Since the commencement of the management agreement, the DSO has created the Fitness Suite and Dance Studios within what was Sports Hall 2, the expanded reception area, a children's soft play area adjacent to the bar, the expansion of the Fitness Suite into a squash court and changing area, the refurbishment and extension of the ladies' changing room and the refurbishment of the bar/lounge. The Capital scheme for further improvements and repairs in the sum of £99,500 was approved in January 2003. These improvements have underpinned the excellent trading position of the DSO account up to 2001/02 which includes a contract income of £228,500 to the Client Account in 2001/2002 and £232,400 for 2002/03. The contract income will increase to £238,200 for 2003/04.

3. Report

- 3.1 During the course of the last financial year there was a down turn in membership at Egham Sports Centre which resulted in a substantial reduction in income. Between April 2002 and March 2003 the pro rata full rate membership declined by 225 from the 1642 members in April 2002.
- 3.2 The Egham Sports Centre Contract Steering Group and Senior Management agreed, over the course of the year, a range of remedial measures including alterations to the staffing structure, increased marketing and promotional offers and new initiatives to reduce the impact of the adverse trading conditions on the 2003/04 outturn.
- 3.3 In general terms the Leisure Industry has experienced a difficult trading year in a fragile market which is susceptible to a wide range of external influences such as the employment and housing markets and world events.

- 3.4 Egham Sports Centre remains competitive in terms of facilities and price in relation to local competition and this is evidenced by the annual number of visits which are only marginally lower at 233,345 in 2002/03 from 233,546 in 2001/02 compared with the 14% fall in members over the same period.
- 3.5 The outturn for 2002/03, shows a deficit of £16,475 after the payment of £232,400 to the Client. As no surplus was available it has not been possible for staff to receive a bonus payment over their fixed salaries in contrast to the previous years.
- 3.6 The Business Plan for 2003/04 shows a deficit of £10,000 if the current reduced membership carries on throughout the year. A comparison of the Business Plan with prior year outturns is set out in Confidential Appendix '1'. The Contract Steering Group will continue to monitor performance and propose operational improvements.
- 3.7 The Committee is requested to endorse the continuation of the current arrangements for the overseeing of the DSO trading account by the Egham Sports Centre Contract Steering Group.

4. Council Policy

4.1 Leader's Position Statement 2003/04

"We will support Egham Sports Centre to maintain its high public esteem while it continues to achieve its performance targets and will consider further enhancement of the facilities based upon a realistic and achievable business plan."

5. Resource Implications

- 5.1 For the first time since the start of the Contract the DSO has returned a deficit, following a drop in memberships. This deficit will be financed from the DSO reserves that have been built up since the start of the contract.

OFFICERS' RECOMMENDATION that -

the Committee endorse the continuation of the current arrangements for the overseeing of the DSO trading account by the Egham Sports Centre Contract Steering Group.

(TO RESOLVE)

Background Papers

None

10. ABBEY FIT – BUSINESS PLAN EVALUATION (DAL)

1. Purpose of Report

- 1.1 **To present Members with the findings of the report undertaken by the consultants PMP into the feasibility of the Council investing capital funds into the Abbey Fit Sports Centre. The report also details the discussions undertaken with the new School Foundation over the arrangements of a possible lease for the proposed new facility and the discussions with the County Council regarding the status of the Sports Centre should the school close for any reason.**
- 1.2 **To seek the Committee's views on the four Options set out in the report for the future of the facility at Abbey Fit.**

2. Background Information

- 2.1 Abbey Fit Sports Centre is located within the grounds of Jubilee High School in Addlestone. Runnymede Borough Council manages the Sports Centre under a dual use agreement with the School. The community has the use of the sports facilities in the evenings and at weekends during school term time and additionally through the day during the school holidays. The School uses the sports facilities during the school day in support of its delivery of the P E curriculum.

- 2.2 The existing facility consists of:
- i) 4 badminton court sports hall
 - ii) 2 squash courts
 - iii) Wooden floored school gymnasium
 - iv) 20 station health and fitness gym
 - v) Outdoor swimming pool
 - vi) Changing accommodation
 - vii) Outdoor all weather games courts
 - viii) Grass football pitches
 - ix) Bar and lounge area
- 2.3 The running costs of the Sport Centre are shared between the Borough Council and the School on the basis of percentage usage and occupation. This roughly equates to two-thirds expenditure being the responsibility of the Borough Council and one third the School.
- 2.4 Scrutiny and oversight of the management of the Sports Centre is the responsibility of the Abbey Fit Joint Management Committee, consisting of representatives from the Borough Council and the School. The Joint Management Committee meets three times a year and its Minutes are reported to this Committee.
- 2.5 The Sports Centre's revenue costs have been increasing over the last few years with customers leaving the Sports Centre to join other, mainly private sports clubs within the Borough. The Best Value Performance review found that customers were not satisfied with the overall quality and range of the facilities on offer.
- 2.6 This Committee has previously received reports on Abbey Fit in March and November 2002. These are attached at Appendices 'J' and 'K' The resolved actions were slightly different from the recommendations in the reports. Therefore, they have been attached before the aforementioned reports at Appendix 'I'.
- 2.7 A proposal to stem the decline in revenue and to revitalise the Centre to meet the expectations of the local community was put forward at the March 2002 Committee meeting. This is Option 3, set out at para. 3.15 of this report. The proposal consists of an extension of the existing building to accommodate a new health and fitness gym in a facility that would be leased directly to the Borough Council rather than forming part of the dual use agreement. The facility would take 70 equipment stations, a new aerobics area above this gym, new community changing accommodation and reception area and day time parking to the rear of the existing sports hall for the use of the community.
- 2.8 The other facilities such as the school sports hall would continue to be the subject of a slightly revised dual use agreement. (see table in 3.4 below)
- 2.9 Initial concept drawings of this proposal will be on display at the meeting. Should the Committee decide to proceed with this proposal (Option 3), the final layout may differ slightly from this concept.
- 2.10. At its meeting in March 2002, the Committee asked for an independent evaluation of this proposal and a full copy of the report conducted by PMP Consultancy has been circulated to Members. A copy has also been placed in the Members Room.

3. Report

- 3.1 As the consultants report contains a number of coloured graphs and maps and along with its appendices is of considerable size it has not been attached to this agenda. Instead a full copy was circulated to all Members of the Committee, local ward Members, Leader and Deputy Leader of the Council at the end of May. **Members are asked to bring their own copy of this report to the meeting of the Committee.**
- 3.2 The consultants, PMP, were chosen after a competitive exercise to procure management advice. They were appointed, in consultation with the Chairman, after a number of discussions with the School Foundation over the terms for a lease and revised dual use agreement had been undertaken.
- 3.3 An executive summary of the full report is set out in section 3.5 - 3.11.3. It sets out the key findings, methodology, facility mix, financial implications and management options along with

their recommendations. In considering the report Members will need to take into account the capital and depreciation charges. This has been done in paragraph 5.2.

3.4 Differences between the existing layout and the proposed extension.

Existing	Proposed
Health and Fitness Gym <ul style="list-style-type: none"> • 20 stations • Dual Use • Unlimited daytime school use • Limited daytime community access • No dedicated gym staff • Maintained by the School 	Health and Fitness Gym <ul style="list-style-type: none"> • 70 stations • Leased from School • Limited daytime access by the school and supervised by RBC staff • Full daytime community access • Dedicated gym staff • Maintained by Runnymede • Community changing rooms • Cardio theatre • Daytime community car park • Integral aerobics studio • Hotel style reception area
4 Badminton Court Sports Hall Squash Courts Wood floored school gymnasium Changing accommodation Outdoor all weather games courts <ul style="list-style-type: none"> • Dual Use • Limited daytime access • Maintained by the School 	4 Badminton Court Sports Hall Squash Courts Wood floored school gymnasium Changing accommodation Outdoor all weather games courts <ul style="list-style-type: none"> • Dual Use • Limited daytime access • Maintained by Runnymede
Outdoor Swimming Pool <ul style="list-style-type: none"> • Dual Use • Community use mainly in the school summer holidays • Maintained by the School 	Outdoor Swimming Pool <ul style="list-style-type: none"> • Likely to close within the next 3 to 4 years due to the age of the structure
Grass Football Pitches <ul style="list-style-type: none"> • Dual use • Maximum of 2 games per week • Maintained by the School 	Grass Football Pitches <ul style="list-style-type: none"> • Dual use • Maximum of 2 games per week • Maintained by the School
Bar and Lounge Area <ul style="list-style-type: none"> • Community use • No daytime community access • Maintained by Runnymede 	Bar and Lounge Area <ul style="list-style-type: none"> • Community use • Daytime community access • Maintained by Runnymede

3.5 PMP Executive Summary

3.5.1 "In March 2003, Runnymede Borough Council ('the Council') appointed PMP to prepare an options analysis for future provision at Abbey Fit Sports Centre ('the Centre') in Addlestone, to provide the Council with:

- the rationale and demand basis for future leisure provision at the site
- the most appropriate facility mix for the site, both from a community and cost-effective perspective; and
- an assessment and validation of the sustainable and viable business plan over three years and management options for the delivery of the project.

3.6 Methodology

3.6.1 To fulfil the above aims, a variety of research and consultation was carried out:

- home interviews with over 400 local residents (users and non-users)
- postal questionnaire to all local sports clubs
- discussion group to explore the key findings for the above survey work

- telephone consultation with national governing body representatives for key sports
- audit and mapping of competing facilities
- price comparison with competing facilities
- demand modeling to compare supply and demand
- an analysis of performance trends (usage, income and costs) from trading accounts
- a comparison of a range of performance indicators with those published by Sport England
- consultation with Officers from the Council (both with the client team and the management team at the Centre) to explore opportunities for and constraints on the current business.

3.7 Key findings

3.7.1 The key findings arising from the research, consultation and analysis undertaken are summarised below:

3.8 Facility mix

3.8.1 The need (and support) for the proposed facility mix has been clearly demonstrated through the:

- demand modeling
- home interviews and postal surveys
- discussion group
- home interviews

3.8.2 Demand has also been expressed for improved bar/cafe facilities and a children's soft play area. Such provision should be considered in future as part of a phased development.

3.8.3 As expected, strong demand was expressed for improved swimming provision at the site. However, this does not form part of the proposed scheme.

3.9 Financial implications

3.9.1 A small net operating deficit of £4,660 could be expected in year one, rising to a net operating surplus of £36,746 by year five onwards. Our sensitivity analysis revealed that although through reduced members or increased expenditure the Centre will perform worse than the base position, the net deficit would still be less than current deficit.

3.9.2 The net improvement in operating profit is £182,315 in year five, excluding capital charges. This would give a return on capital of 15% or a payback period of approximately seven years. This compares favourably with private investors who typically seek 15% return on capital investment, which includes repayment of capital.

3.10 Management options

3.10.1 In assessing the various management options available, we have demonstrated a range of strengths and weaknesses. However, the Council is not seeking capital investment from the Private Sector and the current performance is adequate when assessing performance indicators. In addition, the levels of capital investment and scale of the facility would make a PPP (Public Private Partnership) or NPDO (Non Profit Distributing Organisation) transfer uneconomic if the set-up and procurement costs of circa £100K are added to the process.

3.10.2 Therefore, the site should continue to be managed by the in-house team (this concurs with the views of the Leisure and Environment Committee).

3.11 Recommendation

- 3.11.1 Our analysis has shown the proposed facility developments to be beneficial - both to local residents (with access to enhance leisure provision) and the Council (reducing its need to subsidise the Centre). It is therefore our recommendation that the proposed facilities are developed.
- 3.11.2 An important aspect that requires further work is the marketing plan - to ensure that the new facilities attract new members, considerable time and resources should be invested at the outset to ensure that all throughput targets can be met in full."
- 3.11.3 Members should note that the business plan includes extra funds over and above the existing budgets for building maintenance and marketing. This is to ensure that the product is kept fresh and always presented to the public in a pristine condition. The marketing budget has been enhanced to ensure that we overcome the lack of knowledge about the centre found during the survey.

4. Lease and Dual Use Agreement Negotiations

- 4.1 The Dual Use Agreement (DUA) in respect of the existing facilities remains in force and is operating as it did previously prior to the involvement of the new School Foundation. Broad draft Heads of Terms for a new lease and DUA in respect of the proposals to invest in new facilities were presented to the Foundation in November 2002. The Foundation responded in February 2003 with financial terms which Officers felt unable to recommend to Members. Accordingly, Officers responded in March 2003 and a meeting was held with the Foundation, the County Council, Governors and School Principal on 1 May 2003. A subsequent meeting with the Foundation was held on 27 May 2003.
- 4.2 A further letter clarifying the Council's offer was submitted to the Foundation on 5 June and from an initial reading of the terms this seems to be acceptable. However, at the time of writing this report Officers are awaiting written confirmation from the Foundation and any change in this position will be submitted to the Committee as a supplementary item.
- 4.3 The negotiations have been protracted with both parties seeking to better understand the other's position and find an acceptable way forward. The issues that have provided the most challenge have been the term of the lease; a question of rent and the allocation of running costs. The terms of the Council's offer are set out below:
 - i) Runnymede to take a 30 years lease of the proposed fitness suite extension comprising of the health and fitness gym and aerobics studio above, the proposed new changing accommodation and reception area along with the existing bar and storage areas, office and corridor along with the car parking area to the rear of the sports hall at a peppercorn rent.
 - ii) Runnymede to be responsible for the entire running costs, including cleaning, utilities and building maintenance of the leased area.
 - iii) Runnymede shall construct the facility in accordance with the agreed plans within 18 months of the grant of planning permission. The Foundation and the school will be consulted on the design in due course.
 - iv) Runnymede will pay the Foundation 50% of any profits over and above the standard recovery of costs as set out in the CIPFA regulations, which includes capital and depreciation charges. The Foundation will have open access to the Council's accounts. Any disputes regarding the accounts, which are not resolvable by the parties to be subject to Alternative Dispute Resolution.
 - v) The Foundation will be responsible for carrying out refurbishment of the existing changing accommodation to an agreed specification using the NOF (New Opportunities Fund) monies, if awarded.
 - vi) The existing sports hall, squash courts, changing accommodation, school gymnasium, associated corridors, outdoor all weather courts and grass football pitches will remain the subject of the existing dual use agreement except where

modified by agreement by all parties. The swimming pool will not be included in a modified dual use agreement.

- vii) The Foundation to be represented on the Joint Management Committee that scrutinises the running of the Sports Centre and recommends future strategic developments to the Council, Foundation and Governing Body.
- viii) The running costs of the dual use area including cleaning, utilities and building maintenance will be subject to a contribution from the school to be apportioned on the basis of the area occupied and hours of usage by the parties. This is consistent with the way the current dual use agreement already operates. The Council will be happy to work with the Foundation in securing the most cost-effective method of cleaning the Sports Centre.
- ix) All monies paid by the school as a contribution to running costs will be accounted for in the profit and loss account. Any losses incurred will be met by Runnymede and the school will not be expected to bear any part of the losses.
- x) Runnymede will endeavour to run the facilities at a profit and would be happy to work in partnership with the Foundation on strategic issues including marketing always bearing in mind that it is intended to be a community facility.
- xi) Day-to-day repair and maintenance of the dual use areas will be charged to the profit and loss account apportioned in the same way as the running costs.
- xii) Damage resulting from the action of the parties will be needed to be treated as exceptional items and with the cost being borne by the School or the Council depending on the source of damage.
- xiii) Strategic maintenance to be agreed between the parties on the basis of a five-year rolling programme. Works to be carried out by Runnymede subject to Foundation agreement. Costs to be apportioned in the same way as running costs taking into account the standards the school would seek to achieve.
- xiv) The Borough Council recognises that the school's budgets are subject to change for reasons beyond the school's control and therefore a flexible approach will be needed by all parties with regards to maintenance issues.

4.4 Surrey County Council Officers at the March meeting indicated that they saw no problem in granting a lease to the Borough Council covering the dual use sports facilities in the unlikely event that the School closed. The lease term would coincide with the remainder of the lease unexpired on the proposed new health and fitness suite.

5. Options

- a) Status quo: Continue with the existing arrangements whilst looking at an improved maintenance regime and new equipment for the existing gym. Likely to continue to trade at a substantial deficit.
- b) Seek a Partner: Not recommended by the consultants due to the size and nature of the current facility.
- c) Invest the £1.2m: As envisaged under the proposal. Substantial improvement in financial trading position so as to make an operating surplus, but unable to cover all the capital and depreciation costs. Will require a Capital Estimate and instructions to Officers to appoint a suitable architect and project manager and report back on the implications for the trading account of the Sports Centre during the construction period.
- d) Closure: Two year notice period to be given to the school. Possibility of negotiating an earlier exit strategy and possibility of the school running of facility themselves in a reduced manner if suitable terms cannot be agreed. There would be significant savings but it will not be possible to extinguish all the Council's fixed costs, which are allocated to the sports centre. The projected financial impacts of

status quo, new investment and closure options are shown in the table at para 7.2. After five years the financial effect of investment and closure runs out similarly.

6. Council Policy

6.1 Position Paper Leader's Statement 2002-03

"We remain concerned at the continuing level of commitment required to support the Dual Use sports facility at Jubilee High School (formerly Abbeylands School). We will seek an early conclusion to revised management arrangements and a decision on potential funding of improved facilities which can be demonstrated to meet local demand on a cost-effective basis. We will need to be satisfied that any such investment is based on a viable business plan and there is security of tenure before making any commitment to substantial capital investment. Failing such agreement we will review our future commitment."

6.2 The Community Strategy which informs Council policy, but which is not binding, encourages the partners to agree a way forward to retain and improve the community use of sports facilities on the Jubilee High School (Abbey Fit) site.

7. Resource Implications

7.1 As stated in the March 2002 report, the termination of the centre would not mean savings of the entire £151,000 deficit of the Sports Centre. The expenses of office and support staff amounting to approximately £60,000 would need to be re-allocated to other Council services as they relate to minor proportions of the time of Civic Offices staff that could not realistically be saved. In addition, redundancy costs of approximately £21,000 would also be incurred in the first year.

7.2 Based on the 2003/04 Abbeyfit budget and the business plan drafted by the consultants, the options listed in paragraph 5 above would produce the following savings:

	Year 1	Year 3	Year 5
Do Nothing	0	0	0
£1.2m Investment	34,800	81,500	86,200
Close the Centre	70,000	91,000	91,000

8. Legal Implications

8.1 There are no particular legal implications if the Council were to pursue the first option of doing nothing. The existing dual use agreement would continue, with the Jubilee High Foundation taking the place of the education authority and of the school governors.

8.2 Competitive tendering or a private finance initiative would require some complex preparation and documentation, but is not recommended by the consultants and is not therefore discussed in detail in this report

8.3 If the Council were to pursue the £1.2 million investment, it would be necessary to conclude terms for a lease and revised dual use agreement with the Jubilee High Foundation. Surrey County Council would join in the documentation to protect the 30 year term as mentioned earlier in this report. Further significant funding would need to await settlement of this documentation. The property implications would require report to and approval by the Economic Development Committee or (to avoid delay till September, and subject to the agreement of the Chairman of Economic Development Committee) Corporate Management Committee. Corporate Management Committee would in any event need to approve the capital programming implications. There would be a range of less major issues to take care of such as agreements relating to equipment, stocks and the like.

8.4 The closure option would involve staff redundancies or redeployment and could not be implemented without compliance with relevant employment legislation, including consultation with affected staff and consideration of alternative options which they might suggest. Any recommendation for this option would therefore be subject to this. There would be a range of relatively minor issues such as the termination or relocation of the equipment.

8.5 More significantly, closure would require service of notice on the Jubilee High Foundation. Under the dual use agreement a minimum of two years' notice must be given. However

given the problems associated with staffing, promoting and operating a centre known to be closing, the Council would be best advised to seek to negotiate a shorter period with the Foundation.

9. UNISON Views

- 9.1 The views of the Runnymede Branch of UNISON on the Options set out in this report will be tabled at the meeting.

THE COMMITTEE IS ASKED

To indicate which option set out in paragraph 5 of the report it wishes to pursue.

(TO RESOLVE)

Background Papers

PMP Report
Community Strategy
Leader's Position Paper
Correspondence between RBC, SCC and Foundation (exempt)

11. PROMOTION AND TOURISM IN RUNNYMEDE (DAL)
(Ref: Minutes of Leisure and Environment Committee, March 2002, page 959, para. 657, Council, April 2002, page 1092, para. 714, Leisure and Environment Committee, June 2002, page 233, para. 127 and Economic Development Committee, March 2003, page 1137, para. 700)

1. Purpose of Report

- 1.1 **The purpose of this report is to update Members on the progress of actions relating to tourism and promotion, emanating from the Cultural Strategy, and to report on the results of the Economic Impact Study of the value of tourism to Runnymede.**

2. Background Information

- 2.1 The Cultural Strategy was approved by the Leisure and Environment Committee on 21 March 2002 and subsequently by full Council on 25 April 2002.
- 2.2 This Committee considered a further report on 20 June 2002 and agreed that:
- i) Officers continue with the establishment of a tourism forum for Runnymede and Spelthorne, initially focusing around the promotion of tourism from the River Thames;
 - ii) A total budget of £10,000 (from the provision made in the 2002/03 Leader's Position Statement initiatives) be allocated to fund re-printing of existing promotional material, membership of the South East England Tourist Board for 2002/03, the commissioning of an Economic Impact Study and staff time to administer the tourism forum and match-fund research into the River Thames Project, with the Countryside Agency; and
 - iii) Officers continue to work with the Countryside Agency, the Environment Agency, Spelthorne Borough Council and Windsor and Maidenhead Borough Council to identify means of promoting the area around the River Thames.
- 2.3 The Business Partnership and residents who responded to the Borough's Community Strategy consultation felt that the Runnymede area could benefit from a co-ordinated approach to tourism, based on the area's natural resources and historical importance. This is reflected in the work programme of the Community Strategy's Leisure and Culture Task Group.
- 2.4 An economic impact study commissioned by Surrey County Council and a number of Surrey districts in 2001, estimated that the economic value of tourism to Surrey was £800m and that tourism supported just under 26,000 jobs across the County.

2.5 From 1 April 2003, Runnymede formed part of the new Surrey and West Sussex sub-regional grouping of Tourism South East. The new regional board covers the whole of the Government Office of the South East (GOSE) Region.

3. Report

3.1 The following paragraphs show the Cultural Strategy objective, followed by the progress made.

Encourage the provision of lower cost hotel accommodation in the Borough

3.2 The provision of more accommodation at the lower-cost end of the market to meet a demand from day-trippers and local businesses is a priority highlighted in the Borough's draft Economic Strategy, agreed by the Economic Development Committee on 13 March 2003. The draft Strategy's targets include the use of the Borough Local Plan review to encourage the provision of, and possibly identify suitable sites for low-cost hotel accommodation.

Encourage projects that broaden the appreciation of the area's natural environment and heritage, including reviewing options for a visitor centre and guided walks at Runnymede

3.3 Approximately 68% of the Borough is designated Green Belt. The Council manages about 300 hectares of open space, complemented by five staffed parks. Runnymede Meadow, the site of the sealing of Magna Carta, is managed by the National Trust, the Magna Carta Trust and the Borough Council. The Borough also includes two Sites of Special Scientific Interest at Runnymede Meadow and Thorpe Meadow. The Rivers Thames and Wey border the borough and the River Bourne, Wey Navigation and Basingstoke canals flow through it, enhancing leisure opportunities for boating, canoeing, cycling and walking.

3.3.1 The National Trust has been reorganised, so that Runnymede Meadow, along with the Ankerwycke estate in Spelthorne, is now managed from Basildon Park in Berkshire. The remainder of Surrey's property is still managed from Polesdon Lacey. Contact has been made with the new property director, who is based at Basildon Park in Berkshire.

3.3.2 Runnymede and Spelthorne worked with the Countryside Agency to produce a double-page advertisement focusing on Surrey's Thames, its surrounding area and public transport and boat links. The funding from the Countryside Agency formed part of this integrated access demonstration project in Surrey.

3.3.3 A new accommodation guide for Runnymede and Spelthorne is being published in June 2003 entitled "Visit Surrey's Thames". It has been funded by the Countryside Agency, Spelthorne and Runnymede Borough Councils. It has proved a useful vehicle for contacting accommodation providers within the Borough and improving co-ordination in the tourism sector. Both partners are keen to develop the partnership by developing "days out" itineraries. The Environment Agency is also currently developing some "out and about" leaflets for River users.

3.3.4 A set of 14 "Runnymede Rambles" leaflets, detailing guided walks through footpaths and open spaces in Runnymede are available via the website (www.runnymede.gov.uk). Four of these guides have been sent to the local press for publication to encourage residents to explore the area. Although only one has been published in full, there has been some positive feedback.

Use all possible means to maintain the character of smaller settlements through the development of locally-based facilities and services

3.4 The importance of local identity came across clearly in the Cultural Strategy consultation. One of the five themes of the Borough's draft Economic Strategy is town and village centres, the priorities for which include: sustaining "vibrant and viable [local] centres that provide an attractive range of facilities in a pleasant and safe environment" and encouraging "the economic development of retail villages and parades".

Promote the harmonised accommodation scheme as a means of encouraging over-night stays in the Borough

- 3.5 Surrey County Council, Tourist Information Centres, the British Tourist Authority, Tourism South East and at least two other boroughs in Surrey are now only publishing details of accommodation that is registered and inspected under the harmonised accommodation scheme. There is no doubt that the scheme acts as a guarantor of quality for guests. Previous promotion in Runnymede (March 2001) did not attract interest from small accommodation providers. However, discussions with Bed & Breakfast providers in Runnymede has shown that most of their accommodation tends to be fully booked by business users, so they have no need to achieve the standard as a marketing tool.

Work with Surrey County Council to promote the cycleways through the Borough and links with public transport and heritage sites

- 3.6 A plan showing cycle ways in the borough is on the Council's web-site. The Council has its own transport plan and encourages developers and companies within the borough to invest in the local public transport infrastructure and encourage employees to use methods other than the car for travel to work.
- 3.6.1 The Countryside Agency has agreed to work with Officers from Runnymede and Spelthorne to develop access guides which highlight public transport connections with cycleways, walks and places to visit. It is proposed to build on work in the 2003 edition of "Discover Surrey" by enabling visitors to access local places of interest by public transport.

Enhance the profile of leisure and tourist opportunities on the Runnymede web-site, along with links into facilities run by other agencies and organisations

- 3.7 Leisure services and facilities have been upgraded on the Council's web-site, highlighting local towns, villages and places of interest and linking into accommodation and attraction sites where possible.
- 3.7.1 Surrey County Council launched "VisitSurrey.com" in March 2003. Accommodation and attractions have been approached to subscribe to the site. Officers have been in discussion with Surrey County Council about the extent to which this Council wishes to be involved in the project. The site is a web-based programme, from which tourists can book accommodation, or identify places to visit.

Increase the profile of the River Thames, River Wey and Basingstoke Canal as recreational resources in the Borough

- 3.8 In addition to the "Visit Surrey's Thames" guide mentioned in paragraph 3.3 above, 2003 is the 350th anniversary of the River Wey Navigation. Waverley and Guildford Borough Councils are funding an oral history project "the Wey we lived", to which Runnymede Officers have contributed some information.
- 3.8.1 The River Thames graphic on this Council's web-site has been linked with the Environment Agency's "VisitThames" site. The Environment Agency is investing significant resources into marketing the Thames and is establishing the Thames Alliance, "a new strategic partnership to reinvigorate the non-tidal River Thames." It is proposing to establish "action oriented teams" to review issues which include planning and development, sport, recreation, tourism, heritage and sustainability. A Runnymede Officer is attending the launch, but it has been made clear that strategic decisions will need to be referred back to Members of the appropriate Council committee. Details are attached at Appendix 'L'. The Environment Agency is represented on the Leisure and Culture Community Strategy Task Group.

Consider the appointment of a PR officer or retaining a PR agency in partnership with local business to raise the profile of the Borough and improve its links with the media

- 3.9 This Cultural Strategy recommendation will be reviewed as part of the Public Relations Best Value review in 2003/2004.

Promote and support existing arts venues

- 3.10 No specific actions have arisen from this, although eight Runnymede artists participated in Surrey's "Open Studios" project, which is co-ordinated by the County Council and ran between 7-15 June 2002.

Consider the implications and benefits of a quarterly "What's on" publication to every home in the Borough

- 3.11 This Cultural Strategy recommendation will also be reviewed as part of the Public Relations Best Value review in 2003-2004.

Economic Impact Study and Tourism Forum

- 3.12 An Executive Summary of the findings of the Economic Impact Study, using the Cambridge Model, is attached at Appendix 'M'. Visitor and accommodation figures for 2001 were used. Officers were able to supplement national surveys with local visitor information, with the result that the figures reflect the local profile. The study highlighted that:

- i) 222,000 staying trips were made by visitors to Runnymede, accounting for approximately 794,000 nights and £38.1m of direct tourist expenditure in the local economy.
- ii) The volume of day trips (using the definition of 3 hours duration, which includes residents as well as people travelling into the Borough) was 2 million, accounting for approximately £57.5m of expenditure in the local economy.
- iii) Retail and catering sectors received in the region of £22m of the £95.6m generated by tourist visits (staying and day visits) to the Borough.
- iv) 6,260 jobs were supported by tourism in 2001. Of these, 563 were in the retail sector, 1,006 in catering, 489 in attractions and entertainment, 94 in transport and 508 in the accommodation sector.

- 3.12.1 All known local attractions, accommodation providers and restaurants were invited to the presentation, along with members of the Leisure and Culture Community Strategy Task Group. Those who attended were asked to what extent they would find a Tourism Forum of use and a summary of their feedback is shown at Appendix 'N'. It was agreed that an exploratory workshop, facilitated by a tourism consultant who has often undertaken work for Spelthorne Borough Council, would be held at Savill Court on 23 June 2003. Savill Court are providing the accommodation free of charge. The objectives for the workshop are set out at appendix 'O'.

4. Resource Implications

- 4.1 The costs associated with the proposed publications and the Tourism Forum will be met from within existing resources. The work has taken time to establish and therefore some of the resources have been carried forward from 2002/03.
- 4.2 The Countryside Agency 50% match funded the costs for the "Visit Surrey's Thames" guide and would be able to match fund costs for itineraries based on days out using sustainable transport and access guides.

5. Planning and Technical Considerations

- 5.1 The South East Regional Assembly is currently undertaking a consultation on proposed alterations to the Regional Planning Guidance, South East – Tourism and Related Sport and Recreation. The regional guidance, along with the other levels of guidance, will inform the review of policies relating to tourism in the forthcoming Local Development Framework (replacement for the Local Plan).

6. Environmental Implications

- 6.1 The work with the Countryside Agency is funded through their Integrated Access Demonstration Project in Surrey, which aims to find ways of reaching the countryside without

a car and links with opportunities provided by the local transport plan. The Agency is using the project to investigate how local economies can benefit from countryside access, in particular from countryside tourism.

6.2 The 'Community Strategy for Runnymede' states:

'Use opportunities to encourage people and businesses to reduce the need to travel by car in conjunction with the promotion of travel plans'.

OFFICERS' RECOMMENDATION that –

Officers continue to explore the establishment of objectives and terms of reference for a Tourism Forum for Runnymede and Spelthorne, initially focusing around the promotion of tourism from the River Thames.

(TO RESOLVE)

Background Papers

DAL - Leisure Services files: 5.21 and 13.6

South East England Regional Assembly – Proposed alterations to Regional Planning Guidance, South East – Tourism and Related Sport and Recreation (May 2003) and supporting statement

12. PROGRAMME FOR THE REFURBISHMENT AND REPROVISION OF PLAY AREAS (DAL)
(Ref: Minutes of Economic Development Committee, January 2003, page 943, para. 555 and Corporate Management Committee, October 2002, page 600, para. 335)

1. Purpose of Report

1.1 The purpose of this report is to draw Members' attention to a General Fund Capital Programme item, as approved by the Corporate Management Committee in October 2002, for the replacement of play equipment, and to recommend to Members the need for a phased refurbishment and replacement programme.

2. Background Information

2.1 The approved Capital Programme provides for expenditure on the initial stages of a play equipment replacement programme.

2.2 However, a detailed report is necessary before the expenditure can be approved and the work commenced.

2.3 The Council has a total of 35 equipped play areas across the Borough. They include approximately 200 separate pieces of play equipment (swings, slides, roundabouts etc.), 200 pieces of furniture (benches, picnic tables, and bins), and more than two miles of fencing.

2.4 The Parks and Amenities Section of Leisure Services manage the provision, inspection and maintenance of all the Council's play areas, including those on Housing land.

2.5 29 play areas are located in parks and open spaces and are the direct responsibility of the Parks and Amenities section (one being managed on behalf of the Cabrera Trust). Three are located on land which was, until January this year, managed for Housing purposes and has now been appropriated for the General Fund purposes.

2.6 The remaining three areas are on land which has been retained for Housing purposes and the maintenance of these is funded from the Housing Revenue Account. Therefore, these three play areas do not form part of this report.

2.7 A large number of the Council's play areas have been in situ for many years. Much of the equipment dates back to the 70's and 80's, some even back as far as the mid 60's. It is therefore recommended that Members consider the implementation of a phased replacement programme.

- 2.8 As part of the ongoing maintenance programme and to ensure their safety and compliance with BS EN 1176, the Council's play areas are regularly inspected by independent specialist contractors. These inspections form the basis for ongoing maintenance and include an annual assessment of the life expectancy of each piece of equipment at each site

3. Report

- 3.1 Based on information from the specialist's reports and Officers' working knowledge of the equipment, an initial five-year phase of a replacement programme has been drawn up. This is designed to tackle those play areas and individual pieces of equipment demanding the most urgent attention. However, it deals with only one-third of the Council's entire play equipment stock. The remainder is likely to require attention during the next ten to twenty years.
- 3.2 The proposed works for the first five years are set out at Appendix 'P'. These would, where appropriate, be the subject of consultation with Ward Members, local residents, and local young people.
- 3.3 The detail of the proposed works and the priority allocated to them may need to be altered to take account of changing circumstances during the five-year period. The predominant age of the local children may change, for example, or the condition of existing equipment deteriorate. However, the cost of works completed each financial year is not expected to exceed the sums in the table. Any exceptions would be reported to Members at the appropriate time.
- 3.4 The works included in this first phase would bring eight of the Council's play areas completely up to date and address the most urgent works at a further eleven sites. Most reputable manufacturers now guarantee the structural integrity of play equipment for between 20 and 25 years.
- 3.5 It is recommended that a further report be put before the relevant Committee in 2007/08 setting out the priorities and seeking funding for the second five-year phase of the programme.

4. Council Policy

"Ensuring we play our role in enhancing the quality of life of all our residents and assist those who conduct their business in the Borough" (Leader's Position Statement)

The Community Strategy and Cultural Strategy which inform Council policy, contain the following aims:

"Ensure that newly developed facilities (whether built or in parks/open spaces) are allocated budgets which enable maintenance of standards and investment for the future" (Community Strategy)

"Work to ensure access for people with disabilities to all leisure and cultural facilities and services, to exceed the requirements of the Disability Discrimination Act" (Community Strategy)

"Work with local young people to develop positive use of leisure time and employment opportunities, focused on areas of identified need" (Community Strategy)

"Enhance consultation with young people when planning new facilities" (Cultural Strategy)

"Consider access to Parks' facilities for the disabled" (Parks and Amenities Best Value Continuous Improvement Plan)

"Evaluate existing play areas to identify funding required to maintain to 'best practice' standards by November 2003" (Community Strategy)

5. Resource Implications

- 5.1 In January 2003, the Economic Development Committee resolved that certain areas of land within housing estates be transferred from the Housing Revenue Account (HRA) to the General Fund at a valuation to be settled, and budgetary provision for the cost of

maintenance be transferred from the Housing and Community Services Committee to the Leisure and Environment Committee. The budgetary provision transferred was for the grass cutting of these areas only and is not sufficient to cover the cost of maintenance, or replacement, of any play equipment situated on them.

- 5.2 The annual maintenance cost of play equipment at the relevant sites is estimated to be £2,000 per annum. Therefore, a supplementary estimate for this amount would be required.
- 5.3 The current total replacement value of all the Council's play areas, including play equipment, rubber surfacing, fencing and furniture is estimated to be £1.2m.
- 5.4 The Parks and Amenities budget, for the current financial year, for maintenance of play equipment is £22,100. Due to a combination of an increase in vandalism and the increased costs of maintaining ageing equipment this budget was overspent by £6,000 in 2002/03. If the equipment is not replaced then the expected level of maintenance would increase and a supplementary estimate may be required at some future point to cover the additional costs. Newer equipment should require less maintenance initially and is designed to be more vandal resistant. The expectation is that maintenance costs would start to reduce as older equipment is replaced.
- 5.5 The works set out in Appendix 'P' will involve a considerable amount of Officer time from within the Parks and Amenities team. Phasing the work over a number of years makes this manageable for the existing team.
- 5.6 Officers will consider external funding sources for each of the planned improvements, with a view to reducing expenditure from the Capital Fund. This may include Section 106 monies, or funding bodies such as the Lottery Fund or the Association for the Improvement of Runnymede (AIR).
- 5.7 One such project would be that for the Warwick Avenue Play Area described in section 9.
- 5.8 The General Fund Capital Programme approved by Corporate Management Committee in October 2002, includes the following provision for a Play Equipment Replacement Programme:

2003/04	2004/05	2005/06	2006/07	2007/08
£80,000	£75,000	£50,000	£62,000	£62,000

- 5.9 A Capital Project Appraisal has been completed for the first five years of the programme and is attached at Appendix 'Q'. Based on the manufacturer's guarantee of a 20 year life for each piece of equipment, a supplementary estimate in the sum of £6,800 will be required in 2003/04 for the associated Capital Charges.

6. Legal Implications

- 6.1 The Council has a duty of care to users of all of its facilities, including play areas, and is required to ensure that they are safe to use.
- 6.2 There is no obligation on the Council to provide play areas and an alternative approach, rather than maintaining and updating the equipment, might be to take each piece out of use as it falls into disrepair. However, it is likely that this would prove to be extremely unpopular with local residents.
- 6.3 The Disability Discrimination Act places an obligation on the Council to take reasonable measures to ensure that its services, including play areas, are accessible to those with disabilities.

7. Planning and Technical Considerations

- 7.1 The relevant safety standards for play equipment are BS EN1176 parts 1 to 7, and compliance with these standards will be specified as a requirement for the replacement and refurbishment works.

- 7.2 Planning permission may be required where a play area is to be relocated within a particular site.
8. Human Rights/Crime and Disorder/Race Relations Considerations
- 8.1 Wherever possible, improvements made will ensure that the new facilities are as accessible to the disabled as possible.
9. Warwick Avenue Play Area
- 9.1 Warwick Avenue Playing Field is situated to the rear of properties in Warwick Avenue and Ashleigh Avenue in Thorpe Lea (Thorpe Ward) and is accessible on foot from both roads. A site plan will be displayed at the meeting.
- 9.2 The existing play area was constructed some years ago and consists of two sets of swings with four cradle seat swings (for toddlers) and two flat seat swings, and a see saw, offering a limited range of play experiences. The ground below the equipment is covered with a rubber 'safe fall' surface and there are a number of seats and litter bins. All of the site is enclosed within a dog proof fence.
- 9.3 In early 2002 the Parks and Amenities Manager was approached by a local resident who put forward a plan to seek external funding to upgrade the play area so that it would offer better play value and a greater range of equipment for children of a wider age range.
- 9.4 With assistance from the Parks and Amenities Manager, the resident consulted local residents, put together a scheme, obtained three quotations and made an approach to the Association for the Improvement of Runnymede (AIR) who have agreed to apply for £35,000 of funding.
- 9.5 AIR have registered the project with ENTRUST and received approval from them. They are awaiting this Committee's approval before submitting an application for funding.
- 9.6 Photos of the existing play area together with a diagram showing the proposed layout of the new area will be displayed at the meeting.
- 9.7 The application for external funding will require the Council to make a 10% contribution to the cost of the project. This sum has been set aside from the Parks and Amenities revenue budget.
- 9.8 It is recommended that Members approve the refurbishment of Warwick Avenue Play Area, subject to AIR funding being available.

OFFICERS' RECOMMENDATION that –

- i) a phased refurbishment and replacement programme for play equipment be implemented, as set out in this report;**
- ii) the Corporate Management Committee be requested to approve a Capital sum of £329,000 for the first five-year phase of the programme;**
- iii) the Corporate Management Committee be requested to approve a Supplementary Revenue Estimate in the sum of £6,800 for the associated Capital Charges and the additional maintenance for the play equipment to be transferred from Housing;**
- iv) a further report, seeking approval and funding for the second phase of this programme, be brought before the relevant Committees in 2007/08; and**
- v) Members approve the refurbishment of Warwick Avenue Play Area, as set out in the report subject to the necessary funding being provided through AIR.**

(TO RESOLVE)

Background Papers

Annual and monthly play area inspection reports. BS EN 1176 parts 1-7.

13. HEATHERVALE RECREATION GROUND - PROPOSED EXTENSION TO BOWLS PAVILION (DAL)

(Ref: Minutes of Corporate Management Committee, October 2002, page 600, para 335)

1. Purpose of Report

1.1 The purpose of this report is to seek approval for a capital scheme to extend the bowls pavilion at Heathervale Recreation Ground, New Haw as provided in the Capital Programme.

2. Background Information

2.1 The bowling green at Heathervale Recreation Ground was constructed in the 1970's and has always been well used by local clubs. The pavilion building was constructed in 1988.

2.2 The bowls facilities are currently used by three long established local clubs that have been using the facilities for twelve years or more; Heathervale Bowling Club, Woking Active Retirement Club Bowls Group and the Royal Ancient Order of Buffaloes (R.A.O.B.) Bowls Club. Between them they have a total membership of approximately 110 players and use the green and the pavilion five days a week during the season (April to September). They provide an income to the Council of approximately £4,000 per season.

2.3 The Parks Supervisor at Heathervale Recreation Ground and his assistant carry out the intensive maintenance required to the bowling green itself. The high standard of their work and the quality playing surface they produce is much appreciated by the clubs and is often commented on.

2.4 The pavilion building is maintained by Building Services on behalf of the Parks and Amenities department. It consists of a seating/viewing area, male and female changing rooms, male and female/disabled toilets and a small kitchen.

3. Report

3.1 In July 2002, the Parks and Amenities Manager was invited to attend a meeting with representatives from the bowls clubs. At this meeting the clubs requested that the Council consider extending one end of the bowls pavilion by approximately 2.5 metres.

3.2 Their reasons for this request were stated as;

i) As the clubs have expanded over the years, the seating area, which is used for post-match teas, is unable to accommodate all the playing members from home and visiting teams. There is also a safety concern that due to lack of space, equipment being bought in to store within the pavilion is currently carried over the heads of those seated at tables.

ii) There is insufficient storage within the pavilion for essential bowls equipment and this is currently stored in the changing rooms. This is both inconvenient when players are changing and creates a potential hazard.

3.3 The purpose of the extension would be to enlarge the seating area and provide additional storage. A plan of the proposal will be displayed at the meeting. In addition to increasing the size of the building, there would also be a need to rearrange some of the fixtures and fittings within.

3.4 The suggested size of the extension was requested by the clubs, who have confirmed that this would satisfy their needs, both now and in the future. The clubs have also indicated that they would be prepared to enter into negotiations with the Council regarding a possible term lease of the building.

4. Council Policy

- 4.1 "Ensuring we provide a Customer-focused Quality Service Delivery to residents and businesses" (Leader's Position Statement 2003/04).
- 4.2 The Asset Management Plan seeks to ensure that "All property and maintenance standards remain suitable for the service to which the property is put" and achieve "Optimal utilization of all property".
- 4.3 In addition, the Community Strategy which informs Council policy contains an aim to "promote healthy life-styles through promotion and greater use of sports centres, school clubs, parks, countryside and waterways and water spaces".

5. Resource Implications

- 5.1 The proposed extension has been costed by Building Services and is expected to cost approximately £15,000. This includes a provisional cost of £2,500 for the relocation of an electrical intake cabinet which needs to be moved. A sum of £15,000 was included in the General Fund Capital Programme approved by the Corporate Management Committee in October 2002. A full set of Capital Project Appraisal forms is set out at Appendix 'R'.
- 5.2 The proposed extension will attract an additional Capital Charge of approximately £1,000 per annum. It is proposed that a portion of this be recovered from users, via an increase in playing fees.

6. Legal Implications

- 6.1 The three clubs that use the bowls facilities at Heathervale have been doing so for many years and have assured Officers that they have every intention of continuing to do so for the foreseeable future. However, Officers are looking at the possibility of the Council negotiating a joint lease or licence with the clubs for the use of the facilities, which would demonstrate their longer term commitment to Heathervale.

7. Planning and Technical Considerations

- 7.1 Building Services have surveyed the existing pavilion building and confirm that it is in reasonable order, that it has a reasonable life expectancy and that an extension is possible and appropriate. They have however recommended some repairs to the existing building as part of this project and have included these costs in the proposal.
- 7.2 Planning permission will be required.

8. Human Rights Considerations/Crime and Disorder Considerations/Race Relations

- 8.1 The existing building is accessible by, and includes a toilet for, the disabled. The Runnymede Access Liaison Group will be consulted on the design and layout of the proposed extension to ensure that this is also accessible.

OFFICERS' RECOMMENDATION that -

- i) the Corporate Management Committee be requested to approve a Capital Estimate in the sum of £15,000 for the extension of the bowls pavilion at Heathervale Recreation Ground;**
- ii) subject to the approval of a Capital Estimate by the Corporate Management Committee and the granting of relevant planning permission, Officers implement the scheme;**
- iii) Officers continue to negotiate with the three bowls clubs with a view to entering into a joint lease/licence of the pavilion building; and**
- iv) the fees for the use of the facilities be adjusted, once the extension is available for use, to reflect the additional Capital Charge attracted by it.**

(TO RESOLVE)

Background Papers

None.

14. SERVICE PLAN 2003/04 (DAL)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval of the format and initial content of the Committee's Service Plan.**

2. Background Information

2.1 Members will be well aware of the plethora of strategic and planning documents reported to Committee from time to time. Very often these documents interlink and overlap.

3. Report

3.1 In order to provide a more coherent reporting and monitoring process, both at political and at management levels, Officers have drawn the various objectives and targets together into a single document for each Committee. The format has been modified from the "Aims and Targets" approach which Members will recall for the Leader's Position Statement to include more detail of timescales, potential barriers and additional resource requirements. The source of each target is, however, clearly identified so as to preserve the place of the original documentation.

3.2 The draft Service Plan attached at Appendix 'S' draws together objectives from the following sources:

- i) The Community Strategy - a statutory high level strategic document approved by the Council after considerable community participation and consultation. The Community Strategy represents an aspirational statement of the shared aims of the various participants in the local strategic partnership. Although approved by the Council, it does not constitute formal Council policy and its role is to inform the development of policy and decisions, not only within the Council but within other partner organisations. No single organisation, including the Council, is capable of achieving all the targets and the success of the strategy therefore depends upon the continued engagement and co-operation of the various partners.
- ii) The Cultural Strategy - another high level document, this time non-statutory, developed in accordance with Government guidance following a process of public and community consultation. It was adopted by the Council in April 2002 in order that its findings and action plan could be adopted into new policy developments across the Borough. Following a change in Government guidance, matters dealt with by the Cultural Strategy will in future be covered in reviews of the Community Strategy. This is helpful as there is a considerable overlap between the two documents.
- iii) The Leader's Position Statement - this is the key political policy statement of the Council. The 2003/2004 statement was adopted as Council policy in October 2002.
- iv) The Best Value Performance Plan - the Council is required to adopt a Best Value Performance Plan annually. The plan must contain its service objectives, various details of its compliance with its best value duties, and proposed action to meet performance targets. The current version of the plan was due for adoption earlier this month and amongst other material, draws on the Leader's Position Statement.
- v) Best Value Continuous Improvement Plans - each service will have carried out one or more Best Value Reviews and proposals for service improvement will have been incorporated into Improvement Plans approved by Committee. These are included in the Service Plan save for targets previously reported as complete.
- vi) Best Value Performance Indicators - a range of Performance Indicators are prescribed by the Secretary of State for the measurement of local authority performance in various areas. The indicators prescribe what is measured; the target

performance is set in some cases nationally and in other cases is left to local discretion.

- vii) Other plans and strategies - the above lists the major source material relevant for this Committee, but there may be a need to refer to other documents such as the Asset Management Plan, the Local Plan (or the Local Development Framework), the Capital Strategy, etc. Where relevant these will be mentioned.

- 2.4 The document attached at Appendix 'S' draws together the objectives or targets from all these sources. They are grouped in themes rather than by document for ease of assimilation. It will be apparent to Members that substantially similar aims often appear in two or more different documents, and a degree of rationalisation may be worthwhile in the future. Having a comprehensive Service Plan in this form may also assist those drafting future plans or objectives to avoid further repetition. It should be noted that this initial draft of the Service Plan will need further sharpening and refinement as time progresses.
- 2.5 The format differs slightly as between Leisure Services and Environment targets (including Community Safety) but the respective tables include substantially similar information. Officers will consider whether any refinements to format should be introduced for future editions.

OFFICERS' RECOMMENDATION that -

the format and current content of the draft Leisure and Environment Service Plan attached at Appendix 'S' be approved as a basis for the monitoring and review of the Committee's objectives.

(TO RESOLVE)

Background Papers

The various source documents mentioned in the above report.

15. LICENSING BILL (DAL)

1. Purpose of Report

- 1.1 **The purpose of this report is to advise Members of the progress being made towards the enactment of the Licensing Bill and to raise awareness of the implications for this Authority should the Bill become law.**

2. Background Information

- 2.1 A similarly worded report was also submitted to the Corporate Management Committee on 5 June 2003 informing Members of the Licensing Bill.
- 2.2 Since the drafting of the aforementioned report to Corporate Management Committee, Officers have met with colleagues from other Surrey District Authorities, Trading Standards, the Fire Service and the Police. A sub-group of Officers attending that meeting will be giving consideration to the drafting of an outline policy document which will apply County wide. The intention is not to derogate from local consultation and such policy as each Authority may determine is appropriate for its own area. Rather it is to try and establish certainty of criteria, in for example, fire safety, building standards, conditions to be applied in the event of public entertainments and the like which can reasonably be applied across district boundaries. The advantage of such an approach is conformity and this is something which both the Police and the Fire Service are anxious to see. In addition, there is clearly an advantage in working together in that this should avoid duplication of effort.
- 2.3 The joint working group is due to meet again on 25 June 2003.

3. Report

- 3.1 The Transitional arrangements for licensing come into effect on 2 January 2004. However, the final form of the Licensing Bill is not known. The Licensing Bill has been referred back from the House of Lords and is now in committee stage prior to a final reading. It is understood it remains the intention of the Government that the Bill should receive the Royal

Assent in July 2003. It follows that time will be short in which to set up the necessary administrative structures and have in place a policy by which applications for licenses can be judged.

- 3.2 There is some difficulty in reporting to this Committee at this time, in that although this Committee is presently responsible for licensing matters, the bill requires a Licensing Committee to be established by each Authority. Such a Committee is to comprise not less than ten and not more than fifteen members. The business of the Committee, insofar as it consists of the determining of applications as and when necessary, can be dealt with by sub-committees of three members.
- 3.3 The appropriate committee structure is intended to be established later in the year when the final form of the Licensing Bill is known.
- 3.4 In the meantime, Officers are considering what consultation is required and with whom. The Joint Working Group will to some extent account for County wide consultations and consultations with national organisations. There remains none the less a considerable body of work to do in respect of consultation with residents and the licensed trade locally.
- 3.5 Members will note the timetable set out at paragraph 5.4 of the report to Corporate Management Committee.
- 3.6 Members will note that it is not possible to enlarge on the resource implications set out at paragraph 4 of the report to the Corporate Management Committee, although there may be scope for some cross authority working. It will not, however, be the case that Magistrates Court staff will TUPE across to District Authorities.

(FOR INFORMATION)

Background Papers

None

16. FOOD SERVICE AND HEALTH AND SAFETY SERVICE PLANS FOR 2003/04 (DTS)

1. Purpose of report

1.1 The purpose of this report is to seek Members' approval for the proposed Food Service Plan and Health and Safety Service Plan for the year 2003/04.

2. Background Information

2.1 The Food Standards Agency has produced a framework agreement on local authority food law enforcement. One part of the framework agreement contains service planning guidance. This is to ensure that key areas of enforcement covered by the Food Law Enforcement standard are covered in local Food Service Plans, whilst allowing appropriate scope for flexibility and inclusion of any locally defined objectives. The requirement to produce a local Food Service Plan first came into effect on 1 April 2001.

2.2 Similarly, the Health and Safety Commission has issued guidance under Section 18 of the Health and Safety at Work Act 1974 to local authorities in their capacity as enforcing authorities. This guidance includes a requirement to produce a service plan, incorporating the investigation of accidents and complaints. It is the duty of local authorities to act in accordance with this guidance. The requirement to produce a Health and Safety Service Plan first came into effect on 1 April 2002.

2.3 Both the Food Standards Agency and the Health and Safety Commission require that the proposed service plans be submitted to the relevant Member forum, in this case, the Leisure and Environment Committee, for approval to ensure local transparency and accountability.

3. Report

3.1 The proposed Food Service and Health and Safety Service Plans for 2003/2004 are attached at Appendices 'S' and 'T' respectively. Members are asked to approve the proposals contained within these plans.

OFFICERS' RECOMMENDATION that -

the Food Service Plan for 2003/04 and the Health and Safety Service Plan for 2003/04 be approved.

(TO RESOLVE)

Background Papers

None

17. NIGHT FLYING RESTRICTIONS AT HEATHROW, GATWICK AND STANSTED (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to seek the views of the Committee on a consultation by the Department for Transport on Night Flying Restrictions at Heathrow, Gatwick and Stansted.**

1.2 **Comments are requested by 11 July 2003. The Consultation Paper was placed on the Councillor's website in April.**

2. Background Information

2.1 There are restrictions on the number and type of aircraft that can land and take off at Heathrow, Gatwick and Stansted at night. The present night flying restrictions apply until 31 October 2004. The Consultation Paper invites comments on the proposals to be applied for the period 31 October 2004 to 30 October 2005. The consultation also explores options for the period after 30 October 2005.

2.2 The policy background to the night flying restrictions at Heathrow, Gatwick and Stansted is changing. New European Community legislation is coming into effect; the Government is awaiting the outcome of a long-running European Court of Human Rights case about an earlier night restrictions regime at Heathrow Airport; and there is the major consultation *The Future Development of Air Transport in the United Kingdom: South East* which refers to aspects of night noise policy.

3. Policy and Technical Considerations

3.1 The Government's prime objective in setting night restrictions for Heathrow, Gatwick and Stansted remain as confirmed in 1999:

"To strike a balance between the need to protect local communities from excessive aircraft noise levels at night and to provide for air services to operate at night where they are of benefit to the local, regional and national economy."

3.2 The present night restrictions regime recognises both a night period, 2300-0700 hours, and a night quota period, 2330-0600 hours. During the whole of the night period the noisiest types of aircraft may not be scheduled to land or to take off and they are effectively banned from doing so (other than in the most exceptional circumstances) in the night quota period. In addition, during the night quota period aircraft movements are restricted by a movements limit and a noise quota which are set for each season. The seasons change with the clocks.

3.3 In the night quota period each movement (other than those by exempt types of aircraft or aircraft given individual dispensations) counts as 1 against the movements limit; it also counts against the noise quota according to the Quota Count (QC) rating of the aircraft. The movement limits and the noise quotas are set separately for each airport and vary from season to season and, for Gatwick and Stansted, the noise quotas also vary from year to year. All other aspects of the night restrictions are common throughout the regime.

3.4 The Government propose to extend the current regime for a further year until 30 October 2005 as follows:

Winter Season 2004-2005

	Movements Limit	Noise Quota
Heathrow	2550	4140
Gatwick	5250	6640
Stansted	5000	3550

Summer Season 2005

	Movements Limit	Noise Quota
Heathrow	3250	5610
Gatwick	11200	9000
Stansted	7000	4950

Comment

- 3.5 ***Noise from aircraft is an issue that mainly has an impact on the northern part of the Borough. Residents in the Borough will normally only be affected by aircraft taking off from Heathrow and the frequency of this is influenced by wind direction. Whilst the impact of night flying on residents will vary, the Committee may wish to comment that for the foreseeable future (until October 2005) the current regime should at least be maintained to protect the interests of the Borough's local communities. This will be balanced with the social and economic benefits that are brought to the area by the operation of Heathrow.***
- 3.6 The Government has indicated that it would be premature to consult now on firm proposals for any new night restrictions regime for Heathrow, Gatwick and Stansted for the period beyond October 2005. However, the Paper takes a preliminary look at some of the general policies and principles underlying the night restrictions in particular whether to continue the present policy of having common arrangements at all three airports, and the broad issues relating to possible extension of the night quota period. The Committee may be particularly interested in commenting on any extension of the night quota period.
- 3.7 The issue of night quotas was examined as part of the Inquiry into the fifth terminal at Heathrow. The Inquiry Inspector stated that there was a case for re-examining the period covered by the night quota. He considered that the case was largely independent of the issue of whether planning permission should be granted for Terminal 5 but that it would be stronger if Terminal 5 were to proceed since that would increase the (potential) number of early morning movements. In the decision letter granting planning permission for Terminal 5 the Secretary of State recognised that there is considerable concern about night noise amongst people living around Heathrow and indicated his intention to pursue the suggestion made by the Inspector. He undertook to consult on an extension of the night quota period, recognising that he is not legally entitled to change the night noise regime without consultation.
- 3.8 Although the Inspector at the Terminal 5 Inquiry heard a lot of evidence about night flights and about interference with sleep, the Government wish to consult from first principles on the subject of possibly extending the night quota period. The key questions are:
- when should the night quota period start and finish?
 - what is the appropriate size of the movements limit and noise quotas that should apply during the night quota period?
 - which types of aircraft should be restricted in the night quota period? and
 - if the night quota period were extended, would any consequential adjustments be required to other elements of the night restrictions regime?

Comment

- 3.9 ***The issues of night quotas, number of aircraft movements, the type of aircraft allowed to fly and the impact at night are very technical issues. Officers do not have the expertise to guide the Committee beyond a few general comments regarding the areas of the Borough affected by noise and the desire to balance the impact of aircraft noise***

at night on local communities with the operational needs of one of the world's busiest airports. The Committee may wish to comment further on these issues.

4. Concluding Comments

- 4.1 The current night flying restrictions at Heathrow, Gatwick and Stansted will need to be reviewed for the period beyond 31 October 2004. The policy background to night flying restrictions is changing with EU legislations coming into effect, Human Rights issues and the Government's own consultation on the future of Air Travel in the UK. The Consultation Paper seeks the views of the Committee on the type of regulations required that should operate after the expiry of the current guidelines.
- 4.2 The issues raised by the night flying restrictions are very technical and Officers only have the necessary expertise to offer a few general observations. The Committee may wish to endorse the general comments in the item and/or raise specific issues regarding Heathrow as a response to the Consultation Paper.

OFFICERS' RECOMMENDATION that –

the comments set out in the report be forwarded to the Government as a formal response to the Consultation Paper entitled 'Night Flying Restrictions at Heathrow, Gatwick and Stansted'.

(TO RESOLVE)

Background Papers

None

18. REGIONAL WASTE MANAGEMENT STRATEGY – CONSULTATION DRAFT (DTS)

1. Purpose of Report

- 1.1 **The purpose of this report is to seek the views of the Committee on a consultation paper entitled: 'No Time to Waste' – a regional waste management strategy produced by the South East England Regional Assembly (SEERA). Although comments were requested by 13 June, an extension has been secured in order to include any comments which this Committee might wish to add.**
- 1.2 **The document was placed on the Councillor's website.**
- 1.3 **This item was also considered by the Planning Committee on 4 June 2003, and their comments and suggestions have been incorporated into this report.**

2. Background Information

- 2.1 When SEERA assumed responsibility for regional planning and transport in April 2001, the Government required it to undertake early reviews of selected policies in Regional Planning Guidance (RPG9). 'No Time to Waste' is part of that suite of reviews and deals with waste management. Other strategies have already been published on transport, renewable energy and tourism and one is in preparation on minerals.
- 2.2 The proposed Strategy formally covers the period up to 2016, the same timescale as RPG9 but it also looks further ahead. It sets out a vision and planning framework looking to 2026 and beyond. This longer term thinking will be incorporated in a revised overall regional strategy which SEERA plans to publish in 2004.
- 2.3 The total volume of waste in the region is growing at over 3% per annum. The region already produces over 25 million tonnes of waste per annum for disposal and another four million tonnes are imported, mostly from London.
- 2.4 The proposed Strategy is based on the proposition that it is necessary to change the way waste is dealt with. The mix of disposal facilities would need to be effectively reversed well within the next 20 years so that the region would be re-using and recycling or recovering most waste and disposing of a diminishing fraction to landfill sites. In that same period the community would need to stop increasing its individual and collective production of waste.

3. Policy and Technical Issues

3.1 The vision for the period to 2025 is that:

- the amount of waste produced will be minimised;
- the overwhelming majority of materials will be re-used, recycled or have value recovered from them; and
- the environment will be protected and enhanced for future generations.

3.2 From the work that has been undertaken it appears there are two strategy options for consultation, with a possible third variant:

- the first option (identified as the preferred option in this Strategy) would try to exceed the targets for recycling and recovering set by the Government and the European Commission. This ambitious approach was favoured by many of the stakeholders consulted in preparation of the Strategy;
- the second option would envisage at least meeting the statutory targets but would not seek to exceed them and would therefore see the creation of new facilities running at a rather slower pace.

3.3 Both these options have their attractions and problems. The first option seeks to reduce untreated disposal to landfill as quickly as possible and, if successful, would move closer to the vision. However, achieving such high rates of change from such a low base, would be difficult. A very large number of new facilities would be required. Seeking very high recovery targets before recycling infrastructure and markets are in place could also lead to over-commitment to other types of recovery, such as some forms of energy from waste. The alternative option might well avoid these pitfalls, but would reduce the impetus for change and ultimately perhaps, the delivery of the vision.

3.4 A possible hybrid of the two options might involve a slower initial build-up than under the preferred option, followed by rapid increases in recovery, including recycling, in the later stages of the Strategy.

3.5 Whichever option is finally chosen, the need for rapid change would be unaltered. The supporting policies put forward in the consultation would therefore be much the same. However some of the targets relating to the policies would be different for the alternative options.

3.6 The main policy themes are set out in Appendix 'V'.

3.7 Following consideration by the Planning Committee at its meeting on 4 June, the Chairman of the Planning Committee has recommended the following comments, in consultation with the Independent and Labour Groups:

General Comment

3.8 *Runnymede has suffered considerably in the past from the environmental impact of mineral extraction, and then by the filling of voids with waste. Both these processes take many years to complete, and even then problems may linger concerning release of leachate and gas and impact on the ability of land to store floodwater.*

3.9 *Where minerals are extracted adjacent to and in the Thames floodplain an additional problem arises where impervious clay-lined cells are created for subsequent waste infill and land raising occurs. This removes the ability for land to store water and exacerbates the flooding potential from run-off of capped waste.*

3.10 *In terms of restoration of mineral sites with waste materials, past experience has shown problems of general bad practice, pollution, land raising resulting in alien land-forms, and loss of water storage in flood plain areas adding to the propensity for flooding. Given these environmental problems, the timescale involved in restoration and the current shortage of inert fill, leaving extraction sites as open water in floodplain areas should not be precluded.*

- 3.11** *Landfill sites will continue to be required in the immediate future and, due to existing sites and mineral reserves in the area, Runnymede will remain vulnerable to these pressures. The emphasis must be on restoration of environmentally degraded sites. To prolong their use by recycling or other waste processing facilities is unacceptable.*
- 3.12** *There needs to be strong emphasis on waste management rather than waste disposal, and in this regard, the strategy's waste hierarchy of 'prevent, re-use, recycle, recover, dispose', is supported. Reduction of waste at source is a key issue and should be vigorously pursued. Recycling is part of the solution subject to properly planned allocation of sites.*
- 3.13** *The Council is gravely concerned by the fact that the Consultation Draft proposes that in future the planning policy constraint of the Green Belt "should not be considered a barrier to development of waste management facilities" (ref. Para 7.102). Policy W23 states:*

"Policy W23

Development plans should, in identifying locations for waste management facilities, give priority to safeguarding and expanding suitable sites with an existing waste management use and good transport connections. However, Green Belt should not preclude the location of new waste management facilities where this is consistent with the proximity principle".

- 3.14** *This weakening of Green Belt policy when coupled with the locational criteria for waste management facilities provided for in Policy W24 gives rise for even greater concern. Policy W24 sets out the following such criteria or "characteristics" to guide the location of such facilities:*

- *previous or existing waste management land use; or*
- *previous or existing industrial land use; or*
- *contaminated or derelict land; and*
- *accessible from existing urban areas or major new or planned development; and*
- *good transport connections including, where possible, rail;*
- *representing the Best Practicable Environmental Option.*

- 3.15** *The suggested significant undermining of Green Belt policy proposed in the strategy is considered to be totally unacceptable. The principles of appropriate and inappropriate Green Belt development are well-established, as is the need to put forward special circumstances to permit inappropriate land uses. It will become a self-fulfilling prophecy that will drive waste facilities away from appropriate urban areas, and is contrary to the principle of locating such facilities close to areas of greatest demand. The presumption should be against the use of Green Belt sites for waste processing facilities unless suitable sites can be more conclusively demonstrated as part of a sequential search.*

- 3.16** *The strategy should aim to achieve reasonable and equitable distribution of facilities across the region and not seek to take the easy option of perpetuating environmental damage in areas that have suffered years of degradation from waste disposal in the past.*

4. Conclusion

- 4.1** SEERA has taken on the responsibility for reviewing policies in the Regional Planning Guidance Number 9. The Assembly proposes to develop a new waste strategy that focuses on recycling as the main form of waste management. This represents a major shift in emphasis and in turn gives rise to the need for significant facilities to accommodate recycling sites.

- 4.2 There are a number of technical issues raised in the consultation paper but Officers have focused on the issues of principle associated with the strategic options for the next 25 years.

OFFICERS' RECOMMENDATION that –

the above mentioned comments be forwarded to SEERA as the formal comments of the Council on the Consultation Paper dealing with the Regional Waste Strategy.

(TO RESOLVE)

Background Papers

None

19. REVIEW OF THE COUNCIL'S ENVIRONMENTAL POLICY STATEMENT (DTS)
(Ref: Minutes of the former Environmental Services Committee, March 2000, page, 1096, para. 726)
1. **Purpose of Report**
- 1.1 **The purpose of this report is to seek the Committee's approval for revising the Council's Environmental Policy Statement (adopted in 2000), and identifying opportunities for enhancing the quality of the environment in the Borough.**
- 1.2 **The revised policy format proposes an approach that provides an audit of the environment, by means of a continuous monitoring regime, which enables the Council to monitor progress on meeting the aim in the Leader's Position Statement of playing our role in enhancing the quality of life for residents in the Borough.**
2. **Background Information**
- 2.1 In 1987 the Brundtland Report, also known as *Our Common Future*, alerted the world to the urgency of making progress towards economic development that could be sustained without depleting natural resources or harming the environment. The concept was developed further at a UN Conference in Rio de Janeiro in 1992. A subsequent report highlighted three fundamental components to sustainable development: environmental protection, economic growth and social equity. Further legislative developments have served to increase the level of complexity and interconnectivity in planning for and dealing with these issues.
- 2.2 In March 2000, the Council agreed a revised Environmental Policy Statement to reflect the components of sustainability. This set out the vision that the Council was committed to preserving and enhancing the environment for those who live, work or visit Runnymede. The Policy Statement is set out at Appendix 'W'. This document drew together the policy areas which the Council had influence on and could have a positive impact. Officers consider that it is now appropriate to review this policy approach to reflect a number of changes that have taken place since its adoption. Particular reference is made to EU guidance and UK statutory instruments and these are set out at Appendix 'X'.
- 2.3 In addition, the Comprehensive Performance Assessment (CPA) process introduces a wide ranging integrated performance framework designed to assist Local Authorities in their delivery of services. An authority will be assessed on:
- the quality of its local services;
 - the capacity to improve local services; and
 - its corporate and managerial effectiveness.
- 2.4 One of the issues that CPA will consider is whether the Council has, "Ambitions for sustaining an improving local quality of life", a key objective of sustainable development and questioning 'whether or not the authority has done all it could reasonably have been expected to do?'
- 2.5 The Community Strategy for Runnymede identifies inter alia, the need "to promote the economic, social and environmental wellbeing of Runnymede". A particular reference is made to ensure that planning is environmentally sensitive in conjunction with the undertaking of future planning for the implications of UK/EU legislation concerning environmental matters. This approach will be reflected in the Local Plan Review or Local Development Document.

Also identified, is the need for a Strategic Environmental Assessment (SEA) combined with a Sustainability Appraisal (SA) which highlights the need for robust baseline data.

- 2.6 Waste disposal, recycling, air quality management and contaminated land management will become progressively more dependant on baseline data in order to realistically reflect the scale of the issues and the robustness of the targeted outcomes.
- 2.7 To enable the implications of services delivered by the Council to be considered in a comprehensive manner, it is recommended that the Environmental Policy Statement be developed into an on-going audit on Council activity. This would require a number of issues to be examined in a manner that would enable it to become an integral part of service delivery.
3. Policy and Technical Considerations
 - 3.1 A key feature of the revised approach would be to establish a baseline of information on the delivery of services. Once the baseline was in place it would enable a (gap) analysis. This would enable the Council to consider whether the impact on the social, economic and physical environment of the services delivered would need to be reviewed to reflect statutory and/or advisory guidelines.
 - 3.2 Initial work has already been undertaken in some service areas that are required by statute to undergo 'sustainability audits'. For example, the aforementioned Local Borough (Development) Plan provides guidance on a number of land use proposals and as such will impact on other service areas such as waste recycling, air quality, transport, recreation and tourism. These in turn will be associated with sustainability requirements that underpin the Local Development Plan. It is recommended that the approach being adopted for auditing the new Local Development Plan be extended gradually to other service areas including the Environmental Policy Statement. The proposed context of this approach is set out at Appendices 'Y' and 'Z'.
 - 3.3 This approach not only forms a key element in delivering the Council's environmental vision by identifying opportunities for enhancing the quality of the environment; it also satisfies several CPA targets. For example, monitoring the impact of Council decisions on the social, economic and physical environment of the Borough. It is also integral to the work of the Local Strategic Partnership as it implements the Community Strategy for Runnymede.
4. Resource Implications
 - 4.1 The Environmental Policy Officer will co-ordinate the review of the Environmental Policy Statement. This post has recently been made full-time until March 2004 on the basis of government funding through the Planning Delivery Grant mechanism. A vital function of the post will be to focus on the Local Plan Review. However, contact and input to and from other service areas will take place as the statement is developed.
5. Conclusion
 - 5.1 The ultimate aim of this revised approach is to facilitate the capture, assembly, storage, distribution and analysis of robust data relating to the Borough that will adequately describe, set, monitor and manage its baseline condition.
 - 5.2 In so doing it will help the Council establish realistic benchmarks and priorities and set achievable targets and indicators that will further both the Leader's Statement of Policy and Core Values. In addition, it will assist the Council to meet the ever-increasing demand for decisions to be transparent and based on robust data rather than the more frequently used assumption based approach.
 - 5.3 The way in which the Council responds to the challenges and opportunities of sustainable development will be improved. Specifically through the protection of its environment and enhancement of the quality of life offered not only to those who currently live, work or visit Runnymede, but also to future generations.

OFFICERS' RECOMMENDATION that -

the Committee approve the revised approach for updating the Council's Environmental Policy Statement and the auditing of service delivery.

(TO RESOLVE)

Background Papers

DETR, (1999) A better quality of life - A strategy for sustainable development for the UK, London, HMSO

20. HEALTH PROTECTION AGENCY : APPOINTMENT OF PROPER OFFICERS UNDER PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 AND THE NATIONAL ASSISTANCE ACTS 1948 AND 1951 (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to advise Members of the National Health Protection Agency and local Surrey Health Protection unit which came into force on 1 April 2003 and to recommend the appointment of the relevant staff as Proper Officers under the Public Health (Control of Disease) Act 1984 and the National Assistance Act 1948.**

2. Background Information

2.1 The Public Health (Control of Disease) Act 1984 and the National Assistance Act 1948 (as amended by the National Assistance Amendment Act 1951) requires local authorities to appoint a proper officer to undertake duties as required by the legislation such as the response to co-ordination of outbreaks of communicable disease and securing necessary care and attention for residents of the Borough who are aged, infirm or physically incapacitated and are living in unsanitary conditions.

2.2 It is generally accepted that the proper officer should be medically qualified and most authorities appoint their local consultant in communicable disease control to the post.

2.3 At present the consultant in communicable disease control at West Surrey Health Authority is appointed as the "proper officer" under the Public Health (Control of Disease) Act 1984. It was resolved in 1994 that the Consultant in Communicable Disease Control appointed from time to time by the North West Surrey Health Authority or any successor authority be similarly appointed as proper officer under the Public Health (Control of Disease) Act 1984. Runnymede Council's Chief Executive Officer or the Director of Administration and Leisure (DAL) is the "proper officer" under the National Assistance Act 1948 (as amended by the National Assistance (Amendment) Act 1951), by virtue of the default provisions in Standing Orders.

3. Report

3.1 The Health Protection Agency came into force on 1 April 2003. This agency brought together several other agencies and functions relating to health protection. In Surrey these functions are now carried out by the Surrey Health Protection Unit.

3.2 Recent correspondence from the Local Government Association advised that it would be necessary for each Authority to appoint the relevant health protection staff as proper officers as the existing authorisations would not carry over.

3.3 The correspondence suggests giving delegated powers to an Officer or Councillor under executive arrangements, to appoint and authorise Health Protection Agency (HPA) staff for the relevant purposes.

Options

Option 1

3.4 To continue with the existing system whereby the Chief Executive Officer or the DAL, are the "proper officers" under the National Assistance Act 1948 (as amended by the National Assistance (Amendment) Act 1951) and the consultant in communicable disease control at the Surrey Health Protection Unit is appointed as the "proper officer" under the Public Health (Control of Diseases) Act 1984.

Option 2

3.5 Appoint the consultant in communicable disease control at the Surrey Health Protection Unit as the "proper officer" under both the Public Health (Control of Diseases) Act 1984 and the

National Assistance Act 1948 (as amended by the National Assistance (Amendment) Act 1951). The Chief Executive Officer and the DAL would also continue as proper Officers under the National Assistance Act 1948 (as amended by the National Assistance (Amendment) Act 1951).

Option 3

- 3.6 Delegate power to the Director of Technical Services to appoint Health Protection Agency staff as proper officers for the relevant purposes under both the Public Health (Control of Disease) Act 1984 and the National Assistance Act 1948, from time to time as the need arises.
- 3.7 This would be the preferred option as it would allow changes in staff at the Health Protection Agency to be considered and relevant staff to be appointed without delay.

OFFICERS' RECOMMENDATION that -

the Director of Technical Services be authorised to appoint Health Protection Agency Staff as proper officers for the relevant purposes under both the Public Health (Control of Disease) Act 1984 and the National Assistance Act 1948.

(TO RESOLVE)

Background Papers

Correspondence from the Local Government Association

21. KERBSIDE RECYCLING AND HOME COMPOSTING UPDATE (DTS)
(Ref. Minutes of Leisure and Environment Committee, January 2003, page 982, para. 576 and Corporate Management Committee, February 2003, page 1055, para. 602)

1. Purpose of Report

- 1.1 **The purpose of this report is to update Members on progress with the introduction of kerbside recycling in the Borough;**
- 1.2 **To report on the outcome of the sale of subsidised home composters; and**
- 1.3 **To report on the recent Member trial.**

2. Background Information

- 2.1 Following clarification of various contractual issues, and Council's agreement at its meeting on 17 October 2002 to the introduction of curtilage collection of wheeled refuse bins, a seven year contract with Cheshire Recycling Ltd was approved and the Council's Recycling Officer, Maureen Chambers, was appointed.
- 2.2 At its meeting on 6 February 2003, the Corporate Management Committee agreed to subsidise 2,000 home composters by £5, enabling them to be sold at £10 including VAT and delivery. This followed the previous sale of 2,112 home composters for £5 each funded through the Landfill Tax project that the Council took part in in conjunction with Imperial College London and the Norlands Foundation.
- 2.3 At its meeting on 23 January 2003, the Leisure and Environment Committee agreed to support further Landfill Tax research on waste minimisation and home composting in conjunction with Imperial College London and the Norlands Foundation, by contributing £10,000 to the project.

3. Report

Kerbside Recycling

- 3.1 Over 90 per cent of residents now have a weekly collection of glass, newspapers / magazines, tin, foil, aluminium cans, and textiles. Properties not currently in receipt of the

service include flats and difficult to access properties such as those in a more rural location. However, the service will be extended to all properties over the next four months.

- 3.2 Whilst there have been some teething problems; for example, residents not being given back their own box, replacement blue bags for newspapers not being provided, and some roads being missed out of deliveries of boxes and bags altogether, the scheme looks promising in terms of the amount of material collected. Runnymede's overall recycling rate for 2002/03 increased by 1% to 6% following the partial introduction of the scheme in late February and the extension of the scheme to the majority of properties on 17 March. Runnymede's Best Value Performance Indicator target for the current financial year is 10%, and for 2005/06 is 18%. Given the promising start to the scheme Officers are confident that the 18% target will be achieved well before the statutory date, and possibly by the end of March 2004.

Outcome of further sale of subsidised home composters

- 3.3 The 2,000 subsidised home composters have now been sold. The £5 subsidy enabling the composters to be sold at £10, would appear to be a level which encourages reasonable take up and also commitment by the resident towards using their home composter once purchased.

Member Trial

- 3.4 Before the first phase of the recycling scheme began on 24 February 2003, Runnymede Councillors took part in a five week trial to find out how easy the recycling system was to use and to monitor what percentage of rubbish could be recycled.
- 3.5 Each Councillor was asked if possible to weigh every black bin bag before putting it in their wheeled refuse bin. All recyclables, i.e. tins, bottles, paper and textiles were placed in the blue recycling box and bag which were also weighed on a weekly basis. The results of the trial were analysed and the findings showed that the scheme was very successful. The average recycling rate for all Councillors taking part was 46%.

4. Council Policy

- 4.1 The Council has sought a high quality, cost effective refuse collection service coupled with cost efficient extensions to recycling schemes.
- 4.2 The Leader's Position Statement for 2003/04 includes the introduction of household collections of recyclable materials. The Council also aims to achieve a high rating in terms of Best Value Performance Indicators and operate in accordance with the Borough's Annual Environmental Policy and Activities Review.

5. Legal Implications

- 5.1 The recycling targets set for the Council are mandatory. If the Secretary of State believes that the Authority is not complying with its Best Value duties, he has powers under Section 15 of the Local Government Act 1999 to intervene.
- 5.2 The possible action ranges from inviting the authority to submit an action plan setting out how it proposes to meet the prescribed standard, to taking over the function directly. However, before taking any such action the Secretary of State must first seek comment from the local authority, and a formal protocol governs the exercise of the intervention power.

(FOR INFORMATION)

Background Papers

None

22. ANTI-GRAFFITI AND STREET CARE TEAM (DTS)
(Ref: Minutes of Corporate Management Committee, January 2003, page 926, para. 531)

1. Purpose of Report

- 1.1 **The purpose of this report is to update Members on the progress in forming, equipping and mobilising the Anti-Graffiti and Street Care Team; and**

1.2 to seek Members' approval of the proposals relating to charges for removing graffiti from private property.

2. Background Information

2.1 The Annual Personnel Report 2002/03 referred to the growing problem of graffiti in the Borough and recommended that a new two-man team dedicated to graffiti removal across the Borough would do much to improve the quality of the environment.

2.2 Funding for the team and its equipment would be sought from a range of partners, including Surrey Police, Surrey County Council, utility companies and the Home Office, together with use of part of the existing Smart Borough budget. This would increase the staff establishment but avoid any additional budgetary implications.

3. Report

Anti-Graffiti and Street Care Team

3.1 Two additional members of staff have been recruited to the Anti-Graffiti and Street Care Team. They have been joined by four other existing members of staff to form the six strong Street Care Task Group. Each member of the Group has been trained to use the anti-graffiti equipment to facilitate coverage of staff holidays and other absences. The Group also deals with other tasks including installing litter and dog bins, carrying out repairs to bus shelters and in car parks and special cleaning operations.

Equipment

3.2 High specification pressure washing equipment has been purchased and mounted inside a van. In addition to removing graffiti from various surfaces, the high pressure cleaning equipment is also capable of performing other cleaning tasks such as the removal of chewing gum from paving.

Vehicle Livery

3.3 The van will be fitted with prominent markings to publicise the Anti-Graffiti and Street Care Team and will invite the public to report the presence of graffiti on the DSO's Freephone Telephone number.

Anti-Graffiti Team Training

3.4 The members of the Team involved in graffiti removal have received initial training in the use of the high pressure washing equipment and other methods of removing graffiti, including the use of chemicals and solvents.

3.5 The Team is newly formed and their skills in selecting the appropriate methods of removal from the various surfaces and in different environments will grow with experience.

4. Environmental Implications

4.1 One of the issues recognised in the 2002-2005 Runnymede Community Safety Strategy was a need to improve the quality of life and feelings of reassurance of local people by rapidly dealing with issues as they arise and, where possible, improving the local environment. Graffiti was one of the key problems reported and it is accepted best practice that prompt removal is one of the best deterrents and can have a major impact on feelings of safety and security.

4.2 Being locally based, the dedicated Anti-Graffiti Team is able to react quickly on receiving information about graffiti.

5. Financial Implications

5.1 Capital Costs

Officers applied for funding for the project from the Crime Reduction Team (CRT) at the Government Office of the South East (GOSE) and received £31,261 to acquire the van and cleaning equipment.

5.2 A report on the project will be submitted to the CRT in due course.

5.3 Operational Costs

5.4 The total annual operational costs, including staff salaries and running and maintaining the vehicles and equipment will be approximately £70,000. £60,000 of these costs will be met with virements from existing budgets for which, under Financial Regulations, Full Council approval will be required. Surrey County Council's Local Transportation Service has also agreed to contribute and negotiations are taking place with Network Rail, the Highways Agency and BT to secure contributions for removing graffiti from their property to make up the shortfall.

5.5 The possibility of charging owners for removing graffiti from private property, such as walls and fences, has been considered. In most cases the cost of removal would be less than the administrative costs and staff time in arranging and securing the payment. There is also concern that where owners refuse to, or cannot pay, unsightly graffiti could remain for long periods.

5.6 It is therefore proposed that at present, this service be provided to private property belonging to local residents and businesses free of charge. This should, however, remain under review so that if it does become a substantial burden (particularly in respect of commercial premises) charges might be introduced in the future.

6. Legal Implications

6.1 The owners of private property, such as walls and fences, would be required to sign a disclaimer absolving the Council of responsibility for any damage that might result from the normal process of removing graffiti from the property.

OFFICERS' RECOMMENDATION that -

- i) the graffiti removal service be offered free for private property belonging to residents and businesses in the Borough, subject to the prior signing of a waiver in respect of damage; and**
- ii) Officers report back to Committee on progress in removing graffiti and, if necessary, review the need for a future charging regime.**

(TO RESOLVE)

- iii) Full Council be requested to approve a £60,000 virement from various Council Services to fund the annual operational costs of the Anti-graffiti team.**

(TO RECOMMEND)

Background Papers

Annual Personnel Report 2002/03.

23. APPOINTMENTS TO LEISURE SUB-GROUPS (DAL)

THE COMMITTEE IS ASKED to consider the following appointments to the Council's Leisure Sub-Groups for the Municipal Year 2003/2004:

- 1. **Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting on 26 June 2003 to the end of the said same meeting in 2004. The retiring Officer appointees are the

Director of Administration and Leisure and the Director of Finance both of whom have indicated that they are willing to undertake another term.

2. **Two Members** to serve on the **Chertsey Meads Management Liaison Group**, one of whom must be the Chairman of the Leisure and Environment Committee who chairs the meetings of this Group. The Group meets once a year in March and the next meeting is scheduled to take place on Tuesday 16 March 2004. It is recommended that Councillor C.J. Norman continue to serve as Chairman of the Management Liaison Group.

A vacancy arose earlier in the year, following the departure of Councillor G.J. Thomas and at its meeting on 25 March 2003, the Liaison Group agreed that it would continue to be preferable for the other Member serving on the Group to either reside in Addlestone or be a ward Member for Addlestone North or Addlestone Bourneside.

3. **One Member** of the Leisure and Environment Committee to serve on the **Runnymede Access Liaison Group** which considers the access needs of disabled people in Runnymede. Another Member is also appointed to this Group from the Housing and Community Services Committee. The Group meets between 4 and 5 times a year at the Civic Offices. The next meeting of the Group is scheduled for Monday 21 July 2003. The retiring Member from the Leisure and Environment Committee is Councillor B.J. Relph.
4. **Two Members** of the Leisure and Environment Committee to serve on the **Runnymede Arts Development Steering Group**. The Group meets four times a year in July, September/October, February and April. The next meeting of the Group is scheduled for 8 July 2003. The two retiring Members on this Group are Councillors A.J. Davis and Ms C.M. Simmons.

(TO RESOLVE)

Background Papers

None

24. REFERRALS FROM EXTERNAL APPOINTMENTS SUB-COMMITTEE (DAL)

At its meeting on Tuesday 3 June the External Appointments Sub-Committee (EASC) deferred a number of appointments, and referred them to this Committee for resolution.

a) Duke of Edinburgh's Award Forum

The EASC re-appointed Councillor Mrs. C.Y. Jones for another year, but Councillor P.A. Greenwood declined re-appointment as he can sit on the Forum in a different capacity. There is, therefore, one vacancy, and the person appointed need not be a Member of the Council.

OFFICERS' RECOMMENDATION that -

one representative, Member or non-Member be appointed to the Duke of Edinburgh's Award Forum for the Municipal Year 2003/04.

(TO RECOMMEND)

Background Papers

External Appointments Sub-Committee agenda, 3 June 2003

b) Runnymede Association of Arts

The EASC re-appointed Councillor Mrs. J. Norman. However, Councillor J.R. Ashmore did not wish to be re-appointed. The other retiring Member is Councillor Ms. C.M. Simmons. The representatives must be Members of the Council.

OFFICERS' RECOMMENDATION that -

two Members be appointed to represent the Council on Runnymede Association of Arts for the Municipal Year 2003/04.

(TO RECOMMEND)

Background Papers

External Appointments Sub-Committee agenda, 3 June 2003

c) Surrey Museums Consultative Committee

Councillor A.M. Moore (the existing representative) stated that he wished to become the substitute Member. The EASC therefore appointed him as substitute. The retiring substitute Member, who was not re-appointed, is Councillor P.J. Waddell. The representative must be a Member of the Council.

OFFICERS' RECOMMENDATION that -

a Member be appointed to represent the Council on the Surrey Museums Consultative Committee for the Municipal Year 2003/04.

(TO RECOMMEND)

Background Papers

External Appointments Sub-Committee agenda, 3 June 2003

25. ABBEY FIT JOINT MANAGEMENT COMMITTEE - MINUTES (DAL)

The Minutes of the meeting of the Committee held on 4 March 2003 are attached at Appendix 'Z1'.

(FOR INFORMATION)

Background Papers

None.

26. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES, REVISED CONSTITUTION AND PROGRAMME OF WORKS (DAL)

The Minutes of the meeting held on 25 March 2003 are attached at Appendix 'Z2'. At that meeting the Group was informed of the Council's review of departmental and Officer titles which had necessitated the Constitution of the Group to be updated solely to reflect those changes.

Members are asked to note the updated Constitution of the Liaison Group as attached at Annex '1' of the aforementioned Minutes, and the following summary of works;

- i) continuance of annual hay cut, bi-annual cut of reed beds, scrub clearance and cutting of grass paths
- ii) installation of single horse ride marker posts
- iii) removal of a number of trees in Area 1A to maintain the open aspect of the Meads
- iv) seek advice of Surrey Wildlife Trust with regard to the shallow water scrape and the possibility of a Thames Fish Ditch with Otter holt
- v) gapping up of existing hedgerows and planned cut
- vi) liaise further with the Environment Agency with regard to bankside vegetation
- vii) extension of surveys of the Meads in consultation with Surrey Wildlife Trust
- viii) investigate installation of interpretation boards
- ix) path clearance through area 2D in the vicinity of Dumpsey Stump
- x) continue with grazing trial, but increase intensity of use of area
- xi) complete pond clearance by removing arisings from site
- xii) open up gaps in tree screen between the Meads and new open space
- xiii) replace site map
- xiv) install additional dog waste bins
- xv) community litter pick
- xvi) consider and negotiate with relevant parties, regarding location of new play area
- xvii) complete the replacement of anti-vehicle posts (sleepers)
- xviii) ensure new CCTV camera located in best position
- xix) investigate repair to wire 'gabions' on bank of the Thames

(FOR INFORMATION)

Background Papers

None.

27. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES AND PROPOSED REVISED TERMS OF REFERENCE (DAL)

The Minutes of the meeting held on 1 April 2003 are attached at Appendix 'Z3'. At that meeting the Group was informed of the Council's review of departmental and Officer titles which had necessitated the Terms of Reference of the Group be updated to reflect those changes.

In addition, the Group considered the incorporation of some of the aims and objectives set out in the Community Strategy and the Council's Cultural Strategy, to which the Steering Group had contributed.

The revisions would not affect the remit or operation of the Group, but would merely augment their aims and objectives with reference to those Strategies. Specifically by;

- iii) *facilitating co-ordination amongst professional and amateur arts organisations in the borough in accordance with the aims and objectives of the Council's Cultural and Community Strategies*
- v) *acting as partner in the process of consultation into the feasibility of arts venues in the borough for better use and promotion of existing facilities in accordance with the Council's Cultural/Community Strategy;*
- vi) *helping to maintain the character of smaller settlements through giving support to the development of locally based facilities and services in accordance with the Cultural/Community Strategy*

(Revisions are shown in italics)

Members are asked to approve the updated and revised Terms of Reference of the Steering Group attached at Annex '1' of the aforementioned Minutes.

OFFICERS' RECOMMENDATION that –

the Terms of Reference of the Runnymede Arts Development Steering Group be revised to incorporate some of the aims and objectives of the Community Strategy and the Council's Cultural Strategy as set out above

(TO RESOLVE)

Background Papers

None.

28. LICENSING SUB-COMMITTEE - MINUTES DAL)

The Minutes of the meeting of the Sub-Committee held on 15 April 2003 are attached at Appendix 'Z4'.

OFFICERS' RECOMMENDATION that -

the Minutes of the Licensing Sub-Committee held on 15 April 2003, attached at Appendix 'Z4' be received and adopted.

(TO RESOLVE)

Background Papers

None.

29. EXCLUSION OF PRESS AND PUBLIC

If Members are minded to consider any of the foregoing reports in private, it is the

OFFICERS' RECOMMENDATION that -

where appropriate, the press and public be excluded from the meeting during discussion of 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 paragraph of Part 1 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 considered under this heading).