

Runnymede Borough Council  
LEISURE AND ENVIRONMENT COMMITTEE

Thursday, 23 January 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), A.G. Collins, A.J. Davis, P.C. Elding, Mrs. S.E. Jacobs, A.M. Moore, R.J. Ray, B.J. Relph and Ms. C.M. Simmons.

Co-opted Members for matters affecting Thorpe Green  
Mrs. B. Miller and Mr. T. Watson

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, Committee Section, Department of Administration and Leisure, Civic Offices, Station Road, Addlestone. (Tel. 01932 425627).**
- 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



## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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

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### **PART II**

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

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

## NAMING OF CHIEF OFFICERS AND DEPARTMENTS

After prompting by the Local Government Act Member Working Group and as set out in the Annual Personnel Report, Chief Officers and Departments are being renamed to reflect current practice in many authorities. The new titles and abbreviations are used in this Agenda and are set out below for ease of reference:

<u>Abbreviation</u>	<u>Title</u>	<u>Old Title</u>
DAL	Director of Administration and Leisure	Borough Secretary and Leisure Services Officer
DF	Director of Finance	Borough Treasurer
DHCS	Director of Housing and Community Services	Borough Housing and Community Services Manager
DTS	Director of Technical Services	Borough Technical Services Officer

### 1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

### 2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 21 November 2002.

### 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 (CEO)

#### 1. Purpose of Report

**1.1 The purpose of this report is to present the interim progress report on Aims and Targets for 2002/2003 for services within the purview of this Committee and to consider whether the proposed Aims and Targets for 2003/2004 correctly interpret the Leader's Position Statement.**

#### 2. Progress Report on Existing Aims and Targets

2.1 The current progress on the 2002/2003 Aims and Targets set for Leisure Services, Environmental Services and the Safer Runnymede Initiative is attached at Appendix 'A'. This is the interim update of progress based on the existing Leader's Position Statement.

#### 3. New Aims and Targets

3.1 The new Leader's Position Statement was approved by the Corporate Management Committee on 3 October 2002.

- 3.2 Officers have interpreted the text of the Leader's Position Statement relevant to the Committee's specific responsibilities and converted them into particular targets so that measures of performance can be ascribed for 2003/2004 as outlined at Appendix 'B'.
- 3.3 Members are asked to indicate whether Officers' interpretation of their aspirations is accurate and if not, propose appropriate changes.

**OFFICERS' RECOMMENDATION that -**

- i) the interim progress report in respect of the 2002/2003 Aims and Targets as attached at Appendix 'A' be noted; and**
- ii) the proposed Aims and Targets for 2003/2004 attached at Appendix 'B' be adopted.**

**(TO RESOLVE)**

Background Papers:

Leader's Position Statement 2002/03.  
Leader's Position Statement 2003/04.

6. REVENUE ESTIMATES 2003/2004 (DF)

1. Purpose of Report

- 1.1 **The purpose of this report is to receive and consider the draft Revenue Estimates for 2003/2004.**

2. Report

- 2.1 The report of the Director of Finance containing the draft Revenue Estimates and fees and charges for the services under the remit of this Committee is attached at Appendix 'C'. This Appendix has been printed separately and is enclosed with this Agenda. The papers comprise:

- i) Estimates for Leisure Services (pages 1 to 42)
- ii) Estimates for Environmental Services (pages 43 to 72)
- iii) Estimates for Safer Runnymede (pages 74 to 75).

**OFFICERS' RECOMMENDATION that -**

- i) the proposed fees and charges for 2003/2004 as set out in Appendix 'C' be approved to be effective from 1 April 2003 or as appropriate; and**
- ii) the draft revenue Estimates for 2003/2004 be approved as submitted and the Corporate Management Committee be requested to make provision accordingly.**

**(TO RESOLVE)**

Background Papers

None stated

7. KERBSIDE RECYCLING AND HOME COMPOSTING UPDATE (DTS)  
(Ref: Minutes of Leisure and Environment Committee, November 2002, page 774, para. 438)

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, including the outcome of a further bid for Government funding;**
- 1.2 **To report on the outcome of home composting research and to propose the sale of subsidised home composters; and**
- 1.3 **To recommend that further research is undertaken with Imperial College, London.**

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 The Council has been taking part in a two year landfill tax funded research project carried out by Imperial College, London studying the contribution home composting could make towards waste minimisation. This included £30,000 for the purchase of home composters and a total of 2,112 were sold to residents at a subsidised price of £5 each.

3. Report

Kerbside Recycling

- 3.1 Following the successful outcome of this Council's bid for Landfill Tax Credits funding of £100,000 from the Sita Environmental Trust and for Government funding of £143,000 for the financial year 2002/03, a further bid was made to the Government's National Waste Minimisation and Recycling Fund for 2003/04. This bid for £123,000 received Government approval on 2 December 2002, and will give further financial stability to the kerbside recycling scheme which is due to commence mid February 2003.
- 3.2 As reported to the meeting of this Committee on 21 November 2002, Members have been invited to take part in a six week trial before the scheme is up and running. 31 Members have agreed to take part in the trial and they will be contacted shortly.

Outcome of Imperial College Home Composter Research

- 3.3 The project which was funded by the Norlands Foundation was established to address uncertainty relating to the reductions in waste disposal which could potentially be achieved by promoting home composting of garden and kitchen waste in the community. It measured the effectiveness of home composting at diverting biodegradable household waste away from landfill in a two year Study Trial involving 64 volunteer homeowners. It was based on three refuse collection rounds in parts of Chertsey, Thorpe and The Hythe.
- 3.4 Participants in the Study Trial weighed their waste inputs to the compost bins and also measured the temperature of the composting material. This was supplemented with further detailed biochemical process monitoring.
- 3.5 The monitoring programme demonstrated that within the group of volunteer homeowners, the average input of garden, kitchen and paper waste to the bins was 400 kg per household, per year. The number of households purchasing a subsidised compost bin was equivalent to approximately 20 % of homeowners in the Study Area. These waste inputs suggest that a waste diversion rate equivalent to 10 % of total household waste could be possible where 20 % of households are actively engaged in home composting.
- 3.6 Temperature and gas composition measurements indicated active aerobic degradation of organic matter in the composters. In other words, the material composted down well and did not cause odour problems.

- 3.7 A field trial was established to assess the end-use of composted products as soil conditioners. It was found that the *Petunia grandiflora*, (F<sub>1</sub>H), which received home produced composts, gave larger flower numbers than either peat-amended soil or the untreated control treatment. This emphasises the value of composted residue as an effective replacement for peat as a soil conditioner.
- 3.8 The information produced by this project is the largest and most comprehensive data set on home composting available in the UK. The research has been well received nationally and is considered to be some of the most detailed scientific work carried out on quantifying the waste minimisation potential of home composting.
- 3.9 The research concludes that if the level of participation experienced in the Study Area was extrapolated to the whole of the Borough, the amount of waste diverted from landfill disposal would be equivalent to approximately 10 % of the total quantity of waste arising from door-to-door collection. Potentially, home composting represents one of the most sustainable options for managing putrescible household waste because the resident generating the waste is also the processor and user of the end-product, the compost or 'soil conditioner'.

#### Proposed Further Research

- 3.10 A further project, now being proposed by Imperial College and funded by the Norlands Foundation, will analyse and measure disposal practices at individual household level to fully understand the impacts of changes in waste management practices which are implemented at this level. The project compliments the introduction of kerbside recycling, the promotion of home composting, and the research required as part of the funding from the Sita Environmental Trust for kerbside recycling.
- 3.11 The project will weigh individual wheeled bins from 400 volunteer residents' homes. A refuse collection vehicle will be fitted with automatic weighing and data logging equipment. The manufacturer has advised that minimal additional time is required to empty wheeled bins using the data logging equipment. No such waste management research project has been carried out before in the UK. Only using weighbridge data, as in the first project, is of limited value because it does not take into account other factors that can influence waste generation and disposal. These include demographical and other recycling and disposal activities, plus changes in behaviour, such as the willingness of homeowners to take their waste to civic amenity sites.
- 3.12 A detailed analysis of the waste produced by the volunteer households will be undertaken. In addition, scientific research will be carried out at Imperial College's field study centre in Sillwood Park using 20 home composters, to enable more practical advice to be given to residents on what composts best.

#### The Aims of the Research

- 3.13 To determine the effectiveness of waste minimisation/recycling measures in reducing the amounts of landfilled waste.
- 3.14 To assess whether removing material from the wheeled bin by these measures encourages more household waste disposal – there is anecdotal evidence to suggest that this may be the case. For example, homeowners may be less willing to take waste to a civic amenity site for disposal if space is created in the wheeled bin due to kerbside recycling/home composting.
- 3.15 To provide management optimisation information in terms of the required frequency of waste collections from households and waste bin size. For example, where recycling/minimisation measures are effective in reducing the amount of waste placed in the wheeled bin for disposal, the frequency of collection could be reduced.
- 3.16 Finally, to provide technical and quantitative information for presentation to the Government in support of the case for a re-evaluation of their scheme to award Recycling Credits for waste diversion by home composting.

#### Further promotion of subsidised home composters

- 3.17 All of the original 2,112 composters subsidised for sale at £5 have been sold. The home composting research detailed above shows that the amount of waste diverted from landfill

through home composting can be considerable. A further sale of subsidised home composters is therefore proposed. Various composters have been compared for quality, size and cost.

- 3.18 The 330 litre 'Compost Converter' manufactured by Blackwall Ltd, and similar in size to the 'Milko' compost bins sold previously, can be sold to residents for £10 including delivery and VAT. With the agreement of this Committee, this price would include a £5 subsidy from the Council. The proposal is to subsidise 2,000 such home composters at a total cost of £10,000.
- 3.19 A promotional leaflet produced by Blackwall would be distributed to residents along with the information regarding kerbside recycling in February. Although these home composters would be twice the previously subsidised price, Blackwall have advised that take up should still be strong. This view is supported by the results of the quarterly refuse survey of 100 residents.
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 2003/2004 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. Resource Implications
- 5.1 The proposed research project outlined in paragraphs 3.10 to 3.12 above has received £145,000 of Lndfill Tax credits from the Norlands Foundation and Imperial College has requested a contribution of £10,000 from this Council. Given the considerable potential savings in waste disposal costs, a contribution is also being sought from Surrey County Council. As Runnymede could gain further national recognition through this scheme, and can use the information gained from it to the Council's advantage, budgetary provision has been made in the 2003/04 estimates in the Recycling Initiatives budget. Should Members not wish to pursue this initiative, this provision would be removed.
- 5.2 The home composters promotion will cost a maximum of £10,000 over the life of the project as highlighted in paragraph 3.18. The Capital Programme for 2003/04 contains a £10,000 waste minimisation rolling programme provision and it is intended that this be utilised for the home composter scheme. Any future revenue costs would be met from within existing budgets.
6. Legal Implications
- 6.1 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. 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. 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.

**OFFICERS' RECOMMENDATION that -**

- i) the Imperial College Research Project be supported, and a contribution of £10,000 be approved from the proposed budgetary provision for 2003/4; and**
- ii) the Corporate Management Committee be requested to approve a Capital Estimate in the sum of £10,000 for the purchase and promotion of 2,000 Blackwall "Compost Converter" home composters and agree to a £5 subsidy for each one.**

**(TO RESOLVE)**

## Background Papers

Approval letter dated 2 December from the Department for Environment, Food and Rural Affairs.

### 8. REVISIONS TO GRANT AID CRITERIA (DAL)

#### 1. Purpose of Report

**1.1 The purpose of this report is to recommend the adoption of a revised criteria for the award of grant aid to voluntary and community groups.**

**1.2 The criteria is being submitted for the approval of both the Leisure and Environment and Housing and Community Services Committees in view of their respective responsibilities for grants to the voluntary sector.**

#### 2. Background Information

2.1 The Council made provision in the current financial year for the award of £380,000 in grant aid to local voluntary and community groups, together with individuals involved in sporting, artistic, charitable and educational activities. This figure includes support made available in the form of occasional grants, annual core revenue funding, bottle bank donations, rent grant aid and discretionary rate relief.

2.2 The core of the present grant aid criteria dates from 1995, with a number of minor changes having been incorporated in subsequent years. Given the passage of time it now seems appropriate to comprehensively update the document in order to take account of changing policy priorities, funding needs and working practices.

#### 3. Report

3.1 The revised draft criteria are attached at Appendix 'D'. This Appendix has been printed separately and is enclosed with the Agenda. The criteria have been designed to form a single set of corporate guidelines which can be used to assess applications for most forms of funding against approved Council strategies and targets. These have principally been drawn from the Community Strategy and Cultural Strategy and concentrate on those objectives which might most appropriately be undertaken by community groups.

3.2 This approach has two significant advantages. Firstly, it sharpens the focus of the Council's financial support so that grant aid can be directed towards the achievement of specific policy objectives rather than being used simply as a fund for distribution to worthy causes. Secondly, the adoption of a common core criteria should enable the Council to be more consistent and transparent in the way in which it allocates funding.

3.3 The revised criteria also attempt to reflect the Council's broader policy framework arising from recent legislative changes and its emerging community leadership role, together with the trend towards partnership working. It is therefore proposed to extend the scope of grant aid into areas such as social inclusion and health awareness that have not traditionally been seen as part of the Council's core functions. The criteria emphasise, however, that the Runnymede grants programme is intended to complement and not replace existing sources of public funding. Assistance will not be given to services and projects which are customarily the responsibility of other statutory agencies. It is intended that support be restricted to initiatives which are beyond the normal scope of the principal funding agency and meet the Council's policy priorities.

3.4 Members' attention is also specifically drawn to the following proposed changes in direction or emphasis.

- Greater priority has been given to projects for the disabled.
- Clarification of the criteria for ongoing core revenue funding.
- The exclusion of students not permanently resident in the borough from eligibility for sports grant aid.

- The removal of the junior club membership category of sportspersons grant aid, which provided for grants of up to £85. The Runnymede Sports Council had expressed concern that the category was too wide to be meaningful and could potentially lead to an unsustainable number of applications.
- The exclusion from eligibility for sportspersons grant aid of applicants with aspirations to professional status in the short term.
- The formalisation of the procedures for town centre Christmas decorations funding.
- The separation of most arts grants from other leisure type revenue funding so that they can be dealt with through the Arts Development budget administered in conjunction with the Arts Development Steering Group.
- The incorporation, at the request of the Association for the Improvement of Runnymede (AIR), of a requirement that all applicants for environmental improvements initially approach AIR for financial assistance rather than the Council.

3.5 In addition, Officers propose that the present budgets for occasional capital grants (£25,000 for community halls improvements, a £25,000 general provision and £3,000 to Scouts and Guides) be merged into one combined budget of £53,000 in order to provide additional flexibility when dealing with applications relating to building improvements. While this would effectively remove the sum ring-fenced for Community Halls and Scouts and Guides groups it will provide the respective applicants with access to additional money from the enhanced general provision should appropriate schemes present themselves.

3.6 The previously approved discretionary rate relief guidelines are referred to in the criteria for completeness. No changes are proposed at the present time. The opportunity has also been taken to incorporate within the criteria a guide to other potential sources of funding for voluntary organisations.

#### 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 the funds presently available to them.

#### **OFFICERS' RECOMMENDATION that –**

- i) the grant aid criteria set out in Appendix 'D' be adopted with effect from 1 April 2003; and**
- ii) the capital grant aid allocations for Community Halls, Scouts and Guides and general grants be amalgamated to form one provision of £53,000 to allow greater flexibility when dealing with capital grant aid applications.**

#### **(TO RECOMMEND)**

#### Background Papers

Various internal memoranda between the period February to December 2002 (on DAL's file 69.25.17(99)).

9. EGHAM AND THORPE ROYAL AGRICULTURAL AND HORTICULTURAL ASSOCIATION – APPLICATION FOR CORE REVENUE FUNDING (DAL)

1. Purpose of Report

1.1 **The purpose of this report is to consider an application from the Egham and Thorpe Royal Agricultural and Horticultural Association for ongoing core revenue funding of £15,000 per annum in respect of the Egham Royal Show and the establishment of a specific provision from which support can be given to community shows and similar local events.**

2. Background Information

2.1 The Council makes annual core revenue funding available to a number of local voluntary organisations outside the occasional grant aid criteria because they are considered worthy of support as a matter of policy in view of their community or public service role. The draft estimates elsewhere on this Agenda show the scope of funding for Leisure organisations proposed in 2003/04.

2.2 The Egham Show, in common with the Chertsey Agricultural Show and Black Cherry Fair, currently receives a small cash grant of £310 per annum and benefits from free use of Council land. Officers also tend to be drawn into providing assistance with the preparation and subsequent reinstatement of each venue.

2.3 Engineering and traffic management support was also undertaken until the termination of the Highways Agency agreement in April 2002.

3. Report

3.1 As Members will be aware, the Egham and Thorpe Royal Agricultural and Horticultural Association organises the Egham Royal Show, which is staged on the showground at Mrs Caddy's Field in Whitehall Lane, Egham each August bank holiday weekend. The Show, which was first staged in 1857, attracts approximately 10,000 visitors each year.

3.2 The Show moved to Mrs Caddy's Field from the Runnymede Meadows in 1999. The total cost of staging the event at the new venue amounts to approximately £30,000. The Association states that it can meet half of this sum through sponsorship and income from admission charges and exhibitions. (Officers are currently awaiting sight of the Association's most recent accounts). The Council has now been asked to meet the balance of £15,000 on an ongoing basis.

3.3 If Members are minded to increase the level of support to the Egham Show, consideration may need to be given to grant aiding other local community shows and events of a similar character, as envisaged in the 2003/04 Leaders Position Statement. Informal discussions have indicated some level of support amongst Members for a fixed contribution to the principal events in the borough (namely the Egham Show, Black Cherry Fair, Chertsey Agricultural Show and, if it resumes, the Addlestone Gala) with a view to the shows eventually building up a sufficient reserve to be able to continue without further support.

4. Council Policy

4.1 Applicants for annual core revenue funding are currently expected to be able to demonstrate that they fulfil a community or public service role sufficient to justify ongoing revenue support. The proposed revisions to the grant aid criteria contained elsewhere on this Agenda (Appendix 'D') retain the spirit of this requirement while also asking that the applicant fulfils the criteria for occasional grant funding. The Egham and Thorpe Royal Agricultural and Horticultural Association meets this latter provision. It is for Members to determine whether its activities, in the form of the Egham Show, warrant an annual commitment of public funds.

4.2 The Leader's Position Statement, approved by the Council in October 2002, states that "we will continue to support non profit making events such as Black Cherry Fair, Chertsey Agricultural Show and the Egham Royal Show in terms of site provision and preparation, recognising that the County Council are now responsible for highways matters. We will provide grant support to help offset the cost burdens placed upon the organisers of such events."

5. Resource Implications

- 5.1 Neither the approved revenue forecast or the draft estimates elsewhere on this Agenda include provision for grant aid to the Association of more than £300 in 2003/04, nor any more general sum for other local shows. There is however a sum of £250,000 set aside in 2003/04 for initiatives arising out of the Leader's Position Statement, within the Corporate Management Committee Estimates, part of which could be allocated to the Egham Show and other events.
- 5.2 The revenue forecast included a demanding requirement to identify savings of £1 million a year from 2004/05 as part of a series of measures to balance revenue expenditure and income over the medium term. Members must carefully consider whether the Council is in a position to take on new ongoing spending commitments in this environment.

6. Conclusion

- 6.1 The Egham Show remains an important part of the local calendar of events and plays a significant role in enhancing the profile of the area. The provision of grant support, both to the Egham Show and other events, would be consistent with approved policy. There is, however, no specific budgetary provision to meet an increase in funding. Any award of grant aid would represent a growth in expenditure at a time when the Council is committed to a substantial programme of revenue reductions. It would also set a precedent in respect of support for other community shows and events of a similar nature. In determining the specific application from the Egham and Thorpe Royal Agricultural and Horticultural Association, Members must consider whether the show fulfils a key community or public service role worthy of substantial ongoing revenue support.

**THE COMMITTEE IS ASKED TO -**

- i) indicate whether or not annual core revenue funding should be made available to the Egham and Thorpe Royal Agricultural and Horticultural Association in support of the Egham Royal Show from 2003/04 and the terms, amount and other conditions that are to be applied to any grant;**
- ii) indicate which, if any, other annual community events of a similar nature should receive grant support; and**
- iii) if appropriate, to instruct that the draft estimates be amended accordingly**

**(TO RESOLVE)**

Background Papers

Application Form from Egham and Thorpe Royal Agricultural and Horticultural Association and consequential internal memorandum on DAL's file 69.25.17 (94)

10. 'CARELINE' DISASTER RECOVERY (DTS)

1. Purpose of Report

- 1.1 **The purpose of this report is to propose the implementation of a system in partnership with Mole Valley District Council to ensure continuity of the 'Careline' service in the event of any form of disaster rendering the Call Centre unusable.**

2. Background Information

- 2.1 The 'Safer Runnymede' Control Centre is the call handling centre for the 'Careline' alarm system for elderly and vulnerable people. The system itself is the responsibility of the Community Services Officer but call handling is the responsibility of the Safer Runnymede Manager.
- 2.2 Call handling uses specialist software and hardware supplied and maintained by Jontek Ltd., and this has proved to be both reliable and effective.

- 2.3 Each year the Centre receives about 25,000 calls and over 99% are answered within 30 seconds. Many calls are test calls or set off in error but on average an ambulance is called every day for what is potentially a life saving call.
3. Disaster Recovery
- 3.1 Whilst the risk of losing the Centre is comparatively low, to do so would result in a period probably in excess of two days without providing a service and putting at risk the 1,600 or so vulnerable clients who receive the service.
- 3.2 The Association of Social and Community Alarms Providers has produced a 'Code of Practice' for call handling operations and alarm receiving centres. This is accepted as national best practice and a requirement for accreditation in compliance with this Code. It includes a requirement for a business continuity plan to address the foreseeable circumstances.
- 3.3 The Safer Runnymede Centre has a plan in place for all such circumstances except unavailability of the rooms.
4. Proposal
- 4.1 There are two viable options being introduced by similar Centres. One is to install an emergency system in Council premises elsewhere in the same Borough. This is far from ideal as it would require the identification of suitable space and the supply of equipment which could be in use for some days.
- 4.2 The alternative, which is recommended as most operationally effective, is to pair with a similar Centre using the same technology. Each would install a receiving terminal in each other's Centre and in the event of a crisis staff would simply relocate to the other Centre. Agreement has been reached with Mole Valley who wish to adopt this solution and have identified and agreed their financing of this provision.
- 4.3 Responsible Officers have visited Mole Valley Centre and are satisfied that the Centre operates to an extremely high standard.
5. Finance and Standing Orders
- 5.1 The total cost of supply and installation of the receiving station, together with replication software to enable regular updating is £13,900, and this can be funded from an underspend in the Capital CCTV Replacement budget in 2002/03.
- 5.2 The additional maintenance and Capital Charges associated with the software can be met from within existing resources.
- 5.3 The current equipment is supplied by Jontek Limited. No other company can be approached for comparative costings as this proposed equipment will be an integrated part of an existing system, the cost of which to replace would be in excess of £50,000. However, it will be necessary to waive Standing Order C2.1 which governs how such contracts should normally be competitively secured.

**OFFICERS' RECOMMENDATION that -**

- i) the Corporate Management Committee be requested to approve the purchase of the recovery terminal and associated software from within the existing Capital CCTV Replacement Budget;**
- ii) the Director of Administration and Leisure be authorised to enter into a service level agreement with Mole Valley District Council to the mutual benefit of both Authorities; and**
- iii) this equipment be purchased from Jontek Ltd., as the only practicable supplier, and Standing Order C2.1 be waived for this reason.**

**(TO RESOLVE)**

## Background Papers

None stated

### 11. THE FRIENDS OF ENGLEFIELD GREEN YOUTH (DAL)

#### 1. Purpose of Report

1.1 **The purpose of this report is to recommend that the Committee gives financial support to a project of the Friends of Englefield Green Youth to provide an external floodlit multi-use games area and more flexible internal space within the Englefield Green Youth Centre.**

#### 2. Background Information

2.1 There has been a history of difficult and anti-social behaviour from some young people within Englefield Green and a group of concerned residents led by Councillor Mrs Carole Jones has met on a number of occasions in order to try and work out what the community's response to these young people should be. This has led to a number of initiatives including BMX bike dirt jumps and a youth shelter at King's Lane Recreation Ground and a football kick about area on the Green. Out of these meetings The Friends of Englefield Green Youth was formed in early 2002 with an objective of trying to provide more and better recreational opportunities for local young people. The Friends of Englefield Green Youth is working in conjunction with other local youth groups such as the Scouts, Guides and a church youth organisation, East to West.

#### 3. Report

3.1 One of the first tasks that the Friends organisation decided was necessary was the improvement of access by young people to the Englefield Green Youth Centre, it only being open two nights per week. In discussion with local young people it was decided to construct a multi-use games area to the rear of the Youth Centre and carry out alterations within the building to create a music room, a meeting room, and a dedicated games area separate from the main hall, allowing greater flexibility in the way the Centre is run. The construction work has cost £33,500 and fund-raising to date has raised £26,500 from the following sources;

•	Surrey County Council Local Area Committee	£5,000
•	Proctor & Gamble	£10,000
•	Surrey County Playing Fields Association	£1,000
•	Local Business & Individual donations	£10,500

**Total** **£26,500**

3.2 Since the construction of the multi-use games area, young people now have access to this part of the Youth Centre on any day up to 9.30pm. The floodlighting is controlled by a passive infra-red detector which switches the lights on as soon as anyone enters the games area. A timing device cuts the power to the floodlights at 9.30pm, ensuring that play does not go on beyond a reasonable hour and thereby helping to keep good relations with the Centre's neighbours.

3.3 The Friends had also applied to the National Lottery's Awards for All distributor but were unsuccessful. The project has a shortfall of £7,000 which the Council is being asked to make up.

3.4 A formal application to the Council for occasional grant funding is unlikely to be successful since the current grant aid criteria would normally preclude assistance with improvements to a County Council owned facility.

3.5 Nevertheless the project is meritorious in that it contributes to a key Council objective in supporting local young people and provides them with more and better recreational sporting outlets for their energy. Also the fact that the local community has come together to find its own solutions to the problems they face collectively should be both applauded and encouraged.

3.6 Should the Committee agree to support this group it is envisaged that they would submit their accounts and financial statements as per the grant-aid procedures and no Council funds would be released until satisfactory evidence that the appropriate expenditure had taken place.

4. Council Policy

4.1 Position Paper Leader's Statement 2002-03

"We will continue to work with other agencies to widen the range of leisure activities as a contribution to the Surrey Youth Strategy and continue our support to the Duke of Edinburgh Award scheme, the Scouts and Guides movement and the Runnymede Splash scheme."

4.2 One of the Key Targets of the Community Strategy in respect of out of school activities for young people is to:

"Work with other agencies to identify the areas of greatest need, target resources to make the best use of facilities, skills to develop leisure/sport-based out of school activities and personal development for young people."

5. Resource Implications

5.1 No specific financial provision for this project has been made in the revenue budget. There are, however, sufficient unspent sums within the budget for occasional capital grants to meet a funding award of up to £7,000.

**OFFICERS' RECOMMENDATION that -**

**a contribution of £7,000 be made to the Friends of Englefield Green Youth to assist with improvements to Englefield Green Youth Centre, funded from the Capital Grant Aid budget.**

**(TO RESOLVE)**

Background Papers

None stated

12. EGHAM SPORTS CENTRE – CAPITALISATION OF PREMISES AND OPERATIONAL EXPENDITURE (DAL)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval for capital expenditure in the sum of £99,500 for improvements and essential works at Egham Sports Centre.**

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. Under the terms of the bid the Council's client side account bears the cost of maintaining the building's structure and replacing fixed plant such as boilers, whilst the DSO account bears the maintenance and repair of the Sports Centre and of approved improvements for its operational aspects.

2.2 Prior to the agreement the Council undertook the resurfacing of the flat roofs and the replacement of one of the boilers which had reached the end of its design life. The capital charge for this expenditure was charged to the Egham Sports Centre Client account as shown in the Budget Book.

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. These improvements have underpinned the excellent trading position of the DSO account up to 2001/2002 which includes a contract income of £228,500 to the Client Account in 2001/2002 and £232,400 for 2002/2003.

### 3. Report

- 3.1 One of the boilers recently failed. A subsequent detailed inspection revealed the need for urgent and essential repairs to both the boiler and Sports Centre water system which will cost £19,000. The 2002/03 Client Revenue Budget can fund the most urgent works of descaling the boiler to return it to working order. However, the remaining necessary works totalling £17,000 are proposed as part of the capital scheme.
- 3.2 The DSO wishes to capitalise a variety of improvement and repair schemes in the current and next financial year totalling £82,500 as shown in Appendix 'E', with the Capital Project Appraisal Form shown at Appendix 'F'.
- 3.3 The expenditure will ensure that both the quality and level of service to users is maintained and enhanced in accordance with the approved Leader's Position Statement for 2003/04. The proposed expenditure has also been recommended by the Egham Sports Centre Contract Steering Group.
- 3.4 Although the DSO trading account for the current year has not been as buoyant as in previous years when surpluses were made, the various improvements are seen as providing tangible evidence to existing and future sports centre members and users of the continuing commitment to the provision of a top quality service.

### 4. Council Policy

- 4.1 The Leader's Position Statement 2003/04 includes the following Leisure target.

"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 There is currently no budgetary provision for the client side works, and due to the decline in Sport Centre usage, the DSO Trading Account cannot afford to carry out these works at the current time. Capitalising these works will allow the works to be undertaken now and will potentially encourage new memberships at the critical stage of the year, by freeing up some of the DSO budget for service related initiatives.
- 5.2 The capital charges associated with these works can be met from within existing client and DSO budgets in accordance with the split of responsibilities accepted as part of the bid.

### **OFFICERS' RECOMMENDATION that –**

**the Corporate Management Committee be requested to approve a capital estimate for a range of repairs and improvements at Egham Sports Centre in the sum of £99,500.**

### **(TO RESOLVE)**

#### Background Papers

None stated

13. **PARKS AND OPEN SPACES INCURSION PROTECTION MEASURES – CAPITAL SCHEME (DAL)**  
(Ref: Minutes of Services Review Board, July 2001, page 246, para.186, and Leisure and Environment Committee, November 2001, page 624, para. 392).

**1. Purpose of Report**

- 1.1 The purpose of this report is to approve a capital scheme in the sum of £66,500 for the installation of anti-incursion protection measures on vulnerable parks and open spaces sites.**

**2. Background Information**

- 2.1 There have continued to be a number of incursions, mainly by travellers, at various locations across the Borough, both Council owned and private sites. These incursions have resulted in the commitment of significant Officer time to remove and secure the Council owned sites and substantial expenditure to clear rubbish and debris as well as installing protection measures. Incursions have occurred at Barrsbrook Farm, Chertsey Meads, Runnymede Meadows, Runnymede Pleasure Ground, Heathervale Recreation Ground, Englefield Green, Timber Hill and Homewood Park. The Homewood Park incursion resulted in expenditure of £82,000 as reported to Committee in November 2001.
- 2.2 A sum of £20,000 is included in the 2002/03 Revenue Budget for urgent works to existing parks and open space protection measures at Chertsey Meads, Runnymede Meadows, Timber Hill, Manorcroft Recreation Ground, and Gogmore Farm Park. To date a sum of £12,000 has been expended and the majority of the works are completed.

**3. Report**

- 3.1 An appraisal of the vulnerability to incursions of all the Parks and Open Spaces has been undertaken by Parks staff and it is recommended that additional or enhanced defence measures are implemented at the following high priority sites:

	<b>LOCATION</b>	<b>PROTECTION MEASURES</b>	<b>ORDER OF COST</b>
i)	Englefield Green	Reprofile ditches, extend existing bund and install wooden posts	£20,000
ii)	Thorpe Green	Reprofile existing ditches, alter height barrier to car park, replace bridge sleepers	£35,000
iii)	Coopers Hill Car Park	Install two height barriers to car park entrances	£3,500
iv)	Ottershaw Memorial Field Car Park	Install height barrier and speed humps	£4,500
v)	The Meads Playing Field Car Park	Install height barrier	£1,750
vi)	Gogmore Farm Park	Install wooden posts around car park	£1,500
vii)	Truss's Island Car Park	Improve height barriers	£ 250
			Total <u>£66,500</u>

- 3.2 Approval to the enhanced protection measures for Englefield Green has been received from the Crown Estate under the terms of the lease. The proposal will also be considered by the Englefield Green Committee at its meeting in February 2003.
- 3.3 Over 60 residents adjoining Thorpe Green have been consulted on a range of proposals to protect and enhance the boundaries of the Green and of the 30 replies received a majority of 27 support the reprofiling of the ditches.

**4. Council Policy**

- 4.1 The former Services Review Board considered the issue of traveller incursions and the conclusions and recommendations were agreed at Council in October 2001.

5. Resource Implications

- 5.1 There is currently no provision in the Capital Programme for this scheme and a new capital estimate in the sum of £66,500 will be required to carry out the works shown in paragraph 3.1.
- 5.2 The 2002/2003 revenue budget included a provision of £20,000 for urgent works of which £12,000 has been spent so far. If this scheme is approved the remaining budget of £8,000 will be removed and all works will be undertaken from the Capital Project.
- 5.3 If this scheme progresses, additional revenue costs of £3,000 a year will be incurred, as shown in Appendix 'G', and a supplementary revenue estimate will be required.

6. Environmental Implications

- 6.1 Incursions result in the degradation of the Council's parks and open spaces and the proposed protection measures will reduce the likelihood of such damage.

**OFFICERS' RECOMMENDATION that –**

- i) the Corporate Management Committee be recommended to approve a Capital Estimate in the sum of £66,500 for anti-incursion protection measures to the parks and open spaces listed in the report; and**
- ii) a sum of £3,000 be incorporated in this Committee's draft estimates for 2003/4 onwards in respect of the associated Capital Charge.**

**(TO RESOLVE)**

Background Papers

Relevant papers on the Leisure File on anti-incursion protection measures.

14. EXCLUSION OF PRESS AND PUBLIC

If the Committee is minded to consider any of the foregoing reports in private session, 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 paragraphs 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 to be considered under this heading).