

APPENDIX 'A'

**Proposed third phase of net revenue reductions together with indicative time frames**

		£
1.	Safer Runnymede – increased subscription and other income following successful commissioning of new centre (from 2009/10)	30,000
2.	Efficiencies consequent upon joint working with neighbours (from 2010/11)	50,000
3.	Reduced catering costs resulting from better trading in new Civic Centre (from 2009/10)	5,000
4.	DAL – Committee/Admin restructure and discontinuance of certain tasks (from 2009/10)	15,000
5.	DAL - Land Charges – changes resulting from reductions in volume and impact of private search companies (£5,000 from 2010/11 + £5,000 from 2012/13)	10,000
6.	Revenue benefit in two year delay drawing down parking machine replacements (2009/10 and 2010/11 only)	10,000
7.	Reduced strategic maintenance provision (£78,000 – 2009/10 only and £50,000 p.a. thereafter)	50,000
8.	Review of asset management plan (£25,000 from 2010/11 and £125,000 from 2013/14)	125,000
9.	Further procurement savings - target (from 2009/10)	15,000
10.	General provision for restructuring opportunities when posts fall vacant (£20,000 p.a. from 2009/10 - £100,000 by 2013/14)	100,000
11.	Reduction in general provisions for grants and other savings (£10,000 from 2009/10 and a further £10,000 from 2011/2012)	20,000
12.	DoF – Restructuring in Revenues (from 2012/13)	20,000
13.	Revenue benefit of QEH disposal to GPs for enhanced primary health services – net of capital repayment to PCT (from 2009/10)	25,000
14.	Revenue benefit from reduced capital programme spend (from 2009/10)	5,000
15.	Further rationalisation of community transport provision or fleet maximisation (from 2009/10)	10,000

Continued....

16.	CEO's Group – efficiency savings following reallocation of functions (from 2009/10)	5,000
17.	Target 10% reduction in authorised overtime with acknowledged service consequences (from 2010/11)	15,000
18.	Egham Leisure Centre – securing of guaranteed enhanced income for all-weather soccer pitches from private provider and associated revenue savings (from 2009/10)	45,000
19.	Above inflation rises in discretionary income charges:	
	Cemeteries (£10,000 from 2009/10, further £30,000 from 2012/13)	40,000
	Allotments (£5,000 from 2010/11)	5,000
20.	Reduction in expenditure at Leisure Centres (from 2009/10)	5,000
21.	Rationalisation of marketing functions at ELC & ALC – vacant post (No. A1005)(from 2009/10)	6,000
22.	Reduced cost of public notices in local press consequent upon move to web based publication (from 2010/11)	25,000
23.	DTS – Deletion of vacant part time administrative post (No. F0180) (from 2009/10)	15,000
24.	Out of hours noise service – reduction in nature of response (from 2009/10)	10,000
25.	Increased income from Community Halls – better utilisation (from 2009/10)	15,000
26.	Leisure development and tourism/"Visit Surrey" subscription (from 2009/10)	10,000
27.	Safer Runnymede speed camera initiative - delete (from 2009/10)	4,000
28.	Discontinue telephone surveys (from 2009/10)	2,000
29.	Trade refuse – restructuring of charges (from 2009/10)	30,000

**POLICY GUIDANCE FOR REVENUE REDUCTIONS**

- Financial consequences of withdrawal or service remodelling by others will no longer be picked up by the Council.
- Services with modest benefit relative to cost of provision will be reduced or withdrawn.
- Specialist discretionary services capable of being reasonably provided by the private sector will be discontinued.
- Joint working with partners to achieve service resilience or reduction in unit costs will be vigorously pursued.
- The key targets and priorities identified in the current series of Service Plans will, wherever possible, have priority call on resources.
- Changes in demographic and associated social needs/demands will, for the most part, be a key issue in future service reviews and service planning.
- The very considerable IT investment (often directed by the Government's e-government targets, rather than local service needs) to yield greater savings.
- Review back office arrangements and ensure that Members expectations are reduced.
- Maximise the return on assets, save for those occupied by voluntary and charitable groups.
- Discretionary fees and charges (including car parking charges) need to at least reflect the cost of provision and/or comparative tariffs elsewhere.
- Reinvigorate the concept of "create/save" and provide an enterprise fund to pump prime explicitly identified savings or opportunities for additional income.

# GENERAL FUND CAPITAL PROGRAMME PRIORITISATION 2008/09 to 2012/13

APPENDIX 'C'

	Approval Date	Priority Score	Evaluation Score	Budget 2008/09	Budget 2009/10	Budget 2010/11	Budget 2011/12	Budget 2012/13	Capital Receipts	Other Financing	Cumulative Cap Receipts
				£	£	£	£	£	£	£	£
Day Centre vehicles	HCS - June 08		Committed	100,000					350,000		350,000
Egham - Outside pitches & changing rooms	CMC - Dec 05		Committed	3,400		250,000			3,400		353,400
Addlestone - Major Improvement Scheme	L&E - Mar 05		Committed	1,600					1,600		355,000
Hythe: Creation of Park	L&E - Mar 08		Committed	193,200					115,800	77,400	470,800
Hythe: Toddlers play area	L&E - Mar 08		Committed	49,000						49,000	470,800
Hythe: Multi use play area	L&E - Mar 08		Committed	58,000						58,000	470,800
Hythe: Adventure play area	L&E - Mar 08		Committed	58,000						58,000	470,800
Play equipment replacement programme	L&E - Sept 05		Committed	46,900					46,900	9,600	517,700
Frank Muir Memorial Field - Environmental Work	L&E - June 05		Committed	9,600						49,000	517,700
Frank Muir Memorial Field - Skate Park	L&E - Nov 07		Committed	49,000						49,000	517,700
Chertsey Rec sewerage pump	L&E - Jan 06		Committed	14,000							531,700
Refuse computer system	L&E - Sept 07		Committed	3,200							534,900
Safer: Control room fit out	CMC - Jan 08		Committed	24,400					24,400		559,300
Safer: Careline	CMC - Jan 08		Committed	90,800					90,800		650,100
Safer: Alarms	CMC - Jan 08		Committed	20,000					20,000		670,100
Safer: Ancillary room fit out	CMC - Jan 08		Committed	3,200					3,200		673,300
Safer: Consultants fees	CMC - Jan 08		Committed	15,200					15,200		688,500
CO: Construction	CO Sub - Jan 06		Committed	564,000					564,000		1,252,500
CO: Car Park (Phase 2)	CO Sub - Jan 06		Committed	506,900					506,900		1,759,400
CO: Furniture, Fixtures & Equipment	CO Sub - Dec 07		Committed	213,800					213,800		1,973,200
CO: IT Network & Telephony	CO Sub - Aug 07		Committed	249,600					249,600		2,222,800
Beomonds Allotments: De-contamination	L&E - Sept 03		Committed	70,900					70,900		2,293,700
Depot pooled vehicle	SO42 - Aug 08		Committed	10,100					10,100		2,303,800
Hardware replacement programme 2007/08	CMC - Sept 06		Committed	152,100						152,100	2,303,800
Hardware replacement programme 2008/09	CMC - Sept 08		Committed	133,500						133,500	2,303,800
DMS: Council Tax / Hsg Benefits automated reporting	CMC - Jan 06		Committed	7,500					7,500		2,311,300
DMS: Link with Housing i-World system	CMC - Jan 06		Committed	26,500					26,500		2,337,800
Teleform system upgrade	CMC - Sept 04		Committed	5,100					5,100		2,342,900
Members computers	SO42 - June 08		Committed	12,000					12,000		2,354,900
Queue Management System	SO42 - July 08		Committed	7,300					7,300		2,362,200
Building Maintenance helpdesk system	Awaiting SO42		Committed	14,200					14,200		2,376,400
Equipment Replacement Schedule	Annual Provision	1	115	40,000	100,000	100,000	100,000	100,000		440,000	2,376,400
Refuse and Street Cleansing vehicle fleet	-	1	110				1,500,000		1,500,000		3,876,400
Recycling vehicle fleet - replacement of existing	-	1	110		250,000				250,000		4,126,400
Strategic maintenance programme	-	1	100	270,800	285,000	285,000	285,000	285,000	1,410,800		5,537,200
Dial-a-ride vehicles	-	1	70		35,000				35,000		5,572,200
Hythe: Park lighting	SO42 - Sept 08	1	70	30,000					30,000		5,602,200
Addlestone Cemetery extension	L&E - Jun 08	1	70	200,000					200,000		5,802,200
Car Parking P&D machine replacement	-	1	60	92,000					92,000		5,802,200
Hardware replacement programme	-	2	90	50,000	207,000	28,000	100,000	100,000	200,000	92,000	5,802,200
										485,000	5,802,200

# GENERAL FUND CAPITAL PROGRAMME PRIORITISATION 2008/09 to 2012/13

Approval Date	Priority Score	Evaluation Score	Budget 2008/09	Budget 2009/10	Budget 2010/11	Budget 2011/12	Budget 2012/13	Capital Receipts	Other Financing	Cumulative Cap Receipts
			£	£	£	£	£	£	£	£
Egham - Replacement of fitness equipment	2	85	25,000	25,000	40,000	40,000	40,000	170,000		5,802,200
Addlestone - Replacement of fitness equipment	2	85	20,000	20,000	30,000	30,000	30,000	130,000		5,802,200
Play equipment replacement programme (new)	2	85	100,000	100,000	100,000	100,000	100,000	400,000		6,202,200
Waste Recycling initiatives	2	80	24,000	10,000	10,000	10,000	10,000	64,000		6,266,200
Chair replacement programme	2	75	13,500					3,500	10,000	6,269,700
Replacement of Parks vans	2	75	36,000	30,000				30,000		6,299,700
Replacement Graffiti Team vehicle	2	75						36,000		6,335,700
St Ann's Hill	2	55			500,000				500,000	6,335,700
System upgrades & developments	2	50	77,000	100,000	100,000	100,000	100,000	477,000		6,812,700
Provision for SPA purchases	2	45		300,000					300,000	6,812,700
Grants to local organisations	3	65	94,800	50,000	50,000	50,000	50,000	294,800		7,107,500
Grants to scout & guide groups	3	65	4,500	3,000	3,000	3,000	3,000	16,500		7,124,000
GIS integrated datasets	3	35	92,200					92,200		7,216,200
Purchase of Tuik Field	3			47,000				47,000		7,263,200
Customer Relationship Management system	3		130,000					130,000		7,393,200
<b>Total General Fund Capital Programme</b>			<b>3,912,800</b>	<b>1,562,000</b>	<b>1,496,000</b>	<b>2,318,000</b>	<b>818,000</b>	<b>7,393,200</b>	<b>2,713,600</b>	

## ITEMS ALREADY REMOVED BY CORPORATE PROPERTY GROUP - SEPT 2008

Public Conveniences demolition	2	45	17,000							
DMS: Future developments				60,000						
Virtual Switchboard Initiative										
CO Sub - Jan 07			13,500							

## SCHEMES REMOVED NOVEMBER 2006

Task Financials Upgrade	2	30	54,000							
Addlestone LC - Outdoor Courts	3	95	75,000							
Egham LC - Car park extension	3	45	25,000							
Beaumonts Allotments - Chertsey Library Car Park ex	3	45	150,000							
Parks - Heathvale Staff Toilets	3	40	15,000							
General IT Provision	3	30	200,000							
Strategic acquisitions	4	50	622,300							
Parks - Brookside Play Area	4	45	20,000							
Parks - RPG Access Road	4	35	25,000							
Parks - Victory Park Pavilion	4	35	500,000							
Thorpe Village Hall Extension	4	33	40,000							

**GENERAL FUND CAPITAL PROGRAMME PRIORITISATION 2008/09 to 2012/13**

Capital Receipts	Other Financing	Cumulative Cap Receipts
£	£	£

Approval Date	Priority Score	Evaluation Score	Budget 2008/09	Budget 2009/10	Budget 2010/11	Budget 2011/12	Budget 2012/13
			£	£	£	£	£

Replacement platform vehicle      NEW      |      60,000      |

# Runnymede

## BOROUGH COUNCIL



### CAPITAL STRATEGY

#### 1. Introduction

- 1.1 Runnymede Borough lies in north-west Surrey some twenty miles south-west of Central London, covering an area of 7,804 hectares. Its northern and eastern edges are formed by the Rivers Thames and Wey. It has a population of 81,600 living in around 33,000 households. The area has an extensive green belt which makes it an attractive location to live and work. Development restrictions and demand for housing are reflected in high property prices. Additionally, Runnymede has a strong local economic base with many commercial enterprises in the town centres, industrial estates and business parks. As a result, more people commute into Runnymede for work than commute out. Equestrian and market gardening activities dominate in the rural areas with some traditional farming. The local economy, in common with the rest of Surrey is dominated by the service sector which employs some 62% of the workforce while manufacturing accounts for just 15%.
- 1.2 This Capital Strategy sets out the Council's approach to meeting community and service needs through its capital programme. The Council's objectives are set out in its annual Strategic Plan. The Plan is supported by a set of service plans that are renewed each year. The Capital Strategy describes how the deployment of capital resources will contribute to the achievement of these aims.
- 1.23 This strategy is consistent with the Council's housing policies and programmes. These are covered in the Council's Housing Strategy and HRA Business Plan. The strategy is also consistent with other plans and strategies, in particular the Borough's Local Development Framework, the Best Value Performance Strategic Plan and the Community Strategy.

#### 2. Aims and Targets

- 2.1 The Council's core service objectives, described in its Strategic Plan, are:-
- Access to Affordable and Decent Housing
  - Access and Transport
  - Community Safety
  - A Sustainable Community
  - Economic Prosperity
  - Opportunities for Young People
  - Promoting Leisure and Culture
  - A Healthy and Vibrant Community
- 2.2 In achieving its objectives, the Council attaches importance to
- Providing quality services
  - Achieving value for money
  - Improving customer satisfaction
  - Achieving continuous improvement
  - Effective partnership working
- 2.3 The Council has identified service objectives for each of its primary objectives. These are described in the Strategic Plan and summarised below.

*Service Objectives approved in the Strategic Plan*

## ***Service Objectives approved in the Strategic Plan***

- 1. Access to Affordable and Decent Housing**
  - 1.1 Provide a range of affordable housing for those in housing need, including those with support needs
  - 1.2 Ensure that private and social housing is fit and of acceptable standard
  - 1.3 Provide good quality services to the Council's tenants. Actively promote the role of formally constituted tenant groups in the management and improvement of its housing stock
  - 1.4 Ensure that homelessness is kept to a minimum and that homeless people are given appropriate assistance
  - 1.5 Develop safe and sustainable communities where people want to live
  - 1.6 Provide services fairly to all sections of the community
  
- 2. Access and Transport**
  - 2.1 Tackle congestion and pollution,
  - 2.2 Increase choice in public transport
  - 2.3 Raise standards to make travel safe, more attractive and accessible to all.
  - 2.4 Addressing issues of social exclusion caused by lack of access to transport
  
- 3. Community Safety**
  - 3.1 Work with the police and the local community to reduce incidents of
    - anti-social behaviour
    - burglary
    - domestic violence
    - drug misuse
    - race/hate crimes
    - traffic casualties and excess traffic speed
    - vehicle crime
  - 3.2 Residents to feel safe and secure in their local communities by reducing the fear of crime and increasing reassurance.
  - 3.3 Emergency planning: work with partners to ensure that the Borough is able to respond effectively in the event of any major incident.
  
- 4. A Sustainable Community**
  - 4.1 Maintain a first-class refuse collection service to residents, with targeted performance criteria.
  - 4.2 Maintain a first-class recycling service to residents, and meet Government recycling targets.
  - 4.3 Investigate the viability of extending the recycling scheme to additional materials, and to include schools, colleges etc. in our collection service.
  - 4.4 Introduce a pilot collection scheme for green garden waste.
  - 4.5 Ensure that planning and development is environmentally sensitive.
  - 4.6 Enhance communication and educational development of environmental issues.
  
- 5. Economic Prosperity**
  - 4.1 Promote economic prosperity by tackling congested roads and by providing housing for key workers.
  - 4.2 Promote local business through the Runnymede Business Partnership.
  
- 5. Opportunities for Young People**
  - 5.1 Improve opportunities for young people.
  - 5.2 Find out what young people want and need.
  - 5.3 Voice of young people to be heard.
  - 5.4 Improve the safety of young people going to and from school.
  - 5.5 Support scout, guide, voluntary youth groups and individual young people through grant aid.
  
- 6. Promoting Leisure and Culture**
  - 6.1 Develop community sports and leisure facilities.
  - 6.2 Improve parks, open space and the natural environment.
  - 6.3 Promote cultural and arts activities.
  - 6.4 Leisure and sports development.
  - 6.5 Promote and encourage local annual events and encourage tourism.
  
- 7. A Healthy and Vibrant Community**
  - 7.1 Provide affordable community services for the elderly and vulnerable.
  - 7.2 Create a strategic planning and consultation body for older people.
  - 7.3 Use performance indicators and standards to evaluate and monitor its services.

**Service Objectives approved in the Strategic Plan**

- 7.4 Work with the voluntary and faith sector to deliver the terms of the compacts that have been agreed.
- 7.5 Continue to work with the County Council and the PCT to ensure the delivery of the targets of the Healthy and Vibrant Task Group and reduce inequalities.

2.4 The capital programme (reproduced on pages 315303 to 325314 of the Budget Book 2006/072008/09) and summarised in paragraph 4 of the context sheet (Appendix 1 on page 7 of this document) provides for expenditure on schemes associated with these objectives.

- 2.5 The strategy for financing capital expenditure reflects the following principles:-
- **Grant funding or other external contributions will be used to finance capital expenditure where possible.**
  - **Replacements of assets for which contributions have been made to a reserve (equivalent to a depreciation provision) will be financed from that reserve.**
  - **Major repair and improvement work on Council housing stock will be met from resources available to the HRA.**
  - **The remaining capital expenditure will be financed from the funds it has generated from the disposal of assets (capital receipts).**
  - **The Council is debt free and has no plans to borrow to finance capital expenditure.**

**3. The Council's key partners**

3.1 The Council has long established links with local community and voluntary groups, many of whom it supports through grant funding, and has signed a formal compact with the voluntary and community sector. In addition, the Council works with the following organisations:-

- Surrey County Council and neighbouring Borough Councils
- Surrey Police
- Registered Social Landlords
- Primary Care Trusts, Health Trusts and the Health Authority
- Runnymede Business Partnership and the universities
- Local voluntary and community groups and sports clubs

3.2 The Council actively encourages service delivery through partnerships and the involvement of local communities. Some examples of this are:-

Public Halls and Allotments	To provide public halls and allotments that meet the needs of the local community.	Construction or funding by Runnymede BC. Facility rented to community groups at a nominal or low rent. Management provided by community groups.	<ul style="list-style-type: none"> <li>• Higher utilisation of amenities.</li> <li>• Community involvement</li> <li>• Reduced costs falling on the taxpayer.</li> <li>• Promoting sustainability in the community.</li> </ul>
Community Safety	To enhance the quality of life for residents and businesses and to promote sustainability in the community.	Collaboration with Home Office, Surrey Police, Surrey CC, Spelthorne BC, local businesses, residents, neighbourhood groups.	<ul style="list-style-type: none"> <li>• Emergency response 24 hours a day.</li> <li>• Lower fear of crime (survey results).</li> <li>• Reduced crime rate.</li> </ul>
Affordable Housing	To provide affordable housing for those who cannot afford the high cost of housing in the Runnymede area. To house the homeless and people living in poor housing conditions.	Facilitated by RBC. Funded by Housing Corporation grants, through use of the planning system and local contributions. Projects delivered by Housing Associations.	<ul style="list-style-type: none"> <li>• Meeting housing need.</li> <li>• Using project management skills of the housing association</li> <li>• Attracting Housing Corporation funding.</li> <li>• Promoting sustainability in the community.</li> </ul>
Special Needs Housing	To provide accommodation in Runnymede for	As above.	<ul style="list-style-type: none"> <li>• Meeting identified needs of this client group.</li> <li>• Using project</li> </ul>

	vulnerable people with support needs.		management skills of the housing association • Attracting maximum funding for support.
Town Centre Regeneration	To revitalise the town centres as a place to live and work.	Land assembly by the Council and developed with private developers and housing associations.	<ul style="list-style-type: none"> <li>• Developing the local economy.</li> <li>• Attracting investment.</li> <li>• Improving the street scene in accordance with community and business wishes.</li> <li>• Meeting housing need.</li> <li>• Promoting sustainability in the community.</li> </ul>

#### 4. How the Council works to achieve cross-cutting outcomes

4.1 Examples of the Council's collaborative approach are as follows:-

Redeveloping the Pooley Green area following extensive consultation with the local community, using the 'Planning for Real' model, and in partnership with Thames Valley Housing Association and the Primary Care Trust.	<ul style="list-style-type: none"> <li>• A new social centre and local park in consultation with the local community.</li> <li>• 7 units of social housing to help meet housing needs.</li> <li>• A new purpose built doctors' surgery.</li> <li>• Better use of community land assets.</li> <li>• Investment in improved allotment facilities.</li> </ul>
Rationalisation of Chertsey allotments in consultation with allotments users and providing 56 units of social housing with Apex A2 Dominion Housing Association.	<ul style="list-style-type: none"> <li>• Better use of under-utilised allotment asset.</li> <li>• Improved allotment facilities on new sites.</li> <li>• Meeting identified need for additional cemetery land.</li> <li>• Providing extra social housing to help meet the housing strategy needs target.</li> <li>• Facilitating redevelopment of unpopular PRC built Council estate that failed the decent homes standard.</li> </ul>
Reprovision of the Civic Offices in a new building shared with Surrey Police and Addlestone Library.	<ul style="list-style-type: none"> <li>• Replacing old buildings that required major investment to continue occupation.</li> <li>• Multi-agency services delivered from one building to improve customer focus.</li> <li>• New building design supports customer focused service delivery and IT infrastructure.</li> </ul>

4.2 The Council establishes multi-disciplinary project groups to ensure that schemes achieve corporate outcomes. Progress is regularly monitored by the Chief Officers' Management Team.

#### 5. Prioritisation of capital project proposals

5.1 New capital projects are brought forward in the first instance to the appropriate Service Committees, having been appraised in consultation with the Director of Finance using the Capital Programme Appraisal Form (Appendix 2). Schemes are then prioritised and evaluated according to the agreed corporate criteria (Appendix 3) before the Corporate Management Committee consider the impact on the overall capital programme. The housing capital programme is evaluated separately in accordance with the Council's Housing Strategy.

5.2 The financial strategy includes projections of capital resources likely to be available within the period of the plan and provides the framework within which the forward Capital Programme has been developed based on existing and expected resources. The Capital Programme is reviewed in September each year with budgets being set in February. Review of the capital programme is an ongoing process

throughout the year with only those schemes which have undergone detailed scrutiny being included in the programme.

5.3 Repair and maintenance is prioritised according to the guidance from DCLG in respect of the national performance indicators.

5.4 Potential schemes are evaluated in terms of the following categories to give an order of priority.

**Priority 1**

- Schemes essential and to the extent necessary to comply with statutory obligations
- Schemes for which there is a contractual commitment to another party
- Schemes necessary to avoid a service breakdown
- Schemes necessary in the interests of safety

**Priority 2**

- Schemes necessary to maintain an existing asset
- Schemes necessary to maintain required standards of service
- Schemes to meet urgent established need
- Schemes which will permit future savings or increased efficiency
- Schemes which a business plan demonstrates to be self-financing

**Priority 3**

- Schemes to permit the development of services in accordance with approved policies

**Priority 4**

- Schemes representing other desirable development services
- Schemes to meet emerging needs and/or demands emanating from consultation, benchmarking or Best Value exercises.

**6. Capital Resources**

6.1 The Council considers the resources required to finance the capital programme when it reviews its Housing Strategy and Business Plan and its medium term (5 year) Financial Forecast and at its budget setting meeting in February each year. The capital programme is regularly updated, monitored and reported to Members throughout the year to ensure finance is available and to take account of new opportunities and demands.

6.2 The Council is debt free. The capital programme has been funded from a combination of usable capital receipts, revenue reserves, grants, contributions and operational leases. Under the prudential code, the Council evaluates the financial case for financing capital expenditure from borrowing and sets a borrowing limit each year.

6.3 The Council seeks to attract private finance where this offers better value for money than internally generated resources. This approach has been successful in achieving urban renewal schemes in partnership with private developers and rolling out e-government. For large value schemes, it is Council policy to invite developers to submit innovative funding proposals where these represent value for money.

6.4 The Council seeks to attract grant funding to support service development where it can demonstrate that scheme objectives fulfil the purpose set by the grant-giving body.

**7. Evaluation and Monitoring of Capital Schemes**

7.1 The Council's capital programme includes spending plans for the ensuing five years. The Financial Forecast and capital programme are based on the Council's strategic objectives (see section 2). The revenue implications of capital schemes (i.e. financing costs, running costs, income and savings) are reflected within the Financial Forecast. Decisions on the phasing of capital schemes will depend upon the availability of funds, the priorities accorded to each scheme and the implications for the revenue budget.

- 7.2 Evaluation and monitoring is co-ordinated by the Property Management Group who report to the Chief Officers' Management Team. This is a group of senior officers including the legal, property and finance disciplines and key service managers. It implements programmes, monitors progress and develops plans and strategies for the effective management of the Council's portfolio.
- 7.3 New capital schemes are subject to scrutiny and appraisal by the Council through its Committee structure. The detailed arrangements are set out in the Council's Financial Regulations and the Finance Rule Book.
- 7.4 Monitoring of resources takes place throughout the year. Project management disciplines are used to ensure that targets are met and expenditure is contained within budgetary provision. Financial Regulations require Chief Officers to report any anticipated overspending in excess of 10 per cent or £25,000 (whichever is the less) to the Corporate Management Committee stating the amount of the anticipated excess and the reason. In any event, the Committee receives regular progress reports on all schemes over £100,000 and, on completion, an evaluation of the success of the schemes in meeting the stated objectives. The more significant schemes are subject to a formal project management procedure (see paragraph 4.2).
- 7.5 In addition to the monitoring of progress during the year, the Council receives an annual report on the expenditure achieved in the last financial year compared with the capital programme. All strategic schemes require a further report within 12 months of completion to review their success in achieving the stated objectives.

## **8. Procurement Strategy**

- 8.1 The Council is committed to achieving best value for money in the procurement of its services. The Council's Procurement Strategy describes how procurement activities support the delivery of objectives and the efficient discharge of services.
- 8.2 The Council's Standing Orders For Contracts and Financial Regulations set out the rules that apply to the commissioning of works or services to ensure that the Council receives value for money for the expenditure it authorises. Separate instructions deal with the value for money and probity aspects of land acquisition and disposal.
- 8.3 Industry quality standards for plant, vehicles and capital equipment are also used where available.

## **9. Best Value**

- ~~9.1 All services of the Council have been the subject of a Best Value Review. The Strategic Plan sets out the timetable for further cross-cutting reviews over the next four years. The assets used by each service and any capital needs are identified as part of these reviews. Housing needs are determined in accordance with the Housing Strategy and the HRA Business Plan.~~
- ~~9.2 All Best Value Reviews are reported to the Council and the Best Value Improvement Plans require the approval of Council. Progress on the plans are reported to the appropriate Committees. Where these include capital spending implications, they require a justification in accordance with the practice described in section 7.~~
- ~~9.3 Best Value reviews also consider the need to hold assets and the opportunities for asset disposals to fund future service initiatives. Savings in asset management are reported as part of the Annual Efficiency Statement that is submitted to the government.~~

## **9. Efficiency and Value for Money**

- 9.1 The efficient delivery of services and the achievement of revenue savings requires an ongoing review of asset holdings. For General Fund related services, this is achieved through the Asset Management Plan. Housing needs are determined in accordance with the Housing Strategy and the HRA Business Plan.
- 9.2 The Asset Management Plan considers the need to hold assets and the opportunities for asset disposals to fund future service initiatives.

9.3 The Procurement Strategy requires procurement decisions to take account of the whole life costs of the options under consideration.

## **10. Consultation**

- 10.1 The Council consults on its strategies and provides feedback with the community and a wide variety of interested groups. This is undertaken through the Residents' Panel, special interest groups (e.g. Disability Liaison Group, Tenants Associations and Allotment Users), the Runnymede Business Partnership, other local authorities and other strategic partners. This two-way process is informed by the use of relevant performance indicators, benchmarks and detailed outcome reports.
- 10.2 The views obtained inform the development of service strategies, the Community Strategy and the Strategic Plan and these feed into the Capital Strategy.
- 10.3 Major capital investment will be in response to evidence based work, need, demographic trends and the appropriate local or user group consultation. Effective ward networks provide an important source of policy and service aspirations.

## i) Statistical & Financial Information

### 1. Gross and net revenue budget 2008/09

	£000	£000	£000
Gross expenditure	46,120	15,629	61,749
Net expenditure	10,802	1,692	12,494

### 2. Information on the type and value of assets across the main service areas

<b>Housing - operational</b>			
Houses, flats and bungalows	2,963		258,147
DIYSO portfolio	92		7,415
Miscellaneous properties	5		766
Reception Centre	114 bed spaces		275
<b>Other operational land and buildings</b>			
Car Parks	15	1,220 spaces	4,883
Civic Offices	1	5,500	6,520
Community Centres & Public Halls	11	3,230	4,294
Depot	1	578	1,040
Public Conveniences (Excluding Parks)	4	390	104
Day Centres	5	3,028	5,431
Leisure Centres	1	2,900	3,191
Leisure Centres – Dual Use	1		1,335
Cemetery buildings	4	336	393
Parks and Open Spaces buildings	20	2,776	2,568
Museum	1	337	0
HRA - Heathervale Caravan Site	68		1,057
Other HRA properties	1		218
<b>Community Assets</b>			
Cemeteries	4		118
Parks and open spaces land		361 hectares	2,696
Allotments	14	plots	977
<b>Non operational assets</b>			
Investment properties			
- General	40		14,927
- HRA Garages	1,269		3,108
- HRA General	4		792
Assets under construction	1		14,382
Surplus assets held for disposal	5		4,463
<b>Vehicles, plant and equipment</b>			<b>4,514</b>
<b>Intangible assets</b>			
- Computer software & licences			290
<b>Infrastructure assets</b>			<b>260</b>

### 3. Maintenance Backlog: Non-housing stock :-

Category 1	Information not available	Urgent works
Category 2		Essential work required within 2 years
Category 3		Desirable work required in 3 to 5 years
£ 0		

**Housing Stock:** The definition of maintenance backlog is different in respect of the housing stock. The Housing Business Plan Statistical Appendix provides details of the maintenance programme.

4. Summary capital programme

**HOUSING CAPITAL PROGRAMME**

<b>Service areas</b>				
Improvement of Council dwellings	4,340	3,790	3,796	4,008
Refurbishment and redevelopment	521	40	40	40
Private sector housing renewal	444	495	521	547
Affordable housing programme	2,637	2,150	1,500	1,500
	<u>7,942</u>	<u>6,475</u>	<u>5,857</u>	<u>6,095</u>
<b>Method of Financing</b>				
Capital Receipts	2,209	3,790	3,796	4,008
Government Grant	270	270	270	270
Developers' Contributions	0	650	0	0
Revenue contributions (including MRA)	5,463	1,765	1,791	1,817
	<u>7,942</u>	<u>6,475</u>	<u>5,857</u>	<u>6,095</u>

**CAPITAL PROGRAMME FOR OTHER SERVICES**

<b>Service areas</b>				
Community Services	50	35	250	0
Leisure Services	1,152	175	170	170
Environmental Services	86	360	110	1,610
Economic Development	285	585	285	285
Information Technology	532	165	128	200
Grants to local organisations	53	53	53	53
	<u>2,158</u>	<u>1,373</u>	<u>996</u>	<u>2,318</u>
<b>Method of Financing</b>				
Grants and contributions	689	300	0	0
Revenue Reserves	502	210	198	270
Capital Receipts	967	863	798	2,048
	<u>2,158</u>	<u>1,373</u>	<u>996</u>	<u>2,318</u>

The Council currently has no plans to borrow to finance the capital programme.

5. Anticipated capital receipts

**FORECAST CAPITAL RECEIPTS**

<b>Service areas</b>				
Housing	3,080	1,075	775	775
Other Services	25	9,645	775	1,662
	<u>3,105</u>	<u>10,720</u>	<u>1,550</u>	<u>2,437</u>

(ii) Other contextual information

Population (mid 2006)	81,200
Area	7,800 hectares
Electorate (June 2008)	57,625
Principal Towns	Addlestone, Chertsey and Egham
Homes in the Borough (June 2008)	33,298
Number of Staff employed by Runnymede (January 2008)	309 Full time; 183 Part time (428 full time equivalents)

**CAPITAL PROJECT APPRAISAL FORM**

A full set of appraisal forms must be completed in full and returned to the Director of Finance for signature and evaluation prior to submission to any Committee.

**Scheme Appraisal**

**Project Name** \_\_\_\_\_

**Brief Description of Scheme**

**Proposed start date** \_\_\_\_\_

**Length of Project** \_\_\_\_\_

**Type of project** (Please tick)

- New
- Improvement
- Refurbishment
- Replacement


**Is scheme a result of legal/statutory requirements?** (If yes please specify) Yes / No

**Is scheme a result of stakeholder consultation ?** (If yes please specify) Yes / No

**Which elements of the Council Strategy does this scheme assist in the delivery of and why?**

- Affordable and Decent Housing
- Access and Transport
- Community Safety
- A Sustainable Community
- Economic Prosperity
- Opportunities for Young People
- Promoting Leisure and Culture
- A Healthy and Vibrant Community

**What other aims /objectives / strategies are relevant to this scheme?**

**What are the expected outcomes?**

(Please quantify where possible e.g. improved BVPI performance, extra users, additional income etc)

**What other options have been considered?**

**Reasons for pursuing this option?**

**What would be the consequences of not undertaking /delaying the scheme?**

**What are the Risk Management Issues in pursuing this scheme?**

(Managerial, Financial, Operational etc. Please list)

**How does the project meet the objectives of the Procurement Strategy?**

**What Efficiency Gains does this scheme produce?**



**Implications for the Council Tax**

Loss of Investment Income	-	-	-	-	-
Net Revenue costs /savings)	-	-	-	-	-
<b>Impact on Band D Council Tax</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>	<b>£</b>

**What are the Staffing Implications?**

**What are the VAT Implications?**

**Authorisation**

Signed \_\_\_\_\_ Project Officer Date \_\_\_\_\_

Signed \_\_\_\_\_ Chief Officer Date \_\_\_\_\_

Signed \_\_\_\_\_ Director of Finance Date \_\_\_\_\_

**Accountancy Use Only**

Date of Approval by Corporate Property Group (Where applicable) \_\_\_\_\_

Evaluation Score \_\_\_\_\_

Committee Report to be presented to: \_\_\_\_\_

**CAPITAL PROJECT APPRAISAL**  
**Evaluation Criteria**

<b>Criteria</b>	<b>Score</b>	<b>Range of scores</b>
Complies with Councils Corporate Objectives as set out in the Leaders Position Statement		40 Fully complies 20 Partly complies 0 Does not comply
Complies with Property Strategy		20 Complies 0 Does not comply
Complies with Service Objectives contained within the Best Value Performance Plan/Service Plan		10 Fully complies 5 Partly complies 0 Does not comply
Is necessary to comply with legislative requirements		20 Essential 10 Recommended 0 No requirement
Supports meeting a Contractual Obligation		20 Fully supports 15 Partly supports 0 Does not support
Is necessary in interests of safety		20 Essential 0 No safety issues
Necessary to avoid service breakdown		20 Essential 0 Not Essential
Necessary to avoid consequential financial losses		10 Essential to avoid 0 No losses
Produces identifiable revenue savings		10 Covers capital charges 5 Partly covers charges 0 No saving
Involves Partnership working		5 Involves partners 0 No partners
<b>Total</b>		<b>Out of a possible 175</b>

## CALENDAR OF MEETINGS - MUNICIPAL YEAR 2009/2010

### \* MAY 2009

Mon		<b>BH</b>	11	18	<b>BH</b>
Tue		5	12	19	26
Wed		6	<b>PL</b>	<b>AC</b>	<b>EA</b>
Thr		7	( <b>RB</b> )	21	<b>CM</b>
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

### JUNE

Mon	1	<b>LSP</b>	15	22	29
Tue		<b>ALC</b>	<b>SAC</b>	<b>HCS</b>	<b>EG</b> <b>ADSG</b>
Wed		<b>PL</b>	<b>LC/RC</b>	<b>CT</b>	<b>PL</b>
Thr		<b>EE/CE</b>	<b>ED</b>	<b>LE</b>	<b>CM</b>
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

### JULY

Mon		<b>RWAC</b>	13	20	27
Tue		7	14	21	28
Wed	( <b>PL</b> )	8	<b>PL</b>	22	29
Thr	<b>RB</b>	9	<b>C</b>	23	30
Fri	3	10	17	<b>CT</b>	31
Sat	4	11	18	25	
Sun	5	12	19	26	

### AUGUST

Mon		3	10	17	24	<b>BH</b>
Tue		4	11	18	25	
Wed		<b>PL</b>	12	19	<b>PL</b>	
Thr		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

### SEPTEMBER

Mon		<b>LSP</b>	14	21	28
Tue	1	<b>SA</b>	15	<b>LC/RC</b>	<b>ADSG</b>
Wed	2	<b>HCS</b>	<b>PL</b>	( <b>PL</b> )	30
Thr		<b>CM</b>	10	<b>ED</b>	<b>LE</b>
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

### OCTOBER

Mon		5	12	19	26
Tue		6	<b>ALC</b>	20	27
Wed		<b>PL</b>	14	21	<b>PL</b>
Thr	<b>CM</b>	<b>RB</b>	<b>C</b>	22	<b>CM</b>
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

### NOVEMBER

Mon	2	9	16	23	30
Tue		<b>EG</b>	10	<b>LC/RC</b>	24
Wed		4	( <b>PL</b> )	<b>PL</b>	25
Thr		<b>HCS</b>	<b>LE</b>	<b>ED</b>	<b>CM</b>
Fri	6	13	20	27	
Sat	7	14	21	28	
Sun	1	8	15	22	29

### DECEMBER

Mon		<b>LSP</b>	14	21	<b>BH</b>
Tue	1	8	15	22	29
Wed	2	<b>PL</b>	16	23	30
Thr	<b>RB</b>	10	<b>C</b>	24	31
Fri	4	11	18	<b>BH</b>	
Sat	5	12	19	26	
Sun	6	13	20	27	

### JANUARY 2010

Mon		4	11	18	25
Tue		5	12	19	26
Wed		<b>PL</b>	<b>HCS</b>	20	<b>PL</b>
Thr		<b>CM</b>	<b>LE</b>	<b>ED</b>	<b>LC/RC</b>
Fri	<b>BH</b>	<b>CT</b>	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

### FEBRUARY

Mon		1	8	15	22
Tue		<b>ADSG</b>	<b>SA</b>	16	<b>ALC</b>
Wed		<b>RB</b>	10	<b>PL</b>	<b>EG</b>
Thr		<b>CM</b>	<b>C</b>	18	( <b>PL</b> )
Fri		5	12	19	26
Sat		6	13	20	27
Sun		7	14	21	28

### MARCH

Mon	1	8	15	22	29	
Tue		<b>CMLG</b>	<b>C</b>	16	23	30
Wed	3	<b>PL</b>	<b>HCS</b>	24	<b>PL</b>	
Thr		<b>CM</b>	11	<b>LE</b>	<b>ED</b>	
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

### APRIL

Mon		<b>BH</b>	12	19	26
Tue		<b>ADSG</b>	13	20	27
Wed		7	<b>LC/RC</b>	<b>PL</b>	28
Thr	1	<b>CM</b>	<b>RB</b>	<b>C</b>	29
Fri	<b>BH</b>	9	16	23	30
Sat	3	10	17	24	
Sun	4	11	18	25	

### MAY

Mon		<b>BH</b>	10	17	24/ <b>BH</b>
Tue		4	11	18	25
Wed		5	<b>PL</b>	<b>AC</b>	<b>EA</b>
Thr		<b>BE</b>	13	20	<b>CM</b>
Fri		7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

### LEGEND

<b>AC</b>	-	Annual Council
<b>ALC</b>	-	Addlestone Leisure Centre JMC
<b>ADSG</b>	-	Arts Development Steering Group
<b>CT</b>	-	Cabrera Trust Management Committee
<b>CMLG</b>	-	Chertsey Meads Management Liaison Group
<b>C</b>	-	Council
<b>CM</b>	-	Corporate Management Committee
<b>EA</b>	-	External Appointments Sub-Committee
<b>ED</b>	-	Economic Development Committee
<b>EE</b>	-	European Election
<b>EG</b>	-	Englefield Green (7pm in Jurgen Centre)
<b>HCS</b>	-	Housing & Community Services Committee
<b>LC</b>	-	Licensing Committee
<b>LE</b>	-	Leisure & Environment Committee
<b>LSP</b>	-	Local Strategic Partnership
<b>PL</b>	-	Planning Committee
<b>RB</b>	-	Review Board
<b>RC</b>	-	Regulatory Committee
<b>RWAC</b>	-	Riverside Walk Advisory Committee
<b>SA</b>	-	Standards and Audit
<b>CE</b>	-	County Elections
<b>BE</b>	-	Borough Elections
<b>BH</b>	-	Bank Holiday

- The meetings shown in brackets and light typeface for the Planning Committee are provisional and will only be held if there is any business to transact.
- The dates for Arts Development Steering Group (ADSG), Chertsey Meads Management Liaison Group (CMLG), and the 24 February meeting of Addlestone Leisure Centre JMC (ALC) are provisional at the time of going to print. These dates will be confirmed by the respective bodies in due course.
- All meetings of Council and the Service Committees commence at 7.30 p.m. and are held in the Council Chamber or Committee Room at the Civic Centre, Addlestone, unless otherwise stated.
- The Council Meeting on 11 February 2010 is held solely to approve the Council Tax.

**COUNCIL MEETINGS MAY 2009 / MAY 2010**

**May 2009**

13<sup>th</sup> Planning Committee  
14<sup>th</sup> (Review Board)  
20<sup>th</sup> Annual Council  
27<sup>th</sup> External Appointments Sub-Committee  
28<sup>th</sup> Corporate Management Committee

**June 2009**

2<sup>nd</sup> Addlestone Leisure Centre JMC  
3<sup>rd</sup> Planning Committee  
4<sup>th</sup> European Elections  
4<sup>th</sup> County Elections  
8<sup>th</sup> Local Strategic Partnership  
9<sup>th</sup> Standards and Audit Committee  
10<sup>th</sup> Licensing Committee  
10<sup>th</sup> Regulatory Committee  
11<sup>th</sup> Economic Development Committee  
16<sup>th</sup> Housing and Community Services Committee  
17<sup>th</sup> Cabrera Trust AGM  
18<sup>th</sup> Leisure and Environment Committee  
23<sup>rd</sup> Englefield Green Committee  
24<sup>th</sup> Planning Committee  
25<sup>th</sup> Corporate Management Committee  
30<sup>th</sup> Arts Development Steering Group

**July 2009**

1<sup>st</sup> (Planning Committee)  
2<sup>nd</sup> Review Board  
6<sup>th</sup> Riverside Walk Advisory Committee  
15<sup>th</sup> Planning Committee  
16<sup>th</sup> Council  
24<sup>th</sup> Cabrera Trust Management Committee

**August 2009**

5<sup>th</sup> Planning Committee  
26<sup>th</sup> Planning Committee

**September 2009**

3<sup>rd</sup> Corporate Management Committee  
7<sup>th</sup> Local Strategic Partnership  
8<sup>th</sup> Standards and Audit Committee  
9<sup>th</sup> Housing and Community Services Committee  
16<sup>th</sup> Planning Committee  
17<sup>th</sup> Economic Development Committee  
22<sup>nd</sup> Licensing Committee  
22<sup>nd</sup> Regulatory Committee  
23<sup>rd</sup> (Planning Committee)  
24<sup>th</sup> Leisure and Environment Committee  
29<sup>th</sup> Arts Development Steering Group

### **October 2009**

1 <sup>st</sup>	Corporate Management Committee
7 <sup>th</sup>	Planning Committee
8 <sup>th</sup>	Review Board
13 <sup>th</sup>	Addlestone Leisure Centre JMC
15 <sup>th</sup>	Council
28 <sup>th</sup>	Planning Committee
29 <sup>th</sup>	Corporate Management Committee

### **November 2009**

3 <sup>rd</sup>	Englefield Green Committee
5 <sup>th</sup>	Housing and Community Services Committee
11 <sup>th</sup>	(Planning Committee)
12 <sup>th</sup>	Leisure and Environment Committee
17 <sup>th</sup>	Licensing Committee
17 <sup>th</sup>	Regulatory Committee
18 <sup>th</sup>	Planning Committee
19 <sup>th</sup>	Economic Development Committee
26 <sup>th</sup>	Corporate Management Committee

### **December 2009**

3 <sup>rd</sup>	Review Board
7 <sup>th</sup>	Local Strategic Partnership
9 <sup>th</sup>	Planning Committee
17 <sup>th</sup>	Council

### **January 2010**

6 <sup>th</sup>	Planning Committee
7 <sup>th</sup>	Corporate Management Committee
8 <sup>th</sup>	Cabrera Trust Management Committee
13 <sup>th</sup>	Housing and Community Services Committee
14 <sup>th</sup>	Leisure and Environment Committee
21 <sup>st</sup>	Economic Development Committee
27	Planning Committee
28 <sup>th</sup>	Licensing Committee
28 <sup>th</sup>	Regulatory Committee

### **February 2010**

2 <sup>nd</sup>	Arts Development Steering Group
3 <sup>rd</sup>	Review Board
4 <sup>th</sup>	Corporate Management Committee
9 <sup>th</sup>	Standards and Audit Committee
11 <sup>th</sup>	Council
17 <sup>th</sup>	Planning Committee
23 <sup>rd</sup>	Addlestone Leisure Centre JMC
24 <sup>th</sup>	Englefield Green
25 <sup>th</sup>	(Planning Committee)

### **March 2010**

2<sup>nd</sup> Chertsey Meads Management Liaison Group  
4<sup>th</sup> Corporate Management Committee  
9<sup>th</sup> Council  
10<sup>th</sup> Planning Committee  
17<sup>th</sup> Housing and Community Services Committee  
18<sup>th</sup> Leisure and Environment Committee  
25<sup>th</sup> Economic Development Committee  
31<sup>st</sup> Planning Committee

### **April 2010**

6<sup>th</sup> Arts Development Steering Group  
8<sup>th</sup> Corporate Management Committee  
14<sup>th</sup> Licensing Committee  
14<sup>th</sup> Regulatory Committee  
15<sup>th</sup> Review Board  
21<sup>st</sup> Planning Committee  
22<sup>nd</sup> Council

### **May 2010**

6<sup>th</sup> Borough Elections  
12<sup>th</sup> Planning Committee  
19<sup>th</sup> Annual Council  
26<sup>th</sup> External Appointments Sub-Committee  
27<sup>th</sup> Corporate Management Committee

RUNNYMEDE BOROUGH COUNCIL

REVIEW BOARD

9 OCTOBER 2008

REPORT OF REVIEW OF CAR PARKING PROVISION AT ST. PETER'S HOSPITAL, CHERTSEY

1. At its meeting on 9 October 2008, the Board reviewed car parking provision at St Peter's Hospital, Chertsey. The Chairman had asked for the review because of public concerns about the adequacy of the provision and the ability of patients, visitors and staff to adequately access the site and its services.
2. The Board welcomed three representatives of the Ashford and St Peter's Hospitals NHS Trust to the meeting. These were the Finance Director, the Capital Projects Manager, and the Acting Facilities Manager, who advised the Board on the Trust's policies.
3. The Trust representatives were asked to advise on what policies the Trust had for parking at St Peter's Hospital in the future, whether the Trust intended to produce a comprehensive plan of proposed parking provision either as a separate document or as part of a planning masterplan, and whether the Trust had plans to implement previously approved decked car parking. They were also requested to provide an update on progress regarding the implementation of the St Peter's Travel Plan and its impact, as well as current and future plans for parking management at the site and measures to promote alternative means of transport to and from the site.
4. St Peter's Hospital was a 490-bed acute hospital in an isolated semi-rural area providing a wide range of health care facilities situated in 21 hectares of Green Belt parkland to the west of Chertsey, accessed via the A320 roundabout on Guildford Road near junction 11 of the M25 motorway. The hospital had a secondary access off the B386 Holloway Hill on its north-western boundary. St Peter's took patients from a wide catchment area covering north west Surrey and west London. Most of the patients were from Surrey rather than the Greater London area, with the largest proportion being from the environs of Woking.
5. In 2006 there were 476 pay and display parking spaces at St Peter's Hospital for patients and visitors, in six different locations (309 in the main out patient car park) and 19 spaces which provided for 20 minutes free parking. Staff parking comprised a total of 675 spaces in 18 different locations.
6. Planning permission had been granted for a decked car park at the Hospital site in February 2007 (RU 06/1220) which gave a net increase of 164 patient spaces and 38 spaces for staff. A revised scheme was later approved (RU 07/1244), which would reconfigure the car park and reduce the number of spaces by 10. In granting permission for this development, the Council had balanced the need to provide for sustainable transport with the operational needs of a 24 hour health facility serving a wide area. Although the County Highways Authority had objected to the proposal, the Government Office for the South East (GOSE) had decided not to 'call-in' the application, allowing it to be determined locally. Whilst it was understood that the staff provision had been implemented, the decked car park itself remained undeveloped. The Planning Committee had expressed concerns about the number of recent ad hoc planning applications and the lack of an updated masterplan for the site. In particular, details of car parking had been difficult to ascertain as individual planning applications both removed and replaced car parking provision. A comprehensive parking plan had been requested, but not received. The Trust had recently submitted a planning application for additional car parking but this had not been validated by Runnymede and more information had been requested on traffic counts and a car parking study had also been required. The Trust would be resubmitting the planning application.
7. There was a long history of parking problems at the hospital with capacity problems for both visitors and staff. Parking on access roads and around the entrances to the main car park had been common and at times of peak visitor demand (weekdays between around 11.00 a.m. and

3.00 p.m.) the main patient/visitor car park near the departmental block could lock up as visitors searched for a space. Problems were often particularly acute at around 2.00 p.m. A comprehensive parking study had been commissioned in March 2006 to accompany the decked car parking planning application. This looked at staff parking, visitor/patient parking, on-street parking and parking in additional areas. The Board noted the results of the study.

8. In terms of hospital parking standards, the Surrey Parking Strategy stated that the maximum standard should equate to 1 space per 5 staff plus 1 space per 10 visitors. In 2006, the hospital indicated that staff requiring access to car parking at the site was approximately 2,800. In addition, the hospital had approximately 1,200 visitors per day, generated by 160 inpatients and 637 outpatient's appointments. Based on the Surrey Parking Strategy standards outlined above, the maximum provision was 680 spaces. Runnymede Borough Local Plan standards for hospitals reflected those of Surrey County Council. This compared to the actual number of marked spaces (in 2006) of 1,145. Clearly, the current operational reality at the hospital was widely different to the aspirational aims of the Surrey Parking Strategy. The Board took the view that the Surrey Parking Strategy standard was unrealistic and that given the circumstances as outlined below, there was an urgent need for more parking spaces at St Peter's Hospital.
9. The Board noted that St Peter's Hospital had previously produced a Travel Plan whose aims were to reduce the impact of travel generated by staff. This was to be achieved by providing greater information to staff about different travel options, car park management including parking restraint, and providing other forms of access. The Plan also included promotion of a car sharing scheme. Cycling was to be promoted by providing cycle racks and showers for cyclists. Improved transport was proposed by providing an inter-site bus. One of the 'Peterbuses' was to be rerouted to optimise use and the 'Peterbuses' were to be phased with rail services. In terms of public transport, a transport co-ordination centre was to develop electronic booking and there was to be continued communication with Surrey County Council to focus provision on social inclusion for those in need of access to healthcare. Consideration was to be given to a revised staff parking policy that would introduce charging for staff parking, limiting the provision of parking permits to staff living over a certain distance from the hospital, and zoning staff parking charge rates and access to permits based on the level of public transport available between their home and the hospital.
10. The Board noted the Government guidance on transportation and parking issues. Planning Policy Guidance Note 13: Transport (PPG13) aimed to promote more sustainable transport choices and to reduce the need to travel, especially by car. PPG13 confirmed that hospitals were major generators of travel and should be located so as to maximise their accessibility by public transport, walking and cycling. Similarly, proposals to develop, expand or redevelop existing sites should improve access by non-car methods. The South East Plan Policy T4 stated that planning authorities should adopt restraint-based maximum levels of parking provision for non-residential developments, linked to an integrated programme of public transport and accessibility improvements. Policy T5 required local authorities to identify major travel generating developments for which travel plans should be developed. Travel Plans were seen as a positive measure in enabling economic activity and growth in the region. The provisions of Policy S2, Saved Structure Plan Policy DN3 and Saved Policy MV9 were also noted.
11. It was the role of Surrey County Council, as Highway Authority to provide a view as statutory consultee on matters relating to highways capacity, safety and car parking in relation to proposed development in the Borough. A representative of Surrey County Council had been invited to attend the Review Board but had been unable to do so. They had sent comments to inform the Review Board of their approach, which were noted by the Board. As a statutory consultee, the County Council had two main areas of consideration on any application for additional parking - the policy/justification of the increased parking provision and the ability of the local road network, junctions and accesses to accommodate increased traffic which may result from additional parking. The County Council in their written submission had also referred to Draft PPS4 which stated that hospitals could have particular parking needs. The issues surrounding difficulties in recruiting medical staff and other shift staff, and patients missing appointments due to parking difficulties had to be taken into account.

12. The Trust representatives at the meeting advised that various initiatives had been undertaken to encourage people to access St. Peter's Hospital by a non-car option. These included the Peterbus which had four routes and ran for five days a week and inter site buses for staff travelling between Ashford and St. Peter's Hospitals. Cycling schemes for staff had also been promoted. Showers and lockable cycle sheds had been produced. Non-emergency patient transport was provided by the GSL company for those people who were in particular need and met the Trust's criteria. Despite all these initiatives, most patients and staff accessed the hospital by car as the most practical and feasible alternative, particularly for those with limited time available. Taxis were not readily available and bus services were not frequent. Local bus companies were not prepared to provide more bus services as they believed that they would run at a loss and Surrey County Council were not prepared to provide any more subsidy.
13. Throughout 2006/07 and 2007/08 the Trust had been looking at merging with Frimley Hospital and this proposal had finally been abandoned in April 2008. The Trust had also been seeking to achieve Foundation status and had produced a five year strategic plan which it had submitted to the Strategic Health Authority. The advantage of obtaining Foundation Hospital status was that any surplus which the Hospital made could be spent rather than having to be retained and the Hospital would be free from monitoring by the strategic health authority. The application for Foundation Trust status was a 12 month process and a new Trust Chief Executive would be appointed in January 2009.
14. In addition to producing a master plan the Trust was examining what it called a parameters plan which it was hoped would provide the flexibility needed for the fast moving world of health care. In the parameters plan, the Trust was looking at reorientating all of the buildings at St. Peter's Hospital, demolishing the buildings in the ramp areas, moving medical records onto the central site and introducing temporary parking. This should assist in moving staff parking away from areas reserved for patient parking. The length of time for which this temporary parking would be in place had not yet been established. Decked car parking had not been implemented because the previous planning permission for this had not been in a suitable location for the reorientating which the Trust wished to undertake and thus conflicted with the proposals in the parameters plan.
15. From the Council's point of view, in determining planning applications, no masterplan or parameters plan had been produced by the Hospital in recent years. It was recognised that as the NHS was the subject of one internal review after another this might make it difficult to produce a master plan as the position was perpetually fluid. However, a draft plan, which it was accepted would change, would have been preferable to the piecemeal approach which had been adopted.
16. The Trust was aiming to expand the range of health care services which it provided. The Trust was hoping to have more clinical work on the site and was trying to obtain a renal service. The Primary Care Trust would be tendering for that work shortly. The Trust was looking at specialising in cardiovascular emergency services. The Board observed that the more health care functions which St Peter's Hospital took on, the more likely it was that the parking problems would be exacerbated, because a greater number of people would be attempting to gain access to the facility.
17. The Board noted that there were 9 bus routes passing through the Hospital. All of them, apart from the 701 service finished early in the evening. The Peterbus finished at 6.00pm and did not run on Saturdays or Sundays. People were reliant on cars because of the lack of frequency of the bus service and the fact that it did not run at all in the evenings or at weekends. It had to be questioned whether the County Council was getting enough value for its Council Tax payers from those bus services which it did provide.
18. The Trust was well aware of the serious inadequacy of parking at the Hospital and received regular complaints from the public. The Board emphasised that parking at the Hospital required urgent attention because of the stress caused to everyone visiting the Hospital, particularly to patients with long term illnesses (and relatives and friends of those patients who may be driving them to the Hospital), who needed to visit the Hospital regularly and were frequently unable to find anywhere to leave their vehicle. The Trust representatives advised that efforts were being

made to delineate patient and staff parking more clearly. Priority was given to patients. It was suggested that improved signage may assist. It was agreed that the top priority should be to provide sufficient parking for the accident and emergency (A & E) service.

19. The combined annual gross income obtained from parking from Ashford and St Peter's Hospitals was £700,000. This money was not ring fenced. The cost of the original decked parking proposal which had now been abandoned was £2.8m plus fees. There was a barrier on the accident and emergency car park, to stop staff car parking and to make it easier for patients. It was agreed that the barrier system was the most effective method of control which was available. Tickets had to be bought for 3 to 4 hours, with a 20 minute drop off facility for A & E patients. There was a weekly pass for £10, which was available for patients but not staff, this would not be of interest to people who visited the Hospital, for example, twice a month. Timings of outpatient appointments were staggered but there was overrun in the times which added to the parking problems. The Trust did not rigorously enforce the parking restrictions on the site and was reluctant to consistently control staff parking as it had had difficulty in recruiting and retaining staff and it believed that enforcing regularly against staff would adversely affect its ability to obtain and keep staff.
20. The main planning issues relating to the provision of further parking spaces were twofold. The first problem was that increasing the number of spaces meant that GOSE might intervene on the basis that this would be contrary to Government policy which was to restrain the amount of car parking. This would apply whether the spaces were provided underground or overground. Building spaces underground (rather than overground) would not, however, conflict with the openness of the Green Belt, which was the other criterion on which increased parking might be refused.
21. The footpath to the Hospital from Homewood Park car park was not being widely used. At one point the Council had been negotiating with the Trust for payment of spaces by the Trust for Trust staff in the Homewood Park car park but suitable terms had not been able to be agreed by the two organisations. It had been suggested by members of the public, and by one of the Council's Ward Members for Foxhills, that hospital staff were parking in the Murray Road, Ottershaw free car park in the early morning and were being transported to the Hospital which meant that the car park was full and local commuters had to park in the Harvester car park. Council Officers had carried out spot checks, but when this had been done there had always been spare capacity in the Murray Road, Ottershaw car park.
22. The Board suggested that the Trust should do more to try and control staff parking to improve the position in the short term. This would have to be done as sensitively as possible in order to not act as too much of a deterrent to staff to work at St Peter's. Runnymede had introduced a policy whereby staff could only park on the site of the new Civic Centre for 3 days a week. On the other days employees had to car share, cycle or use public transport. The Trust should look at whether this type of control was possible at St Peter's. The Board took the view that the Trust should examine in some depth whether a suitable park and ride scheme could be adopted for St Peter's Hospital. It would also be helpful to the Council to have the details of the Trust's parameters plan, which would assist when considering planning applications. The Board emphasised that a reduction in staff parking would lead to more parking being available for patients and visitors.
23. In summary, the Board's main conclusions were as follows:-
  - The Trust should achieve greater control of staff parking to free up space for patients.
  - The Trust should review the possibility of introducing a park and ride scheme.
  - The Trust should expedite a masterplan/parameters plan.
24. The Board agreed that their findings should be reported to the Corporate Management Committee with a recommendation that the Committee add any comments of its own and make a further recommendation to the full Council meeting.

Chief Executive and Chairman's Office

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APPENDIX 'H'

4 December 2008

Your Ref: JG/pb/RB

Mr J Gurmin  
Committee Administrator  
Runnymede Borough Council  
Runnymede Civic Centre  
Station Road  
Addlestone  
Surrey  
KT15 2AH

Dear John

**RESPONSE TO THE COUNCIL'S REVIEW BOARD REPORT AND CONCLUSIONS  
ON PARKING PROVISION AT ST PETER'S HOSPITAL, CHERTSEY**

Further to your letters dated 5 November and 24 November, please accept my apologies for the delay in responding to you.

Accordingly, in response to your letter dated the 5th November and section 23 of the Runnymede Borough Council Review Board report dated 9<sup>th</sup> October the Trust responds as follows:

The Trust is actively targeting the patient car parks to ensure that staff do not park in Visitor/Patient designated areas. Car park attendants are stopping staff entering these car parks during morning peak times and applying throughout the day restriction notices. In addition one of the designated staff car parks has been given over to patient use providing an additional 26 spaces. Staff parking to the rear of the hospital has also been designated shared between staff and visitors after 2.30 pm. Signage is under review to ensure that all car parks are clearly signed.

In addition a car parking policy has been revised and will be presented shortly to the Trust board for approval.

The Trust is looking at the possibility of park and ride. As discussed at the Review meeting this had been trialled at the Homewood car park. However other locations are being investigated. The Trust provides a 24hr 7 day service with members of staff working shifts and extended hours which presents challenges. Managing the bus service to suit individuals will be complex and the need to find a safe environment of an off site location will need to be considered.

The Trust is actively seeking to resolve the development of a Master plan and a further meeting held with the planning department reinforced the requirement of a master plan.

Continued.....

It was understood from this meeting that the Council will not consider any further planning applications until the master plan is in place. The Trust is not the only land owner on the site and discussions with Surrey and Borders Partnership Foundation Trust are underway to develop the plan for a whole health campus with the assumption that the expansion of the adjacent business park will not progress into part of the health campus land.

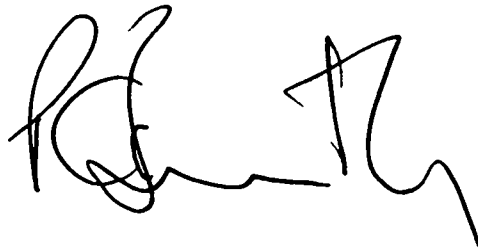
With regard to the Review Board report item 6 the Trust confirms the wish to continue to demolish the existing ramp buildings which will be a key principle in any master plan. The Trust has previously applied for planning permission for temporary car parking on this area but the application was considered invalid and required further studies. This additional information required to re submit for planning approval for development of a temporary car park on part of this site has been completed. The suggested car parking numbers are similar to that of the deck car park which the Trust has confirmed it will not progress. If this proposal were approved the Trust would be able to reallocate car parks closer to buildings for Patient/Visitor use.

The Trust is seeking to clarify if this application can be resubmitted given the comments above as it is believed that this will help to resolve temporarily the issue regarding car parking while the master plan is developed.

If you require any further information, please do not hesitate to contact me.

With kind regards,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Bentley', written in a cursive style.

**Paul Bentley**  
**Chief Executive**