

Runnymede Borough Council  
ECONOMIC DEVELOPMENT COMMITTEE

Thursday 10 January 2008, at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors Ms. C.M. Simmons (Chairman), D.A. Cotty (Vice-Chairman), A. Alderson, M.J. Brown, H.A Butterfield, Mrs. R.M. Denby, D.R. Hamilton, Miss M.N. Heath, R.N. Jones and J.W.C. Perschke.

## AGENDA

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr B.A. Fleckney, Committee Section, Administration and Leisure Department, Civic Offices , Station Road, Addlestone (Tel. Direct Line: 01932 425620). (Email: [bernard.fleckney@runnymede.gov.uk](mailto:bernard.fleckney@runnymede.gov.uk)).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- iv) in the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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

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### **PART II**

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

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire and other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 8 November 2007, which were included in the December 2007 Council Minute Book.

4. APOLOGIES FOR ABSENCE

5. 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.

6. REVENUE ESTIMATES 2008/09 (DF)

1. Members are asked to consider the draft Revenue Estimates for 2008/09.

2. A budget is the expression in financial terms of the Council's policies over the next year and is a statement of intention against which achievement can be compared. The main objectives of budgeting are:

- satisfaction of statutory requirements
- determining the amount to be raised from Council Tax or rents
- assisting in the planning and policy making process
- policy implementation and control
- a means of measurement, and
- strategic planning

3. 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 'A'. (The Estimates have been circulated to Members of the Committee and relevant Officers only and a copy has been placed on the website for all other Members and the public).

4. The estimates are separated into the following sections:

- i) Economic Development Committee Estimates (pages 1 - 27);
- ii) Highways Estimates (pages 28 - 39);
- iii) Current and proposed fees and charges (pages 40 -43);
- iv) Assumptions used in setting the budgets for 2008/09 (pages 44 -47).

**OFFICERS' RECOMMENDATION that -**

- i) the draft Revenue Estimates for 2008/09 be approved as submitted; and**
- ii) the proposed fees and charges for 2008/09, as set out in Appendix 'A', be approved and be implemented with effect from 1 April 2008.**

**(TO RESOLVE)**

Background Papers

Director of Finance's Estimates Working Papers 2008/09 file for the Economic Development Committee (part exempt)

7. REQUEST FOR EXTENSION OF FREE PARKING PERIOD IN CHERTSEY LIBRARY CAR PARK (DTS)

1. Purpose of Report

- 1.1 **To consider a request for an extension of the free parking period in the Chertsey Library Car Park for parents collecting and delivering children to St. Anne's School, Chertsey.**

2. Background Information

- 2.1 In order to reduce the road traffic congestion in Free Prae Road around St. Anne's School the School issue permits to parents enabling them to park free of charge in the Chertsey Library car park between 8.30 am and 9.15 am and between 2.55 pm and 3.40 pm.
- 2.2 A petition has been received on behalf of parents at the School requesting an increase of the time permitted for free parking to cover the period of 8.30 am to 9.30 am and 2.45 pm to 3.45 pm.

3. Report

- 3.1 The current concession is included within the Traffic Regulation Order (Article 25(2)(e) Borough of Runnymede (Off-Street Parking Places) Order 2004.
- 3.2 Parking problems in Free Prae Road were considerably improved when this concession was introduced allowing parents to park in safety when delivering and collecting their children from the School at a location away from the front main entrance to the School.
- 3.3 On 18 July 2007 a letter was received from Mrs. Wingrove, a Parents' Representative at St. Anne's School, requesting an extension of the period permitted in order to 'allow the parents to enter the car park earlier to gain a space giving them plenty of time to return to their cars within the correct time limit'. It being noted that on Auction days the car park can become very busy. Attached to the letter was a petition signed by 147 people in support of the suggestion.
- 3.4 It was confirmed that the start of school time in the morning is 9.00 am and that the last children to leave school in the afternoon leave at 3.15 pm. The existing hours therefore allow a quarter of an hour, after school has started, in the morning, for a parent to arrive back at their car and leave the car park. In the afternoon the period is twenty-five minutes after school has finished.
- 3.5 On 12 November a further letter was received from Mrs. Wingrove adding the following reasons for her request:
  - '1. In an ideal World parents would arrive on time. The trip to school can often be delayed by overspill of traffic jams from the M25. We are finding more and more, that motorway traffic is diverting from the congested M25 into local routes adding to the travel time. This occurs randomly and cannot be planned.

- 2 The parents feel the time especially in the morning is not long enough for them because, occasionally parents are asked without due warning if they can assist with certain activities for the School.
- 3 Parents might have an issue regarding their child and will need to talk to the class teacher in the morning, before returning to their car.'
- 3.6 Mrs Wingrove also mentions that the parking in Free Prae Road is potentially a safety hazard due to the amount of children and cars.
- 3.7 Ad hoc observations show that the facility is well used by parents both mornings and afternoons.
- 3.8 Officers consider that the time already allowed is sufficient for the purpose of delivery and collecting children. If parents are required to stay longer for meetings or other activities they should pay the parking charge.
4. Council Policy
- 4.1 One of the key Access and Transport Aims in the Council's Strategic Plan is to identify solutions to congestion in the Borough, with partners. This is primarily aimed at encouraging alternative modes of transport to the car. Although the free parking for parents does not discourage car use it does relieve the localised congestion in Free Prae Road at school opening and closing times. It also contributes to road safety by allowing parents and children to walk to the School along a traffic free path.
5. Resource Implications
- 5.1 Parking charges are payable in the Library Car Park between 9.00 am and 6.00 pm. By allowing parents to park free between 9.00 am and 9.15 am and 2.55 pm and 3.40 pm, when charges are normally payable, this could be displacing paying drivers if the car park is full, although the amount of this lost income is difficult to quantify.
6. Legal Implications
- 6.1 In order to implement any changes to the Traffic Regulation Order the changes will have to be advertised prior to their being published.
7. Environmental Implications
- 7.1 Although the free parking for parents does not discourage car use it does relieve the localised congestion in Free Prae Road at school opening and closing times.
8. Conclusions
- 8.1 Officers consider that the time already allowed is sufficient for the purpose of delivering and collecting children and therefore consider that no amendment be made.

**OFFICERS' RECOMMENDATION that -**

**no amendment be made to the existing free parking concession in the Chertsey Library Car Park.**

**(TO RESOLVE)**

Background Papers

Two letters from Mrs. Wingrove. Two letters from Borough Parking Manager. Petition in relation to the application.

8. TRAFFIC MANAGEMENT ACT 2004 (DTS)

Report to follow.

9. MINOR CIVIL ENGINEERING WORKS TERM CONTRACT - LIST OF TENDERERS (DTS)

1. **Purpose of the Report**

1.1 **The purpose of this report is to identify a short list of firms to tender for the Council's Minor Civil Engineering Works Term Contract.**

2. Background Information

2.1 In 2006 the Committee approved a Land Drainage, Civils and Professional Services Contract, which was meant to start in October 2006. That Contract was subsequently withdrawn when the preferred Contractors James Tobin & Son Ltd., went into liquidation.

2.2 In order to continue routine drainage maintenance this part of the original Contract was removed from the Contract and at its meeting in March 2007 this Committee approved the setting up of an in-house drainage team within the Direct Services Organisation (DSO) to carry out drainage maintenance.

2.3 The Contract that is the subject of this report will cover land drainage improvement projects and civil engineering works for other Council Departments.

3. Report

3.1 The value of the works is estimated to be approximately £130k per year, with a total of £520k over a 4 year period.

3.2 Quotations need to be obtained for all drainage improvement works and other civil engineering works. Such a process can be disruptive and time consuming. It is proposed that the new Contract includes both land drainage improvement works and civil engineering works, including minor town centre enhancements and car park, access road and footpath maintenance works for services such as Parking, Building and Leisure. It is anticipated that the proposed Contract will help save time, increase productivity and deliver better value for the Council.

3.3 The proposed Contract would be for a period of 4 years with the possibility of extending it for a further period of 2 years, if it is considered to be beneficial to both parties to the Contract. This allows contractors the time to make a financial commitment to the project and to make a reasonable income from this investment.

3.4 In line with the Council's Standing Orders, for Contracts valued above £100k, Constructionline was used to identify potential contractors. One of the criteria for being short listed was that the contractors be registered with Constructionline, have experience in similar type of works, have an operating base within easy access to the Borough and an acceptable financial standing. The other criterion for being short listed is that contractors who have done work for the Council in the past be also considered.

3.5 Five companies were identified and all have expressed their interest in tendering for the works. The five companies are (in alphabetical order):-

Kamar Construction Ltd.  
Steadline Ltd.  
Surrey Bituminous Supplies Ltd.  
T.J. Hunt (Contracting) Ltd.  
Windmill Contractors Ltd.

3.6 It is proposed to request all Tenderers to submit their most recent set of accounts (even if not audited), in order to re-assess their financial standing at the time of tender evaluation.

3.7 It is proposed to use the ICE Conditions of Contract – Term Version, 1st Edition September 2002, for this Contract.

3.8 Although the Contract will not be a formal partnership Contract, it is proposed that the Council and the contractor would work to the partnership philosophy for the mutual benefit of both parties.

4. Resource Implications

4.1 The 2007/2008 budget allocated by the Council for land drainage improvement works is £90,000. There is a further budget allocation totalling £12,000 for town centre maintenance in Addlestone, Chertsey and Egham. Other budgets exist for works carried out for services such as Parking, Building and Leisure.

5. Council Policy

5.1 The Council's Procurement Strategy in the Strategic Plan states that the Policy is to ensure that it procures services in a way that achieves the desired services and corporate objectives at the best available price.

6. Legal Implications

6.1 The Public Contracts Regulations 2006 apply to this Contract. The Contract is a 'works' Contract and is below the threshold for the full application of the Regulations. The only requirement is that the Council notifies the EU of the award.

6.2 Contract Standing Order C4.4 requires that for a contract with a value above £100k, expressions of interests are to be reported to the Committee that is to approve the shortlist of contractors to whom Contract Documents are to be sent.

**OFFICERS' RECOMMENDATION that -**

**the following contractors be invited to tender for the Minor Civil Engineering Works Term Contract.**

**Kamar Construction Ltd.  
Steadline Ltd.  
Surrey Bituminous Supplies Ltd.  
T.J. Hunt (Contracting) Ltd.  
Windmill Contractors Ltd.**

**(TO RESOLVE)**

Background Papers

None

10. SPRING RISE DE-SILTING WORKS CONTRACT - LIST OF TENDERERS (DTS)

1. Purpose of the Report

1.1 **The purpose of this report is to identify a short list of firms to tender for the Council's Spring Rise De-Silting Works Contract.**

2. Background Information

2.1 In August 2006 a number of properties were flooded in The Crescent, Egham. Similar flooding occurred in July 2007.

2.2 Investigations into the causes of the flooding in that area highlighted the fact that the watercourse running at the back of Spring Rise is badly silted up. The last recorded major maintenance works undertaken on that stretch of the watercourse was some 12 years ago.

2.3 This section of the watercourse has recently been classified as a main river and comes under the supervision of the Environment Agency (EA). The land through which the watercourse runs belongs to the Royal Holloway University. This watercourse was re-routed

at the time that the Ripley Springs development took place in the 1950's, through the grant of a deed of easement. One of the conditions of the easement was that Egham Urban District Council should be responsible for the maintenance of the realigned section of the watercourse.

- 2.4 This responsibility has now been passed over to Runnymede Borough Council. In light of the recent flooding incidents, the EA have been pressing for this Council to carry out major maintenance works or else they are threatening to take enforcement action.

3. Report

- 3.1 The value of the works is estimated to be approximately £110k.

- 3.2 In line with the Council's Standing Orders, for Contracts valued above £100k, Constructionline was used to identify potential contractors. However given the specialist nature of the works, only 3 contractors were identified from Constructionline. The list was extended to include specialist contractors that have done works of a similar nature and operate within the South East.

- 3.3 Seven companies were identified and invited to express their interest to tender for the works. One of the contractors declined the invitation and two did not respond. The four companies that responded are (in alphabetical order):-

CSG Lloyds Environmental.  
Hydro Cleansing Ltd.  
J.K. Environmental & Sons Ltd.  
Land and Water Services Ltd.

- 3.4 It is proposed to request all Tenderers to submit their most recent set of accounts (even if not audited), in order to re-assess their financial standing at the time of tender evaluation.

- 3.5 It is proposed to use the ICE Conditions of Contract – Minor Works, 3rd Edition April 2001, for this Contract.

- 3.6 The Contract will be a re-measured Contract, as the final value of the works will be dependent on the amount of silt removed and disposed of.

4. Resource Implications

- 4.1 The 2007/2008 budget allocated by the Council for land drainage improvement works is £90,000. Given the value of the works, they cannot be undertaken in any single one financial year and as such will need to be phased to spread over two financial years. The routine maintenance programme will not be affected by those works.

5. Council Policy

- 5.1 The Council's Procurement Strategy in the Strategic Plan states that the Policy is to ensure that it procures services in a way that achieves the desired services and corporate objectives at the best available price.

6. Legal Implications

- 6.1 The Public Contracts Regulations 2006 apply to this Contract. The Contract is a 'works' Contract and is below the threshold for the full application of the Regulations. The only requirement is that the Council notifies the EU of the award.

- 6.2 Contract Standing Order C4.4 requires that for a contract with a value above £100k, expressions of interests are to be reported to the Committee that is to approve the shortlist of contractors to whom Contract Documents are to be sent.

**OFFICERS' RECOMMENDATION that -**

**the following contractors be invited to tender for the Spring Rise De-Silting Works Contract:-**

**CSG Lloyds Environmental.  
Hydro-Cleansing Ltd.  
J. K. Environmental & Sons Ltd.  
Land and Water Services Ltd.**

**(TO RESOLVE)**

Background Papers

None stated

11. CORPORATE PROPERTY STRATEGIC MAINTENANCE CONTRACT (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to recommend that the current contract is extended to 31 December 2008 pending a full procurement exercise in 2008.**

2. Background Information

2.1 In July 2002 the Corporate Management Committee approved a 5-year strategic maintenance programme to commence in the 2003/04 financial year and a revenue and capital budget was made available to carry out the works.

2.2 The 66 operational properties surveyed within the strategic maintenance programme, consist of Day Centres, Public Halls, Civic Offices, Depot, Cemeteries, Public Conveniences, Sports Centres, Museum, Parks and Open Spaces. The 40 non-operational properties and allotments were not part of this programme.

2.3 In April 2003, following an extensive tendering exercise, Scion Ltd. were appointed as the maintenance term contractor, however, due to company restructuring and getting behind with their invoicing, Scion decided to determine their contract with RBC.

2.4 In 2004, another tendering process was carried out to appoint a new contractor. 21 replies were received to the advertisement in the European Journal, and, following receipt of more detailed information, twelve contractors were short listed and invited to give a presentation on their company's activities. Three declined prior to interview. The other nine gave a presentation and their initial submission and presentation were assessed by Officers using a total score evaluation.

2.5 Standing Order C4.4 requires that where the value of the contract exceeds £100,000 the replies from contractors are to be reported to Committee, who will choose at least four tenderers who appear to offer the best chance of obtaining a satisfactory bid offering good value for money. The 4 most favourable submissions from the initial evaluation were therefore formally invited to submit their tenders.

2.6 Following this formal tender process, the four submissions were evaluated and Leabrand Ltd. were awarded the repair and maintenance contract on 2 October 2004. This contract was terminated by default when Leabrand Ltd went into administration on 15<sup>th</sup> March 2006. On 18<sup>th</sup> April 2006 after consultation with legal colleagues, a temporary contractor, Inspace Maintain Limited, was appointed to carry out reactive works until the appointment of a new contractor.

2.7 Inspace Maintain Ltd. were formally awarded the repair and maintenance contract in June 2006. Inspace's work on the contract was satisfactory, but like Scion before, they had significant difficulties in keeping their invoices up to date. As a result of this and other management difficulties, on 21 January 2007 the repair and maintenance contract was terminated by Inspace Maintain Ltd.

2.8 In order to ensure the continuity of corporate property maintenance whilst the future contract was considered, Officers approached one of the unsuccessful tenderers for the contract,

Crispin and Borst, and negotiated a contract for a limited period for them to continue the maintenance work. Crispin and Borst started work on 21 January 2007.

3. Report

- 3.1 Crispin and Borst, are still carrying out the maintenance and after some initial problems, more local labour was employed and the overall quality of service has been excellent.
- 3.2 The 5 year strategic maintenance plan is now nearing completion (31 March 2008) and Officers are currently reviewing a number of different contract options which could be employed for the next 5 year maintenance plan.
- 3.3 A tender for the new term maintenance contract will be above the EU Procurement Directive limit. Therefore the tender period will be a minimum of 6 months.
- 3.4 Officers are also in dialogue with Spelthorne with a view to considering a partnering arrangement. It is anticipated that both authorities would benefit from the economies of scale in combining the maintenance contracts for both authorities. Officers will report back to Members on this at a later date.
- 3.5 The intention at this time is to temporarily extend the contract period with Crispin and Borst by a sufficient time to find and tender a more satisfactory contract, that avoids the difficulties experienced with the previous contracts, to comply with the EU Directive in procuring a new 5-Year Strategic maintenance contract and to establish synergies between Runnymede and Spelthorne Borough Council in procuring the contract.

4. Resource Implications

- 4.1 Budgets estimates for the 5 year Strategic Maintenance Programme starting from 1 April 2008 are currently being formulated by Officers. The estimates will be reported to this Committee for approval at a later meeting.

5. Council Policy

- 5.1 The Council's Procurement Strategy in the Strategic Plan states that Runnymede's policy is to ensure that it procures services in a way that achieves the desired service and corporate objectives at the best available price.

**OFFICERS' RECOMMENDATION that –**

- i) the current temporary strategic maintenance contract with Crispin and Borst is extended to the end of 2008;**
- ii) a full tender exercise is carried out during 2008 to appoint a term contractor for a 5 year period; and**
- iii) Standing Order 2 requiring competitive tenders be waived for the reasons set out in the report.**

**(TO RESOLVE)**

Background Papers

None

12. STANDING ORDER 42 - URGENT ACTION

The following action has been taken after consultation with the Chairman of this Committee under Standing Order 42.

Officer	Action Taken	Central Index No
Director of Technical Services	To confirm an Amendment Order to introduce pay and display charges with effect from 19 November in Pooley Green Recreation Ground Car Park, Thorpe Lea Road, Egham.	648

**(FOR INFORMATION)**

Background Papers

Proforma 648 on DAL Standing Order 42 file.

13. 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 –**

**the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Part I of Schedule 12A of the Act.**

**(TO RESOLVE)**

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for Public Inspection

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)