



Economic Development Committee

Thursday 6 November 2008 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors P I Roberts (Chairman), D A Cotty (Vice Chairman), A Alderson, M J Brown, H A Butterfield, Mrs R M Denby, Mrs C E Gant, J W C Perschke, L C Pouyanne and J J Wilson

AGENDA

Notes:

- 1) 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.
- 2) 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, Committee Section, Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: bernard.fleckney@runnymede.gov.uk).**
- 3) 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.
- 4) 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
12. LEASE OF MAISONETTES Nos 42a, 46a, 50a, 52a and 58a,
STATION ROAD, ADDLESTONE 14
- 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 11 September 2008, which were included in the October 2008 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. SERVICE PLAN 2008/09 (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to advise the Committee of its new Service Plan for 2008/09.**

2. Background Information

2.1 Effective performance management has always been a priority focus in Runnymede for both Members and Officers, with a big emphasis on outcomes and making a difference. With the advent of the Best Value regime and nationally prescribed Best Value Performance Indicators in early 2000, a set of Committee based Service Plans were structured to capture all the performance information for regular scrutiny by Departmental Management Teams, Directors and appropriate Committees.

3. Report

3.1 The Best Value/Best Value Performance Indicator regime has been replaced by a new National Performance Framework and new set of National Indicators (NIs). Similarly, obligations under the new Local Government Public Engagement in Health Act 2007 have required the Council to cooperate with statutory partners and others in Surrey to create a Surrey wide Local Area Agreement (LAA) with effect from June 2008. This identified five broad themes (children and young people, safer and stronger communities, economic development, housing infrastructure and environment, health and wellbeing) and twenty-nine National Indicators against which targets have or are being negotiated with the Government Office for the South East for the three year period ending 31 March 2011.

3.2 In addition, there is a requirement for all Councils to produce a Sustainable Community Strategy (previously the Community Strategy) and this will be used to inform the work associated with the Local Development Framework.

3.3 Against this changing background and the need to produce a Sustainable Community Strategy, the Community Strategy, Strategic Plan and Committee based Service Plans have been reviewed to ensure they capture demographic, economic and other social changes, emerging needs, concerns and aspirations of residents and businesses, together with regional and national requirements.

3.4 The proposed combined Sustainable Community Strategy and revised Strategic Plan is to be considered at Corporate Management Committee on 30 October 2008. A full set of the Committee Service Plans are also to be reported to that Committee. These seek to bring

together those elements from the new Strategy and Strategic Plan, the District Council requirements for the new National Indicators, the Council's obligations under the Surrey wide Local Area Agreement and a range of other corporate and desirable measures, the details of which are summarised on the first page of the Service Plan. This will provide a control document for senior managers and the Committee to monitor and review, as well as highlighting where slippage or other difficulties are occurring and appropriate recovery strategies need to be put in place.

- 3.5 A copy of this Committee's Service Plan is attached at Appendix 'A' for Members comments and approval.

OFFICERS' RECOMMENDATION that -

the Service Plan for Economic Development Services for 2008/09 as attached at Appendix 'A' be approved.

(TO RESOLVE)

Background Papers

None

7. CORPORATE PROPERTY STRATEGIC MAINTENANCE PROGRAMME (DTS)

1. Purpose of Report

1.1 The purpose of this report is to: -

- i) **seek approval in principle to the joint partnering arrangements with Spelthorne and report on the progress of discussions in relation to a planned and reactive maintenance joint partnering agreement;**
- ii) **recommend that the current contract is extended to 31 March 2010 pending a full procurement exercise in 2009; and**
- iii) **seek authority to re-phase expenditure financed from capital in the 2008/09 and 2009/10 financial years.**

2. Background Information

- 2.1 In line with the Council's policy on partnering, discussions have been taking place over the last 12 months in relation to a possible joint partnering agreement for planned and reactive property maintenance between Runnymede and Spelthorne Borough Councils. The basis of the discussions has been that significant savings both in economies of scale and resources can be expected by both Councils if a partnering arrangement is adopted.
- 2.2 Discussions are underway within Spelthorne on the way they manage their responsive maintenance function. This is an ideal opportunity for both Authorities to begin the partnering arrangement, starting with reactive maintenance being taken over by Runnymede in 2009/10 financial year and then Runnymede taking on Spelthorne's planned maintenance element in the 2010/11 financial year.
- 2.3 In 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. Over the years a number of contractors have taken on the contract and on 21 January 2007 the repair and maintenance contract was terminated by Inspace Maintain Ltd. After consultation with legal colleagues, a temporary contract with Crispin and Borst was set up immediately to ensure the Council had continuous cover for maintenance works. Crispin and Borst were one of the 4 original contractors invited to tender in 2002, having been short listed, following the lengthy checking procedure.

3. Report

- 3.1 Officers from both Authorities have been investigating the benefits that may be available should both councils pool their responsive and planned maintenance works and have reached the conclusion that there are benefits for both parties. Combining both elements of planned and reactive works into one contract will, it is believed, result in a lower priced tender return due to the higher volumes of work and the greater interest from larger contractors.
- 3.2 The short term benefits are in the more favourable prices that will be received due to combining both maintenance programmes. The long term benefits will be realised in the eventual reduction in the amount of in-house resources by the two authorities that will be required to manage planned and reactive contracts for both Councils.
- 3.3 So that a specification of works can be built up it is necessary to carry out a condition survey of all corporate properties. Because of allocating resources to the surveys of the properties (which are in relatively good condition) planned maintenance works can be (with the exception of essential planned maintenance such as asbestos surveys, legionella inspections, electrical checks etc.) deferred until the following year.
- 3.4 Deferring the works until the following year will reduce the planned and reactive maintenance budget, as detailed in section 7, and will also release Officer time to carry out detailed surveys of the properties, at no extra cost, which will provide the necessary information to be collated and inserted into the tender documentation. This also meets both authorities' requirements to make significant savings on their revenue budgets.
- 3.5 Spelthorne has indicated that they would like Runnymede to manage the survey of its properties so that a combined specification can be generated and inserted into the tender documents. They will be providing the necessary financial and physical resources necessary to complete this work for them.
- 3.6 A detailed document including terms will be presented to Members for consideration in a future report.
4. Temporary Retention of Current Contractor
 - 4.1 Crispin and Borst, our current term contractor have been employed by the Council for approximately 18 months. After some initial problems, their overall quality of service has improved and they have performed significantly better than the two previous contractors. They have now employed more local labour to sub-contract the work.
 - 4.2 A tender for the new joint partnering term maintenance contract will be above the EU Procurement Directive limit. Therefore, the tender and survey period will be a minimum of 12 to 16 months depending on the difficulties encountered during the survey period.
 - 4.3 The recommendation is to temporarily further extend the contract until the end of the 2009/10 financial year to give sufficient time to complete the property surveys and tender the contract.
5. Risks
 - 5.1 Having a programme of planned maintenance enables a contractor to plan their work and resources ahead. It is difficult to plan for dealing with reactive maintenance so the current contractor, Crispin and Borst, may not wish to continue with the current arrangement due to insufficient profit margin. However, if the Council takes on Spelthorne's reactive maintenance in 2009 this will off set the loss of profit.
 - 5.2 A major incident may occur where a large amount of the reactive maintenance budget is required to be expended. This would be offset by reducing all further maintenance calls to emergency calls only.
6. Council Policy
 - 6.1 The Corporate Management Committee on 27 March 2006 approved the Partnership Protocol for North West Surrey Authorities. The Committee considered and approved the endorsement of a proposed protocol to secure enhanced partnership working amongst the Boroughs of Spelthorne, Surrey Heath and Runnymede.

6.2 In January 2008, the Committee also considered proposals with a view to developing a new Surrey-wide Local Area Agreement (LAA) and a formal response to the Surrey Strategic Partnership (SSP) consultation exercise on emerging themes and priorities, together with draft governance arrangements for the LAA from April 2008 to 2011.

7. Financial Implications

7.1 The strategic maintenance budget is financed from both capital and revenue resources. Works that substantially lengthen the economic life of the building or provide significant improvements to the asset can be treated as capital expenditure and financed from capital receipts in hand. All other works are met from the revenue budget.

7.2 The original estimate for 2008/09 for the strategic maintenance programme was £450,600. The expected outturn for 2008/09 is now expected to be £511,000, an increase of £59,400. The split between capital and revenue expenditure is set out below:

	Original Estimate	Revised Estimate
	£	£
Revenue Budgets	165,600	165,600
Capital	<u>285,000</u>	<u>345,400</u>
Total	<u>450,600</u>	<u>511,000</u>

7.3 This is a different picture to that of previous years where the capital element of the programme was not fully required.

7.4 It is proposed that the capital element of the programme for the 2009/10 financial year is substantially reduced, with only essential planned maintenance work to be carried out. The proposed budget for 2009/10 is set out below:

	Proposed budget for 2009/10
	£
Revenue Budgets	169,700
Capital	<u>143,100</u>
	<u>312,800</u>

7.5 Therefore, the projected overspend of £59,400 in 2008/09 will be more than recovered in 2009/10. This is because the proposed budget for 2009/10 of £312,800 is £137,800 lower in cash terms compared to the 2008/09 original budget. The net saving of £78,400 is in the capital budget only; revenue works are not affected.

7.6 The overall budget for 2010/11 will inevitably rise to accommodate the new planned maintenance programme arising from the new condition survey. The extent of any medium-term potential financial savings will be included in a further report once agreement has been reached with Spelthorne.

8. Legal Implications

- 8.1 The Council must maintain its properties in a condition to meet legislative requirements and to avoid foreseeable risk of injury to occupiers and visitors. The proposed regime for 2009/10 will not prejudice these duties.

OFFICERS' RECOMMENDATION that –

- i) Members approve in principle a joint partnering project with Spelthorne as described in the report;**
- ii) a tender exercise is carried out during 2009/10 to appoint a term contractor for a 4 year period for both authorities subject to agreement on the partnering arrangement, assuming that the partnership is entered into;**
- iii) the Corporate Management Committee be requested to approve the re-phasing of the capital works element of corporate property maintenance budget as set out in this report; and**
- iv) the current temporary strategic maintenance contract with Crispin and Borst be extended to the end of 2009/10 financial year.**

(TO RESOLVE)

Background Papers

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8. REPLACEMENT OF CAR PARKING MACHINES (DTS)

1. Purpose of Report

- 1.1 **To advise Members that the Council's car parking machines have come to the end of their working life and now require replacement. This report is to seek approval for the procurement of replacement car parking machines.**

2. Background Information

- 2.1 The Council has currently 26 Pay and Display parking machines situated across the Borough. Three of these were procured in 2005, however, the remainder are now in the region of eleven years old. The normal life of a machine is generally expected to be ten years. The current Parkeon machines have been generally reliable although in recent years there has been an increase in the need for maintenance and replacement parts as the machines have developed faults due to their age. The continued repair of the machines is beginning to be uneconomic as more significant faults develop. A majority of the fault rectification is currently carried out by a specially trained member of the Direct Services staff who is due to retire in the next 12 months.

3. Report

- 3.1 It is proposed to invite tenders to provide and install replacement car parking machines. Tenderers would also be asked to provide full details of maintenance and other running costs, which would be considered as part of the tender evaluation.
- 3.2 In anticipation of the retirement of the DSO staff member currently carrying out the maintenance Officers feel that the provision of a comprehensive maintenance and service contract should also be procured with the machines.
- 3.3 Following responses received during car park 'Customer Satisfaction' surveys a number of users have asked for the facility to make payment by credit card particularly in the long term car parks situated near the railway stations in Virginia Water and Egham where most of the users buy 'All Day' tickets throughout the week. Officers would also like to consider providing this facility in those locations and the Leisure facilities at Runnymede Pleasure Grounds where higher tariffs apply. Bearing in mind that the working life of the new machines would

be expected to be about ten years, parking charges as a whole are likely to increase considerably during that time. Therefore Officers will ask tenderers to include an option for providing debit/credit card facilities on all machines.

- 3.4 The anticipated redevelopment of the Precinct Car Park in Egham will reduce the number of machines required to be replaced to 19. Table 1 below shows the number and location of the machines to be replaced. The development planned for Virginia Water is unlikely to commence until 2010, at the earliest, and it would be desirable to replace those machines prior to that. Once the development has commenced any machines can be stored pending completion of the works and re-used if appropriate, or held to replace the machines last replaced in 2005.

Table 1 – Location of Pay and Display Machines to be replaced

Car Park	No. of Machines
Precinct Extension, Church Road, Egham	1
Wasp Farm, Station Road, Egham	2
Hummer Road, Egham	3
The Bourne, Station Road, Virginia Water	2
Memorial Gardens, Virginia Water	1
Beomonds, Heriot Road, Chertsey	1
Chertsey Library, Heriot Road, Chertsey	3
Gogmore Farm Park	1
Garfield Road, Addlestone	1
Runnymede Pleasure Grounds, Windsor Road, Egham	3
Pooley Green	1
Total	19

Table 2 – Location of Pay and Display Machines not replaced at this stage

The Precinct, Church Road, Egham	4	Proposed redevelopment of car park
St. Jude's Road (Cemetery), Englefield Green	2	Installed 2005
Victoria Street, Egham	1	Installed 2005

4. Financial Implications

- 4.1 The capital programme includes a provision of £92,000 in 2008/09 to provide for the replacement of equipment.
- 4.2 The car park machine replacement reserve has £92,100 available for the purchase of new equipment. This has built up over several years and is made up from transfers from revenue budgets. These transfers stopped in 2003/04 when the fund reached a level capable of funding the replacement of every machine in operation.
- 4.3 The actual costs will be identified from the tenders but the cost of purchasing the proposed machines is approximately £80,000. The cost of the annual maintenance contract for these machines would be about £9500 per year.
- 4.4 If the Committee approves the invitation of tenders, Officers will prepare a specification containing details of the functions required of each machine and of the service contracts. Officers will then seek the Committee's approval to accept the most appropriate tender.
- 4.5 Officers have conducted research in to the cost of new machines and maintenance charges and are confident that the costs involved can be contained within the replacement reserve.
- 4.6 Officers recommend that the annual transfer to the car park machine replacement reserve is reinstated on the purchase of the new machines in order to provide funds for future replacement and that a sum of £10,000 per annum would seem prudent based on an estimated 10 year life of the equipment. It is recommended that this sum be included in future estimates from 2009/10.

5. Council Policy

- 5.1 The Economic Development Committee Service Plan has the following:
- The introduction of regular management reviews of car parks to maintain efficiency and meet the requirements of the local community including:-
 - Infrastructure maintenance
 - General operations

OFFICERS' RECOMMENDATION that -

- i) a tender for replacement car parking machines is sought; and**
- ii) the Corporate Management Committee be requested to reinstate the annual transfer of £10,000 to the car parking machine replacement reserve, commencing in 2009/10, to provide funds for future replacement.**

(TO RESOLVE)

Background Papers

None stated

9. SPRING RISE DE-SILTING WORKS CONTRACT (DTS)
(Ref: Minutes of Economic Development Committee, 10 January 2008, page 672, para 468)

1. Purpose of Report

- 1.1 **The purpose of this report is to inform the Committee, in accordance with the Council's Standing Orders for Contracts, that the total cost of the Spring Rise De-Silting Works has exceeded the Contract Sum.**

2. Background Information

2.1 At the 10 January 2008 meeting of this Committee, it was explained to Members that these works were needed to prevent future flooding of properties in The Crescent and Nobles Way, Egham. The Committee approved a list of four contractors to be invited to tender for carrying out the works.

2.2 The four contractors all responded to an invitation for expressions of interest but only two of the contractors submitted tenders. These were Hydro-Cleansing Ltd and J K Environmental.

2.3 The tenders were assessed on the following criteria:

- The tender sum.
- The Method Statement for carrying out the works.
- A health and safety assessment.
- References.

2.4 The tender from Hydro-Cleansing Ltd was the most economically favourable and the assessment of their health and safety record showed it to be better than the other tenderers. The tender sum from Hydro-Cleansing Ltd was £64,376.56 and they submitted clear breakdown of the rates for removal of the silt and the pumping operations.

2.5 The Contract was awarded to Hydro-Cleansing Ltd, following Chief Officer's approval under Standing Order C10.2 of the Council's Standing Orders for Contracts.

3. Report

- 3.1 The works began on 5 August and were originally programmed for completion within four weeks.
- 3.2 The basis for the measurement of this contract was one of re-measurement. There were two major elements to the cost of the works:
- a) Provision of plant and labour, which was a fixed sum. (This was based on the contract period being four weeks.)
 - b) Disposal of the silt, which was paid at a £/tonne rate.
- 3.3 It was assessed that the quantity of silt required to be removed was 600 tonnes. Due to a number of factors, it was not possible to calculate an exact quantity of silt. These factors included:
- i) Difficulty in accessing the watercourse to measure the width and depth of the silt.
 - ii) Difficulty in assessing the actual density and water content of the removed silt.
- 3.4 It was always anticipated that the final total for amount of silt removed might exceed this estimate. However, given the fact that the budgetary provision for the work was £101,000 and the tender sum was £64,400, it was considered that there was sufficient funds to deal with any additional quantities of silt.
- 3.5 During the course of the works, it became obvious that the quantity of silt was going to exceed the estimated quantity significantly. This was due to:
- i) The width of the watercourse under water at the level of the silt was much greater than the distance between the banks above the water level.
 - ii) In places the depth of the silt was in excess of twice the depth estimated from the points where the original survey was undertaken.
 - iii) Although the process used by the contractor to remove the silt from the watercourse removed as much water as possible from the silt before it was disposed of, it was not possible to remove it all. While the vastly increased volume of silt made full assessment difficult, it appears that the silt disposed of was wetter than had originally been estimated. In effect, a higher proportion than anticipated of the material disposed of was water, which had the effect of increasing the overall tonnage of material for disposal.
- 3.6 The actual quantity of silt removed was in fact 1250 tonnes as opposed to the original assessment of 600 tonnes. The need to remove this significantly increased weight of silt obviously increased the amount of time needed to undertake the works.
- 3.7 The method of work adopted by the contractor was to suck out the silt into large tankers. These tankers drove along the side of the watercourse within Royal Holloway, University of London's sports field. To enable them to do this a temporary access road was constructed by laying temporary road mats. Given that the work was being undertaken in August it was considered that such provisions were adequate to enable the tankers to access the watercourse whilst minimising the damage to the sports field.
- 3.8 The Environment Agency required within their works consent that provision be made to ensure that silt contamination did not affect the watercourse downstream of the works. It was therefore necessary to isolate the section of watercourse being de-silted and to pump the upstream flow of water around the works and discharge this clean water at the downstream end of the works.
- 3.9 This August was unseasonably wet. This rain affected the progress of the works in two ways:
- i) Firstly, it meant that on several days the flows on the watercourse were much higher than would normally be expected for the time of the year. During these periods of high flow it was not possible to undertake the de-silting work, both for practical and health and safety reasons. Further, once the watercourse flow had reduced to

acceptable levels further time was lost reinstating the sandbag dams erected at the upper and lower end of the works and pumping the water within this section of water down to enable works to commence.

- ii) Secondly, the surrounding ground became saturated. This caused the soil along the length of the temporary access road to be churned up and turned to slurry by the heavy lorries, despite the temporary road mats, making the access road impassable. Consideration was given to either suspending the works to wait for better weather or to carry out works to stabilise the access road. Both options had financial implications, however, in the end it was decided both for the financial and practical reasons to stabilise the access road; the medium term weather forecast was not good and with Winter coming the works might have had to be delayed until next Summer. It was imperative that these de-silting works were completed as soon as possible.
- 3.10 The works finally took six weeks to complete. After negotiation with the contractor it was agreed that this period of time, given the additional quantities of silt that had to be removed and the weather delays, was reasonable and accordingly the contract period was extended to six weeks. The effect of this was to increase the cost of the plant and labour element of the contract proportionately. It was also accepted that the method adopted to access the site using just temporary road mats would in normal Summer weather have been adequate. Given the prevailing weather conditions it was agreed that it was reasonable that the Council should share the additional cost of stabilising the access road and the subsequent additional reinstatement costs.
- 3.11 The additional quantities of silt disposal, the delays due to the prevailing weather conditions and additional costs of stabilising the access road resulted in the final contract sum being £151,300 compared with the tender sum of £64,400.

4. Financial Implications

- 4.1 The original estimate for the works was £110,000.
- 4.2 The sum of the successful tender was £64,400. It is considered that the tender was adequate. The contract was a re-measurement contract and any variation in the quantities of silt would be reflected in the final contract sum.
- 4.3 In recognition of the fact that the final contract sum could exceed the tender sum, provision of £101,000 was made for these contract works from the Land Drainage works budgets. This sum was made up from a planned under spend of £67,000 from the 2007/2008 budgets together with an allocation of £34,000 from 2008/2009 budgets.
- 4.4 The final contract sum of £151,300 meant that there is a deficit of £50,300 within the allocated funds for this work. The current annual budget for land drainage contract works is £90,000. Although other works had been planned to be undertaken with this budget, no significant sums had been committed to it prior to the completion of the Spring Rise De-silting Works. Arrangements have been made, with the authorisation of the Directors of Technical Services and Finance, to vire the sum of £50,300 from the land drainage contract budget to cover the deficit.
- 4.5 The implications of this virement are that some of the improvement works planned to be carried out within the current financial year will now have to be postponed until 2009/2010.

5. Conclusions

- 5.1 The works were vital to alleviate the flooding of properties in The Crescent and Nobles Way, Egham. The costs were considerably more than originally estimated due to the unseasonal weather conditions. However, reducing the scale of the works to reduce the contract cost was not an option. The works have already proved to be effective. During recent heavy rainfall that would previously have resulted in the flooding of these properties the water flowed away and the properties were unaffected.
- 5.2 The final cost of the works is £151,300. This exceeds the original estimate of £110,000 for the reasons set out in Section 3 of this report. However, the additional cost has been covered by the existing land drainage contract budget.

(FOR INFORMATION)

Background Papers

None

10. FINANCIAL MONITORING STATEMENT (DF)

1. Purpose of Report

1.1 **To inform the Committee of the latest financial projections for the 2008/09 financial year for Economic Development services.**

2. Background Information

2.1 The Financial Monitoring Statement was introduced to all Committees in September 2006 to inform Members of the current financial position of the services under the remit of each Committee.

2.2 Each statement reflects an updated position based upon the 2008/09 original estimates approved by this Committee in January. The Financial Forecast previously approved by Council on 1 November 2007 has now been updated to reflect changes made during the updating of the Council's Revenue estimates.

3. Report

3.1 The statement at Appendix 'B' is split into two parts

- Economic Development services
- Highway services

Each statement is split into three distinct parts:

- Projected budget and forecast
- Savings still to be delivered
- Current year key budget indicators

3.2 The Projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen.

3.3 The achievement of the revenue reductions programme approved by the Council is one of the Council's key performance indicators. Savings targets not yet achieved are reported in the second section of each statement. These savings are all incorporated into the projected budget and forecast figures in section one.

3.4 The final section sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement.

(FOR INFORMATION)

Background Papers

None

11. EXCLUSION OF PRESS AND PUBLIC

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 paragraph 3 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) | <u>Exempt Information</u> | <u>Para</u> |
|-----------|--|--------------------|
| 12. | LEASE OF MAISONETTES No's 42a, 46a, 50a, 52a and 58a
STATION ROAD, ADDLESTONE | 3 |
| b) | <u>Confidential Information</u> | |
| | (No reports to be considered under this heading) | |