



ECONOMIC DEVELOPMENT COMMITTEE

6 NOVEMBER 2008

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE. NO.</u>
A	SERVICE PLAN	1 - 10
B	FINANCIAL MONITORING STATEMENT	11 - 13

Economic Development Committee Service Plan: October 2008 – March 2010

Summary

This plan reports on performance against those actions that the Council has agreed must be taken to meet service priorities for Economic Development.

It combines the targets that have been agreed within the –

- Strategic Plan (2005-2010) - SP
- Best Value Improvement Plans (following service reviews) - BV
- Comprehensive Performance Assessment Improvement Plan - CIP
- 5 year Financial Forecast - FF
- National Indicator Set (replacement for BVPIs) - NI
- Asset Management Plan - AMP
- Published Service Standards - PSS
- Sustainable Community Strategy - SCS
- Surrey-wide Local Area Agreement (2008-11) - LAA
- Risk Management Plan - RMP
- Equality Strategy - ES
- Economic Strategy - EcS
- Corporate Governance Requirements - CGR
- Annual Efficiency Targets (DCLG) - AET
- Statement of Internal Control - SIC
- Data Quality Policy - DQP
- Procurement Strategy - PrS

The 'Origin' column of the table below indicates the origin of the action point

Performance:



Progressing well



At risk of not being delivered and may require intervention



Failing



Action complete

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.1	AMP	Optimise use of and return from property assets, and contribute to required revenue betterment	Valuer	March 2010 (initial phase)	Potential planning issues Political policy considerations about realisation of assets State of market	A target will be provided in the AMP		Asset Management Plan is currently under review and will be brought forward early 2009
1.2	SCS	A target to provide 500 units over the 5 year period from December 2006 to December 2011 was set when the Housing Strategy was adopted in December 2006.	Director of Housing & Community Services / Director of Technical Services	December 2011	Availability of suitable land; development of relevant size, grant funding availability, slow down in housing market Housing Corporation funding	The number of affordable homes that the Council facilitates		18 new homes have been built and 15 acquired under the Homebuy initiative, making a total of 33. 167 units are under construction
1.3	SCS	Use of strategic property holdings to improve physical environment	Valuer Head of Planning		Economic downturn Private sector investment	Implementation of new schemes Number of vacant units Average rents		Proposals for quality food store/hotel in Egham on Council land will enhance the town's facilities from 2010/11 Council promote 1 major scheme p.a.
1.4	CIP	Aim to review car parking charges on an annual basis	Head of Engineering	Annually	Engineering staff resources	Car parking charges reviewed by Committee		Car parking charges reviewed in September 2008. Tariffs restructured from January 2009

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.5	SCS	Develop policies to ensure town and village centres are desirable places to visit and encourage an improved retail offering	Head of Planning		Economic downturn Private sector investment	Strategy to achieve physical improvement and appeal of town centres Additional retail content in town centres Retail sector employment		Town centre and employment strategies scheduled in Local Development Framework
1.6	SCS NI 152 (LAA)	Enhance range and number of job opportunities Working age people on out of work benefits	Head of Planning		Economic downturn Private sector investment	Retail sector employment Vacant units Surrey-wide reduction Yr1 - 0+/- Yr2 - 0.025% Yr3 - 0.025%		Town centre strategies scheduled in Local Development Framework
1.7	CIP	Fulfil obligation under Section 17 of the Crime and Disorder Act 1998, by Seeking to achieve Safer Parking standard in all Borough Car Parks Maintain standard in currently agreed 15 car parks	Head of Engineering	At least one additional car park per year	Cost of improvements Engineering staff Crime reduction advice	Park Mark accreditation Maintain present accreditation		All chargeable car parks are now accredited.

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.8	CIP	<p>Introduce regular management reviews of car parks to maintain efficiency and meet the requirements of the local community, including:</p> <ul style="list-style-type: none"> ▪ Infrastructure maintenance ▪ General operations ▪ Opportunities for increased income ▪ Financial management ▪ Tourist information & signing ▪ The needs of minority users such as disabled persons, parent & child and motorcyclists 	Head of Engineering	March 2011	Availability of engineering staff resources	Management reviews completed		Continued maintenance of all car parks Improvements at Murray Road, Ottershaw Increased income through parking charges
1.9	ES	<p>Undertake Equality Impact Assessments in all service areas and reassess every three years.</p> <p>Implement appropriate action to remedy any adverse impact found or research to fully understand impact.</p> <p>Monitor existing and proposed policies, procedures and strategies for adverse impact on equality</p>	All	<p>As set out in Equality Action Plan</p> <p>As appropriate</p> <p>March 2011</p>	Need appropriate training and staff resources	<p>Equality Impact Assessments completed</p> <p>Action arising from Assessments implemented</p> <p>Monitoring regime in place</p>		<p>EIA to be undertaken in property letting/asset management.</p> <p>Local Development Framework policies to be reviewed as developed.</p>

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.10	SCS	Continue to work with the Highways and Transportation Authority (Surrey County Council) and private sector providers to progress, develop and expand alternative transportation to the motor vehicle and promote safe train and bus service integration throughout the Borough	Head of Engineering, Head of Planning, Policy & Impt Manager, Safer Runnymede	March 2011	Resources from Surrey County Council –improvements budget reduced to facilitate maintenance Ability of operators to co-operate	Physical improvements implemented Number of Students using the Yellow school buses Secure additional external income/ subscription fees following commissioning of new centre School travel plans in place Regular liaison with South West Trains and other transport operators		In liaison with schools/ businesses identify potential improvements and/or extensions to existing cycle routes. Several new schemes completed. Promote school/business travel plans - ongoing Award of franchise to Stagecoach has enabled longer term programme to be considered – contact established to pursue issues of common interest CCTV link between local train stations and Safer Runnymede Established

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.11	SCS	Seek to achieve external funding to cover the full cost of the Yellow bus project	Head of Planning Policy & Impt Manager	March 2011	Lack of continuity of sponsorship and of Government funding Need to secure S106 funding	Budget figures for 2008/09: Fares £103,000 s106 £129,000 Sponsorship £180,000		£59,000 in funds, mainly sponsorship, currently outstanding. Funds expected shortly. Significant efforts made to draw in business sponsorship, and responses made to any Government funding initiatives
1.12	SCS SP	Support the 'Airtrack' initiative (rail link to Heathrow Airport)	Chief Executive Officer, Director of Technical Services	March 2011	Availability of commercial support £5,000 annual contribution to consortium/ staff input	'Airtrack' proposals implemented Level crossing 'downtime'		Work with transport operators to improve and co-ordinate services. BAA plc is sponsoring the TWA needed as the first step towards promoting the scheme. Continued to participate in Airtrack Forum
1.13	SCS	Support the planned expansion of Royal Holloway - University of London	Head of Planning	December 2011	Conflict with Green Belt policy College fail to submit scheme to LPA Provision of residential accommodation for students Existing planning staff	Student numbers University national ranking		Potential student accommodation at former Brunel campus

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.14	SCS	<p>Reduce traffic congestion through measures including:</p> <ul style="list-style-type: none"> - Travel plans - Promotion of public transport options - Integrated public transport - Encouraging flexible working patterns: 24 hour working - Enhancing road/transport infrastructure 	Head of Engineering, Head of Planning, Policy & Impt Manager		<p>Availability of funding</p> <p>Ability to influence local businesses to adopt Travel Plans</p>	<p>Reduction in vehicle movements</p> <p>Travel plans in place</p> <p>Integrated public transport timetabling</p> <p>Maintaining Yellow Bus Service</p>		<p>Continued to work with Runnymede Business Partnership to maintain the Yellow Bus Scheme. Supported Quality Bus Partnership (Englefield Green – Staines corridor) that is now operating successfully. Potential for real time information on the bus route being considered.</p> <p>Work with Surrey County Council to encourage "safer routes" to school</p> <p>Working with South West Trains to increase peak hour use of Staines-Weybridge train service by revised ticketing arrangements</p> <p>Development of new transport related policies through the Local Development Framework</p>
1.15	SCS RMP	Working closely with business and those wishing to locate or expand in the Borough to maintain and improve the current economic prosperity.	Chief Executive Officer, Director of Technical Services, Head of Planning	March 2011	<p>National and regional economic downturns</p> <p>Maintaining good links with larger businesses influenced by staff changes/movement in major companies</p>	<p>Number of new VAT registrations</p> <p>Entries in Business Directory</p>		<p>Continued low unemployment</p> <p>High occupancy rates of commercial premises</p> <p>The RBP Business Directory 2008 provides details of some 1800 companies in the Borough</p>

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.16	SCS	<p>Continue to improve the general environment of our three main town centres whilst encouraging and maintaining local and village economic vitality, and to develop some specific goals and timetables for the emerging proposals.</p> <p>Fulfil obligation under Section 17 of the Crime and Disorder Act 1998, by supporting measures which reduce crime and disorder in town and village centres.</p>	<p>Director of Technical Services</p> <p>Head of Planning</p>	March 2011	<p>Maintaining staff resources and availability of capital funding for schemes</p> <p>Ongoing changes to Local Development Framework process will cause delays</p> <p>Policy & Implementation staff as part of LDF process</p> <p>Capital funding for schemes</p> <p>Surrey County Council funding for highway works</p> <p>Crime reduction advice</p>	<p>Town & village strategies in place</p> <p>Adhering to the timetable in the local development scheme</p>		<p>Timetables for implementation of town and village centre strategies set out in Local Development Framework.</p> <p>New programme of work now operational.</p> <p>LDF Issues and Options Consultation June 2008</p>
1.17	SCS ES CIP	Through the Economic Strategy the Council will help maintain the vitality of the local economy and encourage its growth in a sustainable manner	Policy & Impt Manager	March 2011	<p>Establishing the link between the Local Development Framework, Economic Strategy & Community Strategy</p> <p>Changes to regional planning structure 2007-2010</p> <p>P& I Staff</p>	<p>Unemployment rate</p> <p>Average salaries</p>		<p>Review of the Economic Strategy to be undertaken in 2008/09 – delay due to the wider issues not yet resolved in South East Plan. The Regional Economic Strategy is also being reviewed which may have implications for local economic policy guidance</p> <p>Links to the South East Plan</p>

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.18	SCS NI 163 (LAA) NI 164 (LAA)	Develop adult education initiatives and promote 14-19 learning	Community Learning Partnership, Young People Task Group		Clarity of syllabus from Government Take up from business partners Existing P & I staff	Student take up of 14-19 Diploma Number of local businesses participating Working age population qualified to at least Level 2 or higher Surrey-wide Yr 1 – 77.5 Yr 2 – 78.5 Yr 3 - 79.5 Working age population qualified to at least Level 3 or higher Yr 1 – 59.4 Yr2 – 60.4 Yr3 – 61.4		14-19 Diploma promoted at Business Partnership Breakfast Forum Jubilee High School facilitator involved with Business Partnership

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Measurable outcomes	Performance	Comments
1.19	SCS	<p>Promote local businesses by facilitating networking and business related initiatives:</p> <p>produce regular updates of the Runnymede Business Directory (sponsored)</p> <p>produce three business newsletters per year (sponsored)</p> <p>arrange four RBP breakfast meetings per year (sponsored)</p> <p>continue to increase numbers of organisations on the Runnymede Business Partnership data base</p> <p>target major employers for Runnymede Business Partnership sponsorship/involvement</p> <p>attract new firms to the 'Loyalty Card' scheme and promote scheme</p> <p>secure six articles per year in the local press relating to Business Partnership activities and events</p>	<p>Head of Planning</p> <p>Policy & Impt Manager</p>	<p>December 2010</p> <p>Annual (March)</p> <p>Annual (March)</p> <p>Annual (March)</p> <p>March 2011</p> <p>March 2011</p> <p>Annual (March)</p>	<p>Willingness of business community to participate and provide sponsorship.</p> <p>Economic downturn</p>	<p>Directory published biennially</p> <p>Three newsletters produced annually</p> <p>four meetings per year</p> <p>Maintain a database of organisations</p> <p>Maintain sponsorship received</p> <p>Maintain participating firms and cardholders</p> <p>Six press articles</p>		<p>i) Achieved sponsorship for 2008</p> <p>ii) Published 7th directory</p> <p>Target met</p> <p>Three were held as sponsor dropped out of Budget meeting</p> <p>1700 organisations in new Business Directory 2008</p> <p>Funding for 3 newsletters and 4 forum events achieved. Several business seminars and associated 'sponsored' events/promotions organised.</p> <p>95 local firms participate 4,000 cardholders</p> <p>Numerous articles appearing, incl: Independent on Sunday (twice), Daily Telegraph, Sunday Express and Local Transport Today</p>

**ECONOMIC DEVELOPMENT
FINANCIAL MONITORING STATEMENT**

Figures to the end of September 2008

PROJECTED BUDGET AND FORECAST

	2008/09 Budget £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Total approved budgets	107	107	107	107
Approved and reported changes:				
Planned Underspends brought forward from 2007/08	68			
<u>Changes approved in Financial Forecast (November 2007)</u>				
Car Parks Charges - revised tariff Jan 2010		-20	-100	-100
Corporate Properties - uplift in rents			-53	-106
Civic Centre - rental income (Library)				-28
Other potential changes:				
Car Parks				
Egham Precinct leasehold disposal	-27	4	9	0
Revised tariffs Jan 2009	-2	-23	-23	-23
Revised tariffs Jan 2012				-20
Annual maintenance of machines - Supp Est?	?	10	10	10
Corporate Properties - uplift in rents - (Sainsbury)				-25
Old Civic Offices				
Rates to 30 June 2009	103	30	-15	-15
Security & fencing to 30 June 2009	15	3	0	0
Insurance to 30 June 2009	8	2	0	0
Other costs to 30 June 2009	6	4	0	0
New Civic Centre				
Provision for archiving	-25	-25	-25	-25
Provision for additional opening hours - net	-16	-16	-16	-16
Rates - provision not fully required	-36	-18	-18	-18
Security	15	?	?	?
Extra cleaning costs	10	8	8	8
Energy price increases	30	45	45	45
Chertsey Depot				
Rental loss - Print contractors moved out	10	10	10	10
Energy price increases	4	6	6	6
Latest budget projection	270	127	-55	-190

SAVINGS STILL TO BE DELIVERED

	2008/09 Budget £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Car Parks Charges - revised tariff Jan 2010		20	100	100
Car Parks Charges - revised tariff Jan 2012				20
Corporate Properties - uplift in rents			53	106
Civic Offices - security provision	21	21	21	21
Civic Offices - utilities	10	10	10	10

CURRENT YEAR KEY BUDGETS

	2008/09 Budget £	Budget to Date £	Actual to Date £	Variance to Date £
Income budgets				
Pay & Display income	470,300	228,000	203,000	-25,000
Penalty Charge Notice income	52,500	26,300	40,300	14,000
Yellow Buses - School Fares	103,000	38,000	36,500	-1,500
Yellow Buses - Section 106 Agreements	129,000	64,500	50,000	-14,500
• Yellow Buses - Sponsorship and Donations	80,000	56,000	20,000	-36,000
Corporate Property income	1,145,000	808,200	787,100	-21,100

- We have current commitments for approximately £50,000 from 5 sponsors that we will collect within this financial year.

HIGHWAY SERVICES
FINANCIAL MONITORING STATEMENT
 Figures to the end of September 2008

PROJECTED BUDGET AND FORECAST

	2008/09 Budget £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Approved budget:				
Environmental Maintenance	119	119	119	119
Borough Highways Functions	180	180	180	180
Flood Mitigation	350	350	350	350
Engineering Services	0	0	0	0
Total approved budgets	649	649	649	649
Approved and reported changes:				
Planned Underspends brought forward from 2007/08				
Borough Highways	1			
Flood Mitigation	82			
Other potential changes: Economic Committee Report				
Flood Mitigation - Drainage Contract Payments	-50			
Flood Mitigation - Spring Rise Works	50			
Latest budget projection	732	649	649	649

SAVINGS STILL TO BE DELIVERED

	2008/09 Budget £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Environmental Maintenance - savings target	2	2	2	2

CURRENT YEAR KEY BUDGETS

	2008/09 Budget £	Budget to Date £	Actual to Date £	Variance to Date £
None				