

# Corporate Management Committee

**Thursday, 20 June 2024 at 7.30 pm**

**Council Chamber - Civic Centre**

## Members of the Committee

Councillors: R King (Chair), L Gillham (Vice-Chair), A Berardi, MD Cressey, T Gracey, C Howorth, J Mavi, R Milstead, S Ringham, M Smith, P Snow and D Whyte

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chair of the Committee, if they are not a member of this Committee.

## 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 G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: [gary.elliott@runnymede.gov.uk](mailto:gary.elliott@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact [democratic.services@runnymede.gov.uk](mailto:democratic.services@runnymede.gov.uk). Tel: 01932 425622. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://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.
- 5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chair will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

**List of matters for consideration  
Part I**

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

1. **Notification of Changes to Committee Membership**
2. **Minutes** 6 - 7  
  
To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 23 May 2024 (Appendix 'A').
3. **Apologies for Absence**
4. **Declarations of Interest**  
  
Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. **Council Tax Support Review** 8 - 23
6. **The Treatment of War Pensions in the Calculation of Housing Benefit** 24 - 36
7. **Corporate Debt Policy** 37 - 113
8. **Customer First Strategy** 114 - 154
9. **Digital Transformation Strategy** 155 - 206
10. **Website Accessibility Improvements** 207 - 214
11. **Bookings System Project** 215 - 225
12. **Annual Appointments to Outside Bodies** 226 - 236
13. **Appointment of Shareholder Non Executive Director (Chair of the Board)** 237 - 239
14. **Appropriation of the residential property at St Ann's Hill** 240 - 246
15. **Annual Treasury Management Report 2023/24** 247 - 264
16. **Salix Public Sector Low Carbon Skills Fund Phase 5 Bid** 265 - 270
17. **Treescape Funding Application - Tiny Forest** To Follow
18. **Recommendation from Environment and Sustainability - Electric Vehicle Charging at Council Owned Car Parks**

The Committee was presented with a report regarding the installation of electric vehicle charging infrastructure at four of the Council owned car parks.

In the EV Strategy Action Plan (2022-2026) Action 1 stated that the Council would 'Explore opportunities to increase the network of publicly available electric vehicle charge points across Runnymede on both Council owned land and other public sector land'. This included both on and off-street chargers.

As discussed in the Council's EV Strategy, it was expected that properties in the borough without access to their own driveways currently faced a barrier in being able

to transition to electric vehicles. Surrey County Council were installing on-street chargers in the borough which had the potential to help overcome this barrier. However, to further assist in this regard, as well as using car parks for destination charging, Officers intended to allow residents who lived close to Council car parks to charge their cars overnight in some of the Council's car parks.

In order to determine the best options for facilitating public charging points across the borough on Council owned land, Officers from Digital, Customer and Collection Services team worked with the Energy Saving Trust (EST) to look at factors such as demand, type of chargers needed, barriers for implementation and use of available funding. Based on these discussions and further exploratory work, the four car parks chosen to be most suitable were:

Chertsey Library Car Park, Heriot Road, Chertsey  
Woodland Car Park (St Peter's Hospital), Hillswood Drive, Chertsey  
Wasp Farm Car Park, Heritage Court, Egham  
Memorial Gardens Car Park, Station Parade, Virginia Water

These sites corresponded to the car parks where the Automatic Number Plate Recognition was installed. Currently, there was limited electricity supply at the car parks being considered. As such, if the EV charging points were to be delivered to the shortlisted car parks, the Council would first need to understand the requirements and investigate the costs of any new connections to the grid at each site. The Assets and Regeneration team were awaiting quotes from existing Council contractors for an electrical survey at each site, however, the team estimated that the survey would cost in the region of £5,000 to £10,000 for the 4 car parks. £30,000 was available from the earmarked Car Parks Reserve which could be used to pay for these surveys.

The Committee supported the proposal but considered Option 1 detailed in the report a viable option and Officers were asked to also explore this option.

Resolved that:

The use of £30,000 from the earmarked Car Parks Reserve be used to complete electrical surveys at the four suggested car park sites.

Corporate Management Committee be asked to approve a budget of £30,000 to be financed by the release of funds.

The locations of the four suitable car parks sites selected be approved.

Officers be authorised to explore Options 1, 2 and 3 with regards to progressing EV Charging points in Council owned car parks.

Option 4 in the report be disregarded.

[Electric Vehicle Charging Infrastructure at Council Owned Car Parks](#)

[Appendix A - GIS Car Park Summary Sheets](#)

[Appendix 2 Surrey County Council Brochure - Collaborating Organisations](#)

## 19. Exclusion of Press and Public

### Part II

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

20. **Recommendation from Environment & Sustainability - Procurement of Replacement Fleet Vehicles**

**Procurement of Replacement Fleet Vehicles**

The Committee was asked to consider the six options detailed in the report in relation to a capital estimate for the purchase of two electric fleet vehicles.

Officers advised the Committee that there were currently two vehicles within the Council's fleet which urgently needed replacing. The vehicles were used by Parking Enforcement Officers who patrolled the Council's 14 off street car parks 7 days a week, including bank holidays. In addition, they were responsible for reporting back minor repair works with the car parks, maintaining the pay and display machines and other routine work associated with car park enforcement.

Of the six options considered Officers considered option 3 to be the best option. The Committee concurred to this approach.

Resolved that:

Corporate Management Committee be requested to approve a capital estimate for the purchase of two (2) electric fleet vehicles to be funded from the Equipment Replacement Reserve set up for this purpose.

[Procurement of Replacement Fleet Vehicles](#)

21. **Recommendation from Community Services - Community Transport**

Subject to approval by Community Services Committee Wednesday 12 June 2024.

[Community Transport Review Outcome](#)

[Appendix 1 - SWOT Analysis](#)

[Appendix B - Equality Screening Assessment](#)

22. **Request to incur greater sum of money on legal proceedings than permitted under delegated authority**

To Follow