

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend a Special Meeting of the Council of the Borough of Spelthorne to be held in the Council Chamber, Council Offices, Knowle Green, Staines on Tuesday 26th June, 2001, beginning at 7.00pm, for the purpose of transacting the business specified in the Agenda set out on the next page.

MICHAEL TAYLOR

Chief Executive

Please Note:-

EMERGENCY PROCEDURE

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the Green adjacent to Broome Lodge. Members of the Public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

THE LIFT MUST NOT BE USED.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES

To confirm as a correct record the Minutes of the Annual Meeting of the Council held on 31st May, 2001. **(pages 3-7)**

3. APPOINTMENT OF HONORARY ALDERMEN AND HONORARY FREEMEN OF THE BOROUGH (Minute 194/01)

The Council on 26th April, 2001 resolved as follows:-

1. That approval be given, in principle, to the nominations of former Councillors P.C. Williamson as Honorary Alderman of the Borough and of Mr Ian Allan for admission as an Honorary Freeman of the Borough.
2. That a Supplementary Estimate of £2,000 be approved to cover the cost of the Honorary Aldermen/Honorary Freemen presentations to be made at a special Council meeting being arranged for Tuesday 26th June, 2001 at 7.00pm in the Council Chamber.

In light of the above resolution by the Council on 26th April, 2001, the Council is asked to consider and pass the following Resolutions:-

Honorary Freeman

Proposed by Councillor G.G. Blampied

Seconded by Councillor F. Davies

- (a) "We, the Mayor and Councillors of the Borough of Spelthorne, in pursuance of Section 249 (5) of the Local Government Act 1972, do hereby confer the Honorary Freedom of the Borough of Spelthorne upon **IAN ALLAN** in recognition of the eminent services which he has rendered to the Borough over a number of years, through his publication of a unique range of books, his operation of various businesses which employ a number of local people, undertaking charitable work, both nationally and locally, particularly for people with disabilities and for the part he played in the creating of the Bradbury Centre in Shepperton.

We accordingly admit **IAN ALLAN** to be an Honorary Freeman of the Borough of Spelthorne."

(Note: Under Section 249(1) of the Local Government Act 1972, the passing of the Resolution at (a) above must be by not less than two-thirds of the Members voting thereon.)

Honorary Alderman

**Proposed by Councillor G.S. Ceaser
Seconded by Councillor F. Davies**

- (b) “We, the Mayor and Councillors of the Borough of Spelthorne, in pursuance of Section 249 (2) of the Local Government Act 1972, do hereby confer the Title of Honorary Alderman of the Borough of Spelthorne upon **PETER CHARLES WILLIAMSON J.P.**, in recognition of the eminent services rendered by him to the Council over a number of years. As a resident of Sunbury and a former Member and Chairman of the Sunbury Urban District Council, he was pre-eminent in the formation of the Borough of Spelthorne, following the merger of Staines and Sunbury Urban District Councils. He was the first elected Leader of the newly formed Authority in 1974 and served consecutively in that capacity until 1987.

We accordingly admit **PETER CHARLES WILLIAMSON J.P** to be an Honorary Alderman of the Borough of Spelthorne.”

(Note: Under Section 249(1) of the Local Government Act 1972, the passing of the Resolution at (b) above must be by not less than two-thirds of the Members voting thereon.)

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend a **Special Meeting of the Council of the Borough of Spelthorne to be held in the Council Chamber, Council Offices, Knowle Green, Staines on Tuesday 26th June, 2001, beginning at 8.00pm**, or at the conclusion of the Special Council meeting on the same date which commences at 7.00pm, whichever is the later, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

MICHAEL TAYLOR

Chief Executive

Please Note:-

EMERGENCY PROCEDURE

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THE LIFT MUST NOT BE USED.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES

To confirm as a correct record the Minutes of the Special Meeting of the Council held on 26th June, 2001 at 7.00pm. **(to be tabled at the Meeting).**

3. STAINES DAY CENTRE

To consider the report of the Director of Community Services on Staines Day Centre **(attached).**

4. URGENT BUSINESS

To consider any urgent business.

SPECIAL COUNCIL MEETING – 26 JUNE 2001
THE STAINES DAY CENTRE
RESOLUTION REQUIRED

Report of Director of Community Services

1. PURPOSE OF REPORT

- 1.1. To update Members on the progress made with identifying a suitable site for a replacement facility for the Staines Day Centre.

2. BACKGROUND

- 2.1. At the Executive meeting held on the 22nd May, Members resolved the following:-
- (1) that the vacant land at the rear of Debenhams be approved as the preferred site for the replacement of Day Centre facilities in Staines subject to full information on outstanding issues including site surveys, site boundaries, and the costing of the addition of a second floor to the proposed modular building;
 - (2) that detailed costings for the development of this site be reported to the Special Council Meeting on 26 June and a supplementary estimate for the identified costs be sought from the New Schemes Fund;
 - (3) that planning permission be sought for the development of the building on the Debenhams' land;
 - (4) that the Council's Standing Orders for Contracts be waived in respect of the appointment of the Quantity Surveyors Contract (Brodie Plant and Goddard) and the supplier of the modular building;
 - (5) that in the event of problems being identified with the proposal to develop the Debenhams' land, approval in principle be given to the redevelopment of the Elmsleigh Surface Car Park site as an alternative location;
 - (6) that interim arrangements for the provision of facilities for users of the existing Day Centre, pending the provision of a permanent replacement, be reported to the Special Council Meeting on 26th June 2001 together with the full results of the survey of 4000 people concerning a range of issues affecting older people in the Borough, including matters relating to the replacement of Staines Day Centre.
- 2.2. A copy of the report to the Executive is appended at [Appendix A](#).

3. VACANT LAND SOUTH OF DEBENHAMS

- 3.1. This site is heavily overgrown and surrounded by a timber fence and advertising hoarding. There is a service area (currently being built on) between this and Debenhams store. The exact boundaries have been determined by a full land survey which was commissioned to establish relevant ownerships. The original kerb line has been varied in the past to allow for recycling bins and general car parking spaces. This land is in the Council's ownership and has been incorporated into the layout.
- 3.2. As with the South Street site ground conditions are poor for the same reasons and a raft and pile foundation will be needed over the site. There is no evidence of

contamination. Records from Southern Electricity reveal no cable present but replies are awaited from Transco, British Telecom and National Grid. Only the presence of National Grid cables could call into question the feasibility of the site.

- 3.3. The size of this site even utilising some highway space, is smaller than the South Street and permits a footprint of 340 sq. metres. For this reason a two storey structure has been designed and costed to incorporate existing uses and potential for other community activity line with the Council's "dual use" capability of other Day Centres. Site and floor layout plans will be available for inspection at the meeting.
- 3.4. The site would appear to be developable as intended subject to:
- The confirmed boundaries of the site
 - Use of some highway land
 - Existence of underground cables belonging to the National Grid
 - Minor diversion of Southern Electricity and street lighting cables.
 - Consultation with the County Archaeological Unit
- 3.5 Planning Consent and Building Regulations Approval will be subject to normal design criteria, and means of escape requirements respectively. Legal agreements in regard to the hoardings would need to be terminated and licences granted to contractors working for Debenhams occupying the relevant parking spaces and recycling bin area.

4 SOUTH STREET CAR PARK SITE

- 4.1 As can be noted from resolution (5) in 2.1 above the Elmsleigh Surface Car Park off South Street was the second preferred option of the Executive Committee and effectively represented a "fall-back" alternative should there be any technical reasons for not proceeding with the Debenhams site.
- 4.2 Investigations by our consultants have revealed the presence of a 48 inch surface water culvert under the site owned by Thames Water in the exact location proposed for the new Centre. Thames Water will not permit building over the culvert and consultants advise that diverting it would involve prohibitive cost. It will therefore be necessary to consider an alternative location on the South Street Car Park if it is to be used.
- 4.3 There are generally points that can be made about the Car Park however which are likely to apply. These are:
- The soft substructure and high water table requiring a raft foundation.
 - The loss of car parking spaces while under construction and subsequently
 - Building within 8 metres of a Railtrack boundary requiring formal approval not accounted for in the project plan.
 - There would be no objection to planning subject to design criteria agreed.
 - Consultation with the County Archaeology Unit.
- 4.4 This site will be brought forward for further investigation in the unlikely event of the Debenham's site being unsuitable.

5.0 CONTRACTUAL ARRANGEMENT AND COSTS

- 5.1 Several contractual arrangements have been considered in conjunction with our consultants which could have involved separating ground works and site preparation from purchase and erection of the modular building. Also negotiation with one supplier was considered, however in terms of the programme this is not necessary and enables the Council to achieve best value and openness. It is proposed therefore that the project be tendered to the three specialist suppliers named in the original report on a design and build basis incorporating the Council's design brief and all ground and building works.

PROGRAMME

- 5.2 A detailed programme has been prepared by our consultants (attached as Appendix B) indicating that conditional upon a confirmation to proceed at this meeting a completion and opening in December of this year is possible. Any unforeseen delays could push this back into January 2002.

BUDGET COSTS

- 5.3 The total budget cost for the project is £880,000 covering physical works and fees. The Budget Brief and Detailed Budget Estimate are attached as Appendix C and D. This budget requirement has increased since the previous report to Executive Committee as a result of more detailed information on the accommodation being provided and the likely increase in construction costs. The building is slightly larger than previously reported, is on two floors, the external finishes have been upgraded to reflect its key Town Centre location and more detailed site investigation has led to higher foundation costs.

6. INTERIM ARRANGEMENTS

- 6.1 Members will be aware that the planning application for the Old Town Hall Arts Centre was withdrawn by the applicant. The planning application will be resubmitted and is not likely to be considered by the Planning Committee until August/September 2001. Completion of the Lease of the Old Town Hall is therefore unlikely to take place until the Autumn. This delay in the planning process may lead to a delay in the programme for the replacement of the Day Centre due to the delay in placing the order with the supplier. This could mean the break in service between the Day Centre closing and the new facility opening will be for a very short period of time. The Day Centre Manager has discussed with her clients possible interim arrangements. Those clients who are more frail will be transported to other Centres, and the majority of the other clients have indicated that they do not require any special arrangements made, but would rather wait for the opening of the new Centre. The Head of Contract Services is now investigating the provision of a dedicated bus/driver to transport clients to alternative facilities and discussions are being held with Father Cosh, of St. Peter's Church, with a view to using their facilities for some activities.

7. OLDER PERSON SURVEY

- 7.1 As part of the Best Value Review of Older People Services, a survey has been conducted of Spelthorne's residents over 55 years of age on a range of issues affecting the older person, including matters relating to Staines Day Centre. Over 4,000 forms were sent out during May, and to date 2,500 returns have been received. The full results are appended at Annex E.

7.2 From the survey results Members will note the following:

- 14% of those surveyed used the Day Centres, the majority of the rest of those sampled were involved in other activities.
- Only 5% of those surveyed used the Staines Day Centre, and the majority used it once a week.
- 70% of users want the Day Centre replaced by a traditional facility, with 15% preferring a “pop in” centre.
- The non-users, whilst the majority did not hold a view, 32% felt that Staines Day Centre should be replaced by a traditional Day Centre.
- 49% of users and 19% of non-users indicated they would use a “pop in” centre if one was made available.

8.. **CONCLUSION AND RECOMMENDATIONS**

8.1 The site adjacent to Debenhams which was the Executive Committee’s preferred option satisfies the requirement to find a readily accessible Town Centre location, is achievable in construction and planning terms and is therefore recommended as the best option. The resolution of the Executive was to consider a two storey building because of the reduced area available. This has been done and a very useful and useable design achieved which will satisfy existing users, generate extra interest and contribute generally to community development in Staines.

8.2 It is proposed that subject to the qualifications outlined in (3.4) that this site be developed as Staines Community Centre at a supplementary estimate of £880,000 be approved from the New Schemes Fund.

Recommendation

1. That the site identified on Thames South of Debenhams be developed as proposed Staines Community Centre.
2. That a supplementary estimate in the sum of £880,000 be approved from the New Schemes Fund.
3. That Standing Order 3.1 be waived and the whole project is tendered to a select list of 3 specialist suppliers as indicated.
4. That planning consent be sought for the development of a Community Centre on the site adjacent to Debenhams in Thames Street.

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Sue Sturgeon (01784 446324 or s.sturgeon@spelthorne.gov.uk)

Background Papers

The Survey results.