

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 11 October 2016**

PRESENT -

Councillor David Reeve (Chairman); Councillor Clive Smitheram (Vice-Chairman);
Councillors Tony Axelrod, Steve Bridger, Alex Clarke, Rob Geleit, Jan Mason,
Peter O'Donovan, Humphrey Reynolds and David Wood

In Attendance: Councillor Mike Teasdale

Absent:

Officers present: Margaret Jones (Scrutiny Officer), Andrew Lunt (Head of Venues & Facilities), Tim Richardson (Democratic Services Officer) and Simon Young (Head of Legal and Democratic Services)

12 QUESTION TIME

No questions were asked or had been submitted by members of the Public.

13 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors in items on the agenda for this meeting.

14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Audit, Crime & Disorder and Scrutiny Committee held on 28 June 2016 were agreed as a true record and signed by the Chairman.

15 VENUES REVIEW

The Committee received a report of the Scrutiny Review Task Group on Bourne Hall (including Bourne Hall Museum) and Hook Road Arena. The report provided an overview of the Task Group's investigation into both venues, alongside its findings and recommendations.

The Committee noted the arrangements for the Task Group's formation and its terms of reference. The Task Group would also consider the services provided by Epsom Playhouse and Ewell Court House; these would be undertaken as its next phase of work and detailed in a report to a future meeting of the Audit, Crime & Disorder and Scrutiny Committee.

The Vice-Chairman provided the Committee with a verbal introduction and summary of the Task Group's report, which was attached as Annexe 2 to the Committee report. The following matters detailed within the Task Group's report were considered:

- a) Continuance of the Bourne Hall Museum. The Committee was informed that the Task Group viewed the work of the Museum and its staff as being of importance to the community, and that it was much valued by educational establishments and public who visited it. The Task Group considered that the Bourne Hall Museum should continue as it was currently operated, but that officers should continue to monitor the Museum's collection management to ensure that it remained relevant, manageable and accessible. The Task Group also considered that a report on the activities of the Museum, including appropriate statistical data should continue to be presented to members of the Community and Wellbeing Committee on an annual basis.
- b) Bourne Hall catering arrangements. The Task Group had expressed concern that the catering contract for Bourne Hall was reliant upon the extension of an arrangement which had expired in 2014. It had been reassured by the action being taken by officers to address this matter and noted that a decision on the catering arrangements for the venue would be linked to a decision regarding the nature of the kitchen facilities provided.
- c) Internal configuration and refurbishment of Bourne Hall. The Task Group supported the principle of altering the internal configuration of Bourne Hall, and undertaking refurbishment works to improve its visual appearance. In particular, the Task Group considered that benefits would be received if the configuration could be amended to enable the external patio area to be utilised for wedding functions, or a café. This would require a change to the location or layout of the library, and therefore also require an agreement with Surrey County Council. The Task Group considered that internal refurbishment of the Banqueting Suite and access corridor would be necessary to achieve a higher level of occupancy for those rooms.
- d) Level of usage of Bourne Hall. The Committee noted that Bourne Hall was a very well used community facility, and that it met the needs of a wide variety of users. The Task Group had been informed that over 130 different organisations hired facilities at Bourne Hall each year. However, the utilisation levels of rooms identified in Table 2 of the Task Group's report showed that some rooms did not receive a high level of use. The Committee noted that whilst the statistics provided in Table 2 were accurate, they should be interpreted in a realistic manner, as it was unlikely that all available slots would or could be booked in practice. This was particularly the case early in the morning, and when a booking required a set-up or break down period.

- e) Bourne Hall Keeper's bungalow. It was noted that this was leased to Surrey County Council and used to provide services to adults with learning difficulties. The Head of Legal and Democratic Services informed the Committee that the lease for the property would be available for renewal in the near future, and that the Council's Head of Property was discussing it with Surrey County Council.
- f) Bourne Hall Turrets area. The Task Group considered that the Turrets area external to the main building of Bourne Hall was underutilised. It was noted that the Council's Head of Place Development was investigating the site's potential for alternative use.
- g) Hook Road Arena. Usage of Hook Road arena was heavily restricted by covenants placed upon it. The Task Group considered that officers should continue to explore potential opportunities to generate further income from its use. The Task Group had also identified an area of the Arena adjacent to Richards Field and Oakdale Road which was very rarely used for events, due to its poor drainage. It was noted that the Head of Legal and Democratic Services would investigate the potential for this area to be utilised for other purposes.

Following consideration, the Committee:

- (1) Approved the Report of the Scrutiny Review Task Group on Bourne Hall and Hook Road Arena attached at Annexe 2 to the committee report.
- (2) Agreed that the Report be presented to the Community and Wellbeing Committee on 8 November 2016.
- (3) Thanked the Scrutiny Review Task Group and Officers involved in the review for their work on the matter.

The Committee noted that the Chairman and Vice Chairman hoped to attend the meeting of the Community and Wellbeing Committee on 8 November 2016 to represent the Audit, Crime and Disorder and Scrutiny Committee's views on the review.

16 WORK PROGRAMME 2016/17

The Committee received and noted its work programme 2016/17. During consideration of the report, the following matters were considered:

- a) Scrutiny Review of the Arrangements for Publicising and Determining Planning Applications – Progress Update. The Committee noted that this item had been omitted from its work programme in error, and would be presented to its meeting in April 2017.
- b) Review of CCTV Provision. The Committee was informed that this item was likely to be presented to its February 2017 meeting, rather than

November 2016, as information and a decision regarding street scene CCTV was still awaited from partners.

The meeting began at 7.30 pm and ended at 8.25 pm

COUNCILLOR DAVID REEVE (CHAIRMAN)