

BASELINE AGREEMENT

THE DISTRICT COUNCIL OF TANDRIDGE

and

THE OXTED BID COMPANY LTD.

This Agreement is made on _____ 2021

By and between:

- (1) **THE DISTRICT COUNCIL OF TANDRIDGE**, also known as Tandridge District Council, of Council Offices, 8 Station Road East, Oxted, Surrey RH8 0BT (the **Council**); and
- (2) **THE OXTED BID COMPANY LTD.** (the **Bid Company**), whose address for the purpose of this Agreement is /o Frith & Co Chartered Accountants, Moorgate House, 7 Station Road West, Oxted, Surrey. RH8 9EE (and together with the Council, the **Parties**).

RECITALS

- A The Council is the local authority for the district of Tandridge. It is the billing authority for the purposes of the Local Government Act 2003 and is responsible for collecting the BID Levy and administering the BID Revenue Account which shall be used towards the operation of the BID within Oxted and the funding of the BID Arrangements.
- B The BID Company is responsible for the operation of the BID and for using the BID Levy for the purposes of achieving the BID Arrangements.
- C The Parties wish to confirm the level of services which the Council currently provides within the BID area, throughout the term of this Agreement, in order that the Parties are cognisant of the Council's obligations and in order that the Bid Company does not seek to carry out any services/work which may duplicate or interfere with the Council's existing services.

Baseline Service Statement

Organisation	Tandridge District Council
Baseline Area	Licensing / Street Trading
Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Paul Holliday/David Hine
Date	March 2021

Number of Staff & Equipment	<p>To manage Street Trading under the Local Government (Miscellaneous Provisions) Act 1982 to:</p> <ul style="list-style-type: none">• Enhance the street scene;• Drive footfall; and• Manage and enforce illegal street trading. <p>Street Trading is dealt with by the shared Environmental Health Service which includes 2.5 fulltime staff who deal with all matters relating to street trading, food hygiene and Health & Safety at work.</p>
Specification	<p>Street trading conditions are available on the Council's website:</p> <p>https://www.tandridge.gov.uk/Business-and-licensing/Licences/Street-and-Sunday-trading</p>
Performance Measure	<p>Street trading stalls are inspected by Enforcement Officers when applications are made or at the point of renewal to check they comply with the conditions.</p>
Non - Compliance Procedure	<p>If conditions of the scheme are not met, consent is not given. Appropriate enforcement action is taken where required in line with Council Enforcement Policy.</p>
Existing Value of Contract	<p>Fees charged in some cases.</p> <p>Street trading costs are met through wider Community Services budget.</p>
Boundary Area	<p>Across Tandridge District.</p>
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

Baseline Service Statement

Organisation	Tandridge District Council
Baseline Area	Street Cleaning
Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Street Cleansing & Carpark Operations Manager
Date	March 2021

Number of Staff & Equipment	Street Cleaning Daily Mon – Sat, 7am – 2pm 1 x barrow operative, 1 x barrow Mechanical Sweeping 3 x cleans per week (or as required) 1 x Mechanical Sweeper Public Toilets in Ellice Road Car Park and on Station Road West 7 days a week (including bank holidays but excluding Christmas Day, Boxing Day and New Year' s day).
Specification	Street cleaning standards as set out under Environmental Protection Act. The Council aims to meet a pass grade.
Performance Measure	Performance Indicator – CSL4: Percentage of roads, footpaths and public open spaces, which are TDC responsibility which meet street and environmental cleanliness standard. 2020/21 target 95% across district.
Non - Compliance Procedure	If cleaning does not meet the required standard, the Council aims to address this within 7 – 28 days depending on the fail grade.
Existing Value of Contract	Street cleaning costs are met through the wider Community Services budget.
Boundary Area	Across Tandridge District.
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

Baseline Service Statement

Organisation	Tandridge District Council
Baseline Area	Parking Enforcement
Head of Service	Alison Boote/ Executive Head of Communities
Responsible Officer	Head of Operational Services
Date	March 2021

Number of Staff & Equipment	Two full-time Civil Enforcement Officers carry out on and off-street parking enforcement services across the district. Tandridge carry out on-street enforcement on behalf of Surrey County Council. Penalty Charge Notices (PCNs) are issued where there has been an infringement.
Specification	This service is currently delegated to Sevenoaks District Council.
Performance Measure	PCN numbers are monitored however there are no targets set for number to be issued. Number of streets visited per month is also monitored.
Non - Compliance Procedure	N/A
Existing Value of Contract	This service is currently contracted to Sevenoaks District Council
Boundary Area	Across Tandridge District.
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

Baseline Service Statement

Organisation	Tandridge District Council
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Baseline Area	Business Parking Permits
Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Head of Operational Services
Date	March 2021

Number of Staff & Equipment	Business permits for Ellice Road Car Park, Oxted, are managed by the Council's Customer Service team.
Specification	Permits are sold to local businesses each year for Ellice Road carpark.
Performance Measure	No targets however permits and income are measured.
Non - Compliance Procedure	N/A
Existing Value of Contract	£49,185
Boundary Area	Ellice Road car park
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

Baseline Service Statement

Organisation	Tandridge District Council
Baseline Area	Street Furniture / Bus Shelters/ Street Lighting

Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Street Scene Manager
Date	March 2021

Number of Staff & Equipment	Street Furniture	
	The Council is responsible for the following street furniture in Oxted:	
	Location	Amount
	Oxted Police Station under Oak Tree	1 bench
	Strides	1 bench
	Oakshaw	1 bench
	Eastlands Way, junction with Chalkpit Wood	1 bench
	Chalkpit Lane Junction with Gordons Way	1 bench
	Outside Health Centre	1 bench
	Outside Council Offices	1 bench
	Woodhurst Lane (by viaduct)	1 bench
	Bus shelters	
There are 3 bus shelters in Oxted, for which the Council is responsible:		
<ul style="list-style-type: none">• Station Road East outside Abbey National - Adshel• Station Road West/Station Approach - Tandridge District Council• Station Road East outside Sainsburys - Adshel		
Two are contracted to Adshel who are a street furniture company which produces and maintains bus shelters.		

Specification	<p>Street Furniture Six-monthly visual checks are carried out by the Street Scene service. If repairs need to be made, Operational Services will arrange the repair to be carried out within two weeks. Any replacement are also carried out as soon as possible (usually within a couple of weeks).</p> <p>Bus Shelters The Council's contract with Adshell stipulates they will maintain the bus shelters for which they are responsible free of charge in return for any advertising revenue generated. Any issues with bus shelters are able to be reported to the owners by the public or our Street Cleaning staff and remedial action is required to be taken.</p> <p>Johnsdale Street Lights The Council is responsible for the street lighting on Johnsdale.</p>
Performance Measure	Street Furniture, street lighting and Bus Shelters are checked to see if they are clean and safe.
Non - Compliance Procedure	If Adshell failed to keep bus shelters clean and safe, contract management procedures would be commenced.
Existing Value of Contract	<p>Street Furniture, street lighting and Bus Shelter costs are met through wider Community Services budget.</p> <p>Bus Shelters for which Adshell are responsible are managed free of charge in return for any advertising revenue generated.</p>
Boundary Area	Across Tandridge District.
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

Baseline Service Statement

Organisation	Tandridge District Council
Baseline Area	CCTV cameras
Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Community Officer Team Leader, Richard Coles
Date	March 2021

Number of Staff & Equipment	4 x Static Cameras at the Ellice Road Car Park Footage is recorded and stored on 21 day loop.
Specification	Footage is recorded and stored from all cameras for a period of 21 days. The cameras provide evidence to assist the police or other enforcing bodies with investigations of possible criminal offences and help keep the car park safe.
Performance Measure	All CCTV equipment operates according to the Data Protection Act 2018.
Non - Compliance Procedure	NA
Existing Value of Contract	Maintenance – £250.00 per annum. CCTV costs are met through wider Community Services budget.
Boundary Area	Ellice Road Car Park.
Suggested Additional BIDs Activity	N/A
Estimated Cost of Additional BIDs Activity	N/A

This Deed has been entered into on the date stated at the beginning of it.

Executed as a deed by affixing the)
Common Seal of **THE DISTRICT**)
COUNCIL OF TANDRIDGE in the)
presence of:)

.....
Principal Solicitor

.....
Witness

Executed as a deed by **THE OXTED**)
BID COMPANY LTD. acting by a)
director and a director or its)
Secretary)

.....
Director

.....
Director/Secretary