

BASELINE AGREEMENT

THE DISTRICT COUNCIL OF TANDRIDGE

and

THE Caterham 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

(1) **THE CATERHAM BUSINESS IMPROVEMENT COMPANY LTD.** a company with company registration number: 09714133, whose registered office is at 10 Godstone Road, Caterham, Surrey, CR3 6RA (**BID Company**).

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 Caterham Valley 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	Environmental Health
Date	August 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">• Manage and enforce illegal street trading; to ensure a regulated and high quality offer, which compliments that already provided by existing businesses and in so doing promoting the vibrancy and vitality of the town centre, whilst not adding to nuisance, crime and disorder. <p>Street Trading is dealt with by the shared Environmental Health Service which includes 0.5 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>
Boundary Area	<p>Across Tandridge District.</p>
Suggested Additional BIDs Activity	<p>N/A</p>
Estimated Cost of Additional BIDs Activity	<p>N/A</p>

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	August 2021

Number of Staff & Equipment	Street Cleaning Daily Mon – Fri, 7am – 2pm, Sat Empty bins and litterpick Mechanical Sweeping 1x cleans per week (or as required) 1 x Mechanical Sweeper, as required
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	August 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
Baseline Area	Street Furniture / Bus Shelters/ Street Lighting
Head of Service	Alison Boote/Executive Head of Communities
Responsible Officer	Street Cleansing & Carpark Operations Manager
Date	August 2021

Number of Staff & Equipment	Street Furniture The Council is responsible for the following street furniture in Caterham valley				
	<table><tr><th>Location</th><th>Amount</th></tr><tr><td>Bench Croydon Road Caterham valley near junction with Tillingdown road</td><td>1</td></tr></table>	Location	Amount	Bench Croydon Road Caterham valley near junction with Tillingdown road	1
	Location	Amount			
	Bench Croydon Road Caterham valley near junction with Tillingdown road	1			
Bus shelters TDC are not responsible for any bus shelters / lighting situated in Caterham valley					
Clear channel owns the bus shelters, Adshel cleans and maintains the bus shelters under contract to Clear channel.					
Specification	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). 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 can be reported to the owners by the public or our Street Cleaning staff and remedial action is required to be taken.				
Performance Measure	Street Furniture, street lighting and Bus Shelters are checked to see if they are clean and safe.				
Non - Compliance Procedure	If I Clear Channel failed to keep bus shelters clean and safe, contract management procedures would be commenced.				
Existing Value of Contract	Street Furniture, and Bus Shelter costs are met through wider Community Services budget. Bus Shelters for which Clear Channel are responsible are managed free of charge in return for any advertising revenue generated.				

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 in Stafford Road Recreation Ground
Head of Service	Alison Boote / Executive Head of Communities
Responsible Officer	Community Officer Team Leaders.
Date	August 2021

Specification	Footage is recorded and stored from all cameras for a minimum 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	Stafford Road recreation ground, southern end in vicinity of public footpath and play areas.
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 Caterham Valley BID COMPANY LTD.**
acting by a director and a director or its Secretary

.....
Director

.....
Director/Secretary