

Runnymede Borough CouncilCOMMUNITY SERVICES COMMITTEE14 September 2017 at 7.30 pm

Members of the Committee Present: Councillors P J Waddell (Vice-Chairman in the Chair), Mrs D V Clarke, Mrs M T Harnden, Miss D Khaliq, M T Kusneraitis, S A Lewis, B W Pitt, Mrs G Warner and J J Wilson.

Members of the Committee absent: Councillor S M Mackay

200. FIRE PRECAUTIONS

Councillor B W Pitt read out the Fire Precautions.

201. VICE- CHAIRMAN'S ANNOUNCEMENT

The Vice-Chairman, in the Chair, conveyed the best wishes of the Committee to Councillor Miss M N Heath and her mother who was unwell.

202. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of its wish that the change listed below would be made to the membership of the Committee. The changes were for a fixed period ending on the day after the meeting and thereafter the Councillors removed would be reappointed.

Group	Remove from Membership	Appoint Instead
Conservative	Councillor Miss M N Heath Councillor N M King	Councillor J J Wilson Councillor M T Kusneraitis

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

203. MINUTES

The Minutes of the meeting of the Committee held on 15 June 2017 were signed as a correct record.

204. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S M Mackay.

205. COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 1 2017/18

The Committee was advised of the performance of Community Development services for the first quarter of 2017/18.

Members were pleased to learn that the number of Meals at Home delivered had met its target and that the number of Community Transport trips was also likely to meet its target as well.

Officers involved in the Surrey Youth Games were commended and congratulations were extended to Community Services (Careline), Safer Runnymede and Leisure for their achievements.

206. SURREY CARERS MEMORANDUM OF UNDERSTANDING AND ACTION PLAN

The Committee's approval was sought to sign up to the Surrey Carer's Memorandum of Understanding and endorse the accompanying Action Plan.

The Memorandum of Understanding focussed on providing practical support for Carers to ensure they stayed healthy and able to look after themselves and the people for whom they cared.

The action plan identified who would deliver various activities and the timescale for each. The plan contained 8 key priorities around supporting carers which were shared between Officers in Community Services and the Partnerships and Projects Officer in Community Development. An Equalities Impact Assessment screening was presented to the Committee and it was noted that Community Services would be responsible for compliance with Data Protection requirements.

RESOLVED that –

the Carer's Memorandum of Understanding and action plan be approved.

207. RUNNYMEDE AND SPELTHORNE CAB – UPDATE

The Committee reviewed Runnymede and Spelthorne CAB's updated business plan, including drivers for the current deficit and predicted demand in the future. The report also confirmed that a request for funding of £15,000 per annum had been withdrawn.

Officers outlined the current and future demands on the CAB. These illustrated a high quality service covering a range of enquiries including Benefits, debt and Housing issues.

Members noted that currently the CAB had unrestricted reserves of approximately £166,000 which would reduce by £60,000 to fund extending their office space into the rest of the library space in Addlestone. The extra room would accommodate the Home Visiting Service which they had taken over from Age UK - Runnymede and Spelthorne. The CAB also hoped to provide a self-help computer and more space to see additional clients. The CAB had secured funding of £9,500 from the Big Lottery Fund to go towards the cost of refurbishment.

Officers reported that a useful meeting had taken place in June. The Committee was advised that the CAB received £153,165.00 from the Council and it had been agreed that the CAB could continue to fund the deficit from its reserves until 2020/21, at which point funding would be needed, or the CAB would have to reduce its service to match the funding available.

208. RUNNYMEDE PLEASURE GROUNDS – BUSINESS PLAN

The Committee was presented with the long awaited Business Plan for improvements to Runnymede Pleasure Grounds. This was accompanied by a set of slides which outlined why the project had been suggested, the research that had been undertaken, the benefits and risks and finally the preferred option which it was thought would complement what was

described as the Renaissance of Egham, when placed in context with the Runnymede Regeneration programme.

It was noted that a briefing for Members had taken place in July on the proposals and this report provided more detail and updates, seeking the formal approval of the Runnymede Pleasure Grounds Trust to proceed.

Members recalled that Chris Blandford Associates had produced a masterplan for the site, to which further detail on marketing and financial viability was provided by The Leisure Consultancy.

The vision for the Pleasure Grounds was to refresh the existing site to make it more of a destination attraction for families, enhance its location on the riverside and as part of the other historical sites of interest and generate income for the Runnymede Pleasure Grounds Trust.

The preferred scheme included a new café to be provided by a specialist contractor, relocated to a better position, a mobile catering facility, new wet and dry play features, opportunities for outdoor cinemas (silent), 'plug and play' events and the provision of 4 luxury lodges on the endowment land adjoining the trust land, replacing the St Anne's Cottages which had fallen into disrepair. Positive discussion had already taken place with the Runnymede Hotel about managing the lodges, if approved.

Also proposed were better and differently configured, car parking, new paths and planting, information and interpretation boards and signage and possibly a small shop. All would be subject to further public and stakeholder consultation, planning permission and available resources.

With a far greater number of activities and responsibilities it was considered vital to recruit a site manager. They would look after the multi-use aspects, facilities and events on site, enhancing its profile, marketing initiatives and generating income, as well as liaison with partners such as The National Trust and Royal Holloway University of London and companies providing boat trips on The Thames.

The cost of the proposed improvements had been estimated at £4.8m, including the lodges. It was suggested that a long loan (30 years) for the whole project be applied for by the Trust at 0% interest. To enable this Corporate Management Committee would need to approve a repayable, interest free loan to the Trust.

Members noted that a 0% interest, but repayable capital advance was affordable for the Trust and would allow the entire RPG refurbishment to be completed in one phase. In the early years it would allow the Trust to set aside income to fund future repairs and renewals to play equipment etc. There was also the option to repay larger amounts, thereby reducing either the term of the loan or subsequent repayments. The Committee was advised that this arrangement conformed with the Council's wish to fund all asset renewals in the future by making capital advances repayable and to create corporate repairs and renewals funds to recycle capital receipts, reduce external borrowing and to minimise the call on the General Fund working balance for major repairs, refurbishments.

The level of financial risk might increase if the final tender for the construction works was more than estimated and depends on the level of income realised, which itself would be affected by issues such as the weather. There would be financial losses during the refurbishment process as facilities were removed and replaced, such as the café and car parking provision. Officers would also seek external funding where possible.

Other risks identified were securing Planning permission and legal covenants which had to be abided with. The final tender price would be reported to both Community Services and Corporate Management Committee following a tendering exercise.

With regard to planning issues there was some debate about the number of lodges it was proposed to include in the scheme. Members sought to maximise income by having more than the four which was the maximum number the Planning department had advised was acceptable for the site. This was because the existing building footprint could not be expanded owing to the risk of flooding and other related issues. Some Members thought that increasing the number of lodges should still be looked at. Opportunities to include recreational links to the planned River Thames Scheme would also be explored.

If approval was secured to proceed with the project the next steps would be to draw up the detailed scheme prior to public consultation with feedback being brought to the Committee at its meeting in January. Subject to positive feedback the project would be progressed and the subject of a formal planning application in the autumn of 2018. At the same time Officers would continue the procurement process and develop a communications strategy as well as seeking external funding where possible. All things being well and to plan work on site would commence in the spring of 2019 with a view to completion in late 2019.

Members raised some questions with regard to maintaining the open aspect of the site, the location of the café to ensure childrens' safety, provision of sufficient safety stations on the river side and signage. Members queried whether the project complied with the 1906 Open Spaces Act. Officers considered that building on up to 5% of the site would not recognisably prevent the land as a whole still being regarded as an 'Open Space'. The lodges would replace the three existing cottages on the edge of the trust land and the adjacent endowment land which the Committee was advised did not form part of the Trust land. Officers also advised that State Aid did not apply to the project.

Members examined the projected expenditure and income for each facility, noting that the Trust could expect to have an operating surplus of £190,200 by year three. The aim was for the new facilities to be self-financing. Any surplus income could, under the scheme approved by the Charity Commission in 2014, be used on other open spaces held in trust by the Council.

Members also discussed the car parking and were assured there was sufficient provision and that it would be properly enforced. It was noted however that there were restrictions on councils using ANPR so Officers would consider the most efficient way of managing future car parking arrangements.

The state of the surrounds to the HM Queen Statue were discussed. It was agreed that Officers would liaise with Magna Carta Legacy Limited to secure the agreed sum to finance maintenance of the area appropriately until it fell to the Trust to fund.

A suggestion was made regarding a 'living memorial of trees' which could in theory be considered provided it did not delay the project or did not fit with existing memorials etc on site and was compatible with the scheme as a whole and did not involve the removal of existing, mature and healthy trees already at the Pleasure Grounds.

The Committee, sitting as the Runnymede Pleasure Grounds Trust, welcomed the proposals and looked forward to the project moving ahead, subject to consultation, planning permission and other issues being resolved satisfactorily.

RESOLVED that –

- i) the Runnymede Pleasure Grounds project be progressed further as set out in the report;**

- ii) **Officers continue to develop the project and carry out further stakeholder consultation on the plans for the refurbishment of Runnymede Pleasure Grounds and update the Community Services Committee further in January 2018; and**
- iii) **Corporate Management Committee be requested to provide capital funding of £4.8m to carry out the refurbishment works to Runnymede Pleasure Grounds as set out in the report**

209. COMMUNITY SAFETY AND SAFER RUNNYMEDE ANNUAL REPORT 2016/17

The Committee received the Community Safety and Safer Runnymede Annual report 2016/17 for information.

In respect of Community Safety, Officers highlighted the Council's involvement in the Prevent Strategy, confirming there were no current cases being handled. E-learning on Prevent, Child Sexual Exploitation and Safeguarding were mandatory for staff and more detailed training had been delivered to 94 front line staff. There had been one CSE case that was taken to court in 2016, but as it was ongoing, the details remained confidential.

In 2016/17 Domestic Abuse was a high priority; 42 Domestic Violence Protection Notices had been issued in Runnymede and the Magistrates Court had granted 41 Domestic Violence Protection Orders. Domestic Awareness and Alcohol Awareness weeks had taken place in 2016 and the Junior Citizen event had involved 17 local schools with more than 780 children taking part.

The Committee was advised that there had been an increase in anti-social behaviour in the borough in 2016/17. This was mainly reporting on litter. The Council had contracted a company called Kingdom to enforce against litter and the first quarter of 2017/18 had fewer incidents reported. Members requested that a breakdown by Ward and type of anti-social behaviour be reported.

The Community Safety Partnership was now involved in Community Harm and Risk Management meetings where the focus had switched from the behaviour of people engaged in anti-social behaviour to the effect on the victim and preventing further harm.

Regarding crime generally, Officers were asked to give consideration to facilitating a 'shopwatch' scheme along similar lines to 'pubwatch', should there be interest locally amongst shops and the Police to do so.

The Committee noted that excellent work continued to be achieved by Safer Runnymede which had now been operating for 20 years and 8 years in the present Civic Centre. The CCTV control room in Runnymede was considered the best in Surrey and Members valued the high standards that Safer Runnymede maintained. Officers were asked to provide Members with an update on funding from the Police in the new year.

210. ACHIEVE LIFESTYLE SINKING FUND

The Committee's approval was sought to release the remaining sum of approximately £116,000 to Achieve Lifestyle from the 'sinking fund' established when the 3G pitches were installed in 2006.

Members were advised that Achieve Lifestyle wanted the early release of the sum to fund the new 4G pitch being installed by Places for People as part of the project for the new leisure centre and associated improvements to car parking on site. Utilising the sinking fund would help keep the cost of the new leisure centre facilities within budget.

Officers were asked to ensure that the specification for the upgrade of the artificial football pitches included league accreditation to maximise potential use.

RESOLVED that –

the payment to Achieve Lifestyle of the balance (including accrued interest) in the sum of approximately £115,695.00, in the Sinking Fund held under the Funding and Management Agreement be authorised.

211. CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES AGM AND ORDINARY MEETINGS – 20 JULY 2017

The Minutes of the meetings of the Cabrera Trust Management Committee held on 20 July 2017, as attached at Appendix 'A', were received and noted.

Chairman

(The meeting finished at 8.51pm)

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Thursday 20 July 2017 at 2.30pm

Members of the
Committee present: Councillor P S Sohi
Councillor N Wase-Rogers
Mr C Hunt (Honorary Secretary)
Mr P McKenzie (Honorary Treasurer)

The meeting was also attended by 10 members of the public, Honorary Wardens Mrs Lane, Mr Ashby, and Mr P Winfield, Green Spaces Manager.

Apologies were received from Councillor Mrs C S S Manduca, Mr Barkham, Mr Midwinter and Mr Stephens

1. MINUTES

The Minutes of the Annual General Meeting held on 27 June 2016 were confirmed and signed as a correct record.

2. CHAIRMAN'S OPENING REMARKS

Cllr Sohi welcomed members of the public to the 2017 Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee, Honorary Wardens and Council Officers.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its funds had been spent over the past year, together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum, during which residents could ask questions of the Trust Members.

The Cabrera Trust was constituted by Deed of Trust, as amended by a Scheme made by the Secretary of State for Education and Science, dated 24 March 1972, and was a registered charity. Runnymede Borough Council was the Trustee.

The Trust was responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne, known as the Riverside Walk. It was also responsible for the administration and use of the Trust funds. The Trust Deed required that the Riverside Walk was maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue was to be used as a public recreation ground for the benefit of the same area.

The Management Committee had been set up by the Trustee to provide a clear local focus for the management of the Trust land. The Management Committee comprised of the three Virginia Water Ward Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary.

In addition to this, the Committee had six co-opted members, Mrs H Lane, Mr T Ashby, Mr K Barkham, Mr J Midwinter, Mr A Saunders and Mr P Stephens. The Trust wished to express their thanks to the co-opted members for their continued support in managing the Trust's land.

3. ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2017

a) Honorary Secretary's report

The Honorary Secretary reported that the present key issue on the Trust land was the condition of the boardwalks which would be discussed by the Committee at their meeting following the AGM.

There had been no encroachments during the past year.

The Honorary Secretary expressed his thanks to the co-opted members for their help and support over the past year.

b) Honorary Treasurer's Annual Report

The Honorary Treasurer presented the Trust's Annual Report for the year ended 31 March 2017.

The balance sheet at the end of 31 March 2017 stood at £225,596. Share prices had moved up over the last year so there had been some capital gain on the Trust's investments.

A member of the public expressed their concern over the longevity of the fund particularly as there was considerable expenditure coming up with the need for the boardwalks and bridge to be replaced. The Honorary Treasurer advised that the Council was committed to the Trust and if the UK economy was in a good position over the next few years then the Trust's position could be reversed. However, if in several years' time the position of the Trust needed addressing the Council would look to set up a plan at that time. It was not possible for the Council to set up a plan at this stage as changes in government funding made that difficult.

The Honorary Treasurer was asked if the running costs could be reduced by using volunteers to undertake the boardwalk works, for example the Surrey Wildlife Trust (SWT). Hannah Lane advised that SWT was not an option as they now totally relied on volunteers for their own sites, so had little spare capacity. Officers concurred with this and whilst the volunteers maybe able to undertake odd small pieces of work such as clearing vegetation the work needed for the boardwalks was a specialist job. Work undertaken professionally would also carry a warrantee.

A member of the public asked if it was necessary to replace the boardwalks as they hadn't been present years ago and it obviously cost the Trust money to maintain them. Officers advised that now due to the Disability Act, boardwalks were the only option on site as this made the site accessible for everyone.

4. ANNUAL INSPECTION OF THE TRUST LAND

The annual inspection of the Trust land had taken place on 5 July and had been attended by Councillor Wase-Rogers, Mr K Barkham, Mr J Midwinter together with four Council Officers.

Riverside Walk

The following points had been recorded during the inspection: -

- The path improvements at the entrance to the site from Cabrera Avenue were noted.
- The gabion that had been replaced close to the upstream bridge several years ago appeared to be working well
- Many of the boardwalks were rotten and at the end of their useful life.
- The bridge which had recently been refurbished was in good condition including the structure underneath. The expansion problems with the new boards had been rectified.
- The boardwalk leading to the Station Path had been closed as it was unsafe and needed completely replacing.
- Some coppicing of trees had been done in recent years and further coppicing would be beneficial. Officers would contact Egham and Staines Conservation Volunteers to see if they were available to help with future coppicing and also look at seeking help from other volunteers.

- Generally, the site was in good order and free from litter.

Cabrera Open Space

- The Cabrera Open Space was noted to be in good order, with no litter or graffiti.

5. DISCUSSION FORUM

A member of the public raised concerns regarding the Himalayan Balsam on the site and asked if steps were taken to keep this under control. Officers advised that the Egham and Staines Conservation Volunteers (ESCV) had been to the site on an annual basis to clear the Himalayan Balsam but problems with volunteer's availability did not always make this possible. The problem being you cleared it one year and it was back the next. Hannah Lane advised that it travelled from upstream and generally Himalayan Balsam was a huge problem in the South East. The SWT were very worried about it, the River Wey being a particular problem area. A catchment group was being set up which was hoped to address the problem. Work needed to start at its source. The possibility of setting up a volunteer group was then discussed. Options for recruiting volunteers included the Connections magazine, a letter drop and local Schools.

Officers were asked about the Committee's current position on opening up the path between 60 and 62 Harpesford Avenue. It was highlighted that the current access was overgrown and led to a boggy part of the site. Generally concerns were raised that selling off this part of the Trust land may set a precedent leaving it difficult for the Trust to turn down any future requests. The general consensus of opinion of members of the public present was they would prefer to see the path remain closed with concerns expressed regarding security at the rear of the properties adjacent to the path if it were to be opened. Additionally, if the path were to be opened a new boardwalk would need to be installed to join the path to the land which would be an additional cost for the Trust now and would have ongoing maintenance costs.

The Chairman thanked members of the public for their attendance and their input which had been extremely helpful. He was mindful of their concerns and this would be considered as part of the Committee's ongoing discussions.

Chairman

(The meeting ended at 3.17pm)

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

20 July 2017 following the 2.30pm AGM

Members of the
Committee present: Councillor P S Sohi, Councillor N Wase-Rogers, Mr C Hunt
(Honorary Secretary), Mr P McKenzie (Honorary Treasurer)

The following attended in an advisory capacity;

Mr P Winfield (Community Services Manager – Green Space),
Honorary Wardens Mrs H Lane and Mr T Ashby

Mr A Saunders was absent.

1. ELECTION OF CHAIRMAN

Councillor P S Sohi was elected Chairman for the ensuing year.

2. ELECTION OF VICE CHAIRMAN

Councillor N Wase-Rogers was elected Vice- Chairman for the ensuing year.

3. MINUTES

The Minutes of the meeting of the Committee held on 5 January 2017 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs C S S Manduca, Mr K Barkham, Mr J Midwinter and Mr P Stephens

5. ACTIONS TAKEN SINCE LAST MEETING

Boardwalk replacement

At the last meeting the Committee was informed that the Council's Standing Orders for contracts required a formal tendering process to be undertaken for the replacement of the boardwalks and that a tender document was being prepared, which would seek prices from a number of contractors for replacing all of the boardwalks. Because of the nature of this work it was considered appropriate to procure the work through Surrey County Council's Countryside Contract, which was drawn up so that the Surrey Districts could also use it to procure works. A list of four appropriate contractors were obtained from Surrey and they were invited to tender. The tenders were due to be returned on 16 June; however, no tenders were received. The main reason seemed to be around the inability of the contractors to fit the work in around other commitments. It was important that this work was completed as soon as possible and before the onset of winter when the site became very wet.

The situation had been discussed internally and a waiving of Standing Orders had been approved in the circumstances.

ACTION

A vast majority of the boardwalks were rotten and at the end of their useful life. The Boardwalk leading to the Station path had now collapsed and had had to be closed. Officers had received a quote from Keystone who had quoted just over £40,000. They had availability in September/October. The Committee was asked if they wished to accept the quotation from Keystone or if they wished Officers to proceed with the tendering process again.

The Committee was mindful that to leave the boardwalks could potentially be a safety issue and taking into account previous quotations received last year were satisfied that the quote provided by Keystone was reasonable.

RESOLVED that –

Officers be authorised to accept the quotation and arrange for contractors to proceed with the work to replace damaged existing timber boardwalks with recycled plastic boards

Peter Winfield

Installation of the new Riverside Walk information boards and publication of new leaflets

At the last meeting the Committee asked Officers to arrange the printing of the Riverside Walk information boards notices and leaflets. Officers advised the Committee that this had now been done and the Committee was shown examples of both. Officers were, however, of the view that it would not be appropriate to encourage more visitors to the Riverside Walk until the boardwalks had been replaced, so recommended that the installation of the boards and publication of the leaflets be postponed until that had happened. The Committee was fully supportive of this approach. It was suggested that when installation of the boards and publication of the leaflets had been done it would be beneficial to have some leaflets available in Libraries and Post Offices. Additionally, placed in the Connections magazine.

Peter Winfield

Access from Harpesford Avenue

At the last meeting members were informed that the Property Services team would obtain a valuation of the land that once formed an access to the Riverside Walk from Harpesford Avenue which was now unused. The intention being that members could consider the option of offering the land for sale to the owners of neighbouring properties. However, the valuation was not yet available. The Committee noted the feedback from residents at the AGM which had been very helpful. Concerns had been raised regarding setting a precedent if this land was sold leaving it difficult for the Trust to turn down any future requests. With this in mind the Committee considered that the most appropriate course of action was to leave the access as it was. Officers would undertake a periodic check of the boundary markers.

Peter Winfield

RESOLVED that –

the access path from Harpesford Avenue remain unused

Events

The annual Carnival Capers took place on the Cabrera Avenue Open Space on 24 June. The event seemed to again be a

success. There was no damage to the site so the organiser's ground deposit would be refunded. The possibility of a collection pot being placed at future Carnival Capers to raise funds for the Trust land was suggested.

Christ Church Virginia Water had again been granted permission to hold a series of events on the Cabrera Open Space on 25, 26 and 27 July. They would provide activities for the local community to enjoy such as football and Frisbee, there would also be a bouncy castle and a barbeque and possibly some live musical entertainment.

6. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee received the quarterly Financial Monitoring Statement for the period ending 30 June 2017.

7. DATES FOR MEETINGS IN 2018

The Committee noted the following;

The next meeting of the Management Committee would be held on **Thursday 11 January 2018 at 2.30pm**

The AGM and the July meeting of the Cabrera Trust Management Committee would be held on **Thursday 19 July 2018 at 2.30pm**

(The meeting ended at 3.41 pm)

Chairman

Runnymede Borough Council

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b) Honorary Treasurer's Annual Report

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Riverside Walk

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- Some coppicing of trees had been done in recent years and further coppicing would be beneficial. Officers would contact Egham and Staines Conservation Volunteers to see if they were available to help with future coppicing and also look at seeking help from other volunteers.

- Generally, the site was in good order and free from litter.

Cabrera Open Space

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5. DISCUSSION FORUM

A member of the public raised concerns regarding the Himalayan Balsam on the site and asked if steps were taken to keep this under control. Officers advised that the Egham and Staines Conservation Volunteers (ESCV) had been to the site on an annual basis to clear the Himalayan Balsam but problems with volunteer's availability did not always make this possible. The problem being you cleared it one year and it was back the next. Hannah Lane advised that it travelled from upstream and generally Himalayan Balsam was a huge problem in the South East. The SWT were very worried about it, the River Wey being a particular problem area. A catchment group was being set up which was hoped to address the problem. Work needed to start at its source. The possibility of setting up a volunteer group was then discussed. Options for recruiting volunteers included the Connections magazine, a letter drop and local Schools.

Officers were asked about the Committee's current position on opening up the path between 60 and 62 Harpesford Avenue. It was highlighted that the current access was overgrown and led to a boggy part of the site. Generally concerns were raised that selling off this part of the Trust land may set a precedent leaving it difficult for the Trust to turn down any future requests. The general consensus of opinion of members of the public present was they would prefer to see the path remain closed with concerns expressed regarding security at the rear of the properties adjacent to the path if it were to be opened. Additionally, if the path were to be opened a new boardwalk would need to be installed to join the path to the land which would be an additional cost for the Trust now and would have ongoing maintenance costs.

The Chairman thanked members of the public for their attendance and their input which had been extremely helpful. He was mindful of their concerns and this would be considered as part of the Committee's ongoing discussions.

Chairman

(The meeting ended at 3.17pm)

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

20 July 2017 following the 2.30pm AGM

Members of the
Committee present: Councillor P S Sohi, Councillor N Wase-Rogers, Mr C Hunt
(Honorary Secretary), Mr P McKenzie (Honorary Treasurer)

The following attended in an advisory capacity;

Mr P Winfield (Community Services Manager – Green Space),
Honorary Wardens Mrs H Lane and Mr T Ashby

Mr A Saunders was absent.

1. ELECTION OF CHAIRMAN

Councillor P S Sohi was elected Chairman for the ensuing year.

2. ELECTION OF VICE CHAIRMAN

Councillor N Wase-Rogers was elected Vice- Chairman for the ensuing year.

3. MINUTES

The Minutes of the meeting of the Committee held on 5 January 2017 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs C S S Manduca, Mr K Barkham, Mr J Midwinter and Mr P Stephens

5. ACTIONS TAKEN SINCE LAST MEETING

Boardwalk replacement

At the last meeting the Committee was informed that the Council's Standing Orders for contracts required a formal tendering process to be undertaken for the replacement of the boardwalks and that a tender document was being prepared, which would seek prices from a number of contractors for replacing all of the boardwalks. Because of the nature of this work it was considered appropriate to procure the work through Surrey County Council's Countryside Contract, which was drawn up so that the Surrey Districts could also use it to procure works. A list of four appropriate contractors were obtained from Surrey and they were invited to tender. The tenders were due to be returned on 16 June; however, no tenders were received. The main reason seemed to be around the inability of the contractors to fit the work in around other commitments. It was important that this work was completed as soon as possible and before the onset of winter when the site became very wet.

The situation had been discussed internally and a waiving of Standing Orders had been approved in the circumstances.

ACTION

A vast majority of the boardwalks were rotten and at the end of their useful life. The Boardwalk leading to the Station path had now collapsed and had had to be closed. Officers had received a quote from Keystone who had quoted just over £40,000. They had availability in September/October. The Committee was asked if they wished to accept the quotation from Keystone or if they wished Officers to proceed with the tendering process again.

The Committee was mindful that to leave the boardwalks could potentially be a safety issue and taking into account previous quotations received last year were satisfied that the quote provided by Keystone was reasonable.

RESOLVED that –

Officers be authorised to accept the quotation and arrange for contractors to proceed with the work to replace damaged existing timber boardwalks with recycled plastic boards

Peter Winfield

Installation of the new Riverside Walk information boards and publication of new leaflets

At the last meeting the Committee asked Officers to arrange the printing of the Riverside Walk information boards notices and leaflets. Officers advised the Committee that this had now been done and the Committee was shown examples of both. Officers were, however, of the view that it would not be appropriate to encourage more visitors to the Riverside Walk until the boardwalks had been replaced, so recommended that the installation of the boards and publication of the leaflets be postponed until that had happened. The Committee was fully supportive of this approach. It was suggested that when installation of the boards and publication of the leaflets had been done it would be beneficial to have some leaflets available in Libraries and Post Offices. Additionally, placed in the Connections magazine.

Peter Winfield

Access from Harpesford Avenue

At the last meeting members were informed that the Property Services team would obtain a valuation of the land that once formed an access to the Riverside Walk from Harpesford Avenue which was now unused. The intention being that members could consider the option of offering the land for sale to the owners of neighbouring properties. However, the valuation was not yet available. The Committee noted the feedback from residents at the AGM which had been very helpful. Concerns had been raised regarding setting a precedent if this land was sold leaving it difficult for the Trust to turn down any future requests. With this in mind the Committee considered that the most appropriate course of action was to leave the access as it was. Officers would undertake a periodic check of the boundary markers.

Peter Winfield

RESOLVED that –

the access path from Harpesford Avenue remain unused

Events

The annual Carnival Capers took place on the Cabrera Avenue Open Space on 24 June. The event seemed to again be a

success. There was no damage to the site so the organiser's ground deposit would be refunded. The possibility of a collection pot being placed at future Carnival Capers to raise funds for the Trust land was suggested.

Christ Church Virginia Water had again been granted permission to hold a series of events on the Cabrera Open Space on 25, 26 and 27 July. They would provide activities for the local community to enjoy such as football and Frisbee, there would also be a bouncy castle and a barbeque and possibly some live musical entertainment.

6. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee received the quarterly Financial Monitoring Statement for the period ending 30 June 2017.

7. DATES FOR MEETINGS IN 2018

The Committee noted the following;

The next meeting of the Management Committee would be held on **Thursday 11 January 2018 at 2.30pm**

The AGM and the July meeting of the Cabrera Trust Management Committee would be held on **Thursday 19 July 2018 at 2.30pm**

(The meeting ended at 3.41 pm)

Chairman