

Runnymede Borough Council

COMMUNITY SERVICES COMMITTEE

9 November 2017 at 7.30 pm

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

Members of the Committee absent: Councillor S M Mackay

333 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

334 MINUTES

The Minutes of the meetings of the Committee held on 29 June and 14 September 2017 were signed as correct records.

335 PROMOTIONS AND OUTREACH ROLE

The Committee received an informative presentation showcasing successfully targeted marketing of income generating services since the appointment in February 2017 of a Promotions and Outreach Officer. The development of the role through the Council's Apprenticeship Scheme was also endorsed.

Members were advised that the role encompassed a number of key responsibilities; from designing promotional material through to its distribution and follow up work to maximise positive outcomes for each area being marketed. The Committee was given the highlights from each campaign, demonstrating the post holder's enthusiasm and ability to create interest in Community Services. All of these were underpinned by impressive results and increased income of approximately £14,000 over the first 12 months.

The Committee was keen to promote the Council's Community Services; the latest promotional leaflet was 'Stay Well this Winter', which tied in with the wider campaign by Public Health England. 20,000 copies would be distributed across the borough and Officers agreed to supply this leaflet as a PDF so that Members could promote it themselves via social media.

It was noted that Social Media played an increasingly important role in raising awareness of services; also demonstrating the changing demographic with regard to Community Services. This also included greater use of twitter and the Council's website. Support with this was being provided by the Council's Communications and Marketing Manager, who had taken on a role as mentor for the Promotions and Outreach Officer. He confirmed that the work undertaken so far was proving useful lessons for future campaigns elsewhere in the organisation.

Forthcoming campaigns included Community Alarms and Telecare, focussing on the benefits of staying independent at home and how telecare could support individuals with different needs.

The Committee was mindful that all this work was being undertaken against a back drop of reduced funding from the County Council, central Government and the Council's own requirements to make savings.

Members welcomed Group Travel, Addlestone Connect and all the other initiatives, as described, emphasising the importance of reducing social isolation and keeping active.

Officers were thanked for their commitment and achievements which was described as 'responsible commercialism which benefits residents' and looked forward to further progress reports in the future.

336 WELLBEING PRESCRIBING PROJECT – UPDATE

The Committee received a report updating Members on the Wellbeing Prescribing Project, which had been trialled by Officers in the Community Development Business Centre over the previous 12 months in consultation with local GP practices. In addition, approval was sought to request Corporate Management Committee to approve the establishment of a new post dedicated to taking the project forward for the next 12 months.

The Committee recalled that the Wellbeing Prescribing project provided support to local GP practices, by identifying residents, via their GP, who can be referred to local borough services. The aim was to reduce isolation and maintain independent living in the community, an objective with which the Committee agreed. It was noted that there was a referral framework, including processes for working with referred patients/residents. The project was taking place across Surrey boroughs and districts with varying levels of success.

Officers reported that without a dedicated resource in Runnymede to promote the project, the number of referrals was very low, compared with a neighbouring authority (Woking), who because they had this resource, the service was more successful.

The Committee was pleased to note that Officers had secured funding in the sum of £20,000 from the North West Surrey Clinical Commissioning Group for an additional part time post to deliver the Wellbeing Prescribing Project for the next 12 months. This was a one off grant. Therefore, the post could only be on a fixed term contract for 12 months and Officers would need to explore the long term funding of the post in liaison with the Clinical Commissioning Group, who had stated their commitment to the role.

The new post would sit within Community Services and would complement the work of the Promotions and Outreach Officer to establish positive relationships with GP practices which could lead to further take up of Community Services such as Careline and Meals at Home. The Committee agreed that every opportunity should be taken to foster a multi-agency partnership approach to health and social care. This was in line with the new Surrey Heartlands arrangements which Officers were keen to involve the Council in.

Members agreed that the Wellbeing Prescribing Project would have a positive impact for relationships locally between the authority, GP practices, Surrey County Council Adult Social Care and the North West Surrey Clinical Commissioning Group.

It was suggested that Officers should consider using the Local Medical Committees forum for progressing wellbeing initiatives.

RESOLVED that –

- i) the Council's continued participation in the Wellbeing Prescribing project be supported; and**
- ii) Corporate Management Committee be requested to approve the appointment of a new post of Wellbeing Prescribing Officer on a fixed salary of £15,800 (25**

hours per week), for a period of one year, to be financed from a one off grant from the North West Surrey Clinical Commissioning Group

337 COMMUNITY DEVELOPMENT BUSINESS PLAN – UPDATE

The Committee was updated on the Community Development Business Plan.

Members noted that reports on improvements at Runnymede Pleasure Grounds, which was subject to a further consultation exercise shortly, the Living Well Week, delivery of a Health and Wellbeing Task Group action plan and an update on Community First were due to be submitted to the Committee in January 2018. Officers agreed to provide a further report to the Committee on developments within Safer Runnymede, including funding in due course. Staff across the Business Centre were praised for their high standard of work.

The new play area at Marshall Place was open and the Fernlands project was progressing well. Members were hopeful that the Kings Lane play area would be completed in the new year, following consultation. There had been three successful silent screenings of films which would happen again next summer. Members were pleased to note that the 'Fashion and Freedom' exhibition at Chertsey Museum had been well received, noting that a new post for delivering Education services was due to be recruited in January 2018.

Officers confirmed that the Playing Pitch Strategy was progressing well as was creating a SANGS woodland trail in Ottershaw. A project Officer would be appointed in due course to take this forward.

Other initiatives and promotional activities within Community Development and Community Services had also proved to be a positive contribution to the Business Centre.

338 COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 2 - 2017/18

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

Members were pleased to note another set of positive figures for all service areas.

Officers involved in the Surrey Youth Games were commended and congratulations were extended to Safer Runnymede, who had recently taken on additional calls on behalf of Surrey Heath Borough Council and other sections in Community Development for their achievements.

339 FEES AND CHARGES 2018/19 – COMMUNITY SERVICES

The Committee's approval was sought for the proposed fees and charges for 2018/19 for the services with its remit.

Officers had sought to balance the need to cover costs with encouraging uptake of services. For example, it was not proposed to increase the charges for Careline, Community Halls, Meals at Home or centre meals (£4.30 for two courses and £5.10 for three) and only increase the afternoon tea service by 4% from £2.50 to £2.60. A modest increase of 10p, from £3.30 to £3.40, for a day centre fare on Community Transport was proposed and the cost of a journey within one zone would not be increased. Travel to each subsequent zone would be increased from £2.10 to £2.30. Other centre charges needed to be more competitive. Therefore it was proposed not to charge a hirer for the full use of the tea bar or public address system and to reduce the hourly booking rate for Saturday evenings from £45 to £40 per hour. To encourage return bookings, a new charge of £10 per annum would be introduced for Friends of the Scheme. Charges for Safer Runnymede

services and Cemeteries and Closed Churchyards fees would be increased by approximately 2%. To stimulate demand, some of the proposed fees and charges for Chertsey Museum had been frozen, and those relating to schools would be delayed until September 2018 in line with the school year. The fees relating to allotments had a different lead in; therefore the proposed increases would be made in April 2019. In addition it was agreed that the 50% abatement for people aged over 60 would be revised to apply to new plot holders only, as they reached their state pension age. The same rule would apply with regard to bowls and croquet fees in the future. Other parks and open spaces related fees and charges were approved as detailed in the appendix to the report.

During the course of the discussion, Officers were asked to consider how to address those groups that were not complying with Council policy with regard to the use of Council owned parks and open spaces, including fines and increased fees and charges.

RESOLVED that –

the proposed fees and charges be approved, to be effective from the dates within the appendix to the report, or as soon as practical thereafter.

340 REPLACEMENT COMMUNITY TRANSPORT VEHICLES

The Committee's approval was sought to request Corporate Management Committee to support a Capital Estimate in the sum of £80,000 from the provision in the capital programme for the replacement of Community Transport vehicles.

The Committee received a report on the condition of the Council's ageing Community Transport fleet. Officers advised that the current fleet of 15 Community Transport vehicles ranged from 6 months (one vehicle only) to 11 years old. Most were aged between 3 and 8 years, with 10 years being the point at which vehicles started to become too expensive to maintain.

Officers confirmed that two of the vehicles were 11 years old and had reached the end of their useful life. Officers considered this was a good time to start replacing vehicles with ones that looked towards future proofing the service for further contract work, specifically, Addlestone Connect and the Ashford Locality Hub. These services did not require low entry vehicles, instead minibuses were more appropriate.

Members were aware that the Capital programme currently contained provision of £85,000 in the current year for the replacement of two vehicles. However, in order to release this money approval for the purchases was required along with formal approval by Corporate Management Committee of a Capital Estimate to fund the purchase.

The Committee considered that the continued replacement of Community Transport vehicles supported Officers' efforts to continue to maintain a modern, high quality fleet, providing a range of transport opportunities, including commercial ventures, to residents and local organisations in partnership with North West Surrey Clinical Commissioning Group and Surrey County Council.

RESOLVED that –

a Capital Estimate in the sum of £80,000 be approved, for the replacement of two Community Transport vehicles, to be taken from the provision within the capital programme for vehicle replacements.

341 FAMILY SUPPORT PROGRAMME – UPDATE

The Committee noted another successful year for the Family Support Programme in 2016/17.

Officers confirmed that to date, 230 families had been provided with intensive support. This was across Runnymede and Surrey Heath, with whom the project was being delivered jointly. The framework of support and typical caseload for each member of staff was outlined. It was noted that a new programme manager had been in post since August 2016 and shortly, the team would be augmented by a number of social work student placements, from four universities in the South East area.

With regard to the scheme criteria, Officers were asked to feedback on the outcome on each of these as a result of family support interventions. For example, the Committee considered it would be useful to know figures showing positive improvements in employment figures and reductions in Crime/anti-social behaviour as a result of the scheme.

Connected with the Family Support Programme was the Council's participation in the Vulnerable Persons Relocation Scheme. Officers advised that the second Syrian refugee family would be arriving in the borough in November 2017 and an additional family support co-ordinator would be recruited to assist with their settling in to the local community.

Members were fully supportive of both programmes and looked forward to receiving a presentation at a future meeting of the Committee.

342 PREVENTING UNAUTHORISED VEHICLE ACCESS TO PARKS AND OPEN SPACES

The Committee was given a summary of the series of unauthorised vehicular accesses to Council owned Parks and Open Spaces during the summer of 2017. In addition, approval was sought for a supplementary Revenue Estimate to cover the cost of dealing with these incursions and making further provisions where appropriate, to prevent unauthorised access, following an assessment of each site in question.

Officers described how the Council had responded to the incursions. The people involved had gained access to the sites by either simply driving onto the land where there was gap wide enough to accommodate their vehicles, bridging ditches or gaining access via gates that were not sufficiently secure.

Officers gave an estimation of the cost of dealing with these incursions. This was approximately £75,000, including the legal fees associated with making the High Court Injunction, but not including the Planning department's enforcement costs arising from the initial incursion at Ada's Farm in Lyne.

Officers had carried out a careful assessment of each site in consultation with Ward Members, the public and relevant bodies such as Historic England, the Chertsey Society and the rotary club. The Committee reviewed the proposed measures to strengthen the physical deterrents at two of the five sites. At Abbeyfields in Chertsey, which was in a Conservation area and a site of historical importance, it was proposed to increase the number of benches, posts and gates at an approximate cost of between £5,500 and £7,500. There had been extensive local consultation and Members agreed that these measures were a low key, sensitive solution and in keeping with its location. Formal approval would be needed from Historic England but Officers were confident this would be gained. It was also agreed, if feasible, to take the opportunity to install some small interpretation boards at Abbeyfields in consultation with the Curator of Chertsey Museum.

In respect of Ottershaw Memorial Field, where the encampment took place in one of the car parks, accessed via the front entrance of the park, Officers decided that installing a height restriction barrier was the most sensible option. This would cost between £3,500 and £6,000. It was noted that a further site at Pooley Green Recreation Ground already had works carried out to close a gap between fences, to deter unauthorised access/occupation.

Officers were asked to re-inspect this site to ensure there were no other gaps that could be breached.

It was not proposed to introduce any further measures at Thorpe Green or Englefield Green because Officers considered that the cost and potential detriment to the rural, open feel of these sites outweighed the risk of future unauthorised access. Thorpe Green was a large open space with a very long open boundary and protected by an almost continuous ditch with posts, gates and trees at various points. Whilst content to take no further preventative measures at Englefield Green, as endorsed by the Englefield Green Committee, Members considered that Thorpe Green was particularly vulnerable and asked Officers to reconsider the decision to take no further action and to carry out further consultation with Ward Members and residents.

Officers advised that there was currently no budgetary provision for the works proposed or undertaken or other costs resulting from the encampments, nor to cover any such future breaches. For this reason the Corporate Leadership Team had agreed to recommend that Corporate Management Committee be asked to approve budgetary provision in the sum of £75,000 to cover all the costs of these eventualities in the current year and a smaller annual provision of £10,000 be recommended for inclusion in future years' budgets via the MTFS.

The Committee noted that such provision would cover all such issues relating to Council land (with the exception of planning related matters) and virements would be undertaken to move the budget to any service areas affected by any such event in the future.

With regard to provision of pitches for Travellers, Officers in Planning were asked to summarise such provision that was contained in the forthcoming Local Plan. In addition, Members stated that it would be useful to have a briefing note for Councillors summarising the actions Officers could take in response to incursions, including an explanation of how the recently obtained injunction could assist in removing encampments. It was agreed that the Legal Services Manager was best placed to provide such a briefing note for Members.

Members thanked Officers in the Green Space team for their quick reaction and positive engagement with the Traveller community and local residents during the summer and for their work to protect the Council's parks and open spaces.

RESOLVED that –

- i) the content of this report be noted and the proposals for physical deterrents being deployed at Abbeyfields in Chertsey and Ottershaw Memorial Field be supported; and**
- ii) Corporate Management Committee be requested to approve a supplementary revenue estimate in the sum of £75,000 in 2017/18 for all the costs already incurred and to cover any future associated expenditure**

343 CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES 5 SEPTEMBER 2017

The Minutes of the meeting of the Chertsey Meads Management Liaison Group held on 5 September 2017, as attached at Appendix 'A', were received and noted.

344 REVIEW OF DAY CENTRE SERVICES

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt

information of the description specified in paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee received a report giving an overview of the forthcoming review of day centre services and was requested to extend the Centre Assistant posts at each Day Centre until 31 March 2019, to allow for planning and implementation of new Day Centre services and staffing structures, if applicable.

Officers outlined their vision for the future of day centre provision; essentially a two tiered approach, re-focussing on meeting the needs of the younger, more active older person and those of more frail, older people. The spur to review had also been motivated by the potential loss of block funding from Surrey County Council and the introduction of spot purchasing, the changing population demographic and the subsequent need to change the levels and kinds of service provision to respond accordingly.

The Committee was advised that the review involved looking at types and methods of service delivery, the environment in which they were delivered, locality options, including more outreach work, staffing resources and funding available internally and externally, as well as potential partnership working. It was noted that the service needed to balance modernisation with familiarity for the client group and respecting their privacy with regard to making assessments on the type of day centre services they wanted and the involvement of the Adult Social Care in provision and funding.

Members agreed that as there was work still to be undertaken with regard to the review of Day Centre services and the earmarked timescales for implementation of a new service offering, the Support Assistant roles should, subject to the approval of the Corporate Management Committee, be extended until the end of March 2019, at which point the review and staffing implications would be clarified.

Members were advised that appropriate resources must be in place at each of the Borough's day Centres. Therefore, in 2016/17 it was agreed that additional Support Assistants would be funded through the Personalisation, Prevention and Partnership (PPP) funding received from Surrey County Council.

Unfortunately, as Officers confirmed, this funding had come to an end. However, given the intention to not change service delivery yet, there remained a requirement for the posts at each centre, in order to support residents attending and to ensure adequate resources within the staff teams, until the end of March 2019. There was an underspend in this budget which could fund the roles for the remainder of 2017/18. However, additional revenue budget provision in the sum of £33,000 would need to be approved by the Corporate Management Committee to take the roles through to the end of March 2019.

It was noted that a detailed review of day centre service provision, together with a business plan would be submitted to a future meeting of the Committee.

RESOLVED that –

- i) Funding for the extension of the Support Assistant posts until April 2018 to be provided from an underspend in Personalisation, Prevention and Partnership (PPP) funding be approved; and**
- ii) Corporate Management Committee be requested to approve additional revenue budget provision of £33,000, to extend the contracts of the 2.5 Support Assistants across the three Day Centres for an additional 12 months from April 2018**

Chairman

(The meeting finished at 9.07pm)

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP5 September 2017 at 7.30pmMembers of the
Group present:

Councillor D A Cotty	Runnymede Borough Council
Councillor M G Nuti	Runnymede Borough Council
Mr R Deacock	St George's College
Mr G Drake	Chertsey Society
Mrs K Drury	Honorary Warden
Mr H W Evans	Surrey Bird Club
Mrs J Hearne	Chertsey Meads Residents' Representative
Mrs H Lane	Surrey Wildlife Trust
Mrs L Lee	Local Horse Riders Representative
Mr D Mead	Chertsey Agricultural Association
Mrs M Nichols	Chertsey Society
Mr B Phillips	Surrey Botanical Society
Mr J O'Gorman	Mead Lane Residents' Representative
Mrs A Teasdale	Hamm Court Residents' Representative
Mr D Turner	Chertsey Agricultural Association
Mr D Wheeler	Chertsey Meads Residents' Representative

Members of the
Group absent:

Mrs M Buck	Hamm Court Residents' Representative
Dr J Denton	Invertebrates Expert
Ms I Girvan	Surrey Wildlife Trust
Mrs F Harmer	Honorary Warden
Mr G James	Sustrans
Mrs C Longman	Mead Lane Residents' Representative
Mr C J Norman	Honorary Warden
Mrs S Ritchie	Dog Walkers Representative
Mrs T A Stevens	Honorary Warden
Representative from the Environment Agency	

Advisory members of
the Group present:

Mr P Winfield	Community Services Manager, Green Space Runnymede Borough Council
Mr C Dullely	Open Space and Allotments Manager, Runnymede Borough Council

1. ELECTION OF CHAIRMAN

Councillor D A Cotty was re-elected as Chairman for the remainder of the Municipal Year (2017/18).

2. FIRE PRECAUTIONS

The Chairman read out the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

3. MINUTES

The Minutes of the meeting of the group, held on 28 February 2017, were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Dr J Denton, Ms I Girvan, Ms F Harmer, Mrs C Longman, Mr C J Norman, Mrs S Ritchie and Mrs T A Stevens.

5. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

Mr R Deacock representing St George's College was welcomed to the meeting and the Group was happy to endorse the amendment to the Group's Constitution to create a St George's College representative accordingly.

The current vacancies for a representative from The Conservation Volunteers and the Environment Agency were noted.

Resolved that –

The updated Constitution of the Chertsey Meads Management Liaison Group, as attached at Appendix 'A', to include a representative from St George's College, be endorsed.

6. ACTIONS FROM THE LAST MEETING

Tree Screen

The Group was content with the proposal to trial Willow from pollarding for at least part of the tree screen. Mrs Hearne requested a list of suitable species so that she could continue monitoring other potential sources.

Overstay Moorings

There had been no progress made on updating the bylaws owing to competing priorities, most recently the prolonged traveller incursions across the borough which had taken up a disproportionate amount of time for Chris, Peter and Legal especially.

Boardwalk Interpretation

The Group agreed to delay installing an interpretation board by the reed bed until such time that the board could accurately illustrate what could realistically be seen in the area. There had been quite low

Action

Mr Winfield

activity of birdlife over the summer with fewer sightings of Reed Warblers and Reed Buntings which was concerning. Mr Evans would continue monitoring for the next six months and the Group would discuss it again at the next meeting. Group members were asked to photograph the more rare birds they saw on the Meads, for example the Lesser Spotted Woodpecker and send them to Mr Evans for his species list, which now totalled 116, with the recent additions of Tawny and Barn Owl.

Action

The Group discussed how frequently the reed bed around the boardwalk should be strimmed. It was agreed to increase the number of cuts to 7.

Mr Dulley

7. Management and Maintenance

Annual Work Programme

Mr Winfield took the Group through the work programme, highlighting points of interest. It was noted that a meeting would be taking place with the contractors and the fact that the access points to the River Bourne, as shown on the plan circulated at the meeting, were not being cut would be raised with them. They would also be asked to investigate the feasibility of removing the arisings from road verges and footpaths following mowing.

Mr Winfield

It was still an aspiration to introduce grazing onto the wider site, resources permitting.

There were plans to continue removing invasive species such as Snowberry and Nuttal's waterweed. Mr Phillips confirmed the best time to cut Snowberry was now and for the area to be sprayed and dug over.

A medium level priority was to shape the hedgerow south of the reed bed and the mechanics of achieving this were discussed.

Issues relating to clearing and pollarding trees around the River Bourne were noted and ideas to involve more volunteers in general site maintenance were discussed. For example having another Himalayan Balsam pull.

Surrey Wildlife Trust were continuing to monitor various issues including the bat hibernaculum and otter holt.

Trees on St George's College Land

Mr Deacock was invited to update the group. He circulated a plan showing the St George's College grounds as they were between 1834 and 1870. The intention was to restore the land as faithfully as possible to its former glory since it fell into dereliction following the great storm in 1987. Plans included removing most of the Poplars, introducing an ox bow lake, a new activity centre for the students and reducing pollution by opening up the area again. This would all be done using contractors and the in-house team with match funding from Surrey Wildlife Trust and the Environment Agency. Mr Deacock also offered the College's help with some maintenance on the Meads which was very welcome. Some of the history of the College was explained and the group agreed it would be an excellent idea to invite Fr. Richard to give a talk about the College to the next meeting in February 2018.

Everyone agreed that it was very positive to be building up a relationship with St George's College and to have Mr Deacock as part of the group.

Dog Running

There had been no further official reports of dog running although anecdotal evidence suggested that it was still happening. The RSPCA were only concerned if the dog leads were actually attached to the vehicles. The Group was advised to continue reporting incidents with as much detail as possible without putting themselves at risk by confronting the individuals concerned.

Camping on the Meads

It was noted that the recent camping incidents had ceased for the time being; whether this was attributable to the temporary signs, an increased Police presence or the weather was uncertain. The Group also discussed the second car park and how best to control access. The area was now being actively monitored and appropriate signage would shortly be installed. Having a team to open and close the car park was still a possibility if enough volunteers could be found. Mr Dulley agreed to report back to the next meeting on a similar trial elsewhere in the borough being introduced to deter anti-social behaviour.

Mr Dulley

8. CHERTSEY MEADS – SUITABLE ALTERNATIVE NATURAL GREEN SPACE (SANG) STATUS UPDATE

The Group noted that progress was being made towards the SANG designation, including adding a Constraints and Issues' addendum to the Management Plan.

9. HLS AGREEMENT

The Group was advised that the current Higher Level Stewardship (HLS) scheme would expire in October 2018 and with it the £10,000 funding. Mr Winfield was investigating whether a similar scheme would be available and had taken steps to secure alternative funding from the Council if the outcome of Brexit put the future of the scheme in jeopardy.

10. EVENTS

Chertsey Show

This years' show took place on 12 and 13 August and was hugely successful as usual, the numbers attending equalled their best ever. They had the biggest turn out of cattle and pigs and the most horse drawn cart entries in Europe. A temporary barrier had been used to deter travellers and any minor grounds issues would be 'made good' shortly. 2018 would mark their 175th show, taking place on 11 and 12 August.

The Group noted what had been reported regarding delivery and other vehicles in connection with the Co-Op and that provided they were loading and unloading they were not causing an offence which the Council could enforce against. It was acknowledged that there was a higher volume of traffic in Mead Lane which caused problems for

Action

residents and visitors to the show. The matter had been raised separately with the Highways department at Surrey County Council because people were concerned that sightlines were obscured at the junction of Mead Lane with Fordwater Road. A build up of rubbish around the Co-Op was also reported, but it was agreed that these were not matters for this Group.

Action

Litter Pick

The litter pick would take place on Sunday 8 April 2018 at 10am, meeting in the first car park on the Meads.

Site Visit

Tuesday 19 June 2018 was agreed for the annual site visit, meeting in the second car park at 7pm. This would be a revival of the Orchid count.

11. **Any Other Business**

There had been a recent and intrusive incident involving a low flying large drone along the river bank. The Police had been notified but they did not attend or follow up the complaint.

The height barrier was due to be fixed later that week.

Mr Dulley tabled a letter from UK Power Networks concerning proposed works to divert a section of the overhead powerline underground to a depth of 1.2 metres. The Group was not overly concerned by this provided a proper agreement to include making good the land affected was in place. Officers would be meeting UK Power Networks on site in October to which Mrs Hearne would also be invited.

A related issue concerning the pipeline was raised. No formal approach had been received to date. It was thought that conditions could be attached to any proposed works.

Mr Winfield confirmed that improving access to the Meads from Meadowlands which was discussed at the last meeting was dependent on funding becoming available from the anticipated SANGS status currently being applied for.

12. **DATES OF FUTURE MEETINGS**

Members noted that the next two meetings were scheduled to take place on Tuesday 27 February and Tuesday 4 September 2018, both at 7.30pm, to be held at the Civic Centre in Addlestone.

Chairman

The meeting ended at 8.55pm

Chertsey Meads Management Liaison Group

Constitution

2017/18



The New Boardwalk across the Reed Beds, Chertsey Meads, March 2017

CONSTITUTION OF THE

CHERTSEY MEADS MANAGEMENT LIAISON GROUP 2017/18

Last approved by the former Leisure and Environment Committee 16 September 2010 and updated under delegated authority in June 2011, July 2013, March 2015, January 2016 and March 2017

1. Name of the Group

- 1.1 The name of the Group is the Chertsey Meads Management Liaison Group (hereinafter called the "Liaison Group").

2. Aims of the Group, to:

1. provide the Borough Council with scientific, natural history and other advice on the conservation, management and recreational use of Chertsey Meads.
2. advise upon the production of the Chertsey Meads Management Plan and at least annually review progress against the plan.
3. promote interest and participation in the conservation and improvement of Chertsey Meads.
4. appoint four Honorary Wardens to monitor the condition of Chertsey Meads and report to Council Officers.

3. Membership of the Group

3.1 Voting members:

- | | |
|---|---------------------|
| 1. Runnymede Borough Councillors | 2 x representatives |
| 2. The Conservation Volunteers | 1 x representative |
| 3. Chertsey Agricultural Association | 2 x representatives |
| 4. Chertsey Society | 2 x representatives |
| 5. Environment Agency | 1 x representative |
| 6. Honorary Wardens | 4 x Wardens |
| 7. Invertebrates expert | 1 x representative |
| 8. Local dog walkers representative | 1 x representative |
| 9. Local horse riders representative | 1 x representative |
| 10. Residents Association representatives: | |
| 2 x Chertsey Meads residents representatives | |
| 2 x Hamm Court Ltd. residents representatives | |
| 2 x Mead Lane residents representatives | |

- | | |
|--------------------------------------|--------------------|
| 11. St George's College | 1 x representative |
| 12. Surrey Bird Club | 1 x representative |
| 13. Surrey Botanical Society | 1 x representative |
| 14. Surrey Wildlife Trust | 1 x representative |
| 15. Sustrans (sustainable transport) | 1 x representative |

3.2 Non-voting, Advisory members

- i) Runnymede Borough Council Officers 2 x representatives
(normally the Community Services Manager – Green Space and Open Spaces and Allotments Manager)

4. Chairmanship of the Group

4.1 The meetings of the Liaison Group shall be chaired by a Member of the Council representing the Community Services Committee. The Chairman need not be a Member of that Committee but should have an interest in Chertsey Meads and/or conservation issues.

5. Meetings of the Group

- 5.1 The Liaison Group will meet twice a year, generally in March and September. Special meetings of the Group may be convened as necessary in consultation with the Chairman of the Liaison Group.
- 5.2 The Liaison Group has the power to appoint Working Groups as and when necessary to examine particular aspects of the conservation, management or use of Chertsey Meads. The appointment of such Groups must be approved by the Chairman of the Liaison Group and by the Corporate Head of Law and Governance. The Chairman and Council Officers are not required to attend meetings of these Working Groups, and Council Officers are not required to give the Working Groups secretarial support unless a particular issue being discussed is for a decision to be made by the Community Services Committee.
- 5.3 The date of a meeting may be changed with the consent of the Chairman of the Liaison Group. Meetings of the Liaison Group may also be cancelled if it is agreed by the Chairman that there is insufficient business to justify a meeting being held.
- 5.4 In the event that a meeting is cancelled or the date is changed, a letter (or email) shall be sent to all members of the Liaison Group notifying them of this cancellation or change and the reason for it.

6. Voting

- 6.1 All matters arising before the Liaison Group shall be decided by a majority of the voting members present. The Chairman shall have a second or casting vote in the event of an equality of votes.
- 6.2 The Liaison Group shall, by its recommendations, advise the Council but the Group shall not exercise any executive powers of the Council, nor incur any expenditure on the Council's behalf.

7. Agendas and Minutes for the Group

- 7.1 The Agendas for the meetings of the Liaison Group shall be prepared by an Officer in the Law and Governance Business Centre and shall be sent to all members five clear working days before the meetings of the Group.
- 7.2 Any member wishing to include a particular item of business on the Agenda must inform the Corporate Head of Law and Governance at least nine clear working days before the meeting takes place.
- 7.3 The Minutes of the meetings of the Group shall be:
- drawn up by an Officer in the Law and Governance Business Centre;
 - presented to the next ordinary meeting for confirmation by the Liaison Group as a correct record and signature by the Chairman; and
 - reported to the next ordinary meeting of the Council's Community Services Committee.