

Community Services Committee

Thursday 8 March 2018 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors Miss M N Heath (Chairman), P J Waddell (Vice-Chairman), Mrs D V Clarke, Mrs M T Harnden, Miss D Khalique, N M King, S A Lewis, B W Pitt, P S Sohi and Mrs G Warner.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

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Filming should be limited to the formal meeting area and not extend to those in the public seating area. The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

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

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 4 January 2018, previously circulated by email in February 2018 to all Members of the Council.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal Section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. COMMUNITY DEVELOPMENT BUSINESS PLAN 2018/19 (COMMUNITY DEVELOPMENT)

Synopsis of report:

To present Members with the Community Development Business Plan for the 2018/19 financial year.

Recommendation:

that the Community Development Business Plan for 2018/19, as attached at Appendix 'A', be adopted.

1. Context of report

1.1 A corporate-wide Performance Management Framework (PMF) has been established to assist Members and Officers with the decision making process. The

general purpose of the PMF is to bring about improvements and/or take remedial action in the event of service or financial challenges.

- 1.2 To complement the PMF, a Business Planning Cycle has also been introduced. This cycle involves the Head of Community Development completing an annual Business Centre Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators and the links to the Corporate Business Plan 2016-2020 for the teams/function under their responsibility, by utilising a standard corporate template.

2. **Report**

- 2.1 The full Community Development Business Centre Plan can be found in Appendix 'A'. A summary is provided below.

Purpose of the Business Centre

- 2.2 The primary purpose of the Community Development Business Centre is to deliver services directly to residents in Runnymede, deliver contracts and work with partners across a wide range of areas. The main service areas are:

- Community Services – Social Centres, Community Transport, Community Alarms, Meals at Home and Independent Retirement Living Schemes
- Safer Runnymede
- Green Space – Parks, Open Spaces, Allotments and Cemeteries
- Partnerships and Community First
- Chertsey Museum
- Community Safety
- Community Halls
- Sport and Health Development

Key achievements in 2017/18

- 2.3 Key achievements in 2017/18 by the Community Development Business Centre include:
 1. Increased activities in parks and open spaces including the silent cinema screenings
 2. Completion of the business case and agreement obtained for funding the Runnymede Pleasure Grounds improvements
 3. New play areas in Marshall Place and Fernlands open spaces
 4. Progress made on SANGS work and a new Project Officer appointed.
 5. Family Support Programme met the target to work with over 100 families and two Syrian refugee families have been accommodated in the borough
 6. Funding for WW1 commemorative events successfully obtained from the Heritage Lottery Fund
 7. Surrey Youth Games delivered with 400 children taking part in sports activities
 8. Junior Citizen was attended by 800 year 6 pupils
 9. Living Well Week took place in September 2017
 10. Get Active 50+ saw 460 new participants in 10 sports
 11. Target Ward groups have continued to function well and deliver on action plans
 12. The new Promotions post has been mainstreamed and is part of the apprenticeship programme

13. Meals at Home promotion and rebranding has been completed resulting in increased usage
14. The 2018 River Celebration planning has been completed and a film produced for the exhibition at Chertsey Museum and to show at local events.
15. Surrey Heath Partnership has continued to work well with all the shared posts filled
16. Non-emergency patient transport operating out of Woodham and Manor Farm centres.
17. Funding from the Police Crime Commissioner of £60,000 towards Safer Runnymede
18. Community Alarm monitoring for Surrey Heath started
19. AddlestoneOne CCTV started to come online
20. Older Peoples' Strategy completed
21. £36,000 grant aid obtained by Chertsey Museum

Key areas for improvement from 2017/18

- 2.4 Some of the objectives identified in the plan for the year have not progressed as expected. This includes re-letting the play area inspection contract, cemetery memorial inspections and some initiatives in community services. This has largely been due to a lack of human or financial resources, capacity of staff and external factors. Some objectives have therefore been carried over into 2018/19 year.

Key drivers/influences

- 2.5 Key drivers/influences impacting on the Community Development Business Centre in 2018/19 are:

1. Welfare reform
2. The Family Support and Syrian refugee resettlement programme
3. Possible changes to the funding of county sports partnerships
4. CCTV codes of practice
5. Clinical Commissioning Groups funding and objectives
6. Adult Social Care funding and objectives
7. Public Health initiatives
8. Work with the voluntary sector
9. Work with external organisations in delivering projects and services
10. Links with other Boroughs and Districts in delivering their services

Objectives

- 2.6 There are a number of objectives for the business centre in 2018/19, as outlined in the plan. Some of these include:

1. Start work on the procurement and planning phases of the Runnymede Pleasure Grounds project
2. Re-letting the play area inspection contract
3. Continue with the work on improving open spaces as part of the SANGS programme
4. Introduce a formal cemetery memorials inspection process
5. Continue to deliver the Family Support programme and resettlement of Syrian Refugees
6. Continue to deliver a robust marketing and promotion campaign for the services
7. 2018 River Celebration
8. WW1 commemorative events
9. Replace the Virginia Water War Memorial

10. Continue to deliver existing sport and health development programmes and identify opportunities to introduce new activities
11. Complete the Playing Pitch Strategy
12. Work with partners on community safety initiatives i.e. junior citizen
13. Deliver the Target Wards development work with partners and link this with the Community First initiative
14. Living and Ageing well week to be delivered in September 2018
15. Develop and enhance existing services including Homesafe, Community Alarms and Meals at Home
16. Identify new initiatives and projects that target older people and maintain their independence
17. Identify potential new transport contracts
18. Continue to develop the new partnership arrangement and staffing structure with Surrey Heath Borough Council
19. Start the wellbeing prescription service
20. New mobile cameras to become operational
21. Final part of Addlestone one CCTV coverage to come on line.

Performance/Activity Indicators

2.7 The Corporate Performance Targets for 2018/19 are:

Performance Indicator	Q1(Apr-June)	Q2(July-Sept)	Q3(Oct-Dec)	Q4(Jan-March)	Full Year
Numbers attending Surrey Youth Games training	350				350
Number of formal complaints	0	0	0	0	0
Number of community alarms users					1,550
Number of decisions investigated by the ombudsman	0	0	0	0	0
Number of community transport journeys	14,200	12,500	12,000	13,000	51,700
Percentage of Careline calls answered in 60 seconds	99%	99%	99%	99%	99%
Number of Community Meals Delivered	10,000	10,000	9,700	10,000	39,700

3. Policy framework implications

3.1 This Plan supports the achievement of the following themes in the Corporate Business Plan 2016-2020:

- Supporting Local People
- Enhancing Our Environment
- Improving Our Economy
- Organisational Development

4. Resource implications

4.1 Work outlined within the Business Plan will be carried out within existing budgets or using external sources of income.

(To resolve)

Background Papers

None stated.

7. COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 3 2017/2018 (COMMUNITY DEVELOPMENT)

Synopsis of report:

To advise Members of the performance of the Corporate KPI's for services under this Committee in Quarter 3 of 2017/18

Recommendation:

None. This report is for information.

1. Context of Report

1.1 The purpose of this report is to provide Members with the Quarter 3 2017/18 Key Performance/Activity results for the services under the remit of this Committee.

1.2 As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-

- Financial Performance
- Corporate KPI Performance
- Projects Performance

2. Report

2.1 Within the Community Development Business Centre Plan, the following indicators are being monitored this year and the actuals are also included where figures are collected quarterly.

Performance Indicator	Actual Q3 2017/18 (target)	Annual Target 2017/18
Numbers of young people attending Surrey Youth Games Training	404 (took place in 1 st quarter)	350
Number of formal complaints related to the Business Centre/Team	3	0
Number of Community Alarm Users	1,474	1,500
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0
Number of individual trips with the Community Transport service	14,101 (14,000)	55,000
Percentage of Careline calls answered within 60 seconds	99.88% (10,908)	99%
Number of community meals delivered	9,694 (10,000) (8,688 + 1006 tea packs)	40,000

- 2.2 Most KPI's are on target or exceeding them. Community meals were down in the quarter due to the Christmas and New Year holiday period.
- 2.3 There were 3 complaints about the business centre between October and December 2017. These related to Green Space and Community Safety. One complaint was only partly upheld in relation to a potential contractor, there was no fault with the Green Space team. One complaint is currently being investigated and it is planned to hold a meeting with the complainant to seek resolution. The other complaint was not upheld. However, there were also 4 compliments received in the same period, for Chertsey Museum and Green Space.
- 2.4 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of this Committee. However, to ensure that Officers are able to give a full response, Members are requested to give written notice of any questions to the Chairman, relevant departmental Corporate Director and Head of Strategy no less than 48 hours prior to the meeting.
- 2.5 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's business centre plan.

(For information)

Background Papers

None stated.

8. EGHAM MUSEUM – REQUEST FOR FUNDING (CHIEF EXECUTIVE)

Synopsis of report:

To consider a request from Egham Museum to continue funding its Curatorial Services for a further period of two years

Recommendation(s):

If the Committee is minded to approve the request for funding:

- i) Corporate Management Committee be asked to approve a supplementary revenue estimate of £20,000 per annum for the next two years, to fund the employment of a curator and overheads to enable Egham Museum to remain open; and
- ii) the funding be for a further two year period only; after which the Museum must find and secure alternative funding.

1. Context of report

- 1.1 Egham Museum is a valued local facility managed by The Egham Museum Trust (TEMT).
- 1.2 In September 2015, this Committee approved a supplementary estimate for £20,000 per annum for two years to fund the employment of a curator and associated overheads. The Minutes record that the funding be for a maximum of two years and that the Museum be expected to find alternative funding at the end of this two year period.
- 1.3 The current RBC grant of £40,000 over a two-year period is to maintain an Accredited Museum, cover Curatorial Services, contribute to overheads and provide some seed-funding for small grants and projects. This funding ceases in March 2018.
- 1.4 The contract for Curatorial Services is for 18 hours per week and runs from April 2016 to March 2018.
- 1.5 In January 2017, TEMT presented 'Towards a Sustainable Business Plan' to this Committee for the period 2017 – 2019. This included financial information pertaining to the museum's income and expenditure and projected income if funding bids planned and in progress were successful.

2. Report

- 2.1 TEMT have requested a further grant of £20,000 per annum to secure the Curatorial Services for an additional 2 year period.
- 2.2 Since Sept 2015, significant grants for projects have been secured including most recently £85,000 from the Arts Council England and £10,000 from RHUL for 'Suffrage in Egham' 2018 annual theme. However, these grants do not cover overheads.

- 2.3 Income generated for Overheads and CORE in 2016 was reported to be £6,940. This is not sufficient yet to cover the Curatorial Service and related overheads.
- 2.4 In the longer term, the Council's expectation remains that the Museum should continue to secure external sources of funding that are fully economically costed to support future projects and exhibitions and develop other income streams to cover ongoing Curatorial Services, overheads and expenditure.

3. Policy framework implications

- 3.1 Assisting the Museum on a relatively short term basis would be in accordance with the Council's cultural policies and enable a valued local organisation to seek alternative support in the longer run.
- 3.2 The Museum directly supports the Council's priorities and objectives as set out in the Corporate Business Plan for 2016/2020 with regard to three 3 themes: Supporting Local People, Enhancing our Community and Improving our Economy:

Theme	Corporate Priority	Egham Museum Activity
Supporting Local People	Supporting and improving the quality of lives of our vulnerable/deprived individuals	Visit and host sessions with local care homes and day centres; Outreach event at Frogs Island Fair
Enhancing our Community	Regeneration and place shaping	Contribute to the 'Egham Gateway' project towards developing a cultural hub; Support for Runnymede Pleasure Ground development
	River Thames Scheme	Support delivery and promotion of scheme; Partnership with RHUL's 'Floods Anthology' book; Work with Chertsey Museum on 2018 river celebration events
Improving our Economy	Enhance retail and leisure offer	Work as part of ETT with particular support for town events via 'Suffrage in Egham' project; Contribute to annual Magna Carta Day and other town events
	Encourage enjoyment of the historic environment as part of leisure and tourism	Links to 'Visit Surrey' through new 'Visit Egham' destination website via 'Suffrage in Egham' project

4. Resource implications

- 4.1 The Council currently pays the rental costs of Egham Museum in the sum of £10,000 per annum from the grant aid budget.
- 4.2 Additional support to Egham Museum to fund Curatorial Services would require a supplementary estimate of £40,000 over 2 years.
- 4.3 Officers request that a further report be made to Members to report alternative sources of funding attained and income generated by the Museum to cover Curatorial Services and associated overheads in January 2019 and 2020.

5. Legal implications

- 5.1 None identified.

6. Equality implications

- 6.1 Under the Equality Act 2000, the Council is required to have due regard to its Public Sector Equality Duty before undertaking the action proposed. This is to:
- a) eliminate unlawful discrimination, harassment or victimisation;
 - b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
 - c) foster good relations between those who share a relevant characteristic and persons who do not share those characteristics

in relation to the 9 'Protected Characteristics' (being age, disability, race/ethnicity, pregnancy and maternity, religion, sexual orientation, sex, gender reassignment and marriage / civil partnership).

- 6.2 Officers are in the process of undertaking a screening of the proposal to establish whether there are any implications regarding the 9 protected characteristics that would require a full impact assessment to be undertaken.

7. Conclusions

- 7.1 The Committee is asked to determine whether a grant for a further two year period is appropriate.

(To resolve)

Background papers

None Stated.

9. OAK PROCESSIONARY MOTH INFESTATION (COMMUNITY DEVELOPMENT)

Synopsis of report:

The Oak Processionary Moth is found in oak trees and infestations have been recorded in the UK over recent years. Last year a number were identified in Runnymede and the Council has a responsibility to spray infected trees and reduce the likelihood of them causing a health problem for the local population.

This is likely to be an ongoing problem so a budget is required to cover the cost of any work identified which will be reviewed on an annual basis.

Recommendation(s):

Corporate Management Committee be requested to agree a sum of £20,000 to cover the cost of works associated with the removal of Oak Processionary Moth infestations. This is to be funded by the amount set aside for this purpose in the 2018/19 budget and Medium Term Financial Strategy.

1. Context of report

- 1.1 Within the Green Space team there is a responsibility to deal with tree issues that arise on Council land. During periods of heavy storms there may be a requirement to carry out emergency tree work which is not included within the general budget. More recently and expected to be an ongoing problem, has been the identification

of the oak processionary moth (*Thaumetopoea processionea*). This is a moth whose caterpillars can be found in oak trees.

- 1.2 They may pose a human irritant because of their poisonous setae (hairs), which may cause skin irritation and asthma. The moths are widely distributed in central and southern Europe. In the southern countries of Europe the populations are controlled by natural predators, but these predators do not exist in northern Europe. Their range is expanding northward, possibly or partly as a result of global warming. The moth now has an established population in the UK and the range of the species in the UK has been steadily expanding despite efforts to eradicate it.
- 1.3 The moths pose an increasing health threat to humans and animals as their range is extended. The backs of older caterpillars are covered with up to 63,000 pointed defensive bristles containing an urticating toxin. The setae break off readily, become airborne and can cause epidemic caterpillar dermatitis, manifested as a papular rash, pruritus, conjunctivitis and, if inhaled, pharyngitis and respiratory distress, including asthma or even anaphylaxis. However, there have been no known deaths related to or caused by such exposures to this toxin.
- 1.4 Infestations of this caterpillar were first found in several locations in London in 2006. The general public have been asked to look out for these caterpillars and to report them, rather than deal with them themselves. The London Boroughs of Brent, Ealing, Hounslow and Richmond upon Thames have set up task forces to deal with outbreaks. Sightings of these caterpillars in other areas should be reported to the Forestry Commission and infestations need to be dealt with by specially equipped and trained contractors.

2. **Report**

- 2.1 The Oak Processionary Moth (OPM) had not previously been found in Runnymede, but in early 2017 the Council received a Statutory Notice from the Forestry Commission (FC) informing us that three infested trees had been identified in Gogmore Farm Park. Under the Statutory Notice, the FC would arrange for the caterpillar nests to be removed, but there is a requirement for the Council to have all oak trees on its land and within 50 metres of these three trees sprayed with insecticide in 2018.
- 2.2 Later in the summer, after further FC inspections, we were notified that 62 nests had been found and removed from around Chertsey and up to 30 of these were from land owned by the Council. So the number of trees that will need spraying this year, although unknown at this stage, has increased.
- 2.3 In the light of the identified risk of additional infestations in 2018, Officers have requested that a supplementary estimate of £20,000 be agreed to cover the cost of any works associated with the OPM. The request for funding has been through the Corporate Leadership Team (CLT) and Committee Chairmen.
- 2.4 Ash dieback disease is another tree problem which, although not a particular concern in Runnymede at this stage, may have cost implications in future years. Its impact will be therefore need to be monitored and may need to be the subject of a future report to this Committee.

3. **Resource implications**

- 3.1 It is the Council's responsibility, not the FC's, to spray the trees and it has been estimated that at a cost of up to £400 per tree. As we are still unsure of the number

of trees affected, it is proposed that a budget of £20,000 be set aside to cover the cost of the work. This budget would need to be reviewed on an annual basis.

- 3.2 In compiling the Medium Term Financial Strategy (MTFS) for 2018/19, Officers submitted a number of additional budgetary requests to be put forward to Members as supplementary estimates. These requests were scrutinised by the CLT who rejected some and recommended the others be included in the MTFS to be spent only after specific future committee approval.
- 3.3 The budget and MTFS approved by Full Council on 8 February 2018 includes a provision for these specific supplementary revenue estimates. Should Members decide not to approve this additional expenditure then the budget for 2018/19 and subsequent years will be reduced accordingly.
- 3.4 If no budget is allocated for any work identified the Council will still be liable for the cost of the spraying required to be undertaken to deal with any infestations.
- 3.5 From discussions with Green Space managers at other Surrey boroughs, Officers understand that Guildford and Waverley expect to spend around £20,000 and £45,000 respectively on OPM and Ash dieback disease this year.

4. **Legal implications**

- 4.1 Where the Forestry Commission ('FC'), on reasonable grounds, suspect that a non-native tree pest in 'imminent danger of spreading' is on premises, they have wide powers to take action under the Plant Health (Forestry) Order 2005. That includes, by Article 31 (4), the power to serve a notice on the owner to require any tree pest or relevant material to be 'treated, destroyed or otherwise disposed of' as they may specify.
- 4.2 If the authority failed to comply with the terms of the notice, it would be open to a FC inspector to enter the premises, undertake the work and recover all their costs from the authority (Article 36).

(To resolve)

Background papers

UK/PH/170092101 – Oak Processionary Moth Statutory Notice under the Plant Health (Forestry) Order 2005, prescribing measures to prevent the spread of Oak Processionary Moth.

10. **RUNNYMEDE PLEASURE GROUNDS – PROPOSED IMPROVEMENTS (COMMUNITY DEVELOPMENT)**

Synopsis of report:

To update Members on plans for the refurbishment of Runnymede Pleasure Grounds.

Recommendation(s):

None. This report is for information.

1. **Context of report**

- 1.1 Runnymede Pleasure Grounds (RPG) is a public open space on the banks of the River Thames, mid-way between Egham and Old Windsor. It is held by the Council as Trustee and the Trustee function is delegated to this Committee. It therefore falls upon Members of this Committee to exercise that function in accordance with the terms of the Trust and in its best interests.
- 1.2 This Committee has received a number of reports over the last few years outlining proposals being considered for updating the facilities at Runnymede Pleasure Grounds in order to improve the visitor experience.
- 1.3 At its meeting in September 2017, this Committee was presented with a business plan which included the provision of four holiday lodges within the scheme. These would generate additional income for the Trust which would make the scheme affordable. Officers also set out options for a loan that the Council could make to the Trust to fund the scheme.
- 1.4 At that meeting, the Committee resolved that the project be progressed and the Corporate Management Committee was requested to provide the capital funding and the results of further stakeholder consultation on the latest proposals being reported back to this Committee.
- 1.5 In October, the Corporate Management Committee approved a capital estimate of £4.8m in order to provide a loan to the Runnymede Pleasure Grounds Trust for the refurbishment of the Pleasure Grounds.

2. **Report**

- 2.1 Through October to December, Officers worked with landscape architects at Chris Blandford Associates to adjust the layout of the proposed facilities so that the holiday lodges concept could be incorporated into the plans. A number of new images were produced to be used to consult on the latest proposals with a range of stakeholders.
- 2.2 Three initial public consultation sessions were arranged for 1, 2 and 3 February. These were held in the United Church in Egham High Street on Thursday, Friday and Saturday morning between 10am and 12pm. Plans and images were displayed and Officers were on hand to explain the proposals and ask for comments and feedback. These sessions were publicised through Egham Residents' Association and on social media.
- 2.3 Further consultation sessions were held on 14, 15 and 16 February, during the half term week, at the Pleasure Grounds itself. An online survey was also set up, which closed on 28 February.
- 2.4 By 22 February, 56 completed questionnaires had been collected. Most had been completed at the consultation sessions in Egham High Street and the Pleasure Grounds. Some had been sent to the Council afterwards and continue to arrive.
- 2.5 A summary of all the responses is provided at Appendix 'B'. Some of the main points are:
 - 55 respondents (98%) had visited RPG
 - When asked what they like to do there, 23 (41%) said going for a walk, 10 (18%) said relaxing, 12 (21%) said to picnic, 11 (20%) said visiting the play area and the same number said visit the café.

- 42 respondents (75%) visited RPG either weekly, monthly or 3-4 times a year
 - When asked what they like/dislike about the current offering, the most popular aspect (21%) was the peaceful, natural, open setting. The most common negative comment (29%) was that the site needs improvement and updating
 - When asked to comment on the proposals, 24 (43%) described them as good/wonderful/long overdue
 - When asked about the provision of holiday lodges, 34 (60%) thought them a good idea
 - When asked if they would be interested in attending events at the refurbished RPG, 37 (66%) indicated that they would
- 2.6 The questionnaires also generated a range of comments and suggestions. These are listed in Appendix 'B' and will be carefully considered by the project team.
- 2.7 There have also been further discussions with senior management at the Runnymede on Thames Hotel about the proposal for them to manage the lodges. i.e. managing bookings, holding keys, servicing the lodges and marketing them in partnership with the Council. A verbal update on these discussions will be provided at the meeting.
- 2.8 The project team is being assembled and will be led by the Head of Community Development and the Community Services Manager – Green Space. The next steps and timings for these are as follows:
- Incorporate consultation feedback into project brief - by the end of April 2018
 - Specification/ Final Project Brief preparation – by early May 2018
 - Procurement Process: May to September 2018
- 2.9 Anticipated Project Milestones and Stage Progression Decision Points will be reported at the next meeting by which time a high level project plan will have been produced. Currently it is estimated that the project will be complete and the new facilities open for the summer of 2020.
- 3. Policy framework implications**
- 3.1 The Vision of the Council's Corporate Business Plan 2016-2020 is:
- A vibrant Borough with a high quality environment, where we maximise opportunities with partners to provide services which are highly regarded by local people.
- 3.2. The same document includes the key priorities:
- To proactively seek opportunities for regeneration in the Borough to assist with place shaping and the enhancement of the built environment e.g. Runnymede Regeneration package which includes Egham town centre, Egham Leisure Centre and Runnymede Pleasure Ground.
 - To continue maintaining the services in our well regarded open spaces.
- 4. Resource implications**
- 4.1 A capital estimate of £4.8m has been approved by the Corporate Management Committee in order to provide a loan to the Runnymede Pleasure Grounds Trust for the refurbishment of the Pleasure Grounds.

4.2 The costs of preliminary work covered by this report, such as consultation on the latest proposals, are covered by existing revenue budgets

5. Legal implications

5.1 The legal implications relating to the decision to refurbish Runnymede Pleasure Grounds are as set out in the relevant previous reports.

5.2 There are no additional legal implications relating to this update.

6. Equality implications

6.1 The proposals have been considered in the light of the Council's Public Sector Equality Duty and at this stage, the issue of access for those with mobility issues has been raised.

6.2 As the project progresses Officers will consider any equalities implications that arise, particularly during the final design and planning application stages. This will need to take into account access issues, for example consideration of conducting an access audit and consultation with the Runnymede Access Liaison Group. The Council's Equalities Group will also be consulted and if necessary an Equalities Impact Assessment will be undertaken.

(For information)

Background papers

None Stated.

11. RUNNYMEDE PLEASURE GROUNDS – HM QEII STATUE UPDATE (COMMUNITY DEVELOPMENT)

Synopsis of report:

To update Members on additional works completed around the Queen Elizabeth II statue at Runnymede Pleasure Grounds.

Recommendation(s):

None. This report is for information.

1. Context of report

1.1 At its meeting in June 2017, this Committee considered a report setting out proposals developed by Runnymede Magna Carta Legacy Limited (RMCLL) for completion of complementary works to the surrounds of the statue of HM Queen Elizabeth II at the Runnymede Pleasure Grounds

1.2 The Committee viewed a plan which showed a re-surfaced path which links the statue with the car park and additional seating and a new paved path leading towards the river bank which would include a timeline of improved quality.

1.3 Officers set out the conditional arrangements which RMCLL had put forward in relation to acceptance of the gift of the statue. These were that the gift would be in

perpetuity, that the company would donate £25,000 (in two instalments) to the Trust to cover insurance and maintenance costs for the first five years only and that the company would be given access to the site 3 to 4 times per year to undertake various commemorative/celebratory events. For the latter, Officers confirmed that the company would be subject to the usual conditions which apply for the use of Council land.

- 1.4 This Committee resolved that the gift of the HM Queen Elizabeth II statue be accepted from RMCLL subject to the transfer of a sum of £25,000 to maintain and insure the statue for a period of 5 years, to be re-negotiated at the end of 5 years and that the arrangement be in perpetuity. They further resolved that the works, as set out in the report, be approved; the full cost of which to be met by RMCLL.

2. **Report**

- 2.1 In November 2017, RMCLL approached the Council in order to progress the arrangements necessary for the additional works to be completed. They also paid the first instalment of £12,500 to the Council.
- 2.2 Since the meeting in November, the Council has been advised that RMCLL has instructed the legal firm of Horne Engall & Freeman LLP based in Egham to deal with the agreement of the Deed of Gift to facilitate the transfer of the statute. The Council has received one email and one telephone call from the firm advising that they are meeting with their clients to take instructions. A chaser email was sent to the solicitors requesting an update as to what progress has been made and reminding them that the second instalment is overdue. In response to the chaser email a draft of the Deed of Gift with comments from the RMCLL has been received and Officers are currently reviewing it. The outcome of this review will be verbally reported to the meeting. The solicitors advised that they will check the position with regard to the second instalment.
- 2.3 The works commenced on site in early December and, after some delays due to the Christmas break and poor weather and ground conditions, were completed by late February.
- 2.4 RMCLL have indicated that these are to be the final works to the statue and its surrounds.

3. **Resource implications**

- 3.1 The works have been funded by RMCLL. However, one instalment of the £25,000 contribution to running costs remains outstanding.
- 3.2 Officers have taken the opportunity to include the statue in the latest Council insurance tender in order to see if any insurers would take on the insurance and if so, if the ongoing insurance costs can be reduced.

4. **Legal implications**

- 4.1 Agreement was reached with representatives of RMCLL that it would transfer the statute and make a financial contribution to upkeep and insurance. The vehicle to be used to secure this arrangement would be via a Deed of Gift.

5. **Equality implications**

- 5.1 None identified.

(For information)

Background papers

None stated.

12. PLAYING PITCH STRATEGY UPDATE (COMMUNITY DEVELOPMENT)

Synopsis of report:

A playing pitch strategy has been undertaken by Ploszajski Lynch Consulting Ltd. This has been commissioned as part of the Local Plan and a final report is due to be completed in late March 2018. This report outlines progress to date and some of the key findings with the final strategy being reported to the Community Services Committee in June 2018.

Recommendation(s):

None. This report is for information.

1. Context of report

1.1 The production of a Playing Pitch Strategy(PPS) has a number of key objectives:

- gather data on the supply and demand for all sports covered by the PPS.
- analyse the current level of pitch provision
- assess the quality of the pitches
- compile a database of locations and quality of pitches
- consider improvements to facilities including changing rooms
- understand local demand and current trends
- provide recommendations on provision, protection and enhancement
- support and inform the local plan
- identify opportunities to expand local provision
- help with sports development and increase participation
- support health and wellbeing of residents
- provide evidence to support projects
- ensure the PPS is regularly monitored and updated.

1.2 The PPS includes analysis of the following sports within the borough Football, Cricket, Hockey, Rugby Union, Lacrosse and Bowls.

1.3 The methodology for producing the PPS is divided into five key stages as identified in the Sport England 'Playing Pitch Strategy Guidance' 2013:

Stage A – Prepare and tailor the approach

Stage B – Gather supply and demand information

Stage C – Assess the supply and demand information and views

Stage D – Develop the Strategy

Stage E – Deliver the strategy and review

1.4 In May 2017, Ploszaajski Lynch Consulting Ltd were awarded the contract to produce the strategy and an initial meeting was held to scope out the work and consult with local clubs and national governing bodies.

1.5 As part of the Local Plan process, the Council carried out its first round of public consultation on the Local Plan in July and August 2016. This was known as the Issues, Options and Preferred Approaches document. The document set out what the Council considered to be the strategic policy areas of consideration and included recreation, green space and leisure. During this consultation, Sport England made a representation which stated '*Sport England's policy is to challenge the progression of Local Plans if they are not informed by a robust and up to date evidence base*'. Sport England emphasised that the preferred approach, as set out in the Issues, Options and Preferred Approaches document in addressing outdoor sports facilities should be informed by an up to date Playing Pitch Strategy (carried out in accordance with a methodology approved by Sport England).

2. Report

2.1 The initial scoping meetings identified that the strategy would concentrate on 6 main sports in the borough as identified in 1.2. The consultants then carried out the work detailed in Stage B and produced a report that was circulated to all stakeholders for comment.

2.2 Stage C, at which the supply and demand information was assessed, included site visits to review the standard of the playing pitches and ancillary facilities. This included club, Council sites and schools. Future demand was also taken into account based on the anticipated growth in the local population and the number that currently participate in the various sports that live in the borough. The site visits were carried out in the playing season so for cricket and bowls in July and August and for the winter sports in October and November.

2.3 Clubs in the borough were all contacted for feedback on the facilities and where they felt improvements could be made. This was in the form of face to face meetings, telephone conversations or questionnaires.

2.4 For each site the pitches and changing facilities were assessed based on the following ratings: good, standard, poor and unsuitable. Across all the sites there were no pitches classed as unsuitable with the majority falling within the good and standard rating.

2.5 The Stage C report was presented to Officers in early February 2018 and it highlighted a number of important issues that will need to be taken into account in developing the strategy at Stage D.

2.6 Football is the largest participant sport that was assessed. The following key findings came out of the Stage C report:

- There has been a long term decline in adult football which is replicated across the country
- There has been growth in youth and mini participation in the last three years with some clubs having waiting lists
- There is a deficit in the supply of pitches based on the level of current and future use.
- Women and girls football is under developed
- There is a possibility based on the data that the number of teams will increase by 58 teams over the next 12 years from the current 125
- A number of players come into Runnymede to play the equivalent of 23 teams (20% of the participants)
- There is only one full sized 3G pitch - a shortfall of two pitches

- 63.7% of the grass football pitches were rated as good
 - Just over two thirds of the pitches with community use have secured use, which means a third of pitches could be removed from community use at any time.
- 2.7 Cricket in the Borough is well catered for with 8 clubs and 42 teams across all age groups. The key findings were:
- There is an undersupply of pitches based on future demand but current supply shows that there is spare capacity.
 - The general quality of the pitches and outfield was good or standard but some changing facilities were classed as poor.
 - Only two cricket pitches do not have secured community access which is seen to be a positive factor in maintaining current provision.
 - Women and girls cricket is underdeveloped with only one women's team.
 - A lack of indoor nets and indoor cricket leagues
 - Artificial wickets could be installed to cater for additional future demand
 - New cricket wickets could be installed at new sites including schools and existing Council parks.
- 2.8 Rugby Union in Runnymede is catered for by two teams: Egham Hollowegians and Royal Holloway University. At the university there is a full sized rugby pitch which is accredited for game use; one of only two in the County. All the current needs are met from existing provision at the Egham Hollowegians site but the pitches do require drainage and maintenance improvements to improve their quality and provide a future strategic reserve of additional pitch provision.
- 2.9 Hockey in Runnymede is well catered for with three clubs and 28 teams. The pitches are all of good quality. Based on future demand, the existing spare capacity would cope with additional teams.
- 2.10 Lacrosse is a sport that is played at Royal Holloway University and TASIS. There is currently no community club and neither of the two sites would be able to cater for club use.
- 2.11 Bowls is well catered for in Runnymede with five Bowling Greens, four of which are in Council parks and maintained by on site staff. The facilities are all classed as good or very good and all the sites have secure community access. There is significant spare capacity across all the sites and a 35% increase in memberships, from the current 286, would be required to reach full capacity.
- 2.12 The Stage C report will be circulated to all the national governing bodies and a meeting is being arranged in early March, on which a verbal update will be provided.
- 2.13 The Stage D strategy document is required prior to the Local Plan being formally submitted in late March and it will be presented to this Committee in June 2018.

3. **Resource implications**

- 3.1 The Playing Pitch Strategy work has been funded by Planning as part of the documentation required for the Local Plan.
- 3.2 Any funding requirements that come out of the strategy will need to be incorporated into the future Capital Programme if Members agree that the work identified is required. Funding could also be sourced from external bodies and through linking up with local clubs who may also be able to match or part fund potential projects.

3.3 Capital investment into new facilities could improve their use, access and create additional revenue streams.

4. **Legal implications**

4.1 There is no statutory duty to produce a Playing Pitch Strategy but it is regarded as best practice and has been produced in response to comments made by Sport England through the Local Plan process.

5. **Equality Implications**

5.1 The draft Local Plan was subject to a full Equalities Impact Assessment. With regard to the provision of Playing Pitches, the protected characteristic of age was identified as relevant as a 'low positive' impact.

5.2 The protection of playing pitches will ensure facilities remain available to all age groups who wish to participate in suitable sports. The Playing Pitch Strategy 2018 will provide a robust and up to date assessment of the need for playing pitches in Runnymede and opportunities for new provision. In particular, this policy will support the needs of young people who may suffer adversely from the loss of school playing fields.

(For information)

Background papers

Stage B and Stage C reports

13. **CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES – 11 JANUARY 2018 (LAW AND GOVERNANCE)**

Attached at Appendix 'C' are the Minutes of the meeting of the Management Committee held on 11 January 2018.

(For information)

Background Papers

None.

14. **EXCLUSION OF PRESS AND PUBLIC**

If the Committee is minded to consider any of the foregoing reports in private, it is the

OFFICERS' RECOMMENDATION that -

Where appropriate the press and public be excluded from the meeting during discussion of the report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

Paras

Community Services Committee

Thursday 8 March 2018

Appendices

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Community Development Business Centre Plan 2018/2019

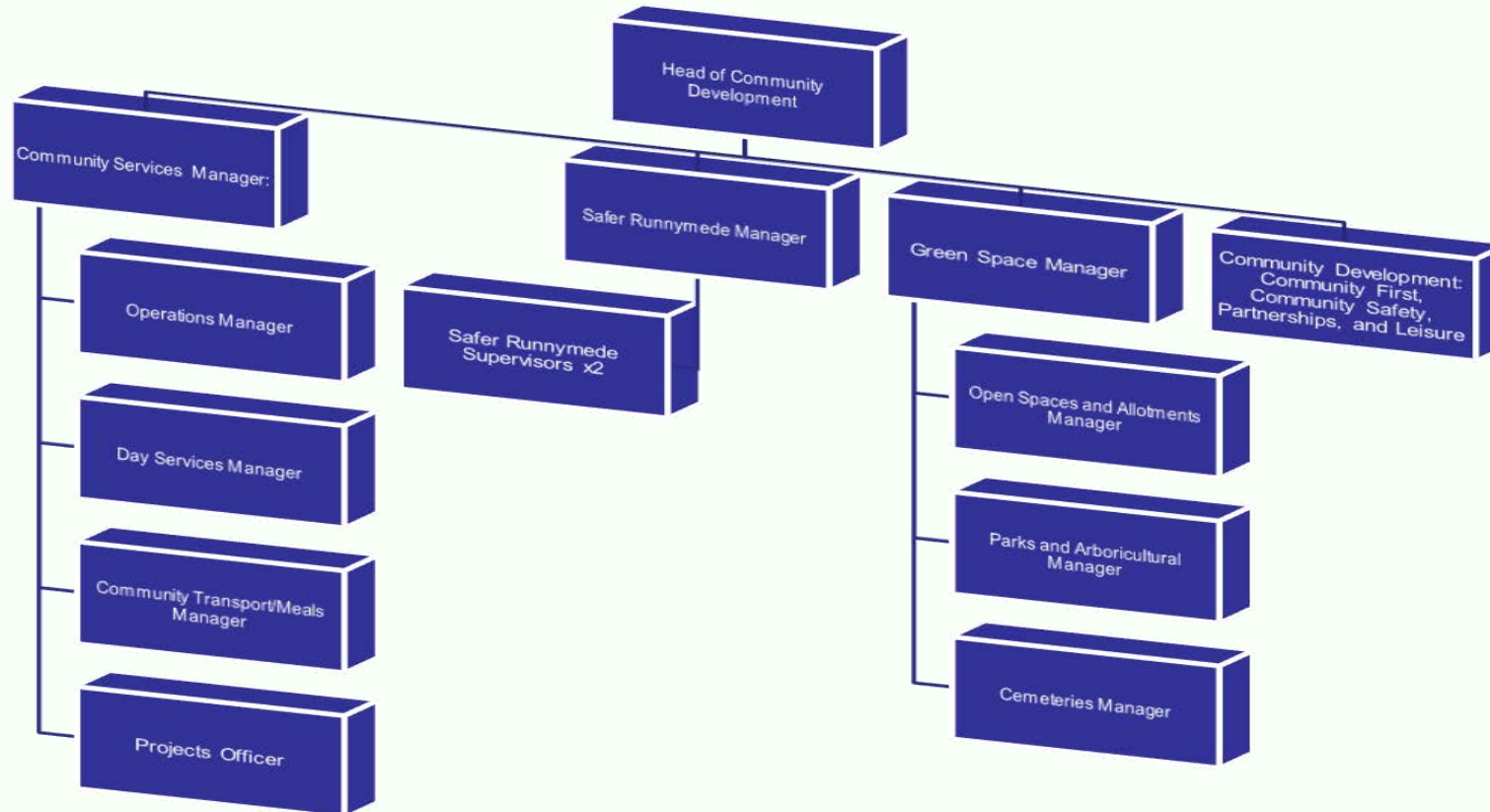
Version control

Author: Chris Hunt
Date: 19/01/2018
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Status: Draft

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Section 1: Community Development Business Centre:



Committee(s): Community Services Committee, Crime and Disorder Committee, Englefield Green Committee, Chertsey Meads Management Liaison Group, Cabrera Trust Management Committee

Section 2: Community Development Business Centre/Team overview

Community Development Business Centre

The Community Development service is comprised of four distinct areas. These are Community Services, Green Spaces, Safer Runnymede and Community Development/Community First. In addition to delivering a number of services in house, there is a large amount of partnership working and operating contracts for other local authorities and the private sector.

Community Services – Manager Darren Williams

The Community Services Team works primarily with older people helping to keep them independent and safe by providing a range of services. This links into the Council's priority of supporting local people. A lot of the work is carried out in partnership with other organisations and close links have developed over recent years with Adult Social Care and the Clinical Commissioning Group. A partnership arrangement with Surrey Heath has been formally in place since April 2017. The Community Services Manager, Transport Manager and Project Officer are shared across both authorities.

In the Community Alarms service there are two full time and four part time members of staff. This service provides a range of equipment to vulnerable people including personal alarms and GPS devices for vulnerable adults and for lone workers. Other services including Homesafe and Carecall continue to be delivered with Safer Runnymede.

Community Transport provides services for adults and children including vehicles for schools, social centres and trips. The vehicles are designed to be accessible to enable individuals with mobility issues to use the service. The Meals at Home vehicles are also managed through the transport team and there are four new vehicles that deliver meals across the Borough 7 days a week. The transport team consists of five full time and fourteen part time staff.

There are five Independent Retirement Living schemes in the Borough. These schemes are managed and operated by five full time and three part time staff. The managers also run an on call rota for out of hour emergencies across all the sites. The schemes are HRA stock so there is a close working relationship between the service managers and housing.

There are three social centres for older people, Eileen Tozer, Woodham and New Haw and Manor Farm. Each site has a full time manager, support staff and catering staff who provide meals every lunchtime. Throughout the year, the centres offer a wide range of activities including exercise classes and swimming. There is also support and advice through on site staff and other agencies for individuals who might need additional assistance. The Manor Farm Centre hosts the wellbeing centre which can be used to show

individuals and groups some of the services and equipment we provide such as community alarms. Woodham and Manor Farm also host the non-emergency patient transport teams There are three full time and twenty part time staff working in the centres.

Green Space – Manager Peter Winfield

The Green Space team manage Parks, Open Spaces, Allotments, Cemeteries, Grounds Maintenance and Arboricultural services. The work of the section ties in with many of the Council's key priorities, specifically through maintaining the environment to a high standard, providing opportunities for active lifestyles and keeping individuals healthy.

The Parks and Open Space service employs seventeen members of staff, including an apprentice, who manage and maintain 370 hectares of land between them. There are five parks which are staffed throughout the year; Victory Park, Ottershaw Memorial Field, Heathervale Recreation Ground, Chertsey Recreation Ground and The Orchard and Abbeyfield. These more formal parks provide sports and recreational facilities including football pitches, bowling greens, cricket pitches, tennis courts, play areas and paddling pools. The more informal open spaces, such as Chertsey Meads, Thorpe Green, Homewood Park and St Ann's Hill, are used for dog walking, cycling and horse riding. This team also manages a grounds maintenance contract, with an annual value of £270,000, for its own sites and other Council land and maintains 42 children's play areas.

There are 12 allotment sites in the borough providing 540 plots. Three sites are let to allotment associations and self managed by them. The remaining sites (370 plots) are operated by the Green Space team for the Council. Demand for allotments remains high and most plots are let (98.5%) and there are waiting lists for a number of sites.

There are four cemeteries in Runnymede, three are fully operational but all the grave spaces in Addlestone Cemetery have either been used for burials or have been pre-purchased for future use. The Cemeteries team consists of a manager, part time support officer and two site based staff.

Arboricultural services are primarily tree inspections and management are provided in relation to sites managed by the Green Space team.

Safer Runnymede – Manager Les Bygrave

This service area contributes to the community safety agenda by working in partnership with Surrey Police and other agencies. The CCTV centre is open 24 hours a day, 7 days a week throughout the year. The service currently monitors over 550 cameras and there are contracts with Spelthorne, South West Trains and Thorpe Park. There is also Automatic Number Plate Recognition services provided to the Wentworth estate.

Safer Runnymede monitors the community alarms and GPS devices and manages the operation of the Carecall service. There are two full time supervisors, eleven full time, three part time members of staff.

Community Development/Community First

This service area includes the community development team, community safety, partnerships, community halls, Chertsey Museum and the leisure contract.

The community development team consists of three members of staff whose remit it is to work in a wide range of areas including activities for older people, sport and health and arts development linking in with local clubs and organisations. The Partnership and Policy Officer raises national policy issues with government departments and Members of Parliament e.g. on children and young people's mental health. The work of the Runnymede Health and Wellbeing Task Group has influenced the parliamentary green paper on children and mental health. The speech and language pilot now in its third year has Health Visitor Participation as suggested by the Department of Education and the results will be reported for any appropriate changes in local or national policy. Work on the high energy drinks and tooth decay has also been submitted to the Department Health for consideration and many high street stores have limited the sale to under 16's

The Partnership and Policy Officer leads on the action plans for the areas of relative deprivation and the Health and Wellbeing Task Group. The work links into the Community Development Team around community events, the Surrey Youth Games training and living well week. The Community First budget provides a limited amount of funding for areas of deprivation and has funded a number of initiatives and events including the Runnymede River Celebration, a 6 month programme of activities in partnership with the community to help promote the tourist offer and produce promotional material for businesses and tourists. Other areas of work include the Carers Memorandum action plan, the Armed Forces Covenant, dementia Alliance, Runnymede Upskilled and the job club.

The Leisure Centres of Egham and Addlestone are operated by Achieve Lifestyle and are monitored in terms of their performance throughout the year. The Egham Centre is currently being redeveloped and will open in January 2019. The new gym in the Addlestone One development opened in February 2018 and the Addlestone Leisure Centre is now a conditioning gym..

The two Community Halls; Chertsey Hall and the Hythe Centre are managed by three full time and one part time member of staff with a halls manager. The halls provide for a range of activities and uses including regular activities for older people, people with disabilities, private functions, sports activities, meetings and local organisations.

Chertsey Museum operates with one full time and seven part time members of staff. There are also a large number of volunteers who help out through the Friends of the Museum. The Olive Matthews Collection is managed by the Museum on behalf of the trust who also own The Cedars where the Museum is located.

The Community Safety Officer works closely with the Police and other agencies on initiatives to reduce anti-social behaviour and criminality in the Borough. This work is carried out through effective partnership working and in the last year has included the junior citizen event, a focus on flytipping and promoting domestic violence awareness week.

The family support programme has been running jointly with Surrey Heath for the last four years. A team of three co-ordinators is now based in the Council offices and at any time they could be working with up to seven families each. The move into phase two of the programme has gone well. A member of staff is also employed to work with the Syrian Refugee families.

Key Business Centre/Team statistics/volumes (optional):

404 children attending Surrey Youth Games Training in 2017
800 children attend the Junior Citizen event in 2017
40,000 Community Meals delivered in 2016/17
55,000 community transport journeys in 2016/17
1,500 community alarms customers monitored by Safer Runnymede
110,000 visits to the social centres for older people
38,000 meals provided at the social centres annually
540 allotment plots across the 12 sites
550 cameras monitored by Safer Runnymede
2350 lettings of the Hythe Centre and Chertsey Hall in 2016/17
12,000 incidents monitored by Safer Runnymede in 2017
1300 sports booking in the parks in 2017
135 interments in the three cemeteries annually
20,000 visitors per year to Chertsey Museum
80 schools delivered Chertsey Museum's outreach education service.
£36,500 of grants received by Chertsey Museum

Section 3: Key drivers/influences for the Business Centre/Team

Drivers and influences		
Internal drivers/influences		
<p style="text-align: center;">Key corporate drivers/influences</p> <ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Local People - Enhancing Our Environment - Improving Our Economy - Organisational Development • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 	<p style="text-align: center;">Key drivers/influences of any Business Centre/Team strategies/key documents</p> <p style="text-align: center;">-</p> <p>Crime and Disorder Strategy RBC Open Spaces Study Green Space Site Management Plans Internal drivers</p> <ul style="list-style-type: none"> - Ageing Population - Deprived Communities - Child Obesity - Community Safety <p>Older Persons Strategy Playing Pitch Strategy Prevent Strategy</p> <p style="text-align: center;">-</p>	
External drivers/influences		
<p style="text-align: center;">Key community/consultation drivers/influences</p> <p>Community Safety Partnership and annual plan Task Groups and production of action plans for each area. Public engagement and consultation on</p>	<p style="text-align: center;">Key partner's / supplier's drivers/influences</p> <p>Adult Social Care and CCG:</p> <ul style="list-style-type: none"> - Independent Living - Reduce Hospital Admissions - Health and Wellbeing - Transport Contracts 	<p style="text-align: center;">National key drivers/influences</p> <p>Welfare Reform Family Support Programme Syrian Refugee Resettlement DCMS Sports Strategy CCTV Code of Practice Prevent</p>

<p>Runnymede Pleasure Grounds, Play Spaces, Public Space Orders</p>	<ul style="list-style-type: none"> - Frail Elderly - Mental Health <p>Public Health</p> <ul style="list-style-type: none"> - Childhood Obesity <p>District and Boroughs</p> <ul style="list-style-type: none"> - CCTV monitoring <p>Active Surrey</p> <ul style="list-style-type: none"> - Physical Activity Strategy <p>Grounds Maintenance contract Surrey Wildlife Trust Surrey Heath Borough Council for Community Services and Family Support Programme Police Surrey CC</p>	<p>Ageing Population</p>
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Section 4: Team/function (non-project) objectives and delivery tables

Team or function: Community Services				
Objective	Outcome(s)	Completion/review date	Resources	Risk reference
Continue to develop the Surrey Heath Partnership with an annual plan in place for April 2018	To continue to work in partnership with SHBC, developing new services and projects simultaneously and continuing to look for ways to increase income or reduce costs	An annual plan for 2018/2019 for the Community Services Partnership detailing the work of the partnership, its objectives and how they meet the wider partnership agenda in both areas is to be produced.	Resource requirements will be dependent on further growth within or expansion of the Community Services Partnership	Risk will be measured individually for all opportunities or activity
Set up the wellbeing prescription service from 1 st quarter of 2018.	<p>Appointment of a member of staff who will deliver the wellbeing service. March 2018</p> <p>GP's to identify local residents who can be referred.</p> <p>Improve health and wellbeing of individuals and make them aware of services available.</p>	The service will be working with the CCG and GP's to set up a referral pathway. Linking in with other community providers i.e. leisure centres.	<p>The funding for a member of staff for 12 months is being provided by the CCG.</p> <p>The member of staff will be managed by the projects officer</p>	<p>Poor take up of the service</p> <p>No funding once the 12 months have been completed.</p>

<p>To bid for the Home From Hospital contract in North West Surrey with other boroughs in first half of 2018.</p>	<p>To jointly bid for the HfH contract in North West Surrey, working in partnership with other North West Borough Councils and Adult Social Care</p>	<p>An initial proposal has been submitted and it is envisaged that conversations will be ongoing until the end of the existing contract in September 2018</p>	<p>The core service is planned to be resourced from within existing services, with some income to offset cost of delivering some services, such as administration support. Additional service options have been proposed in the longer term and should they be required, resources would need to be considered on a service by service basis. Largest funding element is proposed to be used to replace the grant funding for the handyperson service that is likely to be reduced in coming years</p>	<p>Capacity of Community Services Decision of ASC in awarding the contract Capacity/commitment of other boroughs</p>
<p>To work in partnership with Central Surrey Health, CGG and Adult Social Care in supporting NW Surrey Locality Hubs with post holder in place 1st quarter of 2018</p>	<p>To have one of the Hub Coordinator posts ring-fenced to provide support services for residents in Runnymede. To participate in the joint management of the post and potentially to host the postholder within Community Services To look for other partnership opportunities through use of facilities at day centres to provide outreach Locality Hub services in Runnymede</p>	<p>Hub Coordinator post to be recruited in April 2018 and implemented thereafter. Other partnership working and support of the Locality Hub agenda to be ongoing throughout the year.</p>	<p>Requirement of Community Services staff to continue to proactively work within partnership agenda</p>	<p>Change of approach from partner agencies Capacity of Community Services</p>

Work with Adult Social Care during 2018 on a referral portal	To provide one point of access for information on all community services, referral processes and news updates to Adult Social Care and Health professionals	Need identified with Adult Social Care	Support from Communications in regards to content, appropriate web pages, forms etc. Requirement of Community Services staff to ensure portal is kept up to date	Other priorities within Community Services and Communications teams
Review management of the yellow buses during 2018	To transfer the management of the Yellow Bus schools transport contract to Community Services	Timescales for this are not set and are dependent on other changes within current department Management of the contract and any future service would be dependent on available resources	Additional resources to manage existing and coordinate any new service	Capacity of Community Services Requirements of Yellow Bus contract
Review out of hours service in June 2018	To complete a review of the existing arrangements for out of hours support from scheme managers at IRL, following the ending of supporting people funding	The impact of the current out of hours service both personally and professionally requires this work to be completed as soon as possible.	In changing the out of hours service, appropriate support mechanisms will still be required out of hours for Safer Runnymede to support residents who call	Capacity of Community Services Actions taken are dependent on a consultation with IRL residents
To develop a handyman service with Woking Council over the first 2 quarters of 2018	Provide local residents with access to a reliable and safe handyman service	The joint project will be managed by Woking Access to handyman service promoted by RBC employees, with Community Services staff becoming "Trusted Assessors" to enhance referral quality Community Services to work in partnership with Woking to identify opportunities to deliver services jointly that could generate income towards service, promoting its sustainability	Decision will need to be taken at end of six month trial as to whether partnership approach to delivering service is to be continued in long term	Demand for service is currently unknown Success in bidding for contract opportunities

Further expansion of the non-emergency patient transport lease agreement by quarter 3.	To consider the possibility of leasing additional space within Woodham & New Haw Centre	Feasibility to be undertaken by June 2018, agreement of lease and associated works on site to be completed by October 2018	Support required from legal and building services in undertaking feasibility and agreeing lease May require initial funding for any works required, to be recouped through lease terms	Not feasible to provide additional space due to impact on centre services Works required make extension of lease financially unviable
Further development of the Longcross & Addlestone Connect transport services in quarter 2 of 2018	Continue to deliver transport to residents of Addlestone and Longcross through these services, extending the offer where possible through co-design with Surrey County Council	Anticipated that new long term contract will be awarded and commence in August 2018.	None – Resources would be funded through the contract	Dependent on RBC successfully bidding for the contract in March/April 2018
Review of community transport structure due to changes in legislation at some point in 2018	Change in legislation around S19 permits that CT operates under could result in significant service changes being required. If this is the case, a review of the whole CT service would be required	To commence as soon as decision on changing CT permit legislation is announced	Support with this review will be required from DSO.	Capacity within Community Services
Hydration and Nutrition Project to be run in 2018.	New service to promote nutrition and hydration amongst older people.	Work with Communications to develop a campaign promoting Hydration and Nutrition in accordance with national initiatives and as standalone campaign in 2018/19	Promotion of the events to be carried out by internal staff	Capacity of Community Services to deliver
Continue with development of hospital based Homesafe service with other borough ongoing through 2018.	To increase volume of referrals through the development of the service, through continued marketing and by having HomeSafe as part of hospital discharge planning	Work in partnership with other NW Boroughs and the	Successful development of the service to result in pursuit of external funding	Work load in other service areas Perspective of other NW Boroughs in developing the service Commitment to service from CCG

Promotion and Outreach Officer Post to deliver a marketing programme over the 12 month period	To implement the planned programme of marketing campaigns and priority areas for promotion through the Promotion and Outreach Officer Post Promotions to raise awareness and income for service areas.	Postholder to undertake an 2 year marketing qualification as part of the in house apprenticeship scheme	Budget available through agreed funding linked to post Mentoring internally to be provided by Communications Support with projects and line management to be provided within Community Services	Human resources within Communications Change in priorities as identified over year
Develop other commuter services in the borough. This will be determined by demand during the year.	Reduce the number of car journeys Reduce the need for parking	Other options are being considered including discussions with Thorpe Industrial Park	Any service would need to be at a minimum cost neutral	Capacity to deliver within existing fleet Inability to support project as loss leading in initial stages
Research the demand for Evening Community Meal Service. Ongoing throughout the year.	To use existing resources to create additional, daily, meals service, with referral routes specifically via ASC Need to discuss further with ASC to understand the level of need and potential uptake in service	If there is a need, to resource and launch service with same delivery mechanism as lunch time service.	Need to increase resources to deliver service	Demand for service Funding
Further development of the vulnerable peoples database which will be ongoing throughout the year.	Continued development of the vulnerable people database to ensure that all residents accessing services are included. To move to a process of proactively uploading data to Surrey County Council portal	Individual services to commit to ensuring that all information required is provided to point of contact for service. Work with Safer Runnymede to create standard procedure for uploading data.	Administrative support to update and maintain vulnerable people database Resource required within individual teams to ensure resident information is provided and that system is updated when people no longer access services	Capacity of Community Services staff in undertaking function of providing resident information

<p>Launch fully in 2018 the social trips and group travel services in Community Transport</p>	<p>To launch new widely new opportunities for individual residents to travel as part of a group to an identified destination. To publicise transport services available to voluntary and community organisations</p>	<p>To be launched as soon as resources to deliver service are confirmed</p>	<p>Drivers are required to deliver this service. Currently, due to there being no confirmed uptake/contract etc. the process would be a group requests travel and CT then looks to see if there is a driver to provide it. This is unsatisfactory and is not the basis on which a service should be launched</p>	<p>Capacity within Community Transport across both vehicles and drivers</p>
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Team or function: Community Development				
Objective	Outcome(s)	Completion/review date	Resources	Risk reference
<p>In 2018 to work with 104 families in Runnymede and Surrey Heath as part of the Family Support Programme.</p> <p>To resettle 2 Syrian Refugee families.</p>	<p>Reduction in criminality and anti-social behaviour</p> <p>Improved attendance at school.</p> <p>Reduction in domestic violence</p> <p>Better outcomes for children</p> <p>Get individuals back into employment</p> <p>Syrian families supported and into school, employment etc.</p>	<p>The work is ongoing during the year with each co-ordinator working with 7 families for a minimum of 12 weeks.</p> <p>The numbers being worked with is continually under review.</p>	<p>The programme is funded by the Government until 2020.</p> <p>There are three co-ordinators working in Runnymede a senior manager who covers both boroughs and an administrator.</p>	<p>Funding fails to cover the cost of delivering the service.</p>
<p>In 2018 Chertsey Museum will aim to work with 80 schools delivering workshops within both the museum and at schools.</p> <p>Deliver four new exhibitions in 2018</p>	<p>Encourage more use and visits to the Museum.</p> <p>Schools to be provided with appropriate curriculum based sessions.</p> <p>Summer use of the Museum for children's activities.</p> <p>Attract visitors to the Museum to see exhibitions and take part in activities.</p>	<p>Ongoing throughout the year</p>	<p>Delivered using existing budgets and external funding where available through for example HLF, South East Museums.</p>	<p>Staff resources to deliver sessions and exhibitions.</p> <p>Schools stop using the service due to funding pressures</p>

World War One Commemoration event will be running up until November 2018.	Commemoration of those who died in world war one on the 100 th year of it ending.	Ongoing throughout the year with an action plan produced. Activities include: <ul style="list-style-type: none"> • Chertsey Museum Exhibition • Addlestone Concert • School Research • Remembrance Weekend 	Using existing resources and identify potential external funding Bringing in exhibits for the exhibition.	Resources to deliver the various events. Successful Heritage Lottery Bid of £9,500 towards the cost of the Remembrance Weekend events
In 2018 continue to deliver the Armed Forces Covenant to improve access to borough services for serving and ex armed forces personnel.	Action plan in place led by Cllr Tom Gracey the Armed Forces Champion.	Continued implementation of the action plan and attendance at armed forces event. Plus promotion of armed forces commemorations such as the 100 year anniversary of the Great War.	There is no budget for the Armed Forces Covenant.	Lack of time from officers and lack of funding.
River Celebration will run from April 2018 with a number of events and promotional activities.	To celebrate the Thames and other waterways in the Borough and the events that are held on them. Promote the events and encourage more tourists to the area. Resulting in a long-term Runnymede tourist's web page and film for tourist. Identify sponsors for a Runnymede promotional brochure for tourists and businesses.	A film has been produced due for completion in March 2018 Chertsey Museum Exhibition April 2018 Other events throughout the year	Using existing resources	

Completion of the Playing Pitch Strategy in April 2018	The strategy will link into the new Local Plan. The strategy will identify current sports pitch provision and future needs.	Completion is expected in April 2018 and a final report to Committee in June 2018.	Fully funded	Delay in final report being published
Delivery of arts partnership projects throughout the year.	Specific activities to be delivered including Moonbrella and Singing Picnics	The activities will be ongoing during the year and target specific target groups i.e. children and young people	Fully funded through arts partnership	Poor attendance at the activities.
Surrey Youth Games training from April 2018 and event in June 2018 350 young people to attend the training which will run over 8 weeks Up to 170 participants at the weekend event	Participants feed into local clubs Promote health exercise in young people Taking part in a team environment in a County wide event.	Publicity through schools and Clubs Feb 2018 Training from April Weekend event is the 23/24 June	Managed by the Sports Development Officer and fully funded	lack of interest in the event
Junior Citizen up to 800 year six students to attend event in November 2018	Raise awareness of dangers that face young people in particular as they move into secondary school Provide confidence to make the right decision and stay safe.	Publicise through schools June 2018 Event at Thorpe park over two weeks in November 2018	Police Crime Commissioner (PCC)funding Support of the Police	No PCC funding or lack of interest from schools.

<p>The four task group work in target wards with meetings and action plans continuing to be developed based on local need, working with a range of partners in the specific local areas and implementation of specific projects.</p> <p>The four task groups report to the Runnymede Health and Wellbeing Task Group, which also has an action plan and reports to the Community Services Committee.</p> <p>All the groups meet quarterly</p>	<p>Production of action plans</p> <p>Report success of the work to the Community Services Committee</p> <p>Deliver initiatives and positive outcomes in the target areas.</p> <p>Working to an action plan and chaired by Councillor Linda Gillham.</p>	<p>Quarterly meetings of the task groups will continue to take place with local stakeholders and community associations.</p> <p>Quarterly meetings with stakeholders to tackle local and national health and wellbeing issues affecting access to services for local residents.</p> <p>The action plan is reviewed once a year or if circumstances arise that require an earlier review.</p>	<p>Internally managed and funding from external sources and Community First.</p> <p>Piloting new services that benefit areas of relative deprivation via the Community First Initiative.</p>	<p>Lack of funds or resources to deliver on the ground.</p> <p>Time constraints of stakeholders and organisational re-organisations.</p>
<p>Co-ordination and management of the Community First initiative Utilising the GFA of £35,000 allocation on projects that have an impact on the local community through existing or new activities.</p> <p>Projects for funding are identified the first quarter of 2018.</p>	<p>Delivery of local projects and activities that have a positive impact on the local community.</p> <p>Encourage applications for funding from local groups</p>	<p>A review is reported to Community Services Committee annually.</p> <p>Funding allocation meetings are held on an as required basis.</p>	<p>The funding is managed by the Partnership and Policy Development Officer.</p>	<p>A reduction in funding available.</p> <p>Lack of interest from community organisations.</p>

<p>To deliver the Living Well Week in September 2018</p> <p>500+ people to participate in 70 activities</p>	<p>To increase the use of RBC community services and other facilities.</p> <p>Support and promote other community and voluntary led activities</p> <p>To reduce isolation</p> <p>To improve the health and wellbeing</p>	<p>Planning to start early 2018</p> <p>Promotion of the events to start in Summer 2018</p>	<p>Community Development will lead on the event</p>	<p>Lack of interest from RBC residents</p> <p>Unable to fill sessions and event spaces</p> <p>Lack of interest and support from partners</p>
<p>Representation on the early help advisory board on a quarterly basis.</p>	<p>To roll out early help across Runnymede. linking together all agencies involved in working and supporting children and families.</p>	<p>3 Local early help groups have been set up in Runnymede covering the north, central and south areas.</p>	<p>Led by Surrey County Council but with input from Community Development and family support.</p>	<p>Work of the board does not achieve the desired outcomes.</p>
<p>To put in place public space protection orders into two areas in Runnymede by Spring 2018</p>	<p>Reduce the levels of anti - social behaviour</p>	<p>Public consultation has taken place and is due to be reported to the Community Services Committee in March 2018.</p> <p>Implementation of PSPO's in Spring/Summer</p>	<p>Community Safety Officer is leading with support from Police.</p> <p>A mobile CCTV camera that can be moved about the borough has been purchased to target areas where we have PSPO's in place. Part funded by the PCC, SCC and S106</p>	<p>Public consultation determines there is no appetite for the PSPO.</p> <p>They prove to be ineffective.</p>

Respect the Water Project and policy complete in Summer 2018	<p>Install new water safety boards initially at Runnymede pleasure Grounds.</p> <p>Reduce the number of deaths and near misses around water courses</p> <p>Publicise among local business along the river</p>	Boards will be installed in Spring 2018	Joint project with Surrey Fire and Rescue, Spelthorne and Elmbridge Boroughs.	Initiative fails to educate people of the dangers of the water
Working with the Voluntary Sector with an annual review of the action plan.	<p>Runnymede Voluntary Sector covenant action plan in place.</p> <p>Cllr Linda Gillham appointed as the Voluntary Sector Champion.</p>	<p>Provision of Grant Aid with service level agreements in place.</p> <p>Runnymede Voluntary Sector Covenant in place.</p>	Partnership with voluntary and community organisations.	Further voluntary and community organisations close.
To deliver Prevent training to staff and community groups throughout 2018	Raise awareness of the Prevent programme and how to deal with any terrorism concerns.	Training sessions will be delivered throughout the year	Led by the Community Safety Officer	Poor take up of the training.
Greenfingers Competition in June 2018	<p>To encourage householders, community organisations, allotment holders and schools to take part in the gardening competition.</p> <p>Has an impact on the local environment</p>	<p>The judging will take place in June 2018.</p> <p>Presentation event in July</p>	Sponsorship from Squires Garden Centre who also host the presentation evening.	Fall off in the number of applications.
Sportability Festival aimed at young people with physical or mental disabilities in March 2018	<p>Provide an opportunity to take part in a range of sports activities.</p> <p>Provide information on local clubs that can provide sports opportunities.</p>	Hosted by Royal Holloway University in March 2018	Manged by the Community Development Team with support from RHUL, sports clubs, volunteers and the schools.	Lack of interest from schools

Hythe Park Event to celebrate 10yrs since the opening of the park in May 2018	Celebrate the anniversary of the park with a local event. Encourage more volunteers and use of the park	May 2018	Led by Community Development Funding?	Lack of interest in the event
Community Consultation on Leisure Provision quarter 2 2018	To identify the needs and gaps in provision in the Borough.	Feedback to be provided in the summer of 2018	Led by Community Development	Poor feedback to consultation
Addlestone Youth /Community Provision to be discussed with stakeholders first two quarters of 2018	Provide new youth/community provision within Addlestone Town Centre Engage with hard to reach groups. Provide a range of new activities and support groups	Property is due to be handed over in May 2018	Funding for refit and set up costs need to be sourced To be operated by volunteers	Lack of funding or group to run the facility

Team or function: Green Spaces				
Objective	Outcome(s)	Completion/review date	Resources	Risk reference
Continue with access improvements to SANGS across the borough throughout 2018.	<p>Complete access improvements at Ottershaw SANGS started in 2017 and start work at other sites</p> <p>Improved path networks, updated signage and interpretation on sites. Walk leaflets published.</p>	The work is ongoing and will continue for a number of years.	<p>The work is fully funded from developer contributions.</p> <p>A part time officer has been employed to manage the work and is funded from the SANGS monies.</p>	Staff time to deliver the number of projects required to be completed
Continue working throughout 2018 to support an increase in the number of activities and generate additional income in parks and open spaces	<p>Greater use of the green spaces</p> <p>More people taking part in healthy activities</p> <p>More volunteering opportunities</p> <p>Greater knowledge among the community of local green spaces</p>	<p>Continue with silent cinema screenings, Xplorer</p> <p>Identify new activities</p> <p>Support existing events including Frog Island Fair and Black Cherry Fair.</p>	<p>Funded through existing budgets and staffed from existing teams.</p> <p>Where appropriate external funding might be sought for new activities.</p> <p>New events, where appropriate, will be at zero cost and produce a revenue stream if on-going.</p>	<p>Possible poor uptake of some activities.</p> <p>Limited resources to arrange new activities or events</p>
New equipment at Kings Lane Open Space in April 2018	New equipment for use by local young people	Due for completion in April 2018	<p>External funding through Surrey CC of £14,000 and S106 of £14,000</p> <p>Being managed by the Projects Officer in the Green Space team</p>	Fail to meet timescales for completion.

Enhanced protection of site boundaries by quarter 2 of 2018.	To improve defence of open spaces and parks to prevent vehicle incursions. To deal with incursions should they occur.	Plans for two vulnerable sites have been developed and are being progressed. Work will be carried out in Spring/early Summer 2018	Managed by the Green Space team, with support of DSO. Any works are funded corporately	Delays in works being completed could mean that sites remain vulnerable.
To introduce a formal inspection of cemetery memorials by quarter 2 of 2018	Greater confidence in the structural safety of the memorials in the Council's cemeteries and closed churchyards.	Sites will be zoned according to risk. Memorials will be inspected and tested by a competent specialist contractor. Work to start in Summer 2018	External specialists will be appointed to deliver this, funded from Cemeteries revenue budget.	Some memorials may need significant work to bring them up to a safe standard. Delays in getting consent from diocese
To re-let the play area inspection and maintenance contract quarter 4 in 2019.	To ensure continued compliance with relevant health and safety legislation and keep our play facilities safe and demonstrate value for money in this regard	The specification and other tender documents will be prepared ready to go out and the contract subsequently awarded early 2019. Once in place the performance of the provider will be monitored by the Green Space team.	From within the Green Space team with advice from Law and Governance and Procurement. There is an existing budget for this service.	Tenders may come back higher than estimated.
Transfer of the land adjacent to Thorpe Cemetery quarter 2 2018.	This will provide additional burial land in a cemetery which is almost full.	Continue to work with the owners to progress the land transfer which has been delayed but should take place in summer 2018.	Law and Governance are leading on the transfer with support from the Green Space team	Further delay in the land transfer.

Continue the digital mapping of the Council's trees. This will continue throughout this year.	To provide better and more accessible information on the management of the Council's tree stock	Trees will be recorded, inspected and their location plotted on rMaps	Existing Green Space and GIS staff with assistance from external specialists	This is a large piece of work that might require additional resources to complete within an acceptable timescale
To secure a Countryside Stewardship scheme for Chertsey Meads by quarter 2 2018.	To enter into an agreement which replaces the existing one and secures continued grant funding towards the management and maintenance cost of Chertsey Meads.	Closing date for applications is 31st July 2018	The application process will be dealt with by the Green Space team. Any shortfall in funding will need to be covered.	An application to the new scheme may not be successful. The new scheme may realise a smaller grant than the current scheme
Grounds Maintenance Contract renewal documents to be produced for quarter 4 in 2019.	The existing contract expires in December 2019. Need to start work on any new specification and tender documentation if the work continues to be delivered by a contractor	Re tender in January 2019	Funding for grounds maintenance is provided from various revenue budgets including Green Space budgets. Green Space staff will develop the specification with support from Procurement and Legal	Lack of resources to complete the documentation
Put in place a contract for grave digging work in quarter 1 and 2 2018.	New contract let for grave digging and other services across the four cemeteries. Develop specification and contract documentation	Tender for work in Spring 2018 award contract summer 2018	Funding for the work is in the cemeteries budget. Cemeteries Manager will lead on the project with support from Procurement and Legal	Tenders come in at more than the allocated budget Staff time to develop specification.

Green Space Review for quarter 1 2018 with proposed options.	Look at existing staffing resources and determine if changes to the existing structure is required	Develop options for April 2018	Any changes would aim to be cost neutral	Cost come in more than expected Any changes do not deliver efficiencies or additional resilience within the team
Dealing with Oak Processionary Moths as required throughout the summer.	Remove any infestations identified in the borough Source a contractor to carry out any works required	Infestations are likely to occur in the summer	The cost of the work estimated to be £20,000 is a supplementary estimate that will need to be approved by Community Services Committee	More infestations found than budget for. Work carried out fails to deal with the problem.

Team or function: Safer Runnymede				
Objective	Outcome(s)	Completion/review date	Resources	Risk reference
To continue to promote and develop the GPS Location Service to local residents and outside the Borough throughout 2018.	Provide increased revenue stream by supplementing community driven services.	Look at ways to continually improve the service through the purchase of additional infrastructure and equipment. Promote the service with a campaign during the year.	Safer Runnymede Manager Independent Living team RBC Legal and Governance RBC Finance 3rd party suppliers	Existing service level impact. Staff resourcing. Capital expenditures vs income streams. 3rd Part providers – potential to impact commercial reputation.
To identify any opportunities to assist Spelthorne Borough Council in the development of the existing CCTV system. April 2018	Potential Increased revenue maintain high level of service already provided	Provide technical expertise and previous project delivery mechanisms Ensure partners are made aware of any technological advances i.e. wireless technology that could deliver financial savings Have entered an Official Tender Bid for the works to switch the Spelthorne CCTV System to wireless and integrate to RBC system Award date 12/02/2018	Safer Runnymede Manager RBC Legal and Governance RBC Finance 3rd party suppliers (Central Security System – CCTV maintainers/consultants)	Existing service level impact. Staff resourcing Continuing to operate existing contracts There could be potential, although extremely unlikely, for Spelthorne switch Monitoring to a 3 rd party.
Install CCTV monitor at Staines Station in March/April 2018	Allow the police to review footage at their station rather than have to come to Addlestone. DVD's will still need to be produced by Safer Runnymede. This could be rolled out to other stations if the pilot is successful at a charge	Review after 6 months	Safer Runnymede Manager Central Security	Technology does not operate effectively

To identify opportunities to develop a new Mobile CCTV network for Wentworth Estates/Golf Club through ongoing discussions..	Potential Increased revenue – monitoring service	Provide technical expertise and previous project delivery mechanisms to assist partners	Safer Runnymede Manager RBC Legal and Governance Surrey Police Central Security	Existing service level impact. Staff resourcing.
To determine if the Police are charged for DVD's and Photographs from April 2018	A replacement income stream due to PCC funding only being for one year	Continue to provide images to the Police but introduce a charge but at a discounted rate to that insurance companies pay.	Safer Runnymede Manager	Police are unable or unwilling to pay. Negative publicity from introducing the charge
To continue work closely with the developers of the new Addlestone One development Expanding the current service and offering monitoring options to the retailers on the development from April/May 2018	Identifying opportunities to add additional paid for services into the project.	The final phase of the CCTV coverage should go live from May 2018	Safer Runnymede Manager Head of Commercial Services	Capacity to take on the new services. Delay in handover
To develop and install mobile CCTV camera's at identified sites across the borough during 2018.	Reduce anti-social behaviour in identified locations i.e.flytipping To be used in conjunction with the public spaces protection orders.	The camera's will be trialled in specific areas and their use could be expanded across the borough and into neighbouring authorities.	Safer Runnymede Manager Community Safety Officer Central Security The camera's have been funded from external; sources including S106	The technology fails to deliver required outcomes in terms of picture quality and reduction in ASB
To continue to switch from Analogue to Wireless CCTV as required during 2018.	Reduced fees to Virgin media/BT @c£900 per location.	These changes are ongoing with multiple sites completed through the financial year at c£20k revenue saving to our Virgin Media costs.	Safer Runnymede Manager Central Security	The technology fails to deliver required outcomes in terms of picture quality which is unlikely

Section 5: Community Development Business Centre/Team's projects

Project name	Does the project have a PID?	Associated objectives (if there is no PID)	Outcomes (if there is no PID) <i>If there are some outcomes which will be delivered after 18/19 then these should be included here but clearly identified separately.</i>	Completion date (if there is no PID)	Project budget excluding fixed costs e.g. salaries (if there is no PID)	Risk reference (if there is no PID/ separate risk register)
Virginia Water War Memorial Replacement	Yes				£100,00	
Runnymede Pleasure Grounds	Yes				£4.8m	
Addlestone Cemetery Extension	No	Look at the feasibility of the provision of additional cemetery space		TBC	TBC	

Section 6: Community Development Business Centre/Team's anticipated growth

Please list below any requests for growth in the 2018/19 year.

Description	Linked objective/project	Amount requested for the financial year	Business case completed? (Not always relevant – if unsure CE to determine)	Request approved?
Oak Processionary Moth Funding		£20,000	Yes	TBC

Section 7: Community Development Business Centre/Team's performance indicators

Performance Indicator	Target					Actual					Current status	Trend
	Q1 (Apr June)	Q2 (Jul Sept)	Q3 (Oct Dec)	Q4 (Jan Mar)	Full year (Apr Mar)	Q1 (Apr June)	Q2 (Jul Sept)	Q3 (Oct Dec)	Q4 (Jan Mar)	Full year (Apr Mar)		
Number of Community Meals delivered	10,000	10,000	10,000	9,700	39,700							
Number of formal complaints related to the Business Centre/Team.												
Number of decisions investigated by the ombudsman requiring a remedy by the Council.												
Number of Community Transport Journeys	14,200	12,500	12,000	13,000	51,700							
Number of Community Alarm Users					1,550							
Percentage of careline calls answered in 60 seconds	99%	99%	99%	99%	99%							
Numbers attending Surrey Youth Games Training					350							

Section 8: Summary of the Community Development Business Centre/Team's contribution to Corporate Business Plan themes

Priority	Supporting Local People	Enhancing Our Environment	Improving Our Economy	Organisational development
Objectives	<p>Prevention strategy for older people</p> <p>Expansion of existing community focused services i.e. Centres, meals, Family Support Programme</p> <p>Community Leisure Activities for all ages and abilities</p> <p>Task Group</p> <p>Support the voluntary sector</p> <p>Community Safety Initiatives</p>	<p>Maintain our park and open spaces</p> <p>Protect the Boroughs historical assets</p>	<p>River celebration aimed at increasing visitors to the Borough</p>	<p>Review of some operational functions i.e. IRL callouts</p>

Project name or project objectives (list individually if different objectives relate to different themes)	Virginia Water War Memorial WWI commemoration events	Runnymede Pleasure Grounds redevelopment		
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Section 9: Community Development Business Centre/Team's risk management (excluding project risks with separate PID/risk register)

Ref *	Issue	Consequences	Impact area <i>Life and limb Reputational Financial Legal Other</i>	Probability	Impact**	Risk Rating	Control Measure(s)	Probability *** <i>(Post control measures)</i>	Impact*** <i>(Post control measures)</i>	Rating <i>(Post control)</i>	Owner
1.1	Safeguarding of vulnerable adults and children who use the services	Investigations into safeguarding issues, loss of contracts, reputational damage, impact on individual users	Life and limb Reputational Financial Legal	3	4	12	Staff training	3	9	9	CH/DW
1.2	Loss of SLA funding from Surrey	Financial difficulties for the Council, potential loss of services	Financial Reputational	4	3	12	Grow income through promotions and identify other revenue streams	4	2	8	DW
1.3	Disclosure of personal data to someone who is not entitled to that data e.g. via telephone conversation or email	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. *	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Ensure that staff	2	4	8	All CLT

		<p>Loss of confidence in Council by other parties in respect of its ability to manage information properly.</p> <p>Adverse publicity</p>					<p>are trained to be aware not to disclose information unless they are satisfied that person they are speaking to/communicating with is legally entitled to that data.</p> <p>Staff to use secure means of communicating data which provides audit trail of what data has been supplied and identity of person supplied with data.</p>				
	<p>Loss of Council owned device containing personal data results in disclosure of personal data</p>	<p>Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations.</p> <p>Loss of confidence in Council by other parties in respect of its</p>	<p>Delivery of services Welfare of residents Financial Reputational</p>	3	4	12	<p>Compliance with Council's adopted Information Governance Strategy and Policy.</p> <p>Ensure that any devices used to store personal data have appropriate security systems installed to</p>	2	4	8	All CLT

		ability to manage information properly. Adverse publicity					prevent unauthorised access. Ensure that staff instructed to take appropriate steps to prevent the loss of any such devices.				
	Unauthorised access to Council systems which allows access to personal data	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Ensure that staff aware of and comply with Council IT policies regarding use of passwords and treatment of suspicious emails.	2	4	8	All CLT
	Failure to dispose of documentation containing	Financial sanctions imposed by the Information	Delivery of services Welfare of residents	3	4	12	Compliance with Council's adopted Information	2	4	8	All CLT

	<p>personal data in a secure fashion results in disclosure of personal data</p>	<p>Commissioners' Office for failure to comply with legal obligations.</p> <p>Loss of confidence in Council by other parties in respect of its ability to manage information properly.</p> <p>Adverse publicity</p>	<p>Financial Reputational</p>				<p>Governance Strategy and Policy.</p> <p>Ensure that staff aware of Council procedures for disposing of confidential documentation.</p> <p>Ensure that any contractors employed to dispose of confidential documentation are suitably qualified and have appropriate accreditations.</p> <p>Ensure that any location at which documents containing personal data are stored is secure and access controlled.</p>				
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1.4	Expansion of internal services and taking on new contracts in community services	Additional cost of the new services and lack of resources and capacity to take on contracts	Financial Reputational	3	3	9	Costing any new services to ensure they can be delivered at no additional cost to the council. Taking on cost effective contracts and incorporating additional resources required into bids. Ensuring there is the demand.	2	2	4	CH/DW
1.5	New externally funded services do not continue at the end of the set time period	Service will be lost	Reputational	4	3	12	Monitor the performance of the services to provide evidence of need and take up. Commitment from other partners obtained.	3	3	9	CH/DW
1.6	Lack of funding and interest for the delivery of events and activities within community	Events may not be achievable or scaled down.	Reputational Local Residents	2	3	6	Existing budgets cover costs or grants and external funding have been obtained. Events are marketed and	2	2	4	CH

	development and green spaces						promoted				
1.7	Loss of funding of the family support programme in 2020	The programme may cease	Reputational Local residents	4	4	16	Discussions ongoing as to how the funding gap might be bridged	3	4	12	CH
1.8	PSPO's prove to be ineffective	Continuing anti social behaviour problems in areas of the borough	Reputational Legal Work with other agencies	3	3	9	Wide consultation has taken place on the measures proposed. All agencies are committed to make them work.	2	2	4	CH
1.9	Protection of vulnerable open spaces is not put in place or delayed	Incursions onto sites in the borough	Reputational Financial Legal	3	3	9	Work has already been identified and plans for protection are being costed in time for the summer.	2	2	4	PW
1.10	Tendering of new contracts in green spaces are more than budgeted or are delayed	A reduction in services or request for additional funding	Financial Legal Reputational	3	3	9	Resources are made available to ensure tender deadlines are met	3	2	6	PW
1.11	Taking on of new contracts or work within Safer Runnymede	Existing staff resources may not be adequate to cope	Financial Reputational	2	3	6	Any new contracts would need to be covered by current structure or additional staff costed as part of bids if required	2	2	4	LB
1.12	Loss of	Reduction in	Financial	5	3	15	Look at the	5	2	10	LB/CH

	£60,000 income from Police Crime Commissioner	income for safer Runnymede					option of charging the Police for DVD's and photo's				
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Risk matrix

LIKELIHOOD (A)	Certain 5	5	10	15	20	25
	Probable 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Highly unlikely 1	1	2	3	4	5

Likelihood of Occurrence (A)	Severity of Impact (B)
1 – Highly unlikely to happen	1 – Negligible impact
2 – Unlikely to happen	2 – Only a small effect
3 – Possibly will happen	3 – Noticeable effect
4 – Probably will happen	4 – Serious problem with significant impact

		Negligible 1	Small 2	Noticeable 3	Serious + Significant 4	Critical + Considerable 5
IMPACT (B)						

5 – Certain to happen	5 – Critical issue and considerable impact
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Green = Low risk, Amber 9 = Medium risk, Amber 10 –12 high risk, Red = High risk

Summary of completed consultation questionnaires 22 February 2018

56 questionnaires completed.

Do you know/visit RPG?

55 people had visited the site, 1 person knew the site but hasn't visited.

What do you like to do there?

By far the most popular answer was 'walk' with 23 people mentioning this. Runners up were:

Picnic (12)
 Visit the play area (11)
 Visit the café (11)
 Relax (10)
 Meet friends (9)

Other activities mentioned were:

Going for a trip on the river
 Feeding the ducks
 Taking part in the Magna Carta celebrations
 Visiting the statue of The Queen
 Going to the Skiff & Punt Club
 Cycling
 Watching the wildlife

How often do you visit?

Daily	2 responses
3 times a week	1 response
Weekly	10 responses
Monthly	16 responses
3 – 4 times a year	16 responses
Once or twice a year	5 responses
Less frequently	5 responses
Weekly in summer, monthly in winter	1 response

What do you like/dislike about the current offering?Likes

The most popular response was the peaceful, natural, open setting (12 responses). Also mentioned were:

The proximity to Egham
 Views of river and Coopers Hill
 Not commercialised
 Access to river trips
 Handy car park and toilets
 Has facilities they look for

Dislikes

Most popular answer was that the site needs improving/ looks tired/ requires updating (16 responses).

Other responses (each from 1 or 2 people) included:

Lack of BBQs
Lack of parking
Lack of bandstand
Lack of toilets by the splash pool
Poor access for pedestrians from Egham
Poor public transport links
Poor footpaths
'Tacky' amusement area
Hot metal slides
Dirty, rundown café
Café open to the elements
Indoor café seating not dog friendly
Ugly and inappropriate statue of The Queen
Car parking fees
Too many cars on grass area
Lack of outdoor seating
Lack of cycle parking facilities
Site very busy in the summer
Needs more for children and teenagers to do
Proliferation of memorial plaques and trees

Do you have any comments on the proposed improvements?

General comments:

- Good/wonderful/ I like it/long overdue/ good as long as the flooding is factored in (24)
- Earlier consultation showed people enjoy RPG as is. Are we going too upmarket/ converting it into a theme park/spoiling the tranquillity? (3)
- Like that we're working with the National Trust (1)
- Against any development other than what is necessary to enjoy its natural features – openness, views etc. (1)
- More activities for adults (1)

Specific comments:

- No to a visually intrusive ticket kiosk on the river bank (5)
- Planting, no mature trees to be removed, more planting required (4)
- Has the flooding been factored in, what about a permeable car park surface? (3)
- Swap over the Skiff Club parking and lodges to give lodges a waterfront position (2)
- Like the paths (2)
- Good news about the new water play area (2)
- New café needed (2)
- Too many new paths proposed (2)
- There needs to be improved public transport links (1)
- Toilets are needed near the water play area (1)
- There's a lack of toilets in the proposal (1)
- Want to see a BBQ area incorporated (1)
- A bandstand would be good (1)
- Keep bikes and pedestrians apart on the paths (1)
- Dogs should be allowed inside the café: (1)
- Brushes to clean boots on needed (1)

- Leave millennium copse for wildlife, not play: 1 response
- Needs sheltered seating area (winter use) : 1 response
- Inadequate parking, move it to St Anne's Land

Financial comments:

- Money would be better spent elsewhere, Social Care, Housing etc.: 3 responses
- Funding must be managed correctly; 1 response
- Like the self-financing aspect, less burden on Council funds long term: 1 response
- Local rate payers should have free parking as per the original bequest: 1 response
- Interest free loan means cost to taxpayer which could be spent elsewhere: 1 response
- Move car park to St Anne's land and use income instead of some lodges (as above)

What are your thoughts about the inclusion of holiday lodges to generate income?

Good idea, OK: 34 responses

Bad idea/ waste of money: 3 responses

Undecided: 6 responses

A few comments were added:

- Best located away from the public area
- No trees to be cut down
- Mustn't be intrusive
- Will they be occupied all year round, is the market research sound?
- Need to offer disabled access
- Why not have more? (two responses)
- Need to be well managed
- Mixed feelings, Green Belt land
- Concerned it might lead to more being added at a later date
- Good so long as income is re-invested
- Would rather this area used for car parking (as above)
- Lodges wouldn't be needed if RPG left as it is

How would you feel about attending events?

Good idea, OK, would attend: 37 responses

Unlikely to: 2 responses

Undecided: 2 responses

Comments:

- Would some activities work here e.g. comedy nights might be better in town: 2 responses
- Outdoor markets are better held in a town centre
- Would like to children's activities/ family events: 2 responses
- More rural events ideally
- Nothing too expensive, including parking cost
- Already disturbed by forklifts at distribution centre, concerned about noise/light levels
- What about a Proms night?
- Concern about damage to grass
- Anything offered should be unique to RPG

Any other comments/ suggestions?

General Comments/suggestions:

- Can we have a BBQ area?
- Improved boat trips would be great
- Allow overnight camping for canoeists/ walkers/ cyclists
- Have we considered the security of the site?
- What about short term mooring facilities?
- Promote open water swimming: 3 responses
- Discourage open water swimming
- Will residents in Hythe End Rd & The Island be kept informed during planning process?
- Don't over commercialise it
- What about a miniature railway running along from RPG to the NT tearooms?
- Visitors to be encouraged to take litter home
- The environment should be more organic & not so zoned and herded

Specific comments:

- The circular path should be less circular
- More planting along path
- Keep the kids play area away from the river
- Play area should be fenced: 2 responses
- Play area should be rainy weather proof
- Is the proposed platform at 14 in the way of the Skiff Club course?
- Do fishing platforms work with passing boats?
- We need improved public transport access, improved crossing on the A30: 3 responses
- The overdue interpretation should be included as part of the scheme
- Let's have a pedestrian bridge over to Ankerwyke
- Floating island in the river for breeding birds
- Could the new café be closer to the river to make the most of the views?
- Incorporate changing & showering facility into bathing pavilion
- Great to have a cycleway along the river, but it should be separate or speed bumps, speeding cyclists and pedestrians don't mix: 2 responses
- Keep bikes out of RPG
- Electric car charging points in the car park
- Access to Skiff Club to allow for 40ft dragon boat trailer
- There's nasty fake paving around The Queen Statue
- Could be Wardens on site
- Accessibility to be considered

Financial comments

- Hope the car parking fees don't rocket/will they be subsidised if you're there for an event/ will there be a season ticket available?
- The money is better spent elsewhere, roads, footpaths, litter, Hythe Park, affordable housing
- Be clear on the financial implications to tax payers in terms of inflation & interest on an interest free loan: 2 responses

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE11 January 2018 at 2.30 pm

Members of the

Committee present: Councillors P S Sohi (Chairman), N Wase-Rogers, Mr C Hunt (Honorary Secretary) and Mr P McKenzie
Honorary Treasurer

Honorary Wardens Mrs H Lane, Mr T Ashby, Mr K Barkham
and Mr J Midwinter.

Councillor Mrs C S S Manduca, Mr A Saunders and Mr P Stephens
were absent.

ACTION1. MINUTES

The Minutes of the meeting of the Committee held on 20 July 2017 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs C S S Manduca
(Vice-Chairman)

3. ACTION TAKEN SINCE LAST MEETINGi) Boardwalk replacement

The Committee was advised that the replacement of damaged and rotting timber boardwalks with recycled plastic ones was completed in October and November. The works went well but there was some disturbance to the soil surfaces between the boardwalks, leaving the paths muddy in places. Officers were therefore looking at repairs to these areas. Chris Hunt would ascertain if the work had now been completed. The Committee received very positive comments regarding the contractors who undertook the work, in particular they were very respectful to the children attending the Forest School.

ii) Noticeboards and Way Markers

The new information boards and way markers had also recently been installed and were a great improvement on what was there previously.

4. MANAGEMENT AND MAINTENANCE

Officers advised the Committee that there had been reports of horses being ridden in the Riverside Walk (and on the new boardwalks). Officers had visited the site and given words of advice to the two youngsters. The step-over was being replaced at the station path end of the site and a new staggered barrier installed at the Cabrera Avenue entrance to prevent re-occurrence.

Chris Hunt / Peter Winfield

5. EVENTS

Vicki Balham, who runs the Mighty Adventurers Forest School that takes place in the woodland at the Riverside Walk presented to the Committee a proposal for a family friendly local event she was considering organising, if the Committee were supportive.

Vicki explained that she had very much enjoyed working in the woods and was looking for children to make more deep nature connections. Vicki was looking to run Celtic inspired sessions with symbolic challenges between groups along with Celtic inspired music and stories. The main event would be a possession held on the Trust land initially once a year possibly becoming bi-annual. It was hoped that with parent and family involvement it would encourage family use of the Riverside Walk. It was anticipated that initial numbers would be small. If there was any need to re-assess Vicki would come back to the Committee to seek their approval. The event details would need to be discussed with Peter Winfield, Community Services Manager - Green Spaces in the first instance, followed by a formal application.

RESOLVED that –

Vicki Balham be authorised to run the Celtic sessions and possession on the Trust land on a trial basis after discussion with the Councils Open Space Manager and a formal application had been received

6. DRAFT ANNUAL ESTIMATES FOR 2018/19

The Committee was asked to consider both the probable budget for 2017/18 and the proposed budget for 2018/19.

At the last meeting held on 20 July Members approved the additional £40,000 quote for the replacement of the boardwalks around the Riverside Walk and £2,000 for the interpretation work.

The Committee was therefore advised that in the 2018/19 estimates an assumption had been made that an additional £50,000 would be need to be recalled from the Trusts investment holdings. £40,000 of this would cover the cost of the replacement boardwalks with the remaining covering the deficit in 2018/19.

The Honorary Treasurer advised the Committee that interest rates remained challenging. Central costs had again remained frozen in 2018/19. It was hoped that the Trust had experienced the bulk of the expenditure in the last couple of financial years and unless any unforeseen circumstances arose the Trust would not need to draw down on its investments in 2019/2020. It was noted that at present the market value of the Trust's investments was £211,013.

As yet no contribution from McCarthy and Stone had been received.

RESOLVED that –

the 2018/19 estimates as discussed be agreed and that £50,000 be withdrawn from both the Charities Official Investment Fund (COIF) and the Charifund Investment as and when required

Peter McKenzie

7. ANY OTHER BUSINESS

Mr Barkham suggested it would be beneficial for the Trust to publish a small item in the Connections magazine. The item should include apologies to public for the inconvenience prior to and during the recent boardwalk works. It would also give the Trust the opportunity to publicise that the work had now been completed, which we should be promoting. It was suggested that the item should also have some input from Vicki Balham as this would give her the opportunity to include information regarding the Forest Schools run in the woods. It would also give Officers the opportunity to promote the AGM being held in July.

**Peter Winfield/
Vicki Balham**

The possibility of including some photographs of the site was also discussed, for example: the new signs and waymarkers. The deadline had passed for the February edition so it was suggested that Officers aimed to produce the item along with input from Vicki for the March edition of the Connections magazine.

**Peter Winfield/
Vicki Balham**

Mr Barkham asked if was possible for members of the public attending the AGM to sign in so we had the names of persons attending. Officers would look into the feasibility of this suggestion.

Carol Holehouse

Vicki Balham suggested it may be beneficial for the Trust to set up a Facebook page in order to promote the site. It was suggested that it could be named 'Friends of Cabrera Trust'. Whilst Vicki was happy to set this up, support from Officers would be required keeping the Facebook pages up to date. The Chairman and Vicki Balham would liaise with the Council's communication team regarding this.

**Councillor P Sohi
/Vicki Balham**

The Committee was advised that Officers had been encouraging more volunteers to help with work on site and if there was enough interest a friends group might be considered at a later date.

8. DATES FOR MEETINGS IN 2018/19

The dates of future meetings in the municipal year 2018/19 were noted.

(The meeting ended at 3.10pm)

Chairman