

Runnymede Borough CouncilCOMMUNITY SERVICES COMMITTEE8 March 2018 at 7.30 pm

Members of the Committee Present: Councillors Miss M N Heath (Chairman) P J Waddell (Vice-Chairman), Mrs M T Harnden, N M King, S A Lewis, Miss J K Sohi, P S Sohi and Mrs G Warner.

Members of the Committee absent: Councillors Miss D Khalique and B W Pitt.

Councillor M T Kusneraitis also attended the meeting for the item concerning Egham Museum.

552. FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

553. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

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

<u>Group</u>	<u>Remove From Membership</u>	<u>Appoint Instead</u>
Conservative	Councillor Mrs D V Clarke	Councillor Miss J Sohi

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

554. MINUTES

The Minutes of the meeting of the Committee held on 4 January 2018 were confirmed and signed as a correct record.

555. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss D Khalique and B W Pitt.

556. DECLARATIONS OF INTEREST

Councillors Miss M N Heath and Mrs M T Harnden declared non-pecuniary interests in the item concerning a funding request from Egham Museum. Councillor Miss Heath had provided the Museum with some funding in her capacity as a Surrey County Councillor approximately 2 - 3 years ago. Councillor Mrs Harnden was the Council's appointed Trustee on Egham Museum and complied with the legal advice provided to leave the room while the report was being discussed.

Councillor Kusneraitis requested a written explanation from the Corporate Head of Law and Governance of why Mrs Harnden had been advised not to participate in the item concerning Egham Museum.

557. COMMUNITY DEVELOPMENT BUSINESS PLAN 2018/19

The Committee's approval was sought for the Community Development Business Plan for 2018/19 covering 8 broad service areas from a range of Community Services to Leisure, Recreation and Sports development.

Members noted key achievements from 2017/18, areas for improvement, drivers and influences on the service and objectives for 2018/19 which contained some high profile projects such as the improvements at Runnymede Pleasure Grounds, the continuing Family Support Programme and the accommodation of a number of Syrian refugee families, the 2018 River Celebrations, Community First and projects associated with Safer Runnymede and Community Transport.

Potential new transport and CCTV contracts were highlighted as well as the new Wellbeing Advisor post, appointed for an initial period of 12 months. Officers were urged to explore all income generating opportunities and to continue dialogue with Ashford and St Peter's Hospital Trust concerning the Council's Homesafe service as one example.

Members requested that the forthcoming consultation on the plan for the new War Memorial in Virginia Water be widely publicised. It was hoped this would be completed by the end of September, well in time for this year's events to mark 100 years since the end of World War One.

Officers were asked to monitor usage of Addlestone Leisure Centre and report back on future options.

**RESOLVED that –**

**the Community Development Business Plan for 2018/19 be adopted.**

558. COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 3 2017/18

The Committee noted the Business Centre's performance against targets for the year. Officers reported that most areas were either on target or likely to exceed them. The figures for the number of Community Meals delivered was slightly lower than desired. However, this was accounted for by seasonal variations.

559. EGHAM MUSEUM - REQUEST FOR FUNDING

The Committee considered a request to continue funding Egham Museum's curatorial services for a further two years, the contract for which was due to expire in March 2018.

Members noted that they had authorised a grant totalling £40,000 to the museum over the previous two years and recalled their expectation which was communicated at the time that the museum should find alternative sources of funding by the end of that period.

Since the funding had been granted in 2015, the museum's curator had, in 2017, presented 'Towards a Sustainable Business Plan' to the 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.

Members of the Committee expressed a degree of disappointment that the museum had not become self-sufficient, despite having secured significant grants for projects including most recently £85,000 from the Arts Council England and £10,000 from RHUL for 'Suffrage in Egham' 2018. Members noted however that these grants did not cover overheads and did not wish to see the museum's future put at risk.

An Equality Impact Assessment Screening form was tabled at the meeting.

Officers advised that the income generated for Overheads and CORE in 2016 was reported to be £6,940, but the income for 2017 was unknown. Officers were asked to establish what their income was for 2017 and this figure would be reported to the Corporate Management Committee subject to the Committee's recommendation regarding the funding request.

Members recognised the value of Egham Museum, particularly in the context of recording local history prior to Egham's regeneration. The quality of their work and exhibitions was noted as well as their place as a cultural hub for Egham.

The Committee re-iterated the Council's expectation that the Museum continued to secure external sources of funding that were fully economically costed to support future projects and exhibitions and develop other income streams to cover ongoing Curatorial Services, overheads and expenditure.

Members agreed that assisting the Museum on a relatively short term basis would be in accordance with the Council's cultural policies and enabled a valued local organisation to seek alternative support in the longer run. However, the Committee considered it important that the museum was treated in the same way as other worthy local organisations who had been subject to a funding review by the Council, noting that a number of whom had had their funding either reduced or removed entirely and the Council only had finite resources to support local organisations.

Members were aware that as the Council currently paid the rental costs of Egham Museum in the sum of £10,000 per annum, from the grant aid budget, they would in fact be funding £30,000 if the latest request was granted.

The Committee was informed that additional support to Egham Museum to fund Curatorial Services would require budgetary provision of £40,000 over 2 years. Members agreed to recommend that a sum of £20,000 be paid in 2018/19; the remaining £20,000 would only be released if the Museum produced a robust business plan to demonstrate how it could become self-sufficient. The funding would then be reviewed in March 2019 on production of that report.

**RESOLVED that -**

- i) Corporate Management Committee be requested to approve a supplementary revenue estimate of £20,000 for 2018/19, to fund the employment of a curator and overheads to enable Egham Museum to remain open, with budgetary provision of £20,000 for a further year to be subject to the review set out in ii) below; and**
- ii) the funding to be reviewed in March 2019 on the Museum's production of a robust business plan which identifies how the Museum will find and secure alternative future funding of their core operational costs.**

560. OAK PROCESSIONARY MOTH INFESTATION

The Committee's approval was sought to recommend that Corporate Management Committee release a sum of £20,000 to the Council's Green Space team to arrange for an infestation of the Oak Processionary Moth (OPM) in a number of trees in Chertsey, to be dealt with by specially equipped and trained contractors.

Officers advised that infestations of the Oak Processionary Moth had been recorded in the UK over recent years. Last year a number were identified in Runnymede (Chertsey) and the Council had a statutory responsibility, as notified by the Forestry Commission, to spray

infected trees and reduce the likelihood of them causing a health problem for the local population.

Members noted details of what the caterpillars looked like and the various health risks posed which had to be eradicated. Treatment was likely to cost approximately £400 per tree; currently 50 trees were affected, making a total cost of £20,000. If no action was taken, the Forestry Commission had powers under the Plant Health (Forestry) Order 2005 to intervene and recover costs from the Council.

The Committee expressed its intention to comply fully with the necessary action, noting Officer's advice that the infestation was likely to be an ongoing problem and one which could spread to other areas of the borough. Therefore, a budget would be required to cover the cost of any work identified. This would be reviewed on an annual basis and Members advised accordingly.

**RESOLVED that -**

**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, to be funded by the amount set aside for this purpose in the 2018/19 budget and Medium Term Financial Strategy.**

561. RUNNYMEDE PLEASURE GROUNDS PROPOSED IMPROVEMENTS

The Committee was updated on proposals to improve Runnymede Pleasure Grounds and a plan was tabled at the meeting. Funding of £4.8m through a Capital Estimate to provide a loan to the Runnymede Pleasure Grounds Trust had previously been approved by Corporate Management Committee in October 2017.

Officers presented a summary of the consultation responses, gathered on site, at a pop up consultation stand in Egham and an online survey earlier in February. Members noted that approximately 160 responses had been received, almost exclusively from people that had visited the Pleasure Grounds regularly. Current usage of the site indicated that visitors enjoyed going for a walk, picnicking, relaxing and visiting the play area and café. Members noted that 18% liked the Pleasure Grounds as they were, but positive comments were received about the proposed plans.

Responses were fairly evenly split with regard to the need to improve the Pleasure Grounds; individual comments indicated people felt strongly, whether positive or negative comments were being made about the proposals. For example, 21% of respondents liked the peaceful natural and open setting, whereas 29% felt that the site needed updating.

Generally, people spoken to directly were in favour of the lodges (60%). However, the perception of them online was less favourable. In view of that, Officers agreed that when the results of the public consultation on the proposed improvements to Runnymede Pleasure Grounds were collated and published on the Council's website, it would include clarification of the reasons for the proposed lodges.

The Committee requested to be kept updated on discussions with the Runnymede Hotel concerning the lodges, if a decision was needed on alternative options it would be brought back to Members for discussion at a later date.

The overall timescale for the project was noted; Officers were confident that the Pleasure Grounds could be re-opened by the summer of 2020 if other elements of the process went smoothly.

Members were keen to emphasise that the resulting offer at the Pleasure Grounds should be tasteful and appropriate to the location and true to its original spirit of 'openness' as set out in the conveyancing document of 1928. The design of the hard surface footpath was mentioned in this context as a potential concern.

Members noted that a number of suggestions had arisen from the consultation which would be considered in detail by the project team. Officers agreed to provide updates to future meetings and report any significant amendments to the planned improvements arising from the consultation for the Committee's consideration.

562. HM QEII STATUE – UPDATE

The Committee was asked to note that works to the surrounds of the HM Queen Elizabeth II Statue were now complete. The path to the statue had been resurfaced with some additional stone benches provided and a new timeline and path towards the river bank. The Runnymede Magna Carta Legacy Limited (RMCLL) had, after some discussion with Officers, paid the first instalment of £12,500 towards the maintenance and insurance costs, and provided a draft 'Deed of Gift' which was currently being considered.

As part of the agreement, Members were advised that RCMLL would be given access to the statue and surrounds up to 4 times a year for various events, subject to their compliance with conditions attached to the use of Council land for which they would need to apply.

Officers would report back to the Committee in the event that RMCLL did not pay the second instalment of the agreed contribution (a further £12,500) to cover insurance and maintenance costs; the recommended sanction being not to sign the Deed of Gift should this be the case.

The Committee was pleased to have reached a conclusion with this project and agreed that the final works marked an improvement.

563. PLAYING PITCH STRATEGY

The Committee received a progress report on a Playing Pitch Strategy, commissioned from Ploszajski Lynch Consulting Ltd and which was being submitted as part of the Council's Local Plan. The Strategy was being prepared in response to a representation by Sport England, received during the first round of public consultation on the Local Plan. It was recognised as best practice to produce such a strategy in consultation with local organisations and national bodies for each area of sport looked at in the Strategy.

Members were advised that the Strategy came in five key stages and included an analysis of six sporting activities in the borough. These were Football, Cricket, Hockey, Rugby Union, Lacrosse and Bowls.

The Consultants had reached Stage C of the process; this was assessment of supply and demand for each sport including future demand and an inspection of local facilities, private and public. The majority of sites had received a 'good' or 'standard' rating which was positive.

Members reviewed each sport in turn and the key findings were discussed. Football was the largest participant sport that was assessed. There was a decrease in adult football (echoed nationally) but youth participation had increased with demand for suitable facilities. Officers reported that they had already linked girls football with the Surrey Youth Games to encourage its development in the borough. The Committee learned that Cricket and Hockey were also well catered for in terms of the number of clubs but that improvements could be made with regard to Cricket for example in the provision of indoor nets and better

changing facilities. Rugby Union had two teams in the borough as did Lacrosse. However, Rugby Union was better catered for, notwithstanding there was scope for improvement with regard to physical aspects such as drainage and maintenance at the Egham Hollowegians pitches. There was one full sized pitch at Royal Holloway University, which was accredited for game use. Bowls was an area which, if anything was over provided. However, it was known that the local clubs appreciated their facilities and the fact that four of the five sites were managed and maintained to a high standard by the Council.

Officers intended to report back on Stage D of the Strategy to the next meeting in June and were requested to provide an advance copy to Councillors King and Lewis who took a particular interest in the subject.

The Committee welcomed the report and was keen to promote community use of facilities and youth participation and the assistance that could be given to local clubs. Officers were asked to consider Council policy with regard to leases and fees to different clubs with a view to achieving greater equity. Officers were also asked to consider the criteria for financial and other assistance to include a requirement for clubs to have proper safeguarding and 'respect' policies in place.

Officers agreed to continue providing support for clubs seeking agreement to use facilities of private providers such as local schools. This would improve their prospect of securing funding as did the Council having a Playing Pitch Strategy in place.

564. CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES – 11 JANUARY 2018

The minutes of the meeting of Management Committee held on 11 January 2018, as attached at Appendix 'A' were received and noted. In doing so, Officers were commended for the recent works on Cabrera Trust land.

Chairman

(The meeting finished at 8.42 pm)

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.

**ACTION**1. 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