

# Community Services Committee

**Thursday 13 September 2018 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors Miss M N Heath (Chairman), N M King (Vice-Chairman), M D Cressey, S L Dennett, Ms F Dent, T J F E Gracey, Mrs M T Harnden, S A Lewis, A P Tollett 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](mailto: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](http://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**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

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. PRESENTATION – COMMUNITY ORGANISATIONS**

The Chairman and Vice-Chairman of the Committee will be inviting representatives from the Community to give a presentation on their work with an opportunity for Members to ask questions. The first of these presentations will be at this meeting from Mr Anthony Horton, Chief Executive of East to West, based in Egham.

**3. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

**4. MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 14 June 2018, previously circulated by email in July 2018 to all Members of the Council.

**5. APOLOGIES FOR ABSENCE**

**6. 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.

**7. BUSINESS PLAN UPDATE (COMMUNITY DEVELOPMENT)**

**Synopsis of report:**

**The Community Development Business Plan was presented at the meeting of this Committee in March 2018. This report provides an update on progress.**

**Recommendation(s):**

**None. This report is for information.**

1. **Context of report**
  - 1.1 The Community Development Business Plan was approved at the meeting of this Committee in March 2018. The Plan provided details of the Community Development structure, services and priorities for the 2018/19 financial year.
  - 1.2 Members requested regular updates on progress against the Business Plan, along with timescales on completion for the projects or initiatives, where appropriate.
2. **Report**
  - 2.1 The Community Development Business Plan covers a wide range of services. Over this financial year there are a number of priorities that have been identified. Some of these will be delivered over the next 12 months and others are ongoing. Appendix 'A' provides details of all the priorities detailed in the plan, an update on the current position and timescales for completion, where appropriate or available.
  - 2.2 A brief overview of progress on the priorities is provided in this report but more detail is given in the appendix. Members are advised that there are some areas where work has yet to start or has done so only recently; these will be updated in future reports.
  - 2.3 There are two main projects that are being managed by Community Development. The first is the replacement of the Virginia Water War Memorial. Work started on 15 August 2018 and is due for completion in early October 2018, in time for the November Remembrance weekend. The second project is Runnymede Pleasure Grounds and an update on this is covered in a separate report on this agenda.
  - 2.4 In Green Space there has been progress on a number of objectives. The SANGS work has continued in the woodland around Ottershaw, with new leaflets produced and paths, signage and interpretation improvements. Over the summer there were 4 silent summer screenings in parks and open spaces and new activities being progressed include free tennis coaching at Heathervale Park. The Kings Lane open space play equipment has also been installed and is in use.
  - 2.5 Over the summer, the Borough has once again experienced a number of unauthorised encampments onto Chertsey Meads, Thorpe Green, Sayes Court, Englefield Green and Walton Leigh. This has taken up a tremendous amount of Officer time but all encampments have been dealt with in a timely manner. There have been defence improvements to a number of sites to prevent further encampments; this has included new bollards and seating at Abbeyfields and new ditches at Thorpe Green, Sayes Court and Walton Leigh. Further improvements are continuing to be investigated to make sites as difficult to access as possible; a full review of each site will be costed to determine the scope of work to be carried out in the future.
  - 2.6 The Countryside Stewardship scheme at Chertsey Meads is due for renewal this year and an application has been completed for future funding, although the current £10,000 is likely to be reduced to approximately £5,000 if successful. However, Officers consider that this level of funding is still adequate to cover the cost of the work carried out by the farmer on site.
  - 2.7 The Community Development area has made progress with a number of priorities. The Specsavers Surrey Youth Games training was attended by 267 young people and 127 took part in the games over the weekend. This is fewer than last year but can be attributed to changes in the selection process for a number of sports. Other Boroughs have been similarly affected. The Playing Pitch Strategy has been

completed and will be reviewed in April 2019. Work has also started on consultation with local residents on leisure provision in the Borough which will be used to feed into a Leisure Strategy next year.

- 2.8 Chertsey Museum has presented two new exhibitions on World War One; 'Fashion & Freedom' and 'For Your Tomorrow – Runnymede Remembers.' 'Dressed for Best', the new fashion exhibition, is also due to open in September. The Museum has also taken an active role in the Rivers celebrations with 'Liquid History – The Rivers of Runnymede.' Collation of visitor numbers for the Museum matches the school year and for 2017/18 there were 15,339 (15,059 2016/17) visitors which included both on site and off site group sessions for schools. The education programme is at full capacity with over 80 schools signed up.
- 2.9 The Family Support programme has, to date, worked with 17 families in 2017/18 and we are expecting to take on two new Syrian Families once the new co-ordinator is in post from early September. This work also ties into the aims of the Early Help Board which focuses at a more local level on how families can be assisted
- 2.10 The Community Safety Officer has put in place two Public Space Protection Orders (PSPO) and Prevent training will continue to be delivered over the year. Once again a 'respect the water' event was held at Runnymede Pleasure Grounds in May 2018.
- 2.11 Work with the voluntary sector continues to be supported through the Community First initiative and the task groups. There has been progress made on developing local community hubs in a number of areas, as reported to the last meeting of this Committee.
- 2.12 In Safer Runnymede the GPS service is still being well used with 104 active. This service will continue to be developed looking at other markets other than people with dementia and lone workers.
- 2.13 There are three re-deployable mobile cameras now available for use. One is currently supporting the PSPO in Englefield Green; a second is in use in Staines, with funding to cover the monitoring costs provided by Spelthorne Borough Council. The third one is for Environmental Protection use and a site is yet to be determined. If this pilot is successful this service could be scaled up to cover a wider area of Surrey as they all work on WI-FI technology. A bid for additional cameras has been made to the Police Crime Commissioner. We have been advised that any possible funding will be determined at a later date.
- 2.14 The Police in this financial year made a contribution of £50,000 towards the operational costs of Safer Runnymede. Longer term contributions are still being discussed with the Police as part of the Safer Surrey initiative to consolidate CCTV control centres.
- 2.15 Community Services continues to deliver the partnership with Surrey Heath. The wellbeing prescription service funded by the CCG for a 12 month period has had 77 referrals in the first 4 months which is a very positive start. Work is continuing to ensure all GP surgeries engage in making referrals.
- 2.16 The Home from Hospital contract is due to start in October 2018. This will take over from the current homesafe service which had 37 referrals in quarter 1. The Yellow Bus School Transport has now been transferred into Community Services and the existing Longcross and Addlestone Connect Services contracts have been extended. A decision on the new contract is awaited and is due to start in October.

2.17 Partnership work is continuing with Central Surrey Health, CCG and Adult Social Care on support for the locality hubs which would result in some outreach work within the Borough.

2.18 In all service areas there are priorities that have yet to start or have not been progressed to date but will be over the coming months. A further update will be made to this Committee in January 2018.

3. **Resource implications**

3.1 There are none identified as the priorities fall within the existing budgets for the services.

4. **Legal implications**

4.1 There are none identified.

**(For information)**

**Background papers**

None stated.

8. **RUNNYMEDE PLEASURE GROUNDS IMPROVEMENTS – UPDATE (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 for updating the facilities at Runnymede Pleasure Grounds in order to improve the visitor experience.

1.3 The most recent update was given at the last meeting of this Committee in June 2018 and this report provides an update on the project since then.

2. **Report**

2.1 The Project Team and Project Board continue to meet regularly to ensure the project remains on track.

- 2.2 The main development since June has been the appointment of an Employer's Agent to oversee the project. This service is being provided by AECOM and was procured through the SCAPE procurement framework. AECOM are providing a suitably experienced project management team who will steer the project through the various stages needed such as engaging specialist consultants i.e an architect and quantity surveyor, finalising the design, preparing a planning application, commissioning the various construction elements and overseeing the build. A Project Inception Meeting was held with them on 18 July and a second meeting was held on 23 August, at which it was agreed a proposal would be produced identifying the design team requirements and costs with a view to work starting at the beginning of September.
- 2.3 Officers have progressed negotiations with the Runnymede on Thames Hotel around the Hotel managing the holiday lodges on behalf of the Council. A third meeting took place on 29 August, where progress on the project was discussed. It was also agreed that a management option proposal would be sent to the hotel by the end of September.
- 2.4 Initial ecological surveys, specifically bat surveys of the existing buildings and a survey of the riverbank, have been completed and will be used to support the planning application in due course. No issues have been identified so far. Topographical, arboricultural and flood risk assessments will be conducted within the next few months.
- 2.5 As reported at the last meeting, the London Marathon Trust has been identified as a potential source of external funding and a stage 1 application is being prepared for submission to meet the October deadline. A successful application could realise a grant of up to £150,000 towards the play area.
- 2.6 Below is a provisional timetable planned for the project:
- Employer's Agent to deliver the detailed and technical design and engage with planning to support the planning process
  - Develop the design and conduct further public consultation in Quarter 1 2019
  - Commence procurement of general contractor in Quarter 2 2019 with the aim of having the contract in place by July 2019
  - Commence construction from September 2019
  - Works complete and opening ceremony July 2020
- 2.7 A chart illustrating these stages is provided at Appendix 'B'.

### 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 was approved by 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 preparatory survey work, 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**

Previous reports to Committee.

### 9. **SAFER RUNNYMEDE AND COMMUNITY SAFETY ANNUAL REPORT 2017/18 (COMMUNITY DEVELOPMENT)**

**Synopsis of report:**

**To receive the Annual Report which outlines the work of Safer Runnymede and Community Safety in 2017/18.**

**Recommendation(s):**

**None. This report is for information.**

#### 1. **Context of report**

- 1.1 Appendix 'C' presents the Annual Report on the Safer Runnymede and Community Safety operations and activities in the Borough. The information compiled in the report is available to Members throughout the year, including breakdowns by Ward of crime and anti-social behaviour. The Community Safety Officer is available to

deal with local issues and identify ways of resolving these in conjunction with other agencies.

## 2. Report

- 2.1 The total number of Anti-Social Behaviour reports by type and by Ward for 2017/18 is shown in Appendix 'D'. There has been a notable increase of reports for Thorpe, which is likely to be related to the large number of unauthorised encampments that occurred last year.

**(For information)**

### Background papers

Safer Runnymede and Community Safety Annual Report 2017/18

## 10. COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 1 2018/19 (COMMUNITY DEVELOPMENT)

### Synopsis of report:

To advise Members of the performance of the Corporate KPIs for services under this Committee in the first quarter of 2018/19.

### 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 1 2018/19 Key Performance/Activity statistics 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 in 2018/19 and the actuals are also included where figures are collected quarterly.

Performance Indicator	Actual 1 <sup>st</sup> quarter 2018/19	Target 1 <sup>st</sup> quarter 2018/19
Numbers of young people attending Surrey Youth Games Training	267	350
Number of formal complaints related to the Business Centre/Team	0	0

Number of Community Alarm Users	1,490	1,550
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	less than 5%
Number of individual trips with the Community Transport service	14,082	14,000
Percentage of Careline calls answered within 60 seconds	99.94% (9766)	99%
Number of community meals delivered	9,751	10,000

2.2 The Surrey Youth Games took place in the 1<sup>st</sup> quarter and numbers were down on the target. However, this was the same across Surrey. This was primarily due to changes in the criteria for selection whereby more players had to be inactive or new to the sport which meant we had fewer young people eligible to play in some sports. The format of the games is currently under review for next year. Other KPIs are in line with the estimates.

2.3 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 Corporate Director/Head and Head of Strategy no less than 48 hours prior to the meeting.

2.4 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.

**11. CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES – 19 JULY 2018 (LAW AND GOVERNANCE)**

Appendices 'E' and 'F' are the Minutes of the meetings of the Management Committee held on 19 July 2018.

**(For information)**

**Background Papers**

None.

**12. URGENT ACTION - STANDING ORDER 42 (LAW AND GOVERNANCE)**

A Copy of proforma number 919 detailing action taken after consultation with the Chairman of the Committee under Standing Order 42 is shown at Appendix 'G'.

**(For information)**

## **Background Papers**

None.

### **13. 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 -

**the press and public be excluded from the meeting during discussion of the relevant report 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 paragraph(s) 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) | <u>Exempt Information</u><br>(No reports to be considered under this heading)       | <b>Para</b> |
| b) | <u>Confidential Information</u><br>(No reports to be considered under this heading) |             |

# Community Services Committee

**Thursday 13 September 2018**

## Appendices

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## Community Development Business Plan Update September 2018

### Community Development

Objective	Outcomes	Progress to date
In 2018 to work with 104 families in Runnymede and Surrey Heath as part of the Family Support Programme	Reduction in criminality and anti-social behaviour Improved attendance at school Reduction in domestic violence Better outcomes for children Get individuals back into employment	As of the end of July 17 families had been worked with on the programme
To resettle 2 Syrian Refugee families	Syrian families supported and into school, employment etc	New properties for Syrian Refugees will be required later in 2018 when the new Co-ordinator is in post
In 2018 Chertsey Museum will aim to work with 80 schools delivering workshops within both the museum and at schools  Deliver four new exhibitions in 2018	Encourage more use and visits to the Museum  Schools to be provided with appropriate curriculum based sessions  Summer use of the Museum for children's activities  Attract visitors to the Museum to see exhibitions and take part in activities	In 2018 to date the World War One and River exhibitions have been produced. Planning for the fashion exhibition in September is underway  In the 2017/18 school year 80 schools had signed up to the education programme, delivered to 9,908 children  Total Museum users were 15,339
World War One Commemoration event will be running up until November 2018	Commemoration of those who died in World War One on the 100 <sup>th</sup> year of it ending	Silent soldiers have all been installed at 10 sites in the borough  Poppies on lamp posts to be provided across the borough – funding to be identified
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 Councillor Tom Gracey, the Armed Forces Champion	Partnership and Policy Development Officer attending Armed Forces Champion training for signposting to services

Objective	Outcomes	Progress to date
<p>River Celebration will run from April 2018 with a number of events and promotional activities</p>	<p>To celebrate The Thames and other waterways in the Borough and the events that are held on them</p> <p>Promote the events and encourage more tourists to the area</p> <p>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</p>	<p>The River Celebration has been promoted at all the local events and fêtes e.g. Black Cherry Fair</p> <p>A website is being developed for Tourism</p>
<p>Completion of the Playing Pitch Strategy in April 2018</p>	<p>The strategy links into the new Local Plan</p> <p>The strategy will identify current sports pitch provision and future needs</p>	<p>The strategy has been completed and the action plan is now being developed</p>
<p>Delivery of arts partnership projects throughout the year</p>	<p>Specific activities to be delivered including Moonbrella and Singing Picnics</p>	<p>Singing picnic took place in June 2018 with six Runnymede schools and 180 children attending</p> <p>Moonbrella - 60 children and parents attended</p> <p>Learning to fly a WWI sound exhibition will tour each borough this year</p> <p>Barndance style event to be organised in early Autumn</p>
<p>Surrey Youth Games training from April 2018 and event in June 2018</p> <p>350 young people to attend the training which will run over 8 weeks</p> <p>Up to 170 participants at the weekend event</p>	<p>Participants feed into local clubs</p> <p>Promote health exercise in young people</p> <p>Taking part in a team environment in a County wide event</p>	<p>267 young people took part in the SYG training and 127 in the event. The reduced numbers were in part due to changes in the criteria for some sports which meant non club players had to be targeted</p>

Objective	Outcomes	Progress to date
Junior Citizen up to 800 year six students to attend event in November 2018	<p>Raise awareness of dangers that face young people in particular as they move into secondary school</p> <p>Provide confidence to make the right decision and stay safe</p>	Planning is now underway for the 2018 event in November which is held at Thorpe Park
<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>Recent progress on the actions plans include:</p> <ul style="list-style-type: none"> <li>• Frogs Island Fair 2018</li> <li>• Site Meeting at Franklands Drive/Strawberry Fields to set up a Community Hub on the estate with Paragon Housing Association</li> <li>• Loneliness Project multi-agency meeting set up on the 12th September 2018</li> <li>• Young People Services 13 years plus being set up in Englefield Green, Egham Hythe, Chertsey St Ann's/Chertsey Meads</li> </ul>
<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>Funding has been allocated to the following projects in 2018 to date:</p> <ul style="list-style-type: none"> <li>• Runnymede Job Club Community Meals</li> <li>• Hythe Park Event with the Community Chef</li> </ul> <p>Total Spent to date £1,540</p>



Objective	Outcomes	Progress to date
<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 of the event is underway with a launch event at Abbeyfields in Chertsey on 22 September</p> <p>Income totalling £1,200 has been received from organisations wanting to advertise in the brochure</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>Quarterly meetings of the board are being attended with representation from Community Development and Housing</p> <p>The early help local groups are also meeting on a quarterly basis in the three areas which cover the north, central and south of the Borough</p> <p>Community Development supporting the Early Help Project to promote and build awareness of local services through their social media and newsletters</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>Now in place, signage has been installed, resulting in a reduction of ASB on the Forest Estate</p>
<p>Respect the Water Project and policy complete in Summer 2018</p>	<p>3 new water safety boards installed, 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>	<p>A launch event for the project took place at Runnymede Pleasure Grounds on 27 May. The Mayor of Runnymede, Councillor Dolsie Clarke attended</p> <p>Ongoing publicity around the initiative will continue throughout the summer</p>

Objective	Outcomes	Progress to date
Working with the Voluntary Sector with an annual review of the action plan	Runnymede Voluntary Sector covenant action plan in place  Councillor Linda Gillham appointed as the Voluntary Sector Champion	A bid to provide support for setting up and maintaining websites will be made shortly by Voluntary Support North Surrey
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	Prevent training to be delivered Autumn 2018 to new starters. Difficulty in engaging a faith group however will continue to try to raise awareness among communities
Greenfingers Competition in June 2018	To encourage householders, community organisations, allotment holders and schools to take part in the gardening competition  Has an impact on the local environment	Judging took place on 3 July 2018 and the prize giving on 17 July at Squires Garden Centre in Chertsey. Squires supports the event by providing prizes and Councillor Linda Gilham also provided prizes for the entries that were the most wildlife friendly
Sportability Festival aimed at young people with physical or mental disabilities in March 2018	Provide an opportunity to take part in a range of sports activities  Provide information on local clubs that can provide sports opportunities	An event in March 2019 is being developed
Hythe Park Event to celebrate 10 years since the opening of the park in May 2009	Celebrate the anniversary of the park with a local event  Encourage more volunteers and use of the park	An event was held on 30 May 2018 in Hythe Park, questionnaires were completed and contact made with 4 people offering help with publicity and consultation. A better understanding of the use of Hythe Park was gained. A leaflet for the 10 year anniversary of Hythe Park is being produced with a programme of events and the anniversary celebration on 29 June 2019

<b>Objective</b>	<b>Outcomes</b>	<b>Progress to date</b>
Community Consultation on Leisure Provision Quarter 2, 2018	To identify the needs and gaps in provision in the Borough	A survey has been designed to see what activities the RBC communities are taking part in, but also what they would like to see more of. This will be going live on our What's on in Runnymede Facebook page and in the Sports & Community Development Newsletter
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	No progress to date

### **Green Space**

<b>Objective</b>	<b>Outcomes</b>	<b>Progress to date</b>
Continue with access improvements to SANGS across the borough throughout 2018	Complete access improvements at Ottershaw SANGS started in 2017 and start work at other sites  Improved path networks, updated signage and interpretation on sites. Walk leaflets published	Leaflets have been produced for walks around Ottershaw along with new paths, signage and interpretation boards  Work on other SANGS sites including Hare Hill and St Ann's Hill will start in the near future
Continue working throughout 2018 to support an increase in the number of activities and generate additional income in parks and open spaces	Greater use of the green spaces  More people taking part in healthy activities  More volunteering opportunities  Greater knowledge among the community of local green spaces	4 summer silent screenings in summer of 2018  Free tennis coaching is being investigated for Heathervale Park  3 volunteer work parties have taken place in parks and open since April, involving around 80 volunteers

<b>Objective</b>	<b>Outcomes</b>	<b>Progress to date</b>
New equipment at Kings Lane open space in April 2018	New equipment for use by local young people	The play equipment has been installed and now available for use. The new bike track is still to be completed
Enhanced protection of site boundaries by quarter 2 of 2018	<p>To improve defence of open spaces and parks to prevent unauthorised vehicular access</p> <p>To deal with unauthorised encampments should they occur</p> <p>Over the coming months a review of each open space will take place to cost up any work that needs to be undertaken to improve their future protection from unauthorised encampments</p>	<p>There have been 11 unauthorised encampments since April 2018</p> <p>Abbeyfields has had bollards and new seating installed along the boundary with the road to prevent unauthorised vehicular access</p> <p>At Thorpe Green the existing ditches have been cleared out and new ditches dug to prevent access to the open space from the old tennis courts</p> <p>At Walton Leigh and Sayes Court ditches have been dug and new bollards and gates installed</p>
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	A Faculty (consent) for memorial testing has been received from the Diocese and testing has started in Council maintained closed churchyards
To re-let the play area inspection and maintenance contract in 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	An inventory of play equipment is being reviewed in preparation for going out to tender for the contract
Transfer of the land adjacent to Thorpe Cemetery in quarter 2 2018	This will provide additional burial land in a cemetery which is almost full	Still awaiting transfer details from CEMEX

<b>Objective</b>	<b>Outcomes</b>	<b>Progress to date</b>
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	Ongoing
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	An application has been completed and we are awaiting confirmation of the funding renewal. The current sum is £10,000 per year and this is likely to reduce to about £5,000 under the new scheme and would be for 5 years
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	Options for the GM contract will be evaluated and reported to this Committee in January 2019  Work has started on contract documentation and an update will be reported to the Committee
Put in place a contract for grave digging work in quarters 1 and 2 2018	New contract let for grave digging and other services across the four cemeteries.  Develop specification and contract documentation	To be reported to this Committee in November 2018
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	Consultation on new structure due to start in September 2018
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	2 infestations have been removed and 9 other nests are due to be removed. The total cost to date is approximately £4,000

## Safer Runnymede

Objective	Outcomes	Progress to date
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	104 are currently in use
To identify any opportunities to assist Spelthorne Borough Council in the development of the existing CCTV system by April 2018	Potential Increased revenue maintain high level of service already provided	New Wi-fi has been installed, a re-deployable camera has been used by Spelthorne and this has already prevented an unauthorised encampment on one of their open spaces  Spelthorne are now considering the purchase of at least 2 Re-deployable CCTV units
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	In place and has had the following impact – a reduction of +50 visits to SR by Staines Police officers during April 2018. This efficiency goes some way to demonstrating how SR can generate cost savings to Surrey Police, which in turn, will be recognised by contributions to RBC of £50k in 2018/19
To identify opportunities to develop a new Mobile CCTV network for Wentworth Estates/Golf Club through ongoing discussions	Potential Increased revenue – monitoring service	Awaiting response from Estates Manager
To determine if the Police are charged for DVDs and Photographs from April 2018	A replacement income stream due to PCC funding only being for one year	The Police provided £50,000 towards Safer Runnymede's operational costs this financial year

<b>Objective</b>	<b>Outcomes</b>	<b>Progress to date</b>
<p>To continue working closely with the developers of the new Addlestone One development</p> <p>Expanding the current service and offering monitoring options to the retailers on the development from April/May 2018</p>	<p>Identifying opportunities to add additional paid for services into the project</p>	<p>Opening of Addlestone One will see 8 new cameras installed in August 2018</p> <p>A bid is being made to the Police Crime Commissioner for funding of four additional re-deployable cameras</p>

### **Community Services**

<b>Objective</b>	<b>Outcome</b>	<b>Progress to date</b>
<p>Continue to develop the Surrey Heath Partnership with an annual plan in place for April 2018</p>	<p>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</p>	<p>Early stage conversations and associated work is being undertaken with an enhanced partnership approach and further integration from April 2019</p>
<p>Set up the wellbeing prescription service from 1<sup>st</sup> quarter of 2018</p>	<p>Appointment of a member of staff who will deliver the wellbeing service. March 2018</p> <p>GPs to identify local residents who can be referred</p> <p>Improve health and wellbeing of individuals and make them aware of services available</p>	<p>Member of staff is in post and had 77 referrals between April and July 2018</p> <p>Referrals from GP practices remain slow with not all practices in Runnymede engaging in the Wellbeing Prescribing service. This is an area continued to be worked on with the intention of referrals being received from all GP practices</p>

Objective	Outcome	Progress to date
To bid for the Home From Hospital contract in North West Surrey with other boroughs in first half of 2018	To jointly bid for the HfH contract in North West Surrey, working in partnership with other North West Borough Councils and Adult Social Care	Work ongoing due to go live in October 2018. RBC is working as the lead on many aspects of the project, providing the infrastructure for the service to be able to be delivered in partnership by four borough councils
To work in partnership with Central Surrey Health, CGG and Adult Social Care in supporting NW Surrey Locality Hubs with post holder in place 1 <sup>st</sup> quarter of 2018	<p>To have one of the Hub Coordinator posts ring-fenced to provide support services for residents in Runnymede.</p> <p>To participate in the joint management of the post and potentially to host the postholder within Community Services</p> <p>To look for other partnership opportunities through use of facilities at day centres to provide outreach Locality Hub services in Runnymede</p>	<p>Work on the NW Surrey Locality Hubs continues and RBC remains a partner</p> <p>Advertisements for Hub Coordinator posts have been made public twice to date, but not all vacancies have been able to be filled. The intention remains that one of these posts will interface with the Borough Council, providing a link for RBC with the hubs. The posts will be employed by Central Surrey Health</p> <p>A tour of borough sites has been completed with a view to delivering hub related services on an outreach basis within Runnymede. Preference has been given by Health and Social Care for appointments to be held at Floral House IRL scheme, given its location in central Chertsey.</p> <p>Conversations remain ongoing. RBC will need to consider income requirements and also impact on residents of Floral House before reaching any decision</p>



Objective	Outcome	Progress to date
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	No work undertaken to date. However the platform for referrals through Home from Hospital service has been extended to enable referrals to all services from health and social care staff as well as GP practices, who are supporting patients/clients who are at home
Review management of the yellow buses during 2018	To transfer the management of the Yellow Bus schools transport contract to Community Services	Yellow Bus School Transport has now been transferred to Community Service for the new school year starting in September 2018  Whilst support for the service has already commenced, there is a requirement to imbed the service within Community Services going forward
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	Given the current consultation in regards to Community Development and the proposal for IRL to relocate to the Housing Business Centre, this strand of work is on hold until final decision is made
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	RBC has extended its current arrangement with Woking for a further six months. There will be a need to consider the longer term arrangements and structure needed in November 2018. This will be following the consultation relating to Community Development
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	No progress to date

Objective	Outcome	Progress to date
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	<p>SCC is intending to re-contract both services with a start date of October 15<sup>th</sup> 2018. In interim existing contracts have been extended with RBC</p> <p>A meeting has been held with SCC re the potential to deliver the services in partnership on a longer term basis, up to 3.5 years, from October 2018</p>
Review of community transport structure due to changes in legislation at some point in 2018	<p>Change in legislation around S19 permits that CT operates under could result in significant service changes being required</p> <p>If this is the case, a review of the whole CT service would be required</p>	<p>The consultation in relation to the future legal status of Community Transport has been completed and a decision is awaited from the Department for Transport</p> <p>Work has been completed whereby different options for the future have been considered. The Community Transport Manager is scheduled to attend required training in order to operate under a commercial licence in September 2018</p>
Hydration and Nutrition Project to be run in 2018	New service to promote nutrition and hydration amongst older people	Service opportunity identified and intended to be worked up before being presented to NW Surrey and Surrey Heath CCGs
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	<p>This is continuing to be offered but will be replaced ultimately by the Home from Hospital service</p> <p>37 referrals received to service in quarter 1</p>

Objective	Outcome	Progress to date
<p>Promotion and Outreach Officer Post to deliver a marketing programme over the 12 month period</p>	<p>To implement the planned programme of marketing campaigns and priority areas for promotion through the Promotion and Outreach Officer Post</p> <p>Promotions to raise awareness and income for service areas</p>	<p><b>Stay Well This Summer campaign</b> including design of booklet with key public health messages and community services information – 3,500 printed and distributed across Runnymede</p> <p><b>Dementia Action Week campaign</b> – Linked with other organisations holding events across the week as well as working with the Social Centres to hold a reminiscence session and community golf session. Digital promotion of the week including social media posts and email banners. Printed flyer created specifically focused on how community services can support people living with dementia</p> <p><b>Carers Week campaign</b> – Linked with other organisations holding events across the week holding stalls in a number of locations. Digital promotion of the week including social media posts and email banners. Printed flyer created specifically focused on how community services can support carers</p> <p>Post holder is currently undertaking the <b>Digital Marketing Apprenticeship</b> alongside her work. As part of this, work is being carried out with the communications team to analyse and improve navigation through the RBC website</p>

Objective	Outcome	Progress to date
Develop other commuter services in the borough. This will be determined by demand during the year	<p>Reduce the number of car journeys</p> <p>Reduce the need for parking</p>	<p>Resource pressures within Community Transport has not allowed for this to be developed further. However the objective is still something to be worked towards with resources required as part of a review of Community Transport</p> <p>Potential opportunities have been identified by the Chief Executive and others</p>
Research the demand for Evening Community Meal Service. Ongoing throughout the year	<p>To use existing resources to create additional, daily, meals service, with referral routes specifically via ASC</p> <p>Need to discuss further with ASC to understand the level of need and potential uptake in service</p>	No progress has been made on this to date
Further development of the vulnerable peoples database which will be ongoing throughout the year	<p>Continued development of the vulnerable people database to ensure that all residents accessing services are included</p> <p>To move to a process of proactively uploading data to Surrey County Council portal</p>	This continues to be added to and currently has 3115 people registered
Launch fully in 2018 the social trips and group travel services in Community Transport	<p>To launch new widely new opportunities for individual residents to travel as part of a group to an identified destination</p> <p>To publicise transport services available to voluntary and community organisations</p>	Resource pressures within Community Transport has not allowed for this to be developed further. However the objective is still something to be worked towards with resources required as part of a review of Community Transport



## COMMUNITY SAFETY AND SAFER RUNNYMEDE ANNUAL REPORT 2017 – 2018

### 1. **INTRODUCTION**

- 1.1 This report provides information for The Community Safety Partnership (CSP) which is the statutory partnership under The Crime and Disorder Act 1997 and The Crime & Disorder Scrutiny Committee of Runnymede Borough Council which has responsibility for the overview and scrutiny of community safety matters in the borough.
- 1.2 The report documents all aspects of the work performed within Community Safety.
- 1.3 Much of what the service deals with has to remain confidential as it involves Police operations and actions by other enforcement agencies. All partners are working increasingly together to address local problems and share information in accordance with the agreed countywide multi agency information sharing protocol.
- 1.4 The partnership has four main areas of activity and these include addressing problems caused by identifiable individuals; addressing problems which occur at identified locations, support for ongoing projects and diversionary activities and support for new projects which are likely to benefit community cohesion.

### 2. **FUNDING**

- 2.1 The CSP funding of £3,104 was used to purchase 24hour segment timers (targeting domestic burglary), Junior Citizen plastic bags, Junior Citizen pencils, power supply for deployable CCTV unit and volunteer's refreshments.
- 2.2 The CSP purchased a deployable CCTV camera which will assist the partnership to tackle identified areas of antisocial behaviour (ASB) or crime.
- 2.3 A Community Safety underspend of £1000 was carried forward to 2018/19 covering the cost of the Public Spaces Protection Orders (PSPO) signs in Addlestone Town Centre and Englefield Green.
- 2.4 In 2017/18 £1,800 was received from the local area committee for local community safety work. This funding was carried forward and will be contributed to purchasing throw line signs to be installed in risk areas.
- 2.5 The Police and Crime Commissioner Office (PCCO) provided funding of £5000 for the Junior Citizen handbooks and £2000 towards the Truss's Island's, Chertsey barrier scheme, assisting in reducing ASB.

### 3. **COMMUNITY SAFETY PARTNERSHIP**

- 3.1 The borough engages in the Government 'Prevent Strategy' developed to stop individuals becoming terrorists or supporting terrorism. Across Surrey the Community Safety Unit on behalf of Surrey County Council coordinates the Prevent Strategy. A Prevent Executive Group is the overarching strategic board that meets quarterly. Prevent was a CSP priority for 2017/18 where a local strategy, action plan and quarterly update are monitored at the CSP meetings.
- 3.2 In 2017/18 the Police Prevent Team stated that there were no significant community tensions reported in the borough. Engagement with communities has continued in order to provide reassurance and to encourage any hate crime incidents and related community tensions to be reported.
- 3.3 The Channel process is essentially a safeguarding programme aimed at supporting individuals identified as vulnerable to being drawn into violent extremism or terrorist related activity. This is a multi-agency panel arranged and chaired by Surrey County Council inviting relevant agencies to attend on an individual case basis. During 2017/18 there have been no channel cases within Runnymede.
- 3.4 Ongoing Prevent awareness training of new council staff is required. A review of the current training options will be conducted with the Training Development Manager and Applied Resilience.
- 3.5 Domestic Abuse was highlighted as a priority for 2017/18 focusing on increasing awareness of domestic abuse and support services available to victims along with mitigating further risk of harm to victims and families.
- 3.6 High risk cases are discussed monthly at the Multi Agency Risk Assessment Centre (MARAC) where agencies share information to increase the safety of victims and agree a risk management plan.
- 3.7 Police issued 11 Domestic Violence Protection Notices in Runnymede (DVPN) to perpetrators of domestic abuse to provide instant protection to victims in the aftermath of a domestic abuse incident. A magistrate granted 32 Domestic Violence Protection Orders (DVPO) where the order will immediately ban the perpetrator from returning to a residence and from having contact with the victim for up to 28 days. This period of time allows the victim the opportunity to consider their options and get the support they need.
- 3.8 Domestic Awareness Week took place in October 2017, a county-wide event. Information and advice was published via social media channels and on the public Runnymede webpage.

- 3.9 ASB Awareness Week took place in July 2017, a county-wide event. Information and advice was published via social media channels and on the public Runnymede webpage.
- 3.10 Community Safety also supported Alcohol Awareness Week in November 2017. To increase awareness, the 'Don't Bottle It Up' alcohol scratch cards had been placed on desks in the Civic Offices. The scratch card asks three simple questions and directs those drinking at risky levels to take the full alcohol test online. Information for residents was also publicised on the Runnymede webpage.
- 3.11 The CSP has highlighted Child Sexual Exploitation (CSE) as one of the key priorities for 2017/18. Surrey County Council's Children's Safeguarding Board is the lead agency for CSE across the boroughs. The role of the CSP is to support the weekly risk management meetings and by tackling and preventing CSE within Runnymede. No referrals of individuals or areas of concern were made to the Community Harm and Risk Management meeting (CHaRMM) or Joint Action Group meeting (JAG) in 2017/18.
- 3.12 Annually, Runnymede Borough Council in partnership with Surrey Police invites each school in the borough to take part in the Junior Citizen Scheme. Below is the list of schools who attended:
- Ottershaw C of E School
  - Thorpe Church of England School
  - Darley Dene School
  - St Anne's Catholic School
  - Bishop Gates School
  - St Pauls C of E
  - Ongar Place School
  - Sayes Court School
  - St Ann's Health Junior
  - Thorpe Lea School
  - St Cuthbert's School
  - Holy Family School
  - Manorcroft School
  - Stepgates School
  - Pycroft Grange School
  - Hythe Community School
  - St Jude's C of E Junior
  - New Haw Community School
- 3.13 The event was held in November 2017 at Thorpe Park, Chertsey free of charge. Almost 800 children were given the opportunity to learn potentially life-saving skills.
- 3.14 As a partnership scheme, Junior Citizen is delivered by Runnymede Borough Council in conjunction with Surrey Police, Surrey Fire and



Rescue Service (SFRS), St John Ambulance, UK Power Networks, South West Trains, British Transport Police and the Royal National Lifeboat Institution (RNLI). The PCCO Surrey provided funding for the Junior Citizen handbooks. Support is also received from Tesco who contributed the refreshments for the volunteers. The schools that required transport arranged by the Council were charged £2.00 per child to cover the cost of transport provided. This is the only cost required from participating schools.

- 3.15 A tri-borough (Runnymede, Elmbridge, Spelthorne) Respect the Water initiative was launched in June 2017. A promotional water safety event took place at Runnymede Pleasure Grounds where residents received water safety advice delivered by RNLI, live demonstrations of how to use equipment appropriately if someone comes into difficulty while in the water and once rescued how to administer first aid. Agencies who supported the event are SFRS, RNLI, Ambulance Service, Surrey Search and Rescue and fellow borough representatives.
- 3.16 Locations which particularly run along the River Thames were risk assessed by the SFRS who then recommended target areas for the signs/ throw lines. Three throw line signs were installed at Runnymede Pleasure Grounds.
- 3.17 In addition to reducing crime across the borough, the CSP identified Domestic Burglary as a key priority for 2017/18. To assist in deterring burglaries, 212 24hour segment timers were distributed to hot-spot areas identified by Surrey Police. Crime prevention advice was delivered through Neighbourhood Watch, online and social media channels.
- 3.18 Surrey Police and the CSP work in partnership to address Serious Organised Crime (SOC) within the borough. A local SOC profile has been produced by Surrey Police with intelligence provided from agencies. Organised Crime Groups (OCG) included crimes relating to drugs, human trafficking, firearms, modern slavery, internet crime, fraud and counterfeit goods. There were no OCGs operating in Runnymede in 2017/18. SOC training for Runnymede staff has been arranged for 2018/19.

#### 4. **ANTI-SOCIAL BEHAVIOUR**

- 4.1 In Runnymede there are various options available to report ASB. Majority of reports are received via the online reporting system available on the council website. This facility is available to all local residents and the reports are automatically forwarded to the relevant departments or emergency service to be addressed.
- 4.2 The number of reported ASB incidents to Runnymede Borough Council has increased. The total number of reported ASB incidents for 2017/18 concluded to 1783, a small increase of 88 incidents when compared to

last year's annual total. Reports of fly-tipping, noise, litter and rubbish contribute to majority of this increase. Surrey Police saw a reduction of 296 fewer reported incidents of ASB when compared to last year's total.

- 4.3 Identified individuals causing problems within the community and victims of the harm are considered at CHaRMM. The move towards a harm reduction and risk assessment based response ensures actions are taken to reduce the negative impact that problem individuals and families have on communities through their anti-social behaviour and put in place appropriate risk management plans to reduce the negative impact on victims.
- 4.4 The meeting is attended by members of various agencies including the police, family services, community mental health, housing associations and children's services. The members consider all available options including support to the individual or the parents, or appropriate enforcement tools.
- 4.5 CHaRMM is managed through SafetyNet, a county wide initiative. It is a secure online based system where only assigned agencies have access. CHaRMM reports quarterly to the CSP and at the end of the year there were 14 individuals on CHaRMM.
- 4.6 Six Criminal Behaviour Orders and one closure order were secured by the police, four Community Protection Notices (CPN) Warning Letter and two CPNs were issued by the council during 2017/18. A breach of a CPN led to a fixed penalty notice (FPN) being issued by the housing department.
- 4.7 Identified locations where the community are experiencing problems or specific crime types causing concern are considered at a multi-agency JAG meeting. Activities of the JAG are reported quarterly to the CSP. At the end of the year there were two areas being monitored by JAG.
- 4.8 The CSP identified tackling environmental ASB as one of its priorities for 2017/18. The reported fly-tipping figures for 2017/18 when compared to 2016/17 show a very small increase of eight incidents for the year.
- 4.9 Runnymede's Environmental Health Team continues to supports the county wide Fly-Tipping Strategy and use SafetyNet to create an open dialogue with other boroughs, as often the perpetrators offend across borders.
- 4.10 Environmental Health issued six FPNs, one seizure of vehicle, one statutory notice regarding produce waste transfer notes and one FPN non-compliance of statutory notice in 2017/18. Environmental Health continue to deploy mobile cameras, especially in "hot spot" areas.

- 4.11 In 2017/18 the police in partnership with the council saw an increase of reported antisocial behaviour in Addlestone Town Centre and an area within Englefield Green. Both locations were referred to JAG, and a multiagency response to various concerns was addressed. The option to introduce Public Spaces Protection Orders (PSPO) in accordance to legislation was explored. The purpose of a PSPO is to stop individuals or groups committing ASB in a public place by restricting certain types of behavior. Public consultations for the PSPOs were conducted with a majority of residents supporting the proposals. The two PSPOs and enforcement policy were implemented in June 2018. Due to resources and logistics the Surrey Police are the primary enforcers with the council issues warning letters and FPNs where breaches have occurred.
- 4.12 The CSP purchased a deployable CCTV unit in March 2018 to assist in tackling ASB and crime. The unit is attached to a street lamp and records live images linked into Safer Runnymede. The unit is not static and can be moved to various locations.
- 4.13 The deployable CCTV unit is currently located at a JAG location. Since the installation of the CCTV, there has been a dramatic decrease of reported ASB with residents expressing increased sense of safety.
- 4.14 According to the legislation, Anti-social Behaviour, Crime and Policing Act 2014 residents have the opportunity to request a local authority to conduct a review of an ASB case known as the 'Community Trigger' or 'ASB Case Review'. There were no Community Trigger requests within Runnymede in 2017/18.

## **5. CCTV OPERATIONS**

- 5.1 This report is published in compliance with the principles of the Home Office Surveillance Camera Code of Practice – June 2013.
- 5.2 Closed circuit television (CCTV) continues to be a powerful tool when used to combat crime and anti-social behaviour, particularly when integrated with other crime reduction methods such as retail 'radio-link' systems and close working partnerships with colleagues from Surrey Police.
- 5.3 Runnymede Borough Council, Safer Runnymede, Surrey Police, Ashford and St.Peter's NHS Trust, Thorpe Park and other local business organisations remain of the view that where CCTV is either in place, or will subsequently be introduced, there is a tangible benefit to those local communities and businesses and a reduction of incidents of crime and public disorder.
- 5.4 The CCTV system also assists in monitoring road safety and improves community confidence thereby creating a safer environment for residents, traders and visitors.

- 5.5 This report documents all aspects of the CCTV work performed within Safer Runnymede by the operators in the Safer Runnymede Care and Control Centre. This complies with the agreed Code of Practice which applies to the operation of public space CCTV and provides an outline of activity for partners.
- 5.6 Much of what the unit deals with has to remain confidential as it involves police operations and actions by other enforcement agencies. This report is, as a result, limited in the detail that can be given about individual cases, many of which are yet to come to court. It also excludes information which could lead to the identification of individuals. All partners continue to work together to address local problems and share information in accordance with the agreed countywide multi agency information sharing protocol.
- 5.7 It is recognised that gaining and keeping public support for CCTV is vital. We understand the need for a comprehensive and effective Code of Practice defining the systems operational parameters. This Code of Practice is published on our website:  
<https://www.runnymede.gov.uk/article/6606/Safer-Runnymede-CCTV>
- 5.8 Therefore, we will only utilise CCTV with the consent and support of our local communities to assist in the fight against crime, whilst ensuring that individual civil liberties are not infringed. Our CCTV system is operating in accordance with:
- The Data Protection Act 1998
  - The European Directive 95/46/EC
  - The Human Rights Act 1998
  - The Regulatory and Investigatory Powers Act 2000
  - The Protection of Freedoms Act 2012
- 5.9 In addition to statutory requirements the Council continually assesses compliance with the following advisory Codes of Practice.
- Data Protection Code for Surveillance Cameras 2014 – Information Commissioner’s Office (ICO)
  - Surveillance Camera Code of Practice – The Surveillance Camera Commissioner
- 5.10 The system design and operation is based on current guidelines provided by the Home Office, the Police Scientific Development Branch and advice from [the National Police Chiefs Council \(NPCC\)](#).
- 5.11 The CCTV scheme is registered with the Office of the Information Commissioner, in compliance with the Data Protection Act 1998, and with the Home Office in respect of the Police radio system.

5.12 All partners are totally committed to complying with these Codes in relation to the deployment and operation of CCTV.

## **6. CCTV POLICY PRINCIPLES AND OBJECTIVES**

6.1 The prime purpose of the system is to reduce both the real and perceived level of crime.

6.2 The system is used:

- To improve confidence in the rule of law
- To provide security coverage for the Council's own premises
- To assist in the apprehension and prosecution of offenders in relation to crime and public disorder
- To assist in the protection of vulnerable persons or victims of crime
- To provide security cover and monitoring for town centre events
- To gather evidence by a fair and accountable method
- To create a safer community, improving the quality of life for all
- To enhance the economic climate, creating a greater opportunity for prosperity
- In preventing or alleviating serious interruptions to traffic flow
- In preventing or alleviating problems of an anti-social nature in the community

6.3 All Borough Council CCTV Cameras are overt and their presence is clearly indicated by signs covering the CCTV area. The signs conform to the requirements of the Home Office CCTV Code of Practice.

6.4 CCTV footage and recorded information will only be used by the Borough Council, Police and other statutory law enforcement agencies for the conduct of their duties.

## **7. CCTV OPERATIONS**

7.1 Safer Runnymede Control Room is now nine years old. Our systems continue to operate to the high standard envisaged in its original specification, with ongoing technical upgrades incorporated into the running costs.

7.2 The digital storage of 31 days enables incidents to be immediately reviewed. We are also able to archive footage and burn data to evidential disks for Police and Council Officers as required. This system flexibility provides an outstanding service to partners. The quality of picture display, camera operation and picture retrieval is essential and used to its fullest extent.

7.3 On a number of occasions during the year we invited *Bosch Europe* and their potential Local Authority partners, to visit our CCTV Control

Room. These visits allowed colleagues throughout the country to design new CCTV Controls Rooms using the Safer Runnymede CCTV environment as an industry standard.

- 7.4 We operate in compliance with the National Strategy for Public Space CCTV and are accredited to the Surveillance Camera Commissioner Code of Practice.
- 7.5 We continue to work hand in hand with the Police. Our dual system of both Council and Police fibre cabling gives us access to both Council and Police networks/phones and radios. The Operators are all vetted to use the Police incident handling system (ICAD) which has increased the number of incidents which the operators have been able to assist with. Police management have visited our control room and continue to be satisfied in the security and operation of the room.
- 7.6 We operate as before with dedicated operators monitoring the cameras in our Borough 24/7 and similarly provide CCTV operators to monitor the cameras in Spelthorne.
- 7.7 Two Supervisors assist the Safer Runnymede Manager in the undertaking of all operational obligations as well as the training of new staff, camera cover when required and the day to day monitoring of the operation.
- 7.8 The current total number of cameras accessed stands at 365.
- 7.9 Our operations team also support CCTV partnerships with local partners such as Thorpe Park and at St. Peter's and Ashford NHS Trust Hospitals during out-of-office hours. Monitoring for our partners from a single CCTV environment has continued to prove to be of considerable operational advantage to colleagues at Surrey Police. For example, incidents starting in one area are often resolved by observations in another, across the CCTV network. This wide area network of cameras is unique in the County and is of great benefit to local people, businesses and Surrey Police.
- 7.10 In 1998, the first full year of operation, operators recorded 784 incidents where cameras were used. By contrast, recent figures are as follows:

	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>CCTV Incidents by Borough</b>			
Runnymede	4101	4093	4241
Spelthorne	2773	2712	2905
CCTV incident totals	<b>6874</b>	<b>6805</b>	<b>7146</b>
<b>Evidence produced</b>			
DVD	616	500	392
Video Still	145	78	156

Video Reviews (SR staff)	413	518	319*
Visits from Police (Surrey/Met/British Transport Police)	2584	1081	875**
<b>Complaints</b>	None	None	None
<b>Subject access requests</b>	None	One	One
<b>Freedom of Information Requests</b>	Five	Six	Eight
<b>Privacy Impact Assessments</b>	N/A	N/A	Four
<p>*These video searches are conducted on behalf of Police by authorised Safer Runnymede personnel.</p> <p>** Although the number of visits by Police have seemingly decreased as a consequence of the Elmbridge/Epsom CCTV contract end, in real terms the visits have actually increased from an anticipated 546 to 875 (this figure includes approximately 109 visits for EBC/EEBC during Jan-Mar 2017).</p>			

- 7.11 The number of arrests recorded where CCTV has provided vital evidence since the Centre opened has now reached well over 3,000.
- 7.12 That said, this total number is likely to be somewhat conservative as the number of arrests where cameras play an instrumental part is difficult to establish - many more arrests follow review of recordings by Police Officers after the event.
- 7.13 During 2017 we provided Police with evidence recorded on DVD in 392 cases (500 in 2016) and a further 156 (78 in 2016) still photographs were given for identification purposes.
- 7.14 It should also be remembered that not only does CCTV enable the detection of offenders who would otherwise escape justice but also leads to an increase of guilty pleas at Court. This often saves witnesses from the trauma of giving evidence and the Police and Criminal Justice system considerable saving in time and resources.
- 7.15 Regardless of security clearance, all visitors are required to sign into the Control Centre, 95% of these visitors are Police staff wishing to view CCTV footage or acquaint themselves with the system.
- 7.16 During 2017 we received some 875 visits from our Police colleagues.
- 7.17 Although the number of visits by Police have seemingly decreased as a consequence of the Elmbridge/Epsom CCTV contract end, in real terms the visits have actually increased from an anticipated 546 to 875 (this figure includes approximately 109 visits for Elmbridge/Epsom during Jan-Mar 2017).

- 7.18 Beyond our efforts to assist Police colleagues, the CCTV system and our Code of Practice also permits use of the cameras for a number of different purposes. The variety has been great but has always been conducted within the Code and for the benefit of local people.
- 7.19 There have been many searches for missing people of all ages from the very young to the elderly or sick. It is often difficult to place a tangible result on these events but as well as possibly preventing a tragedy and reducing emotional stress for the relatives; there are also considerable known savings to Police resources.
- 7.20 The system is also used by a number of Sections within the Council in the performance of their duties. It helps (by identifying) Town Centre Management problems such as rubbish, graffiti or broken street furniture and in consequence these issues are dealt with often before reports are received from the public. We also help other agencies, including Customs and Excise and Health and Social Care. The cameras provide evidence of many road traffic collisions and footage and stills are used in the investigations as to the cause.
- 7.21 Partners at the Network Management Information Centre (NMIC - Surrey County Council Highways) continue to receive images of Public Space CCTV cameras via fibre links. These are generally used to assist in Traffic Management or Major Incident planning.

## **8 DIRECTED SURVEILLANCE (THE REGULATORY AND INVESTIGATORY POWERS ACT 2000)**

- 8.1 Use of the CCTV system under the Regulation of Investigatory Powers Act 2000 is recorded and during the year the legislation was used on five occasions. The necessary authorisations were all provided by Surrey Police and authorised by a Police Superintendent.
- 8.2 During this period the CCTV Control Practices was audited by the Surveillance Commissioner's Office on our RIPA usage and protocols.
- 8.3 No issues were raised and the audit report suggested Runnymede was a fine example of best practice.
- 8.4 The system continues to be maintained to the highest possible standards with the criteria always that the pictures must be of evidential quality.

## **9 COMPLAINTS**

- 9.1 The CCTV system is operated strictly in accordance with an agreed and published Code of Practice. This complies with the requirements of the Information Commissioner. This requires complaints about



misuse of cameras or invasion of privacy to be investigated and reported.

9.2 There were no complaints in 2017.

**10. SUBJECT ACCESS REQUESTS**

10.1 There was one request in 2017.

**11. FREEDOM OF INFORMATION REQUESTS**

11.1 We had eight requests in 2016.

**12. PRIVACY IMPACT ASSESSMENTS (PIA)**

12.1 We conducted four PIAs during the period.

Summary of ASB reports received by R.B.C. financial periods 16/17 and 17/18												
		Q1/ 16-17	Q2/ 16-17	Q3/ 16-17	Q4/ 16-17			Q1/ 17-18	Q2/ 17-18	Q3/ 17-18	Q4/ 17-18	
By Type reported		Apr- June	July- Sept	Oct- Dec	Jan- Mar	Totals		Apr- June	July- Sept	Oct- Dec	Jan- Mar	Totals
Abandoned vehicles		9	11	4	17	41		17	4	6	6	33
Alcohol/solvent abuse		0	0	0	1	1		0	0	0	0	0
Begging rough sleeping		0	2	0	3	5		6	6	4	6	22
Criminal damage/Vandalism		1	6	9	5	21		9	8	3	20	40
Dog fouling		19	4	3	11	37		8	11	10	4	33
Drugs/solvents		7	19	7	6	39		20	27	16	10	73
Fly tipping		147	191	89	44	471		103	125	108	143	479
Graffiti		7	9	2	5	23		5	2	5	3	15
Harassment		3	4	5	1	13		0	1	3	0	4
Inappropriate vehicle use		0	0	0	0	0		0	0	0	0	0
Intimidation		3	5	2	0	10		1	0	2	2	5
Litter/rubbish		121	141	46	58	366		41	64	44	100	249
Neighbour dispute		0	0	0	0	0		0	0	0	0	0
Neighbour nuisance		26	41	19	19	105		44	32	9	13	98
Noise		53	101	47	61	262		90	83	53	51	277
Nuisance behaviour		30	5	9	17	61		22	26	11	7	66
Rowdy behaviour		8	22	6	15	51		9	19	13	5	46
Rundown properties/squatters		0	2	0	0	2		0	0	0	0	0
Incursions		1	1	0	1	3		14	75	5	10	104
Uncontrolled pets		10	22	3	6	41		5	9	7	5	26
Vehicle nuisance		1	0	1	0	2		0	0	0	0	0
Vehicles causing obstruction		33	26	26	44	129		36	73	40	40	189
Verbal abuse		1	5	3	1	10		4	2	6	2	14

		480	617	281	315	1693		434	564	345	427	1770
Hate crime						0			1		1	2
fly posting						0						
Horse fouling		1				1			1			1
criminal behaviour					2	2		8		1		9
Grease on play equipment						0						
Human excrement				1		1			1			1
prostitution						0						
<b>Total</b>		<b>481</b>	<b>617</b>	<b>282</b>	<b>317</b>	<b>1697</b>		<b>442</b>	<b>567</b>	<b>346</b>	<b>428</b>	<b>1783</b>

<b>ASB reports - Summary 2016/17 - 2017/18</b>												
		Q1/ 16-17	Q2/ 16-17	Q3/ 16-17	Q4/ 16-17			Q1/ 17-18	Q2/ 17-18	Q3/ 17-18	Q4/ 17-18	
<b>By Ward</b>		Apr- June	July- Sept	Oct- Dec	Jan- Mar	<b>Totals</b>		Apr- June	July- Sept	Oct- Dec	Jan- Mar	<b>Totals</b>
Addlestone Bourneside		33	43	13	25	114		31	22	23	26	102
Addlestone North		41	49	20	29	139		34	41	32	38	145
Chertsey Meads		32	38	24	26	120		30	36	26	20	112
Chertsey South & Rowtown		33	34	12	12	91		41	34	18	13	106
Chertsey St Ann's		48	60	29	30	167		53	55	21	41	170
Egham Hythe		45	61	22	37	165		37	50	29	41	157
Egham Town		35	69	39	37	180		39	49	45	42	175
Englefield Green East		12	14	9	10	45		14	14	16	10	54
Englefield Green West		49	65	25	28	167		37	43	25	39	144
Foxhills		24	34	20	21	99		22	43	18	47	130
New Haw		39	39	21	14	113		22	30	15	25	92
Thorpe		47	43	15	23	128		31	85	18	27	161
Virginia Water		21	26	14	9	70		15	28	17	21	81
Woodham		9	21	8	7	45		22	12	9	21	64
		468	596	271	308	1643		428	542	312	411	1282
no location given		13	21	11	9	54		14	25	34	17	90
<b>Total</b>		<b>481</b>	<b>617</b>	<b>282</b>	<b>317</b>	<b>1697</b>		<b>442</b>	<b>567</b>	<b>346</b>	<b>428</b>	<b>1783</b>

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEEANNUAL GENERAL MEETINGThursday 19 July 2018 at 2.30pm

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

The meeting was also attended by 6 members of the public, Honorary Wardens Mrs Lane, Mr Ashby, Mr K Barkham, Mr J Midwinter and Mr A Saunders.

Apologies were received from Councillor Mrs C S S Manduca, Peter Winfield, Chris Dulley, Vicki Balaam and Mr Beesley.

1. MINUTES

The Minutes of the Annual General Meeting held on 20 July 2017 were confirmed and signed as a correct record.

2. CHAIRMAN'S OPENING REMARKS

Cllr Sohi welcomed members of the public to the 2018 Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee, Honorary Wardens and Council Officers.

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

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

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

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

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

3. ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2018

a) Honorary Secretary's report

The Honorary Secretary reported that during the past year new boardwalks and information boards had been installed.

The Honorary Secretary expressed his thanks to the co-opted members for their help and support over the past year. It was very helpful to have regular feedback from co-opted members on any issues arising.

b) Honorary Treasurer's Annual Report

The Honorary Treasurer presented the Trust's Annual Report for the year ended 31 March 2018.

The balance sheet at the end of 31 March 2018 stood at £173,620. It was reported that it had been necessary to draw down on the Trust's investments over the last three years. Interest rates continued to be at an all time low and current incoming resources of £9.428 did not cover the Trust's revenue costs. The Honorary Treasurer advised that it would therefore be necessary for grant funding to be applied for to cover both revenue and capital costs over the coming years, particularly if the Trust needed to finance another large project. Additionally, the community may wish to look at income generation through fundraising activities. Due to reduced support from central government Runnymede Borough Council was unable to provide any financial support at this time. However, if the Trust managed to generate some income themselves the Council would be more likely to look favourably at assisting the Trust in the future if the Council were then in a position to do so. It was, however noted that the Trust deed would need to be looked at to ascertain what could and could not be carried out on the Trust land. Councillor Wase-Rogers would speak to the Council's Head of Law and Governance in relation to this.

4. ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 14 June and was attended by Mrs H Lane, Mr K Barkham, Mr J Midwinter, Mr T Ashby together with three Council Officers.

Riverside Walk

The following points were recorded during the inspection:-

- The new interpretation boards were now in situ at the entrances to the site
- Contractors were due to trim around the entrance to the site within the next two weeks
- Path hardening was due to take place in wetter parts of the path within the next two weeks
- The new way-marker posts were a great improvement
- A fallen tree was noted but Officers were already on site dealing with it. One other tree would need to be felled
- Some broken boards at the edge of the upstream bridge were noted. This had already been actioned by Officers and the repair was in hand
- One bench appeared to be rotting and will need to be monitored
- The Forest School site was in excellent order
- The site was in good order and free from litter.

Cabrera Open Space

The Cabrera Open Space was noted to be in good order.

5. DISCUSSION FORUM

Members of the public present at the meeting raised various concerns regarding the Trust's finances, Trust land, and open space;

Some concerns were raised regarding the cost of the replacement boardwalks detailed in the financial statement. Officers advised that the cost had been competitive. The works had gone out to tender, there had been a limited number of contractors able to do the work. It was noted that whilst the statement referred only to bridge repairs all boardwalks had been replaced.

The amount of dead wood and fallen trees on site was raised as a concern by a resident who suggested they should be removed. Co-opted members, Officers and a volunteer from Surrey Wildlife Trust present at the meeting advised the resident that the trees remained on site to ensure a natural habitat. Surrey Wildlife Trust had previously done various reports relating to the site which supported this approach.

It was reported that some muddy areas remained on site and the hole at the edge of the upstream bridge had not been repaired. Officers would look into getting this repaired as soon as possible.

It was reported that the contractors had left some waste on site when undertaking the recent boardwalk work. Council Officers would look into this and the removal of any contractors waste would be undertaken.

It was reported that the open space often had rubbish and litter in the area. Additionally not all of the bins were emptied regularly. Officers would look into this problem and rectify.

It was reported that there were no bins on the Trust land. Officers would organise for bins to be placed at both ends of the site.

There was a large amount of litter adjacent to the Station path which was on railway land and now fenced off. Officers would liaise with British Rail regarding this.

It was reported that the Egham and Staines Conservation Volunteers visited the site bi-annually. Additionally, Mr Saunders had regularly been visiting the site clearing the Himalayan Balsam by the bridges and he then visited the site weekly to prevent re-occurrences.

The idea of a volunteer group being formed was discussed. Members of the public present were happy to facilitate this. Whilst the Council were willing to support the group they did not have the resources to set up or manage the group. It was suggested that initially an advert to recruit volunteers be placed in the parish magazine, the library and on the Virginia Water Facebook page. Councillor Sohi was happy to exchange telephone numbers with residents to assist the group. Mr Saunders was also happy to support. It was noted that any works undertaken would need to be undertaken working to the SWT nature conservation guidelines. The site was unique being the rarest wetland woodland site in Surrey and boasted rare flora. It was suggested that it would be beneficial for the SWT to meet the volunteers on site to advise on the land. The philosophy of the site also needed to be agreed.

Officers advised that an Oak Processionary Moth had been discovered at the Riverside Walk for the first time this year. The caterpillars were covered in hairs which easily shed and could cause health issues.

Officers were asked if they could re-consider the times of the meetings from 2.30pm to either lunchtime or AM. Officers would discuss this and advise Members of the Committee of any changes in due course.

The possibility of using Christchurch in Virginia Water for a venue for the AGM in the future was discussed. There would be no charge. Officers would discuss this option and advise Members of the Committee of any changes in due course.

(The meeting ended at 3.30pm)



Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE19 July 2018 following the 2.30pm AGM

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

The following attended in an advisory capacity;

Honorary Wardens: Mr T Ashby, Mr K Barkham,  
Mrs H Lane, Mr J Midwinter and  
Mr A Saunders

Councillor Mrs C S S Manduca was absent.

1. ELECTION OF CHAIRMAN

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

2. ELECTION OF VICE CHAIRMAN

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

3. MINUTES

The Minutes of the meeting of the Committee held on 11 January 2018 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs C S S Manduca

5. ACTIONS TAKEN SINCE LAST MEETING

The Committee was updated on various actions taken since the last meeting.

Path surfaces

Following the completion of the new boardwalks last year, there were a few sections of path that remained wet and muddy. The worst of these sections were improved by the addition of crushed stone which had significantly improved the surface. Further sections were receiving the same treatment during the Summer.

Walk leaflets

At its meeting in July 2017 the Committee had supported delaying the installation of the new information boards and publishing of the walk leaflets until the boardwalks were complete. As reported in January, the boards were installed shortly after the boardwalks. The leaflets were subsequently published on the Council's website and remained available for the public to download, they were also published via an article in the Connection magazine in March.

**ACTION**

## Forest School

The Mighty Adventurers Forest School continued to use the Riverside Walk woodland. Chris Hunt read out an update from Vicki Balaam regarding the Forest School and various activities on the Trust land. Vicki wanted to thank the Committee for continuing to allow the Forest School to use the land and commended Officers on how lovely the woods were looking. Vicki was looking to purchase 10 tepee tents which would be used to provide shelter during the winter months. The After School Club would continue through the Winter. The Pre-School wished to continue with their Thursday morning sessions. Vicki's application to the Arts Council was being re-submitted.

## Connections Magazine

As agreed at the last meeting an article was produced for the Connection magazine, in partnership with Mighty Adventurers Forest School, advising the public of the completion of the new boardwalks and generally promoting the site, the forest school sessions and this year's AGM.

### 6. EVENTS

The Committee was advised that the Trust's land at Cabrera Avenue was being used for more events than usual; In May, Christ Church Virginia Water, held a morning service of worship there. Carnival Capers was held on 30 June. In July the site would again host Christ Church's Summer on the Green and this year the Surrey Mayor's Association AGM and Garden Party.

### 7. TREES

The Oak Processionary Moth was a fairly new phenomenon and a single nest had been discovered in an Oak close to the Cabrera Avenue entrance. The caterpillars are covered with hairs which easily shed and can cause health issues, such as rashes or respiratory problems if inhaled.

### 8. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee received the quarterly Financial Monitoring Statement for the period ending 30 June 2018 the contents of which were noted. The market value of investments had increased slightly but as discussed at the AGM grant aid funding and fundraising was needed to strengthen the Trust's financial position.

### 9. DATES FOR MEETINGS IN 2019

The Committee noted the following;

The next meeting of the Management Committee would be held on **Thursday 10 January 2019 at 2.30pm**

The AGM and the July meeting of the Cabrera Trust Management Committee would be held on **Thursday 18 July 2019 at 2.30pm**

(The meeting ended at 3.50 pm)

Chairman