

Runnymede Borough Council

COMMUNITY SERVICES COMMITTEE

13 September 2018 at 7.30 pm

Members of the Committee Present: Councillors N M King (Vice-Chairman in the Chair), 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.

Members of the Committee absent: Councillor Miss M N Heath (Chairman)

231 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

232 PRESENTATION – EAST TO WEST COMMUNITY ORGANISATION

Mr Anthony Horton, Chief Executive of East to West gave a presentation to the Committee on their work which was summarised as ‘bringing hope to young lives.’

The Organisation focussed on supporting young people with mental health issues but also helped teachers. They had worked with the Magna Carta school for 18 years where one of their professionals in Relational Support Work was employed for 20 hours per week. The impact of their work was monitored and the Committee was impressed by the number of people that had been assisted over the 21 years that East to West had been operating with schools, hospitals and the police.

East to West would soon be launching a service collaboratively with St Peter’s Hospital Chaplaincy, working with young people who had been identified primarily through A&E, as being at risk of self-harming and/or attempting suicide.

Mr Horton explained that young people were helped with developing coping strategies but those with deeper needs were referred to specialist health care and counselling professionals who were BACP (British Association for Counselling and Psychotherapy) accredited.

With regard to training, East to West staff received mental health first aid, a week long induction course and monthly training on different issues as well as group work and in service training.

East to West aspired to broaden their support network; this could be achieved with more funding and corporate support. For example, Gartner, based in Egham, provided much valued marketing and communications guidance

The Committee thanked Mr Horton for making his presentation and endorsed the value of East to West’s work with young people. Mr Horton was urged to maintain contact with the Committee.

233 MINUTES

The Minutes of the meeting of the Committee held on 14 June 2018 were confirmed and signed as a correct record.

234 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Miss M N Heath, to whom best wishes were extended.

235 BUSINESS PLAN UPDATE

The Committee received for information an update on the diverse range of activities in the Community Development Business Centre.

A number of projects were highlighted. For example, in Green Space, SANGS work was ongoing, with recent improvements at Timber Hill in Ottershaw as well as at Chertsey Meads. The Committee was informed that the Countryside Stewardship Scheme was due for renewal in 2018/19 and an application for funding, at a reduced rate had been made. A report on Runnymede Pleasure Grounds was considered elsewhere on the agenda.

Following consultation with the local community and Ward Members, work was progressing well on the replacement War Memorial at Virginia Water. Officers would confirm details of the official opening ceremony ready for this year's Remembrance weekend in November.

With regard to Community Development, Members noted that a change in criteria had resulted in slightly lower participation in the Surrey Youth Games, sponsored by Specsavers. Members sought what action could be taken to address this in future years. Officers reported that an update on the action plan for the Playing Pitch Strategy would be submitted to a future meeting of the Committee.

Councillors were very pleased by the performance of Chertsey Museum and noted the invitation to the opening of the 'Dressed for Best' at the Museum on Wednesday 19 September at 6.30pm. Congratulations were extended to staff at Chertsey Museum, including for their educational outreach work. It was noted that Egham Museum also had resource packs that could be loaned to schools but they did not undertake visits given that Chertsey Museum was already well established in this field.

Officers reported that the Central Government's financial contribution to the Family Support Programme would cease in March 2020 and a report about future funding would be presented to the Committee in due course. Members noted that a comprehensive update on Community First had been given at the last meeting in June.

Officers confirmed there had been 77 referrals to the Wellbeing Prescription Service in the first four months of operation which Members agreed was a very good achievement with only one member of staff being involved in that role. Future funding would however need to be considered in due course. With regard to the partnership with Surrey Heath, Officers anticipated that a report would be submitted to the next meeting in November. The new Home from Hospital Service was due to start in October and Community Services had absorbed the Yellow Bus service from Planning very recently.

The Committee was interested in steps taken in response to unauthorised encampments, of which there had been 12 over recent months. Officers were asked to report regularly to the Committee on action taken to improve security of the Council's parks and open spaces, deemed as high risk, in the context of steps to delay access by unauthorised encampments and to include financial implications of any proposed works. These would need to be prioritised as resources were limited. The need to be proactive and prepared was recognised and a meeting to discuss a potential transit site in the county would take place shortly in which many of the Surrey Chief Executives were involved.

With regard to Community Safety, Officers were asked to provide the Committee with details of how to request deployment of the mobile CCTV units to deter anti-social

behaviour and the criteria for which sites are chosen. For example, Officers were asked to confirm why the Franklands Drive request had not yet been actioned and to provide Members with an update on antisocial behaviour and discussions with Surrey Police about this location. Members were cautioned however that images from the mobile units could not always be used to prosecute offenders.

Officers were asked to confirm whether the CCTV at Hythe Park was functioning. With regard to dealing with fly-tipping, Members were advised to speak to the Council's Environmental Health and Licensing Manager.

It was noted that the Chairman and Vice-Chairman had agreed for Egham Museum to provide an update and business plan to the next meeting of the Committee in November.

The Committee was informed that further updates on the Business Plan would be brought to the Committee in January 2019.

236 RUNNYMEDE PLEASURE GROUNDS IMPROVEMENTS – UPDATE

The Committee was presented with a high level project outline and timeline for the proposed improvements at Runnymede Pleasure Grounds.

Officers reported that an Employer's Agent (AECOM) had been appointed to oversee the project with whom meetings had been held and negotiations with the Runnymede On Thames Hotel continued to be positive with regard to the proposal that they manage the holiday lodges on site as part of their 'offer'. An architect to design the lodges had also been engaged. A number of surveys had been completed. Officers reported that a roost of bats was in evidence which would be removed at an appropriate time prior to construction.

The Committee was advised that following further public consultation and subject to planning permission being secured, the project would be completed in phases, the first of which was the new lodges, followed by the Café and launch of the new facilities, hopefully by the early summer of 2021. The Committee was assured that security of the holiday lodges and the site generally at night had been taken into account, as had flood risk in the design to mitigate against flooding whilst preserving the integrity of the landscape.

Some Members sought more crossover between the reported items and the project timeline. Therefore, Officers were requested to provide the Committee with a detailed project plan on each major area reporting on risks and actions. The Committee wanted such a report on a regular basis.

With regard to Equality, Officers were asked to confirm and evidence arrangements for disabled access to the site so that wheelchair users and other people with special access needs could park and view the river from within the car park.

Members noted the future funding application to the London Marathon Trust. If successful, a grant of up to £150,000 could be available towards provision of the new play area. Officers confirmed that this sum was in addition to the Capital Estimate of £4.8m approved by Corporate Management Committee to secure a loan to the Runnymede Pleasure Grounds Trust to fund the project.

237 SAFER RUNNYMEDE AND COMMUNITY SAFETY ANNUAL REPORT 2017/18

The Committee reviewed for information, Safer Runnymede's activities and the work of the Community Safety Officer during 2017/18. The areas highlighted were funding, the Community Safety Partnership, anti-social behaviour, CCTV operations, principles and objectives, Directed Surveillance, Complaints, Subject Access and Freedom of Information Requests and Privacy Impact Assessments.

Officers reported that funding from various sources, totalling approximately £14,000, had been fully utilised for different Community Safety projects and initiatives. The Police had also contributed £50,000 to Safer Runnymede in 2017/18.

The Community Safety Partnership continued to operate the 'Prevent Strategy' as well as highlighting other issues such as Domestic Abuse, ASB awareness, Child Sexual Exploitation and Alcohol Awareness.

The Junior Citizen Scheme was successfully delivered with Surrey Police and other Community Safety related events with other partners took place for young people such as 'Respect the Water' at Runnymede Pleasure Grounds.

The Committee noted the achievements of Safer Runnymede whose control room was now 9 years old. Members were impressed by the assistance the team gave the police in tackling crime and securing arrests, looking after residents in Runnymede such as missing persons, lone workers, and vulnerable clients of the Careline service and through partnership working with other local authorities and organisations.

Members were pleased to learn that Safer Runnymede had recently been audited for its CCTV control practices by the Surveillance Commissioner's Office whose findings suggested that Runnymede was a fine example of good practice.

Officers were congratulated on the report and the level of detail presented on a ward by ward basis and the comprehensive spreadsheets showing a breakdown of different categories of anti-social behaviour, reports of which had increased slightly on the previous year.

Several ward related issues were raised. For example, Officers confirmed that the Police were aware of activity in Egham Hythe which was being actively monitored and Officers were asked to confirm the reason for the peak of anti-social behaviour in Thorpe which it was thought was likely due to the number of unauthorised encampments in the area.

Since the introduction of the Public Space Protection Orders, Members were advised that several warnings had been issued but to date no formal letters.

With regard to developing the GPS service, Officers related some recent success stories and confirmed that they were actively pursuing reliable technological solutions to attract more clients.

The Committee was concerned by reports of dangerous bicycle activity by young people which was on the increase locally and nationally. Therefore, Officers were requested to consider raising awareness of safety issues in schools.

238 COMMUNITY DEVELOPMENT KEY PERFORMANCE/ACTIVITY INDICATORS – QUARTER 1 2018/19

The Committee noted the statistics for Quarter 1 on those services being monitored corporately in Community Development in 2018/19 and thanks were extended to relevant Officers. Members were pleased that most areas were exceeding their targets, noting that the down turn in participation in the Surrey Youth Games was largely due to a change in criteria.

Officers agreed to liaise with Councillor Mrs Harnden regarding the Thorpe Newspaper and marketing of Community Services. Officers considered that an element of greater flexibility might allow the Community Meals service to grow further and emphasising the holistic value of services such as Community Alarms would encourage more people to sign up. It

was noted with regard to Community Meals that many residents liked to maintain their independence and had a strong support network through next of kin.

Officers were asked to review the scope of the KPIs to indicate the potential market for Community Services and to pursue further marketing opportunities within the confines of GDPR and resources.

239 CABRERA TRUST MANAGEMENT COMMITTEE - MINUTES

The minutes of the meetings of the Management Committee held on 19 July 2018, as attached at Appendices 'A' and 'B' were received and noted.

240 URGENT ACTION – STANDING ORDER 42

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee noted urgent action 919 that had been undertaken since the last meeting as set out in Exempt Appendix 'G' to the Agenda, initiated by the Chief Executive and approved by the Chairman of the Committee under Standing Order 42.

The action concerned a proposed restructure of the Community Development and Community Services functions which was currently being consulted on with staff and the Trade Union. It was noted that the Chief Executive would update Members on the outcome of the consultation on the proposed restructure via Corporate Management Committee.

Chairman

(The meeting finished at 9.05 pm)

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Thursday 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 strim 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.

Chairman

(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