

# Community Services Committee

**Thursday 8 November 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

**With the exception of the Business Centre plans and AECOM plan  
appendices are now included in the agenda  
not attached as a separate document**

### 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 – EGHAM MUSEUM**

There will be a presentation by Egham Museum as a follow up to the one the Committee received at its meeting in January 2017.

**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 13 September 2018, previously circulated by email in October 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. COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES KEY PERFORMANCE/ACTIVITY INDICATORS – 2018/19 – QUARTER 2 (COMMUNITY DEVELOPMENT/COMMUNITY SERVICES)**

**Synopsis of report:**

**To advise Members of the performance of the Corporate KPI’s for services under this Committee in Quarter 2 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 2018/19 Key Performance/Activity results for the services under the remit of this Committee.
- 1.2 As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-
- Financial Performance
  - Corporate KPI Performance
  - Projects Performance

## 2. Report

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

Performance Indicator	Actual 2 <sup>nd</sup> quarter 2018/19	Target 2 <sup>nd</sup> quarter 2018/19
Number of young people attending Surrey Youth Games Training	267	350
Number of formal complaints related to the Business Centres/Team	4	2
Number of Community Alarm Users	1,478	1,550
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0
Number of individual trips with the Community Transport service	13,822	14,000
Percentage of Careline calls answered within 60 seconds	99.93%	99%
Number of community meals delivered	9,852	10,000

- 2.2 In this quarter (from 1 August 2018) we lost a contract from SCC because we were unable to bid for it owing to SCC prohibiting S19 permit operators until the DfT consultation on Community Transport legislation is complete.
- 2.3 Officers believe that the slight dip in meals numbers might be due to fewer people wanting meals in the unusually hot weather. If the trend continues, a marketing campaign and its timing will be considered. Officers are assessing the feasibility of combining rounds with Surrey Heath to make services more cost effective and to have the ability to utilise individual borough capacity more widely.
- 2.4 Although there were 4 complaints during Quarter 2 for Community Development, this was outweighed by 10 compliments being received for the Green Space team. There were no complaints or compliments reported for Community Services in Quarter 2.

- 2.5 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.
- 2.6 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 Plans.

**(For information)**

### **Background Papers**

None stated.

## **8. COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES FEES AND CHARGES 2019/20 (RESOURCES)**

### **Synopsis of report:**

**To recommend the proposed fees and charges under this Committee's remit for the next financial year.**

### **Recommendation(s):**

**The proposed fees and charges as set out in Appendix 'A' be approved, to be effective from the dates within the appendix, or as soon as practical thereafter.**

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

- 1.1 The current fees and charges were agreed at the meeting of this Committee in November 2017.

### **2. Report**

- 2.1 The Council's Constitution gives delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.
- 2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.3 The proposed fees and charges are set out in Appendix 'A', along with the dates that they will take effect.

### **3. Resource implications**

- 3.1 Meals charges – the current charge for both centre meals and Meals at Home (provided Monday to Fridays) for two courses is £4.30 and three courses £5.10. It is proposed that these prices remain unchanged from April 2019. The service was rebranded and relaunched last year in order to improve take up rates, and it was found that the prices charged per meal were higher than other local authorities. In

order to help compensate for not increasing the price per meal it is proposed that the cost of providing meals at weekends is increased from £4.60 to £4.80 for a two course meal (an increase of 4.35%) and a three course meal could be increased from £5.25 to £5.40 (an increase of 2.86%), it is proposed that the tea service is increased from £2.60 to £2.70 (an increase of 3.85%).

- 3.2 Community Transport services – Community Transport is proposing to increase the cost of a day centre fare by 20p from £3.40 to £3.60, this represents an increase of 5.88%. It is also proposed that the cost of the dial a ride service for journeys within one zone be increased by 10p from £2.90 to £3.00 (3.45% increase) and journeys to each subsequent zone be increased from £2.30 to £2.40, which is an increase of 4.35%.
- 3.3 Yellow Bus school fares – Yellow buses have transferred from the remit of the Environment and Sustainability Committee into Community Services, in accordance with the outcome of the Community Development review approved by Full Council in October 2018. Last year, Yellow Bus fares were increased for the first time in six years. It is proposed that the fares are increased again in September 2019 by a further 50p. This will represent an increase of 16.67% for a family with one child, 11.11% where there are two children and 8.33% for a family with three children.
- 3.4 Careline Charges - the Careline charge at Runnymede is currently amongst the most expensive in the county and there is concern that if we increase our charges we may lose customers. Therefore, in order to remain competitive it is proposed again that the charges are not increased this year.
- 3.5 Other Centre Charges – it is proposed that the hire of the centres for commercial or trade shows is increased from £45 to £47 per hour, an increase of 4.44%. We also propose that the weekday hire of halls is increased by 50p per hour which represents an increase of 2.27% and that weekends are increased by a minimum of 2.5%. In order to provide consistency in the rates charged for the use of the hairdressing salons, we propose that only Eileen Tozer day centre is increased this year.
- 3.6 Chertsey Museum - the Museum's Curator has reviewed the current prices and where possible has built in an increase for the 2019/20 fees and charges. However, where it is felt necessary to stimulate or maintain demand, prices have been frozen. The fees and charges at the museum run in line with the school academic year and will therefore not be introduced until September 2019.
- 3.7 Allotments - under the terms of their leases, allotment holders must be informed of any increases in charges twelve months before they take effect. Therefore, charges from April 2019 were set by this Committee in November 2017. It is now proposed that the charges for 2020/21 be increased by 40p to £19.20 per rod per annum and for those paying by annual direct debit to £16.80.
- 3.8 Community Halls – the number of bookings has not been as good as anticipated. Therefore, it is proposed that we will not increase our prices for 2019/20.
- 3.9 Parks and Open Spaces – on average it is proposed to increase the various charges by between 1% and 6%, and details of specific charges will be found in Appendix 'A'.
- 3.10 Cemeteries and Closed Churchyards – on average it is now proposed to increase fees by between 2% and 6%, the only exception being the reduction in the selection fee for the Cemeteries Registrar to attend, from £213 to £150.

3.11 Safer Runnymede – it is proposed that Safer Runnymede fees and charges are increased by 2%.

4. **Legal implications**

4.1 Where the status of a charge is marked as ‘statutory’ the Council is required under the law to levy a fee. Where the status is given as ‘discretionary’ the Council may amend the fee charged or choose to make no charge for the service.

5. **Equality implications**

5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

**(To resolve)**

**Background papers**

None stated.



## Fees and charges

### Meals and transport charges

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment																					
<b><u>Meals at Home and Day centres</u></b>																											
Monday - Friday	Cost per two course meal	Discretionary	4.30	4.30	4.30	0.00%	} 324,900	Outside scope																			
	Cost per three course meal	Discretionary	5.10	5.10	5.10	0.00%		Outside scope																			
Saturday and Sunday	Cost per two course meal	Discretionary	4.60	4.60	4.80	4.35%		Outside scope																			
	Cost per three course meal	Discretionary	5.25	5.25	5.40	2.86%		Outside scope																			
	Afternoon Tea	Discretionary	2.50	2.60	2.70	3.85%		Outside scope																			
<b><u>Community transport</u></b>																											
	Fare for return transport to day centres (Monday - Friday)	Discretionary	3.30	3.40	3.60	5.88%	} 68,700	Zero Rated																			
	Journey within one zone (minimum fare)	Discretionary	2.90	2.90	3.00	3.45%		Zero Rated																			
	Journey to each subsequent zone	Discretionary	2.10	2.30	2.40	4.35%		Zero Rated																			
<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> <tr> <th style="text-align: left;">Charge Status</th> <th style="text-align: center;">From Sept 2017 £</th> <th style="text-align: center;">From Sept 2018 £</th> <th style="text-align: center;">From Sept 2019 £</th> <th style="text-align: center;">% Increase</th> <th colspan="4"></th> </tr> </thead> </table>																			Charge Status	From Sept 2017 £	From Sept 2018 £	From Sept 2019 £	% Increase				
Charge Status	From Sept 2017 £	From Sept 2018 £	From Sept 2019 £	% Increase																							
<b><u>Yellow Bus school fares</u></b>																											
Daily fares	Fare for 1 child	Discretionary	2.50	3.00	3.50	16.67%	} 174,300	Zero Rated																			
	Fare for 2 siblings	Discretionary	3.75	4.50	5.00	11.11%		Zero Rated																			
	Fare for 3 siblings	Discretionary	5.00	6.00	6.50	8.33%		Zero Rated																			

## Fees and charges

### Careline system

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment			
<b><u>New weekly charging structure.</u></b>									
Full weekly charge (price to include a free smoke alarm on take up of contract)	(plus VAT)	Discretionary	4.90	4.90	4.90	0.00%	251,800	Standard	

## Fees and charges

### Centre lettings

		Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b><u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u></b>									
Monday to Friday	5pm to 11pm	Discretionary	20.50	22.00	22.50	2.27%	37,800	Exempt	
Saturday	9am to 5pm	Discretionary	27.50	28.00	28.75	2.68%		Exempt	
Saturday	5pm to 11pm	Discretionary	45.00	40.00	41.00	2.50%		Exempt	
<b><u>Commercial hire/trade shows (per hour)</u></b>									
Saturdays only	9am to 11pm	Discretionary	45.00	45.00	47.00	4.44%		Exempt	
<b><u>Catering facilities</u></b>									
Full use of kitchen		Discretionary	60.00	65.00	65.00	0.00%	Exempt		
Full use of tea bar		Discretionary	25.00	N/A	N/A		Exempt		
Use of public address system		Discretionary	18.00	N/A	N/A		Exempt		
<b><u>Registered charities</u></b>									
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken									

## Fees and charges

### Centre rental charges

			Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b><u>Hairdressing salons - hourly rates</u></b>									
Eileen Tozer Day Centre	(Incl VAT)	Discretionary		6.30	6.60	7.00	6.06%	9,200	Standard
Manor Farm Day Centre	(Incl VAT)	Discretionary		7.30	7.40	7.40	0.00%		Standard
Woodham and New Haw Day Centre	(Incl VAT)	Discretionary		7.30	7.40	7.40	0.00%		Standard
These rates are based upon the standard of facilities available									
<b><u>Chiropodist fees (full day)</u></b>									
		Discretionary		26.00	27.00	27.00	0.00%	1,500	Exempt
<b><u>Day centre bathing</u></b>									
Manor Farm (only)		Discretionary		14.50	15.00	17.00	13.33%	900	Outside scope

## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2017 £	From Sept 2018 £	From Sept 2019 £	% Increase	Yield £	VAT treatment	
<u>School's membership scheme</u>								
<u>Annual membership fee</u>								
Schools with 0 - 150 pupils	Discretionary	25.00	25.00	25.00	0.00%	} 2,700	Outside Scope	
Schools with 151 - 250 pupils	Discretionary	35.00	35.00	35.00	0.00%		Outside Scope	
Schools with 251+ pupils	Discretionary	45.00	45.00	45.00	0.00%		Outside Scope	
<u>Talks held at Museum</u>								
<u>Member schools</u>								
One 1/2 day session	Discretionary	55.00	60.00	60.00	0.00%	} 24,500	Outside Scope	
Two 1/2 day session (same day)	Discretionary	75.00	80.00	80.00	0.00%		Outside Scope	
<u>All day sessions at the museum (max 32 children)</u>								
<u>Member schools</u>								
Tudor activity day	Discretionary	100.00	100.00	105.00	5.00%	} 24,500	Outside Scope	
WW2 activity day	Discretionary	90.00	95.00	95.00	0.00%		Outside Scope	
Viking day (with re-enactor)	Discretionary	190.00	190.00	195.00	2.63%		Outside Scope	
Viking day (no re-enactor)	Discretionary	90.00	100.00	105.00	5.00%		Outside Scope	
Roman/Greek activity day	Discretionary	125.00	125.00	125.00	0.00%		Outside Scope	
Victorian activity day	Discretionary	105.00	110.00	115.00	4.55%		Outside Scope	
Anglo Saxon day	Discretionary	100.00	110.00	115.00	4.55%		Outside Scope	
Big dig	Discretionary	170.00	170.00	170.00	0.00%		Outside Scope	
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>								
<u>Member schools</u>								
One session (max.32 children per session)	Discretionary	40.00	50.00	50.00	0.00%	} 24,500	Outside Scope	
Two of the same sessions (in the same half day)	Discretionary	75.00	80.00	80.00	0.00%		Outside Scope	
Three of the same sessions (in same day)	Discretionary	100.00	105.00	105.00	0.00%		Outside Scope	
Two hour toy/seaside workshop (max. 60 children per session)	Discretionary	80.00	80.00	85.00	6.25%		Outside Scope	
2 x Two hour toy/seaside workshop (in the same day)	Discretionary	130.00	130.00	135.00	3.85%		Outside Scope	
Tudor workshop	Discretionary	85.00	90.00	95.00	5.56%		Outside Scope	
2 x Tudor workshop	Discretionary	160.00	165.00	170.00	3.03%		Outside Scope	
Lego Clock workshop - 30 children	Discretionary	75.00	75.00	75.00	0.00%		Outside Scope	
Lego Clock workshop - 60 children (two sessions)	Discretionary	100.00	100.00	100.00	0.00%		Outside Scope	
Prehistoric workshop - 30 children	Discretionary	75.00	75.00	80.00	6.67%		Outside Scope	
Prehistoric workshop - 60 children (two sessions)	Discretionary	100.00	100.00	110.00	10.00%		Outside Scope	

\*non members pay additional £10 booking

## Fees and charges

### Chertsey Museum

Charge Status	From Sept 2017 £	From Sept 2018 £	From Sept 2019 £	% Increase	Yield £	VAT treatment
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>						
<u>Member schools</u>						
One session (max.32 children per session)	Discretionary	60.00	65.00	65.00	0.00%	} Outside Scope
Two of the same sessions (in the same half day)	Discretionary	90.00	95.00	95.00	0.00%	
Three of the same sessions (in same day)	Discretionary	115.00	120.00	120.00	0.00%	
Two hour toy/seaside workshop (max. 60 children per session)	Discretionary	95.00	95.00	100.00	5.26%	
Two hour toy/seaside workshop (in the same day)	Discretionary	135.00	145.00	150.00	3.45%	
Tudor workshop	Discretionary	100.00	105.00	110.00	4.76%	
2 x Tudor workshop	Discretionary	175.00	180.00	185.00	2.78%	
Lego Clock workshop - 30 children	Discretionary	90.00	90.00	90.00	0.00%	
Lego Clock workshop - 60 children (two sessions)	Discretionary	115.00	115.00	115.00	0.00%	
Prehistoric workshop - 30 children	Discretionary	90.00	90.00	95.00	5.56%	
Prehistoric workshop - 60 children (two sessions)	Discretionary	115.00	115.00	125.00	8.70%	
<u>Talks held at schools within 16-20 miles of Chertsey Museum ( Approx 90 minutes)</u>						
<u>Member schools</u>						
One session (max.32 children per session)	Discretionary	75.00	80.00	80.00	0.00%	} Included in other areas
Two of the same sessions (in the same half day)	Discretionary	105.00	110.00	110.00	0.00%	
Three of the same sessions (in same day)	Discretionary	130.00	135.00	135.00	0.00%	
Two hour toy/seaside workshop (max. 60 children per session)	Discretionary	110.00	110.00	115.00	4.55%	
Two hour toy/seaside workshop (in the same day)	Discretionary	150.00	160.00	165.00	3.13%	
Tudor workshop	Discretionary	115.00	120.00	125.00	4.17%	
2 x Tudor workshop	Discretionary	190.00	195.00	200.00	2.56%	
Lego Clock workshop - 30 children	Discretionary	105.00	105.00	105.00	0.00%	
Lego Clock workshop - 60 children (two sessions)	Discretionary	130.00	130.00	130.00	0.00%	
Prehistoric workshop - 30 children	Discretionary	105.00	105.00	110.00	4.76%	
Prehistoric workshop - 60 children (two sessions)	Discretionary	130.00	130.00	140.00	7.69%	
<u>School assemblies (max.30 mins)</u>						
School Assemblies - schools within Runnymede (max. 30 mins)	Discretionary	45.00	45.00	45.00	0.00%	} Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	Discretionary	55.00	55.00	55.00	0.00%	
School Assemblies - non member schools (max. 30 mins)	Discretionary	75.00	75.00	75.00	0.00%	
<u>Talks to groups</u>						
At the Museum outside of opening hours - Borough Community Groups	Discretionary	35.00	35.00	35.00	0.00%	} 500
At the Museum outside of opening hours - Non Borough Community Groups	Discretionary	50.00	50.00	50.00	0.00%	
Talks held outside the Museum - Borough Community Groups	Discretionary	35.00	35.00	35.00	0.00%	
Talks held outside the Museum - Non Borough Community Groups	Discretionary	55.00	55.00	55.00	0.00%	
<u>Children's activities at the Museum</u>						
Children's activity session per child - price based on activity	Discretionary	POA	POA	POA	POA	} 2,500
Concessionary activity session per child	Discretionary	POA	POA	POA	POA	
<u>Use of photocopier</u>						
A4 Copies (plus VAT)	Discretionary	0.43	0.43	0.45	4.65%	} 0
A3 Copies (plus VAT)	Discretionary	0.50	0.50	0.52	4.00%	
<u>Charge for late return of school loan boxes</u>	(plus VAT) Discretionary	25.00	25.00	25.00	0.00%	0
<u>Missing item from loan boxes (per day)</u>	(plus VAT) Discretionary	10.00	10.00	10.00	0.00%	0

\*non members pay additional £10 booking

## Fees and charges

### Chertsey Museum

Charge	Status	From Sept 2017 £	From Sept 2018 £	From Sept 2019 £	%	Increase	Yield £	VAT treatment
<u>Photographic orders</u>								
101.6mm by 152.4mm (4" by 6")	(plus VAT) Discretionary	3.00	3.00	3.00	0.00%		200	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) Discretionary	3.50	3.50	3.50	0.00%			Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) Discretionary	4.00	4.00	4.00	0.00%			Standard
203.2mm by 254mm (8" by 10")	(plus VAT) Discretionary	5.50	5.50	5.50	0.00%			Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) Discretionary	10.00	10.00	10.00	0.00%			Standard
Handling charge (1 per order)	(plus VAT) Discretionary	2.00	2.00	2.00	0.00%			Standard
Postage charge	(plus VAT) Discretionary	2.00	2.00	2.00	0.00%			Standard

Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:

- Friends of the Museum
- Members of the Museum Association
- Members of the National Art Collection Fund
- Runnymede Loyalty Card holders

School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking

### Allotments

	<b>Charge Status</b>	<b>From April 2019 £</b>	<b>From April 2020 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>
Charge per 25m <sup>2</sup> (rod) per annum:						
- Payment by annual direct debit	Discretionary	16.40	16.80	2.44%	} 25,200	Outside Scope
- Payment by other means	Discretionary	18.80	19.20	2.13%		Outside Scope

There is a 50% abatement for all senior citizens over 60 years of age

**(Due to statute the fees and charges for allotments are set one year in advance)**

		<b>From April 2020 £</b>				
Charge per 25m <sup>2</sup> (rod) per annum:						
- Payment by annual direct debit		16.80		-100.00%		Outside Scope
- Payment by other means		19.20		-100.00%		Outside Scope

There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the state pension age.

## Fees and charges

### Community Halls

				Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b>Chertsey Hall</b>											
<b>Community use (Monday to Friday)</b>											
Main Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	22.26	22.26	22.26	0.00%	65,700	Standard	
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	29.75	29.75	29.75	0.00%		Standard	
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	Discretionary	9.48	9.48	9.48	0.00%		Standard	
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	13.48	13.48	13.48	0.00%		Standard	
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	Discretionary	6.06	6.06	6.06	0.00%		Standard	
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	9.15	9.15	9.15	0.00%		Standard	
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	Discretionary	7.80	7.80	7.80	0.00%		Standard	
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	11.85	11.85	11.85	0.00%		Standard	
<b>Community use (Saturdays and Sundays)</b>											
Main Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	30.38	30.38	30.38	0.00%		65,700	Standard
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	40.40	40.40	40.40	0.00%	Standard		
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	Discretionary	13.77	13.77	13.77	0.00%	Standard		
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	18.31	18.31	18.31	0.00%	Standard		
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	Discretionary	9.56	9.56	9.56	0.00%	Standard		
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	12.71	12.71	12.71	0.00%	Standard		
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	Discretionary	12.27	12.27	12.27	0.00%	Standard		
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	16.32	16.32	16.32	0.00%	Standard		
<b>Business (Monday to Sunday)</b>											
Main Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	46.86	46.86	46.86	0.00%	65,700		Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	Discretionary	18.91	18.91	18.91	0.00%		Standard	
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	Discretionary	12.39	12.39	12.39	0.00%		Standard	
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	Discretionary	16.39	16.39	16.39	0.00%		Standard	
<b>Functions</b>											
Main Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	64.27	64.27	64.27	0.00%	65,700	Standard	
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	Discretionary	29.40	29.40	29.40	0.00%		Standard	
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	Discretionary	17.81	17.81	17.81	0.00%		Standard	
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	Discretionary	23.06	23.06	23.06	0.00%		Standard	
<b>Stage lighting</b>											
With Access			(plus VAT)	Discretionary	54.28	54.28	54.28	0.00%	8,800	Standard	
<b>Use of kitchen</b>											
Up to 80 people (catering)			(plus VAT)	Discretionary	28.66	28.66	28.66	0.00%		8,800	Standard
80 to 160 people (catering)			(plus VAT)	Discretionary	58.96	58.96	58.96	0.00%			Standard
160 people and over (catering)			(plus VAT)	Discretionary	86.20	86.20	86.20	0.00%			Standard
Beverages only			(plus VAT)	Discretionary	16.05	16.05	16.05	0.00%			Standard
Beverages (Meeting Rooms only)			(plus VAT)	Discretionary	10.90	10.90	10.90	0.00%			Standard
Beverages only - regular hirers			(plus VAT)	Discretionary	6.46	6.46	6.46	0.00%			Standard
Catering - regular hirers	up to 80 people		(plus VAT)	Discretionary	17.34	17.34	17.34	0.00%			Standard
Catering - regular hirers	80 up to 160 people		(plus VAT)	Discretionary	34.47	34.47	34.47	0.00%			Standard
Catering - regular hirers	160+ people		(plus VAT)	Discretionary	50.70	50.70	50.70	0.00%	Standard		
Use of Bar Area			(plus VAT)	Discretionary	20.40	20.40	20.40	0.00%	Standard		
<b>Licensed bar</b>											
Licensed Bar ( If available)			(plus VAT)	Discretionary	68.98	68.98	68.98	0.00%	1100	Standard	



## Fees and charges

### Community Halls

		Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment		
<b><u>The Hythe Centre</u></b>										
<b><u>Community use (Monday to Friday)</u></b>										
Main Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	22.26	22.26	22.26	0.00%	62,500	Standard
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	29.75	29.75	29.75	0.00%		Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	10.60	10.60	10.60	0.00%		Standard
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	14.56	14.56	14.56	0.00%		Standard
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	Discretionary	6.06	6.06	6.06	0.00%		Standard
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	9.15	9.15	9.15	0.00%		Standard
Meeting Room 2/Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	Discretionary	7.80	7.80	7.80	0.00%		Standard
	5pm to 11pm	(per hour)	(plus VAT)	Discretionary	11.85	11.85	11.85	0.00%		Standard
<b><u>Community use (Saturdays and Sundays)</u></b>										
Main Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	30.38	30.38	30.38	0.00%		Standard
	5pm to 9pm	(per hour)	(plus VAT)	Discretionary	40.40	40.40	40.40	0.00%		Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	Discretionary	14.76	14.76	14.76	0.00%		Standard
	5pm to 9pm	(per hour)	(plus VAT)	Discretionary	19.63	19.63	19.63	0.00%	Standard	
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	Discretionary	9.56	9.56	9.56	0.00%	Standard	
	5pm to 9pm	(per hour)	(plus VAT)	Discretionary	12.71	12.71	12.71	0.00%	Standard	
Meeting Room 2 /Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	Discretionary	12.27	12.27	12.27	0.00%	Standard	
	5pm to 9pm	(per hour)	(plus VAT)	Discretionary	16.32	16.32	16.32	0.00%	Standard	
<b><u>Business (Monday to Sunday)</u></b>										
Main Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	46.86	46.86	46.86	0.00%	Standard	
Small Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	20.59	20.59	20.59	0.00%	Standard	
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	Discretionary	12.39	12.39	12.39	0.00%	Standard	
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	Discretionary	16.39	16.39	16.39	0.00%	Standard	
<b><u>Functions</u></b>										
Main Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	64.27	64.27	64.27	0.00%	Standard	
Small Hall	9am to 11pm	(per hour)	(plus VAT)	Discretionary	33.68	33.68	33.68	0.00%	Standard	
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	Discretionary	17.81	17.81	17.81	0.00%	Standard	
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	Discretionary	23.06	23.06	23.06	0.00%	Standard	

## Fees and charges

### Community Halls

		Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b>Use of kitchen</b>								
Up to 80 people	(plus VAT)	Discretionary	28.66	28.66	28.66	0.00%	7,000	Standard
80 to 160 people	(plus VAT)	Discretionary	58.96	58.96	58.96	0.00%		Standard
160 people and over	(plus VAT)	Discretionary	86.20	86.20	86.20	0.00%		Standard
Beverages only	(plus VAT)	Discretionary	16.05	16.05	16.05	0.00%		Standard
Beverages (Meeting Rooms only)	(plus VAT)	Discretionary	10.90	10.90	10.90	0.00%		Standard
Beverages only - regular	(plus VAT)	Discretionary	6.46	6.46	6.46	0.00%		Standard
Catering - regular hirers up to 80 people	(plus VAT)	Discretionary	17.34	17.34	17.34	0.00%		Standard
Catering - regular hirers up to 160 people	(plus VAT)	Discretionary	34.48	34.48	34.48	0.00%		Standard
Catering - regular hirers 160+ people	(plus VAT)	Discretionary	50.70	50.70	50.70	0.00%	Standard	
Use of bar area inc bar lounge	(plus VAT)	Discretionary	40.80	40.80	40.80	0.00%	Standard	
<b>Licensed bar</b>								
Licensed bar	(plus VAT)	Discretionary	68.98	68.98	68.98	0.00%		Standard

## Fees and charges

### Community Halls

Charge Status			From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment		
<b>Community Halls</b>										
<b>Visual and audio aids</b>										
	35mm carousel projector and screen	(plus VAT)	Discretionary	29.38	29.38	29.38	0.00%	}	Standard	
	House P.A. system including microphone (not Thorpe Village Hall)	(plus VAT)	Discretionary	39.37	39.37	39.37	0.00%		Standard	
	Tape and CD decks (Chertsey Hall only) c/w ipod dock	(plus VAT)	Discretionary	56.82	56.82	56.82	0.00%		Standard	
<b>Additional / miscellaneous (Chertsey Hall)</b>										
	Box Office facility	(plus VAT)	Discretionary	14.99	14.99	14.99	0.00%		Standard	
<b>Equipment:</b>										
	Indoor Bowls carpet and woods	(per hour : 2 hours min)	(plus VAT)	Discretionary	5.33	5.33	5.33	}	Standard	
	Overhead projector /presentation projector	(per booking)	(plus VAT)	Discretionary	29.78	29.78	29.78		included	Standard
	Television and video recorder / DVD	(per booking)	(plus VAT)	Discretionary	29.78	29.78	29.78		in other	Standard
	Portable screen	(per booking)	(plus VAT)	Discretionary	14.99	14.99	14.99		areas	Standard
	Flip chart and pad	(per booking)	(plus VAT)	Discretionary	14.99	14.99	14.99		Standard	Standard
	Radio microphone and receiver	(per booking)	(plus VAT)	Discretionary	40.40	40.40	40.40		Standard	Standard
	Portable PA system and microphone	(per booking)	(plus VAT)	Discretionary	57.74	57.74	57.74		Standard	Standard
	2 way radios	(per booking)	(plus VAT)	Discretionary	19.28	19.28	19.28		Standard	Standard
	Additional microphones	(per microphone)	(plus VAT)	Discretionary	7.14	7.14	7.14		Standard	Standard
	CD player C/W Ipod dock	(per booking Regular customers)	(plus VAT)	Discretionary	5.30	5.30	5.30		Standard	Standard
	CD player C/W Ipod dock	(per booking)	(plus VAT)	Discretionary	10.71	10.71	10.71		Standard	Standard
	Electric piano	(per booking Regular customers)	(plus VAT)	Discretionary	5.30	5.30	5.30		Standard	Standard
	Electric piano	(per booking)	(plus VAT)	Discretionary	10.71	10.71	10.71		Standard	Standard
	Extension leads	(per booking)	(plus VAT)	Discretionary	2.57	2.57	2.57		Standard	Standard

#### **Notes for Community Halls**

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- A 10% discount is given on regular bookings (i.e. 10 or more bookings within a year) However, the 10% discount will only be allowed if total booking fee is paid by the date stipulated.
- A deposit may be required for the hire of facilities and for equipment at the Authority's discretion.
- Up to a 20% discount may be given to community bookings of 6 hours or more in any one day.
- Business / Commercial Rates apply to dance, aerobic or keep fit classes.
- Where applicable Insurance is charged at 12% of the total hire fee. See booking form for details.
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- Minimum booking charge is 2 hours for any one booking.
- Hires are charged on an Hourly basis
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT
- Functions on Monday - Thursday may be subject to a 10% discount
- Functions of six hours or more may be given upto 20% discount
- Commercial Hire 250% x Community Rate

## Fees and charges

### Parks and open spaces

	Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b><u>Bowls (includes VAT)</u></b>							
Green fees per person							
Per hour	Discretionary	7.00	7.10	7.30	2.82%	11,300	Standard
Per hour (senior citizens/juniors/registered disabled)	Discretionary	3.70	3.80	3.90	2.63%		Standard
Per match	Discretionary	11.80	12.00	12.30	2.50%		Standard
Per match (senior citizens/juniors/registered disabled)	Discretionary	5.90	6.00	6.20	3.33%		Standard
Per season	Discretionary	112.00	114.00	117.00	2.63%		Standard
Per season (senior citizens/juniors/registered disabled)	Discretionary	56.00	57.00	58.00	1.75%		Standard
<b><u>Football pitches with changing - per match (includes VAT)</u></b>							
Full size pitches						16,500	
Senior clubs	Discretionary	100.00	102.00	104.00	1.96%		Standard
Junior clubs	Discretionary	51.00	51.00	52.00	1.96%		Standard
Small pitches up to 1hour 30 mins	Discretionary	48.00	49.00	50.00	2.04%		Standard
<b><u>Football pitches without changing - per match (includes VAT)</u></b>							
Full size pitches	Discretionary	38.00	39.00	40.00	2.56%		Standard
Small pitches up to 1hour 30 mins	Discretionary	31.00	32.00	33.00	3.13%		Standard
<b><u>Croquet (includes VAT)</u></b>							
Adults per Person per Hour	Discretionary	5.00	5.10	5.20	1.96%	100	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	Discretionary	2.60	2.70	2.75	1.85%		Standard
<b><u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u></b>							
Court fees (team games) per hour per court	Discretionary	30.00	31.00	32.00	3.23%	11,000	Standard
Court fees (junior games) per hour per court	Discretionary	26.00	26.50	27.00	1.89%		Standard
Floodlighting per hour per court	Discretionary	10.00	10.50	10.70	1.90%		Standard
<b><u>Cricket (includes VAT)</u></b>							
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields						12,500	
Games commencing Before 5.00 p.m.	Discretionary	102.00	104.00	106.00	1.92%		Standard
Games commencing After 5.00 p.m.	Discretionary	65.00	66.00	67.00	1.52%		Standard
Junior Games	Discretionary	51.00	52.00	53.00	1.92%		Standard

## Fees and charges

### Parks and open spaces

	Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b>Additional and miscellaneous charges (includes VAT)</b>							
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	Discretionary	57.00	58.00	59.00	1.72%	] Not available	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	Discretionary	16.80	18.00	19.00	5.56%		Exempt
Team use of park for training - per hour	Discretionary	24.00	25.00	25.50	2.00%		Standard
Team use of park for training (junior teams) - per hour	Discretionary	12.50	12.80	13.00	1.56%		Standard
<b>Events</b>							
Community and charity events	Discretionary	No charge	No charge	No charge		] 12,500	
Firework displays							
Less than 15 minutes	Discretionary	205.00	210.00	220.00	4.76%		Standard
More than 15 minutes	Discretionary	POA	POA	POA			Standard
Fairgrounds							
Operational days	Discretionary	560.00	572.00	585.00	2.27%		Standard
Non operational days	Discretionary	310.00	316.00	323.00	2.22%		Standard
Circuses	Discretionary	POA	POA	POA	POA		Standard
Special interest and club events	Discretionary	POA	POA	POA	POA	Standard	
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events							
<b>Homewood Park car park (includes VAT) introduced from December 2014</b>							
<i>(Monday to Saturday)</i>							
No return within 3 hours	Disabled Person	Discretionary	No Charge	No Charge	No Charge	] 500	Standard
	Fee up to 3 hours	Discretionary	No Charge	No Charge	No Charge		Standard
	All Day Fee	Discretionary	2.00	2.00	2.50		25.00%

## Fees and charges

### Cemeteries

Charge Status			From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b><u>Exclusive Right of Burial</u></b>									
<b><u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u></b>									
Exclusive burial rights	100 years - for immediate use	Discretionary	1,460.00	1,490.00	1,535.00	3.02%	100,600	Outside Scope	
	100 years - for future use	Discretionary	2,170.00	2,220.00	2,287.00	3.02%		Outside Scope	
Exclusive burial rights - single child grave	100 years	Discretionary	515.00	525.00	535.00	1.90%		Outside Scope	
Extended burial rights	25 years	Discretionary	189.00	193.00	196.00	1.55%		Outside Scope	
<b><u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u></b>									
Exclusive burial rights	100 years - for immediate use	Discretionary	2,350.00	2,397.00	2,636.00	9.97%		100,600	Outside Scope
	100 years - for future use	Discretionary	3,390.00	3,458.00	3,803.00	9.98%			Outside Scope
Extended burial rights	25 years	Discretionary	815.00	832.00	896.00	7.69%			Outside Scope
<b><u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u></b>									
Exclusive burial rights	100 years - for immediate use	Discretionary	680.00	694.00	715.00	3.03%		100,600	Outside Scope
	100 years - for future use	Discretionary	1,030.00	1,050.00	1,082.00	3.05%	Outside Scope		
Extended burial rights	25 years	Discretionary	190.00	194.00	200.00	3.09%	Outside Scope		
<b><u>Vault</u></b>									
	The right to construct a walled grave or vault	Discretionary	2,020.00	2,060.00	2,163.00	5.00%	100,600	Outside Scope	
<b><u>Interment fees (private and public grave)</u></b>									
Adult coffin		Discretionary	1,130.00	1,153.00	1,188.00	3.04%	98,000	Outside Scope	
Casket burial or oversized coffin		Discretionary	1,190.00	1,214.00	1,250.00	2.97%		Outside Scope	
Child not exceeding 14 years		Discretionary	235.00	240.00	247.00	2.92%		Outside Scope	
Cremated remains		Discretionary	240.00	245.00	252.00	2.86%		Outside Scope	
Stillborn child or child not exceeding one month (in private grave)		Discretionary	215.00	220.00	227.00	3.18%		Outside Scope	
Stillborn child or foetal remains - Children's Memorial Garden (for Ashford and St Peter's Hospital Trust only)		Discretionary	No charge	No charge				Outside Scope	
Muslim section Englefield Green - weekdays (normal hours)		Discretionary	1,620.00	1,653.00	1,188.00	-28.13%		Outside Scope	
Muslim section Englefield Green - outside normal hours and weekends		Discretionary	2,160.00	2,203.00	POA		Outside Scope		
<b>Burial, Interment and Vault fees will be trebled in respect of non-residents</b>									

## Fees and charges

### Cemeteries

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b>Memorial fees</b>							
* Right to place a headstone no higher than 986mm (3' 3")	Discretionary	198.00	202.00	208.00	2.97%	16,000	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")	Discretionary	198.00	202.00	208.00	2.97%		Outside Scope
* Right to place a Book or tablet memorial	Discretionary	148.00	151.00	156.00	3.31%		Outside Scope
* Right to place a headstone on child grave space	Discretionary	148.00	151.00	156.00	3.31%		Outside Scope
* Right to place a kerb set not to exceed 1220mm x 50.8mm(4' x 2') on child grave space	Discretionary	133.00	136.00	141.00	3.68%		Outside Scope
* Right to place memorial on Classic grave space	Discretionary	790.00	806.00	830.00	2.98%		Outside Scope
Additional inscription	Discretionary	80.00	82.00	84.00	2.44%	Outside Scope	
<b>* These fees will be trebled in respect of Non-Runnymede residents</b>							
<b>Genealogy search fees</b>							
Enquiry with known date of death, up to three names	Discretionary	33.00	34.00	35.00	2.94%	Not available	Outside Scope
Enquiry with only approximate date of death (+/-2 years), up to 3 names	Discretionary	39.00	40.00	41.00	2.50%		Outside Scope
<b>Exhumation</b>							
For supervision only removal of coffin	Discretionary	POA	POA	POA		Not available	Outside Scope
For supervision only removal of cremated remains	Discretionary	POA	POA	POA			Outside Scope
<b>Garden of Remembrance (Aldstone)</b>							
Interment	Discretionary	240.00	245.00	252.00	2.86%	Not available	Outside Scope
Provision and installation of plaque by the Council	Discretionary	106.00	108.00	113.00	4.63%		Outside Scope
<b>Administration and other fees</b>							
Registration of transfer of exclusive right of burial (will or probate provided)	Discretionary	83.00	85.00	89.00	4.71%	3,600	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	Discretionary	92.00	94.00	99.00	5.32%		Outside Scope
Copy of exclusive right of burial	Discretionary	83.00	85.00	89.00	4.71%		Outside Scope
Postponement or cancellation of burial after notice has been given	Discretionary	340.00	347.00	357.00	2.88%		Outside Scope
Charge for chapel (Per hour - minimum charge)	Discretionary	83.00	85.00	89.00	4.71%		Outside Scope
Selection fee - for Cemeteries Registrar to attend	Discretionary	208.00	213.00	150.00	-29.58%		Outside Scope
Completion of Exhumation Applications	Discretionary		94.00	99.00	5.32%		Outside Scope

## Fees and charges

### Crime and disorder

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b>Safer Runnymede (Includes VAT)</b>						
CCTV System - supply of copy DVDs	135.25	137.95	140.71	2.00%	900	Standard
CCTV System - supply of copy photograph	21.93	22.37	22.82	2.01%		Standard
CCTV System - viewing DVD footage (per hour or part thereof)	59.16	60.34	61.55	2.01%		Standard



## 9. COMMUNITY DEVELOPMENT BUSINESS PLAN 2019/20 (COMMUNITY DEVELOPMENT)

### Synopsis of report:

The report informs Members of the key achievements in the 2018/19 financial year and provides a summary of this year's Community Development Business Centre Plan for approval.

### Recommendation that:

- i) the 2019/20 Community Development Business Centre Plan, as attached at Appendix 'B' (circulated separately) be approved; and
- ii) those business cases requiring additional expenditure, as attached at Appendices 'C' and 'D' (attached to the Business Centre Plan), be recommended for approval by Corporate Management Committee.

### 1. Context of report

- 1.1 A corporate-wide Performance Management Framework (PMF) has been established to assist Members and Officers with the decision making process. The general purpose of the PMF is to bring about improvements and/or take remedial action in the event of service or financial challenges.
- 1.2 To complement the PMF, a Business Planning Cycle has also been introduced. This involves each business centre and each team within Corporate Services completing an annual Business Centre/Team Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, and the links to the Corporate Business Plan 2016-2020 for the teams/function under their responsibility, by utilising a standard corporate template.

### 2. Report

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

#### **Purpose of the Business Centre**

- 2.2 The Community Development Business Centre is a multi-functional service area which provides many of the non-statutory services of the Council. The services can be used by individuals, families and residents of all ages. Some of the services and support is provided in partnership with other organisations from the statutory, voluntary and faith sectors with the aim to enhance community cohesion and provision across the borough.

#### **Key achievements in 2018/19 (to date)**

- 2.3 The key achievements to date in 2018/19 by the Community Development Business Centre/Team are:
  - Continuing to deliver the Family Support Programme
  - Working with the resettled Syrian Refugee Families
  - Exhibitions at Chertsey Museum

- World War I commemorative events
- River Celebration events throughout the summer
- Completion of Playing Pitch Strategy
- Arts Partnership Projects including 'singing picnic' and 'Moonbrella'
- Surrey Youth Games event and training attended by 267 young people
- Task group events and activities including Frogs Island Fair and Loneliness Project
- Living Well Week in September
- Supporting the early help advisory boards
- Public Space Protection Orders in two areas of the Borough
- 'Respect the Water' event at Runnymede Pleasure Grounds
- Completion of Virginia Water War Memorial
- Greenfingers Competition in July 2018
- Completion of SANG works in Ottershaw
- 4 Summer Silent Screenings, Xplorer events in parks
- Dealing with Oak Processionary Moth Infestations
- Re-deployable cameras now in use
- CCTV monitor installed at Staines Police Station
- Cameras installed on the Addlestone One site

### **Key drivers/influences**

2.4 The key drivers/influences impacting on the Community Development Business Centre in 2019/20 are:

- Crime and Disorder Strategy
- RBC Open Spaces Study
- Green Space Site Management Plans
- Internal drivers
- Ageing Population
- Deprived Communities
- Child Obesity
- Community Safety
- Older Persons Strategy
- Playing Pitch Strategy
- Prevent Strategy
- Family Support Programme
- Syrian Refugee Resettlement

### **Key new areas of work in 2019/20**

2.5 The key new areas of work for the Community Development Business Centre in 2019/20 are:

- Digitisation project at Chertsey Museum
- Develop Tourism and Leisure Strategies
- Scope Barrsbrook Farm project
- Work with Police on their Safer Surrey Model
- Develop the re-deployable camera offer to other Boroughs and agencies
- ANPR installation at Runnymede Pleasure Grounds
- Work with partners on developing the youth offer in the Borough
- Continue to work on developing early help in the Borough
- New lease and rent grant aid policy
- New Health and Wellbeing activities
- Develop a sponsorship package for local businesses
- Re-tender the Grounds Maintenance Contract

## Performance/Activity Indicators

2.6 The Performance/Activity Indicators for 2019/20 are:

Target					
Performance Indicator	Q1 (Apr- June)	Q2 (Jul- Sept)	Q3 (Oct- Dec)	Q4 (Jan- Mar)	Full year (Apr- Mar)
Numbers attending Surrey Youth Games Training	300				300
Number of formal complaints related to the Business Centre/Team	0	0	0	0	0
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0	0	0	0
Percentage of Careline calls answered within 60 seconds	99.8	99.8	99.8	99.8	99.8
Numbers attending the sportability festival				150	150
Number of Free Access for County Sports People applications	2	2	2	2	8
Users of Chertsey Museum	4,600	2,000	4,200	4,600	15,400
Number of schools using the Chertsey Museum Education sessions					80
Numbers attending Junior Citizen			800		800
Numbers attending Living Well Week		700			700

### 3. Policy framework implications

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

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

3.2 How the priorities impact on these themes is detailed in section 7 of the plan.

### 4. Resource implications

4.1 The following table outlines requests made for additional funding/resources, which subject to approval by this Committee, will be referred to Corporate Management

Committee. The business cases are set out in section 5 of the business plan and attached at Appendices 'C' and 'D' to this report. All other requests have been listed in section 5 and described as 'aspirational projects' and are subject to funding being approved at a future date.

Description	Linked Objective/Project	Amount Requested	Business Case Completed?
Unauthorised encampments prevention works	CD08	£250,000	Yes
Runnymede Pleasure Grounds ANPR	CD11	£64,000 from RPG reserve)	Yes

(To resolve)

#### Background Papers

None stated.

### 10. COMMUNITY SERVICES BUSINESS CENTRE PLAN 2019/20 (COMMUNITY SERVICES)

#### Synopsis of report:

The report informs Members of the key achievements in the 2018/19 financial year and provides a summary of this year's Community Services Business Centre Plan for approval.

#### Recommendation that:

- i) the 2019/20 Community Services Business Centre Plan, as attached at Appendix 'E' (circulated separately), be approved; and
- ii) those business cases requiring additional expenditure, as attached at Appendices 'F', 'G', 'H' and 'I' (attached to the Business Centre Plan) be recommended for approval by Corporate Management Committee.

#### 1. Context of report

- 1.1 A corporate-wide Performance Management Framework (PMF) has been established to assist Members and Officers with the decision making process. The general purpose of the PMF is to bring about improvements and/or take remedial action in the event of service or financial challenges.
- 1.2 To complement the PMF, a Business Planning Cycle has also been introduced. This cycle involves each business centre and each team within Corporate Services completing an annual Business Centre/Team Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, the links to the Corporate Business Plan 2016-2020 for the teams/function under their responsibility, by utilising a standard corporate template.

#### 2. Report

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

### **Purpose of the Business Centre**

- 2.2 The Community Services Business Centre provides a range of services that support residents in continuing to live active lives within their local community, as well as being able to live independently in their home. The business centre has a semi-commercial outlook to its services, combined with ensuring services provide a social value to residents and the communities served.
- 2.3 Community Services plays an ever increasing partnership role with health and social care, and the value of the services and role the Borough Council plays is increasingly recognised by statutory partners. The health and social care agenda largely focusses on North West Surrey and there is also an increasing partnership approach with neighbouring borough councils.
- 2.4 Community Services has led the way in pursuing opportunities to work with other councils to work towards a sustainable future for this discretionary service area and since 2015 has worked in partnership with Surrey Heath Borough Council. This relationship focuses on the opportunity to share resources and work consistently to provide a best value approach to service delivery. The success of this relationship results in a future where it is expected that the boroughs will continue to develop a partnership approach.

### **Key achievements in 2018/19 (to date)**

- 2.5 The key achievements to date in 2018/19 by the Community Services Business Centre/Team are:
- Delivery of the ongoing Community Services Partnership, with early conversations regarding further integration of boroughs services having taken place at Chief Executive level, with in principle agreement
  - Launch of the Wellbeing Prescribing service in Runnymede and receipt of 77 referrals in first three months of the project
  - Successfully securing funding and initial launch of Home from Hospital service, working in partnership with other NW Surrey Boroughs, the Clinical Commissioning Group and Adult Social Care, as well as other partners
  - Transfer of Yellow School Bus service from Runnymede Business Partnership to Community Services
  - Commencement of Handyperson service in Runnymede, working as part of the NW Surrey Home Improvement Agency cluster
  - Successfully delivered transport services at Longcross and Strawberry Fields developments (Addlestone Connect public bus service), with in principle agreement to provide new services for areas from November 2018 with Surrey County Council
  - Number of promotional campaigns around RBC's Community Services completed, as well as the production of the Stay Well This Summer booklet
  - Replacement of two Community Transport vehicles, including rebranding, to continue to deliver services using a modern, fit for purpose and reliable fleet
  - Continued delivery of all Community Services to residents of the borough, in face of a range of challenges including staff sickness, recruitment problems etc.

### **Key drivers/influences**

- 2.6 The key drivers/influences impacting on the Community Services Business Centre in 2019/20 are:

#### Internal Drivers:

- Older Persons Strategy
- Ageing Population
- The Corporate Business Plan is trying to achieve against the following themes:
  - Supporting Local People
  - Enhancing Our Environment
  - Improving Our Economy
  - Organisational Development
- Corporate Key Performance Indicators
- There is a need to increase income generation to offset growing costs and loss of government grants
- Sustainable Community Strategy

#### External Drivers:

- Adult Social Care and CCG work surrounding:
  - Reduce Hospital Admissions
  - Health and Wellbeing
  - Transport Contracts
  - Frail Elderly
  - Mental Health
  - Community Based Care
  - Integrated Care Partnerships
- Surrey County Council budget pressures
- Welfare Reform changes

#### **Key new areas of work in 2019/20**

2.7 The key new areas of work for the Community Services Business Centre/Team in 2019/20 are to:

- review RBC's Home Improvement Agency policies and to discuss future requirements as part of a NW Surrey cluster approach. If deemed appropriate to work within the cluster, to have a contract in place which agrees the long term arrangements with partners
- Subject to councils agreeing to proceed, to embed the amalgamation of SHBC Community Services and associated support services into RBC
- consider the potential for RBC to deliver a befriending service or to work in partnership with a voluntary sector provider to deliver befriending services in Runnymede.
- Become an accredited Community Alarm Installation Service
- pursue opportunities to develop the range of technology services and products available to residents to support independent living
- Full roll out of Community Services core induction training and role specific training as identified
- Introduce a Community Transport Social Trips programme, with the intention of encouraging the use of transport as a means of engaging in local communities and reducing social isolation
- Introduce a voluntary and Community Sector Group Travel and Vehicle Hire Scheme
- pursue other commercial contract opportunities across Runnymede and Surrey Heath under the partnership banner

- undertake a review of the Community Transport structure to ensure its resources are sufficient to meet existing demand and future intention
- revisit the Social Centre review completed in 2016 and develop further to incorporate a two tier provision of day centre type services for younger older and older more frail residents
- work with SCC, to review the current SLA funding received from Adult Social Care and to find a sustainable solution to reducing the funding received
- complete a review of the Yellow School Bus Services
- work in partnership with health and social care as part of the newly established Integrated Care Partnership (ICP) model

### Performance/Activity Indicators

2.8 The Performance Indicators for 2019/20 are:

Performance Indicator	Target				
	Q1 (Apr – June)	Q2 (July – Sept)	Q3 (Oct – Dec)	Q4 (Jan – Mar)	Full Year Total
Number of formal complaints related to the business centre	0	0	0	0	0
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0	0	0	0
Number of Meals at Home products served	10,000	10,000	10,000	10,000	40,000
Number of meals served at Social Centres	8,500	8,500	9,000	8,500	34,500
Number of users signed to social centre reward scheme	620	650	680	700	-----
Number of hires at social centres	100	100	100	100	400
Number of Homesafe/Home from Hospital referrals (Total)	90	100	115	130	435
Number of Homesafe/Home from Hospital referrals (to RBC services)	22	25	28	32	107
Number of Community Services social media posts	50	50	50	50	200
Number of Wellbeing Prescribing referrals received	60	70	80	90	300
Number of Community Transport journeys completed	14,000	14,000	13,000	14,000	55,000

Number of Handyperson Referrals	150	160	185	200	695
Number of Community Alarm/Telecare systems installed	1,320	1,340	1,340	1,350	N/A

### 3. Policy framework implications

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

- Supporting local people
- Improving our economy
- Organisational development

### 4. Resource implications

4.1 The following tables outlines requests made for additional funding/resources, which will be subject to Corporate Management Committee approval. Business Cases for each can be found in Appendices 'F' to 'I'.

Description	Linked objective/project	Amount requested	Business case completed?
<b>Extension of Promotion &amp; Outreach Post</b>	CS2,CS3,CS7,CS9,CS10,CS11,CS12,CS14,CS22,CS24,CS43	£28,500 – 2019/2020 £38,500 thereafter	Yes
<b>Increase of Social Prescribing Officer Hours</b>	CS42,CS44,CS47	£9,654 – 2019/2020	Yes
<b>Extension of Day Centre Support Assistant Contracts</b>	CS18,CS20,CS38,CS39,CS40,CS41	£33,580	Yes (please note this is intended to be funded from within budgets across Community Services)
<b>Build of Medical Room and Office at Woodham &amp; New Haw Centre</b>	CS16,CS18	£12,000	Yes (please note this is not being requested for funding from April 2019 but may be revisited later in the year)

(To resolve)

#### Background papers

None stated.



## 11. SURREY COUNTY COUNCIL SERVICE FUNDING UPDATE (COMMUNITY SERVICES)

### Synopsis of report:

The report informs Members of the confirmed reductions in funding from Surrey County Council towards the cost of delivering discretionary Community Services, with effect from April 2019.

### Recommendation:

None. This report is for information.

#### 1. Context of report

- 1.1 Runnymede Borough Council (RBC) has received a financial contribution from Surrey County Council (SCC) for over 10 years towards the overall cost of providing Community Services.
- 1.2 SCC's financial position has prompted conversations regarding possible reductions in funding over a couple of years, with different options presented as to how funding could be awarded in future. However, there has been little clarity in how funding reductions would be implemented or applied consistently across the county.
- 1.3 On 2 October 2018, the Chief Executive of RBC received a letter from SCC, confirming funding reductions for Community Services, with effect from 1 April 2019.

#### 2. Report

- 2.1 SCC has provided Borough and District Councils with funding to deliver discretionary Community Services, which supports the work of Adult Social Care (ASC) and which contributes to the wider health and social care agenda.
- 2.2 These services include Community Alarms, Community Transport, Home Improvement Agency (HIA), Meals at Home and Social Centres, to vulnerable residents of Runnymede, who may or may not be engaged with ASC.
- 2.3 Year on year, service costs have increased whilst the funding from SCC has remained static. In order to address the increase in cost, RBC has sought new commercial opportunities, to extend the offer within the core services provided and promote services to increase the number of service users.
- 2.4 Set out below is the SCC funding for each of the Community Services in 2018/19.

Service	Funding Received 2018/19	SCC Directorate
Community Transport	£26,052	Adult Social Care
Community Transport	£28,737	Passenger Transport
Home Improvement Agency	£39,778	Adult Social Care
Meals at Home	£10,000	Adult Social Care
Social Centres	£52,900	Adult Social Care
Total:	£157,477	

## Surrey County Council Intentions 2019/20

- 2.5 Discussions regarding the probable reduction in funding from SCC have been held for a number of years. However, there has never been a clear plan as to how this was to be achieved resulting in funding reductions not being applied.
- 2.6 However, on 2 October 2018, a letter was received by the Chief Executive confirming the intentions of SCC to reduce funding contributions as set out below:

Service	Intended Funding 2019/2020	Total Reduction
Community Transport	£13,026	£13,026
Community Transport	£28,737	£0 (To be Confirmed)
Home Improvement Agency	£26,519	£13,259
Meals at Home	£5,000	£5,000
Social Centres	£26,450	£26,450
Total	£99,732	£57,735

- 2.7 As a result of the reduction in SLA funding, there is a budget deficit of £57,735 in 2019/20, and consideration is being given to how to address the reduction. In addition, there is a second Community Transport grant that is received from Passenger Transport at SCC which is also likely to be reduced next year.
- 2.8 Looking further ahead to 2020/21, it is being suggested that RBC will be faced with the likely position of losing the remaining funding with effect from April 2020, although no confirmation of this has been received.
- 2.9 As well as reduced funding from SCC, they require more detailed monitoring information but have given no consideration to our capacity to provide this. Officers have asked that monitoring be appropriate to the level of funding received but at present this does not seem to have been acknowledged nor actioned. Therefore, as a Council, we may wish to negotiate to receive the same amount but across fewer service areas in order to reduce the administrative impact.

### Possible Solutions to Addressing Financial Shortfall

- 2.10 Officers have considered how the financial shortfall could be addressed; some measures could be quicker wins than others depending on when they are implemented.
- 2.11 A review of existing budgets may provide some efficiency savings to offset some of the loss. However, services are already “lean” in their resources and available finances. Therefore, this has to be balanced against potential need over the course of a financial year.
- 2.12 The loss of funding from SCC could also be potentially offset by further collaboration and integration in Community Services as a partnership with Surrey Heath Borough Council. This should present opportunities for both councils to create efficiency savings through sharing resources, costs etc.
- 2.13 The Community Services Business Centre Plan contains a number of income generation opportunities. Increased income would obviously serve to offset the loss of funding, however this cannot be guaranteed because many of the opportunities identified either have to be tendered for with no guarantee of our securing the

contracts, or depend on partnership working and negotiation which may take longer to realise the opportunity and associated income.

- 2.14 In respect of Community Transport funding from Passenger Transport, this has already been used as an incentive for SCC to directly work in partnership with RBC on transport projects, with the suggestion being that by working to deliver services funded by S106 and other funding streams, the income generated would allow for a reduction or full removal of the SLA funding. This approach could equally be taken in other service areas.
- 2.15 SCC has not closed the door to funding services for individual residents eligible for support from Adult Social Care (ASC). However, there is no intention of funding a contribution to overall costs nor block funding/purchasing services which may not be required, or wanted by eligible individuals. Whilst it is important to recognise this fact, it is equally important to acknowledge that attracting payments via “spot purchasing” from ASC, is unlikely to cover the full loss of funding, given the financial constraints within SCC and the fact that many service users would not be eligible for ASC support. However, it is a strand of potential income generation that should be considered and pursued if cost effective to do so. That said, services such as transport have already begun to be charged at, or close to full cost, as opposed to offering subsidised provision as a result of being in receipt of the SLA funding.
- 2.16 In relation to the reduction in funding for the Home Improvement Agency (HIA), the opportunity to deliver the service in a more cost effective way, working in partnership with either Surrey Heath, or as part of a wider NW Surrey HIA Cluster may be possible. A cluster approach could realise efficiencies for all partners in the way the service is delivered by sharing resources, centralising functions and having consistent processes. However, this would need to be considered against the requirement for RBC to retain its sovereignty concerning related policies and decision making and formal governance for the cluster being in place, which means that all partners have an equal say in its development and future direction. This work is detailed within the Business Centre plan, to be undertaken next year. Therefore, no efficiencies etc. can be identified and applied to the funding reduction until the work is completed. There is a third option for RBC to decide to stand alone in delivering an HIA, if that was felt to be in the best interests of RBC and the residents supported through the service. However, this would be unlikely to realise any efficiency savings.
- 2.17 Service reviews are scheduled to take place in 2019/20, which may provide opportunities to address the reduction in funding, although potentially the reviews might conclude that growth is required. However, consideration to the loss of funding from SCC should be given as part of the process.

### **3. Resource implications**

- 3.1 There are no immediate resource requirements identified at this stage. However, as part of the review of all the options available to addressing the shortfall, there may be resource implications in future, which would be brought back to this Committee for consideration.

**(For information)**

### **Background Papers**

None Stated.

## 12. **COMMUNITY SERVICES PARTNERSHIP WITH SURREY HEATH UPDATE (COMMUNITY SERVICES)**

### **Synopsis of report:**

**To provide an update on the Community Services Partnership with Surrey Heath Borough Council and to outline potential opportunities for a further integrated partnership approach.**

### **Recommendations:**

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

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

- 1.1 Runnymede Borough Council (RBC) has been working in partnership with Surrey Heath Borough Council (SHBC) to deliver its Community Services since 2015. Currently, a formal partnership is in its second year of a five year agreement between boroughs.
- 1.2 Since working in partnership, the boroughs have benefited from the arrangements financially, as well as in the growth and development of services and through effective representation within the wider health and social care agenda, working with Clinical Commissioning Groups (CCGs) and Adult Social Care (ASC).
- 1.3 In September 2018, the Chief Executives of RBC & SHBC mutually agreed to explore potential opportunities for further collaboration through the Community Services Partnership, with a view to creating stronger, more robust and resilient operational services, whilst realising operational efficiencies.

#### **2. Report**

- 2.1 In 2015, RBC was approached by SHBC with regard to the potential to share a Community Services Manager post. At this time, RBC felt a straight arrangement of a post being shared was not viable and instead proposed a pilot of working together as a partnership which was agreed.
- 2.2 An initial six month arrangement commenced in September 2015. Having reviewed the six month trial, it was agreed to extend the arrangement for a further twelve months, to enable the Community Services Manager to identify ways in which the two boroughs could deliver services in a consistent way, sharing resources and making services more cost effective, progressive and commercial thinking, whilst maintaining a quality service for vulnerable residents needing services most.
- 2.3 A Projects Officer was appointed to the partnership, employed by RBC and jointly funded with SHBC, to support the development work being undertaken with services as well as the work to create a more integrated partnership going forward.
- 2.4 Having presented proposals for a more formal and long term Community Services Partnership, a five year agreement was signed, commencing on 1 April 1 2017 for the boroughs to work in partnership, with a more integrated staff team, a number of shared posts and appropriate costs paid between boroughs for resources, services etc. This partnership resulted in a net payment to RBC from SHBC of £94,000 per annum.
- 2.5 The payment to RBC is made up of contributions towards the following:

- Community Services Manager Salary
  - Business Development Officer/Manager Salary
  - Community Transport scheduling
  - Community Transport & Meals at Home software
  - Administration support
- 2.6 The gross value of the partnership to RBC is greater than the £94,000 detailed, however there is also a shared Community Transport Manager post, employed by SHBC, for which RBC pays 50% of the salary costs.
- 2.7 In addition, through the work of the Community Services Partnership, a contract has been agreed with Safer Runnymede to provide Community Alarm monitoring services, to the value of approximately £19,000. This arrangement is separate but presents a number of benefits to SHBC.
- 2.8 Now well into the second year of the five year agreement, both partners have realised a number of benefits including service development and growth, rebranding of service, enhanced marketing and presence via social media, improved partnership working with health and social care partners, as well as the cost efficiencies that come from sharing resources etc.
- 2.9 At senior management level, both boroughs are happy with the performance of the partnership, the direction of travel services are taken and the plans and ambition for the future. However, the impact of lost funding from Surrey County Council has the potential to impact discretionary services and we are currently working to mitigate the funding losses.

### 3. **Initial Discussions for Extended Future Working**

- 3.1 The levels of satisfaction with the partnership amongst senior management teams at both boroughs, together with the trust in each other as partners, has prompted our Chief Executives to discuss the potential for further integration of the two Community Services departments in the future.
- 3.2 In September 2018, correspondence between Chief Executives formally agreed to look at the options for future working, including the potential for Community Services to be delivered by a lead authority on behalf of the partnership, in order to realise further efficiencies and benefits. With partner agreement, the Community Services Manager has been asked to consider a future model for service delivery, potentially incorporating operational teams and processes as well as support services.
- 3.3 A full project plan has been produced, which includes a number of functions and service areas that will need to be considered from both an SHBC and an RBC perspective, in order to create a full business case for further integration. The areas that will be considered as part of the scoping work include:
- Finance
  - Human Resources
  - ICT
  - Governance
  - Office Accommodation
  - Communications & Website
  - Safer Runnymede
  - Promotion, Outreach and Marketing
  - Fleet Management & Fleet Maintenance
  - Information Governance

- Health and Safety
- Health and Social Care Partnership Representation
- Fees & Charges
- Emergency Planning

- 3.4 In addition, once any further integration of the partnership is agreed consideration will need to be given to the operational processes that may need to be further integrated, such as team structures etc.
- 3.5 The intention is for all of the preparatory work to be completed by early December, with a full proposal with costings presented to Chief Executives of both councils initially by mid-December. Dependent on the decision taken at this point, should there be an impact on existing personnel within Community Services or on any of the teams providing support services, it is felt that a signed contract agreement would need to be completed by the end of December to give a full three months in Quarter 4 to work towards implementation from April 2019.

**4. Possible Options Available**

- 4.1 A number of potential options are available to further integrate the Community Services Partnership, however initially the work being undertaken is with a view to evidencing the operational and financial benefits of delivering Community Services across both boroughs, under a lead authority arrangement, with appropriate governance to ensure that it is delivered as a true partnership of two boroughs.
- 4.2 Should it be determined that there is insufficient value or benefit to working in this way, a number of other options would be available. These include maintaining the status quo in the working relationship between boroughs, or the option of reciprocally providing support services to the partnership. The final option available to both RBC and SHBC would be to end the partnership relationship. However, given the positive working relationship between boroughs and the success of the partnership approach to date, this is something that Officers would not want to happen.
- 4.3 Once the work outlined has been completed, following consultation with the Chief Executive and the Corporate Leadership Team, a report will be brought to Members detailing the outcome of the work undertaken and the recommendations for further partnership working with SHBC in delivering Community Services.

**(For information)**

**Background papers**

None stated.

**13. 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 to update 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 September and this report provides an update on the project since then.

## 2. **Report**

- 2.1 The internal Project Team and Project Board continue to meet regularly and progress meetings are being held with AECOM, the Employers Agent, to ensure the project remains on track.
- 2.2 Since September, specialists, who will undertake the various professional roles, have been appointed by AECOM. These include an architect, landscape architect, play space designers, structural and civil engineers etc.
- 2.3 AECOM have produced a Project Execution Plan, which includes a summary of the project, details of those involved and their individual responsibilities, descriptions of the processes to be followed, a master programme, risk register and other details. A copy is provided at Appendix 'J' (circulated separately)
- 2.4 The architect and landscape architects have reviewed the existing Masterplan and have identified a number of risks within the existing design. Therefore, they have made recommendations in the form of adjustments to the design to mitigate these risks. These changes were considered at a Project Board meeting in late September and included re-routing the road to the lodges and Skiff and Punt Club, changing the route of the path around the Pleasure Grounds and revising the car park layout.
- 2.5 Negotiations with the Runnymede on Thames Hotel have continued; an indicative layout of the lodges has been sent for comment and the financial agreement is still under discussion.
- 2.6 A topographical (levels) survey of the site has been undertaken and the results received. A contaminated land survey, arboricultural survey, flood risk assessment, transport statement and grounds investigation survey are all due to be completed. These will enable the final designs and site layout to be completed and will also be used to support the planning application.
- 2.7 It was reported at the last meeting, that a Stage 1 application would be made to the London Marathon Trust in October as a successful application could realise a grant of up to £150,000 towards the play space. However, this application would need to include an indication of the layout and design of the play space, so has been postponed until the play space designs have been developed. Officers are also seeking other sources of funding for the project and will report back to this Committee on any that have potential.

- 2.8 Consultation with local children on the play space design is being organised with St Jude's School in Englefield Green and will be facilitated by play space specialists, Davies White Ltd.
- 2.9 It is intended to create a new website specifically for Runnymede Pleasure Grounds. Initially this would contain details of the proposed improvements with updates. It would also provide opportunities for the public to comment on the project and, when appropriate, specific elements of the design.
- 2.10 Below is a timetable of headline events planned for the project:
- Employer's Agent to deliver the detailed and technical design and engage with planning to support the planning process in Quarter 1 2019
  - 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
- 2.11 Appendix 'K' shows progress to date with comments on the individual elements that have been completed or are underway.
- 2.12 It is proposed that an Automatic Number Plate Recognition (ANPR) system is used to manage the car park more efficiently. The business case for this was reported in the Business Centre Plan with funding to come from the Runnymede Pleasure Grounds reserves, subject to approval by this Committee as Trustees making a recommendation to Corporate Management Committee. Officers consider this should be treated as a stand-alone project and installed prior to the other improvements to generate additional income for the site. The estimated capital cost is approximately £50,000 and the initial outlay would be recouped through an increase in parking income over 3 years. There would be an ongoing cost of £14,000 per year for licences, maintenance and network connections. Management of the system would form part of discussions with the supplier.
- 2.13 The final plans are likely to be at a stage for sign off by the Council as Trustees of the Pleasure Grounds before the next meeting of this Committee. Therefore, to avoid delay, Officers plan to present the proposed final plans to Members at Corporate Management Committee on 15 November, to which all Members of this Committee will be invited.

### 3. **Policy framework implications**

- 3.1 This project is being delivered in line with the terms of the RPG Trust but also links into the Vision of the Council's Corporate Business Plan 2016-2020 which 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 Grounds.
  - 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 cost of some preliminary work mentioned in this report, such as preparatory survey work, is 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 issues of access for those with mobility issues have been raised with the designers and architects.
- 6.2 As the project progresses consideration is being given to any equalities implications that arise, particularly around the design of the facilities and layout. This will also be key at the planning application stage. 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 Equality Impact Assessment will be undertaken.

**(For information)**

**Background Papers**

None stated.

## Instructions

Enter the start date in cell C1

This will give you a timeline in weeks with dates showing as the Monday of each week

Enter the description of each task that needs to be completed

Consider using a High Level task and sub tasks underneath

Colour in the cells to show the length of time the item will take to complete

## KEY:


 Completed activity or task

 Delay/ At risk


 To do

 Milestone

 Public Consultation

 Cttee agenda notification

 Cttee meeting

 Summary work package

No border Sub work package

 Milestone moved

Group work packages together by selecting multiple rows and clicking on Data/ Group

You will then see a + appear

Clicking on the + displays all sub tasks

Runnymede Pleasure Grounds - AECOM project plan		Red text - activity on critical path			
ID	Work Package Description	Status	Start	End	Notes
1	Appointment of Employers Agent/ Project Manager for design and construction aspects of RPS redevelopment	Complete	16/01/2018	16/01/2018	AECOM appointed as Employers Agent via SGPF framework. Quantity Surveyor and Principal Designer also appointed.
2	Appointment of Design Team	Complete	16/01/2018	16/01/2018	Design team appointed composed of ARCHITECT, Landscape ARCHITECT, Structural Engineer, Civil Engineer, Mechanical Engineer, Electrical Engineer.
3	RIBA Stage 1 and 2				CONCEPT DESIGN FROM MASTERPLAN
4	Stage 1 and 2 Concept design	Underway	16/01/2018	16/01/2018	Design brief prepared for architecture and landscape and issued to design team. On track to deliver Stage 2 report on 9/11/18. To be presented to Members on 15/11/18.
5	Members Briefing	Planned	15/11/2018	15/11/2018	Planned for 15/11/18 prior to CMC
6	Feedback from pre-application	Planned	15/11/2018	15/11/2018	Planning pre-application process to start w/c 22/10/18. 6 week duration based on Planning Authority guidelines but may be optimistic as external agencies may need to be consulted e.g. Surrey CC, Highways Agency, Environmental Agency
7	Cost Plan for Stage 2	Planned	15/11/2018	15/11/2018	Cloning of Stage 2 design to start before end of pre-app therefore may have to be adjusted as a result later.
8	Client Sign Off	Planned	15/11/2018	15/11/2018	
9	RIBA Stage 3				DEVELOPED DESIGN
10	Stage 3 Development Design	Planned	15/11/2018	15/11/2018	To commence after Members briefing on 15/11/18
11	Cost Plan for Stage 3	Planned	15/11/2018	15/11/2018	
12	Pricing Schedule	Planned	15/11/2018	15/11/2018	For tender documentation
13	Employer's Requirements Production	Planned	15/11/2018	15/11/2018	For tender documentation
14	Client Sign Off - Community Services Ctee	Planned	15/11/2018	15/11/2018	
15	Planning Submission Period	Planned	15/11/2018	15/11/2018	
16	Planning Approval Notice	Planned	15/11/2018	15/11/2018	
17	General contractor tender period	Planned	15/11/2018	15/11/2018	To commence during planning submission period but contract award not to take place unless planning approval has been granted
18	Tender Evaluation and Contract award notification	Planned	15/11/2018	15/11/2018	
19	Contract Signature	Planned	15/11/2018	15/11/2018	
20	Update at Community Services Ctee	Planned	15/11/2018	15/11/2018	
21	RIBA Stage 4				TECHNICAL DESIGN
22	RIBA Stage 5				CONSTRUCTION
23	RIBA Stage 6				
24					
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32					
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34					

KEY:

- Completed activity or task
- Delay At risk
- To do
- Milestone
- Milestone moved
- Public Consultation
- Ctee agenda notification
- Ctee meeting
- Summary work package
- Sub-work package

## 14. CHERTSEY MEADS – SANG STATUS - UPDATE (COMMUNITY DEVELOPMENT)

### Synopsis of report:

To seek approval of the Chertsey Meads SANG Management Plan in order for the site to be used as Suitable Alternative Natural Green Space.

### Recommendation(s):

- i) the Chertsey Meads Suitable Alternative Natural Green Space Management Plan, as attached at Appendix 'L', be approved; and
- ii) use of Chertsey Meads as Suitable Alternative Natural Green Space be endorsed

## 1. Context of report

- 1.1 The Thames Basin Heaths Special Protection Area (TBHSPA) is made up of areas of mostly heathland, covered by several local authority areas across Surrey, Hampshire and Berkshire. It supports important populations of vulnerable ground-nesting birds and has a designated status in European Law.
- 1.2 The TBHSPA was designated in March 2005 because of the presence of ground nesting birds (Dartford Warbler, Nightjar, Woodlark). These species are particularly vulnerable to recreational disturbance, such as dog walking. The designation protects the habitats from adverse impact under European and UK law.
- 1.3 As a Competent Authority, in order to comply with habitat regulations, the Council should have a strategy in place to ensure the long-term protection of the TBHSPA. In 2009, the Joint Strategic Partnership Board, comprising all affected Local Plan Authority areas adopted guidelines in the form of a delivery framework that enables the delivery of residential development in the vicinity of the TBHSPA whilst avoiding a significant negative effect on the TBHSPA as a whole.
- 1.4 This takes the form of providing Suitable Alternative Natural Green Space (SANG), an avoidance measure designed to draw those who might visit the TBHSPA to the SANG instead, thereby reducing visitor numbers and their impact on the TBHSPA.
- 1.5 Further guidelines set out the essential and desirable features a SANG should possess to make them appealing as a recreation alternative to the TBHSPA. The SANG Management Plan for Chertsey Meads includes some of these features.
- 1.6 New residential development should make a financial contribution towards SANG through the Council's existing Licencing Agreement and Strategic Access, Management and Monitoring (SAMM) of the TBHSPA. Residential development of a large enough scale could provide a bespoke SANG and SAMM solution.
- 1.7 The existing strategic SANG capacity in Runnymede continues to reduce as residential developments that affect the TBH SPA but do not provide their own SANG solution are allocated to the SANGs. Therefore, without the use of additional SANG land (as well as bespoke solutions that may be brought forward), there would come a point where the Council can no longer grant planning applications for residential development within 5km of the TBH SPA (or larger sites of 50 net dwellings or more within 5-7km).

## 2. Report

- 2.1 Since 2013, Officers have been discussing with Natural England the merits of designating Chertsey Meads as SANG.
- 2.2 In 2016 the Chertsey Meads Management Liaison Group (CMMLG) discussed the proposal to designate Chertsey Meads as a SANG and considered the benefits against the potential issues. Although there were some concerns about the impact of increased visitor numbers, the Group was supportive of the proposal as it would provide access to funds that could be used to improve the Meads.
- 2.3 Chertsey Meads is managed in accordance with the Chertsey Meads Management Plan 2017-2025 which was adopted by the CMMLG in September 2016. In October 2017 a Public Access Assessment and Constraints and Issues document, which assesses the existing visitor facilities on Chertsey Meads and outlines recommendations for enhancements in order to improve the site for visitors was appended to the Management Plan. In 2018 a SANG Management Plan for Chertsey Meads was developed.
- 2.4 The purpose of the SANG Management Plan for the site is to ensure that the site can be managed and maintained in perpetuity as SANG, whilst also ensuring that the site's other designation as a Site of Nature Conservation Importance and Local Nature Reserve are not compromised. A copy of the Plan is provided at Appendix 'L'.

### 3. **Policy framework implications**

- 3.1 One of the Council's key corporate priorities is the adoption of the Local Plan, which guides development in the borough up to 2030. The Local Plan has been submitted to the Planning Inspectorate and it is anticipated that if the Local Plan is found sound by an Inspector, the Council can adopt the Local Plan in 2019. Chertsey Meads being designated as SANG is integral to the delivery of Local Plan in relation to the projected level of housing coming forward to meet objectively assessed housing needs.

### 4. **Resource implications**

- 4.1 Designation as a SANG provides access to developer contributions mentioned above. These will be used to finance a range of enhancements at Chertsey Meads as set out in the plan.
- 4.2 Enhancements at Chertsey Meads funded from this new source of income will be managed by the existing Green Space team.

### 5. **Legal implications**

- 5.1 There is a legal requirement incumbent upon the Council as Competent Authority to ensure that the site is retained as Suitable Alternative Natural Green Space (once designated) in perpetuity. In the context of a SANG this means for a minimum period of 80 years.

### 6. **Equality implications**

- 6.1 As SANGS funding becomes available and site enhancements are being planned consideration will be given to any equalities implications that arise, particularly around the design of the facilities, their layout and materials used.
- 6.2 The Council is mindful of its public sector equality duty under the Equality Act 2010. Therefore, any improvement plans will need to take into account access issues, for

example consideration of conducting an access audit and consultation with the Runnymede Access Liaison Group.

6.3 The Council's Equalities Group will also be consulted and if necessary an Equality Impact Assessment will be undertaken.

7. **Other implications**

7.1 Chertsey Meads is a Site of Nature Conservation Importance and part is a Local Nature Reserve and the main rationale behind the management plan and the associated documents mentioned above is to balance the nature conservation interest and biodiversity of the site with the desire to encourage more visitors.

8. **Conclusion**

8.1 The use of Chertsey Meads as a SANG will provide access to funds that will allow on-site enhancements to be realised over a period of time at no additional cost to the Council. It will also support the delivery of the Council's Local Plan.

**(To resolve)**

**Background papers**

Chertsey Meads Management Liaison Group Minutes September 2016

Chertsey Meads management Plan 2017 – 2025

Chertsey Meads Public Access Assessment and Constraints and Issues document

# Runnymede Borough Council

*November 2018*



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## Introduction

1. The Thames Basin Heaths Special Protection Area (TBH SPA) forms part of a Natura 2000 network of sites of international importance to nature conservation, established under the Habitats directives. The SPA supports vulnerable ground nesting birds, the Dartford Warbler; Nightjar and Woodlark.
2. No residential development is permissible within 400m of the TBH SPA and residential development within a 400m – 5km zone and some larger residential development within 5-7km of the TBH SPA must demonstrate that there will be no net impacts on the integrity of the SPA. As approximately two-thirds of the borough is located within the 5km zone of influence, it is considered that the TBH SPA has a large influence on residential development in Runnymede. The current avoidance strategy was agreed amongst the 12 local boroughs and districts and Surrey County Council authorities affected by the TBH SPA and endorsed by Natural England in 2009 as part of the Thames Basin Heaths Special Protection Area Delivery Framework. The agreed avoidance strategy takes the form of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring (SAMM).
3. The purpose of SANG is to provide an alternative for those development sites that could otherwise have an impact on the SPA by disturbing the birds as a consequence of new housing, such as dogwalkers, thus attracting people away from the SPA and reducing pressure put on it. To ensure continued attraction, A SANG must be managed to ensure its attractiveness as an alternative to the SPA and must be maintained in perpetuity (a period of 80 years). Strategic Access, Management and Monitoring of the SPA was also later introduced as part of the avoidance strategy, which monitors the use of the SPA, by providing onsite presence and managing visitors and improving visitor understanding of the importance of the SPA.
4. In order for residential development to be able to occur within the zone of influence, it must be demonstrated that no adverse effects on the integrity of the SPA will occur. Therefore, a developer must agree to enter in to a licencing agreement with the Council to use a portion of the residential capacity calculated for each strategic SANG, based on the site's size and a number of other factors, to be able to avoid harmful impacts. Otherwise, a development should make provision for its own SANG if it is large enough, as well as make a SAMM contribution to allow for the monitoring the SPA. The Council's existing SANG capacity reduces over time and so the Council has looked for further land that could be used for such a purpose. This has led to the identification of Chertsey Meads, a site within the Council's ownership as a possible site to be used for SANG.
5. The purpose of this SANG Management Plan is to show that the site is appropriate for use as SANG, whilst taking account of its existing use and whether it is capable of being managed for the use in perpetuity.

## Chertsey Meads Site

6. The Chertsey Meads Management Plan<sup>1</sup>, produced by the Surrey Wildlife Trust (SWT), distinct from the SANG Management Plan for the site, is a document produced on behalf of the Council with a medium-long-term schedule of how the site will be managed for its current purpose as a recreation area.
7. As set out in the Council's Chertsey Meads Management Plan, the site is owned and managed by the Council and extends to approximately 73 ha. The site is located in the south east of the borough. The Management Plan for the site confirms that the River Thames forms much of the boundary in the north and east, with some residential development and gardens present between the Thames and the site and the River Bourne forms the southern boundary of the site. A marina and further residential development is present to the west.
8. Surrey Wildlife Trust confirms the main access onto the site is via Mead Lane in the west. A tarmac road runs from Mead Lane to housing in the east and splits the site through the middle. There are also two additional tarmac roads, which run north of the central road to areas of housing. Two car parks are present; one on the western boundary adjacent to the marina and one further north (see Figure 1). A number of seats and tables are provided near to the River Thames north of the car parks. A play area is present just north of the western car park. Two small brick built structures are present on the southern boundary close to the River Bourne. One of these was converted to bat hibernacula in 2010 following advice from the Surrey Bat Group. The other three walled structure was adapted to encourage its use for feeding and roosting by bats.
9. The Chertsey Meads Management Plan gives details of the site's physical, cultural and biological properties, which are important in understanding the site and its constraints. However, it is not deemed necessary to repeat the specific details here.
10. It is, however, worth noting that Chertsey Meads has some important existing designations. These include part of the site being designated a Local Nature Reserve (LNR), as well as the entire site being a Site of Nature Conservation Importance (SNCI). Further, the site is included in the Thames Valley Biodiversity Opportunity Area. LNRs are designated by a local authority as a site has nature interest and/or educational value. SNCIs are usually selected because of particular wildlife habitats, or because the site supports rare or scarce species outside their natural habitats.
11. The site forming part of a BOA provides for opportunities for landscape-scale improvement for nature. In the Thames Valley Area of Thorpe and Shepperton, within which Chertsey Meads is located, there are opportunities for restoration/creation of the River Thames Flood Alleviation Scheme

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<sup>1</sup> <https://www.runnymede.gov.uk/article/14227/Chertsey-Meads>

(Datchet-Teddington); Floodplain grazing marsh; and Standing water/pond creation.

12. The Council's 2001 Local Plan Policy (R8) states that *The Borough Council will implement the policies and objectives of the Chertsey Meads Management Plan in order to protect the nature conservation interest and enhance the open space areas used for recreation.* Chertsey Meads is also selected as a QEII Field through the 'Fields in Trust'. This organisation protects the land through a legally binding document known as a Deeds of Dedication, which prevents the field from being developed.
13. In addition to the Chertsey Meads Management Plan, the Council commissioned the Surrey Wildlife Trust (SWT) to undertake a Public Access Assessment and constraints and Issues analysis (2017)<sup>2</sup>, to support the Management Plan, which is also of use to the Chertsey Meads SANG Management Plan. This will be discussed in more detail in the next section.

## SANG Proposals

14. The fact that the site is of biodiversity value does not necessarily preclude it being used as SANG; however, it is important to understand the onsite ecology value. This in part prompted the commissioning of the 2017 SWT report referred to above, which sets out the biodiversity found on the site. SWT reported that the site is very rich in plant species, including a small number of scarce and rare species. According to the report, three plant species were also classified as near threatened and four classified as vulnerable in a 2006 study (Cheffings, C. and Farrell, L. (Editors) (2006) *The Vascular Plant Red Data List for Great Britain*), some of which have now been deemed extinct on the site. The 2017 report identified a total of 116 different bird species recorded on the site. The document notes 22 of the species recorded are on the Birds of Conservation Concern Red list and 30 on the Amber list. In addition, a very large numbers of invertebrate species have been recorded on the site, including 23 Nationally Notable species and eight Red Data Book invertebrate species, which assess the conservation status of invertebrates in the UK. SWT note that *'the continuing practice of cutting for hay, but without further agricultural improvements has gradually enabled some of the nature conservation interest to return'*. A Higher Level Stewardship agreement in place at the time of preparing this document specifies the *'management of the woodland, grassland, reedbed and fen habitats on the site'*.
15. In April 2013, after officers had undertaken work on assessing Chertsey Meads as a potential SANG including site surveys<sup>3</sup> and using the methodology from Bracknell Forest District Council to calculate SANG

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<sup>2</sup> <https://www.runnymede.gov.uk/article/14227/Chertsey-Meads>

<sup>3</sup> [https://www.runnymede.gov.uk/media/5126/Suitable-Alternative-Natural-Green-Space-Survey-2012-/pdf/SANGS\\_survey\\_Summer\\_2012.pdf](https://www.runnymede.gov.uk/media/5126/Suitable-Alternative-Natural-Green-Space-Survey-2012-/pdf/SANGS_survey_Summer_2012.pdf)

capacity, recognised by Natural England as being the appropriate method of calculating capacity, it was agreed with Natural England that Chertsey Meads could be used as a SANG, following the production of a satisfactory SANG Management Plan and the Council's necessary Committee processes (see appendix 1). In summary, the site was discounted for its current use so that 50% of the site was available for the purposes of SANG. This was based on a capacity using 2.2 people per dwelling, departing from the recognised average of 2.4 people per dwelling but the evidenced not support this lower figure. So, in 2018 when the Council decided to recommence works to get Chertsey Meads adopted as a SANG, the same method was applied, only using 2.4 people per household. The capacity has been agreed as 1822 dwellings (see appendix 1). This additional SANG capacity will be important in supporting the delivery of the Council's housing strategy, as set out in the emerging Runnymede 2030 Local Plan, which was submitted for independent examination in July 2018.

16. Given the size of the site, based on guidance contained within the Thames Basin Heaths Special Protection Area Delivery Framework<sup>4</sup>, the site would have a catchment of 5km and so development of 10 or more dwellings that is within 5km of the site can be allocated to it. A map of the site's catchment can be found at appendix 2.
17. As part of the production of the Management Plan for Chertsey Meads, the commissioning of the Surrey Wildlife Trust report was also to assess the access and constraints of the site. The report also provided *'recommendations for site enhancement measures in order to improve the area for visitors. Suggestions regarding the routing of pathways, how to promote features of interest and the creation of new features will be included where appropriate. The report will refer to the SANGS Site Quality Checklist as provided by Natural England'* and highlighted *'the potential impacts of the creation of a SANGS on the ecology of Chertsey Meads. It will also assess potential impacts on the implementation of the current management plan for the site (Gibbs, 2016) as well as potential mitigation to reduce any negative impacts'*. Natural England supported the outcomes of the report.
18. Both the SWT Management Plan and access assessment provide a description of the access on to and through the site, as well as features, which can be summarised as:
  - Wide open space popular with families and dog walkers and particularly valued by local people.
  - Two good sized car parks with free parking allow easy access for those coming from further afield.
  - Number of Rights of Way through the site including a horse route, a

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<sup>4</sup> [https://www.runnymede.gov.uk/media/5045/Thames-Basin-Heath-Special-Protection-Area-Delivery-Framework-February-2009-/pdf/TBH\\_SPA.pdf](https://www.runnymede.gov.uk/media/5045/Thames-Basin-Heath-Special-Protection-Area-Delivery-Framework-February-2009-/pdf/TBH_SPA.pdf)

cycle route and footpaths, including mown footpaths

-Good disabled access

-Two picnic areas near to the River Thames

-Play area has further encouraged the use of the site by families with young children.

-Three interpretation boards on the site, one in each of the car parks and one near the edge of the grassland near the entrance to the site. There is also a welcome board with a map as Mead Lane enters the site

-Features of interest/focal points including expansive area of open grassland and views across the River Thames

-To deter fly-tipping and traveller incursions, a metal height restricting barrier is present at the entrance to the site. Metal and timber bollards are present along the edges of the access roads to prevent driving onto the grassland.

-The annual Chertsey Agricultural Show is held on the Meads.

19. The site has a number of facilities/features that make it attractive for recreation. However, these features may not necessarily make the site suitable for use as SANG. The following table utilises data contained both in the Council's SANG surveys work 2012 and the Surrey Wildlife Trust access assessment 2017, which set out the SANG criteria that are either essential or desirable and whether or not Chertsey Meads currently meets these criteria. The outcomes of the assessments will feed in to the work to be funded by SANG money's collected through development in order to make the site suitable for use as SANG in perpetuity.

<b>Must/should have – these criteria are essential for all SANGS</b>				
<b>Criteria</b>		<b>Current criteria</b>	<b>Criteria met?</b>	<b>Potential future works</b>
1	Parking on all sites larger than 4ha (unless the site is intended for use within 400m only)	Two car parks (providing 91 spaces plus 5 disabled spaces).	Yes	
2	Circular walk of 2.3-2.5km	There are linking circular routes exceeding 2.5km, including over 6km of mown footpaths present. 2012 SANG surveys suggests that site would be able to accommodate an increase in visitor numbers based on site size.	Yes	
3	Car parks easily and safely accessible by car and clearly sign posted	The 2 car parks are considered to be easily accessible.	Yes	
4	Access points appropriate for particular visitor use the SANGS is intended to cater for	Many access points for dog walkers and walkers who are the main users of the site.	Yes	
5	Safe access route on foot from nearest car park and/or footpath	The two car parks are located within the proposed SANG itself with direct access to footpaths.	Yes	
6	Circular walk which starts and finishes at the car park	The existing mown footpaths offer a range of circular walk options starting and finishing at both car parks.	Yes	SWT suggest additional circular footpaths.
7	Perceived as safe – no tree and scrub cover along part of walking routes	The current walking routes are open in character and unlikely to be perceived as threatening.	Yes	



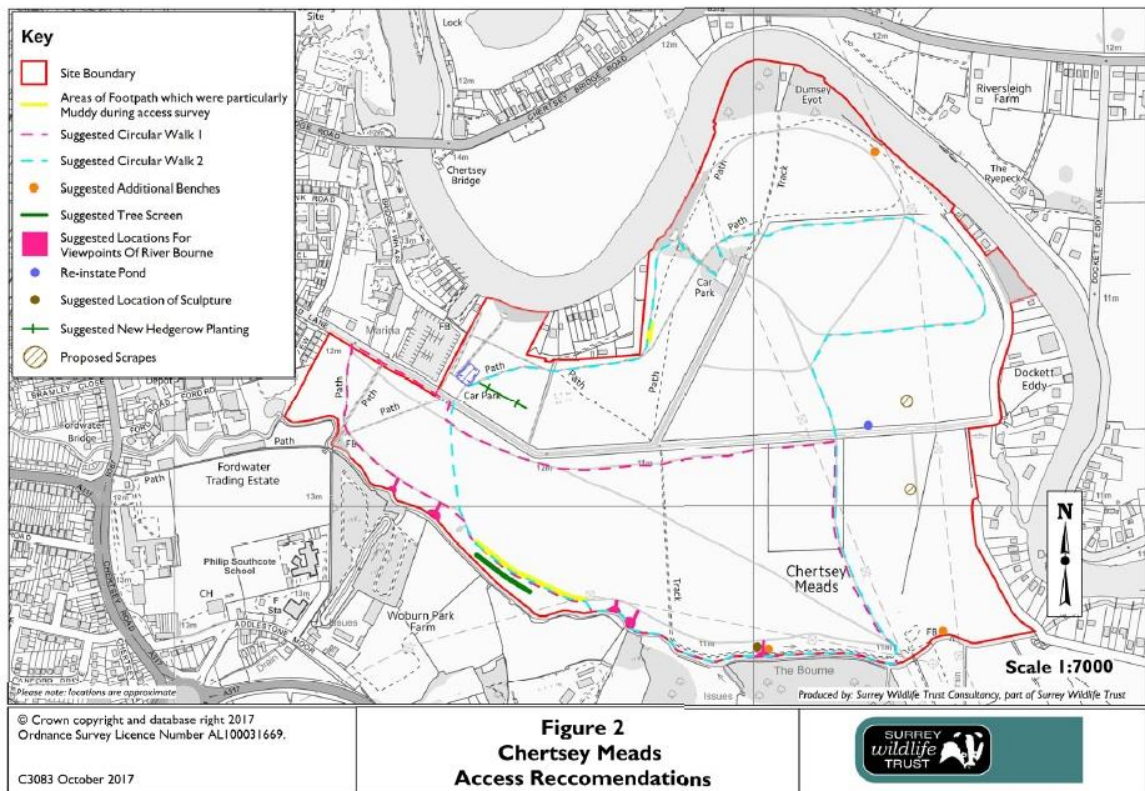
8	Paths easily used and well maintained but mostly unsurfaced	Yes (but some upgraded needed).	Yes	Yes (but some upgrading needed). SWT set out that existing paths are mainly unsurfaced and maintained by mowing three times annually. Some upgrades may be necessary in areas prone to water-logging.
9	Perceived as semi-natural with little intrusion of artificial structures	The site is open and semi-natural with no intrusion of artificial structures other than the picnic benches and play area.	Yes	Some improvement possible- There is an opportunity to replace the existing picnic benches with a more aesthetically pleasing and natural design.
10	If larger than 12 ha then a range of habitats should be present	The area supports grassland, riverside habitat, reedbed, ponds, hedgerows, scattered trees and woodland.	Yes	
11	Access unrestricted – plenty of space for dogs to exercise freely and safely off the lead	The site supports a large open area (over 70ha) for dogs to exercise freely.	Yes	
12	No unpleasant intrusions (e.g. sewage treatment smells etc.)		Yes –see potential future works	The view of the vehicle storage site just to the south of the River Bourne could be viewed as an unpleasant intrusion. This could be reduced by the strategic planting of scrub to shield the view.
13	Clearly sign posted or advertised in some way	The site is signposted via a small brown sign from the B387, Fordwater Road.	Yes	A sign from the other direction on Fordwater Road could also be installed.
14	Leaflets or website advertising		Not yet	To be prepared.

	their location to potential users (distributed to homes and made available at entrance points and car parks)			
<b>Desirable features</b>				
	<b>Criteria</b>	<b>Current</b>	<b>Criteria met?</b>	<b>Future</b>
15	Can dog owners take dogs from the car park to the SANGS safely off the lead	The car parks are located within the proposed SANGS.	Yes	
16	Gently undulating topography	The site is quite flat	No	Desirable criteria- no future action identified at the current time'
17	Access points with signage outlining the layout of the SANGS and routes available to visitors		Not yet	To be prepared
18	Naturalistic space with areas of open (non-wooded) countryside and areas of dense and scattered trees and shrubs. Provision of open water is desirable	The site supports abundant open countryside with small areas of woodland, scattered trees, reedbed, ponds and access to the river Thames.	Yes	
19	Focal point such as a view point or monument within the SANGS	Current focal points include the picnic areas and views across the River Thames, views of the historic Chertsey Bridge, the pond and reedbed with viewing platform.	Yes	Some improvements possible. Consideration to be given to a natural stone or wooden sculpture, sympathetic to the environment, to act as a focal point

*Table 1: Chertsey Meads performance against SANG criteria*

*Data source: Runnymede Suitable Alternative Natural Green Space Surveys 2012, Surrey Wildlife Trust Chertsey Meads, Runnymede  
Potential Suitable Accessible Natural Green Space (SANG) Public Access Assessment and Constraints and Issues document 2017*

20. It is recognised that Chertsey Meads already meets most of the SANG criteria and in order to ensure that Chertsey Meads is fit for purpose as SANG and continue to encourage/increase visitors to site, SWT make some suggestions for improvements, which includes improvements to footpaths (suggested circular walks; upgrading footpaths in key locations); improving visitor information (further signage to site, signage/interpretation on site, promoting on the Council website/providing leaflets); Furniture (replace picnic benches and provide further benches elsewhere on site); improve views (tree screening; making more of focal points, including views to the River Bourne); boardwalk provision through reedbed; new pond; sculpture; hedge planting; scrape; and opening up the eastern pond. Essential works identified in table 1 to make the site suitable as SANG should be put in place prior to development being allocated to the site. This primarily relates to the features not yet present and includes production and distribution of leaflets and labelling of access points and routes through the site.
21. SWT provides further assessment of the site in the public access document, identifying the potential negative impacts on the ecology of the site from an increase in visitor numbers. The document also sets out the potential extent of the impact and suggested mitigation. The potential impacts related to increased trampling of grassland habitat; increased dog faeces and/or litter leading to nutrient enrichment of grassland; erosion to ponds and river banks by dogs; disturbance of birds. Potential positive impacts were also identified: Added protection of the site through its status as a SANG; increased funding for positive management of the site; increased local support for the site. The document stated that if the recommendations were implemented, *'it is felt that the increase in visitor numbers likely to be seen from the creation of a SANG on the site should not have a significant negative impact on the ecology of the site'*.
22. There are also steps that can be taken as part of these recommendations that would help reduce negative impacts on the ecology of the site. Therefore, although the maintenance and improvement of the site's ecology is not required for the set-up of the site as SANG as set out in table 1, it could be argued that the increase in visitor numbers could have an impact and so SANG funds could be used towards ecology improvements, subject to other funding streams not already providing for these improvements.
23. Figure 2 of the SWT document, which is repeated below sets out the spatial distribution of the proposed improvements set out in that document.



*Map 1: SWT suggested recommendations for SANG improvements  
Source Surrey Wildlife Trust Chertsey Meads, Runnymede Potential Suitable Accessible Public Access Assessment and Constraints Public Access Assessment and Constraints and Issues document 2017 Public Access Assessment and Constraints and Issues document 2017 Natural Green Space (SANG) Public Access Assessment and Constraints and Issues document 2017*

24. The recommendations are set out in further detail in table 2 below, which includes the likely costs of the measures/upgrades being put in place and ongoing maintenance for a period of 80 years, accounting for annual inflation of 2.58% (the average annual growth seen in the UK over a 20 year period), as well as which funding stream it is likely that each improvement will be funded through.

Identified improvement	Comment	Timing/ frequency	Indicative cost (initial outlay)	Cost in perpetuity (80 years)  (replacement/maintenance)	Total cost (outlay and maintenance)	Managed/ maintained by and funding stream
<b>Suggest circular walks</b>	See map 1 for location.  A full assessment of the footpaths along the recommended circular walks should be made at different times of year. This will determine whether drainage or upgrading is necessary.	2019	£500 for assessment to be completed			RBC-SANG
<b>An interpretation board to be added to the boardwalk</b>	This would provide information about birds and other flora and fauna found in this location  The reeds could also be encouraged to the east of the boardwalk by clearing back scrub which has encroached in recent years. However a screen of scrub should be maintained so that the eastern pond remains inaccessible to the public and to dogs.	2019 (identified as a low priority)	£3,000	Replace every 10 years  Cost- £51,900	£54,900	RBC-SANG
<b>Some upgrade to path in areas</b>	These paths may need to be mown more than three times a year in order to keep them	2019	Estimate £13,000 for upgrading	Replace every 20 years	£132,000	RBC-SANG

<b>prone to water-logging</b>	<p>open and inviting to the public as part of the set-up of the site as SANG. It may be necessary to mow a wider path, but this needs to be weighed up against potential damage to the flora of the site.</p> <p>Any construction material used should be of a similar chemical make-up to the surrounding soil so that the run-off does not affect surrounding vegetation.</p>		works	Cost- £119,000		
<b>Improve horse route markers</b>	To ensure continued attractiveness to dogwalkers, horse route marker posts also need upgrading in parts. Signage should stress the importance of horse riders sticking to their official route.	2019	£3,600	<p>Replace every 5 years</p> <p>Cost-£120,800</p>	£124,400	RBC-SANG
<b>Screen vehicle storage site</b>	To improve the site and ensure no unpleasant intrusions, as part of the set-up of the site as SANG, the view of the vehicle storage site just to the south of the River Bourne could be reduced by the strategic planting of scrub to shield the view to improve	Autumn 2019. Identified as a medium priority	£3,000		£3,000	RBC-SANG

	attractiveness of site to dogwalkers					
<b>Provide additional benches and opportunity to replace existing picnic benches with a more aesthetically pleasing/natural design</b>	See map 1 for suggested location of additional benches. - next to proposed sculpture in south of site near River Bourne, - near to the existing dog-entry point along the Bourne - next to existing dog-entry point along River Thames.	2021	£8,000	Replace every 10 years  Cost-£138,300	£146,300	RBC-SANG
<b>Additional sign on Fordwater Road to be installed</b>	As part of set-up of site as SANG, improvement to the signposting of the site could be made by installing an additional sign on Fordwater Road, coming from a northern direction.	As soon as the site is designated as SANG.	£1200	Replace every 10 years  Cost- £20,800	£22,000	RBC-SANG
<b>Car parks to be adequately signed</b>	As part of set-up of site as SANG, additional car park signage to be installed	As soon as the site is designated as SANG.	£3,000	Replace every 6 years  £90,500	£93,500	RBC-SANG
<b>Advertising Chertsey meads as a</b>	Necessary for set up of site as SANG. The Thames Basins Heaths Partnership provides	As soon as the site is	£1,000 approx. for 5,000	Replace dispensers every 5 years	£24,200	RBC/TBH partnership-



<b>SANG through leaflets and web advertising</b>	information on all of the TBH SPA area's strategic SANGs	designated as SANG	leaflets and two leaflet dispensers.	(£350 per unit) £23,200		SANG
<b>Access points with signage outlining the layout of the SANGS and routes available to visitors to be prepared (desirable)</b>	As part of set-up of site. Existing interpretation boards to be updated to include maps with walking routes	2019 (identified as a medium priority)	£3,400 for two new interpretation boards	Replace every 10 years £58,800	£62,200	RBC-SANG
<b>Installation of sculpture (desirable)</b>	Suggested location for this potential focal point is alongside the River Bourne in the south of the site (see map 1).	2021	£2,000	Replace every 15 years £27,700	£29,700	RBC-SANG
<b>Other focal point improvements –view to river Bourne (desirable)</b>	It is recommended that the footpath in the south east of the site is moved closer to the river.  The river could be made more visible by regularly cutting	2022	£2,100 to create joining path to existing trails, to include	Regular scrub maintenance annually over 80 years £88,300	£90,300	RBC-SANG

	back the vegetation up to the banks in strategic locations alongside the River Bourne.		boardwalk.			
<b>Other focal point improvements – reinstate pond</b>	<p>See map 1 for location of reinstated pond.</p> <p>Water features, particularly ponds and lakes, act as a focus for visitors for their visit, but are not essential.</p> <p>Pond by reedbed should remain inaccessible to dogs.</p>	2020 (identified as a medium priority)	£2500	<p>Management may be needed to ensure the ongoing use of the pond</p> <p>£75,400</p>	£77,900	RBC-SANG
<b>Hedge planting</b>	<p>To assist in the perception of semi-naturalness and ensure attractiveness to dogwalkers, and also retaining the ecology value of the site, planting some native hedgerow species along the existing tree line east of the western car park may help to discourage people and their dogs from entering the grassland south of the tree line which supports notable plants. See map 1 for location.</p> <p>It will be important that</p>	2019	£3,900	<p>Yearly maintenance of hedging</p> <p>£88,300</p>	£92,200	RBC-SANG

	sufficient space in the east is maintained to allow the farmer access to cut the grass here annually.					
<b>Shallow water scrape - in location to be agreed.</b>	To assist in the perception of semi-naturalness and ensure attractiveness to visitors, and also retaining the ecology value of the site, a more appropriate location for an additional scrape.	2019. (identified as a low priority)	£900	Management may be needed to ensure the ongoing use of the scrape  £15,600	£16,500	RBC-SANG
TOTAL					£969,100	

Table 2: SANG improvements and likely costings

25. Regular maintenance of the site is set out in the Chertsey Meads Management Plan. Maintenance of the site currently includes It is spent on general maintenance such as grass cutting, maintaining the play area and park infrastructure (gates, fences, seats, bins etc.) and tree work and maintaining grass paths. The annual cost currently stands at £3,700. Works identified in the table above will not be funded through the existing Higher Level Stewardship or Countryside Stewardship scheme.
26. In terms of the management of the site, and to secure its continued ecology maintenance and enhancement, if the suggested recommendations and mitigation measures were to be implemented, SWT comments in its report that it is not felt that the creation of the SANG on Chertsey Meads and the likely increase in visitor numbers would have a significant negative impact on the site's ecology.
27. Although not part of the SANG management plan, SWT state that if grazing is considered in the future on Chertsey Meads, as suggested in the Chertsey Meads management plan, consultation with the public through leaflets, notices and public meetings will be particularly important so that they understand the benefits of grazing to alleviate any concerns. Any areas would in all likelihood need to be cordoned off from dog walkers, which could have an impact on the sites capacity as SANG. SWT further suggest a less extensive program of grazing may need to be considered, so that there are always areas of the site where dogs can roam freely, a key component of SANG.
28. Over the course of the SANG's lifetime, further improvements may be identified that could add to the site's appeal. Any further improvements that may be identified in the future that may make the site more appealing as an alternative to visiting the Special Protection Area, whilst maintaining the site's ecology benefits, could be included in a review of the SANG Management Plan, subject to the availability of funds permits.

## Management, maintenance and funding

29. The Chertsey Meads Management Plan sets out how the site will be managed in relation to its exiting nature designations. The contents of the management plan proposals will not be repeated here, suffice to say that any improvements funded through existing mechanisms will not also be funded through SANG monies, to avoid double funding. This includes Higher Level Stewardship until October 2018, then it is hoped that funding will be secured under the Government's new Countryside Stewardship scheme. Improvements identified in table 2 are not currently funded and so it is not considered there will an issue with double funding.

30. Table 2 sets out when improvements will be implemented and who will implement them. Chertsey Meads is owned and managed by the Council. However, if such a situation should arise where the land ownership or management changes, Natural England may require the Council to agree 'step-in rights' either for itself or an approved and named organisation to ensure that mitigation is secure in perpetuity.
31. Only projects necessary for the site's use as SANG, as set out in table 2 can be funded through the collection of developer contributions for this purpose. The use of the site as SANG will not preclude projects identified in the SANG Management Plan.
32. It is considered that there is the potential to raise some £3.6 million towards SANG improvements and maintenance for this SANG alone, given that £2000 is collected per dwelling and given that the site is agreed to have SANG capacity of some 1800+ dwellings. This money will be able to fund the improvements to the site as set out in table 2. The Council's planning funding officer holds a record of the funds raised by the Council towards SANG improvements. This would help ensure that there continues to be enough funds to enable Chertsey Meads to be maintained in perpetuity. In Runnymede, all the strategic SANG are owned and managed by the Council. SANG moneys collected go in to a central pot and when SANG projects/repairs are identified for any of the SANG, the money comes out of this pot to fund the works. Therefore, any works identified for Chertsey Meads that may be necessary to make the site suitable as SANG can be taken from the central pot and will be recouped once developer contributions start coming in in relation to the site. The TBH SPA Joint Strategic Partnership<sup>5</sup> monitors on a quarterly basis the collection of SAMM funds.

## Monitoring

33. The Chertsey Meads Management Plan sets out the required monitoring and frequency of monitoring of the site from an ecology perspective, which will not be repeated here. The monitoring of the onsite habitats will need to feed in to the continued use of the site for SANG. It is important to note that the Chertsey Meads Management Plan work programme has been committed to and will be reviewed to ensure identified works have been completed. The objectives within the management plan will be reviewed in 5 years' time, with a full review in 2026.
34. With regards to this SANG management plan, the implementation of identified improvements will be monitored on an annual basis to ensure that the identified measures have been put in place at the appropriate time. The

<sup>5</sup> <https://www.surreyheath.gov.uk/residents/planning/planning-policy/joint-strategic-partnership>



SAMM project has taken on responsibility for monitoring the SANGs in the TBH SPA on a rolling basis and at such a time when Chertsey Meads SANG is reviewed, the SANG Management Plan will also be reviewed to ensure it continues to be fit for purpose.

35. It will be particularly important to understand the potential impacts of introducing cattle grazing at the site, and how this would impact on the site's use as SANG.
36. The Chertsey Meads Management Liaison Group meets twice a year to discuss the management of the site and advise the Council accordingly. The group comprises a variety of members, including the Environment Agency; Surrey Wildlife Trust; residents' groups; Council elected Members; and a dog walkers group. The on-going maintenance of the site as SANG can be fed to this group annually.

## Conclusion

37. The plan brings together the findings of the Chertsey Meads management plan and the SWT report. The site in its current form meets almost all of the SANG criteria, but some improvements have been suggested to improve its ability to be a successful SANG, whilst also being bot SNCI and LNR.
38. This Chertsey Meads SANG Management Plan; Chertsey Meads Management Plan; and 2017 SWT report documents should be read in conjunction with one another and should there be any updates to any of these documents, the relevant findings would need to considered as part of any review of this SANG Management Plan.
39. Off-site projects that have been identified as needed to make the site suitable as SANG include provision of maps and online advertising, which will be produced as soon as possible. The SAMM project will be informed so that their dedicated SANG web page can include Chertsey Meads on its area of maps<sup>6</sup>
40. The SANG Management Plan will be reviewed to ensure that the essential projects that have been identified to improve Chertsey Meads' appeal as a SANG are implemented, and where possible the desirable projects, and that improvements made are managed and maintained in perpetuity.

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<sup>6</sup> <https://www.tbhpartnership.org.uk/>



Date: 05 April 2013  
Our ref: 75561  
Your ref: Chertsey Meads SANG



Mr B Etheridge  
Planning Policy  
Runnymede Borough Council

Customer Services  
Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 6GJ

T 0300 060 3900

**BY EMAIL ONLY**

Dear Bob

**Potential new Suitable Alternative Natural Greenspace (SANG) at Chertsey Meads**

Thank you for your email dated 16 January 2013 inviting Natural England's initial comments on the suitability of the Chertsey Meads site as a SANG. Thanks also to your colleague Peter Winfield for accompanying my colleague David Pearce on a site visit to Chertsey Meads on 20 March 2013. My comments below are based on the draft Runnymede Summer 2012 SANG Survey Report and on David Pearce's notes from the site visit.

Following the site visit I am satisfied that the Chertsey Meads site either meets or could be enhanced to meet all of Natural England's SANG Guidelines. Chertsey Meads is locally designated as a Local Nature Reserve (LNR) and a Site of Nature Conservation Importance (SNCI) for its grassland flora and care must be taken to protect this conservation interest if the SANG is taken forward. Although the site has existing public access, consideration should be given to the impact of increasing this. To this end Natural England would encourage your Authority's engagement with the Surrey Wildlife Trust (SWT) when working up a SANG Management Plan. We would also encourage you to fully involve the local preservation group associated with the site.

I understand that there is a desire to reintroduce cattle grazing to Chertsey Meads as trials have shown that this is beneficial for the grassland biodiversity. Natural England has no objection in principle with SANGs being partly grazed provided that this is managed sensitively and does not impinge upon their primary purpose. Some areas of the site should always remain where dogs can be exercised freely off the lead. Much of the site is also being managed under a Higher Level Stewardship (HLS) agreement and while this is not necessarily incompatible with the site becoming a SANG care must be taken that there is no dual funding of works on the site. We would encourage you to discuss the SANG proposals with your Natural England Land Management adviser.

With regards to the capacity of the site Natural England has reviewed the calculations provided in Annex A of the Summer 2012 SANG Survey Report. This gives the total site size as 71ha and discounts by 50% to give a useable capacity figure of 35ha. By my calculations, as set out below, this would allow capacity for up to 1,960 dwellings.

1,000 population / 8ha = 1ha per 125 people  
125 / 2.2 persons per dwelling gives 56 dwellings per ha  
35ha x 56 = 1,960 dwellings can be accommodated by the discounted SANG.

I am assuming that departure from the Delivery Framework standard of 2.4 persons per dwelling is based on robust local evidence.

Under certain circumstances the capacity of SANGs may also need to be discounted to account for

existing nature conservation interest. At this stage I am not in a position to say if this would be the case for Chertsey Meads but the site is currently an LNR, SNCI, under HLS and an interest is expressed in your Authority's Survey Report to regain the site's lost status as a Site of Special Scientific Interest (SSSI). Together these indicate that it may not be appropriate to fill the site up to its maximum visitor capacity. I would be interested to get the thoughts of yourself and other stakeholders on this matter.

I understand that the method that your Authority currently uses to work out the level of discounting for SANGs was previously agreed by Natural England and dates back to the beginning of the Thames Basin Heaths project. I would still strongly encourage you to go back to the raw survey data for Chertsey Meads and try the discounting method first pioneered by Bracknell Forest Council as a comparison. As the Thames Basin Heaths approach has developed over time, various aspects have improved and the Bracknell Forest approach is considered to be best practice when calculating discounting rates. It is more closely based on the survey data and so can provide a more accurate assessment of remaining capacity than the current Runnymede method which relies on categories of capacity. A comparison with the Bracknell Forest approach for Chertsey Meads would not mean that you have to go back and revisit the capacity calculations for your existing SANGs as these were agreed using the best available methodology at the time.

#### Next Steps

If your Authority wishes to progress this site as a SANG then the next step is to begin work on a more detailed SANG design and SANG Management Plan in consultation with other stakeholders as outlined above. Natural England would be happy to provide further advice at any stage during this process.

We would be happy to comment further should the need arise but if in the meantime you have any queries please do not hesitate to contact us.

For any queries relating to the specific advice in this letter only please contact Heather Twizell on 0300 060 1711 or [heather.twizell@naturalengland.org.uk](mailto:heather.twizell@naturalengland.org.uk). For any new consultations, or to provide further information on this consultation please send your correspondences to [consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk).

We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service.

Yours sincerely

**Heather Twizell**  
**Lead Adviser**  
**Land Use Operations**

Cc. Richard Ford, RBC  
Jane Sevenoaks, NE  
David Pearce, NE



Email excerpt sent to Natural England 16 May 2018

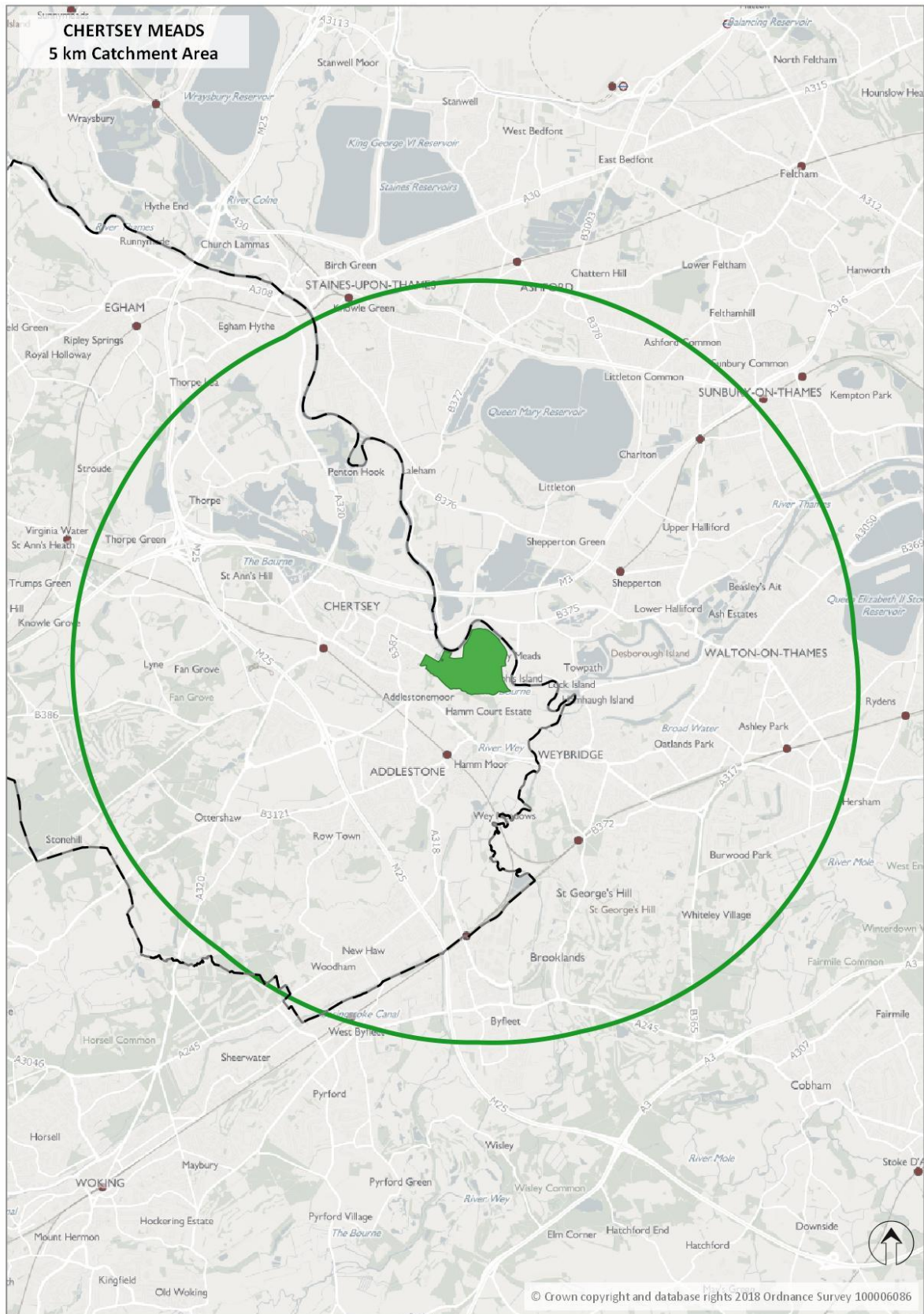
*The Council had agreed the capacity of the site with NE in 2013 (attached), after having undertaken site surveys. Since then, we have amended the assumption used from 2.2 to 2.4 people per house (as we did not know where the justification for a lower figure had been derived) and the capacity has reduced from 1960 to 1822 dwellings, although I don't believe this updated capacity has been agreed with Natural England? Can you advise what further information you would need to confirm the site's amended capacity?*

Email excerpt received from Natural England 24 May 2018

*I...can confirm that a value of 2.4 residents/dwelling is fine for the purposes of calculating capacity.*



## Appendix 2 - Catchment of Chertsey Meads map



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# Runnymede Borough Council

**15. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES – 4 SEPTEMBER 2018 (LAW AND GOVERNANCE)**

Attached at Appendix 'M' are the Minutes of the meeting of the Liaison Group held on 4 September 2018.

**(For information)**

**Background Papers**

None.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP4 September 2018 at 7.30pmMembers of the  
Group present:

Councillor D A Cotty	Runnymede Borough Council
Councillor M G Nuti	Runnymede Borough Council
Mrs K Drury	Chertsey Meads Residents' Representative
Mr H W Evans	Surrey Bird Club
Mr N Johnson	Chertsey Meads Residents' Representative
Mrs H Lane	Surrey Wildlife Trust
Mrs C Longman	Chertsey Meads Residents' Representative
Mr D Mead	Chertsey Agricultural Association
Mrs M Nichols	Chertsey Society
Mr J O'Gorman	Chertsey Meads Residents' Representative
Mr B Phillips	Surrey Botanical Society
Mrs S Ritchie	Dog Walkers Representative
Mrs T A Stevens	Chertsey Meads Residents' Representative
Mrs A Teasdale	Hamm Court Residents' Representative
Mr D Turner	Chertsey Agricultural Association

Members of the  
Group absent:

Mrs M Buck	Hamm Court Residents' Representative
Mr R Deacock	St George's College
Dr J Denton	Invertebrates Expert
Mr G Drake	Chertsey Society
Ms I Girvan	Surrey Wildlife Trust
Mrs F Harmer	Chertsey Meads Residents' Representative
Mrs J Hearne	Chertsey Meads Residents' Representative
Mr G James	Sustrans
Mrs C Noakes	Hamm Court Residents' Representative
Mr C J Norman	Chertsey Meads Residents' Representative

Advisory members of  
the Group present:

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

1. ELECTION OF CHAIRMAN

Councillor D A Cotty was elected as Chairman for the remainder of the Municipal Year 2018/19.

2. FIRE PRECAUTIONS

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

3. MINUTES

The Minutes of the meeting of the group, held on 27 February 2018, were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr R Deacock, Dr J Denton, Mr G Drake, Ms I Girvan, Ms F Harmer, Mrs J Hearne, Mrs C Noakes and Mr C J Norman.

5. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

The new members, Mr N Johnson and Mrs C Noakes were welcomed to the Group. The Chairman expressed the fond thanks of all those present, to Mr D Wheeler, who had retired from the Group but remained close to its members and the Meads.

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

5. ACTIONS FROM THE LAST MEETING

Anti-Social Behaviour

The Group was advised that unfortunately there were too few volunteers to draw up a rota to lock and unlock the second car park to deter the reported anti-social behaviour. It was understood however that the Police were regularly patrolling the area and had rounded up some of the young people on bicycles according to the Runnymede Beat Facebook page.

Less successful was dealing with the motorcycle problem; often the youths were not wearing helmets and not displaying any vehicle registration plates. It was reported that there might be a local connection with some of those involved. It was suggested that the CCTV could be used to track anti-social behaviour, Mr Winfield agreed, provided it was reported in real time so that Safer Runnymede could record a clear image and also reported to the Police via 101. People also had the option to report via the Council's website 'report it' function, which were recorded and discussed by the Joint Action Group which included Surrey Police.

**Action**

Commercial Dog Walkers

Councillor Nuti advised that he had not been able to undertake the research regarding this issue but would endeavour to do so for the next meeting. Mr Winfield was due to meet a representative of the Horsell Common Preservation Society about licensing and commercial dog walkers. There was some discussion regarding control of dogs and owner/walker responsibility/ ability. It was noted that there could be exemptions granted to private individuals who had more than 4 dogs. It was agreed that the focus should be on those dog walkers who were making others' safe enjoyment of the Meads difficult and/or who posed a threat to other animals.

Councillor Nuti/  
Mr Winfield

BT Telegraph Poles

Mrs Stevens reported mixed feedback on her conversations with local residents regarding a suggestion to ask BT to install telegraph poles to improve the Broadband service to residents on the Meads. It was thought that there might be plans to site a new cabinet to shorten the distance of travel but that it was not a priority for BT. Councillor Nuti had received some feedback that the service had improved as a result of the recent upgrade across on the Spelthorne side of The Thames. Opinion was mixed regarding whether the appearance of the Meads was more important than the provision of better Broadband and to what extent residents were willing to pay for the service and/or have to make improvements themselves including assistance given to BT on site.

7. Management and Maintenance

Annual Work Programme

Mr Winfield reported that owing to the small team in Green Space being diverted by other matters, including 12 unauthorised encampments over the summer, one of which was onto the Meads, very little of the work programme planned for 2017/18 had been completed. It was anticipated that SANGS funding would assist in the future.

It was requested that the reed beds be cut more extensively in the future as some members felt they were now encroaching too much onto the Meads.

Mr Dulley

There had been no sightings of otters or bats.

Unauthorised encampment

There was a lengthy discussion about unauthorised encampments and some frustration that it was a growing issue that appeared difficult to control. The encampment at Chertsey Meads had been short lived and had not affected the Chertsey Show. Members were advised that the Surrey Chief Executives Group was devising a strategy with plans to designate an additional transit site in the County.

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

The Group noted progress towards the SANGS designation now that



	<u>Action</u>
<p>the Council's Local Plan had been submitted to the Secretary of State following its approval in July. Officers were currently finalising a SANG Management Plan which would then be sent to Natural England for comment. It was hoped that SANG status might be awarded by the end of the year and then Officers could actively pursue funding opportunities to deal with issues such as the Height Barrier which was reported to be a hazard to children who were apparently playing on it.</p>	<p>Mr Dulley/ Mr Winfield</p>
<p>9. <u>HIGHER LEVEL STEWARDSHIP (HLS) AGREEMENT</u></p> <p>The Group noted that funding from the current HLS agreement would cease in October 2018 and that an application had been made to the new scheme which was more restrictive could leave a shortfall of approximately £5,000. Officers had made financial provision for obtaining the former level of funding for projects in the Management Plan.</p>	
<p>10. <u>ESSO PIPELINE PROPOSALS</u></p> <p>After the last meeting in March, Officers had submitted representations on behalf of the Group regarding the replacement of the Esso Southampton to London pipeline, part of which ran under the Meads. A further consultation had been announced and a plan showing the proposed preferred route J and its effect on Chertsey Meads was circulated. The plans showed that there was more damage to some of the most important area of the Meads than first envisaged which would undo 15 years of work to promote biodiversity. Officers had met with representatives from Esso who confirmed the work would involve a 30 metre wide strip across the Meads. It was proposed to hold another meeting on site to which Mr Phillips would also be invited to discuss mitigation and how the damage could be minimised. Because Chertsey Meads was only designated as a local nature reserve and there was a risk that Esso would decide it could be sacrificed to save Dumsey Meadow which did have SSSI status. Options had been discussed such as digging up the tracks to avoid damage to the Meads, although that would mean creating a temporary road which would cause further damage. It was anticipated that work would commence in 2020 and would last approximately 3 months. The Group was keen for Officers to negotiate compensation. Officers would be preparing another response on behalf of the Group which would be circulated in due course. [since the meeting the Group was informed that there would be a consultation drop in at Chertsey Hall on Thursday 4 October from 14:30 - 20:30]</p>	<p>Mr Dulley/ Mr Winfield/ Mr Phillips</p>
<p>11. <u>MOORINGS</u></p> <p>Mrs Drury had contacted the Environment Agency and reported they were keen to help the Council address the unauthorised moorings on The Thames at Chertsey. Officers were arranging to meet with the Environment Agency. At the time of the meeting it was thought there were approximately 4 boats moored where they should not be. Mr O'Gorman agreed to give Officers the details of one of the Licensing Officers at the Environment Agency</p>	<p>Mr O'Gorman</p>
<p>12. <u>EVENTS</u></p> <p><u>Chertsey Show</u></p> <p>The Group noted that despite the weather there was a good turnout for</p>	

the show and traders had a successful weekend. Mr Turner had inspected the site and thought the ground had recovered well.

**Action**

**Litter Pick**

The annual litter pick would take place on Sunday 7 April 2019 at 10am, meeting in the first car park on the Meads. The Group agreed that the litter problem on the Meads did seem to be improving judging from the 2018 event.

**Site Visit**

The Group noted that the 2018 visit had been enjoyable and were encouraged by the abundant number of Pyramidal Orchids and Bellflowers particularly in area 2C. Although the focus had been on flora, Mr Evans had recorded 12 species of birds, including several Reed Buntings and many active Meadow Brown and Small Heath butterflies.

Tuesday 18 June 2019 was agreed for the annual site visit, meeting in the second car park at 7pm. The visit would assess the numbers of Downy-fruited Sedge, Greater Dodder and Common Adder's-tongue, the monitoring of which was part of the Work Programme. Mr Phillips would be asked to provide those attending with a plan and images of these plants for ease of identification.

Mr Phillips

13. **Any Other Business**

Mrs Teasdale had been asked by the Hamm Court Board to raise the subject of deer in the area. The Deer Initiative UK was mentioned. It was acknowledged that deer do tend to browse areas where there were ground nesting birds but the Group was against any form of culling and Mr Winfield advised that the Council would not support it either. Mr Winfield would ask Surrey Wildlife Trust for their advice.

Mr Winfield

The Group expressed its dissatisfaction with the County Council's decision to close Lyne Amenity Site on Thursdays and Fridays and the knock on effect of fly tipping. One recent incident on the Meads had, it was understood, now been removed.

It had been observed that trees had been planted along the edge of the Traylens site on their side of the Bourne. Whilst the trees were welcome it did conceal activity such as bonfires which caused problems for Chertsey Show for example.

Members welcomed the works on the Bourne which were now complete.

14. **DATES OF FUTURE MEETINGS**

Members noted that the next two meetings were scheduled to take place on Tuesday 26 February and Tuesday 3 September 2019 both at 7.30pm, to be held at the Civic Centre in Addlestone.

Chairman

The meeting ended at 9pm

## 16. 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)       | Para |
| b) | <u>Confidential Information</u><br>(No reports to be considered under this heading) |      |