

Community Services Committee

Tuesday 15 January 2019 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

**Please note this agenda is in the new format with
the Appendices appearing after each report**

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 Clare Pinnock, Democratic Services, Law and Governance Business Centre, Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

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

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

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
19. SURREY HEATH PARTNERSHIP - UPDATE (TO FOLLOW)
- 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 – YOUR SANCTUARY

There will be a presentation by Your Sanctuary.

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 8 November 2018, previously circulated by email in December 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 UPDATE (COMMUNITY DEVELOPMENT)

Synopsis of report:

To Update Members on work that has been undertaken in the Community Development Team in 2018.

Recommendation(s):

None. This report is for information.

1. Context of report

1.1 The work of the Community Development Team is wide ranging and includes sports, arts, community safety, activities for residents, community facilities,

community engagement and Chertsey Museum. This report provides an overview of the work that has taken place in 2018.

2. Report

- 2.1 Sports activity for young people in the Borough once again focused on the Specsavers Surrey Youth Games.
- 2.2 The Specsavers Surrey Youth Games took place over the weekend of 23/24 June 2018 at the Surrey Sports Park in Guildford, following eight weeks of free training at venues across Runnymede in the following sports; Badminton, Boxing, Boccia, Girls Cricket, Girls Football, Hockey, Judo, Lacrosse, Girls Netball, Rugby, Squash and Tennis. The competition is targeted at players below County level, and aims to introduce children new to the sport which falls in line with Sport England's strategy to create a more Active Nation.
- 2.3 Planning for the Runnymede sessions started at the beginning of the year, giving clubs in the borough the opportunity to host wherever possible as a development opportunity to recruit new members. In sports for which there is no club in the borough, individual coaches are recruited to hold training sessions at community venues. To promote the sessions the Community Development Officer for Sport and Health attended school assemblies to promote the training and competition.
- 2.4 A total of 267 young people registered for the training sessions from schools in Runnymede, and 130 were selected to compete at the games. Runnymede won medals in the following sports: Judo (Spirit of Judo award and Ippon throw of the day), Boys Hockey (Silver), Girls Rugby (joint team Bronze). As a result of the training, many of the young people registered continue to take up membership with the sport clubs. For example, the new boxing club which was started out of the 2016 games has continued to develop and grow in numbers.
- 2.5 Activities operated out of the Social Centres continue to be provided and the swimming and walking activities are still proving to be very popular. The swimming sessions are run at the River Bourne Health Club. Development of the new Leisure Centre in Egham, due to open in early February 2019, will provide future opportunities to work with Achieve Lifestyle and discussions have already taken place with their management team.
- 2.6 Parkrun has continued at Ottershaw Recreation Ground. The event takes place every Saturday at 9am, and is organised by a team of volunteers. There is an average of over 100 runners per week and over 200 people have volunteered since the event started.
- 2.7 The second Runnymede Sportability Festival was organised for March 2018 at Royal Holloway University. Eight sports providers were to deliver inclusive sessions targeted at students with special educational needs and disabilities. The aim of the event is to showcase the inclusive opportunities available locally, with all participants receiving a booklet with details of a range of sports clubs in the local area offering sessions for young people with disabilities. Unfortunately, the event for 2018 was cancelled the day before because of the snow. However, it will run again 2019 and we are hoping to offer a wider range of activities.
- 2.8 December 3rd was the 'International Day of Persons with Disabilities' and the Community Development Team put on a free, inclusive sporting event in partnership with Achieve Lifestyle, Egham. Participants enjoyed a range of sports and activities such as cage cricket, football by Abbey Rangers, community golf, table tennis, curling, board games and a stretch and fitness session. The aim of the day was to encourage everyone to get active, try

something new and socialise with others. Approximately 45 adults attended and BBC Sussex and BBC Surrey (radio) interviewed Council staff to be aired the following weekend.

- 2.9 The Playing Pitch Strategy for Runnymede was completed earlier in the year and Officers have started looking at projects identified in the strategy. There have been meetings and discussions with clubs and National Governing Bodies and an update on progress will be provided in June 2019.
- 2.10 Chertsey Museum hosted a number of new exhibitions including the annual fashion exhibition 'Dressed for Best', with items dating back as far as the 1700s. The year was again focused on some big events 100 years ago with the 'For Your Tomorrows' World War I exhibition and Suffragette exhibition.
- 2.11 The Museum has continued to develop its outreach work with local schools. Throughout the year staff are busy delivering sessions linked to the national curriculum both at the Museum and in schools. Over 80 schools are affiliated to the Museum from inside and outside the Borough.
- 2.12 As part of the WWI events there was also a ceremony at Victory Park in Addlestone with 848 candles lit to represent those killed in the war and attended by 160 people. Heritage Lottery funding allowed us to install a new bench, plant a tree in the park, purchase silent soldiers located around the borough and organise the poppy display at the Civic Centre.
- 2.13 The Living Well Week ran from Monday 24 September to Sunday 30 September 2018 and this coincided with the National Older People's Day on 30 September. There was a launch event on Saturday 22 September at AbbeyFields in Chertsey and a full report on the week is provided in Appendix 'A'.
- 2.14 There were 77 activities held during the week, ranging from taster sessions in new activities to woodwork, camping, and information and advice sessions. A full list of the organisations who participated is included in the Appendix. In total, 630 individuals attended an activity which is an increase of 31% from 2017, with the same number of activities.
- 2.15 Positive feedback was received from participants and partner organisations. There was a significant amount of work by Officers behind the scenes to organise the week and all the organisations provided activities either free of charge or at a nominal cost.
- 2.16 There will be a 2019 event and Officers have already started to look at how this could improve and develop. For example opening the activities up to a wider range of age groups. To do this may require additional funding so sponsorship will be sought from local companies.
- 2.17 The Council is a member of the Arts partnership which includes Surrey County Council and a number of other Boroughs. This year there have been a number of projects delivered in Runnymede supported by the partnership. This included the Singing Picnics where six local primary schools (over 130 children) spent a day at Runnymede Pleasure Grounds.
- 2.18 The Junior Citizen event took place in November at Thorpe Park and all the local primary schools sent along their year 6 pupils. In total, 950 children took part over the two weeks. The aim of the event is to raise children's awareness of some of the dangers they may face especially as they step up into secondary schools. Topics included First Aid, electrical safety, anti-social behaviour, stranger danger, and water and railway safety. The event was once again very well received by the

children and teachers and showed the value of partnership working as it is organised jointly with the Police.

- 2.19 Throughout the year there are a number of weeks dedicated to specific community safety topics. This year we once again focused on Domestic Abuse to raise awareness of the problem and encourage more reporting. There has also been support for the Alcohol Awareness Week in November. The Water Safety Awareness launch was once again held at Runnymede Pleasure Grounds earlier in the summer and the new policy is provided later on in this agenda.
- 2.20 Anti-Social Behaviour (ASB) Awareness Week across the county took place in July, where a number of activities were arranged. Runnymede Borough Council and Surrey Police worked in partnership and covered areas of concern during this week.
- 2.21 The Community Development team has helped with the organisation, supporting and promotion of a number of other events and projects including the Greenfingers competition supported by Squires Garden Centres, Hythe Park picnic and stands at the Chertsey Goose Fair and Black Cherry Fair.
- 2.22 The Partnership and Policy Development Officer has continued to work across the Borough on a range of projects with a number of local organisations. Details of the work carried out under Community First are included elsewhere in this agenda.

3. **Resource implications**

- 3.1 Funding the services and activities identified in this report are provided through the General Fund budget for the service area.

4. **Policy Implications**

- 4.1 The work of the Community Development team supports the Council's priorities to:
 - continue to support the improvement of existing local leisure activities.
 - continue to develop our community facilities where resources permit
 - take opportunities for improving the safety of our residents and visitors.
 - continue supporting and improving the quality of lives of our vulnerable/deprived individuals.
 - develop joint working with the voluntary sector and provide more funding as resources allow.
 - encourage enjoyment of the historic environment as part of the Council's leisure and tourism offer.

(For Information)

Background papers

None.

Runnymede's Living and Ageing Well Week 2018

Project Sponsors: Community and Leisure Development Funds and Income generated from sponsorship

Project Managers: Azra Mukadam and Chantal Noble (Community Development Officers, Runnymede Borough Council)

Project background: Surrey County Council developed a programme of work called Living and Ageing Well in Surrey, working closely with partners in health, borough and district councils, voluntary, community and faith organisations, and local people with shared guiding principles and values: to make Surrey the best possible place to live and age well.

To support this, Runnymede put on its first Living and Ageing Well Week (LAWW) in 2015. From the success of the 2015 event, Runnymede has continued to support this event. The aim of this event is to increase awareness of the vast array of health and wellbeing focused services in the Borough.

Living Well Week 2018 ran from Monday 24 September to Sunday 30 September leading into National Older People's Day on Monday 1 October.

Objectives:

- To use our existing facilities e.g. social centres/halls, local leisure centres, and outdoor spaces for free or as little cost as possible
- To link the successes of last year's launch day by inviting families to a fun day with opportunities to also speak to service providers for all generations to support closing the gap between the generations
- To promote RBC services in areas of deprivation by organising a series of information, advice and signposting to our services (e.g. Community Development events, Community Services products and recycling)
- To give partners the chance to showcase existing services by providing opportunities to trial tasters sessions
- To work with new partners to expand the range of activities on offer and develop connections with local businesses/organisations
- To reduce isolation and loneliness
- To build community cohesion

Key deliverables:

- To improve awareness of the services available in Runnymede specific to health and wellbeing
- To increase the number of new users to Runnymede Borough Council and partner services or activities
- To keep to the budget
- To close the gap between generations.

Budget:

£500 of Community Development funding was available and an additional £500 was given through a funding application to Chertsey Combine Charity. This money was used to produce and publish a 16 page booklet. In the past the Living Well Week has been part funded through PPP funding which has ceased. The remaining costs were supported through sponsorship funding which was sold through advertising spaces in the Living Well Week Booklet. The income generated was £2303 and the overall expenditure costs were £1943, please refer to table 1. below for a breakdown of expenses.

Table 1. **Expenditure breakdown**

Income	costs	Expenditure	costs
Sponsorship	£1,050	Booklets	£650
Donations	£550	photo	£8
Project Budget	£500	Radio Wey contribution	£50
Fundraised money	£203	Banners	£271
		cable ties	7.78
		Refreshments	£50
		Balloons + helium	£40
		Banners CC	52
		Facebook adverts	30
		Face painting	61.15
		Bottle giveaways	£384.00
		Steel band	£300.00
		Flyer	£39
		Total	1,943
Total remaining	£2,303	Total remaining	£360

Summary of the Event:

In total there were 77 activities across six days ranging from taster sessions, information and advice, afternoon tea and chat to leisure activities. Of these, 32 activities already exist and are well established, 33 activities were new and were introduced to give variety across the week, and 12 were a combination of information stands and signposting events.

Activities included a led walk and lunch at Manor Farm, intergenerational activities like toddlers and grandparent sessions, Ki Gong, a low impact martial arts exercise class, legal advice drop-in sessions, The Shed workshop and an art gallery open day.

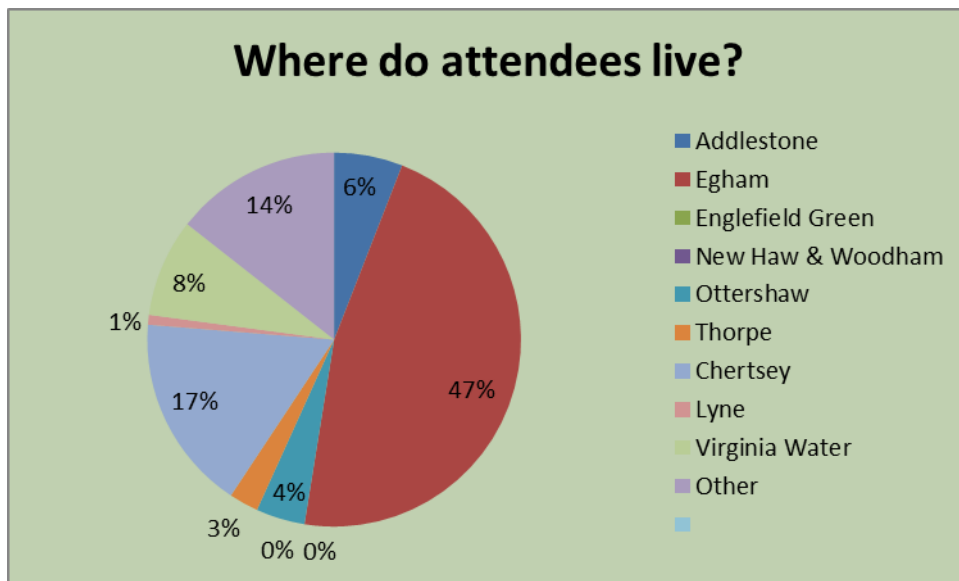
The remaining activities included information and advice stands, health checks, swimming and low impact exercise sessions, at locations such as Egham Leisure Centre, Addlestone One Leisure Centre, River Bourne Gym and Community halls.

Attendance:

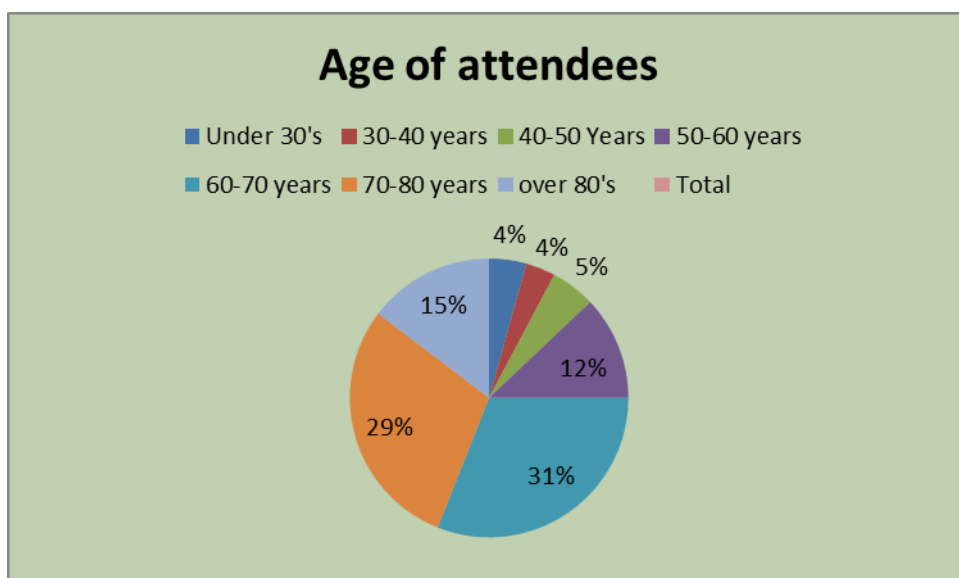
The overall attendance for Living Well Week 2018 had an increase of 31% from 2017 with approximately 630 individuals attending an activity or event across the week. This included the Launch Event day and information & advice sessions.

Demographics

Most of our attendees came from areas that had the heaviest promotions but also have the main leisure centres situated within these towns, Egham leisure Centre, Addlestone One and River Bourne Gym in Chertsey.



This year a majority of those who attended some form of activity were similar in age to that of 2017. The largest group of attendees this year were between the ages of 60-70 years old at 31%, followed closely by 29% of 70-80 year olds.



Marketing and Communications:

Booklet

A 16 page booklet was produced detailing all the activities taking place during the week. 7500 booklets were printed, with approximately 3000 distributed across social centres, local supermarkets, garden centres, churches, libraries, community halls and leisure centres. The Surrey County Council Localities team were given 500 booklets to take on their visits and local schools were sent 500 booklets. 500 were given to local GP surgeries. 1000 booklets were distributed at the launch day. 2000 booklets were distributed amongst sheltered housing, independent residential homes, civic office staff and partners.

Feedback from partners on the booklet was that it was well designed and easy to read. The questionnaire feedback indicated that the booklet was by far the most popular method (62%) to find out about the event. The second method was 'word of mouth' (22%).

Social media

This is similar to the 2017 campaign with a few other areas of communication also being popular for example both social media at 9% and posters also at 9%. It has to be noted that this year's promotions was focused on increasing social media and posters presence in response to last year's feedback.

Facebook, Website & Newsletter

Both RBC Facebook page and the Community Development Facebook page were actively used this year to push activities across the week. A three week campaign was planned to remind and create interest amongst the community. A montage of events were recorded and shared with residents and partners on the 'What's on in Runnymede' page, with daily updates of events available. Parts of the groups targeted on Facebook were professional organisations and resident neighbourhood groups. Partners were encouraged to create their own posts and share. Testimonials were used from 2017 to draw interest in personal stories and in turn creating interest in the activities available, refer to table 2. A paid post to boost the campaign was created for the Facebook promotions to remind targeted audiences of the event. RBC website was used as ways to support the event, but also to allow those who have no access to Facebook to see what was available in the week.

When looking at year on year figures for social media usage, it has increased from 3% in 2017 to 9% in 2018, showing a 6% increase in residents using social media as a way to find out about local activities (refer to table 3).

Table 2.

https://www.facebook.com/search/top?q=What's+on+in+Runnymede&20in%20Runnymede&20live... | Runnymede Borough Council ... | What's on in Runnymede & ...

File Edit View Favorites Tools Help

What's on in Runnymede living well

All Posts People Photos Videos Marketplace Pages Places Groups Apps Events

Filter results

773 People reached 3 Engagements 87 Clicks Boost Post

English (UK) English (US) Polski Español Portuguese (Brazil)

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POSTS FROM

- Anyone
- You
- Your friends
- Your groups
- Choose a source...

POST TYPE

- All posts
- Posts you've seen

POSTED IN GROUP

- Any group
- Your groups
- Choose a group...

TAGGED LOCATION

- Anywhere
- Choose a location...

DATE POSTED

- Any date
- 2018
- 2017
- 2016
- Choose a date...

Runnymede Foodbank shared an event

26 September at 20:05

We had an amazing day with Royal Holloway Volunteering at today's Festival of Volunteering. If you're not a student at RHUL, but would love to find out more about volunteering with us pop along to Beacon Church - Addlestone and Chertsey tomorrow afternoon for What's on in Runnymede's Living Well Week. #RHULVolFest #50gRunnymedeHunger

Living Well Week 2018

24 to 30 September

Activities, events and taster sessions including free swimming sessions, free exercise sessions, lunches, walks, advice sessions, health checks & more!

Launch event 23 September

Abbeyfields Recreation Ground, Chertsey

10am to 5pm

Information stands, family activities, refreshments, music and health checks

Visit: www.runnymede.gov.uk/livingwell
Telephone: 01932 425688

Public · 23 likes

Living Well Week 2018 Volunteer Open Day

The Beacon - Chertsey

8 people interested

What's on in Runnymede

Like Comment Share

See all

Chat (3)

18:42 22/09/2018

https://www.facebook.com/What'sOnInRunnymede/videos/2277620468257/ | Runnymede Borough Council ... | Tony's artwork - Manor Fa...

File Edit View Favorites Tools Help

Search

Runnymede

Home Find Friends

247 views about a month ago

This is Tony. A regular member of our Art Group that runs from the Manor Farm Centre in Egham every week.

Tony's artwork - Manor Farm Art Group

Like Comment Share

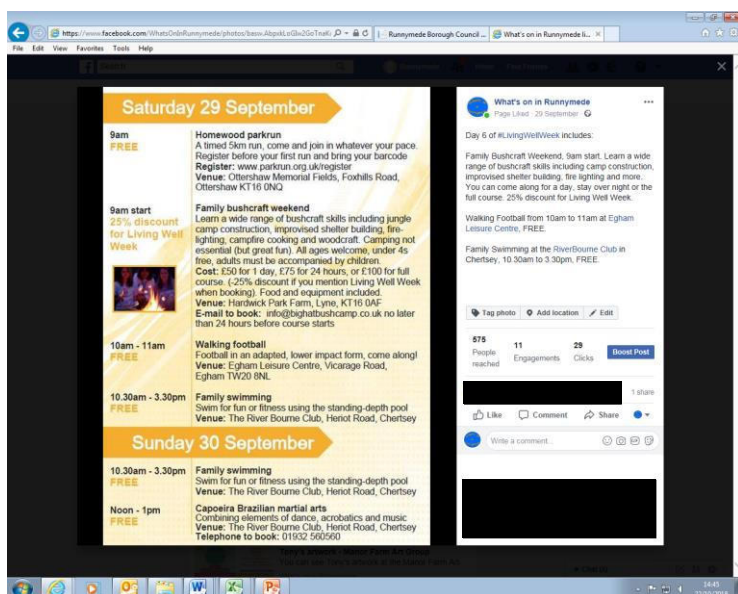
What's on in Runnymede

3 Comments 7 shares

Write a comment...

Chat (3)

18:43 22/09/2018



(Table 3)

Method of Promotion used	2016	2017	2018
Banners	1.44%	3.03%	4%
Posters	15.11%	6.82%	9%
Booklets	43.17%	47.73%	62%
Website	6.47%	2.27%	2%
GP's Surgery	0.72%	0.76%	1%
Word of mouth	42.45%	26.52%	22%
Social media	4.32%	3.03%	9%
Other e.g. noticeboards, residents assoc. newsletters	1.44%	6.82%	4%

Posters

Over a 500 A4 poster were produced and located in and around the borough. The posters were posted on noticeboards, in GP surgeries, supermarket community boards, coffee shops, community halls, Church noticeboards, village halls, social centres and around shops and boards in the borough as a result of feedback from last year's survey feedback.

Banners

10 Banners were produced this year and were displayed in key locations in Runnymede. This included two railings in Addlestone Town (Station Road), Eileen Tozer (Addlestone), Chertsey Museum, Chertsey Recreational Ground, River Bourne Health Club (Chertsey), Victory Park (Addlestone), All Saints Church (New Haw), St Pauls Church (Addlestone) and St Johns Church (Egham).

Photography

A Flickr album of photos was taken throughout the week, which can be accessed via the www.runnymede.gov.uk/livingwell URL. Photos were taken by members of the Community Development team and Communications team. Photos can be used for future marketing. Permission was taken prior to any photos being taken.

Local radio

Promotional adverts were posted on a number of local community radio websites including: Eagle Radio, The Breeze Radio, Radio Wey and Radio Jackie plus a live interview was taken at Radio Wey offices to help promote the week.

Local Resident's Association magazines

An A4 advert was placed in the Addlestonian Residents Magazine which was distributed to over 800 residents in Addlestone and a further 200 electronic copies to local organisations and social groups. An A4 advert was taken out in the West Addlestone Residents' Association (WARA) newsletter which was distributed to 1500 houses in the Addlestone, Rowtown and Ottershaw Wards.

Sponsorship

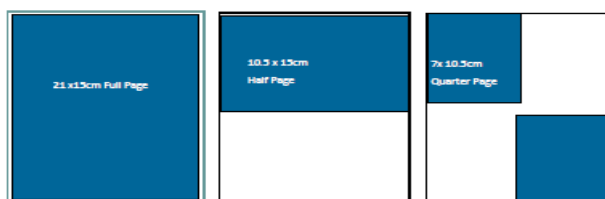
This year's strategy was to generate income from selling advertising spaces within the 16 page booklet. Previous years advert have been free to partners that were involved in the week event. This year a rate card (refer to table 4) was produced and spaces were sold based on the size and prominence of the page. Price scales ranged from £50 for a quarter page advert to £200 for a full page advert on a key page. Using this strategy we generated £1050 on sales alone.

Table 4.

Advertising Rate Card

Help support our community event. If you are a local charity, business or voluntary group and you would like to increase your reach amongst the local community, then why not advertise your business in our annual Living Well Week booklet. Last year we produced 7500 booklets that went out to community services, residents and businesses across the borough. This year we anticipate more interest and better social media support from our partners. Why not be part of something worthwhile, and give back to your community. Remember, this is a non-profit making event!

Advert Size	Dimensions	1 x Rate
Full Page	21 x15 cm	£200 (page 1 & Back page) £150 (pages 10, 13,14)
Half Page	10.5 x 15 cm	£100
Quarter Page	7 x 10.5 cm	£50



Runnymede Borough Council

Runnymede Civic
Centre
Station Road
Addlestone
Surrey, KT15 2AH

To show your interest email:

communitydevelopment@runnymede.gov.uk



Crouch Oak GP surgery donated £50 towards the event, and 'All About Taste', a local catering company provided the tea and coffees for free of charge in return for a donation. A total of £120.46 was raised, which has been donated to The Manor Farm Art group. Parkland Manor retirement home donated a luxury hamper which was aimed at RBC staff to buy raffle tickets for £1 to win the hamper. £83 pounds was raised, and the donations were presented to a local over 60's club that runs from Chertsey hall.

Organiser's feedback

A feedback form for partner organisations was created and made available in paper form and online via Survey Monkey. A total of 25 surveys were sent out with 14 responses.

Partners were asked if they felt that they would be happy to be involved in the event next year, 13 of service providers said 'Yes'.

Organisers were asked for feedback on how the event could be improved in the future; the following response was the most popular:

- *Launch event to be inside to avoid the possibility of bad weather.*
- *To advertise the events earlier*
- *Do not think that having a funeral directors fits the Living Well Week theme*
- *Forget the launch event. Be clear who it is aimed at, trying to include families is possibly making it too broad - why not stick with over 50's?*

Participant Feedback

Feedback forms were created for participants of the activities. Of the 630 participants across all activities that attended, 118 completed the surveys.

When asked if participants felt that events like the Living Well Week were beneficial for residents, 100% said 'Yes'.

When asked if participants would continue to take part in activities on a regular basis after attending the Living Well Week 94% said 'Yes'.

When asked where participants would like to see or hear the event advertised, the most common responses chosen from a given list were:

- Noticeboards
- Local newspapers
- Social media

When asked how they felt the event could be improved for the future, the most common responses were:

- *More advertising*
- *Promoting earlier*

Achievements from Living Well Week 2018:

- Increased participation from 2017 by 31% (630 attendees)
- Established good links with local businesses for sponsorship and funding support
- A steady increase of new members attending activities
- 40 people attending the film night organised through River Bourne
- Increased participation of services and activities amongst a younger group of adults (60-70 age groups), than in the past, as indicated in the survey data
- Ki Gong continues to increase numbers of attendees

Future events:

- The consensus from partners was that, funding permitting, it is worth continuing this event in the future with another Living Well Week event during the equivalent week in 2018, with the vision to continue to be inclusive of all residents and age groups.
- Based on the gender split of attendees this year, with 81% of females attending activity versus 19% of male attendees, indicates the need to focus more activities that will attract men to take part.
- More intergenerational activities i.e. working with local nurseries and social centres together
- Partners networking group prior to the event week
- More local level promotions
- Widening the 'Living Well' message by including teenagers, mental health and self-defence topics

8. THORPE VILLAGE HALL LEASE (COMMUNITY DEVELOPMENT)

Synopsis of report:

Thorpe Village Hall was leased out 5 years ago to a trust set up by Thorpe Players, a regular user of the hall. This report outlines how the hall has been used and improved over this period and recommends the renewal of the lease for a further 15 years.

Recommendation(s):

- i) the lease with the Thorpe Village Hall Trust be renewed for a further period of 15 years to allow for external funding to be applied for to make further improvements to the building; and
- ii) the terms of the new lease to be negotiated by Officers.

1. Context of report

- 1.1 In November 2013, this Committee agreed to lease Thorpe Village Hall to Thorpe Players, a local, community based amateur dramatics group. Members considered that their proposal was very much community focused and that a great deal of thought had been put into how they would make the hall sustainable and accessible to the local community.
- 1.2 Ward Members had received an overwhelming number of representations from residents that their preferred option was leasing the hall to Thorpe Players who had used it for over 60 years and had many and varied local connections. There was also an affection for the building itself, its history and character. It was acknowledged that increasing usage would be difficult and that the people of Thorpe, having expressed their preference for Thorpe Players, would need to give ongoing support and commitment to ensure that the hall stayed open.
- 1.3 At the time, Members were advised that Thorpe Players' preference would be to take the hall on an internal repairing basis for 5 years at a peppercorn rent, with an option to extend any lease and introduce payments once reserves had built up. This was agreed and the current lease is due for renewal in April 2019.

2. Report

- 2.1 Since taking on the hall in 2013, a Charitable Incorporated Organisation was set up to run the facility in 2014. The trust is responsible for the overall management of the hall and it is run solely on a voluntary basis. A full report of the trust's work over the last five years is attached at Appendix 'B'.
- 2.2 The report by the trustees details all the work that has been undertaken over the last five years to make the hall a sustainable facility at the heart of the local community. Usage of the hall has increased significantly, with regular hires throughout the week and functions catered for at weekends.
- 2.3 The report highlights the community links that have been forged locally with a new club being organised for older people, 'meet the beat' sessions for the Police and Members will also note the very positive feedback from users. In the last year use has been as follows:

- Estimated visitors – 7,000 (including multiple visits to regular events)
 - 25 one-off bookings – including children’s birthday parties, meetings, christenings
 - 15 regular bookings (weekly or fortnightly) for clubs etc
 - 5 intermittent users who book a few times a year
 - 40 – 50 individual bookings/activities per month
- 2.4 The trust has also invested in the hall with the redecoration of the meeting room, a new boiler and upgraded heating system, a replacement of the kitchen, part funded by grants and new stage curtains, as detailed in section 3 of their update report.
- 2.5 A report on the structure was commissioned by the trust in 2017 which identified a number of issues including damp. The trust has been working with the Council’s Building Services team and some work identified has been carried out over recent months to deal with damp problems and other issues
- 2.6 With the current lease coming to an end in April 2019, the trust is keen to renew the lease for a further 15 years to allow for external funding to be applied for to support further improvements to the hall. Commercial Services are currently reviewing the full market value of the lease and negotiations will take place with the trust on any future lease costs. The current lease was set up on a peppercorn basis to allow the trust to develop a sinking fund which it has been very successful in doing, with a balance of £30,000 carried forward into this financial year.

3. **Policy framework implications**

- 3.1 The trust and operation of the hall supports the corporate priorities to develop community facilities and joint working with the voluntary sector.

4. **Resource implications**

- 4.1 Due to the success of the original letting, both in terms of improvements to the hall and to the local community, including increased usage, Officers are recommending continuation of the lease to Thorpe Players. Potentially, a better rental stream could be achieved through a lease to another party for commercial purposes, but the intention with the original lease was always for service reasons rather than financial and it has served the community and the Council well.
- 4.2 The new lease of the hall will be valued at a full market rate, anticipated to be in the region of £3,000 a year. Officers will be discussing with the trust any potential discount to be given (via the granting of rent grant aid from the rent grant aid budget), taking into account the way the hall is operated, activities catered for, management arrangements and the likelihood of external funding being available for future improvements to the hall.

5. **Legal implications**

- 5.1 The terms of the lease will be drafted to take account of the current law and in accordance with best practice.

(To Resolve)

Background papers

None stated.



Thorpe Village Hall

Trustees' Report for Runnymede Borough Council

Review of Lease 2014 - 2018



“As local Councillor I would like to congratulate the trustees for bringing the village hall back to the centre of village life. You have upgraded a very demanding building, built a regular calendar of events and daily activities with a volunteer army of local and committed people. Well done!”
Linda Gillham, Independent Councillor for Thorpe Ward

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1. Vision, Strategy and Management

Thorpe Village Hall Surrey was set up in 2014 as a Charitable Incorporated Organisation. The Trust is led by four Trustees who are responsible for the overall management of the Trust and ensure that it complies with all necessary policies and Acts. All trustees give their time freely with no remuneration or expenses payable. The Trustees form part of the Trust's management team, which consists of another 5 volunteers, including local residents. This group meet at least 9 times a year.

Our volunteer Operations team consists of a bookings administrator (who oversees all enquiries), an accounts administrator (who sends all invoices) and part-time caretakers / cleaners. These are managed by our Treasurer who also pays all bills and manages our overall accounting.

The Trust was set up with the following vision and strategy:

Our Vision:

To put Thorpe Village Hall firmly back at the heart of the local community

Our Strategy:

We will do this by utilising and developing our relationships with contacts in the local community and local business to:

1. better understand local needs and identify ways that we could provide added benefit to the people of Thorpe and surrounding areas
2. source popular events and publicise these locally
3. use funds from business use to subsidise community and charity activities
4. sympathetically refurbish the hall to make more of its historic features and create a unique venue for all sorts of events.
5. ultimately create a popular and sustainable venue which is managed by the community for the community

This strategy remains valid today, although there is now less focus on business use, as we currently have regular community use during weekdays – and this was always our ultimate aim.

In this report, we will demonstrate how the Trust has achieved these aims and how we intend to build on these successes once a new lease has been finalised.

2. Community Engagement and Usage

When we took over the hall, usage was low and the hall was running at annual deficit of over £10,000. We initially carried out market research in the local community about the reasons for non-usage and asked for suggestions for the future. As a result, we dramatically reduced hiring rates – particularly for community usage. We also identified a number of individuals who might be interested in setting up regular clubs to meet requests from the local community.

We set up a website, Facebook page and brochure for the hall. Our Chairman was also instrumental in setting up a local newsletter Thorpe Together, which is distributed to 2,200 homes in the Thorpe ward, in which we regularly advertise events and clubs at the hall. The result is that the hall is now used every weekday, with several regular users /events:

Day	Time	Event
Mon	10.00-11.00am	Zumba Gold Dance Fitness
	11.00-12.00am	Pilates Mixed Ability
	2.00-4.00pm	Tea and Talk Over 50s Social Club (2 nd and 4 th Mondays only)
	8.00-10.00pm	Thorpe Players – readings and rehearsals
Tues	9.30-10.30am	Circuit Training
	11.00-12.15	Classic Gentle Yoga (L1)
	12.30 – 14.00	Play Therapy
	7.30-9.30pm	SING Thorpe – Community Choir
Weds	9.30–10.45am	Core Flow Yoga (L2)
	11.30-12.45pm	Chair Yoga (L1)
	7.00-9.00pm	Thameside Art Club (in Meeting Room)
	7.30-8.30pm	'I Can't Dance' – Ballroom Dancing Class (Intermediate)
	8.30-9.30pm	'I Can't Dance' - Ballroom Dancing Class (Beginners)
Thurs	From 7.30pm	Private Dance Lessons – on request
Fri	7.30-8.30pm	Monthly Sequence Class (3 rd Friday of month)

- We are also used much more now for local functions – particularly children's birthday parties, as well as christenings, anniversaries and even wedding receptions
- A number of organisations also use the hall for regular meetings / AGMs, such as Black House Farm Residents Association and Thorpe Ward Residents Association
- We have also run a number of open community events, such as a Hoe Down, murder mystery and free theatre event

As a result, we now average 40 – 50 bookings per month. We can provide a breakdown of the number of each type of event if required.

Community Links

It has always been one of our key objectives to form strong links with the community. We have developed relationships with local organisations, such as St Mary's Church, Thorpe Ward Residents Association, Thorpe School, Black House Farm Residents Association, Thorpe Nursery and the local councillors. We often allow use of the car park when it is not in use, for church or community events.

"The Hall is well managed, is kept in good order - clean and bright and the management are always looking to improvement - the kitchen refurbishment being one major improvement. The Village Hall Trust is supportive of other organisations, offers many clubs and activities for the village and surround and has increased their numbers of their 'Tea and Talk' - a stimulus for older people."

Susi Thornton, local resident

For much of 2015-16, we were also able to provide discounted rates to Fairways Day Centre (a day centre for people with learning difficulties / mental health issues) while their main centre was being refurbished, due to flooding. This involved bookings from 9am – 5pm, three days a week (eventually for over a year).

During our first financial year, we put forward a funding request to set up a regular club for older people in the village. We received funding of £1,000 for set up costs / equipment etc. We set up Tea and Talk at Thorpe in Spring 2015. Initially, the number of attendees was very small, but with advertising and word of mouth - we now have a good regular membership with generally 20-30 people at each meeting.

Attendees range from their 50's to 90s, including those with disabilities and their carers. We now run the club fortnightly with a wide range of activities from talks about history, quizzes, film clubs and reminiscence sessions. The club is self-funding and is run by volunteers from the Trust's management team and local residents. We have extremely positive feedback from all who attend.

"I just wanted to say how much I have enjoyed our Monday gathering for tea, cake and talk. I have learned so much, laughed a great deal and met some lovely people. I believe you are giving so much information to us so that we talk to others about and a lot to think about. Please carry on with the great work"

Ann Hawkes – attendee at Tea and Talk

We have also offered the hall free of charge to the local police for their monthly 'Meet the Beat' community meetings and the use of the car park and / or trestle tables for community events at the church and elsewhere in the village.

A number of local residents have also helped out at our regular 'Hall Maintenance Days' with weeding the car park, deep cleaning and general decorating tasks. These are always great days for building community spirit and we are thankful for the willing assistance we always receive.

Overleaf is a selection of feedback we have received from users and local residents. Some have also sent letters of support for the renewal of our lease, which we have attached in Appendix 2.

“I was delighted when the lease was granted to the Village Hall Trust so that the Hall would be a community asset. It certainly has been and I and many others will want it to continue in the capable hands of the Village Hall Trust. Keeping the leadership and management of this essential community facility in local hands has been a real benefit this past five years, with increased use of the hall by local groups and various ages from young to old. Of especial note is the Tea and Talk seniors club which fulfils an important of Runnymede’s commitment to support those within our community who are older – especially those who live alone, as we all seek to reduce loneliness. Thorpe Village Hall will never be a great profit-generating asset and so should not be viewed primarily in financial terms, but I believe the work of the trustees to keep the building in excellent condition and to refurbish the kitchen has been an important contribution to this facility and should be recognised as such. As a neighbour to the hall, I have no concerns about their re-application.”

Damian Miles, Vicar of Thorpe

“Since taking over the original lease, they have made enormous strides in improving the take up of different uses of this valuable village resource. As Treasurer of the TWRA and Thorpe Neighbourhood Forum, I am delighted to give the Trustees my full support in their endeavours to renew their lease, with all the benefits that their activities bring to the village and wider area.” **Ian Patenall**

“We hired the main hall in Thorpe Village Hall for a special family and friends function in the summer. We needed somewhere for about 50 people and the other hall in Thorpe would have been slightly too small and had less parking to suit us. The whole day went very smoothly, there was no problems with the booking and the hall was unlocked in good time for our caterers to set up. A number of our guests remarked how much they enjoyed the setting, being in a historically important buildings in the village (some live in their own listed buildings) and what a relaxing setting it was. We appreciated the space and going home to no mess. We have also enjoyed being part of the Tea & Talk Group which we’ve been pleased to see grow in numbers and become a 'routine fixture'. There is a need for a social event like this in Thorpe.” **Jill and Richard Williams, local residents**

“I would take this opportunity to thank you and the committee for running the Village Hall. Since you have taken over the management; it is now a clean and bright building to attend. I look forward to the Tea & Talk afternoons.”

Gio Corno, local resident and attendee of Tea and Talk

“I think the present committee do a very good job. In recent years they have spent money on improving the hall, they have put in a new kitchen and a new central heating system, which are a bonus for anyone using the hall. They have also arranged for different weekly activities to take place, so the local residents have a variety of clubs they can join if they so wish. Thank you Sharon and the rest of the committee for all the hard work you do.” **Suzanne Cooper, regular visitor**

“Many thanks for your support throughout the year and I look forward to another year of successful classes in the Hall. Its lovely now as there are so many locals coming along it is like a club as they all know each other. Difficult to get them working instead of talking but great fun.” **Sandy Scott, Vive ut Vitas (hirer who runs Pilates and Zumba classes)**

“I think that the management of the facility by the Trustees has been excellent. New life has been breathed back in to the building and it is clearly being enjoyed by the Community as a whole. With a wide variety of regular activities, the Hall has once again become the heart of the Village, as opposed to just being a venue formerly rented out to all comers. You and your team have also made considerable efforts to harbour good relations with the Village Hall's immediate neighbours, some of whose homes border the facility. This has been much appreciated by Residents, as has compliance with parking requirements, along with courtesy and respect by the majority of the Hall's users, when using the Private Road to access the Village Hall car park.” **Philip E S Hall, Chairman, Blackhouse Farm Management Company**

“The Village Hall has been invaluable in bringing the Community together from Thorpe the last five years, bringing real benefits to all since the lease has been in the hands of the Thorpe Village Hall trustees. Many more people of different ages are making use of the hall day in day out. Every two weeks my mum and many other elderly people participate in a very exceptional club called “Tea and Talk”, which includes many different activities such as interesting talks, quizzes, historic dances, arts and crafts, even laughter yoga and indoor gardening etc. It is run by such dedicated people, who spend hours preparing each session to make it inventive, challenging, even quite high brow as well as great fun with a real family feel to it because of their great love of what they do for the community at large. It is somewhere where elderly people (even the disabled) are treated as valuable members “who can” – learn new things, become knowledgeable in all sorts of subjects, not just passively entertained like in typical clubs for the elderly. Having attended many older people’s clubs in the area, I can state that this is by far the best I have come across, in great thanks to the dedication of the organisers. You can tell that they are committed not only to preventing elderly people becoming isolated and lonely but actually make it somewhere where older people can grow and thrive and become more involved in things. They make them feel like they are a “somebody worthwhile” and important ... I wish every town had a “Tea and Talk” club of this nature and calibre. I am so happy to have discovered this club which my mum can attend.” **Marie Jedla, carer and attendee at Tea and Talk**

“Over the last four and a bit years there have been many noticeable improvements, and the Hall is now much more welcoming and easier to use. Our audiences appreciate this as much as we do. Without Thorpe Village Hall there would be no Thorpe Players, and the Trust are doing a tremendous job running it. We would hope and ask that that will continue.” **Valerie Lane, Chairman, Thorpe Player**

“The five years has rushed by but in that time, you have all worked hard to make the Hall so integral to the whole community of Thorpe and beyond. It has come alive! I look forward to another five years of the Hall being a hive of activity.”

Elaine Gill, Independent Councillor for Thorpe Ward

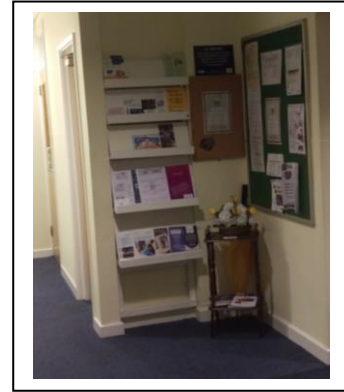
In Spring 2018, we were delighted to be nominated as Best Volunteer Team at the Runnymede & Spelthorne Volunteer Awards. We didn't win the main award, but attended the Awards Ceremony at Royal Holloway and received a very nice certificate.



3. Improvements and Refurbishments

A key part of our strategy was always to sympathetically refurbish the hall when funding / support was available.

In the short term, we carried out initial repairs / sprucing up of the hall, including the creation of a purpose-made rack for displaying brochures of local services / events.



We also redecorated the meeting room, for which we also sourced new smart tables and chairs to make it suitable for business use. We have a further 6 tables that can be used for any large meetings in the main hall. We are currently looking to source new curtains for this room.



In the past two years, we have carried out two major refurbishments.

For both of these we employed professional builders, created comprehensive method statements and involved Runnymede Borough Council at every stage.

Heating

The hall was often cold on arrival and took considerable time to warm up, which did not sell the hall for potential users – particularly in the winter months. So, in 2015-16, we replaced the boiler and upgraded the central heating with more energy efficient radiators. We funded this refurbishment entirely from our income.



Kitchen replacement

The old kitchen was tired, chipped and the flooring and tiles were stained and damaged. It was not really suitable for events that required catering, losing us many potential bookings. We completed the works through a mixture of self-funding and grants.

We have received funding from Howdens, Weybridge for new kitchen units / worktops. We received a grant for Heathrow Communities Fund for the white goods and used this to purchase a large fridge, new oven, dishwasher with a quick cycle, two microwaves and two kettles.

We spent approximately £10,000 of our savings for the remainder of the work, including new flooring, splashbacks and sundry items (like worktop protectors, bins), as well as all the labour for installation and decorating.

On the following pages, we have included before and after photographs of the kitchen.

Before Refurbishment



After the Refurbishment



New Stage Curtains

In October 2017, we coordinated “A Tribute to Victoria Wood” – a revue evening of comedy and music as a joint fund-raising evening with Thorpe Players. Part of the profits went to cancer charities and Thorpe Players used part of their profits to fund new stage and window curtains for the main hall.

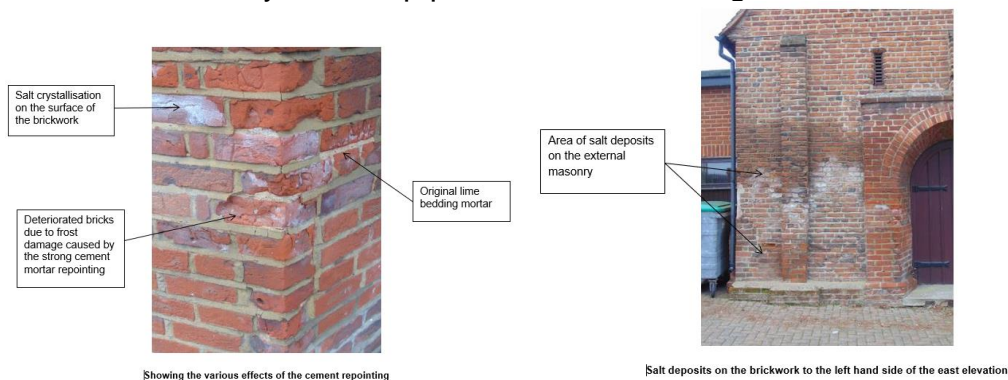


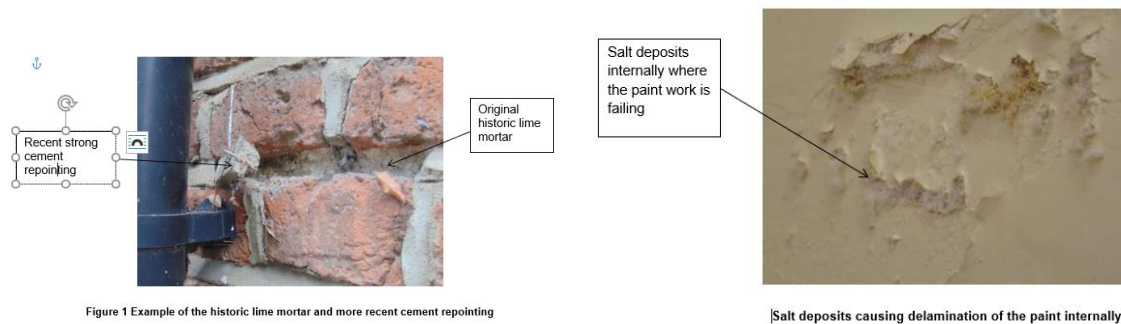
Structural / Damp Issues

In early 2017, we also became concerned about issues with damp in the main hall. We initially liaised with RBC Maintenance who were unable to find the source of the problem. Even though this was not our responsibility under the terms of our lease, we felt an obligation to protect this wonderful building

We therefore invested £1,200 of our funds for Ernest Barnes Ltd - a specialist heritage surveyor to undertake a condition survey of the masonry to the external elevations of the building. The scope of the survey was to identify current defects, recommend repairs and produce a method statement for submission of listed building consent to the Local Authority. The survey was conducted on 24th March 2017 and resulted in a detailed 66 page report. The main conclusions were:

- A number of the recent repairs have been undertaken without consideration for the historic fabric. The repairs, particularly the cement pointing, have changed the dynamics of the building. The original brickwork was built in lime mortar; lime is a breathable material and aids the evaporation of moisture within bricks during periods of prolonged wet weather. Unfortunately, the strong cement repointing that now covers all the external elevations has the opposite effect to lime. It locks in moisture and creates a rigid structure. During periods of prolonged wet weather the bricks will become saturated and their natural evaporation pathways blocked by the modern cement pointing. In elevations that receive little or no sunlight, such as the north and east elevations, the brickwork will remain in a saturated state for long periods; this is evident by the damp patches that run along these elevations.





- This situation has been further compounded by the internal rendering that has been sealed with masonry paint. The paint has created a further barrier for the pathway of moisture evaporation. The crystallisation of salts internally and externally is a key indicator of saturated masonry that is starting to dry; below the surface the masonry will still remain in a saturated condition.
- Internally the building exhibits signs of previous movement; heavy gauge brackets are surfaced mounted and embedded in each of the building's corners. These indicate that the building was starting to spread at some point in its history. Whilst these would have been a concern, they may only be a result of the building's original design and failure to accommodate excessive loads to the roof during periods of heavy snow. The fact that a system is in place to prevent further movement should inspire confidence.

The report made the following recommendations which were seen as essential to secure the long term future of this building:

- **Cement pointing** - The north, east and west elevations should be repointed in lime mortar to enable the building to breathe again. The existing cement pointing should be carefully removed by an experienced heritage contractor. A mortar analysis should be undertaken to establish the constituents of the original historic mortar.
- **Perished bricks** - All bricks that have been identified as deteriorated should be removed and re-bedded in lime mortar. It is important that the replacement bricks are of the same size, colour, texture and porosity as original brickwork
- **Historic movement** - The various vertical cracks that appear around the building should be stitched using helical bars to prevent the cracks from opening up and allowing the penetration of water into the fabric. The bulge that is evident to the base of the gable on the east elevation should be investigated to establish the cause of movement; if required this should then be rectified. The internal corners of the building should be monitored to establish if there is still localised movement in the building.
- **Internal masonry paint** - The paint system that has been applied to the lower levels of the internal walls in the hall should be stripped back. Once this is done, the wall should be allowed to dry through the spring and summer seasons. Salts will then start to migrate to the surface; these can be brushed off until they no longer appear. When the salts no longer form on the surface, walls can then be redecorated using a lime wash or breathable paint system.

- **Internal rendering** - A sample of the rendering should be removed to establish whether it is cement or lime based. If it is lime, it should remain and a programme of localised repairs undertaken where it is damaged or failing. If it is cement, it should be removed and replaced with a breathable lime render.
- **Rainwater goods** - Consideration needs to be given to installing a French gully along the perimeter of the building to collect and discharge surface water during periods of inclement weather. All the algae and plant growth that has formed around the base of the building should be brushed off and removed; it should then be treated with a herbicide.

Actions Taken

We shared this report with Runnymede Borough Council's Principal Building Manager, Richard Webb; Head of Community Development, Chris Hunt; and Community Halls Manager, Sheila Chambers.

In July 2017, the Trustees hosted a meeting with these RBC representatives to discuss remedial actions. Since then, we have been in regular contact with Richard Webb, who has arranged for a number of the recommendations to be planned – within the constraints of council budgets

- Drainage channels were installed in the path along the main road to take the rainwater away from the building and the rain water pipes and guttering were checked for leaks
- On 12th November 2018, a specialist firm will be starting work on repairing the brickwork on the east elevation only.
- A contractor has also been appointed to carry out roof repairs to commence in December 2018 / January 2019

There is currently insufficient council funding to complete work on the main road elevation. In addition, Richard has created a specification for the internal render painting – strip existing coatings and apply breathable paint. However, it is not recommended to start this work until all the pointing has been completed to avoid damp coming through the newly painted walls.

To enable the remaining work to be completed and keep this wonderful old building for future generations, the Trustees have been discussing with Chris Hunt the possibility of a joint funding application. We have identified the Heritage Lottery Fund as the most suitable source of funding and have completed the first stage application and received confirmation that we are eligible to proceed to a full application. However, we are required to have a lease of at least 10 years before we can go ahead with this application which will enable the repairs to be completed without additional costs to Runnymede Borough Council. The application is therefore on hold until our lease negotiations have been completed.

We are also planning to refurbish the toilets, replace the fluorescent lights in the main hall with more atmospheric lighting, install better audio visual equipment and redecorate internally (following the building work). We have set aside funds of £20,000 to complete this work. However, we are not able / prepared to do this until the damp issues have been resolved and we have the security of a long-term lease.

4. Financial Stability

As a new organisation, Thorpe Village Hall Surrey started its lease with a £0 balance in our bank account. When we studied the financial accounts of Thorpe Village Hall from Runnymede Borough Council for the previous 3 years, we identified that there has been a deficit in each of these financial years (averaging £10,000 per annum). Our increased marketing and usage of the hall, together with more cost-effective suppliers and undertaking the majority of running and maintenance ourselves, means that we have made a profit every year.

2014-15

Income	£13,972
Expenditure	£5,347
Profit	£8,625

We intentionally kept our outgoings to a minimum to enable us to build up sufficient funds to cover any unexpected costs. No monies were paid to any personnel working in any roles

2015-16

Income	£27,541.81
Expenditure	£11,641.58
Profit	£15,900.34

This was an exceptional year financially - the majority of the £15,000 profit in 2015-16 was due to a long-term hire by Fairways Day Centre, who temporarily hired the main hall for 3 days a week while their centre was being refurbished.

2016-17

Income	£21,301.91
Expenditure	£16,468.87
Profit	£4,833.04

This year is more representative of our ongoing costs, as the Fairways hire stopped during this year. We also self-funded the upgrading of the boiler / heating system.

2017-18

Income	£22,485.50
Expenditure	£21,214.09
Profit	£1,271.41

In our last full year, we had a slight increase in income. However, the costs in excess of £10,000 for refurbishing our kitchen led to a reduction in our overall profit.

Balance to be carried forward to 2018-2019 £30,629.88

Our most recent balance sheet (2017-18) is provided in Appendix 1. It should be noted that this level of profit has only been possible by the unpaid work carried out by our team of volunteers who manage the caretaking, administration, financial, community engagement and maintenance activities themselves wherever possible – and a network of local contractors who offer favourable rates. This assistance is only offered as they recognise the good work of the Trust, which is being run as a charity and the contribution of the local council in charging a minimal rent. We are unsure whether this goodwill would continue if more commercial terms were put in place. In addition, now we have established financial stability, we are considering some remuneration for those carrying out operational tasks (cleaning, maintenance, caretaking, administration), but this will still be well below market value.

In accordance with our Constitution, the income of the CIO has been applied solely toward the promotion of our primary object and any profits reinvested into furthering our object. As such, we have set aside £20,000 of our balance in a separate account for planned improvements and to ensure that we have a contingency fund should any major unforeseen expenses arise. Our refurbishment plans are currently on hold until a new lease has been agreed and the damp issues have been resolved.

5. Summary and Future Plans

The Trustees of Thorpe Village Hall, together with our management team and volunteers have worked hard in the last 4.5 years to achieve our vision to “put Thorpe Village Hall firmly back at the heart of the local community.”

This can be demonstrated by the increase in bookings and the supportive comments we have received from local residents, associations and councillors. We have set up and continue to run a regular club for older people and support local community events.

We have achieved all the aims in our strategy and completed two major refurbishment projects, as well as ongoing maintenance and decoration.

We have secured the long-term stability of the building by taking the initiative (even though this is not within the responsibility of our lease) to pay for an investigation into the major damp issues and highlighting these to the appropriate representatives at RBC. We are now in the process of applying for a Heritage Lottery Grant to support RBC in funding the necessary repairs. This is dependent on a new lease of at least 10 years being in place.

We also have plans for further refurbishments (toilets and lighting / audio visual equipment), once the damp issues have been resolved and a new lease is in place.

We have achieved financial stability by increasing hall usage, carrying out administrative and maintenance activities on a volunteer basis and ensuring that we have sufficient contingency to cover any unexpected costs that may arise.

We are committed to continuing the good work we have started at Thorpe Village Hall and would request that Runnymede Borough Council look favourably on our application to continue our lease on the current terms for a second longer period.

Sharon M Young
Trustee and Chairman, Thorpe Village Hall Surrey

Appendix 1: Most Recent Balance Sheet



Thorpe Village Hall Surrey Balance Sheet 1st April 2017 - 31st March 2018

Income from 2017-2018	£22,485.50
Expenditure from 2017-2018	£21,214.09

Profit for 2017-2018	£1,271.41
Balance carried forward from 2016-2017	£29,358.47
Profit for 2017-2018	£1,271.41

Balance to be carried forward to 2018-2019	£30,629.88

Income and Expenditure for 1st April 2017 - 31st March 2018

Income

Regular Hirers	£12,789.18
Function Hire	£2,757.20
Grant - Kitchen	£2,500.00
Repairs	£610.00
Fundraising	£516.55
Refund	£62.57
Deposits Received	£3,250.00

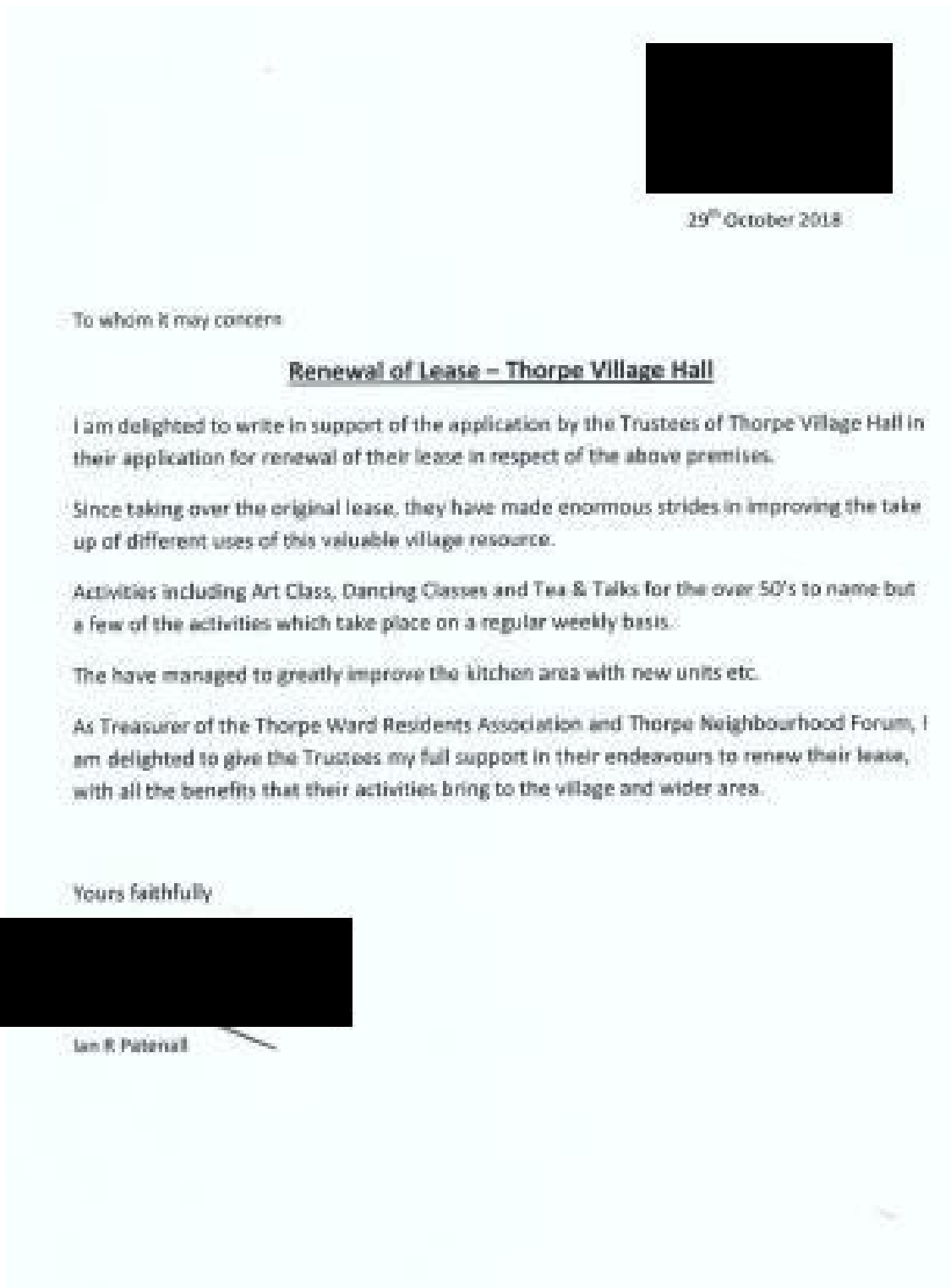
Expenditure

Kitchen Replacement	£10,236.47
Public Liability Insurance	£394.10
Gas	£516.22
Electricity	£521.27
Water Rates	£651.73
Trade Waste	£870.00
Cleaners	£1,200.00
Cleaning Materials	£304.72
Building Insurance x 2	£930.78
Maintenance	£111.95
Caretakers	£600.00
Alarm Lines	£648.33
Security Monitoring	£294.60
Premise Licence	£70.00
Advertising	£437.67
Building Survey	£1,200.00
Deposit Returns	£2,226.25

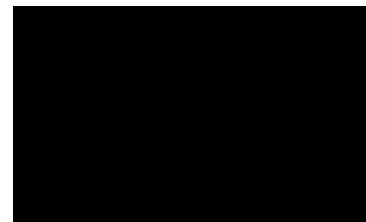
£22,485.50

£21,214.09

Appendix 2: Letters of Support from Local Community



Runnymede Borough Council
Civic Centre
Station Rd
Addlestone



REGARDING THE THORPE VILLAGE HALL RENEWAL OF LEASE
TO WHOM IT MAY CONCERN

29 October 2018

Dear Sir/Madam,

I am writing to support the application of the Thorpe Village Hall trustees to have their lease renewed.

The Village Hall has been invaluable in bringing the Community together from Thorpe (even other areas around like Egham Hythe and Egham Town) the last five years, bringing real benefits to all since the lease has been in the hands of the Thorpe Village Hall trustees. Many more people of different ages are making use of the hall day in day out. Every two weeks my mum and many other elderly people participate in a very exceptional club called “Tea and Talk”, which includes many different activities such as interesting talks, quizzes, historic dances, arts and crafts, even laughter yoga and indoor gardening etc.

It is run by such dedicated people, who spend hours preparing each session to make it inventive, challenging, even quite high brow as well as great fun with a real family feel to it because of their great love of what they do for the community at large. It is somewhere where elderly people (even the disabled) are treated as valuable members “who can” – learn new things, become knowledgeable in all sorts of subjects, not just passively entertained like in typical clubs for the elderly.

Having attended many older people’s clubs in the area, I can state that this is by far the best I have come across, in great thanks to the dedication of the organisers. You can tell that they are committed not only to preventing elderly people becoming isolated and lonely but actually make it somewhere where older people can grow and thrive and become more involved in things. They make them feel like they are a “somebody worthwhile” and important. The sessions are very interactive and welcoming, with tea and lovely cakes of all sorts provided to break up the session and allow people to get to know each other better and share what they have learnt. People of any age could easily feel at home at “Tea and Talk”, which is great because it makes elderly people feel like they are still with it and engaged.

I wish every town had a “Tea and Talk” club of this nature and calibre. I can also say that the kitchen has been refurbished nicely so can be used to its full capacity to cater for more people and activities in the future. I am so happy to have discovered this club which my mum can attend. I hope that you at RBC renew the Lease so that more great Community clubs, projects and activities can continue there. Thanks for reading my letter.

Yours faithfully,

Marie Jedla

COUNCILLOR ELAINE GILL

Stuart Cottage, Rosemary Lane, Thorpe, Egham Surrey TW20 8PS
Tel: 01932 562441
Email: cllr.elaine.gill@runnymede.gov.uk

29th October 2018

Ms Sharon Young
Trustee
Thorpe Village Hall

Dear Sharon

I am writing this to offer my full support to go forward to negotiate a lease renewal for Thorpe Village Hall.

The five years has rushed by but in that time, you have all worked hard to make the Hall so integral to the whole community of Thorpe and beyond. It has come alive!

I look forward to another five years of the Hall being a hive of activity.

Kind regards

Cllr Elaine Gill
Thorpe Ward – Runnymede Borough Council

THORPE
FOUNDED BY FRANK MUIR

www.thorpeplayers.co.uk
PLAYERS

To:
Runnymede Borough Council
Civic Offices
Addlestone

28th November 2018

THORPE VILLAGE HALL – renewal of lease

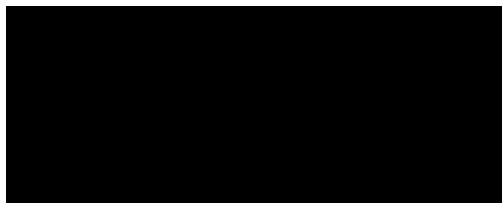
Please would you add this letter to those others supporting the renewal of the lease of Thorpe Village Hall to the Trust currently managing it.

Thorpe Players has been based at the Hall since their founding by Frank Muir and others in 1953. We are, therefore, very fond of the building, and are immeasurably pleased at the way it is now being cared for.

Over the last four and a bit years there have been many noticeable improvements, and the Hall is now much more welcoming and easier to use. Our audiences appreciate this as much as we do.

Without Thorpe Village Hall there would be no Thorpe Players, and the Trust are doing a tremendous job running it. We would hope and ask that that will continue.

Yours Sincerely



Valerie Lane
Chairman

From: [REDACTED]
Sent: Thursday, November 29, 2018 9:15 PM
To: [REDACTED]
Subject: Thorpe Village Hall

Dear Sharon,

Further to our recent discussions, I think that the management of the facility by the Trustees has been excellent. New life has been breathed back in to the building and it is clearly being enjoyed by the Community as a whole. With a wide variety of regular activities, the Hall has once again become the heart of the Village, as opposed to just being a venue formerly rented out to all comers.

You and your team have also made considerable efforts to harbour good relations with the Village Hall's immediate neighbours, some of whose homes border the facility. This has been much appreciated by Residents, as has compliance with parking requirements, along with courtesy and respect by the majority of the Hall's users, when using the Private Road to access the Village Hall car park.

In conclusion, Blackhouse Farm Management Company Ltd., wish to support the Trustees in their application for a ten year lease of the Village Hall, based upon their tireless work to bring the Community of Thorpe closer together, during the past five years.

Yours sincerely,

Philip

Philip E S Hall
Chairman
Blackhouse Farm Management Company Ltd



St Mary's Church, Thorpe
Church Approach, Egham, Surrey, TW20 8TQ
Charity: 1178929. Vicar: The Revd. Damian Stewart Miles. BTh
www.stmaryschurchthorpe.co.uk



29 October 2018

To whom it may concern

Renewal of Lease – Thorpe Village Hall

It gives me great pleasure to write on behalf of St Mary's Church and the wider community of Thorpe to support the application by the Trustees of Thorpe Village Hall to renew their lease.

Keeping the leadership and management of this essential community facility in local hands has been a real benefit this past five years, with increased use of the hall by local groups and various ages from young to old. Of especial note is the monthly Monday 'Tea and Talk' seniors club which fulfils an important part of Runnymede's commitment to support those within our community who are older – especially those who live alone as we all seek to reduce loneliness.

Thorpe Village Hall will never be a great profit-generating asset and so should not be viewed primarily in financial terms, but I believe the work of the trustees to keep the building in an excellent condition and to refurbish the kitchen has been an important contribution to this facility and should be recognised as such. As a neighbour to the hall I have no concerns about their re-application.

More generally one aspect that needs addressing is improved signage to the hall. Indeed, this should be considered in relation to the whole Village as signage to St Mary's Church and TESIS school could be addressed with the hall in one scheme. New signage from Thorpe By-Pass, at the roundabout junction of the B388/B389 to St Mary's Church, Thorpe Village Hall and TESIS School should be installed.

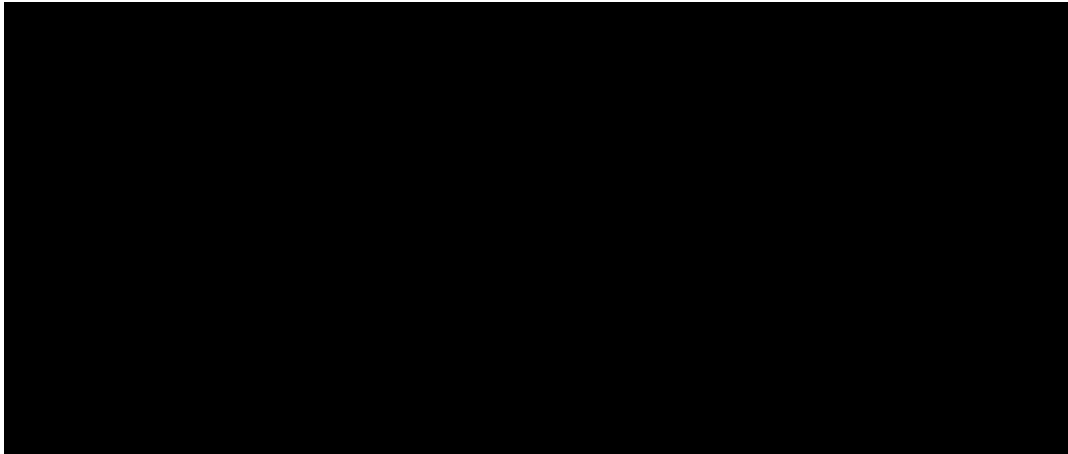
I hope Runnymede Borough Council will be willing and able to renew the lease to the Trustees as I look forward to working with them, as the local Church, and through Thorpe Neighbourhood Forum and other community groups in the future.

Kind regards,



Damian Miles.
Vicar of Thorpe.

St Mary's Vicarage
Church Approach
Thorpe Village
Egham
Surrey
TW20 8TQ
01932 565986
stmaryschurchthorpe@outlook.com



To whom it may concern

I am writing to support the application to renew the lease of the Village Hall by the Trustees.

I was delighted when the lease was granted to the Village Hall Trust so that the Hall would be a community asset. It certainly has been and I and many others will want it to continue in the capable hands of the Village Hall Trust.

The Hall is well managed, is kept in good order - clean and bright and the management are always looking to improvement - the kitchen refurbishment being one major improvement.

The Village Hall Trust is supportive of other organisations, offers many clubs and activities for the village and surround and has increased their numbers of their 'Tea and Talk' - a stimulus for older people.

All the people I know who come to Thorpe Players, Tea and Talk, the dance events and clubs will certainly want the Village Hall Trust to have a successful application and carry on the good work that they do.

Susanne Thornton - local resident, Hythe Singers, St. Mary's Church.

9. COMMUNITY FIRST – ANNUAL REPORT 2018/19 (COMMUNITY DEVELOPMENT)

Synopsis of report:

The report outlines the projects and expenditure in the targeted geographic areas, identified by the former Sustainable Community Strategy, that have been funded by the Community First Initiative in 2018/19 and those planned for 2019/20.

Recommendation(s):

None. This report is for information.

1. Context of Report

- 1.1 In October 2013, the former Leader of the Council, launched the Community First Initiative to improve outcomes for the targeted areas of the borough. Schemes are funded by a combination of grants, contributions and budgets held in the Housing Revenue Account and General Fund.
- 1.2 The indices for multiple deprivation (IMD) have not been updated since 2015. When examined at Lower Super Output Area (LSOA) level, the highest scoring areas in Runnymede for the **overall IMD** score are:

IMD scores in Runnymede: small area level (2015 release)					
LSOA name	Ward	Surrey ranking 2015	Surrey ranking 2010	IMD overall score 2015	IMD overall score 2010
006D	Chertsey St Ann's	14 th	25 th	28.69	23.19
002F	Englefield Green West	22 nd	20 th	25.98	23.90
009A	Addlestone Bourneside	35 th	32 nd	23.59	22.10
007D	Addlestone North	43 rd	30 th	22.79	22.27
004A	Chertsey St Ann's	49 th	86 th	20.88	16.19

- 1.3 The key factors of how the indices of deprivation are categorised are:
- Income Deprivation
 - Employment Deprivation
 - Education, Skills and Training Deprivation
 - Health Deprivation and Disability
 - Crime
 - Barriers to Housing and Services
 - Living Environment Deprivation

- 1.4 The overall IMD score for every one of these areas increased in 2015, compared to the 2010 release, since indicators have been updated with the 2011 census dataset. However, their deprivation rankings compared to other areas in Surrey show more variation – Chertsey St Ann’s has moved up into the top twenty most deprived small areas in the county, whereas Englefield Green West has dropped a little to 22nd. Addlestone Bournside and Addlestone North have both improved a little and fallen to 35th and 43rd in the deprivation rankings. However, Chertsey St Ann’s 004A has risen into the top 50, from 86th in 2010.
- 1.5 The Director of Public Health’s Report 2016/17 states that disproportionately more young people are in, or at risk of poverty, or social exclusion compared to adults in the UK. This pattern is replicated in Surrey and can be detrimental to educational, health and social outcomes in later life. There are an estimated 28,000 children and young people (0-19 years), living in poverty in Surrey.
- 1.6 Inequality in Surrey remains a huge challenge with long-lasting consequences. Associations exist between poverty and many health outcomes, including childhood obesity, poor dental hygiene and substance misuse.
- 1.7 Skills and patterns established early on, influence children’s health throughout their lives. We know that inequality has a strong influence. Children of educated or wealthy parents, who have lower educational outcomes early in life, have a tendency to catch up, whereas children of worse-off parents, who score poorly, are far less likely to do so.
- 1.8 Overall, educational achievement is better in Surrey than in the South East generally, but amongst children claiming free school meals (FSM), it is poorer than the South East.
- 1.9 In 2014, approximately 8% of Surrey’s children were eligible for, and claimed, Free School Meals. Their educational achievements that year were about 30% poorer than children without Free School Meals in primary schools and 53% poorer in secondary schools. This demonstrates that the educational inequality gap established early on only widens with time. In comparison with other parts of the country, children in receipt of Free School Meals in Surrey perform considerably worse.
- 1.10 The Health Related Behaviour Questionnaire (HRBQ) asked primary and secondary school children about a range of topics, including nutrition, drugs and mental health. The 2015 results from Surrey students suggest that an emphasis on mental health issues, such as self-harm and anxiety, could greatly benefit children in Surrey.
- 1.11 Self-harm is an indication of low social and emotional wellbeing, and is more likely to lead to other risky behaviours, including binge eating, alcohol and/or drug abuse and early sexual behaviour. Admissions for self-harm in Surrey, are continuing to rise, primarily amongst girls and young women aged 15-24 years.
- 1.12 In Surrey, being overweight is a problem for 18.1% of children aged 4-5 and 26.7% of children Aged 10-11. A further 1.3% of Surrey’s children in Year 6 are underweight. Being an unhealthy weight can lead to health and psychological problems during childhood and increases the risk of developing Type 2 diabetes, coronary heart disease, hypertension and some forms of cancer in the future.
- 1.13 Some 500 (2%) of 16-18 year olds in Surrey are not in education, employment or training. This is substantially lower than in the South East (4%) and in England (5%).
- 1.14 Young people are more likely to have taken drugs in the last year if they are smokers or have drunk alcohol. 11 to 15 year olds who have been excluded from school or who have played truant were also more likely to take drugs.

1.15 The action plans for all the task groups are attached at Appendix C.

2. Report

Addlestone Bourneside/Addlestone North

- 2.1 The Runnymede Job Club has been running since January 2015. Its aim is to help anyone who needs a little extra assistance looking for work, including helping with CVs, online job applications and form filling. There are also workshops on improving interview technique, refining CVs and identifying your skills. This year Bouygues UK provided workshops for job opportunities. Up to the end of November 2018, a total of 124 people attended the Runnymede Job Club. The Runnymede Job Club tends to help people who have been long-term unemployed and many also have health issues. There are between 8 to 12 attendees each week. The following are two examples of success stories:
- a) A gentleman, who had been without employment for over eight years, and had attended our job club for two years, applied for employment at a retail outlet. We offered him a practice interview, with the suggestion that he research the company. He was initially offered a 20 hour a week contract, with an increase of hours after a couple of weeks. He has now been employed for over 15 months.
 - b) A lady had applied for numerous opportunities via the job club. She eventually found a part time position at a local garden centre concession. She made a good impression and after a short time was upgraded to supervisor. The lady was asked to become the manager, but turned down this opportunity.
- 2.2 The Runnymede Job Club has been so successful in helping people who are long term unemployed that the Job Centre Plus at Weybridge, which covers the Runnymede area asked if the Job Club could open a second day a week. However, in the interim, the Job Club is opening earlier with a community lunch which also allows attendees to build up social support networks and receive informal training sessions on a one to one basis.
- 2.3 The King's Church Centre's Toy Library has been handed over to Addlestone Baptist Church who are planning to open the Toy Library in conjunction with their very popular Mothers and Toddlers group which runs on a Friday morning. However, the Clothes Swap has closed owing to a lack of clients.
- 2.4 Christians Against Poverty (CAP) Debt Centre - the Debt Centre Manager has seen a new client each week, pretty much all year, with a slight lull over the summer and has a full diary moving forward into the new year. As with the Job Club, there have been some successes with people getting out of debt whereas others have struggled engaging with the process. Every case is unique and the Debt Centre Manager has come across some quite harrowing stories and situations, but we are glad we can be a part of helping these people out of the situations they are in.
- 2.5 The Runnymede Foodbank continues to work out of the King's Church Centre (as well as other venues in the borough), on a Friday, with a great group of volunteers. The busiest week was when 27 clients were catered for, with signposting to other services. In addition, there is a community meal once a month to build up community relationships. Narcotics Anonymous - NA continues to meet each Tuesday evening at King's.
- 2.6 Joint work with Sayes Court Children's Centre will change as a result of a service re-organisation. At the time of writing this report there is a consultation on the Early

Years Service, which ends on 4 January 2019. This may result in the number of Children's Centres being reduced to one for the Borough, with outreach services at the other children centre sites. Sayes Court School have requested that the Sayes Court Children's Centre building is returned to the school for use as a nursery.

- 2.7 The Sayes Court Children's Centre sees over 100 adults and children a week at the centre and via the outreach service. On offer is a range of universal stay & play sessions, adult education & parenting courses (+ crèche facilities), baby massage courses, breastfeeding support group, young parents' playgroup. Our Outreach Worker has involvement with Children's Services, supporting child protection (CP), child in need (CIN) and TAF (Team around the Family) and supports many families with more low level needs.
- 2.8 There are concerns about the proposed SCC reduction in Children's Centres for the Borough. These include:
- Breastfeeding support
 - 0 – 5 years Universal Stay & Play Sessions
 - Families will have to travel further for adult education and/or parenting courses
 - Useful workshops, i.e. Paediatric First Aid and baby massage courses (baby massage is crucial to supporting mums who may have problems bonding, feeling anxious etc. and can help pick up any concerns)
 - Families on low income or on benefits, without cars, and who can't afford the cost of travelling, wouldn't have the time to visit a Children's Centre which is out of their immediate area
 - Children's Centres are now working as Early Help Advisors to their local primary schools, enabling support to families from 0 – 11 years to become more resilient and able to support their children.
- 2.9 The Council will be responding in early January 2019 to the consultation after a draft response is approved by the Chairman and Vice Chairman of this Committee.
- 2.10 Sayes Court Children's Centre continues with their tooth decay awareness campaign and plans another visit from St Peter's Hospital to promote oral hygiene to parents and children in the New Year.
- 2.11 The Addlestone Bourneside/Addlestone North Task Group meeting has started partnership working with Accent and Paragon Housing Associations, St Paul's Church, Addlestone and Surrey Police, and will be working with these organisations to put on community events on the Franklands Drive/Strawberry Fields estate. This will test the demand and support for setting up a 'community hub' for the area in response to social issues.
- 2.12 Joint working is also proposed with Sayes Court School on local history and a possible sculpture competition with the children.
- 2.13 The Community First Funding for this area has financed a shed and freezer for the Tesco Foodshare initiative with St Paul's Church to provide community meals, and a parenting course at the Sayes Court Children's Centre.

Chertsey St Ann's/Chertsey Meads

- 2.14 The Chertsey St Ann's/Chertsey Meads task group has focused on investigating services for young people as a result of the reduction in young people's services by Surrey County Council and the closure of the Gogmore Park Youth Centre, Chertsey. The Mayor, Cllr Dolsie Clarke, is working with Surrey Clubs for Young

People to put on a programme of activities and re-open Gogmore Park Youth Centre.

- 2.15 There is also a joint project being developed with Surrey Youth Focus as a pilot project to help school children develop conversational and analytical skills. These gaps have been identified in the areas of relative deprivation and will have a negative impact on educational attainment. The pilot is being funded by the Community First Fund.
- 2.16 In addition, there is also partnership working with the Beacon Church, Runnymede Foodbank and the Revive Coffee Shop in Chertsey. A visit is planned in the New Year to a youth café in Leatherhead, and there have been two multi-agency meetings at Revive Coffee Shop to implement the Government's new strategy to combat loneliness. An action plan has been developed, which is available in the Members' Room.
- 2.17 The Runnymede River Celebration has been turned into a template for tourism to help businesses income generate and encourage residents to be proud of where they live. The following was produced for the Runnymede River Celebration:
- Runnymede Rivers Exhibition at Chertsey Museum from March to the end of September 2018
 - Runnyriver website <http://runnyriver.org.uk> set up with;
 - Programme of events
 - 20 Things to do in Runnymede
 - Most Frequently Asked Questions
 - History of the Rivers in Runnymede
 - Runnymede River Celebration film
- 2.18 The River Celebration website has also been turned into a general tourism website at www.visitrunnymede.co.uk and a business case was made for a Runnymede Tourism Strategy. The Friends of Chertsey Museum are proposing a Viking festival next year with torch procession and ship burning. This would help to build on tourist awareness as a result of the River Celebration. The exhibition panels for the River Celebration cost £4,000 and the film cost £3,000.
- 2.19 As a result of the end of the SPLASH holiday programme, the task group was asked to help low income families access free activities during the Summer and Christmas school holidays. Community Development produce an activity booklet for the Summer holidays each year for low income families.
- 2.20 The Community First Fund has also funded additional equipment for the Beacon Church 'Cooking on a budget', so that two courses can be run at once to meet demand.

Egham Hythe

- 2.21 This task group is chaired by Councillor Gill Warner and named the Hythe Community Task Group.
- 2.22 The priority for the task group has been young people with Councillor Mrs Warner taking an active part in youth provision. Funding has been provided for a container to provide a youth community space on the existing playground for under fives, on the green in front of the Pooley Green shops, subject to consultation with local residents.

- 2.23 A second Frogs Island Fair was held at the end of May 2018 with another good attendance of around a 1,000 people with more activities for children and families such as the animal farm and colouring competition. The Mayor, Councillor Dolsie Clarke and her Consort Brian Perry kindly opened the fair.
- 2.24 The Egham Hythe local history group has been set up and residents are organising the Egham Hythe Festival in 2019 with Egham Museum. The festival launch will take place during English Tourism Week (30 March – 7 April 2019), with the production of an historical leaflet on the local area and a history walk. The Community First Fund has provided £2,901 for video histories and two other events during the year. An eco tourism strategy is being proposed, targeting cyclists and walkers along the Thames Path. The cycle trail for Runnymede and Windsor starts at Putney Bridge, London. Egham Hythe is rich in history, for example the old Roman Road, the Devil's Highway, commemorated in Devil's Lane, the medieval meadow which has survived to this day, and the old Hythe Port over the level crossing just over the roundabout to the right of Staines Bridge. This is where it is reputed that Anne Boleyn used to stay to meet with Henry VIII when he was at Windsor before they were married.
- 2.25 Community First funding has also financed the replacement of chairs and an audio system at St Paul's Church for community events. There is already Paul's Place a drop in café on a Saturday once a month, and St Paul's are considering other community support they can offer to residents working in partnership with the Hythe Community Task Group. The new Vicar, Rosemary Hoad is planning a flower festival and wedding dress exhibition in July 2019. There will also be an employment course run in the New year funded by the Community First Fund.

Englefield Green West

- 2.26 The former Royal British Legion Englefield Green Branch handed over their building on Runnymede Borough Council owned land, to Runnymede Borough Council for community use. In March 2016, Corporate Management Committee approved a 10 year lease in favour of the River Church. The length of the lease enables the River Church to access charitable funding. The Forest Estate Community Hub building lease has yet to be signed owing to resource issues in Legal. However, it is anticipated the lease will be signed shortly.
- 2.27 The Forest Estate Community Hub Task Group is also focusing on activities for young people, as a result of Surrey County Council's reduced Youth Services offer, due to financial constraints. The Youth Centre in Corby Drive no longer holds any youth activities. Young people can attend the intergenerational activities at the hub such as community cooking, the community gardening club and the Thursday drop in sessions.
- 2.28 The Community First Fund is financing a Youthbox pilot for children and young people aged 13 years plus. Youthbox is a non-contact boxing i.e. a pad is hit, held by the Youthbox trainer/volunteer. The ethos of Youthbox is building up relationships with young people, as well as stress release. The course also covers emotional wellbeing and keeping safe on the internet. The young people will also become skilled in new technology such as podcasting, streaming and filming. Royal Holloway is kindly going to provide help with filming skills. The possibility of role play situations with the Royal Holloway Drama Group is also being investigated.
- 2.29 The Forest Estate Community Hub celebrated its 6th birthday in October 2018 and in 2017 volunteers at the hub won the Queen's Award for voluntary service. This year the volunteers won the best volunteer team at the Voluntary Support North Surrey Awards. The current programme for the community is:

- The Zone Kids Club for children up to 13 years old - approximately 20 attending each week with 30 children signed up to attend
- Dance Club - 13 children attending each week with 16 children signed up to the dance club
- Intergenerational Community Café - approximately 25 children/adults each session
- Intergenerational Gardening Club - approximately 25 children/adults each session
- Intergenerational Film Club - 16 regulars attending each session
- Community Days - over 130 children/adults
- Community Lunches - 60 each month

Royal Holloway runs key activities such as the Dance Club, and volunteer for community days, intergenerational sessions and now Youthbox.

- 2.30 The area at the rear of the Forest Estate Community Hub hall will be refurbished to provide space for employment and skills workshops, a larger kitchen for the cooking club, community meals and a possible micro bakery. Balfour Beatty have been refurbishing the Forest Estate Community Hub toilets, including the disabled toilets, as part of their Community Build initiative. A handover and celebration is planned with the Mayor on 28 January 2019.
- 2.31 The Community First Fund has also contributed £5,000 towards the cost of the Hub Manager's post, the spring fair, and part financed the replacement window programme for the building as there is no maintenance budget for the Council owned building.

3. **Runnymede Health and Wellbeing Task Group**

- 3.1 The Chairman of the Runnymede Health and Wellbeing Task Group and Runnymede's Voluntary Sector Champion is Councillor Linda Gillham. A sub-group was set up to strengthen the voluntary sector in Runnymede after five voluntary organisations closed in March 2016. Their action plans are attached at Appendices 'D' and 'E'.
- 3.2 The three year speech and language pilot is now in its last year. Community First funding has paid for ABC booklets to be given to parents with input from Health Visitors. The project's aim is to improve speech and language standards, so the children are ready for the reception class, thus helping to improve their educational outcomes. The reason for the pilot was that in the targeted areas 70% of children entering the reception class at primary schools speech and language skills were poor and could not understand the questions or answer the teacher. The average for Surrey and England is 40% of children have speech and language problems at this age.
- 3.3 The Runnymede High Energy Drinks Awareness Campaign started in 2014 when a Runnymede school girl was rushed to hospital with a high heart rate and could have gone into cardiac arrest. A film was produced with Magna Carta School entitled 'What's the Harm'. There was also a series of talks on how high energy drinks affect children's behaviour in school, particularly children with Attention Deficit Disorder (ADD) and Attention Hyperactive Deficit Disorder (ADHD). Recently, the awareness campaign has focused on reducing tooth decay, as Runnymede has the second highest rate of tooth decay in Surrey for 5 year old children and St Peter's Hospital has increased the number of beds allocated for tooth extraction for children. Although the high energy drinks cans state 'not recommended for under 16 year olds, pregnant women or breast feeding', it is not against the law to sell them to children. In August 2018 the Government announced they are considering

a ban on selling drinks to children but have yet to decide if it is to under 16 year olds or under 18 year olds.

- 3.4 The Runnymede Health and Wellbeing Task Group are working with the Runnymede and Spelthorne Homeless Task Group and have produced a leaflet for the homeless on how to register with a GP and dentist.
- 3.5 In view of the long waiting list for Children's Adolescent Mental Health Services (CAMHS) the task group has been contacted by schools asking for a revival of the Anxiety/Depression management and self-harm prevention courses for parents, carers and professionals/volunteers which was run 3 years ago.

4. Policy framework implications

- 4.1 The Community First projects meet the following priorities in the Corporate Business Plan 2016 - 2020:
 - support local people by improving the quality of their lives through developing healthier and safer communities, improving life chances, as well as listening to and representing local people
 - develop joint working with the voluntary sector, and provide more funding as resources allow
 - Improving our economy – including helping older people and families increase their income
 - continue to develop community facilities

5. Resource implications

- 5.1 As agreed in January 2017, a sum of £35,000 per annum is allocated from the General Fund and £30,000 from the HRA for Community First initiatives. The split between the two budgets is determined as each scheme is assessed; costs falling on the HRA if it is working with identified housing residents or areas. If there is no impact on social housing sites then funding comes from the General Fund only.
- 5.2 As a consequence of third party match funding and support (including Members' contributions from SCC) and a lack of suitable projects being identified each year, the Council has kept costs within the annual budget. To date, £26,590 has been utilised from the 2018/19 allocation. Details of how funding in recent years has been spent is explained in the report under each geographic area.

6. Legal implications

- 6.1 There are no legal implications arising from this report.

7. Equality implications





- 7.1 The work in the targeted areas complies with the Council's Equalities Policy and assists marginalised groups.



(For information)

Background papers




Community First Reports and updates to Community Services Committee November 2013, January 2014, January 2015, January 2016, January 2017, January 2018
Community First HRA Item to Housing Committee January 2014
A Life Outside Caring – Commissioning and Development Carers' Strategy for 2016 – 2019, Community Services Committee November 2015

Action Plan for Addlestone Bourneside/Addlestone North




TARGET	PROJECT LEAD	ACTION	UPDATE	PERFORMANCE
				<p>Red = failing to meet target</p> <p>Amber = at risk need intervention/remedial work</p> <p>Green = progressing</p> <p>Black = complete</p>
<p>Reduce the number of adults on out of work benefits in Addlestone Bourneside from 330 to 297 (10%) by March 2021</p> <p>Reduce the number of adults on out of work benefits in Addlestone North from 380 to 340 (10%) by March 2021</p>	<p>LOUISE FOX</p> <p>JILL EDWARDS (Sayes Court Children's Centre) /Amanda Burrows (Stepgates School)/LOUISE FOX (King's Centre)</p> <p>Helen Hallet (Runnymede Foodbank)</p>	<p>Number of Work Skills Courses run per annum</p> <p>Number of English Communications, Employability, Digital Citizens, Food Certificate, Computer and parenting courses run per annum</p> <p>Provision of childcare during the course time</p> <p>Maintain Runnymede Foodbank and Referrals to debt and employment assistance</p>	<p>DWP would like the Job Club to run for two days a week. The Tuesday session is being extended in length for informal training.</p> <p>An extra session on a Friday afternoon has been added to respond to the increasing demand.</p>	<p></p> <p></p> <p></p> <p></p>






<p>Raise awareness on dementia and help develop dementia friendly communities with the Alzheimer's Society</p> <p>Preventing teeth decay and tackling young mum's giving sugary drinks to their children and drinking high energy drinks.</p>	<p>Suzanne Stronge</p> <p>Jill Edwards/Suzanne Stronge</p>	<p>Establish the multi-agency Local Dementia Action Alliance with agreed priorities and pilot initiatives.</p> <p>Press release on tooth decay in children produced.</p>	<p>The Local Dementia Action Alliance meets quarterly. Initiatives are being piloted in Addlestone and Pooley Green.</p> <p>Continue the campaign around high energy drinks and tooth decay in schools.</p>	<p></p> <p></p>
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Action Plan for Chertsey St Ann's/Chertsey Meads

TARGET	PROJECT LEAD	ACTION	UPDATE	PERFORMANCE
				<p>Red = failing to meet target Amber = at risk need intervention/remedial work Green = progressing Black = complete</p>
<p>1. Work in partnership to raise young people's aspirations and provide young people's activities</p> <p>2. Reduce teenage pregnancy and abortion by 20 per year by March 2021/22 (2011 under 18 year old conceptions 43 and 24 abortions)</p> <p>3. Reduce the number of adults on out of work benefits in Chertsey St Ann's from by 10% by</p>	<p>The Mayor, Cllr Dolsie Clarke/ CHRIS and Sub-group of partners with Surrey Youth Clubs</p> <p>SUZANNE/LISA ANDREWS (Public Health)</p> <p>SUZANNE/NATHAN</p>	<p>Provide youth activities at the former Gogmore Park building</p> <p>Lobby SCC for long-term sexual outreach clinics at Chertsey Youth Centre and lobby North Surrey CCG for a Runnymede Family Planning Clinic</p> <p>Early intervention to delay pregnancy by addressing mother's expectations for their daughters. Mother and daughters Activity groups linked to learning skills and improving aspirations</p> <p>Number of Work Skills Courses run per annum</p> <p>Provide a pool of</p>	<p>Three meetings have been held to set up regular activities at the Gogmore Park building, and possibly set up a café to be run by young people.</p> <p>Blanche Heriot Unit closed September 2017. Sexual health outreach planned at Addlestone Youth Centre. The use to be monitored.</p> <p>Revive Coffee Shop laptop sessions planned for late 2018.</p>	<p style="text-align: center;"> G</p> <p style="text-align: center;"> A</p> <p style="text-align: center;"> G</p>





Action Plan for Egham Hythe/Egham Town/Pooley Green

TARGET	PROJECT LEAD	ACTION	UPDATE	PERFORMANCE
				Red = failing to meet target Amber = at risk need intervention/remedial work Green = progressing Black = complete
Provision of 2 containers to provide a Youth Building for Pooley Green, and to be used for other community groups during the day by June 2020	CLLR GILL WARNER	Provision of container	Cllr Gill Warner to re-cost the scheme and identify the shortfall Planning permission will be required.	
Hold a launch event for the Youth Building/Fun Day by July/August 2020	CLLR GILL WARNER/ SUZANNE STRONGE	Use the launch/fun day to start to engage with families and ascertain what community groups are needed (eg baking, beauty, gardening, men's groups, woodwork/car maintenance etc)	Awaiting container	
Improve Pooley Green Shopping Parade working with the Pooley Green Parade of Shops Traders Association and the community	SUZANNE STRONGE	The very first Frogs Island Fair has been held and this will now become an annual event on the last Saturday in May. Plans for work experience for students at Magna Carta School Along the shopping parade are being made eg window dressing. A	Pooley Green Shopping Parade Traders meeting April/May 2018	

<p>Tackle obesity by helping families/residents get fitter as part of establishing groups</p>	<p>CAMELLA ANDERSON</p>	<p>quarterly newsletter is being produced.</p> <p>Obesity and exercise initiatives with Runnymede Borough Council</p>	<p>Get Active launched</p>	
<p>Dementia Friendly Community being piloted</p>	<p>SUZANNE STRONGE</p>	<p>Fridge magnet launched for national carers week and Alzheimer's dementia audit being carried out</p>	<p>Runnymede Dementia Action Alliance Action Plan being implemented</p>	
<p>Provision of laptops in the containers to assist residents to apply for benefits and jobs on line by January 2020</p>	<p>SUZANNE STRONGE/ CLLR GILL WARNER</p>	<p>Awaiting containers</p>	<p>Awaiting containers</p>	
<p>Set up parent support groups to tackle attachment disorder and parents who lack time and ability to interact and play with their children.</p>	<p>SUZANNE STRONGE/ DEBBI KEELEY</p>	<p>The Speech and Language pilot 2 covers this in partnership with the Haven Children's Centre.</p> <p>Address parents mental health issues and provide a session for parents only and a session for parents and children</p>	<p>Covered by the Speech and Language Pilot with Health Visitors</p> <p>Families work also being carried out at Magna Carta School eg Headspace funded from RBC Community First funding.</p>	
<p>Reduce teenage pregnancy and abortion by 20 per year by December 2021</p>	<p>SUZANNE STRONGE</p>	<p>No sexual health interventions were allowed during the Public Health Sexual</p>	<p>To be delivered by Public Health as part of the action plan for the Sexual Health Needs</p>	


<p>(2011 under 18 year old conceptions 43 and 24 abortions)</p> <p>Flood Memory Book being published in conjunction with Royal Holloway and Egham Museum</p> <p>River Waterway Celebration to promote the benefits of the waterways and generate income from tourism</p>	<p>ROYAL HOLLOWAY/ EGHAM MUSEUM</p> <p>ALL</p>	<p>Health Needs Assessment published Summer 2016</p> <p>Early motivation to delay pregnancy by addressing mother's expectations for their daughters</p> <p>Flood Memory Book published in 2018</p> <p>Rivers Waterway Celebration 2018 launched and being delivered.</p>	<p>Assessment 2017</p> <p>Working with Magna Carta School and raising aspirations through work experience and Runnymede Upskilled</p> <p>Completed.</p> <p>Promotion of the Runnymede Rivers, Waterways Celebration ongoing</p>	<p></p> <p></p> <p></p>
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Action Plan for the Forest Estate Community Hub and Multi-Agency Steering Group





TARGET	PROJECT LEAD	ACTION	UPDATE	PERFORMANCE
				<p>Red = failing to meet target Amber = at risk need intervention/remedial work Green = progressing Black = action complete</p>
<p>Reduce the number of adults on out of work benefits on the Forest Estate from 125 to 112 (10%) by March 2021</p> <p>Provide activities for older young people as a result of the withdrawal of Youth Services from Englefield Green.</p>	DENISE (THE JOURNEY RIVER CHURCH)/SUZANNE	<p>Refurbishing the rear of the hub will enable more courses to run and provide a flexible space to meet the needs of young people and adult residents.</p> <p>Functional maths, computer courses provided by Strode's to be arranged when the rear of the hub is refurbished for young people and adults..</p>	<p>Noticeboard to be provided for the young people taking part in Youthbox, so they feel it is their space.</p> <p>Funding to be identified to refurbish the rear of the hub</p>	<p style="text-align: center;"> A</p> <p style="text-align: center;"> A</p>
	ZED/DENISE BRANNAN	<p>Additional activities will be offered to 12 to 16 year olds. Youthbox sessions being provided as a pilot from January 2019.</p>	<p>Funding provided from the Runnymede Borough Council Community First Funding.</p>	 G
	ALISON WATTS/DENISE	<p>Possibility of working with the Village Centre to see if young people and adult residents from the Forest Estate will attend an International</p>	<p>Alison/Denise to update at the next task group meeting.</p>	 A


<p>Teaching cooking and budgeting skills for families and older people</p> <p>Running workshops to help parents support their children with their homework</p>	<p>CLLR NIGEL KING/ DENISE</p>	<p>Kitchen session at the Village Centre.</p> <p>Quarterly Walk for young people to Windsor Great Park to see the Ranger</p>	<p>Cllr Nigel King/Denise to update at the next task group meeting.</p>	<p>A</p>
	<p>CHANTAL/DENISE</p>	<p>Projects such as wood work to be explored with young people and older adults eg making bird boxes/bird tables/simple shelf bookcase</p>	<p>Chantal/Denise to update at the next task group meeting.</p>	<p>A</p>
	<p>DENISE</p>	<p>Denise to contact Helen Bunclark about the Eat Well and Spend Less cooking sessions</p>	<p>Denise to update the next task group meeting.</p>	<p>A</p>
	<p>DENISE</p>	<p>Denise to contact St Jude's School Headteacher to see what is provided at the St Jude's Homework Club and if there is a need for a Homework Club at the Hub.</p>	<p>Denise to update the next task group meeting.</p>	<p>A</p>
	<p>SUZANNE/DENISE</p>	<p>Funding has been received from the Surrey Community Foundation for seeds and equipment for 3 community gardening days.</p>	<p>Suzanne to contact Mr Hope to see if there is anyone to lead the community gardening events. A herb nursery visit is planned for 2019.</p>	<p>G</p>
	<p>DENISE</p>	<p>Funding strategy being produced by the Journey Church. The E newsletter and donate button is great and the</p>	<p>Denise has been trying to cover the running costs with claiming hall hire for sessions but this is still not covering the</p>	<p>A</p>



Runnymede Health and Wellbeing Groups 2018/19 – 2019/20




Ref	Priority	Project Leads	Timescale	Barriers to Delivery/Additional Resources Required	Actions	Performance	Comments
							Red = failing to meet target Amber = at risk need intervention/ remedial work Green = progressing Black = complete
i)	Strengthen the voluntary sector to enable the implementation of the Runnymede & Spelthorne Health and Wellbeing Action Plan	Suzanne Stronge/ Solette Sheppardson /Cllr Linda Gillham as Runnymede Voluntary Sector Champion	September 2019	Time from officers and members of the task group	<p>Develop a Fundraising Strategy To generate donations for the Runnymede Community Fund with 'Ambassadors' to approach corporates for funding for local voluntary/community & faith groups aiming to raise £20,000 in the first year, £30,000 in the second year and £40,000 in the third year.</p> <p>Make funding applications as a group of local voluntary/ community & faith organisations to progress health and wellbeing projects.</p> <p>Promote volunteering at all</p>		

ii)	Promote Mental Wellbeing in Families and Young People	<p>Suzanne (Runnymede) Rachael Davies (Public Health)</p> <p>Cllr Linda Gillham</p>	September 2019	Resources required from all partnership agencies in relation to run mental health workshops	<p>Health and Wellbeing, and targeted geographic areas events/hubs Work more closely with local Charitable trusts on long-term Funding</p> <p>To identify help for parents with low level mental health issues by advertising IAPT, and updating the Young People's and Parents Emotional Wellbeing Leaflet etc.</p> <p>Work with Children's Centres and Runnymede Foodbank to identify unmet Mental Health Needs.</p> <p>Identify any unmet needs not addressed by the Early Years board being produced by Tim Kitchen.</p> <p>Help parents with the transition to the Early Years service and reduced number of children's centres and having to travel further to access services and activities.</p> <p>Monitor the number of SEND places in special schools, to see if the situation improves or becomes worse.</p>		
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iii)	Promote Healthy Lifestyles and a Preventative Approach with the Surrey Health & Wellbeing Board and Healthwatch Surrey	<p>Suzanne Stronge/ Rachael Davies (Public Health)</p> <p>Suzanne Stronge/ Rachael Davies (Public Health)/ Jill Edwards (Sayes Court Children's Centre)</p> <p>Carmella Anderson</p>	September 2019	Perception that this is not a priority compared to presenting acute health needs	<p>To promote Every Contact Counts, the Wheel of Well Being training, and the Amigo project, at Health and Wellbeing Task Group, and targeted geographic area events. Promote the training when the dates are released.</p> <p>Raise awareness on the detrimental effect of high energy drinks/sugary drinks on Children's teeth and behaviour, Working with the Children's Centres and schools, and NWS CCG.. Plus an ongoing tooth decay campaign</p> <p>Stop Smoking strapline information on all future leaflets produced by SS. Continue to advertise Stoptober in areas of relative deprivation. Advertise Health Harm in the New Year.</p> <p>National Obesity Week – raise staff awareness on keeping fit Get Active 50+ (8+ sports to be offered throughout 2018 for over 50s) Parkrun. Surrey Youth Games (targeted at inactive children and an exit route post SYG is</p>		   
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iv)	Promoting Independence and Reducing Social Isolation & Improving Mental Wellbeing in Older Adults	Suzanne Stronge/ Joanne Parkinson	November 2019	Funding & volunteers needed	<p>an important part of the session planning) Stay Active Stay Fit Stay Healthy (swims, gym sessions & walks for over 55s at Runnymede social centres) Living and Ageing Well Week</p> <p>Implement Dementia Friendly Communities in Addlestone & Pooley Green Shopping Parade.</p> <p>Involve all appropriate agencies in the development of a hub for Chertsey, targeting the 10% of older people living in poverty to increase their income and maintain their health/independence, promote social opportunities and improving access to computers for everyone. Revive Coffee shop being tried as a venue for the hub.</p> <p>Support Carers promoting services, identifying unmet needs and working with organisations to meet the unmet needs. Enhance the Runnymede Borough Council Carers web page.</p>		
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					<p>Await further information from Chime Carlin and the social prescribing project to agree further actions on social isolation.</p> <p>Promote and showcase services as older people still do not know what services are available, and teach people how to use the computer.</p>		
v)	Young People's Sexual Health	Suzanne	December 2019	Lack of funding from SCC	To monitor access by young people to sexual health services.		
vi)	Runnymede Armed Forces Covenant	Suzanne	December 2019	Lack of resources in other organisations	Armed Forces Champion training currently taking place SS to circulate the dates to the task group.		
vi)	Specific Task Groups set up to deal with issues in the targeted geographic areas	Suzanne	September 2019	Lack of resources to meet unmet needs	Feedback progress and action taken by the Runnymede Health and Wellbeing Group and then up to the Surrey Health and Wellbeing Board. Updates provided to the Community Services and Housing Committee's. Annually		
vii)	Assist in helping to identify young people's unmet needs and help organise young peoples activities to	Suzanne/ Carmella/Tim	March 2019	Lack of volunteers and expertise to supervised the volunteers who do not have experience of older young	Identify an organisation that can supervise/train inexperience volunteers eg American Community School, Fitness Instructors.		









	meet those needs			people.			
vii)	Link with the Runnymede Homelessness Task Group on health issues eg access to GPs and dentists	Suzanne/ Helen	June 2018	Lack of time and funding.	Produce a leaflet on access to GPs and dentists if one does not already exist and promote this on World Homelessness Day on the 10 th October 2018. Information on stop smoking to be included in the leaflet. Alice Cole presenting on stop smoking to the Runnymede & Spelthorne Homeless Task Group		
viii)	Support Health and Wellbeing Week, which has had its funding reduced by approximately two thirds.	Azra	October 2018	Lack of funding	Produce the Health and Wellbeing programme and booklet.		
ix)	Invite RALG on the Runnymede Health And Wellbeing Task Group		March 2019	Lack of time	Carry out access audits on the Premier Inns and Travel Lodges to see if they are accessible for wheelchair users, and find out if they have a hoist.		




<p>Prevent teenage pregnancy and abortion by 20 per year by March 2019 (2011 under 18 year old conceptions 43 and 24 abortions)</p>	<p>ZED</p>	<p>Friends of the Forest Estate Community Hub.</p> <p>The sixth session of the pilot Youthbox sessions to include sexual health advice.</p>	<p>running costs. Alison to raise with Suzie Tobin to help develop a funding strategy and identify the annual shortfall.</p>	<p>A</p> <p>G</p>
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Action Plan for Strengthening the Voluntary and Community Sector in Runnymede and Spelthorne

TARGET	PROJECT LEAD	ACTION	UPDATE	PERFORMANCE
				<p>Red = failing to meet target Amber = at risk need intervention/remedial work Green = progressing Black = complete</p>
<p>Hold a list of vulnerable charities and community groups</p> <p>Review of the Runnymede Compact with VSNS</p> <p>Set up a comprehensive database of trustees</p> <p>Training for Chairman and trustees to include Resident Associations, to improve management board, decisions, provide fundraising strategies, (set up friends of if necessary), and risk management plans. Make the training sustainable by train the trainers</p>	<p>ALL</p> <p>SUZANNE/SOLETTE/ARTHUR</p> <p>SOLETTE</p> <p>SUZANNE/SOLETTE</p>	<p>Review their situation at each meeting</p> <p>Council committee item approved</p> <p>Office Manager to access charity lists from the Charity Commission and contact the charities for individual emails.</p> <p>Funding of £1000 provided by Runnymede Borough Council and £1,000 funding provided by SCC</p>	<p>More information being found out about vulnerable charities</p> <p>Cllr Linda Gillham Appointed Voluntary Sector Champion</p> <p>Ongoing</p> <p>Solette commissioning the training, which will be attended by all members of the task group for future sustainable training</p>	<p style="text-align: center;"> G</p> <p style="text-align: center;"> G</p> <p style="text-align: center;"> A</p> <p style="text-align: center;"> G</p>

Mentoring for Chairman to be provided individually and at the trustee network meetings	SOLETTE/ARTHUR/ED BAKER	Volunteer mentors to be identified including other chairman with experience of a similar situation	Agree ways of recruiting mentors	
Spare spaces on general training courses to be offered to voluntary organisations	SUZANNE	Awaiting response from Runnymede Borough Council Human Resources	Suzanne chasing up	
Crowd Funding training to voluntary organisations	SUZIE TOBIN	Suzie Tobin providing training to voluntary organisations on how to set up a crowd funding page	Ongoing	
Website and/or Facebook page for each charity/community group to be updated at least monthly	SUZIE TOBIN/ SOLETTE/ SUZANNE	Suzie Tobin is working through a rolling programme of charities who need help.	Ongoing	
Donate button to be added to each charity website	SUZIE TOBIN	Suzie has researched the best provider for the donate button	Ongoing	
Spelthorne Annual Charity Event	SOLETTE/JOANNE	Event being organised on the 9 th November 2017 on the benefits of companies working with charities	Ongoing	
Runnymede and Spelthorne Councillor Voluntary/ Community Champions to be appointed	JOANNE/SUZANNE	Report to go to the Runnymede Community Services Committee to request s councillor Voluntary/Community Champion Spelthorne	Waiting committee approval	

Letter to Philip Hammond MP regarding the Charity Commission Charging Charities	CLLR LINDA GILLHAM /SUZANNE	Letter sent to Philip Hammond MP	Response from Philip Hammond MP received. Now awaiting Charity Commission consultation	
Refresh of the Surrey Compact needed and an event to promote the Surrey Compact.	SUZANNE	Information sent to Saba Hussain	Suzanne is now on the Surrey Compact Custodian Group	
New voluntary sector Social Media Awards	SOLETTE/SUZANNE/ PHIL SIMCOCK	New Social Media Award category to be included in the Runnymede Volunteering Annual Awards	Awaiting appointment of new Head of Media Studies at Royal Holloway	
Press release for the launch of the Facebook and Twitter guides for Get Surrey. Copies to the borough councils to advertise.	SOLETTE	Press Release to Bet Surrey and borough councils	Press release awaited	
Run a social media campaign to support Runnymede and Spelthorne charities	SOLETTE/SUZIE TOBIN/JOANNE/ /SUZANNE	Campaign to be prepared to run throughout 2018	Set up a Sub-group meeting	
Legacies	SOLETTE/SUZIE	Solette to approach Helen Harvey for advice	Awaiting feedback	
Partnership working with shopping mall managers	RONNIE SPARRY	Ronnie Sparry to make contact with the shopping mall managers	Awaiting feedback	
Financial sponsorship of charities by businesses	ALISON MORAY	Extension of the corporate volunteering work	Ongoing	
Tourism as an income generator for charities	DISCUSS AT THE NEXT MEETING	Discuss at the next	Discuss at the next	

Employee volunteering being explored by RBC	Runnymede/Spelthorne Borough Council Human Resources	meeting Human Resources are submitting a committee report	meeting Awaiting committee approval	
Runnymede Borough Council and Spelthorne Borough Council to promote voluntary organisations and their events	JOANNE/SUZANNE/ SOLETTE	Waiting to be approached by voluntary organisations	Solette promoting amongst voluntary organisation	
Involvement of the Royal Holloway Research Hub	SOLETTE	Solette to ask the Royal Holloway Hub what research they are able to carry out	Awaiting feedback	

10. RUNNYMEDE ARMED FORCES COVENANT – UPDATE (COMMUNITY DEVELOPMENT)

Synopsis of report:

To update Members on progress made with the Runnymede Armed Forces Covenant Action Plan and to outline changes to the armed forces partnership working.

Recommendation(s):

None. This report is for information.

1. Context of Report

- 1.1 The *Armed Forces Covenant* is a promise from the nation that those who serve or have served, and their families, are treated fairly. The result is a network of practical support, embedded across central and local government, businesses, charities and society as a whole, to meet the unique needs of the Armed Forces Covenant.
- 1.2 On 15 November 2013, Runnymede Borough Council signed the Armed Forces Covenant with Philip Hammond MP, our partners in the statutory, charitable and business sectors such as Ashford and St Peter's NHS Trust, North West Surrey Clinical Commissioning Group, Voluntary Support North Surrey, Runnymede Business Partnership and Egham Chamber of Commerce, plus representatives of the Armed Forces, Veterans, Reservists and Cadet groups.
- 1.3 Surrey County Council takes the lead in facilitating meetings between all the designated Armed Forces Champions in the borough and district councils, and local Armed Forces representatives. Surrey County Council is also part of the newly formed South East Regional Cross Border Working Group comprising Kent, Surrey, Hampshire, East and West Sussex.

2. Report

- 2.1 Councillor Tom Gracey was appointed as the Runnymede Borough Council Armed Forces Champion in July 2016. Runnymede's allocated task force unit has historically been 1st Battalion Welsh Guards, which are part of 11th Infantry Brigade. Due to operational commitments and planned concentration of personnel in 'super garrisons' this may change over the course of 2019. Councillor Gracey's report is set out below.
- 2.2 On 10 February 2017, a business breakfast was held at the Runnymede on Thames Hotel to encourage businesses in Runnymede and Spelthorne to recruit reservists. The event was organised by Brian Perry from the Runnymede Business Forum, Rachel Raynaud, Economic Development Officer from Runnymede Borough Council, Major Andrew Knight and Major Steve Chubley. Philip Hammond MP and Chancellor of the Exchequer was the key speaker who emphasised the need for new technology and project management skills that reservists can bring to the army (please see article attached at Appendix 'F'). As a result of the event, three companies engaged with the Ministry of Defence and sought to register for the Defence Employer Recognition Scheme.

- 2.3 To lead by example, Runnymede Borough Council approved on 30 March 2017 a policy on reserve forces to support staff who are reservists so they are not disadvantaged. This new policy enabled Runnymede Borough Council to apply for the Bronze Level Award Ministry of Defence Employer Recognition Scheme. Bronze Level Award involves the following:
- are self nominated by employers who pledge to support the armed forces, including existing or prospective employees who are members of the community
 - promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners
 - receive an electronic certificate and logos to display on their website, stationery and other collateral
- The Bronze award was awarded to Runnymede Borough Council in June 2017.
- 2.4 Councillor Gracey attended the following events in 2018:
- Surrey Armed Forces Covenant Conference, 1 February
 - Surrey Recognise & Remembrance Working Group Meetings on 2 February, 18 May and 28 September
 - Surrey Civil Military Partnership Board on 9 March
 - Surrey Armed Forces Covenant best practice workshop on 14 June
 - Lord Lieutenant's Awards Ceremony on 9 October
 - London Military talent day networking on 22 October
 - Meeting of the Armed Forces Champions and Covenant Leads with 11th Brigade on 28 November
- 2.5 The following are also highlighted:
- From May 2017 to May 2018, Councillor Chaudhri (as Mayor for 2017/18), nominating ABF The Soldiers' Charity Surrey as one of his charities
 - In August 2017 Runnymede Borough Council was approached by Veterans Bereavement Support for help for veterans who have passed away with no means for a funeral or no family to assist with the cost of the funeral. It was agreed the local Royal British Legion Branch will be notified with a request to attend, and Environmental Health will pay for the cremation and a minister to conduct the service
 - Walking Home for Christmas raising money for army charities had a sponsored walk to the Crown Hotel on 10 December 2017
 - A task group was set up led by Councillor Gracey and Emma Warren, the Curator of Chertsey Museum to celebrate the 100 year anniversary of the ending of the First World War and Remembrance Weekend 2018. Chertsey Museum made a Heritage Lottery Fund (HLF) bid to fund 10 silent soldiers across the Borough, a tree and memorial bench in Victory Park. An end of Project report was produced for the HLF which is available on request. The Curator has spent 7 years researching residents killed in the First World War. This resulted in a rolling programme of talks to school assemblies on the Roll of Honour for the Borough. There was also help given to schools for pupils to research their own family archives. In addition, schools made poppies that were displayed at the Civic Offices for Remembrance Weekend. There were also individual events such as making paper planes at the Forest Estate Community Hub. An ecumenical service was led by Fr. Ben Beecroft at Victory Park, with Chertsey Museum providing tea lights for all the fallen. County Councillor John Furey purchased a silent soldier for Victory Park
 - Thorpe Ward Resident's Association, with help from Councillors Elaine Gill and Tom Gracey made an application to the Armed Forces Covenant Fund for £7,000. However the bid to the Armed Forces Covenant Fund was not successful. £6,000 was approved from the Chief Executive's Contingency

- Fund, a small grant was also provided by Surrey County Council, fund raising, a donation from Thorpe Park and personal donations to repair the lettering and clean the Cornish granite memorial. The Thorpe Village Association also purchased silent soldiers for placing around the memorial
- The Virginia Water War Memorial was dedicated at a ceremony held on 11 November 2018. The new memorial is located in the memorial gardens which has been landscaped to provide better access to the site and create a reflective space with seating for those wishing to pay their respects. In addition to the existing WWII memorial names a new WWI memorial engraving has been included listing all those killed in the war. The local feedback has been very positive to the new memorial and the dedication/remembrance service in November 2018 was well attended by local residents and uniformed groups.
 - Councillor Michael Kusneraitis purchased a silent soldier for St Jude's Cemetery, Englefield Green
 - Councillor Kusneraitis reports that in addition to Council funded initiatives, Egham Museum has been running First World War commemorative activities since the summer. These have included poppy-making, medal making and writing letters to historical figures. This has covered the roles of men and women in the First World War, linking with the 'Suffrage in Egham' project. The Museum has received visits from local Scouts and have worked with pupils of Egham Hythe Community Primary School to create a First World War themed stop-motion animation
 - In partnership with Englefield Green Memorial Trust, St Jude's, St Cuthbert's and Englefield Green Infant Schools, a short commemorative film was created to mark the centenary of the end of the First World War (<https://youtu.be/mxQsCqpauc>). As part of Egham Museum's successful Heritage Lottery Fund First World War grant, a new micro-website has been established (<https://memoriesofwar.eghammuseum.org>) which will develop over the next few months as more resources are added. Alongside this, there will be a small temporary exhibition, a series of events and additional virtual tours will be added to their HistoryPin account (<https://www.historypin.org/en/person/57175>) which looks at the role of women in the First World War; their expectations and the reality of life after the end of war
 - County Councillor Yvonna Lay purchased two silent soldiers; one was placed in the garden at St Paul's Church, Egham Hythe and the second soldier was placed opposite the public car park at Pooley Green
 - The three village schools in Englefield Green made 91 individual wreaths and two school wreaths. Over the year the school children read the individual stories of those village sons who died in the First World War. In 2018 each of the year 6 in the village schools made a wreath and laid it on the Commonwealth War Grave Commission (CWGC) grave, each wreath had a message from the school children, of remembrance and thanks for their sacrifice (32 Canadian and 59 British). The Englefield Green Memorial Trust places a mini flag on each CWGC grave in our village cemetery. They laid the first two wreaths on our memorials
 - Councillors Nick Prescott, Tom Gracey and Scott Lewis represented the borough at the Ecumenical Service at Victory Park on 10 November
 - Councillor Tom Gracey attended the Remembrance Day ceremony at Victory Park followed by the service at St Paul's Church, Addlestone and the Remembrance Day service at All Saints Church, New Haw
 - The Mayor, Councillor Dolsie Clarke and Councillor Nick Prescott, in his capacity as Leader of the Council, attended the service for Surrey at Guildford Cathedral.

2.6 The Armed Forces Action Plan is attached at Appendix 'G'.

- 2.7 SERFCA and Surrey County Council are supporting the districts and boroughs and districts in Surrey progress with their award recognition under the defence employer recognition scheme. Following the Bronze level being awarded to Runnymede in June 2017, Runnymede has materially met the requirements of the silver award. The Silver level award involves the following:
- must have signed the Armed Forces Covenant
 - the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level
 - the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes
 - employers must employ at least one individual from the armed forces community category that the nomination emphasises. For example, an employer nominated for support to the Reserves must employ at least one Reservist
 - the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves
 - within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employees' financial disadvantage)
 - the employer must not have been the subject of any negative PR or media activity
- 2.8 In the long-term, Councillor Gracey would like to work with the Armed Forces to re-establish a reservist presence in the Borough, with an operational drill hall.
- 2.9 The Partnership and Policy Development Officer has attended the Armed Forces Ambassador training and a presentation on the training and help available to the armed forces personnel or ex-armed forces personnel was given to the Runnymede and Spelthorne Homeless Task Group. Please see the information at Appendix 'H'.
- 2.10 In 2018/19 the Housing Business Centre has dealt with 14 applications from applicants with an armed forces background. The Housing Business Centre has also been given the following information on the Veterans' Gateway:
- Veterans' Gateway is manned by predominantly ex-service personnel 24/7, access through 5 channels, all detailed on the web site: https://support.veteransgateway.org.uk/app/get_help
 - The team includes a Housing specialist
 - There are housing voids available for eligible veterans and their families which can be accessed via the website: https://support.veteransgateway.org.uk/app/finding_a_home
3. **Policy framework implications**
- 3.1 The Runnymede Armed Forces Covenant links to the Corporate Business Plan priority: "Improving the quality of people's lives, through developing healthier and safer communities, improving life chances, as well as listening to and representing local people".
4. **Resource implications**
- 4.1 There is no budget for the Runnymede Armed Forces Covenant. Funding for the refurbishment of the Englefield Green Rifle Club First World War memorial is being

sought from the Community First budget, as the memorial is in the Forest Estate Community Hub.

4.2 The Business Breakfast with Spelthorne Borough Council to encourage businesses to take on reservists has been funded from the Chief Executive's budget at a cost of £1,137.

5. **Legal implications**

5.1 There are no legal implications arising from this report.

6. **Equality implications**

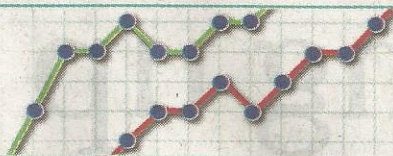
6.1 The Runnymede Armed Forces Covenant complies with the Council's Equalities policy with positive benefits for people with protected characteristics as well as fostering good relations between people who share protected characteristics with those who do not.

(For information)

Background papers

Armed Forces Action Plan Community Services Committee 9 March 2017

Business news



Chancellor tells firms to bank on reserves

Modern armed forces need skilled recruits 'on tap'

by **Charlotte Talbot**
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PHILIP Hammond MP has addressed businesses about the importance of working with the armed forces and encouraging reservists.

The Chancellor of the Exchequer made a keynote speech at the Runnymede Business Partnership and Spelthorne Business Forum joint meeting last Friday.

Also attending the breakfast networking event, held at the Runnymede Hotel in Egham, were members of the 11th Infantry Brigade as well as representatives from local units 94 (Berkshire Yeomanry) Signals Squadron and 151 Regiment Royal Logistic Corps, along with the Surrey Army Cadet Force.

Speaking after the meeting Mr Hammond said the

'changing face of warfare' meant reservists with specialist skills in areas such as cyber security were sought after within the military.

"The armed forces is changing and adapting to the modern world, and the very different security situation we face," he said.

"Over the last five or six years part of that transition has been a much larger and more well thought out role for the reserves within the armed forces, including individual reservists with specialist skills that the Army probably couldn't recruit and hold full-time during a prolonged period of peace time.

"We do need those skills. We do need them to be available, we need them to be on tap and we need them to be updated to the very latest standards.

"So the way the reserves are now working and the



Alan Bostock

Philip Hammond MP with army cadets

recruitment part of the reserves as a critical part of the

whole force, is crucial to the way the modern army, navy and air forces works.

"What we are seeing here is the community engagement part of that picture.

"It can only work if employers are behind it, if communities understand it and respect it, and everybody works together to secure our national defence through the engagement of civilian employers - a civilian workforce in the needs of the armed forces."

Some 50 local businesses and organisations, including Gartner and Surrey Community Action, were invited to last week's event where personnel from the 11th Brigade employers' engagement team gave a presentation to business leaders to promote the benefits of engaging with defence, highlighting the Armed Forces Covenant and the advantages of work-

ing coherently.

Runnymede councillor Tom Gracey, the borough's armed forces champion and reservist, said he had been lucky working with employers who were keen on the idea of staff being in the reserves, and encouraged others to do the same.

"Reservists can bring great stuff to the workplace in the form of project management," he said.

Major Andrew Knight, SO2 employer engagement 11th brigade, said: "We have had a number of local key employers here and it has given us an ideal opportunity to engage with them and tell them about the talent they can access; be that reservists, service leavers, cadet force adult volunteers or the wider forces families, and really recognise the benefit that those individuals can bring to the workplace."



Corporal Jonathan Lee van Zyl

From left: Cllr Tom Gracey, WO2 John Rock, Philip Hammond MP and WO2 Dave Fletcher at the Runnymede employer engagement event

**RUNNYMEDE BOROUGH COUNCIL
ARMED FORCES COMMUNITY COVENANT ACTION PLAN 2017 - 2019**

Reference	Action	Desired impact	Responsibility	Status
Health and Wellbeing				
HW1	Discounted membership of Achieve Lifestyle leisure facilities within Runnymede	Improved wellbeing of armed forces personnel, reservists, cadets and veterans and their families	RBC	Achieve Lifestyle provide concessions for serving Armed Forces personnel and reservists. Plus veterans who left the services 10 years ago and less on the production of proof of service.
HW2	Provide access to the Council's Social Housing Register	To ensure compliance with the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012/1869 and to ensure that armed forces personnel are not disadvantaged in the provision of housing accommodation	RBC Housing	<p>The Council's Housing Allocations Scheme was revised in June 2016, and re-launched from 30 November 2016. Within the revised scheme, serving / recently discharged armed forced personnel continue to qualify to join the Housing Register without a Local Connection.</p> <p>It states that:</p> <p><i>5.12 An applicant will establish a Local Connection with the Borough of Runnymede where any member of the applicant's household comes within the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012/1869, namely that they:</i></p> <p><i>i. are serving in the Regular Forces (as defined in s374 of the Armed Forces Act 2006) or who has served in the regular forces within five years of the date of their application for an allocation of housing under Part VI of the Housing Act 1996;</i></p>

Reference	Action	Desired impact	Responsibility	Status
				<p data-bbox="1384 233 2049 416">ii. <i>have recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where:</i></p> <ul style="list-style-type: none"> <li data-bbox="1509 427 2049 496">a. <i>the spouse or civil partner has served in the regular forces; and</i> <li data-bbox="1509 504 2049 572">b. <i>their death was attributable (wholly or partly) to that service; or</i> <p data-bbox="1384 580 2049 767">iii. <i>is serving or has served in the Reserve Forces (as defined in s374 of the Armed Forces Act 2006) and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service.</i></p> <p data-bbox="1368 842 2049 951">The revised scheme also gives additional preference to <u>servicing</u> armed forces personnel in the following manner:</p> <ul style="list-style-type: none"> <li data-bbox="1413 991 2049 1134">• Band D1 priority for currently serving members of the armed forces, regardless of current accommodation. These applicants would usually be in Band D2. <li data-bbox="1413 1142 2049 1374">• Band C1 priority for currently serving members of the armed forces who are currently in service living accommodation, have been served with Certificate of Cessation of Entitlement to Occupy Service Living Accommodation (usually six months

Reference	Action	Desired impact	Responsibility	Status
				<p>prior to discharge), and are not able to source accommodation in the private rented sector, either through renting or part/full home ownership.</p> <ul style="list-style-type: none"> • Band B priority for applicants who were awarded Band C1, but have failed to secure alternative accommodation, resulting in potential homelessness within 28 days, and no other housing options available to them. <p>For Band C1 and B priority, the applicant must approach the Housing Advice service, where a full housing options appraisal will be carried out to determine other options available to them.</p> <p>The Housing Allocations Policy will be reviewed in 2019 to take account of the Homeless Reduction Act 2018. The only change will be that applicants can apply as homeless earlier ie 56 days instead of the current 28 days.</p>
HW3	Promote schemes and projects for Community Covenant Grant Funding	<p>For 2015/16 the priorities for this fund will be for projects which support:</p> <ul style="list-style-type: none"> • local armed forces community integration projects • the co-ordination and delivery of support to the armed forces 	RBC	<p>The Covenant Fund has £10 million each year and there are funding routes for small (up to £20,000) and large (up to £500,000) grants.</p> <p>Projects are assessed on how well they address the three priorities; evidence of need; partnership working and collaboration; how well the project is likely to be delivered; value for money and lasting impact.</p>

Reference	Action	Desired impact	Responsibility	Status
		<p>community</p> <ul style="list-style-type: none"> veterans in the criminal justice system 		An application was made by RBC in respect of Royal British Legion Forest Estate Community Hub, aimed at developing community engagement and integration. It was unsuccessful as the preference is for borough/district areas with a barracks or Surrey wide bids.
HW4	Work with Community Safety Partnership around any risks or threats relating to armed forces personnel	Mitigate risks, especially in relation to counter terrorism	RBC and Community Safety Partnership	<p>'Prevent' Action Plan adopted by Runnymede CSP. Regular liaison in place between relevant agencies.</p> <p>Training of front-line staff in relation to counter terrorism being arranged</p>
HW5	Provide general support for Surrey's Armed Forces Community	Promote the wide range of services available to the armed forces community	RBC	Detailed list of services and providers on the SCC website at: http://www.surreycc.gov.uk/people-and-community/advice-guidance-and-support/armed-forces/support-for-current-and-ex-service-personnel
HW6	Support the work of the Surrey Civilian Partnership Board and the Community Integration and Recognise & Remember Task Groups	<p>The Surrey Civilian-Military Partnership Board is made up of lead agencies and military partners and meets twice a year. Led by the Surrey County Council Armed Forces Champion, the board considers key issues affecting the armed forces community across the county.</p> <p>The Community Integration Task Group aims to enable a smooth integration to the local community by providing</p>	RBC	<p>Agendas and minutes currently followed.</p> <p>Respond positively to any requests made by the Partnership Board or Task Groups.</p>

Reference	Action	Desired impact	Responsibility	Status
		<p>and signposting to relevant information as well as enabling access to services.</p> <p>The Recognise & Remember Task Group supports the commemoration of the endeavours of current service personnel as well as those who have served in the past.</p>		
HW7	Promote schemes and projects for the Aged Veterans Fund	This fund is specifically targeted for support to older veterans, including nuclear test veterans, to improve healthcare and awareness of medical issues as they get older. This is a fund of £25m from Libor fines for all veterans born before 1 January 1950.	RBC	<p>The Aged Veterans Fund has £25 million available over 5 years. It will fund projects that support non-core health, wellbeing and social care needs for older veterans.</p> <p>Grants of up to £1 million are available to lead organisations who will manage, support and ensure the delivery of a strategic portfolio of projects.</p>
HW8	Promote events relating to local and national armed forces	To ensure widespread publicity and good public attendance at such events	RBC Communications	<p>Calendar of events available on SCC website at:</p> <p>http://www.surreycc.gov.uk/people-and-community/advice-guidance-and-support/armed-forces/armed-forces-events</p>

Reference	Action	Desired impact	Responsibility	Status
HW9	Support projects and schemes which meet the health and educational needs of services personnel and their families	To ensure that health and educational needs are met and that service personnel and their families are not disadvantaged	Surrey County Council / NHS / Clinical Commissioning Groups	RBC is neither an educational nor health provider, however it will support organisations responsible for those services in delivering assistance to the armed forces family
Communication				
C1	Appoint Councillor as Armed Forces Champion	To provide key link figure with armed forces and to champion the armed forces community	RBC	Councillor Tom Gracey appointed as Armed Forces Champion in 2016.
C2	Hold initial meeting with local army Task Force Commander	Establish local communications with 11 th Infantry Brigade, Aldershot	RBC	Liaison is via Canon Peter Bruinvels the Surrey Armed Forces Champion and Sarah Goodman, Surrey County Council Lead for the Armed Forces
C4	Hold meeting with local army unit commander	Establish local communications with senior military officers based with 11 th Infantry Brigade, Aldershot	Task Force Commander	Army unit commander has designated company commanders to be liaison officers, so Runnymede now has an individual contact. The new contact is Major Frankie Howell. Cllr Tom Gracey is already in contact with Major Frankie Howell.
C5	Attend relevant local events promoting military / civilian co-operation	Show support for armed forces	RBC	Future events: 21 June 2019 Reserves Day and Raising the Flag for Armed Forces Week
C6	Provide information on the Runnymede Armed Forces Community Covenant on the RBC website	Promoting publicity of the work being done locally	RBC Communications	Webpage created: https://www.runnymede.gov.uk/article/10599/Armed-Forces-Community-Covenant
C6	Aim to publicise military partnership projects and events	Promoting publicity of the work being done locally	RBC Communications	Issue press releases and use social media as appropriate

Reference	Action	Desired impact	Responsibility	Status
Recognise and Remember				
RR1	Support Armed Forces Community by attendance at Remembrance Day services and ceremonies	Showing respect for fallen members of armed forces community	RBC	<p>Services held at all main towns – Addlestone, Chertsey & Egham as well as Air Forces Memorial in Englefield Green and various local churches and war memorials.</p> <p>Attended by local and county councillors, senior officers and various local community groups</p> <p>Heritage Lotter bid made by Chertsey Museum for 10 silent soldiers around the borough and a special 100 year anniversary ecumenical service held in Victory Park Addlestone. Part of the bid paid for a memorial bench and tree for Victory Park.</p> <p>Refurbishment of Thorpe Village war memorial and re-location of the Virginia Water war memorial.</p>
RR2	Support Armed Forces Community by supporting Armed Forces Day	Demonstrating support for the armed forces community	RBC	Annual event in June is supported by the raising of the Armed Forces Day flag outside the Civic Centre
RR3	Ensure that War Memorials are maintained in safe, clean and tidy condition	Showing respect for fallen members of armed forces community	RBC Building Services	RBC Building Services regularly inspect war memorials to ensure that they are structurally sound and instigate any repairs necessary. DSO street cleaning team ensures that areas are tidy and graffiti free.

Reference	Action	Desired impact	Responsibility	Status
				<p>Information and possible grants can be obtained via the War Memorials Trust.</p> <p>Surrey and Sussex Probation Trust, Surrey County Council Youth Services and Surrey Police launched the Respect and remember project for reforming offenders to restore Surrey's war memorials.</p> <p>New War Memorial provided in Englefield Green.</p>
RR4	Promote the 'Heroes Welcome' Scheme	<p>Enables communities across the United Kingdom to support the British Armed Forces.</p> <p>To give armed forces personnel a tangible benefit from local shops and services</p>	Runnymede Business Partnership / RBC	<p>The Runnymede Business Partnership has adopted this scheme so that any member of the armed forces can benefit from the same services and discounts offered to card carriers of the Runnymede Business Partnership Loyalty Card Scheme</p> <p>'Heroes Welcome' scheme promoted on Runnymede Business Partnership website</p>
RR5	Celebrating local connections with the armed forces community	Demonstrating support for the armed forces community	RBC	<p>Armed Forces Community Covenant signed by representatives of armed forces, cadet forces, reservists and veterans locally as well as local MP who at the time was Secretary of State for defence, on 15 November 2013.</p> <p>Freedom of Entry to the Borough given to 94 (Berkshire Yeomanry) Signal Squadron in 2008</p>
RR6	Veterans Bereavement Support	Public Health Funerals	RBC	Members of the Armed Forces who have passed away with no means for a funeral or no family to assist with the cost of a funeral will be cremated and

Reference	Action	Desired impact	Responsibility	Status
				provided with a minister led service with a Royal British Legion representative organised and funded by Environmental Health.
Economy, Employment & Skills				
EES1	Promote adoption of Corporate Covenant	To get as many local businesses signed up to the Corporate Covenant as possible	RBC / Runnymede Business Partnership	Runnymede Business Partnership Steering Group supported the promotion of the Corporate Covenant at their meeting in March 2016. It will now be promoted amongst business partnership members. Business Breakfast to promote employing reservists held with Philip Hammond MP and Chancellor of the Exchequer, with Spelthorne Business Partnership on the 10 th February 2017.
EES2	Support RBC staff to be reservists	To ensure that any staff who serve in non-regular forces are not disadvantaged	RBC HR	Current personnel policies allow up to ten days special paid leave to be granted to all staff irrespective of salary grade.
EES3	Encourage local businesses to support ex-service personnel into employment	To provide wider employment opportunities for ex-service personnel	RBC / Runnymede Business Partnership	To be raised with Runnymede Business Partnership
EES4	Promote use of the Job Club in the King's Centre, Addlestone	Assistance in gaining employment for former service personnel	RBC	The Job Club is open 12:30-2:30 on Tuesdays. It offers help with things such as putting a CV together, online job applications and completing application forms. Workshops will also be run periodically to develop key skills such as interview technique. There is no need to book an appointment.
EES5	To encourage local people to volunteer to support local cadet activity and to become reservists.	To ensure that local cadet groups are sustainable and support young people and support the benefits to local employers of having staff who are reservists	RBC and partners	Current work is around identifying lesser supported cadet groups and working with volunteer organisations as well as South East Reserve Forces' and Cadets' Association.

Are we asking the key question:

Have you, or any member of your family served in the armed forces?

1. THE TWO MAIN ARMED FORCES CHARITIES

SSAFA and the Royal British Legion are the two main charities providing support:

<https://www.ssafa.org.uk/> I know Helen at the Runnymede Foodbank has someone linked in with SSAFA, and we have a number of Royal British Legion <https://www.britishlegion.org.uk/> contacts in Runnymede eg John Scott at Englefield Green.

The Royal British Legion provide help with re-training for employment, please see the following web link: <https://www.britishlegion.org.uk/get-support/employment/>

2. HOUSING AND SUPPORT AVAILABLE TO THE ARMED FORCES

There is a Housing Cluster named Cobseo (Confederation of Armed Services Charities) please see the following web link for all types of accommodation for veterans and ex armed forces families

<https://www.cobseo.org.uk/clusters/housing/>

There is a pdf directory of all the housing and support provided

here: <https://www.cobseo.org.uk/assets/files/2014/08/Directory-of-Dedicated-Services-for-Veterans-Feb-17.pdf>

3. HIDDEN DISABILITIES TO LOOK FOR

Some hidden disabilities to ask about when meeting/interviewing people who have served in the armed forces eg hearing/stomach problems.

4. MENTAL HEALTH TRAINING FOR ORGANISATIONS

The King's College provide a good training course on mental health

<https://mhfaengland.org/organisations/workplace/>

5. CARERS SUPPORT FROM ACTION FOR CARERS SURREY FOR THE ARMED FORCES/VETERANS

Telephone 0303 040 1234 or email: CarersSupport@actionforcarers.org.uk

6. OTHER ISSUES

- The most common problem is debt and money advice.
- Those with 0 – 4 years service who have left the Armed Forces tend to have less access to Armed Forces support.

11. HOMESAFE PLUS (COMMUNITY SERVICES)

Synopsis of report:

To advise the Committee of a new service called Homesafe Plus.

Recommendation(s):

None. This report is for information.

1. Context of Report

- 1.1 Homesafe Plus is the new commissioned home from hospital service in North West Surrey. It was developed as a result of decommissioning the current home from hospital provider. The service commenced in October 2018 and is commissioned until March 2020.
- 1.2 Runnymede BC and partner boroughs, Woking, Elmbridge and Spelthorne, were approached to co-design the service based on the success of the existing Homesafe Service running in North West Surrey.
- 1.3 Homesafe Plus utilises and combines existing borough services to give a holistic package of support to patients on discharge from hospital. There is a single point of access to borough council services on discharge across North West Surrey via a web referral form and services include:
 - Alarms and Telecare
 - Meals at Home
 - Handyperson & Home Improvement Services
 - Social Prescribing

A referrer can also use the form to highlight a housing need or patient at risk of homelessness.

2. Report

- 2.1 In August 2017, the borough councils were approached regarding the possibility of providing a home from hospital service for North West Surrey. This was as a result of the decision to decommission the existing provider, a voluntary sector organisation, who had failed to meet the requirements of the service owing to a reliance on volunteers for delivery.
- 2.2 This approach was the consequence of a combination of factors which have enhanced the reputation of the boroughs in recent years with regard to their value in supporting health and social care commissioning.
- 2.3 The Homesafe Service, set up in late 2015 to facilitate hospital discharge, has successfully been embedded within St Peter's Hospital and surrounding community hospitals, initiating over 360 referrals.
- 2.4 Additionally, since the setup of the Surrey Heartlands Health and Care Partnership in 2017, there has been a drive towards a more integrated approach to health and social care provision. This has given Runnymede a greater opportunity to feed into strategic priorities and work streams such as the North West Surrey Integrated Care Partnership (ICP) model of care.

- 2.5 In July 2017, consultancy company PPL were employed by Ashford and St Peter's NHS Trust to look at the implementation of an Integrated Care Bureau (ICB) within the hospital and conduct a review of the discharge to assess pathways.
- 2.6 Through this work, hospital staff highlighted a preference for a single point of access to refer to borough council services, due to the confusion over geographical boundaries. Therefore, a proposal was put together by the boroughs, which utilised a number of existing elements of service provision combined with a single point of access for referral.
- 2.7 The model was also to consider the current Social Prescribing offering funded initially for one year and preservation of the community equipment budget.
- 2.8 Through co-design with commissioners, a home from hospital service has been created which sustains both the Social Prescribing Service and Handyperson funding and aligns with the integrated pathways of delivery.

3. How the service works

- 3.1 The crux of the service is a single referral form which staff can use to refer any patient regardless of the borough they reside in. This form is hosted on the Runnymede Borough Council website.
- 3.2 Currently, the form can be used for patients in one of the four hospitals within North West Surrey (St Peter's, Ashford, Woking or Walton).
- 3.3 Referrals can also be made by staff located within one of the three Locality Hubs (Bedser, Ashford or Walton) or Rapid Response and Re-ablement teams who may be visiting a patient who has already been discharged.
- 3.4 There are three referral pathways for staff to select depending on the patient's situation:
 - In hospital - planned discharge - borough services required
 - In hospital - prevention of admission/urgent discharge (within 48 hours)
 - At home - community-based referral
- 3.5 The planned discharge pathway is used for any patient who on discharge from hospital requires one or more of the services available. The urgent discharge pathway aims to prevent an admission for patients presenting at A&E or in hospital less than 48 hours.
- 3.6 All pathways offer the same combination of services. These include:
 - Community Alarm and Telecare
 - Meals at Home
 - Handyperson and Home Improvement Services
 - Social Prescribing
- 3.7 Referrers can also use the form to highlight a housing need which is affecting the ability to be discharged, or where a patient is homeless or at risk of homelessness.
- 3.8 The urgent pathway provides the additional option of utilising the existing Homesafe packs located within the hospital. These packs contain pre-programmed community alarms and a temporary key safe which patients can take home with them on discharge, set up and have immediate access to support via Safer Runnymede. Separate temporary key safe packs are also available for those that require one but do not need or already have a community alarm. These additional elements help to support immediate or urgent discharges where there is insufficient

time for borough staff to be able to visit a client and install equipment, or when the patient is discharged out of hours such as in the evening or at weekends.

Community Alarms

- 3.9 Within five working days of leaving hospital, staff from the community alarm team will visit and install any equipment required including additional sensors such as linked smoke alarms, pill dispensers and fall detectors. Early referrals are encouraged to enable alarms to be installed whilst the patient is still in hospital where possible.

Meals at Home

- 3.10 These are available up to seven days a week and offer patients a choice of three main courses and desserts each day. A tea pack is also available, delivered at the same time as the hot meal. Dietary and cultural requirements can be catered for.

Handyperson Services

- 3.11 Since January 2018, the Handyperson service has been delivered by Woking Homelink on behalf of Runnymede. This service offers the installation of aids and equipment to support independent living; including key safes, grab rails, bannister rails, half steps and minor adaptations.

Home Improvement

- 3.12 Where a patient may need longer term adaptations such as stair lift or wet room, the referrer can highlight this on the form and the referral will be passed to the Care and Repair team for assessment.

Social Prescribing

- 3.13 This aims to support patients to access a range of non-medical support within the community to improve their general wellbeing. The Wellbeing Adviser will arrange to visit the patient within three weeks of discharge to discuss and assess their needs and signpost them to a range of services and organisations available. The Wellbeing Adviser will assist them to access these services through making referrals on their behalf where required.

Housing and homelessness

- 3.14 Where patients have a housing need that is affecting the ability for them to be discharged or they are at risk of homelessness, the referral will be passed to the Housing team who will make contact with the client and the hospital to identify whether any assistance can be given.
- 3.15 Patients are given a user guide when they leave hospital which provides information on all the services available and highlights those which they have been referred for.
- 3.16 All services are initially free of charge to the patient with the exception of Meals at Home which is chargeable from day one unless in the case of an urgent discharge where this is provided free of charge for two days. A standard alarm and pendant is provided free of charge to the patient for six weeks, after which they will be asked if they wish to continue the service. All handyperson equipment installed via Homesafe Plus is free to the user and funded through the community equipment budget.

3.17 It is expected that within six weeks of leaving hospital the patient has accessed and set up all services required to support them in the weeks after discharge and support ongoing independent living as much as possible with the exception of any longer term adaptations to their property.

4. Outcomes to date

4.1 In the first two months of the service being launched, 73 referrals were received for the service. An additional 11 referrals were still dealt with but were incorrectly submitted through the old Homesafe form.

4.2 Of the 73 referrals, 20 have been for residents living in Runnymede. This is the second highest proportion of referrals after Spelthorne (24).

4.3 Of these 73 referrals, 52 have been for patients in hospital (16 urgent, 36 planned); 21 for patients in the community. Including the additional 11 referrals on the old form, urgent referrals would total 27.

4.4 Of 52 hospital referrals, 34 have been from St Peter's Hospital, 15 from Walton Hospital, 2 from Woking and 1 from Royal Surrey (who are not part of the service).

4.5 Referrals for each service are set out below:

Service	Total referrals	Runnymede referrals
Community Alarm	41	13
Meals at Home	8	3
Handyperson	27	6
Housing need	1	0
Social Prescribing	22	4

4.6 For Runnymede, of the 13 alarms referrals, 11 have been installed or are awaiting installation and one client has started the Meals at Home Service for seven days a week.

4.7 The Social Prescribing Service has received over 180 referrals since launching in April 2018. Its value within Homesafe Plus can be demonstrated by being the third most referred to service. All four Social Prescribing referrals received for Runnymede to date were picked up by the Wellbeing Adviser.

4.8 For the handyperson service including referrals through Homesafe Plus there were a total of 52 referrals for Runnymede residents, received and completed in November 2018.

4.9 Further analysis of Homesafe Plus outcomes and referrals can be found in Appendix 'I'.

5. Next Steps

5.1 The service will continue to be reviewed as referrals are received over the coming months to ensure it is meeting the KPIs set. Once fully established, next steps will be to consider the various options which could expand the service offering, some of which are detailed below:

Expansion to Surrey Heath – Frimley Park and Farnham Hospitals

- 5.2 Through the Community Services Partnership there is the potential to expand the service offering to cover Frimley Park and Farnham Hospital which serve Surrey Heath residents. A proposal for funding is ongoing with the Surrey CCG.

Promotion of service to additional referral sources

- 5.3 Discussion with South East Coast Ambulance Service has taken place regarding referring to the Social Prescribing Service. There is potential to expand this to include them in the Homesafe Plus pathway. The community pathway provides the ability to offer the service to other health professionals and organisations such as the Urgent Care Centres, GPs and Adult Social Care Locality Teams.

Extension of service offering – inclusion of shopping service

- 5.4 One element of the previous Home from Hospital Service which has not been incorporated into the new offering is getting in shopping provisions for patients when they are first discharged. The inclusion of Meals at Home within Homesafe Plus reduces the need for this to some extent, however, this would be reviewed should feedback from hospital staff indicate this is inhibiting discharges.

Expansion to Royal Surrey County Hospital (Guildford)

- 5.5 Due to a closer working relationship between St Peter's Hospital and Royal Surrey County Hospital there is a greater likelihood of patients resident within the North West Surrey boroughs attending the Royal Surrey. There is potential to extend the service to them, however discussion with Guildford borough in particular would be needed to determine whether there is a potential to partner with them.

6. Resource Implications

- 6.1 Funding for Homesafe Plus has been pooled from different sources. An additional amount to enable the Social Prescribing Service to continue has been provided. The service is funded to March 2020.
- 6.2 As part of the Community Services Business Plan for 2019/20, a business case was presented to this Committee in November 2018 to enable the existing Wellbeing Adviser post for Social Prescribing to be extended to full time hours until March 2020. This has been built into the 2019/20 MTFs for approval by Corporate Management Committee and full Council, subject to funds being available.
- 6.3 Should funds not be available, and in any case after March 2020, additional funding will need to be sourced in order for it to be maintained.

7. Legal Implications

- 7.1 None identified.

8. Equality Implications

- 8.1 The Council is required by the Equality Act 2010 to have due regard to the Council's Public Sector Equality Duty to eliminate discrimination and to consider how it may advance equality of opportunity and foster good relations between different groups and sectors of the community as they carry out their functions.
- 8.2 Homesafe Plus is specifically relevant to vulnerable persons, which engages age and potentially disability and the service has a positive impact in this regard.

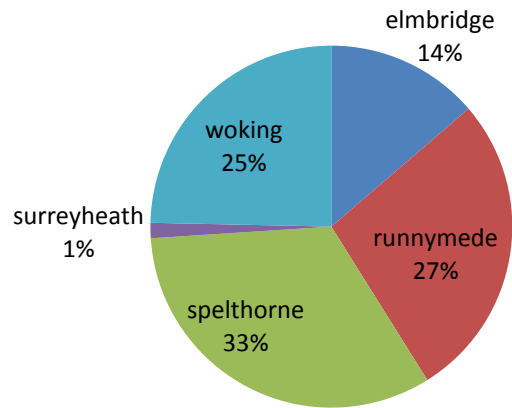
(For information)

Background papers

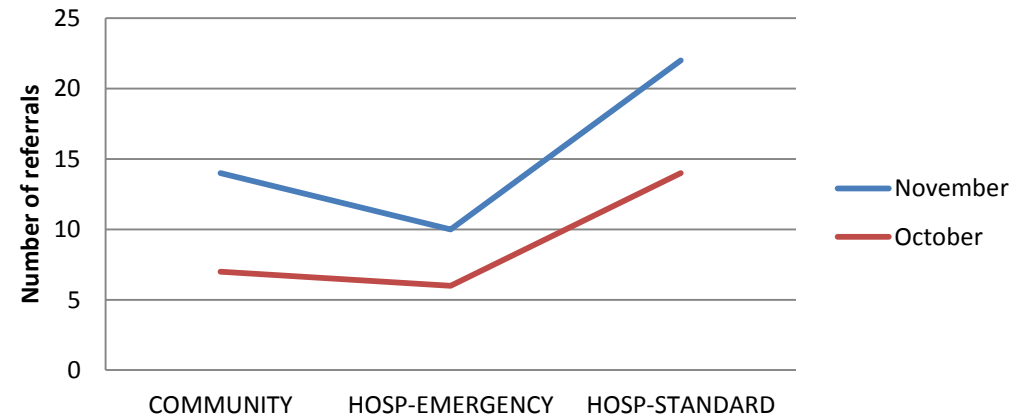
None stated.

Appendix 1. Homesafe Plus Outcomes

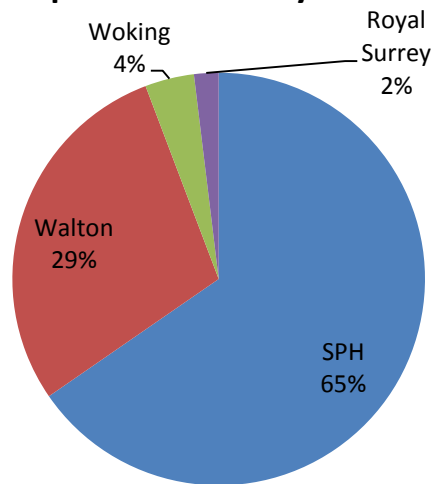
Referrals by borough



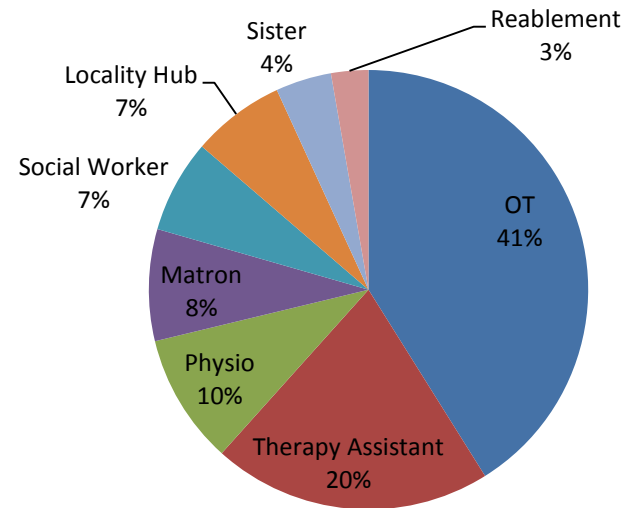
Referrals by pathway over time



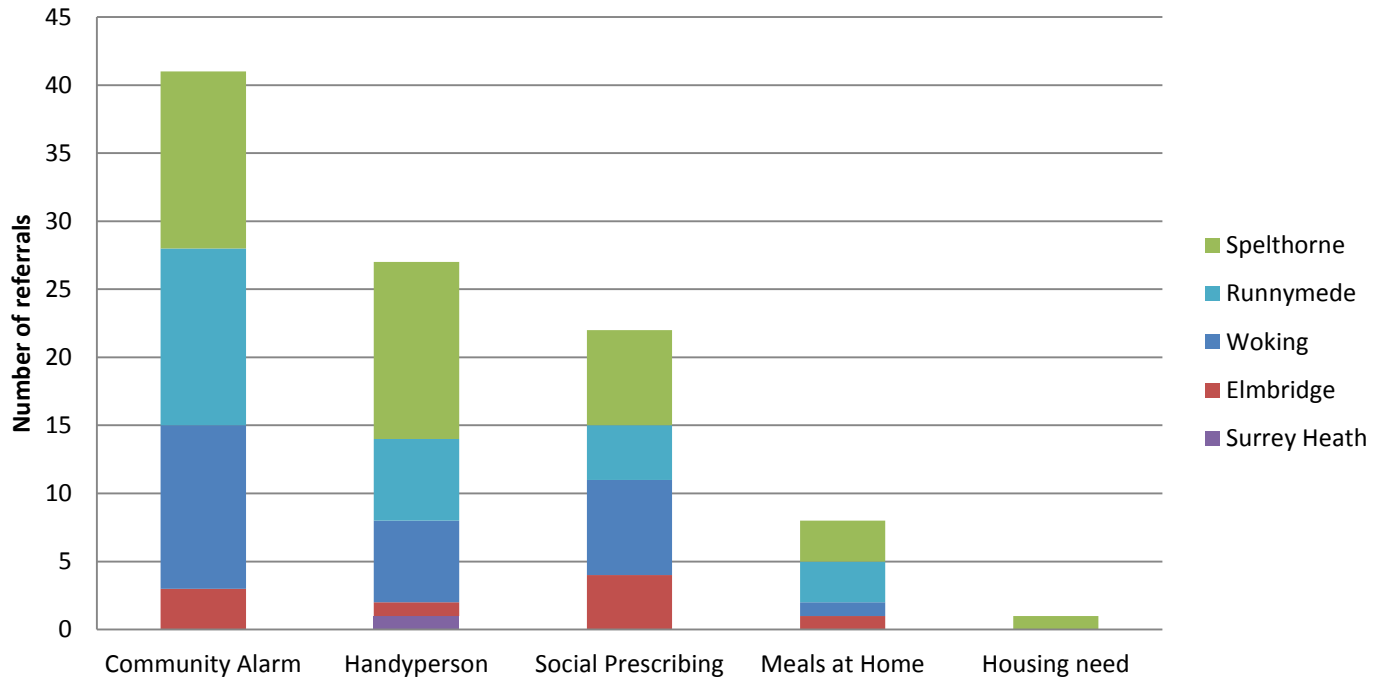
Hospital Referrals by location



Referrals by occupation



Referrals to each service for each borough proportionate to total



12. ST ANN'S HILL LODGE, CHERTSEY (COMMUNITY DEVELOPMENT)

Synopsis of report:

The Lodge is located on St Ann's Hill in Chertsey and was formerly occupied by Council Parks Staff who carried out duties on site. The last occupant moved out in late 2017 and the building is no longer required as staff housing. This report details the options available for the property.

Recommendation(s):

- i) **Officers complete registration of the St Ann's Hill Trust with the Charity Commission;**
- ii) **Members of this Committee agree that the Lodge be refurbished and made available as private rented accommodation;**
- iii) **Corporate Management Committee be requested to approve a supplementary capital estimate of £35,000 for a loan to the Trust to carry out capital works to bring the cottage up to the appropriate rental standard;**
- iv) **Officers within the Housing Business Centre procure a contractor to undertake the works; and**
- v) **Upon completion for commercial services to manage the letting of the property for the Council and to return all income from the letting to the Council having deducted the costs of repaying the loan, interest, management costs at 5% and the costs of letting the property and the full cost of property maintenance from year to year**

1. Context of report

- 1.1 St Ann's Hill in Chertsey was given to Chertsey Urban District Council in 1927 by Sir William Ewert Berry for the purpose of a public recreation ground and was formally opened by Sir Neville Chamberlain in June 1928. The site itself was originally a hill fort and is a grade II listed Scheduled Ancient Monument under the Historic Buildings and Ancient Monuments Act 1953. More information on the site's historical context can be found at www.chertseymuseum.org/St_Annns_Hill.
- 1.2 When the land was transferred, the former Chertsey Urban District Council entered into a covenant which stated that the land must be used exclusively as a public recreation ground, thus placing restrictions on the land's use. The records were also sent to the Charity Commission, although a registered charity has never been set up in respect of the land.
- 1.3 At the base of St Ann's Hill is a small house called the Lodge located in what is known as the Dingle. It is not clear when the lodge was built. However, there was a property in existence at the time of the conveyances in 1927. A site plan and photographs are attached at Appendix 'J'. The Lodge had been occupied by Council Parks Staff since it was taken on in 1975, the member of staff having responsibility for opening and closing gates and litter picking on site. The Lodge comprises two bedrooms, two reception rooms, kitchen, bathroom, garden and parking space.

- 1.4 The most recent occupier of the cottage left in late 2017 and it has been vacant ever since. There is currently no requirement for a member of staff to live on site so the future use of the cottage needs to be determined.
- 1.5 The income from the rental of the cottage has been used in the past to offset some of the costs of managing St Ann's Hill.

2. Report

- 2.1 In July 2018, the Commercial Services Team were asked for some advice on options for the cottage and it was determined that a local estate agent should be asked to provide some guidance and prices. A site visit took place on 31 July and the estate agents suggested that two options be considered; these being sale or private rental.
- 2.2 The valuation from the estate agent for the sale of the property was estimated to be in the range of £450,000 to £500,000, although it was suggested to anticipate a sale price of £425,000 to £450,000. Should the property be released for sale there may be a requirement to tidy up some of the external areas but it would be sold as seen. There would also be a requirement to deal with any covenant issues as detailed in the legal implications section of this report.
- 2.3 If the property was to be privately rented then the income achievable has been estimated to be £1,600 to £1,700 per month. However, in order to achieve this, the following works would need to be carried out:
 - New Kitchen
 - New Bathroom
 - New Heating System (there is no gas supply)
 - Remedial works to electrics and plumbing
 - New floorings
 - Redecoration throughout
 - Tidy up of external areas
 - New gas connection

The cost of this work has been given a provisional estimate of £35,000 by Housing, should the decision be made to lease/rent the property rather than to sell.

- 2.4 A third option for the cottage would be to make it available for housing tenants. This has been discussed with Housing colleagues who do not see this as a viable option due to the cost of the refurbishment and the remote location. If Housing were given the property to let and refurbish it would be a long time before the Trust saw a return.
- 2.5 Another option might be to sell the property, buy two new 2 bed flats which were then let through Magna Carta Lettings. This might deliver a much higher income with lower liabilities than the Council refurbishing the existing lodge. This would be dependent on any sale of the property, which would require consent, delivering a capital receipt large enough to purchase two flats.

3. Resource implications

- 3.1 The Council holds various pieces of recreational land which have been donated by benefactors, often with conditions attached that the land is held in trust. So far as it can do so under the trust, the Council manages these land holdings as if they were Council owned property due to the fact that no endowment was given and the cost

of managing the land far outweighs whatever income – if any – the lands generate. St Ann's Hill open space is one such trust.

- 3.2 With the old tenancy agreement, St Ann's Hill open space made a small surplus each year. Keeping the property vacant means there are ongoing costs of approximately £6,500 which the Council will need to bear until such time that the property is relet. Selling or renting out the property will, in each case, cover all costs and produce greater surpluses that would be set aside to spend on the open space.
- 3.3 Both the options of selling the site and renting at full market rents have their merits and will both generate additional income going forward. However, either option will mean that the Trust will make enough money to require that it is registered with the Charity Commission as a registered charity. This will mean that St Ann's Hill will need to be accounted for separately as a stand alone Trust and all income, expenditure, assets and liabilities removed from the Council's accounts to be reported as a separate entity – as the Council currently does with the Runnymede Pleasure Grounds Trust.
- 3.4 Once the Trust is registered, any works done to the Lodge will need to be undertaken via a loan from the Council to the Trust and repaid over a period of time to be agreed. Such a loan would be deemed a capital loan from the Council's point of view which would need to be approved by full Council. Under tighter capital financing regulations brought in during the last year, the report to Council will need to set out effective scrutiny of the loan, setting out the service reasons for giving it, the identification of risks to both capital and returns, any underwriting of those risks and the financial sustainability of the Council should those risks come to pass (although in practice these are likely to be minimal).
- 3.5 Selling the property would generate a receipt in the region of £425,000 to £450,000 which would need to be invested so that the day to day running costs of the site could be met from any investment income generated by it. Selling the Lodge will require the permission of the Charity Commission and all receipts will be required to be used to enhance the site. This will however cause the long term issue of future funding once the receipts from the sale are extinguished.
- 3.6 A private letting would produce a long term sustainable income for the site but would require additional works to be undertaken in order to attain an attractive market rent. The cost of this work is set out above and is expected to cost in the region of £35,000. This would be the sum required as a loan should the Council choose this option.
- 3.7 Indicative costs of both selling and renting are set out in Appendix 'K'. This shows that selling the property and investing the money at an average rate of 4% will produce a higher annual income for the site over a ten year period than renting, but the capital value of assets over the same period will be less than renting (based on historic information). These costs are for illustrative purposes only, based on current budgets and assuming a full repairing lease is negotiated with tenants.
- 3.8 A private let, whilst producing a lower annual income, will ensure a consistent income stream (with the exception of void periods – such as at present) with the benefit of capital appreciation allowing for potential sale in the future. For this reason, this is the option being recommended by Officers.
- 3.9 The Charity Commission's rules mean that all money earned must be put to use for the benefit of the Trust and reserves should not be allowed to simply accrue whilst legitimate needs of the charity are going unmet. This will mean that a schedule of planned ongoing works will need to be developed which will utilise a large

proportion of any money gained from whichever option is chosen. This will consist of works to St Ann's Hill in general as well as to cover for future repairs, maintenance and void periods.

4. Legal implications

- 4.1 In 1927 Sir William Ewert Berry contacted Chertsey Urban District Council and offered to present to the Council three pieces of land situated at St Ann's Hill. All three pieces of land were transferred via two conveyances dated 24th June 1927. The reason for this approach was that Sir William Berry was purchasing the plots of land from other people and asking them to transfer the land direct to Chertsey Urban District Council rather than transferring them to him for him to transfer to Chertsey Urban District Council. Each conveyance states that the land is transferred for the purpose of a public recreation ground. In one of the conveyances, that which relates to the largest piece of land, Chertsey Urban District Council entered into what is termed a covenant to use the land exclusively as a public recreation ground.
- 4.2 A covenant is a provision, or promise, contained in a deed to land. Land may be subject to a covenant which affects or limits its use. This is known as the burden of a covenant. A covenant may give a landowner some say over what is permissible on neighbouring property. This is called the benefit of a covenant.
- 4.3 There are two different types of covenant, positive and restrictive. The distinction is important as positive and restrictive covenants affect land in different ways. A positive covenant requires some form of action to be taken e.g. to erect a fence along a boundary. Positive covenants are generally a contract between the original parties to the deed imposing the covenant and do not bind future land owners. However it should be noted that future owners of the land which has the benefit of a positive covenant can enforce the covenant against the original owner of the land that has the burden of the covenant. A restrictive covenant limits or prevents the use of land in a specified way to the benefit of other land. Restrictive covenants are said to run with the land. This means that the benefit and burden of the covenant relates to land itself and not to the land owner. If one of the original parties to the restrictive covenant sells their property, the covenant will remain enforceable. It is important to note that a covenant can be expressed in positive terms when it is in fact restrictive, and vice versa.
- 4.4 In the present case whilst the covenant is expressed in positive terms, to use the land as a recreation ground, it is in fact restrictive because it controls the use to which the land can be put.
- 4.5 The law in England up until 1960 stated that any conveyance of land for a charitable purpose had to be 'enrolled'. This was a process whereby a copy/record of the conveyance was entered into records maintained by the Charity Commission. The purpose of this exercise was to demonstrate that land was held for charitable purposes. For many years English law sought to prevent land being restricted from disposal to ensure a free market in land. It was however accepted that if land was to be used for a charitable purpose it would need to sit in one ownership for a long period of time. To demonstrate that any transfer of land was for a charitable purpose any transfer of land for such a purpose had to be 'enrolled'.
- 4.6 When one examines the two conveyances dated the 24th June 1927 both have an entry on them showing that they were entered into the records kept by the Charity Commission on the 1st July 1927 i.e. enrolled. Whilst the land was enrolled neither Chertsey nor Runnymede has ever established any form of registered charity in respect of the land. There have been a number of registered charities established in respect of various pieces of open space located in the borough e.g. Runnymede

Pleasure Grounds. It would appear that following the enactment of the Charity Act 1960, which repealed the former provisions requiring land, held for charitable purposes to be enrolled, a number of local authorities registered such land as charities. The Runnymede Pleasure Grounds had been a site which had been previously enrolled and then in 1961 it was registered as a charity. Even though a registered charity has not been created the Council holds the land for a charitable purpose and at the same time for the purpose of an open space. This status means that there are restrictions on the way in which the Council can deal with the land.

- 4.7 Charities are not required to register with the Charity Commission if their gross annual income is below £5000 or if they are 'excepted' or 'exempt' from registration. 'Excepted' charities are a designated group of charities – including churches and chapels, scout and guide groups, and service funds of the armed forces - with a gross annual income below £100,000. 'Exempt' charities include universities, some museums, and co-operative and community benefit societies – they are exempt from regulation by the Charity Commission as they have their own designated regulators, but still have a duty to comply with charity law. It is likely that given the site did not generate an income in excess of £5000 per annum there was no need to register the land formally as a charity.
- 4.8 As indicated in the body of the report there are three options available to deal with the property currently located on the land:
- (a) Sale of land
 - (b) Letting of land
 - (c) Letting of land for housing purposes
- 4.9 If any of the options are considered the following issues should be noted. The current regime covering the sale of charity land was originally introduced in the 1992 Charities Act: it is now contained, with only minor changes, in Part 7, Sections 117 to 127 of the Charities Act 2011. Before 1992 charity trustees were free to deal with investment land, but had to obtain permission to dispose of any 'functional' land, i.e. land used for the charity's purposes. The change shifted responsibility for sales of charity land from the Commission to the trustees themselves. Where it applies the charity's trustees must obtain and consider a report from a qualified surveyor on the property for sale (including whether the sale should be advertised). The trustees must be convinced that the price and terms of the proposed sale are the best they are reasonably expected to obtain, before agreeing to any sale – that is, before signing a binding contract to sell.
- 4.10 The surveyor must not only be a FRICS or MRICS, but must also be (in the trustees' opinion) experienced in dealing with the type of land in its location and, if necessary, this requirement may override the professional qualifications. What his or her report must contain is set out at considerable length in The Charities (Qualified Surveyors' Reports) Regulations 1992. These look formidable but are mostly the description and details which any report would contain and in many cases much of the detail will be redundant.
- 4.11 The rules apply to the disposition of land of all sorts, not only the sale of freeholds or grants of leases (but for short leases, see below), but also grants or sales of rights over land, for example, a right of way or the right to pass cables under or over land or the surrender of restrictive covenants (where a landowner has the right to prevent certain use, such as a residential development, of neighbouring land).
- 4.12 For a short lease of seven years or less the rules are relaxed and the trustees need only consider the advice of someone they reasonably believe to have the experience and ability to give advice. This could be one of the trustees themselves.

Short tenancies, where the term cannot exceed two years (e.g. the usual assured shorthold agreements), are exempt but care is needed to ensure that any rights to renew or option arrangements do not mean that the term is in fact rather longer than appears.

- 4.13 Any transaction with a "connected" person will require express Charity Commission consent. A connected person is fairly obviously any trustee or the close family relative of any trustee but also any officer, employee or agent of the charity and their relatives and business partners. Additionally, any institution or company which is controlled or influenced by otherwise connected persons is also a connected "person" and, finally, anyone who has given any land (not necessarily the land in question) to the charity. Disposal to such persons obviously gives rise to the possibility, if not a suspicion, that the transaction may not be in the charity's best interest. The Charity Commission is not, however, oversensitive in dealing with such consents: not infrequently the transaction may be to the charity's advantage and that will be recognised.
- 4.14 Consent will also be required for land which is fundamental to the charity's objects (e.g. an historic building which it is the charity's purpose to preserve). In these cases public notice must be given for the proposed sale and very likely a scheme will be needed to alter the charity's objects.
- 4.15 Finally, the Commission's consent is always required to complete a sale which the charity has agreed without going through the procedure set out in the Act.
- 4.16 The requirements do not apply where the transaction in question is expressly authorised by statute or a specific order or scheme of the Charity Commission. Nor do they apply to certain educational charities and to exempt charities (i.e. mostly, national institutions). More significantly, they do not apply to disposals at an undervalue made to other charities (provided the disposing charity's trusts allow this). Nor, understandably, do they apply to lettings, etc, to beneficiaries of the charity, e.g. housing associations or alms houses.
- 4.17 The rules are enforced by requiring a statement of compliance (or the reason why the Act does not apply) in the formal transfer deed for the land. The Land Registry will not register a transfer of charity land without this statement. The register for charity land will often say that the land may not be transferred with an order of the Charity Commission. The statement of compliance now serves in place of such an order
- 4.18 Given that any of the options would likely result in the charity securing an income in excess of £5000 per annum it would be appropriate to register the land formally as a charity. This will involve completing various documents and demonstrating that the purposes of the charity fall within those categories set out in the Charities Act 2011. This process can take a number of months. The outcome will be that the land will be registered as a charity with the Council being shown as the sole trustee. This would mirror the arrangement which exists in respect of a number of other sites in the Borough e.g. Runnymede Pleasure Grounds.
- 4.19 A further control arises from the fact that the land is an open space. Under section 123 Local Government Act 1972 if a local authority proposes to dispose of land forming part of an open space it has to advertise its intention to do so as well as securing the best consideration reasonably possible for such a disposal. This requirement applies whether there is an outright sale of land or the granting of a lease for a period of more than seven years.

5. **Conclusion**

- 5.1 When considering the options for the property Members need to have regard to the ownership. Once an asset has been sold the Trust will benefit from a capital receipt. If the decision is to upgrade the property and secure a tenant the property will generate on-going revenue funding that can apply to funding the future maintenance of the Park. Furthermore, if the asset is maintained then the capital value can reasonably be expected to grow over time and so increasing the asset value.
- 5.2 A private let, whilst producing a lower annual income, will ensure a consistent income stream with the benefit of capital appreciation on the property. For this reason, this is the option being recommended by Officers.

(To resolve)

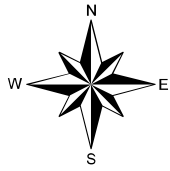
Background papers

None stated.

LOCATION PLAN



Runnymede Borough Council
Runnymede Civic Centre
Station Road
Addlestone
Surrey KT15 2AH



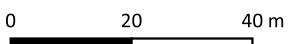
Date: 18/12/2018

The Lodge, St Ann's Hill, Chertsey, KT16 9NN



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Scale: 1:1250



St Ann's Hill - The Lodge, from the driveway,
accessed off St Ann's Hill Road and below
the front of the property



St Ann's Hill - The Lodge from The Dingle picnic area

Inflation Assumption 2%

Sale of property and investment of funds														
Investment yield	4.0% (Average of historic yields - Figures derived from M&G Charifund and CCLA COIF funds (Source: Funds used by Cabrera Trust))													
Investment increase in value	4.1% (Average annual growth in FTSE without dividend reinvestment over last 25 years (Source: Schroders Insights))													
Description	Current Costs £	Sale of Property £	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	Year 6 £	Year 7 £	Year 8 £	Year 9 £	Year 10 £	Cumulative Surplus £	
Buildings - Reactive	-1,592	0	0	0	0	0	0	0	0	0	0	0	0	
Buildings -Planned	-2,613	0	0	0	0	0	0	0	0	0	0	0	0	
Electricity	-600	0	0	0	0	0	0	0	0	0	0	0	0	
Water	-120	0	0	0	0	0	0	0	0	0	0	0	0	
NNDR	-1,807	0	0	0	0	0	0	0	0	0	0	0	0	
Buildings Insurance	-65	0	0	0	0	0	0	0	0	0	0	0	0	
Terrorism Insurance	-11	0	0	0	0	0	0	0	0	0	0	0	0	
Grounds Maintenance - Ad hoc	-350	-350	-357	-364	-371	-379	-386	-394	-402	-410	-418	-427		
Grounds Maintenance - Contracted	-600	-600	-612	-624	-637	-649	-662	-676	-689	-703	-717	-731		
	-7,758	-950	-969	-988	-1,008	-1,028	-1,049	-1,070	-1,091	-1,113	-1,135	-1,158		
Investment Income	0		17,697	18,423	19,178	19,964	20,783	21,635	22,522	23,445	24,406	25,407		
	-7,758	-950	16,728	17,434	18,170	18,936	19,734	20,565	21,431	22,332	23,271	24,249	202,850	
Investment increase in value			0	1	2	3	4	5	6	7	8	9	10	Total Increase
			425,000	442,425	460,564	479,448	499,105	519,568	540,871	563,046	586,131	610,162	635,179	210,179

Ongoing rental of property														
Annual Rent	£	19,200	Based on £1600 per month											
Rental increase		2.0%	Assume 1 year tenancy inflated annually											
Property Price rise		8.30%	(50% of the average house price increase over last 25 years (Source: Nationwide House Price Index - Outer Met / Outer SE))											
Capital Loan	£	35,000	Assumes interest payable at 5%											
Years of loan repayment		10												
Description	Current Costs £	Rent of Property £	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	Year 6 £	Year 7 £	Year 8 £	Year 9 £	Year 10 £	Cumulative Surplus £	
Buildings - Reactive	-592	0	0	0	0	0	0	0	0	0	0	0	0	
Buildings -Planned	-2,613	0	0	0	0	0	0	0	0	0	0	0	0	
Electricity	-600	0	0	0	0	0	0	0	0	0	0	0	0	
Water	-120	0	0	0	0	0	0	0	0	0	0	0	0	
NNDR	-1,807	0	0	0	0	0	0	0	0	0	0	0	0	
Buildings Insurance	-65	-65	-66	-68	-69	-70	-72	-73	-75	-76	-78	-79		
Terrorism Insurance	-11	-11	-11	-11	-12	-12	-12	-12	-13	-13	-13	-13		
Grounds Maintenance - Ad hoc	-350	-350	-357	-364	-371	-379	-386	-394	-402	-410	-418	-427		
Grounds Maintenance - Contracted	-600	-600	-612	-624	-637	-649	-662	-676	-689	-703	-717	-731		
Management Fee (10% of rent)	0	-1,920	-1,958	-1,998	-2,038	-2,078	-2,120	-2,162	-2,205	-2,250	-2,295	-2,340		
Loan interest repayment	0	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750	-1,750		
Loan repayment	0	-4,500	-3,500	-3,500	-3,500	-3,500	-3,500	-3,500	-3,500	-3,500	-3,500	-3,500		
	-6,758	-9,196	-8,255	-8,420	-8,588	-8,760	-8,935	-9,114	-9,296	-9,482	-9,672	-9,865		
Rent of Dwelling (£1,600pm)	0	0	19,200	19,584	19,976	20,375	20,783	21,198	21,622	22,055	22,496	22,946		
	-6,758	-9,196	10,945	11,164	11,387	11,615	11,847	12,084	12,326	12,572	12,824	13,080	119,846	
Property increase in value			0	1	2	3	4	5	6	7	8	9	10	Total Increase
			425,000	460,254	498,432	539,777	584,551	633,040	685,550	742,417	804,000	870,692	942,916	517,916

13. ENHANCED SECURITY MEASURES FOR PARKS AND OPEN SPACES (COMMUNITY DEVELOPMENT)

Synopsis of report:

Following a review of boundary security measures at all the Council's parks and open spaces, this report sets out proposals to enhance such security at parks and open spaces considered to be at greatest risk of unauthorised traveller encampments.

Recommendation(s):

- i) that the list of enhancements to boundary security at parks and open spaces as set out in Appendix 'L' of this report be approved; and
- ii) Corporate Management Committee be asked to approve a capital estimate of £250,000 to fund the first phase of these improvements.

1. Context of report

- 1.1 During 2017 and 2018, the Council experienced an unprecedented number of unauthorised encampments in its parks and open spaces. During 2018, the encampments on Council owned green space were:

21.02.18 to 24.02.18 – Timber Hill Car Park, Ottershaw
05.04.18 to 11.04.18 – Thorpe Green
02.05.18 to 11.05.18 – Thorpe Green
05.06.18 to 08.06.18 – Thorpe Green
06.07.18 to 08.07.18 – Abbeyfields, Chertsey
09.07.18 to 11.07.18 – Thorpe Green
18.07.18 to 24.07.18 – Sayes Court open space, Addlestone
24.07.18 to 27.07.18 – Walton Leigh Rec., Rowtown
28.07.18 to 30.07.18 – Runnymede Meadows
30.07.18 to 03.08.18 – Englefield Green
02.08.18 to 02.08.18 – Chertsey Meads
24.08.18 to 27.08.18 – Englefield Green
19.09.18 to 23.09.18 – Thorpe Green
27.09.18 to 01.10.18 – Bourne Meadow, Chertsey
27.09.18 to 02.10.18 – Aviator Park, Addlestone
01.10.18 to 05.10.18 – Abbeyfields, Chertsey

2. Report

- 2.1 Over the summer of 2018, some preventative work has taken place on a number of the sites affected by encampments including Thorpe Green, Abbeyfields, Sayes Court and Walton Leigh. This work has not made any of the sites totally secure but has made them more difficult to access with vehicles.
- 2.2 In an attempt to deter future encampments, Officers have reviewed all of the Council's parks and open spaces and assessed their vulnerability to encampments. This included looking at whether there is a history of encampments at a site, its likely attractiveness to travellers and the extent and condition of existing security measures.

2.3 Officers have made recommendations as to improvements in boundary security at each site and estimated the costs involved. The results are appended to this report at Appendix 'L' and listed in order of priority.

3. **Resource implications**

3.1 At its meeting in November 2018, this Committee considered and approved the Community Development Business Plan which included a business case to fund improvements to the boundary security of those parks and open spaces considered to be most vulnerable to future encampments.

3.2 Having agreed the business case at the last meeting, a capital estimate in the sum of £250,000 has been built into the 2019/20 Medium Term Financial Strategy and Capital Programme for approval by Corporate Management Committee on 24 January.

3.3 The list of all improvements set out in Appendix 'L', for which there is no financial provision, totals £333,200. Some of the smaller items not covered by the initial £250,000 may be funded from existing revenue budgets, the remainder will be subject to a future progress report along with a request for inclusion in the 2020/21 Capital Strategy, pending available capital resources at that time.

4. **Legal implications**

4.1 All the areas to which these improvement works are to be undertaken are designated Open Spaces, but the measures taken are proportionate and do not detract from the continued access and enjoyment by members of the public.

5. **Equality implications**

5.1 The Council is required to have due regard to its Public Sector Equality Duty before undertaking the action proposed.

5.2 The Council's Duty is stated under the Equality Act 2010 and is to have due regard to the need to:

- a) eliminate unlawful discrimination, harassment or victimisation;
- b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
- c) foster good relations between those who share a relevant and persons who do not share those characteristics

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

5.3 The security enhancements recommended will make unauthorised vehicular access to the relevant parks and open spaces more difficult. Some may also affect pedestrian access, including ease of access by those with physical impairments. This issue is considered in more detail in the Equalities Impact Assessment set out in Appendix 'M', to be tabled at the meeting.

5.4 The Screening Assessment has been considered by the Council's Equalities Group who concur that a full Equalities Impact Assessment is not needed.

6. **Other implications**

- 6.1 In making the recommendations for each site Officers have, so far as possible, selected materials and furniture which maximises security but also has a look and feel in keeping with the open space they are protecting.
- 6.2 Whilst the works recommended in this report will greatly improve security at the Council's parks and open spaces, it cannot be concluded that the sites will be completely secure and would not suffer unauthorised encampments in the future.

(To resolve)

Background papers

None stated.

	Site	Recommended works	Estimated Cost	Cumulative Total
1	Thorpe Green	Ditch and bund x 40m, ditch only x 120m, new field gates x 2, new height barrier x 2, new bollards x 35, handrails to 8 bridges	£25,830.00	
2	Coopers Hill Recreation Ground	Upgrade padlock, new height barrier x 1, new bollards x 22, reinstate ditches	£14,055.00	£39,885.00
3	Englefield Green	New field gate (to be funded by Englefield Green Committee and not included in total below)	£4,500.00	£39,885.00
4	Abbeyfields	Remove redundant vehicle access bridge	£6,881.00	£46,766.00
5	Bourne Meadow	New field gates x 2, replace fencing x 225m	£27,500.00	£74,266.00
6	Chertsey Meads	Replace main height barrier, upgrade padlocks, new field gate x 5, upgrade car park height barrier x 2, new bollards x 7	£55,540.00	£129,806.00
7	Runnymede Meadows (Part)	Ditch and bund x 350m , new field gate x 1,	£5,625.00	£135,431.00
8	Gogmore Farm Park / South Grove	New height barrier x 2, new bollards x 8	£12,800.00	£148,231.00
9	Aviator Park	New field gate x 1, new bollards x 4	£5,300.00	£153,531.00
10	Timber Hill	New height barrier x 2, new bollards x 9	£11,800.00	£165,331.00
11	Ottershaw Memorial Fields	New height barrier x 2, new fencing x 30m, plant hedge x 130m	£20,900.00	£186,231.00
12	Sayes Court Open Space	New height barrier x1, plant trees x 4 (ditches and bunds and new field gate already in place)	£5,800.00	£192,031.00
13	Pooley Green Recreation Ground	Upgrade padlock, new fencing x 340m, new seat x 1, plant hedge x 10m	£25,635.00	£217,666.00
14	Marshall Place open space	Upgrade padlock x 3, new fencing x 20m, new field gate x 1	£3,505.00	£221,171.00
15	Cabrera Avenue Playing Field	Ditch & bund x 80m, new field gate x 1, new bollards x 8, new seat x 2	£7,450.00	£228,621.00
16	Murray House Open Space	New bollards x 14	£1,334.00	£229,955.00
17	Crouch Oak Green Open Spaces	New bollards x 76	£3,580.00	£233,535.00
18	Staines Lane Open Space & Play Area	Upgrade padlock x 1, plant tree x 2, plant hedging x 35m	£2,485.00	£236,020.00
19	Edgell Close Play Area	Upgrade padlock x 3, new fencing x 15m	£785.00	£236,805.00
20	Chertsey Rec	New height barrier x 1	£6,000.00	£242,805.00
21	Heathervale	New height barrier x 1	£6,000.00	£248,805.00
22	Hythe Park	New height barrier x 1, new bollard x 1, new fencing x 71m,	£11,670.00	£260,475.00
23	King George V Playing Field	New field gate x 1, new bollards x 2	£4,050.00	£264,525.00
24	Kings Lane Sports Field and Open Space	New field gate x 1, new fencing x 25m	£6,250.00	£270,775.00
25	Manorcrofts Recreation Ground	New field gate x 1, new bollard x 3, new fencing x 50m	£6,150.00	£276,925.00
26	St Ann's Hill	New height barrier	£4,500.00	£281,425.00
27	Thorpe Lea Open Space	New field gate	£2,500.00	£283,925.00
28	Tulk Field	New bollards x 14	£1,650.00	£285,575.00
29	Victory Park	New bollard x 1	£700.00	£286,275.00
30	Walton Leigh Recreation Ground	New bollard x 1	£700.00	£286,975.00
31	Manorcrofts Open Space	New bollard x 19	£920.00	£287,895.00
32	Coxes Lock/Bourneside	New bollard x 1	£700.00	£288,595.00
33	Spring Rise Play Area	New bollard x 12	£1,250.00	£289,845.00
34	Charta Road Recreation Ground	New field gate x 1	£3,000.00	£292,845.00
35	Hythe Social Centre Recreation Ground	New field gate x 1, new height barrier x 2, new fencing x 140m	£21,300.00	£314,145.00
36	The Boathouse	New height barrier x 1	£4,500.00	£318,645.00
37	Meadow View Open Space, Chertsey	New bollard x 2	£900.00	£319,545.00
38	Truss's Island	Upgrade padlocks x 6, tree planting, fence repairs	£1,210.00	£320,755.00
39	Bishops Way Recreation Ground	Upgrade padlocks x 3, new fencing x 50m	£5,605.00	£326,360.00
40	Frank Muir Memorial Field	Upgrade padlocks x 2, new height barrier x 1, new bollard x 4	£6,270.00	£332,630.00
41	Warwick Avenue Playing Field	Upgrade padlocks x 2, work to strengthen bollard	£270.00	£332,900.00
42	Woodham Lodge Open Space	Upgrade padlocks x 3, welding	£305.00	£333,205.00
				£333,205.00

14. RUNNYMEDE PLEASURE GROUNDS ESTIMATES (COMMUNITY DEVELOPMENT)

Synopsis of report:

To recommend the draft annual estimates under this Committee's remit for the next financial year.

Recommendation(s):

the proposed financial projection set out in Appendix 'N' be approved

1. Context of report

- 1.1 Members are asked to consider both the probable budget for 2018/19 and the proposed budget for 2019/20.
- 1.2 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 the best interests of the Trust.
- 1.3 The Council manages the Trust land using the same staff and resources as the Council's own parks and open spaces.

2. Report

Budget Setting

- 2.1 The budget is the expression in financial terms of the Trust's policies over the next year and is a statement of intention against which achievement can be compared.
- 2.2 In preparing the budget for the Trust, the same assumptions have been made as those used to prepare the Council's own budgets.
- 2.3 The 2018/19 budget was agreed by this Committee in January 2018. The revised 2018/19 and proposed 2019/20 budget for the Trust is set out in Appendix 'N'.
- 2.4 In order to maximise the income received from car parking at the pleasure ground, the Trustees at the last meeting of this Committee in November 2018, agreed to install a new Automatic Number Plate Recognition (ANPR) system which will ensure that all users of the car park are charged appropriately for their stay. It is anticipated that there will be a one off cost of £50,000 to install the ANPR system and an annual charge thereafter of £14,000 which will cover the costs of licenses, administration and network connections. The ongoing costs should be covered by the additional income expected to be achieved via the ANPR system.
- 2.5 Other than reduced income from the catering concession, no costs associated with the proposed developments at the site have been included in the estimates next year. The financial implications of the proposals (lodge income, loan repayments etc) will be included in a future report when the final scheme has been fully costed.

Reserves

- 2.6 The Trust currently runs at a surplus as a result of the car parking and other income

producing activities located on the land. All surpluses are held in reserves to cover for any unexpected expenditure requirements.

- 2.7 At its meeting in January 2011, the former Leisure and Environment Committee was informed that it was unlikely to be necessary to carry a reserve in excess of £20,000, but there was some flexibility provided the Council did not allow reserves to simply accrue, whilst legitimate needs of the charity are going unmet.
- 2.8 Following a major flooding incident in 2014, the Trustees agreed that £40,000 of the existing reserve be set aside in a restricted reserve in case of future flooding.
- 2.9 During November 2017 it was agreed that Runnymede Magna Carta Legacy Ltd would pay £25,000 to Runnymede Pleasure Grounds to cover the cost of maintaining and ensuring the statute of Queen Elizabeth II for a period of five years. To date, we have received £12,500 which has been included within the restricted funds.
- 2.10 The unrestricted reserves of the Trust as at 31 March 2018 were £132,922. Of this, £50,000 is being used to finance the purchase and installation of the ANPR system. Other projects to utilise the reserves are currently on hold pending the proposed redevelopment of the site.

Fees and Charges

- 2.11 The Trust generates most of its income from Car Parking. Car parking charges have been frozen since 2014/15. It is proposed again to freeze the charges in 2019/20. The current and proposed fees and charges are set out below:

FEES AND CHARGES					
PARKS AND OPEN SPACES					
	2018/19 £	2019/20 £	% Increase		Yield £
<u>Car Parking at Runnymede Pleasure Grounds (Includes VAT)</u>					
<u>Per Hour</u>					
Coaches	1.50	1.50	0.00%	}	88,000
<u>Per Day</u>	2.00	2.00	0.00%		
Motor Cars	6.00	6.00	0.00%		
<u>Per Season (Residents Only)</u>					
Monday to Friday Only, excl. Bank Holidays	50.00	50.00	0.00%		

3. Legal Implications

- 3.1 The Council must clearly differentiate between its role as a local authority and its role as charitable Trustee. In managing a charitable Trust, it must act in the best interests of the charity and must not allow its aspirations as local authority to result in decisions which are not in the best interests of the charity.

(To resolve)

Background papers

Working papers held on the resources Business Centre files.

RUNNYMEDE PLEASURE GROUND

Registered Charity Number 305021

Financial projection for the financial years 2018/19 and 2019/20

2017/2018 Actual £	Notes	2018/2019 Estimate £	2018/2019 Probable £	2019/2020 Estimate £
Incoming resources				
84,372	3	88,200	98,200	100,000
35,667	4	36,340	35,840	18,180
12,500		0	0	0
1,292		878	878	878
<u>133,831</u>		<u>125,418</u>	<u>134,918</u>	<u>119,058</u>
Total income				
Expenditure				
2,443		4,000	4,246	10,546
32,383		28,992	27,720	26,820
20,473		19,850	21,360	21,169
893		1,140	980	980
5,131		10,000	10,000	5,000
963		985	681	681
0	1	0	3,500	14,000
1,859	2	3,610	54,700	3,634
<u>64,146</u>		<u>68,577</u>	<u>123,187</u>	<u>82,830</u>
Management and administrative recharges				
26,500		29,200	29,100	28,200
<u>90,646</u>		<u>97,777</u>	<u>152,287</u>	<u>111,030</u>
Total expenditure				
<u>43,185</u>		<u>27,641</u>	<u>(17,369)</u>	<u>8,028</u>
Net movement in funds for the year				

Notes

- 1 Software License and network connection for new ANPR system in the car park.
- 2 Probables includes £50,000 for an ANPR system in the car park
- 3 Additional £25,000 of car parking income expected from ANPR system
- 4 reduction in rental income from Runnymede café in 19/20 due to redevelopment

Balance Sheet projections

31 Mar 2018 Actual £		31 Mar 2019 Original £	31 Mar 2019 Probable £	31 Mar 2020 Estimate £
Current Assets				
185,422	Cash at Bank	185,422	168,053	176,081
<u>185,422</u>		<u>185,422</u>	<u>168,053</u>	<u>176,081</u>
Funds of the Charity				
132,922	Unrestricted	132,922	115,553	123,581
52,500	Restricted	52,500	52,500	52,500
<u>185,422</u>		<u>185,422</u>	<u>168,053</u>	<u>176,081</u>

**15. RUNNYMEDE PLEASURE GROUNDS IMPROVEMENTS – PROGRESS REPORT
(COMMUNITY DEVELOPMENT)**

Synopsis of report:

As part of the pre-application process, the proposals for refurbishment of Runnymede Pleasure Grounds are being scrutinised by a range of experts. As a result of their advice the plans are being adjusted to achieve a scheme which is both acceptable to the Planning Authority and affordable.

The purpose of this report is to update Members on changes to the proposals and the reasons for the changes and to seek the Committee's approval accordingly.

Recommendation(s):

that latest plans for improvements at Runnymede Pleasure Grounds be approved.

1. Context of report

- 1.1 As advised in the preceding item on this agenda concerning the Estimates, 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 requested regular reports as the project progresses. The most recent update was given at the last meeting of this Committee in November 2018 and this report provides an update on the project since then.

2. Report

- 2.1 The internal Project Team and Project Board continues to meet regularly and progress meetings are being held with AECOM, the Employer's Agent, to ensure the project remains on track.
- 2.2 Due to the milestones of the project and the Committee timetable not always coinciding, an uncosted Stage 2 Design was approved by Corporate Management Committee at its meeting on 15 November 2018, to which all Members of this Committee were invited, and a cost plan was subsequently prepared by AECOM. A verbal update on projected costs will be provided at the meeting.
- 2.3 The project team regularly review and update the project programme with AECOM and a copy is provided at Appendix 'O'.
- 2.4 A number of surveys and reports will be required to support a planning application which is to be submitted in 2019 and work on these is continuing. An ecology survey, bat survey and topographical survey have all been completed. A Transport Statement, Arboricultural Impact Assessment and Tree Constraints Plan, Buried Utilities Survey and Ground Investigation Report are all underway. An Acoustic Planning Report and a CCTV Drainage Survey are also being organised.

- 2.5 In early December, the Employer's Agent AECOM engaged with the Council's Planning Officers and commenced pre-application discussions. More recently, a pre-application meeting was held with the Environment Agency to scope the requirements for a Flood Risk Assessment and this document is being drafted. The advice emanating from these pre-application discussions is informing some alterations to the proposals and a revised scheme will be presented at the meeting for consideration.
- 2.6 The play space specialists appointed to the scheme, Davies White Ltd, will be engaging with children at St Jude's Primary School in early 2019. The aim being to identify local preferences in terms of play which will go towards informing the design of the new play space.
- 2.7 Below is a timetable of headline events planned for the project:
- Employer's Agent to deliver value engineered designs to the Project Team and then to the Project Board and this Committee in January 2019
 - Develop the design and conduct further public consultation in Quarter 1 2019
 - Submit planning application in Quarter 1/2 2019
 - Commence procurement of general contractor in Quarter 2 2019 with the aim of having the contract in place by July 2019
 - Commence construction October 2019
 - Works complete and opening ceremony August 2020

3. Policy framework implications

- 3.1 The Vision of the Council's Corporate Business Plan 2016-2020 is:
- A vibrant Borough with a high quality environment, where we maximise opportunities with partners to provide services which are highly regarded by local people.
- 3.2. The same document includes the key priorities:
- To proactively seek opportunities for regeneration in the Borough to assist with place shaping and the enhancement of the built environment e.g. Runnymede Regeneration package which includes Egham town centre, Egham Leisure Centre and Runnymede Pleasure Ground.
 - To continue maintaining the services in our well regarded open spaces.

4. Resource implications

- 4.1 A capital estimate of £4.8m was approved by Corporate Management Committee in order to provide a loan to the Runnymede Pleasure Grounds Trust for the refurbishment of the Pleasure Grounds.
- 4.2 The costs of preliminary work covered by this report, such as preparatory survey work, are covered by existing revenue budgets.

5. Legal implications

- 5.1 The legal implications relating to the decision to refurbish Runnymede Pleasure Grounds are as set out in the relevant previous reports.
- 5.2 There are no additional legal implications relating to this update.

6. Equality implications

- 6.1 The proposals have been considered in the light of the Council's Public Sector Equality Duty and 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 Equalities Impact Assessment will be undertaken.

(To Resolve)

Background papers

None stated.

Instructions

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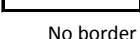
This will give you a timeline in weeks with dates showing as the Monday of each week

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	

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

16. RESPECT THE WATER – RUNNYMEDE WATER SAFETY PLAN (COMMUNITY DEVELOPMENT)

Synopsis of report:

Working with partners the Respect the Water; Runnymede Water Safety Plan sets out to reduce the number of water related incidents in the borough through improved awareness.

This plan will remain a live document and will be reviewed quarterly by the Community Safety Partnership.

The report updates Members with work on the plan and communications activities and seeks endorsement of the Respect the Water; Runnymede Water Safety Plan.

Recommendation(s)

that the Respect the Water; Runnymede Water Safety Plan, as shown in Appendix 'P', be endorsed

1 Context of report

- 1.1 Runnymede as a borough has a complex range of water courses, with a variety of landowners who each have their own responsibilities for river safety. In the absence of a single body responsible for water safety in Runnymede and in recognition of the important role that the rivers and other water courses have in the borough's culture and amenity, a new tri-borough initiative (Runnymede, Elmbridge and Spelthorne Borough Councils) and localised action plans, "Respect the Water: Runnymede Water Safety Plan" has been produced, working with partners through the Runnymede Community Safety Partnership.
- 1.2 Working with partners the plan sets out to reduce the number of water related incidents in the borough through training and improved awareness. This plan will remain a live document and will be reviewed quarterly by the Community Safety Partnership.

2 Report

- 2.1 Officers have been working through the Runnymede Community Safety Partnership, to produce a new "Respect the Water: Runnymede Water Safety Plan" which is attached at Appendix 'P'.
- 2.2 To produce the plan, the partnership group has reviewed all recent water related incidents, and identified measures that could be collectively taken to reduce any future incidents. This work has involved Surrey Police, Surrey Fire and Rescue, Royal National Lifeboat Institution, Royal Life Saving Society, Environment Agency and Surrey Youth Services.
- 2.3 Drowning is among the leading causes of accidental death in the UK; about 400 people drown every year and many of these tragedies involve children and young people, cutting short lives and devastating families. In addition, a further 200 people take their own life through drowning. The National Water Safety Forum has produced the first UK Drowning Prevention Strategy (2016-26) with the aim of reducing accidental drowning fatalities in the UK by 50% by 2026.

3. **UK Drowning Prevention Strategy (2016-26)**

3.1 The national strategy includes the following themes:

- Develop partnership working to ensure consistent guidance for the safe enjoyment and management of activities in, on and around water
- Reduce the drowning risk amongst the highest risk populations, groups and communities
- Ensure every community with water risks has a community-level water safety risk assessment and water safety plan
- Increase awareness of everyday risks in, on and around water
- Recommendation that all recreational activity organisations should have a clear strategic risk assessment and plans that address key risks
- Develop a better understanding of water-related self-harm
- Improve evidence and data to better understand the causes of drowning
- Support partners and networks
- Provide leadership and advocacy
- Mobilise resources and sustained investment in drowning prevention
- Measure success

4. **Informing the local strategy**

4.1 To inform the Runnymede Water Safety Plan, research was undertaken with partners into drownings, including any incidents or recorded near misses in the borough in the last five years, as well as examining data from Surrey Police to establish where these happened, who was involved and what the circumstances were.

4.2 The evidence from the above survey broadly correlates with the statistics given in the UK Drowning Prevention Strategy 2016-26:

- The large majority of drownings and near misses were male and mainly people in their teens and 20s
- Compulsive/ill-judged/reckless behaviour was a significant contributing factor in many of the incidents
- The influence of alcohol or other substances may have been a contributing factor in several cases
- Some incidents were likely to have been attempts at suicide
- Poor swimming abilities may have been a factor in some cases, but even very few strong swimmers now have experience or an understanding of cold, wild water conditions.

5. **Communication and Education**

5.1 It is clear from the research that there are risks throughout the year, from young people and risk taking behaviour in the summer, through to dangers around ice and dog walkers in the winter.

5.2 One of the key actions from the new plan will be annual communications that will be joined up across all partner agencies sharing key messages through channels available to each agency.

5.3 One of the key annual messages is through the RNLI's national 'Respect the Water' campaign (<http://www.respectthewater.com/>) the national drowning prevention campaign. The campaign will be championed locally by all partners and will highlight the risks, how to avoid them and give advice to keep people safe.

- 5.4 Two Respect the Water events in 2017 and 2018 were hosted at Runnymede Pleasure Grounds. These highlighted the joined up approach between partners and raised awareness of the messages.
- 5.5 In addition to communications around water safety, funding has been secured from Surrey County Council's Member's allocation to provide three new throw lines signs at an identified high risk location - Runnymede Pleasure Grounds. Further funding was secured from the Runnymede Joint Committee to install a throw line sign at Chertsey Bridge.
6. **Future review**
- 6.1 The Respect the Water: Runnymede Water Safety Plan will be a live document, enabling each partner to update it throughout the year as new initiatives start, or new incidents occur on the water.
- 6.2 The plan will remain a standing agenda item, and will be reviewed and updated quarterly via the Runnymede Community Safety Partnership.
7. **Policy framework implications**
- 7.1 The plan is a response to a local joint approach to water safety across the borough.
- 7.2 Raising awareness of water safety is an objective in the Runnymede Community Safety Partnership Action Plan 2018-19.
8. **Resources implications**
- 8.1 Other than Officer time in putting the documentation together and attendance at meetings, a majority of the work in this area so far has been met from Surrey County Council budgets.
- 8.2 Should any ongoing works be requested as a result of this Plan, consideration will be given to external funding for future work in the first instance before any funding requests are made to the Council.
9. **Legal implications**
- 9.1 Riparian and other ownership obligations are acknowledged in the plan. The plan's provisions will support owners in meeting obligations and will assist in water safety.
10. **Equality implications**
- 10.1 The Council must take care to ensure compliance with the Public Sector Equality Duty under the Equality Act 2010. An Equalities Impact Assessment for the Water Safety Plan is attached at Appendix 'Q'. This has also been considered by the Council's Equalities Group.
11. **Sustainability implications / Community Safety**
- 11.1 This report seeks to improve the safety of the community, through the Respect the Water campaign and Members are asked to endorse the Respect the Water; Runnymede Water Safety Plan accordingly.

(To resolve)

Background papers

None.

Respect the Water: Runnymede Water Safety Plan

November 2018



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UK Drowning Prevention Strategy 2016-26

Drowning is among the leading causes of accidental death in the UK; about 400 people drown every year and many of these tragedies involve children and young people, cutting short lives and devastating families. In addition, a further 200 people take their own life through drowning. The National Water Safety Forum has therefore produced the first [UK Drowning Prevention Strategy \(2016-26\)](#) with the aim of reducing accidental drowning fatalities in the UK by 50% by 2026.

The national strategy includes the following themes:

- Develop partnership working to ensure consistent guidance for the safe enjoyment and management of activities in, on and around water
- Reduce the drowning risk amongst the highest risk populations, groups and communities.
- Ensure every community with water risks has a community-level water safety risk assessment and water safety plan
- Increase awareness of everyday risks in, on and around water
- Recommendation that all recreational activity organisations should have a clear strategic risk assessment and plans that address key risks
- Develop a better understand water-related self-harm
- Improve evidence and data to better understand the causes of drowning
- Support partners and networks
- Provide leadership and advocacy
- Mobilise resources and sustained investment in drowning prevention
- Measure success

Linking in to the national Strategy to make Runnymede a safer borough

Runnymede is a very green Borough, 70% is covered by woodland, but at the same time also has a large volume of water passing through the area with large urban areas lying in the floodplain. Water courses in the Borough include the River Thames which is the boundary with Spelthorne, Rivers Wey, Bourne and Abbey as well as the Basingstoke canal in the South of the Borough. There are several ponds and some former gravel pits which are now deep water ponds.

There are also several water holdings (e.g. lakes around Thorpe Park, Virginia Water and Longside Lake) across the Borough which are situated on private land, including reservoirs, fishing lakes and golf courses. The Borough does not have a direct role in the management of these land holdings and these all are managed by the landowner.



The River Thames runs through the Borough from Old Windsor to Chertsey and forms the northern boundary with Spelthorne Borough Council. The Local Authority owns very little land immediately adjacent to the river along the length of the River Thames with bulk of the riverbank and bed owned by a variety of landowners including private landlords, the Environment Agency, Network Rail, as well as small portions in Local Authority control (Runnymede Pleasure Grounds, Truss's Island, and Chertsey Meads).

The riparian landowners throughout this stretch have responsibility for assessing and managing their risk, be they private or public bodies. Where there is a public right of way the responsibility still rests with the landowner. There are also a number of properties based on islands along the Thames which present challenges and increased risks through access, but also in times of flood. Responsibility for safe access to these sites is again vested with the landowner be the private properties or land in common ownership.

The Borough has a vibrant culture, much of it linked to the water with many active water based sporting clubs, open spaces and a number of riverside bars and restaurants as well as an extensive network of other rivers and canal towpaths used for more informal recreation and walking. This does however make it is a high-risk location for drowning and sadly such tragedies do occasionally occur (three in the last five years). The Runnymede Community Safety Partnership along with their Elmbridge and Spelthorne partners are therefore eager to link in to the national strategy to raise awareness and reduce the number of deaths and near misses.

The approach of the local plan will be to continue to encourage people to use the rivers, canals and water courses for recreation but ensure they do so in a safer and more informed way. Particular emphasis will be given to educating people about the high-risk activities of impromptu wild water swimming and jumping from bridges (tombstoning).

Informing the local strategy

In order to inform a local plan, research was undertaken with partners into drownings, including any recorded near misses in the Borough in the last five years, as well as data from the [Water Incident Database \(WAID\)](#) to establish where these happened, who was involved and what the circumstances were. This information is provided in a table below.

Not all the details surrounding these incidents especially near misses are known, but in order to understand why they keep happening, it was necessary to employ a detached, subjective approach. As can be seen from the table (appendix 1), some of the drownings and near misses were partly related to local factors such as the cold and fast moving River Thames however, similar to the national picture, many of the incidents were not 'accidents' in the true sense at all, but an inevitable consequence of ill-judged behaviour. This was typically connected to male 'bravado' (between 80% and 90% of all those who drown are male), occasionally further influenced by alcohol or other substances, and, or, a complete lack of awareness of the dangers posed by 'wild water'.



Understanding the extent to which swimming abilities played a part in many of the drownings is difficult to establish as even a strong swimmer would struggle to survive in a river in full flood, whilst subject to thermal shock, and in some cases further incapacitated by alcohol or other substances. Also, similar to the national picture, very few drownings occur locally in connection with formal recreation activities in, on or around water. Given the rowing and boating culture in Runnymede this is very significant, and further demonstrates that deaths are predominantly caused by people entering the water impulsively or accidentally.

Reducing the risks

Practical measures can be devised to try to reduce some of the location specific risks, but the biggest challenge will be trying to change behaviour by increasing awareness of the significant risks posed by wild water. Getting this message across will require a multi-faceted approach, and input from a wide-range of professions, particularly those who work with young people and other high risk groups.

Due to changing weather patterns, including the occurrence of warmer, wetter winters, flooding in the borough has increased over recent years. Care needs to be taken to reduce any risks associated with this and hidden dangers.

Although formal recreation activities on the waterways pose only a low risk this should not lead to complacency and there is a need to ensure all clubs have their own detailed risk assessments and follow best practice endorsed by the relevant national governing bodies.

The use of signage to warn people of waterway dangers is a contentious issue; signage can create clutter and spoil scenic river views, and is also subject to constant graffiti and theft. In some cases through joined up working smart design can incorporate a number of messages from multiple agencies on one information\ pictorial sign. The public perception of the 'health and safety gone mad culture' has also led to a loss of credibility regarding risks warning signs so these are often just ignored. It is therefore not recommended that signage is used extensively, but possibly just where there are very specific location hazards that could place people at risk inadvertently.

Runnymede Pleasure Grounds was identified as a high risk location by the Surrey Fire and Rescue Service where three throw line signs were installed in 2018.

Similarly, [Royal Society for the Prevention of Accidents](#) (ROSPA) guidance makes it clear that the installation of water safety equipment must be seen as part of the overall assessment of the hazards presented and preventative measures. The guidance cautions against the provision of lifebelts other than at specific locations where they can be dropped vertically such as in a lock



(locks are the EA's responsibility). This is because they are extremely difficult to throw any distance horizontally such as from a river bank due to their weight and shape (and are vulnerable to vandalism and theft).

A draft risk assessment identifying all the significant potential hazards connected to Runnymede's waterways, where they are most likely to occur, who is most likely to be involved and possible mitigation strategies has been initiated below, and colleagues and partners are now invited to contribute to this. However, if we are to be successful in our aim to reduce the number of drowning tragedies contributing to the creation of this strategy will only be the first step and it is intended to remain a living document. It is vital that all stakeholders continue to work together to update and implement the strategy and this will be revisited through the Runnymede Community Safety Partnership as a regular standing agenda item.

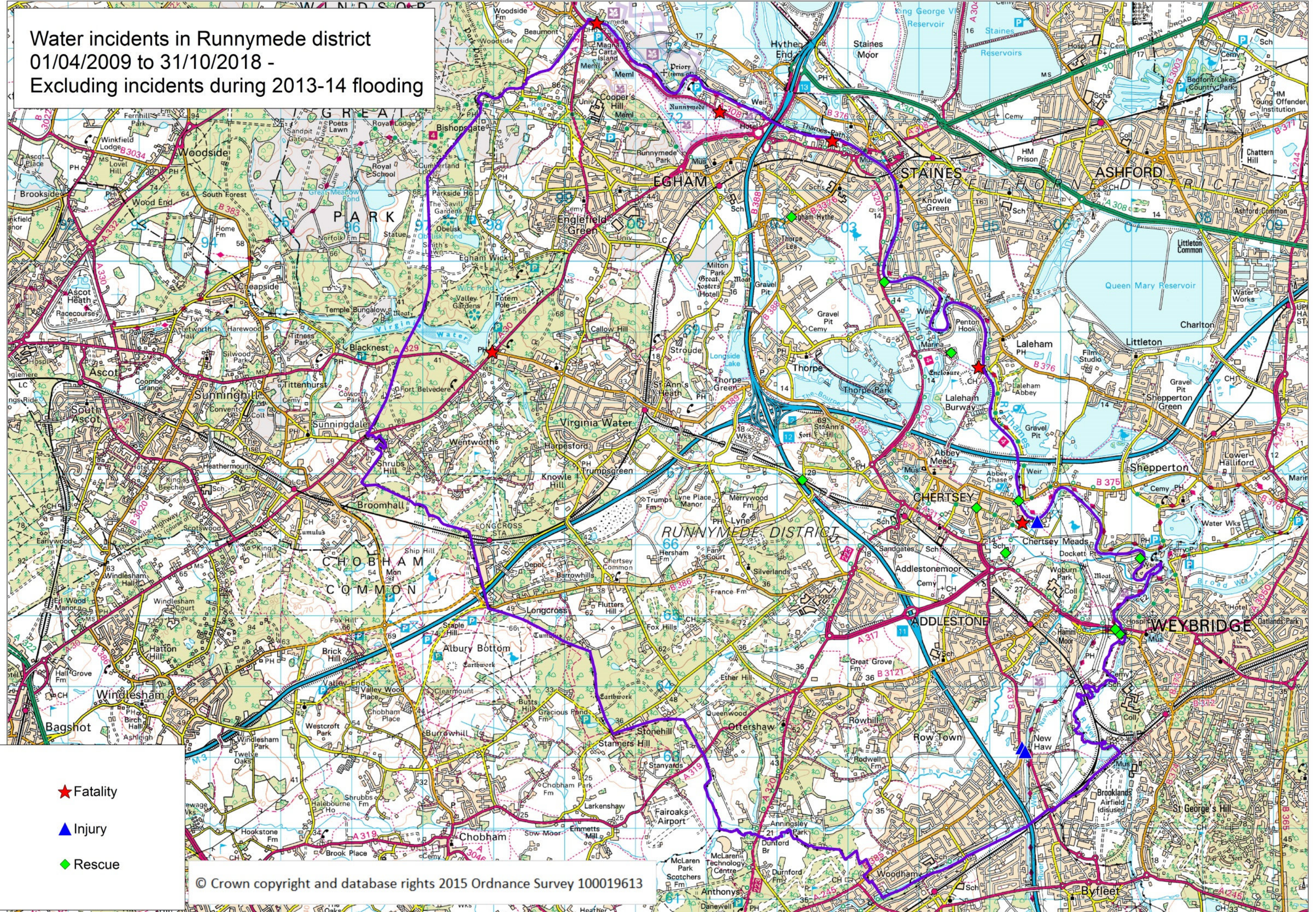
In the absence of a single body responsible for water safety in Runnymede, and in recognition for the important role that the rivers and other water courses have in the Borough's culture and amenity this local Plan has been produced working with partners through the Runnymede Community Safety Partnership which will retain responsibility for its monitoring and delivery.

Local incidents

Information detailing drownings and recorded near misses in Elmbridge 2008 to 2018 have been mapped to show locations:



Water incidents in Runnymede district
01/04/2009 to 31/10/2018 -
Excluding incidents during 2013-14 flooding



- ★ Fatality
- ▲ Injury
- ◆ Rescue

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Runnymede Community Safety Partnership Health & Safety Risk Assessment Environment

Environment	The Borough's waterways, towpaths and river/canal banks		
Activity Description	Formal and informal activities on, in or near the waterways		
Assessment Date	November 2018		
Review Date	November 2021		
Names of assessor(s)	Runnymede Community Safety Partnership		
Glossary	RBC – Runnymede Borough Council, EA – Environmental Agency, RNLI – Royal National Lifeboat Institution, RLSS – Royal Life Saving Society, SCC – Surrey County Council, SFRS - Surrey Fire and Rescue Service, SP – Surrey Police.		
Hazards	High risk locations	High risk groups	Control measures (risk owner)
<p>Slips, trips and falls:</p> <p>Numerous trip hazards such a mooring rings/spikes, ropes, gangplanks, occasional potholes, and eroding and unstable banks.</p> <p>There is reluctance among some small boat owners in wearing buoyancy aids when visiting pubs, as nowhere safe to store equipment.</p> <p>Nationally 44% of all drownings occur when the person apparently had no intention of entering the water, so in a riverine borough like Runnymede falling in to the river/canal will always remain a potential risk. There is also a risk of actually being knocked in to the water by a jogger or cyclist (see below).</p> <p>Dog owners have been known to enter the water to rescue their dogs, placing both themselves and their</p>	<p>Slips, trip and falls along towpaths and riverbanks can occur anywhere. Boat owners can create a serious risk of falling in to the water in any location if they do not take care to create a safe method of access to their craft.</p> <p>The number of illegally moored boats in the borough should be monitored in case obstruct safe passage on the towpath.</p> <p>Popular dog walking locations adjacent to the river (i.e. Chertsey Meads, Runnymede Pleasure Grounds etc.)</p>	<p>The number of potential trip hazards along the towpaths could create a greater risk of slips, trip and falls for the elderly or those with mobility issues. However, the flat, level topography of the towpaths and riverbanks provide ideal walking routes for both these groups (and people recovering from illness/injury), and the physical and psychological benefits of walking in these pleasant environments far outweigh the low level risk.</p> <p>People with visual impairment.</p> <p>Children (particularly toddlers).</p> <p>Runners, walkers and cyclists who use the towpath.</p> <p>Boat owners.</p> <p>Those under the under the influence of drink/drugs.</p>	<p>The Thames towpath is managed largely by the County Council and Thames Trails. Other areas of the river bank are the responsibility of the landowner. (All Landowners)</p> <p>Areas of public open space owned or managed by RBC are inspected regularly. Illegal moorings and storage of items along the towpath, all of which create trip hazards and obstruction, are recorded on inspection reports and resolved appropriately. (RBC & EA)</p> <p>The RNLI has delivered water safety awareness at the Runnymede Junior Citizen since 2006. Each year over 800 year 6s from Runnymede Schools attend Junior Citizen. This equates to approximately 9600 children from Runnymede who have received water safety advice from the RNLI. (RBC & RNLI)</p>



<p>dog at high risk.</p> <p>Hazards:</p> <p>Sprains, cuts and bruises, fractures and back injuries.</p> <p>Risks of drowning if slip, trip or fall is in to the watercourse.</p>		<p>Island dwellings who use small boat craft to reach the mainland or local shops and restaurants.</p> <p>Dog owners</p>	<p>Communication plan to promote safety to dog walkers. (RNLI & all)</p> <p>Runners and Walkers campaigns. (RLSS)</p>
<p>Cycling along the towpaths:</p> <p>Some areas of the towpath along the Thames especially are well used by large numbers of recreational cyclists. The number of cycling events\ sport activities has seen a rapid growth following the success of London 2012 and subsequent Ride London cycling events.</p> <p>The Thames towpath is also used by rowing coaches on bicycles who ride along keeping up with their boat to give instructions to the crew (and often steer the bike with one hand whilst using a megaphone in the other).</p> <p>The narrowness of the towpath creates competition for space between cyclists, and between cyclists and pedestrians. As a result altercations and collisions are fairly common.</p> <p>Pedestrians and cyclist moving out of the way to avoid other cyclists creates further risk as hazards such as mooring rings/spikes and ropes etc. increase the closer you get to the water's edge.</p>	<p>The area most heavily used by cyclist is the Thames towpath between Staines Bridge and Old Windsor.</p> <p>Along this long stretch of the towpath the path narrows considerably between fencing, walls, treelines and the watercourse. There is therefore only a narrow confined space for walkers and cyclists and very little room for error when riding manoeuvring a bicycle.</p>	<p>All cyclists and pedestrians using the towpath.</p>	<p>Continue to promote good cycling behaviour through cycling groups and SCC Cycle Strategy. (RBC\SCC)</p> <p>Raise awareness of large sportive\ running events on the towpath through social media – Facebook 'What's on in Runnymede' page and Safety Advisory Group. (RBC)</p>



<p>Hazards:</p> <p>Injury through collisions and falls.</p> <p>Risk of drowning through accidently riding/falling in to the watercourse; or a pedestrian or bicycle rider being knocked into the river/canal by a careless cyclist.</p>			
<p>Flooding:</p> <p>Some towpaths and surrounding areas flood during the winter, causing a risk of unseen hazards, and the river's edge being obscured underwater.</p> <p>Hazards:</p> <p>Risk of drowning</p>	<p>All areas of the river and adjacent areas throughout the borough are subject to occasional flooding (i.e. Runnymede Pleasure Grounds, Chertsey Meads, Egham Hythe).</p> <p>Even during winters with normal rainfall the rivers are frequently at a high level with very strong currents (and on red boards).</p>		<p>Direct signage which can be erected at times of flooding to warn people not to enter. For example:</p> <p>Do not enter! Towpath flooded – danger of drowning Collapsed banks maybe hidden under the water.</p> <p>Information and flooding advice available on RBC webpage. (RBC, EA, SCC)</p>
<p>Jumping from bridges in to watercourses\ tombstoning:</p> <p>This occasionally occurs in summer at a small number of locations in the Runnymede area especially at the end of the school summer term and local conditions make it an unacceptable risk.</p> <p>Hazard:</p> <p>Risk of drowning as a result of the above and effects of thermal shock.</p>	<p>Chertsey Bridge</p> <p>Staines Bridge</p>	<p>This activity is almost exclusive undertaken by boys and young men.</p> <p>The evidence that some people injured or killed undertaking this activity had poor swimming abilities suggests immature/inexperienced risk judgement combined with male bravado and possibly peer-pressure. In some cases risk inhabitation and awareness is further clouded by alcohol or other substances.</p>	<p>Educate potential high risk groups through a wider wild water awareness campaign, including working with schools, Youth Services and Junior Citizen to spread the message. (ALL)</p> <p>Targeted multi agency social media campaign to reach younger audience. (ALL)</p> <p>Multi agency school visits to raise awareness of risks (SFRS, RLSS, RNLI, SP)</p> <p>New Egham leisure facilities – Orbit offering swimming lessons to children and adults (from February 2019). (RBC)</p>



			<p>River Bourne and St John's Beamount School to promote the RLSS Rookie Lifeguard Course, which targets 8 – 12 year olds and teaches, water safety and lifesaving skills. Offer an increased number of courses at both sites at weekends and holiday periods. (RLSS)</p> <p>River Bourne to promote Over 50's Swimming Programme. (RBC)</p>
<p>Informal children's water play: During the summer a number of sites in the borough are used for informal paddling.</p> <p>Hazards: Risk of drowning</p>	<p>River Thames - the Thames has a number of small scalloped areas (e.g. Runnymede Pleasure Grounds, Truss's Island) where young children can paddle safely.</p>	<p>This is mainly undertaken by children and young people during the summer.</p> <p>Most children enjoy paddling and the health benefits of swimming are obviously beneficial for all. However, this can pose a risk so needs to be appropriately supervised.</p>	<p>Uniformed associations (Scouts\ guides etc.)</p>
<p>Informal wild swimming: During the summer a number of sites in the borough are used for informal wild swimming and paddling (see right).</p> <p>Hazards: Risk of drowning</p> <p>Leptospirosis: This is a potentially fatal illness transmitted from rats or cattle to people though contact with ditch, canal or river water – particularly through open wounds or accidental swallowing.</p>	<p>River Thames - the Thames is used at various locations (Runnymede Pleasure Grounds, Truss's Island) with increased risks from fast moving water, submerged objects and reeds.</p> <p>Thorpe Open Water Swimming Lake Dumsey Meadows, Chertsey</p> <p>There is increased danger from swimming in any restricted areas such as locks and weirs.</p>	<p>This is mainly undertaken by young people during the summer, but there are also a growing number of experienced older swimmers or regularly wild swim.</p> <p>People with a lack of experience of wild water conditions are also unprepared for how cold river water is and the effects this can rapidly have on the body and brain.</p>	<p>Educate potential high risk groups through a water awareness campaign, including working with schools, Youth Services and Junior Citizen to spread the message. (ALL)</p> <p>Targeted multi-agency social media campaign to reach younger audience. (ALL)</p> <p>Multi-agency school visits to raise awareness of risks. (SFRS, RNLI, SP)</p> <p>Staff on patrols to advice people not to swim in open waters and restricted areas such as locks and weirs. (ALL)</p> <p>River Bourne and St John's Beamount School to promote the RLSS Rookie Lifeguard Course,</p>



			<p>which targets 8 – 12 year olds and teaches, water safety and lifesaving skills. Offer an increased number of courses at both sites at weekends and holiday periods. (RLSS)</p> <p>New Egham leisure facilities – Orbit offering swimming lessons to children and adults (from February 2019). (RBC)</p> <p>River Bourne to promote Over 50's Swimming Programme. (RBC)</p>
<p>Impulsive jumping in to watercourses:</p> <p>This is one of the major causes of drownings nationally. It is a distinctively different from premeditated wild swimming, and is an impulsive act often influenced by alcohol and other substances, but can also just be an ill-judged high spirits spur of the moment attempt at wild swim without considering the location or conditions. Other motivations can include trying to rescue items that have fallen in to the water (such as footballs).</p> <p>The motivations for this impulsive behaviour are such that it can occur at any times of year, even when the water is very cold. So putting aside all other factors, the level of physical impairment and reactions to thermal shock alone can be one of the most significant contributing factors in drowning.</p>	<p>The high number of young male students in the borough makes it a high risk area in general. The nature of this behaviour means that it can happen at any location within the borough.</p>	<p>This almost exclusively involves boys and young men, but can also include children in general in the act of trying to retrieve items for the water.</p> <p>Those under the influence of alcohol/drugs.</p>	<p>Educate potential high risk groups through a water awareness campaign (including working with schools, Youth Services and Junior Citizen to spread the message). (ALL)</p> <p>A campaign specifically targeted at young males: Don't Drink and Drown. (RLSS)</p> <p>River Bourne and St John's Beamount School to promote the RLSS Rookie Lifeguard Course, which targets 8 – 12 year olds and teaches, water safety and lifesaving skills. Offer an increased number of courses at both sites at weekends and holiday periods. (RLSS)</p> <p>New Egham leisure facilities – Orbit offering swimming lessons to children and adults (from February 2019). (RBC)</p>



<p>Hazard:</p> <p>Risk of drowning resulting from unconsidered location dangers (such as strong currents) and lack of experience of wild water conditions including the effects of thermal shock, and, or judgement and swimming abilities impaired by intoxication.</p>			
<p>Water-related self-harm:</p> <p>Nationally a third of all drownings result from a person's apparently deliberate act to end their own life. However, in some cases the person may not have entered the water consciously considering it would end in their death; it can be an impulsive act of desperation or 'cry for help', but as discussed above, any impulsive entering of a water course carries a very high risk of drowning regardless of intention.</p>	<p>The nature of this behaviour means it can happen at any location within the borough.</p> <p>Chertsey Bridge Staines Bridge</p>	<p>There are certain groups most at risk from suicide (particularly young men) but this can involve anyone.</p>	<p>Have an awareness campaign for boat owners and other river uses/riparian residents so they know what to look out for and who to contact if they have concerns about anyone. (EA)</p> <p>Monitor attempted\ completed suicides to identify high risk locations. Offer suicide prevention training to local officers\ community workers who may respond to such incidents. (SCC)</p> <p>Develop a local alert system: so if there is someone looking distressed there is a local alert system. (SCC)</p>
<p>Working on or near the waterways:</p> <p>Each authority and agency working on or near the waterways has their own risk assessments based on their specific roles and policies. However, their staff faces a number of generic risks, including some of those listed above, but also from encountering members of the public getting in to difficulties in the water, particularly during the summer months.</p>	<p>Anywhere within the borough.</p>	<p>All staff working on or near the waterways.</p>	<p>Colin Lynott– do you attend the River Thames Alliance Meetings?</p> <p>All agencies involved in the management of the waterways in the Borough meet (River Thames Alliance\ Community Safety Partnership) and communicate regularly to share intelligence regarding waterway issues and use this plan as a live document. (All)</p> <p>Staff are trained not to put themselves at risk in order to help others in difficulties in the water. The procedure is to phone the</p>



<p>Hazard:</p> <p>Risk of drowning from trying to help others in difficulties.</p>			<p>emergency services first and then try to reach people from the bank using throwlines (where available), or other items such as clothing or branches if they are near the bank. If the character of the bank or situation makes it risky to pull the person out of the water they should be helped to hold on to the bank until additional help arrives. (ALL)</p> <p>Staff to advise anyone who has got in to difficulties in the water to seek medical attention. (ALL)</p> <p>Communication with boat owners and residents. (EA)</p> <p>Training to be arranged for businesses, residents, contractors and sports clubs adjacent to the river and funding for throwlines to be sought. (RBC, SFRS, RLSS, RNLI)</p>
<p>River based sporting activity (Rowing and regattas, Sailing Canoeing):</p> <p>The borough has a large number of sports clubs offering a range of activities for all ages. The standard of these clubs is very high and all are encouraged to follow their own National Governing Body guidance, and seek to accredit with Clubmark (a national accreditation scheme recognising best practice).</p>	<p>Burway Rowing Club Staines Boat Club Weybridge Rowing Club Wraysbury Skiff and Punting Club Laleham Sailing Club Addlestone Canoe Club Royal Holloway University Boat Club</p> <p>Thames Regional Rowing Council</p> <p>Sea Scouts</p> <p>Uniformed associations (scouts\ guides etc.)</p> <p>Egham Regatta</p>	<p>All participants.</p> <p>Beginners who are new to the sport and unaware of the risk.</p>	<p>Continue to work with the borough's sports clubs to encourage best practice and to seek club mark accreditation. (RBC)</p> <p>All water based activity clubs to give consideration to effective means of calling for help when on the river (i.e. whistle, torch, accessible phone)</p> <p>Flow meters, data source (EA)</p> <p>Risk assessment to be produced by water based clubs for their activities.</p> <p>Clubs to adopt polices not to enter river above a set flow rate. (RNLI, EA)</p>



<p>Swimming pools:</p> <p>The borough has a range of providers offering access to high quality swimming facilities and a programme of swimming lessons through private tuition to teach young people to swim.</p>	<p>Swimming facilities are available to the public across the borough:</p> <p>Riverbourne Centre Egham Leisure Centre Bishopsgate School Runnymede on Thames Hotel Orbit, Egham Leisure Centre (from February 2019)</p> <p>Primary schools</p>	<p>New swimmers.</p> <p>Younger children.</p> <p>Over 50s swimmers.</p>	<p>Continue to promote swimming lessons to all. (RBC)</p>
<p>Ponds\ open water:</p> <p>In total RBC carry out 29 risk assessments on sites with water annually.</p> <p>There is an increased risk during extreme cold periods where people believe it is safe to walk on the ice.</p>	<p>Hare Hill Hythe Park Chertsey Meads Homewood Park</p> <p>Seasonal ponds (only in the wetter months):</p> <p>Chaworth Copse Meadow View St Ann's Hill</p>	<p>Unsupervised children.</p> <p>Young people.</p>	<p>Mitigation measures on Runnymede sites have included cutting back vegetation to avoid inadvertent slips into deep water and the provision of warning signage at certain locations.</p> <p>E.g. - mitigation measures on Runnymede sites include regular inspection for faults, installation of boardwalks, footbridges and handrails where appropriate, use of anti-slip measures underfoot on riverside structures, realigning of paths away from eroding banks, deep water warning and no swimming signs where appropriate, provision of life-lines and management of vegetation to either provide a wide impenetrable margin at the bank-side or cutting back to allow a clear view of the bank edge as suited to the location. (RBC)</p> <p>All partners should reinforce the dangers of deep or fast flowing water and implementation of a No Swimming Policy where appropriate and following a suitable risk assessment. (RBC)</p>



			By Laws to prohibit swimming at any ponds when pond is considered a waterway (RBC) Signage to be erected on frozen ponds to warn of the dangers of thin ice and dogs on leads (see CFO stock posters). (RBC\ SFRS)
Angling Runnymede is a popular fishing destination along the length of the Thames and in many of the larger ponds There is an increased risk of fishermen, especially when under the influence of alcohol, of inadvertently falling in to the water with inappropriate clothing.	River Thames Chertsey Lane Lake Beomonds Lake Abbey River Abbey Lake Ten Acre Lane Lake Bells Weir Lock Mead Lake Littleton North Lake Littleton South Lake Fishing areas	Anglers	Communications about public rescue when in water. (SFRS\RNLI) Messaging to anglers about water safety to be included as a part of their license application. Life preservers. (EA)

Appendix 1: Table of information detailing drownings and recorded near misses in Runnymede 2008 - 2018

Time Of Call	Location	Victim Type	Age	Gender	Ethnicity	District	Service Type Name	Service Type 1.Name	Location Town	Nature of Injury	Cause of death
10-Apr-18	(STREET RECORD), ALMNERS ROAD,LYNE	Rescue	91	Male	British	Runnymede	Other	Person not in water or at imminent risk of entering water (NB water not flowing)	WEYBRIDGE		
07-May-17	(STREET RECORD),YARD MEAD,EGHAM	Fatality		Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water	WEYBRIDGE		



07-Sep-16	(STREET RECORD),A308 ,WINDSOR ROAD,EGHAM	Fatality		Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water	WEYBRIDGE		
26-Aug-16	VIRGINIA WATER LAKES,LONDON ROAD,VIRGINIA WATER,GU254 QF	Fatality	23	Male	British	Runnymede	Person in pond, lake, loch (fully enclosed by land), or reservoir (still water)	Person in water or at immediate risk of entering water		Hypothermia	
13-Mar-16	CHERTSEY BRIDGE ROAD,CHERTSEY	Rescue	30	Female	British	Runnymede	Person in sinking or otherwise unsound vessel	Person in water or at immediate risk of entering water		Drowning	
13-Mar-16	CHERTSEY BRIDGE ROAD,CHERTSEY	Rescue	6	Female	British	Runnymede	Person in sinking or otherwise unsound vessel	Person in water or at immediate risk of entering water			Drowning
02-Dec-15	REAR OF SCHOOL,PHILIP SOUTHCOTE SCHOOL,ADDLESTONE MOOR,OFF ADDLESTONE MOOR RABOAT A317,ADDLESTONE,KT152QH	Rescue		Female	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
28-Sep-15	(STREET RECORD),CHERTSEY BRIDGE ROAD,CHERTSEY	Rescue	45	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			



18-Jul-15	BURWAY HOUSE, LALEHAM REACH, CHERTSEY, KT168RP	Fatality	30	Male	Other White	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
20-Oct-14	WHITE HART, THE WHITE HART, NEW HAW ROAD, ADDLESTONE	Injury	24	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
10-May-14	CHRISTMAS COTTAGE, (ST REET RECORD), BRIDGE WHARF, OFF BRIDGE ROAD, CHERTSEY	Injury	37	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			Drowning
24-Dec-13	HAMM COURT	Rescue		Female	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			Drowning
24-Dec-13	HAMM COURT	Rescue		Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			Drowning
24-Dec-13	HAMM COURT	Rescue			NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water		Chest pain/Heart condition/Cardiac arrest	



30-Nov-12	CHERTSEY MEADS MARINE,CHERTSEY MEADS,CHERTSEY	Fatality	62	Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
19-Jul-12	(STREET RECORD),MEAD LANE,CHERTSEY	Rescue	57	Female	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
05-Jul-12	THE FISHING TEMPLE (21),21,CHERTSEY LANE,STAINES	Rescue	50	Male	British	Runnymede	Bank side, partly in or out of water.	Person in water or at immediate risk of entering water			
25-Jun-12	(STREET RECORD),RIVER PARK AVENUE.,OFF THE CAUSEWAY,STAINES	Fatality	49	Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
04-Jul-10	NEW HAWLOCK,BYFLEET ROAD,ADDLESTONE,NEW HAW	Rescue	70	Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			
17-Feb-10	(STREET RECORD),HAMM COURT,OPPTHAMES COURT HOTEL,ADDLESTONE	Rescue	30	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water			Drowning



17-Feb-10	(STREET RECORD),HAM M COURT,OPP THAMES COURT HOTEL,ADDLESTONE	Rescue	35	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water		
17-Feb-10	(STREET RECORD),HAM M COURT,OPP THAMES COURT HOTEL,ADDLESTONE	Rescue	80	Male	British	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water		
21-Oct-09	(STREET RECORD),ADDLESTONE ROAD,WEYBRIDGE	Rescue	60	Male	NOT STATED	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water		Drowning
22-May-09	NEW HAWLOCK,BYFLEET ROAD,ADDLESTONE,NEW HAW	Injury	31	Male	Other White	Runnymede	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	Person in water or at immediate risk of entering water		

Appendix 2: Existing resources

Youth Messaging

<https://rnli.org/youth-education/education-resources/activity-sheets-and-posters>

<https://rnli.org/youth-education/educational-visits>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/595017/Preventing_unintentional_injuries_guide.pdf

Attached booklet has all relevant messages for young people.



Respect the Water

<http://www.respectthewater.com/>

<https://rnli.org/safety/know-the-risks>

https://rnli.org/safety/beach-safety?utm_source=various&utm_medium=vanity_url&utm_campaign=unknown&utm_content=beachsafety

Beneath the Surface

<https://rlss.org.uk/news/hard-hitting-film-launched-for-drowning-prevention-week-2015>

Programmes

<https://swimsafe.rnli.org/>

River levels\ flow

Information on river levels and flow data in the borough on the Thames:

<https://www.gaugemap.co.uk/>

Samaritans

<http://www.samaritans.org/how-we-can-help-you/what-speak-us-about/i-want-kill-myself>



EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Respect the Water: Runnymede Water Safety Plan	Shazia Malik

A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

The Runnymede Community Safety Partnership along with their Elmbridge and Spelthorne partners are eager to link in to the national drowning strategy to raise awareness and reduce the number of deaths and near misses within our boroughs.

The approach of the local plan will be to continue to encourage people from the wider community to use the rivers, canals and water courses for recreation but ensure they do so in a safer and more informed way. Particular emphasis will be given to educating people about the high-risk activities of impromptu wild water swimming and jumping from bridges (tombstoning).

Working with partners the plan sets out to reduce the number of water incidents in the borough through training and improved awareness. This plan will remain a live document and will be reviewed quarterly at the Community Safety Partnership meetings.

B. Is this policy, function or activity relevant to equality? Does the policy relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential for adverse impacts or unlawful discrimination.

The Water Safety Plan does not discriminate against any of the nine protected characteristics which include all services users, employees and the wider community.

However there is recognition that males in the teen, 20s and 30s may be affected by the Water Safety Policy. According to the National Drowning Strategy there is evidence to support that the large majority of drownings and near misses were male and mainly people in their teens and 20s. Therefore the Water Safety Plan and the awareness campaigns are likely to have an increased positive impact on the protected characteristics of age and sex (males aged in their 20s and 30s)

The introduction of the Water Safety Plan will have a positive impact for all residents of Runnymede as agencies are taking actions to safeguard individuals from harm when near water based areas including the installation of throw lines signs at high risk areas.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment must be carried out.

C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion? What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

The Runnymede Water Safety Plan, a live document, provides an effective process and opportunity for agencies to raise awareness and reduce the number of deaths and near misses within our borough.

The Water Safety Plan is also reviewed at the quarterly Community Safety Partnership meetings.

The Equalities Group has reviewed this assessment and it is not perceived that there are any negative equalities issues related to this plan and there is a positive effect for age and sex as detailed above. Therefore, a full impact assessment is not required.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed: 19/12/18

Sign-off by senior manager:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

17. FAMILY SUPPORT PROGRAMME ANNUAL REPORT (COMMUNITY DEVELOPMENT)

Synopsis of report:

This report provides an update on progress that has been made in the delivery and outcomes for families who have been helped by the Family Support Programme in 2017/18. The report also identifies funding issues that are going to impact on the future of the programme in the next 12 -15 months.

Recommendation(s):

None. This report is for Information.

1. Context of report

- 1.1 The troubled family initiative was introduced to change the repeating generational patterns of poor parenting, abuse, violence, drug use, anti-social behaviour and crime in the most troubled families in the UK. In Surrey the initiative was rolled out across the district and boroughs and has been known as the Family Support Programme (FSP). In 2013 Runnymede and Surrey Heath agreed to a joint project which to date has worked with a number of families across both boroughs
- 1.2 The programme works in two parts with families receiving intensive support for a minimum of 12 weeks with a co-ordinator and Team Around the Family (TAF). The family as part of the TAF are then supported for the next 9 months by a lead organisation and other agencies.
- 1.3 Within Runnymede there are three co-ordinators one of which has a senior role and supervises the other two staff. This is replicated in Surrey Heath with a Manager and administrator working across both Boroughs.
- 1.4 Family Support Coordinators each hold a caseload of 7 families at any given time. The Senior Coordinator holds a caseload of 3 families plus line management responsibilities for the other staff.
- 1.5 The overarching criteria are:
 - Children not in School
 - Unemployment
 - Crime/Anti-Social Behaviour
 - Domestic Violence
 - Child in Need
 - Health Problems
- 1.6 There is currently a large scale restructure within Surrey County Council Children Services which will have an impact on the FSP. In addition, the ending of Government funding will take place from the end of March 2020.

2. Report

- 2.1 In the 2017/18 financial year the FSP team worked with 96 families, 47 of which were living in Runnymede. Over the first half of 2018/19 the FSP have worked with 58 families, 23 of whom live in Runnymede.

2.2 The type of work undertaken with families does depend on their needs but has included:

- Five families who have significant rent arrears putting them at risk of eviction. Work has been done looking at reducing these arrears, obtaining discretionary housing payments and support in budgeting and claiming benefits.
- Two families had young people not in employment education or training (NEET), they have been supported back into education or training.
- Seven families are currently homeless and to date three have been supported back into permanent accommodation.
- Working with one individual with a substance misuse issue.
- Supporting families in improving education attendance, increasing employment, providing parenting strategies and reducing police call outs for domestic incidents

2.3 For each family an outcome star is produced at the beginning and end of the intervention work. This helps to support payment by result claims. The table below shows the average first and last scores for all families in the last financial year and it clearly shows an overall improvement in all areas, most significantly in wellbeing. This is a self-scoring process with each family marking themselves on a scale of 1-10.

Scale	Initial	Last	Change
Physical health	5.8	6.5	0.7
Your well-being	4.2	5.7	1.4
Meeting emotional needs	5.3	6.5	1.2
Keeping your children safe	7.0	7.4	0.4
Social networks	5.5	6.4	0.8
Education and learning	5.2	6.2	1.0
Boundaries and behaviour	4.9	6.1	1.2
Family routine	5.6	6.6	1.0
Home and money	5.6	6.3	0.8
Progress to work	5.7	6.1	0.4
Average	5.5	6.4	0.9

2.4 There has also been very positive feedback from users of the service with a satisfaction survey carried out to collate comments. Details are attached at Appendix 'R'.

2.5 There have, over the last 6 months, been significant changes within Surrey County Council Children's Services with a new management team brought in. There is a re-design of the whole service including early help which the FSP links into and this review is due for completion in March 2019.

2.6 This uncertainty over funding for Children's Services and the end of the Government support does make it difficult at the present time to plan for the longer term future of

the service. The Council may wish to indicate whether it would be agreeable to continue to support the current arrangements for the delivery of the FSP if funding to match the current Government funding can be agreed with Surrey County Council and Surrey Heath Borough Council. The current Government funding to cover both Runnymede and Surrey Heath Boroughs totals £221,512.

- 2.7 Funding for the delivery of the current Troubled Families programme comes from the Government to Surrey County Council who then pass it onto the Boroughs and Districts. It is made up of three parts;
- Service transformation grant which is ring fenced to pay for the central team
 - Attachment fees an upfront payment for each family
 - Payment by results where a payment of £800 is made when the local authority can evidence that a family has made significant progress and sustained this for a minimum of six months or has moved off of working age benefit and into continuous employment and sustained this for either three or six months dependent on benefit type. These claims are done by Surrey County Council and the amount for this year has yet to be determined
- 2.8 The level of service transformation grant and attachment fees are determined annually by the Ministry of Housing, Communities and Local Government and are linked to Surrey's target of supporting 3,700 families to make substantial and sustained progress and/or to move into continuous employment.
- 2.9 The FSP also manage the vulnerable person's relocation scheme for Syrian refugees. To date, two families have successfully settled within the Borough with a third family due to arrive in January 2019. There is a support worker employed to support the families which is fully funded by the Government and work with the families includes:
- Registering children at schools where they have begun and schools report they are progressing well
 - Registering the family to GP and Dentists
 - Set up the family to claim all relevant benefits
 - Both parents are accessing English classes
 - Supporting the family to integrate into the community, reducing their isolation
- 2.10 The families in Runnymede have all settled in very well with all the children in local schools, medical needs being dealt with and the adults attending English classes.

3. **Policy framework implications**

- 3.1 The Community Development Business Centre Plan has an objective to deliver on phase two of the Family Support Programme working with families across both Runnymede and Surrey Heath.
- 3.2 The Corporate Business Plan 2016 – 2020 has one of its key priorities as supporting local people and in particular improving the quality of life for those vulnerable or deprived.

4. **Resource implications**

- 4.1 The programme is funded by the Government through a mixture of up front funding for each family worked with and payment by results once the family has completed the twelve months and improved in the areas identified i.e. school attendance.

Surrey Heath employs all the staff and manages the budgets associated with the programme.

- 4.2 As highlighted in the report, Government funding ceases in March 2020 so should the FSP continue to be provided locally alternative funding sources would need to be found. Surrey County Council have suggested they may part fund the FSP programme but details of what is being proposed has yet to be provided but will be made available to Members verbally at the meeting if further information is available. A full report on any future financial impacts will be reported to this Committee as and when available.

5. **Legal implications**

- 5.1 None identified.

6. **Equality implications**

- 6.1 The Council is mindful of its duties under the Equality Act and in particular the Public Sector Equality Duty. The Family Support Programme has key criteria which work towards positive outcomes relevant to the protected characteristics of age, disability and in the work with Syrian refugees to race as well.

(For information)

Background papers

None stated.

Family Support User Comments

- A service that every family should have access to. Gail has helped us make huge strides in the right direction on our journey. There're stigmas relating to asking for help, but being on the other side of working with Gail has really made me wonder why i waited so long.
- I'm very grateful of the support provided and wish i had accepted it earlier. It has really helped me to feel like i can do things on my own and manage family life more confidently. I think Hollie has great knowledge about what support can be there for us as family. Hollie has been great, professional but also extremely approachable and non-judgemental
- Louise was a perfect balance of professional and friendly. Louise is easy to talk to and i believed did the absolute best to her abilities to help our family.
- Hollie has been incredibly supportive and a wealth of knowledge. Her support has made a difference to my family welfare and well-being. thank you
- Our family support worker has been a great help to our family and very supportive. She has taken the time to really understand what support we have needed and helped greatly with my son's school placement and given us strategies to get through difficult situations and pointed us in the right direction of other support systems we can access.
- I have really valued our time with Hollie. as a family i feel like we've made great progress and grown a lot closer. The children have really responded well and we've learnt some really useful strategies to combat some of the issues we were having. We are very grateful for all the help we've received.
- from myself and my children i would just like to thank you for the services you provide it is a literal lifeline for people and families like ours
- Julia has been simply amazing at helping us as a family. We were stuck and having her help in getting things moving has been invaluable. I'm very grateful for this service and Julia.
- very happy! Unsure before it started of how the process would be, felt judged and ignored at meetings with professionals in the past. This was not the case within this process which has been a pleasant change, supported rather than judged.
- Nessa has helped our family, she has shown me how to access services i didn't know existed. its a huge thing to know you have someone on your side to help you find the support you need.
- thank you! We had so many preconceptions which were of course totally unjustified. we have been tremendously well looked after and are so grateful that our concerns were taken seriously and acted upon. we have been very grateful to Nessa for her contacts made on our behalf and tailoring of approach to our quite specific circumstances. The TAF process really have been a true lifeline in the most literal sense.
- my experience with the family support team has been very good. Louise has been very empathetic and makes me feel supported and comfortable talking to her. She has kept in touch regularly, updating me with what has been actioned and response from other agencies involved. Louise has always fitted in our meetings around my work commitments and has researched information about other support i could access.

18. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following 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 paragraphs 1 and 3 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> | Paras |
| 19. | SURREY HEATH PARTNERSHIP – UPDATE | 1 and 3 |
| | To Follow | |
| b) | <u>Confidential Information</u>
(No reports to be considered under this heading) | |