

Community Services Committee

Thursday 14 March 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

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

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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 – BRIGHTLIGHTS JUNIOR YOUTH CLUB

There will be a presentation by Brightlights Junior Youth Club.

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 15 January 2019, previously circulated by email in March 2019 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. RUNNYMEDE PLEASURE GROUNDS IMPROVEMENTS – PROGRESS REPORT (COMMUNITY DEVELOPMENT)

Synopsis of report:

Since the last update to this Committee in January, further work has been undertaken to reduce the predicted costs of the proposals for the Pleasure Grounds, with the objective of bringing them back within the original budget.

The design and scope of the proposals have also been adjusted to take account of comments received during the pre-application process from the Environment Agency, the Council's Planning Officers and others.

The purpose of this report is to update Members on changes to the proposals and to seek approval of the revised plans (to be tabled at the meeting) and approval of the procurement process in order to award the main contract for the construction of the project.

Recommendations that –

- i) Members note progress with the project;**
- ii) the procurement of the main construction contract using the methodology set out in the report, be approved;**
- iii) Members agree to proceed to RIBA Stage 3 on the basis that costs must be reduced from the current estimate of £4.89m to £4.8m (the original budget) through value engineering; and**
- iv) the revised plans (to be tabled at the meeting) be approved**

1. Context of report

- 1.1 Runnymede Pleasure Grounds (RPG) is a public open space on the banks of the River Thames, mid-way between Egham and Old Windsor. It is held by the Council as Trustee and the Trustee function is delegated to this Committee. It therefore falls upon Members of this Committee to exercise that function in accordance with the terms of the Trust and in its best interests.
- 1.2 This Committee has requested regular progress reports on the project to improve the facilities at Runnymede Pleasure Grounds. The most recent update was given at the last meeting of this Committee in January and this report provides an update since then.

2. Report

- 2.1 The internal Project Team and Project Board continue to meet regularly and progress meetings are being held with AECOM (the Employers Agent) and the design team, to ensure the project remains on track.
- 2.2 At the last meeting of this Committee, Members were informed that, when costed, a Stage 2 Design that had been approved by Corporate Management Committee was in fact over budget and that several rounds of value engineering had been necessary to bring the scheme closer to the original budget.
- 2.3 The agreed budget for the scheme is set at £4.8M with no tolerance. AECOM, RBC and the design team have completed a comprehensive value engineering exercise to deliver a concept design at £4.89 million.
- 2.4 The main changes implemented to reduce costs are:
 - Reducing the size of the café
 - Reducing the number of lodges from 4 to 2
 - Reducing deck areas to lodges
 - Omitting demolition of the Cottage, fronting onto Windsor Road but converting this to be one of the holiday lets
 - Omitting new public toilets and other changes to the bathing pavilion
 - Retaining the Skiff and Punt Club car park and access road as is.
 - Omitting central avenue and path
 - Reducing hard surfaced areas – paths, car park, congregating spaces.
 - Omitting tree planting
 - Reducing the number of fishing platforms
 - Reduce the play space budget

- 2.5 Although still over budget, the project team have agreed this scheme as the RIBA Stage 2 Concept Design to allow the project to move to RIBA Stage 3 Developed Design. However, an important caveat has been added that additional value engineering is conducted during Stage 3 to bring the costs in line with the budget of £4.8m.
- 2.6 It is important to note that some of the items at 2.4 which have been omitted from the scheme can be re-considered once the new park is operational and financial balances start to build up, for example providing additional public toilets or play equipment. Other elements may be financed in other ways, for example sponsored tree planting.
- 2.7 The delays in signing off a Stage 2 Concept Design within budget has delayed the progression of the Developed Design Stage 3 with a subsequent delay to the planning application period. A revised programme (Version 8) is attached at Appendix 'A'. Currently, the lodges, play areas and car park would be available for Summer 2020 but the café would not be completed and open for business until October 2020.
- 2.8 One of the issues raised by the Environment Agency (EA) when considering flood risk at the pre-application stage was the risk to occupiers of residential units included in the scheme, in the event of a flood, compared to the existing risk. The EA's view is that there should be no increase in the number of residential units. Currently there are three; the cottage at the main entrance and 1 and 2 St Anne's Cottages. With this in mind, together with the need to take costs out of the scheme, the cottage will now be retained (saving demolition costs) and be used for holiday accommodation and the number of lodges reduced to two (saving construction costs). This change has been communicated to the Runnymede Hotel and the business model is being re-run to take account of the anticipated reduction in projected income.
- 2.9 Set out below is a timetable of headline events planned for the project:
- Stage 3 Design to be presented to Committee – March 2019
 - Public consultation on Stage 3 Design – March 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 September 2019
 - Commence construction November 2019
 - Works complete October 2020

3. **Policy framework implications**

- 3.1 The Vision of the Council's Corporate Business Plan 2016-2020 is to have 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 following 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 and
 - 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 current estimate for the scheme is £4.89m, but further cost savings are being sought with the design team to ensure that the budget is not exceeded.
- 4.3 Officers will continue to monitor any proposed amendments to the scheme to ensure that the resulting changes do not alter the Trust's financial viability going forward.

5. **Legal implications**

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

6. **Equality implications**

- 6.1 The proposals have been considered in the light of the Council's Public Sector Equality Duty and issues of access for those with mobility issues have been raised with the designers and architects.
- 6.2 As the project progresses consideration is being given to any Equalities implications that arise, particularly around the design of the facilities and layout. This will also be key at the planning application stage. This will need to take into account access issues, for example consideration of conducting an access audit and consultation with the Runnymede Access Liaison Group. The Council's Equalities Group will also be consulted and if necessary an Equality Impact Assessment will be undertaken which can be reported to this Committee at a later date.

7. **Procurement implications**

- 7.1 The estimated construction costs are currently £4,058,000; this is below the OJEU threshold for Works and the Council's Contract Standing Orders allows procurement to be via an open tender exercise that would be advertised on 'Contracts Finder'. Officers are therefore seeking the Committee's approval to procure this work in this way.
- 7.2 Should the tenders come in at less than £4,058,000, Officers will be able to award the contract, subject to the usual scrutiny and evaluation of all the tenders, without delay. Officers would then report the outcome the Committee at the next meeting.
- 7.3 Should the tenders come back at more than £4,058,000, Officers would need to seek the Committee's view on a way forward.

(To resolve)

Background papers

None Stated.

8. GOGMORE FARM PARK PAVILION (COMMUNITY DEVELOPMENT)

Synopsis of report:

The Gogmore Farm Park Pavilion has been leased to Surrey County Council since 2004 but this lease has now been terminated as of early March 2019. This report details the proposal of a new community based group to take on the lease initially for a five year period to provide youth work and other community activities out of the pavilion.

Recommendation:

- i) **The Gogmore Farm Park Pavilion is leased to the new community group for a five year period, with a rolling break clause that can be invoked after two years of the lease with six months' notice by either party; and**
- ii) **Grant aid support is provided at 50% of the rental cost**

1. Context of report

- 1.1 Surrey County Council has held the lease for the Gogmore Farm Park Pavilion since January 2004 at a charge of £3,000 per annum. During this time they operated the building as a youth centre, with regular evening sessions and project work taking place on site.
- 1.2 The building consists of a main hall, small kitchen, office/meeting rooms and some toilets. In addition, there is a servery area which opens up into the park and in the past has been used for the sale of drinks, ice creams etc. There are public toilets open from April to September, which are cleaned by staff from the Council's DSO in Chertsey, but these would not be included within the leased area.
- 1.3 There have been significant changes in youth provision across Surrey and in Runnymede there has been little regular youth work in the pavilion for a number years. The County Council have therefore given notice to end the lease of the pavilion from early March 2019.

2. Report

- 2.1 The County Council's decision to give notice on the lease has meant that they have had to carry out dilapidation work on the building. This has been agreed with Commercial Services and includes repairs to the building internally and externally and some re-decoration. This work was due to be completed at the end of February with the pavilion handed back to Runnymede in early March.
- 2.2 The provision of youth work across Surrey is due to change over the next 6-12 months with the likelihood of less direct youth provision. Further details are due to be released in the new financial year but the onus on providing some youth work is likely to fall onto the voluntary and community sector.
- 2.3 Setting up a new community youth project utilising the Gogmore Park Pavilion has been led by the Mayor of Runnymede Councillor Dolsie Clarke. Work on pulling the new group together has been taking place over the last six months. A constitution has been produced in association with the Surrey Youth Clubs Association (SYCA) who have experience of supporting other such groups across the County.
- 2.4 The group has a management committee, has set up a bank account and will be looking at obtaining charitable status, once operational in the pavilion.

- 2.5 The group proposes to run a range of activities including open access youth provision three nights per week, after school sessions, mother and toddler morning groups, SEN Sessions aimed at secondary school pupils and they have Equipers, a youth group from the Chertsey Hub, also looking to use the facilities one night per week. The River Bourne Health Club has offered use of one of their studios once a month for sports activities and is also providing access to their swimming pool for young people at a concessionary rate. Use of the pavilion by a uniformed group (such as Scouts or Guides) is also being looked into and discussions are currently ongoing.
- 2.6 The National Institute of African Studies (NIAS) have been very generous in providing a range of furniture that can be used in the pavilion at no cost. The foodbank are also proposing to support the project by providing food that can be prepared for the young people using the facility after school.
- 2.7 In the longer term, the group are looking at the opportunity of opening up the servery in the pavilion to provide snacks and drinks to the park users and they will also be looking to set up a friends of Gogmore Park group that can be supported by the Community Development and Green Space teams.
- 2.8 The group are looking at funding support from other organisations including the Chertsey Combined Charity, Feoffes and Voluntary Support North Surrey.
- 2.9 A report on how the new organisation would operate was produced in conjunction with SYCA and is attached as Appendix 'B'.
- 2.10 The group would like to take the pavilion on for an initial five year lease and Commercial Services have provided an estimate of current rental value of £5,000 per annum. Funding of £1,000 has already been provided by Councillor Mark Nuti from his Surrey County Council allocation to go towards the cost of the rent. The Council can provide grant aid support to the group of up to 50% of the rental value, which if the full discount was to be provided, would leave rent owing of £1,500 in the first year.
- 2.11 Ideally, the new lease should be put in place as soon as possible after the dilapidation works have been completed. This will ensure that the Council makes best use of the asset and reduces the likelihood of any damage to the property which is more likely if it is empty. Heads of terms have been produced with a suggestion of a five year lease with a rolling mutual break clause that can be invoked by either party from the 2nd anniversary of the lease term on 6 months' notice.

3. **Policy framework implications**

- 3.1 The operation of the pavilion supports the corporate priorities to develop community facilities and joint working with the voluntary sector. It also supports and improves the quality of lives of our vulnerable and deprived individuals.

4. **Resource implications**

- 4.1 An estimated rental value for the Pavilion and ancillary space has been provided at £5,000, albeit that the space has not been marketed and it is possible that a higher rent could be achieved on the open market. The provision of rent grant aid will reduce the actual income to the Council, assuming a 50% discount is provided, to £2,500 which is £500 less than the Surrey County Council lease was generating.

5. **Legal implications**

5.1 The detailed terms of the lease will be settled and drafted by Legal Services on the instructions of Commercial Services Officers.

6. Equalities Implications

6.1 The Council is required to have due regard to its public sector Equality Duty before approving the proposed lease.

6.2 The Council's Duty is stated under the Equality Act 2010 and is to have 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 characteristic and those who do not

6.3 Supporting this project has a positive impact on the protected characteristic of age, being principally focussed on youth provision.

6.4 The project plan also mentions opening up the centre for use part of the time as a 'Mother and Toddler' group which also has a positive impact on Pregnancy and Maternity and Gender.

(To Resolve)

Background Papers

None stated.



Surrey Clubs for Young People

Units 1, 3 & 4 Edolphs Farm, Norwood Hill, Charlwood, Surrey RH6 0EB
 Telephone: 01293 862528 Email: admin@scyp.co.uk
www.scyp.co.uk

Proposal for Gogmore Park Farm Community Building and Youth Club

It is our understanding that Gogmore Park is a well-equipped park with a small river running through it. It has a car park, tennis courts, netball courts, a sadly neglected youth club, originally leased to Surrey C.C., closed due to a lack of funds almost two years ago and the keys to be returned to Runnymede who own the building.

This proposal has come to fruition due a wish felt within the community that they need to have access to the building on Gogmore Park Farm. Several active community leaders/volunteers have come forward with ideas that are the basis for a plan for the building going forward

Having done some research online Surrey Clubs for Young People understand the following –

From the report on Runnymede Infrastructure

The Borough is well served by a number of community centres, halls, youth centres and drop in day centres, providing a range of classes, groups, and services for people of all ages (including children, elderly people, and disabled people). These centres are predominantly run by volunteers and rely heavily on fundraising and donations to operate, as well as membership fees for classes and groups.

From this report, it's heartening that it appears this model of volunteer led community centre is well established, well understood and appreciated by Runnymede Council.

The Need

Our next step was to undertake some community outreach speaking to young people and residents to garner their opinion on what was necessary in terms of youth activities and other possible community uses for the building. This was in two parts firstly by the community leaders where a meeting was held on the 9th August with 7 young people came along here's the feedback

We, - myself, Dele and Harry met them informally at the youth club on the 9th August, they were just 'hanging out' there and chatted to us about activities they used to participate in and what they would like to do, sports, games, cooking, music etc., they would like the youth club reopened, these young men were aged 15-18 with one 25yr old. They would also like the ramp in the park lengthened for bikes and skateboards.

SCYP also undertook some outreach on 24/08/18 and engaged with another 8 young people and 4 sets of parents, there are forms and contact details for all of the participant available, the feedback is as follows

The response was positive from all, the age groups for the young people were ages 11 to 14.



UK YOUTH



President: **HM Lord Lieutenant Michael More-Molyneux**
 Chair: **Tony Willis** Chief Executive: **Joyce Quinnell**
 Reg. Charity No. 30515312



All agreed they wanted a youth club, only one attends another club – Revolution Youth. One of the young people remembered Andi from when she was there before, and said he would happily pass the word out if we can get it working. Not one of them said they wouldn't come, they wanted the space.

They are happy for it to be at Gogmore Youth Centre, days of the week vary to include some wanting it on a Saturday and Sunday, the timings too are varied. Things they would like to do range from Basketball/Hockey/Table Tennis and Football to Music, Motorbikes/Scooters and Film-making.

The adults were mainly mums (one dad) who were in the park with their younger ones. All said they feel the Youth Centre was either Urgent or Very important to be opened up again. They all think that the young people need somewhere to go in the evenings where they would be safe. The parents made the comment that they can only stay a couple of hours as there are no toilets (nearest being Sainsbury's) and nowhere to buy a drink or some food.

One of the parents did pass a comment that sometimes when they come down to the park with the young ones there are small ziplock bags in the playground area that they have to clean up and the canisters too. So there is evidence of some drug activity down there in the evenings.

The opportunity

It's fairly clear that there is a desire for an open access youth club at the centre, but also that this could be broadened into a community café facility and probably a mother and toddler group during the day.

In order to grow the centre in a sustainable and organic manner SCYP would work with the community volunteers to constitute a community group who would take responsibility for the building and the activities within it. We understand there is a group in place who would be keen to undertake this.

Surrey Clubs for Young People would be keen to help them ensure the success of the venture by providing support as per our charitable purpose more details on SCYP are available.

Having reviewed the SCC cwys needs assessment 2015 it chimes with the aim of the volunteer group and with the information from our small surveys.

- has a high Teenage conception rate
- Drug use, including cannabis, Nitrous Oxide and other 'legal highs' Literacy and numeracy difficulties High deprivation
- High number of children living in out-of-work benefit claimants
- 3 rd. highest number of young people with a SO or YRI
- Highest number of young people assessed as Children in Need.

SCC Suggested solutions

Open Access – build relationships, affordable activities, new opportunities, informal learning opportunities, managing behaviour, boundaries, positive participation

Targeted - focus on drug use, literacy and numeracy, healthy living, exercise, sex and relationships education, positive choices Sports project with Fulham – 10 week project starting June 2015

Chertsey Youth Centre: 1 x Drop In (Year 7 – 8) 1 x Drop In (Year 9 – 11)



With this in mind it seems a sensible achievable aim to have the following

2 youth club nights per week covering each age group

from 4pm – 6pm for Jnrs and 6.30 – 9.30 for Snrs.

One night per week for a sports activity group

One night per week for a uniform group

One night per week for projects or partnership activities such as cooking, music or off site activities that have been offered by Riverbourne.

This would allow for mother and toddler sessions during the daytime 3 days per week to start. As well as allowing for growth or use by other groups during the daytime or weekend.

In terms of funding and longer term viability it would be desirable for rentals to be taken by the management committee from childrens birthday parties and other centre users such as a uniform group or sports club. These would be low cost rental for community hire. The youth clubs would charge a weekly membership fee and run a tuck shop. The mothers and toddlers group would also have a sessional membership fee.

Figures for these can be put together easily but it would be advisable to do so once the proposition is agreed in principle.

The main challenge is not going to be finding participants or money, but in securing enough volunteers from the community and this is going to take concerted effort and support by all parties, but is certainly achievable as Runnymede's own infrastructure report suggests.

Conclusion.

It seems there is a need and the community is willing to step up to meet that need and with the support of Runnymede Borough Council and Surrey Clubs for Young People, a viable, sustainable volunteer led centre should be launched

9. RENT GRANT AID POLICY (COMMUNITY DEVELOPMENT)

Synopsis of report:

To propose the introduction of a new rent grant aid policy to be used for any existing and new grant aid provided to local community groups who lease or pay rent on Council properties or land.

Recommendation(s):

- i) **Members adopt the new rent grant aid policy; and**
- ii) **the financial implications of the new policy be noted**

1. Context of report

1.1 The current rent grant aid policy states that a full market rate should be charged for all premises but that grants can be made available to certain community and sporting organisations if they cannot afford a full rent.

1.2 The policy also states that the application should be from a non-profit making organisation occupying land under a lease or licence and the majority of members should be resident or work in the Borough. There are a number of conditions that currently apply and these are that:

1. the organisation acknowledges that the grant will be fixed for three years only to enable the organisation to plan its future with some certainty. The grant will be deducted from the rent demand so only the net amount is payable. Organisations may reapply for a new grant when the period ends.
2. the organisation sends copies of its accounts to the Council annually.
3. the organisation allows Council officers to visit their premises annually (in addition to any obligations in the lease) and gives them any information they need about the organisation, its activities and the premises.
4. the organisation allows a Council officer to meet its Management Committee on request.
5. the Council may alter or withdraw the grant aid if the organisation's purposes or activities change substantially during the period of the grant.
6. the organisation acknowledges the Council's support in its publicity and printed material.

1.3 In conducting a review of the policy and criteria, Officers acknowledge that the policy needs updating and more rigorous monitoring of rent grant aid allocations should be introduced, as many of the sums allocated to groups have not been reviewed for many years and the value of some leases is currently being re-assessed.

2. Report

2.1 Commercial Services carry out valuations on leases when they come up for renewal or we get new occupants of Council facilities or land. The valuation is done at full

market rental and in many instances is based on the ratable value. Where appropriate, the leases are on a full repairing basis although there are exceptions to this when for example where you have listed buildings which community organisations may struggle to maintain to an appropriate level. In such cases the relevant service committee may wish to consider an exemption but in such cases the source of the funding will need to be identified and agreed by the Committee.

- 2.2 The level of grant aid currently provided to local community groups, varies and has normally been set by the relevant committee. The new policy aims to standardise the percentage discount provided by the rent grant aid and ensure regular reviews take place of the organisations to ensure they still meet the criteria.
- 2.3 The revised policy is attached as Appendix 'C'. This sets out some guiding principles including ensuring the group or organisation contributes to the Council's Corporate Plan Objectives and there is a collaborative relationship. It also makes clear that organisations providing non-complimentary services (i.e. those that are providing a service in direct competition with the Council – either directly or indirectly) will not usually be supported. Hire of Halls for a community use or function/event is not regarded as being in competition as they are providing for the local residents' needs. However, a complementary service who refer users to a partners services who are in direct competition with the council (e.g. community alarms) will be.
- 2.4 The policy details in section four the assessment criteria that will be used which have been expanded on from the current conditions to include a requirement for a full business plan detailing the financial sustainability of the organisation, local community support and details of the proposed use.
- 2.5 For any new lease, the organisation will be scored against the criteria and up to 50% in rent grant aid will be provided, based on the scoring table in section 5 of the policy. Any additional rent grant aid over and above this 50% would need to be agreed by the Community Services Committee and will be time limited and/or reviewed annually.
- 2.6 For any existing leaseholder, as of 1st April 2019, that continues to meet the criteria will normally have any additional cost following a rent review added to the rent grant aid already allocated, although this will be assessed on a case by case basis, in particular for those organisations on peppercorn rents. An example may be a sports club which currently has rent of £2,000 but receives £1,000 in grant aid. If the rent increases to £2,500 the club would generally pay no more rent than they currently do, unless there are specific circumstances, with the £500 covered by the Council through increasing the level of grant aid to £1,500.
- 2.7 There will be a full review of all rent grant aid on a three year basis in line with the existing grant review process, or earlier if deemed necessary, at which point the Council may remove the grant aid if the circumstances of the organisation have changed.
- 2.8 The generic lease terms are detailed in section 6 of the policy but these may be amended or added to as required dependent on the land or building.

3. **Policy framework implications**

- 3.1 The Corporate plan 2016 – 2020 identifies that the Council will:
 - Continue to develop our community facilities where resources permit
 - Develop joint working with the voluntary sector and funding as resources allow

- Support local people and in particular improving the quality of life for those vulnerable or deprived.

4. Resource implications

- 4.1 The current rent grant aid budget is £67,000 per year. This support is split amongst a number of organisations at various levels. The support is provided as a reduction in their rent and not paid directly to the organisation.
- 4.2 The proposed policy will mean that this budget is likely to increase over the coming years as leases are re- assessed. However, this will, in the main be offset by additional or matched income from increased rentals.
- 4.3 There will be the odd occasion where a new community group will take on a building vacated by a full paying tenant. In this instance any grant will reduce the overall income to the Council if the rental is at an equivalent level to that of the vacating tenant. However, this would be preferable to a vacant unit remaining on the Council's books for a lengthy period of time.

5. Legal implications

- 5.1 The terms of leases will be made in line with the new policy, settled and drafted by Legal Services on the instructions of Commercial Services Officers.

6. Equality implications

- 6.1 The allocation of rent grant aid will be determined using a standardised scoring system.
- 6.2 The Policy has an objective of supporting community activities that have a positive impact on some of the protected characteristics, most notably age and disability. Being aligned to promoting the Council's Corporate Plan is included in the scoring matrix.
- 6.3 The Council's Equalities Group was consulted on the report and the new policy and they have agreed with Officers that as the policy is directed at the mechanism for allocating leases and calculating the aid granted that an Equality Impact Assessment is not required.

(To Resolve)

Background papers

None stated.

Community Leases and Rent Grant Aid Policy

1. Introduction

The Council plays an important role in promoting healthy lifestyles and building strong communities. In Runnymede, the Council leases both land and buildings to a broad range of community groups and sports clubs. There is also demand from other organisations that are not currently being supported for land and buildings which are in limited supply. At one end of the spectrum there are full repairing leases and at the other there are those where the Council still has responsibility for repairs and maintenance to predominantly ageing buildings that the occupier is unwilling or unable financially to take on the maintenance responsibility for.

Where organisations are financially supported with their rent, the level of support historically has been variable and is not based on any specific criteria.

The Council has decided that all leases to all parties whether commercial or voluntary, should be on a commercial level. This policy seeks to ensure that voluntary bodies can claim some or all of the lease rental costs back, depending on how well individual organisations meet our criteria.

1.1 Policy Objectives

The objectives of this policy are to:

- Have fairly managed leases and a transparent process for dealing with existing and new ones. This will mean that the level of grants will be known to the taxpayer and hence be public knowledge.
- Allocate rent grant aid to be based on set criteria of benefit to the Council's core objectives and priorities
- Support community activities that impact on the health and wellbeing of residents, target the disadvantaged or those with a disability and have an impact on deprived areas within the Borough.
- Put all leases onto a similar system of administration

1.2 Scope of Policy

The policy covers all buildings and freeholds owned by the Council delivering a community service i.e. community halls/buildings and sports clubs/grounds. The policy does not apply to any Leisure Centres owned by the Council.

1.3 Guiding Principles

- Supporting groups and organised associations that contribute to the Council's Corporate Plan Objectives and long term community cohesion.
- There Council will build a working relationship where appropriate with the various groups and organisations
- The land and buildings will be responsibly managed
- Regular reviews from the community service committee to ensure that there is transparency and community involvement.
- Business plans are developed to ensure growth of the community assets and to sustain funding.
- There will be consistency applied to all new and existing lease agreements on review.
- Funding will not be provided to non-complementary services which are in direct competition with the Council's services. Hire of halls for community use or functions is not regarded as being in competition as they are providing for the local residents' needs. However, a

complementary service who refer users to a partners services who are in direct competition with the Council (e.g. community alarms) will be.

- All rent grant aid will be reviewed on a three year basis in line with the current general grant aid allocations.

2. New Community Leases

An organisation can apply for a ground or premises lease where it has been identified by the Council that the ground or building is available and not required for any other purpose. On occasions a licence may be more appropriate but this will be determined on a case by case basis.

The Council will only permit the lease of ground or buildings if it is compatible with the Council's strategy.

Any application for a new ground or property lease will require the Council to undertake the following process:

- Officers will initially discuss the leasing option with the organisation and determine if a lease can be considered or is appropriate.
- A formal application will need to be made which should address the criteria for lease outlined in section 4.
- If the application meets the criteria a report will be produced for the appropriate service committee.
- The amount of grant will be determined by the organisation's ability to meet the criteria and corporate priorities.
- The lease will be valued on a full market rent Full Repairing and Maintaining and Insuring (FRI) basis and any financial assistance will be based on this valuation.
- Any assets on site not required for use of the building/land, for example mobile phone masts, residential accommodation, etc will be excluded from the lease.

3. Existing Community Leases

A number of existing organisations receive rent grant aid to cover or part of their rent costs and in many cases the grant paid has been in place for a number of years without review. The payment is an internal transfer and not given to the organisation but sees a reduction in the rent due to be paid.

Organisations with a lease and receiving rent grant aid will be reviewed on a three years basis in line with the current grant aid process at which point organisations may be required to provide accounts and other information as detailed in section 4. The decision to ask for the information will be mandatory for all organisations when a rent review or lease renewal is being undertaken.

The aim will be for any organisation with an existing lease, receiving rent grant aid and meeting the set criteria to be in no worse a position following any rent review. For example a sports club currently with a rent of £2,000 but receiving £1,000 in rent grant aid sees the rent increase to £2,500, the difference of £500 would normally be covered by the Council subject to meeting our criteria. This will though be looked at on a case by case basis with organisations circumstances and current leases taken into account for example where they may be peppercorn.

4. Assessment Criteria

The assessment criteria will be applied to the following:

- New lease applications
- Granting lease renewals
- Granting new leases to existing lessees
- Varying existing leases.

The applicant must provide the following information (where applicable):

1. The organisation should outline their core purpose and how this links into the Council's key priorities in particular supporting local people and enhancing the environment.

2. The group must provide evidence that they are either a charity, not for profit or social enterprise. Any organisations running businesses for profit will not be considered for any rent grant aid.
3. A copy of the constitution or governing document should be provided detailing the board of trustees and member positions.
4. A full business plan detailing the financial sustainability of the organisation over the term of the lease should be produced
5. A detailed breakdown of the type and level of facility use.
6. Confirmation that any use will not have a detrimental impact on the grounds or property leased and the building will be returned back in a similar condition to that at the start of the lease.
7. There must be demonstrated written support from within the local community.
8. Organisations should have a letter of support from their national governing body or equivalent (if applicable) stating that the organisation is affiliated and the impact the lease will have on the delivery of the organisations activities.
9. Evidence must be provided to show that operational policy, procedures and safeguarding standards are met.

5. Lease Charges

Commercial Services will value all leases at full commercial values having regard to their use type. Having arrived at the value, then a points allocation procedure will be used to award “grant” funding if any to contribute to or cover the cost of the lease. Once the grant funding is agreed rental invoices will be issued net of the grant aid with a credit for the full rental going to the relevant service budget and the offsetting grant aid being coded to the grant aid budget. This approach is recommended national good practice and ensures a consistent and transparent policy that rewards community, voluntary and sports organisations according to the community benefit they provide against RBC priorities. The rent grant aid provided will be up to a maximum of 50% and this will be based on a scoring system as detailed in appendix 1 of Appendix ‘C’:

Scores 40-55	50%
Scores 30-40	Up to 25% reduction
Scores 20 -30	Up to 10% reduction
Scores less than 20	0

There will be discretion for the Community Services Committee to agree to a lease free period or additional reduction but this should be time limited or reviewed on an annual basis.

6. Lease Terms

- The lease costs will be reviewed on a minimum 5 year basis unless there is an agreed break point that is coterminous with the funding period or review at the end of lease. At whatever point the organisation would be re-assessed against the criteria.
- The length of the lease will not be greater than 25 years but will be determined by the type of activity, possible future use of the land or building or requirements of the organisation if they are looking at or require external grants and loans.
- Any leases will be on a full repairing basis.
- The Council will not be responsible for any financial outgoings related to the operation of the grounds or property
- Lease payments should be made quarterly in advance
- Significant changes to the land or property need to be agreed with the Council
- Any assets on site not required for use of the building / land, for example mobile phone masts, residential accommodation, etc will be excluded from the lease.

Appendix 1 - Scoring Matrix for leases/rent grant aid

Criteria	Evidence Provided	Score 0-5	Comments
The organisations core purpose and how this links into the Councils Corporate Plan objectives. Weighted x2			
The group must provide evidence that they are either a charity, not for profit or social enterprise			
A copy of the constitution or governing document should be provided which clearly states that no one can be prevented from joining the organisation			
A full business plan detailing the financial sustainability of the organisation over the term of the lease should be produced Weighted x2			
A detailed breakdown of the type and level of facility use			
Confirmation that any use will not have a detrimental impact on the grounds or property leased			
There must be demonstrated support from within the local community and that the organisation will serve Runnymede residents well			
Organisations should have support from their national governing bodies or equivalent (if applicable)			
Evidence must be provided to show that operational policy, procedures and safeguarding standards are met			

Score	Rating	Basis for Awarding Score
0	UNACCEPTABLE	The information is omitted/no relevant details provided.
1	POOR	Little evidence provided
2	FAIR	Some evidence but little detail
3	SATISFACTORY	Evidence is provided but there are gaps in the information
4	GOOD	Most of the evidence provided
5	EXCELLENT	Fully meets the criteria

10. HALL HIRE REVIEW – FINDINGS AND RECOMMENDATIONS (COMMUNITY DEVELOPMENT)

Synopsis of report:

A review of the Council's Community Halls; Chertsey Hall and the Hythe Centre, Egham has been undertaken to identify improvements to the operation and usage of the halls.

This report outlines recommendations for a 12 month pilot aiming to increase both the usage and income generated by the halls.

Recommendation that:

- i) the community halls fees and charges be amended to reflect package prices for:
 - Business Packages
 - Community Packages
 - Children's Party Packages
 - Function Packages
- ii) public liability insurance be included in the price for all one off bookings at halls;
- iii) a procurement exercise be undertaken to test the local market for a concessionary contract to supply and run the community halls bars;
- iv) the current booking policy be amended to remove the mandatory security requirement for bookings, with the exception of 18th and 21st birthday party bookings;
- v) the payment, cancellation and deposit terms be amended as detailed in section 2 of the report; and
- vi) a supplementary revenue estimate in the sum of £6,000 in 2019/20 be approved, on an invest to income generate basis, to generate £25,000 a year, cumulative for the next 4 years

1. Context of report

- 1.1 Runnymede Borough Council directly owns and operates two community halls; Chertsey Hall and The Hythe Centre (Egham). The primary objective for both halls is to accommodate community groups and community activities, whilst providing facility hire opportunities to residents, community groups and businesses alike.
- 1.2 Community halls play a valuable role in bringing communities together, supporting delivery of the Council's wider objectives. Therefore, it is appropriate for the Council to support the effective running of the centres where it can demonstrate they are regularly used and providing good use of public money.

- 1.3 In September 2018 the Chief Executive commissioned a review of the halls service with the objective of identifying opportunities for cost-effective improvements that would also reduce the financial net cost of the service to the Council.
- 1.4 The exercise has been achieved through baselining and reviewing the current usage of Chertsey Hall and The Hythe Centre against available capacity, identifying opportunities to improve usage and income levels for both halls.

2. Report

Scope of review

- 2.1 The hall hire review included only the Council run halls in the borough, being Chertsey Hall and The Hythe Centre (Egham). Whilst there are a number of alternative delivery models/options which could be considered, it was felt the scope of the initial review should be limited to how the finances could cost effectively be improved by retaining the venues as a hire facility service for the community like they are now.

Review methodology

- 2.2 The review of community halls has been delivered in a structured way using evidence and insight drawn from a series of workshops, observations and meetings alongside comprehensive internal and external research to inform the findings and recommendations outlined in the report.
- 2.3 The review has been delivered in three stages. The first stage was to map the current booking process, review the current booking policies and procedures, identifying what works well, what does not work and what could be improved.
- 2.4 Stage two included external benchmarking of eleven similarly sized venues and a comparison of the facilities, policies and pricing was undertaken. To support evidence based decision making, internal data analysis was undertaken to review key areas including income, capacity, Public Liability Insurance (PLI) alcohol provision and security. The operation of the venues benchmarked varied so a true comparison on a like for like basis was not possible.
- 2.5 Stage three resulted in a series of recommendations to address usage and income generated by the halls over the course of a 12 month pilot.

Variation to hall fees and charges

- 2.6 It is proposed that the community halls fees and charges are updated to introduce package prices for:
 - Business Packages
 - Community Packages
 - Children's Party Packages
 - Function Packages

Details of the proposed new rates are outlined in Appendix 'D'.

Public Liability Insurance

- 2.7 Runnymede has an obligation to ensure that all bookings within the Council's halls are insured to mitigate any risks to the Council and its property. Some hirers, including regulars and business bookings, currently provide their own insurance policies, and will continue to do so. However, one off bookings are charged a

percentage of all hourly hire fees for the provision of public liability insurance. It is recommended that we include PLI cover in future pricing for all one off bookings, in line with majority of competitors benchmarked. The Council will continue to request for PLI cover for business and regular hirer bookings alongside external contracts as part of bookings, for example entertainment and caterers.

Amendments to booking policy

- 2.8 The proposal is to amend the booking policy, specifically removing the mandatory security requirement for some function bookings. Instead, security will only be required for 18th and 21st birthday party bookings, such requirement will be advised to the hirer at the time of booking. Public liability insurance is to be included as standard for all ad hoc bookings at halls.

Payments, Cancellation and Deposits

- 2.9 The Council's current hall hire cancellation period is the time a customer can cancel and still receive a full refund (excluding any admin fees) which is currently set at two months prior to the event date. Benchmarking has demonstrated this is significantly longer than other venues' terms and conditions. However, this does provide the Council with income protection for any late cancellations.
- 2.10 The Council's payment term is the period in which a customer has to pay the full amount of the booking. Currently, this is one month in advance and is in line with external benchmarking.
- 2.11 Following analysis of the booking process, opportunities have been identified to align the cancellation, payment and holding deposits for hall bookings. To achieve this, it is recommended that any one-off booking made less than two months away must be paid in full at the time of booking, alongside an additional damage deposit of 50% of hire fee to cover on the day expenses for example damages, over running and additional cleaning.
- 2.12 For any one-off booking made greater than two months away the customer can pay in full if they wish to do so (including 50% deposit), or they pay a holding deposit of 50% of hire and spread the remaining cost via equal direct debit payments up until 2 months prior to the event.
- 2.13 For regular block bookings it is recommended that we introduce a holding deposit of £100 at the time of a booking request. This holding fee provides the Council with the necessary protection for any potential loss of income from late cancellations and amendments to bookings. It will also protect against loss, damage, overrunning or additional cleaning requirements and will roll over to the next booking each time.

Alcohol provision

- 2.14 To date, hirers have three options to consider when making a booking requiring alcohol; customers can use the Council's bar and external supplier, apply for a Temporary Event Notice, or request an exemption from the Hall's Designated Premises Supervisor (DPS) (Community Facilities Manager).
- 2.15 To encourage more function bookings, it is proposed that we carry out a procurement exercise to test the local market for a concessionary contract to supply and run the Council's bars in the community halls. Currently, hirers have to pay approximately £83 bar fees. For the duration of the 12 month pilot, the provision of a bar will be inclusive in the function package.

- 2.16 The Council is mindful that as the Premises Licence Holder we will continue to promote the Licensing Objectives.

3. Policy framework implications

- 3.1 The outcome of the review specifically contributes to the following objectives of the Corporate Business Plan to:

- continue to support the improvement of local leisure activities.
- continue to develop our community facilities where resources permit
- continue developing our website for communicating and transacting with residents, businesses and other stakeholders.
- continue developing our customer service across the Council.
- continue developing our systems and processes to assist our channel shift strategy.
- continue seeking efficiency and increased effectiveness opportunities.

4. Resource implications

- 4.1 A supplementary revenue estimate of £6,000 is being requested to support the improvement process of the community halls service on an invest to income generate basis. A breakdown of this request is outlined below:

- £3,000 consultancy costs – booking system upgrade
- £1,800 booking system (cloud hosting fee) – Year One
- £1,000 marketing

An additional income target of £25,000 per annum, cumulative for the next four years, will be set for the halls service based on the expected increased use from functions, businesses and childrens parties.

5. Legal implications

- 5.1 The items of investment expenditure are for such values that raise no procurement issues, other than obtaining written quotations.

6. Equality implications

- 6.1 The Council is required to have due regard to its Public Sector Equality Duty before approving the action proposed

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

- a) eliminate 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 characteristic and those who do not

- 6.3 An Equality Impact Assessment screening was carried out some years ago and is now being reviewed and updated.

7. Conclusions

- 7.1 Subject to this Committee's approval of the proposals, a project plan will be developed for implementation of these recommendations ensuring the Council's booking process, policy, terms and conditions, training and marketing reflect the

recommendations, with an aim to relaunch by June 2019. Income targets and usage will be reviewed over the 12 month period and a progress report will be brought back to this Committee in March 2020.

(To resolve)

Background papers

None stated.

Proposed fees and charges

Note: All fees are inclusive of VAT unless otherwise stated

Business rates

Introduce business packages with a new inclusive hourly rate:

- £25 per hour for the smaller rooms
- £35 per hour for the small halls within both halls at any time of the day.
- Large business bookings, for example business seminars and annual conferences, a function rate for the main halls will apply.
- All future prices include the convenience of access to the kitchen for beverages, plus flip chart, projector and screen.
- minimum of two hour hire for all bookings

Introduce a function package with a new inclusive rate:

- six hour booking package for £400 (including VAT). This package price includes access to the main hall (6.00pm – 12.00pm to include set-up and clearing away), kitchen, bar, PA equipment, public liability insurance and music license.
- Additional £60 per hour for all additional hours
- £70 per hour for all function bookings less than six hours

Introduce a children's party package with a new inclusive rate:

- 3 hour Silver Children's Party package for £100 within the Small Hall (if there are 30 children or less). All additional hours will be chargeable at a rate of £35 per hour.
- A 3 hour children's party package within the Main Hall will be £150 (30 + children) All additional hours will be chargeable at a rate of £40 per hour.
- Chertsey Hall Room A - £75 for 3 hour session – 30 per hour after
- All party packages will include access to kitchen facilities, PLI and music licensing.

Community rate

- All community rates remain unchanged in price, however will include access to the kitchen for beverages as part of the hire fee.
- All catering bookings will continue to pay the current kitchen catering charges which is determined by the number of attendees for the hire.

11. KEY PERFORMANCE INDICATORS – QUARTER 3 – 2018/2019 (COMMUNITY DEVELOPMENT/COMMUNITY SERVICES)

Synopsis of report:

To advise Members of the performance of the Corporate KPIs for services under this Committee’s remit in the 3rd quarter of 2018/19

Recommendation:

None. This report is for information.

1. Context of Report

- 1.1 The purpose of this report is to provide Members with the 2018/19 Key Performance results for the services under the remit of this Committee.
- 1.2 As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-
- Financial Performance
 - Corporate KPI Performance
 - Projects Performance

2. Report

- 2.1 Within the Community Development Business Centre Plan, the following indicators are being monitored in 2018/19. The actuals are also included where figures are collected quarterly.

Performance Indicator	Actual 3rd quarter 2018/19	Target 3rd quarter 2018/19
Numbers of young people attending Surrey Youth Games Training	267	350
Number of formal complaints related to the Business Centres/Teams	2	2
Number of Community Alarm Users	1,470	1,550
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0
Number of individual trips with the Community Transport service	13,788	13,000

Percentage of Careline calls answered within 60 seconds	99.91%	99%
Number of community meals delivered	9,570	9,700

- 2.2 Officers report stronger than expected performance in Q3, after considering contracts not operational over the Christmas period and service closures within the voluntary sector, which impact demand for transport services. The service has continued to deliver the Addlestone Connect bus service in Q3 which accepted 3,052 onto the service during the period. The service also continued to deliver the Longcross Link service in Q3. The meals service showed a slight dip in numbers due to the Christmas period.
- 2.3 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of this Committee. However, to ensure that Officers are able to give a full response, Members are requested to give advance written notice of any questions to the Chairman, relevant departmental Corporate Heads and Head of Strategy no less than 48 hours prior to the meeting.
- 2.4 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's business centre plan.
- 2.5 From June 2019 there will be two KPI reports to reflect the revised Structure following the separation of Community Development and Community Services.

(For information)

Background Papers

None stated.

12. HANDYPERSON SERVICE UPDATE AND PROPOSALS FOR FUTURE WORKING (COMMUNITY SERVICES)

Synopsis of report to:

- **provide information on the current provision of a handyman service to residents of Runnymede**
- **propose the future direction for service delivery and outline the potential to extend the service in the future**
- **outline the recommendations relating to this item, presented at Housing Committee on 13 March 2019. A verbal update on the outcome of that meeting will be provided.**

Recommendation:

None. This report is for information.

1. Context of report

- 1.1 A Handyman service in Runnymede was previously provided by Age UK Runnymede and Spelthorne, who operated using the funding received by Runnymede Borough Council from Surrey County Council.
- 1.2 Following its closure in 2017, residents of Runnymede were left without access to a Handyman service for a period of eight months, until Housing colleagues put agreements in place to work as part of the NW Surrey Cluster in relation to Home Improvement Agency and Handyman services.
- 1.3 In January 2018, a new service became operational in Runnymede, operated on behalf of RBC by Woking Borough Council. This arrangement has been in place since then and, since the transfer of responsibility for the Home Improvement Agency to Community Services, has seen growth in the uptake of the service from Runnymede residents.
- 1.4 This report sets out proposals to continue this working relationship with Woking Borough Council and outlines how the service could be further developed through partnership working and made more accessible to residents of Runnymede.

2. Report

About the Handyman Service

- 2.1 Runnymede Borough Council (RBC) receives annual grant funding from Surrey County Council (SCC), to provide a Handyman service to the residents of Runnymede.
- 2.2 In 2018/2019, the total funding available to RBC for a Handyman service was £28,112, made up of contributions totalling £25,466 from North West Surrey (NW Surrey) and £2,646 from Windsor & Maidenhead (WaM) Local Joint Commissioning Groups.
- 2.3 Funding is received from two clinical commissioning group areas due to CCG boundaries. Runnymede is in the main covered by the NW Surrey CCG footprint. However the geographical area covering Englefield Green is included within the WaM CCG footprint.
- 2.4 The Handyman service is primarily available to support older, vulnerable or disabled people with additional needs to retain their independence. The eligibility criteria for the Handyman service include the following groups of people:
 - People who are 60 years old and over
 - Adults at risk, who have chronic illness, are elderly, have a disability or sensory impairment, which restricts their functioning on a day to day basis
 - People who are prone to falling or who are at high risk of falling
 - People being discharged from hospital
 - People who are registered disabled (including those with mental health conditions)
 - People who have been victims of crime or who are at risk of crime
 - Children at risk of harm or accidents (statutory referral only)
 - Those with a child as part of the household, who is either disabled or who has a sensory impairment
- 2.5 The eligibility criteria in 2.4 specifically relates to those who are able to access services free of charge via the service. Others not eligible to access the free

service can still be referred to or make direct request for services, as a paid for service by the resident. A breakdown of charges for 2019/2020 can be found in Appendix 'E'.

- 2.6 The Handyperson service is available cross tenure to owner-occupiers and to those who rent from a private landlord or housing association.
- 2.7 Through the Handyperson service, a range of low maintenance jobs/tasks can be accessed. This is detailed in Appendix 'F'.

3. Delivery of the Handyperson Service

- 3.1 RBC has for a number of years outsourced its Handyperson service to a partner locally. Previously RBC used their grant to fund Age UK Runnymede and Spelthorne to provide a Handyperson service within the borough.
- 3.2 However, as a result of their closure in 2017, RBC was left in a position of still having access to a grant but without the means or resources to provide a Handyperson service.
- 3.3 Following the release of the Foundations Report in June 2017, which looked at the future of Home Improvement Agencies in Surrey, there were moves to attempt to align borough council services into clusters. RBC became part of a North West (NW) Surrey Cluster comprising of Runnymede, Spelthorne and Woking Borough Councils.
- 3.4 As a result, the boroughs have worked together to try to achieve consistency in the services that are offered to residents, the processes undertaken in providing services and completing works, in the charges for services and also the way in which the boroughs work in partnership with Adult Social Care.
- 3.5 Some aspects of this are easier to achieve than others, particularly given that policy in relation to Home Improvement Agencies is determined locally, with individual boroughs making their decisions as to the type of service to be provided locally. However, the Handyperson service has been a service within which a degree of consistency has been achievable.
- 3.6 In November 2017, whilst under the responsibility of the Housing Business Centre, RBC entered into an agreement with Woking Borough Council for them to provide a Handyperson service. This has been operational since January 2018 with a rolling agreement between the boroughs. On behalf of the cluster, Woking also coordinates and provides the Handyperson service for Spelthorne Borough Council.
- 3.7 The financial arrangements for Woking providing this service are that RBC will provide Woking with the full handyperson grant received as well as an additional contribution of up to £6,000, paid from the Disabled Facilities Grant. For this, the equivalent of one day a week's service is provided in Runnymede, although this is delivered flexibly dependent on demand and individual resident need.
- 3.8 The service is provided free of charge to residents, with the only additional costs being those for material purchased and any administration costs associated to this, incurred by Woking.
- 3.9 With the arrangements made in November 2017 not wholly clear in regards to how the service will be provided, how residents would access the service etc. uptake in the service was initially slow with only 66 referrals in total for Runnymede residents between January and March 2018.

- 3.10 However, since the Handyperson service has been understood to be a key part of services such as Homesafe Plus, since Community Services employees in other areas have been more understanding of the service and encouraged to make referrals on behalf of residents when identified as required and more latterly since transferring the overseeing responsibility of the service to the Community Services Business Centre, uptake in the Handyperson service in Runnymede has been on a steady increase.
- 3.11 As evidence of this, between November 2018 and January 2019 a total of 159 referrals for Runnymede residents were made to the service.

4. Proposal for Future Delivery

- 4.1 The development of the service against a number of initiatives and services delivered by Community Services has demonstrated how the cluster approach to the delivery of a Handyperson service is at present considered the most suitable way to continue to deliver and further develop a service for Runnymede.
- 4.2 As a result, it is proposed that RBC enters into an agreement with Woking Borough Council for them to coordinate and deliver the Handyperson Service in Runnymede.
- 4.3 It is proposed that RBC enters into a rolling twelve month agreement for this service, which will provide both partners with the opportunity to review the arrangement in light of funding changes, growth or reduction of service etc.
- 4.4 For 2019/2020, it is proposed that a service providing 1.5 days of Handyperson time within Runnymede Borough is purchased, at a cost of £29,338. This cost will include employee and all associated operational costs, including access to a vehicle.
- 4.5 It is proposed that this is funded through the transfer of the Handyperson grant for 2019/2020, confirmed as £28,112 with the shortfall of £1,226 paid by the Disabled Facilities Grant, as per the agreement for this financial year. In addition, the actual material costs in delivering the service would also be paid by the DFG capital grant.
- 4.6 As well as delivering the service on behalf of RBC, Woking will also complete all RBC key performance indicators and other monitoring required relating to the service by health and social care partners.

5. Impact on Partnership with Surrey Heath Borough Council

- 5.1 With the Handyperson service more recently being something that Surrey Heath Borough Council would like to integrate into the Community Services Partnership with RBC, consideration has been given as to how the proposed arrangements would impact this.
- 5.2 At present, SHBC have access to grant funding but following the ending of a contract to provide a service, held with a local charity, there is no active Handyperson service within the borough.
- 5.3 With this in mind, although subject to approval at SHBC, it is proposed that SHBC join the NW Surrey HIA Cluster also and that their Handyperson service is also coordinated and provided via the same mechanism. Such an arrangement would provide consistency between RBC and SHBC and enable all future work relating to the service to be undertaken once only. Whether this is actually possible will depend on finances as greater set up costs would need to be paid by SHBC in joining the NW Surrey cluster.

6. Service Development

- 6.1 It has been identified by Woking and RBC together that there are a number of opportunities for the Handyperson service to be developed further, both to provide greater support to residents and to generate an income stream via other sources that would promote the services long term sustainability, particularly in times of uncertainty relating to funding.
- 6.2 Some of these opportunities have been identified as services that would benefit the wider health and social care agenda and which would both fit and extend the existing Homsafe Plus service perfectly. Potential options include the ability to support hoarders within their home, movement of furniture etc. following a person's discharge from hospital and the potential to deep clean properties prior to hospital discharge as an infection control measure. However, the pursuit of such opportunities will be dependent on funding available to deliver services, as well as purchase specialist equipment where required etc.
- 6.3 The Handyperson service is used in Woking to provide services such as the installation of modular ramps at people's homes, which provides both a quick and cost effective solution for residents who otherwise would be subject to being referred to Millbrook, the Community Equipment provider for Surrey, resulting in increased cost and potential delay.
- 6.4 Given changes in how other equipment supporting vulnerable residents at home is funded by SCC, one area currently being discussed is the potential to offer a Living Solutions service, which would sell equipment for use around the home at little more than cost price to residents, with the Handyperson service coordinating delivery. A brochure of options would be able to be made available for residents whilst equipment could be viewed and potentially tested at RBC's Day Centre sites, linked to an HIA demonstrator site, on which further information will be provided at a future committee.
- 6.5 Offering this service will mean that at a time when access to such equipment is to become more difficult for residents who are now required to source their own, the borough council are able to offer a service that is able to be trusted and which can be flexible to the needs of the individual to help them access the non-funded equipment they require. Current consideration of placing a small administration charge against each item is being made to potentially create an income stream that can be reinvested into the service.
- 6.6 The development of Handyperson service will also have a significant benefit to Surrey County Council, in that by being able to access Handyperson services locally; there will be less reliance on Millbrook as the Community Equipment provider, to provide minor adaptations and equipment. This will result in a saving to the currently overspent Community Equipment budget.
- 6.7 However, most important for 2019/2020, is to continue to grow the service within Runnymede and make it accessible to as many residents as possible. This will be done via not only creating as many referral pathways as possible, but also by promoting the service locally in leaflet form, on social media and via the RBC website. Currently there is no marketing of the service locally which undoubtedly affects the numbers of referrals received.

7. Policy Framework Implications

- 7.1 The Handyperson service has clear links with RBC's Home Adaptations Policy. This policy encompasses the functions of the Home Improvement Agency, otherwise known as Care and Repair.

8. Resource implications

- 8.1 The proposed arrangements will reduce the impact on resources within the Home Improvement Agency and the wider Community Services business centre. By contrast, delivery of an in house Handyperson service would result in both additional expenditure and impact current resources.

9. Financial Implications

- 9.1 The Handyperson service is funded in the main via a grant received from Surrey County Council. The additional cost of the service being provided by Woking Borough Council is funded via the Disabled Facilities Grant, as is the cost of materials for installing equipment and adaptations. As a result the proposed method of service delivery has no detrimental impact on the general fund, nor is a supplementary budget estimate required.

10. Legal Implications

- 10.1 If the current service delivery model for the Handyperson service is simply continued, then no action is necessary. However, if the service is to be further developed and its delivery requires any use of the Disabled Facility Grants funding then the authority will have recourse to The Regulatory Reform Order 2002. This gives local authorities a general power to introduce policies for assisting individuals with renewals, repairs and adaptations in their homes through grants or loans. By Article 4 the power is not exercisable until the authority has formally adopted and published its policies for provision of assistance.
- 10.2 In 2008, central government made a number of changes to the way DFG funding was administered and in the ways that it could be used. These changes include the reduction and removal of ring fencing finances, allowing DFG monies to be used more flexibly as part of wider strategic projects to keep people safe and well at home, and to the reduce the bureaucracy in grants administration.

11. Future Reporting Related to the Service

- 11.1 This report was required to be presented with the recommendations to Housing Committee on 13 March 2019, in accordance with the Council's current Constitution which states that reports related to the Home Improvement Agency are required to be reported at that Committee.
- 11.2 As a result of the restructure of Community Development and Community Services in November 2018, the Home Improvement Agency and associated services such as the Handyperson service now form part of the Community Services Business Centre.
- 11.3 Officers therefore intend to review the reporting arrangements to ensure that the Constitution reflects the new reporting process for these services. Officers will advise of the outcome, given the added complexity of functions relating to the HIA being spread across Community Services, Housing and Private Sector Housing which sits within the Environmental Health Business Centre.

12. Conclusion

- 12.1 The Handyperson service plays an important role in supporting vulnerable residents of Runnymede as well as those who need assistance with minor adaptations and works within the home. Recently the numbers of referrals to the service have increased and are now proactively being offered to residents.

- 12.2 Officers are keen to extend the service to a greater number of residents and to use the service as part of a wider service offer in attempts to secure long term funding from health and social care partners.
- 12.3 There is the opportunity to extend the range of services it provides, which have the potential to be income generative and also move the service in the longer term to a position of having both a trading and social value arm to it, in order to generate income to promote its long term sustainability.
- 12.4 Having considered the options available, officers believe that continuing to work in partnership with Woking Borough Council as part of the North West Surrey Cluster is the most appropriate way to take the service forward and to realise some of the future intentions outlined. The proposed way forward is also considered the most cost effective for RBC to deliver such a service.
- 12.5 With the proposal recommending that any agreement with Woking be on a rolling 12 month agreement, Officers and Members have the opportunity to review performance and cost before committing to a further 12 months and therefore a suitable exit strategy from the agreement exists for RBC.

(For information)

Background papers

None stated.

Appendix 'E'

Woking, Runnymede and Spelthorne Handyperson Scheme wef 01.04.19

All clients must be either: **Elderly** (60+ years) OR **disabled** (in receipt DLA or PIP) OR **vulnerable**

Clients can be owner occupiers or in private rented sector. Woking NVH and Housing Association tenants must be elderly, disabled or vulnerable and work required must be tenant's responsibility and they have landlord permission if required.

	Dementia Service	Urgent Hospital discharge, Palliative or Safety and Security	Minor H&S Work	General DIY	Skilled Electrical	Skilled plumbing
Labour Charge	No Charge	No Charge	No Charge	£20.00 ph (no vat) with means tested benefit £30.00 ph (no vat)no means tested benefit)	£25 ph incl VAT if on means tested benefit £45.00 ph (incl vat)no means tested benefit)	£25 ph incl VAT if on means tested benefit £30 incl VAT if no benefits
Materials Charge	No Charge	No Charge	Full materials cost	Full materials cost	Full materials cost	Full materials cost
Type of work	Must have dementia diagnosis or referred by health professional or carer	Key safes £45 or £65 supply and fit (FREE FOR telecare CLIENTS)	Door chains	All jobs must be capable of being completed by one person taking no more than 3 hours work. No working at heights eg gutters	All jobs must be capable of being completed by one person taking no more than 3 hours work.	All jobs must be capable of being completed by one person taking no more than 3 hours work. No emergencies so no blockages
	Blue grab rails	Galvanised rails	Chair raisers	Connect washing machine, change wc seat	Additional PIR	Cistern/WC replacement
	Blue WC seat	Grab rail/newel rail	Door locks	Change smoke detector battery	Change light pendants	Replace taps
	Door signs	Supply and fit bannister	Change light bulb (client provide)	Hang curtains, blinds	Additional sockets other than for Careline	Bleeding radiators
		Trip prevention		Put up shelves, pictures, mirrors	Hardwired smoke alarms	Change washers
		Half steps		Change toilet seats	Install/Replace extractor fan	
		Electrical work eg new socket to enable Telecare equipment		Build small flat pack furniture	New/relocate telephone extension	
		Moving hospital bed		Ease and adjust doors	Install/relocate aerial socket	No gas/boiler works.
		Moving furniture to enable delivery of hospital bed		Moving furniture	Fuse replacements	
				Draught proofing	Fit security camera or door bells	

20% VAT must be charged on electrical work and any skilled plumbing work. £45 ph for charity/local organisations etc for general DIY work

1. Bathroom & Kitchen

Ref	Jobs
1.1	Taps: fix loose, leaking or replace taps and tap washers, fit lever taps, poor supply of hot/cold taps
1.2	Shower: fix/replace broken/old shower heads, leaking shower, fit shower rails, lower shower heads, grab rails
1.3	Wash hand basins: release plug, fix loose WHBs
1.4	Sealant: replace around bath and sink
1.5	Unblocking sinks/basins/baths /WCs
1.6	Fix/Replace toilet seats
1.7	Fit new WC pan and cistern into existing pipe work
1.8	Remedy problems with flush mechanisms
1.9	Small repairs to leaking pipes
1.10	<u>Tiles: tiling small areas of walls; re-grout tiles</u>
1.11	<u>Fit, fix & replace towel rails</u>
1.12	<u>Cupboards: flat pack construction, fit & fix hinges, loose handles, shelf, hang door, leak in cupboards</u>
1.13	<u>Fit, fix or replace air vents</u>
1.14	<u>Cleaning extractor fans</u>
1.15	<u>Changing filters</u>
1.16	<u>Change bulb in oven</u>
1.17	<u>Plumbing in new washing machines and dishwashers into existing pipe works</u>
1.18	<u>Change side /hang fridge door</u>
1.19	<u>White good repair, service and safety checks.</u>

2. Bed/Living Rooms and Hallways

2.1	<u>Shifting electric sockets to more accessible levels</u>
2.2	Bleeding/draining radiators
2.3	Securing trailing wires and flexes
2.4	Fix/attach/replace curtain rails
2.5	Walls: screws in walls, fit battens on walls, peeling wallpaper, drill holes in walls
2.6	Hang curtains, mirrors and pictures
2.7	Fix blind
2.8	Adjust legs of table
2.9	Small areas of tiling
2.10	Loose railings, Fit/fix stair rail
2.11	Fitting plugs and fuses
2.12	Re-hanging doors
2.13	Roof leak, where properly equipped
2.14	Repair hole in ceiling or water damaged plaster
2.15	Replace skirting
2.16a	Fit (parts of) furniture & units e.g. headboards/ wardrobes/ cupboard/ fire surround

- 2.16b Fix (parts of) furniture & units e.g. headboards/ wardrobes/ cupboard/ fire surround
- 2.17 Fix/fit shelves, flat pack construction
- 2.18 Free loft ladder
- 2.19 Create loft hatch
- 2.20 Clear loft
- 2.21 Replace lamp holder
- 2.22 Adjust TV Aerial where properly equipped and safe to do so
- 2.23 Flat roof leak where properly equipped and safe to do so
- 2.24 Minor Heating repairs
- 2.25 Repair leaking radiator pipe

3. Doors & Windows

- 3.1 Fix or renew window sills
- 3.2 Fix door handles
- 3.3 Re-glaze/ replace glass panels
- 3.4 Fit/replace window panes
- 3.5 Fit window restrictor
- 3.6 Planning doors/windows
- 3.7 Water ingress in window/door frames
- 3.8 Fix/re-set runner for sliding doors
- 3.9 Fitting draught excluders / draught proofing
- 3.10 Fitting cat flaps
- 3.11 Fix loose bolts
- 3.12 Help with opening/closing windows and doors
- 3.13 Fit/repair letterbox
- 3.14 Small repairs to doors
- 3.15 Hang doors

4. Safety and Security

- 4.1 Changing, fitting and repairing of locks
- 4.2 Fitting chains and security spy-holes
- 4.3 Fitting Key safes
- 4.4 Security checks with remedial action
- 4.5 Falls/accident prevention checks with remedial action
- 4.6 Fitting stair gates, cooker guards, fire guards
- 4.7 Floor coverings, securing carpets/replacing carpet stays
- 4.8 Ensure lighting is appropriate
- 4.9 Removal of trip hazards

5. Electric

- 5.1 Change light bulb
- 5.2 Change fuse
- 5.3 Change plugs
- 5.4 Leaking radiator pipe
- 5.5 Central heating wall stat
- 5.6 Fit new lighting
- 5.7 Fix loose light fittings
- 5.8 Fit light casing
- 5.9 Fix loose sockets
- 5.10 Fix fuse box
- 5.11 Change strip light
- 5.12 Fit jacket to immersion hot water tank
- 5.13 Fitting telephone extension leads
- 5.14 Checking electric blankets

6. Minor Adaptations / Hospital Discharge

The CES Provider for those people with critical and substantial needs will normally carry out these tasks

- 6.1** Staircase applications
- 6.2** External lighting
- 6.3** Window opening equipment
- 6.4** Kitchen lever taps
- 6.5** Kitchen cupboard handles
- 6.6** Bathroom lever taps
- 6.7** W.C. lever flush handles
- 6.8** Combined toilet seat and frame
- 6.9** Chair and bed raisers
- 6.10** Flashing doorbells
- 6.11** Installation of flashing telephone warning lights
- 6.12** Main entrance support rail
- 6.13** Grab rails
- 6.14** Newel rails
- 6.15** Hand rails
- 6.16** Stair rails
- 6.17** Garden access e.g. rails, half steps
- 6.18** Making and fitting of metal handrails
- 6.19** Fitting portable/ temporary ramps
- 6.20** Door and wall protectors
- 6.21** Door threshold removal
- 6.22** Installation of door entry systems
- 6.23** Alter heights of electric face plates
- 6.24** Building half steps: if this will be main and only access to property then refer client to OT

7. Alarms

- 7.1** Fit and renew smoke alarms
- 7.2** Fit and renew CO alarms
- 7.3** Replace batteries in alarms

8. Outdoor

- 8.1** Roofing/guttering (minor)
- 8.2** Clearing and unblocking gutters
- 8.3** Clearing and unblocking gullies
- 8.4** Repairing/replacing small sections of guttering
- 8.5** Repair leaking and loose gutters
- 8.6** Leaking downpipe
- 8.7** Blocked drain
- 8.8** Roof leak
- 8.9** Replace/reposition roof slates
- 8.10** Fit chimney cowl
- 8.11** Minor repairs to path to remove trip hazard
- 8.12** Making small repair to garden gates (new latch or bolts/hinges)
- 8.13** Repair small sections of fencing
- 8.14** Replace fence
- 8.15** Fit/replace fence panels
- 8.16** Re-bed copings
- 8.17** Re-bed paving stones
- 8.18** Repair to gates
- 8.19** Light building works e.g. repair loose bricks, re-cement
- 8.20** Minor re pointing works
- 8.21** Cutting down or clearing shrubs/hedge and small trees that could be a security problem
- 8.22** Repair to paving patio

8.23 Putting up/ replacing washing lines

9. Other

9.1 Fit door bell

9.2 Repair areas of damage to ceiling

9.3 Shifting Furniture

9.4 De-cluttering

9.5 Minor water leaks

9.6 Decorating

9.7 Gardening

9.8 Signposting

9.9 Other odd jobs/ minor repairs helping to remedy (fully or partially) risks/hazards listed or improving health and safety of the client

9.10 Collection of minor items of equipment for return to CES

9.11 Completion of assessment at first contact stage, if not previously done so, to determine the potential for referral of person to other community or organizational support, including for example Social Prescribing.

13. CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES 10 JANUARY 2019 (LAW AND GOVERNANCE)

Attached at Appendix 'G' are the Minutes of the meeting of the Management Committee held on 10 January 2019.

(For information)

Background Papers

None.

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE10 January 2019 at 2.30pm

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

The following attended in an advisory capacity;

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

1. MINUTES

The Minutes of the meeting of the Committee held on 19 July 2018 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor C S S Manduca and Mrs H Lane

3. ACTIONS TAKEN SINCE LAST MEETING

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

Outstanding repairs

The Committee was advised that sections of the Riverside Walk which had remained muddy following the boardwalk replacement had been firmed up with crushed stone. A site inspection in mid-December revealed the paths to be mostly firm, despite recent rain, with just one or two muddy areas which were easily passable.

An outstanding repair to a hole in the timber at the edge of the upstream bridge had been completed.

Waste and litter

Officers reported that some remnants of the old boardwalks left on site by contractors had now been removed and disposed of.

There had been a discussion at the last AGM around a lack of litter bins on the Trust land and it was agreed that a bin should be placed at each end of the Riverside Walk. The Committee was advised that Officers not present at the AGM had recently discussed the introduction of more litter bins who were unconvinced of the benefit of the proposal for the following reasons;

- Litter was not a major issue on the Trust land
- The bins would be remote and therefore emptying of the bins could be problematic
- The likelihood of birds and squirrels getting into the bins and removing then dropping the litter in the vicinity of the bin was high.

ACTION

Officers had passed on concerns about the amount of litter on Network Rail land behind the chain link fence adjacent to the station path. Officers would monitor progress later in the year.

Peter Winfield

RESOLVED that –

No further bins should be placed on the Trust land at this time.

Carnival Capers contribution

In July Officers and Members of the Committee received the welcome news that the Carnival Capers Committee had agreed to make a £375 contribution to the Trust's funds in appreciation of being able to use the Cabrera Avenue Playing Field for the event. A letter of thanks was sent in reply by the Treasurer. The Committee expressed thanks to Mr K Barkham for approaching the Carnival Capers Committee regarding a contribution.

Mission Statement

Following discussions at last year's AGM around work that volunteers should be permitted to carry out at the Riverside Walk, Officers were asked to consider a 'mission statement' for the Trust which would encapsulate both the original objectives of the Trust and the more recent aspirations of the Committee and could be used as a guide for any site work volunteers undertook on the site.

Members received detailed information on the terms of the trust in relation to both the Riverside Walk and Cabrera Avenue. Members recalled that the Riverside Walk Advisory Committee was amalgamated with the Cabrera Trust Management Committee in 2010.

The Riverside Walk Management Plan, adopted by the RWAC (Riverside Walk Advisory Committee) in 2001, also supported the ethos of nature conservation and had broad aims to 'widen the bio-diversity of the native flora and fauna at the Walk and provide safe public access to designated areas of the site'. It set out the Management Objectives for the Riverside Walk which were stated as:

1. To encourage and widen the bio-diversity of the native flora and fauna of the Riverside Walk.
2. To maintain the current woodland canopy and encourage its regeneration along with associated low-level plants and the soil on which they depend.
3. To open up glades to increase the variety of woodland edge plants, as well as other areas alongside the riverbank to encourage species of aquatic life. These areas to be kept clear for sequential coppicing.
4. To control the spread of *Rhododendron ponticum*.
5. To maintain the present water table, and where appropriate, to raise it in order to help conserve aquatic and marshland species.
6. To promote the safe public use of part of the Riverside Walk, by encouraging the public to follow the marked paths.
7. To discourage public use of the undisturbed parts of the Riverside Walk.
8. To encourage the use of the Riverside Walk for educational purposes by schools and other interested groups.

9. To interpret the Riverside Walk by means of information boards and leaflets.

The woodland that included the Riverside Walk had also more recently been designated as a Site of Nature Conservation Importance (SNCI) and a Local Nature Reserve, both of which recognised its importance for wildlife locally.

Therefore whilst the original terms of the Trust included the option of providing facilities for recreation within parts of the Riverside Walk, the RWAC and the CTC had always managed the site with an emphasis on encouraging and widening the bio-diversity of the native flora and fauna whilst providing safe public access to designated areas of the site.

Members reviewed the draft mission statement and fully supported the approach of continuing to manage the Riverside Walk for nature conservation. Members were pleased to note that the mission statement summarised the need 'To protect and enhance nature conservation interests at the Riverside Walk while promoting safe public access to parts of the site and to provide a well maintained public recreation ground at Cabrera Avenue'

**RESOLVED that –
The draft mission statement proposed by
Officers be adopted**

Volunteers

The formation of a volunteer group to support the work of the Trust was discussed at the AGM in July. The Committee supported this in principle and members of the public present were content to facilitate it. By October, 20 residents had put their names forward.

In November, the Chairman and Vice-Chairman met with Officers and Mrs Lane to consider the matter further and concluded that for a volunteer group to be sustainable in the longer term there would need to be a small number of volunteer leaders who could liaise with the Trust via Council Officers to agree what work should be undertaken and to organise future working parties. To this end, the Honorary Wardens were asked if they would be willing to be lead volunteers and the resident who had compiled the list of new volunteers was asked whether anyone on the list was prepared to lead. 5 volunteer leaders had come forward. Officers suggested that a meeting be set up with the lead volunteers, the Chairman and Vice-Chairman of the Committee and Officers within the next month or so to discuss the mission statement and ethos. In the short term (probably for the first year) Green Space Officers would be available to arrange and oversee the volunteers work but due to resource limitations this would not be able to continue long term. Officers advised the Committee that volunteers would be covered by the Council's insurance arrangements.

Additionally, at the AGM it was agreed that a guided walk for volunteers in the Spring of 2019 might be a good way to introduce them to the site and the Trust's aspirations for it. This could then possibly be followed by a bat walk in the Summer. The first work party could be Himalayan Balsam bashing, also in the Summer of 2019. It was noted that the optimum time for this to be undertaken was late June/early July.

Members were advised that it was likely that the Egham and Staines Conservation Volunteers might be available to help with some work parties in the future, however, they did get very booked up and they did charge a small fee per volunteer and this would need to be borne in mind.

Peter Winfield

Peter Winfield

Peter Winfield

Peter Winfield

2019 was the 'Year of Green Action' this was a government led initiative where people were being encouraged to engage with local green spaces by volunteering, so Officers would explore whether local youth groups or schools could also be involved.

RESOLVED that –

**The proposed volunteer activities for 2019
be approved.**

4. MANAGEMENT AND MAINTENANCE

The Committee was advised that following the installation of barriers to prevent horses accessing the Riverside Walk via the Cabrera Avenue entrance, Officers had now asked contractors to widen this entrance slightly so that wheelchairs and pushchairs could pass through whilst still preventing access by horse riders.

5. DRAFT ANNUAL ESTIMATES FOR 2019/20

The Committee was asked to consider the probable budget for 2018/19 and the draft estimates for 2019/20.

Members discussed the expenditure and in particular the central costs. Officers advised Members that recharge costs had to be incurred when Council Officers undertook work for other organisations. In some cases (Borough Parks Management) the costs had reduced and all other costs had been frozen. Members of the Committee asked the Honorary Treasurer if the accountancy work could be undertaken by a volunteer, if one could be found, to reduce costs. The Honorary Treasurer would need to discuss this with the Council's Corporate Head of Law and Governance.

Peter McKenzie

The Honorary Treasurer advised the Committee due to investment rates flat lining the Trusts investments had reduced in recent years. Whilst no further major works were proposed at present should the need arise the Trust would need to consider applying for grant funding. However, grant funding opportunities had greatly reduced in recent years. It was hoped that once a team of volunteers was established that they would be willing to do some fund- raising for the Trust at local events such as Carnival Capers. The Honorary Secretary advised the Committee that Officers from the Community Development team could provide assistance with leaflet design for fundraising activities.

Peter
McKenzie/Mario
Leo

It was noted that the volunteer group may save some money but specialist works such as tree work would be ongoing.

Members of the Committee expressed concerns on what approach would be taken by Runnymede Borough Council should the funds completely diminish. The Honorary Treasurer advised the Committee that the Trust would need to approach Runnymede for funding. However, the legal responsibility on Runnymede to provide funding would need to be established.

Peter
McKenzie/Mario
Leo

6. DATES FOR MEETINGS IN 2019/20

The next meeting of the Cabrera Trust Management Committee would be the July meeting and AGM which was scheduled to be held in the Committee Room at the Civic Centre on **Thursday 18 July 2019 at 2.30pm.**

However, following discussions at last year's AGM the Committee was asked

to consider whether they would like to change the time of the AGM and if they wished to consider holding the AGM at Christ Church in Virginia Water.

It was noted that since the daytime AGM had been held at the Civic Centre the number of the public in attendance had not decreased when compared to the attendance numbers at the previous evening AGM meetings held in Virginia Water. Given the financial position of the Trust the Committee was unconvinced that to move the meeting to the evening was beneficial due to both additional Officer time and travel costs incurred.

Additionally, it was noted that Officers would be in contact with the volunteer group on a regular basis.

The January meeting of the Cabrera Trust Management Committee would be held on **Thursday 9th January 2020 at 2.30pm**

(The meeting ended at 3.32 pm)

Chairman

14. 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 paragraph 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> | Para |
| 15. | FUTURE PROVISION OF ADDLESTONE CONNECT AND LONGCROSS LINK TRANSPORT SERVICES | 3 |
| b) | <u>Confidential Information</u>
(No reports to be considered under this heading) | |