

# Community Services Committee

**Thursday 12 September 2019 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors N M King (Chairman), S A Lewis (Vice-Chairman), M R Adams, T Burton, D V Clarke, S L Dennett, M T Harnden, A R Neathey, J Olorenshaw and S Walsh.

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](mailto:clare.pinnock@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).

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

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

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

Filming should be limited to the formal meeting area and not extend to those in the public seating area. The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

#### **Matters in respect of which reports have been made available for public inspection**

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### **PART II**

#### **Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

a) Exempt Information

15. HOME IMPROVEMENT POLICY AND CHANGES TO MANAGEMENT AND DELIVERY (To follow)

b) Confidential Information

(No reports to be considered under this heading)

**1. FIRE PRECAUTIONS**

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

**2. PRESENTATION – SOCIAL PRESCRIBING**

There will be a presentation by Chimé Carlin, Wellbeing Adviser for the Social Prescribing Service, Community Services.

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

**4. MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 13 June 2019, previously circulated by email in July 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. SOCIAL PRESCRIBING SERVICE (COMMUNITY SERVICES – CHIMÉ CARLIN)**

**Synopsis of report:**

- **To provide an overview of the Social Prescribing service to date**
- **To outline the potential future development of the service**

**Recommendation that:**

- **Members support the continued delivery of the Social Prescribing service by the Community Services Business Unit**

**1. Context of report**

- 1.1 This report complements the presentation due to be given at the start of this meeting.

- 1.2 Members will recall that at the last meeting of this Committee in June a report recommended the approval of RBC's participation in delivering the Social Prescribing service for Primary Care in North West Surrey. Subsequent negotiation with the Integrated Care Partnership (ICP) has resulted in funding being secured from the newly created Primary Care Networks (PCNs). Recruitment for Social Prescribing Officers (SPOs) across NW boroughs has commenced and 2 posts for Runnymede are currently at advert.
- 1.3 In April 2018, Runnymede Borough Council (RBC) created a new post of Wellbeing Prescribing Officer (known now as Social Prescribing Officer) to launch the Runnymede Social Prescribing service. Initially financed by a one-off North-West Surrey Clinical Commissioning Group (NWSCCG) grant for just 12 months, the service was deemed successful, and so the appointed officer was funded for an additional 12-month period (i.e. Contracted to April 2020).
- 1.4 To date, the number of referrals to the service has grown, as has the complexity of the cases that present. At this time no additional funding nor resources has been made available from the Better Care Fund (BCF) to reflect the increased demand created by the success of the Runnymede Social Prescribing service.
- 1.5 Recently, local Primary Care Networks (PCNs), under the new GP Contract, have commissioned RBC to employ and host 2 new Social Prescribers (PCN-SPs) initially for a 2-year period, whose remit will be to focus on express cohorts of patients as directed by their PCN funders. Therefore, whilst capacity in Social Prescribing is to be increased in Runnymede, the pathways enabling residents to access services are not able to be expanded as widely as now required.
- 1.6 The success of Social Prescribing across NW Surrey has resulted in a recognition that presented the potential opportunity to further extend and develop the service.
- 1.7 Potential ways in which this could be done include opening up referral streams and pathways from local organisations, increasing partnership working with other speciality advisory bodies, increasing the resource devoted to more complex cases, tackling additional social issues etc.

## 2. **Report**

### **Runnymede Social Prescribing – Background**

- 2.1 In early 2017, RBC officers were approached by NWCCG to participate in an initial pilot of a Wellbeing Prescribing (now renamed Social Prescribing) service across North West Surrey. Woking, Spelthorne, Elmbridge and Runnymede borough councils delivered the project locally within their respective areas.
- 2.2 Social Prescribing aims to improve patient self-management, build resilience and increase the uptake of local services. This can also reduce the number of non-medical frequent attendees at GP practices.
- 2.3 The Social Prescribing project was intended to provide GP practices in NW Surrey with a new referral pathway that would connect their patients with additional non-medical needs, to local community groups and agencies for practical and emotional support.
- 2.4 Initially, existing resources within Community Development and Community Services teams were re-deployed to coordinate the project across the NW cluster and set up referral processes and procedures.

- 2.5 Despite best efforts, 3 months after the launch date of March 2017, no referrals had been made. Therefore, co-inciding with funding for a new Wellbeing Advisor post, a new approach, similar to those that had proven successful elsewhere was adopted.
- 2.6 In April 2018 the Runnymede Social Prescribing service was re-launched with the appointment of a new dedicated Social Prescribing Officer working 25 hours per week.
- 2.7 This post was financed by a one off BCF grant of £20,000 to operate the 12-month project. At RBC this post operated from April 2018 – to March 2019.
- 2.8 Following the success of the first year of the Social Prescribing service, together within the value of such services across the country and therefore a greater profile and exposure, funding was extended for a further 12 months, with the post continuing at 25 hours per week.

### **Runnymede Social Prescribing – Structure of service**

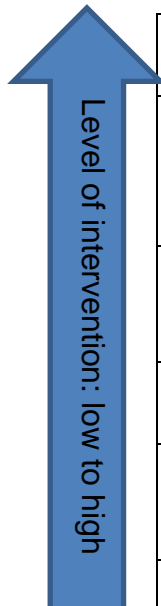
- 2.9 Since April 2018, selected health and social care professionals in Runnymede have been able to refer patients with social needs to the SPO. After receiving a referral, the SPO offers the patient-client a face to face appointment and subsequently works with them to identify their issues and educate them about sources of help and support within their community. Patients are followed up approximately 6 weeks later.
- 2.10 Each month statistical data is collected and submitted to NWSCCG for monitoring.
- 2.11 Whilst relationships were being established with GP practices, additional referrals were received from RBC Alarms team officers, Social Centres, Independent Retirement Living Schemes and from housing for RBC tenants. Additionally, local voluntary, community and social enterprise sector (VCSE) partners started to refer on an ad-hoc basis e.g. Salvation Army, Foodbank and community cafés.
- 2.12 An initial campaign to engage GP practices included practice introduction presentations, community information board, a suite of in-house designed posters, patient leaflet, GP guide, web page, infographic and annual review.
- 2.13 In the first 12 months there were 251 referrals. The average age of patient-clients was 70 years old and 59% were over 65+years of age. This compares favourably with other boroughs. The table below details referrals to Social Prescribing in NW Surrey in April 2018-April 2019:

<b>Borough</b>	<b>Number of Referrals</b>	<b>Number of Hours Social Prescribing Per Week in Service</b>	<b>Referrals ratio (Referrals: No.of Hours Social Prescribing Per Week in Service)</b>
Elmbridge	26	12 hrs per week	2
Runnymede	251	25 hrs per week	10
Spelthorne	167	24 hrs per week	7
Woking	240	40 hrs per week	6

- 2.14 From April 2019 to date (end of August), 115 further referrals have been received. In total, 366 referrals have been received by the SPO in Runnymede.
- 2.15 The current Social Prescribing model currently prioritises referrals from two main sources; Homesafe Plus scheme (SP having been integrated as a key component part of the hospital discharge plan) and GP practices.
- 2.16 In addition, SP continues to take a small number of referrals from internal RBC Council services and VCSE referrals, with a new notable number of referrals from the County Council's Adult Social Care locality team. However, without additional resources afforded to the SPO, there is no capacity to expand the SP offering: to further extend referral pathways to other partners, nor to allow patient-clients to self-refer, for example.
- 2.17 Reviewing activity over the past 12 months it is clear that the envisaged demands of the original service has evolved; capacity of SPO is being exceeded due to complexity of social issues raised, duration of casework, preference for domiciliary rather than community appointments, changed data collection requirements and associated additional processing and paperwork.
- 2.18 Originally it was envisaged that the service would comprise a face to face interview in a community setting (45 minutes) with simple signposting to local services such as the Social Centres activity diary, library opening times etc., followed by a post 6-week telephone follow-up (10 minutes).
- 2.19 In reality, the cases have been far more complex than anticipated: deep-seated long-term issues (sexual abuse, domestic violence), serious mental health (suicidal thoughts, actual self-harm, hoarding, anorexia). In addition, patient-clients are presenting with multiple issues which cannot be dealt with in a single session and additional sessions are required for a longer duration.
- 2.20 Following initial interview some clients have been reported for safeguarding (e.g. suicidal thoughts), reported as a high-risk category (e.g. violence) or re-referred to professionals (e.g. medication review). This is usually as a result of clients disclosing new information not previously divulged to the original referrer. To give some more detail with regard to this, listed below are some common issues presented at patient-client interviews:

<b>Issue</b>	<b>Signposts</b>
Low income	Debt agencies, budgeting, benefits checks, unemployment, counselling
Loneliness	Social Centres, special interest groups, befriending
Poor mental health and isolation	Wellbeing support groups, suicide helplines and Safe Havens, talking therapies
Self-neglect	Food banks, counselling, welfare checks, befriending, safeguarding
Abuse	Safeguarding, homelessness, anxiety disorders help
Memory loss	Memory strategies, memory services, re-referral to GP for diagnosis
Unsatisfactory housing	Alternative housing options, assistive technology, alarms and telecare, disability equipment, occupational therapy

- 2.21 To manage the high volume of referrals the SPO has found it necessary to categorise patient-clients according to their ability to self-manage once wellbeing advice has been given. This has allowed resources to be better allocated:



Support requested	Deployment of additional resources required	Barriers to self-management
Accompanying to appointments	Chaperone to activities, representation at TAF meetings, face to face introductions to VCSEs	Anxiety disorders including GAD, PTSD
Ongoing motivational support	Calls, texts, emails, multiple sessions	Low self-esteem, long term conditions
Personalised life plans	Writing a plan organising a SP folder	Low literacy, chronic illness
Making onward referral appointments	Completing application/referral forms	Low IT skills, disability
Printed general factsheets	SPO compiled over 100 Factsheets on local Runnymede services.	Lack of access to IT peripherals e.g. printers
Website signposting and hyperlinks	Emailing clients and showing how to access website information	IT hardware but lacking search skills

### 3. Runnymede Social Prescribing – Resource Implications and future developments

3.1 The addition of 2 new PCN-SP posts which will be funded by the PCN, brings several exciting opportunities to develop the Runnymede SP service and extend its remit, including:

- more resources to deploy to complex cases which could prevent escalation of issues likely resulting in necessary primary care intervention
- the existing SP service could focus on additional social issues outside of, and complementing the focus of the new PCN-SPs
- more resource to foster closer relationships with VCSEs and establish new referral streams with local partners so providing a more holistic, comprehensive and integrated service to residents
- the SP service could play a greater role in the prevention strategy (NHS and Public Health commitments) encouraging self-management and self-referral through active marketing of the service
- increased time for collaboration with other speciality advisory bodies would enable us to develop more robust onward referral pathways with meaningful follow up for patient-clients
- capacity to input into new initiatives like local befriending services, Digital Champions, local volunteering
- the SP service could pursue the development of a CPD programme for SPOs

3.2 However, the ability to pursue these opportunities is dependent on the resources available within Social Prescribing. Of particular importance is the continued funding from the BCF. The posts that are to be funded by the PCNs is only able to be used to provide additional resource and not to replace other funding streams. Therefore, through local joint commissioning processes it is intended for the NW Surrey Boroughs to advocate for additional funding and also the security of longer term funding to realise the opportunities identified.



3.3 The BCF is currently being reviewed for 2019/20 and beyond and as a result any conversations regarding future funding are unlikely to be decided on until closer to the end of this financial year. An update will be provided at the appropriate time.

#### 4. **Conclusion**

4.1 Social Prescribing brings whole community benefits including:

- Reducing pressure on Primary Care Services – reducing the number of unnecessary non-medical appointments at GP practices, potential to reduce the number of non-medical calls to emergency services (SECamb), reducing the number of emergency admissions to A&E, facilitating timely hospital discharge – freeing up capacity for residents in need of medical attention.
- Improving wellbeing and resilience of residents by connecting them to local services and enabling them to better self-manage
- Increasing the take up of local VCSE services making them sustainable
- Promoting the upsell and cross sell of income generating borough services where appropriate (e.g. Meals at Home, Alarms, Community Transport, Home Improvement Agency)
- Informing county councils of service gaps and aiding asset mapping and future services planning.

4.2 Social Prescribing is seen as a key non-medical intervention for the future and as a result RBC is well placed to continue delivering this service to its residents and to develop both the capacity and the range of support available from Social Prescribing services in future, through working closely with health and social care partners.

**(To resolve)**

#### **Background Papers**

None stated.

### 8. **COMMUNITY SERVICES KEY PERFORMANCE INDICATORS – QUARTER 1 2019/20 (COMMUNITY SERVICES, DARREN WILLIAMS)**

#### **Synopsis of report:**

**To provide Members of Community Services Committee with an update on the performance of the Community Services Business Centre, against the Key Performance Indicators set out in the 2019/20 Business Centre Plan**

#### **Recommendation:**

**None. This report is for information**

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

1.1 As part of the performance monitoring process linked to the Community Services Business Centre Plan, a report on the performance of Community Services as a quarterly review against the Key Performance Indicators (KPI) set at the start of the year is required to be presented to Community Services Committee.

#### 2. **Report**

- 2.1 This report gives an overview of levels of performance across the Community Services Business Centre against the Key Performance Indicators set out in the approved Business Centre Plan for 2019/20.
- 2.2 The report and KPI's collected to provide an idea of the breadth of activity currently being undertaken, with corporate KPI's and other service specific KPI's being presented jointly.
- 2.3 The table below provides an overview of the performance in quarter one of 2019/20 against the targets set for Community Services this year.

<b>Performance Area</b>	<b>Target Q1</b>	<b>Actual</b>
Number of formal complaints received	0	1
Number of formal compliments received	0	2
Number of decisions investigated by the ombudsman requiring a remedy by the council	0	0
Number of Meals at Home items served	10,000	9,239
Number of meals served in Social Centres	8,500	8,613
Number of users signed up to Social Centre reward scheme	620	602
Number of individual hires at Social Centres	100	119
Number of Homesafe Plus Referrals (Total for North West Surrey)	90	200
Number of Homesafe Plus referrals to RBC services	22	51
Number of Social Prescribing referrals received	60	61
Number of Community Transport journeys completed	14,000	12,385
Number of referrals to Handyperson service	150	185
Number of Community Alarm & Telecare Users	Not Set (New target 1,500)	1,489

- 2.4 Having considered the KPI's presented, what is demonstrated is that there is clear growth within services that are not necessarily income generative but which are increasingly viewed as key Prevention services within the integrated Health and Social Care agenda. In particular the Homesafe Plus service, providing a single point of access to all NW Surrey borough council services, in support of facilitating timely hospital discharge and the Social Prescribing service, providing support, signposting and information to residents in need of support with primarily non medical needs are showing clear signs of growth.
- 2.5 The Meals at Home service figures remain consistent against previous quarters but still do not reach the target of 10,000 meals in the quarter. At a previous meeting of this Committee, it was stated that consideration would be given to the potential reasons for no signs of significant growth, compared to the success in the partner borough of Surrey Heath using the exact same service offer.
- 2.6 As a result, changes to the current arrangements for the coordination of Meals at Home services are being proposed in the future partnership working with Surrey Heath, with an expectation of improved customer service and greater flexibility within the service to meet residents' needs. At the same time as these changes, a marketing campaign focussed on Meals at Home would be undertaken during the winter months where need for such services is likely to be greater.
- 2.7 Community Transport equally has not met its quarterly target although the financial performance of the service remains strong. What is recognised is that there is no

shortage of opportunities for the service to expand and benefit more residents, community groups etc. as well as undertake further income generating contracts. However, against this are the current constraints of staff availability and a lack of resources to develop the service in such directions. It is hoped that the Community Transport review, undertaken with the Community Development Member Working Group will formally recognise the opportunities available and the resources required, resulting in a clear business plan and direction of travel for the service.

- 2.8 Three KPIs linked to the Social Centres show how all three are performing well, which, combined with tight financial management and budget monitoring, are delivering positive results.
- 2.9 Finally, in the 2019/20 Business Centre Plan, a KPI for the number of users of the Community Alarm and Telecare service was not set. However, a statistic on performance has been added to highlight the level of consistency in the number of residents supported as a result of the quality of service provided by staff.
- 2.10 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 Corporate Head no less than 48 hours prior to the meeting.
- 2.11 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

**(For Information)**

**Background Papers**

None.

9. **COMMUNITY DEVELOPMENT KEY PERFORMANCE INDICATORS – QUARTER 1, 2019/20 (COMMUNITY DEVELOPMENT, CHRIS HUNT)**

**Synopsis of report:**

**To advise Members of the performance of the Corporate KPI's for Community Development for 2019/20**

**Recommendation:**

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

1. **Context of Report**

- 1.1 The purpose of this report is to provide Members with the 2019/20 Key Performance/Activity results for the services within Community Development which are under the remit of this Committee. These include the work of Community First, Community Development, Community Safety, the Green Space team, Safer Runcymede and residual Leisure Services such as Community Halls and Chertsey Museum.

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 2019/20 and the actuals are also included where figures are collected quarterly.

<b>Performance Indicator</b>	<b>Actual 1<sup>st</sup> Quarter 2019/20</b>	<b>Target Full Year 2019/20</b>
Numbers of young people attending Surrey Youth Games Training	245	300
Number of formal complaints related to the Business Centre/Team	1 (2)	8
Number of compliments related to the Business Centre/Team	2	
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0
Percentage of Careline calls answered within 60 seconds	99.91	99.8%
Numbers attending the Sportability Festival		150 (quarter 4)
Number of Free Access to County Players Applications	15 (2)	8
Users of Chertsey Museum	4,522	4,600
Number of schools using the Chertsey Museum Education sessions		80 (quarter 2)
Numbers attending Junior Citizen		800 (quarter 3)
Numbers attending Living Well Week		700 (quarter 2)

2.2 Many of the KPIs relate to events and activities not due to take place until the later quarters. There has been an increase in the number of Free Access to County Players applications, predominantly from swimmers who are now able to access the new pool at the Egham Orbit.

2.3 Surrey Youth Games were down on target but it was the first year of the new application process targeting non club players so a fall in numbers was expected but most sports were well attended, other than the new 'Couch to 2K' running event which all Boroughs struggled to fill.

- 2.4 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 Corporate Head no less than 48 hours prior to the meeting.
- 2.5 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

**(For information)**

### **Background Papers**

None stated.

## 10. **PLAYING PITCH STRATEGY - UPDATE (COMMUNITY DEVELOPMENT, CHRIS HUNT)**

### **Synopsis of report:**

**The Playing Pitch Strategy was completed in June 2018 and an annual review of progress against the action plan was agreed. This update report has been slightly delayed to allow for the completion of the local football facility plan by the Football Association.**

**There has been some progress made on the strategy but many of the improvements identified will be reliant on funding being made available as they included significant capital projects for example new 3G pitches and pavilion improvements.**

### **Recommendation:**

**None. This report is for Information**

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

- 1.1 The Playing Pitch Strategy (PPS) was completed and reported to this Committee in June 2018. An action plan was developed for each sport and it was agreed that an annual update would be provided.
- 1.2 The report back on progress has been delayed because the Football Association engaged the consultants KPP to produce a local football facilities plan for each borough in England. The Runnymede plan was recently agreed with KKP and a copy of this is available on the Council's website on the Playing Pitch Strategy page.
- 1.3 The plan was developed using a light touch approach due to the PPS having recently been completed.

### **2. Report**

- 2.1 The PPS was developed with input from a number of stakeholders including the National Governing Bodies (NGBs) for the following sports: Football, Cricket, Hockey, and Rugby. There was also input from Sport England, Active Surrey and local clubs were consulted as part of the strategy development.

- 2.2 Each sport included in the strategy had individual action plans developed which were strategic and site specific.
- 2.3 In February 2019, a meeting of stakeholders was held which also included members of the Council's Green Space team to look at progress on the PPS. Many of the facility improvements identified in the PPS rely on funding and most of the NGB's confirmed funding was limited for larger scale capital projects but smaller scale grants for grass roots initiatives are still available. However, there has been some progress on elements of the PPS. The group did agree to meet twice yearly with the next meeting proposed for late September.
- 2.4 A visit will be arranged for a specialist to come and look at some of the Borough's sites and provide some training to staff, in particular around fine turf work. This was recommended in the Playing Pitch Strategy (PPS) and the specialist will be from the Grounds and Natural Turf Improvement Program (GANTIP).
- 2.5 The Green Space Team will shortly introduce a competency based staffing structure which will result in staff being able to move up the grades as they take training or are assessed against key criteria, in particular around the management of fine turf.
- 2.6 The local football facility plan developed with KKP and the Football Association has been completed and the four main issues highlighted and which link with the recommendations of the PPS are set out below:
- The requirement for three 3G pitches in the Borough. One is currently being laid at the new Chertsey High School due to open in September.
  - Improvements to grass pitches
  - Improvements to changing rooms and pavilions. We have recently carried out some work on the Chertsey recreation Ground Pavilion by improving the changing rooms.
  - Additional small sided facilities
- 2.7 There have been discussions about how Section 106 payments could be used towards a new 3G pitch at Egham Orbit. This is still subject to a local housing development going ahead but the Surrey FA and Football Foundation could look to match fund the project. S106 or Community Infrastructure Levy funding from other local developments may well materialise in the future but these currently cannot be relied on.
- 2.8 Members are asked to note that the new rent grant aid policy will support sports clubs that lease the Council's land/facilities by providing grant aid where appropriate.
- 2.9 There are a number of clubs on school sites. The Council and NGBs can provide support in any discussions with the schools as and when required.
- 2.10 One large scale project which is in its very early stages is the development of the Barrsbrook site. There has been interest from a number of sports and stakeholders and further information will be reported back to this Committee in due course.
3. **Policy framework implications**
- 3.1 The PPS was produced to link in with the local plan process of which Sport England is a consultee and who require a PPS to be carried out in accordance with their approved methodology.

4. **Resource implications**

- 4.1 The cost of any improvements to date have been carried out within approved budgets but for larger scale capital projects additional funding would need to be sought from relevant NGBs and other funding bodies.

5. **Legal implications**

- 5.1 None identified.

**(For information)**

**Background papers**

Playing Pitch Strategy

Football Facility Plan

11. **COMMUNITY SERVICES COMMITTEE APPOINTMENTS (LAW AND GOVERNANCE, CLARE PINNOCK)**

**THE COMMITTEE IS ASKED to consider the following appointments to the Community Services Sub-Groups and one related body for the remainder of the Municipal Year 2019/20:-**

1. **Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting in 2019 to the end of the said same meeting in 2020. The Group meets twice a year (the next scheduled date is 9 January 2020) and the retiring Officer appointees are the **Assistant Chief Executive** and the **Corporate Head of Community Development**. Both have confirmed they are willing to carry on in their respective roles, subject to Committee approval.
2. **Two Members** to serve on the **Chertsey Meads Management Liaison Group**. The Constitution of the Group provides that the meetings of the Liaison Group shall be chaired by a Member of the Council representing the Community Services Committee, and the other Member need not be a member of this Committee. In the past, Members have agreed that it is appropriate to appoint a Member representing one of the Chertsey or Addlestone Wards. The Group meets twice a year (scheduled dates are 3 September 2019 and Tuesday 3 March 2020). There is also an annual litter pick in the Spring and a site visit in the Summer. The retiring Members are **Councillors D A Cotty and M G Nuti**. Both Members are happy to continue.
3. The appointment of an **Older Persons Champion**. Members are asked to note that when this was considered in November 2009 by the former Housing and Community Services Committee it was agreed that the duties associated with the post should be tailored, where possible, to accommodate the availability of the appointee. The retiring Member is former **Councillor Mrs G Warner**.

**(To resolve)**

**Background Papers**

None.

12. **CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES 2019 (LAW AND GOVERNANCE, Clare Pinnock)**

Attached at Appendices 'A' and 'B' are the Minutes of the meetings of the Management Committee held on 17 July 2019.

**(For information)**

**Background Papers**

None.



Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Thursday 18 July 2019 at 2.30pm

Members of the

Committee present: Councillor P Sohi (Chairman), J Hulley and C Howorth  
Mr Peter McKenzie (Honorary Treasurer)

The meeting was also attended by 10 members of the public, Honorary Wardens Mrs Lane, Mr Ashby and Mr Midwinter, Chris Dulley and Peter Winfield (Green Space)

1. MINUTES

The Minutes of the Annual General Meeting held on 19 July 2018 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Chris Hunt (Honorary Secretary), Mr Barkham (former Honorary Warden) and Mr Saunders (Honorary Warden).

3. CHAIRMAN'S OPENING REMARKS

Councillor Sohi welcomed members of the public to the 2019 Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee, Honorary Wardens and Council Officers.

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

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

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

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

In addition to this, the Committee had four co-opted members, Mrs H Lane, Mr T Ashby, Mr J Midwinter and Mr A Saunders. There was currently one vacancy for a co-opted member following the retirement of Mr Barkham who was thanked for all his years of service to the Committee.

The Trust wished to express their thanks to the co-opted members for their continued support in managing the Trust's land.

Councillor Sohi remarked that it had been an eventful year and extended his gratitude to Mrs P Thomas who had recently started a volunteers group which had already begun some activities on site.

#### 4. ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2019

##### a) Honorary Secretary's report

Mr Winfield presented the Honorary Secretary's report and expressed thanks to the co-opted members for their help and support over the past year. It was very helpful to have regular feedback from co-opted members on any issues arising and positive news that the volunteers group had been established to co-ordinate activities on site including clearing Himalayan Balsam and reporting on encroachments onto the land.

##### b) Honorary Treasurer's Annual Report

The Honorary Treasurer presented the Trust's Annual Report for the year ended 31 March 2019.

The balance sheet at the end of 31 March 2018 stood at £166,661. It was reported that it had been necessary again to draw down on the Trust's investments which stood at £157,038, as interest rates continued to be at an all time low and current incoming resources of £8,652 did not cover the Trust's revenue costs. The Honorary Treasurer advised that it would therefore be necessary for grant funding to be applied for to cover both revenue and capital costs over the coming years, particularly if the Trust needed to finance another large project like the boardwalks. To reduce costs it had been suggested that the Trust might like to consider doing its own accounts. However, it was advised that this might incur higher fees from an external accountant as the charge of £1,000 was just used to cover the costs of the bank account, investments and invoicing. It was also noted that the trust's accounts were rigorously audited.

It was discussed whether the Trust could establish a 'Friends of Cabrera Trust Riverside Walk' and ask members for a small donation to cover the £10,000 shortfall and also look at an annual fundraising event to generate income. Also to promote the Trust at local events such as Carnival Capers and in schools. It was agreed to facilitate a meeting in the near future for the volunteers and lead volunteers to discuss this further as the Committee members were keen to support this. Raising the issue at the Virginia Water Neighbourhood Forum was also an option noted.

#### 5. ACTIONS FROM PREVIOUS AGM

Mr Winfield reported that since the last AGM, the volunteers group had met with some of the trustees and had supported the Trust's new mission statement which was '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'.

One or two people at the AGM were unfamiliar with the Management Committee and expressed the view that it was not well publicised. They were directed to the minutes of previous AGMs and Minutes of the ordinary meetings that were available on the Council's website and to notices in Connexions and the borough magazine, Runnymede Talks which had advertised the AGM.

The establishment of the volunteers group had raised the profile of the area and a draft programme for the year had been agreed. Mr Winfield, Head of Greenspace had conducted a guided walk of the Riverside Walk, and Mr Dulley, Assistant Head of Greenspace had led an initial work party to clear Himalayan Balsam from various parts of the site. This included 10 volunteers from the Egham and Staines Conservation volunteers and approximately 20 new volunteers which was very encouraging. There would be further work parties in the summer and it was confirmed that the bat walk in September to thank the volunteers group was already fully subscribed. It was discussed what topics for future events would be popular for example a bird walk in the Spring which one of the volunteers offered to co-lead.

One of the residents expressed concern about a number of issues regarding the Riverside Walk. He was asked to submit his list to [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk) and he would be advised who was responsible for each of his issues, whether the Council, County Council or another body. For example street lighting on the footpath was Surrey County Council. The resident was also asked to provide his contact details to Mrs Thomas so that she could add him to the list of volunteers and keep him apprised of future events and provide some more information about Cabrera Trust.

Mr Winfield agreed to check the byelaws with regard to prohibited activities. It was confirmed that the Council did not have the resources for an instant response to enforce against occurrences such as tree felling. It was agreed not to confront people engaged in encroachments and similar but to report them via the openspace@ email. Involving the neighbourhood police and use of CCTV could also assist. It was asked whether new trees could be replanted to replace ones that were felled. The issue of seed dispersal from adjoining land was also discussed.

Mr Winfield thanked the volunteers for their good work so far and everyone agreed that their contribution had been very positive and productive. In turn Mr Winfield and Mr Dulley were thanked for their support in setting up the volunteer group.

With regard to finding a replacement Honorary Warden for Mr Barkham, Mr Beesley, one of the lead volunteers, said that he would be prepared to volunteer if no-one else wanted to. The suggestion to ask one of the lead volunteers was welcomed and the process would be discussed at the Committee meeting following the AGM.

## 6. ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 11 June and was attended by Councillor Sohi, Mrs Lane and Mr Midwinter, together with three Council Officers. Apologies were received from Mr Ashby, Mr Barkham and Mr Saunders.

### Riverside Walk

The following points were recorded during the inspection:-

- Felled trees laying on the Trust land close to the fence at the rear of Keepers Walk were inspected as there had been a report that intruders had used them to

scale the fence. It was noted that they were not close to the fence and no action was needed

- Work had been undertaken by the volunteer working group bashing the Himalayan Balsam in several areas.
- A hole in the ground in the main path by marker post 8 needing filling in
- Further stands of Himalayan Balsam on the riverbank would be pulled in July when the working party next met
- 3 Christmas trees had been dumped. These would be removed.
- A hanging branch would be removed from the tree near the exit

### Cabrera Open Space

A pallet had been dumped under a tree at the rear of the open space. This would be removed. The Cabrera Open Space was noted to be in good order.

Mr Dulley would check that everything had been completed on the list.

## 7. DISCUSSION FORUM

It was asked whether there was still a problem with the Oak Processionary Moth at the Riverside Walk. Officers reported that it had been dealt with but that people should remain vigilant. It was a very costly but necessary task to kill the moths and remove their nests swiftly.

An additional dog waste bin was requested but as dog waste did not need to be placed in a separate bin anymore this, and the request for an additional general waste bin, were rejected.

With regard to changing the time of the AGM, Mrs Thomas had canvassed 30 of the volunteers but had not received any response. Mr Winfield added that having the meeting in the evening would be more expensive as staff attending would have to be paid for working unsocial hours and that attendance had been lower in the evenings previously and more people attended the afternoon meeting as evidence by the number of people in attendance this year. It was suggested that a meeting could be held at no charge at Christchurch but this would not reduce other costs.

Raising the profile and knowledge of Cabrera Trust was raised and it was agreed that those who used Facebook and other social media could promote it there. The Virginia Water Councillors also had a facebook page which could raise awareness amongst the community. Information was also posted on the noticeboard at the site and in the Connexions magazine which it was confirmed was for all faiths and none and distributed widely in the local area.

Mr Winfield confirmed that the next working party on site would be at 10am on 10 August, meeting in the Community Centre car park and everyone was welcome to attend. The work to be carried out would be confirmed at a pre-meeting on site with Mr Dulley shortly.

People were reminded of the importance of the site in terms of being a public open space, Local Nature Reserve and Site of Nature Conservation Interest. Therefore a balance had to be maintained between allowing access and preserving the more fragile parts of the site.

Chairman

(The meeting ended at 3.30pm)

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE18 July 2019 at 3.35pm following the AGM

Members of the

Committee present: Councillors P Sohi (Chairman), J Howorth and J Hulley,  
Mr P McKenzie (Honorary Treasurer)

The following attended in an advisory capacity;

Mr P Winfield, Head of Greenspace, Mr C Dulley, Assistant Head of Greenspace,  
Honorary Wardens: Mr Ashby, Mrs Lane, Mr Midwinter1. ELECTION OF CHAIRMAN

Councillor P Sohi was elected as Chairman for 2019/20.

2. ELECTION OF VICE-CHAIRMAN

Councillor C Hulley was elected as Vice-Chairman for 2019/20.

3. MINUTES

The Minutes of the meeting of the Committee held on 10 January 2019 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr C Hunt (Honorary Secretary) and Mr A Saunders (Honorary Warden).

5. MANAGEMENT AND MAINTENANCE

The Committee was advised that in March, a section of the boardwalk was repaired after it was damaged by a fallen tree at a cost of £300. Mr Winfield reported a successful walk on 27 April and his team looked forward to working with the volunteers group.

6. EVENTS

The Chairman reported that Carnival Capers on 29 June had been well attended; there being no damage to the ground, the deposit of £150 had been returned to the event's organisers.

7. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee noted the quarterly financial monitoring statement for the period ending 30 June 2019.

As reported at the AGM, expenditure was in line with the revised projections

ACTION

and the value of the Trust's shares stood at £162,191.

**ACTION**

8. **ANY OTHER BUSINESS**

The Committee was looking forward to fund-raising and if a Friends group was formed similar to the one at Egham Hythe. Officers cautioned that they did not have the resources to move the Friends group forward but were happy to help the volunteers set it up. It was noted that the Friends group would need to be properly constituted with a Committee of its own, independent of the Council. Although it was suggested that the Council's new Marketing Officer could be asked for their guidance. Also, the Council could offer to host the Friends group website and it could include information about the history of the site, the management plan and details of what the volunteers were doing. It was confirmed that the Riverside Walk leaflet was already on the Council's website and available locally.

The Committee agreed that it would be a good idea to follow the steps taken by the Chertsey Meads Management Liaison Group to canvass for a new Honorary Warden through the Volunteers Group. Volunteers would be invited to submit a brief synopsis of their interest and what they could bring to the Management Committee in terms of expertise and skills. A deadline to respond to the email invite via Mrs Thomas would be set in liaison with Mrs Holehouse and Mr Hunt. It was welcomed that Mr Beesley had expressed an interest at the AGM, in doing so Mr Hulley's non-pecuniary interest was noted, in that he had known Mr Beesley for many years.

Mr Hunt/  
Mrs  
Holehouse

9. **DATE OF NEXT MEETING AND MEETINGS SCHEDULED FOR 2020**

The next meeting of the Cabrera Trust Management Committee was scheduled to be held in the Committee Room at the Civic Centre on **Thursday 9 January 2020 at 2.30pm.**

Members agreed that the AGM and Cabrera Trust Management Committee meeting would be held on **Thursday 16 July 2020 at 2.30pm** in the Committee Room at the Civic Centre.

Chairman

(The meeting ended at 3.50 pm)

13. **URGENT ACTION – STANDING ORDER 42 (LAW AND GOVERNANCE, JOHN GURMIN)**

A copy of proforma 946 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee is attached at Appendix 'C'.

**(For information)**

**Background Papers**

None.

**RUNNYMEDE BOROUGH COUNCIL****CONSULTATION WITH APPROPRIATE CHAIRMAN AND VICE CHAIRMAN IN RESPECT OF URGENT ACTION TAKEN UNDER STANDING ORDER 42**

**TO: Councillors Nigel King and Scott Lewis  
Chairman and Vice- Chairman of the Community Services Committee**

**FROM: Mario Leo**

**OFFICER REFERENCE: NW/121**

**DATE: 1<sup>st</sup> July 2019**

**1. Synopsis of report:**

The former Marshall Place Open Space has been developed by the Council with the erection of 10 houses on the land which are now ready for sale. Sales of eight of the houses have been agreed, subject to contract, and the Legal Section is in the process of sending out contract packs to the purchasers' solicitors. It has come to light that the strip of land shown shaded blue on the plan at Annex A ("the Additional Land") included in the development site forms part of the adjoining Moated Farm Open Space and was not appropriated for planning purposes at the same time as the Marshall Place Open Space in January 2019.

**2. Reasons why this matter cannot wait for a Committee Decision.**

Urgent action is required to declare the Additional Land surplus to the requirements of Community Services as an open space to enable steps to be taken to appropriate the Additional Land for planning purposes. The Additional Land has to be appropriated before the agreed sales can be completed. Any delay in doing so could lead to some of the sales not proceeding or completion being delayed thereby delaying the receipt of sale proceeds.

**3. Recommendation(s)**

To declare the Additional Land forming part of Moated Farm Open Space surplus to requirements as an open space.



#### 4. Context of report

4.1 Marshall Place Open Space shown shaded brown on the plan at Annex A was acquired by the Council in July 1995 under a planning agreement with Crest Homes to build 54 homes for local people in Marshall Place. The scheme was built and the open space was laid to grass.

4.2 In 2003, the Council granted planning permission in the green belt for a golf course with associated facilities which became Top Golf Academy and, as part of this consent, the Council gained ownership in 2005 of a second much larger open space, now known as Moated Farm Open Space shown edged red on the plan at Annex A. The land was transferred to the Council subject to a restrictive covenant not to use the land other than as a public open space within the meaning of the Open Spaces Act 1906 or for any temporary leisure uses connected with or ancillary to leisure and/or recreational purposes.

4.3 The Additional Land forms a small part of Moated Farm Open Space. It lies immediately adjacent to Marshall Place Open Space. The majority of Moated Farm Open Space lies to the north east of Marshall Place.

4.4 In 2011, the Land Management Open Space Review categorised Marshall Place Open Space as having low amenity value to the community and concluded that it could be disposed of.

4.5 In July 2012, Full Council resolved to dispose of Marshall Place Open Space subject to the adjacent Moated Farm Open Space becoming accessible from Marshall Place and prepared for recreation.

4.6 The disposal did not proceed, and in October 2015, the Corporate Management Committee resolved that the Council would develop Marshall Place Open Space with dwellings for sale in line with the Council's Property Investment Strategy. The Committee also agreed that the items of play equipment it had agreed in September 2013 should be provided in the recreational area at Moated Farm Open Space and this was done in 2017 funded from capital receipts.

4.7 Planning permission for the erection of 10 houses on Marshall Open Space and the Additional Land was granted on 16 November 2017.

4.8 Marshall Place Open Space was appropriated for planning purposes by resolution of the Corporate Management Committee in January 2019.

4.9 The plan of the current development at Annex B shows that it includes the Additional Land which must be appropriated for planning purposes before the agreed sales can be completed.

#### 5. Report and, where applicable, options considered

5.1 Local Authorities allocate land for specific purposes under various statutory powers. If the Local Authority decides that it needs to transfer land from one purpose to another, e.g. for redevelopment, then it may appropriate the land under section 122(1) Local Government Act 1972.

5.2 If the Local Authority wishes to appropriate land, it must be satisfied that the provisions of section 122(1) Local Government Act 1972 are met and, in particular, that the land is no longer required for the purposes for which it was held immediately before appropriation.

5.3 The loss of the Additional Land as public open space can be justified as follows:

- Its location, size and nature means that it has limited use since the main larger part of Moated Farm Open Space is located to the north east of Marshall Place.
- Its location between the current development and the adjacent golf course, and its proximity to the motorway affords limited opportunities for enhanced usage.
- It enjoys no conservation, heritage or bio-diversity advantage.
- It has no attraction for community use.

#### 6. Policy framework implications

At its meeting on 15 December 2016, the Corporate Management Committee recommended a revised Property Investment Strategy 2016/17 to 2020/21 which was agreed by full Council on 9 February 2017. The Strategy prefers the Council develop its own sites to optimise value rather than to sell of sites for private development.

#### 7. Financial and Resource implications (where practicable)

None

#### 8. Legal implications

Legal implications are contained in the body of the report.

9. **Equality implications**

None

10. **Other implications (where applicable)**

11. **Background papers**

None

12. **Chief Officer(s) Decision**

Signature of authorised officer

OMITTED AS IT  
CONTAINS PERSONAL DATA

I have been consulted and am in agreement with the above

Signature(s) and position(s) of  
other relevant Chief Officer, Corporate Heads or authorised representatives

..... OMITTED AS THEY  
CONTAIN PERSONAL DATA .....

**NB:** this must include the Corporate Director of Resources or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**

Signature of Chief Executive ...

OMITTED AS IT CONTAINS  
PERSONAL DATA

I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision

Signed OMITTED AS IT CONTAINS PERSONAL DATA

Date OMITTED AS IT CONTAINS PERSONAL DATA

Signed OMITTED AS IT CONTAINS PERSONAL DATA

Date OMITTED AS IT CONTAINS PERSONAL DATA

I have the following further comments:

Further information may be obtained from

on Ext.

The completed copy is to be returned by the Councillor to the Corporate Head of Law and Governance (John Gurmin) who will send a copy to the Chief Officer and report to the relevant Committee as necessary.



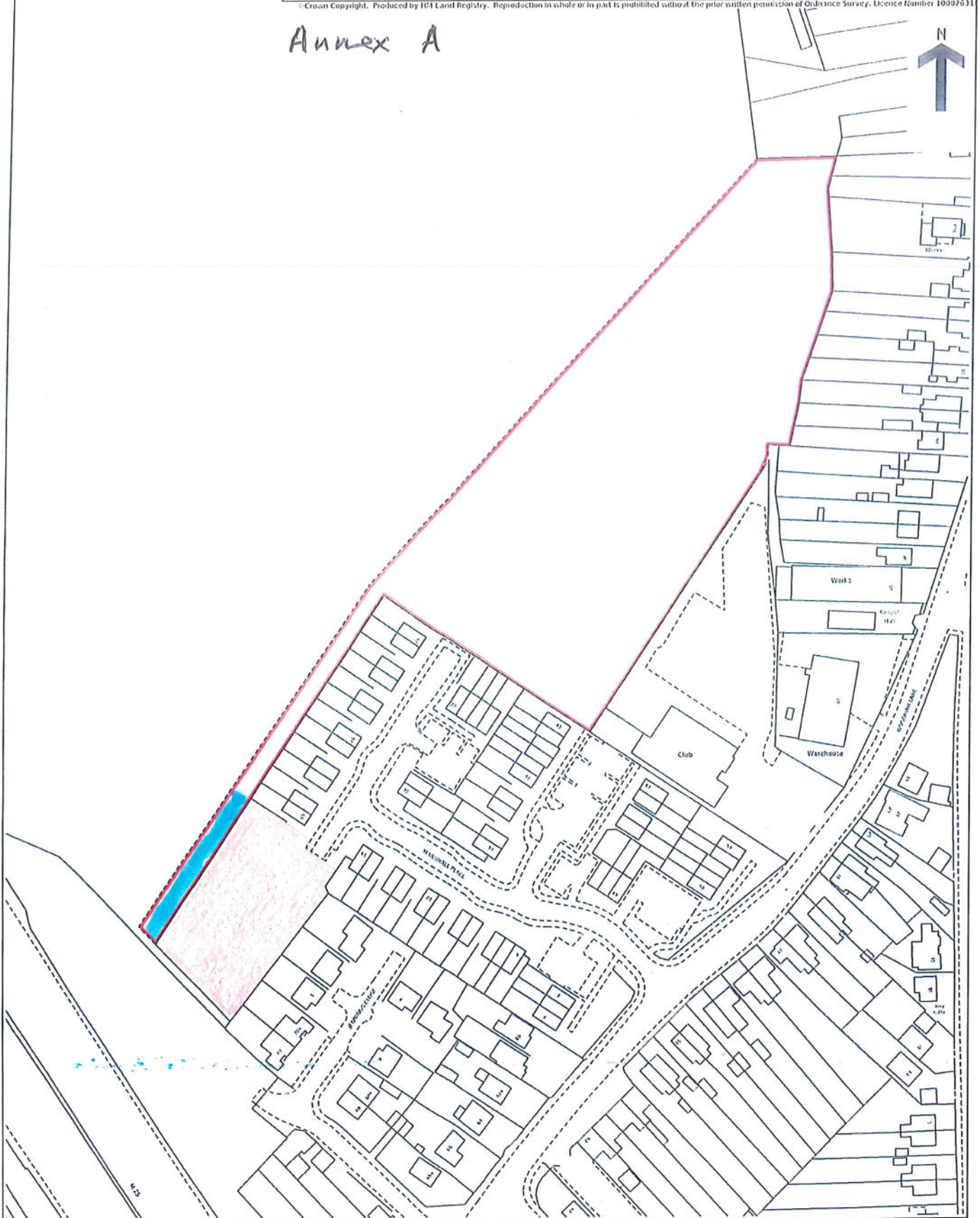
HM Land Registry  
Official copy of  
title plan

Title number SY739471  
Ordnance Survey map reference TQ0562NW  
Scale 1:1250  
Administrative area Surrey : Runnymede

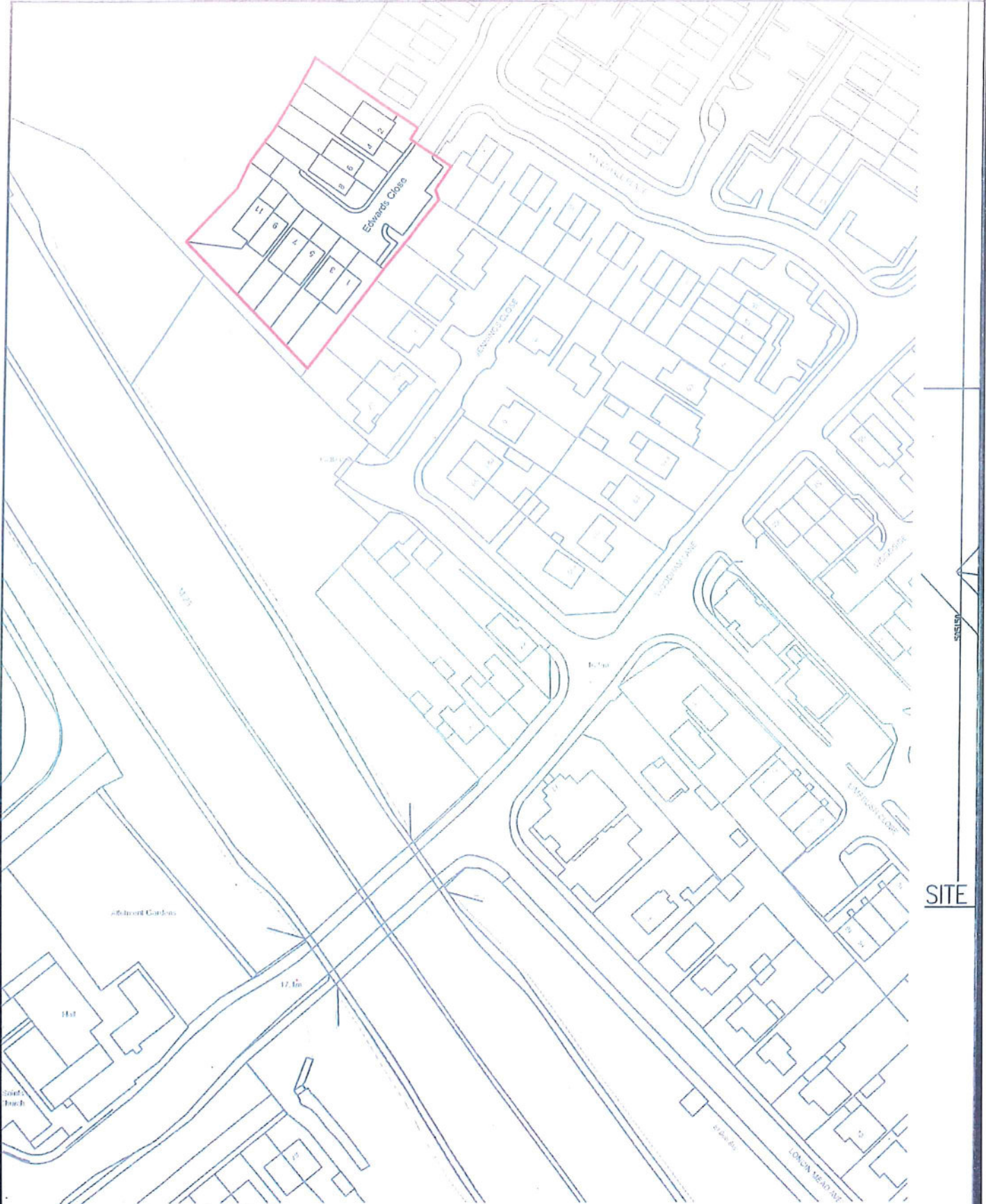


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Annex A



# Annex B



SITE

LOCATION PLAN (1:2500)



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 paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

(To resolve)

**PART II**

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

- |     |   |                |
|-----|---|----------------|
| a)  | <u>Exempt Information</u>   | Paras          |
| 15. | <b>HOME IMPROVEMENT POLICY AND CHANGES TO MANAGEMENT AND DELIVERY</b>               | <b>1 and 3</b> |
|     | (To Follow)   |                |
| b)  | <u>Confidential Information</u><br>(No reports to be considered under this heading) |                |