

Runnymede Borough Council
COMMUNITY SERVICES COMMITTEE

12 September 2019 at 7.30 pm

Members of the

Committee Present: Councillors N King (Chairman), S Lewis (Vice-Chairman), M Adams, T Burton, D Clarke, S Dennett, M Harnden, R King, J Olorenshaw and S Walsh

Members of the Committee absent: None

209 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor Dennett back to the Committee and Councillor R King as a substitute for Councillor Neathey, to whom congratulations were extended, and to his wife, on the birth of their new baby.

210 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

211 PRESENTATION – SOCIAL PRESCRIBING SERVICE

The Committee received a presentation by the Council's Wellbeing Advisor for Social Prescribing.

Members learned that Social Prescribing had the overarching aim to enable residents to remain independent and connected to their communities. The role involved many different strands to direct clients to a range of local, non-clinical services in order to increase their health and well-being.

The presentation was intended to give the Committee examples of the practical application of the service, including case studies and statistics which illustrated the complexity of the work, the increasing level of demand and how this was met as well as plans for future developments.

The Committee was very impressed with the presentation and fully appreciated the benefits that the service brought to individuals and the saving to other bodies such as the NHS as well as the opportunities for the Voluntary sector.

212 NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of its wish that the change listed below be made to the membership of the Committee. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed.

Group	Remove From Membership	Appoint Instead
Labour and Co-operative	Councillor A Neathey	Councillor R King

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

213 MINUTES

The Minutes of the meeting of the Committee held on 13 June 2019 were confirmed and signed as a correct record.

214 DECLARATIONS OF INTEREST

Councillor S Lewis declared a non-pecuniary interest in the item concerning the Playing Pitch Strategy update given his involvement with local clubs, as the Secretary of Lyne Football Club and a committee member of the Football League. Councillor Lewis remained in the room and participated in the discussion on this item.

215 SOCIAL PRESCRIBING SERVICE

The Committee's support of the Social Prescribing Service was sought and for it to continue to be delivered by the Community Services Business Centre.

Members had noted from the detailed presentation, the aims and objectives of the service and how it had performed since its relaunch in April 2018. It was noted that the number of referrals had increased significantly and that Runnymede's performance exceeded that of neighbouring authorities. The contribution to the wellbeing of residents accessing the service was well documented and considered to be a key element of the Council's work in keeping people well and independent.

The Committee took a keen interest in the referral process and sought to understand the ways in which they could participate. Officers to forward links to promotional material and details of how referrals can be made to Members of the Committee.

A comprehensive training package was being prepared, drawing on the knowledge and skills of the current post holder. The Committee was assured that staff were protected in their role by a good internal support network with built in safeguards and checks.

The Committee was advised that the service was developing, with the recruitment of two additional Social Prescribing posts to the borough, to be funded by the Primary Care Network. This brought a range of new opportunities to enhance and extend the remit of Social Prescribing. However, further improvements relied on sufficient resources and the Better Care Fund which currently funded existing level of staffing was being reviewed.

Members were keen to support this area of work and requested Officers to consider resource issues and future funding and report back to the Committee prior to the end of the current arrangements coming to an end, which were due to cease early in in 2020.

RESOLVED that –

the continued delivery of the Social Prescribing Service by the Community Services Business Centre be supported

216 COMMUNITY SERVICES KEY PERFORMANCE INDICATORS – QUARTER 1 2019/20

The Committee noted the key performance indicators that were available for Quarter 1 of 2019/20. Members were advised that the targets had been reviewed and expanded upon to reflect the range of activities in Community Services, many of which were viewed as key prevention services within the integrated Health and Social Care agenda. Demand for such services was higher than the predicted targets, and Officers confirmed that

consideration was being given to future resources requirements and reports would be submitted to future meetings of the Committee, where relevant.

Members welcomed the forthcoming review of Community Transport which was due to be considered at a future meeting of the Community Development Member Working Group. Although the number of Community Transport journeys was lower than the targeted figure, Officers assured Members that the financial performance of the service remained strong.

Officers were asked to add a % of variance column to the Performance table for both Community Services and Community Development.

217 COMMUNITY DEVELOPMENT KEY PERFORMANCE INDICATORS – QUARTER 1 2019/20

The Committee noted the key performance indicators that were available for Quarter 1 of 2019/20.

Members noted a significant increase in the number of Free Access to County Players Applications; (15, against the target of 8 for the whole year), the majority were from swimmers who were now able to use the new pool at Egham Orbit. The number of participants in the Surrey Youth Games had fallen from a target of 300 to 245. Officers attributed this to the new application process which targeted non-club players. Officers were asked to send link to the Living Well Week event to members of the Committee.

Officers were requested to gather some statistical data on the performance of local leisure centres for the Committee's information. It was confirmed that whilst performance issues were discussed with Egham Orbit, involvement in day to day operations was minimal now that the centre was operating under a commercial lease from the Council.

218 PLAYING PITCH STRATEGY – UPDATE

The Committee noted progress with the implementation of the recommendations arising from the Playing Pitch Strategy.

Members recalled that the Playing Pitch Strategy had been approved in June 2018 and at the time it was agreed that an annual progress report would be submitted to the Committee so that the action plans for each identified sport could be reviewed and updated where necessary.

A meeting of the stakeholder groups involved in the strategy had been held in February 2019; part of this included implementation of recommendations arising from the action plans, sourcing funding for projects and staff development within the Green Space team. Officers reported good support from local clubs, the emphasis so far had mainly been around football. For example investigating how to improve the provision and promotion of community use of existing and new 3G facilities, improvement of changing room facilities, grass pitches and some other additional small sided facilities.

Officers were asked to prioritise community use of 4G facilities in the borough, with particular regard to Egham Orbit, to achieve a positive outcome for community use as opposed to commercial use and to promote recreational football. The flexibility of 4G pitches was something that Members also wished to see explored. The timing issue with the emergence of the borough's new Local Plan was noted.

Officers discussed the potential to develop a 'sports hub' at Barrsbrook Farm. This included the possibility of an off road cycling facility to meet local demand. Members

welcomed this concept and the need for a feasibility study was noted. Officers agreed to submit a report on the Barrsbrook Farm project to a future meeting of the Committee.

Officers agreed to supply Councillor S Lewis with a copy of the Football Foundation report which was informed by the Strategy. This was in the context of the desire to help local clubs develop in the area of youth facilities, in which Councillor involvement was considered beneficial. Therefore, Councillor N King undertook to contact the Leader of the Council with regard to the request for a Member Working Party dedicated to Sport.

219 COMMUNITY SERVICES COMMITTEE APPOINTMENTS

RESOLVED that –

the following appointments be approved for the remainder of the Municipal year 2019/2020:

- i) The Assistant Chief Executive and the Corporate Head of Community Development be re-appointed to the Cabrera Trust Management Committee;**
- ii) Councillors Derek Cotty and Mark Nuti be re-appointed to the Chertsey Meads Management Liaison Group; and**
- iii) Councillor Margaret Harnden be appointed as the Older Person’s Champion**

All appointees were thanked for their continuing service and Councillor Harnden especially for taking on this role which had previously been held by former Councillor Warner for a number of years. It was agreed to send Councillor Harnden details of the duties involved which had been approved at the time of the initial appointment.

220 CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES – 18 JULY 2019

The Minutes of the meetings of the Management Committee held on 18 July 2019, as attached at Appendices ‘A’ and ‘B’ were received and noted.

221 URGENT ACTION – STANDING ORDER 42

A copy of a proforma detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee (number 946) under Standing Order 42 was reported. This concerned the declaration of additional land forming part of Moated Farm Open Space as surplus to requirements as an open space.

222 HOME IMPROVEMENT POLICY AND CHANGES TO MANAGEMENT AND DELIVERY

Item withdrawn.

The Chairman asked the Committee to note that the draft policy would be considered by the Community Development Member Working Group and a report would be submitted to a future meeting of the Committee.

Chairman

(The meeting ended at 8:55 pm)

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEEANNUAL GENERAL MEETINGThursday 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 Dullely 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 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 Dulle, Assistant Head of Greenspace, Honorary
Wardens: Mr Ashby, Mrs Lane, Mr Midwinter

	<u>ACTION</u>
<p>1. <u>ELECTION OF CHAIRMAN</u></p> <p>Councillor P Sohi was elected as Chairman for 2019/20.</p>	
<p>2. <u>ELECTION OF VICE-CHAIRMAN</u></p> <p>Councillor C Hulley was elected as Vice-Chairman for 2019/20.</p>	
<p>3. <u>MINUTES</u></p> <p>The Minutes of the meeting of the Committee held on 10 January 2019 were confirmed and signed as a correct record.</p>	
<p>4. <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Mr C Hunt (Honorary Secretary) and Mr A Saunders (Honorary Warden).</p>	
<p>5. <u>MANAGEMENT AND MAINTENANCE</u></p> <p>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.</p>	
<p>6. <u>EVENTS</u></p> <p>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.</p>	
<p>7. <u>FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS</u></p> <p>The Committee noted the quarterly financial monitoring statement for the period ending 30 June 2019.</p> <p>As reported at the AGM, expenditure was in line with the revised projections and the value of the Trust's shares stood at £162,191.</p>	

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.

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)

ACTIONMr Hunt/
Mrs
Holehouse