

Community Services Committee

Thursday 7 November 2019 at 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors N King (Chairman), S Lewis (Vice-Chairman), M Adams, T Burton, D Clarke, S Dennett, M Harnden, A 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).**
- 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.
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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.

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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 – THE AIR LEAGUE

There will be a presentation by Nick West, Chief Executive Officer of The Air League.

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 12 September 2019, previously circulated by email in October 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. GRANT AID FUNDING REVIEW (Community Development, Suzanne Stronge)

Synopsis of report:

This report informs Members of the type of voluntary service being provided by three charities and asks the Committee for approval of the Grant Aid programme for 2020/21 – 2022/23.

Runnymede Borough Council continues to fund three voluntary organisations that struggle to secure core funding, namely; Citizens Advice Runnymede and Spelthorne (CARS) formerly known as Runnymede and Spelthorne Citizens Advice Bureau, Voluntary Support North Surrey (VSNS) and Runnymede Access Liaison Group (RALG).

Recommendations:

- i) The grant aid sum of £25,000 for the Citizens Advice Runnymede and Spelthorne (CARS) home visiting service be reduced to £6,000;**
- ii) the saving of £14,143 on the current financial year's Grant Aid budget to Runnymede CAB Rentstart be noted;**
- iii) the Grant Aid budget for Voluntary Support North Surrey (VSNS) be increased by £2,000 from 2020/21;**
- iv) The Runnymede Access Liaison Group (RALG) be awarded an additional £2,000 in 2019/20 only to be used for website support; with a yearly service level agreement so there is an annual review of the service provided, in line with usual practice, and;**
- v) the Corporate Management Committee be requested to set aside the savings identified in ii) above, and £21,215 per annum, for any proposals agreed by the Housing Committee to address the needs of the Council and those households encountering housing issues such as homelessness and sustainability of tenancies in the Private Sector.**

1. Context of reportReview of Grant Aid for Voluntary Organisations

- 1.1 The Council has funded four voluntary organisations, over the past 3 years, namely: Citizens Advice Runnymede and Spelthorne (CARS), Runnymede Citizens Advice Rentstart, Voluntary Support North Surrey (VSNS) and Runnymede Access Liaison Group (RALG). The current budget (2019/2020) includes the following sums for these grants:
- | | |
|---|--------|
| • Citizens Advice – Core grant | 78,700 |
| • Citizens Advice – Home visiting service | 25,000 |
| • Citizens Advice – Rent Start | 21,215 |
| • Voluntary Support North Surrey – Core Grant | 31,000 |
| • Surrey Community Action – funding | 2,000 |
| • Runnymede Access Liaison Group | 1,500 |
- 1.2 The current total is £159,415 and the following report looks at how these sums may be better used in order to meet the Council's objectives. On top of this an additional £ 28,250 is provided in terms of Rent Grant Aid to these organisations.
- 1.3 At Appendix 'A' there is a table Benchmarking Runnymede Borough Council Core Grant Aid funding with other Borough and District Councils. However, it should be noted that this does not compare qualitative information, nor does it stipulate what is included in the grants of each authority (e.g. Runnymede also provides CARS rent grant aid in the sum of £28,250 which is not included in the Runnymede figures but similar amounts may be incorporated in other authorities calculations).
- 1.4 Expenditure on the voluntary sector provides the Council with excellent value for money. According to Voluntary Support North Surrey, the monetary value of volunteers per annum in Runnymede is around £443,000 based on the minimum wage hourly rate.

2. Report

2.1 The following organisations have submitted Grant Aid applications to request consideration of continued core grant funding from the Council:

- Citizens Advice Runnymede and Spelthorne (CARS)
- Voluntary Support North Surrey (VSNS) Runnymede CAB Rentstart
- Runnymede Access Liaison Group (RALG)

2.2 The following paragraphs outline the work of each organisation in promoting and maintaining independence, and self-reliance of Runnymede residents, and their current financial situation.

CARS

2.3 CARS offers face to face advice sessions and telephone advice in debt and money advice, welfare benefits, relationship breakdown, employment, housing, tax and immigration.

| | Number of Enquiries | Percentage |
|-------------------|----------------------------|-------------------|
| Benefits | 2,272 | 46% |
| Housing | 548 | 11% |
| Debt | 460 | 9% |
| Employment | 342 | 7% |
| Other | 1,317 | 27% |

2.4 In 2019 the top five benefit issues are:

| | Number of Problems | Percentage |
|--|---------------------------|-------------------|
| Employment Support Allowance | 511 | 23% |
| Personal Independent Payment | 504 | 22% |
| Housing Benefit | 304 | 13% |
| Other Benefit Issues (incl. localised social welfare) | 174 | 8% |
| Working & Child Tax Credit | 166 | 7% |

2.5 CARS is the only service that provides a holistic approach to problem solving for local people. This ensures residents are not passed between a different number of agencies. Changes to benefits continue, resulting in increased demand to CARS of an additional 678 Runnymede clients from 2017/18.

2.6 The majority of clients are aged between 25 and 64 years and 41% of clients who agreed to the CAB recording their details are disabled or living with long-term health conditions.

2.7 In 2018/19 CARS helped 1,562 Runnymede residents with face to face or telephone advice. The residents assisted tend to be those who cannot manage their own

affairs for reasons of poor mental health, substance misuse, or physical health, or learning disability. Many of these people lead chaotic lives for a variety of reasons.

- 2.8 The demand on CARS has increased in the past year as a result of the effect of the economic downturn and welfare reforms on income deprived households. In 2018/19 the CAB gained £351,710 for residents in successful benefit and credit claims/tribunal awards.
- 2.9 Runnymede residents present to Citizens Advice with complex problems (see the case studies at Appendix 'B'). In 2018/19 46% of problems were benefits related, and 11% were housing related.
- 2.10 CARS has increased the client contact hours each year without extra funding and has been running a deficit of between £40 – £50,000 pa. CARS has not replaced paid staff as they have left and re-organised roles and hours to continue to deliver the current service. The CARS trustee board has agreed to use reserves to continue running the service at a deficit of £20,000 pa for next 5 years.
- 2.11 The volunteers at CARS work extremely hard to help residents with complex problems, giving £132,719 in equivalent paid Advisor time.
- 2.12 The introduction of the Homelessness Reduction Act in 2017 has resulted in the need for the Citizen's Advice to work differently with Runnymede Borough Council's Housing Department, with the emphasis being on preventing homelessness. The demand for home visiting older people has been low. Consequently it is proposed that with effect from April 2020, £19,000 of the £25,000 grant allocated for home visiting older people, will be withdrawn. CARS will still provide a small scale version of the home visiting service for older people utilising the balance of £6,000 of the Runnymede Borough Council Grant Aid.

Runnymede CAB Rentstart

- 2.13 The Runnymede CAB Rentstart service was designed to assist homeless people who Runnymede Borough Council do not have a statutory duty to house, e.g. single people and married couples without children or health problems.
- 2.14 During 2016/17, the amount of grant given to Runnymede CAB Rentstart was reduced from £21,215 to £11,215 per annum as it was not deemed to be value for money in terms of the number of people housed. At the time, there were issues regarding staffing. For the years 2017/18 – 2018/19 the full grant of £21,215 was reinstated, and Runnymede CAB Rentstart housed 14 and 15 people, in private rented accommodation respectively.
- 2.15 In 2019, as a result of the Homelessness Reduction Act being implemented in April 2018, and the new Tenants Fees Act, which came into force on the 1st June 2019, the Housing Department formed the view that the Runnymede CAB Rentsart service was not delivering the outcomes hoped for. At the beginning of the financial year an interim payment of £7,072 was made to CARS to fund the service, until alternative arrangements could be agreed. One member of staff was made redundant at the end of the project, the other member of staff is being redeployed. The project has modest reserves. A small sum is being used to pay for the redundancy, leaving a balance of approx. £1,200, which CARS would like to transfer into their general reserve to fund the core citizens advice service.
- 2.16 Therefore, it is now proposed that the current year's grant funding be reduced by the residual sum of £14,143 and subsequent years by the full allocation of £21,215.

Voluntary Support North Surrey (VSNS)

- 2.17 Voluntary Support North Surrey (VSNS), covers the boroughs of Runnymede, Spelthorne and Surrey Heath. The purpose of VSNS is to:
- improve the lives of people in Runnymede by supporting and developing the voluntary, community and faith sector in service to local communities
 - Help voluntary sector organisations to attract and recruit the volunteers that they need
 - Support agencies to identify the service needs of the most vulnerable in the community and work together to strengthen local communities with voluntary sector involvement
 - Help voluntary sector organisations to bid for the funds they need
 - Provide support and guidance to voluntary sector organisations and to help them support one another
 - Be the voice of the voluntary sector within the area
 - Ensure that VSNS operates efficiently, fairly and effectively and secures adequate funding to deliver the required services. Visit www.voluntarysupport.org.uk for more detail about the service.
- 2.18 VSNS supports around 400 front line charity and community organisations that provided services for 12,000 Runnymede residents during 2018/19. Funding support also generated several million pounds of external funding to front line organisations across Runnymede and Spelthorne in 2018/19. In addition, they registered 259 volunteers and brokered 1,000 days of corporate volunteer days and conducted 137 DBS checks in Runnymede over 2018/19. Project work has enabled VSNS to support and befriend 45 clients with mental health needs in Runnymede. VSNS concentrate on promoting volunteering locally including events, advertising and social media to recruit volunteers for local charities. Each October the 'Make A Difference Day' is successful in attracting individuals and businesses to come together and help local charities and community groups.
- 2.19 VSNS also leads on Volunteering Week in June each year and organises the annual Runnymede Voluntary and Community Sector Awards. VSNS also enable charities to hot desk at their offices e.g. the Disability Hub.
- 2.20 VSNS are constantly looking for new funding sources, and apply for national monies, but this is for short term projects as core funding for community voluntary services is not available. Covering three Boroughs has resulted in the eradication of a large degree of duplication.
- 2.21 VSNS have experience and dedicated employees who provide cover for a range of roles in the office. They also work on shared initiatives with other local CVS organisations to spread workloads and skills. One example of this is the trustee networking events that VSNS co-host with Voluntary action South West Surrey. In addition, all VSNS systems are cloud based to enable flexible working to ensure the most efficient operation which optimises funders' return on investment to the organisation.
- 2.22 VSNS currently receive the following funding:
- | | |
|---|---------|
| Surrey County Council | £48,861 |
| Surrey Heath Borough Council | £33,000 |
| Surrey Heath Clinical Commissioning Group (CCG) | £20,044 |

| | |
|--|----------------|
| North West Surrey Clinical Commissioning Group (CCG) | £20,044 |
| Spelthorne Borough Council | £30,000 |
| Runnymede Borough Council | <u>£31,000</u> |

TOTAL per annum £182,949

2.23 VSNS office space is provided in the Sainsbury Centre, Chertsey because of the footfall and accessibility for potential and existing volunteers. The offices in Chertsey are also shared by Catalyst and some office space is provided on a monthly basis to the Disability Hub.

2.24 VSNS has generated the equivalent of £433,000 of volunteering time for Runnymede residents in 2018/19 based on the minimum living wage rate.

2.25 A separate funding stream is described in para 2.31 below.

Runnymede Access Liaison Group (RALG)

2.26 Runnymede Access Liaison Group (RALG) improves access to public buildings for people with physical, sensory or cognitive impairment by carrying out accessibility audits for Runnymede Borough Council, Surrey County Council, Ashford and St Peter's Hospital Trust and the National Trust.

2.27 Funds have been spent on transporting committee members to and from site visits, relevant council meetings as well as to assess the suitability or otherwise of properties, or other public and commercial facilities. Hiring meeting rooms and administrative help.

2.28 RALG has excellent working relationships with South Western Railways, the local hospital trust and many borough and county departments. Members attend the Surrey Disability Alliance meetings and the Chairman represents disabled people on the Surrey Police Independent Advisory Group. The RALG Chairman is a Board member of Surrey Coalition of Disabled People, which helps with partnership working.

2.29 Runnymede Borough Council provides a small grant of £1,500 per annum for administration purposes. The RALG website is currently outdated and not fit for purpose. To comply with the new Service Level Agreement (SLA) conditions, RALG will be expected to have a fully functioning website. RALG do not have the financial resources to replace the website so it is proposed that upon receipt of a business case for this current financial year only, the saving of £2,000 on the Halls Co-ordinator post is re-allocated to RALG to update the RALG website.

2.30 RALG is a small organisation and VSNS are providing help with organising the bi-annual awards event, and updating the website so RALG can comply with the Runnymede Borough Council SLA.

Runnymede Community Fund

2.31 The sum of £25,000 of central government grant for voluntary sector purposes was deposited with the Surrey Community Foundation to start the Runnymede Community Fund with a similar investment from Runnymede Association of Voluntary Services (RAVS) now Voluntary Support North Surrey (VSNS). The Council's money for voluntary purposes could be accessed and paid direct to voluntary organisations in lieu of grant from the Council thus helping VSNS for 3 years without using the Grant Aid Budget. The sum of £5,000 a year has been drawn down and paid direct to VSNS for the years 2017/18 – 2019/20, leaving a residual balance of £10,000. It is proposed that a further £3,000 per annum will be paid direct to VSNS for the years 2020/21 – 2022/23. To make up the shortfall in

match funding, the sum of £2,000 per annum will come from the annual saving on the Surrey Community Action Halls Administrator post in the Grant Aid budget for the years 2020/21 – 2022/23.

Runnymede BC Tenancy Sustainment Service

- 2.32 Officers are now in the process of formulating a new service to replace the Runnymede CAB Rentstart service by extending the existing Magna Carta Lettings Service to provide more support to tenants than the former Runnymede CAB Rentstart scheme. Whilst this falls under the remit of the Housing Committee, the money saved from the above measures could be set aside and utilised for this service, should both the Housing and Corporate Management Committees agree.

3. Policy framework implications

- 3.1 The most vulnerable residents in Runnymede benefit from the services from the above charitable and community organisations for example low income families, older people. The Runnymede Borough Council Annual Report 2018/19 states there are 10.6% of children living in poverty in Runnymede thus highlighting the need for voluntary sector support for low income families. From the 31st March 2018 - 1st April 2019 the Runnymede Foodbank provided just over 26,307 meals to residents living in the Runnymede Borough. In addition, 1,300 lunches were provided during the school holidays to primary schools in the North of the borough and 2,340 meals to primary school pupils during term time, via the Foodbank voucher system and 1,035 meals to secondary pupils. In total 4,675 meals were provided to primary and secondary school children.

- 3.2 The Corporate Business Plan 2016 priorities are to:

- support local people by improving the quality of their lives through developing healthier and safer communities, improving life chances, as well as listening to and representing local people;
- develop joint working with the voluntary sector, and provide more funding as resources allow;
- Improve our economy – including helping older people and families increase their income; and
- continue to develop community facilities

4. Resource implications

- 4.1 The Committee is asked to consider the following proposed changes to the Grant Aid budget:

Citizens Advice Runnymede and Spelthorne (CARS)

- 4.2 The sum of £19,000 formerly used for home visiting be withdrawn.

Runnymede Citizens Advice Rentstart

- 4.3 In view of recent housing legislation changes, it is recommended that the Grant Aid budget be reduced by the unspent balance in 2019/20 and subsequent years.

- 4.4 It is proposed the £2,000 per annum Grant Aid saving from the abolition of the Surrey Community Action Halls Administrator post is used to top-up the former

Runnymede Community Fund to help finance the additional £5,000 per annum for VSNS.

Runnymede Access Liaison Group (RALG)

- 4.5 RALG need to update their website, which is a requirement of the new Runnymede Borough Council SLA. It is recommended the current financial year's saving of £2,000 on the Community Action Halls Administrator post is used for this purpose, as a one off payment only.
- 4.6 The table below summarises the changes to the Grant Aid allocations between voluntary organisations:

| | 2019/20 Original Budget | 2019/20 Revised Budget | 2020/21 Proposed |
|---|--|---------------------------------------|-----------------------------|
| | £ | £ | £ |
| Citizens Advice Runnymede and Spelthorne – Core Grant | 78,700 | 78,700 | 78,700 |
| Citizens Advice Runnymede and Spelthorne – Home visiting service | 25,000 | 6,000 | 6,000 |
| Voluntary Support North Surrey (VSNS) | 31,000 | 31,000 | 33,000 |
| Runnymede Citizens Advice Rentstart | 21,215 | 7,072 | 0 |
| Surrey Community & Village Halls (borough contribution to the Surrey wide Administrator post) re-allocated to VSNS. | 2,000 | 0 | 0 |
| Runnymede Access Liaison Group (RALG) (one off increase in 2019/20 only) | 1,500 | 3,500 | 1,500 |
| | | | |
| TOTAL GRANTS | 159,415 | 126,272 | 119,200 |

- 4.7 Whilst it is a Housing Committee issue, rather than a Community Services Committee issue, Officers would like to propose that this Committee requests that the Corporate Management Committee set aside £21,215 of the reduction in funding of Grant Aid to address the needs of the Council and those households encountering housing issues such as homelessness and sustainability of tenancies in the Private Sector which was the reason for part of the original grant. This would be subject to a full business case being submitted, and approved, by the Housing Committee.

5. Legal implications

- 5.1 There will be no need to vary the current service level agreements (SLAs) as the proposed changes will come into effect in the new financial year and all the SLAs end on 31 March 2020. The new SLAs will contain the caveat that the Council can give 6 months' notice to reduce or terminate funding as per the Surrey Compact. The SLAs contain a clause stating there is no intention to create legally enforceable relations between the parties.

6. Equality implications

- 6.1 The Council is required to have due regard to its public sector Equality Duty before approving the proposals.
- 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 The grant Aid programme is focussed towards helping those most in need and has a positive effect for people with the protected characteristics of age and disability in particular.

(To resolve)

Background papers

Core Grant Aid Programme Report 2014 -2016 Corporate Management Committee
November 2012

Core Grant Aid Programme Report 2017 – 2019 Corporate Management Committee
November 2017.

BENCHMARKING - Voluntary Community and Faith Sector Spend Boroughs and Districts (source: Surrey County Council July 2019)

| Borough/District | Overall spend in core grants/contract | Small grants programme (Yes/No) Amount and Criteria | Local Community Foundation (How much/how many grants awarded annually) | Lottery or crowdfunding | Local funds | Members Allocations |
|------------------|---------------------------------------|--|--|---|--|---------------------|
| Elmbridge | £350,000 | Yes £45,000 partnership fund (partners Walton Charity, Walsingham Care & EBC) £40,000 small grants pot | Yes – £1,000 | No lottery | Walton Charity | None |
| Epsom and Ewell | | | | | | |
| Guildford | | Grants to voluntary caring organisations pot (£180,000) Community grants pot (£170,000) Other grants/funding agreements with VCFS (£862,000) | Guildford Philanthropy (£35,000) | Guildford Community Lottery Crowdfunding under consideration | Mayor of Guildford's Distress Fund Arundel House Charity | |
| Mole Valley | £285,084 in 2019/20 | Yes – £48,500 Small Grants Community Fund Applications up to £5,000 to voluntary, community and faith groups for projects to boost community wellbeing and resilience | None | No lottery | Thomas Flack Trust Fund – for benefit of residents of Leatherhead, Fetcham, Bookham & Ashted. £20,204 allocated in 2019/20. Dependent on income from properties. MVDC is trustee of the fund and administers the | None |

| | | | | | | |
|----------------------|---|---|--|------------------------------------|---|--|
| | | | | | grants process. | |
| Reigate and Banstead | 2019/20 core funding approx. £330k (Going forwards core funding is being replaced with a commissioning fund, small grants fund and medium grants fund, plus more emphasis on in kind support) | Yes. New fund being introduced in 2019/20. £30k budget in 19/20, £45k budget in subsequent years, subject to 19/20 pilot year being successful! More info: www.reigate-banstead.gov.uk/suppo_rtvcs | Yes, new fund. First ever grants are just being awarded totalling £7k. Don't anticipate total annual awards exceeding £10k until the amount invested in the funds grow | No | | None – been replaced by our small grants programme |
| Runnymede | £169,446 | Yes – Community First for targeted areas £65,000 | Yes - £15,050 in 2018/19 Health & Wellbeing, disadvantage, community cohesion | No | Chertsey Combined Charities Egham United Charities | None |
| Spelthorne | | | | | | |
| Surrey Heath | £200k | Yes – Community Fund up to a max of £25k circa budget of £75,000 per annum – linked to a criteria From April 2020 a new annual lottery grant scheme will be introduced not sure of the budget as yet, as its linked to the lottery launch in July 2020 | No | Lottery launching from 13/7/2019 | Frimley Fuel Allotments | No |
| Tandridge | | | | Yes – award grants of up to £2,000 | | |

| | | | | | | |
|----------|---|--|--|--|--|------|
| Waverley | Approx. £650,000 | No – 3 year SLAs only, plus a few very small annual grants to nominated organisations such as sports councils. | Nothing involving the borough council – just the Surrey Community Foundation | Exploring at present (confidential) There is a lottery in Godalming called GOLO run by Go-Godalming Association | Nothing involving the borough council – there are some local pots that the Community Foundation and Town/Parish Councils run | None |
| Woking | £900,000 (revenue funding 2019-20) £100,000 (capital funding 2019-20) £770,000 (2019-20 value of peppercorn rents, discretionary rate relief and town centre parking) | Yes £14,500 | No | No | | |

Below are two case studies illustrating the support offered by CARS and results achieved for the clients:

Case 1

Client came to see us, supported by his father as he struggled to manage his affairs independently due to health conditions. Client's partner had left him with 2 young children. The benefits for the children were in his ex-partner's name and still in payment to her. The rent had gone into arrears and the landlord was in the process of instructing solicitors. Client was receiving the highest level of employment and support allowance and his ex-partner's father was the guarantor for their joint private tenancy the rent for which substantially exceeded the housing benefit award amount. CARS took specialist advice on the housing issue, presenting options, on the basis of which, the client decided on his best course of action going forward. CARS provided support for the transfer of the benefits into client's name and signposting for sources of advice to assist with child contact arrangements which ultimately resulted in a child protection order being made as there had been domestic abuse. CARS assisted the client to claim Personal Independence Payment and supported him through a mandatory reconsideration application and an appeal with an ultimate increase in benefits in total per week of £150.75.

Case 2

Client originally sought advice from CARS in respect of liability orders from a borough in which she had previously lived. CARS negotiated a sustainable and affordable agreement with the bailiffs. CARS assisted client to apply for carers allowance and PIP, achieving an award of PIP enhanced care and mobility and further advised on daughter's entitled to claim ESA in her own right when client's child tax credits ceased. CARS further advised on client's son's entitlement to benefits. CARS arranged a charity payment for a new cooker. Following a change of circumstances following the death of their mutual adult son, client's ex partner moved back in and CARS supported the household to inform benefit agencies of these changes and assisted with an application for urgent crisis funding for the transfer period. CARS assisted client to renew her ESA and assisted her with probate and court forms following the bereavement. CARS assisted the client to avoid the installation of a pre-payment meter and negotiate repayment of a gas and electricity debt via deductions from benefits. This was not handled efficiently by EDF and is still in progress. CARS established that the client was on the best tariff for the household. CARS have advised on, and offered assistance with, an application for a debt relief order if appropriate. The client PIP award itself was worth £119/week.

8. PREVENT STRATEGY – UPDATE (Community Development, Chris Hunt)

Synopsis of report:

The Counter Terrorism and Security Act received Royal Assent on 12 February 2015 and states local authorities must, in the exercise of its functions, have ‘due regard to the need to prevent people from being drawn into terrorism’.

The existing borough’s Prevent Strategy has been reviewed and updated by Applied Resilience and the Council’s Community Safety Officer and sets out the Council’s duty to prevent individuals being drawn into terrorism.

As part of fulfilling the Council’s statutory duty we have been ensuring that colleagues have received the required training and are aware of the referral process if they do have any concerns.

Recommendation(s):

that the updated borough’s Prevent Strategy, as attached at Appendix ‘C’, be approved

1. Context of Report

1.1 Under the new Prevent Duty (Counter Terrorism and Security Act 2015) local authorities will be required to have due regard to preventing people being drawn into terrorism by safeguarding and protecting vulnerable individuals.

2. Report

2.1 Runnymede Borough Council has developed a strategy to ensure that it meets its legal statutory requirement. The Prevent duties must be incorporated into Council policies and functions to ensure the Council is meeting its safeguarding responsibilities.

2.2 Early intervention is at the heart of Prevent in diverting people away from being drawn into terrorist activity. Prevent happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation.

2.3 If an individual is referred, a risk assessment is conducted at the “Channel Panel” which is chaired by an Officer representing Surrey County Council Community Safety. This meeting is conducted through a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners, the police and the local community to identify individuals at risk of being drawn into terrorism and assess the nature and extent of that risk, with a view to developing the most appropriate support for the individuals concerned.

2.4 The Channel process is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality and a crime occurs.

2.5 If an individual is found to have engaged in terrorist related criminal activities, including planning or attempting to carry out an attack, this will be dealt with solely by the Police, and will not be the responsibility of the Council.

- 2.6 The Prevent Strategy outlines the key elements of staff training, governance, risk assessment, Channel Panel and preventing the use of Council property being used for extremist activity.
- 2.7 The training schedule within the Prevent Strategy will ensure that all staff will obtain the knowledge and skill to be aware of potential extremist activity and how to refer these concerns to the relevant agencies.
- 2.8 The updated strategy, as attached at Appendix 'C', has been to the Community Safety Partnership for comment and will be reviewed in August 2021.

3. **Policy framework implications**

- 3.1 The Prevent Strategy impacts on a number of the Council's functions that these have been integrated into existing policies including:-
- Safeguarding policy
 - Human Resources
 - procurement and use of Council halls and ICT facilities (both internal and external)

4. **Resource implications**

- 4.1 There will not be any significant resource implications.

5. **Legal implications**

- 5.1 There will not be any significant legal implications however, elements of the legislation must be integrated into existing policies.

6. **Equality implications**

- 6.1 Officers conducted an Equality Impact Screening Assessment when the original strategy was developed. This was considered by the Council's Equalities Group, who agreed at the time that a full Equality Impact Assessment would not be required.
- 6.2 Runnymede's Prevent Strategy does not discriminate against any of the nine protected characteristics which included all services users, employees and the wider community. It is acknowledged that discrimination of race and/or religion/belief has the potential to occur, however this will be mitigated through training delivered to all staff ensuring this is managed proportionally.
- 6.3 Prevent training provides a positive opportunity to increase equalities awareness within Runnymede.

(To Resolve)

Background papers

Counter Terrorism Strategy, Home Office
Prevent Strategy 2017-2019
Channel Duty Guidance, Home Office
Surrey Prevent Strategy, Surrey County Council

Prevent Strategy 2019 - 2021



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Overview

The Counter Terrorism and Security Act received Royal Assent on the 12th of February 2015, and states that local authorities must, in the exercise of their functions, have 'due regard to the need to prevent people from being drawn into terrorism'. Local authorities and their partners therefore have a statutory role to play in countering terrorism at a local level and helping to safeguard individuals at risk of radicalisation.

Runnymede Borough Council is a 'specified local authority', meaning it has its own expectations concerning Prevent but is also expected to contribute to and support Surrey County Council (SCC) concerning Prevent delivery. SCC acts as the strategic lead on Prevent, hosting Channel Panels and the Prevent executive group meetings. However, actions and problem solving should be carried out at a local level as it is the boroughs that have the closest association with their community and faith groups. The responsibilities of the borough are laid out in section 5, which uses the local authority toolkit to address the expectations set by the home office. Section 7 demonstrates where borough actions sit in relation to county level.

Prevent is one of four concepts which make up the government's Strategy for Countering Terrorism, CONTEST, with the other objectives being Pursue, Protect, and Prepare. Prevent is unique in that it is the only element of CONTEST that takes place in the pre-criminal space, prior to any illegal activity taking place. Prevent is also predominantly a safeguarding mechanism, in recognition that radicalisation of vulnerable individuals is comparable to the other forms of harm and abuse considered by the Council's wider safeguarding activities.

The National Prevent Strategy key objectives are to:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.

Enable those who have already engaged in terrorism to disengage and rehabilitate.

Terrorism is not a new phenomenon, with atrocities carried out or planned in the United Kingdom by radicalised groups and individuals for many decades. However, there are various reasons for the establishment of the Prevent Duty which holds an increasingly vital aspect of the national counter terrorism strategy.

One of these reasons is that the threat level from international terrorism remains 'severe' – meaning that an attack is highly likely. Furthermore, the threat to Great Britain from Northern Ireland-related terrorism was raised from 'Moderate' to 'Substantial' in May of 2016, meaning that an attack is a strong possibility.



2017 saw a shift in the nature of the terrorist threat to the UK. Between 2011 and 2016, there were four terrorist attacks in Great Britain, each targeting a single individual. The Westminster attack in March 2017 was the first to cause multiple fatalities in the UK since 2005. The five attacks in London and Manchester in 2017 killed 36 people. Five victims died in an attack on Westminster Bridge and the Houses of Parliament, 22 at the Manchester Arena bombing, eight at London Bridge and Borough Market, and one at Finsbury Park. Many more were injured, including in an attack at Parsons Green. Whilst the government aim to reduce the risk from all forms of terrorism, they will not be able to prevent all attacks from happening.

The nature of terror related activities, planning and attacks have changed. Terrorists are a product of extremist views, which in modern technological times are more easily disseminated to and accessed by the public than ever before. At present, some of the most prominent sources of extremist viewpoints are from the following:

- Extreme religious fundamentalism
- Northern Ireland-related extremism
- Far-right extremism
- Radical environmentalism
- Violent animal rights activism and extremism

This Prevent strategy for Runnymede Borough Council is intended to address the ever-evolving threat of radicalisation posed by all types of extremist views. Extreme religious fundamentalism has in particular seen a recent shift away from the traditional highly organised, large scale attacks in high profile locations, often carried out by large (often overseas) terror organisations – examples of these including the September 11th attack in New York, and the July 7th attack in London. Attacks are now more likely to manifest as ‘lone-actor’ actions, carried out in isolation by UK residents, often in a location or against a group with which the individual associates, making the attacks much more difficult to anticipate and prevent. The five terrorist attacks carried out in the UK throughout 2017 are all recent examples of this contemporary threat.

In such ‘lone-actor’ attacks, it is often possible for the individual to self-radicalise, and carry the attacks out entirely on their own, being merely inspired by larger terror organisations rather than directly involved in them. We have witnessed from the attacks in London 2017, that methods of violence used by terrorists have been crude, using vehicles and knives to inflict harm. Instruments that are not difficult for an individual living in the UK to obtain. The Parson’s Green bombing in 2017 also demonstrated that radicalised individuals have the ability to learn bomb making from online material. An issue that is evolving and the government are trying to address.

This evolved threat brings more focus to the areas of the UK that would traditionally be viewed as ‘low risk’, requiring a more formal and systematic approach to



preventing and preparing for terrorism. Despite the Borough of Runnymede being a safe place in which to live, work and visit, near universal access to the World Wide Web and other technology has made it possible for any individual to be radicalised in any place at any time. It is no longer necessary to travel to a specific location to be exposed to such views and material, therefore a Runnymede resident, particularly if already vulnerable, now has a much higher chance than ever to develop extremist views, and indeed act upon them.

This document is written according to the stated key elements of the Prevent Duty, and the expectations set out to RBC by the Home Office with regards to the duty, in order to ensure that all are being sufficiently addressed.

Section 1: Local context

According to the 2011 Census, Runnymede has 80,510 residents, of which 66,882 were born in the UK. Whilst there is diversity present in the Borough, the level is not as high as in other areas of Surrey and Greater London. High levels of diversity, whilst ordinarily being a positive influence, has the potential to spark tensions, particularly in the wake of national or international events.

The importance of Runnymede's proximity to key national infrastructure is an important factor. This could potentially lead terrorist organisations to target vulnerable residents in order to gain influence in a key strategic location. The Borough is close to Heathrow Airport, is intersected by both the M25 and M3 motorways and has two train lines running directly into Central London. The proximity of Gatwick Airport is also a factor. On the other hand, areas of Runnymede are quite rural in nature. These areas can potentially be used as bases for planning, training and reconnaissance.

Section 2: Aims and objectives

The aim of this strategy is to support the national counter terrorism strategy by outlining the issues and actions Runnymede Borough Council will address in order to fulfil its Prevent duties under the Counter Terrorism and Security Act (2015).

The objectives of this strategy are in line with those of the National Prevent Strategy, tailored to a local level and are:

- To respond to the ideological challenge of terrorism and the threat Runnymede faces from those who promote it.
- To prevent residents, particularly those who avail of Council services, from being drawn into terrorism, and ensure they are given appropriate advice and support.
- To work with members of the community where there are risks of radicalisation to violent extremism.



To challenge all forms of radicalisation and terrorism, and strive to adhere to the principle of 'do no harm' in our endeavors.

Section 3: Scope

This policy deals with the consideration and actions to be taken by Runnymede Borough Council in identifying and supporting vulnerable individuals at risk of being radicalised **prior to engaging in criminal activity**. Once terrorism-related criminality has taken place, an individual is no longer suited to Prevent, and the case will then be handled by the Police under a different element of CONTEST.

Section 4: Prevent Duty legislation

The Counter Terrorism and Security Act (2015), applies the Prevent duty to local authorities, and other agencies working with vulnerable adults, children and young people, where the work is being carried out on behalf of a local authority, NHS trusts and NHS Foundation trusts, higher and further education establishments, schools, prisons and probation, and the police.

Alongside the release of **Contest 3.0** the Home Office also released a Local Authority Toolkit to provide guidance on what is expected of local authorities when concerning Prevent. The toolkit lays out 10 different expectations that the local authorities are expected to meet, along with a self-assessment tool to measure the local authorities' areas of good practice. These expectations have been used to break the strategy down into different sections. Each section that needs improvement will have a recommendations list included. The updated list of expectations is as follows:

- 1) **CTLP: (Counter Terrorism Local Profile)** The CTLP is a risk-profile produced by the police, collating a host of multi-agency information on the local communities, tensions and contexts within the county to identify potential hot-spots for where radicalisation may occur. It is imperative that local authorities, and their partners, contribute to it. Local authorities should play a central role in ensuring that local partners are able to contribute relevant information and data to the CTLP. Information provided by local authorities and their partners should highlight any current and emerging themes or vulnerabilities in local radicalisation and extremism, and indicate whether the threats, risks and vulnerabilities have changed or remained the same. There should be demonstrable engagement with partners and those to whom the Duty applies. Prevent action plans will need to be developed to address any risks identified for an area and will vary depending on whether an area is deemed a Prevent priority. See section 6.0 for what Runnymede Borough Council is doing to expand upon the use of a CTLP.
- 2) **A Multi-agency Partnership Board.** There is an expectation for a multi-agency board to be in place which oversees all Prevent delivery and activity in the area. All partners named as subject to the Prevent Duty in the Counter-Terrorism and Security Act 2015, but the way that these partners are



represented on the partnership board is a matter of local choice. Within Surrey a multi-agency board exists in the form of the Prevent Executive Group (PEG). However, for Runnymede Borough Council to deliver its Prevent expectations at a local level the Community Safety Partnership (CSP) will devise and deliver these actions. The CSP will discuss the wider security threats to Runnymede and manage the local prevent action plan.

- 3) **Prevent Action Plan.** There is an expectation that an action plan, setting out the mitigating actions in consideration of the CTLP, should be developed and devised by the multi-agency board. The action plan will be set by the PEG and looks at local delivery and context. The plan is owned by the PEG which provides accountability and scrutiny to ensure partner actions are followed up. Concerning this Prevent Strategy section 9 is held as an action list/ plan for ongoing or planned Prevent activity.
- 4) **Referral Process.** There is an agreed process in place for the referral of those identified as being at risk of radicalisation. Since September 2018 a new national referral process has been implemented. RBC staff receive Prevent training which covers using the new referral system. See section 10 for details on the referral process.
- 5) **Channel Panel.** There is a Channel Panel in place that is led by Surrey County Council and meets monthly. Runnymede Borough Council will only have a representation on the Channel Panel if the panel is discussing an individual from the Runnymede Borough. Individuals who are vulnerable to radicalisation are offered targeted and appropriate voluntary support by the multi-agency partnership. Channel Panel meetings only take place if there is an ongoing and active Channel case. It is expected that a channel panel will have representation from all the relevant sectors. See section 10 for further details on Channel and Runnymede Borough Council's involvement.
- 6) **Prevent Problem Solving Process.** There is an expectation for a Prevent problem solving process too be in place to disrupt radicalizing influences in the local area. This section is similar to the action plan (section 12) as this expectation requires the Prevent partnership/board to come up with a formal mechanism or strategy for identifying and disrupting radicalising influencers, including individuals, institutions and ideologies present in the area. The PEG discusses the problem-solving initiatives and turn these into actions for the action plan/list.
- 7) **Training Programme.** There is a training programme in place for the relevant staff. The right people across the organisation receive the right level of training required to help them understand the risk of radicalisation and know how to access support locally. Applied Resilience will work with Runnymede Borough Council Community Safety to deliver the right training to both



Runnymede Borough Council staff and elected members. See section 12 for more details on this.

- 8) **Venue Hire and IT Policies.** There is a venue hire policy in place, to ensure that premises are not used by radicalizing influencers, and an effective IT policy in place to prevent the access of extremist materials by users of networks. See section 13 for Runnymede Borough Council's policy on IT and venue hire.
- 9) **Community Engagement.** There is an expectation for the local authorities to engagement with a range of communities and civil society groups, both faith-based and secular to encourage open and transparent dialogue around the Prevent Policy. Engagement with a range of faith and community groups takes place in order to build community involvement and confidence in local Prevent delivery. Section 14 sets out what Runnymede Borough Council is doing to engage with the local communities around the Prevent Policy.
- 10) **Communications.** There is a communications plan in place to proactively communicate and increase transparency of the reality / impact of Prevent work and support frontline staff and communities to understand what Prevent looks like in practice. Runnymede Borough Council should effectively communicate the work it is doing around Prevent to increase confidence in a local context. See section 11 for further details around the communications plan.

Section 5: Prevent and Safeguarding

It is already the safeguarding responsibility of Runnymede Borough Council and Surrey County Council to protect young people and adults at risk from harm, abuse, or exploitation. The Prevent Duty extends this responsibility to protect against harm from extremism and radicalisation. The safeguarding emphasis is on supporting vulnerable people, rather than reporting in an investigative sense on those who may have been radicalised. This emphasis on safeguarding the individual at risk should be reflected in all aspects of the Council's Prevent activities.

There is no obvious profile or single indicator of a person likely to become involved in extremism. The process of radicalisation is different for every individual, and the time taken can vary substantially from one case to another. Some instances of radicalisation can take a number of years, whereas others may adopt an extremist ideology in a very short space of time. Vulnerable people can be exposed to the messages of extremist groups by many different means and mediums, these can include (but are not limited to):

- The influence of family members and friends.
- Direct contact with extremist groups and organisations.
- Through the internet and social media.



Extremist groups have frequently and very effectively made use of extremist sympathies through the use of social networking and media sites.

The following push/pull factors have been attributed as vulnerabilities to extremism, regardless of the specific ideology:

Push Factors

- Sense of alienation from wider society.
- Lack of engagement with mainstream politics.
- Lack of social skills to be able to mix with unfamiliar communities.
- Lack of critical thinking abilities to be able to challenge propaganda.

Pull Factors

- Belonging to an extremist group can offer a clear identity.
- The clarity of an extremist ideology, devoid of nuances and complexities.
- Reinforcement of extremist views by close contact with like-minded people, both online and offline.
- Sense of community developed by extremist groups, both online and offline.

This is not an exhaustive list, nor does it suggest that someone who fits one or all of these definitions will adopt a violent agenda, but they are factors to consider when working in a safeguarding environment, particularly in relation to extremism.

Section 6: CTLP (counter terrorism local profile)

Under the Prevent Duty, Runnymede Borough Council is required to fully support the risk assessment process when undertaken by Surrey Police. This process results in the publishing of a Counter Terrorism Local Profile (CTLP) for Surrey, which is subsequently shared with Prevent Leads in all relevant organisations.

The CTLP is coordinated and produced by Counter Terrorism Policing South East and local authorities contribute by submitting any information that made contribute to the CTLP. Runnymede Borough Council will submit any information it is believed may benefit the profiling. Relevant information can be raised at the PEG by Applied Resilience or via prevent forms that are being submitted to Police by local authority staff.

Section 7: Multi-agency board

As stated earlier in the strategy there is a requirement for a multi-agency board to be in place which oversees all Prevent delivery and activity in the local area (in this case



the borough). The way that these partners are represented on the board is a matter of local choice. It is important for such a board to exist at a borough level as it is here that decisions and actions will be decided to implement Prevent expectations at a local level.

Various boards and groups that cover Prevent already exist. Such as the Prevent Executive Board (**PEG**) that sits at a county-level. This executive board assesses the countywide risk of people being drawn into terrorism and coordinates Prevent activity in relation to the **CTLP**. The CSP is a multi-agency group that also sits at an executive level to discuss the wider security and safety issues concerning Runnymede; Prevent being one of the agendas.

First and foremost, delivery of Prevent actions and initiatives (from a community engagement point of view) should happen at a local level. It is the local authorities (at a borough not county level) that possess knowledge on the local community and faith groups in the area and should have some form of engagement with them. This local knowledge and community rapport are crucial for contributing to the **CTLP** and the community engagement side of Prevent.

Section 8: Prevent action plan / problem solving process

As stated in the Prevent Duty Legislation section there is an expectation that an action plan, setting out the mitigating actions in consideration of the CTLP, should be developed and devised by the CSP. The PEG devise county-wide actions to set direction, but the local boroughs should implement local actions and delivery whilst taking the countywide actions into consideration. There is also a separate expectation for a problem-solving process that pro-actively identifies and disrupts radicalising influencers, including individuals, institutions and ideologies present in the area. The CSP should discuss the problem-solving initiatives and turn these into actions for the action plan.

Section 9: Referral system

If a member of RBC staff has concerns about an individual or institution in relation to political or religious extremism they should submit a Prevent referral using the new national referral system. The updated national referral system is in place at RBC and if a member of staff needs guidance or support in making a referral they can contact Applied Resilience who will provide advice and can lend support with the referral process itself. Note that referrals should now be made using the new referral system which came into place in September 2018. Staff should have access to the latest referral form, which should be filled out and emailed to preventreferrals@surrey.pnn.police.uk. Alternatively, Community Safety can submit this form on their behalf.



Section 10: Channel panel

The Channel process is a practical programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into extremism. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk.
- Assessing the nature and extent of that risk.
- Developing the most appropriate support plan for the individuals concerned.

When there is a referral relevant to Runnymede The Local Authority Chair (Surrey County Council), the Runnymede Community Safety Lead, Applied Resilience, and the Surrey Police Prevent Coordinator will be present at each panel. Additional members may also be present, as determined as necessary for each specific case.

If a case is brought to the attention of Runnymede Borough Council, Applied Resilience will consult with partners to determine who is appropriate and necessary to attend. There may also be instances whereby a case is deemed urgent by Surrey Police which warrants a more immediate Channel Panel meeting to be called.

Table 1 - Channel Panel Members

| Channel Panel Members |
|--|
| Core Members |
| Surrey County Council Community Safety (Chair) |
| Surrey Police |
| Attendance depending on circumstance |
| Borough or District Representative relevant to the referred individual |
| Applied Resilience |
| NHS Services and other health agencies |
| Surrey County Council social workers |
| Relevant schools, further education colleges and universities |
| Youth offending services |
| Directors of children's and adult's services |



| |
|--|
| Chairs of Surrey Safeguarding Children’s Boards and Surrey Safeguarding Adult Boards |
| Runnymede Safeguarding Lead (leisure) |
| Home Office Immigration (Immigration Enforcement, UK Visas, and Immigration) |
| Border Force |
| Runnymede Housing and Independent Living |
| Housing Associations |
| Prisons |
| Probation |

Section 11: Communications

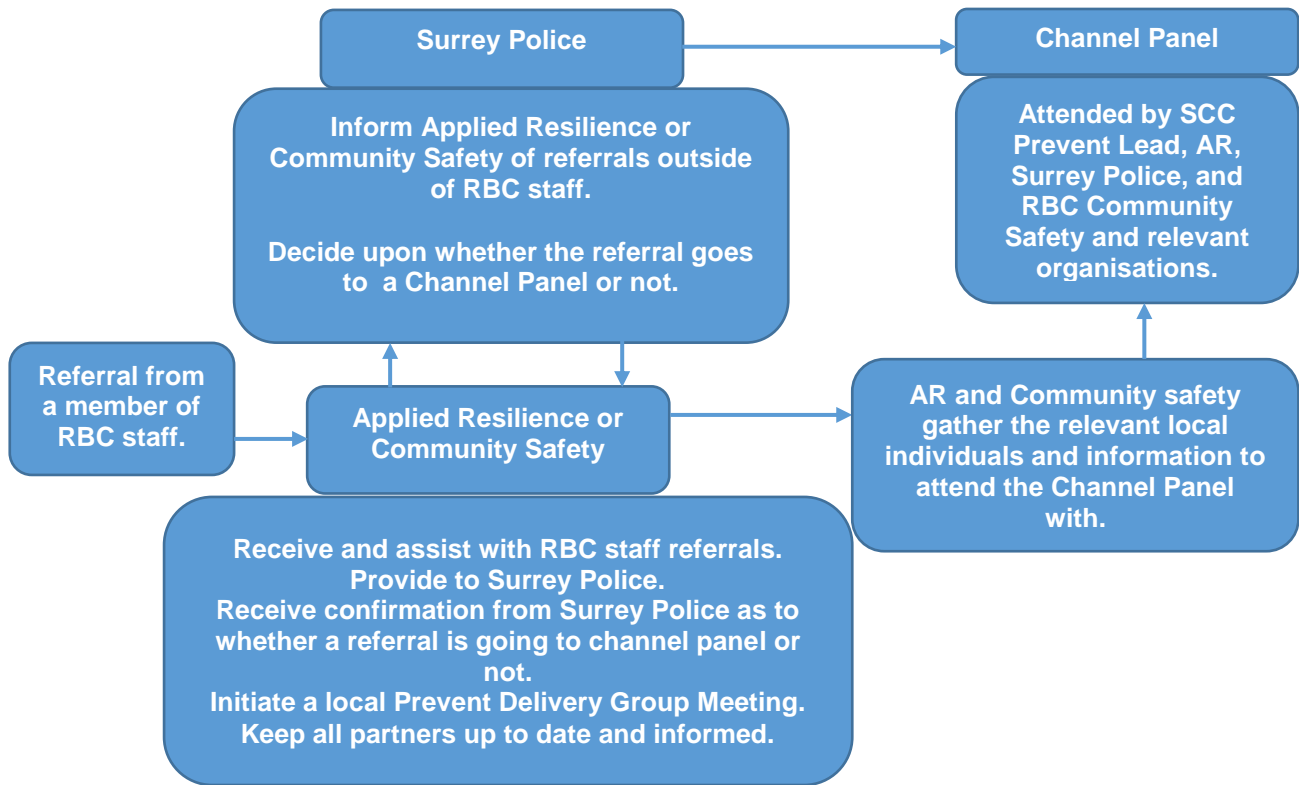
Due to various organisations having an involvement in Prevent, the points of contact and communication process should have clarity. Applied Resilience will work with RBC Community Safety to facilitate the Local Prevent Action plan and can undertake the role of a go-between the various organisations.

If a referral were to happen within the borough Surrey Police have been advised to contact either Runnymede’s Community Safety or Applied Resilience as a first point of contact. Ideally Runnymede Borough Council’s Prevent lead would be contacted first but if unavailable Applied Resilience can receive this first point of contact. Applied Resilience will immediately contact Community Safety if this is information concerns a Prevent case or referral within the borough.

Applied Resilience should keep in close communication with Surrey Police, county-council and Runnymede Borough Council Community Safety. The CSP should update the partners as to any updates within the Prevent Policy itself, referrals or Channel cases to provide a clear multi-agency approach and awareness.



Figure 1: Communication stages behind a RBC Channel process.



Section 12: Training

It is the responsibility of Runnymede Borough Council to ensure that staff are aware of Prevent and the duties upon the Council, know how to recognise indications of vulnerability and radicalisation, and are fully aware of how to refer a potential individual if necessary. This requirement for training is particularly focused upon frontline staff. Within Runnymede Borough Council, it is felt that it is important to extend this knowledge to all staff. This ambition is achievable, due to the delivery to all staff of mandatory safeguarding training, which covers Prevent, and given that training can be delivered in house and at no additional cost by Home Office accredited WRAP (Workshop to Raise Awareness of Prevent) trainers (Applied Resilience).

A number of different training packages have been devised, in order to ensure that appropriate Prevent training is available to all Runnymede Borough Council staff.

Table 2 - A summary of the Prevent training packages delivered in Runnymede Borough Council

| Prevent Training Structure | |
|----------------------------|---|
| Package 1 | |
| What? | <p>Basic Safeguarding Training</p> <p>Includes an elementary introduction to Prevent, recognising the signs of vulnerability to radicalisation, and how to refer a case.</p> |
| Who? | Is delivered to all staff in Runnymede Borough Council, starting from 2016. |
| Learning Outcomes | <ul style="list-style-type: none"> - A basic awareness of the Prevent Duty - An overview of recognising the signs of radicalisation - A basic knowledge of the correct referral process |
| Training Schedule | Online as required. |
| Package 2 | |
| What? | <p>Bespoke Prevent Training Sessions</p> <p>Applied Resilience and Community Safety, as Home Office accredited WRAP trainers, provide a tailored briefing of Prevent duties, covering the critical elements in a means that is specifically developed to set the learning in a context relative to the audience.</p> |
| Who? | Arranged individually with sessions for specific frontline departments |

| | |
|-------------------|---|
| | who experience public interaction. |
| Learning Outcomes | <ul style="list-style-type: none"> - An understanding of the Prevent Duty, and the officer's role in it. - The ability to use existing expertise and professional judgement to recognise vulnerable individuals who may need support. - Local safeguarding and referral mechanisms and people to contact for further help and advice. |
| Training Schedule | These sessions will be delivered in 2019, and then every three years afterwards. |
| Package 3 | |
| What? | <p>Home Office Online Prevent Awareness Training</p> <p>An overall briefing of the Prevent duties and referral process, provided by the Home Office.</p> <p>https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</p> <p>http://course.ncalt.com/Channel_General_Awareness/01/index.html</p> |
| Who? | Available to all staff, including those who do not have a frontline role but wish to obtain more information regarding Prevent following their Basic Safeguarding Training. |
| Learning Outcomes | <ul style="list-style-type: none"> - An understanding of the Prevent Duty, and the officer's role in it. - An overview of recognising the signs of radicalisation. - Clarity of the correct referral process and an understanding of the activities carried out following a referral. |
| Training Schedule | Online as required; directed by HR. |

Community Safety and Applied Resilience are working closely with human resources at Runnymede Borough Council to ensure that staff are trained to the appropriate level, with respect to the 'due regard' element of the Prevent Duty.

It is now a requirement that all staff are required to complete training Package 1 (see Table 2), and all new staff must take the course as part of progressing beyond their probation period. This training must be refreshed every three years.



This approach will ensure that staff have a basic knowledge of Prevent from the outset, and frontline staff will not have to await sessions for Packages 2 or 3 in order to become aware of the basic elements of the Duty. It will also serve to raise the profile of Prevent as an important component of safeguarding, rather than being viewed as an 'add on'. This will assist in embedding Prevent in the safeguarding culture of Runnymede Borough Council.

Frontline staff will be encouraged to attend sessions of training Package 2, as it allows for the most comprehensive level of tailoring suiting the needs of the audience and departments represented at each session. This will aid in ensuring that not only are Runnymede Borough Council satisfying the Prevent Duty as a local authority, but are also exceeding the expectations of an organisation in supporting the National Counter Terrorism Strategy.

For pragmatic reasons, it is accepted that certain services and departments will not be able to release all of their frontline staff for bespoke sessions or full WRAP training. Furthermore, it will be useful that any and all (non-frontline) staff have the option to access a greater depth of training and detail than Package 1, should they choose. Therefore, the Prevent Awareness Days (Package 3) will be available to provide a light, discussion-based information session.

A comprehensive record of the training delivered, and attendance at sessions, will be maintained. The objective is for at least 50% of frontline staff to attend sessions for either Package 2 or 3 in 2019.

Section 13: Implementation

Publicly owned buildings

The terms and conditions for hiring RBC owned halls have a number of provisions which would mitigate the risk of inadvertently allowing extremist activity to take place within them and have been updated to reflect the Prevent Duty.

2.3 The Hirer must state clearly on the booking form the purpose of hall hire. The hall shall not be used for any other purpose.

4.18[THE HIRER] MAY display an advertisement poster on the notice board inside the hall, subject to prior approval by the Runnymede Halls Manager. No posters should be displayed without consent.

5.4 [THE COUNCIL] MAY cancel or refuse a booking at any time if Officers are of the opinion that:

- the nature of the booking is potentially offensive to the public in general; or
- the proposed event may result in a breach of the peace or damage to Council property or other illegal activity whether the fault of the Hirer or otherwise.
- The event is not as stated clearly on the booking form

5.5 [THE COUNCIL] MAY through its officers and agents enter the premises at any time and satisfy themselves that these terms of hire are being complied with.

9.B Posters, banners, placards, decorations and flags are not to be affixed to fixtures or fabric so as to cause any damage and must not obstruct gangways or entrances or fire exits. Approval of the aforementioned must be sought from the Council and overseen by the Duty Officer.

In addition to the above conditions, all hall hires are discussed with each individual hirer to ascertain their requirements and purpose of the event.

Internet

Runnymede Borough Council uses Sophos Web Filtering software to protect staff on the internet, as well as public access computers. Below are the filters most relevant to the Prevent Duty;

- **Criminal Activity:** This category includes sites for advocating, instructing, or giving advice on performing illegal acts; tips on evading law enforcement; and lock-picking and burglary techniques
- **Intolerance & Hate:** This category includes sites that advocate or incite degradation or attack of specified populations or institutions based on associations such as religion, race, nationality, gender, age, disability, or sexual orientation; sites that promote a political or social agenda that is supremacist in nature and exclusionary of others based on their race, religion, nationality, gender, age, disability, or sexual orientation; holocaust revisionist or denial sites and other revisionist sites that encourage hate; coercion or recruitment for membership in a gang or cult; militancy and extremist sites; and flagrantly insensitive or offensive material, including those with a lack of recognition or respect for opposing opinions and beliefs.
- **Peer to Peer:** This category includes peer-to-peer file sharing clients and peer-to-peer file sharing servers.
- **Proxies and Translators:** This category includes sites for remote proxies or anonymous surfing, search engine caches that circumvent filtering, and web-based translation sites that circumvent filtering.
- **Violence:** This category includes sites portraying, describing or advocating physical assault against humans, animals, or institutions; depicting torture, mutilation, gore, or horrific death; advocating, encouraging, or depicting self-endangerment, or suicide, including through eating disorders or addictions; instructions, recipes, or kits for making bombs or other harmful or destructive devices; sites promoting terrorism; and excessively violent sports or games, including videos and online games.
- **Weapons:** This category includes sites with online purchasing or ordering information, including lists of prices and dealer locations; any page or site predominantly containing, or providing links to, content related to the sale of



guns, weapons, ammunition or poisonous substances; displaying or detailing the use of guns, weapons, ammunition or poisonous substances; and clubs which offer training on machine guns, automatics, other assault weapons, and sniper training.

The categories are updated centrally by Sophos to include new threats and websites as they emerge.

Affiliations with voluntary organisations and contractors

There are safeguards in place in order to minimise the risk of the Council working with or funding organisations espousing extremist views. These come from the Grant Aid Criteria set out below, which has been recently updated to reflect the Prevent duty. Full terms and conditions can be found in the council's Grant Aid guidance online.

- (A voluntary group) must make the benefit of its activities available without inappropriate discrimination on the basis of race, sex, religious or philosophical conviction or any other grounds which the Council considers unreasonable. Groups which apply maximum or minimum age limits to their membership, or to certain activities, will not be disqualified provided that the Council is satisfied there are reasonable grounds for such requirements.
- Where the Council requires a follow-up statement, it should contain a description of the project, its total cost, and the date on which it was completed or any relevant items purchased, and how many people have benefited from the project and in what way. Where relevant, success should be measured against the originally defined targets set out in any application statement. The responsible Council Officers may ask to visit premises or activities of grant-aided organisations to see how the grant money has been used.

In terms of contractors, as part of all tender opportunities, tenderers are required to complete a questionnaire, which covers terrorist offense and money laundering. The questionnaire asks:

...within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below;

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

The questionnaire also questions tenderers compliance with the Proceeds of Crime Act (2002). RBC ask all tenderers to self-certify at this point but have the ability to request evidence from the winning tenderer prior to contract award.



Section 14: Community Engagement

Expectation and responsibility

Community engagement is a key concept of the Prevent strategy; it is widely understood that it is the strength of the community, not state, that stops extremism prevailing. It is vital that Runnymede Borough Council engages with various communities concerning Prevent as there is now a greater expectation on local authorities to engage with local communities and promote community cohesion.

Going forward Runnymede Borough Council should consider ways in which it can further engage with the local communities within the borough. Runnymede Borough Council are currently working in collaboration with Spelthorne Borough Council running a multi-faith forum which has been in place since 2018. Local authority engagement with the forum will help increase community engagement as a whole and improve the communities trust with the local authorities.

The group is still quite new and is developing, so as of yet Prevent has not been discussed as part of an agenda. However, if RBC were to engage with the group around what Prevent is it may help to increase local communities' awareness and understanding that the Prevent programme is ultimately a safeguarding scheme. It would strengthen our societies' ability to address radicalisation and extremism as the borough would be building a network that reaches out to all the local communities and members. Civil society due to its 'ubiquitous nature' is better at dealing with the threat of extremism than the state. It is widely understood that societies with strong and dynamic community cohesion are better at implementing counter-radicalisation strategies.

Section 15: Governance

Runnymede Borough Council is part of Surrey's Information Sharing Protocol (supplementary reading), as are all the relevant partner agencies which we work with for the purposes of Prevent. The Council reports on Prevent to the Community Safety Partnership (CSP) and the Surrey Prevent Executive Group.

Governance Implementation Strategy

Applied Resilience and the Community Safety Officer will continue to work with relevant parties on an ongoing basis, to ensure that we remain compliant in this respect.



Section 16: Action Plan

| | Action | Owner | Status |
|-----|---|---------------------|--------------------|
| 1.1 | Implement any actions directed to Runnymede Borough Council via the PEG actions plan. | Applied Resilience. | Ongoing (passive.) |
| 1.2 | Delivery of Prevent training to Runnymede Borough Council staff throughout 2019. | Applied Resilience. | Ongoing. |
| 1.3 | Multi-faith Forum continue to be ran and community safety to consider when and if prevent can be discussed as an agenda. | Community Safety. | Ongoing. |
| 1.4 | Make sure appropriate IT and premises policy is maintained to mitigate against the threat of misuse and stop promotion of extremist material. | Applied Resilience. | Ongoing. |



**9. FEES AND CHARGES – COMMUNITY SERVICES AND COMMUNITY DEVELOPMENT
(Financial Services, Jill Stockdale)**

Synopsis of report:

To recommend the proposed fees and charges under this Committee’s remit for the next financial year (2020/2021)

Recommendation(s):

The proposed fees and charges as set out in Appendix ‘D’ be approved, to be effective from the dates within the Appendix or as soon as practical thereafter.

1. Context of report

1.1 The current fees and charges were agreed twelve months ago at the meeting of this Committee in November 2018.

2. Report

2.1 The Council’s Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

2.2 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that Officers put forward recommended increases based on:

- Current market conditions
- Local competition
- The likely yield of any fee increase
- On-going savings targets and revenue reduction programmes

Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand, however an average of 2% for discretionary locally set charges should be aimed for as the financial plans of the council assume at least an inflationary increase.

2.3 This report reviews current levels of fees and charges, with a view to helping balance next year’s budget and is a key strand of the Council’s Medium Term Financial Strategy of net revenue reductions.

2.4 The fees and charges proposed by service managers for next year are set out at Appendix ‘D’ along with the dates that they will take effect. The appendix includes a Yield column showing the current year’s budget for each charges/group of charges, so that Members can estimate the financial implications of any price rises.

3. Resource implications

Community Services

Meals charges

- 3.1 The current charge for both centre meals and meals-on-wheels (provided Monday to Fridays) for two courses is £4.30 and three courses £5.10. It is proposed to increase all meals from April 2020 by 10p, a two course meal would increase from £4.30 to £4.40, this represents a 2.33% increase, and it is proposed to increase the three course meal from £5.10 to £5.20 which represents a 1.96% increase. It is also proposed that the cost of providing meals on weekends are increased from £4.80 to £4.90 for a two course meal (an increase of 2.08%) and a three course meal could be increased from £5.40 to £5.50 (an increase of 1.85%), it is proposed that afternoon teas are increased from £2.70 to £2.80 which is an increase of 3.7%.

Community Transport services

- 3.2 Community transport are proposing to increase the cost of a day centre fare by 10p from £3.60 to £3.70, this represents an increase of 2.78%. It is also proposed that the cost of the dial a ride service for journeys within one zone be increased by 10p from £3.00 to £3.10 (3.33% increase) and journey's to each subsequent zone be increased from £2.40 to £2.50, which is an increase of 4.17%.

Careline charges

- 3.3 The Careline charge at Runnymede is currently among the most expensive in the county and there is concern that if we increase our charges we may lose customers. In order to remain competitive it is proposed that the charges are not increased this year.

Other Centre charges

- 3.4 It is proposed that the hire of the centres for commercial or trade shows is increased from £47 to £48 per hour, an increase of 2.13%. We also propose that the weekday hire of halls is increased by 50p per hour, an increase of 2.22% and that weekends are increased by a minimum of 2.44%. In order to provide consistency in the rates charged for the use of the hairdressing salons we propose that the charge at Eileen Tozer day centre is increased by 20p to £7.20 per hour, while Manor Farm and Woodham are increased by 10p per hour to £7.50. It is also proposed that full day fees for the Chiropodist is increased by 50p from £27 to £27.50, an increase of 1.85%.

Community Development

Chertsey Museum

- 3.5 The Museum Curator has reviewed the current prices and where possible has built in an increase for the 2020/2021 fees and charges. However, where it is felt necessary to stimulate or maintain demand, prices have been frozen. The fees and charges at the museum run in line with the school academic year and will therefore not be introduced until September 2020. Demand from schools for both a Prehistoric day and an increased number of Tudor workshops has meant that we have added new charges.

Allotments

- 3.6 Under the terms of their leases, allotment holders must be informed of any increases in charges twelve months before they take effect. Therefore, charges from April 2020 were set by this Committee in November 2018. It is now proposed that the charges for 2021/2022 be increased by 40p to £19.60 per 25m² (rod) per annum and for those paying by annual direct debit to £17.10.

Community Halls

- 3.7 In order to stimulate the number of bookings taken by the halls a new pricing policy was agreed to be trialled by this Committee in March 2019. This was subsequently introduced in August 2019. Therefore, it is proposed that there will be no further increases to the fees and charges at this time.

Parks and Open Spaces

- 3.8 On average it is proposed to increase the various charges by 2%, and details of specific charges will be found in Appendix 'D'.

Cemeteries and Closed Churchyards

- 3.9 On average it is now proposed to increase fees by between 1%.and 2%. In addition the costs of a child's burial have been removed from the fees and charges as these fees are now claimed from the Ministry of Justice via the Children's Funeral Fund for England. In their place we propose that a note should be added showing that the cost charged is 50% of the equivalent adult cost.

Safer Runnymede

- 3.10 It is proposed that Safer Runnymede fees and charges are increased by 2%.

4. Legal implications

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

5. Equality implications

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

(To resolve)

Background papers

None stated.

Fees and charges

Meals and transport charges

| | | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | | Yield £ | VAT treatment | | | | | | | | | |
|---|--|----------------------|------------------------------|------------------------------|-------------------|---|--------------------|----------------------|--|----------------------|--|-----------------------------|-----------------------------|-------------------|--|--|--|
| <u>Meals at Home and Day centres</u> | | | | | | | | | | | | | | | | | |
| Monday - Friday | Cost per two course meal | Discretionary | 4.30 | 4.40 | 2.33% | } | 315,000 | Outside scope | | | | | | | | | |
| | Cost per three course meal | Discretionary | 5.10 | 5.20 | 1.96% | | | Outside scope | | | | | | | | | |
| Saturday and Sunday | Cost per two course meal | Discretionary | 4.80 | 4.90 | 2.08% | | | Outside scope | | | | | | | | | |
| | Cost per three course meal | Discretionary | 5.40 | 5.50 | 1.85% | | | Outside scope | | | | | | | | | |
| | Afternoon Tea | Discretionary | 2.70 | 2.80 | 3.70% | | | Outside scope | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| <u>Community transport</u> | | | | | | | | | | | | | | | | | |
| | Fare for return transport to day centres (Monday - Friday) | Discretionary | 3.60 | 3.70 | 2.78% | } | 84,700 | Zero Rated | | | | | | | | | |
| | Journey within one zone (minimum fare) | Discretionary | 3.00 | 3.10 | 3.33% | | | Zero Rated | | | | | | | | | |
| | Journey to each subsequent zone | Discretionary | 2.40 | 2.50 | 4.17% | | | Zero Rated | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Charge Status</th> <th style="width: 10%;"></th> <th style="width: 10%;">From Sept 2019 £</th> <th style="width: 10%;">From Sept 2020 £</th> <th style="width: 10%;">% Increase</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> </table> | | | | | | | | | | Charge Status | | From Sept 2019 £ | From Sept 2020 £ | % Increase | | | |
| | Charge Status | | From Sept 2019 £ | From Sept 2020 £ | % Increase | | | | | | | | | | | | |
| <u>Yellow Bus school fares</u> | | | | | | | | | | | | | | | | | |
| Daily fares | Fare for 1 child | Discretionary | 3.50 | 3.50 | 0.00% | } | 162,700 | Zero Rated | | | | | | | | | |
| | Fare for 2 siblings | Discretionary | 5.00 | 5.00 | 0.00% | | | Zero Rated | | | | | | | | | |
| | Fare for 3 siblings | Discretionary | 6.50 | 6.50 | 0.00% | | | Zero Rated | | | | | | | | | |

Fees and charges

Careline system

| | | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | | Yield £ | VAT treatment |
|--|---|----------------------|------------------------------|------------------------------|-------------------|--|--------------------|----------------------|
| <u>New weekly charging structure.</u> | | | | | | | | |
| | Full weekly charge (price to include a free smoke alarm on take up of cont (plus VAT) | Discretionary | 4.90 | 4.90 | 0.00% | | 246,400 | Standard |

Fees and charges

Centre lettings

| | | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment | |
|--|-------------|----------------------|------------------------------|------------------------------|-------------------|--------------------|----------------------|--|
| <u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u> | | | | | | | | |
| Monday to Friday | 5pm to 11pm | Discretionary | 22.50 | 23.00 | 2.22% | 37,400 | Exempt | |
| Saturday | 9am to 5pm | Discretionary | 28.75 | 29.50 | 2.61% | | Exempt | |
| Saturday | 5pm to 11pm | Discretionary | 41.00 | 42.00 | 2.44% | | Exempt | |
| <u>Commercial hire/trade shows (per hour)</u> | | | | | | | | |
| Saturdays only | 9am to 11pm | Discretionary | 47.00 | 48.00 | 2.13% | | Exempt | |
| <u>Catering facilities</u> | | | | | | | | |
| Full use of kitchen | | Discretionary | 65.00 | 67.00 | 3.08% | Exempt | | |
| Full use of tea bar | | Discretionary | N/A | N/A | | Exempt | | |
| Use of public address system | | Discretionary | N/A | N/A | | Exempt | | |
| <u>Registered charities</u> | | | | | | | | |
| A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken | | | | | | | | |

Fees and charges

Centre rental charges

| | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment | |
|---|--------------------------|----------------------|----------------------|------------|------------|---------------|---|
| <u>Hairdressing salons - hourly rates</u> | | | | | | | |
| Eileen Tozer Day Centre | (Incl VAT) Discretionary | 7.00 | 7.20 | 2.86% | 8,900 | Standard | } |
| Manor Farm Day Centre | (Incl VAT) Discretionary | 7.40 | 7.50 | 1.35% | | | |
| Woodham and New Haw Day Centre | (Incl VAT) Discretionary | 7.40 | 7.50 | 1.35% | | | |
| These rates are based upon the standard of facilities available | | | | | | | |
| <u>Chiropodist fees (full day)</u> | | | | | | | |
| | Discretionary | 27.00 | 27.50 | 1.85% | 1,200 | Exempt | |
| <u>Day centre bathing</u> | | | | | | | |
| Manor Farm (only) | Discretionary | 17.00 | 17.00 | 0.00% | 0 | Outside scope | |

Fees and charges

Chertsey Museum

| Charge Status | From Sept 2019 £ | From Sept 2020 £ | % Increase | Yield £ | VAT treatment |
|---|------------------------|------------------------|---------------|------------|------------------|
| <u>School's membership scheme</u> | | | | | |
| <u>Annual membership fee</u> | | | | | |
| Schools with 0 - 150 pupils | 25.00 | 25.00 | 0.00% | 2,900 | Outside Scope |
| Schools with 151 - 250 pupils | 35.00 | 35.00 | 0.00% | | Outside Scope |
| Schools with 251+ pupils | 45.00 | 45.00 | 0.00% | | Outside Scope |
| <u>Talks held at Museum</u> | | | | | |
| <u>Member schools</u> | | | | | |
| One 1/2 day session | 60.00 | 65.00 | 8.33% | 20,900 | Outside Scope |
| Two 1/2 day session (same day) | 80.00 | 80.00 | 0.00% | | Outside Scope |
| <u>All day sessions at the museum (max 32 children)</u> | | | | | |
| <u>Member schools</u> | | | | | |
| Tudor activity day | 105.00 | 105.00 | 0.00% | 20,900 | Outside Scope |
| WW2 activity day | 95.00 | 95.00 | 0.00% | | Outside Scope |
| Viking day (with re-enactor) | 195.00 | 195.00 | 0.00% | | Outside Scope |
| Viking day (no re-enactor) | 105.00 | 105.00 | 0.00% | | Outside Scope |
| Roman/Greek activity day | 125.00 | 125.00 | 0.00% | | Outside Scope |
| Victorian activity day | 115.00 | 120.00 | 4.35% | | Outside Scope |
| Anglo Saxon day | 115.00 | 115.00 | 0.00% | | Outside Scope |
| Big dig | 170.00 | 170.00 | 0.00% | | Outside Scope |
| Prehistoric Day | 130.00 | 130.00 | 100.00% | | Outside Scope |
| <u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u> | | | | | |
| <u>Member schools</u> | | | | | |
| One session (max.32 children per session) | 50.00 | 50.00 | 0.00% | 20,900 | Outside Scope |
| Two of the same sessions (in the same half day) | 80.00 | 80.00 | 0.00% | | Outside Scope |
| Three of the same sessions (in same day) | 105.00 | 105.00 | 0.00% | | Outside Scope |
| Two hour toy/seaside workshop (max. 60 children per session) | 85.00 | 85.00 | 0.00% | | Outside Scope |
| 2 x Two hour toy/seaside workshop (in the same day) | 135.00 | 135.00 | 0.00% | | Outside Scope |
| Tudor workshop | 95.00 | 95.00 | 0.00% | | Outside Scope |
| 2 x Tudor workshop | 170.00 | 175.00 | 2.94% | | Outside Scope |
| 3 x Tudor workshop | 195.00 | 195.00 | 100.00% | | Outside Scope |
| Lego Clock workshop - 30 children | 75.00 | 75.00 | 0.00% | | Outside Scope |
| Lego Clock workshop - 60 children (two sessions) | 100.00 | 100.00 | 0.00% | | Outside Scope |
| Prehistoric workshop - 30 children | 80.00 | 80.00 | 0.00% | | Outside Scope |
| Prehistoric workshop - 60 children (two sessions) | 110.00 | 110.00 | 0.00% | | Outside Scope |

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

| | Charge Status | From Sept 2019 £ | From Sept 2020 £ | % Increase | Yield £ | VAT treatment | |
|---|---------------|------------------|------------------|------------|---------------|---------------------------|---------------|
| <u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u> | | | | | | | |
| <u>Member schools</u> | | | | | | | |
| One session (max.32 children per session) | Discretionary | 65.00 | 65.00 | 0.00% | } | Outside Scope | |
| Two of the same sessions (in the same half day) | Discretionary | 95.00 | 95.00 | 0.00% | | Outside Scope | |
| Three of the same sessions (in same day) | Discretionary | 120.00 | 120.00 | 0.00% | | Outside Scope | |
| Two hour toy/seaside workshop (max. 60 children per session) | Discretionary | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| Two hour toy/seaside workshop (in the same day) | Discretionary | 150.00 | 150.00 | 0.00% | | Outside Scope | |
| Tudor workshop | Discretionary | 110.00 | 110.00 | 0.00% | | Outside Scope | |
| 2 x Tudor workshop | Discretionary | 185.00 | 190.00 | 2.70% | | Outside Scope | |
| 3 x Tudor workshop | Discretionary | | 210.00 | 100.00% | | Outside Scope | |
| Lego Clock workshop - 30 children | Discretionary | 90.00 | 90.00 | 0.00% | | Outside Scope | |
| Lego Clock workshop - 60 children (two sessions) | Discretionary | 115.00 | 115.00 | 0.00% | | Outside Scope | |
| Prehistoric workshop - 30 children | Discretionary | 95.00 | 95.00 | 0.00% | | Outside Scope | |
| Prehistoric workshop - 60 children (two sessions) | Discretionary | 125.00 | 125.00 | 0.00% | | Outside Scope | |
| <u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u> | | | | | | | |
| <u>Member schools</u> | | | | | | | |
| One session (max.32 children per session) | Discretionary | 80.00 | 80.00 | 0.00% | | } Included in other areas | Outside Scope |
| Two of the same sessions (in the same half day) | Discretionary | 110.00 | 110.00 | 0.00% | | | Outside Scope |
| Three of the same sessions (in same day) | Discretionary | 135.00 | 135.00 | 0.00% | | | Outside Scope |
| Two hour toy/seaside workshop (max. 60 children per session) | Discretionary | 115.00 | 115.00 | 0.00% | Outside Scope | | |
| Two hour toy/seaside workshop (in the same day) | Discretionary | 165.00 | 165.00 | 0.00% | Outside Scope | | |
| Tudor workshop | Discretionary | 125.00 | 125.00 | 0.00% | Outside Scope | | |
| 2 x Tudor workshop | Discretionary | 200.00 | 205.00 | 2.50% | Outside Scope | | |
| 3 x Tudor workshop | Discretionary | | 225.00 | 100.00% | Outside Scope | | |
| Lego Clock workshop - 30 children | Discretionary | 105.00 | 105.00 | 0.00% | Outside Scope | | |
| Lego Clock workshop - 60 children (two sessions) | Discretionary | 130.00 | 130.00 | 0.00% | Outside Scope | | |
| Prehistoric workshop - 30 children | Discretionary | 110.00 | 110.00 | 0.00% | Outside Scope | | |
| Prehistoric workshop - 60 children (two sessions) | Discretionary | 140.00 | 140.00 | 0.00% | Outside Scope | | |
| <u>School assemblies (max.30 mins)</u> | | | | | | | |
| School Assemblies - schools within Runnymede (max. 30 mins) | Discretionary | 45.00 | 45.00 | 0.00% | } | | Outside Scope |
| School Assemblies - schools outside Runnymede (max. 30 mins) | Discretionary | 55.00 | 55.00 | 0.00% | | | Outside Scope |
| School Assemblies - non member schools (max. 30 mins) | Discretionary | 75.00 | 75.00 | 0.00% | | | Outside Scope |
| <u>Talks to groups</u> | | | | | | | |
| At the Museum outside of opening hours - Borough Community Groups | Discretionary | 35.00 | 35.00 | 0.00% | } 500 | Outside Scope | |
| At the Museum outside of opening hours - Non Borough Community Groups | Discretionary | 50.00 | 50.00 | 0.00% | | Outside Scope | |
| Talks held outside the Museum - Borough Community Groups | Discretionary | 35.00 | 35.00 | 0.00% | | Outside Scope | |
| Talks held outside the Museum - Non Borough Community Groups | Discretionary | 55.00 | 55.00 | 0.00% | | Outside Scope | |
| <u>Children's activities at the Museum</u> | | | | | | | |
| Children's activity session per child - price based on activity | Discretionary | POA | POA | | } 2,100 | Exempt | |
| Concessionary activity session per child | Discretionary | POA | POA | | | Exempt | |
| <u>Use of photocopier</u> | | | | | | | |
| A4 Copies (plus VAT) | Discretionary | 0.45 | 0.45 | 0.00% | } 0 | Standard | |
| A3 Copies (plus VAT) | Discretionary | 0.52 | 0.52 | 0.00% | | Standard | |
| <u>Charge for late return of school loan boxes</u> (plus VAT) | Discretionary | 25.00 | 25.00 | 0.00% | 0 | Standard | |
| <u>Missing item from loan boxes (per day)</u> (plus VAT) | Discretionary | 10.00 | 10.00 | 0.00% | 0 | Standard | |

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

| | Charge Status | From Sept 2019 £ | From Sept 2020 £ | % Increase | Yield £ | VAT treatment |
|---------------------------------|--------------------------|------------------|------------------|------------|---------|---------------|
| <u>Photographic orders</u> | | | | | | |
| 101.6mm by 152.4mm (4" by 6") | (plus VAT) Discretionary | 3.00 | 3.00 | 0.00% | 0 | Standard |
| 127mm by 177.8mm (5" by 7") | (plus VAT) Discretionary | 3.50 | 3.50 | 0.00% | | Standard |
| 152.4mm by 203.2mm (6" by 8") | (plus VAT) Discretionary | 4.00 | 4.00 | 0.00% | | Standard |
| 203.2mm by 254mm (8" by 10") | (plus VAT) Discretionary | 5.50 | 5.50 | 0.00% | | Standard |
| 304.8mm by 457.2mm (12" by 18") | (plus VAT) Discretionary | 10.00 | 10.00 | 0.00% | | Standard |
| Handling charge (1 per order) | (plus VAT) Discretionary | 2.00 | 2.00 | 0.00% | | Standard |
| Postage charge | (plus VAT) Discretionary | 2.00 | 2.00 | 0.00% | | Standard |

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

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

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

| |
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| |
|--|

Allotments

| | Charge Status | From April 2020 £ | From April 2021 £ | % Increase | | Yield £ | VAT treatment |
|--|----------------------|--------------------------|--------------------------|-------------------|---|----------------|----------------------|
| Charge per 25m ² (rod) per annum: | | | | | | | |
| - Payment by annual direct debit | Discretionary | 16.80 | 17.10 | 1.79% | } | 22,500 | Outside Scope |
| - Payment by other means | Discretionary | 19.20 | 19.60 | 2.08% | | | |
| There is a 50% abatement for all senior citizens over 60 years of age | | | | | | | |
| (Due to statute the fees and charges for allotments are set one year in advance) | | | | | | | |
| There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the | | | | | | | |

Fees and charges

Community Halls

| | | | | Charge Status | From April 2019 £ | From Aug 2019 £ | % Increase | Yield £ | VAT treatment | | |
|---|-------------------------|------------|---------------|---------------|-------------------|-----------------|------------|---------|---------------|--|--|
| <u>Chertsey Hall</u> | | | | | | | | | | | |
| <u>Community package (Monday to Friday)</u> | | | | | | | | | | | |
| Main Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 22.26 | 22.26 | 0.00% | } | 48,500 | Standard | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 29.75 | 29.75 | 0.00% | | | Standard | | |
| Meeting Room A | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 9.48 | 9.48 | 0.00% | | | Standard | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 13.48 | 13.48 | 0.00% | | | Standard | | |
| Meeting Room C | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 6.06 | 6.06 | 0.00% | | | Standard | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 9.15 | 9.15 | 0.00% | | | Standard | | |
| Meeting Room D | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 7.80 | 7.80 | 0.00% | | | Standard | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 11.85 | 11.85 | 0.00% | | | Standard | | |
| <u>Community Package (weekends)</u> | | | | | | | | | | | |
| Main Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 30.38 | 30.38 | 0.00% | | | Standard | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 40.40 | 40.40 | 0.00% | Standard | | | | |
| Meeting Room A | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 13.77 | 13.77 | 0.00% | Standard | | | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 18.31 | 18.31 | 0.00% | Standard | | | | |
| Meeting Room C | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 9.56 | 9.56 | 0.00% | Standard | | | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 12.71 | 12.71 | 0.00% | Standard | | | | |
| Meeting Room D | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 12.27 | 12.27 | 0.00% | Standard | | | | |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 16.32 | 16.32 | 0.00% | Standard | | | | |
| <u>Business (Monday to Sunday)</u> | | | | | | | | | | | |
| Main Hall | 9am to 11pm (per hour) | (plus VAT) | Discretionary | 46.86 | 58.33 | 24.48% | Standard | | | | |
| Meeting Room A | 9am to 5pm (per hour) | (plus VAT) | Discretionary | 18.91 | 25.00 | 32.21% | Standard | | | | |
| Meeting Room C | 9am to 11pm (per hour) | (plus VAT) | Discretionary | 12.39 | 20.83 | 68.15% | Standard | | | | |
| Meeting Room D | 9am to 11pm (per hour) | (plus VAT) | Discretionary | 16.39 | 20.83 | 27.11% | Standard | | | | |
| Business packages includes room hire, projector, screen, flip chart, kitchen for beverages | | | | | | | | | | | |
| <u>Children's Party Packages</u> | | | | | | | | | | | |
| Main Hall (3 hours, 30+ people) | | (plus VAT) | Discretionary | | 125.00 | | Standard | | | | |
| Main Hall (each additional hour) | | (plus VAT) | Discretionary | | 33.33 | | Standard | | | | |
| Room A (3 hours, 30 people or less) | | (plus VAT) | Discretionary | | 62.50 | | Standard | | | | |
| Room A (each additional hour) | | (plus VAT) | Discretionary | | 25.00 | | Standard | | | | |
| Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply | | | | | | | | | | | |
| <u>Functions Packages</u> | | | | | | | | | | | |
| Main Hall (6 hours) | | (plus VAT) | Discretionary | | 333.33 | | Standard | | | | |
| Main Hall (each additional hour) | | (plus VAT) | Discretionary | | 50.00 | | Standard | | | | |
| Main Hall (less than 6 hours) | (per hour) | (plus VAT) | Discretionary | | 58.33 | | Standard | | | | |
| Room A (6 hours) | | (plus VAT) | Discretionary | | 133.33 | | Standard | | | | |
| Room A (each additional hour) | | (plus VAT) | Discretionary | | 20.83 | | Standard | | | | |
| Room A (less than 6 hours) | (per hour) | (plus VAT) | Discretionary | | 25.00 | | Standard | | | | |
| Room C | (per hour) | (plus VAT) | Discretionary | | 16.67 | | Standard | | | | |
| Room D | (per hour) | (plus VAT) | Discretionary | | 16.67 | | Standard | | | | |
| Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package | | | | | | | | | | | |
| <u>Use of kitchen</u> | | | | | | | | | | | |
| Up to 100 people | | (plus VAT) | Discretionary | | 41.67 | | Standard | | | | |
| 100+ people | | (plus VAT) | Discretionary | | 83.33 | | Standard | | | | |

Fees and charges

Community Halls

| | | | | Charge Status | From April 2019 £ | From Aug 2019 £ | % Increase | Yield £ | VAT treatment |
|---|-------------------------|------------|---------------|---------------|-------------------|-----------------|------------|---------|---------------|
| <u>The Hythe Centre</u> | | | | | | | | | |
| <u>Community package (Monday to Friday)</u> | | | | | | | | | |
| Main Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 22.26 | 22.26 | 0.00% | | | Standard |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 29.75 | 29.75 | 0.00% | | | Standard |
| Small Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 10.60 | 10.60 | 0.00% | | | Standard |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 14.56 | 14.56 | 0.00% | | | Standard |
| Room 1 | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 6.06 | 6.06 | 0.00% | | | Standard |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 9.15 | 9.15 | 0.00% | | | Standard |
| Room 2/ Bar Lounge | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 7.80 | 7.80 | 0.00% | | | Standard |
| | 5pm to 11pm (per hour) | (plus VAT) | Discretionary | 11.85 | 11.85 | 0.00% | | | Standard |
| <u>Community use (Saturdays and Sundays)</u> | | | | | | | | | |
| Main Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 30.38 | 30.38 | 0.00% | | | Standard |
| | 5pm to 9pm (per hour) | (plus VAT) | Discretionary | 40.40 | 40.40 | 0.00% | | | Standard |
| Small Hall | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 14.76 | 14.76 | 0.00% | | | Standard |
| | 5pm to 9pm (per hour) | (plus VAT) | Discretionary | 19.63 | 19.63 | 0.00% | | | Standard |
| Room 1 | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 9.56 | 9.56 | 0.00% | | | Standard |
| | 5pm to 9pm (per hour) | (plus VAT) | Discretionary | 12.71 | 12.71 | 0.00% | | | Standard |
| Room 2/ Bar Lounge | 8.30am to 5p (per hour) | (plus VAT) | Discretionary | 12.27 | 12.27 | 0.00% | | | Standard |
| | 5pm to 9pm (per hour) | (plus VAT) | Discretionary | 16.32 | 16.32 | 0.00% | | | Standard |
| <u>Business (Monday to Sunday)</u> | | | | | | | | | |
| Main Hall | 9am to 11p (per hour) | (plus VAT) | Discretionary | 46.86 | 58.33 | 24.48% | | | Standard |
| Small Hall | 9am to 11p (per hour) | (plus VAT) | Discretionary | 20.59 | 29.17 | 41.65% | | | Standard |
| Room 1 | 9am to 11p (per hour) | (plus VAT) | Discretionary | 12.39 | 20.83 | 68.15% | | | Standard |
| Room 2 /Bar Lounge | 9am to 11p (per hour) | (plus VAT) | Discretionary | 16.39 | 20.83 | 27.11% | | | Standard |
| Business packages includes room hire, projector, screen, flip chart, kitchen for beverages | | | | | | | | 49,600 | |
| <u>Children's Party Packages</u> | | | | | | | | | |
| Main Hall (3 hours, 40+ people) | | (plus VAT) | Discretionary | | 125.00 | | | | Standard |
| Main Hall (each additional hour) | | (plus VAT) | Discretionary | | 33.33 | | | | Standard |
| Small Halls 1 or 2 (3 hours, 40 people or less) | | (plus VAT) | Discretionary | | 83.33 | | | | Standard |
| Small Halls 1 or 2 (each additional hour) | | (plus VAT) | Discretionary | | 29.17 | | | | Standard |
| Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply | | | | | | | | | |
| <u>Functions</u> | | | | | | | | | |
| Main Hall (6 hours package) | | (plus VAT) | Discretionary | 64.27 | 333.33 | 418.65% | | | Standard |
| Main Hall (each additional hour) | (per hour) | (plus VAT) | Discretionary | 33.68 | 50.00 | 48.46% | | | Standard |
| Main Hall Function Rate (less than 6 hrs) | | | | | | | | | |
| minimum 2 hours | (per hour) | (plus VAT) | Discretionary | | 58.33 | | | | Standard |
| Small Halls 1 or 2 (6 hour package) | | (plus VAT) | Discretionary | | 166.67 | | | | Standard |
| Small Halls 1 or 2 (each additional hour) | | (plus VAT) | Discretionary | | 25.00 | | | | Standard |
| Small Halls 1 or 2 (6 hour package) | | (plus VAT) | Discretionary | | 29.17 | | | | Standard |
| Room 1 | (per hour) | (plus VAT) | Discretionary | 23.06 | 16.67 | -27.72% | | | Standard |
| Room 2 | (per hour) | (plus VAT) | Discretionary | 23.06 | 16.67 | -27.72% | | | Standard |
| Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package | | | | | | | | | |

Fees and charges

Community Halls

| <u>The Hythe Centre</u> | | | | | | |
|-------------------------|--------------------------|-------------------|-----------------|------------|---------|---------------|
| | Charge Status | From April 2019 £ | From Aug 2019 £ | % Increase | Yield £ | VAT treatment |
| <u>Use of kitchen</u> | | | | | | |
| Up to 100 people | (plus VAT) Discretionary | | 41.67 | |] 7,200 | Standard |
| 100+ people | (plus VAT) Discretionary | | 83.33 | | | Standard |

Fees and charges

Community Halls

| <u>Community Halls</u> | | | | | | |
|--|--------------------------|-------------------|-----------------|------------|---------------------------|---------------|
| | Charge Status | From April 2019 £ | From Aug 2019 £ | % Increase | Yield £ | VAT treatment |
| <u>Equipment Hire</u> | | | | | | |
| TV & Video Recorder/ DVD player | (plus VAT) Discretionary | 29.38 | 29.17 | -0.73% |] Included in other areas | Standard |
| Screen/presentation projector/TV on mov (per booking) | (plus VAT) Discretionary | 29.78 | 29.17 | -2.06% | | Standard |
| House P.A. system including microphone (per booking) | (plus VAT) Discretionary | 39.37 | 41.67 | 5.83% | | Standard |
| 2 way radios (per booking) | (plus VAT) Discretionary | 19.28 | 16.67 | -13.55% | | Standard |
| Indoor Bowls carpet and woods (per hour : 2 hours min) | (plus VAT) Discretionary | 5.33 | 5.33 | 0.06% | | Standard |
| Flip chart and pad (per booking) | (plus VAT) Discretionary | 14.99 | 12.50 | -16.61% | | Standard |
| CD player C/W Ipod dock (per booking) | (plus VAT) Discretionary | 10.71 | 8.33 | -22.19% | | Standard |
| Electric piano (per booking) | (plus VAT) Discretionary | 10.71 | 8.33 | -22.19% | | Standard |
| Extension leads (per booking) | (plus VAT) Discretionary | 2.57 | 2.50 | -2.72% | | Standard |
| Notes for Community Halls | | | | | | |
| <ul style="list-style-type: none"> ▪ Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges ▪ A deposit may be required for the hire of facilities and for equipment at the Authority's discretion. ▪ Business / Commercial Rates apply to dance, aerobic, keep fit and slimming classes. ▪ Prices are subject to variation from time to time to reflect any amendments approved by the Council. ▪ Minimum booking charge is 2 hours for any one booking. ▪ Hires are charged on an Hourly basis ▪ The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage ▪ Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT | | | | | | |

Fees and charges

Parks and open spaces

| | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment |
|--|---------------|-------------------|-------------------|------------|----------|---------------|
| <u>Bowls (includes VAT)</u> | | | | | | |
| Green fees per person | | | | | | |
| Per hour | Discretionary | 7.30 | 7.50 | 2.74% | } 11,400 | Standard |
| Per hour (senior citizens/juniors/registered disabled) | Discretionary | 3.90 | 4.00 | 2.56% | | Standard |
| Per match | Discretionary | 12.30 | 12.55 | 2.03% | | Standard |
| Per match (senior citizens/juniors/registered disabled) | Discretionary | 6.20 | 6.30 | 1.61% | | Standard |
| Per season | Discretionary | 117.00 | 119.00 | 1.71% | | Standard |
| Per season (senior citizens/juniors/registered disabled) | Discretionary | 58.00 | 59.00 | 1.72% | | Standard |
| <u>Football pitches with changing - per match (includes VAT)</u> | | | | | | |
| Full size pitches | | | | | | |
| Senior clubs | Discretionary | 104.00 | 106.00 | 1.92% | } 8,400 | Standard |
| Junior clubs | Discretionary | 52.00 | 53.00 | 1.92% | | Standard |
| Small pitches up to 1hour 30 mins | Discretionary | 50.00 | 51.00 | 2.00% | | Standard |
| <u>Football pitches without changing - per match (includes VAT)</u> | | | | | | |
| Full size pitches | Discretionary | 40.00 | 41.00 | 2.50% | } 100 | Standard |
| Small pitches up to 1hour 30 mins | Discretionary | 33.00 | 33.70 | 2.12% | | Standard |
| <u>Croquet (includes VAT)</u> | | | | | | |
| Adults per Person per Hour | Discretionary | 5.20 | 5.30 | 1.92% | } 100 | Standard |
| Juniors/Senior Citizens/Registered Disabled per Person per Hour | Discretionary | 2.75 | 2.80 | 1.82% | | Standard |
| <u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u> | | | | | | |
| Court fees (team games) per hour per court | Discretionary | 32.00 | 32.60 | 1.88% | } 15,000 | Standard |
| Court fees (junior games) per hour per court | Discretionary | 27.00 | 27.50 | 1.85% | | Standard |
| Floodlighting per hour per court | Discretionary | 10.70 | 10.90 | 1.87% | | Standard |
| <u>Cricket (includes VAT)</u> | | | | | | |
| Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields | | | | | | |
| Games commencing Before 5.00 p.m. | Discretionary | 106.00 | 108.00 | 1.89% | } 8,900 | Standard |
| Games commencing After 5.00 p.m. | Discretionary | 67.00 | 68.00 | 1.49% | | Standard |
| Junior Games | Discretionary | 53.00 | 54.00 | 1.89% | | Standard |

Fees and charges

Parks and open spaces

| | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | | Yield £ | VAT treatment |
|---|-------------------|-------------------|-------------------|------------|---|---------|---|
| Additional and miscellaneous charges (includes VAT) | | | | | | | |
| For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District | | | | | | | |
| Hire of rooms in pavilions - per hour (min 2 hours) | Discretionary | 19.00 | 19.40 | 2.11% | } | 900 | Standard Exempt |
| Team use of park for training - per hour | Discretionary | 25.50 | 26.00 | 1.96% | | | |
| Team use of park for training (junior teams) - per hour | Discretionary | 13.00 | 13.00 | 0.00% | | | |
| | | | | | | | |
| Events | | | | | | | |
| Community and charity events | Discretionary | No charge | No charge | | } | 17,000 | Standard Standard Standard Standard Standard Standard |
| Firework displays | | | | | | | |
| Less than 15 minutes | Discretionary | 220.00 | 225.00 | 2.27% | | | |
| More than 15 minutes | Discretionary | POA | POA | | | | |
| Fairgrounds | | | | | | | |
| Operational days | Discretionary | 585.00 | 597.00 | 2.05% | | | |
| Non operational days | Discretionary | 323.00 | 329.00 | 1.86% | | | |
| Circuses | Discretionary | POA | POA | | | | |
| Special interest and club events | Discretionary | POA | POA | | | | |
| | | | | | | | |
| POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events | | | | | | | |
| Homewood Park car park (includes VAT) | | | | | | | |
| <u>(Monday to Saturday)</u> | | | | | | | |
| No return within 3 hours | Disabled Person | No Charge | No Charge | | } | 500 | Standard Standard Standard |
| | Fee up to 3 hours | No Charge | No Charge | | | | |
| | All Day Fee | Discretionary | 2.50 | 2.60 | | | |

Fees and charges

Cemeteries

| | | | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment |
|---|--|---------------|-------------------------|-------------------------|---------------|------------|------------------|
| <u>Exclusive Right of Burial</u> | | | | | | | |
| <u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u> | | | | | | | |
| Exclusive burial rights | 100 years - for immediate use | Discretionary | 1,535.00 | 1,565.00 | 1.95% | | Outside Scope |
| | 100 years - for future use | Discretionary | 2,287.00 | 2,333.00 | 2.01% | | Outside Scope |
| Extended burial rights | 25 years | Discretionary | 196.00 | 200.00 | 2.04% | | Outside Scope |
| <u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u> | | | | | | | |
| Exclusive burial rights | 100 years - for immediate use | Discretionary | 2,636.00 | 2,688.00 | 1.97% | 106,000 | Outside Scope |
| | 100 years - for future use | Discretionary | 3,803.00 | 3,879.00 | 2.00% | | Outside Scope |
| Extended burial rights | 25 years | Discretionary | 896.00 | 914.00 | 2.01% | | Outside Scope |
| <u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u> | | | | | | | |
| Exclusive burial rights | 100 years - for immediate use | Discretionary | 715.00 | 730.00 | 2.10% | | Outside Scope |
| | 100 years - for future use | Discretionary | 1,082.00 | 1,104.00 | 2.03% | | Outside Scope |
| Extended burial rights | 25 years | Discretionary | 200.00 | 204.00 | 2.00% | | Outside Scope |
| <u>Vault</u> | | | | | | | |
| | The right to construct a walled grave or vault | Discretionary | 2,163.00 | 2,206.00 | 1.99% | | Outside Scope |
| <u>Interment fees (private and public grave)</u> | | | | | | | |
| Adult coffin | | Discretionary | 1,188.00 | 1,212.00 | 2.02% | 100,000 | Outside Scope |
| Casket burial or oversized coffin | | Discretionary | 1,250.00 | 1,275.00 | 2.00% | | Outside Scope |
| Cremated remains | | Discretionary | 252.00 | 257.00 | 1.98% | | Outside Scope |
| | Muslim section Englefield Green - weekdays (normal hours) | Discretionary | 1,188.00 | 1,212.00 | 2.02% | | Outside Scope |
| | Muslim section Englefield Green - outside normal hours and weekends | Discretionary | POA | POA | | | Outside Scope |
| <u>Memorial fees</u> | | | | | | | |
| | * Right to place a headstone no higher than 986mm (3' 3") | Discretionary | 208.00 | 212.00 | 1.92% | 22,000 | Outside Scope |
| | * Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6") | Discretionary | 208.00 | 212.00 | 1.92% | | Outside Scope |
| | * Right to place a Book or tablet memorial | Discretionary | 156.00 | 159.00 | 1.92% | | Outside Scope |
| | * Right to place memorial on Classic grave space | Discretionary | 830.00 | 847.00 | 2.05% | | Outside Scope |
| | Additional inscription | Discretionary | 84.00 | 86.00 | 2.38% | | Outside Scope |

* These fees will be trebled in respect of Non-Runnymede residents

Burial, Interment and Vault fees will be trebled in respect of non-residents

Where the deceased is a child under the age of 18, fees will be charged at 50% and where appropriate claimed under the Children's Funeral Fund for England

Fees and charges

Cemeteries

| | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment |
|---|---------------|----------------------|----------------------|------------|-----------------|------------------|
| <u>Genealogy search fees</u> | | | | | | |
| Enquiry with known date of death, up to three names | Discretionary | 35.00 | 36.00 | 2.86% | } Not available | Outside Scope |
| Enquiry with only approximate date of death (+/-2 years), up to 3 names | Discretionary | 41.00 | 42.00 | 2.44% | | Outside Scope |
| <u>Exhumation</u> | | | | | | |
| For supervision only removal of coffin | Discretionary | POA | POA | | } Not available | Outside Scope |
| For supervision only removal of cremated remains | Discretionary | POA | POA | | | Outside Scope |
| <u>Garden of Remembrance (Addlestone)</u> | | | | | | |
| Interment | Discretionary | 252.00 | 257.00 | 1.98% | } Not available | Outside Scope |
| Provision and installation of plaque by the Council | Discretionary | 113.00 | 115.00 | 1.77% | | Outside Scope |
| <u>Administration and other fees</u> | | | | | | |
| Registration of transfer of exclusive right of burial (will or probate provided) | Discretionary | 89.00 | 90.00 | 1.12% | } 3,600 | Outside Scope |
| Registration of transfer of exclusive right of burial (No will or probate provided) | Discretionary | 99.00 | 100.00 | 1.01% | | Outside Scope |
| Copy of exclusive right of burial | Discretionary | 89.00 | 90.00 | 1.12% | | Outside Scope |
| Postponement or cancellation of burial after notice has been given | Discretionary | 357.00 | 364.00 | 1.96% | | Outside Scope |
| Charge for chapel (Per hour - minimum charge) | Discretionary | 89.00 | 90.00 | 1.12% | | Outside Scope |
| Selection fee - for Cemeteries Registrar to attend | Discretionary | 150.00 | 153.00 | 2.00% | | Outside Scope |
| Completion of Exhumation Applications | Discretionary | 99.00 | 100.00 | 1.01% | | Outside Scope |

Fees and charges

Crime and disorder

| | Charge Status | From April 2019 £ | From April 2020 £ | % Increase | Yield £ | VAT treatment |
|--|---------------|----------------------|----------------------|------------|------------|---------------|
| Safer Runnymede (Includes VAT) | | | | | | |
| CCTV System - supply of copy DVDs | Discretionary | 140.71 | 143.52 | 2.00% | } 700 | Standard |
| CCTV System - supply of copy photograph | Discretionary | 22.82 | 23.28 | 2.02% | | Standard |
| CCTV System - viewing DVD footage (per hour or part thereof) | Discretionary | 61.55 | 62.78 | 2.00% | | Standard |

10. COMMUNITY DEVELOPMENT KEY PERFORMANCE INDICATORS – QUARTER 2, 2019/2020 (Community Development, Chris Hunt)

Synopsis of report:

To advise Members of the performance of the Corporate KPIs for Community Development for 2019/2020

Recommendation:

None. This report is for information

1. Context of Report

1.1 The purpose of this report is to provide Members with the 2019/2020 Key Performance Indicators 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 Runnymede 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 2019/2020 and the actuals are also included where figures are collected quarterly.

| Performance Indicator | Actual 2nd Quarter 2019/20 | Target Full Year 2019/20 |
|---|--|---------------------------------|
| 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 | 99.86 | 99.8% |

| | | |
|--|-------|-----------------|
| Numbers attending the Sportability Festival | | 150 (quarter 4) |
| Number of Free Access to County Players Applications | 7 (2) | 8 |
| Users of Chertsey Museum | 3,014 | 2,000 |
| Number of schools using the Chertsey Museum Education sessions | 56 | 80 |
| Numbers attending Junior Citizen | | 800 (quarter 3) |
| Numbers attending Living Well Week | 418 | 700 (quarter 2) |

- 2.2 Many of the KPIs relate to events and activities not due to take place until the later quarters. There continues to be an increase in FACs applications in the last quarter; four were for swimmers, two for athletics and one for basketball.
- 2.3 The living well week was attended by 418 which is down on the estimate, primarily due to there being no launch event.
- 2.4 There has been a 23% increase in general adult visitors to Chertsey Museum in the last 2 quarters. This is mainly attributable to the abbey exhibition which accounts for the better than expected figures as quarter 2 is usually quieter owing to the school holidays. The number of schools signed up is below target, but others join during the year.
- 2.5 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of this Committee. However, to ensure that Officers are able to give a full response, Members are requested to give advance written notice of any questions to the Chairman, relevant departmental Corporate Head no less than 48 hours prior to the meeting.
- 2.6 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

(For information)

Background Papers

None stated.

11. COMMUNITY SERVICES KEY PERFORMANCE INDICATORS – QUARTER 2, 2019/2020 (Community Services, Darren Williams)

Synopsis of report:

To provide the Community Services Committee with an update on the performance of the Community Services Business Centre, against the Key Performance Indicators set out in the 2019/2020 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 this 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 Business Centre Plan for 2019/2020, as approved by Members.
- 2.2 The report and KPIs are collected to provide an idea of the breadth of activity currently being undertaken, with corporate KPIs and other service specific KPIs being presented jointly.
- 2.3 The table below provides an overview of the performance in Quarter 2 of 2019/2020 against the targets set for Community Services this year.

| Performance Area | Actual Q1 | Target Q2 | Actual Q2 | % Achievement Against Target | % Growth/Reduction Against Q1 Actual |
|---|-----------|-----------|-----------|------------------------------|--------------------------------------|
| Number of formal complaints received | 1 | 0 | 0 | - | - |
| Number of formal compliments received | 2 | 0 | 2 | - | - |
| Number of decisions investigated by the ombudsman requiring a remedy by the Council | 0 | 0 | 0 | - | - |
| Number of Meals at Home items served | 9,239 | 10,000 | 9,941 | 99% | 7% |
| Number of meals served in Social Centres | 8,613 | 8,500 | 9,046 | 110% | 5% |
| Number of users signed up to Social Centre reward scheme | 602 | 650 | 636 | 97% | 5% |
| Number of individual hires at Social Centres | 119 | 100 | 118 | 118% | -1% |
| Number of Homesafe Plus Referrals (Total for North West Surrey) | 200 | 100 | 209 | 209% | 4% |
| Number of Homesafe Plus referrals to RBC services | 51 | 25 | 44 | 176% | -13% |
| Number of Social Prescribing referrals received | 61 | 60 | 65 | 108% | 8% |

| | | | | | |
|--|--------|----------------------------|--------|------|------|
| Number of Community Transport journeys completed | 12,385 | 14,000 | 12,617 | 90% | 1% |
| Number of referrals to Handyperson service | 185 | 150 | 161 | 107% | -12% |
| Number of Community Alarm & Telecare Users | 1,489 | Not Set (New target 1,500) | 1,471 | 98% | -1% |

- 2.4 Officers consider that the table above presents a picture of overall consistency across Community Services. Against work volume and priorities at present and the resources available within the business unit, this is a positive outcome, albeit longer term the aspiration has to be for growth in numbers or for additional services to be delivered.
- 2.5 Meals at Home has shown growth in Quarter 1 against Quarter 2. However, in reality this more likely shows a similar level of delivery once cancellations, numbers of days service etc. are considered.
- 2.6 The Social Centres continue to perform well, with both the numbers of meals served and the numbers of individuals signed up to the reward scheme (an informal membership process) showing growth. These figures are reflective of the increase in attendance at RBC's Social Centres, particularly during an extended period of resource reduction due to vacancies. For this achievement credit must go to the three Centre Managers, their teams of staff and volunteers, as well as the Operations Manager providing the direction and leadership.
- 2.7 Homesafe Plus is continuing to provide an important function across North West Surrey in the facilitation of hospital discharge. With new methods of working within hospitals being considered through the Model of Care, Homesafe Plus is likely to become further integrated into ways of working, which would result in a likely increase in the future. In addition, it is hoped that the offer of services can be increased within Homesafe Plus in the future and that it can be rolled out to primary care and community based health providers.
- 2.8 Social Prescribing referral numbers remain consistent, which given the capacity currently with the one employee in place is at the maximum of what is achievable. The introduction of the two PCN Social Prescribers in the near future should result in an increase in capacity and referrals.
- 2.9 Transport figures again remain steady, against the capacity of the service in relation to the number of driver hours available each week. Opportunities for new services are being considered at present, which if achieved, would result in an increase in passenger numbers. The wider service review will also provide a focus for the future development of the service and give consideration to the resources required.
- 2.10 Handyperson numbers are similar to Quarter 1. With the intention to increase the capacity of the service and also the final touches to new marketing literature being made, it is hoped that greater awareness will result in an increase in uptake. It has also been identified that there is no information on the Handyperson service on the RBC website and this will be addressed.

- 2.11 The Community Alarm user numbers again remain consistent, against a backdrop of a steady rate of referrals but the inevitable removal of service from those who for one reason or another no longer require it.
- 2.12 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 Head no less than 48 hours prior to the meeting.
- 2.13 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.

12. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES 3 SEPTEMBER 2019 (Law and Governance, Clare Pinnock)

Attached at Appendix 'E' are the Minutes of the meeting of the Management Liaison Group held on 3 September 2019.

(For information)

Background Papers

None.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP3 September 2019 at 7.30pmMembers of the
Group present:

| | |
|----------------------|--|
| Councillor D A Cotty | Runnymede Borough Council |
| Mr G Drake | Chertsey Society |
| Mr H W Evans | Surrey Bird Club |
| Mrs F Harmer | Chertsey Meads Residents' Representative |
| Mr N Johnson | Chertsey Meads Residents' Representative |
| Mrs H Lane | Surrey Wildlife Trust |
| Mrs M Nichols | Chertsey Society |
| Mrs C Noakes | Hamm Court Residents' Representative |
| Mr C J Norman | Chertsey Meads Residents' Representative |
| Mr J O'Gorman | Chertsey Meads Residents' Representative |
| Mr B Phillips | Surrey Botanical Society |
| Mrs T A Stevens | Chertsey Meads Residents' Representative |
| Mrs A Teasdale | Hamm Court Residents' Representative |

Members of the
Group absent:

| | |
|---------------------|--|
| Councillor M G Nuti | Runnymede Borough Council |
| Mr R Deacock | St George's College |
| Dr J Denton | Invertebrates Expert |
| Mrs K Drury | Chertsey Meads Residents' Representative |
| Ms I Girvan | Surrey Wildlife Trust |
| Mrs J Hearne | Chertsey Meads Residents' Representative |
| Mr G James | Sustrans |
| Mrs C Longman | Chertsey Meads Residents' Representative |
| Mr D Mead | Chertsey Agricultural Association |
| Mrs S Ritchie | Dog Walkers Representative |
| Mr D Turner | Chertsey Agricultural Association |

Advisory members of
the Group present:

| | |
|---------------|--|
| Mr P Winfield | Head of Green Space, Runnymede Borough Council |
|---------------|--|

Advisory members of
The group absent:

| | |
|-------------|--|
| Mr C Dulley | Assistant Head of Green Space, Runnymede Borough Council |
|-------------|--|

1. Councillor D Cotty was elected as Chairman for the remainder of the Municipal Year 2019/20.

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

3. MINUTES

The Minutes of the meeting of the group, held on 26 February 2019, were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr R Deacock, Dr J Denton, Mrs K Drury, Mr C Dulley, Mrs J Hearne, Mrs C Longman, Councillor M Nuti and Mrs S Ritchie.

5. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

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

[After the meeting, Mrs Teasdale announced that she would shortly be moving house. This gives rise to a vacancy for another Hamm Court Residents' Representative. Mrs Teasdale was thanked for her valued contribution to the Group.]

Miss Pinnock to contact the Hamm Court Board

6. ESSO PIPELINE PROPOSALS

The Group received an informative presentation on the Esso Pipeline replacement project. The pipeline ran across part of Chertsey Meads and the presentation covered the background to the project, technical considerations and a summary of the legal framework and consultation process. There had been a site meeting to discuss the proposed route to avoid the areas with the greatest diversity. The Group asked a number of questions about the project, the answers to which are summarised below:

- The existing pipeline which had been installed between 1969 and 1972 would be left on site but made safe
- The whole project was expected to last about 2 years, the Chertsey Meads element was not set yet but likely to be early 2021, public access would be maintained throughout with local diversions where necessary
- The works would be fenced off for safety and security
- Small excavation and welding equipment would be used and stored securely on site, used by a team of approximately 4 – 5 people with welfare facilities brought in on site for the duration of the works
- Aim was to complete 400m per week
- The existing pipeline was not known to have ever leaked
- Replacing the other pipeline was not foreseen to be needed
- Patches of diversity in the 'stringing out' area would be fenced to protect them
- Esso were official consultees of the proposed Heathrow expansion and would be responding to it by 13 September 2019

Action

- Across the affected boroughs and districts, Esso were dealing with 250 landowners listed in a book of reference of interested parties within the outer boundary of the proposed route
- There would be noise and disturbance to the north of the site where the drill was, but only during the day
- The area would be left bare to re-seed which would be visible until the land recovered
- Dialogue on reinstatement and seeding would continue
- The interplay with the UKPN proposals would be checked
- Need to avoid clashes with various events was noted
- Dialogue on the Environment Investment Programme and suitable projects would continue, such as replacement posts to protect against unauthorised incursions and works to facilitate the re-introduction of cattle grazing

7. ACTIONS FROM THE LAST MEETING

Commercial Dog Walkers

Letters would be sent shortly to some of the Commercial dog walking companies that had been noted as using the Meads. Any further companies should be reported to the Green Space Team. The letters would remind people to behave responsibly otherwise a more formal licensing system would be considered. It was not viable to license the whole borough and its 90 open spaces at the current time. Officers had acted on the issues raised with dog waste and other bins at the last meeting and hoped this had improved matters.

Mr Dulley

UK Power Networks (UKPN) proposal

The Council's Commercial Services team were liaising with the UKPN Network officials regarding the proposed upgrade. Its route crossed with the Esso Pipeline and Esso had been made aware of this. Mrs Drury had emailed about the proposals and Officers were following this up and would advise her accordingly.

Mr Dulley

Signage

Mrs Stevens suggested that some signage to alert people to children crossing the road near the first car park and play area would be beneficial as concerns had been raised about their safety as well as the deer, whose numbers were increasing on the roads. This was supported, pending the outcome of the new height barrier proposals. Mrs Hearne had emailed to support additional deer signage as she was unable to attend the meeting. Mr O'Gorman also reported a missing sign which had been logged with Surrey County Council Highways.

Mr Dulley

Moorings

It was noted that the Council was still pursuing the proposal to introduce a joint Public Spaces Protection Order (PSPO) with other boroughs to address the problem of over staying moorers. There was some frustration that despite taking legal action one or two vessels remained moored up on the Thames near the picnic area. Officers were liaising with the Council's Legal Services.

Mr Dulley

8. MANAGEMENT AND MAINTENANCE OF THE MEADS

Action

Suitable Alternative Natural Green Space (SANG) Status

The Group noted progress with the adoption of the Council's new Local Plan and how that affected the introduction of Chertsey Meads being designated as a SANG, currently estimated to be in June 2020.

Annual Work Programme

Members reviewed the annual work programme which had been annotated with colour coding to show progress. It was reported that some vegetation needed cutting back. It was agreed to add tasks that volunteers might be able to do to the programme. Mr Winfield reported additional funding secured from delayed payments arising from the former HLS scheme which was welcomed. It was agreed to investigate some privet growing on the western boundary to check whether it was the invasive type which would then need to be removed. Some projects such as opening up the pond on the eastern side that was currently overgrown would be looked at next year.

Mr Winfield

Mr Phillips

Boundary Security

Officers had three costed proposals for a more robust replacement of the height barrier which had been allocated funding by the Community Services Committee as part of a borough wide scheme to improve the security of the Council's open spaces. The aim was also to find one supplier who could deal with any issues that might arise instead of relying on co-ordinating up to three different ones. It was hoped that a decision on the final design would be reported at the next meeting.

Mr Winfield/Mr
Dulley

9. EVENTS

Chertsey Show

The Chertsey Agricultural Association representatives were not at the meeting. However, a successful show was reported, including the camels, and Officers thanked Mr Turner for rectifying an area where some accidental oil spillage had occurred.

Annual Site Visit

The annual site visit had been cancelled owing to unforeseen circumstances. However, following on from a discussion at the last meeting, Officers had contacted Dr Denton who had kindly agreed to lead a guided insect identification walk. A date of 4 June 2020 was suggested and Mr Winfield would book him if available as soon as possible. [Note that Dr Denton **has** accepted this date – time to be confirmed at a later date.]

Mr Winfield

Litter Pick

Members noted another productive litter pick on 7 April. A date of Sunday 5 April 2020 was set. It was agreed to hold a second litter pick in the autumn of 2020, noting the amount of people that parked up in the laybys and then fly tipped general rubbish. Once a date had been set it could be publicised at the April event so people could book it into their diaries and the DSO alerted to another collection date to remove what was collected.

Mr Dulley/
Miss Pinnock

Action

10. Any Other Business

The lack of seating at the Meads was discussed. It was agreed that SANG funding could be appropriately spent in this way to enhance the visitor experience whilst maintaining the balance of preserving the open nature of the site.

A vandalised gate in the second car park had been reported to the Police. It was agreed that if the UKPN upgrade took place, enhanced security would be a feasible option.

[In her email, Mrs Hearne had reported sight of a new family of Sparrow hawks as well as the new young deer family which was doing well.]

11. DATES OF FUTURE MEETINGS

Members noted that the next two meetings were scheduled to take place on Tuesday 3 March 2020 and Tuesday 1 September 2020, both at 7.30pm, to be held at the Civic Centre in Addlestone.

Chairman

The meeting ended at 9.20 pm

13. 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 |
| 14. | HOME IMPROVEMENT POLICY AND CHANGES TO MANAGEMENT AND PRACTICE | 1 and 3 |
| b) | <u>Confidential Information</u> (No reports to be considered under this heading) | |