

Community Services Committee

Thursday 9 July 2020 at 6.30pm

This meeting will be held remotely via MS Teams with audio access to the public via registered dial-in only

Members of the Committee

Councillors N King (Chairman), I Chaudhri (Vice-Chairman), M Adams, T Burton, D Clarke, M Harnden, C Howorth, A Neathey, J Olorenshaw and S Walsh.

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 C 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) You are only permitted to hear the debate on the items listed in Part I of this Agenda, which contains matters in respect of which reports have been made available for public inspection. You will not be able to hear the debate for the items in Part II of this Agenda, which contains matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection. If you wish to hear the debate

for the Part I items on this Agenda by audio via MS Teams you must register by 10.00 am on the day of the meeting with the Democratic Services Team by emailing your name and contact number to be used to dial-in to democratic.services@runnymede.gov.uk

5) **Audio-Recording of Meeting**

As this meeting will be held remotely via MS Teams, you may only record the audio of this meeting. The Council will not be recording any remote meetings.

LIST OF MATTERS FOR CONSIDERATION

PART I

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

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PART II

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

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

Members are asked to note that Councillor Howorth has been appointed to this Committee, replacing Councillor Dennett, who has now been appointed to Overview and Scrutiny Select Committee and the Crime and Disorder Committee.

2. MINUTES

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 12 March 2020, as set out at Appendix 'A'.

It is a requirement of the Council's Constitution that the minutes of the Committee are signed at the next available meeting. However, as the meeting is being held remotely, the Chairman will ask the Members of the Committee if they approve the Minutes which will then be signed when this is physically possible.

Runnymede Borough CouncilCOMMUNITY SERVICES COMMITTEE12 March 2020 at 7.30 pm

Members of the Committee Present: Councillors N King (Chairman), M Adams, T Burton, D Clarke, S Dennett, M Harnden, C Howorth, S Lewis and A Neathey.

Members of the Committee absent: Councillor J Olorenshaw

557 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

558 PRESENTATION – RUNNYMEDE FOODBANK

The Committee received a presentation by Helen Hallett from the Runnymede Foodbank.

The presentation covered how the foodbank operated in Runnymede, the number of clients and supporters and the reasons for referrals to the foodbanks which ranged from personal situations to economic and employment related circumstances. Councillors were impressed by the wide range of activities other than food distribution in which the Foodbank was involved. For example, providing the shower and laundry service, primarily for the homeless, in Chertsey, work with those just leaving prison, free courses to promote eating well for less and an extensive volunteer programme with local schools and colleges. In terms of challenges the foodbank required more warehouse space at ground level for ease of access and additional funding to build in more resilience to the staffing structure so as to maintain the much needed and appreciated service to the community.

Some Members commented on the economic circumstances which made the Foodbanks a vital lifeline to some of the most vulnerable members of society and asked if there was data available which might indicate a correlation between the two in terms of client need.

The Committee all wanted to thank those who ran and volunteered in the foodbanks and were keen to support the operation and made suggestions about what practical assistance could be given, which the Chairman undertook to follow up over the next few weeks in consultation with the Chief Executive, Commercial Services and other Members of the Committee and colleagues in the local Chambers of Commerce.

559 NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

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

Group	Remove From Membership	Appoint Instead
Conservative	Councillor I Chaudhri Councillor S Walsh	Councillor S Lewis Councillor C Howorth

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

560 MINUTES

The Minutes of the meeting of the Committee held on 9 January 2020 were confirmed and signed as a correct record.

561 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Olorenshaw.

562 DECLARATIONS OF INTEREST

Councillor S Lewis declared a non-pecuniary interest (as declared as such) in the item concerning Simplemarsh Farm, as Secretary, founding member and coach at Lyne Football Club. He chose to take part in the discussion but did not vote.

563 CHERTSEY MUSEUM ACCREDITATION

The Committee's approval was sought of a range of policies and procedures necessary for the re-accreditation of Chertsey Museum to the Museum Accreditation Scheme, which was done every three years. Officers summarised a number of the 17 policies, including the Access Policy, Conservation and Collection Care Policy and Plan, Collections Development Policy and the Documentation and Forward Plans and it was explained how each contributed to the overall running of the Museum.

Accreditation, although not a legal requirement was vital for the Museum to maintain its collections, borrow from and lend to national museums and galleries and access vital funding to sponsor specialist exhibitions and acquire new pieces for the collections.

Officers provided the Committee with some of the forthcoming highlights in the Museum's calendar and confirmed that they were currently working on some further enhancements to their website, other on-line and app based features, resources permitting. The Committee would be provided with some data on the app usage.

The Committee noted that the Museum enjoyed a friendly relationship with Egham Museum and Royal Holloway University, with whom they worked on some joint projects that were mutually beneficial.

Staff at the Museum including in the Archive and Education sections were thanked for their knowledge and high standards of work, which was much appreciated.

RESOLVED that

the following associated documents required to renew Chertsey Museum's accreditation, as attached at Appendices 'A', 'B', 'C', 'D' and 'E' of the agenda, be approved:

- **Access Policy**
- **Conservation and Collection Care Policy and Plan**
- **Collections Development Policy**
- **Documentation Plan**
- **Forward Plan**

564 SAFER RUNNYMEDE ANNUAL REPORT 2019

The Committee noted the annual report on the borough's well regarded Safer Runnymede service; incorporating Careline and other related calls, CCTV and work with partners in Surrey Police, other emergency services and Community Safety.

Officers outlined for the Committee the varied and often challenging work the staff did which attracted a valuable source of income for the Council as well as raising their profile in the wider community. An example of this was the expansion of the redeployable mobile CCTV being used to combat crime such as fly tipping and harm to wildlife.

Members commented on the demonstrable validity of the service with reference to the statistics provided in the report. For example over 3,500 arrests recorded where CCTV had provided evidence since the inception of Safer Runnymede in 1997. Unfortunately, the Council was unable to obtain follow up statistics as to how many successful convictions had been made as a result despite requesting this information.

The Committee was re-assured that technological developments were carefully considered and maintaining good governance through the Code of Practice and links with the CCTV Management Association was a priority for the service.

565 COMMUNITY DEVELOPMENT PERFORMANCE INDICATORS – QUARTER 3, 2019/2020

The Committee reviewed the performance as reported by the Community Development Business Centre in Quarter 3 of 2019/2020.

In terms of narrative, Officers confirmed that events like Junior Citizen and the Surrey Youth Games had been well attended, and there was a forthcoming 'pupil parliament' planned for April on the theme of plastic* to promote democracy and debate amongst young people and hosted at the Council in the Chamber. As reflected in the report elsewhere on the agenda, Chertsey Museum's attendance figures and participation in educational events were healthy.

Officers agreed to include quarterly targets where available and traffic light colour coding in future reports to mirror the table provided by Community Services.

[*note that owing to the Covid 19 pandemic, planned events have since been cancelled or postponed]

566 COMMUNITY SERVICES KEY PERFORMANCE INDICATORS – QUARTER 3, 2019/2020

The Committee reviewed the performance as reported by the Community Services Business Centre in Quarter 3 of 2019/2020.

Members were advised that Quarter 3 had been a very active quarter with much preparatory work being undertaken in the area of Community Transport especially and that a report would be brought to a future meeting of the Committee once some further discussions had taken place with partner organisations and neighbouring Councils.

The Committee appreciated the colour coding in the report which had been introduced to the performance table which captured quickly areas of growth against the annual and quarterly targets. Officers highlighted the uptake in the Homesafe Plus service, now being increasingly recognised for its value to the community by the Social Care Partnership, delivered with the support of Safer Runnymede.

Across the service there was positive progress, just a slight down turn in the community transport journeys which was expected as Quarter 3 covered the Christmas period. Officers assured the Committee that currently the Meals at Home service was coping with the Covid 19 pandemic but that at some point it was likely to be necessary to ask

colleagues in non-essential services to assist; this would be decided corporately. The supplier of the community meals was currently well stocked.

The Corporate Head of Community Services took the opportunity to thank his staff for all their efforts, which was echoed by the Committee.

567 COMMUNITY HALLS UPDATE

The Committee noted the initial assessment of the Halls pilot, introduced following a review of the Council's two public halls in Egham Hythe and Chertsey. Members recalled that as a result of the review, a new bookings system and pricing structure had been introduced, including a new package to attract business users and the requirement to pay a deposit for bookings two months in advance. The latter had caused some cash flow difficulties for some of the smaller organisations, but it was reported that these issues had been resolved.

Members were informed that so far the pilot was going well with an increase in income of approximately £37,000 which exceeded the target set in 2019 of £25,000. The estimated budget for 2019/2020 was £151,000 and £164,000 in 2020/2021.

Over the next 12 months Officers reported that they would be working with the Communications Team to market the halls through social media and build up a series of case studies and endorsements to better promote halls. At the same time the Projects and Procurement team was assisting with the exercise to find a new concessionary contractor to supply and run the bars for events.

The Committee agreed that the community halls were a valuable asset but there was some discussion about whether they should be run in-house or by local community groups, with some examples given including Thorpe Village Hall which the Council had leased some years ago. Officers confirmed that the community run halls did still present costs to the Council in subsidised rent and building maintenance outlay for example and there were other benefits of having staff on site to assist hirers, and undertake tasks to keep the buildings clean and tidy and well organised.

On the whole Members considered that the Council's prices were reasonable and provided a good standard of service to the Community but that the issue could be looked at as part of the forthcoming full review of halls which would be submitted to the Committee at a later date.

Officers were requested to provide the Committee with a breakdown of costs of both the Council's halls.

568 UK RESETTLEMENT SCHEME

The Committee's approval was sought to continue supporting the Council's participation in the Government's UK Resettlement Scheme for refugees; introduced in 2015 to help resettle families from Syria, affected by the war in their country. At the time Runnymede Council resolved to take in 10 families over a 5 year period, until March 2020, when the position would be reviewed. Members noted that the scheme was fully funded by the Government and would continue to be in 2020/2021 with the aim of resettling 5,000 refugees across the country.

To date, Officers confirmed that four families had been assisted with housing and given support through a co-ordinator to find English language courses and help the families register their children with schools.

It was reported that the Chief Executive was supportive of the Council's involvement and re-affirmation was therefore sought together with an indication of how many families Runnymede could accommodate, which was reliant on suitable housing being available.

Officers suggested that the Council could take two families (up to 10 individuals) in 2020/2021 adding that support was also given by the Muslim Society from Englefield Green and Royal Holloway University.

The Committee debated the issue of how many families could be accommodated in Council housing, some Members thought that priority should be given to existing people on the Housing waiting list whilst others thought the situation in Syria was such that the Council should be aiming to take more than two families, noting the original agreement had been to take 10 families and we had taken 4 so far.

After some discussion it was agreed that the Council should take up to 6 families, if suitable Council housing could be matched with their needs.

RESOLVED that –

the UK Resettlement scheme continues to be supported with a pledge to take up to 6 families in 2020/2021, if suitable properties are available.

569 CABRERA TRUST MANAGEMENT COMMITTEE – MINUTES 9 JANUARY 2020

The Minutes of the meeting of the Management Committee held on 9 January 2020, as attached at Appendix 'A', were received and noted.

570 SIMPLEMARSH FARM

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee's approval was sought to investigate the option of using a parcel of open space at Simplemarsh Farm by a local sports club. It had already been established that using the land as an extension to Addlestone cemetery or as grazing land was not viable.

One sports club had expressed interest in using the land but Officers considered that anything above use of the land for grass pitches would not be suitable given its location and proximity to the M25. It would also be necessary for further investigations to be carried out before proceeding to the next stage of advertising the land through the agreed procurement process and ascertaining if other clubs wished to express an interest.

The land in question was in the green belt and near to a new residential development consisting of 12 houses, garages and a direct access onto the main road. If the proposals moved forward consultation with the residents would be required and a number of environmental and habitat surveys. Drainage would be needed which Officers confirmed would fall on any successful lessee to fund. This might also apply to the various surveys needed as described in the report.

The land was also affected by a section 106 agreement and the Committee took into consideration all the legal and planning implications as set out in the agenda report before coming to their decision to allow for further investigation to take place on its future use.

RESOLVED that –

Officers investigate the option of leasing the land at Simplemarsh Farm to a local sports club for use as grass pitches only.

Chairman

(The meeting ended at 9.36pm)

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE9 January 2020 at 2.30pm

Members of the

Committee present: Councillors P Sohi (Chairman) and C Howorth, Mr C Hunt (Honorary Secretary)

The following attended in an advisory capacity;

Mr P French, Corporate Head of Financial Services on behalf of Mr P McKenzie, Mr P Winfield, Head of Greenspace, Honorary Wardens: Mrs Lane and Mr Midwinter.

ACTION1. MINUTES

The Minutes of the meeting of the Committee held on 18 July 2019 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Hulley, Mr P McKenzie (Honorary Treasurer), Mr T Ashby and Mr A Saunders

3. VOLUNTEERS AND ESTABLISHMENT OF A FRIENDS GROUP

The Committee was advised that since the AGM in July 2019 there had been three further volunteer work parties, totalling 48 volunteer hours, where invasive species – Himalayan Balsam and Skunk Cabbage were tackled. In September, the Trust organised a bat walk at the Riverside Walk for volunteers as a small thank you for their efforts and support in the first year. The walk was led by the Surrey Bat Group and was well attended. The lead volunteers had recently arranged a bird walk on 2nd May 2020.

At the AGM in July 2019 it was agreed that the possibility of setting up a Friends group should be explored. An initial meeting was held in November, where the benefits and limitations of such a group was discussed and Officers explained the processes involved. An initial public meeting to inform residents of the proposal and an opportunity to become involved would be held on the evening of 3rd April at the Virginia Water, Community Centre. Leaflets would be distributed to inform residents of the meeting. Additionally, it was suggested an item in the Connection magazine could also be beneficial. Officers would start the meeting by explaining the history of the Trust land and how it differed from other open spaces regarding management of the site.

The meeting would be followed by the legal process of setting up a constitution for the group. Once agreed practical issues, such as opening a bank account, securing public liability insurance and producing

Peter
Winfield/
Carol
Holehouse

health and safety documentation would follow.

ACTION

4. **BYELAWS**

Following discussion at the AGM regarding the byelaws that applied to the Trust's land and which activities were prohibited, the Committee received a copy of the relevant byelaws for information.

Officers would ensure a copy of the byelaws were publicised on the information boards on the Trust land. Once the Friends group was set up it was hoped they would have their own webpage and the byelaws could be included.

Peter Winfield

5. **HONORARY WARDEN**

The Committee was advised that an expression of interest had been received from Mr Beesley for the role of Honorary Warden.

As agreed at the AGM, all the Trust's volunteers were invited to submit an expression of interest in the role by 8 November 2019. One such expression was received by the closing date, from Mr Phillip Beesley who had indicated his willingness to take on the role at the AGM in July. Officers considered that Mr Beesley would make an excellent Honorary Warden and the Committee was asked to approve his appointment to the role.

The Committee was fully supportive of the appointment of Mr Beesley as Honorary Warden. Officers would write to Mr Beesley to confirm his appointment.

Peter
Winfield/Carol
Holehouse

RESOLVED that –

Mr Phillip Beesley be appointed onto the Cabrera Trust Management Committee as Honorary Warden.

6. **FOREST SCHOOL**

Members of the Committee were asked to review the current arrangements with the Forest School.

The use of Riverside Walk for Forest School activities was first discussed in January 2015. The Committee supported use of the site and agreed that no charge would be made initially but reserved the right to charge in the future. Mighty Adventurers Forest School have held an agreement for the use of the Riverside Walk since April 2015 and it was now an appropriate time for the Committee to review that agreement and consider whether a charge should now be introduced.

The Committee considered that the Forest School activities benefitted many young people and gave them valuable interest in nature and the Riverside Walk. There were no additional costs to the Council for the Forest School to use the site and Members felt it was a good use of the Trust land. It was noted that the Forest School always left the site in very good order and often undertook litter picking in other areas of the site. Members of the Committee agreed that no charge should be made at this time, but the agreement would be reviewed again in five years.

The Committee reviewed the agreement with regards to permitted and restricted activities for the Forest School. It was noted that permission

had been given to the Forest School to light fires using a firepit, but the agreement currently detailed this as a restricted activity. Officers would update the agreement accordingly.

ACTION
Peter Winfield

Officers were asked to ascertain from Vicki Balaam, if the Forest School was promoted to all local Schools in the Virginia Water area.

Peter Winfield

RESOLVED that –

The Forest School continue to be permitted to use the Trust land for no charge.

7. DRAFT ANNUAL ESTIMATES FOR 2020/21

The Committee was asked to approve the probable budget for 2019/20 and the draft estimates for 2020/21.

Mr P French on behalf of the Honorary Treasurer reported that the day to day running costs of the site remained relatively static year on year with the biggest cost relating to supervision of the site by Council staff which had reduced for the second year running.

The Trust's main income source was from investments held with the Charities Official Investment Fund (COIF) and the M&G Charifund. Due to the need to withdraw money from these funds each year to cover the running costs of the Trust, there would be a time when this income source would be completely diminished. At the Trust's AGM in July 2019 the Honorary Treasurer had advised that it would therefore be necessary for grant funding to be applied for to cover both the revenue and capital costs over the coming years. Additionally, options for income generation should be explored. It was estimated that an additional £10,000 would be required to be drawn down from the Trust's investment holdings in 2020/21 to offset the net cost of running and managing the site.

It was noted that when the Friends group had been set up, they would explore fundraising opportunities including; sponsorship, possible stall at Carnival Capers, along with other fundraising initiatives.

RESOLVED that –

The probable budget for 2019/20 and draft estimates for 2020/21 be approved.

8. ANY OTHER BUSINESS

It was suggested that leaflets for the 3rd April meeting could be sent to Vicki Balaam for distribution to the parents of children who attended the Forest School.

Peter Winfield

9. DATES FOR MEETINGS IN 2020/2021

The AGM and the July meeting of the Cabrera Trust Management Committee was scheduled to be held in the Committee Room at the Civic Centre on **Thursday 16 July 2020 at 2.30pm.**

The January 2021 meeting was scheduled to be held on **Thursday 7 January 2021 at 2.30pm**

(The meeting ended at 3.01 pm)

Chairman

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and email it to the Legal Representative or Democratic Services Officer by 5pm on the day of the meeting.

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. Membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon should be regarded as a disclosable pecuniary interest, as should an appointment to an outside body by the Council as a trustee.

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.

5. COMMUNITY SERVICES PERFORMANCE INDICATORS – QUARTER 4 AND OUTTURN 2019/2020 (COMMUNITY SERVICES, DARREN WILLIAMS)

Synopsis of report:

To provide Members of Community Services Committee with an update on the performance of the Community Services Business Centre, against the Key Performance Indicators set out in the 2019/2020 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 (KPIs) 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 performance across the Community Services Business Centre in Quarter 4 of 2019/2020 against the Key Performance Indicators set out in the Business Centre Plan, approved by this Committee.

2.2 The report illustrates the breadth of activity being undertaken, with corporate KPIs and other service specific KPIs being presented jointly.

2.3 The report also provides a review of performance for the whole of 2019/2020 against the targets set for Community Services.

Table 1: 2019/2020 Quarter 4 Key Performance Indicators:

Key- % Achievement of Target

Red: -10%+ of Quarter Target
Amber: Up to -10% of Quarter Target
Green: Met or exceeded target

Key- % Growth/Reduction Against Quarter 3 Actual

Red: -10% or more against Quarter 3 Actual
Amber: Up to -10% against Quarter 3 Actual
Green: Match or exceed Quarter 3 Actual

Performance Area	Actual Q1	Actual Q2	Actual Q3	Target Q4	Actual Q4	% Achievement of Target Set	% Growth/Reduction Against Q2 Actual
Number of Meals at Home items served	9239	9,941	10,205	10,000	11,082	110%	8%
Number of meals served in Social Centres	8613	9,046	8,589	8,500	6,575	77%	-23%
Number of users signed up to Social Centre reward scheme	602	636	645	700	505	72%	-21%
Number of individual hires at Social Centres	119	118	107	100	80	80%	-6%
Number of Homesafe Plus Referrals (Total for North West Surrey)	200	209	317	130	384	295%	21%
Number of Homesafe Plus referrals to RBC services	51	44	71	32	100	312%	40%
Number of Social Prescribing referrals received	61	65	77	90	60	66%	-22%
Number of Community Transport journeys completed	12,385	12,617	11,536	14,000	9,576	68.4%	-16%
Number of referrals to Handyperson service	185	161	168	200	184	92%	24%
Number of Community Alarm & Telecare Users	1,489	1,471	1,462	1,500	1,430	95%	-2%
Number of formal complaints related to the Business Centre/Team	0						
Number of compliments related to the Business Centre/Team	0						
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0						

Table 2: 2019/2020 Annual KPI Results

Key- % Growth/Reduction Against Q3 Actual

Red: -10% or more against Q3 Actual
 Amber: Up to -10% against Q3 Actual
 Green: Match or exceed Q3 Actual

Performance Area	Target Total	Actual Total	Percentage Attainment of Target Set
Number of Meals at Home items served	39,700	40,467	101%
Number of meals served in Social Centres	34,500	32,823	95%
Number of users signed up to Social Centre reward scheme	700	505	72%
Number of individual hires at Social Centres	400	424	106%
Number of Homesafe Plus Referrals (Total for NW Surrey)	435	1110	255%
Number of Homesafe Plus referrals to RBC services	107	198	185%
Number of Social Prescribing referrals received	300	263	87%
Number of Community Transport journeys completed	55,000	46,204	84%
Number of referrals to Handyperson service	410	698	170%
Number of Community Alarm & Telecare Users	1,500	1,463 (average over year)	97%

Number of formal complaints related to the Business Centre/Team	1		
Number of compliments related to the Business Centre/Team	4		
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0		

- 2.4 Members are asked to note that for Quarter 4 Figures, measuring the overall performance of services is difficult, owing to the impact of Covid in March 2019. This resulted in many different impacts on service including residents not leaving their properties, referrals to services reducing due to the change in focus on priorities and equally from the Council being able to conduct little marketing and promotion of service, due to the change in priority.
- 2.5 Meals at Home has obviously seen a spike as a result of Covid-19, which is reflected in Table 1. However, its improvement in performance is not just down to Covid-19 and was continuing to build on the results of previous quarters. To evidence this, between 1 January and 13 March 2019, a total of 8,511 meals were delivered (both lunch and teas) at an average of 116 meals per day. Using this daily average to forecast the remainder of the period would have seen an additional 2,088 meals being delivered, resulting in a total of 10,599. Mindful there may have been some sign up in early March related to Covid-19, it would be probable that the 10,000 quarterly target would have been reached even without the spike.
- 2.6 With regard to the KPI relating to the number of residents signed up to the Social Centre Reward Scheme, the KPI shows this to be an area that has underperformed. However, Social Centre managers consider that those who sign up for the Centre Reward Scheme are far more likely to be those who attend the services for a full day, often more than once a week. Also, each Centre has a number of people who do not access the scheme, but are registered as current service users. These are more likely to be people who attend for specific services and activities as opposed to a full day's provision.
- 2.7 Therefore, whilst the current Reward Scheme Members has reduced, the actual number of registered users with the service is significantly higher with approximately 950 wider members.
- 2.8 Looking at the whole year performance in Table 2, overall the performance of Community Services is very pleasing. There are areas where decisions are now required on how we take some of the services forward (for example transport), but with lots of strands of work currently underway Officers are confident that any areas of concern will be addressed.
- 2.9 There are two major success stories of 2019/2020 which both sit outside the "traditional" Community Services. Firstly, the Handyperson service which was approved by this

Committee a little over 12 months ago, has far exceeded the target set, with very limited marketing. Most referrals have either been internal or via health and social care partners. With the service only operating two days per week in Runnymede, as detailed in the future plan approved for the Home Improvement Agency by this Committee, Officers recommend that now is the right time to consider the potential increase in service provision, to continue to meet its current, growing demand and also widen those who are able to refer into the service.

- 2.10 The second area is Homesafe Plus. The service has, over the course of the year, become more and more highly valued by health and social care partners. This is reflected in the quarter on quarter increase in referrals across NW Surrey and also specifically for Runnymede residents.
- 2.11 The NW Surrey figure is provided for two main reasons. Firstly, Community Services leads many aspects of the Homesafe plus service, having designed the service format and utilised software systems and the Council's website, as well as Officers' expertise to make it a success. Secondly, Safer Runnymede monitor all (to all borough areas) out of hours or emergency discharges from hospital where a community alarm is given to the patient to "plug and play" as soon as they return home.
- 2.12 There is an appetite across partners to continue developing the service in order to offer a wider range of services and also to develop the way it is used by Health and Social Care partners. The North West Surrey Integrated Care Partnership (ICP), on which RBC is represented by the Corporate Head of Community Services, supports the development of Homesafe Plus and as a result, a request has been received for business cases linked to two aspects of service development to be presented to the ICP. The Area Director for Social Care is also keen for the Homesafe Plus model to be rolled out in full at Frimley Park Hospital, which linked to our partnership with Surrey Heath, is also ongoing. It is proposed that a report on Homesafe Plus is brought to a future meeting of this Committee.
- 2.13 To conclude, a successful year, with many services performing very well, and a likelihood that all services would have reached at least Amber if it was not for the impact of Covid-19.
- 2.14 Thanks must go to Officers in all roles across all services who contribute to such excellent performance levels. It is likely that recovery will be a challenge, not just against the wider challenges the Council faces but also in reaching the levels of performance prior to lockdown. However, the resilience and determination amongst the team to provide high quality services and to be successful in supporting residents gives confidence that this will be achieved.
- 2.15 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.
- 2.16 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 the Community Services Business Centre Plan.

(For information)

Background Papers

None stated.

6. **COMMUNITY DEVELOPMENT PERFORMANCE INDICATORS – QUARTER 4 AND OUTTURN 2019/2020 (COMMUNITY DEVELOPMENT – CHRIS HUNT)**

Synopsis of report:

To advise Members of the performance of the Corporate Key Performance Indicators 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 results for the services within Community Development which are under the remit of this Committee. These include the work of Community First, Community Development, Community Safety, the Green Space team, Safer Runnymede and 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 were being monitored in 2019/20/20. Where targets have been met the indicator has been highlighted green, where up to -10% of target has been met it has been highlighted amber and over -10% red.

Performance Indicator	Actual 2019/20	Annual Target	% against Target	% growth reduction
Numbers of young people attending Surrey Youth Games Training	245	300	81.66%	-18.34%
Percentage of Careline calls answered within 60 seconds	99.9%	99.8%		+1%
Numbers attending the Sportability Festival		N/A		

Number of Free Access to County sports people (FACs) applications	21	8	262%	+162%
Users of Chertsey Museum	16,666	15,400	108%	+8%
Schools using Chertsey Museum	56	80	70%	-30%
Numbers at Junior Citizen	932	800	116.5%	+16.5%
Numbers at Living Well Week	418	700	59.7%	-41.3%
Number of formal complaints related to the Business Centre/Team	1	-		
Number of compliments related to the Business Centre/Team	15	-		
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	-		

- 2.2 In Quarter 4 the sportability festival did not take place, owing to the Covid 19 lockdown. Chertsey Museum's usage figures were also adversely impacted owing to its closure and all outreach work in March being cancelled; despite this, museum visitors were still up on the annual target.
- 2.3 The performance indicators for events earlier in the year have previously been reported to this Committee and the reasons for any reduction in numbers have been highlighted. Over the year it is evident that Safer Runnymede is continuing to deliver an excellent service in terms of the answering of careline calls, the number of FACs applications have increased and the service area has had a number of compliments over the year.
- 2.4 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of this Committee. However, to ensure that Officers are able to give a full response, Members are requested to give advance written notice of any questions to the Chairman, relevant departmental Corporate Head no less than 48 hours prior to the meeting.

- 2.5 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with the Community Development Business Centre Plan.

(For information)

Background Papers

None stated.

7. PROPOSED BIKE TRACK FOR KINGS LANE OPEN SPACE (COMMUNITY DEVELOPMENT, PETER WINFIELD)

Synopsis of report:

The report sets out a proposal to provide a bike track, suitable for use by local young people, at Kings Lane Open Space in Englefield Green, utilising available S106 funding.

Recommendation that:

- i) Members support the proposal to lay out a bike track as described in the report at Kings Lane Open Space; subject to planning and environmental considerations; and**
- ii) Corporate Management Committee be asked to approve a capital estimate of up to a maximum of £30,000 to fund the bike track from S106 monies held by the Council**

1. Context of report

- 1.1 Kings Lane Open Space is situated on the western fringe of Englefield Green and is accessed via Kings Lane. At approximately 3.5ha it is the only sizable open space close to the residential area of the Forest Estate and there is a footpath link between the two. The Forest Estate is in the Englefield Green West ward, one of the most deprived parts of the borough as reported to this Committee in the Community First item in January 2020.
- 1.2 The majority of the open space is leased to the Egham Hollowegians Rugby Football Club who have a clubhouse on site and two rugby pitches. The lease requires the public to be allowed reasonable access to the open space for recreation and the rugby club has recently supported the provision of play equipment there by surrendering back to the Council a small part of the land they previously leased for that purpose. A small part of the open space exists, outside of the lease and adjacent to the residential estate, which is controlled by the Council and is where the existing play facilities are and where the proposed bike track would be sited.
- 1.3 For many years, ward Members and Officers have worked to provide facilities within the open space for local children and young people but particularly those from the Forest Estate. This started in 2000 when a multi-use games area, teen shelter and skate ramp were installed, which are still in use today. More recently in 2018, a zip wire, basket swing and climbing frame were added to extend the range of play

opportunities. This latter addition was funded by a mix of S106 monies and a successful application to Surrey County Council's Community Infrastructure Fund.

- 1.4 Previous public consultation exercises and feedback from ward Members has identified a desire among local young people to have access to a skate park or bike track within the open space.
- 1.5 A reasonable quality skate park would cost around £100,000 - £150,000 and it is extremely unlikely that funding of this scale could be found at the current time. However, smaller sums are already available through existing S106 agreements and these could be utilised to provide a bike track.

2. **Report**

- 2.1 Over a period of time there have been a number of small developments locally where the developers have contributed through the Planning process to a general fund for 'recreation' in the vicinity of Englefield Green. The balance available within this fund is currently £12,949 and held on the Capital grants and contributions reserve to contribute to the cost of a bike track.
- 2.2 In 2018, planning permission was granted for a development on the former Brunel University Campus in Coopers Hill Lane. That permission was subject to a S106 agreement whereby the developer made a financial contribution available for improvements within the local community, and £17,051 of this is still available, also held on the Capital grants and contributions reserve to contribute to the cost of a bike track.
- 2.3 Combining these two sums gives up to £30,000 to provide the bike track.
- 2.4 Such a track would make use of the slight slope on site and be constructed mainly of imported soil. Typically, they consist of a series of features to ride, such as 'rollers' (rounded mounds up to 75cm high 2-3 m apart), 'table tops' (ramp up, flat top and ramp down again), 'straights' and 'berms' (banked bends about 50-75cm in height). Two routes could be incorporated at this site, offering variation in levels of difficulty, and there would normally be a separate return route to allow riders to return to the start safely.

3. **Policy framework implications**

- 3.1 One of the themes of the Corporate Business Plan is around supporting local people and an objective coming from that is to 'continue to support the improvement of exciting local leisure activities' which a new bike track would support. There is also a theme around enhancing our environment, which includes an objective of continuing to maintain services in the Council's open spaces.

4. **Resource implications**

- 4.1 A total of £30,000 is available through S106 monies, held on the Capital grants and contributions reserve, to fund the construction of the bike track. This consists of s106 capital contributions £17,051.24 for a development on the former development in Coopers Hill Lane and £12,948.76, developer's contribution to fund recreation within Englefield Green.
- 4.2 Ongoing maintenance costs would be funded from existing Green Space revenue budgets.

5. **Legal implications**

- 5.1 The town and county planning and environmental protection implications for these proposals to develop this part of the open space will need to be fully taken into account.
6. **Equality implications**
- 6.1 The Council is required to have due regard to its public sector Equality Duty with regard to service provision.
- 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 If supported by this Committee, the proposals will need to be considered in the light of the Council's Public Sector Equality Duty and issues of access for those with mobility issues will need to be raised with the designers.
- 6.4 As the project progresses consideration will be given to any equalities implications that arise, particularly around the design and layout. This will need to take into account access issues, for example consideration of conducting an access audit and consultation with the Runnymede Access Liaison Group. The Council's Equalities Group will also be consulted and if necessary an Equalities Impact Screening Assessment will be undertaken.
- 6.5 An initial observation would be that the proposal has positive implications for young people by improving facilities for their health and wellbeing.
7. **Environmental and Sustainability/Biodiversity implications**
- 7.1 During the design process and prior to any construction works taking place, assessments of the likely impact on biodiversity will be undertaken and any possible impacts will be avoided or mitigated wherever possible.

(To resolve)

Background papers

None stated.

8. PUBLIC SPACE PROTECTION ORDERS HAZEL CLOSE, ELMBANK AVENUE, HOLLY CLOSE, ILEX CLOSE, BLAYS LANE AND SWALLOWFIELD AND ADDLESTONE TOWN CENTRE (COMMUNITY DEVELOPMENT, KATE WALKER)

Synopsis of report:

This report is to provide information on the two Public Space Protection Orders (PSPOs) which were put in place in 2018 in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014. The orders covered areas of the Borough in Englefield Green and Addlestone.

Recommendation(s):

- i) A consultation exercise be completed for a period of 4 weeks to provide information on whether the PSPOs should;**
 - a) Continue until the stated end date or**
 - b) Be discharged prior to the stated end date**
- ii) The results of the consultation be considered by this Committee in November 2020, for a decision regarding the future operation of the PSPOs to be made.**

1. Context of report

- 1.1 This report provides information on the Hazel Close, Elmbank Avenue, Holly Close, Illex Close, Blays Lane and Swallowfield PSPO and the Addlestone Town Centre PSPO.
- 1.2 The Hazel Close, Elmbank Avenue, Holly Close, Illex Close, Blays Lane and Swallowfield PSPO will be referred to as the Englefield Green PSPO for the purpose of this report.
- 1.3 Runnymede Borough Council implemented these PSPOs due to unreasonable and persistent behaviour, which was having, or was likely to have, a detrimental effect on those living in the locality.
- 1.4 The areas within the Englefield Green PSPO were referred to the Joint Action Group (JAG) in September 2016 following reports of anti-social behaviour (ASB) and was closed to the JAG in October 2018.
- 1.5 Whilst the area was open to the JAG, various actions were undertaken to mitigate ASB concerns including heightened Police patrols, repairs to broken streetlights, landscape changes, implementation of CCTV, 'No Ball Games' sign installed and an ASB letter sent to all residents in the area. Following these measures, a PSPO was considered.
- 1.6 The areas within the Addlestone Town Centre PSPO were referred to the Joint Action Group (JAG) in November 2017 following a significant increase of 85% for reports of ASB when compared to the previous year. The duration of reports was recorded as 1st April 2017-31st October 2017 compared to the same time period in 2016. Addlestone Town Centre was closed to the JAG in March 2019.
- 1.7 Whilst the area was open to the JAG, various actions were undertaken to mitigate ASB concerns including heightened Police patrols, engagement with parents, signposting youths to appropriate venues, a closure order for Addlestone One car park, localised shop bans and diversionary workshops and projects instigated.
- 1.8 The two PSPOs were implemented on 4th June 2018 for a period of three years with an end date of 3rd June 2021.
- 1.9 The prohibitions included within the Englefield Green PSPO are:
 - a) An authorised person where they reasonable suspect, may request that a group of three or more within the restricted area acting in such a manner as to cause harassment, alarm or distress to any person immediately disperse and not return to the restricted area within 48 hours.

- b) A person is prohibited from playing ball games in a public space within the restricted area that is causing or likely to cause harassment, alarm or distress to any other person.
- c) A person is prohibited from playing unreasonably loud music from any vehicle within the restricted area that is causing or likely to cause harassment, alarm or distress to any other person.
- d) A person is prohibited to ingest, inhale, inject, smoke, possess or otherwise use psychoactive substances (formally known as 'legal highs') in a public space within the restricted area.

1.10 The prohibitions included within the Addlestone Town Centre PSPO are:

- a) An authorised person where they reasonably suspects, may request that a group of three or more within the restricted area acting in such a manner as to cause harassment, alarm or distress to any person immediately disperse and not return to the restricted area within 48 hours.
- b) An authorised person may request a person to dismount if they are cycling, skateboarding, hover-boarding or using similar devices within the restricted area where they reasonably suspect that the person is riding in a malicious and/or dangerous manner as to cause harassment, alarm or distress to any person within that area.
- c) A person is prohibited from wearing face coverings in an attempt to conceal their identity to cause harassment, alarm or distress to any person; this includes scarves, balaclavas, and masks. This would not include face covering worn in respect of religious or cultural beliefs.

1.11 All enforcement action taken against prohibitions of a PSPO are at the discretion of Runnymede Borough Council. In light of the COVID-19 pandemic, any suspected breach of prohibition (c) of the Addlestone Town Centre PSPO would be subject to scrutiny before action taken and officers would therefore need to ensure that the use of any such coverings were a significant factor in the harassment, alarm or distress caused.

1.12 During the duration of a PSPO, the prohibitions should be reviewed to ensure suitability is maintained for effective enforcement on local issues.

1.13 This report is seeking to establish whether the two PSPOs should either continue until the stated end date, or be discharged prior to the stated end date.

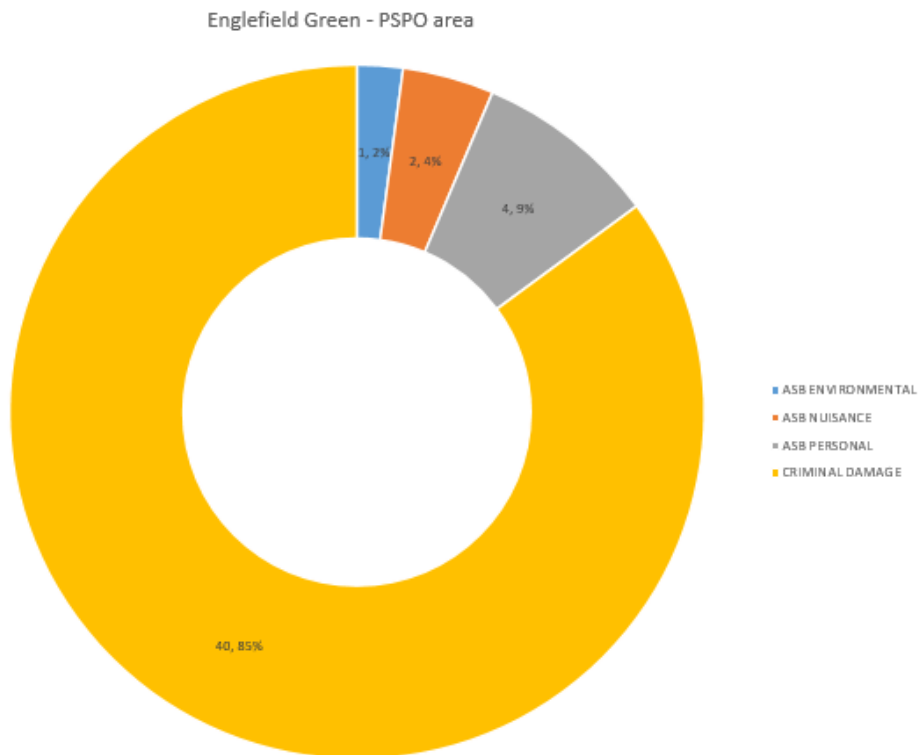
1.14 Any decision made in relation to the PSPOs will be subjected to individual PSPO areas therefore allowing a fair outcome to be applied which is dependent on the needs within each area. Whilst both PSPOs were implemented at the same time, they are separate and unique and need to be treated as such during any consultation and decision making process.

1.15 Professional and public consultation should be sought alongside data to form the basis on the most appropriate option.

2. Report

2.1 Police data for Crime and Anti-Social Behaviour since implementation of the PSPO up to 20th May 2020 is set out below.

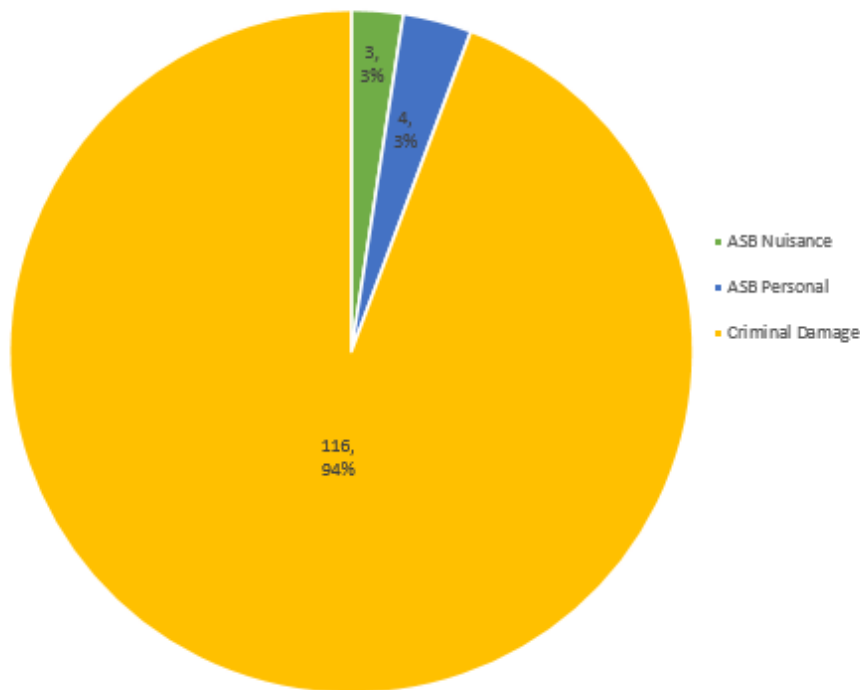
2.2 For the Englefield Green PSPO, Surrey Police have recorded a total of 48 incidents in and around the immediate area since its implementation. Of these reports, 85% were related to Criminal Damage, with the remaining 15% of reports relating to incidents of Anti-Social Behaviours. These reports can be further broken down into; 9% ASB personal, 4% ASB nuisance, 2% ASB environmental



2.3 Individual report outcomes were not able to be provided. However, Surrey Police advised that there were 7 positive outcomes.

2.4 For the Addlestone Town Centre PSPO, Surrey Police have recorded a total of 123 incidents in and around the immediate area since its implementation. Of these reports, 94% were related to Criminal Damage, with the remaining 6% of reports relating to incidents of Anti-Social Behaviours. These reports can be further broken down into; 3% ASB personal and 3% ASB nuisance.

Addlestone Town Centre - PSPO area



- 2.5 Individual report outcomes were not able to be provided. However, Surrey Police advised that there were 36 positive outcomes.

Council data for Crime and Anti-Social Behaviour since implementation of the PSPO

- 2.6 Upon review of the ASB data figures held by the council which are presented quarterly to the Community Safety Partnership (CSP) there has been an overall increase in reported ASB since June 2018. This data cannot be used to determine the success or lack thereof for the PSPO as the data provided is Borough wide and is not able to be divided into specified areas. The data also includes ASB reports not linked to the PSPO, such as fly-tipping, vehicle obstruction and dog-fouling amongst others. As such, it is not quantifiable whether the PSPO has, or has not been successful based on this data.
- 2.7 In addition, it would not be possible to determine whether the PSPOs are not successful in the specified area and instead displacing the behaviour to other areas of the Borough or successful in remedying the prohibited behaviours whilst resulting in other negative behaviours being displayed.
- 2.8 The ASB data should only be used alongside stakeholder perceptions of ASB as this will allow for an appropriate, well rounded conclusion to be made which reflects the views of the public to whom the PSPO legislation was designed to support.

3. Enforcement action

- 3.1 Breach of a PSPO is a criminal offence. It is an offence for a person, without reasonable excuse, to do anything that a person is prohibited from doing by the order or fail to comply with the requirement to which a person is subject to under the order.
- 3.2 The agreed enforcement policy shows that Surrey Police would act as the primary enforcement agency, however Runnymede Borough Council would manage any breaches and the issuing of FPNs upon notification.

- 3.3 We have been made aware of no breaches to the Englefield Green PSPO. As such, no enforcement action has been required, nor has there been a requirement to warn individuals about their behaviour in relation to the PSPO conditions.
- 3.4 We have been made aware of 3 breaches to the Addlestone Town Centre PSPO.
- 3.5 Of these breaches, each incident was conducted by a first time offender to the PSPO conditions and were under the age of 18 at the time of the incident. The incidents were dealt with by way of a warning letter to the young person and a notification letter to the responsible parent.
- 3.6 There have been no individuals identified as repeat offenders to the PSPO conditions and the Council has not been required to exercise enforcement action against any individual.

4. **Consultation**

- 4.1 We have not sought any public consultation since implementation of the PSPOs. Therefore, it is unknown what the public view is on the effectiveness of these.

5. **Conclusion**

- 5.1 The Englefield Green PSPO has been in effect for 2 years with 48 incidents of Antisocial Behaviour and Criminal Damage recorded by Surrey Police although there were no recorded breaches to the PSPO.
- 5.2 The Addlestone Town Centre PSPO has been in effect for 2 years with 123 incidents of Antisocial Behaviour and Criminal Damage recorded by Surrey Police, although only 3 recorded breaches to the PSPO
- 5.3 Stakeholder perception of the effectiveness of the PSPOs for reducing Antisocial Behaviour is not known.
- 5.4 Consultation should be completed to determine whether the PSPOs should;
- a) Continue until the stated end date or
 - b) Be discharged prior to the stated end date
- 5.5 Consultation should be conducted for a period of 4 weeks to allow ample time for stakeholders to express their views. During the consultation exercise, views can also be sought to establish if there are any behaviours related to antisocial behaviour in the locality which are not currently covered by the PSPOs. Additionally, this could include a wider or more targeted area than is currently covered by the PSPOs.
- 5.6 It is recommended that the results of the consultation are reported to this Committee in November for a decision regarding the future of the PSPOs. During this decision making process, consideration should be given to whether there is a need to amend any prohibitions in order to ensure relevancy, or whether it is beneficial to the public to discharge a PSPO, and apply for a new order.

(To resolve)

Background papers

None stated.

9. PLAYING PITCH STRATEGY UPDATE (COMMUNITY DEVELOPMENT, CHRIS HUNT)

Synopsis of report:

The Playing Pitch Strategy was completed in June 2018 and an annual review of progress against the action plan was agreed.

Recommendation(s):

None. This report is for information.

1. Context of report

- 1.1 The Playing Pitch Strategy (PPS) was completed and reported to this Committee in June 2018. An action plan was developed for each sport and it was agreed that an annual update on its progress would be provided.
- 1.2 The PPS was developed with input from stakeholders including the National Governing Bodies (NGBs) for the following sports Football, Cricket, Hockey, and Rugby. There was also input from Sport England, Active Surrey and local clubs were consulted as part of the strategy development.
- 1.3 Each sport included in the strategy had individual actions plans developed which were both strategic and site specific.

2. Report

- 2.1 In last year's report, Officers advised that a visit would be undertaken by the Ground and Natural Turf Improvement Programme (GANTIP) to provide feedback on the football pitches the Council provides and recommendations on any improvements that could be undertaken.
- 2.2 Following the GANTIP inspection a report was produced which identifies that generally the pitches are in a reasonable condition and display many positive traits. There were some generic recommendations that were suggested, and Officers will consider introducing these:

- Increased frequency of aeration and decompaction during the year
- Increased frequency of grass cutting and cut height
- Monitor and better act on spot repairs
- Rotate or off set pitches annually
- Annual application of weed and feed product
- Football and cricket to work together to improve the grounds

Several of the recommendations require funding which may not be available from existing budgets and there will need to be changes to the current ground maintenance schedule. However, this can be considered as part of the review of the ground's maintenance contract.

- 2.3 There were more site-specific recommendations, including the replacement of some of the football goals; highlighting this in the report will assist the Council in any grant applications it might make for football goal funding in the future.
- 2.4 The Green Space Team has introduced a competency-based progression for parks based grounds staff which will see staff being able to move up the grades as they take training or are assessed against key criteria around the management of fine turf.
- 2.5 The Covid 19 pandemic has had a significant impact on local sports clubs with most sports, other than individual activities i.e. cycling and running stopping in March 2020. Local clubs have been able to apply for grants and loans from their National Governing Bodies and Sport England to help with ongoing costs where they own or lease land and must maintain the facilities.
- 2.6 Recent relaxation of the lockdown has allowed for one to one activity, but team games are unlikely to start until later in the Summer. Recent guidance, for example, from the English Cricket Board has advised that there will be no Domestic Cricket until 1st August. It is therefore very likely that local leagues will not run this year so any cricket use may be limited to practice only in nets which other than at Ottershaw the Council does not provide at other sites.
- 2.7 The impact of the pandemic on Council facilities has been that cricket squares and bowling greens have had limited work carried out on them. As of the start of June staff will be starting to do more work on them with a view to opening bowling greens for use as per government guidance. This will require liaison with the clubs on how use of the green is managed with a booking process and risk assessments carried out.
- 2.8 Moving into the winter season, football is due to start in late September and Officers will wait for further guidance from the Football Association about training and when full games may be started.

3. **Policy framework implications**

- 3.1 The PPS was produced to link in with the local plan process of which Sport England is a consultee and who require a PPS to be carried out in accordance with their approved methodology.

4. **Resource implications**

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

5. **Legal implications**

- 5.1 None identified.

6. Equalities Implications

6.1 The Council is required to have due regard to its public sector Equality Duty in its operation of the Playing Pitch Strategy and action plan.

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 Playing Pitch Strategy was produced to align with the requirements of the Local Plan, which itself was the subject of a full Equalities Impact Assessment. The strategy has a positive impact on the protected characteristic of age for example.

(For information)

Background papers

Playing Pitch Strategy
Football Facility Plan
Pitch Improvement report

**10. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES 3 MARCH 2020
(LAW AND GOVERNANCE, CLARE PINNOCK)**

Attached at Appendix 'B' are the Minutes of the meeting of the Management Liaison Group held on 3 March 2020.

(For information)

Background Papers

None.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP3 March 2020 at 7.30pm**Members of the****Group present:**

Councillor D A Cotty	(Chairman) Runnymede Borough Council
Councillor M G Nuti	Runnymede Borough Council
Mr R Deacock	St George's College
Mr G Drake	Chertsey Society
Mrs K Drury	Chertsey Meads Residents' Representative
Mr H W Evans	Surrey Bird Club
Mrs J Hearne	Chertsey Meads Residents' Representative
Mr N Johnson	Chertsey Meads Residents' Representative
Mrs H Lane	Surrey Wildlife Trust
Mr D Mead	Chertsey Agricultural Association
Mrs M Nichols	Chertsey Society
Mrs C Noakes	Hamm Court Residents' Representative
Mr C J Norman	Chertsey Meads Residents' Representative
Mr B Phillips	Surrey Botanical Society
Mr M Ray	Hamm Court Residents' Representative
Mrs T A Stevens	Chertsey Meads Residents' Representative
Mr D Turner	Chertsey Agricultural Association

Members of the**Group absent:**

Dr J Denton	Invertebrates Expert
Mrs F Harmer	Chertsey Meads Residents' Representative
Ms I Girvan	Surrey Wildlife Trust
Mr G James	Sustrans
Mrs C Longman	Chertsey Meads Residents' Representative
Mr J O'Gorman	Chertsey Meads Residents' Representative
Mrs S Ritchie	Dog Walkers Representative

**Advisory members of
the Group present:**

Mr P Winfield	Head of Green Space, Runnymede Borough Council
Mr C Dulley	Assistant Head of Green Space, Runnymede Borough Council
Ms J Harper	Projects Manager, Green Space, Runnymede Borough Council

Action

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

2. MINUTES

The Minutes of the meeting of the group, held on 3 September 2019, were confirmed and signed as a correct record.

3. APOLOGIES FOR ABSENCE

Apologies were received from Dr J Denton, Mrs F Harmer, Mrs C Longman and Mr J O’Gorman.

4. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

Mr M Ray, the new Hamm Court Residents’ Representative was welcomed to the Group.

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

5. ACTIONS FROM THE LAST MEETING

Commercial Dog Walkers

Letters had been sent to three of the Commercial dog walking companies that had been noted as using the Meads and more would be sent as reported. Only one company had replied stating that they no longer used the Meads. Three suggestions had been made by the company to supply dog bags, to have more dog bins and more signage. These received no overwhelming support from the Group. Members were encouraged to continue reporting issues as they arose. It was suggested that the dog bin in Mead Lane needed emptying more often.

UK Power Networks (UKPN) proposal

Negotiations over the draft wayleaves were ongoing. Jane Hearne offered to try and prompt some progress between the parties.

Jane Hearne

New Signage

The new sign alerting people to be careful because of children crossing by the first car park was in place and appreciated. A replacement deer sign would be installed in the new financial year.

Chris Dulley

Moorings

Limited progress had been made with the joint authorities’ approach to over staying moorers on The Thames. It was agreed to await what the neighbouring authorities were doing and follow their lead. It was reported that the Desborough Cut was currently experiencing problems

Chris Dulley

New Height Barrier

The new height barrier was being funded from a budget agreed by the Council for boundary security works, not from the Chertsey Mead budget. The cost was approximately £30,000 and a formal tendering process was underway. Members discussed the proposed design of the new barrier which it was agreed had to be robust and capable of being quickly mended if needed. Mrs Harper confirmed that the design would be the most suitable for the location but that it would be more visible. There might be a need for some tree clearance if the barrier was a sliding one. It was hoped to install the new barrier in the school summer holiday and confirmed that the Chertsey Show would be taken into consideration.

6. **MANAGEMENT AND MAINTENANCE OF THE MEADS**

Suitable Alternative Natural Green Space (SANG) Status

The Council had expedited the process for designating Chertsey Meads as a SANG now that it was no longer bound by when the Council's local Plan was approved. Members noted that some amendments were being made to the Chertsey Meads SANG Management Plan as requested by Natural England. The final version had been sent to them and it was hoped that everything would be in place for April. Once approved, the Council could start accessing funds to undertake identified projects in the Chertsey Meads Management Plan. Jo Harper, the Projects Manager in Green Space was managing these projects and SANGs projects elsewhere in consultation with other key partners including Surrey Wildlife Trust. Priority projects would be improving the visitor experience with works to paths, car parks, seating and signage and any major plans would be considered by the Group first.

Esso Pipeline Proposal

At the last meeting of the Group, members had received a presentation on the Esso Pipeline proposals to replace 90km of Esso's 150km aviation fuel pipeline, part of the route directly impacting on Chertsey Meads which the pipeline would cross. Members were advised that the Planning Inspectorate was currently considering the application for development consent and that the Council had made representations throughout the process to date. Specifically, an Environment Investment Programme was being negotiated with Esso, which it was hoped would help mitigate any damage to the Meads.

Annual Work Programme

Members reviewed the annual work programme which had been annotated with colour coding to show progress.

The Privet mentioned at the last meeting had been identified as the invasive type and work was in hand to control it. It was also planned to cut back some of the trees on the island in the south east corner of the Meads which was currently inaccessible. Some pollarding work was in the plan but the results of a bat survey were awaited. With regard to the Reed beds, Douglas Turner agreed to give Peter Winfield details of someone that did scything on horseback as the reed beds were currently too wet to access for cutting. The interpretation board for the reed beds was currently on hold. The creation of a scrape was one of the possible SANGs projects that was being investigated. Terry-Ann

Stevens said she would check from the river in their boat if there were any signs of life in the otterholt.

The need for a treescreen had been overtaken by trees being planted on the Traylens side of the river but that the site would continue to be monitored.

The whole management plan would be reviewed in 2021.

Sleeper Bollards

The group was thanked for their prompt reporting of damaged or missing sleeper bollards. Members suggested that replacement sleepers and road repairs would be welcomed. Potential sponsorship to create a natural Hawthorn hedgerow along the main roadway was also discussed, noting there was a balance to be struck between security and maintaining the open aspect of the meads.

7. EVENTS*

Chertsey Show

The Chertsey Show was planned for 8-9 August 2020 and 7-8 August 2021.

Annual Site Visit

The annual site visit was planned for 4 June 2020 to be led by Dr Denton. Meeting in the second car park for a 7pm start.

Litter Pick

Sunday 5 April had been previously agreed and a second date of 4 October was agreed, meeting in the second car park at 10am. Publicity posters were circulated.

*[Please note that since the meeting future events will all be subject to the emerging guidance regarding Covid 19 and that in the immediate future the first litter pick in April has been cancelled and the Group will be kept informed]

8. Any Other Business

The land between Hamm Court and the Meads was discussed and whether there were any cattle grazing at Hamm Court Farm, it was thought there had not been for some time. An issue was raised in that someone had been spraying the vegetation with an unknown chemical between Meadowlands and Hamm Court causing significant damage. Establishing who owned the land would be necessary and how best to address the problem. It was also asked whether the Surrey Mineral Plan had changed at all and was Hamm Court still under threat.

Mr Deacock reported on the conservation project at St George's College. 500 trees had been planted so far but that the site had been affected by flooding. A mile of hedgerow along the Wey side had been planted including Willow, Alder, Oak, Beech, Hawthorn and Hazel. The college was looking at options for having an outdoor classroom. Good progress was being made although they did have a potential issue with

the 50-60 deer that were in the vicinity.

Peter Winfield agreed to arrange for a further inspection of the reported potholes in the road around Docket Moorings

Action

Peter Winfield

9. **DATES OF FUTURE MEETINGS**

Members noted that the next two meetings were scheduled to take place Tuesday 1 September 2020 and Tuesday 2 March 2021, both at 7.30pm, to be held at the Civic Centre in Addlestone.

Chairman

The meeting ended at 8.45 pm

11. **RUNNYMEDE TRAVEL INITIATIVE (COMMUNITY SERVICES, DARREN WILLIAMS)**
TO FOLLOW

12. **EXCLUSION OF PRESS AND PUBLIC**

If the Committee is minded to consider any of the foregoing reports in private, it is the

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the relevant report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraph(s) 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>
(No reports to be considered under this heading) | Para |
| b) | <u>Confidential Information</u>
(No reports to be considered under this heading) | |