

Runnymede Borough CouncilCOMMUNITY SERVICES COMMITTEE11 March 2021 at 7.30 pm on MS Teams

Members of the Committee Present: Councillors I Chaudhri (Chairman), C Howorth (Vice-Chairman), M Adams, T Burton, D Clarke, M Harnden, N King, A Neathey, J Olorenshaw and S Walsh

Members of the Committee absent: None

Councillors M Cressey, L Gillham, M Kusneraitis, I Mullens and N Prescott also attended the meeting.

492 **Minutes**

The Minutes of the meeting of the Committee held on 7 January 2021 were confirmed as a correct record to be signed when the Chairman was physically able to do so.

493 **Family Support Programme Update**

The Committee noted the work of the Family Support Programme since the last update in January 2020. Officers reported that despite the lockdown connected with the Covid pandemic, the programme had continued to assist families in need, there had been 150 referrals to the service, 71 of which were in Runnymede, the remainder with the partner authority, Surrey Heath. The team had experienced an increase in more complex issues involving mental health and domestic abuse which lengthened the period of intensive care that a family needed from 12 to approximately 16 weeks. Officers reported that there were 34 open cases in Runnymede and 23 in Surrey Heath.

Members were able to review the performance of the team in 10 categories using an outcome checker. Wellbeing, boundaries and behaviour, and making people aware of home and money had made good progress. However, other areas had been adversely impacted by lockdown. For example, education and physical health. Officers considered that this pilot monitoring system around the 'early help model' delivered through SCC and other agencies would improve information sharing and result in better quality reporting in the future reports.

Staff had been working remotely but had very recently resumed face to face work, as school visits were gradually being permitted. Members were pleased to learn that staff had received their first Covid vaccinations which increased their confidence.

Officers confirmed that the managed UK resettlement scheme had been paused in March 2020 but was now open again, and as more properties became available additional families could be re-housed. Officers reported that families had all settled well, although problems were caused by the delay between applying for and receiving Universal Credit and Personal Independence Payments and the exemption for refugees to allow eligibility of residence in the UK to qualify.

Although the Team Manager was unable to attend the meeting, Officers confirmed that she could attend a future meeting if the Committee so wished.

In response to a question about staff turnover, in what was recognised as a demanding role, Officers reported that there was lower turnover now and that same core co-ordinators had been in place at Runnymede for some time. There was one vacancy at Surrey Heath where an additional co-ordinator was being employed to deal with more referrals.

Members expressed their thanks to the team and asked Officers for a breakdown of open and closed cases and how many were on a waiting list to be allocated to a co-ordinator for each borough for 2020/2021.

#### 494 **Community Development Business Unit Plan 2021/2022**

The Committee's approval was sought of the Business Unit Plan for Community Development for the forthcoming year 2021/2022.

Officers reported that Community Development was a broad service area which included Safer Runnymede, Green Space, Partnership and Community First, the Community Halls, Chertsey Museum, Community Safety and all the residual leisure functions that had not been transferred to Achieve Lifestyle.

The Committee noted that it had been a challenging year with a number of services which had operated throughout the pandemic, including Safer Runnymede and the Council's Parks and Open Spaces. Some progress had been made with projects. For example, installation of a new ANPR car park charging system, shortly to be operational at Runnymede Pleasure Grounds.

Officers reported that in the current financial climate there was little scope for specific growth, but work was continuing towards the completion of a Health and Wellbeing Strategy, exploring the options for the future of Grounds Maintenance from 2022, the development of Community hubs and assisting with the Chairman and Vice Chairman's plans with partners to plant a Covid memorial forest somewhere in the borough. The plan contained 5 projects, 1 review and 7 one-off projects for 2021/2022.

Officers had amended plans to reflect Government guidelines and restrictions in respect of re-opening facilities like the halls and Chertsey Museum. The halls were currently being used as vaccination centres until July, with an option to extend, and the Museum was due to re-open on 17 May 2021.

Emerging from lockdown, the Committee was keen for all possible tourism opportunities, including a new Tourism Strategy to be developed, working with other boroughs on The River Thames such as Richmond, Kingston and Windsor, developing plans for the Pleasure Grounds, exploiting the historic aspects of the borough and exploring how town twinning links might be re-established with Germany.

The Committee praised teams across Community Development and looked forward to projects that could come forward such as the sensory garden at Victory Park and Gogmore Farm in consultation with the Runnymede Access Liaison Group. The new walks for the disabled organised through the Community First project were also commended with special thanks to the Green Space team and Museum.

Some Members raised concerns about Community First not being sufficiently funded and Officers confirmed in response to a question about its future operation, that Grounds Maintenance, would need to be approved, once any firm options had been established, by the appropriate Committee, which as it covered several areas would ultimately need to be Corporate Management.

#### **RESOLVED that –**

**The Community Development Business Unit Plan 2021/2022 be approved**

#### 495 **Community Development Key Performance Indicators Quarter 3 2020/2021**

The Committee noted that a number of targets had not been met owing to the Covid lockdown. However, where possible services were delivered by other means for example work by the

Museum with schools on-line and the Living Well week. Members appreciated that a fuller experience, especially when looking at museum artefacts, could be achieved in person and staff were responding to each challenge to facilitate a return to a more interactive experience.

The Committee was pleased to see the percentage of Careline calls translated into actual numbers, noting 9,383 calls handled in Quarter 3, maintaining its 100% target for which staff were commended.

#### 496 **Public Spaces Protection Orders – Update and Proposed Extension**

The Committee was asked to approve proposals to extend two Public Space Protection Orders (PSPOs) in Addlestone Town Centre and parts of Englefield Green.

The Committee recalled this matter was last considered in November 2020, prior to further responses from the public and other interested parties being considered by Officers during the consultation which was due to close at the end of March 2021.

To date, Officers had recorded the majority of respondents were in favour of extension and expansion of both PSPOs. However, it was acknowledged that the actual number of people was disappointingly low, despite a number of channels being used to promote the consultation. Officers agreed to update the Committee with final results of the Consultation exercise including the number of responses as well as the percentages they represented.

The Committee noted that the Police were also in support of the proposals, including the extension of the areas covered, the details of which were appended in maps to the report. The Police had provided lengthy comments based on their contention that in order to reduce crime and disorder, the PSPOs were relevant and central to maintaining the balance for young people to play safely and allow others to enjoy their neighbourhood. It had been suggested, but was not possible, to introduce a clause in respect of using musical personal devices in public place. In Addlestone Town Centre the Police felt that the PSPO had played a significant and concrete role in preventing fully fledged gangs from meeting, with a positive reduction in anti-social behaviour. The Committee agreed there was still a need to work with young people and direct them away from crime. Officers would include full details in an update to the Committee at the end of the consultation, this would include liaison with the Police with regard to the Committee's request for a further breakdown on anti-social behaviour types.

Members were advised that any significant changes proposed post consultation (which was not thought likely) would be brought back to a meeting of Community Services Committee or submitted to Corporate Management Committee before the PSPOs expired, or if urgent, through the Standing Order 42 route with the agreement of the Chairman and Vice-Chairman.

Members reviewed the number of anti-social behaviour reports over the two year period that the PSPOs had been in place. It was noted that the reports included Covid related breaches in terms of gatherings.

Officers requested a slight change in the labelling of each PSPO for administrative ease.

Following the meeting in November 2020, Officers advised that there had been discussions between Members and Officers regarding evidence, including the need for a significant number of anti-social behaviour reports from the community to progress to the next stage of considering whether a PSPO would be appropriate for Egham Hythe. Some Members sensed a reluctance from some members of the Community to engage with a formal reporting framework. Therefore, gathering data would be problematic. Officers confirmed that anecdotal evidence could also be considered if there was also data to support the case.

Officers were willing to discuss this further and agreed to re-send the link to the reporting forms to evidence anti-social behaviour to build up an evidence base for consideration. Officers were

asked to explore ways of raising the profile of anti-social behaviour on Council's website and streamlining the reporting form if necessary. Members agreed to provide Officers with details of the Englefield Green Residents' Association to strengthen the Council's relationship with the community. Officers were also asked how PSPOs could be enforced if Council tenants were involved.

Members considered that a report to fulfil the requirements of the Council's Constitution, regardless of the current merits of a PSPO was needed. Therefore, Officers were asked to progress Cllr Neathey's request for a report on a possible PSPO for Egham Hythe made under Standing Order 27.5 in November 2020. This was supported by other Members who added to the picture with other examples of incidents in the area.

**RESOLVED that –**

**the proposed extension and enforcement area changes to the orders as set out in the report be approved, pending the results of ongoing consultation due to be concluded in March 2021;**

- i) the PSPOs for Addlestone and parts of Englefield Green be extended for 3 years from June 2021 to June 2024; and**
- ii) the PSPOs enforcement areas be expanded**

497 **Community Services Business Unit Plan 2021/2022**

The Committee's approval was sought for the first Annual Plan produced to reflect the partnership of the Community Services Business Units of Runnymede and Surrey Heath Borough Councils. The plan set out the vision for the service and detailed achievements, projects and aspirations for the coming year 2021/2022.

Officers reported the core service areas of Community Services, aimed at improving the lives of some of the more vulnerable residents of both boroughs, many of which were delivered in partnership through the wider health care agenda including Social Prescribing and Personalised Care Planning, Befriending and the Home Improvement Agency. Community Services also had responsibility for parking services, day centres, Community Alarms, Transport and school transport.

Members noted that Officers planned to establish a Community Services Partnership Governance Board to ensure representation from elected Members of both Councils. Their role would be to oversee the partnership, effectively commencing with the TUPE of staff from Surrey Heath to Runnymede from 1 April 2021. The Board would document progress with shared objectives and priorities. Officers also reported that the appropriate key performance indicators would be revised and reported on further at a later date.

Members reviewed key achievements to date in the context of a very challenging year, to which staff had risen and responded to positively; including the successful development and delivery of Homesafe Plus for which funding had been secured, a significant contribution to the Council's welfare response to the Covid pandemic and an increased number of meals delivered through Meals at Home.

These all contributed to the basis for new work in 2021/2022, details of which were set out in the plan which contained 16 projects, 6 reviews and 18 one-off activities, all of which the Committee showed support for.

There was one growth bid in the plan for the procurement of a Befriending Service. However, given the Council's financial position, alternative sources of funding were being explored.

The Committee thanked Officers for a comprehensive report and looked forward to further updates on projects later in the year.

**RESOLVED that –**

**the Community Services Business Unit Plan for 2021/2022, be approved.**

498 **Community Services Key Performance Indicators – Quarter 3 2020/2021**

The Committee noted the results of the key performance indicators for Quarter 3 of 2020/2021.

Officers highlighted those areas which had been affected by the Covid pandemic, notably the temporary closure of the Council's day centres, and suspension of Community Transport, where staff had been redeployed to other duties many supporting the Council's welfare response. With regard to when the day centres were likely to re-open, Officers would be guided by any restrictions in place at the time which could be June 2021. However, Officers wanted to ensure that staff had been vaccinated before returning. In doing so, Officers commended the day centre managers and other staff for work with the community including a survey to residents about wellbeing and support, and this was echoed by the Committee.

Other areas Members were pleased with included Homesafe Plus and the forthcoming Step Down Accommodation Pilot, which had been approved by the Housing Committee at its meeting the previous evening.

The Committee was asked to note that although Parking Services included a performance indicator for the number of digital payments, Officers were keen to stress that payment by cash as an option was still important to maintain use of Council car parks.

499 **School Transport Service**

Members were updated on the new School Transport Service which had been approved by full Council in September 2019 and the Committee was asked to approve a revised start date of September 2021.

At the time, Officers hoped to commence the service in April 2020. However, the unforeseen, wide ranging effects of Covid 19, and two more lockdowns, had resulted in delays that were beyond the Council's control as Officers were diverted onto the response which had to take priority over other business.

Officers were pleased to report that 10 new vehicles had been procured. However, the procurement process itself, and confirmation from the successful bidder that the vehicles could not arrive for an April start, had meant that a revised date of September 2021 for implementation was more realistic, to align with the new academic year. The Committee agreed with this and Officers were thanked for their continued efforts to deliver a new service.

Contracts were being sent to the winning bidder and in terms of finance, Officers reported a saving of circa £15,000 per annum arising from the procurement process. However, the service would still cost the Council an estimated £250,000 per annum which presented challenges given the need to make savings of approximately £2m by the end of March 2023. Members welcomed the budget saving and the introduction of CCTV in the new vehicles. They were also re-assured by the fact that if demand was lower than expected, vehicles could be utilised elsewhere to deliver other projects or that the lease arrangements allow for an exit of the arrangements.

Members suggested that a survey might be an option to gauge demand for the service, given that it would have been 18 months out of operation by September 2021. However, Officers considered given the timeframe of a June launch this might not be practical. Officers agreed to circulate a

copy of the updated project plan and convene a meeting of the School Transport Task and Finish Group to review and ensure oversight of the development of the service with communications, branding and marketing as a priority. Resources were limited but Officers would work with Communications to make progress with this.

Members agreed that engagement with local schools and the borough's residents would be key, confirming interest in the service which had been expressed already. One Member offered to share with Officers a database of interested parties they had drawn up. Officers agreed but only on the basis that consent was obtained for data sharing.

Officers re-affirmed the pricing structure which had been agreed by full Council in September 2019. The fee was £4 per journey per day with no sibling discount, the feasibility of after school activities transport at no extra charge would be investigated.

The Chairman thanked Officers and fellow Councillors for what was described as a cross-party aim to provide an in-house school transport service.

**RESOLVED that –**

**a revised start date for the School Transport Service of September 2021 be approved.**

500 **Cabrera Trust Management Committee – Minutes 7 January 2021**

The Minutes of the Cabrera Trust Management Committee meeting held on 7 January 2021, and attached at Appendix 'A' were received and noted.

501 **Cross Lane Ottershaw**

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 was asked to determine whether to take action with regard to a short section of unregistered land in Cross Lane, Ottershaw. Members attested that Cross Lane was popular as a pedestrian route linking the A319 and A320, footpaths beyond and two Council owned SANGs at Ottershaw Chase and Ether Hill/Queenswood. It was thought to be an old coaching link, so of historic importance. Officers had been made aware of a small parcel of land that a resident had fenced off. If allowed to be incorporated into the relevant property, the parcel would not be accessible for other people, which the Committee agreed was a concern. An initial survey had been undertaken and it was estimated that low maintenance would cost about £500 per annum, which could be met within existing resources, but that tree works would cost approximately £4,000 in year one to address some identified safety concerns.

Members noted the options available to them as well as the legal implications, risks, advantages and disadvantages of each option.

After discussion, Members approved the option which would be likely to result in better land management, enhanced biodiversity, removal of any non-native plant species and the possible installation of bat and bird boxes. It was considered unlikely that the Council would be challenged, if they chose the preferred option, as the land was currently unmaintained apart from the occasional clearance of fly tipping.

The Committee agreed that the proposed course of action to take steps towards adverse possession of the land along the suggested timeframe, as identified in the report, would result in an improvement for the community and would discourage others from encroaching onto the land

adjoining the footpath, which still remained the responsibility of Surrey County Council to maintain to ensure accessibility for pedestrians and people with mobility issues.

**RESOLVED that –**

**The Council should assume responsibility for the management and maintenance of part of Cross Lane, Ottershaw, with a view to making an application for adverse possession in due course, as set out in the report.**

## 502 **Rushmoor and Hart CCTV Monitoring**

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.

Officers advised the Committee of an opportunity to generate additional income in the next financial year and sought approval to continue discussions with Rushmoor and Hart Borough Councils to transfer the monitoring of their CCTV to Runnymede at a future date.

Officers reported that lengthy discussions had taken place in 2020 when the Council was contacted. Various options had been investigated and confirmation of a preferred route had recently been confirmed.

Officers confirmed that both councils sought a 5 year agreement, although Hart had requested an initial 12 months with the option to extend to 5 years. This was met with general agreement and Officers intended to look at a range of services that might be included in the contract, including out of hours calls which Safer Runnymede currently undertook for Spelthorne Borough Council.

Future options for the Safer Runnymede CCTV contract were being discussed, following a recent procurement exercise and Members welcomed the potential growth of the service whilst seeking economies of scale if possible. Officers confirmed a net reduction in cost of Safer Runnymede if the transfer of monitoring did go ahead.

Members noted the complex technical, operational and potential staffing implications of the transfer which were still being discussed between the authorities. However, the Committee expressed support for the proposal to continue negotiations, welcoming the prospect of additional income in the estimated sum reported.

Les Bygrave, Chris Hunt and the Safer Runnymede team were congratulated for their work.

**RESOLVED that –**

- i) negotiations with Rushmoor Borough Council and Hart District Council be continued on the transfer of their camera monitoring, out of hours service calls to Safer Runnymede and the TUPE implications for existing staff;**
- ii) the Hart District Council agreement to be initially for 12 months with an option to extend to 5 years; and**
- iii) the Rushmoor Borough Council agreement to be for 5 years.**

### 503 **Social Prescribing and Citizens Advice Runnymede & Spelthorne**

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 recommend to Corporate Management Committee proposals for a one year project between the Council's Social Prescribing Project and Citizens Advice Runnymede and Spelthorne (CARS).

Members recalled that the Council had been offering a Social Prescribing service for three years, funded partly by the Better Care Fund and two Primary Care Networks. The service was well thought of and the impact of Covid had demonstrated a clear need for it to continue and to be sufficiently resourced to do so. Officers reported that since 1 April 2020, a total of 233 referrals had been received by Social Prescribing, of these 70 were then referred to Citizens Advice who played a critical role in supporting residents with specialist advice on housing and accommodation and financial hardship as well as benefits checks, debt advice and legal advice.

The Committee was very pleased to learn that Officers had secured funding of £268,000 from the Contain Outbreak Management Fund (COMF). It was proposed by the Council's Senior Leadership Team and supported by the Corporate Leadership Team that £40,000 be awarded to Citizens Advice Runnymede and Spelthorne, subject to Committee approval.

Officers proposed a one-off grant for 12 months to allow CARS to recruit additional staff who would work with the Council's employees, share knowledge and expertise to give a more holistic and timely service to the community.

The Committee was fully supportive of the proposal recognising the key role played by CARS and how a joint approach would be beneficial for all parties.

#### **RESOLVED that –**

**Corporate Management Committee be requested to approve the proposals for a one year project between the Council's Social Prescribing Project and Citizens Advice Runnymede and Spelthorne.**

### 504 **Chairman's Announcement**

The Chairman closed the meeting with confirmation that he would be standing down in May 2021. He thanked the Committee and Officers for working with him, with the wish that the collaborative cross-party nature of the Committee would continue in the future.

Chairman

(The meeting ended at 10.09 pm)



Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE7 January 2021 at 2.30pm via MS Teams

Members of the Committee present: Councillors P Sohi (Chairman), J Hulley (Vice-Chairman), C Howorth, Mr P McKenzie (Honorary Treasurer) and Mr C Hunt (Honorary Secretary)

The following attended in an advisory capacity;

Mr P Winfield, Head of Greenspace, Honorary Warden: Mrs H Lane

**ACTION**1. MINUTES

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

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr T Ashby and Mr P Beesley

3. EFFECT OF COVID 19 ON ACTIVITIES RELATING TO THE SITE

Officers reported that due to the pandemic, there had been no Forest School activity, the new friends group had not been progressed and, apart from normal grounds maintenance there had been no significant contractor work on site. In addition, no volunteer work parties had been organised and no annual inspection of the site took place. However, there had been no major problems and it was hoped that activities could be re-instated later in 2021 when it was considered safe to do so.

4. HONORARY WARDENS

The Committee was advised that Mr Midwinter had resigned from his role as Honorary Warden. Mr Midwinter had been an Honorary Warden for the Cabrera Trust since 2012. The Committee and Officers thanked Mr Midwinter for the invaluable contribution he had given during this time. Mr Midwinter had suggested Mr Grobien as his successor. Mr Grobien had subsequently submitted an expression of interest and indicated his willingness to take on the role as Honorary Warden. The Committee was asked to consider Mr Grobien's appointment to the Committee.

The Committee was fully supportive of the appointment of Mr Grobien as Honorary Warden and welcomed him to the Committee

**RESOLVED that –**

**Mr Phillip Grobien be appointed onto the  
Cabrera Trust Management Committee as  
Honorary Warden**

**ACTION**

Peter  
Winfield/Carol  
Holehouse

5. **ACTIONS TAKEN SINCE THE LAST MEETING**

The Committee was informed on various actions taken since the last meeting

**Theft of saplings**

In April, a member of the public was seen cutting some saplings from the edge of the woodland and loading them into a car. This was an offence under the Byelaws which say *'No person shall remove from or displace in the ground any stone, soil or turf, or the whole of any part of any plant shrub or tree'*. The owner of the vehicle was traced and sent a warning letter and it was hoped this would be sufficient to deter the individual from repeating these actions in the future.

**Boundary Security Cabrera Avenue Open Space**

The boundary fences and gates at the Cabrera Avenue open space had been upgraded as part of a Borough wide project to enhance the protection of open spaces against vehicular incursions. The timber rail fences had been replaced with steel railings and the vehicle barrier at Beechmont Avenue had also been upgraded. These works were funded by the Council as part of the Borough project and not by the Trust. The Committee wished to thank Officers for undertaking this work which was a positive development for the local community.

**Cycling**

An issue had been raised with Officers regarding cyclists on mountain bikes using the Riverside Walk and churning up the paths. This was a breach of the Byelaws which say *'No person shall, without reasonable excuse, ride a cycle, except in any part of the ground where there is a right of way for cycles, or along such routes as may be fixed by the Council and indicated by signs placed in conspicuous positions in the ground'*. Officers were working to establish the extent of the problem and would report back to the Committee if necessary.

Peter Winfield

6. **DRAFT ANNUAL ESTIMATES FOR 2021/22**

The Committee was asked to approve the probable budget for 2020/21 and the draft estimates for 2021/22.

The Honorary Treasurer reported that despite a difficult year the value of the Trust's investments had increased from £128,134 to £144,826. The Trust's expenditure budget would need to be discussed with Green Space Officers in due course to establish the budget for the next financial year.

Peter  
McKenzie/  
Peter  
Winfield

It was estimated that an additional £25,000 would be required to be drawn down from the Trusts investment holdings in 2020/21, and an additional £5,000 in 2021/22 to offset the net cost of running and managing the site. The investments held under the Charifund Investment vehicle had consistently produced higher returns for the Trust than those of the Charities Official Investment Fund (COIF). As the need for income was paramount it was therefore recommended that the withdrawals should firstly be taken from the COIF as the dividend yield had traditionally been lower than that for the Charifund.

Peter  
McKenzie

**RESOLVED that –**

**The probable budget for 2020/21 and draft estimates for 2021/22 be approved**

7. DATES FOR MEETINGS IN 2021/2022

The AGM and the July meeting of the Cabrera Trust Management Committee is scheduled to be held on **Thursday 15 July 2021 at 2.30pm.**

The January 2022 meeting is scheduled to be held on **Thursday 6 January 2022 at 2.30pm**

Chairman

(The meeting ended at 2.54 pm)