

# **Community Services Committee**

**Thursday 17 June 2021 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## **Members of the Committee**

Councillors C Howorth (Chairman), M Adams (Vice-Chairman), R Bromley, T Burton, D Clarke, D Coen, M Harnden, S Lewis, C Mann and S Walsh.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee if they are not a member of this Committee.

## **AGENDA**

### **Notes:**

- 1) **The following Measures to comply with current Covid guidelines are in place:**
  - **restricting the number of people that can be in the Council Chamber to 24 including Councillors, Officers, and members of the public**
  - **temperature check via the undercroft for Members/Officers and Main Reception for the public**
  - **NHS track and trace register, app scan is next to the temperature check**
  - **masks to be worn when moving around the offices**
  - **masks can be kept on whilst sitting in the Council Chamber if individuals wish**
  - **use of hand sanitisers positioned outside and inside the Council Chamber**
  - **increased ventilation inside the Council Chamber**
  
- 2) 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.

- 3) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss Clare Pinnock, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: [clare.pinnock@runnymede.gov.uk](mailto:clare.pinnock@runnymede.gov.uk))**.
- 4) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 5) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 6) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

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

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography, and filming in the Committee meeting.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

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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) <u>Exempt Information</u>	
16. LEASE RENEWAL AT THE ORCHARD	40
17. BEFRIENDING SERVICE	To Follow
18. SCHOOL TRANSPORT SERVICE – UPDATE	To Follow
b) <u>Confidential Information</u> (No reports to be considered under this heading)	

1. **Fire Precautions**
2. **Notification of changes to Committee Membership**
3. **Minutes**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 11 March 2021, which were circulated by email to Members in April 2021.

4. **Apologies for Absence**
5. **Declarations of Interest**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a registrable interest includes their appointment by the Council as the Council's representative to an outside body. Membership of an outside body in their private capacity as a trustee, committee member or in another position of influence thereon should also be declared. Any directorship whether paid or unpaid should be regarded as a disclosable pecuniary interest, and declared.

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 other registrable interest and/or the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. **Spratts Lane, Ottershaw – Repairs (Community Development, Peter Winfield)**

Please note there has been sufficient interest in this item to relay the meeting to the Committee Room (next to the Council Chamber) where members of the public that have registered to attend may watch and listen to the proceedings if the Council Chamber reaches its full capacity.

**Synopsis of report:**

**Spratts Lane is an unbound track which is unregistered, it provides vehicle access to properties on Spratts Lane and a side road called The Potteries as well as to an RBC open space, Hare Hill. The track is also well used by pedestrians dropping off and collecting children from the nearby school.**

**The adjoining landowner along most of the track and in particular the northern end is Runnymede Borough Council, though there are some areas where private residents abut it.**

**Damage recently caused by the burst water main at the junction of Spinney Hill/Murray Road lead to Affinity Water committing to repair the damage. Affinity**

**Water have made a proposal to repair with a bound tarmac surface at the northern end which is a more generous proposal than simple remedial works.**

**This option was consulted on with residents but there was no consensus so Members of this Committee are being asked to determine what course of action should be taken.**

**Recommendation(s) that:**

- i) the proposal by Affinity Water to tarmack the northern end of Spratts Lane be accepted; and**
- ii) the necessary delegated authority be provided to the Corporate Head of Community Services and Corporate Head of Law and Governance to enter into any necessary agreement with Affinity Water to record the agreed tarmacking of the northern end of Spratts Lane.**

**1. Context of report**

- 1.1 Spratts Lane is an unbound track which is unregistered, it provides vehicle access to properties on Spratts Lane and a side road called The Potteries as well as to an RBC open space, Hare Hill. The track is also well used by pedestrians dropping off and collecting children from the nearby school.
- 1.2 The adjoining landowner along most of the track is Runnymede Borough Council, though there are some areas where private residents abut it. A map of the area is attached at Appendix 'A'. This shows the extent of the area it is proposed to tarmac, which is the post, just south of The Potteries. The Council has Riparian responsibilities for those areas it owns, and the proposed maintenance is therefore shared, though in reality when work needs doing it is the Council who pick it up. Maintenance generally consists of filling potholes every 6 months or so due to the unbound nature of the lane.
- 1.3 A burst water main caused damage to the north of the Lane and this report outlines the discussions that have been ongoing with residents and Affinity Water on the remedial work required to repair the damage.

**2. Report**

- 2.1 The damage caused by the burst water main was extensive and exacerbated by Affinity Water's contractor directing water down the lane. A subsequent site meeting was held with Affinity Water and their contractor, at which liability was admitted and both committed to repairing the damage back to the standard it was prior to the leak. At this meeting it was also suggested that they would be prepared to replace the current surface with a bound tarmac surface.
- 2.2 The Lane is effectively split into 2 sections, a larger portion at the northern end, worst affected by the water main damage and a smaller southern portion. The two sections are divided by a resident controlled lockable bollard, just south of The Potteries, originally installed to prevent through traffic using the lane as a rat-run.
- 2.3 Resurfacing Spratts Lane has been raised in the past with residents and no agreement had ever been reached. This new proposal was potentially controversial, so it was therefore agreed with Affinity to gauge opinion. A letter (attached as Appendix 'B'), was sent with responses anonymised and shared with

Affinity Water. The responses showed that residents in the northern section of the lane are unanimously in favour of a tarmac surface, but there is a mixture of opinion in the southern section.

- 2.4 In order to try and accommodate most views a scheme was considered whereby the northern part of the lane would be tarmacked but the southern section simply repaired like for like. Informal discussion was had with some residents who it was felt might be the most likely to oppose this scheme to see whether agreement could be reached but unfortunately this was not possible. Objections were received from a resident in the lower/southern part of the lane, mainly concerned about surface water run-off from the upper/northern part of the lane if it were tarmacked and that they felt that their property would be devalued if parts of the lane were 'urbanised' by changing the surface from an unbound track to a tarmac track, even if this was only in the northern portion.
- 2.5 Following discussion with Affinity it was agreed that it was unlikely that a resolution was to be found. Officers and Affinity felt that a like for like repair should be carried out as soon as possible, re-providing an original unbound surface. A letter was sent to residents to this effect with Affinity's agreement, as attached at Appendix 'C'.
- 2.6 The letter sent led to Affinity receiving representations from residents upset that the offer of a tarmac surface had been withdrawn and resulted in Affinity passing the issue to their loss adjusters, Warwick Partnership, who have looked at the issue afresh and met residents and a Council Officer on site to discuss. They have concluded that a modified proposal to tarmac the northern part of the lane and to repair like for like the southern end of the lane is still their preferred option. They have also considered surface water drainage and propose the installation of speed bumps angled in such a way as to direct surface water into an existing drainage ditch which runs alongside the lane. This addresses some of the concerns raised in the responses received to the original letter. However, Affinity are only prepared to proceed if the Council offers its support for this option.
- 2.7 Residents on both sides of the argument have alluded to the possibility of future legal challenge in correspondence, either written or verbally. So having taken advice from our Legal team we now understand that the Council has the authority to approve (or not) Affinity Water's offer to tarmac the northern end of the Spratts Lane, by virtue of the fact that the Council owns land on either side of that part of the lane, so between the junction with Spinney Hill/Murray Road and the entrance to Holly Tree Cottage. The Council does not have the same authority to approve works to the southern end of the lane where it only owns land to one side.
- 2.8 The next step, subject to this Committee's approval, would be to advise Affinity that the Council supports their proposal to tarmac the northern end of the lane.

### 3. **Policy framework implications**

- 3.1 One of the key priorities of the Corporate Business Plan is 'enhancing our environment' and this includes to take opportunities to make the local environment more sustainable and to continue maintaining our assets.

### 4. **Resource implications**

- 4.1 The repairs to the road would be fully funded by Affinity Water and their contractor.
- 4.2 Tarmacking the road will significantly reduce any ongoing maintenance costs.

### 5. **Legal implications**

5.1 The Council as riparian landowner for the northern section of Spratts Lane has the authority to approve the repair works to be carried out by Affinity Water.

6. **Equality implications**

6.1 None Identified.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 Tarmacking the lane will make for a much more durable surface that will require limited ongoing maintenance.

**(To Resolve)**

**Background Papers**

Correspondence between residents and the Council and with Affinity Water (exempt) held mainly on Green Space files.

Area identified for tarmac - Spratts Lane



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Map exported on Fri Jun 04 2021 17:09:16 GMT+0100 (British Summer Time)



To all residents who use Spratts Lane to access their properties

3<sup>rd</sup> March 2021

Dear Sir/Madam

**Re: Damage to Spratts Lane following burst water main**

Officers at the Council inspected damage to the surface of Spratts Lane following the burst water main incident last week.

A group of residents and the Council have since been in touch with Affinity Water to discuss repairs to the lane and held a site visit with Affinity Water and their contractors McFaddens earlier this week.

Affinity Water have undertaken to repair the surface to make good the damage done.

You will be aware that the lane is not registered with the land registry, nor is it an adopted highway, rather it falls to adjacent landowners to fulfil their riparian responsibilities to repair the lane to a standard safe for use as a public right of way footpath. Residents also require it to be of a standard to enable vehicular access to their properties.

The current construction of the lane makes like for like repair difficult. The Council and residents have filled potholes in the past to varying degrees of success, but ultimately these are temporary fixes, which need to be carried out often and inevitably result in uneven surfaces between repairs. Affinity Water are of the opinion that any repairs they carry out in the same fashion are also likely to be short-lived.

Affinity Water are considering whether they could carry out more substantial and longer lasting work to prevent quick deterioration for which they may be called upon to rectify. Their preferred option would be to provide a tarmac surface all the way along the Lane from the junction of Hare Hill / Murray Road / Spinney Hill right the way down to where the lane meets the adopted highway at Fletcher Close.

This presents a unique opportunity to upgrade the surface of Spratts Lane at no cost to the Council or to residents.

Residents I have spoken to, or received representation from, have expressed an interest in pursuing the solution of a tarmac surface. Most of these conversations have involved residents from the top part of the lane, north of the bollards and the Council is supportive of this. There has also been suggestion that speed humps or 'sleeping policeman' could be integrated into the scheme. This was raised with Affinity Water who seemed amenable to that suggestion.

I would be grateful if you could e-mail me with your thoughts so that a view on the consensus of residents, particularly in the lower part of the lane, south of the bollards, can be formed. Please include your address in the response and indicate whether you approve of Spratts Lane being tarmacked or not.

I hope to be able to revert to Affinity Water in the week commencing the 15<sup>th</sup> March so would appreciate responses by then.

Yours sincerely,

Chris Dulley

Assistant Head of Green Space, [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk), 01932 425689

To all residents who use Spratts Lane to access their properties

24th March 2021

Dear Sir/Madam

**Re: Damage to Spratts Lane following burst water main**

Thank you for your responses to my previous letter dated 3<sup>rd</sup> March 2021 which was intended to assess opinion on the offer from Affinity Water to tarmac Spratts Lane.

The responses received have demonstrated that there are differing views on the proposal.

Although many of you are wholly in favour, some of you have some reservations which would need to be overcome, and others are not in favour.

Views submitted indicated preferences for retention of the bollards, the addition of sleeping policeman to slow down traffic, a more natural colour of tarmac, some signage and some form of parking prevention.

Other concerns were raised about the possible adverse effect of the new tarmac surfacing on property prices on the lane.

Options for tarmacking parts of the lane where there is unanimous approval have been considered but these have the potential to adversely affect unsurfaced areas of the lane in the future when surface water runs-off from a tarmacked surface. This could potentially leave Affinity open to future claim against them.

Affinity Waters position is that they are obliged to put the 'property' back to the same position that it was in prior to the burst. Offering the option of tarmacking the lane was over and above their obligations but something that they were prepared to explore with residents. Given the differing views of residents it is no longer an attractive prospect. Affinity now intend to resurface the lane with unbound aggregate as per the surface prior to the leak, thereby fulfilling obligations to 'make good' but limiting expense and potential liability.

Like for like repair will be difficult as discussed in the previous letter. The Council will work with Affinity to ensure that the best finish and longevity of surface, using an unbound material, is secured.

I realise that some of you will be disappointed by the contents of this letter. Options have been explored to find a satisfactory scheme but that has not been possible on this occasion.

Yours sincerely,

Chris Dulley  
Assistant Head of Green Space  
openspace@runnymede.gov.uk  
01932 425689

7. **Standing Order 27.5 – Public Space Protection Order, Egham Hythe (Community Development, Kate Walker)**

**Synopsis of report:**

**This report responds to a request made under Standing Order 27.5 for an item to consider making a Public Space Protection Order (PSPO) for Egham Hythe. PSPOs are a power available to Councils to deal with anti-social behaviour in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.**

**This report also takes the opportunity to outline proposals to consider a borough-wide PSPO with regard to the use of Nitrous Oxide.**

**Recommendation(s) that:**

- i) a PSPO for the Egham Hythe area is not proportionate at this stage;**
- ii) the Community Safety Coordinator to progress a PSPO for the Egham Hythe area should the JAG determine, in future, that it is proportionate and necessary; and**
- iii) subject to the outcome of the Spelthorne exercise, further consideration of the proportionality of a Borough wide PSPO in relation to Nitrous Oxide be given and the Community Safety Coordinator to take forward through the Joint Action Group, if appropriate**

**1. Context of report**

- 1.1 This report responds to a request made by former Councillor Neathey under Standing Order 27.5 for a Public Space Protection Order (PSPO) to be considered for Egham Hythe.
- 1.2 Standing Order 27.5 states that Members who wish to request that a particular item of business be included on an agenda must give notice in writing to the Chief Executive by 9.30am on the eight working day before the date of the meeting.
- 1.3 This report was not presented to the last meeting of this Committee owing to on-going discussions with Members and other interested parties, but is submitted now for the Committee to consider.

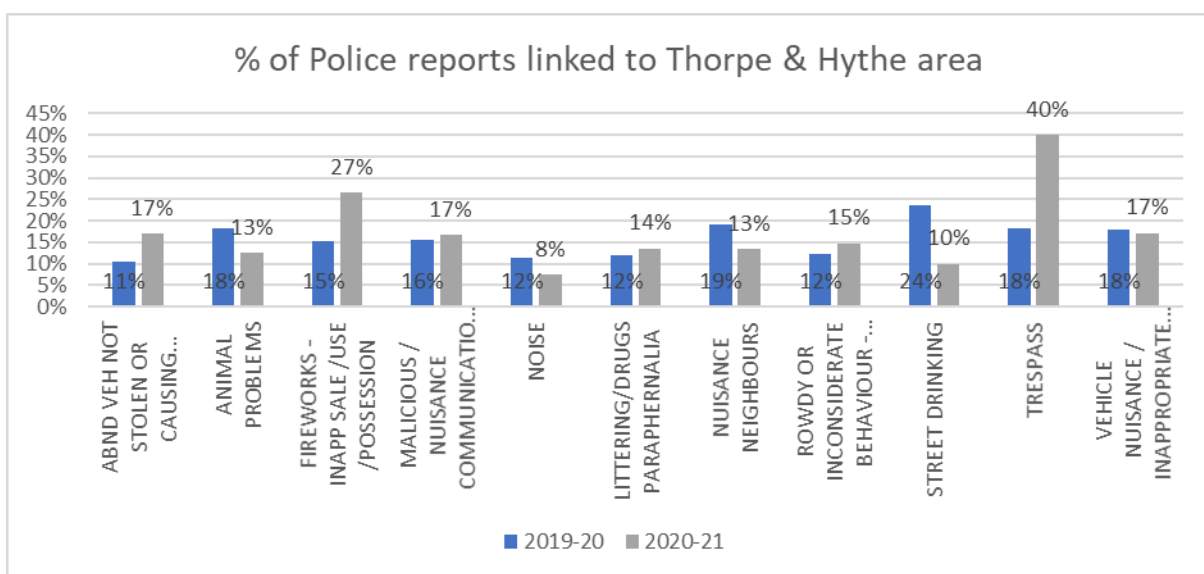
**2. Report**

- 2.1 The four main areas requested for consideration were; Hythe Park, Pooley Green park/car park, Pooley Green parade, and Wards Place (with surrounding roads).
- 2.2 The behaviours identified by former Councillor Neathey as impacting the locality were use of nitrous oxide, alcohol use, cannabis and other drug use, drug dealing, fire setting, littering, verbal abuse, damage/vandalism to bus shelters and street furniture, graffiti, throwing projectiles, indecent exposure, public urination and catalytic converter theft.

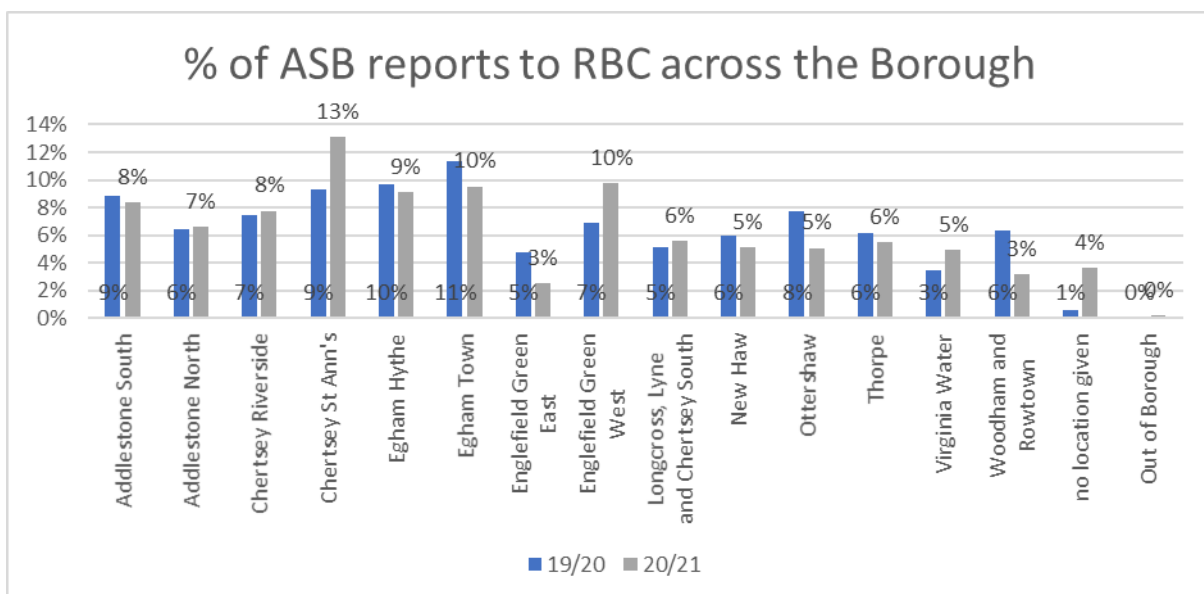
- 2.3 Many of the behaviours identified are already subject to enforcement routes, for example; drug use/drug dealing, arson, littering, criminal damage, public order offences and theft.
- 2.4 Nitrous oxide is not illegal to possess and can be purchased legitimately. However, it is illegal to sell or give away to someone who wants to use it for its psychoactive effects, and the discarded canisters contribute to littering across the Borough.

**Antisocial Behaviour**

- 2.5 Antisocial behaviour (ASB) reports recorded by the Police are done so under the area of Thorpe & Hythe. Therefore, it is not possible to separate these further to reflect reports solely within the Egham Hythe area.
- 2.6 The graph below denotes the percentage of all ASB reports made to the Police, within the last 2 years (2019-2020 and 2020-2021), relating to the area of Thorpe & Hythe.



- 2.7 The graph below denoted the percentage breakdown of ASB reports made across each ward within the previous 2 years (2019-20 and 2020-21).



## Nitrous Oxide

- 2.8 The Council's Community Safety Coordinator noted that a significant proportion of the ASB concerns in the area relate to nitrous oxide and that comments received through communication from or with the public via online reports and or responses to the annual community safety partnership survey identified that nitrous oxide concerns are prevalent across the Borough.
- 2.9 Surrey Police are aware of the matter as this is not just a local ward or even Borough problem, but a national issue. Surrey Police's communication team were considering signage across the Borough to deter future heavy littering and ASB at identified locations. The Community Safety Coordinator submitted a list of locations for consideration after consultation with Councillors and the Green Space team. No further update on signage has been received since despite a request made.
- 2.10 A Borough wide PSPO for nitrous oxide is currently being pursued in Spelthorne, the success of which is being monitored, and after which consideration would then be given to replication in Runnymede by the Community Safety Coordinator.
- 2.11 Social media communications were requested to encourage residents to report sightings of nitrous oxide canister and internal data is being collated to gauge the scale of the problem.

## Joint Action Group

- 2.12 ASB in the area of Egham Hythe has been brought to the attention of the Runnymede Joint Action Group (JAG) on two occasions with a view for the partnership to adopt the area for 'early' intervention and problem solving.
- 2.13 The matter was raised under 'any other business' at the JAG's meeting in December, following the Standing Order 27.5 request. The area was not adopted at that time for ongoing consideration as the Police did not recognise the area as a hot spot location.
- 2.14 Following the meeting, of this Committee in March, the item was taken back to JAG for consideration. The issue was again not adopted by the JAG with Inspector Nick Pinkerton commenting:

*"There is a mandatory responsibility to conduct public consultation also. The burden of enforcement of any PSPO would fall to the Police as RBC do not have any patrolling officers/Joint Enforcement Team (JET) and a PSPO should not be entered into lightly. There should be a high threshold to exceed before considering a PSPO especially as there is a chance that the PSPO could fail to be enforced fully due to Police resources or an unintended reaction to implementing a PSPO may be to pull resources away from other areas which are experiencing greater issues as they are not backed by such good advocacy."*

The local Police Officer for the area also commented that it was not disputed that ASB was occurring but that *"the number of reports does not match the perceptions of the public."* This may be due to underreporting of incidents, but it has been stressed before the need to report. The area is frequently patrolled by the local team and engagement with youths has occurred.

- 2.15 Following a recent incident whereby damage was caused to the Egham Town Football Club (ETFC), the local Police Community Support Officer (PCSO) made a further referral to JAG for consideration specific to the football ground site. This is a small area within the ward of Egham Hythe, owned by Runnymede Borough

Council and leased to ETFC. An internal meeting with various interested departments will be arranged to collectively agree an appropriate route forward with the club and Police have heightened patrols in the area and will consider a Dispersal Order if deemed necessary. This will be reviewed again at the JAG in June.

### **Proportionality**

- 2.16 Any proposal for a PSPO needs to be evidence based as to the extent of the problem. We need to be very clear as to what exact ASB behaviours the PSPO is addressing in order to judge how reasonable and proportionate a PSPO as a solution to this particular problem is.
- 2.17 The Home Office guidance, updated in January 2021, states that restrictions and requirements listed in a PSPO can be blanket restrictions or requirements, or can be targeted against certain behaviours by certain groups at certain times. The guidance also states, *“consideration should be given to how the use of this power might impact on the most vulnerable members of society”* and *“consideration should also be given to any risks associated with displacement, including to where people may be dispersed to”*.
- 2.18 A breach of the PSPO is a criminal offence, which can be dealt with, either by way of a fixed penalty notice (FPN) of up to £100 or prosecution. If prosecuted, an individual could be liable to a fine no higher than £1,000.

### **Enforcement**

- 2.19 Runnymede Borough Council does not currently have the ability to enforce PSPOs through internal patrolling officers. Surrey Police have delegated authority to enforce PSPOs within Runnymede and act as the primary enforcers.
- 2.20 In order to ensure that an PSPO is adequately enforced, the support of Surrey Police is paramount.

## **3. Financial implications**

- 3.1 Whilst there is no cost attached directly to making a PSPO, consideration should be given in the context of officer time, which is vast. Signage is also required in an area where a PSPO is implemented. The cost for signs related to a PSPO would be managed through the JAG budget. However, it is important to note that for the current finance year 2021/2022, the JAG budget available is already committed to the additional signs required for Addlestone and Englefield Green and the annual requirement for the redeployable CCTV data package. Regrettably, this means there is no further JAG funds available. Should a PSPO be required within 2021/2022, funding will be vired from other budgets for signage.

## **4. Legal Implications**

- 4.1 PSPOs are a provision available to the Council under the Anti-social Behaviour, Crime and Policing Act 2014. The consultation requirements are detailed in section 72 of the Act, subsections (3) to (7). In addition to consultation prior to implementation, before an authority varies, extends or discharges a PSPO it must carry out the ‘necessary consultation’ and ‘necessary publicity’.
- 4.2 Consultation includes with the local police, ‘appropriate’ community representatives and the ‘owners or occupiers’ of land within the ‘restricted area’ to the extent that, it is ‘reasonably practicable’ to do so.

4.3 The 'necessary publicity' for a variation or discharge would be of the text of the proposal. The proposed order must be 'notified' to the County Council.

## **5. Equalities Implications**

5.1 When undertaking any enforcement action, the Council needs to be mindful of the Human Rights Act 1998 and its due regard to The Public Sector Equality Duty.

5.2 The Equality Act 2010 sets out 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 and
- c) foster good relations between those who share a relevant characteristic and those who do not

5.3 The PSPOs are intended to benefit all residents and visitors to the Borough but may be more beneficial for those with the protected characteristics of age and disability who might be disproportionately affected by some of the anti-social behaviours included in the orders. Within the orders are provisions of how young people under the age of 18 would be treated differently with regard to enforcement action.

## **6. Conclusion**

6.1 PSPOs are an enforcement option available under the Antisocial Behaviour, Crime and Police Act 2014. To ensure proportionality, enforcement action should be considered after less formal and/or draconian action is undertaken to avoid unnecessary criminalisation, particularly in the case of young people.

6.2 Egham Hythe has not been identified as a hot spot location for ASB, as the behaviours which have been noted by both the Police and the Council are not disproportionate to other areas within the Borough. Therefore, it is recommended not to pursue making a PSPO for this area at this time, but the option is there to do so if deemed necessary at a future date.

6.3 Concerns about nitrous oxide use and littering of canisters is not specific to Egham Hythe, with reports and comments made by residents throughout the Borough. Therefore, it is recommended to monitor the outcome in Spelthorne before taking this proposal any further through the JAG.

**(To resolve)**

### **Background Papers**

None Stated.

**8. Anti-Social Behaviour 'ASB Help' Pledge (Community Development, Kate Walker)**

**Synopsis of report:**

**This report outlines a request for delegated authority to sign Runnymede Borough Council up to the Anti-social Behaviour Pledge spearheaded by the national victim's charity, ASB Help.**

**Recommendation(s) that:**

- i) Runnymede Borough Council sign up to the ASB Help Pledge; and**
- ii) delegated authority be given to the Council's Community Safety Coordinator for the purpose of signing the ASB pledge.**

**1. Context of report**

- 1.1 This report is to aid the Committee's determination of whether delegated authority can be given to the Council's Community Safety Coordinator to sign the Anti-social Behaviour (ASB) pledge, on behalf of Runnymede Borough Council, which is being spearheaded by ASB Help.

**2. Report**

**ASB Help**

- 2.1 ASB Help are a national charity (Charity Number: 1152851) who focus on and promote the rights of victims with a view to ensuring that effective support for victims of anti-social behaviour is provided by the responsible agencies.
- 2.2 One of the main objectives of their work is currently around the use of the Community Trigger (ASB Case review).

**Community Trigger**

- 2.3 The Community Trigger is a legal tool available under the Anti-social Behaviour, Crime & Policing Act 2014 which gives victims of persistent anti-social behaviour the ability to demand a formal case review where the locally defined threshold is met, in order to determine whether there is further action that can be taken.
- 2.4 Runnymede Borough Council act as the point of contact for all Community Trigger requests within the Borough, and is facilitated by the Council's Community Safety Coordinator.
- 2.5 Whilst the Community Trigger has been available since 2014, it is only recently that requests have been submitted, which is largely due to increased practitioner understanding along with local and national promotion.

**ASB PLEDGE**

- 2.6 ASB Help created a pledge to which responsible agencies can sign up in recognition of their commitment to victims of anti-social behaviour.



- 2.7 The PLEDGE asks agencies such as the Council to:
1. **Promote awareness:** Actively encourage the use of the community trigger to residents and partner agencies.
  2. **Legality:** Confirm your organisation is legally compliant and embracing the spirit of the community trigger.
  3. **Ensure accessibility:** Publicise the community trigger so the most vulnerable know what it is and how to invoke it.
  4. **Develop your process:** Embrace the full potential of the community trigger by continually reviewing and learning from best practice.
  5. **Generate inclusivity:** Use community trigger review meetings to work collaboratively and strategically, formulating solutions to end the anti-social behaviour.
  6. **Establish a precedent of using the community trigger to put victims first and deter perpetrators.**
- 2.8 In preparation for Runnymede Borough Council signing up to the pledge, the Community Safety Coordinator has been in contact with and worked alongside the CEO of ASB Help in order to ensure that Runnymede is complying with the best practice guidelines set out by ASB Help and the Housing Business Centre has incorporated the Community Trigger guidance into the Housing ASB Policy, a draft of which was due to be considered by the Housing Committee on 9 June.
- 2.9 A pilot of the pledge has been successfully completed with Surrey being the first County to sign up with the Chief Constable of Surrey Police and the Police and Crime Commissioner having signed the pledge in February 2020. Plans had been in place for partner agencies to follow by publicly signing the pledge afterwards. However, this was postponed due to COVID-19.
- 2.10 The pledge campaign is now being restarted and as such, Runnymede Borough Council have the opportunity to sign up. Should this be approved and be completed, Runnymede Borough Council will be provided with a pledge certificate which it is hoped will be displayed in a prominent place.
- 2.11 As part of the campaign publication and in conjunction with ASB week (w/c 19<sup>th</sup> July) it is hoped that agencies will provide a photograph of the pledge certificate in place, along with a few sentences or video clip showcasing why Runnymede Borough Council is supporting the pledge.

### **3. Conclusion**

- 3.1 The ASB Help Pledge is available for Runnymede Borough Council to sign up to in order to display our commitment to victims of anti-social behaviour and this is the recommended course of action.

**(To resolve)**

### **Background Papers**

None stated.

## 9. Safeguarding Update (Community Development, Chris Hunt)

### Synopsis of report:

**This report provides an update on the safeguarding work that has happened over the last financial year and sets out proposals for the coming year.**

### Recommendation(s):

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

## 1. Context of report

1.1 During a recent internal audit of the safeguarding function of the Council carried out by TIAA and reported recently to the Standards and Audit Committee, several recommendations for improvements were made. One of the recommendations was that an annual report on progress over the last year should be provided to Councillors. Therefore, this report provides an overview for the 2020/2021 financial year.

1.2 Other recommendations in the report were that:

- all staff should complete the e-learning safeguarding training module
- safeguarding policies and procedures be reviewed
- roles and responsibilities of department safeguarding leads be developed and
- a way of recording all safeguarding referrals is introduced.

## 2. Report

2.1 Over the 2020/2021 financial year, the Covid 19 pandemic has had a significant impact on individuals and families across the country. Many of the services that Runnymede provides does not deliver directly to young people but there are some service areas that may well need to consider safeguarding referrals for example Housing through home visits, Environmental Health when visiting premises or dealing with complaints and through some of our leisure activities. With older and vulnerable people, Community Services provides direct support through Careline, community transport and social centres, so referrals could be made when concerns are raised.

2.2 In 2020/2021 we received 65 requests for information relating to families as part of the referral process which we responded to with information from Environmental Health, Housing or Community Safety. These requests relate to referrals made by other agencies including the Police or Schools. There were also 21 requests for information on individuals as part of the multi-agency risk assessment conference (MARAC), which is a meeting of a range of agencies and focuses primarily on domestic abuse.

2.3 The service area where staff are dealing directly with vulnerable families and children is Family Support. A report was provided to this Committee in March 2021 outlining their work in 2020. Several of the families that are worked with have been stepped down from child protection or are referrals for additional support. Currently the team is piloting a new Early Help Module. This will allow access to information from a number of different professionals and run reports. It will also, for example,

have details of all families that have been through a process with Children's Services, giving far more information on their history and journey.

- 2.4 All staff are expected to have done the safeguarding e-learning module and currently 83% of staff have completed this. This will never be 100% as staff come and go but all new starters do now need to complete the training as part of their induction and all staff were sent a reminder in January 2021. In 2018/2019 a number of front line staff had face to face training through Intrac and Capticks. In total 83 members of staff attended the training, and this will be revisited with Human Resources during the year.
- 2.5 In October 2020, all the District and Borough Councils in Surrey were asked to complete a section 11 audit on Children's Safeguarding (section 11 under the Children Act 2004). This is an audit which is carried out every two years to assess how the Council manages safeguarding. The audit asks for information on a range of areas including policies and procedures, training and recruitment and selection.
- 2.6 In the feedback on the section 11 audit the Council was recognised for areas of good practice, including the use of focus groups with Children and Young People and they liked the initiative to source funding from Foxhills to run a holiday club and following this, an in depth review by those involved. The Surrey Safeguarding Children's Partnership (SSCP) advised that it was a good assessment overall, with positive evidence of multi-agency working and safety initiatives. However, they also recognised that some responses could have included more information and detail. In many cases the information related to services directly provided which as a Council is limited.
- 2.7 In Surrey there is a Safeguarding Lead Officers Group with representation from all the Boroughs and Districts, which meets on a quarterly basis and also has representation from the SSCP and the Adult Safeguarding Board. Some of the key areas of work this group has been involved in includes issues relating to neglect and domestic abuse.
- 2.8 For 2021/2022 a number of key actions arising from the audit will be undertaken:
  - A review of the current policies and procedures to bring them in line with updates provided by the two safeguarding boards and other local authorities who may have recently updated theirs. Any updated policy would be submitted for approval by the Corporate Management Committee.
  - Set up a system for monitoring safeguarding referrals across the Borough to provide better data on the numbers being submitted.
  - Clarifying the roles and responsibilities of safeguarding leads in the Council's Services.

### 3. **Policy framework implications**

- 3.1 One of the Corporate Business Plan's key priorities is supporting local people and in particular improving the quality of life for those vulnerable or deprived members of our community. The Community Development Business Plan has Safeguarding as one of the key work strands for the year.

### 4. **Resource implications**

- 4.1 There are no specific resource implications identified.

### 5. **Legal implications**

5.1 The Council is required to have policies and procedures in place to enable staff to raise safeguarding concerns and to meet legal requirements, including those under section 11 of The Children Act 2004.

6. **Equality implications**

6.1 An equality impact assessment was completed when the policy was last reviewed, and this would be updated as and when required.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 None identified.

**(For information)**

**Background papers**

Papers held on Community Development and TIAA files in relation to the audit.

10. **Community Safety and Safer Runnymede Annual Reports 2020/2021 (Community Development, Kate Walker/Les Bygrave)**

**Synopsis of report:**

**This report provides the annual reports for Community Safety and Safer Runnymede and is also reported to the Crime and Disorder Committee on 8 July 2021.**

**Recommendation(s):**

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

1. **Context of Report**

1.1 This report provides information for the Community Safety Partnership (CSP) which is the statutory partnership under the Crime and Disorder Act 1997 and the Crime and Disorder Committee of Runnymede Borough Council which has responsibility for the overview and scrutiny of Community Safety matters in the Borough.

2. **Report**

2.1 In a Two-Tier Authority area such as Surrey, there is a requirement to have a County-level strategy group to add value and coordinate County wide activities on common themes. This role is fulfilled by the Health and Wellbeing Board (HWBB), following a merger with the Community Safety Board (CSB) in March 2020.

2.2 As part of the new governance arrangements, the HWBB is responsible for the development and delivery of a Community Safety Agreement (CSA). The Agreement's aim is to set out how the responsible authorities will work together to identify and address shared priorities in relation to reducing crime and disorder. In December 2020, the HWBB agreed the partnership vision;

The Community Safety vision for Surrey is to ensure that we;

- Protect our most vulnerable from exploitation

- Protect our communities from harm
  - Empower communities to feel safe
- 2.3 The HWBB will develop an implementation plan, looking to work closely with the Community Safety Partnership to support and guide them. The Agreement is not a document to hold the local partnerships to account but reflects their local priorities. It is expected the local Community Safety Partnership's plans will echo the agreement, but maintain their localism.
- 2.4 This report documents all aspects of the work performed within Community Safety. Much of what the service deals with must remain confidential as it involves Police operations and actions by other enforcement agencies. However, all partners are working together to address local problems and share information in accordance with the agreed County wide multi-agency information sharing protocol (ISP).
- 2.5 The partnership has four main areas of activity and these include addressing problems caused by identifiable individuals; addressing problems which occur at identified locations, support for ongoing projects and diversionary activities and support for new projects which are likely to benefit community cohesion.

### **Funding**

- 2.6 CSP funding via the Joint Action Group (JAG) was used to purchase the data package for the re-deployable CCTV units.
- 2.7 The Office of the Police and Crime Commissioner (OPCC) provided funding of £2,500 with match funding by the Community First Panel within Runnymede Borough Council towards the Junior Citizen handbooks.

### **3. Community Safety Partnership**

- 3.1 Surrey's shared community safety priorities have been incorporated into the Health and Wellbeing Strategy as set out below:
- Domestic Abuse (Priority One: Helping People Live Healthy Lives)
  - Drug and Alcohol Abuse (Priority One: Helping People Live Healthy Lives)
  - Prevent (Priority Three: Supporting People in Surrey to Fulfil their Potential)
  - Serious Youth Violence (Priority Three: Supporting People in Surrey to Fulfil their Potential)
  - ASB Strategy Group (Priority Three: Supporting People in Surrey to Fulfil their Potential)
  - Tackling High Harm Crime will be delivered by the Serious and Organised Crime Partnership
- 3.2 The Runnymede Community Safety Partnership (CSP) supports these priorities yet also sets local priorities to ensure that the issues affecting the local area are at the forefront of the partnership's delivery plan. There are three overarching priorities for the Runnymede CSP which are:
1. To reduce crime and antisocial behaviour by tackling offenders, reduce reoffending and to support vulnerable victims and area
  2. To protect the most vulnerable individuals from high harm and abuse
  3. To maintain public confidence by making residents feel safe and secure

### **4. Prevent**

- 4.1 Surrey County Council act as the strategic lead on Prevent delivery within Surrey although local authorities and their partners must still have due regard to the need to prevent people from being drawn into extremism. Channel Panel meetings are held monthly, and the Prevent Executive Group (PEG) meetings are held quarterly, with Runnymede having representation at each as required.
- 4.2 The Channel process sits within the Pre-Criminal space prior to any illegal activity taking place so is predominantly a safeguarding mechanism which supports individuals who are vulnerable to radicalisation. The multi-agency panel is arranged and chaired by Surrey County Council with relevant agencies invited to attend on an individual case basis. Runnymede Borough Council therefore only has representation at the Channel Panel if the panel is discussing an individual from the Borough.
- 4.3 During 2020/2021 there were 3 Prevent referrals from Runnymede with 3 cases signposted to support services with none of the cases progressing to Channel Panel. Two of these cases were offered support locally via school and Mental Health Intervention. The third case is currently live and awaiting a Channel Panel but already receiving care and assistance from MH and Drugs rehabilitation services.
- 4.4 Prevent awareness training for Council staff was postponed due to COVID-19 restrictions and demands on services.

## **5. Domestic Abuse**

- 5.1 The CSP is focusing on increasing awareness of Domestic Abuse and support services available to victims along with mitigating further risk of harm to victims and families.
- 5.2 The Domestic Abuse Outreach service continued to be provided by YourSanctuary who received 690 referrals for the Runnymede area during 2020/21. Due to COVID-19, the Recovery Toolkit was not able to be run and services were provided online, and one to one work was mostly carried out via calls, text, and video calls. 408 survivors accessed one-to-one support, 40 survivors attended the Freedom Programme and 63 survivors accessed the Specialist Male Service.
- 5.3 High risk cases are discussed monthly at the Multi-Agency Risk Assessment Centre (MARAC) where agencies share information to increase the safety of victims and agree a risk management plan. There were 103 cases discussed for Runnymede residents during 2020/2021.
- 5.4 Surrey Police issued 4 Domestic Violence Protection Notices (DVPN) in Runnymede to perpetrators of Domestic Abuse to provide instant protection to victims in the aftermath of a Domestic Abuse incident. 15 Domestic Violence Protection Orders (DVPO) were granted which prohibit the perpetrator from returning to the property and having contact with the victim for up to 28 days. This period allows the victim the opportunity to consider their options and get the support they need.

## **6. Child Exploitation**

- 6.1 Surrey County Council's Children's Safeguarding Board are the lead agency for Child Exploitation across the Districts and Boroughs. The role of the CSP is to support the weekly Risk Management Meetings (RMMs) by tackling and preventing Child Exploitation.

6.2 The CSP also input to the quarterly MOLT (Mapping Offenders, Locations and Trends) meetings. These meetings are designed to safeguard children at risk of exploitation through sharing key intelligence to map offender's locations and trends.

## **7. Serious Organised Crime**

7.1 Surrey Police and the CSP work in partnership to address Serious Organised Crime (SOC) within the Borough. A local SOC profile has been produced by Surrey Police with intelligence provided from agencies. SOC and Organised Crime Groups (OCG) updates are provided to partners at the Joint Action Group (JAG) meetings. This is an opportunity for partners to be briefed on what the Borough profile looks like, what intelligence gaps there are and for them to participate in developing intel around these gaps. Whilst there were no OCGs currently based in Runnymede, OCG activity does come into the Borough.

7.2 Surrey Police, together with other forces, supported a national anti-knife crime campaign, Operation Sceptre in April 2021 which aimed to reduce the number of people carrying a weapon. Whilst knife crime remains low in Surrey, much of what does take place is related to drugs and gang activity - some of which spills over the border from London.

7.3 County Line drug dealing is also a priority for the force, recognising the harm it causes to communities and violence that follows County Lines. Runnymede SNT work alongside colleagues within our intelligence and proactive teams to identify and disrupt County Lines throughout the year. In May 2021 alone we disrupted 4 County Lines who were operating in Runnymede.

7.4 Catalyst continued to provide the cuckooing project. Due to limited resources, this service is only available to drug related cuckooing and supports vulnerable residents from drug dealers taking over their homes.

7.5 Catalyst received 12 referrals for the cuckooing project. Of these referrals, 4 were deemed to be victims of cuckooing and 6 engaged with support offered.

## **8. Substance Abuse**

8.1 No specific substance abuse campaigns were supported due to ongoing COVID restrictions.

## **9. Domestic Burglary**

9.1 Domestic Burglary remains a priority for Surrey Police and Operation Spearhead was commenced at a Force and Divisional level to try and reduce burglaries.

9.2 There were 248 recorded Domestic Burglaries within Runnymede which was an overall decrease of 47% compared to 2019/2020.

9.3 To assist in deterring burglaries, Surrey Police continue to use problem solving methods to identify hotspots and take action to reduce offending. An example of this is Op Bluebottle, an operation that is currently underway in Chertsey to tackle a series of burglaries.

9.4 Crime prevention advice on scams, distraction burglaries and general advice for securing homes and outbuildings continue to be provided through regular social media posts and 'In The Know' updates.

9.5 Reassurance visits were conducted to burglary victims and free Design Out Crime officer visits were offered

## **10. Anti-Social Behaviour**

- 10.1 In Runnymede there are various avenues available to report anti-social behaviour (ASB). Most reports received by Community Safety are made via the online reporting system accessible on the Council website. This facility is available to all residents and the reports are forwarded to the relevant departments. In some cases, these reports are also automatically shared with Surrey Police.
- 10.2 The number of reported ASB incidents to Runnymede Borough Council has increased slightly by 3% (n78 reports) with the total number of reported ASB incidents concluding at 2,321 compared with 2,243 for 2019/2020. The top 3 reported types of ASB were fly-tipping, noise, and neighbour nuisance.
- 10.3 Surrey Police saw an increase in reports of 54% (n986 reports) with the total number of reported ASB incidents concluding at 2,824 compared with 1,838 for 2019/2020. Some of the increase is directly linked to COVID-19 with breach to COVID regulations being recorded by Police under the category of ASB.
- 10.4 ASB Awareness Week activities were postponed due to ongoing COVID regulations. However, information and advice continued to be published online and via social media channels.
- 10.5 The Alliance Support Coaching (ASC) service was merged with Mediation Surrey. The service continues to be available as 'Support Coaching' and remains free of charge to all Surrey residents experiencing ASB and serious difficulties with their neighbours due to funding by the Police and Crime Commissioner.

## **11. Community Harm and Risk Management Meeting (CHaRMM)**

- 11.1 Individuals experiencing or causing harm through anti-social behaviour or crime can be referred to the CHaRMM for multiagency risk management and problem solving to reduce the negative impact.
- 11.2 The meeting is attended by core members across the agencies made up from the Council, Police, Registered Social Landlords, Mental health services, Drug and Alcohol services, Youth services as well as Children's and Adults Social care. Additionally, family support workers, probation, schools, and other support services may be invited to attend on a case by case basis. The members consider what actions need to be taken to address the negative behaviours with supportive interventions and progress to enforcement action if necessary. In some cases, due to the high risk of harm, enforcement action will be taken without any supportive interventions being offered, however these are to be considered alongside the enforcement tools.
- 11.3 CHaRMM continues to be managed through Ecins which is a secure information sharing and case management platform which continues to evolve allowing users greater functionality. Ecins can be used to share information and case updates in a secure and timely manner for progression of multiagency cases. Each case has a designated owner who can grant or restrict permissions to ensure that only the appropriate professionals have access to the case.
- 11.4 There were 34 referrals made to CHaRMM and an update is provided quarterly to the CSP. The Runnymede CHaRMM continues to follow the Countywide CHaRMM framework and has reverted to Police holding Chairing responsibilities with Runnymede Borough Council providing a Co-Chair/Administration function.



## **12. Joint Action Group(JAG)**

- 12.1 Areas experiencing problems or specific crime types causing concern can be referred to the JAG for multi-agency risk management and problem solving to reduce the negative impact being experienced by the community.
- 12.2 Activities undertaken by the JAG are reported quarterly to the CSP and the group holds a deployable CCTV unit. This was purchased by the CSP in 2018 to aid in tackling ASB and crime. The unit is attached to a streetlamp and records live images which are linked into Safer Runnymede. As the unit is not static, it can be redeployed to current hotspot locations. There are however limitations in where it can be used across the Borough due to the requirement of a suitably sized streetlamp for weightbearing reasons.
- 12.3 The re-deployable CCTV unit will only be placed in locations where the JAG members have agreed it is required or would be beneficial and in line with the agreed guidelines of use.

## **13. Fly-tipping**

- 13.1 Environmental ASB continues to be prevalent within the Borough with 58% (n1,247) of the reports received by Runnymede Borough Council being linked to issues such as fly-tipping, noise, litter, street cleansing, abandoned vehicles, dog fouling and graffiti. This was a decrease on overall environmentally linked reports in 2019/2020 which totalled 66% (n1,484).
- 13.2 Runnymede Borough Council's Environmental Health Team continues to support the county wide Fly-Tipping Strategy and have an open dialogue with other Boroughs, as often the perpetrators offend across borders.
- 13.3 Runnymede Borough Council works alongside Surrey Police and the Environment Agency to tackle large scale deposits of waste onto both Council owned and private land as part of investigations into serious waste related offences.
- 13.4 Environmental Health continues to deploy mobile cameras and deterrent signage especially in "hot spot" areas and utilise their powers under statutory nuisances where appropriate.

## **14. Public Space Protection Orders (PSPOS)**

- 14.1 There are two Public Spaces Protection Orders (PSPOs) within the Borough which continued to be available for officers to enforce specific prohibitions.
- 14.2 The Addlestone Town order has 3 prohibitions which relate to groups, riding in a malicious or dangerous manner and wearing of face coverings.
- 14.3 Officers from Surrey Police notified Runnymede Borough Council of 6 breaches of the Addlestone PSPO which resulted in the offenders receiving a formal warning letter. All 6 breaches were related to first time offences with 4 conducted by persons under the age of 18, and 2 conducted by persons aged 18 or over.
- 14.4 The Englefield Green order has 4 prohibitions which relate to groups, ball games, music from vehicles and psychoactive substances. No identified breaches to the Englefield Green PSPO have been recorded.

- 14.5 Both PSPOs continue to be a valuable tool in dispersing and disrupting offenders from committing acts of anti-social behaviour that impacts on the community.
- 14.6 The PSPOs were due to expire in June 2021. However, following consultation, and approval by this Committee, both are subject to a 3 year extension and the enforcement areas have been expanded. The orders will now be in force until June 2024.
- 15. Community Trigger**
- 15.1 Under the Anti-Social Behaviour, Crime and Policing Act 2014, residents can request a review of an ASB case known as the 'Community Trigger' or 'ASB Case Review'.
- 15.2 3 Community Trigger requests were made during 2020/2021. Two progressed to case reviews. The third failed to meet the Community Trigger threshold for a formal review. Therefore, an informal case review was held.
- 15.3 ASB Help are a national charity who focus on victims and their rights. ASB Help and Runnymede have established a working relationship with ASB Help providing copies of their 'best practice' guide and advise when required. ASB help have also been supportive of local Community Triggers, offering to act as either independent panel member or chair for review meetings.
- 15.4 As Members will note from the previous item on this agenda, ASB Help also hope to welcome organisations across the County to come together and sign their ASB Pledge, with the Chief Constable and Police and Crime Commissioner of Surrey Police having already signed the document. However, this event had to be postponed due to COVID-19 regulations.
- 16. Junior Citizen**
- 16.1 Runnymede Borough Council, in partnership with Surrey Police, invite schools around the Borough to take part in the annual Junior Citizen event. This was due to be held over a two-week period in November, with each school invited to take part in a half-day session, held at Thorpe Park.
- 16.2 Due to COVID-19 regulations, this event was initially postponed until February 2021. The Community Safety Coordinator contacted the schools with a view to providing handbooks and digital packages covering the safety messages should a live event be unable to take place.
- 16.3 Some schools did not wish to receive the handbooks, and updates from the various agencies regrettably meant that a digital provision in lieu of the live event was not possible, and the event was cancelled due to continued COVID restrictions.
- 17. Respect The Water – Water Safety**
- 17.1 The annual Tri-Borough (Runnymede, Elmbridge, and Spelthorne) Respect the Water initiative's water safety awareness event could not take place due to continued COVID restrictions.
- 18. CCTV**
- 18.1 The annual CCTV report (standalone document) for 2020 is attached at Appendix 'D'.

**(For Information)**

**Background papers**

None Stated.

# **Safer Runnymede**

## **CCTV ANNUAL REPORT 2020**

Les Bygrave  
Safer Runnymede Manager

## Document History

Version Issue	Stage	Reason for change	Date
Draft A	Document Review - Corporate Head	For comment	09/03/2021
	Revisions	None	10/03/2021
Draft B	Document Review - Councillor Chairs	For comment	11/03/2021
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1.0	Publication	Published to Corporate Website	01/04/2021

## Consultation

Name	Title	Organisation	Date
Chris Hunt	Head of Community Development	Runnymede Borough Council	09/03/2021
Cllr Iftikhar Chaudhri	Chair - Community Services Committee	Runnymede Borough Council	11/03/2021
Cllr John Furey	Chair – Crime and Disorder Committee	Runnymede Borough Council	11/03/2021

## Document Approval

Name	Title	Organisation	Date
Chris Hunt	Head of Community Development	Runnymede Borough Council	01/04/2021

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## **INTRODUCTION**

This report is published in compliance with the principles of the Home Office Surveillance Camera Code of Practice – June 2013.

Closed circuit television (CCTV) continues to be a powerful tool when used to combat crime and anti-social behaviour, particularly when integrated with other crime reduction methods such as retail 'radio-link' systems and close working partnerships with colleagues from Surrey Police.

Runnymede Borough Council, Safer Runnymede, Surrey Police, Ashford and St. Peter's NHS Trust, Thorpe Park and other local business organisations remain of the view that where CCTV is either in place, or will subsequently be introduced, there is a tangible benefit to those local communities and businesses and a reduction of incidents of crime and public disorder.

The CCTV system also assists in monitoring road safety and improves community confidence thereby creating a safer environment for residents, traders and visitors.

This report documents all aspects of the CCTV work performed within Safer Runnymede by the operators in the Safer Runnymede Care and Control Centre. This complies with the agreed Code of Practice which applies to the operation of public space CCTV and provides an outline of activity for partners.

Much of what the unit deals with has to remain confidential as it involves police operations and actions by other enforcement agencies. This report is, as a result, limited in the detail that can be given about individual cases, many of which are yet to come to court. It also excludes information which could lead to the identification of individuals. All partners continue to work together to address local problems and share information in accordance with the agreed countywide multi agency information sharing protocol.

It is recognised that gaining and keeping public support for CCTV is vital. We understand the need for a comprehensive and effective Code of Practice defining the systems operational parameters. This Code of Practice is published on our website:

<https://www.runnymede.gov.uk/CCTV>

Therefore, we will only utilise CCTV with the consent and support of our local communities to assist in the fight against crime, whilst ensuring that individual civil liberties are not infringed. Our CCTV system is operating in accordance with:

- The Data Protection Act 2018
- General Data Protection Regulation (GDPR) 2018
- The European Directive 95/46/EC
- The Human Rights Act 1998
- The Regulatory and Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012

In addition to statutory requirements the Council continually assesses compliance with the following advisory Codes of Practice.

- Data Protection Code for Surveillance Cameras 2014 – Information Commissioner’s Office (ICO)
- Surveillance Camera Code of Practice Level 2 – The Surveillance Camera Commissioner

The system design and operation is based on current guidelines provided by the Home Office, the Police Scientific Development Branch and advice from the National Police Chiefs Council (NPCC).

The CCTV scheme is registered with the Office of the Information Commissioner, in compliance with the Data Protection Act 2018, and with the Home Office in respect of the Police radio system.

All partners are totally committed to complying with these Codes in relation to the deployment and operation of CCTV.

## **CCTV POLICY PRINCIPLES AND OBJECTIVES**

The prime purpose of the system is to reduce both the real and perceived level of crime.

The system is used:

- To improve confidence in the rule of law
- To provide security coverage for the Council’s own premises
- To assist in the apprehension and prosecution of offenders in relation to crime and public disorder
- To assist in the protection of vulnerable persons or victims of crime
- To provide security cover and monitoring for town centre events
- To gather evidence by a fair and accountable method
- To create a safer community, improving the quality of life for all
- To enhance the economic climate, creating a greater opportunity for prosperity
- In preventing or alleviating serious interruptions to traffic flow
- In preventing or alleviating problems of an anti-social nature in the community

All Borough Council CCTV Cameras are overt and their presence is clearly indicated by signs covering the CCTV area. The signs conform to the requirements of the Home Office CCTV Code of Practice.

CCTV footage and recorded information will only be used by the Borough Council, Police and other statutory law enforcement agencies for the conduct of their duties.

## **CCTV OPERATIONS**

Safer Runnymede Control Room is now twelve years old. Our systems continue to operate to the high standards envisaged in its original specification, with ongoing technical upgrades incorporated into the running costs. The system remains state-of-the-art.

The digital storage of 31 days enables incidents to be immediately reviewed. We are also able to archive footage and burn data to evidential disks for Police and Council Officers as required. This system flexibility provides an outstanding service to partners. The quality of picture display, camera operation and picture retrieval is essential and used to its fullest extent.

We operate in compliance with the National Strategy for Public Space CCTV and are accredited to the Surveillance Camera Commissioner Code of Practice with our Level 2 accreditation in place until August 2023.

We continue to work hand in hand with the Police. Our dual system of both Council and Police fibre cabling gives us access to both Council and Police networks/phones and radios. The Operators are all vetted to use the Police incident handling system (ICAD) which has increased the number of incidents which the operators have been able to assist with. Police management have visited our control room and continue to be satisfied in the security and operation of the room.

We operate as before, with dedicated operators monitoring the cameras in our Borough 24/7 and similarly provide CCTV operators to monitor the cameras in Spelthorne.

Two Supervisors assist the Safer Runnymede Manager in the undertaking of all operational obligations as well as the training of new staff, operational cover when required and the day to day monitoring of the operation.

The current total number of accessible cameras accessed stands at well over 400 with additional cameras added throughout the year where a pressing need is established.

Live images are fed in real-time direct to Surrey Police Headquarters at Mount Browne, Guilford and locally direct to the Police Station at Addlestone.

Our operations team also support CCTV partnerships with local partners such as Thorpe Park and at St. Peter's and Ashford NHS Trust Hospitals during out-of-office hours. Monitoring for our partners from a single CCTV environment has continued to prove to be of considerable operational advantage to colleagues at Surrey Police. For example, incidents starting in one area are often resolved by observations in another, across the CCTV network. This wide area network of cameras is unique in the County and is of great benefit to local people, businesses and Surrey Police.

In 1998, the first full year of operation, operators recorded 784 incidents where cameras were used. By contrast, recent figures are as follows:



	<b>Jan-Dec 2018</b>	<b>Jan-Dec 2019</b>	<b>Jan-Dec 2020</b>
<b>CCTV Incidents by Borough</b>			
Runnymede	4102	4058	3726
Spelthorne	3029	2541	2390
CCTV incident totals	<b>7131</b>	<b>6599</b>	<b>6126</b>
<b>Evidence produced</b>			
DVD	287	284	235
Video Still	172	159	57
Video Reviews (SR staff)*	190	198	194
Visits from Police (Surrey/Met/British Transport Police)	1042	1189	558
<b>Complaints</b>	One	None	None
<b>Subject access requests</b>	Four	One	None
<b>Freedom of Information Requests</b>	Six	Five	Four
<b>Privacy Impact Assessments</b>	Five	Three	Two
*These video searches are conducted on behalf of Police by authorised Safer Runnymede personnel.			

The number of arrests recorded where CCTV has provided vital evidence since the Centre opened has now reached well in excess of 3,500.

That said, this total number is likely to be somewhat conservative as the number of arrests where cameras play an instrumental part is difficult to establish - many more arrests follow review of recordings by Police Officers after the event.

It is unfortunate that neither the Criminal Justice System or the Crown Prosecution Service provide detailed analysis of CCTV attributable arrests and it is therefore, extremely difficult to add any quantitative data in this regard.

During 2020 we provided Police with evidence recorded on DVD in 284 cases (235 in 2019) and a further 57 (159 in 2019) still photographs were given for identification purposes.

It should also be remembered that not only does CCTV enable the detection of offenders who would otherwise escape justice but also leads to an increase of guilty pleas at Court. This often saves witnesses from the trauma of giving evidence and the Police and Criminal Justice system considerable saving in time and resources.

Regardless of security clearance, all visitors are required to sign into the Control Centre; approximately 95% of these visitors are Police staff wishing to view CCTV footage or acquaint themselves with the system.

During 2020 we received some 558 visits from our Police colleagues. As in previous years, many of these visits led to the positive identification of offenders and a number of subsequent arrests.

Beyond our efforts to assist Police colleagues, the CCTV system and our Code of Practice also permits use of the cameras for a number of different purposes. The variety has been great but has always been conducted within the Code and for the benefit of local people.

There have been many searches for missing people of all ages from the very young to the elderly or sick. It is often difficult to place a tangible result on these events but as well as possibly preventing a tragedy and reducing emotional stress for the relatives; there are also considerable known savings to Police and other Emergency Services resources.

The system is also used by a number of Sections within the Council in the performance of their duties. It helps (by identifying) Town Centre Management problems such as rubbish, graffiti or broken street furniture and in consequence these issues are dealt with often before reports are received from the public. We also assist other agencies, including Customs and Excise and Health and Social Care. The cameras provide evidence of many road traffic collisions and footage and stills are used in the investigations as to the cause.

Partners at the Network Management Information Centre (NMIC - Surrey County Council Highways) are also able to receive images of Public Space CCTV cameras via fibre links. These are generally used to assist in Traffic Management or Major Incident planning.

## **CCTV DEVELOPMENT OPPORTUNITIES**

### **Staines-upon-Thames Police Station**

During 2019 we identified an opportunity to develop our operational relationship with Surrey Police. After considerable legal consultation and then subsequently, a formal Data Sharing Agreement, we were able to provide Police with a Safer Runnymede system workstation, located in a secure environment at Staines Police Station (August 2019)

This Bosch Video Management System workstation is made available to Surrey Police Officers based at Staines to use as a forensic tool for the investigation of crime.

Police now have the opportunity to interrogate the video evidence system locally, thereby reducing the need to deploy Officers to the Civic Offices at Addlestone for CCTV review.

Colleagues at Surrey Police has spoken effusively regarding the numerous benefits they have already identified as a consequence of this offer and Runnymede hopes this modular arrangement may be utilised elsewhere across Surrey, either at Police Stations or at Council Offices where staff co-locate.

At Staines-upon-Thames, this operational efficiency and benefit for Surrey Police colleagues is visibly demonstrated on the data table above, where visits from Surrey Officers during the period have reduced from 1189 (2019) to 558 (2020).

At Runnymede, where we co-habit, Runnymede has provided Officers at Addlestone with a similar arrangement due to Covid-19 related restrictions.

This modular offer allows for local officers to interrogate our data evidence systems from the police station and obviates for police visits to the control room, thereby greatly reducing the potential for cross-contamination of Covid-19.

## **Redeployable CCTV**

Safer Runnymede has now deployed eight RD units across the Borough and leased further units to partners at Spelthorne Borough Council (Three) and Surrey County Council (One).

These cameras are designed to offer partners a direct link to the Safer Runnymede CCTV control room, seeking to assist them where they are engaged in efforts to prevent and detect crime.

The Redeployable cameras do not rely on traditional CCTV transmission, instead they use the telecoms network to send CCTV images to Safer Runnymede. The restrictions to deployment therefore are limited to power supply and the suitable street furniture to fix assets to.

Surrey County Council licence Runnymede to use Street Lighting Columns where appropriate and their partners Skanska provide the required power supply at each location.

Once these are in place, our CCTV engineers bracket the column and fix the CCTV asset to the bracket. The bracket/power supply remains in place once the issue has been resolved and the RD unit removed, allowing for reinstatement if the need arises.

During the year these assets contributed directly toward the reduction of Anti-Social Behaviour, County-Lines drug dealing and supported house closures (Drugs related).

## **DIRECTED SURVEILLANCE (THE REGULATORY AND INVESTIGATORY POWERS ACT 2000)**

Use of the CCTV system under the Regulation of Investigatory Powers Act 2000 is recorded and during the year the legislation was used on five occasions. The necessary authorisations were all provided by Surrey Police and authorised by a Police Superintendent.

During the previous year - 2019, Runnymede CCTV Control Practices were audited by the Surveillance Commissioner's Office, where our RIPA usage and protocols were considered.

No issues were raised, and the audit report suggested Runnymede was a fine example of best practice.

The system continues to be maintained to the highest possible standards with the criteria always that the pictures must be of evidential quality.

## **COMPLAINTS**

The CCTV system is operated strictly in accordance with an agreed and published Code of Practice. This complies with the requirements of the Information Commissioner. This requires complaints about misuse of cameras or invasion of privacy to be investigated and reported.

There were no CCTV related complaints received in 2020.

## **FREEDOM OF INFORMATION REQUESTS**

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

Public authorities are obliged to publish certain information about their activities; and members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a data protection subject access request.

We had four requests in 2020.

### **SUBJECT ACCESS REQUESTS**

A subject access request (SAR) is simply a written request made by or on behalf of an individual for the information which he or she is entitled to ask for under section 7 of the Data Protection Act 1998 (DPA). The request does not have to be in any particular form.

There were no requests in 2020.

### **PRIVACY IMPACT ASSESSMENTS (PIA)**

A privacy impact assessment (PIA) is a tool for identifying and assessing privacy risks throughout the development life cycle of a program or system.

A PIA should identify: Whether the information being collected complies with privacy-related legal and regulatory compliance requirements.

We conducted two PIAs during the period.

### **FURTHER INFORMATION**

For further information relating to the Council's CCTV systems please contact the report's author: -

Les Bygrave  
Safer Runnymede manager  
Civic Centre  
Station Road  
Addlestone  
Surrey  
KT15 2AH

[les.bygrave@runnymede.gov.uk](mailto:les.bygrave@runnymede.gov.uk)

Tel 01932 425070

11. **Community Development Key Performance Indicators –2020/2021 (Community Development – Chris Hunt)**

**Synopsis of report:**

**To advise Members of the performance of the KPIs for Community Development for 2020/2021**

**Recommendation(s):**

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

**1. Context of Report**

1.1 The purpose of this report is to provide Members with the 2020/2021 Key Performance/Activity results for the services within Community Development which are under the remit of this Committee. These include Community First, Community Development, Community Safety, the Green Space team, Safer Runnymede and residual Leisure Services such as Community Halls and Chertsey Museum.

1.2 As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-

- Financial Performance
- Corporate KPI Performance
- Projects Performance

**2. Report**

2.1 Within the Community Development Business Centre Plan, the following indicators were being monitored in 2020/2021. 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%, highlighted red.

<b>Performance Indicator</b>	<b>Target 2020/21</b>	<b>Actual</b>	<b>% Achievement Q3</b>
Numbers attending Surrey Youth Games Training	<b>250</b>	<b>0</b>	
Percentage of Careline calls answered within 60 seconds	<b>99.8</b>	<b>99.93 (35,895 calls)</b>	
Number of Community Hall Bookings	<b>2,100</b>	<b>0</b>	

Numbers attending the sportability festival	150	0	
Number of FACs applications	32	8(25%)	
Users of Chertsey Museum	15,400	3,188	
Number of schools using the Chertsey Museum Education sessions	70	53	
Numbers attending Junior Citizen	900	0	
Numbers attending Living Well Week	500	0	

- 2.2 Owing to Covid19, services were impacted by the lockdown and building closure. Safer Runnymede has continued to operate throughout the pandemic and has been dealing with careline calls daily answering 99.8% within the timescale of 60secs and in total there have been 35,895 calls over the 12 month period.
- 2.3 The Community Halls have continued to be used as vaccination centres and this is likely to continue until October 2021 with the roll out of the programme. Normal usage is therefore unlikely until quarter three of this financial year at the earliest.
- 2.4 Chertsey Museum has continued to deliver the School educational sessions and some other activities on line and the numbers for the year reflect this as the Museum has been closed to the public for long periods of time. Despite the limited service, a number of schools did sign up for the education sessions and from April 2021 these started to be delivered in schools.
- 2.5 A number of events did not take place although the sportability festival was moved to May 2021. Numbers and activities will be limited, based on guidance in place.
- 2.6 This item presents the opportunity for Members of the Committee to ask any relevant questions. 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.
- 2.7 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

**(For information)**

**Background Papers**

None stated.

12. **Community Services Key Performance Indicators – Quarter 4 2020/2021  
(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 2020/2021 Business Centre Plan.**

**Recommendation (s):**

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

**1. Context of report**

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

**2. Report**

2.1 This report gives an overview of levels of performance across the Community Services Business Centre in Quarter 4 of 2020/2021 against the Key Performance Indicators set out in the Business Centre Plan, approved by Members.

2.2 The report and KPIs collected provide an idea of the breadth of activity currently being undertaken, with corporate KPIs and other service specific KPIs being presented jointly.

2.3 The table below outlines the performance of Community Services against their KPIs for Quarter 4 of 2020/2021:

**Table 1: 2020/2021 Q4 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 Q3 Actual**

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

Performance Area	Actual Q1	Actual Q2	Actual Q3	Target Q4	Actual Q4	% Achievement of Target Set	% Growth/Reduction Against Q3 Actual
Number of Meals at Home items served	15,023	12,894	11,525	10,000	11,595	115.95%	0.6%
Number of meals served in Social Centres	0	0	0	10,000	0	N/A	N/A
Number of users signed up to Social Centre reward scheme	0	0	0	750	0	N/A	N/A
Number of individual hires at Social Centres	0	0	0	715	0	N/A	N/A
Number of Homesafe Plus Referrals (Total for North West Surrey)	327	440	427	130	510	392%	19%
Number of Homesafe Plus referrals to RBC services	68	93	101	30	153	510%	51%
Number of Social Prescribing referrals received	32	82	119	200	128	64%	7%
Number of Community Transport journeys completed	63	918	1,543	13,000	523	4%	-66%
Number of referrals to Handyperson service	87	150	119	120	123	102%	3%
Number of Community Alarm & Telecare Users	1,425	1,422	1,395	1,500	1417	94%	2%
Number of Penalty Charge Notices Issued	0	347	1,134	N/A	908		



Percentage of parking charges paid via Ringo	42%	35%	59%	35%	68%	+33%	
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- 2.4 Once again the table presents a mixed message for Community Services in Quarter 4, with Meals at Home, the Handyman service and also the Hospital Discharge service continuing to exceed targets, whilst there are areas of red either due to the continued closure of Day Centre services and the impact of the pandemic on Community Transport services.
- 2.5 Although Social Prescribing is highlighted as red in not achieving the target as per the original business unit plan, the increase in referrals in Quarter 4 shows there is a trend of recovery within the service. This is likely to continue to be upward in coming months as the social and wellbeing impacts of the pandemic continue to be felt within communities, and with the increased recognition of the role of Social Prescribing as part of the recovery from the pandemic, by the NHS.
- 2.6 Table 2 (below) summarises the performance of Community Services against its annual targets, set to give an overall flavour of the activity, progress and impacts on services over the past twelve months. Included in this table are the KPIs that allow for trends to be identified between quarters.
- 2.7 Again the closure of Day Centres and impact on transport provide much of the red, whilst the services that have generally performed well in Quarter 4 against their targets have seemingly provided a consistent level of performance throughout the year.

**Table 2: 2020/2021 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	51,037	28%
Number of meals served in Social Centres	34,500	0	N/A
Number of users signed up to Social Centre reward scheme	750	0	N/A
Number of individual hires at Social Centres	2,740	0	N/A
Number of Homesafe Plus Referrals (Total for North West Surrey)	470	1,704	262%

Number of Homesafe Plus referrals to RBC services	107	415	287%
Number of Social Prescribing referrals received	600	361	-39%
Number of Community Transport journeys completed	52,000	3,047	-94%
Number of referrals to Handyperson service	410	479	16%

2.8 To conclude, whilst the KPIs show a mixed performance within Community Services in 2020/2021, the reality is that it has been a highly productive and successful year for all teams, in the way in which they have continued to support residents and communities through the corporate response to the pandemic. This is not measured by KPIs, but is equally important to recognise when reviewing the performance of the business unit.

**(For Information)**

#### **Background Papers**

None.

#### **13. Community Services Committee Appointments 2021/2022 (Law and Governance, Clare Pinnock)**

Members will recall that it was agreed in 2020 that all external appointments and all those relating to this Committee would be carried forward to May/June 2021.

**THE COMMITTEE IS ASKED to consider the following appointments to the Community Services Sub-Groups and other related bodies for the remainder of the Municipal Year 2021/2022:-**

- Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting in 2021 to the end of the said same meeting in 2022. The Group meets twice a year (the next scheduled dates are September 2021 and January 2022) and the retiring Officer appointees are the **Assistant Chief Executive** and the **Corporate Head of Community Development**.
- Two Members** to serve on the **Chertsey Meads Management Liaison Group**. The Constitution of the Group provides that the meetings of the Liaison Group shall be chaired by a Member of the Council representing the Community Services Committee, and the other Member need not be a member of this Committee. In the past, Members have agreed that it is appropriate to appoint a Member representing one of the Chertsey or Addlestone Wards. The Group meets twice a year (scheduled dates are September 2021 and March 2022). It is hoped there will be a litter pick this Autumn and post pandemic this would revert to two litter picks in the Spring and Autumn and a site visit in the Summer.

The retiring Members are **Councillors D Cotty and M Nuti** who have indicated their willingness to continue.

3. The appointment of an **Older Persons Champion**. Members are asked to note that when this was considered in November 2009 by the former Housing and Community Services Committee it was agreed that the duties associated with the post should be tailored, where possible, to accommodate the availability of the appointee. The retiring Member is the Deputy Mayor, **Councillor M Harnden**, who it is assumed is happy to continue.
4. At the meeting of Community Services Committee in January 2020 it was resolved that a new Chairman of the **Runnymede Health and Wellbeing Task Group** for the remainder of 2019/2020 and 2020/2021 would be appointed in consultation with the Chairman and Vice-Chairman. Following that meeting, **Councillor S Whyte** took on the role and this appointment is now due to be considered for the remainder of 2021/2022. Councillor Whyte has indicated that she is happy to continue.
5. **Three Members** to serve on the Community Services Partnership Board with Surrey Heath. Their terms of office and how many times the Board will meet will be confirmed. The Board also consists of three elected Members from Surrey Heath Borough Council, the Corporate Head of Community Services and other relevant Officers. It has been suggested that the Chairman and Vice-Chairman of this Committee would be appropriate Board Members; and all three appointments will be made at the meeting.

**(To resolve)**

**Background Papers**

None.

14. **Chertsey Meads Management Liaison Group – Minutes 2 March 2021 (Law and Governance, Clare Pinnock)**

Attached at Appendix 'E' are the Minutes from the meeting of the Chertsey Meads Management Liaison Group held on 2 March 2021.

**(For information)**

**Background papers**

None.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP2 March 2021 at 6pm on MS TeamsMembers of the  
Group present:

Councillor D A Cotty	Runnymede Borough Council
Councillor M G Nuti	Runnymede Borough Council
Mr G Drake	Chertsey Society
Mrs K Drury	Chertsey Meads Residents' Representative
Ms I Girvan	Surrey Wildlife Trust
Mrs F Harmer	Chertsey Meads Residents' Representative
Mrs J Hearne	Chertsey Meads Residents' Representative
Mrs H Lane	Surrey Wildlife Trust
Mrs C Longman	Chertsey Meads Residents' Representative
Mr D Mead	Chertsey Agricultural Association
Mrs M Nichols	Chertsey Society
Mr C J Norman	Chertsey Meads Residents' Representative
Mr J O'Gorman	Chertsey Meads Residents' Representative
Mr D Turner	Chertsey Agricultural Association

Members of the  
Group absent:

Mr R Deacock	St George's College
Dr J Denton	Invertebrates Expert
Mr H W Evans	Surrey Bird Club
Mr G James	Sustrans
Mr N Johnson	Chertsey Meads Residents' Representative
Mrs C Noakes	Hamm Court Residents' Representative
Mr B Phillips	Surrey Botanical Society
Mr M Ray	Hamm Court Residents' Representative
Mrs S Ritchie	Dog Walkers Representative
Mrs T A Stevens	Chertsey Meads Residents' 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

Advisory members of  
the Group absent:

Mrs J Harper	Projects Manager, Green Space, Runnymede Borough Council
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**Action**

1. The Chairman welcomed those present and advised members of the etiquette guide for the MS Teams meeting.

2. Minutes

The Minutes of the meeting of the group, held on 3 March 2020, were confirmed as a correct record, to be signed when the Chairman was physically present. It was noted that the meeting scheduled for September 2020 had been cancelled and replaced by an emailed update.

3. Apologies for Absence

Apologies were received from Mr R Deacock, Mr H Evans, Ms J Harper, Mr N Johnson, Mr B Phillips, Mr M Ray and Mrs T Stevens. Mrs F Harmer joined the meeting but lost connection part way through and subsequently emailed her apologies for absence.

4. Membership of the Chertsey Meads Management Liaison Group

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

[After the meeting Mr C J Norman announced his retirement from the Group owing to ill health which created a vacancy for another Chertsey Meads Residents' Representative, Mr Norman is thanked for his many years loyal service on the Group both as a Councillor and resident when he retired from the Council].

5. Actions from the last meeting

UK Power Networks (UKPN) proposal

Officers updated members on the UKPN proposal to upgrade the electricity supply to Dumpsey Stump. This would involve running an underground cable, in a narrow trench across the Meads, from a point close to Chertsey Meads Marine to Dumpsey Stump via the second car park. This would allow the Council to access the power supply for lighting, CCTV, or other electrical devices in that location in the future if needed.

Officers reported limited progress owing to Covid, but the legal representatives of the respective parties had recently been working on a Wayleave, the legal agreement required for the installation of the cable, and on seeking the consent of Fields in Trust, which was required prior to the works commencing.

Replacement Deer Sign

Members noted the deer sign reported last year had been replaced

Moorings

Officers confirmed that although many of the people mooring on The Thames at Chertsey Meads had heeded the notices and moved along,

Chris Dulley

two persisted. Officers were still pursuing various legal options and seeking a long term solution to the issue of boats that overstay on the Meads or elsewhere in the borough.

**Action**

Potholes

The potholes close to Docket Moorings reported at the last meeting were repaired. However, Members had identified others that needed attention, including in the second car park. Officers would undertake an inspection.

Chris Dulley

6. Management and Maintenance of The Meads

Officers reported that after a protracted procurement process the Council had appointed a Contractor and exchanged contracts. Frontier Pitts Ltd would provide a full project management service to dismantle the old barrier and intercom system, and design, manufacture, install, and provide civil and electrical services for a new swing opening barrier and intercom. Members were pleased to learn that the new barrier would include enhanced security and safety features, including LED lighting on the boom, a stainless steel locking bolt and an Uninterruptible Power Supply (UPS) should the barrier need to be opened urgently during a power cut. Frontier Pitts would also provide servicing and any repairs of the system for a period of five years. The aim was to install the new barrier in the Spring.

Jo Harper

Suitable Alternative Natural Green Space (SANG) Status

Members recalled that Chertsey Meads had now been formally designated as a SANG. As well as an additional level of protection for the site, access to funding was possible to enhance the visitor experience. This would include improvements on site and undertaking some of the projects in the Annual Work Programme such as works to re-instate a pond just north of the road or updating the interpretation boards and other signage. The SANG Management Plan also contained plans to replace or restore picnic benches, improving sections of some paths or planting the tree screen, previously discussed by the group. How to alleviate drainage issues at the 2<sup>nd</sup> car park was also being investigated which the Group agreed was a priority. The Group agreed that any significant changes being proposed would be brought to them for consideration, but some minor works such as new directional signage to the Meads from the top of Mead Lane, new wooden fingerposts to the car parks or replacement furniture could be progressed and reported to a subsequent meeting.

Officers shared with the Group a draft new Chertsey Meads SANG leaflet which would be made available from dispensers on site and on-line. The leaflet would be circulated to the Group for any further comments.

Jo Harper

Esso Pipeline Proposal

Members were advised that following an extensive period of consultation the Secretary of State for Business, Energy and Industrial Strategy had granted development consent for Esso to construct a 97km cross-country fuel pipeline. The pipeline would run from Boorley Green in Hampshire to Esso's West London terminal in Hounslow, including a section that runs across Chertsey Meads. Esso were currently planning the details of the pipeline installation and anticipated

early works to commence in late 2021 and main pipeline installation to start from 2022. A location-specific timeline for construction was expected this Spring. Members noted that there had already been some activity on Chertsey Meads with geophysical and other preparatory surveys being carried out.

**Action**

**Timing of Hay Cut**

The Group was asked for their views on when the hay cut should take place owing to its quality if taken by David Sheldrake mid-summer when the Rough Hawksbeard had become woody rendering the cut unsaleable. An early cut had taken place in 2020 on a trial basis which had attracted strong criticism from visitors concerned about Skylarks.

The Group agreed that a balance was needed between meeting Mr Sheldrake's request and protecting the Meads, specifically, the ground nesting birds which could be affected if the cut took place during one of their breeding seasons.

The group discussed a number of options including cutting just the northern side of the site early, installing signage informing visitors about the cut and inspecting the proposed cutting site for nests, and not cutting if there were any discovered that would be disturbed. It was important to know how early the cut would take place, which Officers agreed to check and also to check when was best to inspect for nests. It was confirmed that some orchids might also be lost but not in the area where historically most had been found. The group was advised that the early cut had been discussed with Mr Philips and Mr Evans and that whether the cut was needed every year would be reviewed.

**Resolved that –**

**Mr Sheldrake to be consulted about an earlier cut once it had been established that no ground nesting birds would be disturbed by the timing of the cut; provisionally June, with the timing of the inspection for nests to be agreed with Mr Evans and Surrey Wildlife Trust and reviewed by the Group at its next meeting or by email.**

Peter Winfield

Mr O'Gorman was thanked for his kind donation of a bench in memory of his late partner Norma, who loved the Meads. This would be installed as soon as practically possible. Officers advised that a second similar application to donate a bench had been received in memory of Sybil Weaver, who was resident of Mead Lane for over 40 years and had some involvement with the Chertsey Meads Association. Officers were considering where would be most appropriate to install the bench in consultation with nearby residents to the picnic area.

Chris Dulley

**Catering concession**

The Group was asked for its views on the possibility of some form of catering concession operating from the Meads. Although some members generally did not oppose a small scale operation (others did not want to approve any such concession at all) concerns were expressed primarily about litter and the lack of toilet facilities on site. It was agreed that any concession would need to be carefully drawn up with clear responsibility for disposal of any receptacles and not to allow plastic but also taking safety concerns about where the concession might be located bearing in mind other users of the Meads. Set timings

Peter Winfield/  
Isabel Girvan

**Action**

would also be necessary and included in any contract should an operator make a serious approach to the Council, maybe with a view to having a trial between May and September. Ms Girvan agreed to feedback to Mr Winfield views of Surrey Wildlife Trust and options for recyclables, but it was agreed further work was needed before giving consent and taking each application on a case by case basis and considering the unique character of the Meads.

**Resolved that –**

**a small scale catering concession be further investigated, subject to specific details being satisfied and approved by the Group via email prior to any application being approved on a trial basis**

Peter Winfield

7. Annual Work Programme

The Annual Work Programme would be reviewed during 2021/2022 and progress with the current programme was noted.

8. Events

Chertsey Show

The Chertsey Show was planned for 7-8 August 2021. Mr Turner confirmed that their Covid plan was currently being updated to ensure as safe a show as possible if it could go ahead.

Annual Site Visit

**Resolved that – a date in late September 2021 be approved in principle, subject to a review of the position in late June and consultation with the Group via email.**

Peter Winfield

Litter Pick

**Resolved that – a date after the bank holiday in August be approved in principle, subject to a review of the position in late June and consultation with the Group via email; and signage discouraging litter be considered for the car parks**

Peter Winfield

The Group noted that recently some filming had been permitted on the Meads in connection with a new short film called 'Odds'.

9. Any Other Business

Kay Drury reported further collapse of the bridge between the Meads and Hamm Court which Mr Dulley had previously reported to Surrey County Council, but would chase again.

Chris Dulley

It was suggested that extending the boardwalk to reach the road to make it more accessible might be achieved with SANGs funding.

Jo Harper

10. Dates of Future Meetings

Members noted that the next two meetings (venue to be confirmed) were scheduled to take place Tuesday 31 August 2021, and Tuesday 1 March 2022.

The meeting ended at 7.19 pm

Chairman



**15. Exclusion of Press and Public**

**OFFICERS' RECOMMENDATION that -**

**the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure exempt information of the description specified in paragraph 3 of Part 1 of Schedule 12A of the Act.**

**(To resolve)**

**PART II**

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

		<b>PARA</b>
a)	<u>Exempt Information</u>	
16.	LEASE RENEWAL AT THE ORCHARD	3
17.	BEFRIENDING SERVICE            item withdrawn	3
18.	SCHOOL TRANSPORT SERVICE – UPDATE	3
b)	<u>Confidential Information</u> (No reports to be considered under this heading)	