

Englefield Green Committee

Tuesday 14 February 2017 7.30pm

**at the Jurgen Centre
Harvest Road
Englefield Green**

Members of the Committee

Councillors Miss M N Heath (Chairman), N M King, M T Kusneraitis, N H Prescott, P I Roberts and Miss J K Sohi

Residents' Representatives: Mr A E Panter (Vice-Chairman) and Mr N Band

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to
**Mrs C Holehouse, Democratic Services, Law and Governance Business Centre,
Runnymede Civic Centre, Station Road, Addlestone KT15 2AH
(Tel: Direct Line: 01932 425628). (Email: carol.holehouse@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) **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

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

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

a) Exempt Information

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b) Confidential Information

(No reports to be considered under this heading)

1. MINUTES

To confirm and sign, as a correct record, the Minutes of the Meeting of the Committee held on 1 November 2016 (Appendix 'A')

2. APOLOGIES FOR ABSENCE

3. 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 the meeting.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

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

4. **MANAGEMENT AND MAINTENANCE OF THE GREEN (COMMUNITY DEVELOPMENT)**

Synopsis of Report:

To update the Committee on management and maintenance issues relating to the Green.

Recommendation(s):

None – For information only

i) Litter Picks

On Tuesday 24 January, student volunteers from RHUL undertook another litter pick of the Green and woodland. This was co-ordinated by the Green Space team which provided litter pickers, gloves and bags.

The Englefield Green Village Residents Association were also planning a litter pick of the village, including the Green, for the 4 March. Again, the Green Space team would be supporting this by providing equipment.

In January, Officers received reports that the double yellow lines at the back of the Green were obscured by leaves and cars being parked there, resulting in passing traffic mounting the opposite verge and causing damage to it. The issue of leaves was reported to the Council's Depot Manager and the Parking team were also informed. The verge damage will be monitored and, if necessary, repaired in the Spring.

Pot holes that have appeared in the road to the rear of the Green have been reported to Surrey County Council.

(For information)

Background papers

None

ii) Parking Prevention Measures

At the last meeting Officers were asked to report back on costs of parking prevention measures to the unofficial lay-bys in Castle Hill Road. Officers are still awaiting costs and a verbal update would be provided at the meeting.

(For information)

Background papers

None

5. **EVENTS ON THE GREEN (COMMUNITY DEVELOPMENT)**

Synopsis of Report:

To inform the Committee of events planned for the Green

Recommendation(s):

The Committee is asked to approve an application to hold the Englefield Green Village Fair on the Green in 2017

1. The Englefield Green Village Resident Association has applied to the Council to hold the Village Fair on the Green on Saturday 24 June this year. Officers recommend that their application be approved, subject to the normal requirements for public liability insurance, risk assessments and event management plans being met. A copy of the application is attached at (Appendix 'B') for Members information.

(To resolve)

Background papers

None

6. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 5 of Part I of Schedule 12A of the Act.

(To resolve)

PART II

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

a) Exempt Information

7. OPTIONS TO REGULARISE THE VARIOUS ACTIVITIES AND STRUCTURES ON THE GREEN

8. CRICKET SQUARE

b) Confidential Information

(No reports to be considered under this heading)

Englefield Green Committee

Tuesday 14 February 2017

Appendices

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A	Minutes - 1 November 2016	1 – 5
B	Application form Englefield Green Village Residents Association	6 - 8

Runnymede Borough CouncilENGLEFIELD GREEN COMMITTEE1 November 2016 at 7.00 pm

Members of the Committee present: Councillors Miss M N Heath (Chairman), N M King, M T Kusneraitis, N H Prescott and Miss J K Sohi

Residents' Representatives: Mr N Band

Members of the Committee absent: Councillor P I Roberts and Mr A Panter (Vice-Chairman),

292. MINUTES

The Minutes of the meeting of the Committee held on 21 June 2016 were confirmed and signed as a correct record.

293. APOLOGIES FOR ABSENCE

Apologies were received from Councillor P I Roberts and Mr A Panter (Vice-Chairman)

294. REQUEST FROM ENGLEFIELD GREEN CRICKET CLUB – ADDITIONAL STRIP

The Committee was asked to consider a request from Englefield Green Cricket Club to cut an additional strip on the Green.

Members were advised that in 2014 Englefield Green Cricket Club decided to start up a junior section with the aim of providing cricket for local boys and girls. By the beginning of the 2016 season the Club had achieved Clubmark status – a quality mark that ensured sports clubs had the proper procedures and processes in place. By June 2016 the Club registered over 60 juniors with an average of 40 attending sessions on Friday evenings and Sunday mornings.

An important element of Clubmark was that juniors were offered competitive cricket. During the last season the club entered two sides (Under 8's and Under 10's) into a local league playing cricket on Sunday mornings. When the fixtures were agreed it became apparent that there were a few occasions when two games had to be played at the same time on the Green. The Cricket Club had alerted Runnymede Borough Council Officers to this and permission was given for the Club to cut an additional strip so that the Under 8's playing with a soft ball could play at the same time as the Under 10's using a hard ball on the square. The additional strip was simply created by cutting the grass shorter. There was no marking or rolling of the area.

Runnymede Borough Council had received a formal complaint about the additional strip so therefore suggested the Club made a formal request to the Englefield Green Committee.

An additional strip would also pave the way for the introduction of another age group in future years. The Club was also making particular efforts to encourage girls and this year entered a girls team on behalf of Runnymede Borough Council in the Surrey Youth Games.



The Council had indicated they would support running a girls' team again in the 2017 Surrey Youth Games.

The Committee was supportive in formalising this arrangement. Members commented on the great success the club had achieved with the youth section and were keen to see this continue. The Committee therefore

RESOLVED that -

- i) the Cricket Club be authorised to cut an additional strip on the Green which could be used up to 6 occasions in 2017; and**
- ii) a report be brought back to the Committee in November 2017 for the Committee to review the arrangement**

295. MANAGEMENT AND MAINTENANCE OF THE GREEN

At the last meeting Officers were asked to seek advice from the Council's legal team on a proposal to write, on behalf of the Committee, to occupiers of properties adjacent to the Green advising them of the need for consent before undertaking certain works around the Green, particularly tree work. Officers had sought advice from the Council's legal team and the advice received was this would be outside the remit of the Committee and an alternative approach such as asking the EGVRA or the Villager to include an article in future publications was preferred. Members were advised that the remit of the Englefield Green Committee related to the Green only and Officers would send a site plan out to all Members for information.

Following concern expressed by Members at the last meeting about grass clippings being left on the Green and subsequently washed into the drains, Officers had provided the Chairman and Vice-Chairman with costed options to address this problem. The cost of removing clippings from across the whole Green proved to be prohibitive and it was agreed to trial an alternative approach. This involved increasing the frequency of cutting on the main Green from fortnightly to weekly but not collecting the clippings (more frequent cuts would reduce the clippings produced each time), but collecting the clippings from the verges and 'outlying' areas only. This should address the specific concerns and improve the overall look of the Green at an affordable additional cost of £1,580 a year. This change was implemented quite late in the grass cutting session and although an improvement had already been seen it was difficult to ascertain the full impact.

Officers were advised that some grass clippings had been left in the road and the contractors would be contacted regarding this. Officers recommended that the trial continued into the 2017 season and it would be reviewed again at the meeting of the Committee in June 2017. Members concurred with this approach.

The removal of lower branches from the small but prominent Oak tree at the junction of St Jude's Road and Barley Mow Road, which was discussed at the last meeting, was completed recently. Other tree works had been commissioned including lightly trimming a tree on St Jude's Road, near the top of Middle Hill, which was blocking light from a street lamp and other works in the woodlands for safety reasons.



Priorities for future expenditure

The Committee was advised of the details of the actions agreed at the last meeting using the additional funds available for the management, maintenance and enhancement of the Green.

1. Annual clearance of fallen leaves from ditches around the Green would be incorporated into the regular grounds maintenance operations at a cost of approximately £135 per occasion
2. Vertidrainage operations at a cost of £1,506.35 to improve the drainage across the surface of the Green would be undertaken. This would be a trial and the impact of the work would be reported back to the Committee in November 2017.
3. Scarifying the Green with a rotorake to rake out the thatch on the Green at a cost of £1,797.00. This would also be undertaken on a trial basis and the impact of the work would be reported back to the Committee in November 2017.
4. Officers had produced a draft woodland management plan. Members were asked to consider this and contact Officers in due course with any comments or amendments. Members suggested a site visit was held in June next year prior to the meeting. Following this, proposed work and costings could be considered, in liaison with the Crown Estate's Chief Forester.
5. The woodland paths and horse routes had been inspected in mid-October and found to be in good order with firm, dry surfaces. There was no need therefore to allocate any of the funds to this area at the present time. It may be necessary to repair/improve small areas along the horse routes from time to time, but this would be managed as part of the ongoing maintenance regime.

The Committee was asked to consider the other possible uses of the funds:

6. Replace the vehicle barrier. The Committee agreed that the vehicle barrier would be inspected at the site visit in June 2017. The Committee would then ascertain if it required replacing.
7. Support the cricket club with pavilion repairs. The Committee agreed that the Cricket Club pavilion would be inspected at the site visit in June 2017.
8. Introduce parking prevention measures to the unofficial lay-bys in Castle Hill Road. The Committee requested Officers to obtain prices for parking prevention measures for the unofficial lay-bys in Castle Hill Road and report them back to the next Committee meeting in February 2017.

The possibility of replacing equipment in the children's play area had also been discussed at the last meeting. Officers circulated to Members a letter received from a barrister acting on behalf of the Friends of Englefield Green detailing their concerns regarding the Committee considering replacing the current play equipment. The letter asks Officers of the Council to respond detailing how the Committee and the Council as lessee, proposed to undertake the work lawfully without offending the provisions of s.12 of the Inclosure Act 1857.

The Committee had to date made no decisions on replacement of the play equipment. It was noted that the Council undertook a regime of monthly and annual inspections for all its



play areas, neither of which had identified any safety problems with the condition of the play equipment on the Green.

Members of the Committee, however, wished to meet with members of the Friends of Englefield Green to discuss their views on the Green, the play equipment and general maintenance and the Chairman of the Committee would contact them in due course to try and facilitate this.

The Committee was presented with a summary of the location and condition of the benches on the Green. Whilst it was noted there was a concentration of benches in some areas of the Green it was not considered viable to move the benches.

Officers reported that the log benches on the summary would be removed in due course as they were rotting naturally. Members, however, requested that Officers deferred any decision on replacing them until the woodland plan was finalised. The remaining benches on the Green would be replaced, as and when required, by benches in the style of bench 15 on the summary to provide a more consistent approach.

RESOLVED that -

- i) replacement of the log benches be deferred until the woodland plan was finalised; and**
- ii) remaining benches would be replaced when needed by benches in the style of 15**

296. EVENTS ON THE GREEN

It was noted that Carters Steam Fair had used the Green again over the weekend of 1 and 2 October. There was some rain during their stay and, even though track matting was deployed, some wear resulted to the Green close to the vehicle entrance, but this was expected to recover naturally. There was also some damage to the cricket square caused by pedestrians walking and standing on it, while it was wet, to view the firework display. This damage was being repaired by the Cricket Club and the cost would be recouped from Carters deposit.

297. CHANGE TO COMMENCEMENT TIME OF FUTURE ENGLEFIELD GREEN COMMITTEE MEETINGS.

The Committee considered a change to the start time of future Englefield Green Committee meetings. At present, meetings of this Committee commenced at 7pm. All other Council meetings had a start time of 7.30pm. Several Members of the Committee found it difficult commuting home in time for a 7pm start so would prefer a later start time.

RESOLVED that –

future meetings of the Englefield Green Committee would commence at 7.30pm



298. CRICKET SQUARE – ROPES AND PINS

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of the following matter under Section 100A (4) of the Local Government Act 1972 on the grounds that the matter in question would be likely to involve disclosure of exempt information of the description specified in paragraph 5 of Part 1 of Schedule 12A of the Act.

The Committee was advised that the Council had received a letter before action from lawyers acting on behalf of a local resident advising that if the practice of roping off part of the Green was not discontinued then an application for an injunction would be made requiring the Council to remove the rope and pins.

The lawfulness of the rope and pins that protect the cricket square became an issue in 2012 when advice was received that the Scheme of Management 1955, which permitted areas of the Green to be set aside for organised sport, was invalid.

Under the terms of the Licence Agreement dated 27 November 2014 with the Englefield Green Cricket Club, the Council had an obligation to take such reasonable measures to protect the square which comply with the requirements of any statutes and legislation relating to town and village greens. Provided that if no such measures were capable of compliance then the Council should not be in breach of this undertaking. Thus, it is within the Council's immediate power to remove the ropes and pins. However, the Council still had an obligation to take reasonable measures to protect the cricket square

Officers had sought advice from Counsel and the Committee considered Counsel's opinion on this matter. Taking account of Counsel's advice, it was

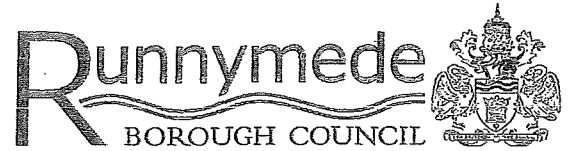
RESOLVED that -

- i) the rope and supporting pins arrangement around the cricket square be removed;**
- ii) the claimant's solicitors be advised;**
- iii) Officers reconsider what other lawful and practical measures can be used to protect the cricket square;**
- iv) Officers report back to the next meeting on options to regularise the various activities and structures on the Green; and**
- v) Officers consult with the Crown Estate**

Chairman

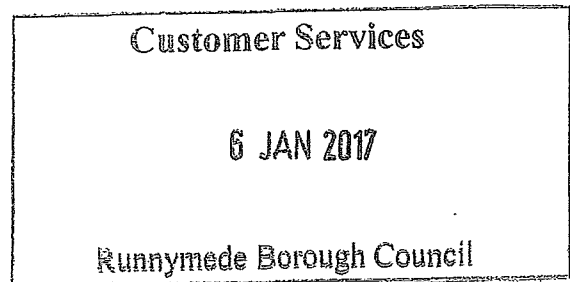
(The meeting ended at 9.22pm)





APPLICATION FOR THE USE OF COUNCIL OWNED LAND

1. Name of organisation - Englefield Green Village Residents Association
2. Contact name/name of organiser -
3. Name of event - Englefield Green Village Fair
4. Correspondence address for the purpose of this application -
5. E-mail address -
6. Telephone number of the person responsible for the application -
7. Telephone number for a contact for the duration of the event -
and
8. Contact name and number for members of the public -
9. Date of event - Sat 24th June, 2017
Date/time of setup - Fri 23th June 11.00am to 9pm and Sat 24th June 8.00am to 12.00
Date/time of takedown
Sat 24th June, 2017 - 5.00pm to 7.00pm
10. Time of event - 12.00 to 5.00pm
11. Proposed venue - The Green, Englefield Green, Surrey.



12. Nature of the event. Please supply as much information as possible.

- a. Stalls? Provide details of each stall such as type and size, and send a copy any ADIPS certificate.
Approximately 70 stalls
- b. Activities? Give details of all of the activities with details of the equipment you intend to use for each activity.
Stalls (providing own equipment) including children's activities, food, cakes, gifts, tombola, charities, donkey rides, pony rides, Siberian husky dog display, archery, beer tent and tea tent. Arena demonstrations including tug of war, medieval re-enactment display, birds of prey display, children's sports displays, maypole, air cadet display and classic cars. Bands and other music will play outside the arena. First aid cover to be provided by the Red Cross.
- c. Rides? List each ride and send a copy of the ADIPS certificate for each ride. Children's rides including swing boats, tea cups and merry go round (public liability and ADIPS to be provided). The rides will have their own generators/vehicles.
- d. Music? Please provide details of the type of music (live/recorded), and how the music is to be transmitted, and the times that music will be played.
PA system, adult brass band and children's band and individual musicians and choir.
- e. Animals? Give the number of each animal, how they will be contained, and any special requirements.
Siberian husky display, birds of prey display and pony and donkey rides. Providers of the animals will contain the animals and provide their own public liability insurance and risk assessment.
- f. Vehicles? List details of the size of each vehicle which will need access to the land.
Transport for children's rides, vehicles for set up equipment. Stallholders allowed one car per stall holder. Classic car display – ropes used to create a safe passage into the arena. Fire engine will be present subject to availability.

- g. Generators? State how many generators and the type of generator.
3 generators plus generator for children's rides.
- h. Toilets? How many, and what type of toilets will you be having?
Toilet trailer – separate men and ladies. Also a disabled toilet trailer and RBC toilet outside the cricket club for emergency use.
- i. Inflatables? Please provide details of each inflatable. You will need to check their PIPA registration.
Bouncy Castle

13. How many people are you expecting to attend at any given time?

499

14. Please send us a copy of your public liability insurance.

Attached? – a copy enclosed.

Do you require any action to be taken by us (e.g. hay cut, grass cut etc)?

The grass requires cutting by RBC immediately prior to the event. The Fair Committee wishes to close the minor road behind the Green, in front of the Cricket Pavilion to ensure safe passage for pedestrians.

For internal use only:

Authorised?

Deposit required?

Amount of deposit

Fee required?

Amount of fee

Other permission required?

Other permission granted?

Informed local councillors?

CC

Notes