

# Community Services Committee

**Thursday 18 November 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 including Councillors, Officers, and members of the public (for whom attendance is first come first served) to 60**
  - **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 [Committee Meetings – Runnymede Borough Council](#)
- 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

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

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### PART II

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

a) <u>Exempt Information</u>	
13. Aviator Park Skatepark	47
b) <u>Confidential Information</u> (No reports to be considered under this heading)	

1. **Fire Precautions**
2. **Presentation – Holme Farm Project**
3. **Notification of changes to Committee Membership**
4. **Minutes**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 16 September 2021, which were circulated by email to Members in October 2021.

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

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

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

Members are reminded that a 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.

7. **Fees and Charges for Community Services 2022/2023**

**Synopsis of report:**

**To recommend the proposed fees and charges under this Committee's remit for the next financial year.**

**Recommendation that:**

**the proposed fees and charges as set out in Appendix 'A' are approved to be effective from the dates within the appendix or as soon as practical thereafter.**

1. **Context of report**
  - 1.1 The current fees and charges were agreed by this committee in November 2020.
2. **Report**

- 2.1 The Council's Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.
- 2.2 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that officers put forward recommended increases based on:
- Current market conditions
  - Local competition
  - The likely yield of any fee increase
  - On-going savings targets and revenue reduction programmes
- 2.3 Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand. However, an average of 2% for discretionary locally set charges should be aimed for as the Council's financial plans assume at least an inflationary increase.
- 2.4 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.5 The fees and charges proposed by service managers for next year are set out at Appendix 'A', along with the dates that they will take effect. The appendix includes a Yield column showing the next year's budget for each charges/group of charges, so that Members can estimate the financial implications of any price rises.
3. Resource implications

### **Community Services**

- 3.1 Meals charges – The current charge for both centre meals and meals at home (provided Monday to Fridays), for two courses is £4.40 and three courses £5.30. It is proposed to increase the three course meals from April 2022 by 5p to £5.35 per meal which represents a 0.94% increase, but leave the price of a two course meal remain unchanged at £4.40 per meal. It is also proposed that the cost of providing meals at weekends are increased from £4.95 to £5.05 for a two course meal (an increase of 2.02%) and a three course meal could be increased from £5.60 to £5.75 (an increase of 2.68%). It is also proposed that afternoon teas are increased from £2.80 to £2.85 (an increase of 1.79%) for the next financial year.
- 3.2 Community transport services – Community transport are proposing to increase the cost of a day centre fare by 20p from £3.80 to £4.00, this represents an increase of 5.26%. It is also proposed that the cost of the dial a ride service for journeys within one zone be increased by 20p from £3.20 to £3.40 (6.25% increase) and journeys to each subsequent zone be increased from £2.60 to £2.70, which is an increase of 3.85%.
- 3.3 Careline Charges - The Careline charge at Runnymede is currently among the most expensive in the county and Officers are concerned that if we increase our charges we may lose customers. In order to remain competitive, it is proposed that the charges are not increased this year
- 3.4 Other Centre Charges – It is proposed that there is no increase in the hire of the centres during the next financial year, in the hope that bookings may start to pick up

as we emerge from the pandemic. In order to provide consistency in the rates charged for the use of hairdressing salons we propose that the charge at Eileen Tozer day centre is increased by 30p to £7.70 per hour, while Manor Farm and Woodham are increased by 15p per hour to £7.70. It is proposed that the full day fees for the Chiropodist is increased by £1 from £28.00 to £29.00, an increase of 3.57%

### **Community Development**

- 3.5 Chertsey Museum - The Museum Curator has reviewed the current prices and where possible has built in an increase for the 2022/23 fees and charges. However, where it is felt necessary to stimulate or maintain demand, prices have been frozen. Due to the sheer number of different activities held at the museum, it would not be practical to list each item separately below, so we suggest that the fees and charges show a price on application. The full list of charges is available via the education catalogue on the museum website. The fees and charges at the museum run in line with the school academic year and will therefore not be introduced until September 2022.
  - 3.6 Allotments - Under the terms of their leases, allotment holders must be informed of any increases in charges twelve months before they take effect. Therefore, charges from April 2022 were set by this Committee in November 2020. It is now proposed that the charges for 2023/2024 be increased by 50p to £20.50 per 25m<sup>2</sup> (rod) per annum, and for those paying by annual direct debit to £17.90
  - 3.7 Community Halls – While a decision has not yet been finalised on the future use of the halls, we propose that the prices remain unchanged for the next financial year.
  - 3.8 Parks and Open Spaces – On average it is proposed to increase the various charges by between 2% and 4.17% and details of specific charges will be found in Appendix 'A'.
  - 3.9 Cemeteries and Closed Churchyards – on average it is now proposed to increase fees by between 2%.and 5%. In addition, it is proposed that the charge for the registration of transfer of exclusive rights and copy of the exclusive rights of burial be increased by 10% in order to cover the amount of work required.
  - 3.10 Safer Runnymede – It is proposed that Safer Runnymede’s fees and charges are increased by 2%.
4. Legal implications
    - 4.1 Where the status of a charge is marked as ‘statutory’, the Council is required under the law to levy a fee. Where the status is given as ‘discretionary’, the Council may amend the fee charged or choose to make no charge for the service.
5. Equality implications
    - 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment should be completed by the relevant Budget Manager.

**(To resolve)**

### **Background papers**

None Stated.

<b>Fees and charges</b>
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<b>Meals and transport charges</b>
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		Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Meals at Home and Day centre</u></b>							
Monday - Friday	Cost per two course meal	Discretionary	4.40	4.40	0.00%	} 334,800	Outside scope
	Cost per three course meal	Discretionary	5.30	5.35	0.94%		Outside scope
Saturday and Sunday	Cost per two course meal	Discretionary	4.95	5.05	2.02%		Outside scope
	Cost per three course meal	Discretionary	5.60	5.75	2.68%		Outside scope
	Afternoon Tea	Discretionary	2.80	2.85	1.79%		Outside scope
<b><u>Community transport</u></b>							
Fare for return transport to day centres (Monday - Friday)		Discretionary	3.80	4.00	5.26%	} 62,800	Zero Rated
Journey within one zone (minimum fare)		Discretionary	3.20	3.40	6.25%		Zero Rated
Journey to each subsequent zone		Discretionary	2.60	2.70	3.85%		Zero Rated
School Transport Service		Discretionary	4.00	4.00	0.00%	180,200	Zero Rated

<b>Fees and charges</b>
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<b>Careline system</b>
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		Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
Full weekly charge (price to include a free smoke alarm on take up of contract)		Discretionary	4.90	4.90	0.00%	} 247,700	Standard
Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled		Discretionary	4.90	4.90	0.00%		Zero Rated

## Fees and charges

### Centre lettings

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u></b>						
Monday to Friday	5pm to 11pm	Discretionary	23.50	23.50	0.00%	Exempt
Saturday	9am to 5pm	Discretionary	30.00	30.00	0.00%	Exempt
Saturday	5pm to 11pm	Discretionary	42.50	42.50	0.00%	Exempt
<b><u>Commercial hire/trade shows (per hour)</u></b>						
Saturdays only	9am to 11pm	Discretionary	48.50	48.50	0.00%	Exempt
					37,800	
<b><u>Catering facilities</u></b>						
Full use of kitchen		Discretionary	67.00	67.00	0.00%	Exempt
Full use of tea bar		Discretionary	N/A	N/A		Exempt
Use of public address system		Discretionary	N/A	N/A		Exempt
<b><u>Registered charities</u></b>						
A 20% reduction is available per booking upon application to the Day Centre Manager.						
It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken						



## Fees and charges

### Centre rental charges

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Hairdressing salons - hourly rates</u></b>						
Eileen Tozer Day Centre	(Incl VAT) Discretionary	7.40	7.70	4.05%	8,700	Standard
Manor Farm Day Centre	(Incl VAT) Discretionary	7.55	7.70	1.99%		Standard
Woodham and New Haw Day Centre	(Incl VAT) Discretionary	7.55	7.70	1.99%		Standard
These rates are based upon the standard of facilities available						
<b><u>Chiropodist fees (full day)</u></b>	Discretionary	28.00	29.00	3.57%	1,900	Exempt

## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2021 £	From Sept 2022 £	% Increase	Yield £	VAT treatment
<u>School's membership scheme</u>						
<u>Annual membership fee</u>						
Schools with 0 - 150 pupils	Discretionary	30.00	30.00	0.00%	} 2,600	Outside Scope
Schools with 151 - 250 pupils	Discretionary	40.00	40.00	0.00%		Outside Scope
Schools with 251+ pupils	Discretionary	50.00	50.00	0.00%		Outside Scope
<u>Talks held at Museum</u>						
<u>Member schools</u>						
One 1/2 day session	Discretionary	65.00 POA		}	21,600	Outside Scope
Two 1/2 day session (same day)	Discretionary	85.00 POA				Outside Scope
<u>All day sessions at the museum (max 32 children)</u>						
<u>Member schools</u>						
see education catalogue on website	Discretionary	POA		}	21,600	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>						
<u>Member schools</u>						
see education catalogue on website	Discretionary	POA		}	21,600	Outside Scope
*non members pay additional £10 booking						

## Fees and charges

Chertsey Museum								
		Charge Status	From Sept 2021 £	From Sept 2022 £	% Increase	Yield £	VAT treatment	
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>								
<u>Member schools</u>								
see education catalogue on website		Discretionary		POA		}	Outside Scope	
<u>Talks held at schools within 16-20 miles of Chertsey Museum ( Approx 90 minutes)</u>								
<u>Member schools</u>								
see education catalogue on website		Discretionary		POA		}	Outside Scope	
<u>School assemblies (max.30 mins)</u>								
School Assemblies - schools within Runnymede (max. 30 mins)		Discretionary	45.00	50.00	11.11%		Outside Scope	
School Assemblies - schools outside Runnymede (max. 30 mins)		Discretionary	55.00	60.00	9.09%		Outside Scope	
School Assemblies - non member schools (max. 30 mins)		Discretionary	75.00	80.00	6.67%	Outside Scope		
<u>Talks to groups</u>								
At the Museum outside of opening hours - Borough Community Groups		Discretionary	35.00	40.00	14.29%	}	Outside Scope	
At the Museum outside of opening hours - Non Borough Community Groups		Discretionary	50.00	50.00	0.00%		Outside Scope	
Talks held outside the Museum - Borough Community Groups		Discretionary	35.00	40.00	14.29%		Outside Scope	
Talks held outside the Museum - Non Borough Community Groups		Discretionary	55.00	55.00	0.00%		Outside Scope	
<u>Children's activities at the Museum</u>								
Children's activity session per child - price based on activity		Discretionary	POA	POA		}	Exempt	
Concessionary activity session per child		Discretionary	POA	POA			1,700	Exempt
<u>Use of photocopier</u>								
A4 Copies	(plus VAT)	Discretionary	0.50	0.55	10.00%	}	Standard	
A3 Copies	(plus VAT)	Discretionary	0.55	0.60	9.09%		0	Standard
<u>Charge for late return of school loan boxes</u>	(plus VAT)	Discretionary	25.00	25.00	0.00%	0	Standard	
<u>Missing item from loan boxes (per day)</u>	(plus VAT)	Discretionary	10.00	10.00	0.00%	0	Standard	
*non members pay additional £10 booking								

## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2021 £	From Sept 2022 £	% Increase	Yield £	VAT treatment
<u>Photographic orders</u>						
101.6mm by 152.4mm (4" by 6")	(plus VAT) Discretionary	3.00	3.50	16.67%	0	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) Discretionary	3.50	4.00	14.29%		Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) Discretionary	4.00	4.50	12.50%		Standard
203.2mm by 254mm (8" by 10")	(plus VAT) Discretionary	5.50	6.00	9.09%		Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) Discretionary	10.00	10.50	5.00%		Standard
Handling charge (1 per order)	(plus VAT) Discretionary	2.00	2.00	0.00%		Standard
Postage charge	(plus VAT) Discretionary	2.00	2.00	0.00%		Standard

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

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

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

## Fees and charges

### Allotments

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
Charge per 25m <sup>2</sup> (rod) per annum:						
- Payment by annual direct debit	Discretionary	17.10	17.50			Outside Scope
- Payment by other means	Discretionary	19.60	20.00			Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age						
<b>(Due to statute the fees and charges for allotments are set one year in advance)</b>						
		From April 2022 £	From April 2023 £			
Charge per 25m <sup>2</sup> (rod) per annum:						
- Payment by annual direct debit		17.50	17.90	2.29%	} 26,000	Outside Scope
- Payment by other means		20.00	20.50	2.50%		Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the state pension age.						

## Fees and charges

### Community Halls

<b>Charge Status</b>	<b>From April 2021 £</b>	<b>From April 2022 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>			
<b><u>Chertsey Hall</u></b>								
<b><u>Community package Monday to Friday 8.30 to 17:00 hrs</u></b>								
Main Hall (per hour)		(plus VAT) Discretionary	22.26	22.26	0.00%	67,900	Standard	
Meeting Room A (per hour)		(plus VAT) Discretionary	9.48	9.48	0.00%		Standard	
Meeting Room C (per hour)		(plus VAT) Discretionary	6.06	6.06	0.00%		Standard	
Meeting Room D (per hour)		(plus VAT) Discretionary	7.80	7.80	0.00%		Standard	
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>								
Main Hall (per hour)		(plus VAT) Discretionary	29.75	29.75	0.00%	67,900	Standard	
Meeting Room A (per hour)		(plus VAT) Discretionary	13.48	13.48	0.00%		Standard	
Meeting Room C (per hour)		(plus VAT) Discretionary	9.15	9.15	0.00%		Standard	
Meeting Room D (per hour)		(plus VAT) Discretionary	11.85	11.85	0.00%		Standard	
<b><u>Community package - Weekends 8.30 to 17:00 hrs</u></b>								
Main Hall (per hour)		(plus VAT) Discretionary	30.38	30.38	0.00%	67,900	Standard	
Meeting Room A (per hour)		(plus VAT) Discretionary	13.77	13.77	0.00%		Standard	
Meeting Room C (per hour)		(plus VAT) Discretionary	9.56	9.56	0.00%		Standard	
Meeting Room D (per hour)		(plus VAT) Discretionary	12.27	12.27	0.00%		Standard	
<b><u>Community Package - weekends 17:00 to 23.00</u></b>								
Main Hall (per hour)		(plus VAT) Discretionary	40.40	40.40	0.00%	67,900	Standard	
Meeting Room A (per hour)		(plus VAT) Discretionary	18.31	18.31	0.00%		Standard	
Meeting Room C (per hour)		(plus VAT) Discretionary	12.71	12.71	0.00%		Standard	
Meeting Room D (per hour)		(plus VAT) Discretionary	16.32	16.32	0.00%		Standard	
<b><u>Business Package</u></b>								
Main Hall (per hour)		(plus VAT) Discretionary	58.33	58.33	0.00%	67,900	Standard	
Meeting Room A (per hour)		(plus VAT) Discretionary	25.00	25.00	0.00%		Standard	
Meeting Room C (per hour)		(plus VAT) Discretionary	20.83	20.83	0.00%		Standard	
Meeting Room D (per hour)		(plus VAT) Discretionary	20.83	20.83	0.00%		Standard	
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages								
<b><u>Children's Party Packages</u></b>								
Main Hall (3 hours, 30+ people)		(plus VAT) Discretionary	125.00	125.00	0.00%	67,900	Standard	
Main Hall (each additional hour)		(plus VAT) Discretionary	33.33	33.33	0.00%		Standard	
Room A (3 hours, 30 people or less)		(plus VAT) Discretionary	62.50	62.50	0.00%		Standard	
Room A (each additional hour)		(plus VAT) Discretionary	25.00	25.00	0.00%		Standard	
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply								
<b><u>Functions Packages</u></b>								
Main Hall (6 hours)		(plus VAT) Discretionary	333.33	333.33	0.00%	67,900	Standard	
Main Hall (each additional hour)		(plus VAT) Discretionary	50.00	50.00	0.00%		Standard	
Main Hall (less than 6 hours) (per hour)		(plus VAT) Discretionary	58.33	58.33	0.00%		Standard	
Room A (6 hours)		(plus VAT) Discretionary	133.33	133.33	0.00%		Standard	
Room A (each additional hour)		(plus VAT) Discretionary	20.83	20.83	0.00%		Standard	
Room A (less than 6 hours) (per hour)		(plus VAT) Discretionary	25.00	25.00	0.00%		Standard	
Room C (per hour)		(plus VAT) Discretionary	16.67	16.67	0.00%		Standard	
Room D (per hour)		(plus VAT) Discretionary	16.67	16.67	0.00%		Standard	
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package								

**Use of kitchen**

Up to 100 people	(plus VAT)	Discretionary	41.67	41.67	0.00%	}	6,335	Standard
	(plus VAT)	Discretionary	83.33	83.33	0.00%			Standard

## Fees and charges

### Community Halls

	Charge Status	From April 2021 £	From April 2022 £	%	Yield £	VAT treatment				
				Increase						
<b><u>The Hythe Centre</u></b>										
<b><u>Community package- Monday to Friday 8.30 to 17:00 hrs</u></b>										
Main Hall	(per hour)	(plus VAT)	Discretionary	22.26	22.26	0.00%	87,100	Standard		
Small Hall	(per hour)	(plus VAT)	Discretionary	10.60	10.60	0.00%		Standard		
Room 1	(per hour)	(plus VAT)	Discretionary	6.06	6.06	0.00%		Standard		
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	7.80	7.80	0.00%		Standard		
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>										
Main Hall	(per hour)	(plus VAT)	Discretionary	29.75	29.75	0.00%		Standard		
Small Hall	(per hour)	(plus VAT)	Discretionary	14.56	14.56	0.00%		Standard		
Room 1	(per hour)	(plus VAT)	Discretionary	9.15	9.15	0.00%		Standard		
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	11.85	11.85	0.00%		Standard		
<b><u>Community use - Weekends 8.30 to 17:00 hrs</u></b>										
Main Hall	(per hour)	(plus VAT)	Discretionary	30.38	30.38	0.00%		Standard		
Small Hall	(per hour)	(plus VAT)	Discretionary	14.76	14.76	0.00%		Standard		
Room 1	(per hour)	(plus VAT)	Discretionary	9.56	9.56	0.00%		Standard		
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	12.27	12.27	0.00%	Standard			
<b><u>Community use - Weekends 17.00 to 23:00 hrs</u></b>										
Main Hall	(per hour)	(plus VAT)	Discretionary	40.40	40.40	0.00%	Standard			
Small Hall	(per hour)	(plus VAT)	Discretionary	19.63	19.63	0.00%	Standard			
Room 1	(per hour)	(plus VAT)	Discretionary	12.71	12.71	0.00%	Standard			
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	16.32	16.32	0.00%	Standard			
<b><u>Business package</u></b>										
Main Hall	(per hour)	(plus VAT)	Discretionary	58.33	58.33	0.00%	Standard			
Small Hall	(per hour)	(plus VAT)	Discretionary	29.17	29.17	0.00%	Standard			
Room 1	(per hour)	(plus VAT)	Discretionary	20.83	20.83	0.00%	Standard			
Room 2 /Bar Lounge	(per hour)	(plus VAT)	Discretionary	20.83	20.83	0.00%	Standard			
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages										
<b><u>Children's Party Packages</u></b>										
Main Hall (3 hours, 40+ people)		(plus VAT)	Discretionary	125.00	125.00	0.00%	Standard			
Main Hall (each additional hour)		(plus VAT)	Discretionary	33.33	33.33	0.00%	Standard			
Small Halls 1 or 2 (3 hours, 40 people or less)		(plus VAT)	Discretionary	83.33	83.33	0.00%	Standard			
Small Halls 1 or 2 (each additional hour)		(plus VAT)	Discretionary	29.17	29.17	0.00%	Standard			
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply										
<b><u>Functions packages</u></b>										
Main Hall (6 hours package)		(plus VAT)	Discretionary	333.33	333.33	0.00%	Standard			
Main Hall (each additional hour)	(per hour)	(plus VAT)	Discretionary	50.00	50.00	0.00%	Standard			
Main Hall Function Rate (less than 6 hrs) minimum 2 hours	(per hour)	(plus VAT)	Discretionary	58.33	58.33	0.00%	Standard			
Small Halls 1 or 2 (6 hour package)		(plus VAT)	Discretionary	166.67	166.67	0.00%	Standard			
Small Halls 1 or 2 (each additional hour)		(plus VAT)	Discretionary	25.00	25.00	0.00%	Standard			
Small Halls 1 or 2 (6 hour package)		(plus VAT)	Discretionary	29.17	29.17	0.00%	Standard			
Room 1	(per hour)	(plus VAT)	Discretionary	16.67	16.67	0.00%	Standard			
Room 2	(per hour)	(plus VAT)	Discretionary	16.67	16.67	0.00%	Standard			

Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for



functions only available to hire when booking a package

## Fees and charges

### Community Halls

		Charge Status	From April 2021 £	From April 2022 £	% Increase		Yield £	VAT treatment
<u>Use of kitchen</u> Up to 100 people 100+ people	(plus VAT)	Discretionary	41.67	41.67	0.00%	}	4,500	Standard
	(plus VAT)	Discretionary	83.33	83.33	0.00%			Standard

## Fees and charges

### Community Halls

<b>Charge Status</b>	<b>From April 2021 £</b>	<b>From April 2022 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>				
<b>Community Halls</b>									
<b>Equipment Hire</b>									
TV & Video Recorder/ DVD player		(plus VAT)	Discretionary	29.17	29.17	0.00%	included in other areas	Standard	
Screen/presentation projector/TV on movable (per booking)		(plus VAT)	Discretionary	29.17	29.17	0.00%		Standard	
House P.A. system including microphone (per booking)		(plus VAT)	Discretionary	41.67	41.67	0.00%		Standard	
2 way radios (per booking)		(plus VAT)	Discretionary	16.67	16.67	0.00%		Standard	
CD player C/W Ipod dock (per booking)		(plus VAT)	Discretionary	8.33	8.33	0.00%		Standard	
Indoor Bowls carpet and woods (per hour : 2 hours min)		(plus VAT)	Discretionary	5.33	5.33	0.00%		Standard	
Flip chart and pad (per booking)		(plus VAT)	Discretionary	12.50	12.50	0.00%		Standard	
Flip chart stand only (per booking)		(plus VAT)	Discretionary	4.17	4.17	0.00%		Standard	
Electric piano (per booking)		(plus VAT)	Discretionary	8.33	8.33	0.00%		Standard	
Extension leads (per booking)		(plus VAT)	Discretionary	2.50	2.50	0.00%		Standard	
Stage lighting with access (per booking)		(plus VAT)	Discretionary	41.67	41.67	0.00%	Standard		

#### **Notes for Community Halls**

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- All small rooms only available to hire when booking package
- Deposit required for all hires
- All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated
- Hires are charged on an Hourly basis
- All times booked must include set up and clear down time
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT

## Fees and charges

### Parks and open spaces

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Bowls (includes VAT)</u></b>						
Green fees per person						
Per hour	Discretionary	7.70	7.90	2.60%	13,000	Standard
Per hour (senior citizens/juniors/registered disabled)	Discretionary	4.10	4.20	2.44%		Standard
Per match	Discretionary	12.80	13.10	2.34%		Standard
Per match (senior citizens/juniors/registered disabled)	Discretionary	6.50	6.65	2.31%		Standard
Per season	Discretionary	122.00	125.00	2.46%		Standard
Per season (senior citizens/juniors/registered disabled)	Discretionary	61.00	62.50	2.46%		Standard
<b><u>Football pitches with changing - per match (includes VAT)</u></b>						
Full size pitches					17,000	
Senior clubs	Discretionary	109.00	112.00	2.75%		Standard
Junior clubs	Discretionary	55.00	56.20	2.18%		Standard
Small pitches up to 1hour 30 mins	Discretionary	53.00	54.50	2.83%	Standard	
<b><u>Football pitches without changing - per match (includes VAT)</u></b>						
Full size pitches	Discretionary	42.00	43.00	2.38%	17,000	Standard
Small pitches up to 1hour 30 mins	Discretionary	35.00	36.00	2.86%		Standard
<b><u>Croquet (includes VAT)</u></b>						
Adults per Person per Hour	Discretionary	5.50	5.70	3.64%	100	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	Discretionary	2.90	3.00	3.45%		Standard
<b><u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u></b>						
Court fees (team games) per hour per court	Discretionary	33.30	34.00	2.10%	15,000	Standard
Court fees (junior games) per hour per court	Discretionary	28.50	29.10	2.11%		Standard
Floodlighting per hour per court	Discretionary	11.20	11.50	2.68%		Standard
<b><u>Cricket (includes VAT)</u></b>						
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields					11,000	
Games commencing Before 5.00 p.m.	Discretionary	111.00	114.00	2.70%		Standard
Games commencing After 5.00 p.m.	Discretionary	70.00	71.50	2.14%		Standard
Junior Games	Discretionary	56.00	57.50	2.68%	Standard	

## Fees and charges

### Parks and open spaces

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b>Additional and miscellaneous charges (includes VAT)</b>						
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	Discretionary	62.00	63.50	2.42%	900	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	Discretionary	19.80	20.30	2.53%		
Team use of park for training - per hour	Discretionary	26.60	27.20	2.26%		
Team use of park for training (junior teams) - per hour	Discretionary	13.30	13.60	2.26%		
<b>Events (includes VAT)</b>						
Community and charity events	Discretionary	No charge	No charge		5,000	
Firework displays						
Less than 15 minutes	Discretionary	240.00	250.00	4.17%		Standard
More than 15 minutes	Discretionary	POA	POA			Standard
Fairgrounds						
Operational days	Discretionary	620.00	640.00	3.23%		Standard
Non operational days	Discretionary	340.00	350.00	2.94%		Standard
Circuses	Discretionary	POA	POA			Standard
Special interest and club events	Discretionary	POA	POA		Standard	
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events						
<b>Homewood Park car park (includes VAT) introduced from December 2014 (Monday to Saturday)</b>						
No return within 3 hours	Disabled Person	No Charge	No Charge		700	Standard
	Fee up to 3 hours	No Charge	No Charge			Standard
	All Day Fee	Discretionary	2.80	2.90		3.57%

## Fees and charges

### Cemeteries

<b>Charge Status</b>	<b>From April 2021 £</b>	<b>From April 2022 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>	
<b><u>Exclusive Right of Burial</u></b>						
<b><u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u></b>						
Exclusive burial rights	100 years - for immediate use	Discretionary	1,598.00	1,630.00	2.00%	} 110,000
	100 years - for future use	Discretionary	2,380.00	2,428.00	2.02%	
Extended burial rights	25 years	Discretionary	250.00	255.00	2.00%	
<b><u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u></b>						
Exclusive burial rights	100 years - for immediate use	Discretionary	2,742.00	2,797.00	2.01%	} 110,000
	100 years - for future use	Discretionary	3,957.00	4,036.00	2.00%	
Extended burial rights	25 years	Discretionary	933.00	952.00	2.04%	
<b><u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u></b>						
Exclusive burial rights	100 years - for immediate use	Discretionary	745.00	760.00	2.01%	} 110,000
	100 years - for future use	Discretionary	1,127.00	1,150.00	2.04%	
<b><u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u></b>						
Exclusive burial rights	100 years - for immediate use	Discretionary	550.00	561.00	2.00%	} 110,000
	100 years - for future use	Discretionary	830.00	847.00	2.05%	
Extended burial rights	25 years	Discretionary	210.00	215.00	2.38%	} 110,000
<b><u>Vault</u></b>						
The right to construct a walled grave or vault		Discretionary	2,250.00	2,295.00	2.00%	} 110,000
<b><u>Interment fees (private and public grave)</u></b>						
Adult coffin		Discretionary	1,237.00	1,262.00	2.02%	} 101,000
Casket burial or oversized coffin		Discretionary	1,300.00	1,326.00	2.00%	
Cremated remains		Discretionary	270.00	275.00	1.85%	
Muslim section Englefield Green - weekdays (normal hours)		Discretionary	1,237.00	1,262.00	2.02%	} 101,000
Muslim section Englefield Green - outside normal hours and weekends		Discretionary	POA	POA		
<b><u>Memorial fees</u></b>						
* Right to place a headstone no higher than 986mm (3' 3")		Discretionary	220.00	225.00	2.27%	} 21,000
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		Discretionary	220.00	225.00	2.27%	
* Right to place a Book or tablet memorial		Discretionary	165.00	168.00	1.82%	
* Right to place memorial on Classic grave space		Discretionary	865.00	885.00	2.31%	
Additional inscription		Discretionary	90.00	95.00	5.56%	

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

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

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

## Fees and charges

### Cemeteries

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b><u>Genealogy search fees</u></b>						
Search fees per interment	Discretionary	20.00	21.00	5.00%	600	Outside Scope
<b><u>Exhumation</u></b>						
For supervision only removal of coffin	Discretionary	POA	POA		} Not available	Outside Scope
For supervision only removal of cremated remains	Discretionary	POA	POA			Outside Scope
<b><u>Garden of Remembrance (Addlestone)</u></b>						
Interment	Discretionary	270.00	275.00	1.85%	} Not available	Outside Scope
Provision and installation of plaque by the Council	Discretionary	120.00	123.00	2.50%		Outside Scope
<b><u>Administration and other fees</u></b>						
Registration of transfer of exclusive right of burial (will or probate provided)	Discretionary	92.00	102.00	10.87%	} 2,800	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	Discretionary	102.00	112.00	9.80%		Outside Scope
Copy of exclusive right of burial	Discretionary	92.00	102.00	10.87%		Outside Scope
Postponement or cancellation of burial after notice has been given	Discretionary	372.00	380.00	2.15%		Outside Scope
Charge for chapel (Per hour - minimum charge)	Discretionary	92.00	110.00	19.57%		Outside Scope
Selection fee - for Cemeteries Registrar to attend	Discretionary	157.00	160.00	1.91%		Outside Scope
Completion of Exhumation Applications	Discretionary	102.00	104.00	1.96%		Outside Scope

## Fees and charges

### Crime and disorder

	Charge Status	From April 2021 £	From April 2022 £	% Increase	Yield £	VAT treatment
<b>Safer Runnymede (Includes VAT)</b>						
CCTV System - supply of copy DVDs	Discretionary	146.39	149.32	2.00%	} 900	Standard
CCTV System - supply of copy photograph	Discretionary	23.75	24.22	2.00%		Standard
CCTV System - viewing DVD footage (per hour or part thereof)	Discretionary	64.04	65.32	2.00%		Standard

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## 8. Foxhills Community Camp 2021 (Community Development, Chantal Noble)

### Synopsis of report:

In 2019, The Hayton Trust (Foxhills Country Club and Resort) committed 100k of funding over three years to support children's summer activity provision in Runnymede. Essential elements to this summer provision include being free (or low cost) at the point of access, transport provision, food provision and the offering of engaging activities. This report details the summary of the second year of the Foxhills Community Camp.

### Recommendation(s):

None. This report is for information.

### 1. Context and background of report

- 1.1 In 2019, Councillor Dolsie Clarke and Mr Marc Hayton discussed the idea of Foxhills supporting a summer holiday camp in Runnymede. To support this, Community Development were approached to lead on the organisation of the summer camp with funding committed by The Hayton Trust over three years (100k). This year was the second year the camp has run.
- 1.2 The purpose of the summer camp was to support residents in Runnymede over the long summer holiday period where parents often find it difficult to find affordable childcare and to fill the time. Providing three meals a day ensured the children were well fed and a variety of activities were organised to keep the children entertained. Transport was provided to support those parents of children who could not drive to attend the camp.
- 1.3 The camp was open to children aged 6 to 14 years old and ran from 9am to 4.30pm, Monday to Friday. From Monday 2 to Friday 13 August the camp was held at Egham Orbit, and from Monday 16 to Friday 27 the camp was held at the Big Hat Bushcamp in Lyne. The children could be booked on for one or two weeks via referral only.
- 1.4 Transport was arranged for parents who requested it on a first come first served basis. This was via Runnymede Borough Council's Community Transport. Due to the Covid-19 social distancing restrictions in place, capacity on the buses was reduced from previous years to four children (limit 12).

### 2. Report

- 2.1 In total there were 50 children registered on the summer camp. Referrals were received by 12 individuals from six different organisations/departments including Surrey Young Carers and the Runnymede Family Centre. Other agencies were contacted but did not respond or did not put anyone forward for the camps. Referrals were accepted on a first come first served basis.
- 2.2 Most children who attended the camp came from complex family environments and included children who were witnesses to domestic abuse, children of parents who were in debt, young carers and/or had behavioural issues or mental health issues (typically anxiety). General demographic information of children registered on the camp is available in the detailed report circulated separately to the agenda by email, and available on request.

- 2.3 The capacity was 20 children from across the age range. In the previous year the age range was split. However, due to the high drop-out rate the groups were merged most days anyway. This capacity was set due to the need of the children being registered on the camps which requires a high staff:child ratio, the capacity restrictions on venue hire and the activity providers.
- 2.4 There were 13 external activities that were run across the four weeks, engaging 11 local activity providers and groups. More activity providers were contacted but either didn't respond or were unable to provide an activity during the month due to other commitments.
- 2.5 There was no celebration event organised this year due to the varying weeks that the children were attending the camp (and the changeover of staff and location). The staff organised a last day 'sports day' with goody-bags on the Friday. At the start of the camps the children were provided with a reusable branded water bottle.
- 2.6 In total, three playworker staff were recruited via an external advertisement and one play supervisor. Staff were asked to complete an online NSPCC safeguarding course and attend a first aid training course if they didn't already have a first aid qualification.
- 2.7 An in-house training day was arranged on Monday 26 July (9.30am to 12.30pm) for staff to meet one another, meet the Council's Safeguarding Lead, Health and Safety Officer, conduct a site visit, risk assessments and have the opportunity to ask any questions. Staff were also given (and sent via email) a comprehensive staff training manual.
- 2.8 No promotional marketing material was created as the camps were via referral only. Summary information was written up to send to referring agencies and parents. Photographs were taken by staff on the work mobile. The Council's Communications Team were approached to come and take more professional photographs, but no one was available. A press release was written on 26 July and was put on the Runnymede Borough Council website and circulated to contacts by the Communications Team.
- 2.9 The drop-out rate was a concern from 2019. This year, the attendance was slightly improved at a rate of 65% (week 1), 81% (week 2), 75% (week 3), 63% (week 4). The reasons for the no shows and drop-outs vary. A number of children were quarantining due to Covid-19, had family visits, car trouble or parental anxiety about attending camp.
- 2.10 There were three feedback forms created via Survey Monkey; one for parents, one for referring agencies and one for staff. Children attending the scheme were asked for their feedback during their time there about the organisation of the clubs, whether there was sufficient communication and how to improve for the future.
- 2.11 Full feedback results are available in the full report. Set out below are some notable comments received:
- The activities are fun and engaging. He loved it; You can't find activities like this anywhere else. He wouldn't want to miss any single day (*parent*)
  - My children have loved coming here again, they love everything that they get to do (*parent*)
  - I didn't think my daughter would want me to leave, now she tells me to go, she doesn't need me (*parent*)
  - I am so worried about my son, he really struggles with groups and people, (after a couple of days) he's off, he just wants me to go (*parent*)

- Today a single Mum thanked me & said what a difference the camp had made for her daughter, her confidence & self-esteem has improved over the scheme. She has tried new sports & activities that the Mum never thought she would ever attempt to do. She said it gave her opportunities to do things that she could never afford herself (*agency*)
  - I would very much like to express my gratitude to all involved in the summer activities, my son has really enjoyed it and that's thanks to you and the staff who make it happen. So again, thank you (*parent*)
  - I enjoyed badminton. It was an amazing camp (*child*)
  - Thank you for providing food for us. I enjoyed balloon making (*child*)
  - I don't want to have to wait a whole year to come back (*child*)
- 2.12 The referring agencies know how vital low-cost childcare provision is for their families and what a benefit it was for their families this summer. The camps not only allowed their child/ren to participate in fun activities, but the time they had to themselves allowed the parents and carers to attend appointments or care for other children. What repeatedly came up was that if the children weren't at the camp, they would be stuck inside 'playing video games' or otherwise 'not doing a lot'.
- 2.13 Leftover food from the summer camps was minimal but it was used by the Club4 Camp (a free summer camp), which ran at Egham Orbit specifically for children in receipt of free school meals.
- 2.14 Equipment bought from the summer camps is being stored in a secure garage at the Runnymede Depot in Chertsey and at the Civic Offices. Equipment lent in kind has been returned to the relevant organisations.
- 2.15 Future considerations include earlier recruitment of staff and recruiting an experienced youth worker, a week of activities in 2022 (possibly May half term) specifically for young people at risk of exclusion, with additional youth worker to assist. Additionally, Officers will look at alternative transport options (for example a large seater car hired via a taxi company) and have discussions with relevant partners around investment in attendance to reduce drop-out rate.
- 2.16 Hayton Charitable Trust have committed one more year of funding. A review and planning meeting took place September 2021.

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

- 3.1 The project meets the following priorities in the Corporate Business Plan 2016 - 2020:
- support local people by improving the quality of their lives through developing healthier and safer communities, improving life chances, as well as listening to and representing local people
  - Supporting and improving the quality of lives of our vulnerable/deprived individuals.
  - To continue in our endeavours to support the ambitions of residents and businesses where it serves the greater good of the community.

### 4. **Resource implications**

- 4.1 A total of £33,330 was received from the Hayton Charitable Trust. As of 20 October 2021, approximately £25,000 has come out of the budget. A full budget breakdown is available in the report.
- 4.2 The allocated budget for the year was not fully spent, which was known in advance due to the capacity limitations of the venue and some activities. The underspend in

2019 was used to subsidise half term activities which has been agreed again for this year.

**5. Legal implications**

5.1 This project complied with requirements regarding first aid, Ofsted and safeguarding.

**6. Equality implications**

6.1 The project complies with the Council's Equalities Policy and supports marginalised groups.

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

7.1 Reducing plastic waste (from the meals provided) was a key action from the 2019 camp. A venue with a café/kitchen was sought for this year's camp in order to reduce the amount of single use plastic waste.

**(For information)**

**Background papers**

Summer fun for local children – Runnymede Borough Council

Foxhills Community Camp 2021 – report (available on the website alongside the agenda)

**9. Community Services Performance Indicators – Quarter 2, 2021/2022 (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 2021/2022 Business Centre Plan**

**Recommendation(s):**

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

**1. Context and background of report**

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

**2. Report**

2.1 This report gives an overview of performance across the Community Services Business Centre in Quarter 2 of 2021/2022 against the Key Performance Indicators set out in the approved Business Centre Plan.

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 2:

**Key- % Achievement of Target**

Red: -10%+ of Quarter 2 Target

Amber: Up to -10% of Quarter 2 Target

Green: Met or exceeded target

**Key- % Growth/Reduction Against Quarter 2 Actual**

Red: -10% or more against Quarter 2 Actual

Amber: Up to -10% against Quarter 2 Actual

Green: Match or exceed Quarter 2 Actual

Performance Area	Actual Q1	Target Q2	Actual Q2	% Achievement of Target Set/Trend
Number of Meals at Home items served (RBC)	11,169	10,000	10,507	↓
Number of Meals at Home items served (SHBC)	12,016	10,000	11,214	↓
Total Number of Homesafe Plus Referrals for NW Surrey Boroughs	634	300	678	↑
Number of Homesafe Plus referrals received for Runnymede Residents	146	80	172	↑
Number of Homesafe Plus referrals received for Surrey Heath residents	27	0	46	↑
Total Number of Social Prescribing referrals (RBC)	164	110	125	↓
Total Number of Social Prescribing referrals (SHBC)	149	110	138	↑
Number of Handyperson referrals (RBC)	130	125	189	↑
Number of Handyperson referrals (SHBC)	45	50	61	↑
Number of residents accessing the Community Alarm service (RBC)	1,388	1,455	1,385	→
Number of residents accessing the Community Alarm service (SHBC)	1,104	1,010	1,100	→
Number of completed Community Transport journeys (RBC)	1,250	For Info	2,931	n/a
Number of completed Community Transport journeys (SHBC)	926	For info	1,227	n/a
Number of Meals served at Day Centres (RBC)	0	For info	617	n/a
Number of Meals served at Day Centres (SHBC)	0	For info	177	n/a

- 2.4 Performance within Community Services remains strong. The staff need to be commended for this, given the challenging times in which they are working, delivering services with Covid pressures ongoing, but also with a number of vacancies across the Community Services team and with officers working flexibly across multiple services to ensure full-service delivery. It is this commitment that allows us to continue to do more, be better and allows for an ambition to support residents in more and different ways to be maintained.
- 2.5 In the Runnymede locality of the Community Services Partnership, performance is strong but with an identified area of caution being Meals at Home, where numbers have decreased slightly. Identification of a continued trend in the coming months will mean we need to refocus efforts on promotion and marketing etc., particularly during the winter months.
- 2.6 The hospital discharge service in NW Surrey goes from strength to strength and is now truly embedded as part of the discharge pathways from Ashford & St Peters Hospitals. As part of the Home First project, the discharge service is now being used as a tool to help prevent admission. Work is now underway to extend the offer into the directory of services that South East Coast Ambulance Service (SECAMB) provide so that again they can access it as a tool to avoid admissions or to leave people with access to support when medical intervention is not required. This work will benefit both the Runnymede and Surrey Heath localities.
- 2.7 Handyperson service referrals have increased for Runnymede, in part related to the growth in the use of Homesafe Plus. Its success as a delivery partnership model between Runnymede, Surrey Heath, Spelthorne and led by Woking has though created resource issues which are looking to be addressed with health partners.
- 2.8 In the Surrey Heath locality of the partnership, again performance is strong across all areas. The same observation can be made about Meals deliveries. However, this service inevitably has a degree of fluctuation throughout the year, given the changing requirements and personal situations of service users.
- 2.9 Homesafe Plus and the associated Handyman service is starting to grow in Surrey Heath. This is a positive sign, and officers hope that the success in NW Surrey can be replicated in Frimley CCG area, with the potential to support Frimley Park Hospital further through working in partnership/support with service delivery in the North east Hampshire area, from where residents access the acute hospital. This would be part of a commercial approach applied to service delivery outside of the borough. However, demonstrating its success in Surrey Heath is the first step.
- 2.10 Across both boroughs the slow recovery of transport services is underway. This is despite some reluctance to travel and community facilities, including some of our own centres, still closed or operating at reduced numbers.
- 2.11 In relation to Day Centres, three of the four centres have re-opened, two in Runnymede and one in Surrey Heath. The figures show the numbers attending and having lunch at the centres. It is important to note that capacity is restricted at the moment, in particular at Windle Valley Centre, where the service user cohort prior to the start of the pandemic is now significantly reduced. This presents an additional challenge of identifying, engaging, and supporting a new group of service users.
- 2.12 To conclude, performance has been strong across all service areas and thanks must be extended to all team members for their flexibility, diligent approach, and commitment.

**(For Information)**

**Background Papers**

None Stated.

**10. Chertsey Meads Management Liaison Group – Minutes – 31 August 2021 (Law and Governance, Clare Pinnock)**

Attached at Appendix 'B' are the Minutes from the meeting of the Chertsey Meads Management Liaison Group held on 31 August 2021.

**(For information)**

**Background papers**

None.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP31 August 2021 at 7.30pm

Members of the Group Present:	Councillor D A Cotty Mrs K Drury Mrs F Harmer Mrs J Hearne Mrs H Lane Mrs C Longman Mrs C Noakes Mr J O’Gorman Mr B Phillips Mr M Ray Mr D Turner	Runnymede Borough Council Chertsey Meads Residents’ Representative Chertsey Meads Residents’ Representative Chertsey Meads Residents’ Representative Surrey Wildlife Trust Chertsey Meads Residents’ Representative Hamm Court Residents’ Representative Chertsey Meads Residents’ Representative Surrey Botanical Society Hamm Court Residents’ Representative Chertsey Agricultural Association
Members of the Group Absent:	Councillor M G Nuti Mr G Drake Mr R Deacock Dr J Denton Ms I Girvan Mr G James Mr N Johnson Mr D Mead Mrs M Nichols Mrs T A Stevens	Runnymede Borough Council Chertsey Society St George’s College Invertebrates Expert Surrey Wildlife Trust Sustrans Chertsey Meads Residents’ Representative Chertsey Agricultural Association Chertsey Society Chertsey Meads Residents’ Representative
Advisory members of the Group present:	Mr P Winfield Mr C Dulley	Head of Green Space, Runnymede Borough Council Assistant Head of Green Space, Runnymede Borough Council
Advisory members of the Group absent:	Mrs J Harper	Projects Manager, Green Space, Runnymede Borough Council



**Action**

1. Councillor D Cotty was elected as Chairman for the remainder of the Municipal Year 2021/2022.

2. Minutes

The Minutes of the meeting of the group, held on 2 March 2021, were signed and confirmed as a correct record.

3. Apologies for Absence

Apologies were received from Councillor M Nuti, Ms I Girvan, Ms J Harper, Mr N Johnson, Mrs M Nichols and Mrs T Stevens.

4. Membership of the Chertsey Meads Management Liaison Group

Since the last meeting, Mr Evans, representing Surrey Bid Club, Mrs Ritchie representing dog walkers and Mr Norman, a residents' representative, had retired from the Group, all had been thanked for their service. This left vacancies for their positions, and the other following vacancies were noted: Conservation Volunteers, Environment Agency, and a horse riders' representative.

Tabled at the meeting was a nomination for a new residents' representative, Mrs V Baldwin who lived locally and was known to some of the Group and elected accordingly. She had volunteered on a previous occasion and would be welcomed formally at the next meeting of the Group in March 2022.

Members remembered with fondness, a retired member, Mr D Wheeler, who had very sadly passed away earlier in the year. The Chairman stated that no-one had cared more for the Meads and everyone agreed too that his local knowledge was invaluable.

It was suggested that a poster and/or social media could be used to attract new members to the Group.

5. Actions from the last meeting

Moorings

Officers confirmed that they had been successful in moving on one of the two persistent overstaying moorers on the River Thames and were continuing their efforts with the other but with limited legal powers to do so compared for example with Spelthorne whose by-laws were different.

Potholes

The potholes had been repaired.

SANG leaflet

The new leaflets had been produced and made available. Officers would check the dispenser on site in the second car park, which it was reported was empty and keep it replenished.

Clare Pinnock

Clare Pinnock/  
Communications

Chris Dulley

Chris Dulley

## UK Power Networks (UKPN) Proposal

The Group was advised that the legal agreement (Wayleave) needed for the installation of a new UKPN power cable to be laid across Chertsey Meads to upgrade the electricity supply to Dumpsey Stump, was yet to be completed. However, it was hoped this would be dealt with shortly so that the work could proceed. It was noted that members had been sent the relevant part of the minutes of the meeting of the Council's Corporate Management Committee on 24 June 2021 which considered this matter. Mrs Hearne had not had any contact from Esso so that would need to be followed up. It was clarified that any development on the Meads required consent of Fields in Trust owing to the Meads having the QEII Dedication.

## Early Hay Cut

The Group was informed that no ground nesting birds nests had been found to prevent an early hay cut. However, in the event, the cut had not taken place until August. It was thought sensible to do an early cut to catch the Rough Hawksbeard every two years alternating on either side

## Catering Concession

Following the last meeting, where the possibility of allowing a catering concession was discussed, the manager at the Bourne Café in Gogmore Farm Park expressed an initial interest but had yet to provide a proposal that could be considered by the Group.

## Bridge Repairs

Members of the Group were not impressed to learn that Surrey County Council had recently denied any responsibility for the little bridge that crossed the Bourne into a privately owned field leading to Hamm Court and Meadowlands. Officers would investigate further, including whether it was safe to remove the offending railings altogether as the bridge was considered wide enough by the County Council to not actually need railings. In the vicinity of the bridge and bat vernacular it was agreed to review whether to include an area on the scheduled cut contract.

## Boardwalk Extension

Members were pleased that, as suggested, the boardwalk would shortly be extended to the road, and any repairs to the existing structure would be made.

## 6. Management and Maintenance

### Height Barrier

Snagging issues with the new height barrier were noted and the inconvenience to residents especially of having the barrier locked open while a robust out of hours procedure was agreed was appreciated. It was confirmed that there were no sensors on the barrier to prevent tall vehicles ploughing into it, but that the high level traffic lights should act as a deterrent. This however would not solve the problem for cars towing certain sized boats for example. Concerns were raised regarding timescales for getting the barrier operational again.

## Action

Chris Dulley/  
Jane Hearne

Chris Dulley

Chris Dulley/  
Jo Harper

## Suitable Alternative Natural Green Space (SANG) Status

Members were pleased to note the following imminent improvements using SANGs funding:

- Finger post signs directing visitors to the car parks
- A brown 'attractions' sign in Weir Road, to help road users find the Meads
- Road marking on the Meads to be refreshed (not car parks)
- Picnic benches being re-painted (1 done so far)
- Tarmac an informal unsurfaced passing place on the road to the second car park

More robust signage about prohibiting bonfires was considered to be a good idea as well as additional signage warning motorists of pedestrians at the junction where Mead Lane split to go to the second car park and the no through road to residential properties. It was also agreed that installing a 20mph sign would be beneficial with some repeater signage.

## Memorial Benches

The Group approved the proposed locations for two memorial benches but agreed the need to consider future applications to avoid the area becoming too crowded. It was suggested that recycled plastic was a sustainable material that could be looked at for benches in other areas.

## Tree funding

Officers reported that the Council's Tree Officer was working with Surrey County Council on a county-wide bid for funds from Defra's Local Authority Treescapes Fund. If successful, it was agreed that some of the funding could be used to gap up hedges at Chertsey Meads on a prioritised basis and, provide the tree screen which would block the view of the neighbouring Traylen's site from the Meads.

## Esso Pipeline Proposal

The Group noted that the Esso pipeline was moving towards the installation stage between June and August 2022. Unfortunately the organisers of the Chertsey Show had not been consulted by Esso; previously they had agreed to avoid clashing with the show but when challenged said they could not alter their timetable. Mr Turner undertook to contact Esso to discuss. It was noted that works would be commencing shortly at Chobham Common/Foxhills.

## **Resolved that –**

- i) an existing 30mph sign be replaced with signs showing a lower speed limit of 20mph, with repeater signs and a sign in the location discussed regarding pedestrians;**
- ii) the installation of memorial benches in the locations proposed be approved; and**
- iii) a tree screen between the Meads and the adjacent Traylens site is still desirable but that gapping up hedges be the priority, subject to available funding**

## Action

Jo Harper

Douglas Turner

7. Annual Work Programme

Members noted that the Annual Work Programme would be reviewed during 2021/2022 and progress with the current programme was noted including removal of Privet. It was agreed that re-instating the pond opposite the Boardwalk was a good idea and signposting to the Boardwalk could be added to the workplan for the future. Surrey Wildlife Trust would be resuming habitat monitoring with SANGs funding, including surveying for bats and otters.

Action

Chris Dulley/  
Jo Harper

8. Events

Chertsey Show

Unfortunately, the Chertsey Show had to be cancelled owing to the cost for exhibitors in the light of the pandemic. The organisers planned to make the 2022 show special and would consider moving it to September because of the planned Esso pipeline works.

Annual Site Visit and Litter Pick

**Resolved that – the annual site visit take place in 2022 on a date to be agreed and no litter pick take place in October but a date in April 2022 to be agreed**

9. Any Other Business

It was agreed to consider making an additional hard standing passing bay on the blind corner of the 'first elbow' in Mead Lane.

Jo Harper

A member of the Group raised the worrying occurrence of the Army and Police apparently detonating a device found in the Bourne on site recently without advising residents or the Council in advance. A visit by people alleging to be Police and Army to one of the residential homes had been made recently late at night in connection with the detonation which had caused upset to the resident concerned.

The improved surface of the play area was noted and much appreciated.

It was confirmed that issues with the life saving equipment on site should be reported to the Open Space team.

Some success with commercial dog walkers was noted. Currently there were no plans to introduce licensing but this would be kept under review.

The Group was advised that a nature trail walk primarily for the residents in the Bridge Wharf area had been drafted by an Officer in Community Development but it was not ready to be released yet as Officers wished to comment on it and make some amendments. The Gogmore Farm wheelchair 'walk' had been well received locally.

The Group was very sad that this was the last Chertsey Meads meeting for Peter Winfield who announced that he would be leaving the Council at the end of October. The Chairman echoed the sentiments of the Group and other Officers that working with Peter had been an absolute pleasure and he would be very much missed by all.

10. Dates of Future Meetings

Members noted that the next two meetings (venue to be confirmed) were scheduled to take place on Tuesday 1 March and Tuesday 6 September 2022.

The meeting ended at 8.48 pm

Chairman

**11. Cabrera Trust Management Committee – Minutes – 2 September 2021 (AGM) and 2 September 2021 (Ordinary meeting) (Law and Governance, Clare Pinnock)**

Attached at Appendices 'C' and 'D' are the Minutes from the Annual General Meeting and ordinary meeting of the Cabrera Trust Management Committee, both held on 2 September 2021.

**(For information)**

**Background Papers**

None.

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Thursday 2 September 2021 at 2.30pm

Members of the Committee present: Councillors C Howorth and J Hulley  
Mr Peter McKenzie (Honorary Treasurer) and Mr Chris Hunt (Honorary Secretary)

The meeting was also attended by 2 members of the public, Honorary Wardens Mrs Lane and Mr Grobien and Peter Winfield (Green Space)

1. MINUTES

The Minutes of the Annual General Meeting held on 18 July 2019 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Coen, Honorary Wardens Mr Ashby and Mr Beesley. Volunteer Pam Thomas.

3. CHAIRMAN'S OPENING REMARKS

Due to Councillor Sohi not standing for re-election in May this year, there was currently no elected chairman, therefore Councillor Hulley as Vice-Chair chaired the meeting. A new chairman would be elected at the Cabrera Trust Management Committee meeting which immediately followed the AGM.

The Committee wished to record thanks to Councillor Sohi for all his hard work and commitment to the Cabrera Trust Management Committee during his time as Councillor and Mayor.

Councillor Hulley welcomed members of the public to the 2021 Annual General Meeting of the Cabrera Trust. The Cabrera Trust land was considered an important part of the Virginia Water community. Despite the pandemic the land had continued to be managed effectively and Officers were thanked for this.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its funds had been spent over the past year, together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum, during which residents could ask questions of the Trust Members.

The Cabrera Trust was constituted by Deed of Trust, as amended by a Scheme made by the Secretary of State for Education and Science, dated 24 March 1972, and was a registered charity. Runnymede Borough Council was the Trustee.

The Trust was responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne, known as the Riverside Walk. It was also responsible for the administration and use of the Trust funds.

The Trust Deed required that the Riverside Walk was maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue was to be used as a public recreation ground for the benefit of the same area.

The Management Committee had been set up by the Trustee to provide a clear local focus for the management of the Trust land. The Management Committee comprised of the three Virginia Water Ward Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary.

In addition to this, the Committee had five co-opted members, Mr Ashby, Mr Beesley, Mr Grobrien, Mrs Lane and Mr Saunders.

#### 4. ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2021

##### a) Honorary Secretary's report

The Covid-19 pandemic had impacted on activity on both sites, but the usual cutting of grass and general maintenance had continued. There had also been a need for some tree works to be carried out in the woodlands on several occasions.

Thanks were given to the co-opted members –Mr Ashby, Mr Beesley, Mr Gobien, Mrs Lane and Mr Saunders for their continued support in managing the Trust's land.

Thanks were also given to Mr Midwinter who stood down as co-opted member after many years of service.

This was the Honorary Secretary's last meeting as he was leaving the Council. The Committee thanked Mr Hunt for all his work and support. Mr Hunt thanked the Committee and commended Peter Winfield and his team for their continued work in relation to the Trust land.

##### b) Honorary Treasurer's Annual Report

The Honorary Treasurer presented the Trust's Annual Report for the year ended 31 March 2021.

The balance sheet at the end of 31 March 2021 showed an overall fund balance of £147,771, an increase of £18,160. This increase related to income received from the disposal of some COIF shares.

Fundraising activities had previously been discussed but due to Covid 19 these had been unable to go ahead as planned. It was hoped that these could be progressed soon. The Trust would need to apply for grants for any future major projects to ensure the balance sheet stayed healthy. The Committee was advised that the Council were looking to employ a 'Bid Writer' and the Trust would be able to access their assistance in writing any bids for grants.

The Honorary Treasurer advised the Committee that this would be his last meeting as he was retiring at the end of the year. He was thanked for all his work and support over the last 10 years. Mr McKenzie's successor would take over as Honorary Treasurer.



5. ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 27 July and was attended by Mrs H Lane, Mr P Grobien and Councillor C Howorth together with three Council Officers. Apologies were received from Councillor J Hulley and Mr P Beesley.

Riverside Walk

During the inspection the group received a very insightful explanation of the history of the trust land, the work that had been undertaken and information on the biodiversity of the site.

Cabrera Open Space

The Cabrera Open Space was noted to be in good order

Peter Winfield was thanked for his very informative precis of the history of the Trust land and previous work undertaken during the walk.

6. DISCUSSION FORUM

It was reported that a tree house had been erected in one of the trees on the Trust land. Officers confirmed they were unaware of this, Mr Grobien would contact the Green Space team to arrange to meet with Officers on site so this could be dealt with.

Some concern was raised regarding some of the streams being clogged. The Committee advised that the land was a wet wood, which in turn gave it its Local Nature Reserve status. However, if residents had any particular issues relating to their own gardens, they could report these via the Council's Open Space email address: [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk)

Officers advised that the volunteer group were looking to establish a 'Friend's Group' which would look at fundraising activities.

It was noted that some residents assisted with litter picking on the Trust land and Officers appreciated help from the local community in this regard. A resident reported that she had recently removed some glass and disposable BBQ's left on the site.

It was reported that some paint pots had been dumped on the Trust land (towards Wentworth Gates) by a neighbouring property after they painted their fence adjacent to the Trust land. Officers would arrange to remove these. Some sweet wrappers and cans had also been sighted under the swing rope. Residents were asked to report any future issues to [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk)

The possibility of a bin in the car park by the Community Centre was raised, along with the possibility of revisiting the installation of a bin at the entrance to the woods by the station. Officers advised that bins did not always reduce litter and, in some cases, encouraged fly tipping. Additionally, any bins installed on the Trust land would have an ongoing cost to the Trust as they would be responsible for paying for the bin to be emptied. Officers were asked to monitor the situation with regards to litter on the site and bring a report to the next meeting.

It was reported that some brambles and nettles from the Trust land were coming through the wire fencing into the Preschool. Unfortunately, that area of Trust land was inaccessible. The resident present was asked to forward relevant contact details to Councillor Hulley who would pass to Officers to enable them to arrange to meet and discuss with the Preschool available options.

Officers had received a complaint regarding the lateness of advertising of the AGM. Officers advised that the submission of the advert had been placed as soon as feasibly possible after waiting for the latest central government guidance in July confirming the AGM would be able to go ahead. When placing the advertisement Officers were advised that the Connection parish magazine no longer existed. However, the former editor of the Connection magazine was now running 'The Virginia Water Magazine' a free, monthly community magazine funded by advertisers. He did, however, offer to put the AGM advertisement in for free on a one-off free notice. Other advertising platforms would be pursued for future advertising.

It was reported that the volunteer group now had 40 members. 2 working parties had taken place and more dates were to be arranged. Unfortunately, one of the lead volunteers had moved away so a replacement was needed. The volunteer group were keen to set up a meeting to facilitate the setting up of a friend's group. It was hoped to get this organised early next year.

Mr Beesley who was unable to attend today's meeting had sent in the following to update the Committee on his recent activities as Honorary Warden: -

Mr Beesley had taken part in both volunteer working parties this Summer and continued to visit the woods and Riverside Walk regularly. He had engaged with Council Officers over issues affecting the walk and with the neighbourhood planning group to advise them on the Cabrera Trust land and its importance to the green infrastructure in Virginia Water. He had approached a wildflower expert who had agreed to lead a wildflower walk for volunteers and local residents next Spring provided the situation with Covid allowed.

Chairman

(The meeting ended at 3.17pm)

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE2 September 2021 at 3.21pm following the AGM

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

The following attended in an advisory capacity;

Mr P Winfield, Head of Greenspace, Honorary Wardens: Mrs Lane and Mr Grobien

1. ELECTION OF CHAIRMAN

Councillor C Howorth was elected as Chairman for 2021/22.

2. ELECTION OF VICE-CHAIRMAN

Councillor J Hulley was elected as Vice-Chairman for 2021/22.

3. MINUTES

The Minutes of the meeting of the Committee held on 7 January 2021 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Coen, Honorary Wardens Mr Ashby and Mr Beesley.

5. VOLUNTEERS AND FRIENDS GROUP

The Committee was advised that there had been two volunteer work parties at the Riverside Walk recently, both focusing on removal of Himalayan balsam.

The first was mid-week, Tuesday 22<sup>nd</sup> June and was relatively well attended, with approximately a dozen volunteers. The second was on Saturday 10<sup>th</sup> July. Two Council Officers attended but unfortunately the weather was poor and only one volunteer came. It is likely that future events will be organised for mid-week.

Due to the success of the work parties over the last couple of years, the presence of Himalayan balsam on the site had been reduced and looked to be manageable with the input of future volunteer parties. It was expected that this could be through self-run sessions in future years by the volunteers.

Officers were investigating the possibility of running some coppicing events over the winter months. Volunteers would only be able to tackle smaller stools, but further work could be completed by a contractor in the future if

**ACTION**

and when the Trustees felt it was affordable. There would also be a need to tackle the invasive Skunk Cabbage.

A public meeting to discuss a proposal for establishing a Friends group for the Trust had been scheduled for April 2020. This unfortunately had to be cancelled due to the pandemic, but it was hoped that this initiative could be re-started very soon. It was agreed that particularly in view of the Trust's financial position it was important for the friend's group to get started as soon as possible.

6. **MANAGEMENT AND MAINTENANCE**

**Boardwalks**

A small repair has been carried out to the broadwalk nearest the station where one of the boards had been broken at one end. In-house staff were able to repair using spare boards from store.

**Trees**

Network Rail were contacted earlier in the year to clear a tree that had fallen out of railway land across the County Council managed town path leading to the station and a similar issue has arisen again more recently and was being dealt with in the same way. Tree surgeons had been employed to carry out some work within the Trust's land including removing two mature alders, one which had fallen near footpath post 7 blocking the path and another which fell across the Bourne. A large birch also fell blocking the path and has now been removed. Some work has been ordered to remove a further alder close to the town-path bridge which had also fallen across the Bourne and was impeding flow. Tree inspections had been taking place to schedule and a survey of trees around the boundary was due to take place over the course of next year. This was likely to identify further works being needed. Smaller works had taken place in-house to keep paths clear as and when required.

**Non-native Invasive Plants**

Some of the invasive Skunk Cabbage plants at the Riverside Walk were sprayed with herbicide in June, but their presence on site was such that more control would be needed, possibly through physical removal of the plants by volunteers.

**Ditches**

De-silting work to the drainage ditch which runs alongside the town path from the station down to the bridge across the Bourne was scheduled for August. This was to prevent overspill from the ditch across the path during heavy rain. Peter Winfield was asked to ascertain if the proposed work had now taken place and if not when it was likely to be undertaken

Peter  
Winfield

## ACTION

It was noted that the County Council managed town path was not well maintained. As Councillor Hulley was also a County Councillor he was asked to speak to SCC regarding repair and general tidy up of the path

Councillor  
J Hulley

### 7. EVENTS

The Council had received two event applications to use the recreation ground, one from the Virginia Water library volunteers but unfortunately this did not go ahead. A tea party event for the WI was planned for the 27<sup>th</sup> July but due to poor weather this was postponed until 25<sup>th</sup> August. Officers reported that the event went ahead on 25<sup>th</sup> August. The event went very well and was thoroughly enjoyed by the 37 members attending.

### 8. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee noted the quarterly financial monitoring statement for the period ending 30 June 2021.

The Honorary Treasurer reported that between now and Christmas a revised financial statement would be prepared for the next financial year.

Currently the market value of the trust's investments stood at £126,777. The trust wasn't currently getting a good return on its investments. It was therefore important for the Trust over the next couple of years to be as economical as they could whilst the proposed Friends group established.

### 9. ANY OTHER BUSINESS

Thanks were given to Peter McKenzie, Chris Hunt and Peter Winfield all of whom would be leaving the Council prior to the next Cabrera Trust Management Committee meeting. The Committee wished to thank them all for all their help and support to the Cabrera Trust Management Committee over a number of years.

### 10. DATE OF NEXT MEETING AND MEETINGS SCHEDULED FOR 2022

The next meeting of the Cabrera Trust Management Committee was scheduled to be held in the Committee Room at the Civic Centre on **Thursday 6 January 2022 at 2.30pm.**

Members agreed that the AGM and Cabrera Trust Management Committee meeting would be held on **Thursday 14 July 2022 at 2.30pm** in the Committee Room at the Civic Centre.

Chairman

(The meeting ended at 3.38 pm)

**12. 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 exempt information of the description specified in paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.**

**(To resolve)**

**PART II**

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

- |     |   |                |
|-----|---|----------------|
| a)  | <u>Exempt Information</u>   | <b>PARAS</b>   |
| 13. | <b>Aviator Park Skatepark</b>   | <b>3 and 5</b> |
| b)  | <u>Confidential Information</u><br>(No reports to be considered under this heading) |                |