



# Community Services Committee

**Thursday, 15 September 2022 at 7.30 pm**

**Council Chamber, Runnymede Civic Centre,  
Addlestone**

## **Members of the Committee**

Councillors: C Howorth (Chairman), S Walsh (Vice-Chairman), A Balkan, T Burton, D Clarke, V Cunningham, S Dennett, S Jenkins, A King and C Mann

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**

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services 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)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr A Finch on 01932 425623. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) 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.

## 5) 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

Page

### Part I

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

1. **Notification of Changes to Committee Membership**
2. **Minutes** 4 - 19  

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 16 June 2022 (Appendix 'A').
3. **Apologies for Absence**
4. **Declarations of Interest**  

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. **Runnymede Family Support Programme Update** 20 - 22
6. **Refurbishment of Tennis Courts an Increased Participation Project** 23 - 39
7. **Safer Runnymede Annual Report** 40 - 53
8. **Cabrera Trust Management Committee AGM and Ordinary Meeting** 54 - 59
9. **Exclusion of Press and Public**

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1, 2, and 3 of Part 1 of Schedule 12A of the Act.

(To resolve)

### Part II

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

10. **Virginia Water Football Club Lease** 60 - 63
11. **Eileen Tozer Social Centre Addlestone 2** 64 - 74
12. **CCTV Services to Hart and Rushmoor Borough Councils** 75 - 76
13. **CCTV Opportunity** 77 - 79
14. **School Transport Service** 80 - 92

# Public Document Pack Agenda Item 2

## Runnymede Borough Council

### Community Services Committee

Thursday, 16 June 2022 at 7.30 pm

Members of the Committee present: Councillors C Howorth (Chairman), A Balkan, T Burton, M Cressey (In place of C Mann), V Cunningham, S Dennett, S Jenkins, A King, N King (In place of S Walsh) and N Prescott (In place of D Clarke).

Members of the Committee absent: Councillors S Walsh (Vice-Chairman), D Clarke and C Mann.

In attendance: Councillor R King.

#### 92 Minutes

The Minutes of the meeting held on 1 February 2022 were confirmed and signed as a correct record.

#### 93 Declarations of Interest

Councillors A Balkan and C Howorth declared non-registerable interests in the report concerning the North West Surrey Funding Alliance. Both were employees of Royal Holloway University of London. The University was working in partnership with the Council on comprehensive evaluation of initiatives in the Alliance. Both stayed and participated in the discussion as neither was directly involved in this work.

#### 94 Community Services Key Performance Indicators Quarter 4 2021/2022

The Committee received for information, the key performance indicators for Quarter 4 of 2021/2022, and the year-end figures for Community Services and some of the former Community Development service areas.

Officers were pleased with how the services had coped throughout Covid and were now able to resume other duties, apart from the Community Halls that were still being used as vaccination centres.

Chertsey Museum currently had two vacancies but it was hoped these would be filled shortly so that demand for their education services could be met and visitor numbers would increase as the public started to feel more comfortable about indoor venues.

Regarding use of Council facilities, Officers planned to submit a report to a future meeting on the Eileen Tozer Day Centre. The Committee was assured that the Council was committed to providing a service and how best the community's needs could be met in a linked up way.

Members were impressed with Social Prescribing figures and Homesafe related services and by the number of referrals which had risen by 190% in Runnymede. Capacity was considered sufficient and much depended on the complexity of cases. Resources would be kept under review and any future need would be considered at the appropriate time.

Officers had made some progress with developing a Befriending service and hoped to either bring a report to the next meeting or, if timing did not allow that, to deal with it by way of the provisions for urgent action in consultation with the Chairman and Vice-Chairman of the Committee. Members noted how Social Prescribing Service was already linked with and referring to Holme Farm.

Officers agreed to provide figures relating to the number of Handyperson referrals.

The Committee thanked the business centre's staff for their achievements.

## 95 **Sportability 2022**

The Committee received a report on the 6<sup>th</sup> annual Sportability event which took place in March 2022, hosted for free by Royal Holloway University of London, working in partnership with the Council and key stakeholders including Enabled Not Disabled.

The Sportability Festival promoted inclusivity and participation by young people with disabilities in a variety of sports. Taster sessions were held over the course of a day, staffed by volunteers from local clubs and other organisations. Once interested in a particular activity it was hoped the young people would go on to take up the sport locally at weekly sessions.

In terms of funding, Members noted a modest budget of £1,000 covered the cost of hiring wheelchairs, providing refreshments, certificates, medals and information booklets listing a range of sports and other physical activities available in the borough. Officers were keen to strengthen the pathways to additional funding for local clubs for greater delivery and access to equipment.

Officers were responsive to feedback and it was agreed that if the festival could be held over two days, resources permitting, more young people could take part (76 registered in 2022) and sessions could be spaced out so it was less tiring for participants and volunteers.

The Committee agreed that the main venue of Royal Holloway was an ideal location. It was also discussed where else could be utilised such as venues with a swimming pool, or maybe a cluster of schools in the south of the borough. Officers welcomed the suggestion to consider workshops in local schools as a way of expanding and increasing accessibility.

The Committee welcomed events such as these which supported the health and wellbeing agenda and which gave social value to the community.

## 96 **North West Surrey Alliance Funding Report**

The Committee's approval was sought to delegate authority to the Chief Executive to approve recruitment of staff and procurement of matters relating to an extensive list of projects under the North West Surrey Alliance. This was on the basis of no cost to the Council, in consultation with the Chairman and Vice-Chairman of the Committee.

Officers set out the background history of the Alliance, initially formed in 2019 as the Integrated Care Partnership. The Council had been an important part of the Alliance since that time, representing the 4 north west Surrey local authorities and working alongside the NHS Surrey Heartlands Clinical Commissioning Group, Ashford and St Peter's Hospital, CSH Surrey, Primary Care, Surrey and Borders NHS Trust, Surrey County Council and Woking and Sam Beare Hospice.

One of the Alliance's key priorities was preventing ill health and taking a pro-active approach to prevention and early intervention. Thereunder sat 6 key themes for service development. These were Discharge support/support after a period of ill health, Prevention and wellbeing, supporting the most vulnerable, utilising new technology, Service accessibility and Comprehensive evaluation, the latter being delivered in partnership with Royal Holloway University of London.

In terms of funding, non recurrent funding of up to £2m was available in 2022/2023.

Partners had produced an agreed list of projects, 5 of which were specific to Runnymede. One of these had been allocated £132k; this was to help delivery of the first year of the action plan attached to the Council's Health and Wellbeing Strategy. This was due to be approved by Corporate Management Committee in July 2022.

Another key project being led by Runnymede, for which funding of £80k had been allocated was looking at the value of Borough Services to the health economy in north west Surrey. Runnymede was also receiving funding to employ a HomeSafe Plus Co-ordinator as a two year post.

Elsewhere, Woking would be leading on a pilot to introduce Hoarding Officers to create a multi-agency approach to supporting residents, a trial of new technology within extra care Sheltered Housing facilities and the employment of an additional two Borough Discharge Support Officers. Other collective pilots included a wrap around discharge service of support to residents at home and across Surrey supporting the most vulnerable.

It was important to note that Englefield Green came under East Berkshire. Officers were exploring opportunities to work with them and Frimley Integrated Care Service, noting that Englefield Green was among the most deprived areas in the South East.

Members were fully in support of the projects and their delivery through public sector partners, health bodies and other organisations including charities and the voluntary sector.

The Committee agreed that to have the flexibility needed to deliver projects with opportunities arising at short notice and identifying suitable bodies to take those projects forward it was sensible to delegate authority to the Chief Executive

**RESOLVED that –**

**authority be delegated to the Chief Executive to approve the recruitment of staff and procurement of matters relating to projects under the North West Surrey Funding Alliance, on the basis there is no cost to the Council, following consultation with the Chairman and Vice-Chairman of this Committee**

97 **Disabled Facilities Grant Update**

The Committee received a report providing an update on the Home Improvement Agency and the work it undertook to utilise the annual Disabled Facilities Grant received by the Council via the Better Care Fund.

The HIA operated, as required, in line with the Council's Assistance Policy which was reviewed and approved in 2019 and included the Regulatory Reform (Housing Assistance) Order 2002 and which involved the adoption of a Private Sector renewal Strategy.

Members noted that the Home Improvement Agency (HIA), awarded grants to eligible residents to enable them to live independently at home, whether in privately rented or Housing Association accommodation. The HIA also co-ordinated the Handyperson Service, provided assistance and advice to residents from a budget of £874,000 in 2022/2023. Officers agreed to confirm the funding from central Government for 2023/2024, when received.

Officers reported that the capacity of the team had increased from 20 to 30 hours of administration, and 9 hours of casual case worker resource to 83 hours of a permanent resource. As a result good progress was being made to clear the backlog of enquiries and applications that had built up in the pandemic. This would be improved with the recruitment of a Manager for the team and a full time Surveyor, which hitherto was difficult to recruit. This would create a team of five who would be in a stronger position to meet demand. Officers advised that since January 2022, 54 applications from 2019 to 2021 had been

reviewed and progressed. The team was now focussing on the 111 open cases from April 2021 onwards and had managed to cut the waiting time for applications from 6 to 9 months to 4 to 6 months.

The Committee was informed that the team faced challenges. These included access to surveyor resources, the cost increases for materials and labour, access to contractors to undertake works and the availability of equipment from suppliers. In order to address the shortage of contractors Officers had been granted a time-limited waiver in July 2021 which was in the process of being re-applied for.

Members agreed that if an in-house Surveyor could not be recruited, noting the current level of support received which was much appreciated by the team, it would be sensible to engage a consultancy agency specialising in this area of work.

With regard to increased costs, Officers had found that the current non means- tested pot of £2,500 was insufficient to complete a number of minor works. Members were content therefore to approve that the non means-tested threshold for small grant applications should increase to £5,000 and the Dementia funding pot should also increase to £5,000. The funding to support timely hospital discharge would remain at £7,500. Officers would continue to monitor resources and how best they could be allocated, reporting back to the Committee if it became necessary to increase them.

Members were impressed with the HIA and asked Officers to consider whether expansion of the Handyperson Service (currently 2 days per week) was feasible. For example, increasing the service to 5 days and to other areas such as Gardening and other paid for services and how that could be delivered. This would be a subject for discussion with Housing Officers including the possibility of making the service available to Council tenants.

Officers were also asked to consider a promotion plan and explore links with Runnymede Access Liaison Group (RALG), and Citizens Advice Runnymede and Spelthorne. In respect of the award scheme hosted by RALG, it was suggested the Council could nominate contractors undertaking work for the HIA for the 'RALG Shield', to recognise the achievement by a Group or Service in serving the needs of Disabled People.

Officers agreed to consider a revision to the policy in respect of Council Tax Support as suggested at the meeting and bring any proposed amendments to a future meeting.

**RESOLVED that –**

- i) in the event of recruitment for an HIA Surveyor post being unsuccessful, the Council procures and engages a specialist consultant, to support with the procurement of works, funded by the Disabled Facilities Grant be approved; and**
- ii) the increase of the non means-tested threshold for small grant applications, from £2,500 to £5,000, be approved, in response to increased costs experienced.**

**98 Appointments to Community Services related bodies**

The Committee determined the following annual appointments to Leisure related bodies.

In doing so it was noted that the Corporate Head of Community Services could, in theory, attend meetings of the Cabrera Trust Management Committee until the vacancy for the new post of Open Spaces and Community Development Manager could be filled. However, Members were advised that it was more relevant that the Interim Open Spaces Manager attended these meetings.

**RESOLVED that –**

- i) The Corporate Head of Financial Services and Open Spaces and Community Development Manager (when appointed) serve on the Cabrera Trust Management Committee for 2022/2023;**
- ii) Councillors D Cotty and M Nuti be re-appointed to serve on the Chertsey Meads Management Liaison Group for 2022/2023;**
- iii) Councillor M Harnden be re-appointed to serve as the Council's Older Persons Champion for 2022/2023; and**
- iv) Councillors T Gracey, C Howorth and S Walsh be appointed to serve on the Community Services Partnership Board with Surrey Heath for 2022/2023**

**99 Community Services Sub-Group Minutes**

The Minutes of the meetings of Cabrera Trust Management Committee held on 6 January 2022, as attached at Appendix 'A', and those of the Chertsey Meads Management Liaison Group held on 1 March 2022, as attached at Appendix 'B' were received and noted.

**100 Safer Runnymede Resources**

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

The Committee's approval was sought to increase the staffing establishment in order to deliver Safer Runnymede's service including contracts with new partners, the revenue from which would fund the additional cost in the sum reported.

Officers reported good progress with finalising the contract with Rushmoor and Hart Borough Councils as approved by the Committee in March 2021. However, in order to strengthen the Council's position and be able to attract new business, Officers stated a need for additional staffing. This would give rise to further opportunities including work towards the goal of being the County lead on a Safer Surrey model for CCTV. Members welcomed the prospect of new partners as identified in the report and discussed at the meeting.

Officers advised they would review staffing resources at the end of the three year period, being the initial period additional staff would be employed for. As a result of the discussion about accommodation for the team this would happen earlier if necessary. Costed options would be submitted to a future meeting of the Committee.

Safer Runnymede was much valued by the Committee, and the public. Members considered that the cost of increasing the establishment was far outweighed by the benefits that could be realised both now and in the future.

Officers were asked to arrange the annual tour of Safer Runnymede for Members of the Committee, who were encouraged to attend to gain an insight into the operation and its links to other services.

Officers to confirm the latest position with regard to the Highways Electrical Registration Scheme in respect of Christmas Lights being installed by the Depot including new units in Egham. It was also noted that the CCTV replacement programme included a particular unit identified at the meeting and this was in hand.



**RESOLVED that –**

**Corporate Management Committee be recommended to approve the recruitment of 1.5 Full-time CCTV operators, at a cost per annum as reported for three years initially, funded from revenues associated with providing CCTV monitoring services to the Councils mentioned in the report.**

101 **Kings Lane Bike Track Update**

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

The Committee received an update on projects to make improvements at Kings Lane Open Space in Englefield Green, part funded by Section 106 monies which had to be realised by 2025.

A new project team had met to discuss options and it was agreed that it would be prudent to conduct further research and consultation with young people and other stakeholders, including liaison with local Ward Councillors in the development of any future projects. Expertise would be drawn across the Council as and when needed to move the project forward.

Officers confirmed that all options including those already put forward would be discussed as possible projects with full consideration given to any practical, environmental and equalities issues as well as resolving any outstanding issues with regard to the wider use of Kings Lane Open Space and providing diversionary activities to avoid anti-social behaviour.

Officers were requested to consider future management arrangements for Kings Lane Open Space in consultation with colleagues in Legal and Assets and Regeneration. This could reveal additional sources of funding depending on the vision for the site. Members urged Officers to be inventive and take a long term view rather than focussing on the more traditional models of delivery.

The Committee was supportive of the proposed approach and looked forward to receiving an update in due course.

**RESOLVED that –**

**the future approach to looking at development opportunities at Kings Lane, as described in the report, be approved.**

**Appendix A**

**Appendix B**

(The meeting ended at 9.38 pm.)

Chairman

## Runnymede Borough Council

### CABRERA TRUST MANAGEMENT COMMITTEE

6 January 2022 at 2.30pm via MS Teams

Members of the Committee present: Councillors C Howorth (Chairman), J Hulley (Vice-Chairman), and Mr D Williams (Honorary Secretary)

Mr P French (Corporate Head of Finance) attended on behalf of the Honorary Treasurer Ms A Fahey

The following attended in an advisory capacity;

Mr M Godfrey (Parks and Arboriculture Manager), Mr S Woods (Senior Green Space Officer), Mr B Miller (Green Spaces Officer)

Honorary Wardens: Mrs H Lane, Mr P Beesley and Mr P Grobien

#### ACTION

#### 1. Minutes

The Minutes of the meeting of the Committee held on 2 September 2021 were confirmed as a correct record.

#### 2. Apologies for absence

Apologies were received from Councillor D Coen, Ms A Fahey and Mr T Ashby

#### 3. Honorary Wardens

The Committee was advised that Mr Andrew Saunders had resigned from his role as Honorary Warden. The Committee wished to record their thanks to Andrew who had been involved in the Trust land for over 30 years and had provided valuable input. The Committee requested that the Head of Green Spaces write a thank you letter to Andrew to express the Committees thanks and appreciation for all Andrews work.

Chris  
Dulley

The Committee discussed the need to find a replacement Honorary Warden. It was hoped that the volunteers group may have someone who would be interested in taking on the role. Mr Beesley would liaise with Chris Dulley in this regard.

Mr P  
Beesley/  
Chris  
Dulley

#### 4. Actions taken since the last meeting

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

##### **Footbridge repair**

One of the treads on the eastern footbridge had been replaced as it had been damaged beyond repair.

**Treehouse and den removal**

Officers had been alerted to the presence of an unauthorised treehouse and den structure by volunteer warden, Mr Grobien. The unauthorised structures were safely dismantled and removed from the site. As the location was fairly inaccessible and off the beaten track Officers were very grateful for the report as it may have been some time before it came to light otherwise.

**Boardwalks**

Boardwalks and bridges had been regularly swept during the leaf fall season to try and minimise slippage on the surfaces

**Ditches**

At the last meeting Officers were asked to confirm that ditch clearance works had taken place next to the town path leading down from the station towards the small bridge over the Bourne. The purpose of the work was to try and prevent overspilling from the ditch on to the town path during periods of heavy rain. The Committee was advised the work had been completed in August.

**Forest School**

Due to the pandemic activities had not re-started. The Forest School leader, believed families had used the woods more of their own accord during Covid. It had, however, been difficult to plan for official Forest School sessions due to fears of spreading the virus. She was hopeful that 2022 would see a return to the after-school clubs that had been running so successfully prior to 2020.

**Tree Works**

An order had recently been issued to fell two Alders to the rear of 28 Cabrera Avenue following an inspection showed them to have serious defects. This work had now been completed.

**Litter**

At the AGM in September, it was agreed that Officers would report back to the Committee on the levels of litter. Since that meeting it had not been necessary to submit any requests to the Council's Streetcare team for clearance of litter on site for either the Cabrera Trust Riverside Walk or Cabrera Avenue recreation ground. Monthly inspections had not flagged excessive litter on the site. Green Space Officers were expected, as part of the site inspection, to carry out a litter pick as necessary.

Officers were asked if the issue of brambles and nettles going through the wire fencing into the Preschool had been resolved. Officers present did not have this information but would ascertain this from Chris Dulley (Assistant Head of Green Space) when he returned from leave. Officers would then advise the Committee via email.

Matthew  
Godfrey/  
Chris  
Dulley

## 5. **Tree Management**

The Committee's view was sought on undertaking woodland management work on the site.

Officers advised the Committee that a management plan had been written for the Cabrera woodland in 2001. The purpose of the plan was to maintain the woodland as a marshland and to preserve the species found within in it. Wetlands such as this provided habitat for species that were unlikely to thrive elsewhere and were becoming increasingly rare.

Within the management plan six operation objectives were set:

- To maintain species variety
- To maintain woodland vegetation
- To maintain existing water table and raise it where feasible and desirable
- To keep some areas remote and wild
- To maintain safe access to some of the features of the site
- To open up glades along the riverbank

To date the works carried out within the woodland were predominantly undertaken by volunteer groups and contractors. Work undertaken included control of invasive species, maintaining and improving access, way marking, maps and information.

One outstanding objective of the management plan was the re-coppicing of Hazel, Alder, and other species along the riverbank, this would encourage the re-establishment of understorey species and improve the riverbank. It was understood that there was some re-coppicing work carried out in the early 2000's but none since. Mrs Lane reported that previous re-coppicing work had been very successful and was very beneficial to the flora on the site. The proposed work would also protect the habitat and biodiversity of the area. Officers reported that if the trees were left when the trees reached maturity some ongoing maintenance work would be required.

Whilst the Committee supported the proposed work, given the Trust's financial position at this time, they did not feel they could currently commit to a long-term program of re-coppicing. It was therefore suggested that a budget for a one-year block be agreed. This would enable a small amount of the work to be done and thereby give the Friends Group once established an indication of the benefits of re-coppicing.

The Honorary Secretary suggested that there may be other external funding sources to the Council, including potentially the Your Fund Surrey grant scheme. He would arrange to meet separately with the Chairman and Vice-Chairman to discuss.

Darren  
Williams

**RESOLVED that –**

- i) A one-year program of re-coppicing be re-established along the banks of the river in order to create a diverse habitat in that area and;**
- ii) A budget of no more than £4,000 be set for the re-coppicing of the trees along the riverbank and:**
- iii) The Committee review the re-coppicing works on an annual basis**

**6. Draft Annual Estimates for 2022/23**

The Committee was asked to approve the probable budget for 2021/22 and the draft estimates for 2022/23.

Mr French reported that the day to day running costs of the site remained relatively static year on year with the biggest cost relating to the supervision of the site by Council staff.

It was estimated that an additional £10,000 would be required to be drawn down from the Trusts investment holdings in 2022/23 to offset the net costs of running and managing the site. Assuming the net cost of £10,000 continued, the Charifund investments would only last another 8-10 years as each withdrawal reduced the investment income available thus increasing the net cost of the service. However, it was worth noting that values of investments would go up and down in response to market fluctuations. This could potentially extend the lifespan of the investments if markets increased but equally values and investment income could fall. It was therefore crucial that the Friends group was established to assist with income generation.

It was noted that the estimates for 2022/23 did not include any budget for the re-coppicing works agreed in the previous item. Now that the decision to proceed with a one-year budget of £4,000 had been agreed, the estimates would be amended accordingly.

**ACTION**

**RESOLVED that –**

**The probable budget for 2021/22 and draft estimates for 2022/23 be approved**

Paul French

**7. Any other business**

The Committee discussed when the best time was to launch the Friends Group. It was felt that Spring/Summer was the most appropriate time of year but given the economic effects of the pandemic whether this year was viable or whether to wait another year. It was agreed that the most sensible approach would be to wait until March this year to decide. Officers would liaise with Phillip Beesley at that time to discuss.

Mr Beesley/  
Chris Dulley

It was also suggested that if the Friends Group went ahead that the Launch Meeting was combined with the AGM. However, as the AGM was now held in the Civic Centre, it would be beneficial for any combined meeting to be held in the evening this year in Virginia Water in order to recruit local people. It was noted that the Virginia Water Community Hall had previously offered the Friends Group complimentary use of their hall.

Councillor Hulley suggested the Committee having a table/stall at the Jumble Trail being held in May. This event was being held in the Memorial Gardens and would be an opportunity to raise the profile of the trust land and possibly get people to sign up to the Friends Group. Councillor Hulley would raise this with the organiser and advise Officers accordingly.

Cllr J Hulley

The Honorary Secretary suggested there may be grant funding opportunities available to the trust which should also be considered. He would include Cabrera Trust in future discussions with the Council's new bid writing Officer.

Darren Williams

As the Honorary Secretary was new to the role and not familiar with the trust land he would arrange to visit along with Councillors and Honorary Wardens to familiarise himself with the area.

Darren Williams

The Committee noted the importance of getting the Friends Group established along with any other grants/donations.

Mr Beesley reported that the Neighbourhood Planning Group Committee had been liaising with him regarding the trust land. The land was now 'flagged up' as part of the neighbourhood.

A wildflower expert had offered to do a walk on the trust land in the Spring. Mr Beesley would liaise with Chris Dulley when this had been arranged. Councillors would also be invited to attend.

Mr Beesley

**ACTION**

Mr Beesley would liaise with Green Space Officers regarding the volunteer groups activities for the forthcoming year

Mr  
Beesley

8. **Dates for meetings in 2022/2023**

The AGM and the July meeting of the Cabrera Trust Management Committee is scheduled to be held on **Thursday 14 July 2022 at 2.30pm.**  
(Subject to change)

The January 2023 meeting is scheduled to be held on **Thursday 5 January 2023 at 2.30pm.**

Chairman

(The meeting ended at 3.27 pm)

## Runnymede Borough Council

### Chertsey Meads Management Liaison Group

Tuesday, 1 March 2022 at 7.30 pm

Members of the Committee present: Councillor D Cotty (Chairman), Councillor M Nuti, V Baldwin, R Deacock, G Drake, K Drury, N Johnson, H Lane, C Longman D Mead, M Nichols, B Phillips, M Ray and T A Stevens

Members of the Committee absent: J Denton, I Girvan, F Harmer, J Hearne, G James, C Noakes, J O'Gorman and D Turner

Advisors Present: Mr C Dulley and Ms J Harper

#### 1 **Minutes**

The Minutes of the meeting of the Liaison Group held on 31 August 2021 were confirmed and signed as a correct record.

#### 2 **Apologies for Absence**

Apologies for absence were received from Isobel Girvan, Fran Harmer, Jane Hearne, Cynthia Noakes and Jim O'Gorman.

#### 3 **Membership of the Management Liaison Group**

The Group welcomed new member, Mrs Valerie Baldwin, who had been appointed as a residents' representative. At the last meeting it had been agreed to go out on a recruitment drive to attract new members. This was done via social media, posters on site and on display at the Council Offices, and a press release.

The response had been very good, resulting in 10 people coming forward for 5 vacancies. The Group considered all the nominations and it was agreed to make the following appointments:

Ms Sarah Hall – Local Horse Riders Representative  
Mr Toby Athersuch – Local Dog Walkers Representative

There were other volunteers who the Group wanted to appoint which would necessitate amendments to the Group's Constitution which could be done under delegated authority. It was suggested that a member of the Conservation Volunteers be changed to a person with an active interest in conservation, and to amend a member of the Environment Agency to a person with an active interest in the Environment as neither organisation had appointed or attended any meetings for some years. This would accommodate two of the volunteers with relevant experience and expertise in these areas, Mr J Alexander and Mr P Bickford.

There was also a vacancy for a member of Surrey Bird Club. [After the meeting they were approached to see if they had a replacement for Hugh Evans, who had retired, and if not to suggest that the definition be widened to a person with a love of nature, as this would accommodate another of the potential members].

It was agreed to follow this up with an email to Group Members confirming the details and to contact the other people thanking them for their interest and to put them on a waiting list and invite them to events such as the litter picks.



#### 4 **Update on Actions from the Last Meeting**

The Group was provided with updates on the following five topics since the last meeting:

**Moorings** – To date the overstaying moorer, despite indications that he would move on, had not. Officers would continue their efforts in this regard and an update would be provided in due course.

**SANGs Leaflets** – Officers confirmed that the vandalised dispenser would be replaced and replenished accordingly.

**UK Power Networks (UKPN) Proposal** – The Group was advised that colleagues in Legal Services were waiting for some technical information from the design engineer, so as to be able to conclude negotiations on the wayleave for a new power cable to be installed at Dumpsey Stump. It was understood that it might impact on the Esso Pipeline plans and UKPN had been advised to contact them to discuss further and prior to the engineer's next site visit to review all elements of the scheme before proceeding. The latest position would be taken forward to the next meeting.

**Bridge Repairs** – The Group was pleased to note that progress had been made with Surrey County Council's Rights of Way Officer. A meeting on-site had taken place and the County Council had made contact with the landowner. Replacement railings could be installed at no cost. It was advised that the original railings were to prevent aircraft rather than pedestrians from falling in the river.

**Boardwalk Extension** – Officers were thanked for the extension to the boardwalk. It was confirmed that it deliberately fell short of the road edge. It was agreed to look at installing some hard standing, and cutting the reeds to improve sightlines. Warning signage was already in place on the back of the existing sleepers.

#### 5 **Management and Maintenance**

The Group reviewed the management and maintenance issues discussed at the meeting with reference to the latest copy of the Management Plan.

**Height Barrier** – The Group agreed that since the new barrier had been installed there had been no reported failures. However, Safer Runnymede did sometimes have difficulty when CCTV coverage was interrupted. For safety reasons, they were instructed to leave the barrier open at these times. It was reported that owing to perhaps not understanding how the barrier works that some users had difficulty with it.

**SANG Projects** – The Group was pleased with the progress made with a number of projects funded by SANG monies. These included new finger posts, various new signage, repainting of picnic benches, road markings and tarmacking of the unofficial unsurfaced passing place. Officers agreed to confirm whether the more robust signs about BBQs were fire proof. Officers confirmed they had also gained authority to address drainage problems in the second car park with a new surface, bee bumps and a shingle trench. A new lockable gate would be installed under the barrier to discourage anti-social behaviour caused by dangerous driving in the car park. It was asked whether CCTV could be installed as an extra measure to combat anti-social behaviour. The group agreed this would be welcomed, resources permitting.

**Memorial Benches** – The second of two new benches was due to be installed shortly near the beach area.

**Tree Funding** – The Group was pleased that the long awaited tree screen consisting of some 1,200 young trees had been planted. Mr Phillips was thanked for his contribution

and he confirmed that the trees seemed to be in good shape. The Council's Tree Officer in Green Space was thanked for his work to get funding for this from Surrey County Council's Treescapes Fund.

Esso Pipeline Proposal – The Group was advised that formal confirmation of entry on to the site had not yet been received. However, informal conversations with Esso's agents indicated that work was likely to be carried out later in 2022. Members were directed towards the official pipeline website for the current plan. [Southampton to London Pipeline Project \(slpproject.co.uk\)](http://slpproject.co.uk)

Neospora – The Group was very sorry to hear that a virus affecting cattle had been found by the farmer who took the hay cut from the Meads. The virus resulted in livestock being infected by neosporosis which could cause a pregnant cow to abort or produce unviable calves being born. This serious virus was caused by dogs who were a definitive host of the parasite. The high levels of dog excrement on the Meads was a real problem. Therefore, the Council and Natural England had given the farmer permission to chain-harrow the least botanically sensitive areas of the Meads (where the Chertsey Show was held) to try and disperse the excrement earlier in the season and reduce the risk of further infection. Members agreed that information posters alerting dog owners to the problem was necessary to try and change behaviours and stop people allowing their dogs to foul the Meads. In addition, it was confirmed that the known commercial dog walkers would be written to. The Group noted that if hay continued to be so contaminated that the farmer would need to be paid to dispose of hay that was unusable.

## 6 Annual Work Programme

The Group reviewed progress with the Annual Work Programme which had been updated to reflect work that had or had not been completed as well as future works.

Some of the high priority areas included the annual mowing regime on the grassland, monitoring and maintenance of the reed bed, removal of invasive species such as privet, clearing vegetation around the Bourne, managing public use of the Meads through litter clearance and regular bin emptying, and habitat monitoring in liaison with Surrey Wildlife Trust.

The maintenance of the reed beds was an outstanding issue which members sought to prioritise and which would be discussed with the farmer that took the annual hay cut. It was agreed that the expanse on the opposite side of the road to the boardwalk should be tackled, but that weather conditions had prevented a proper cut back and re-introducing cattle grazing was currently too problematic. Opening up the western pond was suggested as another area in need of attention.

## 7 Events

The Chertsey Show would be taking place, subject to the usual permissions being in place on 10 – 11 August 2022. Much also depended on when the Esso Pipeline work started and how it might affect the show. However, the Chertsey Show's Organisers had to date little success with obtaining a definite answer. It was understood that work had commenced in Spelthorne and Chobham. Officers confirmed that the overflow car park would not be possible this year.

A date for the summer site visit would be advised once Dr Denton was able to confirm a date to lead an invertebrates walk.

Dates of Sunday 10 April 2022 (to coincide with the Great British Tidy) and Sunday 16 October 2022 were agreed for the litter picks. Both would be between 10am and 12 noon meeting in the first and second car parks respectively and including the children's play area

which Officers had been assessing for repainting of some of the equipment.

## **8 Any other Business**

The recent storms had caused damage and more debris in the Bourne but it was agreed that in recent months the amount of litter on site had reduced and there were more visitors since Covid 19. However, there was a worrying report of people on social media suggesting it might be an idea to scatter wild flower seeds at the Meads which the Group agreed was definitely not to be encouraged and could affect the site badly.

An issue regarding a failed conifer on the border between Hamm Court and the Meads was discussed. A temporary BT line being installed would be brought to the attention of the Tree Officer in Green Space. [After the meeting, Officers confirmed that the BT engineers had agreed to cut a hole through the foliage to enable easy installation of the new cable.]

It was asked whether any of the tree screen could be registered for the Jubilee. Officers confirmed that they had been with Surrey County Council.

It was confirmed that SANGs monies was held centrally but that Chertsey Meads had benefited the most so far. Cattle grazing could be looked at in this regard in the future.

Monitoring the site for Otters and bats was a project to be undertaken.

The Group was thanked for their tribute to Dennis Wheeler, a much loved and never forgotten individual, whose love of the Meads and local knowledge was highly valued.

## **9 Dates of Future Meetings**

The dates of future meetings were noted: Tuesday 6 September 2022 and Tuesday 28 February 2023, to be held at the Civic Centre in Addlestone.

(The meeting ended at 8.32 pm.)

Chairman

## Runnymede Family Support Programme Update (Surrey Heath and Runnymede Family Support Team Manager, Emily Burrill)

### Synopsis of report:

This report provides an update on progress that has been made in the delivery and outcomes for families who have been helped by the Family Support Programme

### Recommendation(s):

None. This report is for information only.

## 1. Context and background of report

- 1.1 The Troubled Families Initiative was introduced to change the repeating generational patterns of poor parenting, abuse, violence, drug use, anti-social behaviour and crime in the most troubled families in the UK. In Surrey, the initiative was rolled out across the district and boroughs and has been known as the Family Support Programme. In 2013, Runnymede and Surrey Heath agreed to a joint project across the two boroughs providing intensive support.
- 1.2 In 2019, the Central Government Troubled Families Initiative funding ended, and the Family Support Programme became a commissioned service, funded by Surrey County Council. The service continues to be managed at a D&B level and an SLA is in place between the D&B's and Surrey County Council.
- 1.3 The Family Support Programme deliver whole family support to those who have been identified as requiring Level 3 – Targeted Help. Level 3 support can be defined as vulnerable children, young people and families whose needs are complex. This refers to the range, depth or significance of these needs, which can include, but is not exclusive to; Domestic Abuse, Homelessness, financial exclusion and poverty, children out of education, neglect, emerging involvement in gang or other activities, drug and alcohol misuse, unemployment.
- 1.4 Within Runnymede there are three family support co-ordinators which hold a caseload of 10-12 families and one Senior family support coordinator who holds a caseload of up to 6 families and line manages the three other staff. This is replicated in Surrey Heath with a Manager and administrator working across both Boroughs.

## 2. Report and, where applicable, options considered and recommended

- 2.1 Within the financial year 2021/2022, the Family Support Programme worked with 78 families across the borough of Runnymede. This equates to 273 adults and children. Since the service began in 2013, 636 families have been supported across the borough.
- 2.2 The Service use the Outcome Star tool to measure outcomes each family make during intervention with the service. An outcome star is completed with the whole family within the first 2 weeks of intervention and then again in the

last week of intervention. The outcome star covers all areas of family life and requires the worker and family to make a joint decision on a score of 1-10 (with 1 being lowest and 10 being highest) as to where they feel family life currently is. These areas are defined as physical health, parent/carer wellbeing, meeting emotional needs of their children, keeping your children safe, social networks, education and learning, boundaries and behaviour, family routine, home and money and progress to work.

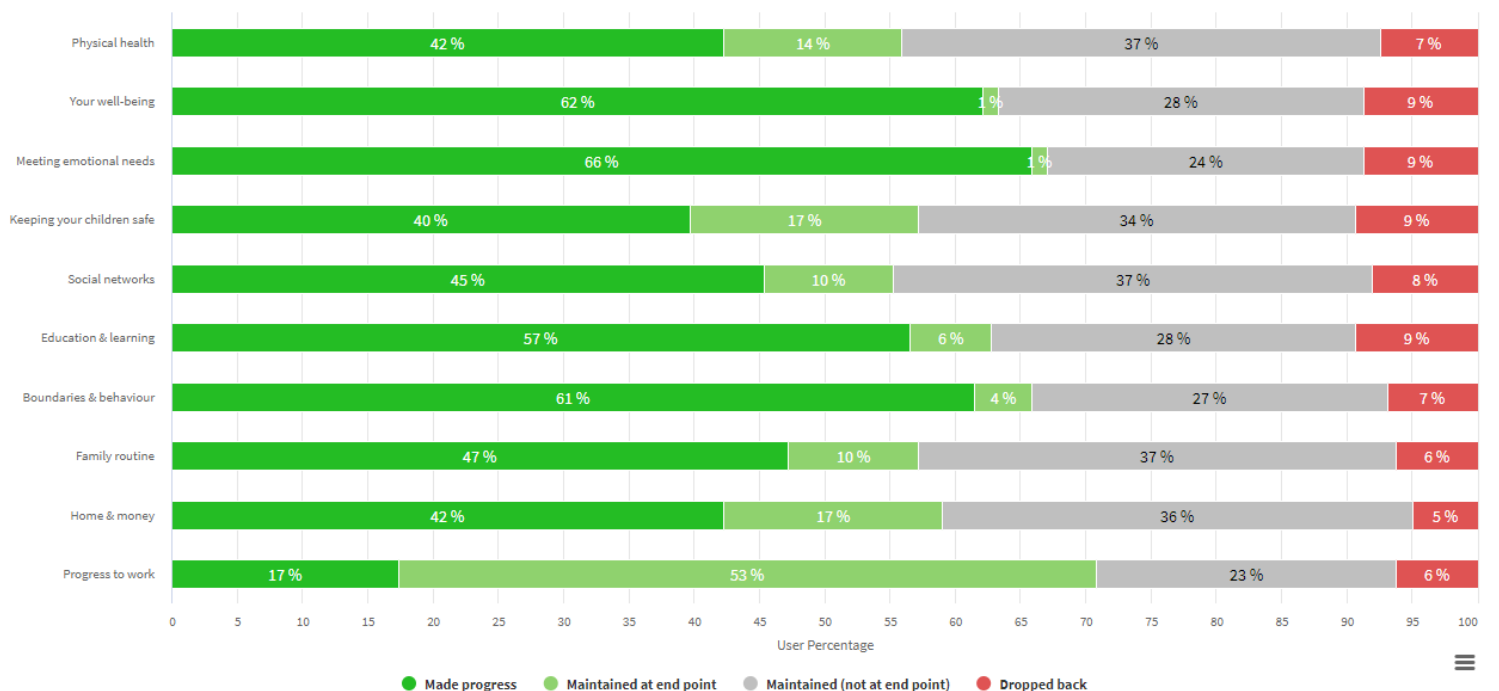
2.3 The tables below show the progress made for all families support in 2021/2022. Table 1 tells us that 94% of families made progress in at least 1 area of family life, with 84% of families making progress in at least 3 areas of family life. Table 2 shows us the percentage of families who made progress, those who maintained and those who dropped points. We often find that points can dropped as a result of awareness and education. For example, at the beginning of intervention a family may believe they have a good routine in place and score themselves highly, however following the support of our service in education them on healthy routines for children, they may become more aware of where they need to improve and make a more educated and realistic score at the end of intervention.

**Table 1**

Are people making progress?			
<b>In 1+ outcome areas</b> Percentage of people making progress in at least one outcome area	<b>In 2+ outcome areas</b> Percentage of people making progress in at least two outcome areas	<b>In 3+ outcome areas</b> Percentage of people making progress in at least three outcome areas	<b>Outcome areas showing progress</b> Average number of outcome areas in which someone is making progress
<b>94%</b>	<b>89%</b>	<b>84%</b>	<b>4.8</b>

**How much progress are people making in each outcome area?**

**Table 2**



2.4 The Family Support Programme receives quarterly performance monitoring reviews throughout the year to assess outcomes and quality of delivery. These are conducted by Surrey County Council's commissioning service and the SCC Early Help Partnership Manager, with information presented by the Family Support Programme Manager. The Runnymede Family Support Programme has been praised for its high-quality standard of delivery of support across the borough and the levels of positive outcomes that the service are gaining for families.

**3. Policy framework implications**

3.1 The Family Support Programme promotes our corporate themes, values, goals by supporting local people.

**4. Resource implications/Value for Money (where applicable)**

4.1 The service is funded by Surrey County Council and the staff team are managed by Surrey Heath Borough Council, with a Service Level Agreement in place to deliver on behalf of Runnymede Borough Council.

4.2 The service currently receives an annual budget from SCC of £320,928, covering both boroughs.

**5. Legal implications**

5.1 None.

**6. Equality implications**

6.1 The Council is required to have due regard to its Public Sector Equality Duty.

6.2 The Council's Duty is stated under the Equality Act 2010 and is to have regard to the need to:

- a) eliminate discrimination, harassment or victimisation
- b) advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- c) foster good relations between those who share a relevant characteristic and those who do not

6.3 When the Government introduced this initiative a full impact assessment was published in January 2013.

**(For information)**

**Background papers**

None stated.

### Refurbishment of Tennis Courts, an Increased Participation Project (Community Services, Anthony Jones)

#### Synopsis of report:

- **Runnymede Borough Council (RBC) has been giving the opportunity to apply for funding from the Lawn Tennis Association (LTA), to develop park tennis courts across the borough. Funding will allow for improvements to be made to the playing surface, fencing, nets and the installation of access gates. Five venues have been recommended for funding which are Gogmore Farm Park, Ottershaw Memorial Fields, Victory Park, Chertsey Recreation Ground and Heathervale Recreation Ground.**
- **RBC will have to install access gates and use the LTA's ClubSpark booking platform if a funding bid is successful; and will have to ensure the courts are sustainable by introducing a charging model to cover annual and long-term maintenance costs.**
- **RBC will manage court bookings in-house via Customer Services and the Community Development teams. An external tennis provider will be used to deliver coaching at each venue.**
- **RBC will introduce a charging model of £5 for Pay & Play and £36 for an annual household season pass. RBC will be able to offer free tennis to households in receipt of universal credit.**
- **If agreed by Members, the LTA will submit an internal funding application on RBC's behalf.**

#### Recommendations that:

- i) the Council enters into a partnership arrangement with the Lawn Tennis Association (LTA), in order to secure funding for the refurbishment of the Council's Park tennis courts;**
- ii) Corporate Management Committee be requested to agree a Capital Estimate in the sum of £168,000 for the works to the courts, to be entirely funded from the grant awarded by the LTA;**
- iii) the proposed charging structure be approved and the proposed project budget if funding is successful;**
- iv) Corporate Management Committee be requested to agree to the creation of a new Earmarked Reserve and an annual transfer of any unused court maintenance budget into it to specifically fund the future maintenance works associated with the courts; and**
- v) subject to the proposed terms not requiring the Council to incur any expenditure beyond that approved, this Committee is requested to delegate authority to the Chief Executive, in consultation with the Chairman and Vice-Chairman of Community Services Committee, to enter into an agreement with the Lawn Tennis Association once full details have been received and considered**

## **1. Context of report**

- 1.1 The Lawn Tennis Association (LTA) has received £30 million from the Department for Culture Media and Sport (DCMS) and the LTA Trust to refurbish 4,500 tennis courts across the country to support a new generation of players into the sport. The funding is available from 2021-2025 and can be used to upgrade fencing, playing surface, nets, and the installation of new access gates.
- 1.2 The LTA's investment is designed to open-up tennis to people of all backgrounds, support the Government's commitment to levelling up sports provision across the nation, and provide greater opportunities for children and adults to be active. Public Park tennis courts in poor or unplayable condition can be brought back to life for the benefit of local communities.
- 1.3 Runnymede has 11 courts across five locations, all courts are free to use with no booking required. It is observed that given the poor condition of a number of the courts, usage is not particularly high. However, as there is no booking or entry process to the courts, this view cannot be supported with data.
- 1.4 In 2019, the LTA conducted an inspection of all park courts across Runnymede. They reported that our courts were in poor condition and in need of significant funding to bring them up to standard. The LTA have proposed the courts at Gogmore Farm Park, Ottershaw Memorial Fields, Heathervale Recreation Ground, Chertsey Recreation Ground and Victory Park to be put forward for funding.
- 1.5 The LTA are providing an opportunity for the Council to apply for funding to refurbish its park tennis courts and implement a booking system that allows for participation to be measured. It also provides a platform for community coaching to be provided, and an opportunity for the Community Development team to develop other initiatives and opportunities for different cohorts of residents.
- 1.6 This report sets out the opportunity and the Council's requirements as a partner with the LTA.

## **2. Report**

- 2.1 Playing tennis in parks is a good way to keep residents physically active over their lifetime. Tennis can be enjoyed by a wide range of abilities, ages, and fitness levels.
- 2.2 In 2021, 3.3 million adults played tennis in the last year, this increased further to 3.7 million as of May 2022. 1.44 million (44%) played tennis on a park court, compared to 600,000 who played in a tennis club.
- 2.3 Runnymede has 11 park courts across five locations: Victory Park, Heathervale Recreation Ground (Heathervale Rec), Ottershaw Memorial Fields, Chertsey Recreation Ground (Chertsey Rec) and Gogmore Farm Park. Only Chertsey Rec has flood lights and the condition across all courts varies with some courts having broken nets, some with holes in the playing surface and poor fencing surrounding the facility. The courts do not have to be booked and have been free to use for the public since 2016 when the Council agreed to waive all charges to stimulate use of the facilities.
- 2.4 Prior to 2016, residents had to pay to use the courts; Pay & Play charges were £5 for adults, £3 for senior citizens or anyone registered disabled and



free for under 16s. Residents were also able to purchase a block of 5 or 10 tickets at three different price points. Further information of previous charges is set out in Appendix 'A.'

- 2.5 Currently there are no community programmes in place for the public to access tennis in the park and promotion of the courts is minimal. We are unable to measure any usage as there is no booking system in place, and the courts do not generate any income that can go towards the maintenance costs. Until now, there has been no long-term plan to improve and maintain these courts for the future.
- 2.6 In 2019, the LTA conducted an inspection of all park courts and highlighted significant investment was needed to bring the courts up to standard. Courts were to receive investment for the playing surface, fencing surrounding the courts and the installation of new access gate technology.
- 2.7 Due to Covid and staff vacancies this funding opportunity was halted until November 2021 when the LTA re-approached RBC to continue discussions. Upon further talks with the LTA, they were now only highlighting potential funding for courts that were in poor condition with a latent demand of 1000+. The courts selected were Gogmore Farm Park, Ottershaw Memorial Fields and Victory Park.
- 2.8 The LTA have been advised that the Council would not have any funding to contribute towards the cost of the repairs. However, if funding is successful, the LTA would be able to meet the cost of the repairs as long as they are within the scope of works the LTA Parks Investment Fund could support.
- 2.9 Given the time lapse of three years since the initial inspection, Officers asked for Chertsey Rec and Heathervale Rec to be re-inspected to determine if their condition had deteriorated further and might therefore be considered as part of this partnership project. The LTA re-inspected all park courts in August 2022 and will now put forward all venues for funding totalling £168,000 worth of investment.
- 2.10 The table below outlines the latest feedback received from the LTA in relation to the Council's Park courts:

<b>Location</b>	<b>No of Courts</b>	<b>Court Quality</b>	<b>Proposed Funding</b>	<b>Demand</b>
Chertsey Rec	2	Average	£16,000	1,107
Heathervale Rec	3	Poor	£41,000	943
Victory Park	3	Poor	£45,000	1,306
Ottershaw Memorial Fields	2	Poor	£41,000	1,613
Gogmore Farm Park	1	Poor	£25,000	1,072

- 2.11 The above table also indicates there is demand for tennis in Runnymede with four out of five venues having a latent demand of 1000+. Heathervale is slightly less than the other venues, but still has potential to attract as much usage as other courts.

- 2.12 Demand in each location is measured using a combination of Sport England, Census and Office of National Statistics (ONS) data, which allows the LTA to calculate a total figure. A ten-minute drive catchment area is then used, as this is the average distance people are willing to travel to play tennis. The LTA then takes 8% of that figure to create demand for that catchment area.
- 2.13 In order to agree the funding with the LTA, the Council will be required to install access gate technology at each site, which will be funded by the LTA (see Appendix 'B' for case study), use the ClubSpark online platform (LTA approved system used across funded projects) to manage customer bookings, and implement a community tennis offer to increase participation. To integrate the ClubSpark booking system onto the RBC website a web-link will need to be added to the RBC webpage which will take customers to the booking portal. Once customers sign up and book, they will receive a PIN number via email to access the courts. ClubSpark uses an inbuilt payment platform called Stripe to process payments, an appropriate RBC bank account will need to be added to Stripe take online payments. Elmbridge Borough Council currently uses this process to manage their court bookings.
- 2.14 The Council will also need to commit to making the courts sustainable by ensuring there is a budget for the courts to be maintained throughout the year, operational maintenance for the gates and locking systems and a budget for future major refurbishments; this is set out in section 2.17 of this report.
- 2.15 Operationally, the courts can be managed in different ways, it can either be managed in house or outsourced to a tennis provider. The In-house option will involve Council management of the ClubSpark bookings and the ability to answer general customer queries by phone and email. As part of this model the required coaching programme, likely to be delivered by a local coaching provider or individual coaches will be organised by the Council. The outsourced option will commission all the above to a national or local external tennis operator.
- 2.16 It is recommended that the Council manages the operations in-house working with Customer Services and the Community Development teams to support telephone queries and bookings for those without access to technology. Marketing the courts would be led by the Council and the Community Development team would lead the procurement/identification of a community tennis provider. This will give the Council more control over the management, charges, and programming at each facility. An example of the requirements of Community Tennis providers can be found in Appendix 'C'.
- 2.17 For ongoing maintenance of the courts and other expenditure, a cost of £24,100 per annum was budgeted by the LTA. This covers all park courts across the borough. A contingency line of 10% is also included to cover any day-to-day maintenance costs. To cover these costs, and for the courts to become sustainable, it is proposed that we introduce a charging model.

<b>Expenditure</b>	<b>Cost per annum</b>
General Maintenance Reserve Contribution	£14,400
Gate maintenance & data contract	£3,007
ClubSpark transaction fees	£1,812
LTA Venue Registration Fee	£660
Marketing budget	£1,000
Contingency budget	£3,221
<b>Total Expenditure</b>	<b>£24,100</b>

- 2.18 Charging for use of the courts will need to be agreed, this will be for customer use and clubs to provide coaching. The LTA has proposed a cost of £40 per year for a family pass (up to 4 bookings per week) and a Pay and Play cost of £7.50 per session. Surrounding boroughs, who have entered into the partnership arrangement with the LTA, charge a similar rate with annual family passes between £36 (Elmbridge) and £39 (Woking) and £5-£8 for Pay and Play.
- 2.19 Officers have considered charging options, based on the information available and propose a charging structure of £36 per annum for a family season pass and a charge of £5 per pay and play session. Against the uptake predicted by the LTA this would result in an income of £32,500 per year. To remain inclusive, we will have the option to add a free or 50% discounted targeted concessionary season pass for those who meet the criteria (e.g., universal credit, disability).
- 2.20 In addition, the LTA projects that an income of £1,500 is likely to be realised from payment by tennis programme providers.
- 2.21 This income, if realised, will allow us to cover all expenditure costs and generate a surplus that can be reinvested back into the community tennis programmes, potentially working with different cohorts of residents including Walking Tennis, Cardio Tennis, parent & child sessions, adult coaching, youth sessions, older resident sessions, wheelchair user sessions etc.
- 2.22 Against the projections of the LTA, it is proposed that two budget lines are included in the expenditure budget to provide resource to support the uptake of tennis across our communities.
- 2.23 It is proposed that a budget of £3,400 is included that will enable tennis rackets and balls to be purchased and given to children who would otherwise struggle to afford to buy their own equipment, and a budget of £5,000 to deliver up to an additional 125 hours of tennis coaching/programmes for target resident cohorts, shared across the identified sites.
- 2.24 The full proposed Expenditure and Income budget for the project is set out below:

<b>Expenditure</b>	<b>Cost per annum</b>
General Maintenance Reserve Contribution	14,400
Gate maintenance & Data contract	3,007
ClubSpark transaction fees	1,812
LTA Venue Registration Fee	660
Marketing Budget	1,000
Contingency Budget	3,221
Tennis Equipment Scheme	3,400
Community Coaching Budget	5,000
<b>Expenditure total</b>	<b>32,500</b>
<b>Income</b>	
Plausible income from Season Pass sales (£36 - 400 sales)	14,400
Plausible income from P&P bookings (£5-3320 sales)	16,600
Coaching profit (minimum)	1,500
<b>Income Total</b>	<b>32,500</b>
<b>Net Cost</b>	<b>Nil</b>

- 2.25 Subject to the approval of this Committee, the regional LTA representative will submit an internal funding application to their funding panel for approval.
- 3. Financial Implications**
- 3.1 Should the LTA agree to fund all the refurbishment works on the identified tennis courts; this is likely to equate to a minimum £168,000 investment into Council facilities.
- 3.2 In accordance with the Council's Financial Regulations, regardless of how this scheme is financed, Members need to approve a Capital Estimate for the scheme to be included in the Capital programme and the Recommendations to this report have been worded accordingly.
- 3.3 If the LTA projections are correct, and price points within fees and charges are affordable, our commitment to maintain the facilities should be able to be completed from within the income realised, meaning a supplementary budget estimate would not be required.
- 3.4 However, it is recognised that the projections may not become firm transactions and the income levels achieved are less than forecast. Should this look to be the case after year one, consideration will be given to revising the budget and charges to reflect uptake, as part of the annual estimates cycle.
- 3.5 The Council does not currently have a budget to invest in the refurbishment of the tennis courts. Whilst the financial position of the Council is recognised, Officers consider that the potential for a small revenue budget in order to secure significant investment would still represent good value. This general maintenance/sinking fund will be funded from the income generated from the scheme as set out in paragraph 2.24 above and will be transferred into a new earmarked reserve to ringfence it for future court refurbishments. The creation of this reserve will need the approval of Corporate Management Committee and the Recommendations of this report have been drafted accordingly.
- 4. Legal Considerations**
- 4.1 Section 19 Local Government (Miscellaneous Provisions) Act 1976 provides local authorities with the power to provide, inside or outside its area, such recreational facilities as they think fit. Those powers include in particular powers to provide outdoor facilities consisting of tennis courts.
- 4.2 Section 111 Local Government Act 1972 grants a local authority the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. The General Power of Competence (GPC) was introduced by Section 1 Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. These two pieces of legislation enable the Council to apply for grant funding from the LTA to fund all the refurbishment works on the identified tennis courts.
- 4.3 Legal advice will be needed to review the partnership agreement with the LTA and also the coaches hire agreement to ensure all terms and conditions are acceptable to the Council.

## 5. Equality implications

- 5.1 The Council is required to have due regard to its public sector Equality Duty before approving the proposals.
- 5.2 The Council's Duty is stated under the Equality Act 2010 and is to have regard to the need to:
  - a) eliminate unlawful discrimination, harassment or victimisation
  - b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it
  - c) foster good relations between those who share a relevant characteristic and those who do not
- 5.3 Improving the park tennis courts is expected to have a positive impact on all sections of the community. The Council will be able to better engage with residents from all backgrounds and abilities using tennis as a vehicle. A full Equality Impact Assessment has been completed to highlight the benefits to the community and is attached at Appendix 'D.'

## 6. Environmental/Sustainability/Biodiversity implications

- 6.1 All refurbishments will be done in accordance with the LTA's [Environmental Sustainability Plan "Securing and lasting future for tennis in Britain"](#).

## 7. Conclusions

- 7.1 This report sets out an opportunity for the Council to make significant improvement to existing tennis facilities within its parks and local communities, which is recognised as being greatly needed.
- 7.2 Whilst there is a risk around income projections, the modest revenue budget required, in order to secure an investment of £168,000 is thought to represent good value to the Council.
- 7.3 The improvement of tennis facilities meets the priority of the Health and Wellbeing Strategy, by providing good quality, low-cost sports and recreational facilities to residents of the borough, whilst developing programmes and initiatives to make tennis affordable to those facing financial hardship and in support of different groups within our communities.

### (To resolve)

Background Papers  
None stated.

## Appendix 'A'

### Fees and charges

#### Parks and open spaces

	From April 2014 £	VAT treatment
<b><u>Tennis (Includes VAT)</u></b>		
Chertsey, Victory Park, Heathervale, Ottershaw,		
<u>Courts</u>		
Per hour (adult)	5.00	Standard
Per hour (children's games*)	No charge	Standard
Per hour (senior citizens/registered disabled)	3.00	Standard
Flood lighting (Chertsey Rec) per hour per court	9.20	Standard
Book of 10 tickets (adult)	43.00	Standard
Book of 10 tickets (children's games*)	No charge	Standard
Book of 10 tickets (senior citizens/registered disabled)	26.50	Standard
Book of 5 tickets (adult)	23.50	Standard
Book of 5 tickets (children's games*)	No charge	Standard
Book of 5 tickets (senior citizens/registered disabled)	14.30	Standard

\* Number of players under 16 must equal or be greater than number of players over 16

## Appendix B: Information re Gate Technology



### CLUB SUCCESS STORY

## ‘PILOTING GATE ACCESS TECHNOLOGY: Rejuvenating park courts sustainably to open up tennis in the community’

St Mary’s Park is situated in Prestwich,  
Bury, bordering the north Manchester area.

It is a flourishing public space with extensive facilities including four tennis courts, two bowling greens and outdoor gym. The park is used by diverse age groups, cultures and abilities and attracts youth and sports teams.

### BACKGROUND

St Mary’s Park has retained a Green Flag Award since 2005, which recognises excellence in greenspace management, incorporating sustainability, community involvement and health. Bury Council and the LTA have a long-standing partnership with mutual aims. In 2017 Bury Council and the LTA funded a £40k initiative to drive tennis participation at St Mary’s Park where it was identified that interest was high, but courts were run down.



### HOW THE INITIATIVE WORKED

As part of the pilot, the four tennis courts were rejuvenated (including resurfacing, repainting and remarking) and a Gate Access System installed. This facilitated a simple online court booking process which was promoted both in the park and online to the local community. LTA Rally, the LTA’s nationwide online booking tool, was implemented in summer 2019.

- Peak time slots are charged at £3 per hour per court and an annual pass is £20
- Some courts are still free to use, subject to booking and availability
- The park’s tennis offer includes a free weekly coach-led activity run in partnership with Tennis for Free to stimulate local interest in the game
- The income from court bookings is invested back into the tennis facilities and coaching programme.



## **SUCCESSES SINCE INSTALLING THE GATE ACCESS SYSTEM**

- The number of registered users has grown from around 200 to over 1800
- Bookings at St Mary's Park have clearly accelerated at a much higher rate than for other parks in the local authority (over 4,000 bookings compared to the next highest of 804 in the same period)
- Over £6k income generated
- There have been 602 Tennis for Free users
- The park has seen other improvements as a result of controlled access including courts that are now free of dog fouling, antisocial behaviour and vandalism
- The Gate Access System has helped build a sinking fund for the site to support sustainability of the tennis courts – essential for continued enjoyment

## **THE FUTURE**

Following the project's success at St Mary's Park, Bury Council has developed a long-term strategy (2020-2022) and sustainable model with the LTA. It will protect the planned £500k capital investment into further court refurbishment including long-term forecasting for their 10 sites (24 courts in the borough), making them "good quality operational parks". Furthermore:

- They are adopting a charging model which will bring revenue to cover sinking fund and future refurbishment
- Court revenue projection for 2022 is £15k
- The LTA is providing capital support for the Gate Access Technology
- The council is currently considering a borough-wide operator-led model to drive sustainability and participation opportunities for parks



*"St Mary's Park was chosen for the pilot as LTA data showed that these tennis courts were used the most yet were in greatest need of maintenance. As a result of this joint initiative between Bury Council and the LTA, tennis has been opened up for the community through a new secure online booking process, gate technology, low-cost tennis, free coaching and local tennis leagues. We look forward to rolling out St Mary's Park's success to other Bury parks."*

**Bury Council**




### **FOLLOW US FOR MORE**

LTA, The National Tennis Centre  
100 Priory Lane, Roehampton  
London SW15 5JQ

T: 020 8487 7000  
E: [info@lta.org.uk](mailto:info@lta.org.uk)  
[www.lta.org.uk](http://www.lta.org.uk)

 @the\_LTA

 LTA

 @LTA

 LTA – Tennis for Britain



## Appendix C – Coaching Provider Arrangements in Elmbridge Borough

Example Package 1	Example Package 2
<ul style="list-style-type: none"> <li>- 2-year contract = £875 per year, per site</li> <li>- 10 court hours maximum per week</li> <li>- The coach must provide 1 free hour tennis coaching session per week during school term for a supervised community activity (this will give coaches 11 hours per week for the length of the agreement)</li> <li>- Option to upgrade contract hours at any time but cannot downgrade.</li> <li>- 10 hours split: 70% groups &amp; 30% individuals/private</li> <li>- Signed agreement/contract</li> </ul>	<ul style="list-style-type: none"> <li>- Tennis court hire fee is £1000 per year, per site</li> <li>- A maximum of 18 court hours per week.</li> <li>- The coach must provide 2 free hour of tennis coaching session per week during school term time for a supervised community activity (this will give coaches 20 hours per week for the length of the agreement)</li> <li>- Option to upgrade contract hours at any time but cannot downgrade.</li> <li>- Coaches pay the difference owed for the year they upgrade, then pay £1000 for the remaining years on their contract</li> <li>- 18 hours split: 70% groups &amp; 30% individuals/private</li> <li>- Signed agreement/contract with the Council</li> </ul>

Appendix D  
**EQUALITY SCREENING**

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
<b>Refurbishment of Tennis Courts, an Increased Participation Project</b>	<b>Anthony Jones</b>

**A. What is the aim of this policy, function or activity?** Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

Park tennis venues across Runnymede Borough Council (RBC) are in need development as tennis court conditions are below a playing standard. The condition across all courts varies with some having broken nets, some with holes in the playing surface and poor fencing surrounding some venues.

All courts do not need to be booked and are free to use meaning that RBC do not have annual usage figures. There is also a lack of coaching on the courts, which means there is no clear pathway for residents who want to progress.

RBC would like to apply for funding from the Lawn Tennis Association (LTA) to upgrade three park venues which will benefit the community (Gogmore Farm Park, Ottershaw Park and Victory Park). The improvement of tennis facilities meets the priority of the Health and Wellbeing Strategy, by providing good quality, low-cost sports and recreational facilities to residents of the borough.

A charge for use of the courts will be introduced to contribute to the ongoing maintenance costs and will contribute towards their suitability; and the proposed charging model will ensure those who are in financial hardship will still be able to access their local courts.

RBC will be able to develop a community programme that will target all sections of the community by providing tennis for people on universal credits, projects targeting residents with disabilities, female only tennis and walking tennis to name a few. A coaching programme will be developed in partnership with local tennis providers creating a strong pathway to take tennis aspirations further.

To ensure this programme works as intended RBC will manage the courts and tennis providers in-house to maintain control of park tennis delivery across the borough.

**B. Is this policy, function or activity relevant to equality?** Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential for adverse impacts or unlawful discrimination.

The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

Playing tennis in parks is a good way to keep residents physically active over their lifetime as tennis can be enjoyed by a wide range of abilities, ages, and fitness levels. In terms of health in-equalities RBC will be able to use tennis as a vehicle to target those most in need with the goal of improving their health and wellbeing.

Sport England data highlights that people who have a disability or long-term health condition are less likely to take part in sport or physical activity. With the development of the courts RBC will be able to develop tennis projects that will target residents with disabilities and build on events such as the annual Sportability Festival which was created to get people with disabilities more active.

Lower levels of physical activity can also be seen amongst women and girls, people 75 and over, families from the low socio-economic backgrounds, people that face prejudice e.g. LGBTQ+ and minority backgrounds (please refer to the section 1 on scoping document) . Subject to demand, RBC will look to address need by developing local tennis projects or coaching opportunities to increase participation in the above group.

If funding is successful, RBC will be able to offer 125 hours of additional coaching for the community, allowing RBC for example: run four 6-week projects targeting older people, people with a disability, low-income families, and people from the LGBTQ+ community. A budget of £3,500 will be put towards tennis equipment for those who face financial hardship.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

**C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion?** Alternatively, if there it is considered that there is an impact on any Protected of Characteristics but that measures are in place or are proposed to be implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of ‘no relevance’ or ‘no data’ is not sufficient.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed:

Sign-off by senior manager:

# EQUALITY IMPACT ASSESSMENT

---

## SCOPING

---

**1. What aspects of the policy function or activity are particularly relevant to equality?** Other aspects should not necessarily be excluded from the assessment, but attention should be focused on the most important areas and include which of the equality strands the policy function or activity is relevant to. Diversity within the strands should also be considered. Please consider whether any comments made in Part B of the Screening form are relevant here.

To ensure the community tennis offer is inclusive and targets inequality in the borough, the following will have to be taken into consideration when developing a community programme: Low socio-economic backgrounds - Households in receipt of benefits will be able to receive a free/discounted annual pass so they are able to benefit from the development of the courts.

Sex and religion – With demand, develop female/male only sessions to increase participation amongst women and girls or religious groups. Some religions require sexes to remain separate so to remove this barrier will help to better engage and make the tennis offer more inclusive.

Disability – it has been highlighted that people with a disability are less active, the development of the tennis courts will allow for tennis providers to deliver specialised sessions to this cohort, RBC will be able to work with tennis providers and external stakeholders such as Active Surrey to provide inclusive training.

Minority backgrounds – RBC will work with external stakeholders such as Surrey Minority Ethnic Forum and community champions to engage the seldom herd communities across the borough, for example RBC will look to engage with Muslim women, Gypsy, Roma and Travellers, residents from Black African and Caribbean backgrounds as they might not be aware of the opportunities available to them.

Older People – RBC will be able to develop senior tennis leagues, tournaments and sessions such as walking tennis for older residents, focusing on the benefits of the sport to increase physical activity amongst this age group. It is anticipated that people of all ages will benefit from this initiative.

**2. Set out the available evidence that will help you assess the impact of this policy function or activity on equality.** This could include service-level monitoring data, analysis of complaints/enquiry records, existing user feedback, data obtained from external sources and information about the local community. You may find it useful to compare your service-user statistics against the [Runnymede population profile](#).

With the introduction of wheelchair accessible access gates, RBC will be able to monitor the usage of the courts against the population. Impact can be measured by the amount of standard and concessionary passes sold, genders tied to each account and postcodes of where residents live.

Projects that target groups known to be more inactive, RBC will use Sport England, LTA, and Active Surrey data to compare against.

**3. What consultation and involvement has been undertaken in relation to this (or a similar) policy, function or activity and what are the results? If none have been carried out, what consultation will be needed?** Data may be available from recent consultation activities on a related policy or Equality impact assessment.

RBC engaged with the LTA and Elmbridge Borough Council on the successes and challenges regarding the project. Elmbridge Borough Council (EBC) who received funding from the LTA to develop their tennis courts have seen a positive impact on participation with membership sales and play and play bookings significantly increasing from 2021 compared to 2022. EBC have also seen less non-attendance (no shows) and less complaints since the introduction of the new tennis offer. The LTA provided RBC with similar case studies successful upgrades in Woking and also access gate technology.

**4. Are there any gaps in the information established from the consultation and involvement undertaken and referred to in Part 3? If so, set out how these gaps will be filled?**

RBC will need to engage with communities that face the most inequalities to ensure the tennis does not exclude residents that are most in need:

- People aged 75+
- Black and Ethnic Minorities
- People with a disability
- People in Low socio-economic backgrounds

The above groups have been highlighted in Sport England's '[Uniting the Movement](#)' strategy and Active Surrey's '[Movement for Change](#)' strategy as priority groups stakeholders should focus on to tackle inactivity and inequality across the country and Surrey.

Where it is not possible to fill information/data gaps in time to inform this assessment, specific action points will need to be included in the action plan section Part 10 below, with a focus on monitoring the actual impact of the policy function or activity.

---

## ASSESSING IMPACT

---

It is essential to consider not just the intended consequences of the policy but also any unintended consequences and barriers that might prevent it being effective for people within any of the Protected Characteristic groups.

Please use the Grid included below to assess the impact of the Policy/function/action on each of the Protected Characteristics. When completing the assessment, please bear in mind the following questions;

- 1. What are the main findings of your consultation and involvement activities, and do they demonstrate problems that need to be addressed? For example, could the policy,**

**function or activity outcomes differ according to people’s ethnic group, disability, gender, religion/belief, sexual orientation, or age?** For instance, there might be evidence of higher or lower participation/uptake by different groups.

- 2. If there is a disproportionate impact on one group, is it appropriate and consistent with the objective?** For instance the policy may include lawful positive action or other methods to address particular needs or may be considered to be a proportionate means of achieving a legitimate aim

Protected Characteristic	Positive		Neutral	Negative		Comments
	High	Low		High	Low	
Age	X					The tennis investment could potentially benefit residents of all ages, but from the data we hold of the groups who engage in activities the least, there would be a positive impact on the young and teenage girls, young women and women and men over the age of 75.
Disability	x					There could be a positive impact on anyone with a disability, based on the types of activities that are expected to be provided, such as wheelchair tennis, walking tennis. Coaching may also assist those who may not want to engage in match tennis and may encourage continued participation in tennis.
Gender Reassignment			X			
Marriage / Civil Partnership			X			
Pregnancy / Maternity		X				Tennis is great way for women to become active post pregnancy. Walking tennis is low impact which is a great form of mild exercise that women can use to improves their health and wellbeing.
Race	X					The investment will have a positive effect on race within the community as engaging residents from e.g., Black and Asian backgrounds to take up tennis will help to tackle inequality as highlighted by Sport England.
Religion / Belief	X					Same sex tennis lessons and sessions may benefit both men and women whose religion or beliefs require a separation of men and women when undertaking sports.
Sex	X					As reported in paragraph 1 above, single sex tennis sessions will be provided, to allow those residents who feel more comfortable playing tennis in a single sex environment, or where religious beliefs require prefer to play tennis
Sexual Orientation			x			

**5. Does the policy, function or activity miss potential opportunities to promote equality or positive attitudes to (and between) different Protected Characteristics or communities?**

It is unclear at this stage whether opportunities have been missed in terms of promoting equality or positive attitudes.

A regular review of the policy may assist in establishing where further action is required in order to promote equality and positive attitudes.

-----  
**ADDRESSING THE IMPACT: ACTION PLANNING, MONITORING AND REVIEW**  
-----

**6. Does the policy, function or activity require reconsideration or amendment?** If not, explain the reasons for this conclusion. If an adverse impact has been identified, you will need to set out the justification for continuing the policy, function or activity or outline measures to mitigate the impact.

If established, the tennis programme will be continually reviewed by officers.

**7. What actions have you identified as a result of this equality impact assessment?** These might include improving data collection in order to give a clearer picture of your service-users, physical adjustments to a building, arranging for information to be sent out to individuals in alternative formats or languages, or consulting with a wider group of people to understand the impact of the policy.

The actions identified as a result of this assessment are:

- Ensure RBC collects demographic data on service users at sign up to demonstrate impact the offer is having.
- Engage with external stakeholders and community champions to target seldom herd communities in Runnymede.
- Continuously use feedback to improve the parks tennis offer in Runnymede.

**8. Action Plan (where applicable): Who will be responsible for completing these actions and in what timescale? How will you review the actual impact of this policy function or activity?**

Provide details of timescale and actions for review, and details of how the actions will be evaluated to measure if expected outcomes are achieved in practice. You may have identified 'triggers' that would indicate a problem with the policy, function or activity and suggest a revision is be needed.

The development of the courts will be project managed by the LTA and lead council officer. If funding is successful, development work will be scheduled to start in 2023.

Once development works have been completed the community programme and coaching offer will be managed internally by the Community Development team. Officers will set annual targets for usage, membership sold, income, bookings, and nonattendance. This will be tracked monthly to monitor the programme. Officers will publish an annual report to Community Services Committee for scrutiny.

This assessment will need to be referred to the Equality Group for challenge.

**Date completed: 5 September 2022**

**Sign-off by an authorised Officer/Manager:**

## Safer Runnymede CCTV Annual Report 2021, (Community Services, Les Bygrave)

**Synopsis of report:**

**To present the annual report on CCTV for 2021**

**Recommendation(s):**

**None. This report is for Information.**

**1. Context and background of report**

- 1.1 Each year, this Committee receives a report on CCTV matters. This year it is being presented separately instead of with the Community Safety Annual Report.

**2. Report**

- 2.1 Attached at Appendix 'A' is the Annual Report. It covers all the main areas that relate to CCTV operations in the borough and in partnership with others.

**3. Policy framework implications**

- 3.1 Safer Runnymede is a discretionary service, but one which is held in high regard and is an acknowledged asset to the borough both in terms of helping to create a safer community by reducing real and perceived levels of crime, and in partnership with others supporting the health and well being agenda and enhancing the economic climate for residents, businesses and visitors.

**4. Resource implications**

- 4.1 Safer Runnymede operates with a team of dedicated operators, including two supervisors. There are currently 579 accessible cameras being monitored 24/7 in addition to operators taking Careline calls which are measured by relevant KPIs.

**5. Legal implications**

- 5.1 Safer Runnymede operates within an agreed Code of Practice and in compliance with both statutory requirements and advisory codes of practice, as outlined in the report.

**6. Equality implications**

- 6.1 Safer Runnymede works with partners to protect some of the most vulnerable members of the Community, and has a positive impact on age and disability in particular.

**(For information)**

**Background papers**

None Stated.



Appendix A

# **Safer Runnymede**

## **CCTV ANNUAL REPORT 2021**

Les Bygrave  
Safer Runnymede Manager

CCTV Annual Report 2021

### Document History

Version Issue	Stage	Reason for change	Date
Draft A	Document Review - Corporate Head	For comment	25/02/2022
	Revisions	Added	08/06/2022
1.0	Publication	Published to CorporateWebsite	

### Consultation

Name	Title	Organisation	Date
Darren Williams	Corporate Head of Community Services	Runnymede Borough Council	

### Document Approval

Name	Title	Organisation	Date
Darren Williams	Corporate Head Community Services	Runnymede Borough Council	

## **Contents**

- Introduction
- CCTV policy, principles and objectives
- CCTV Operations
- Providing CCTV Evidence
- Additional CCTV services
- Redeployable CCTV
- Directed Surveillance (The Regulatory and Investigatory Powers Act 2000)
- Compliments and Complaints
- Freedom of Information
- Subject Access Requests
- Privacy Impact Assessments
- Data Protection Impact Assessment 2020
- Further information

## Introduction

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

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

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

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

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

Much of our activity must remain confidential as it involves police operations and actions by other enforcement agencies. This report is, as a result, limited in those details which can be provided in regard to individual cases, many of which are yet to come to court. It also excludes information which could lead to the identification of individuals.

All Community Safety Partners continue to work together to address local problems and share information in accordance with the agreed countywide multi agency information sharing protocol

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

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

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

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

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

CCTV Annual Report 2021

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

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

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

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

### **CCTV Policy and Objectives**

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

The system is used:

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

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

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

## **CCTV Operations**

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

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

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

We continue to provide operational support to Surrey Police. Our transmission system utilises both Council and Police fibre cabling, which provides access to both Council and Police networks/IP telephony and radios. The Operators are each vetted to use the Police incident handling system (ICAD) which has increased the number of incidents which the operators have been able to assist with. Police management have visited our control room and continue to be satisfied in the security and operation of the room.

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

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

The current total number of accessible cameras accessed stands at 579 with additional cameras added throughout the year where a pressing need is established.

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

Our operations team also support CCTV partnerships with local partners such as Thorpe Park and at the St. Peter's and Ashford NHS Trust Hospitals during out-of-office hours.

Monitoring for our partners from a single CCTV environment has continued to prove to be of considerable operational advantage to colleagues at Surrey Police. Foreexample, incidents starting in one area are often resolved by observations in another, across the CCTV network. This wide area network of cameras is unique in the County and is of great benefit to local people, businesses, and Surrey Police.

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

	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>CCTV Incidents by Borough</b>			
Runnymede	4058	3726	4010
Spelthorne	2541	2390	3264
CCTV incident totals*	<b>6599</b>	<b>6126</b>	<b>7274</b>
<b>Evidence produced</b>			
DVD	284	235	36
Video Still	159	57	28
Video Reviews (SR staff)**	198	194	134
Visits from Police (Surrey/Met/British Transport Police)	1189	558	n/a
Requests for video uploads (NICE)	n/a	n/a	<b>351</b>
Requests for video still uploads (NICE)	n/a	n/a	<b>64</b>
<b>Complaints</b>	0	0	0
<b>Subject access requests</b>	1	0	1
<b>Freedom of Information Requests</b>	5	4	6
<b>Privacy Impact Assessments</b>	3	2	2
<p>*A table of CCTV events from December 2021 is attached as Appendix A. This table demonstrates the broad range of activities the CCTV system is used to support.</p> <p>**These video searches are conducted on behalf of Police by authorised SaferRunnymede personnel.</p>			

## **Providing CCTV Evidence**

In our 2020 Annual Report, we spoke of our aspirations to develop our operational relationship with Surrey Police.

We have made significant progress within that operational provision where Surrey Police are now able to interrogate the video evidence system locally, thereby reducing the need to deploy Officers to the Civic Offices at Addlestone to review video evidence.

In our 2020 report, we referenced a direct correlation between the reduction in Police visits versus the number of remote interrogations at Staines police station, reducing the number of visits by c50%.

Recognising a potential efficiency, in January 2021, Surrey Police requested that Runnymede Borough Council accept a request for Safer Runnymede to link those embedded devices located at Addlestone and Staines Police Stations, to a forensic video evidence portal – NICE investigates.

The NICE evidence portal allows for remote upload of video data, effectively removing the necessity for Police Officers to visit the system hub at Runnymede and instead, Police can access system-wide video data from the Safer Runnymede workstations installed at Police locations.

Police have accessed these workstations on more than 850 occasions during the year.

Consequently, and during the period, the Safer Runnymede team received requests to upload 255 video evidenced files and 64 evidential still photos to the NICE portal.

*Note: Safer Runnymede retains control of all evidential uploads for GDPR/Accreditation purposes.*

## **Additional CCTV services**

Beyond our efforts to assist Police colleagues, the CCTV system and our Code of Practice also permits use of the cameras for a number of different purposes. The variety of events has been broad; however, any system use will always be undertaken within the Code of practice.

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

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

CCTV Annual Report 2021



evidence of many road traffic collisions and footage and stills are used in the investigations as to the cause.

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

### **Redeployable CCTV (RD CCTV)**

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

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

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

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

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

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

### **Directed Surveillance (RIPA – The Regulatory and Investigatory Powers Act 2000)**

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

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

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

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

### **Compliments and Complaints**

CCTV Annual Report 2021

We regularly receive thanks and compliments from colleagues at Surrey Police and from our partners across the CCTV network partnership.

There were three formal compliments during the period where the CCTV team were complimented on their outstanding operational contributions (attached as Appendix B).

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

There were no CCTV related complaints received in 2021.

### **Freedom of Information Requests**

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

It does this in two ways:

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

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland.

Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

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

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

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

We had six FOI requests in 2021.

### **Subject Access Requests**

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

There was one such request in 2021.

### **Privacy Impact Assessments (PIA)**

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

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

We conducted two PIAs during the period.

### **Data Protection Impact Assessment (DPIA)**

During 2020 the Biometrics and Surveillance Camera Commissioner (BSCC) asked all Local Authorities to conduct a system-wide privacy impact assessment.

The Safer Runnymede DPIA can be found on the Runnymede Borough Council website.

### **Further Information**

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

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

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

Tel 01932 425070

## Appendix A

Table 1 – Incident type/Number of arrests (x)

Runnymede & Spelthorne

### Period 01-31/12/2021

Count	Incident Type (arrests)	Count	Incident Type (arrests)
1	Abandoned 999 call (0)	13	Missing Person (0)
11	Accident (0)	12	Obstruction (0)
1	Advised to bear in mind (0)	70	Other (2)
17	Alarm Activation (0)	2	PLO (2)
2	Animals (0)	3	Police request to monitor (0)
39	ANPR Hit (0)	9	Police stop (2)
69	ASB (2)	11	Request to view (0)
1	Banking protocol (0)	2	Robbery (0)
1	Begging (0)	7	RTC (1)
2	Building Alarm (0)	3	Sexual Offences (0)
10	Burglary (1)	2	Shoplifters (0)
1	Civic Offices (0)	5	Stop Check Person (0)
64	Concern for Safety (0)	32	Stop Check Vehicle (2)
3	Criminal Damage (0)	56	Suspicious Incident (1)
31	Domestic incident (8)	1	Telephone call (0)
2	Drugs (0)	13	Theft (1)
3	Fire (0)	3	Traffic Offences (2)
5	Fire Alarm Activation (0)	23	Traffic related (0)
1	Firearms (2)	30	VATP (2)
1	Hate Crime (0)	3	VAWG (0)
1	Insurance enquiry (0)	4	Vehicle crime (0)
2	Mental Health (0)	4	Wanted/Outstanding (1)

## Appendix B

Comments from Police

The service has received many notes of thanks from Police Officers at all levels, for example-

### A/Insp

*I just want to raise some good work by your controller in the early hours of Friday 4<sup>th</sup> February 2022.*

*We were running at attempt murder where the suspect was outstanding. Your operator has located the suspect from description given and advised officers of his location, which in turn allowed officers to arrested him.*

*Your operator saved officers a lot of time and it was very much appreciated. If you could pass on*

CCTV Annual Report 2021

our thanks.

**A Rota Insp**

*Another example of good work by the CCTV team this morning. We had reports of two children with catapults firing objects at cars. CCTV identified the children and tracked them on camera until officers arrived. We have now seized the catapults.*

*There is a big problem with children using catapults throughout North Surrey causing damage to property, however it's rare we catch them in the act!*

*I have instructed officers to take a zero-tolerance approach to this matter and they will therefore be referred to our youth intervention team.*

*Thank you for your continued support and keep up the good work!*

**Surrey RPU (Roads Policing Unit)**

*Hello,*

*You previously asked to be notified if we were going to use CCTV footage in public released.*

*On 11/07/20 your CCTV operators captured some fantastic evidence which led to the conviction of a motorcycle rider for dangerous driving. The footage was around Staines and lasted 16 mins.*

*We used all 16 mins worth in the prosecution but cut that right down to less than 2 mins for what we want to release as part of the release now that the offender has been convicted.*

*Many thanks*

-----

## Agenda Item 8

Attached at Appendix 'A' are the Minutes of the meeting of the Cabrera Trust Management Committee AGM held on 14 July 2022.

Attached at Appendix 'B' are the Minutes of the meeting of the Cabrera Trust Management Committee, also held on 14 July 2022.

**(For information)**

**Runnymede Borough Council****Cabrera Trust Management Committee AGM****Thursday, 14 July 2022 at 2.30 pm**

Members of the Committee present: Councillors C Howorth, J Hulley, P Beesley and P Grobien.

Members of the Committee absent: Councillors D Coen, T Ashby and H Lane.

**1 Minutes**

The minutes of the last AGM held on 2<sup>nd</sup> September 2021 were confirmed and signed as a correct record.

**2 Apologies for absence**

Apologies of absence were received from Councillor D Coen, Darren Williams, Mr T Ashby and Mrs H Lane

**3 Chairman's opening remarks**

Councillor Howorth welcomed members of the public to the 2022 Annual General Meeting of the Cabrera Trust. The Cabrera Trust land was considered an important part of the Virginia Water Community.

Thanks were given to the volunteer group who kept the Trust land at such a high standard. Special thanks were passed to Pam Thomas who had set up and continued to organise the volunteer group.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its fund 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 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 Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary. In addition to this, the Committee had four co-opted members: Mr Ashby, Mr Beesley, Mr Grobien and Mrs Lane. The Chairman thanked the co-opted members for all their help and support over the past year.

#### 4 **Annual report**

##### Honorary Treasurer's Annual Report

The Honorary Treasurer reported that during the last financial year the Trust had seen a loss of £9,574. On 31<sup>st</sup> March 2022 the investment value in the M&G Charifund was £130,745. On Friday 8<sup>th</sup> July 2022 the investment value was £112,500. Additionally due to the shares in Charities Official Investment Fund (COIF) now all being sold the Trust was losing dividend income. The average cost of running the Trust land was approximately £9,000 per annum therefore the funds would only last a maximum of 10 years.

It was noted and agreed that this wasn't sustainable, and the Friends group would need to be set up soonest to generate funding. Mr Beesley reported plans were in place to set up the Friends group in Spring 2023. Mr Beesley mentioned he had had a good working relationship with previous Officers and wanted to have a similar link with new Officers going forward. Officers reported that the Council were currently recruiting, so therefore, it was suggested that Councillor Howorth be a contact between Officers and the Volunteer Group/Honorary Wardens in the interim.

#### 5 **Annual inspection of the Trust land**

Officers reported that several points noted during the annual inspection several actions had been completed.

- The Oak Processionary Moth had been treated and the nests removed
- The nettle overgrowth at the entrance to the Trust land had been removed
- The Forest School was hoping to restart in September 2022
- The mound of fallen trees/twigs had been removed from the southern part of the stream
- The hole in the composite boardwalk had been repaired

A boundary inspection would be undertaken in the future.

#### 6 **Discussion forum**

It was reported that some graffiti had recently appeared on the numbered uprights on the Trust land. The Committee was advised that the Council could get this removed by external contractors but there would be a cost. Phillip Grobien was happy to remove this if he was able to in the first instance. Both Phillip Beesley and two members of the volunteer group in attendance said they would help. The Committee was advised the Green Space team had graffiti wipes which they were happy to supply the volunteers with to aid removal. The group would go back to Council Officers to arrange removal if they were not able to remove effectively.

A member of the public reported that she had a tree coming through her fence from the Trust land. This was breaking her fence and leaning onto her neighbour's summer house. Officers would arrange to meet with the resident and look at rectifying, it was noted that this



would most likely need a contractor to undertake this work.

It was agreed that preserving the habitat was paramount and expert advice would be taken to ascertain when intervention was needed along with level of intervention to ensure the natural environment of the land was retained. With regards to cleaning out ditches, the volunteer group were happy to undertake this work when needed.

Encroachment on the Trust land was discussed. As previously agreed, a boundary review would be undertaken. Any property owner who was found to be encroaching on the Trust land, would be given the opportunity to reverse the encroachment in the first instance (this included owners who had placed debris or fly tipped from their property onto the Trust land) if the owner did not rectify then legal action would be taken.

Generally, it was felt that the volunteers had had a good year. Matthew Godfrey (Tree Officer) was thanked for all his excellent help and support. Thanks, were also given the Egham and Staines Conservation Volunteers who had also worked on the Trust land. Generally, it was felt that a lot of progress had been made this year.

Coppicing work needed would be looked at in the Autumn.

Thanks were passed to all volunteers, Officers for all their work relating to the Trust which was an asset for Virginia Water and Runnymede residents in general.

(The meeting ended at 3.08 pm.)

Chairman

**Cabrera Trust Management Committee**

**Thursday, 14 July 2022 at 3.20 pm**

Members of the Committee present: Councillors C Howorth (Chairman), J Hulley (Vice-Chairman), P Beesley and P Grobien.

Members of the Committee absent: Councillors D Coen, T Ashby and H Lane.

**1 Election of Chairman**

Councillor Howorth was elected as Chairman for 2022/23.

**2 Election of Vice-Chairman**

Councillor Hulley was elected as Vice- Chairman for 2022/23.

**3 Minutes**

The minutes of the meeting held on 6 January 2022 were signed and confirmed as a correct record.

**4 Apologies for Absence**

Apologies were received from Councillor D Coen, Mr T Ashby and Mrs H Lane

**5 Actions since the last meeting**

The Committee discussed that following the resignation of Mr Andrew Saunders, another Honorary Warden was needed. Pam Thomas would speak to the volunteer group to ascertain if anyone in the group would be interested in taking on this role.

It was reported the wildflower work had been well attended. The expert had commented on the diversity of the land and the health of the vegetation.

The Friends Group would be set up in April 2023. Mr Beesley had received documentation regarding setting up the Group from previous Officers but would like to meet with Officers again prior to April 2023 to discuss in more detail. The Group would need a Secretary and Treasurer. They had a volunteer who had already indicated they would be interested in taking on the Treasurer role. A launch meeting would be held next April and the Community Centre who had offered use of the centre F.O.C.

The Committee discussed grant funding and utilising the Council's Bid Officer expertise. Officers advised the Committee that they would be able to seek assistance from the Bid Officer on how to navigate funding and managing forms, but any funding bids would be more successful coming directly from the Friends Group rather than from the Council.

There hadn't been a stall at the Jumble Trial this year, but it was felt this would be particularly beneficial next year when the Friends Group had been set up. It was a fantastic opportunity to promote and obtain funding.

It was generally felt that with the exception of the Trust's finances the Trust was in a good place. With regard to funding the Committee discussed various possible avenues of funding including:-

- Obtaining funding through the Virginia Water Neighbourhood Plan.
- The possibility of obtaining CIL funding from proceeds of development around Virginia Water
- Wentworth Resident's Association be approached regarding short term funding.
- Funding from Surrey County Council from Councillor Hulley's SCC allocation. This funding was, however, only available for a specific project but it was agreed the upcoming coppicing work would be a suitable project for such funding.
- Your Fund Surrey – offered significant funding for high level projects

The Committee was keen to set up plans for management, to make best use of volunteers, Friends Group and funding opportunities. It was therefore agreed that the Management Plan should be revised. As the present Honorary Secretary Darren Williams would be responsible for this and Officers were asked to Darren to look into this and provide the Chairman with an update on progress by the end of September. When complete it was requested that the updated plan was circulated to all Members of the Committee by email.

## 6 **Dates of future meetings**

The next meeting of the Management Committee is due to be held on Thursday 5 January 2023 at 2.30pm. )Due to the possibility of an increase in Covid cases over the winter period the possibility a MS Teams meeting would be considered nearer the time if necessary)

The Summer meeting of the Cabrera Trust Management Committee and the AGM will be held on Thursday 13 July 2023 at 2.30pm

(The meeting ended at 3.52 pm.)

Chairman

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted