



# Englefield Green Committee

**Tuesday, 28 June 2022 at 7.30 pm**

**The Pavilion, Cricketers Lane, The Green, Englefield Green, TW20 0YX**

## **Members of the Committee**

Councillors: N King (Chairman), N Bromilow (Vice-Chairman), A Berardi, M Heath, A King, N Prescott and S Brisby (Residents Representative)

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 **Mrs C Holehouse, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425628). (Email: [carol.holehouse@runnymede.gov.uk](mailto:carol.holehouse@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [Committee meetings – Runnymede Borough Council](#).
- 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**

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**Part I**

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

**1. Election of Chairman**

To elect a Chairman for the period up to and including the first meeting of the next Municipal year

**2. Election of Vice-Chairman**

To elect a Vice-Chairman for the period up to and including the first meeting of the next Municipal year

**3. Minutes**

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To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 22<sup>nd</sup> February 2022 (Appendix 'A').

**4. Apologies for absence**

**5. Declarations of interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.

**6. Management and Maintenance of the Green**

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**7. Exclusion of Press and Public**

**Part II**

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

## Runnymede Borough Council

### Englefield Green Committee

Tuesday, 22 February 2022 at 7.30 pm

Members of the Committee present: Councillors N King (Chairman), N Bromilow (Vice-Chairman, Residents' Representative), M Heath, M Kusneraitis, N Prescott and J Sohi.

Members of the Committee absent: Mr S Brisby (Residents' Representative).

#### 460 Minutes

The Minutes of the meeting of the Committee held on 29 November 2021 were confirmed and signed as a correct record.

#### 461 Apologies for absence

Apologies were received from Mr S Brisby (Residents' Representative)

#### 462 Declarations of interest

None received

#### 463 Management and Maintenance of the Green

The Committee was updated on various management and maintenance issues relating to the Green and sought the Committee's support for the installation of additional posts to strengthen site security and approve the installation of signs.

##### **Lawn treatment**

Further to costs being circulated to Committee Members, an order had been placed for the work to be undertaken in March/April 2022. The costs would be funded by ring-fenced money. Officers would advise Members of exact timings/date of application of treatment by email, when received.

##### **Wildflower planting**

The Committee was advised that Officers had obtained quotations for the preparation and sowing of wildflower seeds and an order for the works and seeds had been placed. The costs would be funded by ring-fenced money. The Committee was looking forward to seeing the wildflowers come into bloom and were pleased to note they would regenerate. Councillor Kusneraitis was thanked for originally suggesting this approach.

##### **Site Security**

Due to several unauthorised vehicle incursions Officers advised the Committee that additional posts could be placed in strategic locations to deter future incidents. Ten posts were held in stock so would be of a style to match those previously installed. There would therefore be no purchasing costs for them, the only cost would be for their installation, which was in the region of £120 per post. This would be funded from ring-fenced funds.

Officers provided the Committee with a map of the Green and suggested that an additional

16 posts would be beneficial at the northern end of the Green. The Committee agreed with this approach and asked Officers to obtain costings for purchasing and installation of these additional posts and forward to Committee Members for approval.

### **Signage**

The Committee was presented with a design of proposed signs to be placed on existing signposts around the Green. Members were pleased with the design but asked Officers to re-do the top border to ensure the fire image was deleted. The signs would be funded from the ring-fenced money.

### **CCTV and report of criminality and ASB**

The subject of installation of CCTV cameras to provide surveillance of the Green had been investigated by this Committee on previous occasions. Officers advised the Committee that in order for CCTV to be installed a test set by the Information Commissioners Office must be met. Whilst there had been recorded instances of anti-social behaviour and vehicle incursions on the Green Officers were of the opinion that these would not meet the threshold of the test and the installation of CCTV could therefore not be justified at the current time.

The Committee was advised of a suite of options for reporting incidents, records of which could then support any future consideration of CCTV installation. The Committee was asked to encourage residents to use the appropriate reporting systems in order for the data to be compiled and provide a true body of evidence.

The Committee asked that the Council's Community Safety Officer attend the next meeting of the Englefield Green Committee to report on the evidence of ASB that had been recorded and further information on appropriate reporting channels.

### **Resolved that:**

- i) The installation of 10 additional posts held in stock to be placed around the Green at strategic locations to strengthen site security; and**
- ii) Officers to obtain costings for the purchase and installation of a further 16 posts for installation at the northern end of the Green; and**
- iii) The example signage (after deletion of the fire image on the top border) be approved; and**
- iv) The Council's Community Safety Officer be invited to attend the next meeting to provide evidence of what ASB has been recorded and further information on appropriate reporting channels**

### **464 Events on the Green**

The Committee considered applications for three events to be held on the Green

#### **Beach's Funfair**

Officers advised the Committee that they had received an event application from Beach's Funfair who wished to operate on the Green in May. They proposed to come onto the Green on 16<sup>th</sup> May and operate the fair on the following Friday & Saturday, between 1pm and 10pm and depart on 23<sup>rd</sup> May. The Committee considered the application but felt due to all the work that had been undertaken to the Green's surface the number of events should be kept to a minimum. It was also noted that this application would coincide with the cricket season. Members asked Officers not to authorise the use of the Green at this time but to relay to Beach's that further applications could be considered.

## Village Fair

An event application from Englefield Green Village Residents Association for the annual village fair was expected. The date would be Saturday 18<sup>th</sup> June. The Committee was supportive in approval of this application. The annual fair was a lovely event for the residents and would be even more appreciated this year due to the cancellation of the event over the last two years.

## Carters Steam Fair

Carters Steam Fair had applied to operate on the Green in October. They proposed to come onto the Green on Tuesday 27<sup>th</sup> September, operate the fair on the following Saturday & Sunday with a firework display on the Saturday evening, then depart on Tuesday 4<sup>th</sup> October. The Committee supported this application.

## Event Agreement

The Committee reviewed the revised Event Agreement. The document remained standard but with additional conditions and strengthened wording relating to ground protection (boarding etc), prompt disposal of fireworks and litter clearance.

Members supported the revised agreement but asked Officers to amend to 'does not allow the use of animals, including fish, as prizes' and that the use of recycling bins was included.

## Resolved that:

- i) **Beach's Funfair not be authorised to use the Green between 16 – 23 May 2022; and**
- ii) **Officers be authorised to approve the application when received from the Englefield Green Residents Association for the annual village fair on Saturday 18<sup>th</sup> June; and**
- iii) **Officers authorise the application from Carters Steam Fair for 27<sup>th</sup> September 2022 – 4<sup>th</sup> October 2022: and**
- iv) **The revised event agreement be approved after item 16 had been amended to 'does not allow the use of animals, including fish, as prizes' and the use of recyclable bins is included.**

## 465 Englefield Green Funding

At its last meeting the Committee requested Officers clarified the mechanisms in place for spending at Englefield Green.

Officers advised the Committee that prior to the receipt of the £275,000 of ring-fenced funds in 2015/16 budgets relating to the ground's maintenance contract were set at a figure of £5,000 for scheduled maintenance activities with a further £700 for other ad-hoc works. These budgets were in line with spending at other parks and open spaces and were what the Council would expect to fund.

Following receipt of the lump sum various ongoing improvements over and above the standard ground's maintenance operations were considered and approved by this Committee. These additional works were valued at approximately £1,985 per annum. At the same time the general ground maintenance budget was increased to take account of ad-hoc works. This budget was used to fund repairs and improvements outside of the scope of the scheduled grounds maintenance contract costs. Money spent by Officers over and above the £800 relating to the Green was funded from the ring-fenced money, in effect topping up the budget when costs overran the original budget.

Members received a table which showed the spend in excess of £800 by £697 for which Officers should have sought approval but unfortunately did not. In order to prevent a reoccurrence of Officers spending money without this Committee's approval, Officers had reviewed their internal processes and created a separate expenditure code to ensure that any expenditure over £800 did not occur without Member approval.

The Committee asked Officers to obtain details on annual income received for use of the Green from EGVRA, Carters Steam Fair and bring to the next meeting.

466 **Councillor Japneet Sohi**

The Chairman expressed his thanks on behalf of the Committee to Councillor J Sohi who was not re-standing for election so therefore it was her last meeting.

Councillor Sohi thanked Committee Members, Officers and Residents' Representatives for all their hard work and support during her time on the Committee.

(The meeting ended at 8.15 pm.)

Chairman

Management and Maintenance of the Green (Open Spaces-Ian Gayton)

**Synopsis of Report:**

**This report updates the Committee on management and maintenance issues relating to the Green and update the Committee on changes of personnel in the Green Space team**

**Recommendation:**

**The Committee to consider the new requests for works on the Green listed in the report and advise Officers of their preferences in order for Officers to investigate further, if appropriate, the legal and financial implications**

Ian Gayton had taken over as an Interim Parks and Open Spaces Manager from 10<sup>th</sup> May to provide management of the Green Spaces Team and Service. Ian Gayton had had a site meeting at Englefield Green on 10<sup>th</sup> June attended by Mr N Bromilow and Councillor A Berardi.

**Previously Agreed Actions**

The actions previously agreed by the Committee namely:

- Signage – as well as adding smaller signs to the bins themselves
- Additional site security posts at vulnerable points around the Green to help reduce the risk of unauthorised encampments and access
- Replacement Bench

had been delayed due to the successive departure of the previous Green Space Managers. Officers would update the Committee on when this outstanding work would be undertaken at the meeting

**(For information)**

**Background papers**

None stated

**New requests for works on the Green**

Following on from the site meeting attended by Ian Gayton, Mr N Bromilow and Councillor A Berardi a list of new requests was discussed, and the Committee is asked to consider

these requests and advise Officers of their preferences in order for Officers to investigate further, if appropriate, the legal and financial implications.

- 1) Signpost horizontal bars removal of
- 2) Bin collection – to request that bin collections be rescheduled for Mondays, as the weekends seem to attract more visitors to the Green
- 3) Bins – explore fox-proof modifications and signs
- 4) Bins – signage to be installed on bins to encourage visitors to take their rubbish home with them
- 5) Benches – to explore how eroded spaces in front of benches could be protected with biodegradable coir matting or other suitable alternatives
- 6) Explore the construction of a footbridge path over the ditch in front of playground
- 7) Explore inserting culvert within the ditch (to be earthed over and seeded with grass)
- 8) Woodland Management – a site meeting be arranged to introduce Matthew Godfrey (Runnymede Tree Officer), to Councillor Berardi so that they can explore light-touch management by community volunteers and potential SANG support
- 9) Weed control on the Green – to support the initiative of community volunteers for manual weed control

Members should be aware that any expenditure on additional works outside the normal routine maintenance works undertaken by the Council will need to be funded from the Englefield Green maintenance reserve. The ongoing maintenance costs of such works will also need to be funded from this reserve.

**(To resolve)**

**Background papers**

None

**Loss of Wildflower area at the top of Priest Hill**

The wildflower area was mistakenly cut by a highway contractor on 6<sup>th</sup> June. Officers had investigated and it was mistaken for a urban cut not a rural one. The Contractor has been notified and they have apologised for the loss and upset this had caused. Officers would implement a system of recording/marketing of such areas to ensure this error was not repeated.

**(For information)**

**Background papers**

None stated