



Englefield Green Committee

Tuesday, 22 February 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), M Heath, M Kusneraitis, N Prescott, J Sohi and S Brisby

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).**
- 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

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 - 8

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 29 November 2021 (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. **Management and Maintenance of the Green** 9 - 13
6. **Events on the Green** 14 - 19
7. **Englefield Green Funding** 20 - 22
8. **Exclusion of Press and Public** 23

Part II

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

9. **Exempt information**

Runnymede Borough Council

ENGLEFIELD GREEN COMMITTEE

29 November 2021 at 7.30 pm

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

Members of the Committee absent: Councillor M Heath

Residents' Representatives: Mr N Bromilow (Vice-Chairman) and one vacancy

Councillor I Mullens also attended

337 **Minutes**

The Minutes of the meeting of the Committee held on 22 June 2021 were confirmed and signed as a correct record.

338 **Apologies for absence**

Apologies were received from Councillor M Heath

339 **Declarations of interest**

No declarations of interest were received.

340 **Management and Maintenance of the Green**

The Committee wished to record their thanks to Mr Peter Winfield (Head of Green Spaces), who had recently left the Council for all his hard work, positive attitude, and patience over many years.

The Committee was updated on management and maintenance issues relating to the Green and sought the Committee's support for the work to continue on improving the quality of grass on the Green and for a second phase of woodland management work. The Committee was also asked for their views on additional signage around the Green, the creation of wildflower areas and provision of a defibrillator.

Lawn Treatment Programme

The Committee received details of the lawn treatment program work which had been carried out from April to October 2021. The Committee's approval was sought for the lawn treatment program to continue in 2022. Overseeding would be carried out in the autumn and spring to allow the seed to germinate and establish. The approximate cost of overseeding would be around £1,500.00. The Committee expressed their thanks to the Green Space Team for all their work this year. The Green was looking much improved. With regard to future treatments Officers would inform Committee members when this was taking place.

Members asked Officers to clarify the financial details in relation to maintenance costs paid by the Council and costs taken from the Englefield Green ring-fenced funds. Officers were also asked to provide a categorised statement of financial costs incurred to the Committee in the future. The Council's Tree Officer would provide the Committee with a bi-monthly financial update of costs incurred.

RESOLVED that –

The lawn treatment programme set out in the report be continued

Signage around the Village Green

At a previous meeting the Committee had discussed the possibility of erecting further signage around the village green. Officers recommended that any new signage should:

- Be kept to a minimum to reduce 'visual noise/clutter'
- Should be of the metal type, with tamper resistant fixings on metal posts
- Be placed around the ditch/boundary to the green, next to the pedestrian entry/exit points and/or around the children's play area
- Be of a similar size and type used around the village green
- Should be justified in terms of there being a clear need, for instance, a sign with an obvious and important health and safety purpose

The Committee received images of signage used in other open spaces in the Borough and it was agreed that well targeted signs worked better.

In order to expedite this matter, the Committee delegated authority to the Green Spaces Officer in consultation with the Chairman and Vice Chairman to make the decision on signage. Officers were asked to liaise with the Chairman and Vice-Chairman on the type of signage to be installed, after proposals had also been circulated to all Members of the Committee for information.

RESOLVED that –

- i) The Green Spaces Officer be authorised, in consultation with the Chairman and Vice Chairman to make the decision on signage; and**
- ii) Officers liaise directly with the Chairman and Vice Chairman with signage proposals for the Green, with proposals being circulated to all Members of the Committee for information**

Wildflower planting along St. Jude's Road

The Committee considered the sowing of wildflower seeds in locations around the Green as recommended. Given that the Green was now having regular lawn treatment programs it was felt that wildflower planting close to the main Green was not desirable due to the likelihood of seed spreading on to the improved lawn areas. The Committee agreed that the sowing of wildflower seeds by the bus stop at Castle Hill/Ridgemean Road would be a suitable alternative. The introduction of indigenous woodland species such as native bluebells into the woodland areas either side of St. Judes Road was also agreed.

Woodland Management

Members were advised that having undertaken the initial phase of woodland management last winter for the eastern half of the woodland, Officers were planning similar works for the coming winter to the western half. The proposal included removing invasive Laurel and Rhododendron from areas throughout the woodland together with the removal of some dense areas of holly and a few patches of Sycamore. An oak tree had been identified as worthy of Haloing, or creating a clearing around, the intention would be to include this in the works. Officers were asked by the Committee to ensure the costs did not exceed £4,000.

Officers were asked to provide the Committee with information on how the works already undertaken on the eastern woodland had improved biodiversity. Officers were also asked to arrange for the woodland plan to be uploaded onto the Council's website.

RESOLVED that –

The proposed woodland management works as set out in the report be agreed, along with the sowing of wildflower seeds by the bus stop at Castle Hill/Ridgemean Road and the introduction of indigenous woodland species into the woodlands.

Defibrillator

The Committee discussed the possibility of placing a defibrillator on, or in the cricket pavilion for public use. Officers, including the Council's Safety Advisor supported this proposal and recommended that, if provided, it be placed on the outside wall of the pavilion, so it was accessible at all times. The Committee strongly supported the installation of a defibrillator at the Cricket Club pavilion but did not wish for it to be purchased from the Englefield Green ring-fenced funds as other funding options were available. It was reported that discussions were already ongoing in relation to this and would be progressed outside of this Committee.

341 Events on the Green - Carters Steam Fair

The Committee was advised that Carters Steam Fair arrived during the week commencing 27th September and was due to be operational on Saturday 2nd and Sunday 3rd October. They were due to depart on Tuesday 5th October but following a very wet Saturday they requested to stay for a further week. Whilst the Chairman and Vice Chairman both approved this request, the Chairman was not aware that they intended trading for an additional week and was disappointed that this wasn't made clearer. Members of the Committee reported that sadly on this occasion there had been parking and litter problems and the possibility of a tightening up of the agreement may need to be considered in the future. However, the fair had been well attended.

342 Canvass of qualifying properties – Residents' Representative

Members were advised that Officers had conducted a canvass of qualifying properties during the summer to ascertain if anyone wished to sit or nominate anyone for the current vacancy of residents' representative on the Committee. No feedback or nominations were received by the closing date. Subsequently, Mr Bromilow had contacted Officers to nominate Mr Stephen

Brisby who had unfortunately been out of the country when the canvass was undertaken. A report would form part of the Full Council agenda on 9 December 2021 in order for the nomination to be considered. Officers would advise Members of the outcome following the meeting.

343 **Survey of qualifying properties**

The Committee was advised that Officers had carried out an on-foot survey of qualifying properties in August 2021. Members received a copy of the updated list. The only changes to the list was the addition of some properties which had been built on the plot of the former Principal's Office, which had been on the list when it was in situ. The properties had a view of the Green so therefore qualified in accordance with past practice. If any other properties were considered eligible, residents could contact the Chairman of the Committee so Officers could investigate and report back to the Committee accordingly.

RESOLVED that:

The updated list of properties be recommended for approval to the Crown Estate.

344 **Lighting around the Green**

Members were advised that concerns had been expressed by residents regarding the lack of lighting around the Green and Members were asked to consider the installation of additional lighting.

Officers were advised that more detailed information would be needed, including costings to enable the Committee to make a decision regarding the installation of lighting. It was noted that currently the lighting was Victorian style lamps, and any new lighting would need to have LED bulbs, which could not be fitted to the old-style lamps. Members also felt that lamps fitted with motion sensors would be a sensible approach. It was, however, noted that some members had received communications from residents who were not in support of additional lighting on the Green.

Members were advised that installation of streetlamps came under the remit of Surrey County Councils Highways team, therefore, Councillor N Prescott who was a member of the Runnymede Joint Committee would raise this at the next meeting to propose a resolution in consultation with the Englefield Green Committee.

The possibility of a resident canvassing other residents to obtain their views was discussed as a possibility in order to ascertain the level of support.

RESOLVED that –

The installation of lighting around the Green be put forward for consideration to the Runnymede Joint Committee to propose a resolution in consultation with the Englefield Green Committee

345 **Ringfenced funds**

The Englefield Green maintenance reserve was set up in 2015/16 to offset ongoing maintenance works to the village green utilising the receipt generated by the surrender of part of the long lease. As requested at the previous meeting Members of the Council received

a funding statement detailing movement of funding.

Members noted that the total balance of the fund as of 31 March 2021 was £237,109. The Committee expressed some concern regarding funds spent under miscellaneous, as this related to, pothole, sign, leaf clear and gate repair, some of which Members felt should be coming from the Council's main maintenance budget not from the ring-fenced funds. Officers were, therefore, asked to clarify costs and notify Members of the Committee accordingly.

346 **Questions raised at previous meeting concerning management of the Green – Verbal update from Legal Services**

Officers advised the Committee that this information would be forwarded to the Committee via email.

Chairman

(The meeting ended at 8.43pm)

Management and Maintenance of the Green – (Community Development – Chris Dulley)

Synopsis of report:

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

Recommendations:

- i) Members approve the installation of up to ten additional posts placed at strategic locations around the Green to strengthen site security**
- ii) Members approve the installation of signs**

Lawn treatment

At the previous Englefield Green Committee Meeting, on 29th November 2021, it was resolved that lawn treatment works should continue as in previous years. Officers have obtained quotations from the specialist contractor, *Complete Weed Control*, who previously undertook lawn maintenance work in 2020/21 (application of fertilizers and selective herbicide). Costs were circulated to Committee Members, and an order has been placed for the work to be undertaken in March/April 2022. The costs and approximate timings of application are detailed below and will be funded by ring-fenced money. Officers will advise members of exact timings/date of application when confirmed, via email.

| Date | Description | Cost |
|----------------------|---|-----------------|
| March 2022 | Spring fertiliser & Iron treatment | £717.00 |
| June 2022 | Summer fertiliser treatment & selective herbicide application | £830.00 |
| August 2022 | Late Summer fertiliser treatment | £690.00 |
| October/November2022 | Autumn fertiliser treatment | £717.00 |
| | TOTAL: | £2954.00 |

(For information)

Background papers

None stated

Wildflower planting

It was resolved at the previous meeting, on 29th November 2021, that wildflower planting/sowing would take place on the grassed area at the junction of Castle Hill Road/Priest Hill and in the surrounding woodland area(s). Bulb planting, specifically that of native Bluebells (*Hyacinthoides non-scripta*) should be carried out in autumn, when bulbs are dormant and readily available. Officers have obtained quotations for the preparation and sowing of wildflower seeds and an order for the works and seeds has been placed. Costs for the above works is detailed below and would be funded by ring-fenced money.

| Description | Cost |
|---|------------------|
| Preparation of grassed areas around the bus shelter (scarification and removal of arisings) | £2,000 |
| Purchase of wildflower mixed seeds for sandy soils 1.5kg | £251.50 |
| Purchase of wildflower mixed seeds for woodland/shaded areas | £297.50 |
| TOTAL: | £2,549.00 |

(For information)

Background papers

None stated

Site security

It has been noted that several unauthorised vehicle incursions have taken place on the Green since the last meeting. Additional posts could be placed in strategic locations to help deter future incidents. Those posts should be of a style to match those previously installed. Ten additional posts are available in store, earmarked as future replacements for those already in situ but could be used to improve security. As these posts are already available there would be no purchasing costs for them, the only cost would be for the installation work which based on the previous work would cost in the region of £120.00 per post. This would be funded from ring-fenced money. It should be noted that whilst posts would deter cars or other larger vehicles from entering the Green, they would not be effective against motorcycles. Residents overlooking the Green who have witnessed incursions have offered their assistance with identifying locations for posts and Officers will meet with them to discuss prior to placement. If it has been possible to meet with residents in advance of this meeting a plan of proposed locations will be circulated at the meeting for members to view.

| Description | Cost |
|---------------------------------|------------------------|
| Installation of post (per post) | £120 |
| TOTAL: | Up to £1,200.00 |

(To resolve)

Background papers

None stated

Signage

It was resolved at the meeting on 29th November 2021 that Officers would liaise with the Chairman and Vice-Chairman regarding additional signage. Feedback has been received by Officers and work has begun on design. It is proposed that the placement of signs utilises existing signposts to prevent a need for installation of new posts and to minimise clutter. A sign of each style would be placed back-to-back on the posts identified. It is hoped that a final plan of locations and drawings will be ready in time to be circulated at the meeting. Approximate costs were provided at the previous meeting; however, these are noted below for clarification and would be funded from ring-fenced money.

| Sign description | Quantity | Cost |
|--------------------------|-----------------|-------------|
| Highlighted restrictions | 4 | £330.20 |
| RBC Byelaws signs | 4 | £330.20 |

(To resolve)

Background papers

None stated

CCTV and report of criminality and ASB

The subject of installation of CCTV cameras to provide surveillance of the Green has been investigated by this Committee on previous occasions. A site visit was held in 2019 where members of the Committee were advised on the matter by the Safer Runnymede Manager.

At this meeting members of the Committee were advised that for any public space CCTV installation to be approved, a test set by the Information Commissioners Office must be met. One of the key tests is that the Authority must provide evidence of a pressing need. Whilst there have been instances of anti-social behaviour and vehicle incursions on the Green which have been recorded, Officers are 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 are advised that there is a suite of options for reporting incidents, records of which could then support any future consideration of CCTV installation. The Committee are advised to encourage residents to utilise the appropriate reporting systems in order for data to be compiled to enable comprehensive analysis of incidents in the area. A report was recently given to the Community Services Committee on this subject and a document detailing the processes for reporting is included at **Appendix 'B'** for information.

(For information)

Background papers

None stated

Appendix 'B'

1. It is vital that Members are aware of the importance of reporting incidents of crime and antisocial behaviour as this builds a picture of the behaviour which is occurring and provides an evidence base which will be required to support intervention opportunities, such as (but not limited to) the installation of CCTV units.
2. The correct route to report antisocial behaviour and crime can often be confusing due to the multiple options available and understanding that the correct channel is based on the situation presented at the time. This means that two incidents of a similar nature may not have the same reporting options as the best route.
3. To demonstrate this, I will provide an example scenario of two separate groups causing a nuisance at different open space parks. Group 1 are sat in a group in the middle of the park, away from other users, but playing loud music. Group 2 are also playing loud music, but additionally are consuming alcohol and smashing glass over the children's play equipment and are becoming increasingly aggressive towards other park users. In these scenarios, Group 1 are unlikely to require a report made to Police, instead this is likely to be progressed by the Council. A report about Group B however should be reported to the Police, at the time of occurring.
4. Each agency who has a responsibility to address antisocial behaviour and crime have reporting options available and I will specifically mention Police and the Council.
5. Reports to Surrey Police can be made via:
 - Phone (999 and 101),
 - Online (report form and live chat),
 - Direct messaging via social media platforms.
6. Reports to the Council can be made via:
 - Phone (main switchboard),
 - Online (various options available based on the nature of the ASB),
 - Email to departmental mailboxes.
7. Additionally, reports can be made anonymously via CrimeStoppers who can receive reports via phone and online submissions.
8. It is recognised that in some cases, members of the public may not utilise the above options and instead relay information to their ward Councillor. Reports made directly to ward Councillors are not readily available to the agencies unless this is further reported using one of the above options. Therefore, Councillors are encouraged to report matters through the official means to allow the report to be recorded and considered by partner agencies if the member of the public is unable or unwilling to do this themselves.

Events on the Green - (Community Development – Chris Dulley)

Synopsis of report:

To ask the Committee to consider a number of events proposed to take place on the Green in 2022

Recommendations:

The Committee consider applications for the below events and instruct Officers accordingly:

- i) Beach's Funfair – 16-23 May**
- ii) Village Fair - 18 June**
- iii) Carters Steam Fair – 27 September – 4 October**

Beach's funfair

The Council has received an event application from Beach's Funfair who wish to operate on Englefield Green in May. They propose to come onto the Green on Monday 16 May, operate the fair on the following Friday & Saturday, between 1pm and 10pm, then depart on Monday 23 May. Members are asked to consider this application and instruct Officers accordingly.

(To resolve)

Background papers

None stated

Village Fair

The Council is expecting an event application from the Englefield Green Village Residents Association for the annual village fair scheduled for Saturday 18 June. Although a formal application has not yet been received Officers are requesting authority to assess and approve the application upon arrival.

(To resolve)

Background papers

None stated

Carters Steam Fair

The Council has received an event application from Carters Steam Fair who wish to operate on Englefield Green in October. They propose to come onto the Green on Tuesday 27 September, operate the fair on the following Saturday & Sunday with fireworks display on the Saturday evening, then depart on Tuesday 4 October. Members are asked to consider this application and instruct Officers accordingly.

(To resolve)

Background papers

None stated

Event Agreement

Officers have reviewed the event agreement **Appendix 'C'** in line with comments received at the previous meeting. The document remains standard but with additional conditions and strengthened wording relating to ground protection (boarding etc) and litter clearance.

(For information)

Background papers

None stated

Appendix 'C'

Application for the use of Council land at (insert location name and date).

I can confirm that subject to your organisation signing and returning this letter of agreement, it will be in order for the land owned by the Council to be used for the event for which you have applied.

This permission is subject to compliance with the following conditions, which are accepted by you and your organisation's Managing Committee by signing and returning the duplicate copy of this letter. No permission exists until we receive a satisfactorily completed letter of acceptance from you.

1. Consent for the event is given only on condition that the organisers produce to the Council, **at least seven working days before the event, a current public liability insurance policy**, insuring against any incident arising out of, or in connection with, the event. The policy is to be in the minimum sum of **£5,000,000 (five million pounds)** limited to any one incident unlimited in total.

It is important that the Council receives a copy of the policy itself. **If this is not received, the Council reserves the right to cancel the event.** (Approval of the insurance policy by the Council does not operate as any form of guarantee of the adequacy or enforceability of the policy.)

2. IMPORTANT – PLEASE NOTE

You and your Organisation's Managing Committee (on whose behalf you will be deemed to sign the duplicate copy of this letter) will indemnify Runnymede Borough Council against all costs, liabilities claims, and demands for which Runnymede Borough Council might be liable arising directly or indirectly out of the exercise of this permission except where such costs, liabilities claims and demands are due to the negligence of Runnymede Borough Council, its servants or its agents.

You are advised to make absolutely certain that your Organisation's insurance policy (as required under condition 1 above) will cover you against any liability under this indemnity. It might be the case that the organisers of the event and/or the Managing Committee of your Organisation may be held to be personally liable for any incident arising out of the event.

3. The Organisers are responsible for the re-instatement of any damage to the site, and for the clearance of all litter, arising from the event. Re-instatement and litter clearance must be completed as soon as practicable after the event and in any case within five days, and will be subject to the satisfaction of the Council's Green Space team, who can be contacted on (01932) 425686 or at openspace@runnymede.gov.uk.
4. The layout of the site must be agreed in advance to reduce noise nuisance from generators. Sanitary arrangements are the responsibility of the Organisers, but must also be agreed with the Green Space team in advance.
5. The Organisers must liaise with Surrey County Council's Highways Section (telephone number 03456 009009), concerning traffic management, signing, and parking arrangements.

6. Your Organisations is responsible for ensuring that the Police are informed of the event and consulted on signing and parking arrangements. You are expected to comply with any instructions the Police may provide.
7. Drip trays **must** be placed beneath all items of heavy plant, fairground equipment or any device which could allow liquids to seep/drain onto the Council's land.

7.1 Adequate ground protection (boarding and/or stillages) must be placed under all items of heavy plant, fairground equipment or other similar items of machinery to protect the surface(s) from damage.
8. All electricity supply cables must be covered with adequate rapping and protection. Cables must not be buried into the ground unless specific agreement, in writing, is made with the Green Space team.
9. **Your Organisation is responsible for ensuring that the sale of refreshments and foodstuffs is discharged in accordance with the appropriate legislation. It would be advisable for you to contact the Council's Environmental Protection Division (telephone (01932) 425734 concerning this element of your event.**
10. The Council reserves the right to cancel or vary the conditions of the booking at any time if, in the opinion of Leisure Services, the ground conditions warrant such action.
11. The Council reserves the right to display publicity material at the event without charge.
12. Any literature, publicity, or promotional materials, which are produced for the event, should acknowledge the assistance provided by Runnymede Borough Council.
13. Please contact our Planning department for advice on planning regulations regarding advertising your event at planning@runnymede.gov.uk
14. Diversion Orders must be obtained from Surrey County Council should any Public Footpath be obstructed as a result of the event. Their telephone number is 03456 009009. Please note that it is a statutory requirement that at least six weeks notice of a Diversion Order request is needed.
15. Organisers wishing to operate inflatable bouncing devices (i.e. bouncy castles, slide etc) must obtain a copy of the best practice guidance relating to the duties of the controller and operation **and follow its instructions**. The guidance can be found on the internet at: <http://www.pipa.org.uk/publicBestPractice.pdf>

Inflatable bouncing devices **must not** be used in the rain.

The organiser **must** obtain proof that the inflatable equipment has been tested and approved under the PIPA scheme. Further information is available on the PIPA (www.pipa.org.uk) and HSE (www.hse.gov.uk) websites.

The Council reserves the right to ban the use of inflatable bouncing devices, although it is stressed that the responsibility for allowing the use of such equipment rests with the event organisers.
16. The Council does not encourage the use of animals, including fish, as prizes. Therefore, Organisers are asked to ensure that alternative prizes are offered.

17. If the event includes fireworks, the Fireworks Act 2003 and the Fireworks Regulations 2004, **must** be complied with. In addition, the Council imposes stricter conditions than those set out in the Act and the Regulations. Displays must be completed by 10pm in the months between May and September and by 9pm in the months between October and April. Only **low-noise displays** are permitted. The area must be cleared of all dead fireworks and other debris immediately after the event. If this is not possible due to light levels on the evening of the display, then a return visit the morning after in daylight should be planned, so all debris is cleared, at the latest, by Noon on that day. Consideration of local residents must be given.
18. Copies of the Declaration of Operation Compliance certificates, under ADIPS, must be provided for all amusement devices.
19. Archery and any form of driven buggy/vehicles will not be permitted under any circumstances.
20. Organisers have carried out a risk assessment of their activities to determine the control measures to avoid risk or reduce risk to acceptable levels. This is a requirement of the Management of Health and Safety at Work Regulations 1999. Approval from the Council's Safety Advisory Group may be required and conditions imposed by that group must be adhered to.

21. A warning about Petrol Generators

Runnymede is committed to a Zero Harm approach to health and safety issues. As such we advise all hirers and event planners that as a policy we support the use of Diesel generators over Petrol models. Petrol generators can overheat and if required to be refilled with fuel during the day create a clear and present fire hazard and potential harm to the individual or event. We would prefer only Diesel generators used on our property. Where Petrol models are to be used we would expect to see a Risk assessment, Emergency plan and No refuelling policy in place.

22. Amount of fee £

23. A deposit of £

Additionally, apart from meeting the Council's insurance requirements, it would be prudent for the organisers to ensure that all participating parties to the event are covered by their own public liability insurance of an adequate sum. As guidance, a minimum of £5,000,000.00 is applied by this Council in insurance matters. Seek advice from your own insurance company if you have any queries. **Adequate insurance is particularly important with regard to the operation of inflatable bouncing devices** which can prove to be extremely hazardous in wet or windy weather conditions. The events organisers will wish to take this into consideration on the day of the event.

Please sign and return the attached copy of this letter. I look forward to receiving a copy of the insurance policy, and any other necessary documentation, in order for the Council to ensure that there are no unacceptable clauses.

Please feel free to contact me should you have any questions or concerns, which have not been dealt with within this letter.

Yours sincerely

I, **(insert name of the organiser and organisation)** hereby agree to comply with the terms and conditions (as stated within this letter) concerning the use of land owned by Runnymede Borough Council situated at xxx on xxx 2022,

Deposit

• Fee

Public Liability

Risk Assessment

Event Plan

Signature: _____

Date: _____

Funding – (Community Development – Chris Dulley)

Synopsis of report:

To update the Committee on matters relating to funding requested at the previous meeting.

None- for information only

At the November 2021 meeting of this Committee, Members requested clarification on the mechanisms currently in place for spending at Englefield Green.

Prior to the receipt of the £275,000 of ring-fenced funds in 2015/16 budgets relating to grounds maintenance contract activities undertaken by ID Verde at Englefield Green were set at a figure of £5,000 for the scheduled contractor maintenance activities and £700 for other ad-hoc works. These budgets are in line with spending at other parks and open spaces and are what the Council would expect to fund as standard grounds maintenance operations.

The table below details the standard contracted grounds maintenance at Englefield Green:

| Englefield Green maintenance schedule | |
|--|------------------|
| Description of works and maintenance code (in brackets) | Frequency |
| Gang/rotary mowing operations (GM30) | X30 |
| Leaf and litter clearance (LC03) | X3 |
| Mow and collect operations (MC15) | X15 |
| Meadow cutting (MW01) | X1 |
| Strimming (ST07) | X7 |
| Shrub bed maintenance (BM07) | X7 |
| Hedge cutting- top & 2 sides (HC3-3) | X3 |

Following receipt of the lump sum various ongoing improvements over and above the standard grounds maintenance operations were considered and approved by this Committee. This included winter leaf clearance work of ditches and play area, an increase in cutting frequency from fortnightly to weekly across the main green, introduction of a meadow cutting regime at Ridgemean Road and a higher specification for the cut around the water trough and other outer areas of the Green abutting the highway. These additional works were valued at approximately £1,985 per annum and have been funded from ring-fenced funds annually. Additionally, scarifying works and weed removal work requested by the Committee has been funded from this sum.

At the same time the general grounds maintenance budget was increased to take account of the ad-hoc works. This budget is 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 original £700 budget (now inflated to £800)

relating to the Green is funded from the ring-fenced money, in effect topping up the budget when costs overran the original budget.

Items funded in this way would normally have been approved by Committee in advance. For example, installation of the new access gate, lawn and weed treatments to improve the quality of the surface of the Green, the new posts surrounding the site and the woodland management works. Smaller works that would have been funded from the original £800 budget are allocated to the same account, such as the pothole and other items referred to as miscellaneous on the previous report. These general grounds maintenance issues up to the value of the original budget were delegated to Officers, however the additional spend (over and above the original budget) is not and require approval from this Committee.

Clarification sought by Members regarding the spend reported at the last meeting is given in the table below which shows that the spend exceeds the budget of £800 by £697 for which Officers should have sought approval but unfortunately did not.

Other spend on that account related to scarifying, weed control, lawn improvement and woodland management was explicitly approved by this Committee and paid for from ring-fenced funds.

In order to prevent a recurrence of Officers spending money without this Committee's approval, Officers have reviewed their internal processes and created a separate expenditure code to ensure that any expenditure over the £800 does not occur without Member approval.

To help clarify the spend please see the table below:

| General Grounds Maintenance | | | | |
|-----------------------------|-----------------------|--|------------------------|----------------------------|
| Date | Name/Description | Description | Ring-fenced & approved | General (approved to £800) |
| 04/05/2020 | IDVERDE LIMITED | Cricket square marking | | 16.91 |
| 01/06/2020 | IDVERDE LIMITED | Cricket square marking | | 20.50 |
| 08/06/2020 | IDVERDE LIMITED | Scarifying main part of green & clearing | 1904 | |
| 08/06/2020 | IDVERDE LIMITED | Apply product to correct ph imbalance main green | 2593 | |
| 08/06/2020 | IDVERDE LIMITED | Overseed main green | 3072 | |
| 06/07/2020 | IDVERDE LIMITED | Cricket square marking | | 16.91 |
| 03/08/2020 | IDVERDE LIMITED | Cricket square marking | | 16.91 |
| 30/09/2020 | | WEEDKILLER AND APPLICATORS | | 101.45 |
| 18/09/2020 | IDVERDE LIMITED | Cricket square marking | | 31.46 |
| 21/09/2020 | T J HUNT LTD | ENG GREEN BOLLARDS | 13191.71 | |
| 22/09/2020 | IDVERDE LIMITED | Cricket square marking | | 29.54 |
| 20/10/2020 | COMPLETE WEED CONTROL | Supply/Apply Xtend 46.0.0 + Krista Mag + Praxys | 626 | |
| 17/11/2020 | IDVERDE LIMITED | Sept 20 grounds maint | | 16.92 |
| 07/12/2020 | IDVERDE LIMITED | 20-Oct | | 16.91 |
| 21/12/2020 | IDVERDE LIMITED | 20-Nov | | 16.91 |
| 23/12/2020 | T J HUNT LTD | EG pothole repair | | 464.12 |
| 08/01/2021 | IDVERDE LIMITED | Collect and remove leaves. | | 473.00 |
| 22/01/2021 | IDVERDE LIMITED | Cricket square marking | | 16.91 |

| | | | | |
|------------|--------------------------|-----------------------------|----------|---------|
| 10/02/2021 | SIGNWAY SUPPLIES (DA) | Sign equipment | | 120.15 |
| 16/02/2021 | STAINES STEEL WORKS | Fix double gate & pin at EG | | 120.00 |
| 16/03/2021 | STATHAM TREES LIMITED | Woodland management works | 3950 | |
| 19/03/2021 | IDVERDE LIMITED | Cricket square marking | | 18.09 |
| | | | 25336.71 | 1496.69 |

(For information)

Background papers

None stated

**Exclusion of Press and Public
Officers' Recommendation that –**

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

(To resolve)