



Community Services Committee

Thursday, 21 September 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: C Howorth (Chairman), S Lewis (Vice-Chairman), A Berardi, M Darby, M Harnden, A King, C Mann, J Mavi, M Smith and S Walsh

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) 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).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact democratic.services@runnymede.gov.uk. Or Tel: 01932 425622. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
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The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

**List of matters for consideration
Part I**

Page

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

1. **Notification of Changes to Committee Membership**
2. **Minutes** 5 - 20

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 15 June 2023 (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. **Safer Runnymede Annual Report** 21 - 33
6. **Halls Fees and Charges** 34 - 37
7. **Contain Outbreak Management Fund** 38 - 48
8. **Play Area Programme 2023/2024** 49 - 60
9. **Water Play Facilities in Runnymede** 61 - 64
10. **Period Poverty - Motion from Council 20 July 2023** 65 - 69
11. **Service Plan Progress Report** 70 - 75
12. **Key Performance Indicators Quarter 1 2023/2024** 76 - 107
13. **Community Services Appointments 2023** 108
14. **Cabrera Trust Management Committee Minutes** 109 - 117
15. **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 reports in question would be likely to involve disclosure exempt information of the description specified in paragraph 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

16. **Larchwood Drive - Commercially sensitive** 118 - 125

- | | | |
|-----|--|-----------|
| 17. | Virginia Water Football Club - Commercially sensitive | 126 - 135 |
| 18. | Runnymede Pleasure Grounds Forward Plan of Works | 136 - 145 |

This report discloses the budget available to the Council for a procurement exercise, which would put the Council at a commercial disadvantage when seeking to secure the best possible value for money for these works.

19. **Digital Alarms Refresh**

This item is to follow and is exempt as it contains commercially sensitive information

Public Document Pack Agenda Item 2

RBC CSC 15.06.23

Runnymede Borough Council

Community Services Committee

Thursday, 15 June 2023 at 7.30 pm

Members of the Committee present: Councillors C Howorth (Chairman), S Lewis (Vice-Chairman), A Berardi, M Harnden, A King, C Mann, J Mavi, N Prescott (In place of M Darby), M Smith and S Walsh.

Members of the Committee absent: None.

In attendance: Councillors A Balkan and L Gillham.

1 Minutes

The Minutes of the meeting held on 16 March 2023 were confirmed and signed as a correct record.

2 Apologies for Absence

None received.

3 Declarations of Interest

Councillor M Smith declared an Other Registerable Interest in the item on day centre provision in Addlestone because he was a volunteer with an organisation mentioned in the report. This presented no conflict of interest and he was able to participate and vote on the item.

4 Open Space Development Priorities

The Committee received a report for information, setting out the priorities for the Open Space and Community Development team within Community Services.

Officers explained that this team was responsible for the strategy and associated development of the Council's parks and open spaces as well as instigating projects to develop and support the community. Operational matters were dealt with by Environmental Services; they were responsible for allotments, grass cutting, planting, paddling pools, play areas and day to day management and maintenance of parks and open spaces. Members were advised to contact the operational team with regard to issues that had been raised recently.

Seven priorities for Open Space and Community Development had been identified. These included creating new Site Management Plans to be approved by Natural England for 6 of the 7 Council owned Suitable Alternative Natural Green spaces (SANGS) and ensuring appropriate use of SANGS funding. Members expressed concern that the SANGS management plans had not been completed and asked for an anticipated timescale for this and the development plans for all the parks and open spaces. It was appreciated that this was a significant piece of work to be achieved by what was a very small team.

In the longer term Officers would be looking at completing a site development/management plan for each park and open space; the sheer volume of these made this work a longer term goal whilst Officers focussed on delivery of the seven key priorities.

With regard to the Play Areas Replacement Programme, Officers would present a procurement package for the improvements programme to the next scheduled meeting in September 2023. Another important area was completion of key repairs in the Council's play areas following the recent audit and producing a costed forward plan for them in consultation initially with the Health and Wellbeing Member Working Party (HMMWP, meeting dates to be confirmed) and establish 'cluster' ward councillor meetings to discuss the programme.

Members noted that work was progressing with the installation of a new skate park facility at Heathervale Recreation Ground, expected to open in 2024. The tender was now ready to be released and Officers agreed that the delay between publicising the replacement and realising it was unfortunate.

Members were pleased to learn that the paddling pool at Runnymede Pleasure Ground would be re-opened, funded through the Trust. However, it had been decided for a number of operational reasons not to re-open the remaining paddling pools at Victory Park, Heathervale and Chertsey Rec, pending plans to enhance water play facilities in the borough. There were also financial considerations; capital funding over 3 years meant that one area could be focussed on each year.

Officers emphasised the collaborative work taking place with colleagues in Planning to support the Green and Blue Infrastructure plans (GBI), Biodiversity Net Gain and Climate Change and also to take a lead on the Parks and Open Spaces Strategy working with colleagues across the Council with a holistic approach.

The last priority had come through the HMMWP which was connecting communities through green spaces which would also form part of the GBI.

Members looked forward to receiving updates on this important part of the Council's work in due course.

Members were assured that with regard to the parks and open spaces SANGS Management Plans Officers would be working closely with Surrey Wildlife Trust to ensure all the necessary aspects were covered in terms of enhancement and access.

5 **Open Space Development Resource Capacity**

The Committee's approval was sought to make a recommendation to the Corporate Management Committee to increase the Council's staffing establishment and to approve a supplementary revenue estimate to fund the posts from 2025/2026.

The two new posts were an Open Spaces Development Biodiversity Officer, and a Community Development Projects Officer.

Officers explained that following the recent departure of an experienced member of staff, and another vacancy within the team, these posts were needed to cover a wide range of activities including SANGS projects and management plans, recreational facilities (including enhancements) projects, biodiversity objectives, advice on the Council's Green and Blue Infrastructure Strategy, work relating to the provision of Biodiversity Net Gain (BNG), the play area replacement programme, and the development of site specific development plans for parks and open spaces.

Officers had discounted the options to do nothing or employ staff on temporary fixed term contracts; favouring permanent positions, the Biodiversity Officer to be partly funded using a grant secured from DEFRA via Planning and the savings realised from the change in the projects role to a lower graded post.

Officers explained that the funding was only for two years, hence the need to request a supplementary revenue estimate from 2025/2026 to cover the shortfall.

The Committee was pleased to support the proposals and welcomed the cross-departmental approach with Planning in particular for various projects including the preparation of a response to the River Thames Scheme, but also the guidance that could be given to colleagues on site management without the need to use external consultants.

Members appreciated the significant amount of work, and additional new requirements as a result of the Environment Act 2021 and agreed that these posts would put the Council in a much better position to meet these challenges as well as maximise the benefits of being able to have an in-house expert to keep funds and resources in the borough through the identification and surveys of current sites suitable for Biodiversity Net Gain projects.

The Committee noted the detailed business case which had been approved by the Council's Corporate Leadership Team and were pleased to recommend approval by Corporate Management Committee accordingly.

RESOLVED that –

- i) Corporate Management Committee be requested to approve that the authority's establishment list is amended as set out in the report with the following roles created:**
 - a) an Open Spaces Development Biodiversity Officer (permanent, 37-hour contract on grade 10); and**
 - b) a Community Development Projects Officer (permanent, 30-hour contract on grade 8).**
- ii) a supplementary revenue estimate of £4,886, required from 2025/2026 onwards, be approved**

6 Runnymede Community Safety Partnership Annual report

The Committee received the annual report on the work of the Community Safety Partnership for 2022/2023.

The report focussed on several key priority areas; including Violence Against Women and Girls, Domestic Abuse, Domestic Homicide Reviews, Prevent, Serious Organised Crime Domestic Burglary, Anti-Social Behaviour, and Fly-Tipping. The various bodies with whom the Community Safety Partnership worked were also reviewed, as well as Community Safety events such as Junior Citizen and Respect the Water: Water Safety.

Members also noted statistics regarding actions that could be taken by the various partner agencies to address issues such as anti-social behaviour and other negative actions in the community.

Officers confirmed that they would work with Communications on the promotion of 'Safe Streets' and reporting low level Anti-Social Behaviour.

Officers advised the Committee that a review of the two PSPOs in Addlestone and Englefield Green would be presented to a future meeting of the Committee. It was noted that there had been no reported breaches of either.

Officers were asked to gather some statistics on the use of 'Crimestoppers' (anonymous reporting) and continue promoting its use as a valuable tool to combat crime.

7 **Safeguarding Policy Update**

Members reviewed an update on matters relating to the Council's Safeguarding Policy, amendments to which were submitted for approval.

Since the policy was approved in November 2022, the Council's Monitoring Officer had been consulted on the need to appoint a Councillor as a Safeguarding Champion. The conclusion was that there was no legal requirement to do so. Therefore, it would be more appropriate to designate Community Services Committee as a whole to promote Safeguarding as being 'everybody's business' and encourage other Councillors to undergo the basic level 1 training which was mandatory for staff, but not for Councillors.

Members agreed with this approach and with the reduction of training levels from four to three to reflect departmental and individual responsibilities in relation to Safeguarding.

It was suggested that Officers conduct a 'skills' audit of Councillors to establish what experience and training they already had and to email a copy of the updated policy to all Councillors with details of the level 1 training.

Officers were thanked for their work in this important area.

RESOLVED that –

- i) Community Services Committee supports the direction proposed relating to Member safeguarding and agrees to encourage all Councillors to undertake the level 1 e-learning training as set out in the corporate Safeguarding Policy; and**
- ii) the proposed changes to the Corporate Safeguarding Policy as attached at Appendix 'A' to the agenda report be approved**

8 **Review of Housing Assistance Policy and Creation of Tenure Neutral Policy**

The Committee's approval was sought for a newly updated Housing Assistance Policy and the creation of a Tenure Neutral Policy. The policy had been approved by the Housing Committee at its last meeting on 7 June 2023 as it impacted on their Adaptations Policy.

The Committee was advised that in response to a recent decision by the Local Government and Social Care Ombudsman, the Housing department and the Home Improvement Agency within Community Services had reviewed the Housing Assistance Policy with a move towards the creation of a Tenure Neutral Policy.

Officers advised that there were likely to be resource implications by moving to a tenure neutral policy, whereby 3,000 additional social housing properties would be included in the policy. This would necessitate close working between the teams to manage the workload.

Members welcomed this because it meant a more holistic approach where residents, regardless of their housing status would receive a fair assessment of their needs and appropriate adaptations. In terms of referrals, the HIA team was working towards using the Trusted Assessor model to streamline the process and reduce delays in improvements being made to people's homes.

The updated Home Assistance Policy offered more flexibility and the ability to help more people of all ages to maintain independence in their own homes with a system of mandatory and discretionary grants, some means tested, others not. The Committee was pleased that the policy now included information on the Armed Forces Covenant and how

former service personnel could be supported.

In terms of the Handyperson role, Runnymede was well placed to extend the service to take care of Council tenants in Runnymede and Woking, which was welcomed.

The next steps would be a Communications Plan and a public consultation would take place with key stakeholders internally and externally and if necessary a report brought back to the Committee prior to its formal adoption, noting however that the Housing department would implement it before the Home Improvement Agency.

RESOLVED that -

The proposed Home Assistance Policy, as attached at Appendix 'A' of the agenda, and the move to a tenure neutral service for residents, led by the Home Improvement Agency, be approved

9 Englefield Green Section 106 Funding

The Committee's approval was sought for plans to spend Section 106 monies arising from a planning application in 2018 granted for the development of the Runnymede Campus at Coopers Hill Lane in Englefield Green.

Members were advised that part of the planning conditions, requirements in relation to Section 106 payments were stipulated, and covered expenditure incurred by Runnymede and Surrey County Council. Of particular relevance to the Committee, was the use of sums relating to Community Support Facilities and the Minor Projects Contribution.

Officers had taken the opportunity to review how money was awarded to organisations and projects in Englefield Green, to ensure they would be in line with new governance arrangements for the allocation of developer contributions, approved by Corporate Management Committee in January 2023, to increase transparency and community engagement and prioritise projects specifically in relation to community support and infrastructure. This presented a move away from funding allocation being largely determined by local ward Councillors, whilst still retaining their valuable input into the process.

The Community Supports Facilities totalled £400,000 and the Minor Projects Contribution amounted to £85,253.

Five projects had already been awarded funding since the launch of the former Minor Projects Grant Scheme, totalling £17,402. Officers intended for this to continue but to have a more formal application process and to increase the grant sum for each project from £5,000 to £7,000.

Following consideration by Officers and ward Councillors, it was proposed that a Developer Contributions Advisory Group would recommend to Corporate Management Committee which applications should be supported. This included applications already submitted for a commemorative clock, a replacement shed for the Englefield Green Scout Group and for maintenance of the St Jude's Church clock. Members were asked to note that these would not automatically receive funding but would be considered alongside other applications.

With regard to Community Support Facilities; £67,763 had been allocated to The Village Centre and the Kings Lane Bike Ramp (a project still in progress as to what facility would be provided), leaving £332,237 available for other projects which could be spent directly by the Council or in partnership with others. As with the Minor Projects, it was suggested that recommendations from the Advisory Group would be considered by Corporate Management Committee. With regard to Kings Lane Members commented that there was

an impetus to look at the whole site and its best use, in consultation with residents and the local rugby club.

Officers had already undertaken some detailed preparatory work to ensure timely and meaningful engagement with the community.

For both funding pots, Officers were asked to consider suitable platforms (e.g. on-line Citizens lab/facebook) for communication and engagement with residents and interested parties including people involved with the forthcoming Englefield Green Neighbourhood Plan.

Officers agreed to provide a provisional timetable for potential projects and implementation. The intention was to utilise the Section 106 monies within the next 18 months. The planning application stipulated 7 years from the last occupation date and Officers were led to understand not all properties had been sold yet. However, to avoid any potential risk in this area, it was proposed the money would be allocated over the next 18 months (by December 2025).

Members were pleased to support the proposals and the opportunity to work closely with residents of Englefield Green to make improvements to the infrastructure, as well as support local projects.

RESOLVED that –

- i) Members approve the proposed delivery of the revised small grant scheme for Englefield Green for grants of up to £7,000 in value utilising the S106 allocation set aside for Minor Projects, as set out in sections 3.9 – 3.12 of the report; and**
- ii) Members approve the process outlined for the identification of projects and decision-making process on funding, related to the major projects fund, as set out in sections 4.7 – 4.9 of the report**

10 Voluntary Sector Capacity Building Grant Scheme

The Committee received a report outlining the opportunity to deliver another scheme to provide financial support for voluntary and community organisations, through a Voluntary Sector Covid Recovery/Capacity Building Grant scheme, for which approval was sought.

Members noted the background to the Contain Outbreak Management Funding (COMF) and the ways in which it could be used.

The Committee recalled that Corporate Management Committee had previously approved a sum of £50,000 for capacity building; and a set of criteria had been identified to ensure that the organisations that received funding would strengthen them and help them grow, post Covid, focussing on support with access to food/meals, mental health support and reducing loneliness and isolation, all under the general umbrella of health and wellbeing. Advice with financing in the current climate was also a priority.

The funding was time-limited and would need to be utilised by the end of the 2024 financial year; any underspend would have to be returned to central government.

To maintain flexibility, Officers would bring an update to either the September or November meeting of the Committee. The intention was that one report would set out all the applications made for approval.

The Committee was very pleased to approve this initiative and agreed that it was a good

opportunity to support the voluntary and community sector in their work with local residents across the borough.

RESOLVED that –

Members approve the delivery of the Voluntary Sector Capacity Building grant scheme (total funding in the sum of £50,000 to be funded from the Contain Outbreak Management Fund (COMF) grant), available to community and voluntary organisations to assist with their post pandemic recovery and capacity building

11 Youth Development Budget 2023-2024

The Committee's approval was sought for an expenditure plan under the new Youth Development Budget, previously approved by full Council.

Officers set out a number of proposed activities and projects to utilise the budget of £215,000 for 2023/2024. This would be a combination of initiatives delivered by the Council's Community Development team, Chertsey Museum and Community Safety and in partnership with others such as Egham Orbit, Surrey Arts Partnership, local sports clubs, Core Judo and British Orienteering.

Members were informed that the intention was to have a blend of different elements; including activities free at the point of contact for families, affordable for all, supporting families in the Family Support Programme, a grant scheme to support youth development services provided by the voluntary sector, a contribution to the play area replacement programme and promotion of sport and physical activity.

There were 12 projects reviewed by the Committee, plus a contingency budget of £20,000. Members highlighted the 'Friday Night Project', aimed at providing diversionary activities linked to Anti-social behaviour reduction. Officers confirmed that the intention was to target projects to where they were most needed.

It was noted that the projects were not included in the Community Services Area Plan but had been discussed with the Chairman and Vice-Chairman of the Committee. Officers added that they were confident that the team would be able to move all the initiatives forward.

Officers were thanked for their hard work to put these plans into practice.

RESOLVED that –

The proposed expenditure plan, as set out in paragraph 2.2 of the report, for the Youth Development budget in 2023/2024, be approved

12 Safer Streets Update

The Committee was advised of the latest position with regard to Safer Streets funding, secured by the Council to address issues of anti-social behaviour on the Garfield Road Estate in Addlestone. This was a cross departmental project mainly with colleagues in Housing and Community Safety.

Members were advised that a youth café would not be possible as no suitable venue had been identified. Officers were working with the Police and Crime Commissioner's Office and the Home Office to identify potential alternatives to the café that would retain the funding of £160,000 for Addlestone.

Officers reported that with the consent of the Home Office, the Council was working with a local charity, EIKON, to engage with young people and provide support and diversionary activities. Specifically, EIKON gave intensive 1:1 support where appropriate, targeted group work to address key topics such as healthy relationships, anger management etc and preventative work with larger cohorts of children on issues like on-line safety and school transition support. In addition, parents and carers were also supported by building their knowledge, confidence and skills to support young people's wellbeing and mental health in the long term. Officers would advise when the formal contract was signed.

In addition, the Council had worked with the Police and their Designing Out Crime Officer to make physical improvements to the area. This had resulted in the installation of gates to stairwells, CCTV cameras linked to Safer Runnymede, additional lighting and the reconfiguration of gardens to remove secluded pathways.

Members noted that the Council had spent £66,758 in 2022/2023, match funded by Safer Streets. Officers hoped to secure further match funding of £95,000 in 2023/2024.

The Committee was very pleased to be working with EIKON and asked for them to be invited to a future meeting of the Committee to give a presentation.

13 **Community Services Committee Appointments 2023**

RESOLVED that –

- i) the Corporate Head of Financial Services (Paul French) and Open Space and Community Development Manager (Chris Swatridge) be appointed to the Cabrera Trust Management Committee for 2023/2024;**

The Committee was asked to note that Officers from Environmental Services (Green Spaces) also attended this meeting.

- ii) Councillors M Nuti and J Mavi be appointed to the Chertsey Meads Management Liaison Group for 2023/2024**

Members were advised that Officers from both Environmental Services (Green Spaces) and Open Space and Community Development attended this meeting.

- iii) Councillor M Harnden be re-appointed as the Older Persons Champion for 2023/2024**
- iv) the appointment of Councillors to the Community Services Partnership Board be deferred, to be dealt with via a Standing Order 42**

The last appointments were deferred pending further discussion with Members.

14 **Chertsey Meads Management Liaison Group - Minutes 28 February 2023**

The Minutes of the meeting of the Chertsey Meads Management Liaison Group held on 28 February 2023, as attached at Appendix 'A' were received and noted.

15 **Community Halls Fees and Charges**

This item was withdrawn from the agenda as the proposed action to continue discounts for hall hirers, pending a review of fees and charges could be actioned under delegated authority. A report would be made in due course on a future fees and charges structure and charging regime.

16 Urgent Action - Standing Order 42

The Committee noted four urgent items that detailed action taken under Standing Order 42 with the agreement of the Chairman and Vice Chairman since the last meeting. These were set out on proformas 1018, 1019, 1020 and 1021 and concerned the following:

- 1018 – Runnymede Pleasure Ground Paddling Pool
- 1019 – Runnymede Pleasure Ground Car Park Improvements
- 1020 – Safer Streets Funding Release
- 1021 – Grant Funding for the Women’s Support Centre, Woking

17 Exclusion of Press and Public

By resolution of the Committee, for the reasons set out in the agenda, the press and public were excluded from the remainder of the meeting during the consideration of the remaining 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 as set out in Schedule 12A to Part 1 of the Act.

18 Addlestone Day Centre Provision

The Committee received an exempt report concerning future day centre provision in Addlestone following the receipt of confirmation that previously agreed plans to offer alternative provision with a local organisation were not going ahead for a number of operational and practical reasons. Officers had met with the organisation’s committee and significant preparatory work had been undertaken prior to their decision that they could not accommodate the proposed provision.

This had led Officers to consider how best to continue day centre provision, concluding that it would be feasible to re-open the Eileen Tozer Day Centre in Addlestone, until such time as the future of the site was determined in consultation with colleagues from the Assets and Regeneration Business Unit.

Members agreed that the proposed new staffing structure and service delivery model would strengthen Community Services in some of its key frontline areas, was cost effective and value for money. The Committee appreciated the efforts made to reduce the financial impact on the Council.

Members welcomed the proposal but were mindful that the centre would only open when fully staffed and safe to do so. Members asked that service usage continued to be monitored and further engagement took place with former service users to understand their needs and requirements. This would re-assure the Committee that opening the centre was the most appropriate way forward, pending further consideration of how service provision should look and be delivered. The Older Persons Champion, Councillor Harnden, was happy to be part of that process, for which she was thanked.

Officers confirmed that promotion of the centre re-opening would be carried out with the assistance of the Council’s Communications team at the appropriate time.

RESOLVED that –

Corporate Management Committee be asked to approve the recommendations set out in the restricted supplementary report.

(The meeting ended at 9.59 pm.)

Chairman

Runnymede Borough Council

Chertsey Meads Management Liaison Group

Tuesday, 28 February 2023 at 7.30 pm

Members of the Committee present: Councillor D Cotty (Chairman),
J Alexander, V Baldwin, R Deacock, G Drake, K Drury, S Hall, J Hearne,
N Johnson, C Longman, M Nichols, C Noakes, B Phillips, M Ray,
T A Stevens and D Turner

J Harper, P Joyce and C Swatridge (non-voting advisory members)

Members of the Committee absent: Councillor M Nuti,
T Athersuch, P Bickford, J Denton, I Girvan, A Goddard, F Harmer,
G James, H Lane, D Mead and J O'Gorman.

In attendance: PCSO R Sutton.

Other Officers attending: S Barnes, H Clark, M Godfrey, B Miller and
D Williams

1 Minutes

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

2 Apologies for Absence

Apologies for absence were received from Councillor M Nuti, T Athersuch, Mr P Bickford, J Denton, F Harmer, I Girvan, A Goddard, and Mr J O'Gorman.

3 Membership of the Management Liaison Group

The Group approved the updated Constitution to reflect two new advisory members; these were Mr Chris Swatridge, Open Spaces and Community Development Manager and the currently vacant post of Assistant Head of Green Spaces.

Members also approved an additional section to clarify budgetary matters and the split of responsibility between Environmental Services and Community Services.

[At the close of the meeting, Mr Turner advised that Mr Mead was no longer one of the Chertsey Agricultural Show representatives and that he would advise who the new Member would be in due course.]

4 Site Security

The Group discussed site security as it related to management and maintenance of the Meads.

The condition of the Meads had been adversely affected by what both residents and Officers thought to be the activity of people tracking and poaching deer. Officers had discovered vehicular tracks, damage to sleepers and similar all of which if repaired would have to come from the operational management budget.

An informal meeting with the PCSO for Rural Crime, the Chairman, a resident from Hamm

Court and Officers took place on site to discuss possible solutions to deter future incursions.

PCSO Rich Sutton confirmed it was crucial that anyone witnessing the activity described reported it as 'crime happening now' via 999. The importance of building up an evidence base and patterns of behaviour would assist how the matter could be taken forward. It was also stressed that people witnessing these activities should not put themselves in danger by confronting individuals or groups.

There were a number of options which could address the problem, all of which would need specialist input from stakeholders such as Surrey Wildlife Trust, Surrey Botanical Society and the Council's Tree Officer. Options discussed included trenches, additional hedge planting, hedge layering, re-coppicing Hazel, more robust bollards and gates. Another option was to simply block the access points to Hamm Court Farm on the Meads side and/or on the other side when the identity of the new land owner had been established. None of these measures had been budgeted for and all would need careful research and discussion.

The legal status of the site was important. Any deterrent would need to complement the Meads Management Plan as well as have the permission of Fields In Trust as Chertsey Meads was the subject of a legally binding agreement which sought to protect the site from development.

The SANG status of the site was also relevant. Members were advised that the newly appointed Open Space and Development Manager, Mr Swatridge would be looking at how SANG funding could be used to benefit the Meads and other open spaces in the borough.

The Group understood the need for consideration of ecological issues but were equally concerned about site security and protection of residents as well as the site which had suffered in recent months owing to the Esso pipeline works.

This led to another discussion about general management and maintenance issues such as the condition of the sleepers, gaps in hedgerows and whether Esso could assist with replacing the sleepers with more robust bollards for example. The Group was advised that a sum of money had been received from Esso for environmental protection works; the list was quite specific and had been negotiated with Esso by the previous Assistant Head of Green Space. It was noted that this list of works formed a legal agreement with Esso; the Council's Legal department had been closely involved with this and what the money could be used for was subject to a number of restrictions. To vary this would be very difficult.

Officers confirmed that the 'Esso list' included some hedge laying, shaping and planting up gaps plus re-coppicing Hazel. The ideal time to do this would be over the winter months between October and February. It was acknowledged that this was not an instant 'fix' and the hedgerows would take time to mature but would ultimately be very beneficial for biodiversity.

The Group agreed that a smaller group be convened (reference 5.2 of the Group's Constitution) to take this forward with Dr Steward and interested parties.

5 **Update on Actions from the Last Meeting**

Moorings

There had been no progress with moving on the two over stay moorers from the second picnic area where they had been for some years.

Members were concerned that the condition of the Meads was suffering if raw sewerage was being emptied into The Thames, plus BBQs in the summer and potential anti-social

behaviour, all of which contravened the byelaws.

Neither vessel was registered with the Environment Agency. PCSO Sutton considered that if certain criteria were met a Community Protection Warning could be issued. However, neither occupant of the vessels were currently in evidence. Details of the vessels would be supplied to the Head of Green Spaces to follow up.

UK Power Networks (UKPN) Proposal

It was reported that this proposal had halted at the point where a risk assessment was required to lay the cables in the same trench as the Esso pipeline. It was confirmed that the matter did not rest with the Council who had done all it could to facilitate, but with Esso and UK Power Networks. Mrs Hearne said that she would make some checks with her contact and Officers would re-check with Legal.

[After the meeting it was confirmed that the draft wayleave was with UKPN and the Council awaited comments from them]

Bridge Repairs

The Group was advised that Officers were in contact with Surrey County Council to discuss repairs to the bridge; progress with which had stopped some months ago when the ownership of Hamm Court Farm had changed. It was suggested that re-instating the gate/barrier across Footpath 9 would be beneficial and or blocking off access to the smaller crossing point from the Meads side.

The accident in January which resulted in a dog losing its life was very sad and had highlighted the risks of exercising dogs around water when the water levels were high and fast flowing. Warning signs had been put up.

It was noted that the area around the informal path between the bridges was generally overgrown with hogweed and other vegetation. However, as a local Nature Reserve, the Group was advised that the Council did not want to over clear the area to encourage more biodiversity. Immediate safety concerns such as barbed wire could be prioritised subject to funding being available.

It was agreed to also approach Surrey Fire and Rescue for advice around water safety and a health and safety inspection would be advisable around suitable warning signage and vegetation clearance around the Bourne.

6 Management and Maintenance

The group discussed various management and maintenance issues as set out below:

Height Barrier

Officers confirmed that the process for arranging repairs had been protracted whilst colleagues resolved some insurance and procurement issues. Esso had accepted liability for damaging the barrier and were going to pay for it to be repaired. As the barrier was bespoke, owing to some integral safety features, the lead in period was 6 to 7 weeks from the point of order.

Some of the Group asked whether it was possible to have a lower gate like the one in car park 2 or an additional gate that could be locked overnight, which would effectively block access to the Meads for everyone except residents. There was some concern about access for emergency vehicles, which was acknowledged. However, some residents still wished this to be considered and thought that emergency vehicles would find a way through if necessary.

SANG Projects

Progress with various SANG funded projects was noted including the completion of works in car park 2, and re-painting picnic benches. It was reported that the existing passing places required some maintenance to make them more user friendly, such as cutting back some vegetation. Tarmacking the passing place on the approach to car park 2 was noted along with the additional bee bumps. The request for an additional passing place along the main roadway was noted. More robust signage to warn visitors that BBQs, bonfires and camping were prohibited had arrived and would be installed shortly; it was agreed on the main road to existing posts but to be mindful of maintaining the character of the Open Space.

Tree Works

Officers confirmed that funding had been secured to replace the damaged whips planted last year. Works had also been carried out near a residential property to thin the shrubbery around the first picnic area to deter anti-social behaviour.

Esso Pipeline

It was acknowledged that works had taken longer than desired and Esso would be issuing communications to residents with an updated timescale and would update the signs on site with the revised dates. They had recently re-commenced work on site. When complete, Esso would re-instate the site in consultation with the Council as landowner, in accordance with the terms of the land agreement.

Neospora

The Group was advised that Officers would be submitting a report to the Council's Environment and Sustainability Committee regarding a new policy to remove dog waste bins from parks and open spaces, including Chertsey Meads because dog waste could be put in normal bins. There was some concern that people would not bother using the bins at all so this would have to be monitored. Officers confirmed that damaged bins were not being replaced. Funding for additional bins would need to be agreed in discussions between Environmental Services and Community Services.

Any measures to limit the number of dogs people could bring onto the Meads was under consideration, particularly in light of the incident elsewhere in Surrey which had resulted in the death of a dog walker. Enforcement was also an issue.

Bat Hibernaculum.

The Group noted that the bat hibernaculum was currently unused and in a state of disrepair and that it would be an option to re-secure it in consultation with the Surrey Bat Group. A survey from 2021 had recorded six bat species on site, no roosts had been identified although it was thought they were nearby. Vegetation management would need to take account of having the least impact on bats.

Hay Cut

An option to combine the hay cut and reed bed cutting was noted. The Group was concerned that the reed bed was increasing in size and coverage because it had not been cut in accordance with the management plan. It was suggested that one side was kept long for the birds and deer and the other side cut in alternate years. Officers would liaise with Mr Phillips further, noting that the best time to cut the reed bed was in October/November. Cutting any earlier would only be possible subject to a survey by Surrey Wildlife Trust to ensure there were no ground nesting birds.

The results of the National Vegetation Classification survey carried out by Surrey Wildlife Trust in 2021 were noted. Chertsey Meads was not species poor and supported a good range of rare and unusual plant species. The site's importance in terms of encouraging wildlife had to be balanced to maintain the sympathetic meadow management regime currently in place.

Stewardship Arrangement for Chertsey Meads

Members were asked to note that the current Countryside Stewardship Arrangement for Chertsey Meads expired at the end of 2023. Renewal of the arrangement fell to Officers in the Green Spaces team in Environmental Services.

7 **Fire Breaks**

The Group discussed the merits of introducing fire breaks to the Meads in response to Climate Change and the increasing number of wildfires. Advice had been sought from Surrey Fire and Rescue Service about producing a Fire Plan for the Meads and including it in the general Management Plan subject to consultation with stakeholders.

An indicative plan of potential fire breaks was noted and Officers thanked for the preparatory research undertaken so far. It was agreed that there was a balance to be struck between making the Meads safe for everyone, especially during the summer months when the grassland was at its highest and maintaining the site in accordance with the Management Plan.

Different options were discussed including how wide breaks should or could be, where located and how maintained and funded, given there was no budget currently to introduce fire breaks. It was asked whether this type of work would be SANG funded or met from the general parks and open spaces budget. It was confirmed that SANG monies could be used to enhance the site but that it could also be classed as maintenance. Officers were currently working on a SANG strategy but any proposals would have to be properly costed.

Further thought was needed before making a decision but generally members agreed that a more frequent 'cut and collect' was desirable and that using the existing paths would be a good idea and to look at wider paths but not as wide as 5m which it was agreed would not benefit the overall look and feel of the site. There was an option to have variable widths depending on the location. Officers would share the mowing plan with Surrey Wildlife Trust and other key experts on the Group to discuss further to include obtaining further professional advice.

Recommend that –

Officers to take forward the idea of fire breaks and/or an enhanced mowing plan in consultation with key stakeholders to include detailed costed plans, and subject to sufficient funding being identified, and further professional advice being secured.

8 **Annual Work Programme**

The Group noted that the annual work programme was last updated in February 2022. A new Management Plan would need to be prepared with assistance from key stakeholders including Surrey Wildlife Trust. The Management Plan was due to expire in 2026. A lack of resources had meant that the annual work programme had not been updated but it was hoped to address this.

9 **Events**

Chertsey Show

Mr Turner advised that the 2023 Chertsey Show plans were well under way and the show was due to take place on 12 – 13 August 2023.

Members discussed the 2022 show, which despite the very hot weather had been a success.

It was confirmed that the one-way traffic arrangements could only be in force for the duration of the show itself for security reasons.

The new bin policy which was due to be considered by the Environment and Sustainability Committee would affect the show arrangements. Mr Turner agreed to discuss this separately with the Corporate Head of Environmental Services who confirmed there would be a budget to support community events.

The Chertsey Show would be discussed by the Council's Safety Advisory Group, to which Esso would also be invited.

Annual Site Visit

The Group did not set a date for an annual site visit.

Litter Pick

A Litter pick date had been set for Sunday 16 April 2023. However, staffing resources and availability of a trained first aider to attend the event meant that it could not take place as a Council led event this year. Volunteers could meet informally but this would be at their own risk and it was unlikely the Group would have the usual access to litter pickers and sacks. This would need further discussion.

10 **Any other Business**

The Group wanted to discuss the recent events at the Meads concerning a private property adjacent to Council owned land and other related incidents elsewhere. This was essentially a community safety concern but which touched on issues that might impinge on management and maintenance and the condition of the Meads.

Local residents had been alarmed by an attempt to gain entry to private properties but thanked Esso's security people for their assistance and the donation of some Heras fencing to deter further attempts. Options to address this were discussed.

The Council had acted swiftly in liaison with Esso but like the Police were limited in action they could take in what was essentially a civil matter.

Residents were grateful for the support given but remained concerned. They were urged to continue reporting incidents to the Police and remain vigilant.

Ms Harper asked the Group whether there would be support for events to mark the Great British Green Week from 10-18 June, or if they had an ideas of events that could take place to raise the profile of the Meads such as holding an open water safety event. Mrs Hearne agreed to discuss with Mr Bickford and report back. Any suggestions would be welcome.

The dates of future meetings noted as Tuesday 5 September 2023 and Tuesday 27 February 2024. To be held at the Civic Centre in Addlestone at 7.30pm.

(The meeting ended at 9.52 pm.)

Chairman

Report title	Safer Runnymede CCTV Annual Report 2022
Report author	Les Bygrave – Community Services Manager
Department	Safer Runnymede
Exempt	No

Purpose of report:
For information

Synopsis of report:

- **Safer Runnymede produces an annual report detailing the CCTV operations provided by the control centre in the Civic Offices.**
- **The report comes before the Community Services Committee and the Crime and Disorder Committee for information purposes.**

Recommendation(s):
None. This report is for information.

1. Context and background of report

1.1 The annual Safer Runnymede CCTV report is produced in compliance with the principles of the Home Office Surveillance Camera Code of Practice, June 2013.

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

2.1 The full report is attached at Appendix 'A', detailing the current operation of the service and third-party organisations for whom we currently provide CCTV monitoring.

2.2 The report details the number of incidents recorded in the last year compared to the two previous years and the evidence produced for use predominantly by the Police.

3. Policy framework implications

3.1 The work of Safer Runnymede in relation to CCTV monitoring and community safety, supports the Corporate Priorities of the Council, and specifically the Council's Health and Wellbeing Strategy. Priority 2 of this strategy is Healthy Communities, and the role of the Council in relation to Community Safety forms an important part of this. This is reflected in the Community Services Service Area Plan, where the development of Safer Runnymede as a function of the Council is listed as one of the objectives for 2023/2024.

4 Resource implications/Value for Money (where applicable)

4.1 None identified.

5. Legal implications

5.1 There are no legal implication per say as this is an information report. However, CCTV is an intrusive tool, which requires compliance with a number of pieces of legislation.

5.2 The provision of CCTV will only be utilised with the consent and support of our local communities to assist in the fight against crime, while 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.

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

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

6. Equality implications

6.1 There are no specific equalities implications arising from this report.

7. Environmental/Sustainability/Biodiversity implications

7.1 None identified.

8. Other implications (where applicable)

8.1 None identified.

9. Background papers

None stated

10. Appendices

- Appendix A – Safer Runnymede Annual CCTV Report 2022

Appendix A
CCTV ANNUAL CCTV REPORT 2022

Document History

Version Issue	Stage	Reason for change	Date
Draft A	Document Review - Corporate Head	For comment	23/06/2023
	Revisions	Added	
1.0	Publication	Published to CorporateWebsite	

Consultation

Name	Title	Organisation	Date
Darren Williams	Corporate Head of Community Services	Runnymede Borough Council	23/06/2023

Document Approval

Name	Title	Organisation	Date
Darren Williams	Corporate Head of Community Services	Runnymede Borough Council	03/07/2023

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)
- Compliment 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.

- 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 with signs covering the CCTV viewing areas. 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 the 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 (STORM) 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 over 700, 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, Guildford 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. Forexample, 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:

	2020	2021	2022
CCTV Incidents by Borough			
Runnymede	3726	4010	3646
Spelthorne	2390	3264	2424

CCTV incident totals*	6126	7274	6070
Evidence produced			
DVD	235	36	n/a
Video Still	57	28	n/a
Video Reviews (SR staff)**	194	134	76
Visits from Police (Surrey/Met/British Transport Police)	558	n/a	n/a
Requests for video uploads (NICE)	n/a	351	255
Requests for video still uploads (NICE)	n/a	64	16
Complaints	0	0	0
Subject access requests	0	1	0
Freedom of Information Requests	4	6	3
Privacy Impact Assessments	2	2	0
<p>*A table of CCTV events from December 2022 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 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.

Consequently, and during the annual period 2022, the Safer Runnymede team received requests to upload 255 video evidenced files and 26 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 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 three RD units across the Borough and leases three further units to partners at Spelthorne Borough Council.

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

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

One compliment was received from Police (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 2022.

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 3 FOI requests in 2022.

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 were no SAR requests in 2022.

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.

There was no requirement to carry out any new 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: -

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Appendix A

Table 1 – Incident type

Data set: 01/12/2022-31/12/2022.

	Incident Type (arrests)	Count	Incident Type (arrests)
1	Abandoned 999 call	1	Pursuit
5	Accident	5	Request to view
4	Advised to bear in mind	1	Robbery
12	Alarm Activation	6	RTC
21	ANPR Hit	5	Shoplifters
38	ASB	2	Stop check person
7	Begging	12	Stop check vehicle
4	Building Alarm	25	Suspicious Incident
3	Burglary	5	Theft
1	Breach of the Peace	3	Traffic Offences
41	Concern for Safety	1	Traffic related
14	Domestic incident	37	VATP
1	Drugs	2	Vehicle crime
2	Hate Crime	1	Wanted/Outstanding
1	Kidnap		
3	Mental Health		
6	Missing Person		
6	Obstruction		
46	Other		
5	PLO		
15	Police stop		
1	Public demonstration		

Appendix B

Comments from Police

The service received a note of thanks from Police during the period -

We just want to raise some good work by your controller in the early hours of Friday 4th February 2022.

We were running at attempt murder investigation 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 arrest the suspect.

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

Report title	Halls Fees and Charges
Report author	Darren Williams, Corporate Head of Community Services
Department	Community Services
Exempt	No

Purpose of report:
To Resolve

Synopsis of report:

- 1) **To provide a background to Community Halls since the pandemic and relating to their reopening and availability to the community**
- 2) **To provide an overview of activity within the Community Halls since their reopening**
- 3) **To outline the discounted charges for hire, offered as a promotion at the time of reopening**
- 4) **To consider the impact of the existing fees and charges, the risk of loss of custom and opportunities to limit such losses**

Recommendation(s):
The continuation of the discounted hire charges for 2023/2024 be approved

1. Context and background of report

- 1.1 Chertsey Hall and Egham Hythe Centre are Council owned and operated community facilities. Both venues offer access to hireable space, with other additional facilities, to community organisations, individual residents, and commercial entities.
- 1.2 The pandemic resulted in the closure of both facilities throughout the successive lockdown periods, during which time both buildings were made available to NHS partners in support of the COVID vaccination roll out.
- 1.3 In September 2022, Egham Hythe Centre reopened for public use and was available to hire, whilst Chertsey Hall opened more recently, in March 2023.
- 1.4 Having reopened, Officers have sought to engage organisations hiring the facilities previously and attract new users to the facilities. In doing so, opportunities to promote the availability of the centres, through reduced hire fees for a limited period, have been offered at both sites.

1.5 However, feedback from Officers involved in the delivery of the Community Halls prior to the pandemic and from organisations either enquiring or actively using the centres, has been around the levels of charges for using facilities. With the discounted period set to end, active hirers could potentially be lost owing to them not being able to afford the charges. Therefore, Officers have considered the options available, which is the focus of this report.

2. Report and recommendations

2.1 As part of a review of Community Halls in 2019, the hire fees structure was revised. At the time, it was decided to move to a two-tier charging policy; one for 'Individual and Community', the other for 'Commercial'.

2.2 "Individual" hirers are residents using facilities for events such as birthday parties, wedding anniversaries etc., and "Community" has been defined as any not-for-profit voluntary, community, or faith sector organisation.

2.3 Therefore, "Commercial" is defined as any business, large or small, wishing to use the facilities. Consequently, this can incorporate anyone from self-employed fitness instructors to large companies wishing to use the halls for resident engagement events linked to potential housing developments.

2.4 Feedback suggests there has been no comment or complaint regarding the fees set for community use (i.e. not for profit voluntary and community organisations). However, for small business and self-employed providers who use the halls, the commercial charge is unaffordable because following the introduction of the new charging structure, several hirers stopped using the facilities.

2.5 When reopening the Community Halls following their use as Covid vaccination centres, hire fees were discounted as a way of being able to promote their availability and encourage previous and new users to hire the facilities. Community charges remained as per approved fees and charges, and the business rate offered at a community rate of + 30%.

2.6 The discounted hourly hire fees, compared to the agreed fees and charges for 2023/2024, are set out below:

Chertsey Hall

Monday – Sunday	Commercial Inc. VAT	Commercial Inc. VAT Welcome Back rate
Main Hall	£75.60	£37.44
Room A	£32.40	£15.91
Room C	£27.00	£10.14
Room D	£27.00	£13.03

Egham Hythe Centre

Monday – Sunday	Commercial Inc. VAT	Commercial Inc. VAT Welcome Back rate
Main Hall - inc. main kitchen	£75.60	£37.44
Small Hall 1 - inc. access to main kitchen	£37.80	£17.78

Small Hall 2 - inc. tea bar	£37.80	£17.78
Room 1 - 20	£27.00	£10.92
Room 2 - 30	£27.00	£13.03
Bar Lounge - 20	£27.00	£13.03

2.7 The promotional discounts were extended over the summer but are now set to finish at the end of September 2023. Officers are aware that a number of regular hirers of have already suggested that they will not be able to continue to use the facilities, due to the commercial use charges being too high and therefore unsustainable for small self-employed users. Whilst our fees are competitive, benchmarking will be included as part of proposed service review.

2.8 It is important to note that prior to the pandemic, Community Halls were under utilised, with demand for facilities not reflective of their availability seven days a week, morning, afternoon, and evening. However, the impact of the closure period during the pandemic and support for the delivery of vaccination centres may have prompted previous or potential future hirers, both individual, charitable, and commercial to seek facilities elsewhere which they are now continuing to use.

2.9 Demand for Community Halls in Quarter 1 of 2023/2024 can be found below with a summary of the number of individual bookings at each of the Halls:

Chertsey Hall	58
Egham Hythe Centre	117

2.10 With the potential to lose existing hirers due to the impending increase in hire charges, and the likelihood that this increase will be unattractive to potential future hirers, it is proposed that the discounted fees that have been applied as a “welcome back” offer, are continued throughout 2023/2024.

2.11 It is recognised that this will have a financial impact on the income generated by the Council. When looking at the regular hirers of both facilities, Officers estimate that the loss of income by charging a discounted rate in 2023/2024 would total approximately £9,000 over the period 1 October 2023, to 31 March 2024.

2.12 However, with there being a strong likelihood that at least two of the regular hirers would no longer continue to use the facilities if the full charge is applied, this would mean a reduction in potential income from within current levels, by at least the same amount.

2.13 Continuing with the discounted hire charges allows for a promotion and marketing campaign of our halls to be undertaken in Quarters 3 and 4 of 2023/2024 to try and increase demand. Should this be successful, it is estimated that three new hires per week of three hours each would be likely to cover the potential lost income identified.

2.14 The low uptake of Community Halls also means that it would be appropriate to undertake a review of Community Halls, as part of the Council’s corporate service review programme. This would need to consider a wide range of areas including demand within local communities, charges, delivery models and potential for alternative or broadened use of the facilities.

3. Financial Implications

- 3.1 The main financial implication is the potential loss of income due to charges being applied at a lower rate than those approved by Community Services Committee in January 2023. However, it is recognised that at present the amount of lost income can only be measured against existing regular hires of the facilities, given potential future use is unknown. This figure is estimated at approximately £9,000. However, the Council is in a position where not extending the discounted hire charges could result in losing the same amount, or greater, by not retaining existing bookings.
- 3.2 Officers hope that the discounted rates will attract new hirers to Chertsey Hall and Egham Hythe Centre. However, should this not be realised, the impact of this decision is an increased subsidy in the delivery of Community Halls against the budgets set for 2023/2024. Whilst some mitigation for this could be sought in 2023/2024, this is unsustainable for the Council in its current financial position. Therefore, it would be appropriate for a service review to be undertaken, as part of the corporate service review programme.
4. **Legal implications**
- 4.1 None identified.
5. **Equality implications**
- 5.1 No negative equalities impact has been identified as part of this report.
6. **Environmental/Sustainability/Biodiversity implications**
- 6.1 None.
7. **Timetable for Implementation**
- 7.1 The extension of the discounted hire charges would continue until the next review of fees and charges for 2023/2024.
8. **Conclusions**
- 8.1 The Council continues to provide Community Halls in Runnymede that encourage community activity and opportunities for residents to participate and socialise.
- 8.2 However, post pandemic, the use of these facilities has proven to be limited and whilst there could be many reasons for this, Officers have initially recognised hire charges as being a possible reason. Equally, the impending increase in hire charges is recognised as creating a risk of losing some of the existing hirers.
- 8.3 This report seeks to continue with the reduced hire charges that have been applied as part of a “welcome back” offer, for the remainder of 2023/2024.
- 8.4 The use of halls against the overall cost of their delivery has identified the need to undertake a service review as part of the corporate service review programme, as it is recognised that the current level of activity and subsidy are unsustainable.
9. **Background papers**
None stated.
10. **Appendices**
None

Report title	Contain Outbreak Management Fund
Report author	Darren Williams, Corporate Head of Community Services
Department	Community Services
Exempt	No

Purpose of report:
To recommend for approval by Corporate Management Committee

Synopsis of report:
To outline the requirements under the Contain Outbreak Management Fund (COMF) and set out intentions for the expenditure of the final tranche of COMF monies available to the Council.

Recommendation that:

- i) Corporate Management Committee approves the proposed expenditure plans for the remaining COMF funding held by the Council, in 2023-2024; and**
- ii) Corporate Management Committee approves the use of existing Communities First budgets to fund the balance of £1,174.**

1. Context and background of report

- 1.1 As part of the government’s response to the Covid pandemic, local authorities received funding called the Contain Outbreak Management Fund (COMF). The Council received a total of £907,650, with the first tranche of funding received in January 2021.
- 1.2 The Council has been able to spend COMF funding flexibly, within the guidance parameters provided by the Department of Levelling Up, Housing and Communities (DLUHC).
- 1.3 In late 2022-2023, DLUHC confirmed that any unspent COMF funds could be carried forward into the 2023-2024 financial year, allowing for Officers to await revised guidance, and then consider how any remaining funding could be spent. Currently, the Council has a remaining available COMF budget of £213,829.

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

- 2.1 The guidance received for expenditure of final COMF monies in 2023-2024 (attached at Appendix 'A'), provides similar guidance to that previously received, including the ability to provide financial support to projects and activities provided by voluntary sector partners both in response to COVID and that address the longer-term impacts of the pandemic and community needs. Other projects which have a clear public health rationale are also potentially possible, although approval from Surrey County Council's Director of Public Health is required.
- 2.2 All funding must be spent by the end of the 2023/2024 financial year. Any unspent allocation has to be returned to DLUHC. Opportunities to develop projects that would meet this requirement in the final year of funding are limited.
- 2.3 Consideration has been given to identify existing projects within the Council to which COMF funding could be applied and spent by the March 31st, 2024, deadline. New projects which created an ongoing revenue requirement for the Council were also discounted, given the current financial position of the Council and the unavailability of financial growth.
- 2.4 In addition, opportunities have been considered to provide further financial support to voluntary and community sector organisations which supported the Council's work and have played an important role supporting residents during and post pandemic.
- 2.5 Two of the Council's key partners during the pandemic were Citizens Advice Runnymede and Spelthorne, and Runnymede Foodbank. In recent times, both organisations have been in contact with the Council, discussing their own operational and financial pressures, as demand for services continues to grow post pandemic.
- 2.6 The proposed internal projects and financial contributions that the Council intends to make are summarised below. Members are asked to consider these and requested to recommend for approval by Corporate Management Committee.

Table 1: Proposed COMF Funding 2023-2024

Project	Budget Allocated	Notes
Citizens Advice Runnymede and Spelthorne (CARS) – Foodbank Advice Project	£20,000	Funding will be used to support a project operated by CARS, involving having advisors working at the Runnymede Foodbank, to provide information, support and advice to residents attending, who are struggling post pandemic
Financial Support to Runnymede Foodbank	£20,000	Support the continued delivery of Runnymede Foodbank's activities including a contribution supporting managing the organisation's core running costs and the various project strands of the charity.
Floor Maintenance at Chertsey Hall – post vaccination centre use	£10,000	Following a vaccination centre being in place at Chertsey Hall for almost two years, maintenance on the flooring is required to restore it to the standard pre vaccination site.
Contribution to Play Area	£165,000	Improvement to play and recreation facilities in the borough as a legacy of pandemic funding received, recognising the importance of play

Replacement Programme		facilities in the socialisation of children and young people, opportunity lost during the pandemic.
Total	£215,000	
Available COMF	£213,826	
Net Funding Gap	£1,174	

- 2.7 The approval proposal results in a deficit of £1,174, against the available COMF funding. Therefore, to ensure the full award to each project is possible, Members are asked to consider, and recommend for approval that the balance of £1,174 is funded via the existing Communities First budget, within Community Services budgets.
- 2.8 Members are advised that whilst proposals 1,2 and 3 all meet the longstanding criteria for the use of COMF funding, proposal 4, to use funding as a contribution towards the play space replacement programme, required the approval of the County Council's Director of Public Health.
- 2.9 An email detailing the proposal was sent to the Director of Public Health on 6th July 2023, with a response received on 26th July confirming that the money can be spent in the way outlined. (Attached at Appendix 'B'). As per the suggestion in the application made by the Council, the Director of Public Health has confirmed that the funding should be spent within the identified areas of relative deprivation. These are Addlestone North, Addlestone South, Chertsey St Ann's, Egham Hythe, and Englefield Green West. Where the funding is utilised will be determined through the separate work on play area replacement.
- 2.10 Given that the funding must be allocated or spent by the end of the financial year, Officers are considering the ESPO Outdoor Playground, Fitness & Sports Facilities And Equipment framework, ref 115_21 as a route to market, utilising either a mini competition, or direct award via a waiver, if this is not possible due to timescales using the £165,000 allocated.

3. Policy framework implications

- 3.1 Whilst the way in which COMF funding is intended to be utilised is largely determined by the guidance attached to the funding, the proposed allocation of funding also supports the Council's corporate objectives.
- 3.2 Priority four within Empowering Communities is to work with the voluntary sector in a range of areas, but in particularly in relation to health and wellbeing. Providing financial assistance to both Citizens Advice Runnymede and Spelthorne and Runnymede Foodbank meets this objective.
- 3.3 In respect of Health and Wellbeing, the proposed funding supports the priorities of creating Healthy Homes. These organisations play a key role in supporting households across the borough, and Healthy Communities through the provision of community facilities and, free at the point of access, play and recreation equipment.

4 Resource implications/Value for Money (where applicable)

- 4.1 There are no resource requirements associated with this report. The coordination of grants to voluntary sector partners will be undertaken by Officers within Community

Services, work to the flooring at Chertsey Hall will be organised by Officers in Assets and Regeneration, and the procurement of appropriate play areas will be coordinated by the Open Space Development team in Community Services, supported by colleagues in the Corporate Projects team, Procurement and Legal Services.

5. Legal implications

- 5.1 Grant allocations are required to follow the Government Guidance on the use of COMF which has been confirmed for new types of funding. In the event this was not the case, monies spent could be required to be paid back, leaving the Council at a deficit.

6. Equality implications

- 6.1 An Equalities Screening Assessment was completed when reported to this Committee in June.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 None.

8. Other implications (where applicable)

- 8.1 None

9. Timetable for Implementation

- 9.1 Grant funding will be awarded to the two organisations immediately following approval by Corporate Management Committee. Works will be coordinated by Assets at Chertsey Hall, during Q3 of 2023-2024, whilst the procurement of play areas through COMF money will commence immediately following approval being received at Corporate Management Committee.

10. Background papers

As below

11. Appendices

- Letter containing guidance on the use of COMF funding
- email correspondence with the Director of Public Health



Friday, 16 December 2022

Dear Colleagues,

Use of COVID Outbreak Management Fund

As you are aware, the COVID Outbreak Management Fund (COMF) is intended to enable local authorities to fund the management of COVID-19 outbreaks and issues incidental to this. The funding was originally intended to be spent by 31st March 2022 and earlier this year we wrote to you saying the monies can be carried over until 31st March 2023.

Following discussions with the Association of Directors of Public Health and Local Government Association, we are writing to provide some further clarification on the use and carry over of any unused funding. This is to help address queries we have been receiving from LAs and in itself does not look to replace the terms of the grant.

Scope of use of the fund

The main scope of the fund remains the control of COVID-19 and dealing with its management and consequences. For the avoidance of doubt, this scope can also include funding work on:

- Public health action on addressing the impact of COVID-19 on health outcomes and health inequalities,
- Public health projects aimed at directly addressing health inequalities arising from the pandemic
- Public health prevention projects intend to prevent or mitigate health inequalities or unequal impact on populations in future outbreaks

By way of example (these are not exhaustive), the following could be funded if supported by a clear public health rationale:

- public mental health programmes to address needs which have arisen as a result of the pandemic
- welfare advice where people have lost their employment due to economic changes from the pandemic
- school nursing, health visiting or sexual health activity for people who could not access support during COVID and whose needs have worsened
- Interventions to address specific needs in the local community and workplaces which have arisen as a result of the pandemic

We are not intending to provide exhaustive or prescriptive guidelines. The key criterion is that the Director of Public Health must be able to articulate a clear public health rationale for the funding.

Carry Over

We can confirm that carry over of funding is allowed into the 2023-24 financial year for purposes of COVID control and COVID recovery, including mitigating the impact of COVID on health and health inequalities in your populations.



Criteria for local approval, and audit arrangements

The use of the funding remains open to audit by government, and to local audit. Any spend must meet the following criteria:

1. The funding proposed must have a clear business rationale/business case for it which must be relevant to:
 - a. Public health action on the impact of COVID-19 on health outcomes and health inequalities, and
 - b. Public health recovery projects aimed at directly addressing health inequalities
2. The rationale/business case must state the public health outcome intended for the spend and its link to the impact of and recovery from COVID-19 and pandemic related health inequalities
3. The rationale/business case must be signed off by the Director of Public Health
4. The rationale/business case should be taken through local approval processes for COMF spending

Local areas each have their own process for approval of COMF spending but the signed agreement of the Director of Public Health is required in addition to these if this approval is not part of the local process.

Restrictions and exclusions

We would remind you the money cannot be used to provide direct payments to individuals.

Getting support with planning spend and understanding eligibility and rationale

We intend to organise a webinar where Directors of Public Health can discuss proposals and ideas and share good practice. In the meantime, ADPH and LGA are in a position to advise and support you with ideas of how others have used the funding, and what approval processes others have in place.

Yours sincerely,

Rich Alesbury

Deputy Director Engagement (Interim)

Regions Directorate | Health Protection Operations

Covid19_LAfundingrequests@ukhsa.gov.uk

From: [Ruth Hutchinson](#)
Sent: 25 July 2023 21:08
To: [Darren Williams](#)
Subject: [EXTERNAL] RE: Remaining COMF money - Spend Proposal - Runnymede Borough Council
Attachments: [Guidance_on_use_of_COMF_Letter.pdf](#)

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Dear Darren

Thank you for your email and proposals. I have liaised with colleagues and we agree that the proposal below is in line with the scope and use of the fund as outlined below. The particular focus on areas of relative deprivation in particular relates to the final bullet below.

Ruth

Scope of use of the fund

The main scope of the fund remains the control of COVID-19 and dealing with its management and consequences. For the avoidance of doubt, this scope can also include funding work on:

- Public health action on addressing the impact of COVID-19 on health outcomes and health inequalities,
- Public health projects aimed at directly addressing health inequalities arising from the pandemic
- Public health prevention projects intend to prevent or mitigate health inequalities or unequal impact on populations in future outbreaks

Ruth Hutchinson

Pronouns: she/her #mynameis: ruth

Director of Public Health

surreycc.gov.uk

Business support: Jacob Holderness Jacob.holderness@surreycc.gov.uk

From: Darren Williams <darren.williams@runnymede.gov.uk>
Sent: Thursday, July 20, 2023 1:52 PM
To: Ruth Hutchinson <ruth.hutchinson@surreycc.gov.uk>
Subject: RE: Remaining COMF money - Spend Proposal - Runnymede Borough Council

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Hello Ruth

I am very sorry to write again, knowing how extremely busy you will be and, given that in reality the subject of COMF will no longer be a top priority. I only write as the guidance states that we should engage with the Public Health lead.

If you could please consider the email below it would be much appreciated, as using the funding in such a way by the end of the financial year will require us to move forward as quickly as possible. I am on leave for two weeks from tomorrow so if you could reply at some point over that period, I will then pick it up upon my return. Given the need to utilise the funding, having already discussed the proposal with other public health colleagues in NW Surrey Alliance, who are in support of the proposal, if you are unable to respond then I will intend to proceed given the support already received. Your seal of approval would be much welcomed though!

Kind regards

Darren

From: Darren Williams
Sent: Thursday, July 6, 2023 12:06 PM
To: ruth.hutchinson@surreycc.gov.uk
Subject: Remaining COMF money - Spend Proposal - Runnymede Borough Council

Dear Ruth

The most recent guidance regarding the use of Contain Outbreak Management Funding (COMF), provides opportunity to spend any monies remaining unallocated, in the 2023/2024 financial year, and in doing so states the requirement to have consulted with Public Health leads prior to any spend against the new guidance in certain aspects. Given this, I am writing to you on behalf of Runnymede Borough Council (RBC) regarding how we would like to allocate the final sum of money to a project that we feel meets the category of **“Interventions to address specific needs in the local community and workplaces which have arisen as a result of the pandemic”**.

Having considered the area of focus the Council would like to spend the remaining budget, the Corporate Leadership Team feel that the focus, if possible, should be on children and young people. As we know, the pandemic provided very mixed experiences for children with varying degree of impact, some of which is still not formally identified or quantifiable. Whilst exercise was promoted during the pandemic as one of the few reasons to leave home, for children, this was offset by the closure of facilities, including playgrounds and other recreational facilities in communities, which when combined with the need to isolate, resulted in children being left unable to develop through socialisation at such facilities. Now, with the ongoing cost of living crisis, the opportunity for some

children and families to engage in recreation and opportunities to socialise outside of formal learning settings, is limited by affordability.

Given the loss of such facilities throughout the pandemic and the ongoing pressure families will face during this cost-of-living crisis. RBC would like to use the remaining 165k within its COMF budget to invest in quality play spaces as an enhancement of existing facilities, that would provide a legacy of opportunity for children to participate in play. The intention would be to use the money within the identified areas of relative deprivation within Runnymede, as identified by the work of both Runnymede BC and Surrey County Council. Should you wish to have a greater link in the project to the impact on children during the pandemic, additional elements could be considered to enhance the proposal, should indicative support be provided.

Considering this proposal with the Public Health lead in the NW Surrey Alliance, it is felt that the focus and proposal outlined is supported by some research and evidence published, which highlights the impact of the pandemic on children and the importance of play. I have provided excerpts of at the bottom of this email and which can be summarised as follows:

1. Children & young people have been badly affected by the pandemic, this has life-long consequences, and more support is needed.
2. The mental health impact in Children & young people.
3. A differential impact on different groups within communities and the importance of play in reducing inequalities.

I hope that you will be able to support our request to use the last element of COMF money for this purpose and look forward to hearing from you.

Kind regards

Darren Williams

Supporting Information:

1. ***CYP have been badly affected by the pandemic, this has life-long consequences, and more support is needed.***

<https://www.nuffieldtrust.org.uk/resource/growing-problems-in-detail-covid-19-s-impact-on-health-care-for-children-and-young-people-in-england>

“The Covid-19 pandemic and the nation’s efforts to control the virus have had a dramatic impact on children and young people’s health, care and wellbeing. Schools were closed, expected health care appointments did not take place, and children’s mental health deteriorated. By the time services began to be restored, waiting lists had ballooned and, under significant pressure, the NHS has not been able to keep up with demand for care.

Early intervention and prompt treatment are particularly important for children and young people, as poor health in childhood can have lifelong consequences. This is clearly the case for childhood cancer, where fast diagnosis and treatment is time-critical, but is also warranted for many other conditions ranging from childhood obesity to diabetes management. The growing

waiting lists for planned paediatric care, coupled with the increase in urgent GP referrals, signal that access to timely care is being severely compromised and that children are suffering as a result.

Community services have not escaped the pressures of the pandemic, and children's services are facing significant backlogs. One serious effect of the nationwide lockdowns was the negative **impact** on children and young people's speech, language and communication. The inability to access services including speech and language therapy puts children at risk of a range of negative outcomes related to their education, social interactions and behaviour. These disadvantages are affecting children who already have a greater level of need, and so are exacerbating inequalities.

The sharp increase in children and young people with mental health problems is a serious concern. Services are facing unprecedented levels of demand, and young people are waiting longer to receive mental health care. There has been a surge in eating disorder cases, and conditions are deteriorating to the extent that a greater number of children and young people are attending A&E departments. The challenges that mental health services are facing are currently unsustainable and should be prioritised with a high level of urgency.

It is clear that health care services for children and young people, just like adults, are facing an uphill battle to recover, but they rarely get the same level of scrutiny or exposure in recovery discussions. If we want to build back fairer, children's health should be prioritised, but **historically** this has not been the case. Children and young people have been severely impacted by the pandemic, and more support and funding for services should be put in place in order to avoid disadvantaging a whole generation of people. Without further action, the impacts of the pandemic will be compounded and will be felt for a long time to come”.

2. **Impact on Mental Health**

<https://acamh.onlinelibrary.wiley.com/share/NUTMITZYDU938GDM3IEI?target=10.1111/camh.12501>

“Our search and review yielded 116 articles presenting data on a total of 127,923 children and adolescents; 50,984 child and adolescent proxy reports (e.g., parents, healthcare practitioners); and >3,000 chart reviews. A high prevalence of COVID-19-related fear was noted among children and adolescents, as well as more depressive and anxious symptoms compared with prepandemic estimates. Older adolescents, girls, and children and adolescents living with neurodiversities and/or chronic physical conditions were more likely to experience negative mental health outcomes. Many studies reported mental health deterioration among children and adolescents due to COVID-19 pandemic control measures. Physical exercise, access to entertainment, positive familial relationships, and social support were associated with better mental health outcomes”.

3. **Importance of play, highlighting inequalities and effect on mental health**

<https://www.tandfonline.com/share/I7YUBBEQH24UYG3RKEJC?target=10.1080/03004279.2022.2052235>

During the pandemic, parents from disadvantaged backgrounds reported spending less time on activities with their babies and toddlers, compared with parents from more advantaged backgrounds. During the lockdown, children from disadvantaged backgrounds spent less time on play or activities requiring outdoor space, or access to books. Young children, in general,

experienced an increase in TV and touchscreen use for babies and toddlers. Children from disadvantaged backgrounds were particularly likely to have high daily screen use. Babies and toddlers from disadvantaged backgrounds have been missing out on activities to support their development, compared to children of highly educated, well-paid parents.

Conclusion and recommendations: The clear message from the studies consulted here underscore significant concerns over the child and adolescent mental health. To conclude, greater attention should be paid to the value of play experiences.

Darren Williams | Corporate Head of Community Services | Runnymede Borough Council
darren.williams@runnymede.gov.uk | 01932-425867 (direct line) | www.runnymede.gov.uk

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Report title	Play Area Programme 2023/2024
Report authors	Chris Swatridge (Open Spaces and Community Development Manager) & Darren Williams (Corporate Head of Community Services)
Department	Community Services
Exempt	No

Purpose of report:

To provide a summary of the work undertaken in establishing the requirements in relation to repairs and planned replacement of Council play areas.

For members to consider the proposed way forward, outlined within the report, with a view to recommending to Corporate Management the approval of the intended health and safety works and play area replacement programme for 2023/2024 and 2024/2025.

Synopsis of report:

Following work undertaken to look at the need for replacement play areas across the borough, this report sets out the outcomes of the work undertaken, a proposed replacement programme for financial years 2023-2024 and 2024-2025, and details of sources of funding that have been identified to support this initial programme.

Recommendation that:

Corporate Management Committee be requested to

- i) approve the proposed health and safety works and play area replacement plan;
- ii) approve a capital estimate in the sum of £792,000 for the play area replacement plan as set out in table 3 of the report to be funded from the resources set out in table 2, subject to any additional approvals required;
- iii) In approving recommendation ii) above, also agree to release the £100,000 for Play area replacement programme provisions in the capital programme for 2023/24;
- iv) approve an allocation of £47,000 from the 2024/2025 youth development revenue budget for the play area replacement; and
- v) approve the virement of the revenue budgets earmarked for the replacement of play equipment to fund the capital expenditure, noting that this will show in future revenue reports as contributions to capital expenditure on the summary page of the budget; and

This Committee approves:

- vi) the release of £30,000 provision set aside in the General Fund Revenue Budget and Business Plan for this purpose to be added to the 2024/2025 and future years' budgets; and**
- vii) the business case for ongoing maintenance of play areas to the improved standards**

1. Context and background of report

- 1.1 The Open Space and Community Development team is responsible for the strategy and associated development of the Council's Parks and Open Spaces as well as projects to develop and support the community.
- 1.2 In recent months the Council's Open Spaces and Community Development Manager has been working to identify the issues facing the Borough's play areas, to undertake necessary repairs where appropriate and where such an approach represents best value for money, and determine the priorities relating to play area replacement across the borough, with a costed solution for the initial phases.
- 1.3 This work has incorporated a series of Ward briefings where all Councillors had the opportunity to contribute to the process from their personal experience, knowledge of facilities within their ward, and feedback comments received from residents.

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

- 2.1 Within its Green Spaces and Housing areas, Runnymede Borough Council currently provides and maintains 43 play areas. The Council is committed to providing well-designed, exciting, and accessible play areas for the enjoyment of users/residents.
- 2.2 However, with under investment in play areas in previous years, a significant amount of work is required to achieve the Council's commitment.
- 2.3 Work has focused on two areas which jointly support the intention of providing safe, good quality facilities. Firstly, following consideration of existing facilities in relation to health and safety, a programme of key repairs and/or the replacement of individual play items has been identified. Secondly, work on a longer-term plan for the replacement of play areas across the borough has been undertaken.
- 2.4 Ward Members have participated in the discussions focusing on both elements during July and August 2023. Meetings were held clustering wards (and their Councillors) to enable a spotlight focus on play facilities identifiable to Members.
- 2.5 Within these meetings, where summary presentations were provided covering each of the local play areas, a table ranking the health and safety risks and associated works requirements across all 43 play spaces was provided, which forms the basis of the repairs programme.
- 2.6 Once the identification of proposed health and safety works was completed, attention subsequently turned to the need for a play area replacement programme, prioritising

the facilities across the borough which have reached, or are closer to reaching, end of life.

- 2.7 This report summarises each element of the work requirements identified and proposed to be taken forward.

Play Area Repairs Programme

- 2.8 Following work undertaken with the former Health and Wellbeing Member Working Party in 2022, a report to this Committee in January 2023 resulted in the approval of a budget of £215,000 for the assessment and completion of health and safety works required within play areas across the borough. Of this budget, £195,000 was allocated specifically for works, with the remainder to be spent on consultancy support and assessments where necessary.
- 2.9 Officers in Community Services, supported by the Corporate Projects Officer and the operational parks team in Environmental Services, led the identification of required health and safety repairs, utilising information received from both independent monthly and annual inspections (provided by different companies), as well as undertaking own site visits and assessments.
- 2.10 Two definitions have been applied to repairs within this process. They are: items that can be restored or repaired to full working order or to meet health and safety requirements, and replacement of individual equipment items which promote the longevity of the play area in its useful life, extending the timescales for full replacement.
- 2.11 The table below sets out how it is intended to spend the budget:

Table 1: Repairs Budget Expenditure Plan

Play Area	Ward	Work Type	Estimated Cost
Gogmore Farm Play Area	Chertsey St Ann's	Replacement Surfacing	£45,000
Bishops Way	Egham Hythe	Surfacing Repairs	£37,000 – procured as a complete lot of repairs
Caseldon Close	Addlestone South	Surfacing Repairs	
Heathervale Rec	New Haw	Surfacing Repairs	
Herondale	Addlestone South	Surfacing Repairs	
Hythe Park	Egham Hythe	Surfacing Repairs	
Ottershaw Memorial Fields	Ottershaw	Surfacing Repairs	
Sayes Court	Addlestone South	Surfacing Repairs	
Staines Lane	Chertsey St Anns	Surfacing Repairs	
Thorpe Green	Thorpe	Surfacing Repairs	
Victory Park	Addlestone North	Surfacing Repairs	
Warwick Avenue	Thorpe	Surfacing Repairs	
Charta Road	Egham Hythe	Replacement Unit	£5,000
Sayes Court	Addlestone South	Replacement Units	£15,000
Woodham Lodge	Woodham & Row Town	Replacement Units	£20,000
Sumner Place	Addlestone North	Replacement Units	£15,000
Heathervale Park	New Haw	Replacement Units	£20,000

Victory Park	Addlestone North	Replacement Units	£15,000
Walton Leigh Recreation Ground	Woodham and Rowton	Replacement Units	£15,000
Abbeyfields	Chertsey St Ann's	Replacement Unit	£8,000
		Total	£195,000

- 2.12 So far, the surfacing repairs have been completed, as have several other minor repairs that are not included in the table above.
- 2.13 Members will note that it is intended to replace several single items in play areas across the borough. The rationale behind replacing individual items is that they are beyond their economical repair, and it is a more efficient use of Council funds to replace rather than repair them.
- 2.14 Members will also note a sum of £45,000 allocated to Gogmore Park for surface repairs/replacement. Whilst this is a sizeable investment in the repair of a play area, when considering the equipment in place, the size of the play area, and when considering other priority sites in the borough, this investment is deemed the most appropriate approach in the short term.

Play Area Replacement Programme

- 2.15 Having identified the repairs and individual items to be replaced across the play areas, a priority list for replacement play areas has been created. Appendix 'A' details the priority order for works prior to repairs and replacement items being completed. This was also provided to Councillors during the ward briefings.
- 2.16 Appendix 'B' shows the revised priority list following the identification of health and safety works and on the assumption of their completion. This appendix is the basis of the proposed works to be procured and where possible commence in 2023/2024. The revised list also incorporates the comments and feedback received from Members during the ward briefings.
- 2.17 With the identification of a priority order for play area replacement established, focus has turned to the identification of funding to commence the replacement programme.
- 2.18 Two confirmed budgets available to support the programme are the annual play area replacement budget in the capital programme (£100,000) subject to formal Committee approval and the sum approved by this Committee from within the Youth Development Budget (£60,000).
- 2.19 Officers have worked with colleagues in Planning to identify possible sources of funding via existing S106 agreements, and worked with Housing on the potential replacement of play areas that are aligned to social housing estates within the borough. Other work, considering the trust budget for Runnymede Pleasure Grounds, and in relation to the Contain Outbreak Management Fund (see the report elsewhere on this agenda) has also been completed.
- 2.20 The table below shows where funding has been found that could be used for the replacement of play areas.

Table 2: Identified Funding for Play Area Replacement

Ref	Budget	Amount	Type of Funding
1	S106 Chertsey Recreation Ground	£80,000	Developer Contributions
2	S106 Englefield Green	£80,000	Developer Contributions
3	S106 – relating to Magna Square	£43,000	Developer Contributions
4	Capital Replacement Programme 23-24	£100,000	Budget Provision
5	Youth Development Fund 23-24	£60,000	Budget Provision
6	Housing Contribution – Garfield Rd	£69,000	Budget Provision
7	Housing Estates Programme	£45,000	Budget Provision
8	Runnymede Pleasure Grounds Trust	£110,000	Future Trust Balance
9	Contain Outbreak Management Fund	£165,000	As proposed in report elsewhere on this agenda
10	Youth Development Budget 24-25	£47,000	Provisional Budget
	Total	£792,000	

2.21 In relation to the above table, further notes for consideration are:

1. Regarding the Englefield Green S106 monies, this will be subject to approval via the process agreed at the meeting of this Committee in June 2023, as a project proposed by Officers. The exact value of funding required is dependent on design.
2. The S106 monies relating to Magna Square currently specify for use for play facilities at Runnymede Pleasure Grounds. Officers are currently reviewing the potential to amend the S106 funding to other play spaces near the Magna Square development.
3. The Housing Business Unit's contribution of £69,000 to enhancements at Garfield Road, is to act as match funding to year 2 of the agreement with Eikon, providing youth engagement services in the area, as approved relating to the Safer Streets funding received.
4. The sum of up to £110,000 for Runnymede Pleasure Grounds will only be made available when sufficient income, primarily from parking fees, is generated to create a reserve that enables this work to be undertaken.
5. The Capital provision requires approval through the Corporate Management Committee in order to release the funds.

2.22 Based on the information provided in the Appendices, the funding identified above, and having considered the restrictions placed on areas of expenditure in some cases, the following have been identified for replacement in 2023/2024 and 2024/2025:

Table 3: Proposed Play Space Replacement – 2023 to 2025

Play Area	Ward	Estimated Cost	Replacement Year	Funding Ref (see table 2)
Beomonds	Chertsey St Ann's	£45,000	23/24	7
Chertsey Recreation Ground	Chertsey Riverside	£80,000	23/24	1
Surrey Towers	Addlestone South	£69,000	23/24	6
Pooley Green (young children)	Egham Hythe	£80,000	23/24	9
Hamm Moor	Addlestone South	£50,000	23/24	9, 5
King George V	Virginia Water	£60,000	23/24	5, 10
Manorcrofts	Egham Town	£100,000	23/24	4
Hythe Park	Egham Hythe	£80,000	23/24	9
Runnymede Pleasure Grounds	Egham Town	£150,000	TBC	8, 3
Englefield Green	Englefield Green West	£80,000	TBC	2
	Total:	£794,000		

- 2.23 The above table shows a shortfall of £2,000 against the identified sources of funding in table 2 of this report. To cover this, it is intended that £2,000 will be drawn down from the contingency budget within the Youth Development Fund plan, as approved by this Committee in June 2023.
- 2.24 It is important to note that the installation of new places for many of the 2023/2024 sites is unlikely. Therefore budgetary provision is likely be required to carry forward into the 2024/2025 financial year.
- 2.25 In 2023/2024, the priority will be to utilise funding that is available for this financial year only, that being the allocated Contain Outbreak Management Fund (COMF) money. In support of this, Members are advised that within the COMF report where approval to spend the remaining budget is sought, a request for a waiver of standing orders is made to best achieve this.
- 2.26 The Committee is advised that whilst the intended procurement process will look at envelopes of funding for each site as outlined, potentially costs will exceed those set in the table. Where this is the case, against the table in Appendix 'B', works will be completed as far down the table as funding permits, unless other sources of funding are identified at the time. There is no intended financial growth in support of this, given the financial position of the Council. Members are asked to note that some time specific funding is also location specific. Therefore, works completed on some sites may not directly follow the priority list.
- 2.27 In addition, having considered play areas in relation to social housing estates across the borough, the Housing business unit is intending to relocate equipment from Lasswade Court, Chertsey, to Sussex Court in Addlestone. This is based on the very low number of young people residing at Lasswade Court. This intended approach has been discussed with Councillors in the Chertsey area meeting and has been discussed with the Chairman of the Housing Committee. This work is therefore

intended to be completed within this project, funded by the estate improvement budget within Housing.

Procurement Process

- 2.28 On the basis that the recommendations in this report are approved by Corporate Management Committee, it is intended that the procurement process will commence in November 2023. Preparatory work has already been undertaken to identify the most appropriate procurement route and associated documentation has also started to ensure a timely start to the process.
- 2.29 However, this does not mean that following the procurement process play spaces will be replaced immediately. There are several considerations to make, including:
1. Ground conditions during the winter will likely affect the pace works can be carried out so as not to compromise the wider park for the enjoyment of residents during these months.
 2. The availability of the appointed contractor(s) will likely be affected by the scale of the task, e.g. should one contractor win all lots within the tender this will result in a longer installation period.
- 2.30 Members will be advised of progress once the tender has been awarded through the Council's project reporting progress updates.

Maintenance of Play Areas

- 2.31 The operational Green Spaces team within Environmental Services already hold responsibility for the ongoing inspection and maintenance of play areas across the borough.
- 2.32 This report does not create a negative impact on the resources required to continue this work, nor on the budgets required for maintenance, given that all items/play areas to be procured are replacements for existing items at existing sites, and not in addition to the current levels of provision.
- 2.33 Members are advised that it is intended to increase the budget held by Environmental Services for maintenance in 2024/2025. Therefore, the work detailed in this report will likely create less of a maintenance requirement immediately following its installation. This increase of £30,000 was the subject of a 2023/2024 growth bid and was included in the Medium Term Financial Strategy from 2024/2025 onwards.

3. Policy framework implications

- 3.1 The play area programme aligns with the Corporate Business Plan, particularly around the Health and Wellbeing Strategy, and the role that this will play in providing residents with leisure and recreational spaces. The work brings a way forward following conversations in the former Health and Wellbeing Member Working Group, where play area replacement was identified as a priority area of work.
- 3.2 By utilising play areas, residents, in particular young people, will benefit from being able to lead an active lifestyle, which in turn is anticipated to result in positive health outcomes (including mental health) for those residents; individuals who have an

active lifestyle have, on average, been shown to require fewer medical interventions throughout their lifetime than those who have not.

- 3.3 In addition, in seeking approval from Public Health to allocate COMF funding to play area replacement references the importance of play in reducing inequalities amongst children and in supporting the development and socialisation of children at an early age.
- 3.4 The Health and Wellbeing Strategy Objective 2 – Healthy Communities has the action “for all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally”.

4 Resource implications/Value for Money

- 4.1 This report demonstrates significant investment from different funding streams available to the Council and a collaborative approach to the identification of funding across Community Services and with colleagues in the Planning and Housing business units.
- 4.2 The delivery of the project will have resource implications and currently the work is supported by colleagues in the Corporate Projects Office. This Committee will recall the approval of new posts in the Open Space Development team, at the June 2023 meeting. One of the newly approved posts was a Community Development Project Officer. This Officer has now joined the Council and will be inducted in to support the programme.
- 4.3 Table 3 sets out the play area replacement programme. The replacement of the play equipment on this scale equates to capital expenditure and should be included in the Capital Programme accordingly. Subject to committee approval for the whole programme a capital budget of £794,000 (as per table 3) will be created to be funded by the resources set out in table 2. This also has the benefit of keeping all associated expenditure in one place, making it easier to control and report on.
- 4.4 In terms of the revenue budgets being allocated towards this scheme, these budgets will be vired from their existing service areas to the General Fund and Housing Revenue Account (HRA) budget summary pages and will show as contributions to capital expenditure. This is purely procedural and has no implications on the overall level of resources being used for either the General Fund or HRA.
- 4.5 The 2023/2024 budget approved by full Council in March 2023 included provision of £30,000 for ongoing maintenance of play areas to the improved standards from 2024/2025. This was the subject of a growth bid approved by Corporate Management Committee in January 2023.
- 4.6 If Members are content with the detail, and costs presented are within the amount provided for in the growth provision, the Committee is asked to recommend approval by Corporate Management Committee to proceed and for the budgetary provision to be released into next year’s budget.
- 4.7 As the budgetary provision for this £30,000 has already been agreed by full Council through the budgetary process, the release of this money does not require further referral to the Corporate Management Committee.

5. Legal implications

- 5.1 The work to identify and rectify health and safety issues across the Council's play areas, reduces the risk of accidents and injuries occurring, and the potential for litigation to be brought against the Council.
- 5.2 In relation to the replacement of play areas, legal services colleagues will support the procurement process through the provision of suitable contracts to be agreed with the appointed contractor(s).
- 5.3 All rules and regulations relating to any funding streams mentioned in this report will be followed.

6. Equality implications

- 6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;
 - a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
 - b) advance equality of opportunity
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 We should at all times act in a way that is non-discriminatory through our policies and procedures and interactions with people.
- 6.3 Within the design of new play areas, suitable equipment will need to be incorporated, to promote the accessibility of play to all children. In support of this, an Equalities Impact Assessment is being prepared for review by the Council's Equalities Group.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 The decision to replace individual equipment items to maximise the life span of other equipment within a play area reduces the requirement for avoidable removal and disposal of equipment. This is the same for the equipment intended to be relocated at Lasswade Court.
- 7.2 It is important to note that the likelihood of natural materials being used at all proposed sites is low, given the cost implications of doing so. Should Members wish for this to be the approach taken, whilst having greater environmental credentials, it would mean that the replacement of play areas will slow down due to the need to secure additional funding and would be subject to a longer procurement process.
- 7.2 Within the procurement process potential suppliers will be encouraged to submit designs that promote environmental sustainability as well as in relation to the disposal of existing materials.

8. Other implications (where applicable)

- 8.1 None.

9. Timetable for Implementation

- 9.1 This is included within the main body of the report.

10. Background papers

None

11. Appendices

- Appendix A: Play area rankings for health and safety repairs as shown to Members during summer ward briefings
- Appendix B: Prioritisation list for play space replacement

Shows the priority order for site works as given to Ward Members during the summer briefings. This includes both health and safety repairs as well as the need for replacements.

Priority	Site name	Area	Priority Rating
1	Pooley Green Rec	Egham	10
2	Hamm Moor	Addlestone	9
3	Manorcrofts Rec	Egham	9
4	Gogmore Farm	Chertsey	8
5	RPG	Egham	8
6	King George V	Virginia Water	8
7	Heathervale	New Haw	8
8	Sayes Court	Addlestone	8
9	Victory Park	Addlestone	7
10	Hythe Park	Egham	7
11	Beomonds	Chertsey	7
12	Charta Road	Egham	7
13	Englefield Green	Englefield Green	7
14	Sumner Place	Addlestone	7
15	Abbeyfields	Chertsey	7
16	Walton Leigh Rec	Woodham and Rowtown	7
17	Caselden Close	Addlestone	7
18	Warwick Avenue	Egham	7
19	Woodham Lodge	Woodham and Rowtown	7
20	Herondale	Addlestone	7
21	Chertsey Rec	Chertsey	6
22	Hampshire Court	Addlestone	6
23	Edgell Close	Virginia Water	6
24	Bishops Way	Egham	6
25	Spring Rise	Egham	6
26	Murray House	Ottershaw	6
27	Thorpe Green	Thorpe	5
28	Ottershaw Memorial Fields	Ottershaw	5
29	Frank Muir	Thorpe	5
30	Cabrera Ave	Virginia Water	5
31	Wendover Place	Egham	5
32	Lasswade Court	Chertsey	4
33	Chertsey Meads	Chertsey	3
34	Surrey Towers	Addlestone	3
35	Marshall Place	New Haw	3
36	Staines Lane	Chertsey	3
37	Sussex Court	Addlestone	3
38	Kings Lane Open Space	Englefield Green	3
39	Brookside	Chertsey	2
40	Thorpe Village Hall	Thorpe	2
41	Truss's Island	Thorpe	2
42	Fernlands Play Area	Chertsey	1
43	Aviator Park	Addlestone	1

This table shows the priority order as the situation is now, after the health and safety works have been carried out. The aim is to now address the red priority ratings.

Priority	Site name	Area	Priority Rating
1	Pooley Green Rec	Egham	10
2	Hamm Moor	Addlestone	9
3	Manorcrofts Rec	Egham	9
4	RPG	Egham	8
5	King George V	Virginia Water	8
6	Hythe Park	Egham	7
7	Bemonds	Chertsey	7
8	Englefield Green	Englefield Green	7
9	Caselden Close	Addlestone	7
10	Chertsey Rec	Chertsey	6
11	Spring Rise	Egham	6
12	Murray House	Ottershaw	6
13	Frank Muir	Thorpe	5
14	Cabrera Ave	Virginia Water	5
15	Gogmore Farm	Chertsey	5
16	Heathervale	New Haw	5
17	Sayes Court	Addlestone	5
18	Victory Park	Addlestone	5
19	Charta Road	Egham	5
20	Sumner Place	Addlestone	5
21	Abbeyfields	Chertsey	5
22	Walton Leigh Rec	Woodham and Rowtown	5
23	Warwick Avenue	Egham	5
24	Woodham Lodge	Woodham and Rowtown	5
25	Herondale	Addlestone	5
26	Hampshire Court	Addlestone	3
27	Edgell Close	Virginia Water	3
28	Bishops Way	Egham	3
29	Thorpe Green	Thorpe	3
30	Ottershaw Memorial Fields	Ottershaw	3
31	Wendover Place	Egham	3
32	Lasswade Court	Chertsey	3
33	Chertsey Meads	Chertsey	3
34	Surrey Towers	Addlestone	3
35	Marshall Place	New Haw	3
36	Staines Lane	Chertsey	3
37	Sussex Court	Addlestone	3
38	Kings Lane Open Space	Englefield Green	3
39	Brookside	Chertsey	2
40	Thorpe Village Hall	Thorpe	2
41	Truss's Island	Thorpe	2
42	Fernlands Play Area	Chertsey	1
43	Aviator Park	Addlestone	1

Report title	Water Play Facilities in Runnymede
Report author	Darren Williams (Corporate Head of Community Services)
Department	Community Services
Exempt	No

Purpose of report:

For information.

Synopsis of report:

To provide an overview of the status of Council owned paddling pools across the borough.

To advise Members of the steps being undertaken in Community Services to determine the future viability and any subsequent procurement of water play facilities in Runnymede.

Since the pandemic, this Council's water play facilities (paddling pools) in our ownership, have remained closed.

In accordance with the 2023-2024 Community Services Service Area Plan, Community Services are tasked with the possible procurement of replacement facilities, in the form of Splash Pads.

A capital sum has been approved as part of the 2023-2024 budget setting process, totalling £500,000. However, given the potential scale of works required and the Council's current financial position, this may not be sufficient for the replacement programme.

Officers consider that an understanding of the true extent of any works in terms of requirements and indicative costs is needed, prior to any procurement activity. Taking this approach will enable Members to make decisions as to if and how the Council proceeds. Undertaking further exploratory works will also ensure that any procurement exercise has a robust specification, and which details the Council's full requirements, in the event Members determine that the Council should proceed with replacement.

Therefore, this report outlines steps that are to be undertaken to achieve clarity of the requirements and associated costs, in transitioning from Paddling Pool facilities to Splash Pads.

Recommendation(s):

None. This report is for information.

1. Context and background of report

- 1.1 The Council has three paddling pool facilities in its municipal parks, at Chertsey Recreation Ground, Heathervale Park (New Haw), and Victory Park (Addlestone).
- 1.2 These three sites have remained closed since the pandemic for reasons identified by the operational parks team in Environmental Services, linked to their condition, age and the environmental implications of reopening them. All facilities have been in place for over 30 years.
- 1.3 In addition, a paddling pool is located at Runnymede Pleasure Grounds (RPG), a site which is held in Trust and managed by the Council through this Committee acting as Trustees. This facility has also experienced a period of closure post pandemic. However, following repairs organised by Community Services and Assets and Regeneration, it reopened in June 2023.
- 1.4 The condition, environmental, sustainability and operational requirements which have resulted in the closure or, in the case of RPG, the short-term extended life span, of facilities has resulted in Officers being asked to consider the future replacement of these facilities.
- 1.5 As part of the 2023/2024 budget setting process, a capital budget of £500,000 was approved for the replacement of paddling pools (excluding RPG which would be required to utilise its own Trust budget).
- 1.6 Following the priority work required in relation to play areas, this report outlines the initial steps to be undertaken in determining the Council's future approach to water play facilities in the borough.

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

- 2.1 Dovetailing with work around the play area repairs and replacement programme, consideration has been given to the future requirement for waterplay at existing sites in the borough, where paddling pools are currently located.
- 2.2 Early conversations with Members, demonstrated a desire to move away from traditional paddling pool facilities to other forms of water play, primarily in the form of splash pads. Officers have shared this view, based on the environmental, sustainability, health and safety, and likely operational resource implications and associated costs, relating to operating paddling pools.
- 2.3 As a result, Officers are working towards the potential of splash pad facilities, and it is on this basis that further work will be carried out.
- 2.4 Work undertaken to date, together with information shared by neighbouring authorities who have faced similar situations, leaves a concern that to replace the facilities in the three municipal parks will cost more than the approved £500K budget.
- 2.5 Given the Council's current financial position, the cost of a full replacement programme needs to be understood, to make an appropriate recommendation to inform a decision by this Committee.
- 2.6 In order to have full understanding of the requirements in installing new facilities, the Council is engaging a water play consultant to advise on options and indicative

costings relating to the replacement of existing paddling pool facilities with splash pad facilities. Aspects on which the consultant's advice will be sought include:

- Potential options in relation to splash pad facilities.
- The infrastructure requirements in operating splash pads – (electricity, drainage etc.)
- Site location (focus will be on existing sites but may need to consider relocation within them)
- Environmental implications of equipment installed.
- Ongoing maintenance and part replacement requirements
- Day to day operational delivery requirements against best/good practice
- Health and safety considerations against best/good practice

2.7 The use of a consultant will be funded by a virement from existing Community Services revenue budgets. At the time of writing work is underway to identify and appoint a consultant, working with procurement colleagues. A budget provision of up to £10,000 has been identified for this work although it is hoped it will cost significantly less.

2.8 Members will be keen to determine a way forward. However, at the time of writing it is not possible to provide an indicative timetable of when this work will be undertaken or when a further report will be brought to Members. Notwithstanding, Officers will work as quickly as possible to have this phase of work completed. Should it be possible to provide a further update on timescales this will be reported verbally at the meeting.

3. Policy framework implications

3.1 Play and recreation, as well as the use of the Council's parks and open spaces, aligns with the Corporate Business Plan, particularly relating to the Health and Wellbeing Strategy.

3.2 The Health and Wellbeing Strategy Objective 2 - Healthy Communities has the action "for all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally", contained within the Community Services, Services Area Plan.

4 Resource implications/Value for Money

4.1 Costs directly associated with the appointment of a consultant will be funded from existing Community Services revenue budgets. A maximum intended expenditure of £10,000 has been applied, allowing for contingency and further works if necessary.

4.2 This approach is considered to be the most appropriate way to ensure the Council is fully understanding both the capital and ongoing revenue implications associated with the installation of splash pads, while also intending to take a best value approach.

4.3 The budget provision of £500,000 for the replacement of paddling pools, approved as part of the 2023/2024 budget setting process remains in place and available should ultimately Members decide to proceed with any replacement works. However, no further budgetary provision has been identified to supplement this amount, if the consultancy work identifies costs greater than the budget set.

4.4 Members are advised that the above sum is in specific relation to the three parks sites. Any replacement scheme at Runnymede Pleasure Grounds would be required to be funded by the finances of the Trust, when possible, and with the approval of its Trustees (this Committee).

5. Legal implications

5.1 None identified.

6. Equality implications

6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;

- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
- b) advance equality of opportunity
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.

6.2 We should at all times act in a way that is non-discriminatory through our policies and procedures and interactions with people.

6.3 An Equalities Screening Assessment is being prepared for consideration by the Equalities Group.

7. Environmental/Sustainability/Biodiversity implications

7.1 There are no specific environmental implications relating to this report. However, more broadly, in the event of any future procurement of new facilities, the environmental credentials of any submission will be a key component, and one of the areas for assessment in evaluating bids.

7.2 Procuring facilities which reduce water usage, and which have a lesser reliance on the use of chemicals, if possible, will also be sought.

7.3 An understanding of the methods of disposing materials removed in the event of paddling pools being replaced, in as an environmentally friendly way as possible, will be included within any future procurement also.

8. Other implications.

8.1 None.

9. Conclusion

9.1 The appointment of, and work completed by a consultant will assist the Council in determining the way forward regarding any replacement of paddling pools with new water play facilities.

10. Background papers

None stated.

11. Appendices

None.

Report title	Period Poverty – Motion from Council 20 July 2023
Report author	Darren Williams, Corporate Head of Community Services
Department	Community Services
Exempt	No

Purpose of report:

To Recommend for approval by Corporate Management Committee

Synopsis of report:

Following a motion being presented relating to Period Poverty, at the meeting of Full Council in July 2023, the amended and agreed motion has resulted in Community Services Committee being asked to consider how the Council can provide free products across the borough.

This report considers some of the work being done in this area, and sets out how the Council intends to provide support to ending period poverty, in the borough

Recommendation(s):

Members are asked to recommend to Corporate Management Committee, the approval of a combined budget of £24,000 over three years.

Members are asked to approve the delegation of authority for agreeing the delivery of this project to the Corporate Head of Community Services, in consultation with the Chairman and Vice-Chairman of Community Services Committee and the original Councillor proposer of the motion, to Council.

1. Context and background of report

1.1 Following a motion being presented relating to period poverty, at the meeting of the Council in July 2023, the following amended and agreed motion was carried:

“Ask the Community Services Committee to look at ways to provide free, and as a preference, plastic-free and bio-degradable, period products in all of the council’s public accessible toilets and buildings including leisure centres, libraries and community centres.”

1.2 This report summarises some of the support known to be available within the borough, the role of national charities working to end period poverty and considers the opportunity for the Council to provide additional support to women and girls in Runnymede, who are experiencing period poverty.

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

- 2.1 Within the motion presented at the Council, statistics on period poverty were provided (taken from Action Aid, 2022), to give context to the issue facing girls, women and people who menstruate in the UK today. A summary of the information presented is as follows:
- 1 in 8 women had recently struggled to buy menstrual products, either for themselves or a dependent
 - Of those who struggled to afford menstrual products, 75% had needed to prioritise spending money on food and 49% needed to prioritise spending money on gas and/or electricity.
- 2.2 An article by Action Aid, published on 26 May 2023, on their website ([UK Period poverty rises from 12 to 21% | ActionAid UK](#)), outlined how period poverty had risen in the UK over the course of a year.
- 2.3 Within the report, updated data relating to period poverty following the undertaking of an online poll, completed by over 2000 people, is included. Some of the key statistical data is listed below:
- 21% of girls, women and people who menstruate in the UK are now struggling to afford period products – an increase of 12%
 - 41% kept sanitary pads or tampons in for longer and 8% have to re-use disposable pads.
 - 37% said they had used tissues or cotton wool instead of sanitary pads, whilst 13% said they had used socks or other clothing and 9% resorted to using paper or newspaper.
 - 60% of respondents had to prioritise purchasing food, and 48% prioritise purchasing gas/electricity, over purchasing period products.
 - 24% said they sacrificed period products for themselves so they could afford to buy products for their dependent(s)
 - 17% of respondents said that they had stayed at home due to a lack of access to period products, missing out on access to school, work, exercising or socializing and potentially resulting in wider health and wellbeing impacts.
 - 39% said that they deliberately missed sport or exercise, whilst 25% missed socializing with friends whilst on their periods (these statistics relate to both period poverty and ongoing stigma)
- 2.4 This more recent data shows that period poverty in the UK has worsened over the past twelve months, during a cost-of-living crisis and has a significant social, health and wellbeing impacts for girls, women and people who menstruate.
- 2.5 In response to period poverty, the government have funded a scheme to provide access to period products within education settings to girls and women up to the age of 19 ([Period product scheme for schools and colleges in England - GOV.UK \(www.gov.uk\)](#)).
- 2.6 The offer is not a universal offer of free period products to everyone under the age of 19, but instead provides access to period products if needed. Examples of such scenarios are where personal products have been forgotten, where individuals cannot afford products and in situations where girls, women and people who menstruate have their period unexpectedly.

- 2.7 In response to period poverty, several charities have been set up nationally to provide access to free products across the UK. One such example is Hey Girls, a UK charity set up in 2018, that has provided 30 million free products over their five years of operation (*taken from Hey Girls website – August 2023*).
- 2.8 More locally, in 2021, Surrey County Council launched their Period Dignity campaign across the county, working with the charity Binti International [Period dignity across Surrey - Surrey County Council \(surreycc.gov.uk\)](#).
- 2.9 Surrey County Council focuses on two main project strands, these being providing free period products in locations across Surrey and working towards eradicating period stigma.
- 2.10 Surrey County Council have made available the collection of free period products from libraries (including Addlestone, Chertsey and Egham), as well as from their council offices across the County (nearest offices to Runnymede are the Dakota building in Weybridge and Quadrant Court, in Woking).
- 2.11 Local charities are also attempting to support addressing period poverty, with Runnymede Foodbank currently receiving donations of, and distributing, period products to families in need of support across the borough.
- 2.12 For all the above, the Council recognises that more needs to be done and has sought funding to be able to support girls, women and people who menstruate, in the borough, who are experiencing period poverty.
- 2.13 As a result, it is proposed that the council commits the sum of £24,000, over a three-year period, to support the distribution of period products to children, women and people who menstruate, who are experiencing period poverty.
- 2.14 The funding has been identified from within the following budgets (see section 4 for more information of funding sources).

Sum	Identified Budget	Business Unit Responsible
£7,500	2023/2024 Communities First	Community Services
£7,500	Ringfenced funding from NHS for local projects and initiatives	Community Services
£9,000 (£3,000 per annum)	Housing Revenue Account – Existing Budgets	Housing

- 2.15 In terms of how this money will be used and the offer delivered, this will be worked through in the remainder of 2023/2024 and into the following year, although Members are asked to note that this project is not included in the 2023/2024 Community Services, Service Area Plan.
- 2.16 When considering the options for delivery in light of the Council motion, Officers have identified risks in the context of managing the distribution to ensure that it can meet the identified need and reflect the intention of the motion. Officers are exploring delivery mechanisms in this context and with regard to existing organisations in the area who can assist in targeting period products to those most in need. In addition to

the options for delivery outlined in the original motion; there may be other possible options that include:

- Partnering with local voluntary, community, and faith sector organisations to provide local access to free period products for those who need them making products accessible,
- Making products accessible within proximity of social housing estates within the borough
- Working with leisure providers to make products available to encourage the continued take up of sport and leisure.
- Making products available at Council buildings, including the Civic Offices (in doing so also supporting Council employees). It is also intended to engage with Surrey County Council on their work to explore any opportunity to collaborate.

3. Policy framework implications

3.1 This report meets the corporate objectives of the Council, specifically in relation to Health and Wellbeing. The following objectives within the Council's Health and Wellbeing Strategy are also supported:

- Creating healthy homes
- Creating healthy communities
- Working in partnership to tackle health inequality.

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

4.1 Paragraph 2.14 of this report outlines the sources of funding to create the total budget of £24,000. It is important to note that with £7,500 of this funding coming from 2023/2024 budgets, this will need to be carried forward and split over the three-year period.

4.2 The ringfenced NHS funding was subject of a report previously brought to committee in June 2022. This provides discretion for RBC to focus this money on Runnymede projects, centred on prevention and the wider determinants of health. This money will partly, in future, be utilised through the soon to be launched Runnymede Health and Wellbeing Partnership, linked to the North West Surrey Alliance. For this project, the £7,500 allocated will be moved to general fund balances and applied to the three-year project.

4.3 The Corporate Head of Housing has confirmed that from within those budgets in place to support social housing tenants suffering hardship, a contribution of £3,000 per year is possible.

4.4 At the time of writing, no additional funding has been identified to extend the project beyond the 3-year timescale.

5. Legal implications

5.1 No legal implications have been identified within this report.

6. Equality implications

6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;

- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
 - b) advance equality of opportunity
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 We should at all times act in a way that is non-discriminatory through our policies and procedures and interactions with people.
- 6.3 In the development of a plan to distribute and make accessible period products across the borough, an equalities impact screening assessment will be completed, considering the proposed approach.
- 6.4 Whilst socio-economic circumstances are not a protected characteristic; this initiative is clearly relevant to age and sex.
- 7. Environmental/Sustainability/Biodiversity implications**
- 7.1 In developing the project, consideration will be given to the use of environmentally friendly products and reusable products. The possible inclusion of reusable products will both have environmental benefits and enable the funding allocated to support more people.
- 8. Timetable for Implementation**
- 8.1 In the event that approval is received from Corporate Management Committee, this project will then be added to the work programme within Community Services.
- 8.2 Given the existing commitments for 2023/2024 and additional projects and tasks identified so far this year, whilst Officers will look to move this project forward within quarter 3 and quarter 4 of this financial year, actual timescales are not able to be committed to at this time.
- 9. Conclusions**
- 9.1 The motion presented to full Council was unanimously supported by Councillors, and demonstrated the issue of period poverty across the UK. The Council has considered how it can provide additional support to actions already being undertaken across the county.
- 10. Background papers**
None stated.
- 11. Appendices**
None.

Report title	Community Services Service Area Plan Update – Quarter 1 2023/2024
Report author	Darren Williams, Corporate Head of Community Services
Department	Community Services
Exempt	No

Purpose of report:
For information

Synopsis of report:
This report provides an overview of progress against the agreed objectives within the 2023/2024 Community Services, Service Area Plan, as of the end of Quarter 1 (Apr – Jun 2023)

Recommendation(s):
None. This report is for information.

1. Context and background of report

1.1 In January 2023, Community Services Committee approved the Service Area Plan, to be delivered by the Community Services Business Unit, in 2023-2024.

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

2.1 Appendix ‘A’ provides a summary of all work priorities within the service area plan. Due to the timing of the first meeting after Quarter 1, many of these areas have progressed in Quarter 2, some of which Members will be aware of (e.g., tennis court refurbishment). However, the comments reflect the progress made within Quarter 1.

2.2 Pleasingly, most objectives are underway, and Officers are working hard to move them forward. The limited number that have not yet started, such as work surrounding the Armed Forces Covenant, are intended to progress in the coming months, with consideration of available resources to support the remaining objectives given by the team.

2.3 It is also important to note that the Community Services plan is one of the longer plans in the Council, and is to be delivered in addition to significant levels of frontline business as usual activity and other work with partners, stakeholders etc.

2.4 Equally, Members will be aware that new work tasks and items are often requested of Community Services ‘in year’, given its breadth of function and its role in directly

supporting residents and communities, and as a result, several additional objectives are requested or required.

- 2.5 The above is only included to provide context to the volume of activity in Community Services. However, in the first full year as a merged Community Services Business Unit, the aspiration to deliver on all elements of the Service Area Plan is shared across the team and it is hoped that further updates and reports to this Committee will evidence the completion of objectives throughout the year.

3. Policy framework implications

- 3.1 The Community Services Service Area Plan contains objectives that all meet the corporate strategy. The work of Community Services generally fits the themes of Empowering Communities and Health and Wellbeing, and objectives within the plan align to priorities within each of these strategies.

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

- 4.1 None.

5. Legal implications

- 5.1 None.

6. Equality implications

- 6.1 None.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 None.

8. Background papers

None stated.

9. Appendices

- Appendix A Service Plan Summary Document

Title	ID Number	Service Area	Department	Description	Q1 Update
Voluntary Org Grant Reviews	EC008	Community Services	Community Development	To review all grants to voluntary organisations on a three-year basis with annual assessment of performance.	This objective has been completed with the core grant funding of four organisations reviewed. A committee report has been presented to Committee with recommendations and approved, with organisations receiving confirmation of a further 3 years funding and an agreed 10% uplift (one off) against the previous grant value.
Runnymede Local Initiatives Fund	EC006	Community Services	Community Development	Seek to establish a Runnymede Local Initiatives Fund to pump prime community projects and facilitate access to other sources of funding. To be completed as part of voluntary sector grant review	To achieve this objective there is a need to identify additional funding to the current budgets that will be used for generic revenue grant funding. However, aligned to the NW Surrey Alliance, funding has been received from NHS partners that will be used as seed funding to support local initiatives via the Councils forthcoming Health and Wellbeing Partnership. Therefore further information and progress against this objective is likely to be made in Q2 and Q3.
Voluntary Sector Grant Funding Review	HWB050	Community Services	Community Development	Complete a review of voluntary sector grant funding awarded by the Council and implement a new voluntary sector grant scheme for the borough, supporting local community infrastructure and activity, against the corporate priorities of the Council.	In Q1 Community Services has designed new grant processed for two one off grant schemes, plus the Englefield Green S106 monies. The forms and processes put in place for these test these elements of the review. Given there are currently a couple of grant schemes live, plus a grant scheme to come (Youth Development), it has been agreed to launch the revised RBC voluntary sector grant scheme in April 2024. As a result the work to review the grant policy will be moved to Q3/Q4.
Community Safety Strategy	HWB016	Community Services	Community Safety	Develop a Community Safety strategy for Runnymede and further develop the role of the Community Safety Partnership, locally.	Having completed the review of the priorities for the Community Safety Partnership, the focus has now moved to a local RBC Community Safety Plan. Research if and how other local authorities have taken such approach has been undertaken and the next step is to engage key internal partners to this plan, including Safer Runnymede, Housing and Environmental Health A lot of work has already been completed, working with the corporate review. The first stage of a review has been to consider the current maintenance contract and look to make amendments with the agreement of the contractor, that reflect the service moreso than the specification for the tender, written by consultants. Part 1 of this process has been achieved with a contract change order signed, and now the focus turns to the major challenges created by the new contract, which place financial risk to the contract, due to its structure.
Safer Runnymede Development	HWB001	Community Services	Safer Runnymede	Further develop the role Safer Runnymede plays in supporting/protecting communities through the delivery of CCTV services and pursue opportunities to promote the sustainability of the service (e.g., Safer Surrey, working in partnership with other Councils).	A plan of all work strands has been set out and a business plan for Safer Runnymede is being worked through. However progress with this is sometimes slow due to Safer Runnymede also being engaged with three other local authorities regarding possible service provision, plus the day to day operations. It is understood that Safer Runnymede forms part of the corporate CLT review programme and it is hoped that this will provide additional capacity to support this priority.
CCTV CC Design	CSCD001	Community Services	Safer Runnymede	Engage CCTV control centre design consultants to consider optionality for Safer Runnymede, in order to identify works required and associated growth	Procurement advice received in Q1 suggested that such an approach ahead of any tender, was not appropriate. However further advice received will hopefully enable a development in this area in Q2/Q3.
S106 Allocation & Spend Review	HWB051	Community Services	Community Development	Review of current arrangements for the allocation and spending of capital funding through S106 grant monies, to be used in Englefield Green wards, for projects that enhance the community, its infrastructure and provide opportunities for recreation and social interaction.	Officers have reviewed the previous process and planned a way forward for spending of Englefield Green S106 monies. A committee report was presented to June Community Services Committee, which proposed a way forward, which was unanimously agreed. The delivery of this approved process is now the requirement for Community Development team members.
Community Transport Needs	HWB057	Community Services	Community Transport	Identify whether Community Transport services meet the needs of residents of the borough in providing access to services, facilities and amenities within communities that are otherwise inaccessible, to reduce isolation and remove transport as a barrier to engaging in communities.	Officers commenced the review of Community Transport in Q1, however progress has been delayed in this period due to unforeseen staff unavailability. This is a key priority and now with a full compliment of staff, more rapid progress is likely to be made in Q2.
Play Space Review	CSCD002	Community Services	Community Development	Complete a full review of works required at play spaces across the borough, and receive an options appraisal and indicative costings for a replacement programme.	Initial work on the review of play spaces was complete in Q1, in particular focussing on the health and safety repair requirements, following on from the completion of annual inspections and more recent monthly inspections by third party contractors. Emergency health and safety works were completed in Q1 in response to the findings of the reports and observations of officers, who visited sites to undertake own assessments in addition.

Play Space Improvement Programme	HWB018	Community Services	Community Development	Implement a play space improvement programme, modernising our play space offer to local children across the borough	Given the work on CSCD002 in Q1, work on a play space replacement programme did not commence until Q2. A further update will be able to be provided in the next quarter.
Youth Sport, Leisure & Recreation Facilities	HWB020	Community Services	Community Development	Deliver facilities and services across the borough to enable children & young people to participate in sport, leisure, and recreation.	Work has been undertaken in Q1 to review possible opportunities to engage with children and young people, in sport, leisure and recreation. A further update on progress against this will be provided in Q2. Other projects have been furthered in this area, in Q1, and are reported separately in this report. Together with colleagues from Assets and Regeneration, a kick off meeting was held with the rugby club to discuss existing facilities, experiences of playing at Kings Lane and their plans aspirations for the future in terms of expansion into youth rugby, women's rugby etc.
Review sites for play, sports & recreation	HWB024	Community Services	Community Development	Seek and investigate most appropriate sites for play, sports and recreation facilities, e.g., skate parks Review the proposals for the installation of a bike track at Kings Lane, Englefield Green as part of wider consideration of sports and recreation facilities at the site.	Colleagues in Assets began the process of obtaining a quote for a topographical survey of the site, however, a budget will need to be found to complete this. In addition, with conflicting requests to engage on various sports hub initiatives, it is intended that Com Services and Assets will discuss this objective (and other possibilities raised subsequently) with CLT to set a clear way forward against this objective.
Heathervale All-wheeled Facility	HWB025	Community Services	Community Development	Following identification of sites potentially able to accommodate skate park facilities, deliver a new all wheeled facility at Heathervale Park	Procurement documents have been completed and the tender exercise for the skate park facility has commenced.
Addlestone Youth Provision	HWB021	Community Services	Community Services	Establish the demand and core offer for the viability of a Youth Café facility in Addlestone to provide a safe space in the Community, providing social interaction, recreation and diversionary activity, and following the undertaking of engagement activity with local children and young people.	Officers were advised that this project, utilising Safer Streets funding secured, was not viable due to a lack of building options within the environs of Garfield Road. Therefore, in Q1, CH of Community Services and CH of Housing worked with the Home Office and PCC to try and retain as much of the funding awarded as possible, diverted into alternative options. Meetings were held with Eikon (a Surrey youth charity), regarding a youth engagement project at Garfield Road estate, with the intention for it to launch in Q2.
Community Hub at EHC - Viability	HWB022	Community Services	Halls & Day Centres	Consider the viability of community Hub at Egham Hythe Centre, working in partnership with Egham Hythe GP Practice	Work between Community Services and Assets and Regeneration has taken place to take forward this objective, but has been delayed for varying reasons including the pace of discussions with NHS colleagues, internal considerations re other buildings, financial viability of the project as originally intended and also other discussions re potential use of Egham Hythe Centre. It is intended that in Q2, a reset on this objective will be agreed and that progress will be made quickly to determine if realising this objective is possible.
Community Hub at EHC - Implementation	CSCD003	Community Services	Halls & Day Centres	Move from viability stage to implementation of Community Hub project at Egham Hythe Centre, requiring capital works to be completed to the building, working with Assets and Regeneration.	The delivery of this objective is dependent on the outcome of objective HWB022. Therefore, work against this objective has not commenced.
Homelink Service	HWB012	Community Services	Home Improvement Agency	Extend the Homelink (Handyperson) service in Runnymede to: • To provide affordable paid for services to vulnerable residents, to enable vulnerable residents to access support to continue to live independently at home. • Council owned properties, creating a tenure neutral service for residents, to provide consistency of service availability across all tenures.	Early discussions have been held regarding the extension of the Homelink service in Runnymede and the creation of a tenure neutral service. However, given Homelink is delivered on behalf of the Council by WBC, their internal challenges have meant that this objective cannot be progressed until there is greater clarity in relation to the future of Homelink. Further work will hopefully be completed in Q2.
Digitisation of telecare services - Equipment	HWB003	Community Services	Community Alarm & Telecare	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.	Research has been undertaken by the team into possible products, financing and any further digitalisation requirements in Safer Runnymede as the monitoring provider, ahead of intending to push this project forward in Q2 and Q3. Initial discussions with colleagues at SHBC have also been held regarding this objective, given that this is a requirement of both boroughs and that the service area forms part of the Community Services Partnership.

SHBC Partnership	HWB039	Community Services	Community Services	Working in partnership with Surrey Heath Borough Council, continue to deliver a Family Support service, enabling and motivating families to learn, develop and implement change to enjoy all aspects of family life.	A closer working relationship between RBC officers and the Family Support service (delivered by SHBC on the Councils behalf) has been achieved and RBC are now invited to attend partnership meetings, contract review meetings with SCC, etc. SCC announced their original intentions to go to open tender for future Family Support services, commencing in April 2024, and officers have been working alongside colleagues at SHBC to determine the way forward in relation to this, with both Councils indicating a desire to continue to work together and prepare a tender submission. Further work on this will be undertaken in Q2, once the intentions and future plans of SCC are formally received and understood.
Meals at Home Review	HWB040	Community Services	Community Services	To undertake a review of the Meals at Home service, considering options for more cost effective, environmentally friendly service delivery, without reducing service quality or availability.	A review of the service across the Community Services Partnership area was undertaken, with five different possible service delivery models considered and costed. The outcome of this was to retain the same delivery method, however after much pushing by officers, electric vehicles were secured for both Councils, on three year lease agreements, supporting the Councils climate change strategy.
Barrsbrook Farm Feasibility	HWB028	Community Services	Community Development	Act as the internal Client to work in partnership with Sir Williams Perkins School to identify opportunities and the feasibility for new sports facilities at Barrsbrook Farm, Chertsey, ensuring access for community use and benefit of residents.	Officers from Community Services have supported Assets & Regeneration in meetings with SWIPS, to discuss the potential for a sports hub at Barrsbrook Farm. The role of Community Services in these discussions is to ensure community access is secured in any development. Whilst progress has been limited, SWIPS do have a three year agreement to try and realise this vision and officers will continue to work with them as the project develops.
Hospital Discharge Model	HWB009	Community Services	Community Transport	Work with partners to further develop the Homesafe Plus hospital discharge model, in supporting timely discharge from hospital and preventing admission where possible.	Initial work has been undertaken to review the referral form and to improve the collation of monitoring data linked to Homesafe Plus. This is important as it provides evidence of the success of the project that can be used in attempting to secure funding for services that are available to support the NHS via this platform. Attempts to recruit to a project role were unsuccessful, and together with the three other NW Surrey Boroughs, a decision as to whether it is now required will be made. In the meantime the service continues to be well used with significant referral numbers into Community Services.
Safeguarding Policy	CSCD004	Community Services	Community Services	Implement safeguarding policy including all staff training and corporate governance structure	A new corporate Safeguarding policy has been written and approved by Members. The roll out of the policy, training requirements of all staff and recording processes internally will take place in Q2.
Armed Forces Covenant	HWB068	Community Services	Community Services	Promote greater understanding of the Armed Forces Covenant and the commitment of the council amongst staff to ensure appropriate support, information and advice is given to former service personnel.	Work against this objective has not commenced in Q1.
Home Improvement Agency	HWB002	Community Services	Home Improvement Agency	To deliver a more flexible and timely Home Improvement Agency and approach to spending of the Disabled Facilities Grant, in supporting residents of all ages being able to live safely and independently at home.	A development plan for the Home Improvement Agency has been written and approved by Members of Community Services Committee. New developmental elements will be completed in Q2. The team are experiencing increased referral numbers (which are to be monitored in 23/24 via service KPI's) and have already significantly reduced the application process time, from pre and immediately post pandemic. It is important to note that most likely delays in the process are at the stage Occupational Therapist support is required from SCC (due to workload), and in the undertaking of works by contractors. Both are to a degree outside the control of RBC, however work will be undertaken in Q2 as part of the plan to help address these aspects.
Full GDPR Compliance	CSCD005	Community Services	Community Services	Achieve full GDPR compliance with Surrey Heartlands and wider NHS alliance partners	Work has been completed with Surrey Heartlands, supported by the Councils Data Protection Officer, in order to meet the NHS standards required. Work has been started with colleagues in digital services around policy development whilst all staff have been asked to undertake the mandatory data protection training, a requirement of the council regardless, but also an element of the requirements with NHS. Further work on this will be completed in Q2 ahead of the November 2023 deadline to meet the standards.
Egham Hythe Centre Community Hub	HWB022	Community Services	Community Services	Support and provide input as required to the viability of community Hub at Egham Hythe Centre, working in partnership with Egham Hythe GP Practice.	

RPG Improvements	CD35	Community Services	Community Development	Council and Members want to improve Runnymede Pleasure Grounds to make it a leisure destination.	Initial work on this has been undertaken, as part of the play area review and reviewing the viability of reopening paddling pools in the borough. Maintenance works have been ordered, to enable the pool to reopen in Q2. Further work on the future of RPG will be undertaken in Q2 and brought to Community Services Committee.
Chertsey Museum Digitisation	CD01	Community Services	Community Development	To digitise museum archives and publish online	This objective has not started due to there not being the funding in place to support the digitalisation of the Museum, at present. The above situation was known ahead of setting the objective with the first element of the objective being to attempt to secure funding or find an alternative solution. Working with the corporate Bid Writer, work to try and identify possible sources of funding remains ongoing.
Customer Satisfaction Feedback Program	H018	Community Services	Community Services	Devise and implement a customer satisfaction survey and process for monitoring	This project has not commenced due to other priorities within Community Services and availability of resources.
Befriending services in Runnymede	OA15	Community Services	Community Services	Procurement of a befriending service for vulnerable adults to replace the current in-house service set-up due to the Covid-19 pandemic.	Following direction of members in Community Services Committee, partnership approach working with VSNS adopted. Agreements have been signed, funding provided and all data appropriately transferred from interim Council service to new offer. VSNS now delivering service.
DFG demonstrator wet room	P11	Community Services	Community Services	To set up a DFG demonstrator wet room facility at Manor Farm Day Centre and Windle Valley Day Centre, funded by the Disabled Facilities Grant. In doing so providing a facility for residents to access when using the centre or when awaiting major adaptations at home etc.	Project has not commenced, given the potential project relating to Egham Hythe Centre, that could include the service provision at Manor Farm Centre. The opportunity to progress this remains once the Egham Hythe objective reaches a certain stage.
Pilot Step Down Accommodation	P16	Community Services	Community Services	Work in partnership with North West Surrey Alliance, Spelthorne and Woking Borough Councils to deliver a pilot service providing step down accommodation for residents discharged from Hospital to reside at prior to returning home. Project led by SBC.	The step down pilot demonstrated benefits to the wider health system. Housing Committee approved the continued participation in the provision of step down accommodation, whilst NW Surrey Alliance have approved ongoing funding. Therefore the Council continues to participate in these scheme and forms part of new business as usual.
Lawn Tennis Association Support Project	HWB070	Community Services	Community Development	LTA proposal to improve Tennis courts in the borough.	Negotiations and planning with the LTA and appointed contractors continue, ahead of refurbishment being completed in Q2. Other elements of project to be undertaken in Q2.
Reprovision of Eileen Tozer Day Centre se	HWB071	Community Services	Community Services	Work with Addlestone Community Association in delivery of Day Centre services, or alternatively reopen the Eileen Tozer Centre.	Following the withdrawal of Addlestone Community Association from the intended partnership to reprovide service in Addlestone, further work on alternative options was undertaken in advance of a report being taken to Members at the beginning of Q2.
Procurement of Disabled Adaptation Wor	HWB072	Community Services	Community Services	Procurement of Disabled Adaptation Works Contractor.	Working with colleagues in Procurement and Housing, planning work for future procurement activity has been undertaken. This has included identifying the kinds of contractors required, considering if any existing contracts with the Council can be utilised and setting out a procurement timetable.

Report title	Community Services Quarter 1 KPI Report
Report author	Aadam Ahmed – Policy and Projects Officer
Department	Community Services
Exempt	No

Purpose of report:
For information.

Synopsis of report:
This report and the attached appendix outlines the performance of service areas against the agreed key performance indicators for Quarter 1 of 2023/2024 (1 April – 30 June 2023)
Officer comments have been added to each KPI within the appendix of this report and where appropriate the main body of this report makes reference to any KPIs which are deemed to be of importance to Members, either due to performance against the KPI or relevance to wider pieces of work.

Recommendation(s):
None. This report is for information.

1. Context and background of report

- 1.1 At the meeting of this Committee in March 2023, Officers presented a report which outlined the key performance indicators (KPI) that the service areas within the Community Services Business Unit would bring to future committees.
- 1.2 The proposed KPIs were approved, and it was agreed that quarterly reports would be brought to this Committee throughout the year.
- 1.3 Measuring performance through KPIs provides Members with the ability to scrutinise service area performance against key objectives and as such it is anticipated that this report will provide the Committee with greater oversight of the business unit.

2. Overview of performance

- 2.1 Each KPI is related to a relevant service area and for a majority of them they are RAG rated ‘Red’, ‘Amber’ or ‘Green’ – with ‘Green’ indicating performance being achieved or exceeded, ‘Amber’ indicating that the target has been missed within 10% and ‘Red’ indicating that the target has been missed beyond 10%.

- 2.2 Some of the KPIs do not have targets and instead only provide actuals. For those KPIs within Community Safety and Safer Runnymede no target has been assigned and they will not be RAG rated as due to the nature of these services and what the KPIs are capturing there is no way for these teams to influence the KPIs. These KPIs instead demonstrate the value of these services and their role in keeping people safe, both in their homes and in their communities by tallying the percentage or number of people who have engaged with the service in a particular way.
- 2.3 Targets and RAG ratings have also been removed for Community Transport KPIs. Following the pandemic and the subsequent impact that it had on the service it was agreed to remove the targets given the phased return to operation. Given that a community transport review is now being undertaken to understand the future model that the service will operate under it is planned that any new targets will be set following this.
- 2.4 The full KPI report can be found within Appendix 'A'.
- 2.5 Overall, performance against the KPIs across the entire business unit has been Good and in almost all cases, services have met their targets. As a service area to highlight, Chertsey Museum has exceeded its target significantly, particularly in relation to its school facing activities, where the team has worked hard to meet the increased demand which has come off the back of the coronation of King Charles III.
- 2.6 The performance of these services against their KPIs demonstrates the value that they add to residents' lives and the continued relevance of the service to the borough. The teams within each service work hard to ensure that residents needs are met via their services and in instances where KPI's are not met, the work of the teams should not be understated.
- 2.7 It is key to note that the service areas where the targets are currently 'Amber' are services where the majority of service users may be considered vulnerable, particularly community alarms and community meals. Given that these are also charged services, against the back-drop of the current cost-of-living climate the teams are working hard to ensure that residents feel that they are receiving value for money, which has presented challenges given the rising costs to the council. Alongside this there is a natural attrition to the services that needs to be considered against current numbers. As such, whilst the teams are working hard to deliver these services and ensure value for money, external factors such as the cost of living crisis is potentially having an impact on referral numbers and uptake. Further work to establish this will be undertaken.
- 2.8 In spite of some of the challenges that the services may face Members should feel confident that none of the KPI RAG ratings have returned as 'Red'. In the future, where KPIs are rated 'Red' it is intended that a clear plan will be put in place to return performance to expected levels.
- 2.9 It should be noted that 'CD1', 'CD2' and 'CD3', all from the Community Development service area, currently have no KPI data to report in this quarter and are omitted from the appendix due to the nature of the activity that is being reported against. It should also be noted that KPIs for Open Spaces Development are yet to be defined.

3. Policy framework implications

- 3.1 The KPIs being reported are linked to the aims and objectives of the Community Services Service Area Plan and as such they can be utilised as a means of assessing how well the business unit is doing in realising these aims and objectives.

4 Resource implications/Value for Money

- 4.1 This report enables Members and the public to gain an insight into the performance of service areas which could include ascertaining the value for money which is delivered by the various service areas within the Business Unit.
- 4.2 The KPIs are utilised internally within Community Services to drive service improvement and to address identified gaps in the service.
- 4.3 Where KPIs are below target officers will be working to identify the cause and ensure that service area performance is more aligned to target in the next quarterly update.

5. Legal implications

- 5.1 There are no specific legal implications that arise directly from this report.
- 5.2 Legal Implications will be considered for individual aspect covered by this report, where relevant (for example when a procurement exercise is required and authorisation is sought).

6. Equality implications

- 6.1 The Council has a duty under the Equality Act 2010. Section 149 of the Act provides that we must have due regard to the need to;
- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
 - b) advance equality of opportunity
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 We should at all times act in a way that is non-discriminatory through our policies and procedures and interactions with people.
- 6.3 There are no equality implications that arise directly from this report. Where applicable equalities screenings have been completed in the service areas. The KPI information can potentially be utilised within service areas to achieve targeted change which is aimed at achieving positive equalities outcomes where certain demographics are disadvantaged.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 There are no environmental, sustainability or biodiversity implications which arise directly from this report.

8. Timetable for Implementation

8.1 This is the first quarterly report for the 2023-2024 municipal year. The next report, covering 'quarter 2' will be brought to the next scheduled meeting of this Committee in November 2023.

9. Background papers

Proposed Key Performance Indicators – Community Services March 2023

10. Appendices

- Appendix A Quarter 1 Community Services KPI Information

Community Services Key Performance Indicators

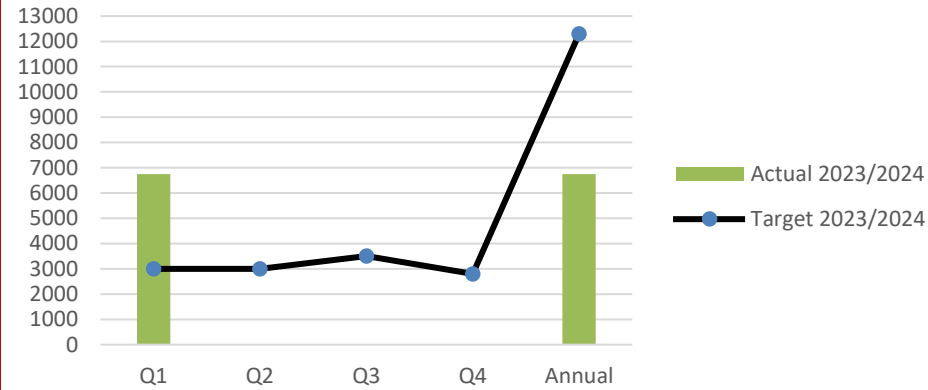
Quarter 1 2023/24 - September 2023

RAG Legend		Chart Legend	
Performance/activity has met or exceeded the quarterly / annual target.	Green	2023/2024 Quarter Target	
Performance / activity has missed its quarterly / annual target but is within $\leq 10\%$ of relative target.	Amber	2023/2024 Actual	
Performance / activity has missed its quarterly / annual target and is $> 10\%$ of relative target.	Red	Target 2023/24	-----
Data not available	Not available		

KPIs marked (c) denote Corporate KPIs

Chertsey Museum - Emma Warren

CM1: Total number of Chertsey Museum users (including all groups)

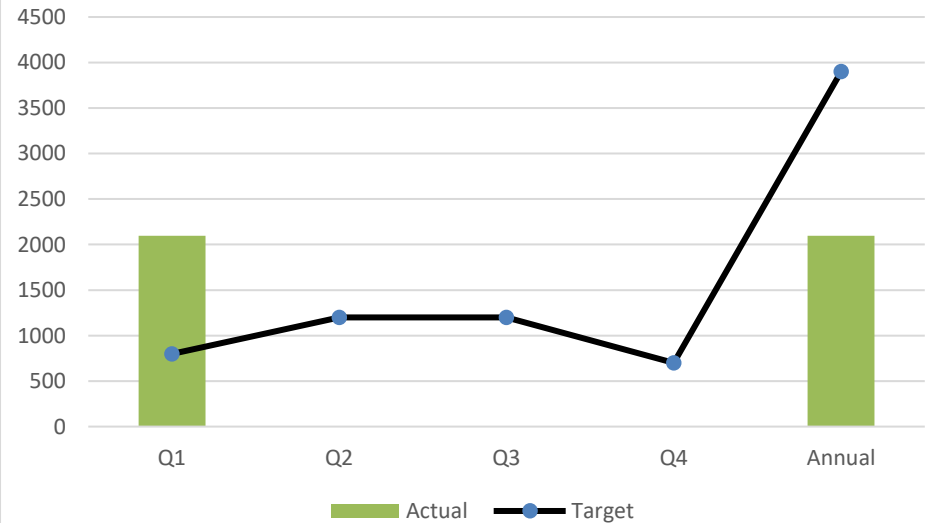


Q1	Q2	Q3	Q4	23/24 Overall
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Quarter	Target	Actual	RAG
Q1	3000	6744	Green
Q2	3000		
Q3	3500		
Q4	2800		
Annual	12300	6744	

Officer Comment
There was an increase in school numbers due to coronation assemblies taking place.

CM2: Total number of visitors to Chertsey Museum

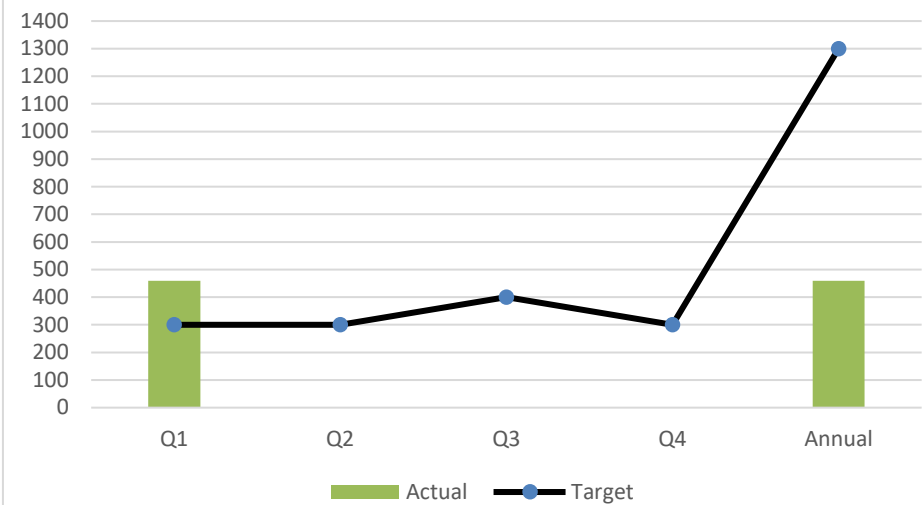


Q1	Q2	Q3	Q4	23/24 Overall
----	----	----	----	---------------

Quarter	Target	Actual	RAG
Q1	800	2097	Green
Q2	1200		
Q3	1200		
Q4	700		
Annual	3900	2097	

Officer Comment
Visitor numbers naturally vary throughout the year, and no specific evidence collated to evidence the increase in visitors against the target. Possible increase in tourists in the surrounding area due to the coronation is a possible reason

CM3: Number of school children visiting the site as part of Chertsey Museum Education Sessions

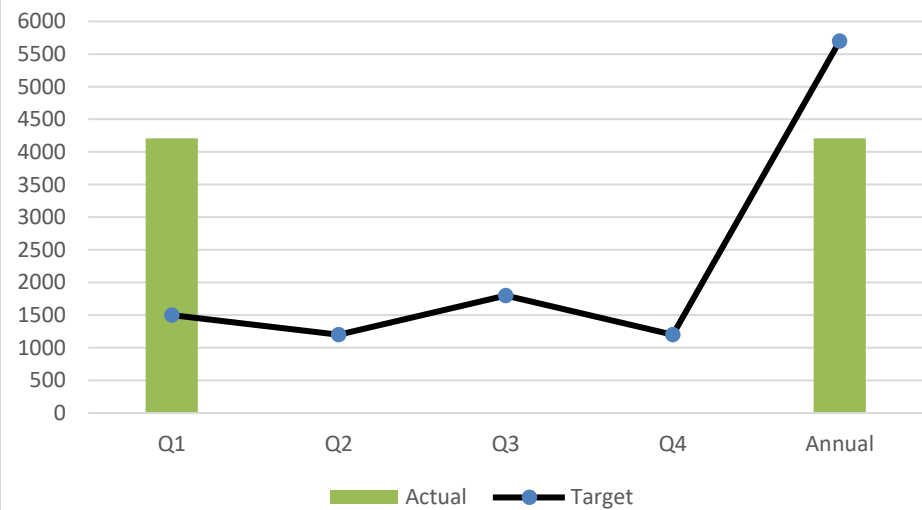


Q1	Q2	Q3	Q4	23/24 Overall
459				

Quarter	Target	Actual	RAG
Q1	300	459	Green
Q2	300		
Q3	400		
Q4	300		
Annual	1300	459	

Officer Comment
 Given that the coronation had taken place during this quarter it is possible that more schools had opted to visit the museum during this period.

CM4: Number of school children visited at school as part of Chertsey Museum Education Sessions



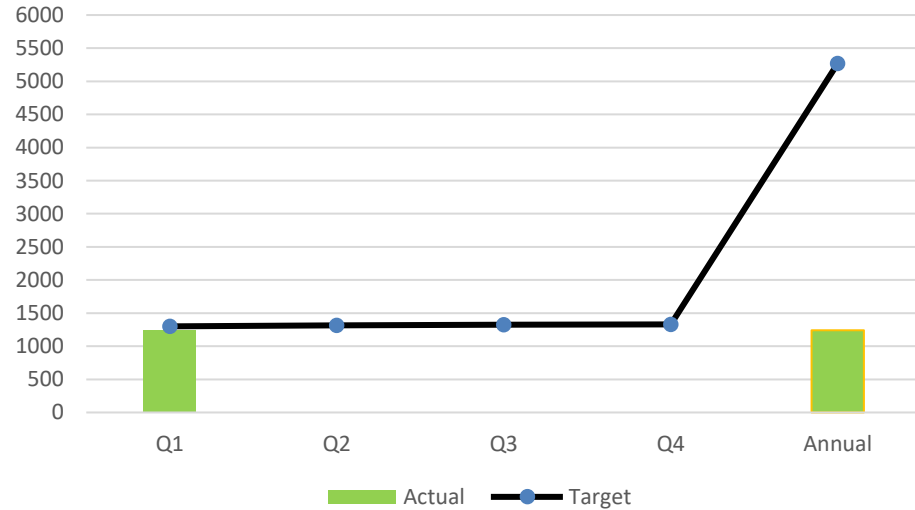
Q1	Q2	Q3	Q4	23/24 Overall
4210				

Quarter	Target	Actual	RAG
Q1	1500	4210	Green
Q2	1200		
Q3	1800		
Q4	1200		
Annual	5700	4210	

Officer Comment
 There was an increase in school numbers due to coronation assemblies taking place.

Community Alarms & Telecare - Julie Yuill

CAT1: Number of residents accessing the Community Alarm service (RBC)

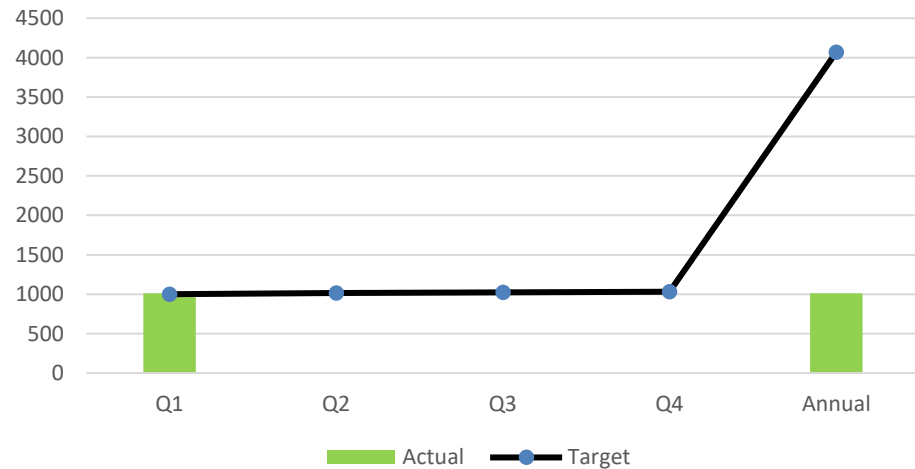


Quarter	Target	Actual	RAG
Q1	1300	1241	Amber
Q2	1315		
Q3	1325		
Q4	1330		
Annual	5270	1241	

Officer Comment

This is a naturally fluctuating figure, dependent on a number of factors. The target set was a target for growth and more work will be done to understand the correlation between referrals (CAT3) and service take up, to be able to be reported in future

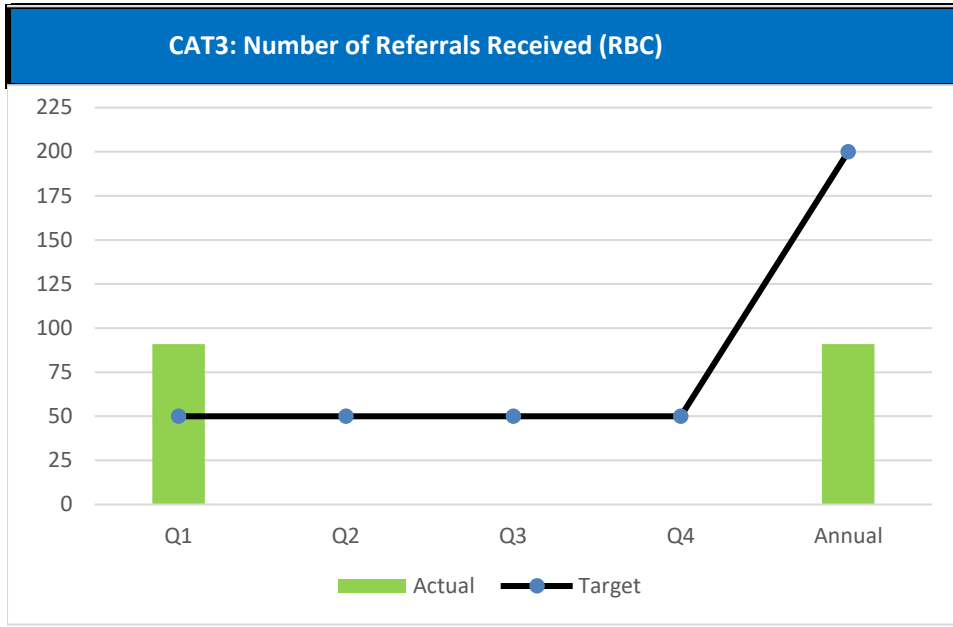
CAT2: Number of residents accessing the Community Alarm service (SHBC)



Quarter	Target	Actual	RAG
Q1	1000	1010	Green
Q2	1015		
Q3	1025		
Q4	1030		
Annual	4070	1010	

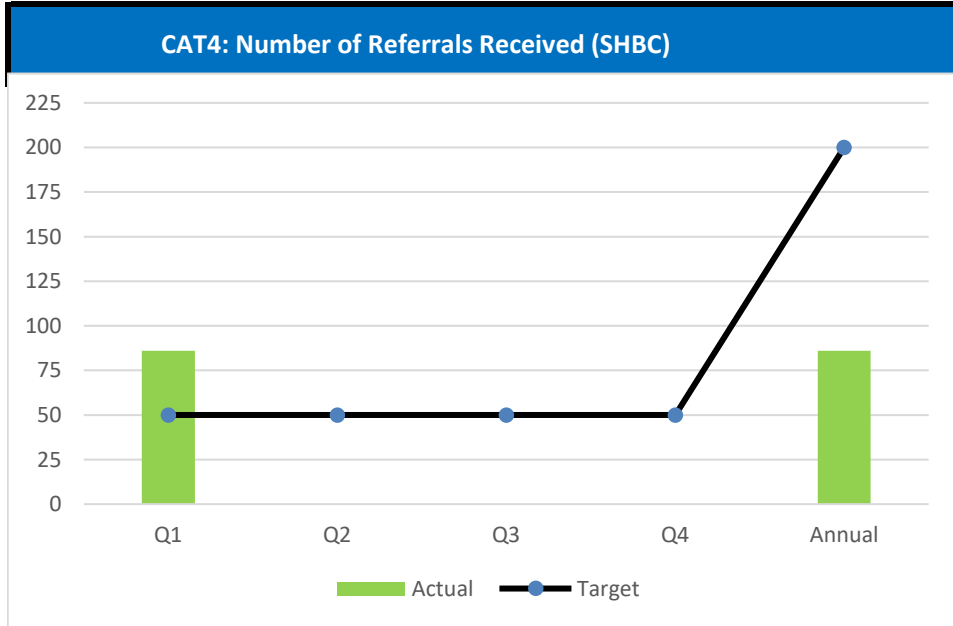
Officer Comment

This is a naturally fluctuating figure, dependent on a number of factors, In this instance SHBC have exceeded the target set, which was a target for growth. More work will be done to understand the correlation between referrals (CAT4) and service take up, to be able to be reported in future



Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	50	91	Green	
Q2	50			
Q3	50			
Q4	50			
Annual	200	91		

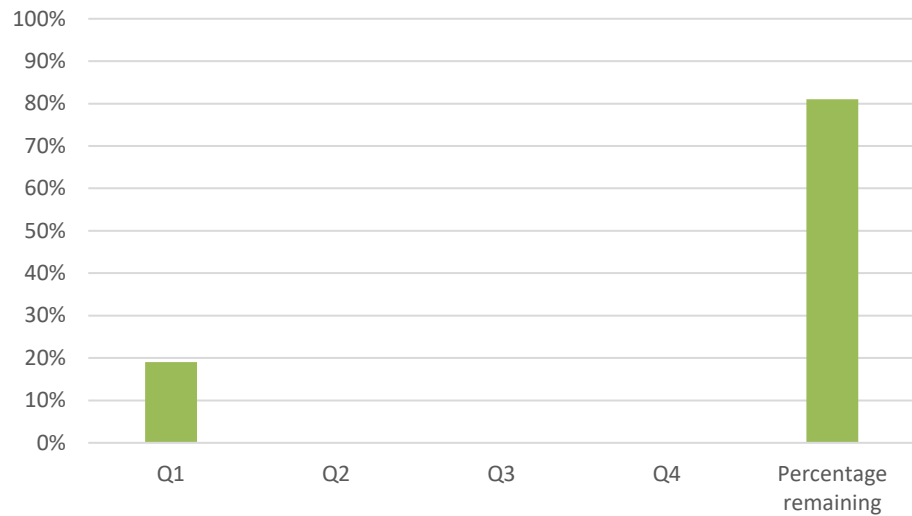
Officer Comment
 There is a continued demand for the service in terms of referrals from a range of sources, in particular linked to hospital discharge. However, more work will be done to understand the correlation between referrals and service take up, to be able to be reported in future



Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	50	86	Green	
Q2	50			
Q3	50			
Q4	50			
Annual	200	86		

Officer Comment
 There is a continued demand for the service in terms of referrals from a range of sources, However, more work will be done to understand the correlation between referrals and service take up, to be able to be reported in future

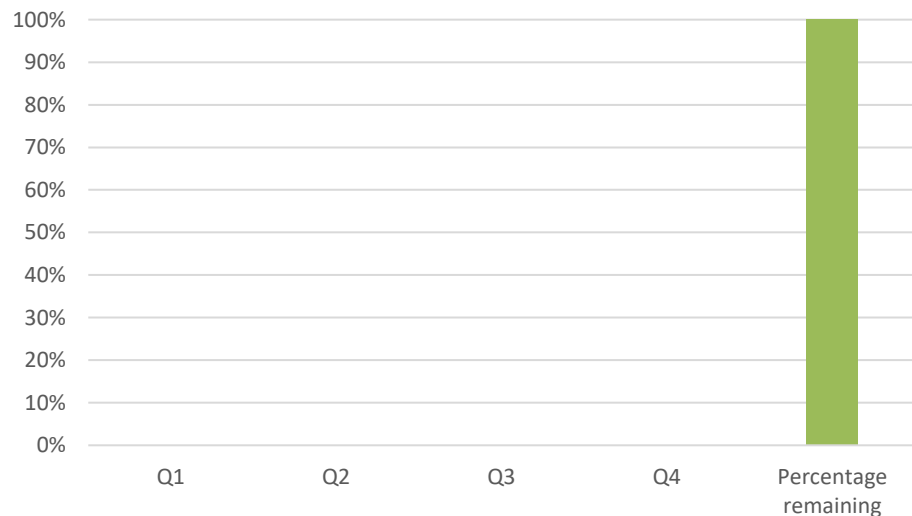
CAT5: Percentage of Systems Transferred to Digital (RBC)



Quarter	Actual
Q1	19%
Q2	
Q3	
Q4	

Percentage remaining	81%
<u>Officer Comment</u>	
A business case has been submitted to CLT relating to the mobilisation of the digital refresh. It is hoped that progress is able to be made in this area in the coming months, although this project is intended to be delivered over the period until July 2025	

CAT6: Percentage of Systems Transferred to Digital (SHBC)

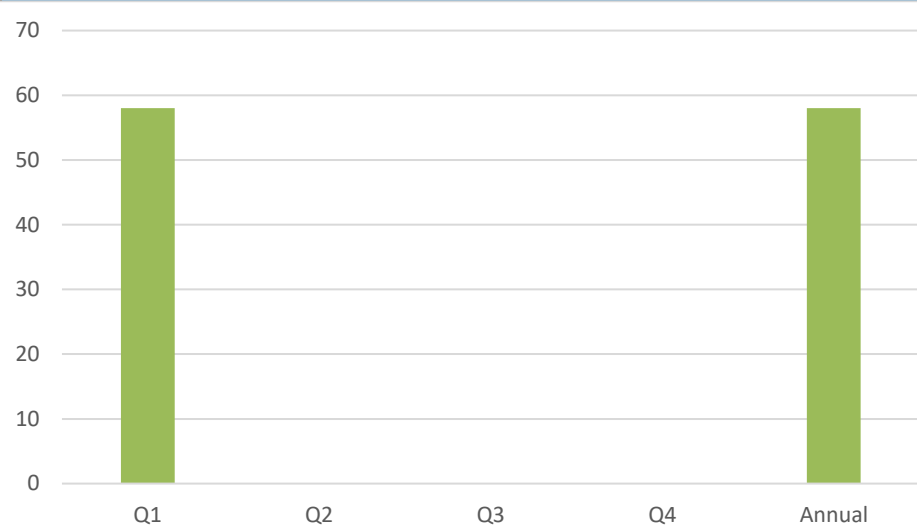


Quarter	Actual
Q1	0%
Q2	
Q3	
Q4	

Percentage remaining	100%
<u>Officer Comment</u>	
Identification of probable costs etc. has been completed, and a meeting at SHBC has been arranged to discuss funding requirements. It is hoped that progress is able to be made in this area in the coming months, although this project is intended to be delivered over the period until July 2025	

Community Halls - Hayley Andrews

CH1: Number of Bookings at Chertsey Hall

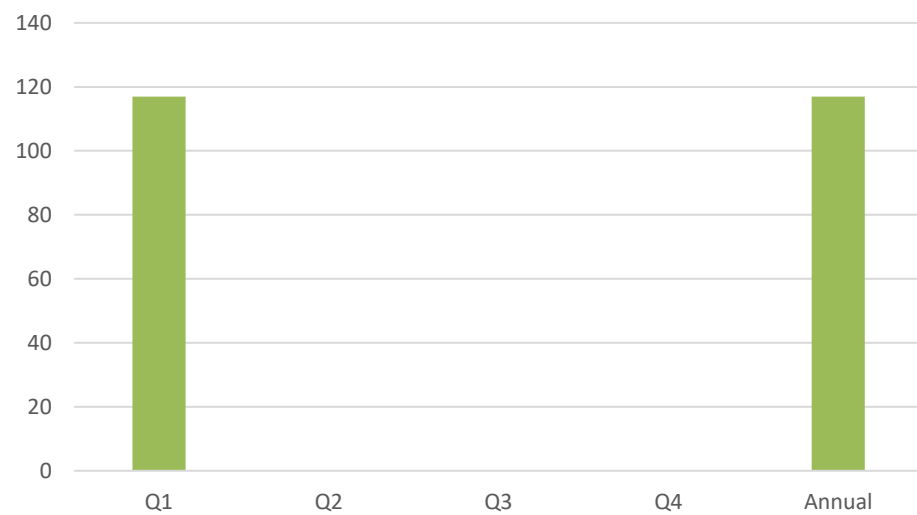


Quarter	Actual
Q1	58
Q2	0
Q3	0
Q4	0
Annual	58

Officer Comment

Post pandemic recovery of use of Chertsey Hall remains slow, despite promotion of their availability and discounted hire charges as part of the reopening offer.

CH2: Number of Bookings at Egham Hythe Centre



Quarter	Actual
Q1	117
Q2	0
Q3	0
Q4	0
Annual	117

Officer Comment

Post pandemic recovery of use of Egham Hythe Centre remains slow, despite promotion of their availability and discounted hire charges.

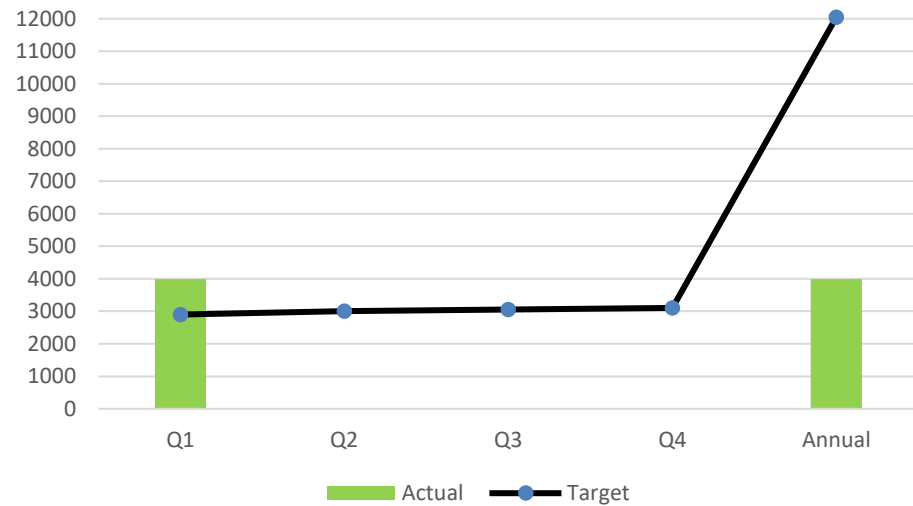
Social Centre Services - Hayley Andrews

SCS1: Number of Attendees at Addlestone Service

Q1	Q2	Q3	Q4	23/24 Overall
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

Officer Comment
 Members are aware of the need to reconsider arrangements for Addlestone, resulting in the intended reopening of Eileen Tozer Centre. This service was therefore not delivered in Q1.

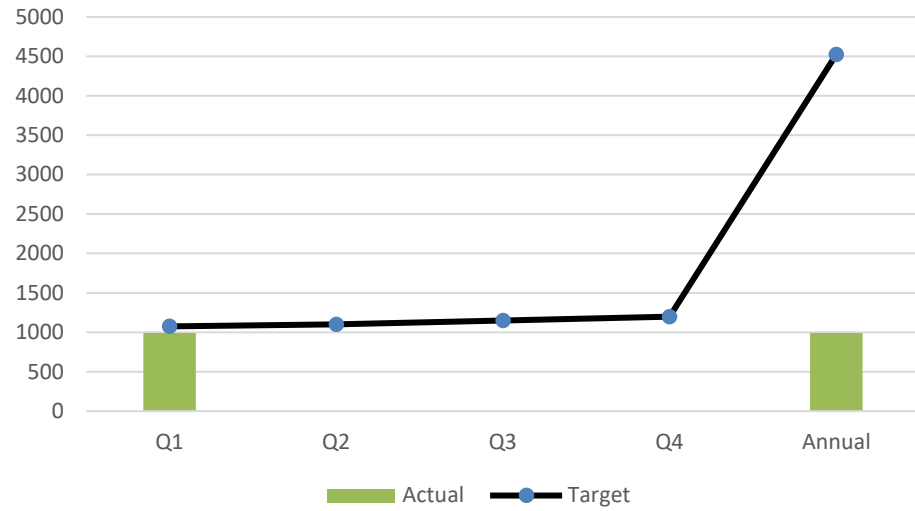
SCS2: Number of Meals Served at RBC Centres



Q1	Q2	Q3	Q4	23/24 Overall
3992	3000	3050	3100	3992
3992	3000	3050	3100	3992
3992	3000	3050	3100	3992
3992	3000	3050	3100	3992
3992	3000	3050	3100	3992

Officer Comment
 Both Woodham and New Haw and Manor Farm Day Centre are working hard on their recovery post pandemic closure, and their combined figures for provision of meals is testimony to their hard work.

SCS3: Number of Meals Served at Windle Valley Centre



Q1	Q2	Q3	Q4	23/24 Overall
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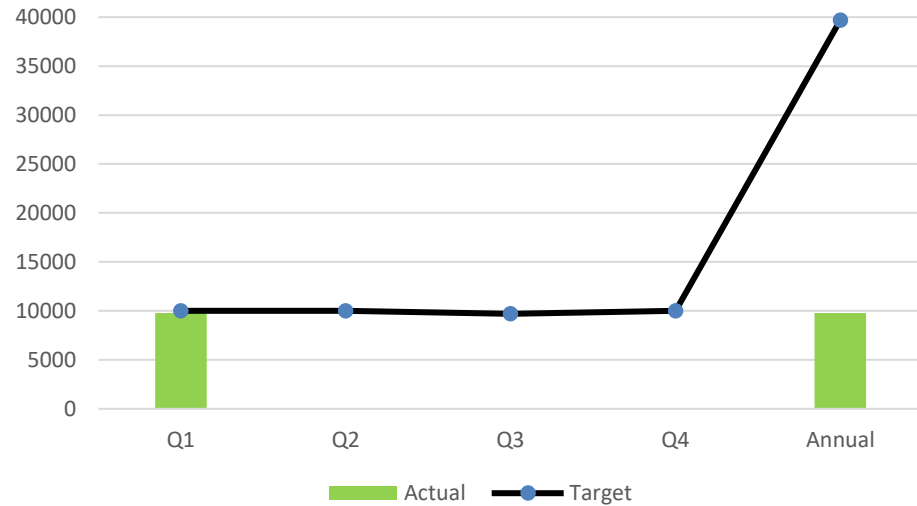
Quarter	Target	Actual	RAG
Q1	1075	989	
Q2	1100		
Q3	1150		
Q4	1200		
Annual	4525	989	

Officer Comment

The target set required growth as part of an improvement plan. Month on month in Q1, the number of meals served at Windle Valley Centre increased, however, the total fell short of the Q1 target. Work to continue to grow the service at WVDC post pandemic continues.

Meals at Home - Aline Poulter

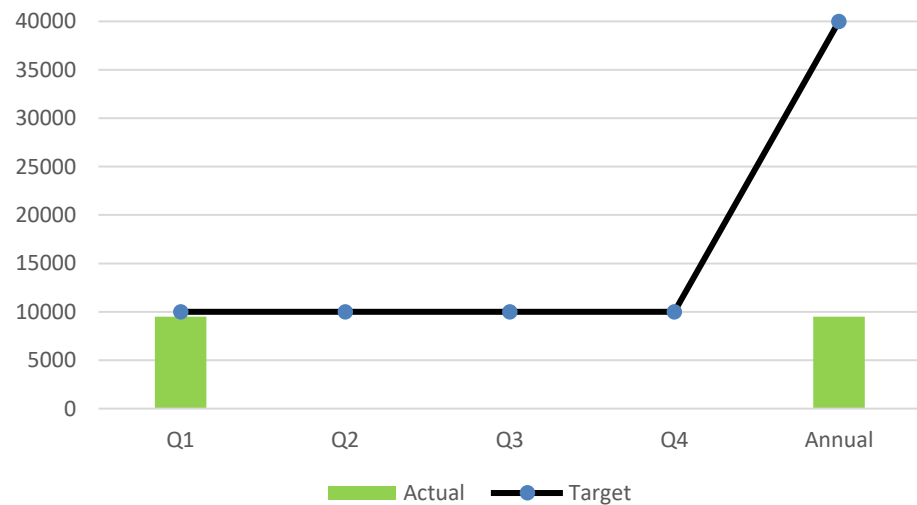
MH1: Number of Meals at Home items served (RBC) ©



	Q1	Q2	Q3	Q4	23/24 Overall
Quarter					
Q1	10000			9793	Amber
Q2		10000			
Q3			9700		
Q4				10000	
Annual					39700
					9793

Officer Comment
 Numbers of meals served per month remained largely consistent in Q1, however service fell just short of target. Work is being undertaken on a marketing plan for Meals at Home ahead of the autumn/winter period where historically referrals have been greater

MH2: Number of Meals at Home items served (SHBC) ©

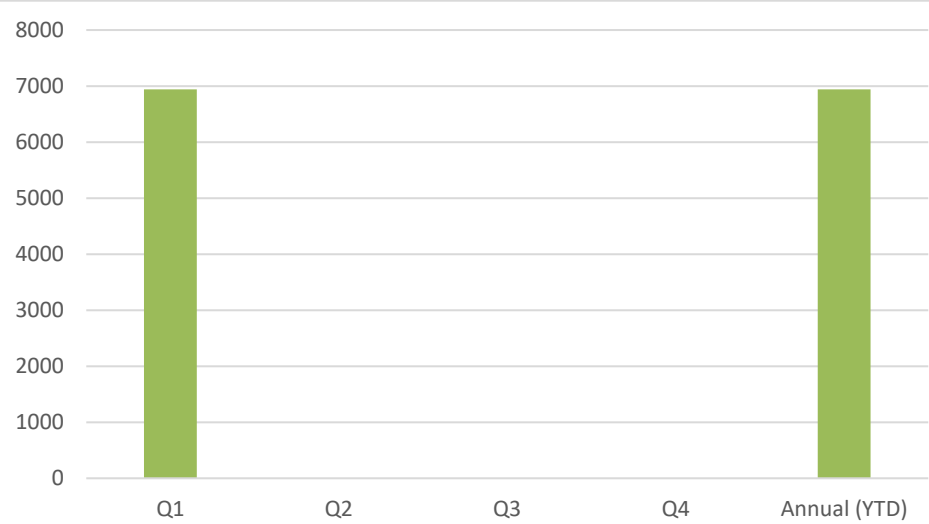


	Q1	Q2	Q3	Q4	23/24 Overall
Quarter					
Q1	10000			9483	Amber
Q2		10000			
Q3			10000		
Q4				10000	
Annual					40000
					9483

Officer Comment
 Numbers of meals served per month remained largely consistent in Q1, however service fell just short of target. Work is being undertaken on a marketing plan for Meals at Home ahead of the autumn/winter period where historically referrals have been greater

Community Transport - Andy Pickering

CT1: Number of Passenger Journeys Booked (RBC)

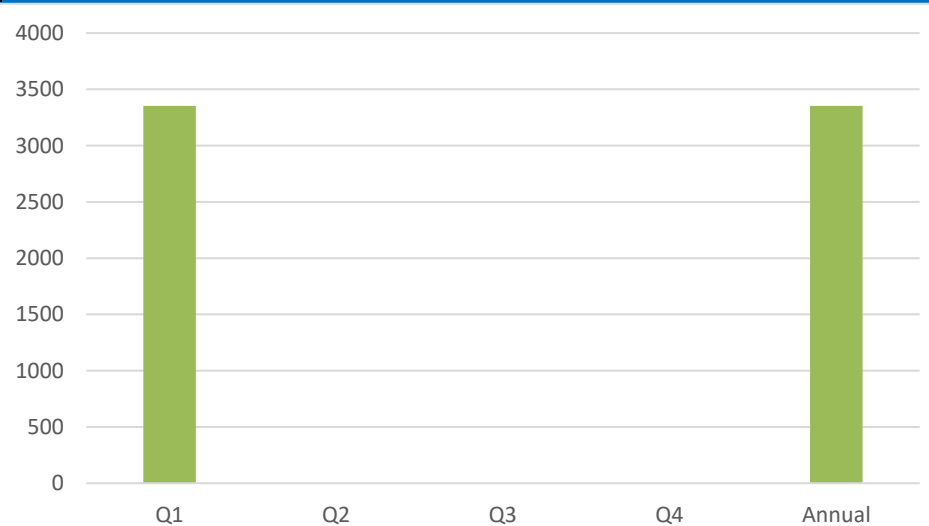


Quarter	Actual
Q1	6940
Q2	
Q3	
Q4	
Annual (YTD)	6940

Officer Comment

Members are advised that the community transport service is currently undergoing review. During this time, vacancies are being held until it is determined how a future service will be delivered. As a result, service capacity is reduced in response to journey numbers.

CT2: Number of Passenger Journeys Booked (SHBC)



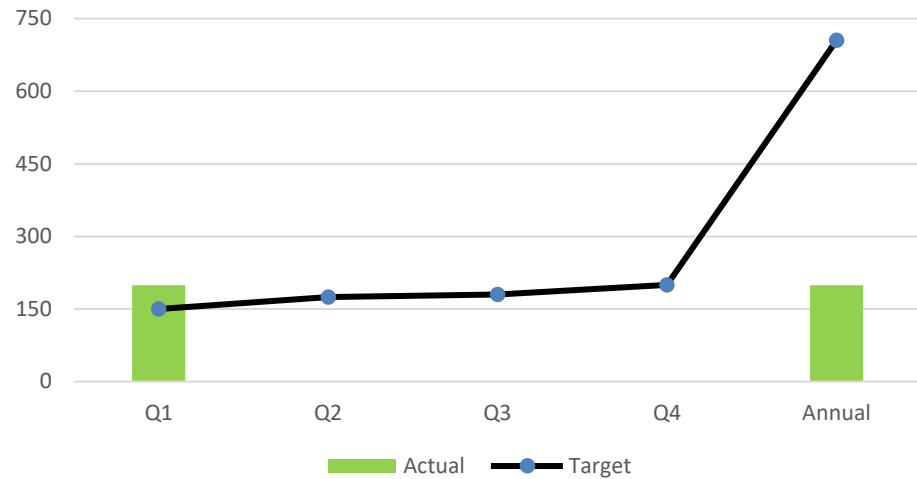
Quarter	Actual
Q1	3353
Q2	
Q3	
Q4	
Annual	3353

Officer Comment

Members are advised that the community transport service is currently undergoing review. Vacancies held previously to reflect demand are being recruited to with the intention of increasing passenger numbers. The outcome of the review is unlikely to change number of drivers/vehicles in Surrey Heath.

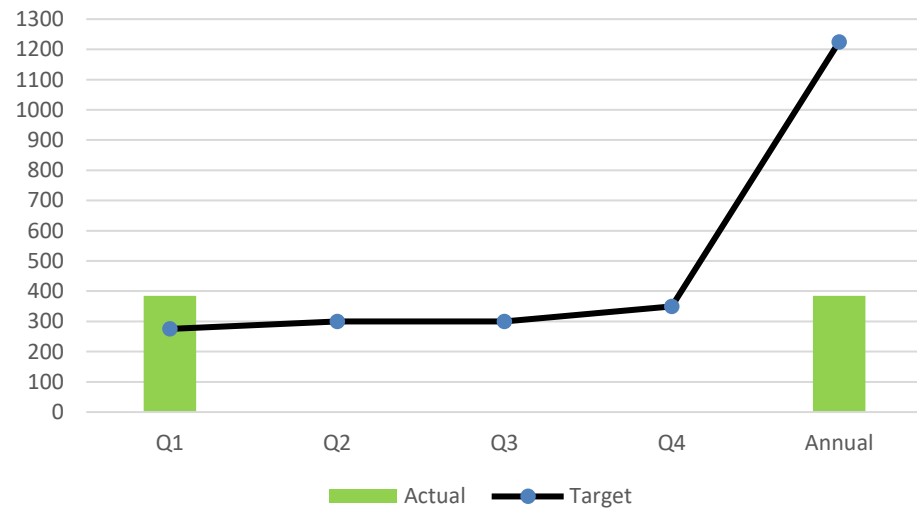
Social Prescribing - Jill Moody/Alice Foster

SP1: Total Number of Social Prescribing Referrals (RBC)



Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	150	199	Green	
Q2	175			
Q3	180			
Q4	200			
Annual	705	199		
<u>Officer Comment</u>				
This is the total number of referrals recieved into the Social Prescribing service this quater. This includes COCO PCN, SASSE2 PCN, Adult Social Care and other health & social care professional referring Runnymede residents into the service				

SP2: Total Number of Social Prescribing Referrals (SHBC)

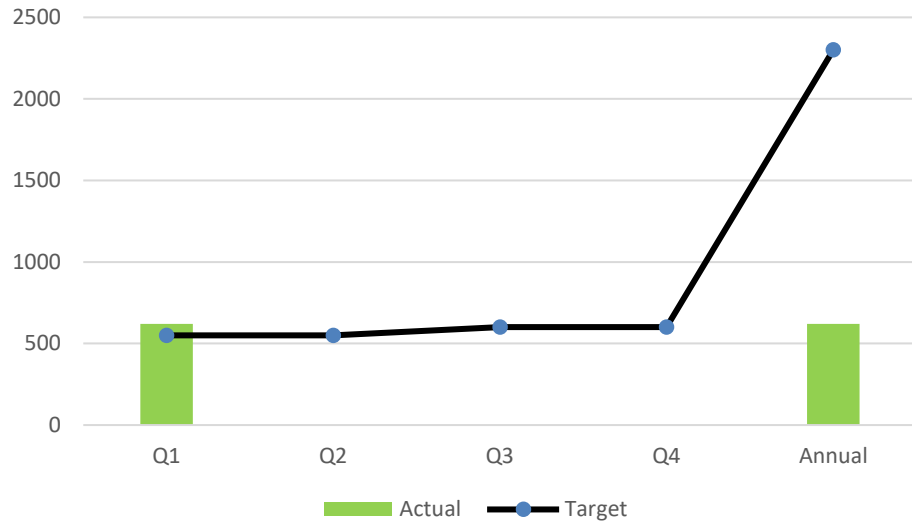


Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	275	384	Green	
Q2	300			
Q3	300			
Q4	350			
Annual	1225	384		
<u>Officer Comment</u>				
This is the total number of referrals received by Social Prescribing in Surrey Heath, from all sources. For information referrals are distributed between a team of officers, employed across the borough council, Citizens Advice Surrey Heath and the local GP Federation.				

HomeSafe Plus - Jill Moody

HSP1: Total Number of Homesafe Plus Referrals for NW Surrey

Boroughs



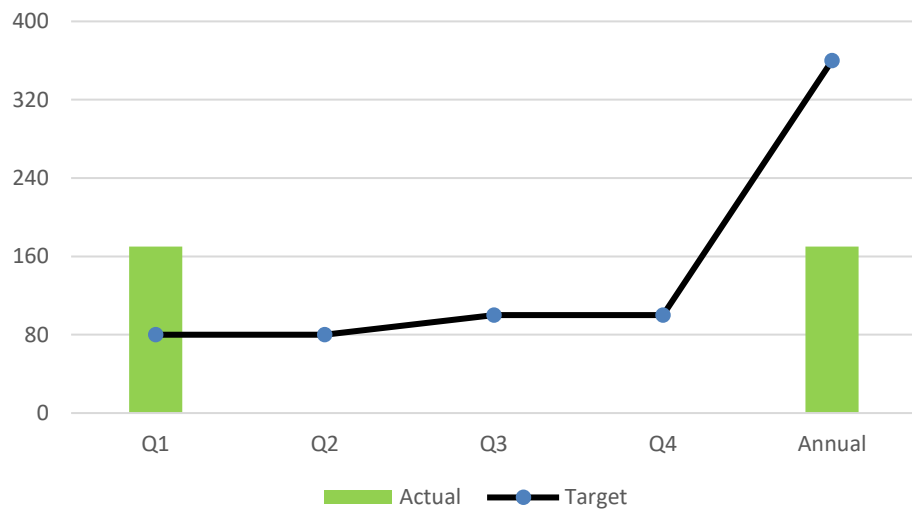
Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	550	620	Green	
Q2	550			
Q3	600			
Q4	600			
Annual	2300	620		

Officer Comment

This function continues to be used heavily in support of hospital discharge in NW Surrey. In Q3, efforts to further integrate platform into other health teams, such as primary care, community health care and blue light ambulance services, will be made.

HSP2: Number of Homesafe Plus referrals received for Runnymede Residents (c)

Residents (c)

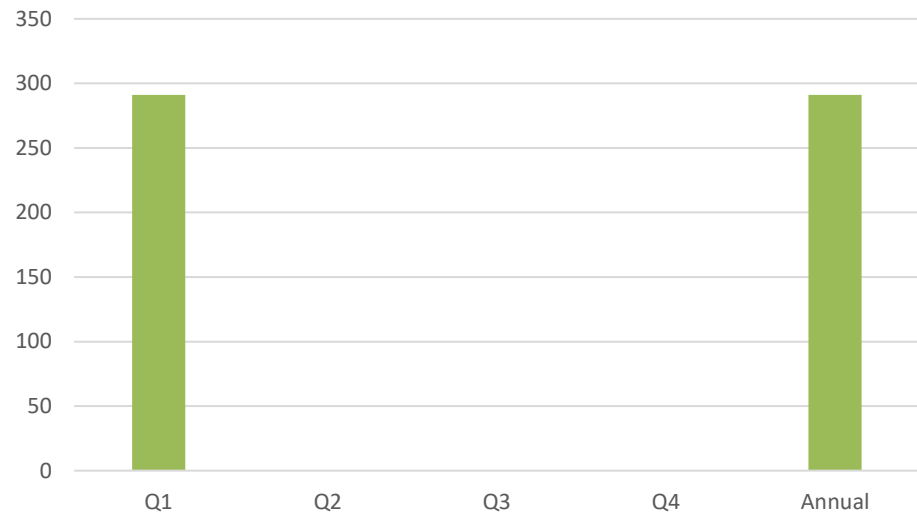


Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	80	170	Green	
Q2	80			
Q3	100			
Q4	100			
Annual	360	170		

Officer Comment

Of the above figure, 170 referrals were made specifically for Runnymede residents. These were all responded to by teams across Community Services.

HSP3: Total Number of Services Referred to for Runnymede Residents



Quarter	Actual
Q1	291
Q2	
Q3	
Q4	
Annual	291

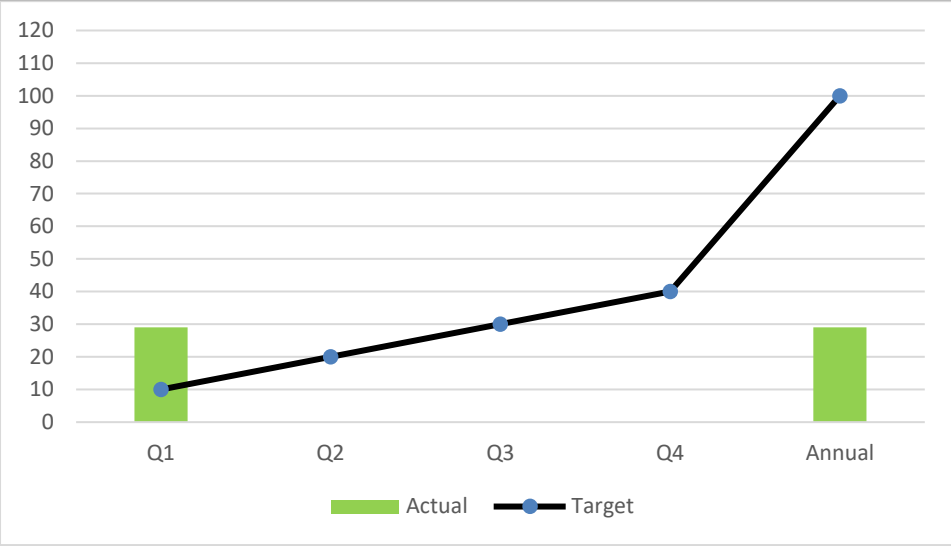
Officer Comment
 Within each referral, referrers have the opportunity to refer to multiple services. This KPI shows the total of services that were referred to on behalf of Runnymede residents, responded to by Community Services

HSP4: Percentage uptake in services referred to Runnymede through Homesafe Plus ©

Quarter	Actual
Q1	
Q2	
Q3	
Q4	
Annual	0

Officer Comment
 This information is currently being collated by officers and will be added to the information presented in Q2.

HSP5: Number of Homesafe Plus referrals received for Surrey Heath residents

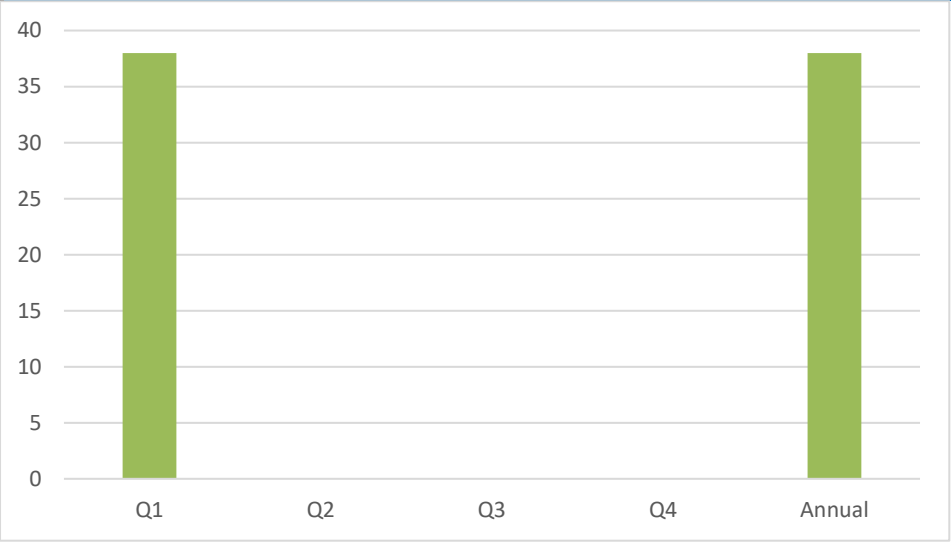


Q1	Q2	Q3	Q4	23/24 Overall
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Quarter	Target	Actual	RAG
Q1	10	29	Green
Q2	20		
Q3	30		
Q4	40		
Annual	100	29	

Officer Comment
 Homesafe Plus is only now being recognised as a possible source of support for health and care professionals in Surrey Heath. As experienced in NW Surrey, build up of the service is likely to be slow, but increasing its use is a work priority for the new Health Integration Development Officer.

HSP6: Total Number of Services Referred to for Surrey Heath Residents



Quarter	Actual
Q1	38
Q2	
Q3	
Q4	
Annual	38

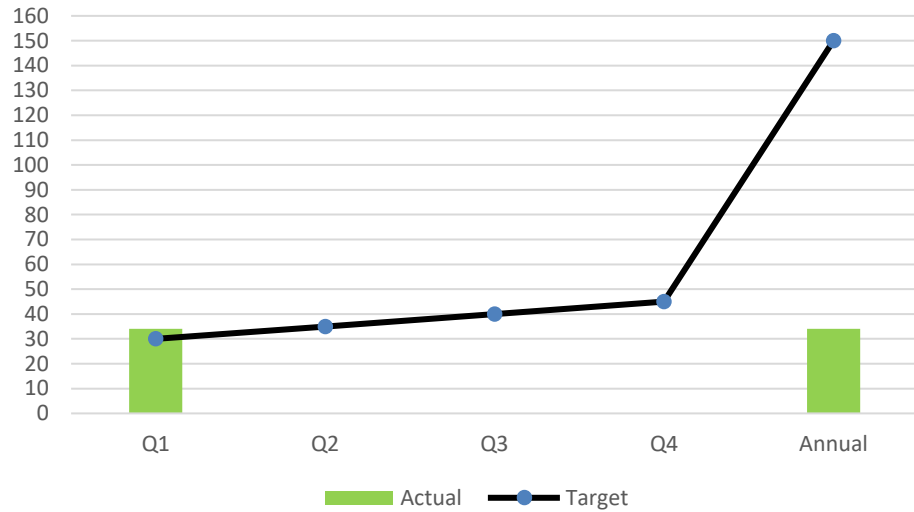
Officer Comment
 Within each referral, referrers have the opportunity to refer to multiple services. This KPI shows the total of services that were referred to on behalf of Surrey Heath residents

HSP7: Percentage uptake in services referred to Surrey Heath through Homesafe Plus ©

Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1				
Q2				
Q3				
Q4				
Annual				
<u>Officer Comment</u>				
This information is currently being collated by officers and will be added to the information presented in Q2.				

Home Improvement Agency / Handyperson - Alice Foster

HIA1: Number of Referrals to Home Improvement Agency (Total)

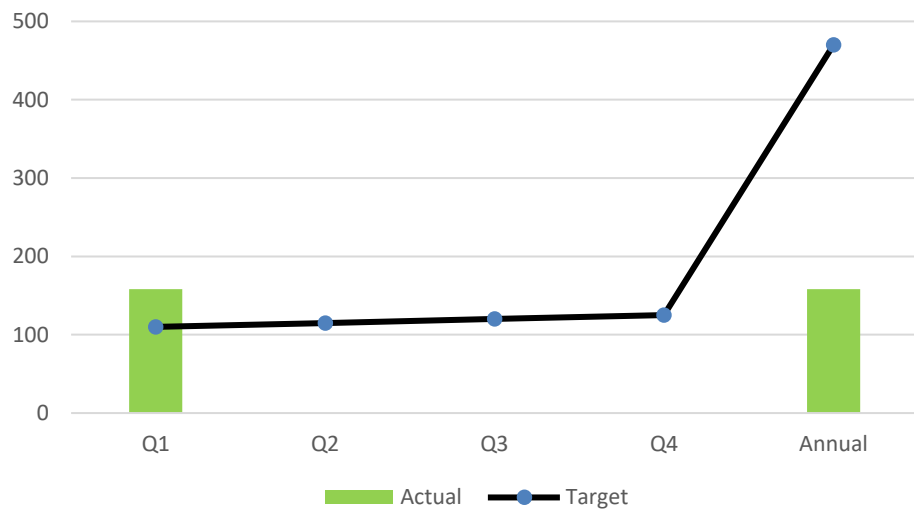


Q1	Q2	Q3	Q4	23/24 Overall
<u>Quarter</u>	<u>Target</u>	<u>Actual</u>	<u>RAG</u>	
Q1	30	34	Green	
Q2	35			
Q3	40			
Q4	45			
<u>Annual</u>	150	34		

Officer Comment

This is the total number of referrals received into the HIA service. This includes all grants, including DFG & discretionary from all referral sources.

HP1: Number of Handyperson referrals (RBC)

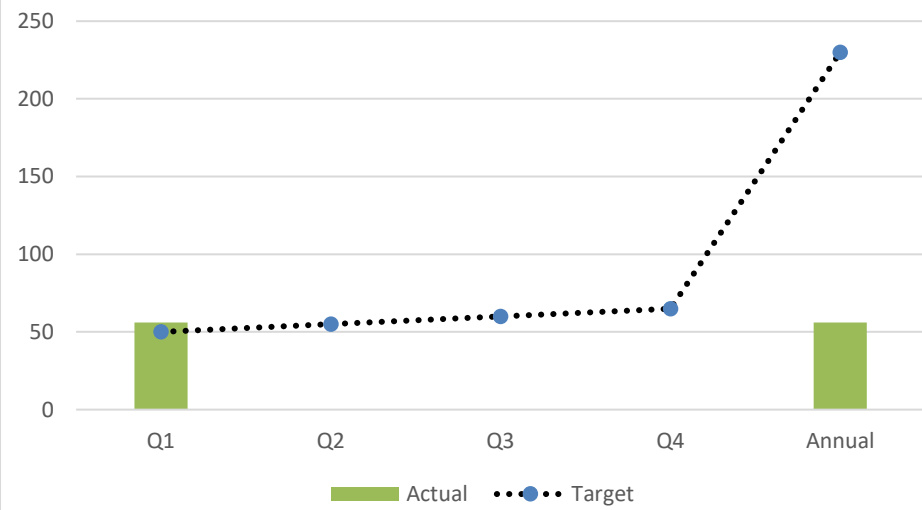


Q1	Q2	Q3	Q4	23/24 Overall
<u>Quarter</u>	<u>Target</u>	<u>Actual</u>	<u>RAG</u>	
Q1	110	158	Green	
Q2	115			
Q3	120			
Q4	125			
<u>Annual</u>	470	158		

Officer Comment

This is the total number of Handyperson referrals received for RBC. Possible reason for its above target performance is the increased number of referrals to the service as a result of the Homesafe Plus, given the Handyperson is a key service in supporting timely discharge

HP2: Number of Handyperson referrals (SHBC)



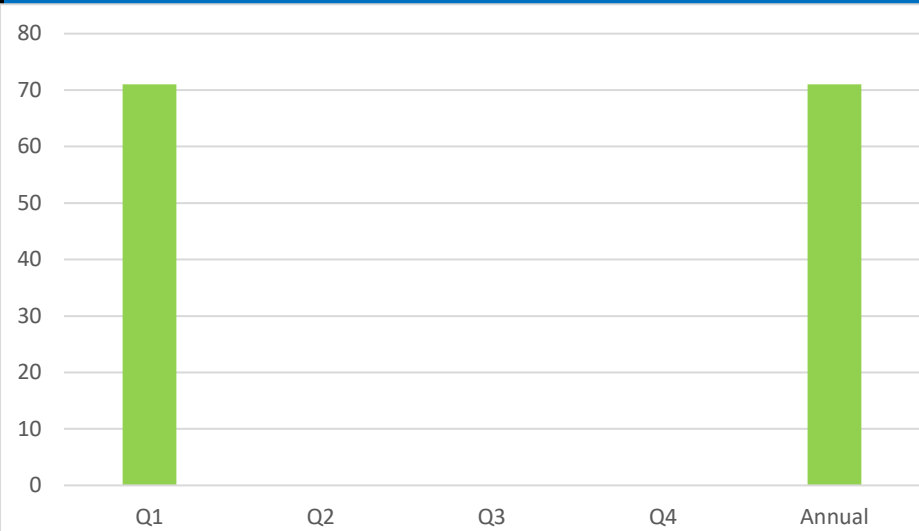
Q1	Q2	Q3	Q4	23/24 Overall
Quarter	Target	Actual	RAG	
Q1	50	56	Green	
Q2	55			
Q3	60			
Q4	65			
Annual	230	56		

Officer Comment

This is the total number of Handyperson referrals received for SHBC. Whilst this is above target there is no substantive reason as to why, however previous years have seen fluctuation in numbers of referrals per quarter of between 45 and 65.

Community Safety - Katie Walker

SAF1: Total Number of ASB reports received (across Council)



Quarter	Actual
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Q1	71
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Q2	
----	--

Q3	
----	--

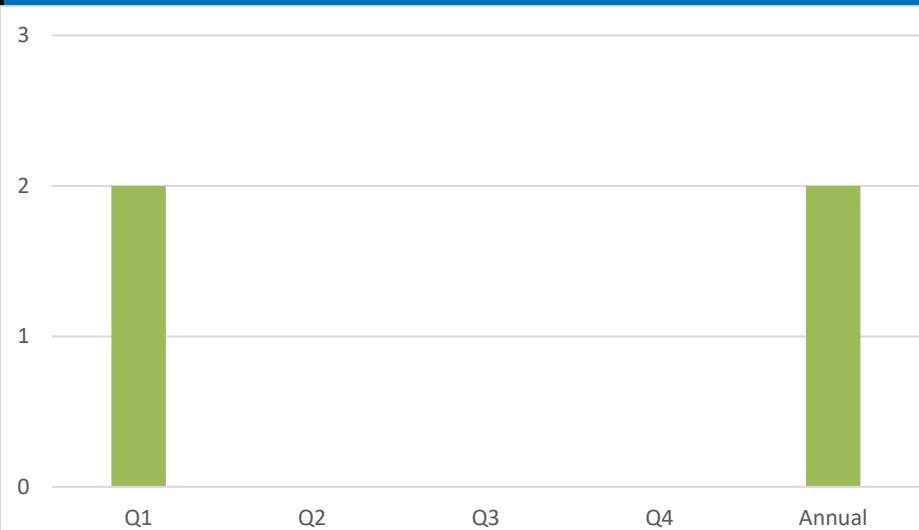
Q4	
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Annual	71
--------	----

Officer Comment

Monthly figures relate to Community Safety only. ASB report data from other service areas are only requested quarterly and has yet to be provided for this quarter. This will be added to the data presented in the Q2 report

SAF2: Number of Community Trigger Applications Received



Quarter	Actual
---------	--------

Q1	2
----	---

Q2	
----	--

Q3	
----	--

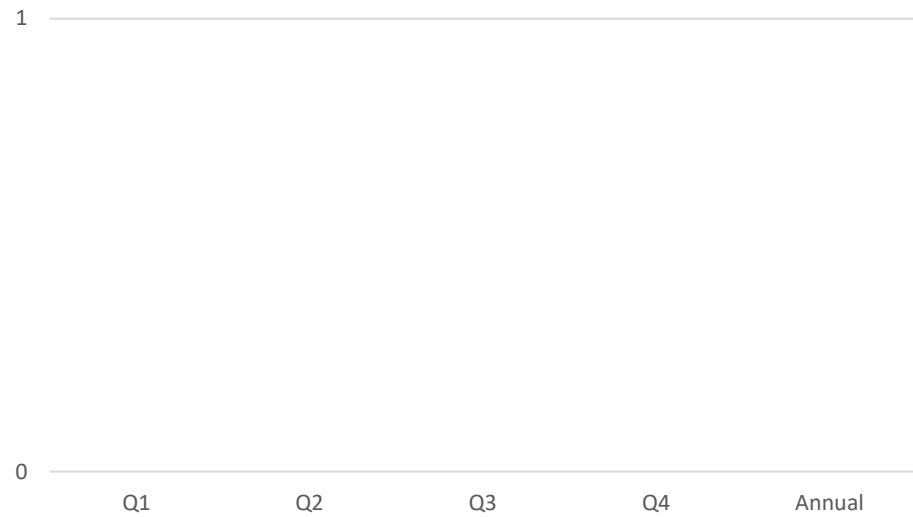
Q4	
----	--

Annual	2
--------	---

Officer Comment

Figure is subject to external factors and therefore this KPI is for information only to show the breadth and volume of work undertaken by Community Safety.

SAF3: Number of Community Protection Warnings (CPWs) issued

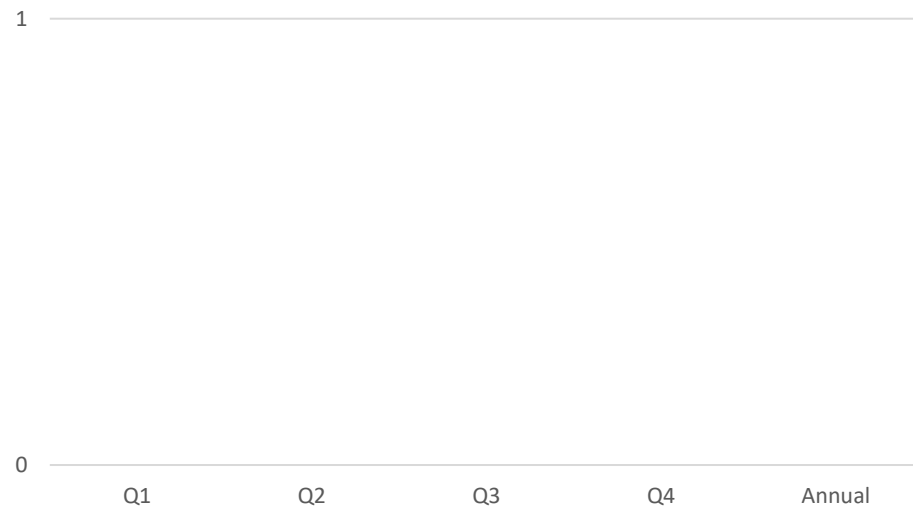


Quarter	Actual
Q1	0
Q2	0
Q3	0
Q4	0
Annual	0

Officer Comment

No ASB cases held by Community Safety required a CPW to be issued. This this KPI is for information only to show the breadth and volume of work undertaken by Community Safety.

SAF4: Number of Community Protection Notices (CPNs) issued

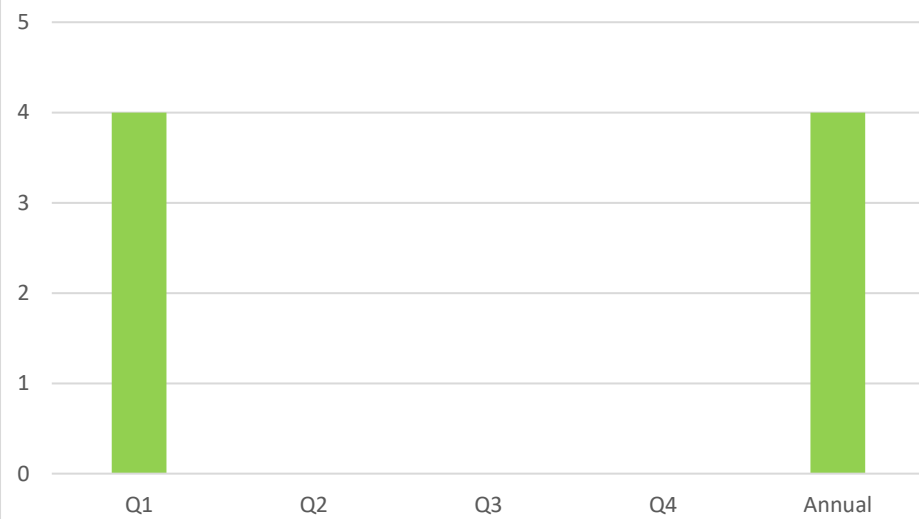


Quarter	Actual
Q1	0
Q2	0
Q3	0
Q4	0
Annual	0

Officer Comment

No ASB cases held by Community Safety required a CPN to be issued. This this KPI is for information only to show the breadth and volume of work undertaken by Community Safety.

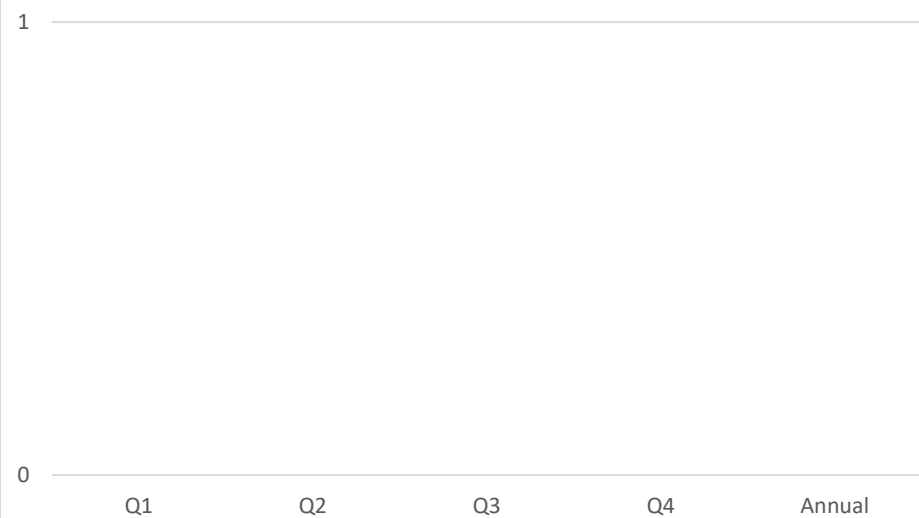
SAF5: Number of Children's Services MAP enquiries received



Quarter	Actual
Q1	4
Q2	
Q3	
Q4	
Annual	4

Officer Comment
 Figure is subject to external factors and therefore this KPI is for information only to show the breadth and volume of work undertaken by Community Safety.

SAF6: Number of Domestic Homicide Review (DHR) notifications received

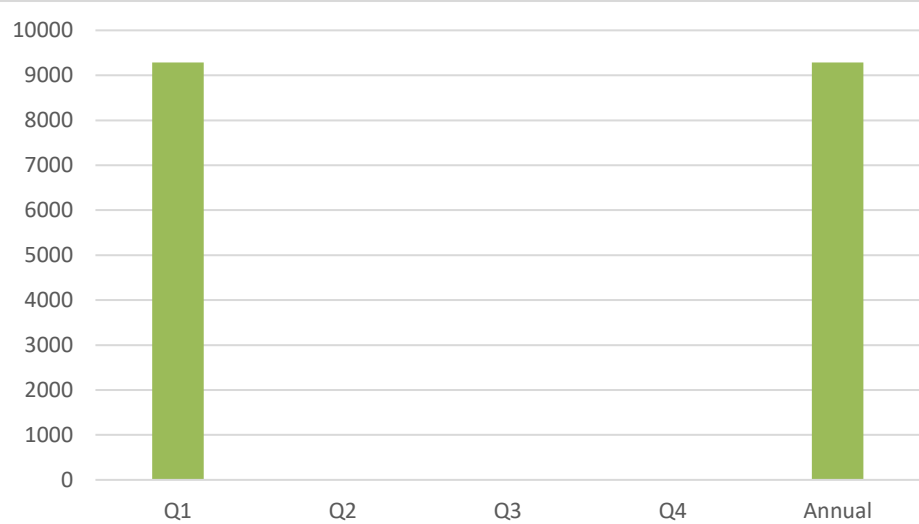


Quarter	Actual
Q1	0
Q2	
Q3	
Q4	
Annual	0

Officer Comment
 Figure is subject to external factors and therefore this KPI is for information only to show the breadth and volume of work undertaken by Community Safety. Members are advised of 3 DHR's that continue to be held Runnymede as of end of Q1.

Safer Runnymede - Les Bygrave

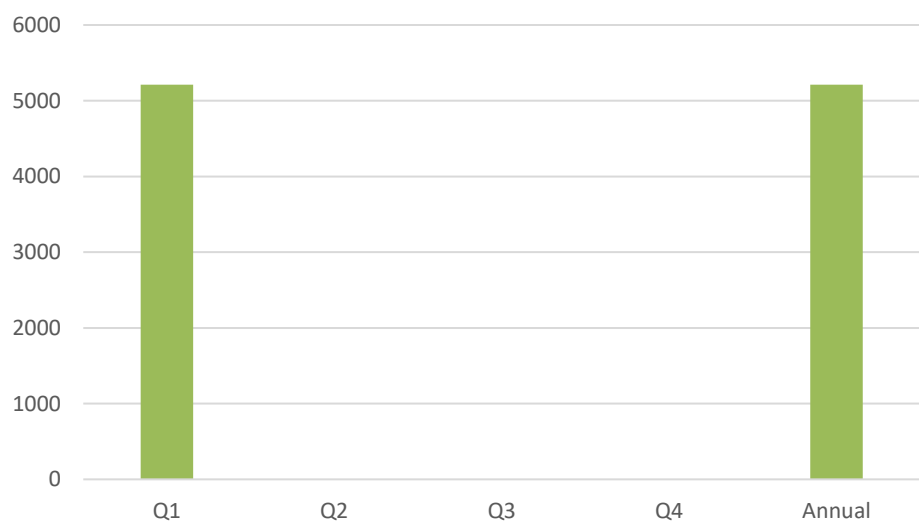
SRM1: Number of Community Alarm Calls Received (Runnymede) - Excluding Calls When Employee on Site



Quarter	Actual
Q1	9284
Q2	
Q3	
Q4	
Annual	9284

Officer Comment
 KPI highlights the importance and value of the Community Alarm service, to residents. As we receive the calls staff provide support dependent on the residents need. The figure is likely to vary each quarter but shows the volume of activity the service creates in Safer Runnymede

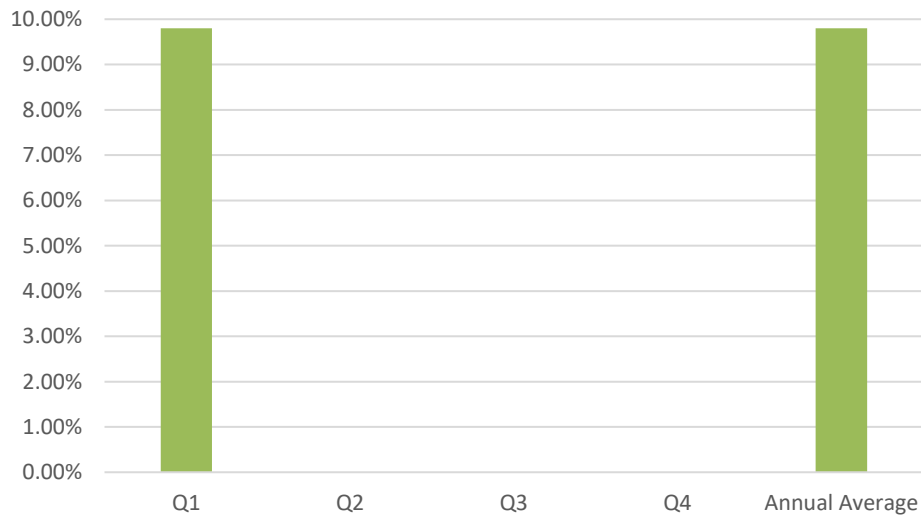
SRM2: Number of Community Alarm Calls Received (Surrey Heath) - Excluding Calls When Employee on Site



Quarter	Actual
Q1	5212
Q2	
Q3	
Q4	
Annual	5212

Officer Comment
 KPI highlights the importance and value of the Community Alarm service, to residents. As we receive the calls staff provide support dependent on the residents need. The figure is likely to vary each quarter but shows the volume of activity the service creates in Safer Runnymede

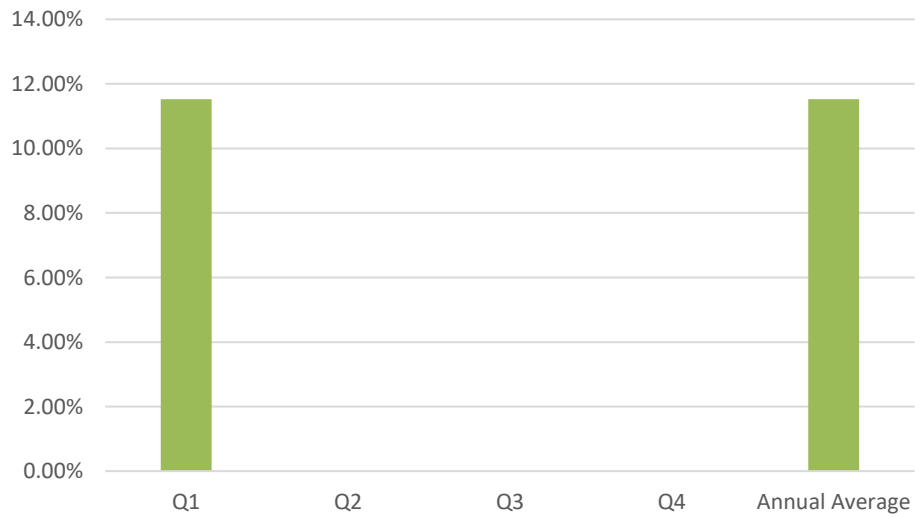
SRM3: Percentage of Community Alarm Calls Received resulting in intervention/emergency response being required(Runnymede) (c)



Quarter	Actual
Q1	9.80%
Q2	
Q3	
Q4	
Annual Average	9.80%

Officer Comment
 This percentage reflects the number of callers who have needed further intervention of emergency response. This KPI is provided to show the need for the service and the level of activity it generates in Safer Runnymede, with response to calls varying in length and complexity

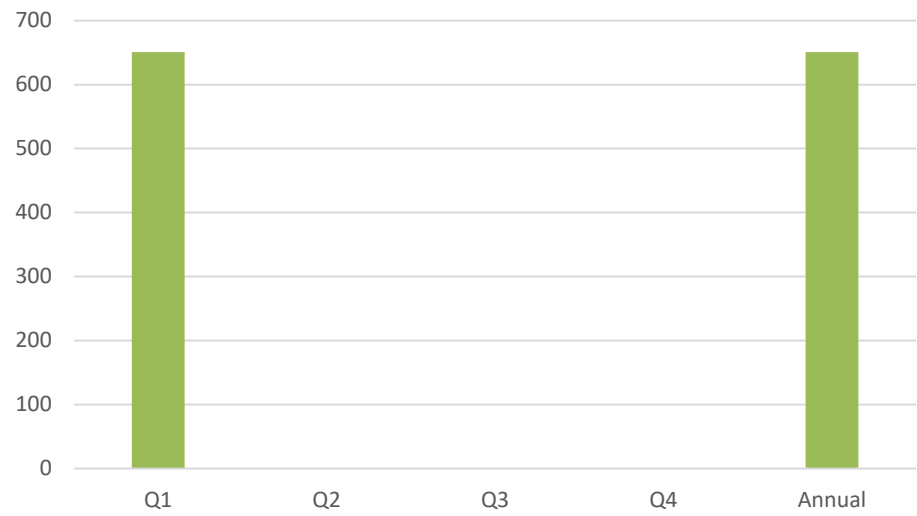
SRM4: Percentage of Community Alarm Calls Received resulting in intervention/emergency response being required(Surrey Heath) (c)



Quarter	Actual
Q1	11.53%
Q2	
Q3	
Q4	
Annual Average	11.53%

Officer Comment
 This percentage reflects the number of callers who have needed further intervention of emergency response. This KPI is provided to show the need for the service and the level of activity it generates in Safer Runnymede, with response to calls varying in length and complexity

SRM5: Number of Incidents Reported/Recorded by CCTV (Runnymede)



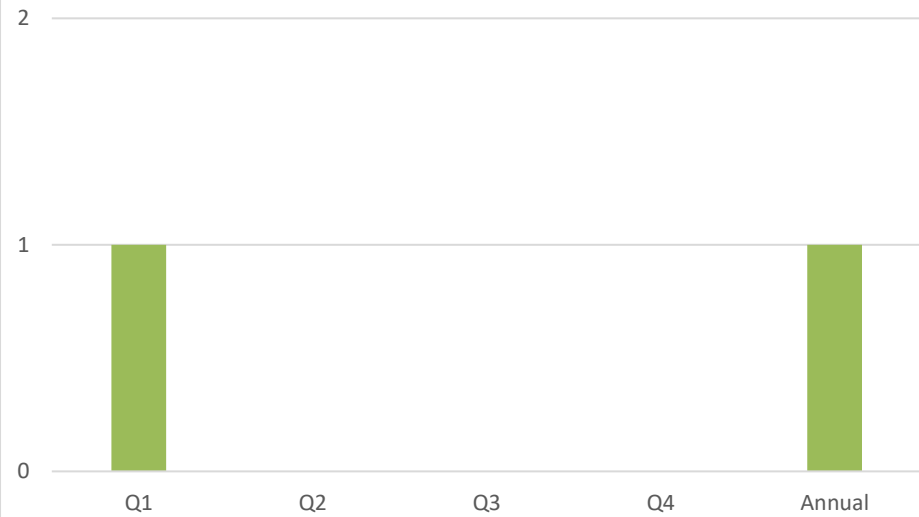
Quarter	Actual
Q1	651
Q2	
Q3	
Q4	
Annual	651

Officer Comment

This figure reflects the number of incidents reported/recorded by CCTV in the borough. Safer Runnymede cameras has extensive coverage across the borough and as such is a well-utilised resource by partner agencies, in particular Surrey Police.

Community Development - Chantal Noble

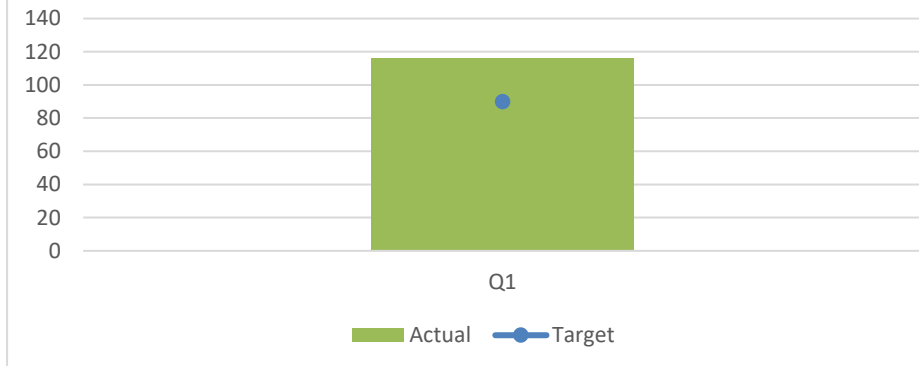
CD4: Number of FACs Applications



Quarter	Actual
Q1	1
Q2	0
Q3	0
Q4	0
Annual	1

Officer Comment

CD5: Number attending Surrey Youth Games Training

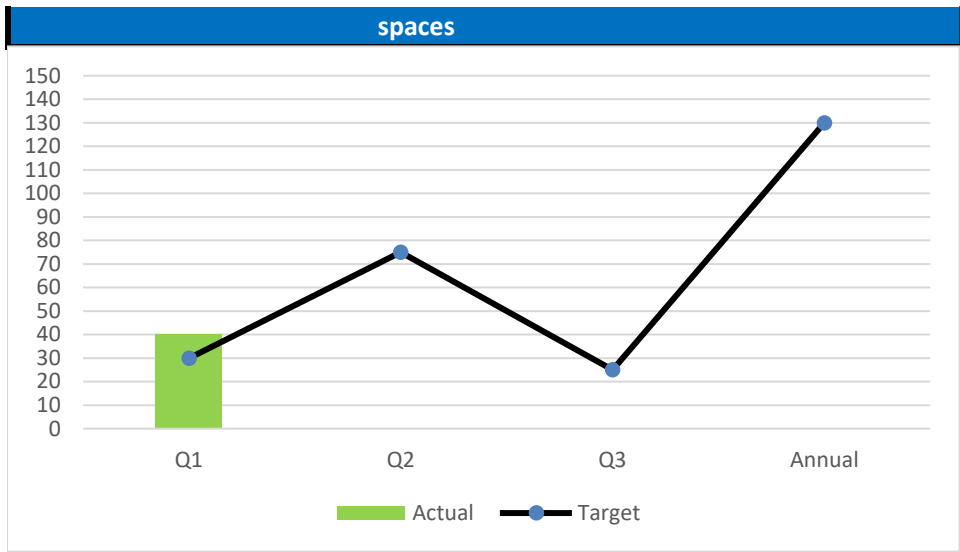


Quarter	Target	Actual	RAG
Q1	90	116	Green

Officer Comment
 There were 116 'unique' registrations, with 126 registrations in total.

CD6: Number of children supported through subsidised holiday club

Quarter	Target	Actual	RAG
Q1			
Q2			
Q3			
23/24 Overall			

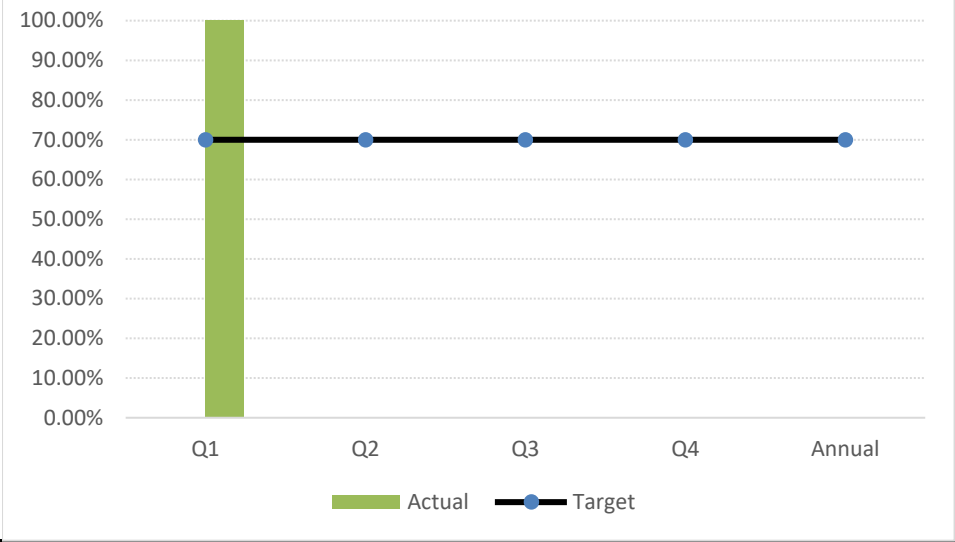


Q1	Q2	Q3	23/24 Overall
Quarter	Target	Actual	RAG
Q1	30	40	Green
Q2	75		
Q3	25		
Annual	130	0	

Officer Comment
 The KPI reflects the importance of subsidised holiday club spaces, to families in Runnymede and play an important role in supporting other statutory agencies.

Family Support

FS1: Percentage of Families Contacted Within 5 Working Days of Allocation

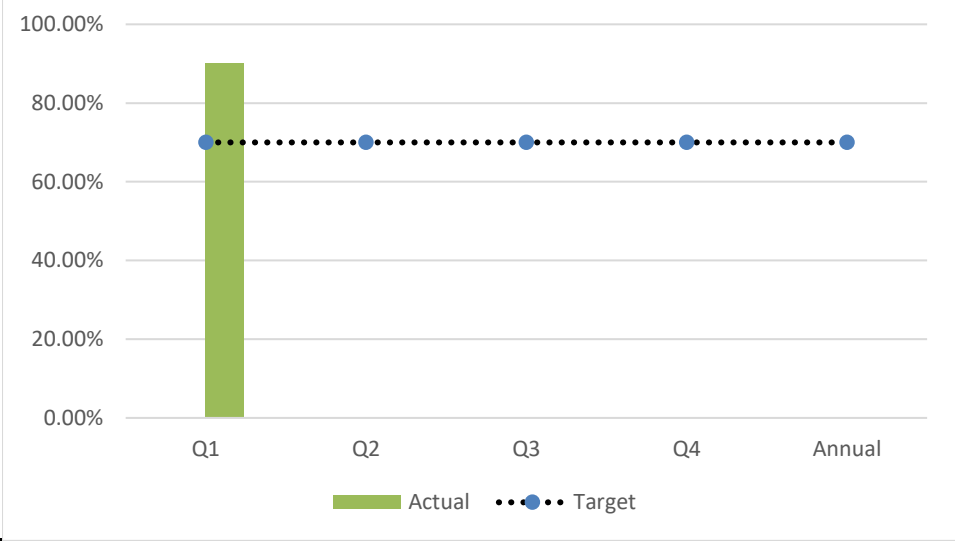


Q1	Q2	Q3	Q4	23/24 Overall
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Quarter	Target	Actual	RAG
Q1	70.00%	100.00%	Green
Q2	70.00%		
Q3	70.00%		
Q4	70.00%		
Annual	70.00%		

Officer Comment
 High level of performance against SCC set KPI targets, reflecting service quality within Family Support.

FS2: Percentage of Families Seen Within 10 Working Days of Allocation



Q1	Q2	Q3	Q4	23/24 Overall
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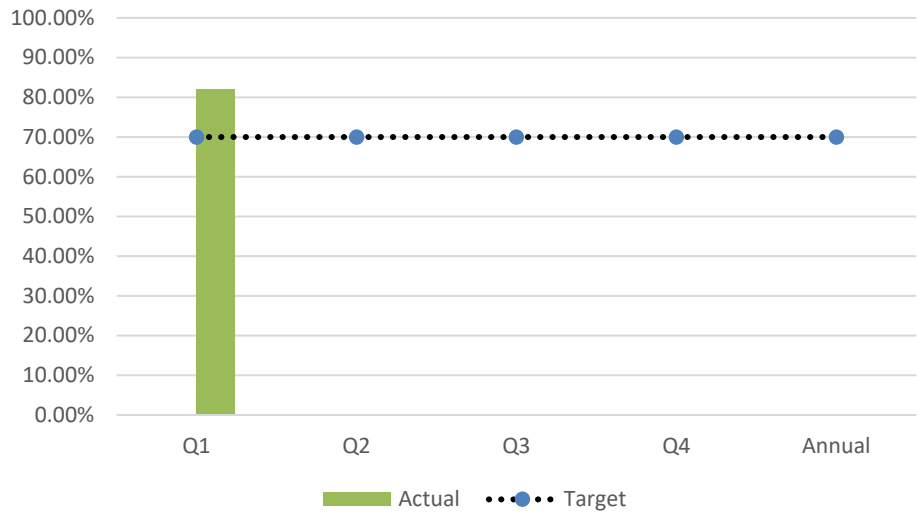
Quarter	Target	Actual	RAG
Q1	70.00%	90.00%	Green
Q2	70.00%		
Q3	70.00%		
Q4	70.00%		
Annual	70.00%		

Officer Comment
 High level of performance against SCC set KPI targets, reflecting service quality within Family Support.

FS3: Percentage of Early Help Assessment Completed Within 45

Q1	Q2	Q3	Q4	23/24 Overall
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Calendar Days of Allocation



Q1	Q2	Q3	Q4	Overall
Quarter	Target	Actual	RAG	
Q1	70.00%	82.00%	Green	
Q2	70.00%			
Q3	70.00%			
Q4	70.00%			
Annual	70.00%			

Officer Comment
 High level of performance against SCC set KPI targets, reflecting service quality within Family Support.

Report title	Community Services Appointments 2023
Report author	Clare Pinnock, Democratic Services Officer
Department	Law and Governance
Exempt	No

Purpose of report:
To Resolve

Synopsis of report:
The Committee is asked to consider the following appointments to the following Community Services related bodies

Recommendation(s):
To Resolve

1. Context and background of report

1.1 Members will recall that the following appointment was deferred from the last meeting, to, if necessary, be resolved via an Urgent Item, which owing to the timing has not been the case.

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

2.1 The Committee is asked to make the following appointments:

1. **Three Members** to serve on the Community Services Partnership Board with Surrey Heath. The Board also consists of three elected Members (two of the possible three spaces were appointed to) from Surrey Heath Borough Council, the Corporate Head of Community Services and other relevant Officers. The retiring Members are the Leader of the Council, **Councillor T Gracey**, **Councillor S Walsh** and the Chairman of this Committee, **Councillor C Howorth**.

It is proposed that Councillors C Howorth, S Lewis, and S Walsh, with Councillor T Gracey in reserve, be appointed for the remainder of this Municipal Year, 2023/2024.

2. **One Member** to Chair to the Place Based, Health and Wellbeing Partnership for the period 2023 – 2027. The retiring Member is **Councillor S Whyte**.

Nominations are sought for this appointment, noting that it was previously agreed that Councillor S Whyte would Chair the first meeting on 18 September 2023.

Agenda Item 14

Attached at Appendix 'A' are the Minutes of the meetings of the Cabrera Trust Management Committee held on 13 July 2023 (AGM and Ordinary meeting).

(For information)

Runnymede Borough Council

Cabrera Trust Management Committee AGM

Thursday 13 July 2023 at 2.30 pm

Members of the Committee present: Councillor C Howorth (Chairman), P Beasley, M Owen and P Grobien.

Members of the Committee absent: Councillor D Coen, Councillor J Hulley, T Ashby, H Lane, P Thomas

1. Minutes

The minutes of the last AGM held on Thursday 14th July 2022 were confirmed and signed as a correct record.

2. Apologies for absence

Apologies of absence were received from Councillor D Coen, Councillor J Hulley, T Ashby and P Thomas.

3. Chairman's opening remarks

Councillor Howorth welcomed members of the public to the 2023 Annual General Meeting of the Cabrera Trust.

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, Dr Beasley, 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 its investments fall because of the current financial climate, with funds predicted to last for a maximum of ten years. An Honorary Warden asked where the current rate of expenditure was occurring, and the Honorary Treasurer replied that around £4,000 was spent on tree care alone, although there was not a breakdown for the cost of these works.

The Honorary Treasurer reported on the last financial year for the Trust. It was noted that interest in internal investments had contributed £203 to the Trust's income, giving it a total income of £7,114 when added to the dividends from the Trust's external investments, which was an increase on last year's £6,358. This was seen to be a positive change. It was noted that expenditure had increased from £15,932 in 2021/22 to £20,813 in 2022/23 mainly due to the £3,900 of one-off coppicing works agreed at a previous meeting. It was also noted that the Trust's investments had decreased in value by £7,990. The fund balance as of 31st March 2023 was £125,389.

It was agreed that the newly-established Friends of Cabrera Trust Group would therefore be vital in establishing an alternative income stream for the Trust. Discussion then centred around the current financial strategy around the Friends' Group. It was established that the Group had already raised just over £2,000, with £500 coming from the Virginia Water Community Trail. It was clarified that this money was made up of both subscriptions and donations.

The Friends' Group had a current target to raise £5,000 for the current financial year ending March 2024, and it was hoped that if fifty families could be persuaded to donate £100 per annum, then this target would be achieved.

A member of the public stressed the importance of building an income stream through encouraging local businesses to contribute regularly to the Trust's work. Councillor Howorth expressed his support for this and was happy to lobby local businesses for the cause. The Green Spaces Manager also wondered if the Council's Communications department could support in this venture.

The Honorary Treasurer clarified that money raised could be used in any form – as cash or investments - and it was agreed that establishing a scheme of works would make it more desirable for local businesses to invest. The Green Spaces Manager would come up with a scheme of works, stating that there was a plethora of tree work and coppicing to carry out.

A member of the public also stated that it may encourage further public donations if those who donated were invited to the AGM and be given a vote on how the money was spent.

Action: The Green Spaces Manager to come up with a scheme of works and liaise with the Council's Communications department to see what links could be made with local businesses

Action: Councillor Howorth to lobby local businesses to support the Friends Group

5. Annual Inspection of Trust Land

Councillor Howorth apologised for all three councillors being unable to attend the annual inspection.

Officers reported on several actions that had taken place since the annual inspection.

- The graffiti had been cleared
- It was assumed that the mattress and bedding had been cleared as they could no longer be located
- The nettles obscuring a sign had been dealt with on the day by the Tree Officer

It was agreed to discuss the trees in the waterways in the second part of the meeting.

An Honorary Warden wished for it to be minuted that special thanks should be given to Pam Thomas for organising the clearing of the area, and to the Tree Officer for carrying out the work. He noted that a lot of the holly and the Himalayan balsam had now been cleared, and that the remaining holly would be cleared in the near future.

The Green Spaces Manager noted the difficulty in removing items from the water. Whilst the Environment Agency would remove items from the water, it would not remove it from the land. It was down to the Council to arrange for its disposal, either through agreements with other councils, or the depot.

6. Discussion Forum

Discussion centred around maintenance of the grass. Councillor Howorth noted that the Council's move from outsourcing the cutting of the grass to completing it in-house had experienced some teething problems in sourcing the correct equipment. However, the Green Spaces Manager now confirmed that the Council now had a WAM (wide angled mower) and that such delays should lessen over time. Councillor Howorth also clarified that Surrey County Council was now responsible for verge cutting, so they should be the first point of contact for such concerns, not Runnymede Borough Council.

There was some debate over whether to continue filling in holes that were believed to be created from placing football goals on the land. Whilst some Members felt that it may be more sustainable to leave the holes, Councillor Howorth reminded members that the Council would be liable if their continued presence resulted in an injury.

Members also considered the playground that is on Trust land. Some Members felt that maintenance of a playground was no longer within the Trust's original intentions or financial capabilities, especially considering its dwindling reserves. It was asked whether it would be possible for the playground to be placed under Council jurisdiction. However, Councillor Howorth reminded the Trust that the Council's Assets and Legal Teams would need to be consulted to clarify the Trust's responsibility towards the playground, and the Honorary Treasurer reminded members that the Council may be unwilling to take on the responsibility of playground maintenance for similar financial reasons. It was agreed that Councillor Howorth would look into the playground's position in relation to the Trust and further discussion around the playground would occur at the next meeting.

Action: Councillor Howorth to clarify the playground's position with the Council's Legal/ Assets Teams for further discussion next meeting.

Chairman

Meeting finished at 15:32pm

Runnymede Borough Council
Cabrera Trust Management Committee

Thursday 13 July 2023 at 2.30 pm

Members of the Committee present: Councillor C Howorth (Chairman), P Beasley, M Owen and P Grobien.

Members of the Committee absent: Councillor D Coen, Councillor J Hulley, T Ashby, H Lane,

1. Election of Chairman

Councillor Howorth proposed himself for the Chairman for the Municipal Year 2023/24 which was agreed by the Committee.

2. Election of Vice-Chairman

Councillor Howorth proposed Councillor Hulley as Vice-Chairman for the Municipal Year 2023/24 which was agreed by the Committee.

3. Minutes

The minutes of the last meeting held on Thursday 5th January 2023 were confirmed and signed as a correct record.

4. Apologies for absence

Apologies of absence were received from Councillor D Coen, Councillor J Hulley, and T Ashby.

5. Actions since the last meeting

The Committee was updated on various actions which had taken place since the last meeting.

- It had been clarified that ownership of the pond was split between the Council and a developer. It was acknowledged that this made dealing with the incursion in the water challenging due to the constantly changing nature of the boundary.

Action: Councillor Howorth to follow up with Planning Enforcement to see if they had finished their actions around the pond.

- The Tree Officer stated that it appeared that the incursion had been dealt with and had taken photos to prove this.

- The Green Spaces Manager stated that coppicing works had been successful, with new growth appearing. The total cost of removal was £3,900, and work was completed in February.

Boundary Inspection

Committee members expressed disappointment that wardens had not been involved in the boundary inspection survey, as they believed it would give them a better understanding of issues in the area.

Action: Wardens to be invited to all future boundary inspections.

The Tree Officer noted that there was one definite and one potential incursion along the northern boundary to do with green matter and that both would be followed up. The Honorary Warden for the northern part of the land asked if he could be involved in this, so that he could inform others when he was asked.

It also appeared that fifteen properties had been depositing green waste along the northern boundary, and The Green Spaces Manager stated that there would be letters going to all properties in the area reminding them of the procedure for the correct disposal of green waste.

The inspection also identified the need to carry out tree works to the north and west boundary, with eighteen issues being identified in total and eleven being on the river. Debate centred around the benefit of carrying out tree works in the short-term offset against the potential financial impact on the Trust's dwindling budget. Councillor Howorth asked what the specific issues with the trees were, and if they could have a potential impact on the health and safety of the reserve. The Tree Officer replied that most issues were on the riverside and beyond the public path, with seven known issues blocking parts of the river. Whilst the river is low, this would not cause any problems. However, there were concerns that this could lead to flooding in the winter. An Honorary Warden asked what the cost of essential tree work would be. It was believed it was around £4,500, but it could be as much as double that depending on the complexity of the issue. There was a reluctance to commit to potentially costly and unnecessary tree work, so it was suggested that the land be surveyed again in the winter, and a report brought back to January's meeting if required. Councillor Howorth wanted to clarify that waiting would not lead to a more expensive problem later which the Tree Officer did not believe it would.

Therefore, Councillor Howorth proposed and Mrs Owen seconded the following motions:

- 1. The Committee noted the two boundary incursions which would be investigated further with a view to taking further action as required.**
- 2. The Committee noted that action would be taken to contact properties which have deposited green waste on the northern boundary and removed some small trees in the woodland.**
- 3. The Committee noted that the inspection identified the need to carry out tree works to the northern and western boundary.**
- 4. The Committee voted to delay asking to approve tree works at an estimated £4,000 to £4,500 to be funded from Cabrera Trust reserves until the winter**

period, with a view to bringing a report to the January 2024 meeting if required.

Voting was unanimous and the motion was passed.

Action: For the land to be surveyed in the winter months and a report compiled for January's meeting if required.

Coppicing Works

The Green Spaces Manager stated that coppicing had been successful, and there was an increase in understorey species including Red Campion and Dog's Mercury. The total removal had cost £3,900 and work was completed in February 2023.

6. Financial Statement for Quarter ending 30th June 2023

The Honorary Treasurer clarified that the estimated cost of £4,400 for tree works at Riverside Walk mentioned in the report had been confused with a one-off payment when devising the budget, and therefore the gross expenditure was brought down to £18,547, and the net expenditure down to £13,476.

7. Any other business

Co-opting a member of The Friends of Cabrera Trust onto the Committee

An honorary warden asked that a member of The Friends of Cabrera Trust be co-opted onto the Committee, to enable them to vote in decisions affecting the Group. He requested that this not be a named person or position so that any member of the Group could substitute if required.

Action: Democratic Services/ Councillor Howorth to look into co-opting a member of The Friends of Cabrera Trust onto the Committee.

Appointment of Honorary Wardens

Honorary Warden Tony Ashby had resigned with immediate effect. It was also believed a second warden may be in ill health and unable to continue their duties, although this had not been confirmed by the warden in question. It was therefore necessary to appoint one warden immediately, and possibly a second in the short-term.

It was questioned if as many as six wardens were necessary, with the Committee feeling that four could be sufficient.

It was agreed to look for one new warden now, and to clarify the status of the second warden. Appointment of a second warden could then happen in the next meeting.

Action: to appoint an Honorary Warden, and for Councillor Howorth to clarify the status of the second warden for a potential appointment at the meeting in January 2024.

Councillor Howorth thanked both wardens for their work for the Trust. Councillor Howorth particularly praised the second warden for their extensive knowledge that had proved invaluable over the last twenty years and thanked all members of the Trust for their hard work over the last year.

8. Dates of future meetings

The next meeting of the Management Committee would be held on Thursday 4th January 2024 at 2.30pm.

The AGM and Cabrera Trust Management Meeting would be held on Thursday 18th July 2024 at 2.30pm.

Chairman

Meeting ended at 16:02pm.

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