



Community Services Committee

Thursday, 9 November 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 **Democratic Services, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: Democratic.Services@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 - 22

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 21 September 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. **Voluntary Support North Surrey Presentation**

The request for Solette Sheppardson to visit this committee links to the grant conditions agreed following the committee's approval of funding earlier this year and presents an opportunity for Solette to talk about Voluntary Support North Surrey's work in supporting the voluntary and community sector in Runnymede.
6. **Fees and Charges 2024/25** 23 - 38
7. **Contain Outbreak Management Fund (COMF) Grant Allocations** 39 - 46
8. **Youth Development Fund Grant Applications** 47 - 53
9. **Public Space Protection Orders (PSPOs) Review** 54 - 61
10. **Community Services Service Area Plan Update – Quarter 2 2023/24**
11. **Community Services Key Performance Indicators Quarter 2 2023/24** 62 - 91
12. **Cabrera Trust Management Committee - Constitution** 92 - 99
13. **Chertsey Meads Management Liaison Group Minutes** 100 - 104
14. **Exclusion of Press and Public**

OFFICERS' RECOMMENDATION that -

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

15. **Procurement of Digital Alarms**

Reason for Exemption

This report contains commercially sensitive information relating to procurement.

(To Follow)

Runnymede Borough Council

Community Services Committee

Thursday, 21 September 2023 at 7.30 pm

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

Members of the Committee absent: Councillor C Mann.

In attendance: Councillors A Balkan and R King.

19 Notification of Changes to Committee Membership

To record that Councillor T Gates substituted for Councillor A Berardi.

20 Minutes

The Minutes of the meeting held on 15 June 2023 were confirmed and signed as a correct record.

21 Apologies for Absence

Apologies for absence were received from Councillor C Mann.

22 Declarations of Interest

To record the Other Registrable Interest of Councillor A King in the item concerning the lease of Larchwood Drive, as she was a member of the organisation leasing the building and a volunteer at the Hub. Councillor King left the chamber for this item and did not participate or vote.

23 Safer Runnymede Annual Report

The Committee noted the annual report for the CCTV side of Safer Runnymede for 2022.

Officers reported another successful year for CCTV; highlighting its policy objectives and compliance with the National Strategy for Public Space CCTV and their accreditation with the Surveillance Camera Commissioner Code of Practice.

The Committee noted that 6,070 incidents had been recorded across Runnymede and Spelthorne compared with 784 recorded when Safer Runnymede had been operating for its first full year in 1998. In addition 255 videos had been uploaded at the request of Surrey Police to their forensic video evidence portal NICE. The Police had complemented Safer Runnymede for their assistance during the year, demonstrating service excellence and professionalism.

Members reviewed statistics relating to the categories of incidents recorded; the most reports relating to Violence Against The Person and anti-social behaviour.

Officers were asked to consider indirectly advertising the option for members of the public to contact CCTV directly for evidence with regard to accidents. This was in the context of providing evidence to assist people with making insurance claims. Officers were always

happy to assist where they could with the caveat that a charge was made for providing footage and not all incidents could be captured.

Officers were thanked for their report and Safer Runnymede's valued service to the Borough.

24 Halls Fees and Charges

The Committee's approval was sought to continue the discounted Halls fees and charges previously approved ahead of the 2023/24 financial year. These had been applied during the recovery from Covid period in order to boost the number of hires of the Council owned Hythe Centre and Chertsey Hall.

Members recalled that a review of the Halls took place in 2019 prior to their move from Community Development to Community Services. At the time Officers involved with the project had agreed to introduce two charging structures, one for 'Individual and Community' and the other for 'Commercial'.

An opportunity to properly test the new structures had been suspended whilst both centres were shut during lockdown and then used as Covid Vaccination Centres, before re-opening in September 2022 and March 2023.

Officers had introduced a 'welcome back' 30% discount to the 'commercial' charge in response to feedback that some regular users classed as 'commercial' could no longer afford to hire the halls. Often these were small organisations or a single person business but because the commercial rate was applied to any service or activity that sought to make a profit, regardless of size and scale of the business, or the nature of the services provided it proved too difficult for them to carry on at one of the Council's venues.

In order to address this issue Officers proposed to provide a mid range charge for commercial use where the hirer provided a community benefit. The Committee was fully supportive of this in order to preserve the existing regular hires, as well as hopefully attract additional hirers.

Members noted the minor financial implications of approving the proposals but agreed the potential benefits to the community outweighed the loss of approximately £9,000 income, and possibly more if the hirers did not return.

In the long term, Officers would consider a review of how Community Halls should be delivered which Members were supportive of so that the Council's assets were used in the best way and taking on board feedback from hall users.

Officers in Community Services agreed to gather statistics on use of halls by hirers by category; 'individual and community' and 'commercial'.

Resolved that –

The continuation of the discounted hire charges for 2023/2024 be approved.

25 Contain Outbreak Management Fund

The Committee received an update on how the Council was applying the funding from central government for local organisations to assist with their recovery from the Covid pandemic.

Members recalled that the Council had originally received a total of £907,650 in Contain Outbreak Management Funding (COMF) in 2021-2023. Members were advised that

£213,829 was left and must be spent by 31 March 2024, to avoid it being reclaimed by central government.

Members approved the table of proposed projects and recipients, noting an email received from the Director of Public Health at Surrey County Council, confirming that £165,000 could be applied to the Play Area Replacement Programme. The caveat being that the funding could only be used in areas of relative deprivation in the borough.

The other recipients were the Runnymede Foodbank (£20,000), Citizens Advice Runnymede and Spelthorne (£20,000), and Chertsey Hall (£10,000). Officers reported that as a result of Chertsey Hall being used as a vaccination centre, repairs were needed to the main hall floor, so it would be appropriate to use funding in this way. The proposed use of funds for all the projects met the criteria and guidance issued on how COMF monies could be applied.

It was noted that all the projects also met the Council's Corporate priorities of Empowering Communities and Health and Wellbeing.

Members were content to support all the projects. Officers advised that there was a slight shortfall of £1,174, for which approval would be sought from Corporate Management Committee to meet from the existing Communities First budget held in Community Services.

Officers were asked to record thanks in the Minutes to the Director of Public Health at Surrey County Council for consent to utilise funds for the play area replacement programme in areas of relative deprivation.

Recommend that Corporate Management Committee –

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

26 Play Area Programme 2023/2024

The Committee was updated on the Play Area Programme and how that might be delivered.

Members were advised that the Council currently maintained 43 play areas across the borough, within Green Spaces and Housing areas. A full survey had been undertaken to identify where key repairs and/or replacement of individual items of equipment were needed and then to develop a longer term plan for replacement in consultation with local Ward Councillors.

The Committee was presented with a Repairs Budget Expenditure Plan to cover 20 play areas. Officers reported that surfacing repairs had almost been completed and several other minor repairs not included in the report. This totalled £195,000.

Members also received a pre and post consultation list ranking all 43 sites which identified 9 sites in urgent need of attention, 4 of which were in the Egham area, a further 16 classed as amber and the remaining 18 low priority. This totalled £799,000 to be drawn (subject to approval) from 10 identified areas including Section 106 monies, the Housing Business Unit, Runnymede Pleasure Grounds Trust and Community Services budgets.

Officers advised there was a shortfall of £2,000 which would be covered by the

Contingency budget within the Youth Development Fund. It would also be necessary to carry forward some funding into 2024/2025 as not all the works could be carried out in 2023/2024.

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	See COMF reference elsewhere on this agenda
10	Youth Development Budget 24-25	£47,000	Provisional Budget
	Total	£799,000	

Play Area	Ward	Estimated Cost	Replacement Year	Funding Ref (see above table)
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		

An Equalities Screening Assessment had been completed since drafting the report which identified positive implications for the protected characteristic of age and that accessibility would be an important part of the process.

The Committee agreed that it was an ambitious programme but one which they supported in order to improve facilities for young people in the borough.

Officers were thanked for their inclusive approach and for taking into account Councillors' views so readily which had made the consultation with them positive and productive.

It was noted that because the capital estimate was above £250,000, Corporate Management Committee would need to recommend approval by full Council on 19 October of recommendation vi) below.

Officers in Community Services were asked to amend the reference to Warwick Avenue to

clarify it was in Thorpe Ward.

Also regarding Thorpe Officers were asked to discuss the feasibility of re-locating the play area at Frank Muir Memorial Field owing to its current location frequently flooding making the play area unusable.

Officers were also asked to submit a report on the play area at Englefield Green to a future meeting of the Englefield Green Committee in consultation with Officers in Legal owing to the unique status of its location.

Recommend to Corporate Management Committee that –

- i) the proposed health and safety works and play area replacement plan, be approved;**
- ii) a capital estimate in the sum of £229,000, be approved for the replacement plan for Surrey Towers, Pooley Green and Hythe Park 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) an allocation of £47,000 from the 2024/2025 youth development revenue budget for the play area replacement, be approved;**
- v) the virement of the revenue budgets earmarked for the replacement of play equipment to fund the capital expenditure, be approved, noting that this will show in future revenue reports as contributions to capital expenditure on the summary page of the budget; and**

Corporate Management Committee be asked to Recommend to Council that -

- vi) a capital estimate in the sum of £565,000, be approved for the replacement plan for the remaining locations 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**

Resolved that –

- 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**

27 Water Play Facilities in Runnymede

The Committee noted progress with the review of Water Play facilities in the borough.

Members recalled that two new roles had been recruited to within the Open Space Development Team to take forward some of the priorities previously reported to the Committee.

One of these was the paddling pool facilities in the borough and the potential for future

water play facilities in Runnymede. Members had previously expressed disappointment that the paddling pools at Chertsey Recreation Ground, Heathervale Park and Victory Park had remained closed since the pandemic, for both practical and financial reasons. However, work undertaken by Community Services at Runnymede Pleasure Grounds (RPG), enabled this facility to be reopened for the summer of 2023, as a short term solution, with the work funded by the Runnymede Pleasure Grounds Trust budget.

It was confirmed that following approval of a capital budget of £500,000 for the replacement of facilities (excluding RPG), Officers were working to establish the options for Members to consider, albeit in the context of the Council's current financial position. Officers confirmed that the actual location of water play facilities would remain the same but that all options would be considered if the budget was not sufficient to deliver three new facilities.

The Committee was advised that work had already begun to appoint a consultant to provide support to the Open Spaces Development team, in working out the future requirements, costs and options around provision at each of the four sites in the borough (including RPG). This would be paid for by way of a virement from existing community services budgets. Officers hoped it would cost less than the budgeted sum.

Members noted that the consultant would be asked to consider a number of factors, including the feasibility of splash pads, infrastructure requirements, site location, environmental impact, maintenance, operational delivery and health and safety.

An Equalities Screening Assessment had been completed since drafting the report which identified positive implications for the protected characteristic of age and that accessibility would be an important part of the process.

Officers in Community Services would expedite the necessary work in order to submit a report to a future meeting of the Committee on longer term provision options and costings with the opportunity for a prior, informal discussion with Members of the Committee.

28 **Period Poverty - Motion from Council 20 July 2023**

The Committee was tasked with considering a motion from Council on 20 July 2023 concerning period poverty.

The Committee was advised that since the motion had been referred to Community Services, Officers had undertaken research into how the Council could deliver a service to provide period products in all of the Council's publicly accessible toilets and buildings to make a contribution towards ending period poverty.

Members noted available statistics on period poverty, exacerbated by the cost of living crisis and the rise in its occurrence. The Committee noted how it had been responded to, including government funding for a scheme to provide access to period products within education settings for girls and women up to age of 19 who could not afford to buy them and/or some other circumstances as outlined in the report.

Surrey County Council had also launched the 'period dignity' campaign, working with the charity Binti International and encouraged local authorities in Surrey to participate. To this end Officers in Community Services and Housing had identified funding of £24,000 from three budgets and sought to deliver the project in consultation with the Chairman and Vice-Chairman of Community Services Committee and the original proposer of the motion to Council. Councillor A King was thanked for bringing the motion forward for consideration, who in turn thanked Officers for their work and approved the idea of including leisure facilities in the project.

Recommend to Corporate Management Committee that –

- i) **a combined budget of £24,000 over three years, be approved; and**
- ii) **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 (Councillor A King), proposer of the motion to Council, be approved**

29 **Service Plan Progress Report**

The Committee was advised of progress with the Community Services Service Plan which was approved by the Committee in January 2023 for the current financial year.

Members were advised that overall, the business unit showed a position where progress had been made against many of the 36 objectives set, with only a limited number that had not yet commenced.

Officers extended thanks to his team for their hard work and commitment in moving forward the objectives set, whilst also managing the business as usual work which it was acknowledged was sizeable in quantity and the time commitment devoted to it, and which would always have to be prioritised given the nature of the services and the residents supported. These sentiments were echoed by the Committee.

The Committee noted that a number of additional new objectives had been set, for example delivery of the period poverty project.

Members agreed that Community Services continued to push to do more and provide more and better to residents and communities.

30 **Key Performance Indicators Quarter 1 2023/2024**

The Committee received for information the Quarter 1 results for the Key Performance Indicators attached to Community Services, which were approved in March 2023, for the current financial year.

Officers sought to provide members with a holistic understanding of performance, progress and breadth of activity across Community Services, as illustrated by there being 46 different indicators.

Officers highlighted some key KPI information provided within the report, notably the high performance of Chertsey Museum, Social Prescribing, Homesafe and the Home Improvement Agency. It was noted that despite showing some room for improvement (rated amber in places) Community Alarms and Meals at Home had continued to deliver high volume and quality of service to vulnerable residents.

Officers were thanked for their efforts across Community Services.

31 **Community Services Appointments 2023**

The Committee was asked to make two appointments to Community Services related bodies.

There was some discussion about political balance and to this end a motion was proposed and seconded that Councillor A King be nominated as a core member of the Community Services Partnership Board. This motion was defeated.

However, a further motion was passed that Councillor King be appointed as the reserve Member for the Board.

Resolved that –

- i) **Councillors C Howorth, S Lewis, and S Walsh, with Councillor A King in reserve, be appointed to the Community Services Partnership Board for the remainder of this Municipal Year, 2023/2024; and**
- ii) **Councillor C Howorth be appointed to Chair the Place Based, Health and Wellbeing Partnership for the period 2023 – 2027.**

32 **Cabrera Trust Management Committee Minutes**

The Minutes of the meetings of the Cabrera Trust Management Committee were received and noted, as attached at Appendix 'A.'

33 **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 matters 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 paragraph 3 of Schedule 12A to Part 1 of the Act.

34 **Larchwood Drive**

The Committee was asked to approve the letting of a premises to a local organisation in Englefield Green.

The Committee was advised of the current usage of the premises by the Forest Estate Community Hub, delivered by the Journey Church, part of the River Church, who were working towards being a Charitable Incorporated Organisation (CIO) registered with the Charity Commission.

Members noted the historical use of the premises, reviewed the current and proposed lease terms and were advised of issues relating to the condition of the premises and future management arrangements when a new CIO would be formed to take the project forward.

Officers were satisfied that the proposed lease arrangements to regularise the occupancy of the premises and which it was agreed represented the best consideration reasonably obtainable.

On the basis of the information available and taking into account the financial and legal considerations, the Committee was content to recommend approval by Corporate Management Committee on the terms set out in the report, noting that if necessary, a further report would be submitted to Members regarding any future lease arrangements which might come forward.

Officers in Communications were asked to consider how assistance might be given to the Hub with publicity, Officers in Community Services with making funding applications and Officers in Assets and Regeneration with practical matters related to future maintenance of the building infrastructure.

Recommend to Corporate Management Committee that -

- i) **the premises in Larchwood Drive is leased to the organisation named in the**

report for a term of 10 years on the Terms set out in the agenda report; and

- ii) **in the event that a Development Charitable Incorporated Organisation is successfully formed, an Agreement for Lease is entered into with the CIO with delegation to the Chief Executive in consultation with Corporate Head of Law and Governance and Corporate Head of Assets and Regeneration in consultation with the Chairman and Vice-Chairman of Community Services Committee to finalise the terms of the Agreement for Lease**

35 **Virginia Water Football Club**

The Committee was asked to approve a lease of part of the King George Playing Field in Virginia Water to Virginia Water Football Club.

The Committee was advised that Virginia Water Football Club had been based in Crown Road for many years and now sought to renew the lease, undertake repairs to the pavilion and expand the club. It was intended for the car park to be included in the demise in line with other similar sports clubs.

Members were advised that a recent planning application had been submitted for a telecommunications mast on site, the terms of which were to be determined. To facilitate this delegated authority was sought as set out in the report.

The Committee was content with the proposed terms, subject to approval by Fields in Trust and other statutory consent and represented the best consideration reasonably obtainable. It was noted that the proposed lease contained a break clause to protect the interests of the Council as guardian of a community asset and the club. The Committee noted the financial and legal implications and the terms allowed the club time to make the planned improvements on site.

Some Members of the Committee had visited the site and were satisfied that the Club was meeting community needs in order to qualify for grant aid in the sum reported.

Recommend to Corporate Management Committee that –

the recommendations as set out in the agenda report be approved.

36 **Runnymede Pleasure Grounds Forward Plan of Works**

The Committee's approval was sought for a series of improvements to facilities at Runnymede Pleasure Grounds to be funded from the RPG Trust budget.

The Committee was reminded that for this item they were sitting as Trustees for the Pleasure Grounds and acting in the best interests of the Trust.

The Committee was advised that recent work in respect of the Pleasure Grounds included repairs to the paddling pool, the agreement of a new lease with the third party provider operating the Café and improvements to the car parking system and payment arrangements, including free parking for blue badge holders.

The forthcoming works for which approval was sought to be funded by the Trust's reserves included repairs to the toilets and pavilion, immediate play area repairs, and replacement of the play area and paddling pool facilities. Some other non-essential work was to replace the chain link fencing which was not up to modern safety standards.

An Equalities Screening Assessment had been completed since drafting the report which identified positive implications for the protected characteristic of age and that accessibility

would be an important part of the process.

The Committee was also requested to facilitate the introduction of a Park Run at the Pleasure Grounds and to waive the normal event hire charge per occasion. The Park Run Organisers intended to limit the impact on the Pleasure Grounds by rotating routes. The organisers would also need to submit an event request form and other documentation to be scrutinised if necessary by the Council's Safety Advisory Group.

The Committee was keen to promote the Pleasure Grounds as a valued asset attracting visitors from within and outside the borough.

The Committee noted the legal and financial implications, including the charitable status of the Open Space as set out in the conveyancing document of 1928.

Resolved that -

- i) **the sum as reported be approved, to be spent on toilet and pavilion repairs, funded by the Runnymede Pleasure Ground Trust budget;**
- ii) **the sum as reported for essential play area health and safety repairs, funded by the Runnymede Pleasure Ground Trust budget;**
- iii) **the inclusion of Runnymede Pleasure Grounds in the wider Council considerations relating to the future of water play in Runnymede, be approved; and**
- iv) **approval for Park Run, be granted, to be held on a weekly basis at Runnymede Pleasure Grounds, and that the event charge is waived for this activity.**

37 **Digital Alarms Refresh**

This item was withdrawn from the agenda as noted on the supplementary agenda.

Appendix A Cabrera Trust Management Committee Minutes

(The meeting ended at 9.25 pm.)

Chairman

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.

Report title	Fees and Charges 2024/25
Report author	Darren Williams, Corporate Head of Community Services
Department	Community Services
Exempt	No

Purpose of report:
To Resolve

Synopsis of report:
To set out the context and rationale for changes to fees and charges for the next financial year for the services managed by this Committee and to recommend that the proposed fees and charges are adopted as set out.

Recommendation that:
The proposed fees and charges as set out in Appendix ‘A’ be approved, to be effective from the dates within the appendix or as soon as practical thereafter.

1. Context and background of report

- 1.1 The annual review of charges is an important part of the overall budget setting process and the policy framework for service provision in general.
- 1.2 Whilst the Council’s Constitution places initial fee setting with each service committee, it also provides delegated authority to Officers to alter fees, charges and prices without reference to a Committee, in order to respond to market conditions, new needs, changes in tax rates, and so on.

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

Methodology

- 2.1 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that Officers put forward recommended increases based on:
 - Current market conditions
 - Local competition
 - The likely yield of any fee increase
 - On-going savings targets and revenue reduction programmes

Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to

stimulate demand, however an average of 5% for discretionary locally set charges should be aimed for as the financial plans of the Council assume at least an inflationary increase.

- 2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy.
- 2.3 The fees and charges proposed by service managers for next year are set out at Appendix 'A'. The appendix includes a Yield column showing the next year's budget for each charge/group of charges, so that Members can estimate the financial implications of any price rises.

Meals at Home:

- 2.4 The costs of providing the service have increased due to increased food prices. The increase in food prices last year was not passed on to residents, but from 2024 we need to go some way to covering our costs.
- 2.5 The current charge for centre meals and Meals at Home (provided Monday to Friday) for two courses is £4.60, and for three courses, £5.00. It is proposed from April 2024 to increase the two course meals by 40p to £5.00 per meal, which represents an 8.7% increase. The three-course meal will be discontinued from April 2024 (although residents are able to purchase an additional course).
- 2.6 It is also proposed that the cost of providing meals at weekends is increased from £5.20 to £5.75 for a two-course meal (an increase of 10.58%). It is proposed that the three-course meal be discontinued from April 2024.
- 2.7 It is also proposed that afternoon teas are increased from £3.00 to £3.25 (an increase of 8.33%) for 2024/25. Additional courses are increased from £1.15 to £1.25 an increase of 8.70%.
- 2.8 Revenue generated from the service has declined since Covid and an enhanced marketing strategy will be put in place to reach more users of the service and generate increased uptake.
- 2.9 The fees and charges have been benchmarked against other Councils and Runnymede's prices remain competitive. The increases go some way to cover the inflationary increases for food, fuel, and overheads.

Community Transport:

- 2.10 2024 sees the potential loss of contracts which will cause revenue reduction. The loss of key contracts has led to an ongoing internal review and rationalisation of the service. Day centre and dial a ride continues to be a key revenue stream for the service which will influence any decisions to come out of the transport review.
- 2.11 Community Transport is proposing to increase the cost of a return trip day centre fare by 40p from £4.60 to £5.00, this represents an increase of 8.7%. It is also proposed that the cost of the dial a ride service for journeys within one zone be increased by 35p from £3.65 to £4.00 (9.59% increase) and journeys to each subsequent zone be increased from £2.85 to £3.15, which is an increase of 10.53%.

- 2.12 The increases keep us competitive in the market when compared to other Councils, but this will be impacted following the transport rationalisation work being carried out internally as part of the review of the service.

Careline Charges:

- 2.13 Careline Charges were last increased in 2014. The Careline charge at Runnymede has been benchmarked against other Councils and it is proposed that the fee be increase by 5%, which is competitive in the market for a comparable service. This increases the weekly charge from £4.90 to £5.15.

Other Day Centre Charges:

- 2.14 Centre Lettings - It is proposed that fees and charges for 2024/25 increase by 8%. There are two charging structures recommended for 2024/25. The Community rate for Eileen Tozer, Manor Farm, Woodham, and New Haw remains for 2024 increasing from £25.50 to £27.54, and the Commercial hire only available for hire on Saturday increased from £55.00 to £59.40.
- 2.15 Due to demand, Commercial Hire for use of the Wellbeing Centre 15-person auditorium at Manor Farm for 2024 will be a new charge from 2024/25. The auditorium will be available to hire Monday – Sunday, please see Appendix 'A' for the pricing structure.
- 2.16 Hairdressing salons and the Chiroprapist remain unchanged due to lack of demand since reopening after Covid, with increased marketing being key to getting the service back on track.

Community Development:

Chertsey Museum:

- 2.17 Museum - The Museum Curator has reviewed the current prices and where possible has built in an increase for the 2024/25 fees and charges. However, where it is felt necessary to stimulate or maintain demand, prices have been frozen. Due to the number of different activities held at the museum, it is impractical to list each item in this report. The full list of charges is available via the education catalogue on the museum's website.
- 2.18 The fees and charges at the museum run in line with the school academic year and will therefore not be introduced until September 2024.

Community Halls

- 2.19 It is proposed that the fees and charges for 2024/25 are increased by 8%. However, it is recognised that in isolation such an increase would contradict the report brought to the Community Services Committee Meeting in July 2023, relating to the issues with the charging structure and it potentially resulting in a low uptake by potential hirers and the loss of existing hirers. This has attempted to be incorporated for 2024/2025 by having three tiers of charging as opposed to two, as at present. The additional charging tier will reflect the discounted fees approved until March 2024 by Members previously, using these to create a "commercial with community benefit" charging tier. Please see Appendix 'A' for the pricing schedule.

The functions packages, and equipment use charges will be discontinued from 2024 due to low uptake. Any requests for events bookings such as a wedding reception will be priced on application.

Tennis Courts

- 2.20 Tennis Fees - The tennis courts opened to the public on 16 August 2023, located at Victory Park, Ottershaw Memorial Fields, Heathervale Recreation Ground, Gogmore Farm Park, and Chertsey Rec. Since opening there has been uptake of membership and the courts are starting to generate revenue. As the courts have not been open for a full year, and we have not seen the level of uptake they can achieve over the summer season the fees and charges for 2024/25 will remain unchanged, at £36 for an annual pass, and £5 for pay and play.

Safer Runnymede:

- 2.21 Safer Runnymede – It is proposed that the fees are increased by 9%. There has been increased demand for the service offered, and the increase will cover the administrative costs to collate and send the information.

3. Policy framework implications

- 3.1 There will be a number of instances of specific policies within specific services which require fees and charges to be levied in respect of various activities. Some of these will be discretionary and some statutory. In considering this report and reviewing its individual fees and charges, the Council is complying with the requirements of these policies.

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

- 4.1 At the start of the 2023/24 financial year, the Council had an ongoing budget deficit estimated to be £5.2m by the end of 2026/27 that needed to be addressed. This included an assumption that fees and charges would increase by 2% each year. The setting of fees and charges is an important tool in helping to address this situation and maximising income from services should be a priority.
- 4.2 In setting fees and charges there is a fine balance to be struck between trying to recover the cost of running services and not alienating our customers by making the charges unaffordable. In undertaking their reviews managers must balance these risks whilst at the same time trying to generate additional income to contribute towards the Council's ongoing budget deficit. Consideration should also be given to the cost of pay-to-use services, so that those choosing not to avail themselves of those services, are not carrying the burden, through taxation, of subsidised services for others.
- 4.3 Once agreed, the fees and charges will be included as part of the 2024-25 budget and the effects of any increases/reductions in charges will be incorporated into the figures for the appropriate service areas.

5. Legal implications

- 5.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee set by Government. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.

6. Equality implications

- 6.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 The annual setting of existing fees and charges has no environmental, sustainability or biodiversity implications. Any change to a structure or the inclusion of new charges that have any such implications will be set out in a separate report to Committee.

8. Timetable for Implementation

- 8.1 The proposed fees and charges will not take effect until 1 April 2024 or as soon as practical thereafter unless a different date is set out in the Appendix.

9. Background papers

None

10. Appendices

Appendix 'A' Proposed Fees & Charges for 2024-25

Fees and charges

Meals and transport charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>Meals at Home and Day centre</u>							
Monday - Friday	Cost per two course meal	Discretionary	4.60	5.00	8.70%	} 390,116	Outside scope
	Cost per three course meal	Discretionary	5.60	0.00	-100.00%		Outside scope
Saturday and Sunday	Cost per two course meal	Discretionary	5.20	5.75	10.58%		Outside scope
	Cost per three course meal	Discretionary	5.90	0.00	-100.00%		Outside scope
	Afternoon Tea	Discretionary	3.00	3.25	8.33%		Outside scope
	Additional course (soup/dessert)	Discretionary	1.15	1.25	8.70%		Outside scope
<u>Community transport</u>							
Fare for return transport to day centres (Monday - Friday)	Discretionary	4.20	5.00	19.05%	} 70,964	Zero Rated	
Journey within one zone (minimum fare)	Discretionary	3.65	4.00	9.59%		Zero Rated	
Journey to each subsequent zone	Discretionary	2.85	3.15	10.53%		Zero Rated	

Fees and charges

Careline system

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Full weekly charge (price to include a free smoke alarm on take up of contract)	Discretionary	4.90	5.15	5%	} 270,300	Standard
Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	Discretionary	4.90	5.15	5%		Zero Rated

Fees and charges

Centre lettings

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>							
Monday to Friday		5pm to 11pm	Discretionary	25.50	27.54	8.00%	}
Saturday		9am to 5pm	Discretionary	32.00	34.56	8.00%	
Saturday		5pm to 11pm	Discretionary	45.00	48.60	8.00%	
<u>Community use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>							
Monday to Friday		9am – 6pm			7.56		}
Monday to Friday		6pm – 11pm			12.96		
Weekends		9am – 5pm			12.96		
Weekends		5pm – 11pm			16.20		
<u>Commercial hire/trade shows (per hour)</u>							
Saturdays only		9am to 11pm	Discretionary	55.00	59.40	8.00%	}
<u>Commercial use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>							
Saturday - Sunday		9am to 11pm			18.36		}
					378,001		
<u>Catering facilities</u>							
Full use of kitchen	Discretionary		70.00	75.60	8.00%	Exempt	
Full use of tea bar	Discretionary		N/A	N/A		Exempt	
Use of public address system	Discretionary		N/A	N/A		Exempt	
<u>Registered charities</u>							
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken							

Fees and charges

Centre rental charges

	Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
<u>Hairdressing salons - hourly rates</u>						
Eileen Tozer Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%	} 8,935	Standard
Manor Farm Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%		Standard
Woodham and New Haw Day Centre	(Incl VAT) Discretionary	7.90	7.90	0.00%		Standard
These rates are based upon the standard of facilities available						
<u>Chiropodist fees (full day)</u>	Discretionary	30.00	30.00	0.00%	1,963	Exempt

Fees and charges

Chertsey Museum

	Charge Status	From Sep-23 £	From Sept 2024 £	% Increase		Yield £	VAT treatment
<u>School's membership scheme</u>							
<u>Annual membership fee</u>							
Schools with 0 - 150 pupils	Discretionary	32.50	33.00	1.54%	}	32,600	Outside Scope
Schools with 151 - 250 pupils	Discretionary	44.00	44.00	0.00%			Outside Scope
Schools with 251+ pupils	Discretionary	55.00	55.00	0.00%			Outside Scope
<u>Talks held at Museum</u>							
<u>Member schools</u>							
One 1/2 day session	Discretionary	POA	POA		}		Outside Scope
Two 1/2 day session (same day)	Discretionary	POA	POA				Outside Scope
<u>All day sessions at the museum (max 32 children)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		}	21,600	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		}		Outside Scope
*non members pay additional £10 booking							

Fees and charges

Chertsey Museum							
	Charge Status	From Sept 2023 £	From Sept 2024 £	% Increase	Yield £	VAT treatment	
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA		} Included in other areas	Outside Scope	
<u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u>							
<u>Member schools</u>							
see education catalogue on website	Discretionary	POA	POA			Outside Scope	
<u>School assemblies (max.30 mins)</u>							
School Assemblies - schools within Runnymede (max. 30 mins)	Discretionary	50.00	60.00	20.00%		Outside Scope	
School Assemblies - schools outside Runnymede (max. 30 mins)	Discretionary	60.00	70.00	16.67%		Outside Scope	
School Assemblies - non member schools (max. 30 mins)	Discretionary	80.00	80.00	0.00%		Outside Scope	
<u>Talks to groups</u>							
At the Museum outside of opening hours - Borough Community Groups	Discretionary	40.00	45.00	12.50%	} 500	Outside Scope	
At the Museum outside of opening hours - Non Borough Community Groups	Discretionary	55.00	55.00	0.00%		Outside Scope	
Talks held outside the Museum - Borough Community Groups	Discretionary	45.00	45.00	0.00%		Outside Scope	
Talks held outside the Museum - Non Borough Community Groups	Discretionary	55.00	60.00	9.09%		Outside Scope	
<u>Children's activities at the Museum</u>							
Children's activity session per child - price based on activity	Discretionary	POA	POA		} 1,700	Exempt	
Concessionary activity session per child	Discretionary	POA	POA			Exempt	
<u>Use of photocopier</u>							
A4 Copies	(plus VAT) Discretionary	0.55	0.63	14.55%	} 0	Standard	
A3 Copies	(plus VAT) Discretionary	0.60	0.84	40.00%		Standard	
<u>Charge for late return of school loan boxes</u>	(plus VAT) Discretionary	25.00	25.00	0.00%	0	Standard	
<u>Missing item from loan boxes (per day)</u>	(plus VAT) Discretionary	10.00	10.00	0.00%	0	Standard	

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

	Charge Status	From Sept 2023 £	From Sept 2024 £	% Increase	Yield £	VAT treatment
<u>Photographic orders</u>						
101.6mm by 152.4mm (4" by 6")	(plus VAT) Discretionary	3.50	3.50	0.00%	}	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) Discretionary	4.00	4.00	0.00%		Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) Discretionary	4.50	4.50	0.00%		Standard
203.2mm by 254mm (8" by 10")	(plus VAT) Discretionary	6.00	6.00	0.00%		Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) Discretionary	10.50	10.50	0.00%		Standard
Handling charge (1 per order)	(plus VAT) Discretionary	2.50	2.50	0.00%		Standard
Postage charge	(plus VAT) Discretionary	2.00	2.00	0.00%		Standard
<p>Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:</p> <ul style="list-style-type: none"> - Friends of the Museum - Members of the Museum Association - Members of the National Art Collection Fund - Runnymede Loyalty Card holders 						
<p>School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking</p>						

Fees and charges


Community Halls

		Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
Chertsey Hall								
Community Package Monday to Friday 8.30 to 17:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	24.00	25.92	8.00%	67,900	Standard	
Meeting Room A	(per hour)	(plus VAT) Discretionary	10.20	11.02	8.00%		Standard	
Meeting Room C	(per hour)	(plus VAT) Discretionary	6.50	7.02	8.00%		Standard	
Meeting Room D	(per hour)	(plus VAT) Discretionary	8.35	9.02	8.00%		Standard	
Community Package - Monday to Friday 17:00 to 23:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	32.00	34.56	8.00%		Standard	
Meeting Room A	(per hour)	(plus VAT) Discretionary	14.55	15.71	8.00%		Standard	
Meeting Room C	(per hour)	(plus VAT) Discretionary	9.80	10.58	8.00%		Standard	
Meeting Room D	(per hour)	(plus VAT) Discretionary	12.80	13.82	8.00%		Standard	
Community Package - Weekends 8.30 to 17:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	32.80	35.42	8.00%		Standard	
Meeting Room A	(per hour)	(plus VAT) Discretionary	14.80	15.98	8.00%		Standard	
Meeting Room C	(per hour)	(plus VAT) Discretionary	10.30	11.12	8.00%	Standard		
Meeting Room D	(per hour)	(plus VAT) Discretionary	13.25	14.31	8.00%	Standard		
Community Package - weekends 17:00 to 23:00								
Main Hall	(per hour)	(plus VAT) Discretionary	43.50	46.98	8.00%	Standard		
Meeting Room A	(per hour)	(plus VAT) Discretionary	20.00	21.60	8.00%	Standard		
Meeting Room C	(per hour)	(plus VAT) Discretionary	13.65	14.74	8.00%	Standard		
Meeting Room D	(per hour)	(plus VAT) Discretionary	17.60	19.01	8.00%	Standard		
Business Package Monday - Friday 08:30 to 17:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	63.00	68.04	8.00%	Standard		
Meeting Room A	(per hour)	(plus VAT) Discretionary	27.00	29.16	8.00%	Standard		
Meeting Room C	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Meeting Room D	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Business Package Monday - Friday 17:00 to 23:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	63.00	68.04	8.00%	Standard		
Meeting Room A	(per hour)	(plus VAT) Discretionary	27.00	29.16	8.00%	Standard		
Meeting Room C	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Meeting Room D	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Business Package Weekends 08:00 to 23:00 hrs								
Main Hall	(per hour)	(plus VAT) Discretionary	63.00	68.04	8.00%	Standard		
Meeting Room A	(per hour)	(plus VAT) Discretionary	27.00	29.16	8.00%	Standard		
Meeting Room C	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Meeting Room D	(per hour)	(plus VAT) Discretionary	22.50	24.30	8.00%	Standard		
Community with benefits - Monday to Friday 08:30 to 17:00 hrs								
Main Hall			31.20	33.70	8.00%	Standard		
Small Hall			13.26	14.32	8.00%	Standard		
Room 1			8.45	9.13	8.00%	Standard		
Room 2/ Bar Lounge			10.86	11.72	8.00%	Standard		
Community with benefits - Monday to Friday 17:00 to 23:00 hrs								
Main Hall			41.60	44.93	8.00%	Standard		
Small Hall			18.92	20.43	8.00%	Standard		
Room 1			12.74	13.76	8.00%	Standard		
Room 2/ Bar Lounge			16.64	17.97	8.00%	Standard		
Community with benefits - Weekends 08:30 to 17:00 hrs								
Main Hall			42.64	46.05	8.00%	Standard		
Small Hall			19.24	20.78	8.00%	Standard		
Room 1			13.39	14.46	8.00%	Standard		
Room 2/ Bar Lounge			17.23	18.60	8.00%	Standard		
Community with benefits - Weekends 17:00 to 23:00 hrs								
Main Hall			56.55	61.07	8.00%	Standard		
Small Hall			26.00	28.08	8.00%	Standard		
Room 1			17.75	19.16	8.00%	Standard		
Room 2/ Bar Lounge			22.88	24.71	8.00%	Standard		

Business packages includes room hire, projector, screen, flip chart, kitchen for

beverages

Use of kitchen
Up to 100 people
100+ people

(plus VAT) Discretionary	45.00	48.60	8.00%		6,335	Standard Standard
(plus VAT) Discretionary	90.00	97.20	8.00%			

Fees and charges

Community Halls

		Charge Status		From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment	
<u>The Hythe Centre</u>									
<u>Community package- Monday to Friday 8.30 to 17:00 hrs</u>									
Main Hall	(per hour)	(plus VAT) Discretionary		24.00	25.92	8.00%	87,100	Standard	
Small Hall	(per hour)	(plus VAT) Discretionary		11.40	12.31	8.00%			
Room 1	(per hour)	(plus VAT) Discretionary		7.00	7.56	8.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary		8.35	9.02	8.00%			
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>									
Main Hall	(per hour)	(plus VAT) Discretionary		32.00	34.56	8.00%			
Small Hall	(per hour)	(plus VAT) Discretionary		15.71	16.97	8.00%			
Room 1	(per hour)	(plus VAT) Discretionary		9.80	10.58	8.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary		12.80	13.82	8.00%			
<u>Community use - Weekends 8.30 to 17:00 hrs</u>									
Main Hall	(per hour)	(plus VAT) Discretionary		32.00	34.56	8.00%			
Small Hall	(per hour)	(plus VAT) Discretionary		14.80	15.98	8.00%			
Room 1	(per hour)	(plus VAT) Discretionary		9.80	10.58	8.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary		12.80	13.82	8.00%			
<u>Community use - Weekends 17.00 to 23:00 hrs</u>									
Main Hall	(per hour)	(plus VAT) Discretionary		43.50	46.98	8.00%			
Small Hall	(per hour)	(plus VAT) Discretionary		21.40	23.11	8.00%			
Room 1	(per hour)	(plus VAT) Discretionary		13.65	14.71	7.76%			
Room 2/ Bar Lounge	(per hour)	(plus VAT) Discretionary		17.60	19.01	8.00%			
<u>Business package</u>									
Main Hall	(per hour)	(plus VAT) Discretionary		63.00	68.04	8.00%			
Small Hall	(per hour)	(plus VAT) Discretionary		31.50	34.02	8.00%			
Room 1	(per hour)	(plus VAT) Discretionary		22.50	24.30	8.00%			
Room 2 /Bar Lounge	(per hour)	(plus VAT) Discretionary		22.50	24.30	8.00%			
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>									
Main Hall				31.20	33.70	8.00%			
Small Hall				14.82	16.01	8.00%			
Room 1				9.10	9.83	8.00%			
Room 2/ Bar Lounge				10.86	11.72	8.00%			
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>									
Main Hall				41.60	44.93	8.00%			
Small Hall				20.42	22.06	8.00%			
Room 1				12.74	13.76	8.00%			
Room 2/ Bar Lounge				16.64	17.97	8.00%			
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>									
Main Hall				41.60	44.93	8.00%			
Small Hall				19.24	20.78	8.00%			
Room 1				12.74	13.76	8.00%			
Room 2/ Bar Lounge				16.64	17.97	8.00%			
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>									
Main Hall				56.55	61.07	8.00%			
Small Hall				27.82	30.05	8.00%			
Room 1				17.71	19.12	8.00%			
Room 2/ Bar Lounge				22.88	24.71	8.00%			
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages									

Fees and charges

Community Halls

	Charge Status	From April 2023 £	From April 2024 £	% Increase		Yield £	VAT treatment
<u>Third Party Use</u>							
Use of kitchen							
Up to 100 people	(plus VAT) Discretionary	45.00	48.60	8.00%	}	4,500	Standard
100+ people	(plus VAT) Discretionary	90.00	97.20	8.00%			

Notes for Community Halls

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

Fees and charges

Tennis Charges

	Charge Status	From Aug-23 £	From April 2024 £	% Increase		Yield £	VAT treatment
Tennis Court Fees							
Annual Pass	Discretionary	36.00	36.00	0.00%	}	32,500	Outside scope
Pay and Play	Discretionary	5.00	5.00	0.00%			
Coaching Provider charges	Discretionary POA	POA	POA	POA			

Fees and charges

Crime and disorder

Charge Status	From April 2023 £	From April 2024 £	% Increase	Yield £	VAT treatment
Safer Runnymede (Includes VAT)					
CCTV System - supply of copy DVDs	161.26	176.00	9.14%	} 804	Standard
CCTV System - supply of copy photograph	26.16	28.51	9.00%		Standard
CCTV System - viewing DVD footage (per hour or part thereof)	70.55	77.00	9.14%		Standard

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Report title	Contain Outbreak Management Funding (COMF) Grant Allocations
Report author	Chantal Noble, Community Development Manager
Department	Community Development, Community Services
Exempt	No

Purpose of report:
To Resolve

Synopsis of report:

- 1) **To provide contextual background information on Contain Outbreak Management Funding (COMF), received by the Council in relation to Covid**
- 2) **To set out the proposed allocation of COMF in relation to the applications received for the one-off grant scheme.**

Recommendation(s):

- i) **Members approve the recommended successful applications to COMF; and**
- ii) **Members agree to ringfence the requested amount for organisations where further discussion or information is required, and that the decision to award a grant be delegated to the Head of Community Services, in consultation with the Chairman and Vice Chairman of Community Services Committee.**

1. Context and background of report

1.1 As part of the government’s response to the Covid-19 pandemic local authorities across England were allocated sums from the Contain Outbreak Management Fund (COMF). The initial purpose of this fund was to reduce the spread of coronavirus and support public health initiatives. Since the initial allocation of monies there has been greater flexibility as to what COMF can be used for, with initiatives supporting recovery from the pandemic being able to benefit from COMF monies. Any unspent COMF allocation must be returned to the government at the start of the 2024/2025 financial year.

1.2 Members agreed to set aside a sum of £50,000 from the COMF for the delivery of a post pandemic capacity building grant scheme. Maximum grants of up to £5,000 were available to voluntary, faith and community sector organisations based in, or operating within, Runnymede borough, and delivering services directly to residents.

- 1.3 The criteria of the grant scheme focused on how the funding application will contribute to the health and wellbeing of residents and development of communities, following the priority strands of the corporate Health and Wellbeing strategy and Empowering Communities strategy.
- 1.4 Applicants were asked to outline the impact the pandemic had, or continues to have on their activity or service, and the steps taken to recover said activity or service over the last two years.
- 1.5 Applicants were also asked to outline how the grant award will be used to further strengthen their organisation as part of their ongoing recovery, or how the grant funding will be used to build capacity in respect of the following:
- To increase participation and/or access to services as part of their continued recovery post pandemic
 - To establish or further develop/promote the sustainability of services that were key during/post pandemic including but not limited to:
 - Support with access to food/meals
 - Mental health support
 - Reducing loneliness and isolation
 - Providing information and advice
 - Providing neighbourhood/community support
 - Providing continued support to specific populations, disproportionately impacted (e.g. BAME population)
- 1.6 Applicants were asked to confirm how their project or service development will be sustainable in the future, given this is a one-off grant scheme and thus not a long-term source of funding.
- 1.7 A total of 11 applications were received for COMF, to the total value of £50,922. This report sets out the Officer's recommendations for approval, rejection and further conversations required for each of the applications received.
- 1.8 A panel met on Tuesday 3 October 2023 to review the applications and recommend to Community Services Committee the outcome of each application. The panel was made up of Councillor Chris Howorth, Chairman of Community Services Committee, Councillor Scott Lewis, Vice-Chairman of Community Services Committee and two officers from Community Services.

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

Applications Recommended for Approval

- 2.1 Set out below are the panel's recommended grants for approval.

Recipient Organisation	Summary of Project	Amount Requested
Home Start Runnymede and Woking	To set up Baby Bubble groups in Runnymede. Funding will cover room hire, two staff at each session, craft activities and refreshments	£4,950
The River Church, on behalf of the Forest Estate Community Hub	To support The Hub's operational costs, the costs of providing materials for the various clubs and a contribution to the manager's salary	£5,000
White Lodge	To increase access to services by disabled adults with complex physical and neurological disabilities. Services include adult physiotherapy and fitness sessions	£5,000
St Paul's Church	To extend the hours of the Food Kitchen and run cooking classes. To increase the number of activities for young people and promote the services available to older residents	£5,000
Cruse Bereavement Support	to recruit and train 2 new Bereavement Volunteers to provide on-going support, supervision and CPD for the volunteer team	£4,921
	Total	£24,871

2.2 The applications are supported as they all clearly articulate the impact that the pandemic has had on their service and/or service users. Applications were detailed and provided a breakdown of costs.

Discounted Applications

2.3 The panel recommends rejecting the following application due to the limited link between the project and COMF grant criteria. This project is considered a facility development project and unsuitable for this fund. However, officers will seek opportunities to engage with Egham Cricket Club to further understand the specific need and requirements of this project and whether there are other more suitable funds which can bring this forward.

Recipient Organisation	Summary of Project	Amount Requested
Egham Cricket Club	To install power supply and construct floodlighting	£5,000

Applications Requiring Further Information/Consideration

2.4 Below are the panel recommended grants to ringfence for the organisations. The panel considered the best way to address applications which were felt to be viable

subject to amendments to their application. Releasing the funds to the organisations would be dependent on satisfactory clarification of project details, modifications regarding the project's focus, strengthened links with the pandemic recovery and/or details on project sustainability. Where applicable officers have considered that some elements of the following applications should not be supported and this is reflected in the proposed sums to be ring-fenced.

Recipient Organisation	Summary of Project	Amount Requested
The Village Centre	Food and drink for 33 sessions for the Elderly Lunch Club. Hall hire and staff time.	£4,910
Chertsey and Addlestone Good Neighbours	A Cloud-base IT booking system for clients to use	£2,000
Addlestone Community Centre	1k for children's events and activities, 1k for older peoples' events and activities, 3k to extend the café offer	£5,000
Surrey Coalition of Disabled People	To set up a small technology skills group. To purchase 20 electronic devices	£5,000

- 2.5 The panel noted on the application form the increased use of services that the Village Centre provides, including their Community Fridge which was set up between lockdowns. The Baby Basics project was stated as also being busier than it was pre-pandemic. The panel felt that the grant request for the elderly lunch club did not provide strong enough links to the criteria for the COMF funding, but would like to work with the Village Centre to develop a case for the elements that fit the COMF funding criteria (e.g. Community Fridge and Baby Basics).
- 2.6 The panel noted on the application form the demand for the services from Chertsey and Addlestone Good Neighbours increased by 80% during the pandemic. Officers thought it would be beneficial to have further conversations with C&A GN to refer them to an IT Charity who can provide software advice and support, and also to see whether any in kind support can be offered. The panel agreed that officers should look to engage with this organisation on software options and see whether other areas of development may be more suitable for this grant.
- 2.7 Concerns were raised about Addlestone Community Centre's capacity to deliver youth and older people's services and their ability to extend their café offer. The panel recommends ringfencing £1,000 to see whether any support can be provided for the Centre's Men in Sheds project which has a stronger link to pandemic recovery and is better suited to the COMF funding criteria. The panel recommends ringfencing £1,000 to discuss with Addlestone Community Centre their plans regarding events/activities for young people and the safeguards in place. The panel recommends rejecting the £3,000 request for paid assistance for the café to extend the opening hours on the basis that there is not a strong link to pandemic recovery within this specific element of the Centre's application.

2.8 The panel noted the importance of supporting those who are digitally excluded with digital poverty as an impact of COVID. However, the panel was concerned whether the grant represented good value for money in supporting 20 individuals. It is recommended that £5,000 should be ring-fenced and officers be instructed to engage with SCDP to consider how training could be funded and the possibility of maximising the reach of this project by utilising community venues across the borough.

2.9 The panel recommended that Officers commence engagement with each organisation and are given delegated authority to issue the grants up to the maximum amount requested, upon agreement as to how the proposed project should move forward, particularly around its focus and link to pandemic recovery and project sustainability.

3. Policy framework implications

3.1 The approval of panel-recommended successful applications will support the themes of the Council's Corporate Business Plan, specifically the themes of Empowering Communities and Health and Wellbeing, and their associated strategies due to the successful applications strong link to community-led pandemic recovery.

4 Resource implications/Value for Money (where applicable)

4.1 The funding identified for this grant scheme is non-recurrent funding received from central government via the Contain Outbreak Management Fund, received in relation to the Covid pandemic.

4.2 Therefore, whilst funding is identified to deliver the grant scheme, it is important to recognise that this is a scheme that will not be repeated and therefore, all applicants had been asked in their application how they will ensure the sustainability of any project, without further funding from the Council.

4.3 Any COMF monies unspent by the Council on 31st March 2024, will be required to be returned to central government.

5. Legal implications

5.1 It is important that grant monies be allocated following the correct criteria; this will avoid the Council being potentially challenged and having to reimburse government money when it has already been allocated and spent by the various projects.

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 Whilst this report itself has no direct impact on equalities the projects recommended for approval do. A number of these projects are focussed on particular demographics who have been disproportionately disadvantaged by the pandemic and as such the main aim of these projects is to combat this inequality through community-led measures and initiatives.
- 6.4 If the panel recommendations are not approved by Community Services Committee it is possible that this could result in negative equality implications due to the lack of financial support to take forward some of these projects.
- 6.5 An Equalities Screening Assessment has been undertaken, reviewed by the Equalities Group and is attached at Appendix 'A.'

7. Environmental/Sustainability/Biodiversity implications

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

8. Timetable for Implementation

- 8.1 Should the recommendations be approved officers will begin to process the successful applications and distribute memorandums of understanding (MOU) to the successful applicants. Grant monies will then be distributed upon return of these MOUs.
- 8.2 Where it has been recommended that sums be ring-fenced for specific purposes officers will seek the earliest opportunity to engage with these organisations and consider how these applications could be brought forward in a manner that is considered satisfactory against the criteria of the COMF grant scheme. Should these applications be taken forward officers will use delegated authority to award the grant sums to these applicants.
- 8.3 Should any of the money assigned to these grant scheme remain unspent the Corporate Head of Community Services will consider other viable uses of the money against the wider-purposes of COMF and will seek to allocate any underspend prior to the 31st March 2024 deadline.

9. Conclusions

- 9.1 The recommendations on the applications to the COMF grant scheme outlined in the report have been proposed by the panel following the review of applications.
- 9.2 Awarding these grants will enable community organisations within the borough to address some of the challenges and inequalities that have emerged or been increased as a result of the Covid-19 pandemic.

10. Background papers

None

11. Appendices

Appendix A Equalities Screening Assessment

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
The Contain Outbreak Management Fund (COMF)	Chantal Noble

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

A sum of £50,000 was allocated as a post pandemic capacity building grant scheme, available to voluntary, community and faith sector organisations working in Runnymede.

The aim of the COMF grant is to enable financial support and investment for voluntary, community and faith sector organisations working in Runnymede, against specific criteria, in response to, and following, the COVID-19 pandemic.

This funding supports the residents of Runnymede in a variety of ways depending on the organisation that has applied.

Monitoring forms will be returned to Runnymede Borough Council which provide information on the activities that the organisation has undertaken.

If funding was not provided, this would likely diminish organisational effectiveness and reduce the organisations' ability to function and address problems in the community.

B. . Is this policy, function or activity relevant to equality? Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential on the basis of adverse impacts or unlawful discrimination. The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

The organisations operate to support residents in the whole borough, and beyond.

Applicants had to state the outcomes intended for the spend and its link to the impact of and recovery from COVID-19 and pandemic related health inequalities.

Applicants were asked to detail how COMF funding would contribute to the health and wellbeing of residents and development of communities, with reference to the priorities listed in the corporate Health and Wellbeing strategy and Empowering Communities strategy.

Applicants were also be asked to outline how the grant award would be used to further strengthen their organisation as part of their ongoing resilience and/or recovery, or how the grant funding would be used to build capacity in respect of the following:

- To increase participation and/or access to services as part of their continued recovery post pandemic
- To establish or further develop/promote the sustainability of services that were key during/post pandemic including but not limited to:
 - Support with access to food/meals
 - Mental health support
 - Reducing loneliness and isolation
 - Providing information and advice
 - Providing neighbourhood/community support
 - Providing continued support targeted at groups where evidence points to a disproportionate impact from COVID-19 (e.g. BAME population)

The organisations that the panel recommends are successful in their funding bid are:

Cruse Bereavement Support
 Homestart Runnymede and Woking
 The River Church, on behalf of the Forest Estate Community Hub
 White Lodge
 St Paul's Church

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

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

The COMF funding has a positive impact on people with protected characteristics. Therefore it is considered that a full impact assessment is not necessary. This is evidenced by the criteria and types of organisation assisted by the funding as set out in Part B.

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

Date completed: 17 October 2023

Sign-off by senior manager: *Chantal Noble*

Report title	Youth Development Fund Grant Allocations
Report author	Chantal Noble, Community Development Manager
Department	Community Development, Community Services
Exempt	No

Purpose of report:

To Resolve

Synopsis of report:

- 1) **To provide contextual background information on the Youth Development Fund; and**
- 2) **To set out the proposed allocation of the Youth Development Fund in relation to the applications received**

Recommendation that:

- i) **Members approve the recommended successful applications to the Youth Development Fund; and**
- ii) **Members agree to ringfence the requested amount for organisations where further discussion or information is required, and that the decision to award a grant be delegated to the Head of Community Services, in consultation with the Chairman and Vice Chairman of Community Services Committee.**

1. Context and background of report

- 1.1 A sum of £40,000 was allocated to the Youth Development Fund for the delivery of a grant scheme to support new or existing youth activities and services in Runnymede.
- 1.2 Maximum grants of up to £7,000 were available to voluntary, faith and community sector organisations based in, or operating within, Runnymede borough, and delivering services directly to residents under the age of 18.
- 1.3 The criteria of the grant scheme focused on how the funding application will contribute to the health and wellbeing of our younger residents following the priority strands of the corporate Health and Wellbeing strategy and Empowering Communities strategy.
- 1.4 Applicants were asked to outline how the funding would support the development of youth activities and services that the organisation provides. Funding could be used to increase the capacity of existing projects and activities or for the creation of new projects and initiatives to benefit children and young people in Runnymede.

- 1.5 The grant application form emphasised that the panel would be particularly supportive of project ideas that have come from young people themselves who have been actively involved in the project planning process.
- 1.6 Applicants were asked to confirm how their project or service development will be sustainable in the future, given that future funding from the Youth Development Fund is not guaranteed.
- 1.7 A total of seven applications were received for the Youth Development Fund, to the total value of £43,519. This report sets out the Officer recommendations for approval, rejection and further conversations required for each of the applications received.
- 1.8 A panel met on Tuesday 3 October 2023 to review the applications and recommend to Community Services Committee the outcome of each application. The panel comprised Councillors Chris Howorth, Chairman of Community Services Committee, Scott Lewis, Vice-Chairman of Community Services Committee and two officers from Community Services.

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

- 2.1 The panel recommended grants for approval as set out below:

Recipient Organisation	Summary of Project	Amount Requested
Home Start Runnymede and Woking	To increase the capacity of the Family and Support volunteer function in Runnymede, offering long term support in the family home	£4,908
The Village Centre	To run seven free cooking classes for children between ages 7-11 (with priority being given to children from the Forest Estate in the Englefield Green West area	£3,190

- 2.2 The above applications are supported by the panel for approval due to the detail in the application forms that both provide a clear link as to how the project will benefit to younger residents in Runnymede

- 2.3 The panel recommended the following applications be rejected:

Recipient Organisation	Summary of Project	Amount Requested
Egham Chamber of Commerce	The purchase of gazebos and tables for a children's business event/s	£4,950
Achieve Lifestyle (x2)	For the delivery of table tennis sessions in Addlestone Bourneside and Addlestone North and Egham/Egham Hythe	£7,000 and £6,471

St Peter's Church, Chertsey	For play equipment and a laptop	£3,000
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- 2.4 The panel recommends rejecting the application for £4,950 from Egham Chamber of Commerce due to the limited information written in the grant application and the lack of a solid evidence base when establishing the need for this project. Officers will seek opportunities to engage with Egham Chamber of Commerce to further understand the background to this project idea and what other support could be offered in the future if deemed appropriate.
- 2.5 The panel recommend rejecting the two applications for £7,000 and £6,471 from Achieve Lifestyle due to the limited information around table tennis being a sport young people want to participate in, and limited information around continuation of the project. The panel also noted that a large proportion of funding is requested for hall hire and this project could be delivered within the Friday Night Project which is being delivered by Runnymede Borough Council and where discussions are already taking place between RBC and Achieve Lifestyle around delivery of this project at Egham Orbit.
- 2.6 The panel recommend rejecting the application for £3,000 from St Peter's Church in Chertsey due to the application being focused around the general work of the church, rather than a specific evidenced funding application. Officers are to consider what support could be provided to St Peter's Church to articulate their bid better for future rounds, if available.
- 2.7 Below are the panel recommended grants to ringfence for the organisations, the total value is £14,000. The panel considered the best way to address applications which were felt to be viable subject to amendments to their application. Releasing the funds to the organisations would be dependent on satisfactory clarification of project details and/or details on project sustainability. Where applicable, officers have considered that some elements of the below applications may not be suitable to this fund and this is reflected in the proposed sums to be ring-fenced.

Recipient Organisation	Summary of Project	Amount Requested
St Paul's Church, Addlestone	For an international youth worker, board & lodgings and equipment purchases	£7,000
The Susan Roberts Foundation for Youth	Subsidising 12 sessions for 58 young people to access arts run by the academy	£7,000

- 2.8 The panel noted the importance of youth work in Addlestone on the application form. However, the panel have questions around the need/benefit of specifically having an international volunteer and whether this person was already in post and funding this would be a contribution to an international placement rather than delivery to local young people. Multiple focuses are mentioned in the holiday activities for young people; sport, arts, dance, cookery, residential delivery. Clarification is needed as to focus of these holiday activities and the training of the delivery staff member in these areas.

2.9 The panel were supportive of the project put forward by the Susan Roberts Foundation for Youth but had further questions around the referral process for the young person and the plans for continuation once the subsidised weeks have ended.

2.10 The panel recommended that officers engage with each organisation and are given delegated authority to issue the grants up to the maximum amount requested, upon agreement as to how the proposed project should move forward.

3. Policy framework implications

3.1 The approval of panel-recommended successful applications will support the themes of the Council's Corporate Business Plan, specifically the themes of Empowering Communities and Health and Wellbeing, and their associated strategies due to the successful applications' strong link to supporting children and young people.

4 Resource implications/Value for Money (where applicable)

4.1 The funding identified for this grant scheme has been taken from the Youth Development Budget for the 2023/2024 financial year.

4.2 Therefore, whilst funding is identified to deliver the grant scheme, it is important to recognise that the Youth Development Budget has not allocated any sums against any projects for 2024/2025 financial year at this point and as such this is a scheme that will be run again with the same amount of funding available to organisations. Therefore, all applicants had been asked in their application how they will ensure the sustainability of any project, without further funding from the Council.

5. Legal implications

5.1 Funding must comply with the funding specifications to avoid future challenges, loss of credibility or reputational damage to the Council. As such, Councillors must be confident that the suggested selection follows the relevant criteria as well as the Council's other generic duties.

5.2 Following allocation of the funding, the Council will need to make sure the sums provided are spent in the way it was anticipated it would.

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 Whilst this report itself has no direct impact on equalities the projects recommended for approval do. A number of these projects are focussed on supporting young people in the areas of relative deprivation in the borough and as such a large focus

of these projects is to combat this inequality through community-led measures and initiatives.

6.4 If the panel recommendations are not approved by Community Services Committee it is possible that this could result in negative equality implications due to the lack of financial support to take forward some of these projects.

6.5 An Equalities Screening Assessment has been completed and is attached at Appendix 'A'.

7. Environmental/Sustainability/Biodiversity implications

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

8. Timetable for Implementation

8.1 Should the recommendations be approved officers will begin to process the successful applications and distribute memorandums of understanding (MOU) to the successful applicants. Grant monies will then be distributed upon return of these MOUs.

8.2 Where it has been recommended that sums be ring-fenced for specific purposes officers will seek the earliest opportunity to engage with these organisations and consider how these applications could be brought forward in a manner that is considered satisfactory against the criteria of the Youth Development Fund grant scheme. Should these applications be taken forward officers will use delegated authority to award the grant sums to these applicants.

8.3 Should any of the money assigned to these grant scheme remain unspent the Corporate Head of Community Services will consider other viable uses of the money against the Identified projects that are utilising monies from the Youth Development budget.

9. Conclusions

9.1 The recommendations on the applications to the Youth Development Fund grant scheme outlined in the report have been proposed by the panel following the review of applications.

9.2 Awarding these grants will enable community organisations within the borough to support our young residents.

10. Background papers

Applications and other exempt paperwork held on Community Services files

11. Appendices

Appendix 'A' Equalities Screening Assessment

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
The Youth Development Fund (YDF)	Chantal Noble

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

A total of £40,000 was allocated to the Youth Development Fund for 2023/24 to support the development of youth activities and services provided by the voluntary, community and faith sector, upon whom many children, young people and families rely.

The focus of this fund is to promote capacity building and the creation of new projects and initiatives to benefit children and young people in Runnymede.

Grants of up to £7,000 are available to voluntary, community and faith sector organisations, based in, or operating within, Runnymede borough, and delivering services directly to residents under 18.

This funding supports the residents of Runnymede in a variety of ways depending on the organisation that has applied.

Monitoring forms will be returned to Runnymede Borough Council which provide information on the activities that the organisation has undertaken.

If funding was not provided, this would likely diminish organisational effectiveness and reduce the organisations' ability to function and address problems in the community.

B. . Is this policy, function or activity relevant to equality? Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential on the basis of adverse impacts or unlawful discrimination. The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

The organisations operate to support residents in the whole borough, and beyond.

Applicants were asked to detail how the Youth Development Fund would contribute to the health and wellbeing of our younger residents, with reference to the priorities listed in the corporate Health and Wellbeing strategy and Empowering Communities strategy.

Applicants were also asked to state the outcomes intended for the spend and its link to the support of children and young people in Runnymede. It was emphasised that the Council was supportive of project ideas that have come from young people themselves who have been actively involved in the project planning process.

Additional consideration was given to projects that were based in or serve young people living in the following areas of the borough: Chertsey St Anns, Englefield Green West, Addlestone South, Addlestone North and Egham Hythe

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

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

The Youth Development funding has a positive impact on people with protected characteristics. Therefore it is considered that a full impact assessment is not necessary. This is evidenced by the criteria and types of organisation assisted by the funding as set out in Part B and the fact that young people have been involved in the project planning process.

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

Date completed: 17 October 2023

Sign-off by senior manager: *Chantal Noble*

Report title	Public Space Protection Orders (PSPOs) Review
Report author	Paul Smith
Department	Community Safety
Exempt	No

Purpose of report:
To Resolve

Synopsis of report:
This report is to provide information on the two Public Space Protection Orders (PSPOs) to determine their future existence.

Recommendation that:
both the Addlestone and Englefield Green Public Space Protection Orders be allowed to expire in June 2024.

1. Context and background of report

- 1.1 Public Space Protection Orders (PSPOs) are a power made available to the Council under the Antisocial Behaviour, Crime and Policing Act 2014 and can be implemented for a maximum period of 3 years. They replaced Alcohol Free Zones and Dog Control Orders and can cover a wider area of anti-social behaviour.
- 1.2 When introducing a PSPO, the local Council must be satisfied that the behaviour being restricted is;
 - Having, or be likely to have, a detrimental effect on the quality of life of those in the locality;
 - Persistent or continuing nature; and
 - Unreasonable.
- 1.3 In June 2018, following sign off by the Chairman of the Community Services Committee under an urgent action (Standing Order 42), and subsequently heard by the Committee for ratification, Runnymede Borough Council implemented two Public Space Protection Orders. These covered areas within Addlestone and Englefield Green.
- 1.4 The prohibitions on each PSPO were tailored to the behaviours displayed in their respective areas. These were focussed and targeted towards specific behaviours as detailed below. It should be noted that these behaviours are no longer being displayed in those areas, in effect making these conditions invalid.

1.5 It should also be noted that as of 8 November 2023, nitrous oxide is classified as a class C drug under the Misuse of Drugs Act 1971. This will give the Police direct regulatory powers to deal with this issue, thus making the PSPO condition superfluous.

1.6 These prohibitions being for both areas are:

Addlestone

- a. An authorised person where they reasonably suspect, may request that a group of three or more within the restricted area acting in such a manner as to cause harassment, alarm or distress to any person immediately disperse and not return to the restricted area within 48 hours.
- b. An authorised person may request a person to dismount if they are cycling, skateboarding, hover-boarding or using similar devices within the restricted area where they reasonably suspect that the person is riding in a malicious and/or dangerous manner as to cause harassment, alarm or distress to any person within that area.
- c. A person is prohibited from wearing face coverings in an attempt to conceal their identity to cause harassment, alarm or distress to any person; this includes scarves, balaclavas and masks. This would not include face covering worn in respect of religious or cultural beliefs.

Englefield Green

- a. An authorised person where they reasonably suspect, may request that a group of three or more within the restricted area acting in such a manner as to cause harassment, alarm or distress to any person immediately disperse and not return to the restricted area within 48 hours.
- b. A person is prohibited from playing ball games in a public space within the restricted area that is causing or likely to cause harassment, alarm or distress to any other person.
- c. A person is prohibited from playing unreasonably loud music from any vehicle within the restricted area that is causing or likely to cause harassment, alarm or distress to any other person.
- d. A person is prohibited to ingest, inhale, inject, smoke, possess or otherwise use psychoactive substances (formerly known as 'legal highs') in a public space within the restricted area.

1.7 In March 2021, following public and stakeholder consultation into the future of both PSPOs, a report was brought to this Committee with recommendations to renew the orders and expand the enforcement areas. These recommendations were granted, and the orders were extended for a further 3-year period.

1.8 Both PSPOs are due to expire in June 2024 and as the Council is required to adhere to the consultation requirements set out in subsections (3) to (7), public and stakeholder consultation was again completed to gauge views on the future of the orders. The consultation requirement means the Council must carry out the

'necessary consultation' and 'necessary publicity' before the authority varies, extends, or discharges a PSPO prior to its expiry date.

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

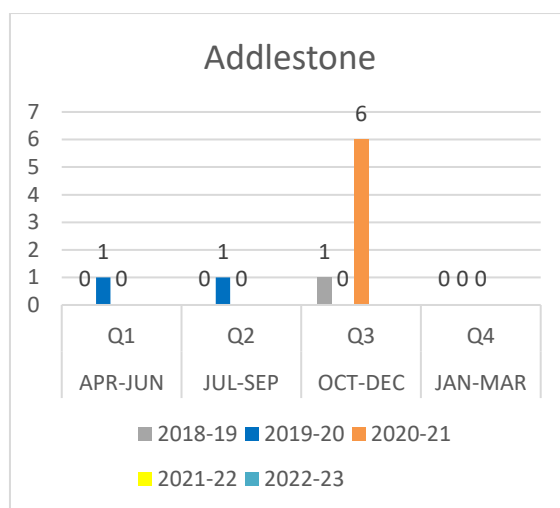
- 2.1 It is important to ensure that the use of PSPOs remains under review to ensure they are still necessary and justified, given that they are a legal tool which places restrictions on everyone within the enforcement area.
- 2.2 The most recent public and stakeholder consultation review commenced in March 2023 and was available for submission over an 8-week period. To aid raising awareness of the survey, a promotional leaflet was included within the Council Tax letters, delivered to 37,000 council tax account holders. This was supported by a Facebook article which was read by 1322 people. Letters were sent to a number of statutory and non-statutory partnership members and all councillors.
- 2.3 The return rate for public responses was low with just 12 submitted relating to Englefield Green and 34 for Addlestone. This is a return rate of approximately 0.001% of the Borough.
- 2.4 In terms of Stakeholder responses, 6 were received for Englefield Green and 10 for Addlestone. Of note, was the comment provided on behalf of Surrey Police, by James Wyatt, Borough Commander, which read:

“There has been a reduction in ASB in the PSPO area, however it is difficult to attribute this to the PSPO as ASB has reduced across all wards in the borough. I do not believe there is sufficient evidence to warrant a continuation of the PSPO upon its expiry. This includes the limited use of the PSPO in the time it’s been in force and the lack of enforcement other than from Police.”

Enforcement

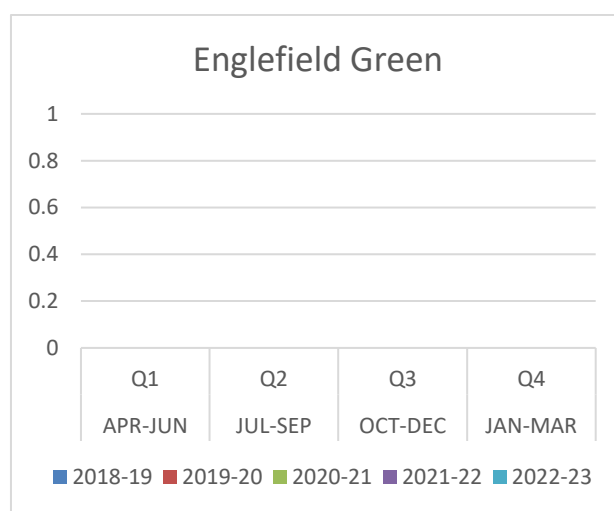
- 2.5 Within Runnymede, the enforcement of the PSPO area falls initially to Surrey Police who would then provide a notification of breach with supporting evidence to the Council for progression. As part of the enforcement protocol, first offences would be dealt with via a warning letter. A subsequent breach of the order would result in the consideration of issuing a Fixed Penalty Notice (FPN) except in the case of a person under the age of 18 whereby a second warning letter would be provided before considering escalation to an FPN.
- 2.6 Since the introduction of the PSPO for Addlestone in 2018, a total of 9 breaches have been identified, all relating to first time offences. Of these, 6 breaches related to antisocial behaviour by groups which was also in direct contravention of the Government COVID-19 restrictions.

Addlestone PSPO	2018	2019	2020	2021	2022	2023 (to date)	Total
Breach notifications received	1	2	6	0	0	0	9
First offence warning letter	1	2	6	0	0	0	9
Second offence warning letter	0	0	0	0	0	0	0
Fixed Penalty Notice issued	0	0	0	0	0	0	0



2.7 Since the introduction of the PSPO for Englefield Green in 2018, zero breaches have been identified.

Englefield Green PSPO	2018	2019	2020	2021	2022	2023 (to date)	Total
Breach notifications received	0	0	0	0	0	0	0
First offence warning letter	0	0	0	0	0	0	0
Second offence warning letter	0	0	0	0	0	0	0
Fixed Penalty Notice issued	0	0	0	0	0	0	0



Effectiveness & future

2.8 Gauging the effectiveness of the PSPOs directly is challenging in that antisocial behaviour is multi-faceted and other approaches such as targeted patrols in the area and/or identifying individuals for other offences may have had an impact on the wider behaviours. However, data from Surrey Police under the category of 'Rowdy or Inconsiderate Behaviour' for 2022/23 shows a decrease compared to 2018/19.

ASB reports	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Englefield Green	82	78	215	100	59
Addlestone town	159	191	275	128	87

Note: spike in reports for 2020/21 and 2021/22 were influenced by COVID-19 breaches being recorded under ASB.

- 2.9 Within the PSPO review survey, respondents were asked to provide their views on how successful the PSPOs have been and their preferred outcome for the orders in future.

Englefield Green		
Very successful	2	17%
Successful	7	58%
Unsuccessful	3	25%
Total	12	100%

Englefield Green		
Discharge at expiry date	0	0%
Discharge early	0	0%
Consider further renewal	12	100%
Total	12	100%

Addlestone		
Very successful	2	6%
Successful	19	56%
Unsuccessful	13	38%
Total	34	100%

Addlestone		
Discharge at expiry date	4	12%
Discharge early	4	12%
Consider further renewal	26	76%
Total	34	100%

- 2.10 A total of 75% of respondents for the Englefield Green PSPO and 64% of respondents for the Addlestone PSPO felt the orders had been successful and, in both cases, the overwhelming public preference was for both orders to be further renewed.

Conclusion

- 2.11 Within the previous 5 years which the PSPOs have been in place, recorded incidents of ASB have decreased within the two ward areas. However, it is not possible to attribute this to the PSPOs, particularly given the sparsity in which the orders have been enforced.
- 2.12 Whilst the few members of the public who completed the survey are supportive of retaining the PSPOs in both areas, given the reduction in reported ASB, and lack of enforcement undertaken, it would not be proportionate or justifiable for the orders to remain.
- 2.13 Additionally, Surrey Police who are responsible for enforcing the PSPO are not supportive of the orders being extended further, with a suggestion of allowing the orders to expire.

Recommendation

- 2.14 It is recommended that this Committee agrees to allow both the Addlestone and Englefield Green Public Space Protection Orders to expire in June 2024. Whilst antisocial behaviour in both these areas would be kept under consideration, there is no evidence that these behaviours are being committed with a lack of reporting, no enforcement being undertaken, and a lack of support from partner agencies including Surrey Police.
- 2.15 Should that recommendation not be agreed, then it would be necessary to start the process again from the beginning. This is a multi-phased process and would require the precise antisocial behaviours to be identified in a specific location with them being recognised as being persistent, unreasonable and having a detrimental impact on that area.

- 2.16 Partner agencies would be involved in a problem-solving approach to be applied and a range of options considered (may include analytical product and person focused intervention).
- 2.17 Should the problem continue, then the Joint Action Group (JAG) will review interventions already taken and determine whether any further intervention tools are available. Should that not be the case then a recommendation to proceed with a PSPO may be undertaken. Draft restrictions and enforcement areas will be agreed, liaison with the RBC legal team and further consultation with relevant stakeholders and the public.
- 2.18 Should that process be agreed, a report would be submitted to this Committee, with a view to agreeing a new PSPO prior to it being implemented.
- 2.19 It is challenging to give a precise timescale but officers would suggest 6-12 months as a ballpark figure with a fair amount of officer time to administrate.

3. Policy framework implications

- 3.1 Safe communities contribute to the wider determinants of health and to the health and wellbeing of residents and therefore, Community Safety forms part of the Council's Health and Wellbeing Strategy. The promotion of safe communities enables residents to live with confidence at home and lead active lives within their local communities. The use of PSPOs seeks to reduce or eradicate anti social behaviour in communities, in turn having a positive impact on the mental health and wellbeing of residents.

4 Resource implications/Value for Money (where applicable)

- 4.1 There are no resource or financial implications associated to the Council in relation to these PSPOs beyond officer time to review and progress breaches etc. With Surrey Police responsible for the initial enforcement, this places a resource burden on them. As the Police must ensure their deployments to live time reports are graded in terms of threat, risk, and harm, it is likely that other incidents may take priority over attending the PSPO areas.

5. Legal implications

- 5.1 Section 59 of the Antisocial Behaviour, Crime and Policing Act 2014 (the "Act") provides Local Authorities with the power to make Public Space Protection Orders (PSPOs) under certain conditions.
- 5.2 Under Section 60 of the Act, the maximum duration that a PSPO can be implemented for is 3 years. The Council may, before the time when the order is due to expire, extend the order (by a maximum of three years), only when it is satisfied that doing so is necessary to prevent;
 - occurrence or reoccurrence after that time of the activities identified in the order, or
 - an increase in the frequency or seriousness of those activities after that time.
- 5.3 When undertaking any enforcement action, the Council needs to be mindful of the Human Rights Act 1998 and its due regard to The Public Sector Equality Duty.
- 5.4 The Equality Act 2010 sets out the need to:

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

5.5 If the PSPO is not renewed by the end of its first or subsequent 3 years, it naturally lapses without need for further action, apart from removing signs advertising the Order.

6. Equality implications

6.1 PSPOs are orders which relate to a geographical area and as such, impact on every person within that area. As there are no restrictions included within the Addlestone and Englefield Green orders which limit the times between which the prohibitions are enforceable, this also means that the orders are 'live' 24/7.

6.2 PSPOs are intended to benefit all residents and visitors by providing a behavioural control for those acting antisocially. However, it could be seen to disproportionately impact on younger residents who are most often linked to antisocial behaviour reports. Within the enforcement protocol for these orders, provisions were made in respect of those aged under 18 to be treated differently with regard to enforcement action to counter this.

6.3 The protected characteristics of race and religious belief are engaged by the reference to face coverings within the Addlestone PSPO, where a person is prohibited from wearing a face covering in an attempt to conceal their identity to cause harassment, alarm or distress. In mitigation, it was agreed that this would not include face coverings worn in respect of religious or culturally beliefs, nor those worn in the circumstances of Government guidelines.

6.4 Whilst removal of the orders is unlikely to have equality implications, should the Committee consider extending the orders further, the above equality implications should be considered and an Equalities Screening Assessment would need to be completed.

7. Environmental/Sustainability/Biodiversity implications

7.1 None.

8. Other implications (where applicable)

- Human Rights
- Crime and Disorder (Section 17 implications)

9. Timetable for Implementation

9.1 When the Addlestone and Englefield Green PSPOs expire, all signs currently installed around the enforcement areas will need to be removed after the expiration date of 3 June 2024.

10. Background papers

Community Services Committee 14 June 2018 page 11
Community Services Committee 11 March 2021 page 37

11. Appendices

None

Report title	Community Services Key Performance Indicators Quarter 2 2023/24
Report author	Darren Williams – Corporate Head of Community Services
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 2 of 2023/2024 (1 July 2023 – 30 September 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 The service continues to perform well against the KPIs set, with some service areas meeting or exceeding targets (Chertsey Museum, Community Alarm Referrals, RBC Day Centres and the number of children supported through subsidized holiday club spaces).
- 2.6 Where KPIs are showing as 'Amber' or 'Red' a narrative has been provided by officers both in Appendix A and below:
- Chertsey Museum: data effected by school summer holidays and therefore not a reflection of term-time activity. Officers are therefore not concerned about its red RAG status.
 - Meals at Home: officers are working with Communications and Marketing colleagues to market the service through the Autumn and Winter months.
 - Community Transport: a review of the service is ongoing.
 - Social Prescribing: referrals are generally received through Health and Social Care partners and are therefore not always controllable. However, a marketing push took place in Runnymede with further marketing events planned. Officers are therefore aiming to raise this KPI from the 'red' rating category.
- 2.7 Many of the services above are delivered to vulnerable, elderly, or frail residents with limited resources. These heavily subsidised services offer great value for money for residents against the actual cost of delivery to enable greater access, especially against the backdrop of the cost-of-living crisis and increased inflationary pressures.

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 second quarterly report for the 2023-2024 municipal year. The next report, covering 'quarter 3' will be brought to the March 2024 meeting of Community Services Committee.

9. Background papers

Proposed Key Performance Indicators – Community Services March 2023

10. Appendices

Appendix 'A' Quarter 2 Community Services KPI Information

Community Services Key Performance Indicators

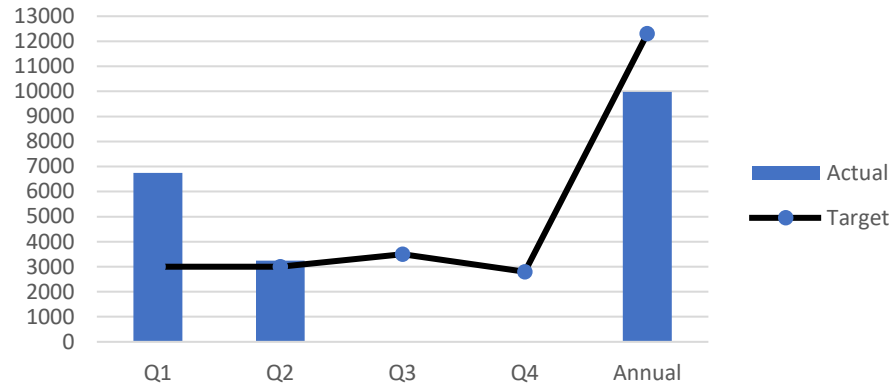
Quarter Q2

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 ≤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)

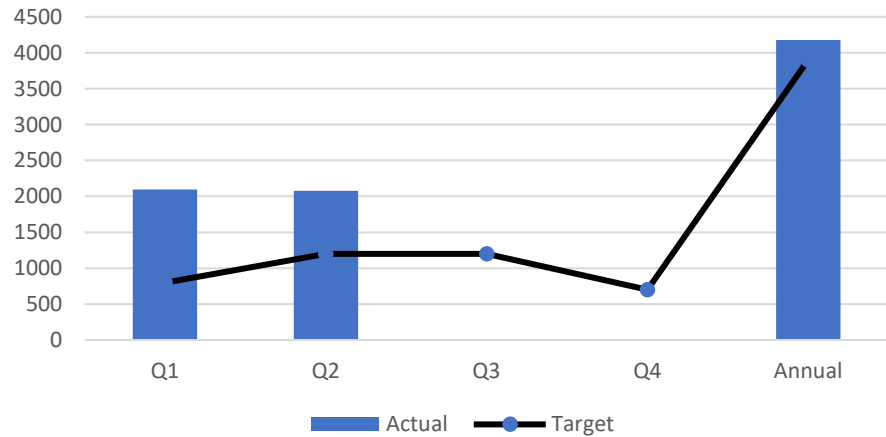


Quarter	Target	Actual	RAG
Q1	3000	6744	Green
Q2	3000	3237	Green
Q3	3500	0	No Data
Q4	2800	0	No Data
Annual	12300	9981	Red

Officer Comment

Traditionally always a good month as adult tourists increase in the Borough: 17% increase on last year due to popular events organised.

CM2: Total number of visitors to Chertsey Museum

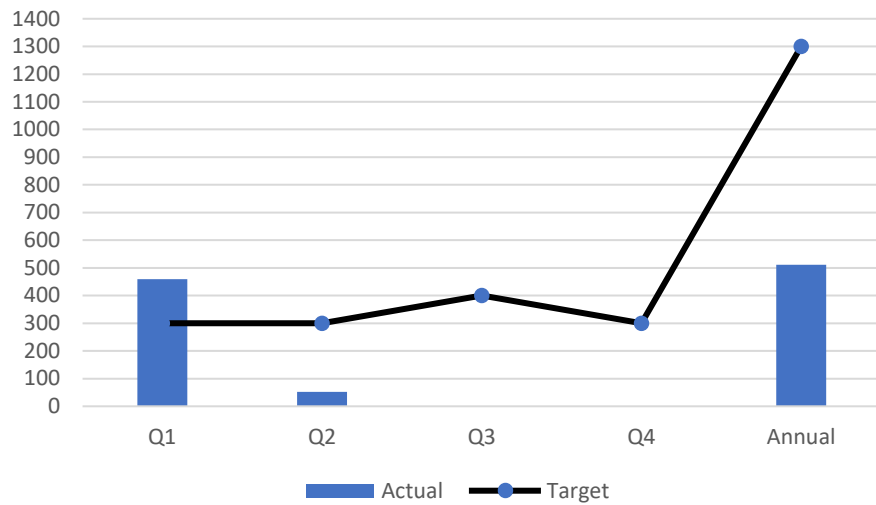


Quarter	Target	Actual	RAG
Q1	800	2097	Green
Q2	1200	2079	Green
Q3	1200	0	No Data
Q4	700	0	No Data
Annual	3900	4176	Green

Officer Comment

22% increase on last year. Biggest annual increase in events seen.

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

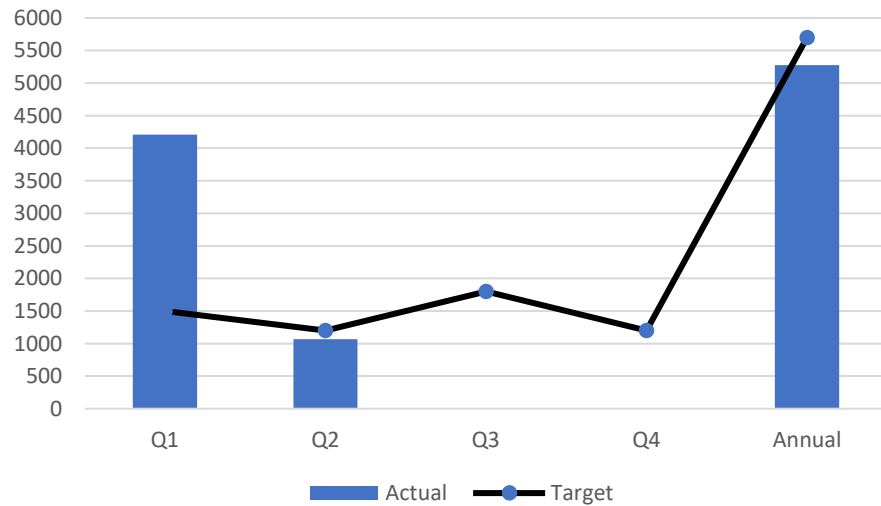


Quarter	Target	Actual	RAG
Q1	300	459	Green
Q2	300	52	Red
Q3	400	0	No Data
Q4	300	0	No Data
Annual	1300	511	Red

Officer Comment

26% decrease on last year due to increased cost of transport. Note: low quarter figures due to school holiday.

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



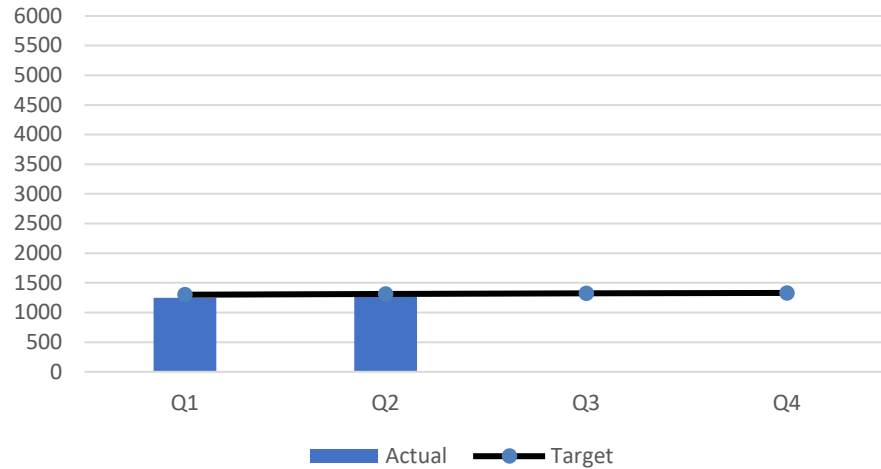
Quarter	Target	Actual	RAG
Q1	1500	4210	Green
Q2	1200	1065	Red
Q3	1800	0	No Data
Q4	1200	0	No Data
Annual	5700	5275	Amber

Officer Comment

Traditionally low due to summer holidays. Sept saw 27% increase on last year as fewer schools in Chertsey Museum due to COVID-19 last year.

Community Alarms & Telecare - Julie Yuill

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

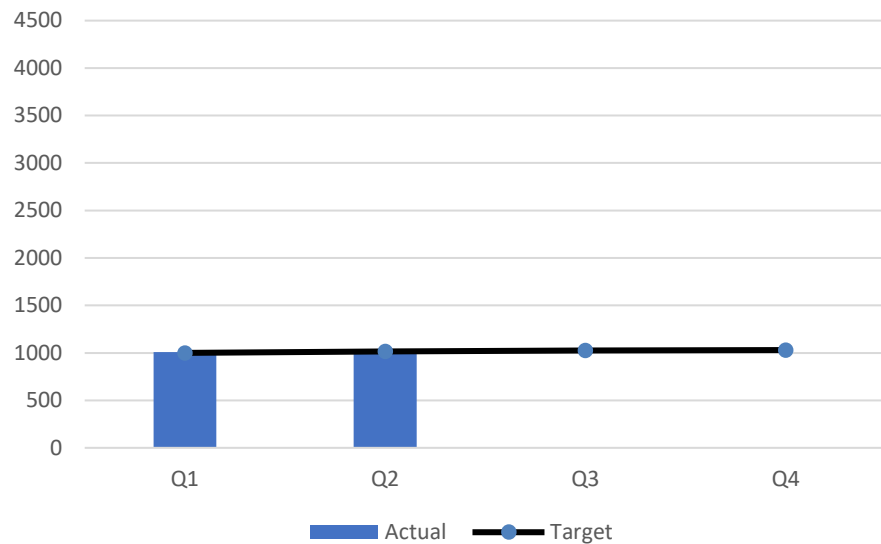


Quarter	Target	Actual	RAG
Q1	1300	1247	Amber
Q2	1315	1277	Amber
Q3	1325	0	No Data
Q4	1330	0	No Data

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

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

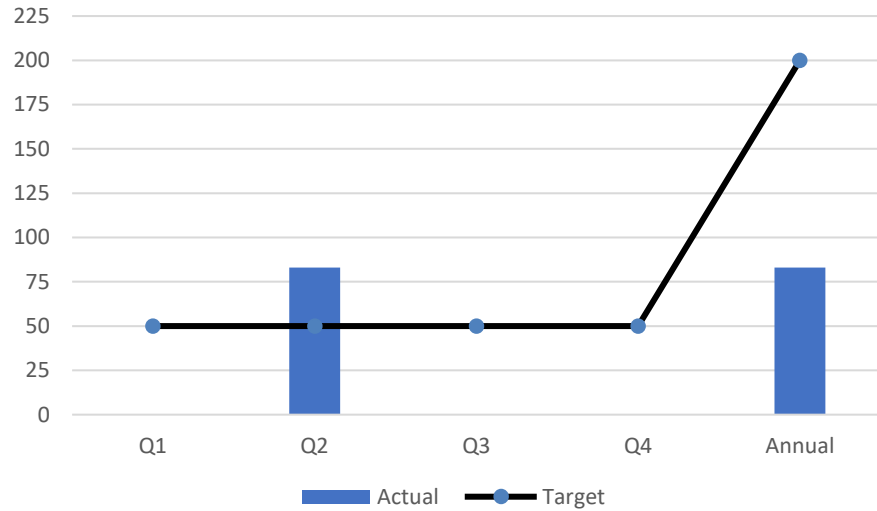


Quarter	Target	Actual	RAG
Q1	1000	1010	Green
Q2	1015	1035	Green
Q3	1025	0	No Data
Q4	1030	0	No Data

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

CAT3: Number of Referrals Received (RBC)

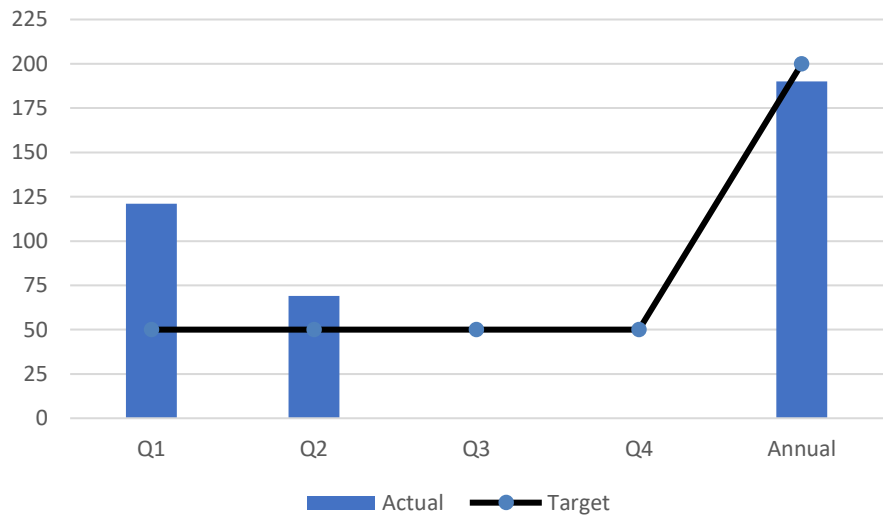


Quarter	Target	Actual	RAG
Q1	50	0	No Data
Q2	50	83	Green
Q3	50	0	No Data
Q4	50	0	No Data
Annual	200	83	Red

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

CAT4: Number of Referrals Received (SHBC)

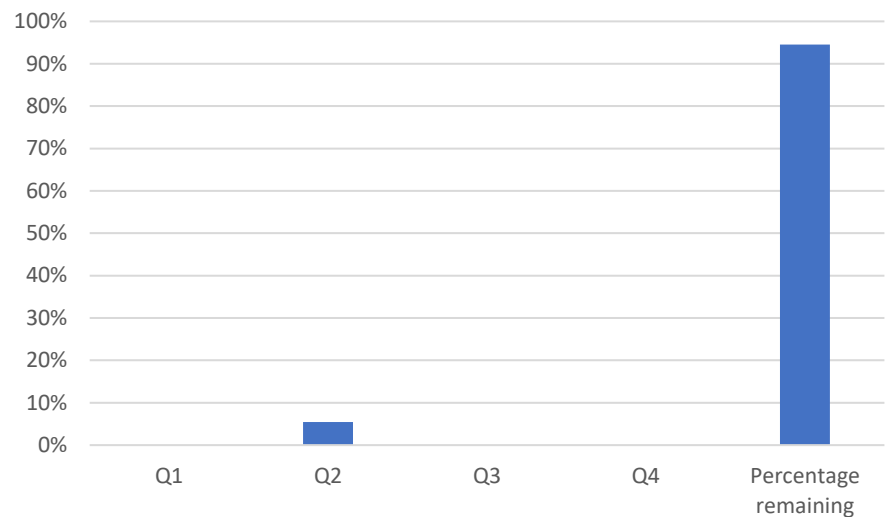


Quarter	Target	Actual	RAG
Q1	50	121	Green
Q2	50	69	Green
Q3	50	0	No Data
Q4	50	0	No Data
Annual	200	190	Amber

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

CAT5: Percentage of Systems Transferred to Digital (RBC)

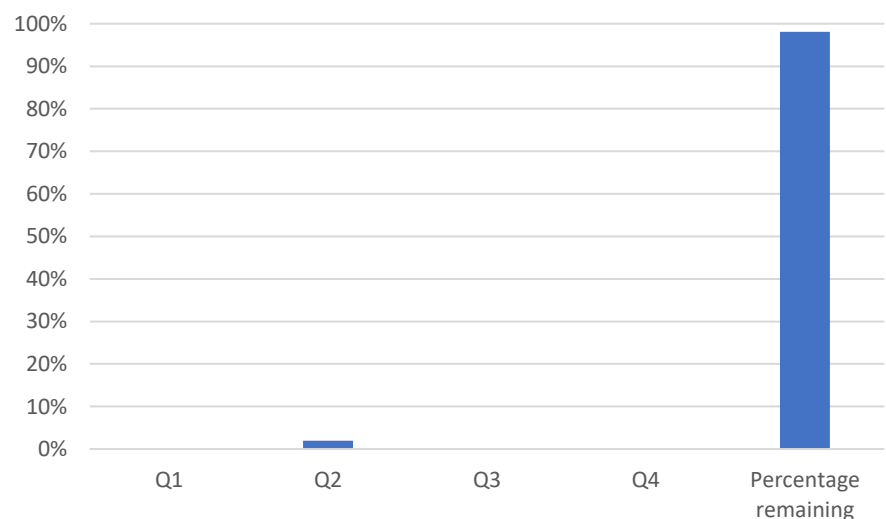


Quarter	Actual
Q1	0%
Q2	5%
Q3	0%
Q4	0%

Percentage remaining	94.52%
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Officer Comment
This is a running total.

CAT6: Percentage of Systems Transferred to Digital (SHBC)



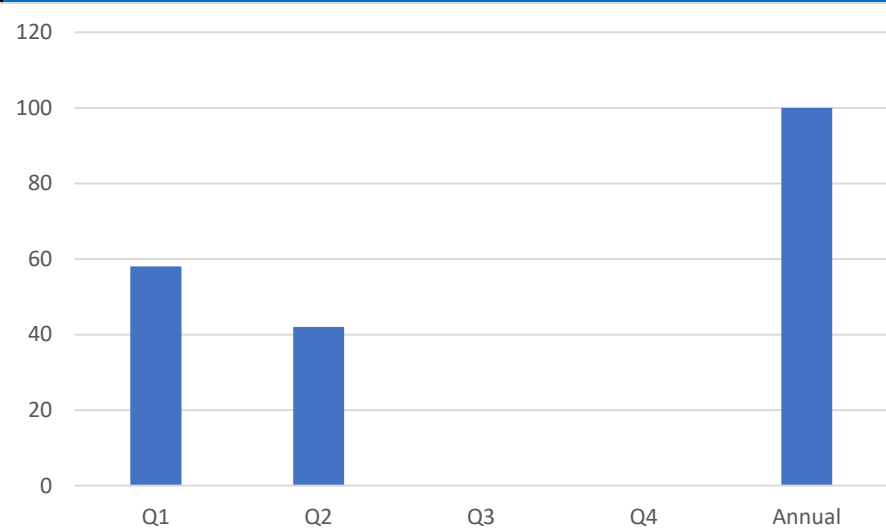
Quarter	Actual
Q1	0%
Q2	2%
Q3	0%
Q4	0%

Percentage remaining	98.07%
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Officer Comment
This is a running total.

Community Halls - Hayley Andrews

CH1: Number of Bookings at Chertsey Hall

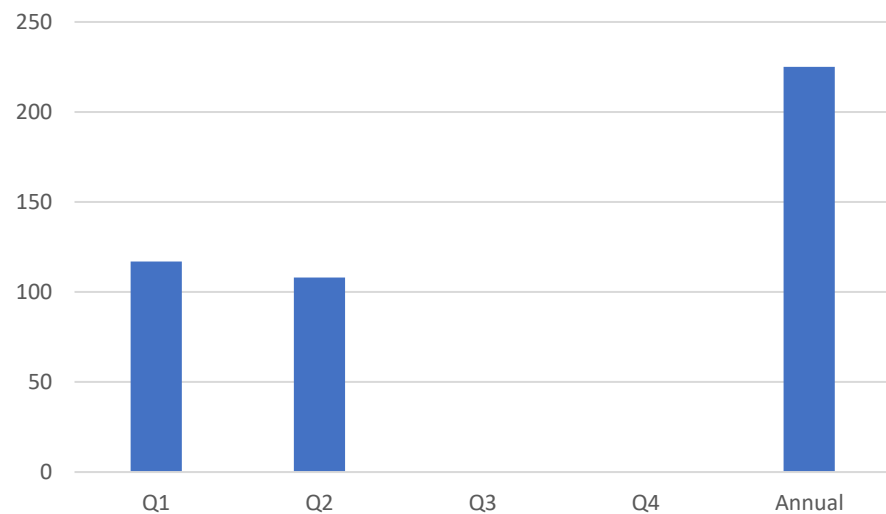


Quarter	Actual
Q1	58
Q2	42
Q3	0
Q4	0
Annual	100

Officer Comment

Room A & C is currently booked out to the NHS which would account for another 72 hires per month (although this is at discounted rate)

CH2: Number of Bookings at Egham Hythe Centre



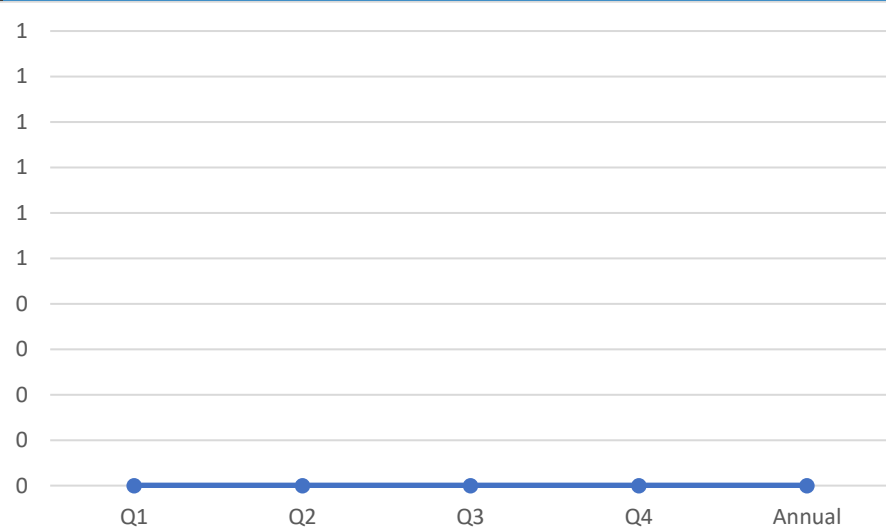
Quarter	Actual
Q1	117
Q2	108
Q3	0
Q4	0
Annual	225

Officer Comment

Room 2 is also permanently leased to the GP surgery (at a discounted rate) so this would account for an additional 31 hires in July and 31 hires in August and 31 hires in sept

Social Centre Services - Hayley Andrews

SCS1: Number of Attendees at Addlestone Service

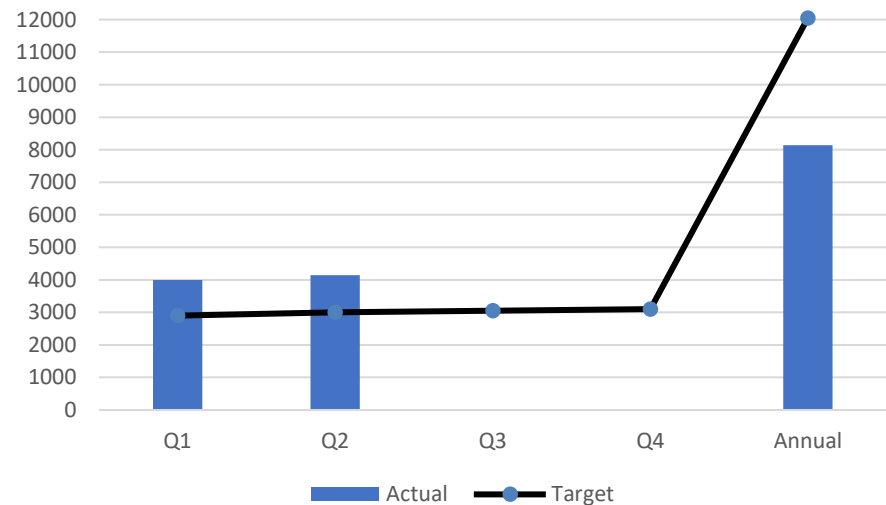


Quarter	Target	Actual	RAG
Q1		0	no data
Q2	0	0	no data
Q3	0	0	no data
Q4	0	0	no data
Annual	0	0	no data

Officer Comment

Staff have been recruited for the reopening of Eileen Tozer and are currently undergoing onboarding and training. It is anticipated that, subject to all compliance checks being complete, the centre will reopen in Q3.

SCS2: Number of Meals Served at RBC Centres

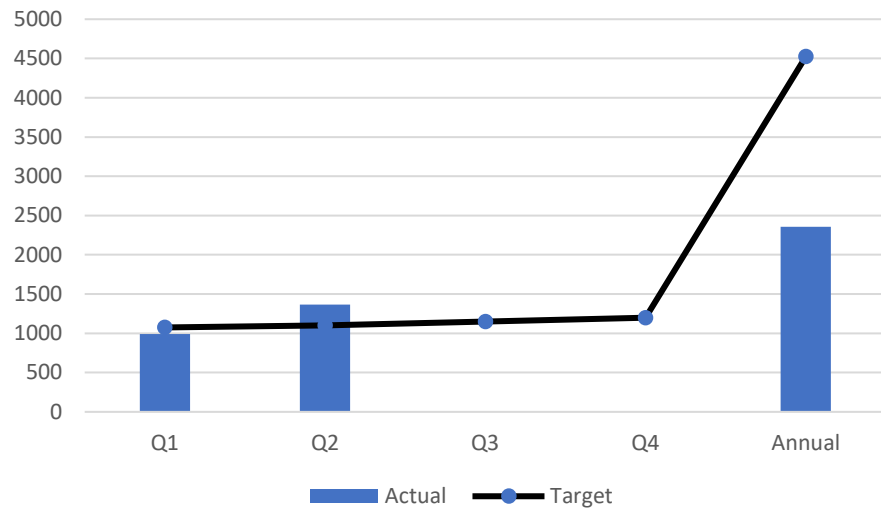


Quarter	Target	Actual	RAG
Q1	2900	3992	Green
Q2	3000	4148	Green
Q3	3050	0	No Data
Q4	3100	0	No Data
Annual	12050	8140	Red

Officer Comment

Officers recognise the continued increase in client numbers and are continuing to work with the Communications & Marketing team to promote the service further. This figure equates to an average of 64 clients per day.

SCS3: Number of Meals Served at Windle Valley Centre



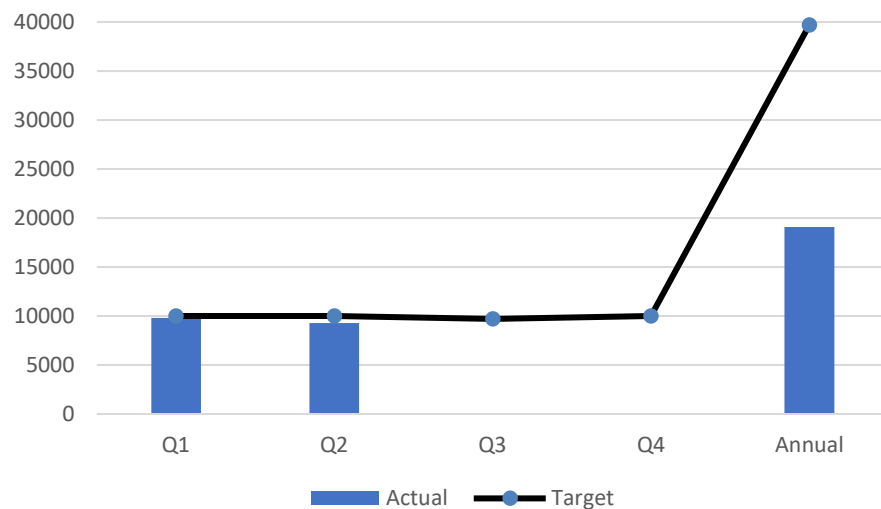
Quarter	Target	Actual	RAG
Q1	1075	989	Amber
Q2	1100	1366	Green
Q3	1150	0	No Data
Q4	1200	0	No Data
Annual	4525	2355	Red

Officer Comment

Officers are continuing their work to further improve the provision at Windle. These figures are a reflection of that work however, these numbers are only an average of 21 clients per day so there is room for further significant improvements. Options appraisals are being considering following the resignation/retirement of 3 members of staff.

Meals at Home - Aline Poulter

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

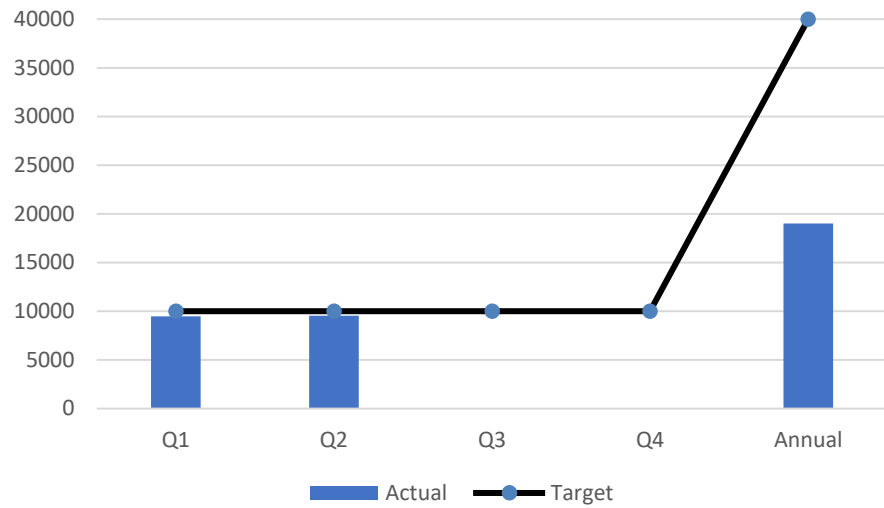


Quarter	Target	Actual	RAG
Q1	10000	9793	Amber
Q2	10000	9279	Amber
Q3	9700	0	No Data
Q4	10000	0	No Data
Annual	39700	19072	Red

Officer Comment

Officers recognise that an average of 101 meals are being delivered per day. The approximate maximum is 160 per day. Officers are working with the Communications & Marketing team to implement an Autumn and Winter marketing push to increase numbers.

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



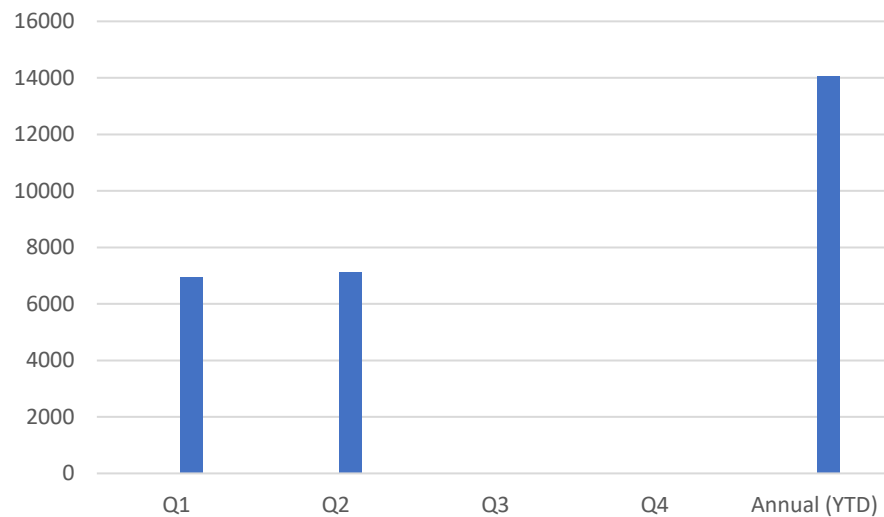
Quarter	Target	Actual	RAG
Q1	10000	9483	Amber
Q2	10000	9533	Amber
Q3	10000	0	No Data
Q4	10000	0	No Data
Annual	40000	19016	Red

Officer Comment

Officers recognise that an average of 103 meals are being delivered per day. The approximate maximum is 160 per day. Officers are working with the Communications & Marketing team to implement an Autumn and Winter marketing push to increase numbers.

Community Transport - Andy Pickering

CT1: Number of Passenger Journeys Booked (RBC)

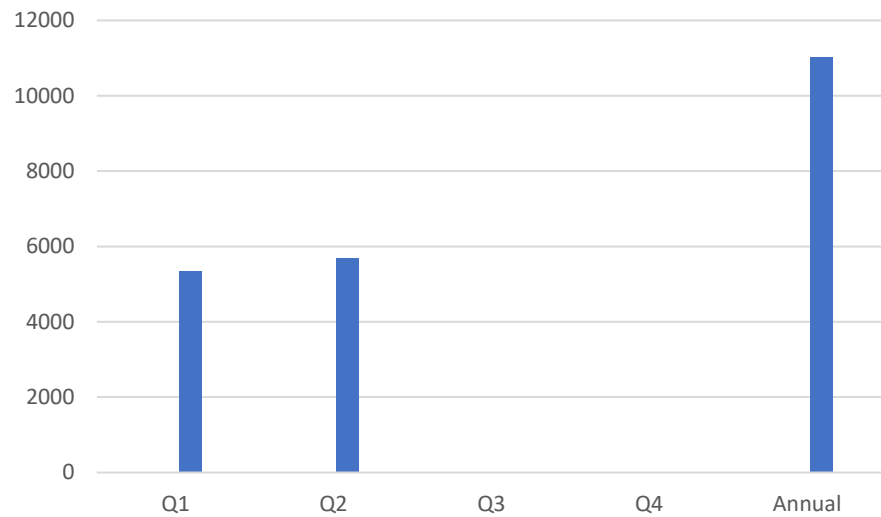


Quarter	Actual
Q1	6940
Q2	7110
Q3	0
Q4	0
Annual (YTD)	14050

Officer Comment

Officers recognise that, while there is an increase in the number of journeys booked and completed, this equates to circa 81 journeys per day (2 journeys per driving hour). Considering there is an average of circa 42 drivings hours, Officers recognise there is a high percentage of 'dead time'. Members are advised that the service is currently undergoing review.

CT2: Number of Passenger Journeys Booked (SHBC)



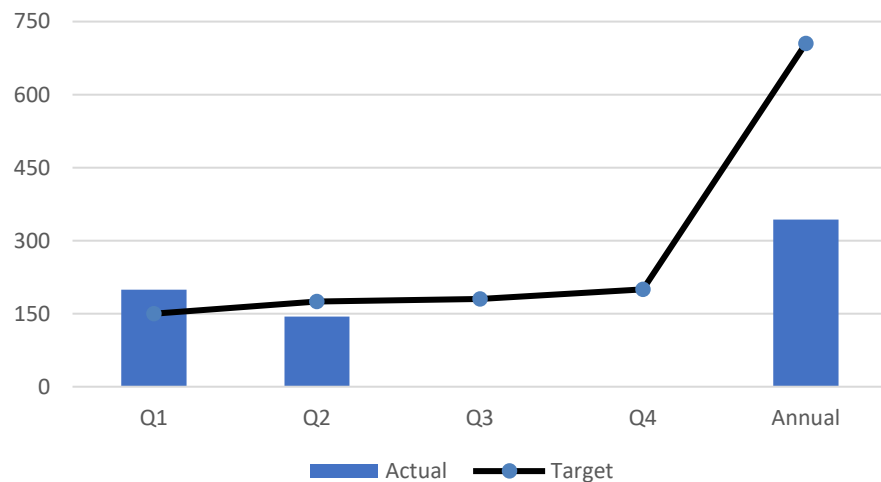
Quarter	Actual
Q1	5338
Q2	5691
Q3	0
Q4	0
Annual	11029

Officer Comment

Officers recognise that, while there is an increase in the number of journeys booked and completed, this equates to circa 50 journeys per day (2 journeys per driving hour). Considering there is an average of circa 22 driving hours, Officers recognise there is a high percentage of 'dead time'. Members are advised that the service is currently undergoing review.

Social Prescribing - Jill Moody/Alice Foster

SP1: Total Number of Social Prescribing Referrals (RBC)

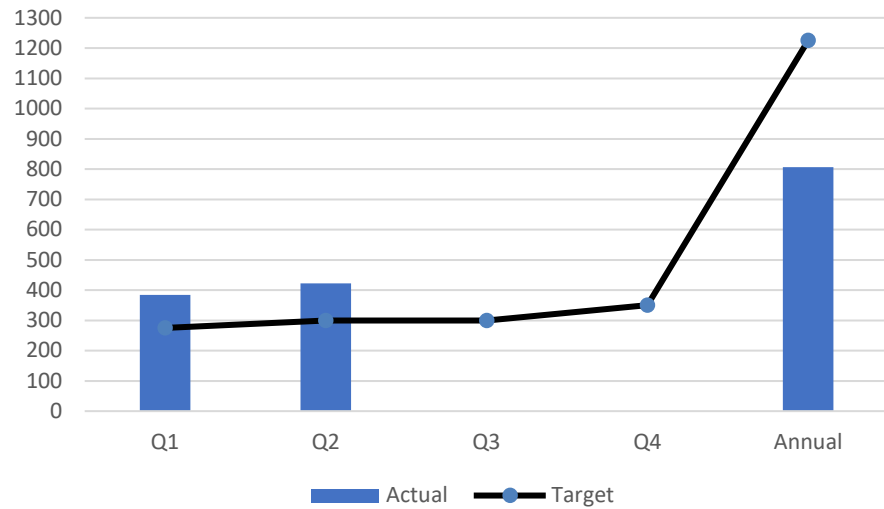


Quarter	Target	Actual	RAG
Q1	150	199	Green
Q2	175	144	Red
Q3	180	0	No Data
Q4	200	0	No Data
Annual	705	343	Red

Officer Comment

This is the total number of referrals received into the Social Prescribing service. Referrals predominantly come through Health and Social Care partners and therefore are not always within our control. That said, a marketing event took place during Q2 in Adlestone to promote the service to local residents.

SP2: Total Number of Social Prescribing Referrals (SHBC)

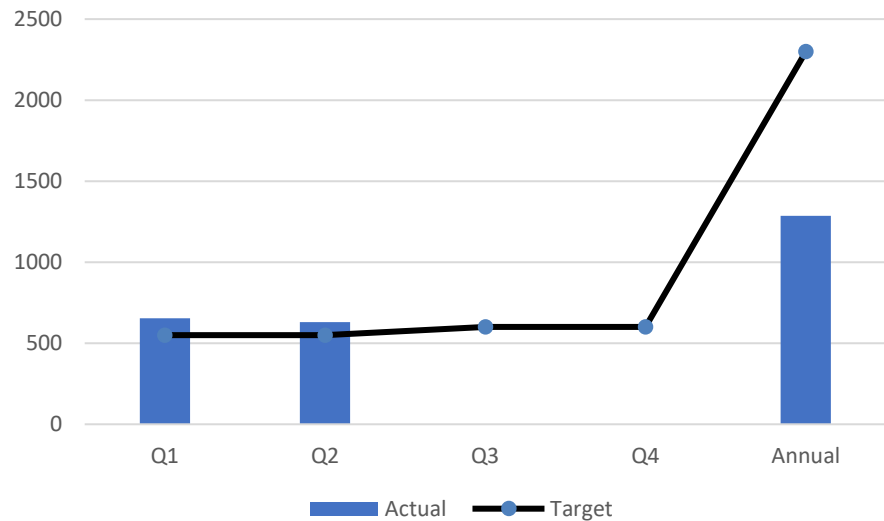


Quarter	Target	Actual	RAG
Q1	275	384	Green
Q2	300	422	Green
Q3	300	0	No Data
Q4	350	0	No Data
Annual	1225	806	Red

Officer Comment
 Having increased referrals over the first quarter they have remained relatively constant over the summer months, suggesting the promotional work and relationship building with stakeholders has built momentum and has sustained this level at a time when referrals are traditionally lower due to staff leave and less support being sought over the summer

HomeSafe Plus - Jill Moody

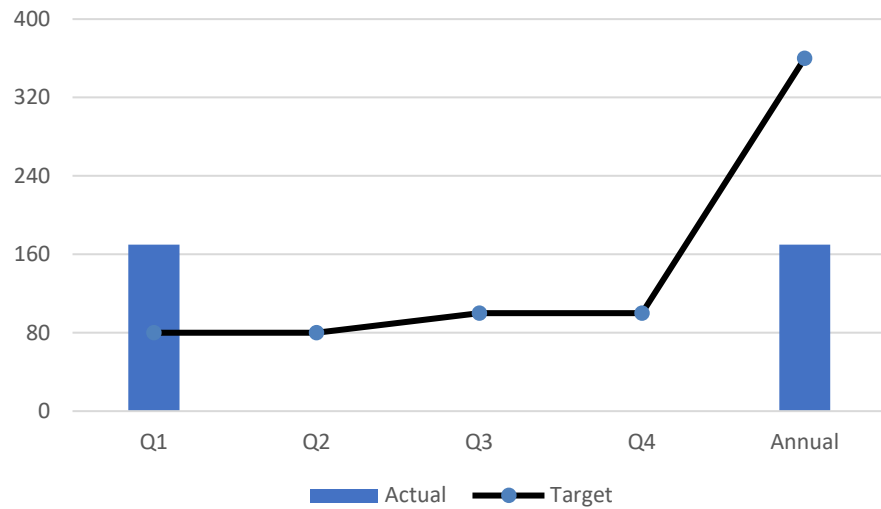
HSP1: Total Number of HomeSafe Plus Referrals for NW Surrey Boroughs



Quarter	Target	Actual	RAG
Q1	550	655	Green
Q2	550	631	Green
Q3	600	0	No Data
Q4	600	0	No Data
Annual	2300	1286	Red

Officer Comment
 Data provided for information. No officer comment this quarter for this KPI.

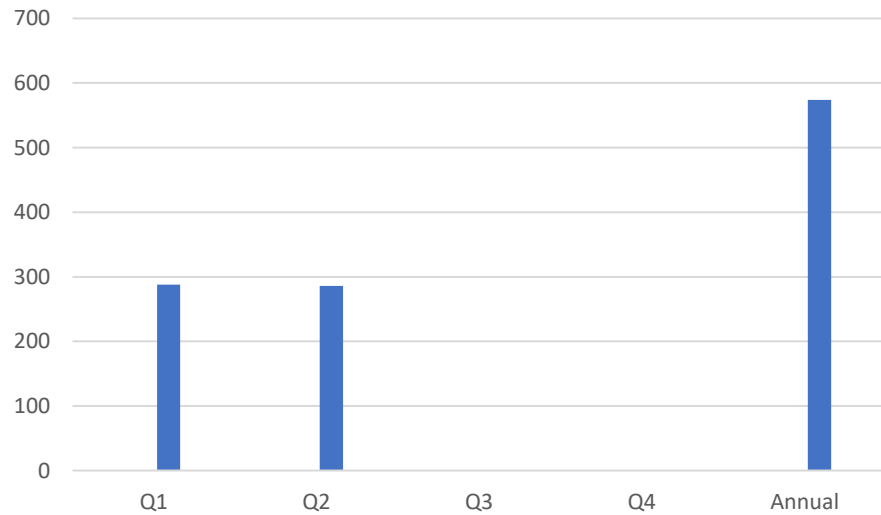
HSP2: Number of Homesafe Plus referrals received for Runnymede Residents (c)



Quarter	Target	Actual	RAG
Q1	80	169	Green
Q2	80	175	Green
Q3	100	0	No Data
Q4	100	0	No Data
Annual	360	344	Amber

Officer Comment
Data provided for information. No officer comment this quarter for this KPI.

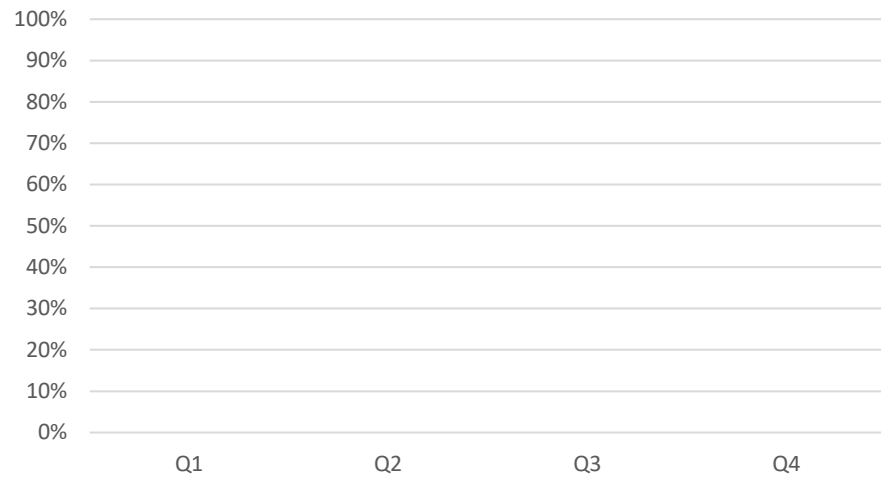
HSP3: Total Number of Services Referred to for Runnymede Residents



Quarter	Actual
Q1	288
Q2	286
Q3	0
Q4	0
Annual	574

Officer Comment
Data provided for information. No officer comment this quarter for this KPI.

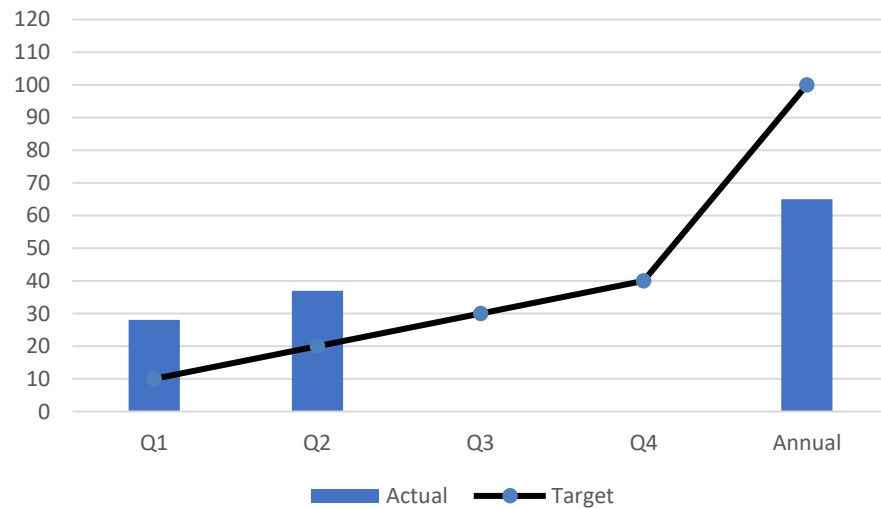
HSP4: Percentage uptake in services referred to Runnymede through Homesafe Plus ©



Quarter	Actual
Q1	0.00%
Q2	0.00%
Q3	0.00%
Q4	0.00%

Officer Comment
Data is currently being collated and backdated where available both internally and with partners

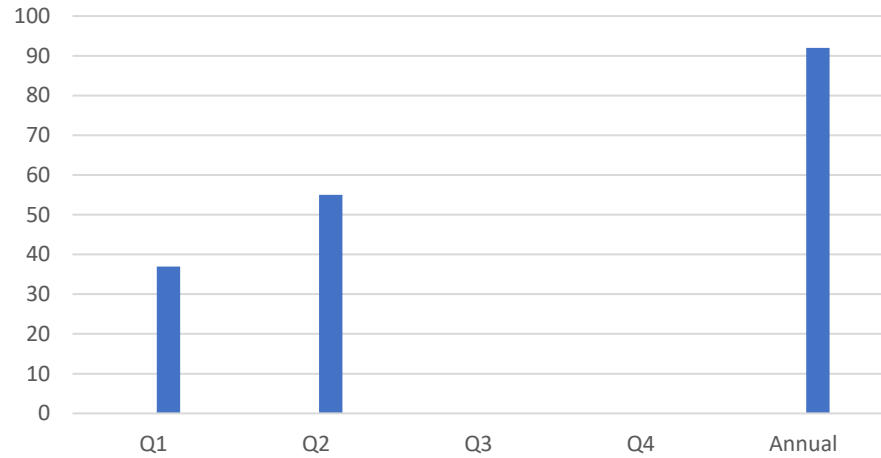
HSP5: Number of Homesafe Plus referrals received for Surrey Heath residents



Quarter	Target	Actual	RAG
Q1	10	28	Green
Q2	20	37	Green
Q3	30	0	No Data
Q4	40	0	No Data
Annual	100	65	Red

Officer Comment
Small increase may be reflect the inital conversations around HSP at FPH

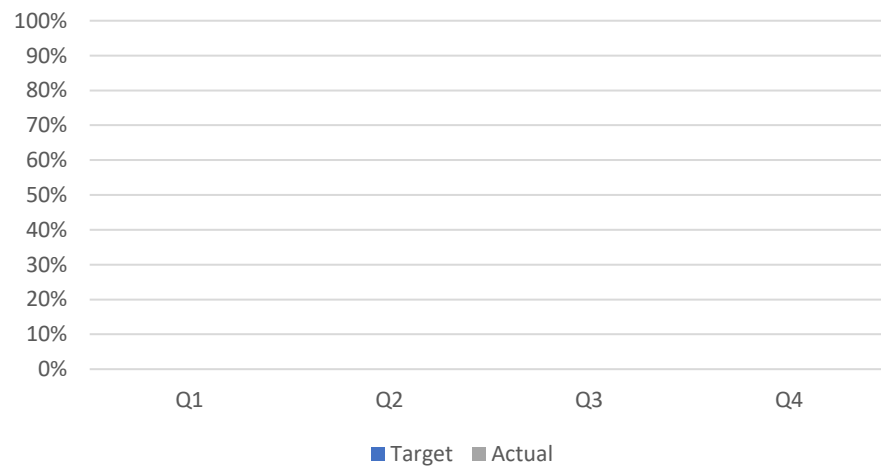
HSP6: Total Number of Services Referred to for Surrey Heath Residents



Quarter	Actual
Q1	37
Q2	55
Q3	0
Q4	0
Annual	92

Officer Comment
Data provided for information. No officer comment this quarter for this KPI

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

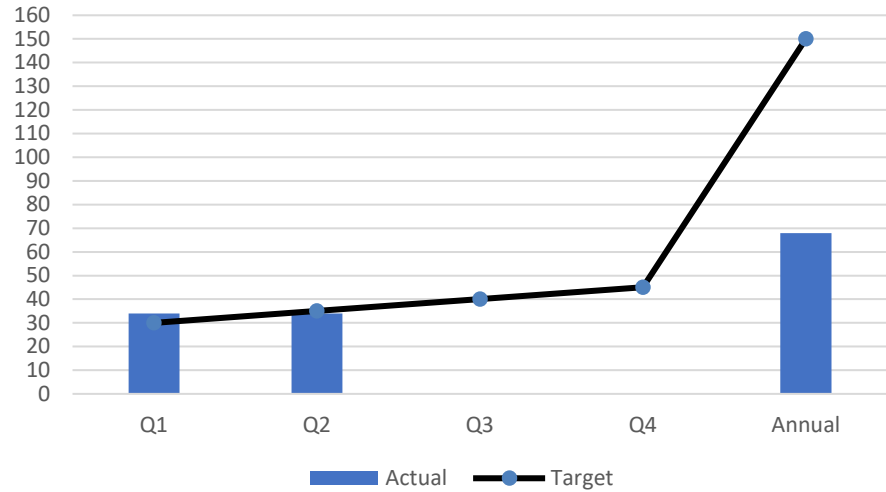


Quarter	Target	Actual	RAG
Q1	0%	0%	NO DATA
Q2	0%	0%	NO DATA
Q3	0%	0%	NO DATA
Q4	0%	0%	NO DATA

Officer Comment
Data is currently being collated and backdated where available both internally and with partners

Home Improvement Agency / Handyperson - Alice Foster

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

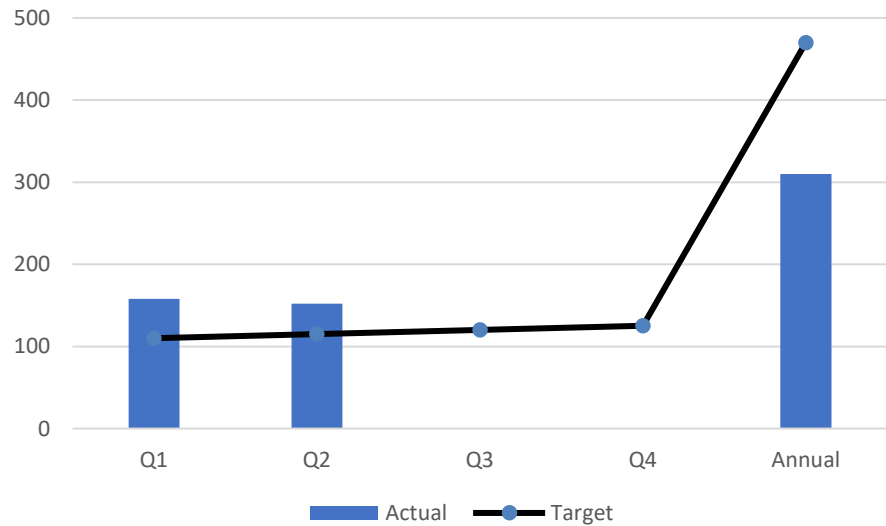


Quarter	Target	Actual	RAG
Q1	30	34	Green
Q2	35	34	Amber
Q3	40	0	No Data
Q4	45	0	No Data
Annual	150	68	Red

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

HP1: Number of Handyperson referrals (RBC)

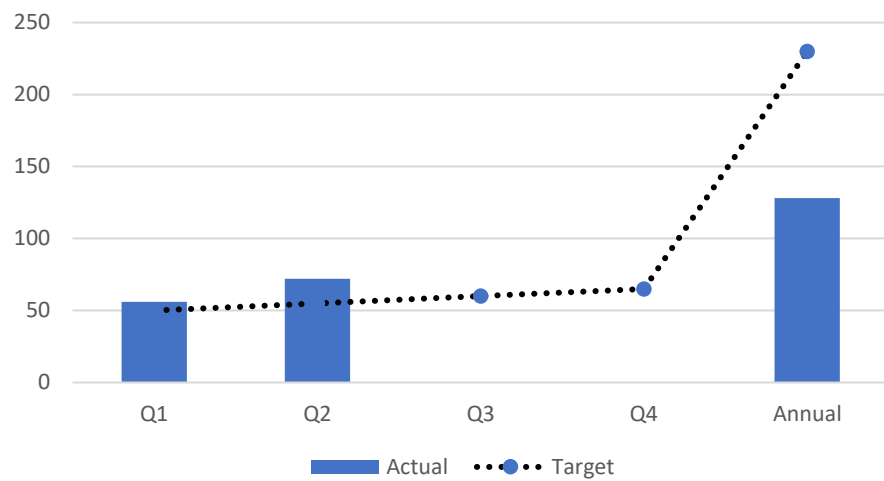


Quarter	Target	Actual	RAG
Q1	110	158	Green
Q2	115	152	Green
Q3	120	0	No Data
Q4	125	0	No Data
Annual	470	310	Red

Officer Comment

Data provided for information. No officer comment this quarter for this KPI.

HP2: Number of Handyperson referrals (SHBC)



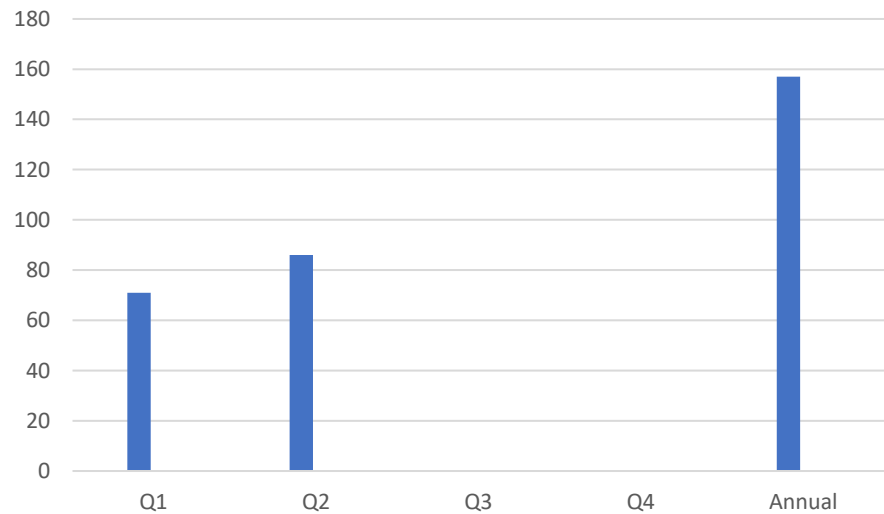
Quarter	Target	Actual	RAG
Q1	50	56	Green
Q2	55	72	Green
Q3	60	0	No Data
Q4	65	0	No Data
Annual	230	128	Red

Officer Comment

Data provided for information. No officer comment this quarter for this KPI

Community Safety - Katie Walker

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

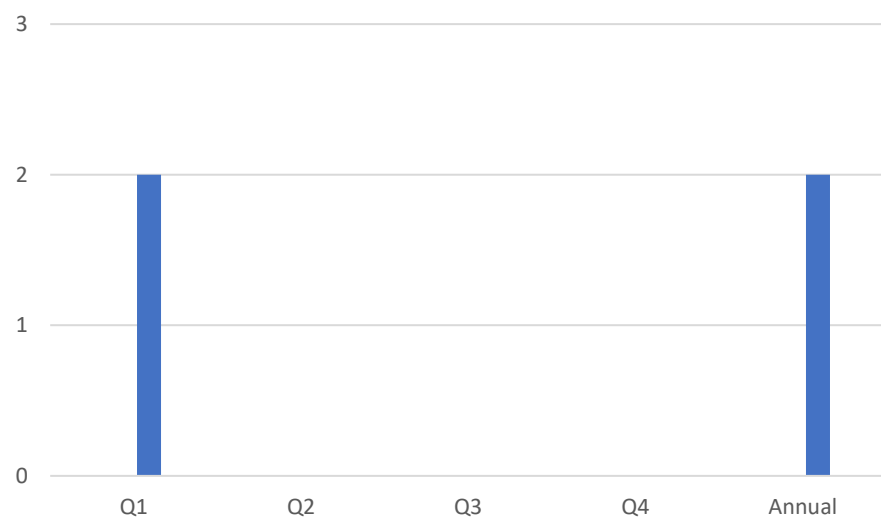


Quarter	Actual
Q1	71
Q2	86
Q3	0
Q4	0
Annual	157

Officer Comment

Monthly figures relate to Community Safety ONLY ... ASB report data from other service areas are only requested quarterly, so the monthly data will only contain the ASB reports made to Community Safety and will therefore be lower than the baseline figure.

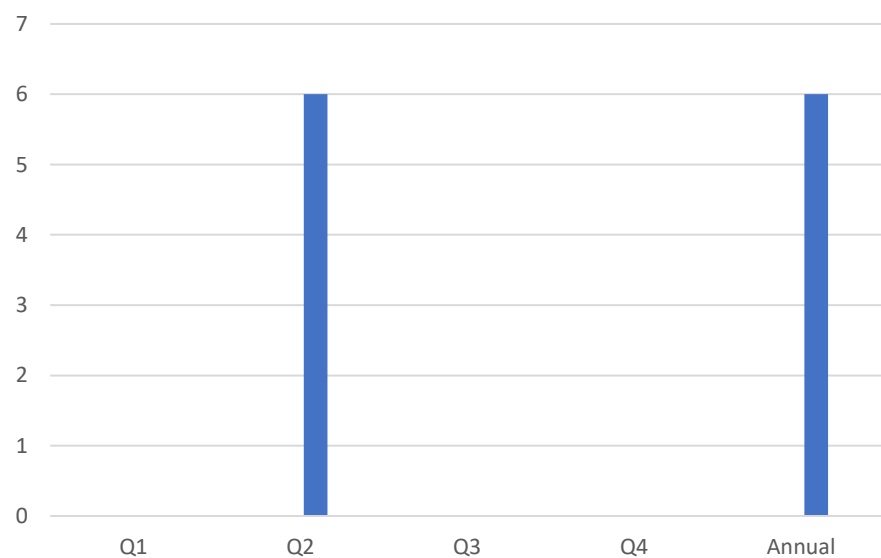
SAF2: Number of Community Trigger Applications Received



Quarter	Actual
Q1	2
Q2	0
Q3	0
Q4	0
Annual	2

Officer Comment
 Figure is subject to an external factor outside of our control. Applications will be received when required with the number likely to vary each month. Baseline figure provided from the average total received previously

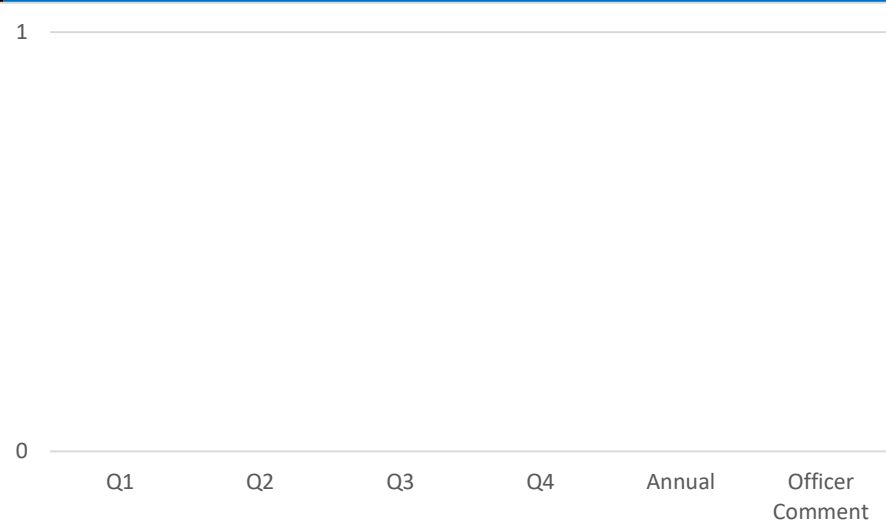
SAF3: Number of Community Protection Warnings (CPWs) issued



Quarter	Actual
Q1	0
Q2	6
Q3	0
Q4	0
Annual	6

Officer Comment
 Both cases related to noxious odours (namely cannabis but please do not include the word 'cannabis' in any public facing report)

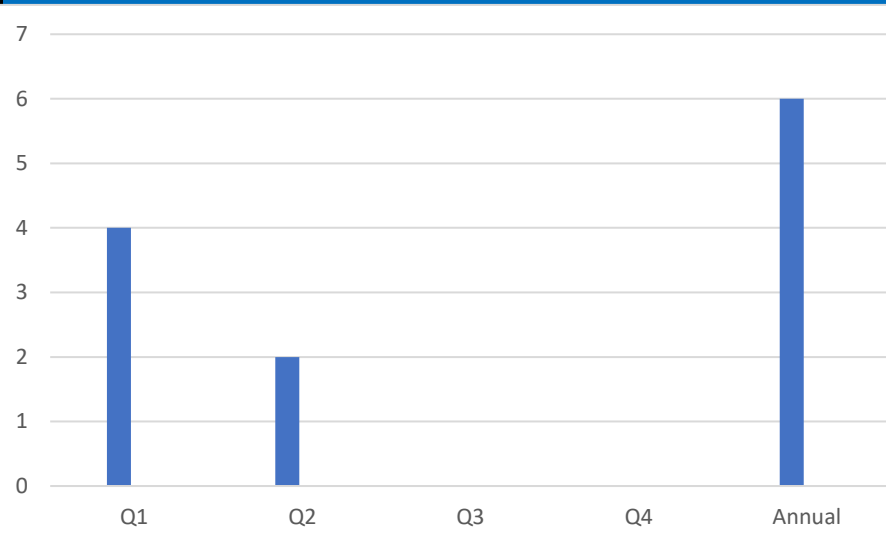
SAF4: Number of Community Protection Notices (CPNs) issued



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

Officer Comment
No CPW's required escalating to a CPN

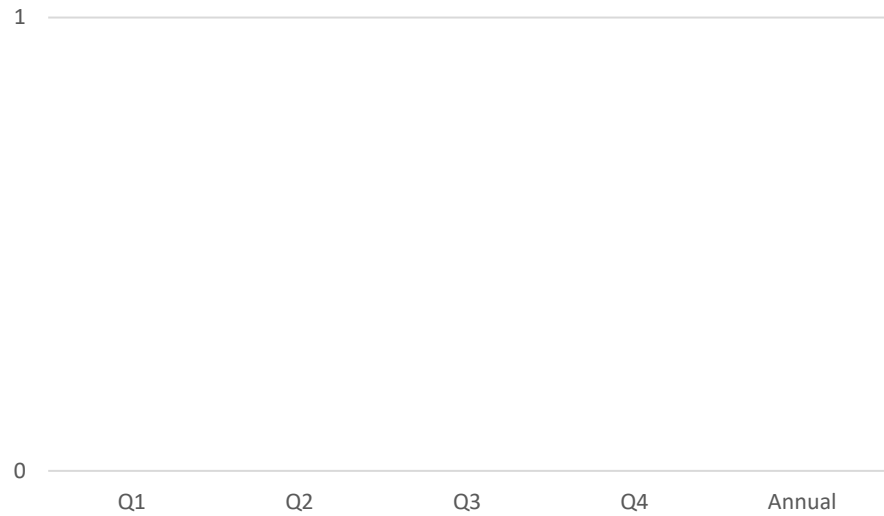
SAF5: Number of Children's Services MAP enquiries received



Quarter	Actual
Q1	4
Q2	2
Q3	0
Q4	0
Annual	6

Officer Comment
Figure is subject to external requests outside of our control. Requests will be recieved when required with the number likely to vary each month. Basline figure provided from the average total recieved previously

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

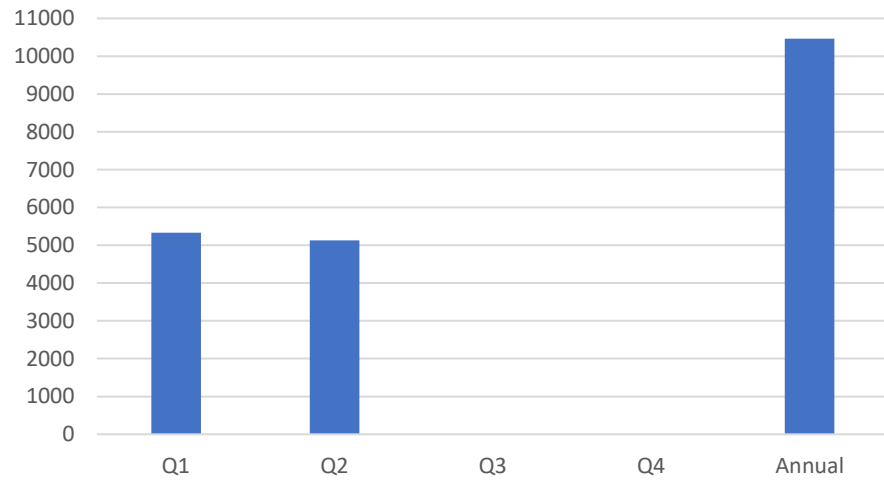


Quarter	Actual
Q1	0
Q2	0
Q3	0
Q4	0
Annual	0

Officer Comment
 Figure is subject to external factor outside of our control. Notifications will be received when generated by partner agency with the number likely to vary. Baseline figure provided from based on previous year

Safer Runnymede - Les Bygrave

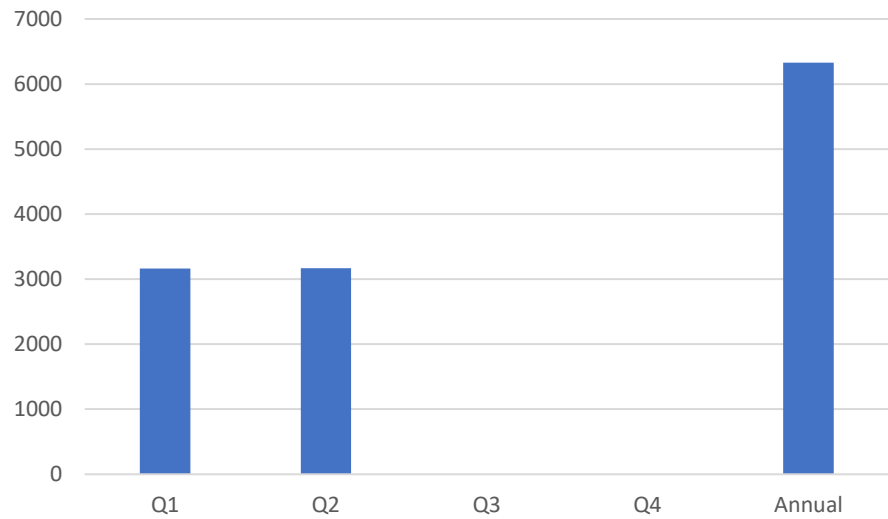
SRM1: Number of Community Alarm Calls Received (Runnymede) - Excluding Calls When Employee on Site



Quarter	Actual
Q1	5329
Q2	5133
Q3	0
Q4	0
Annual	10462

Officer Comment
 Inbound calls - excluding auto-answered calls

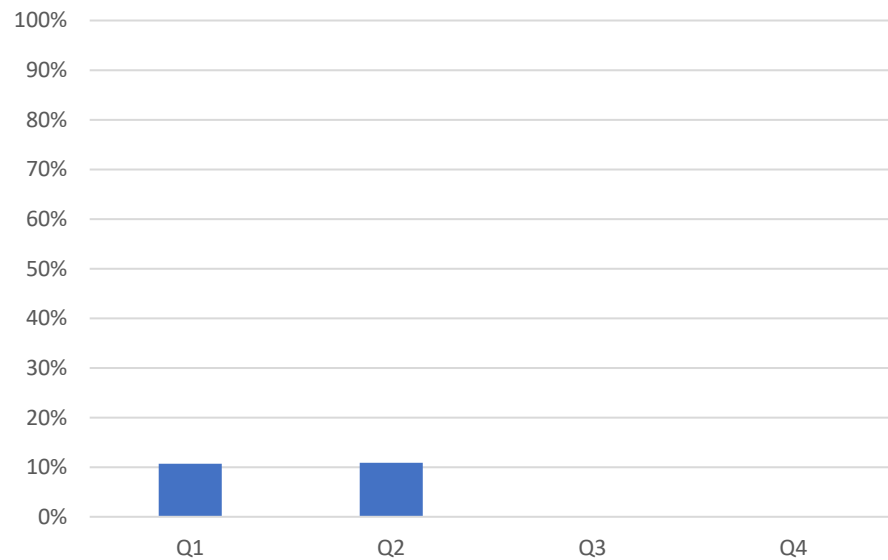
SRM2: Number of Community Alarm Calls Received (Surrey Heath) - Excluding Calls When Employee on Site



Quarter	Actual
Q1	3161
Q2	3167
Q3	0
Q4	0
Annual	6328

Officer Comment
Inbound calls - excluding auto-answered calls

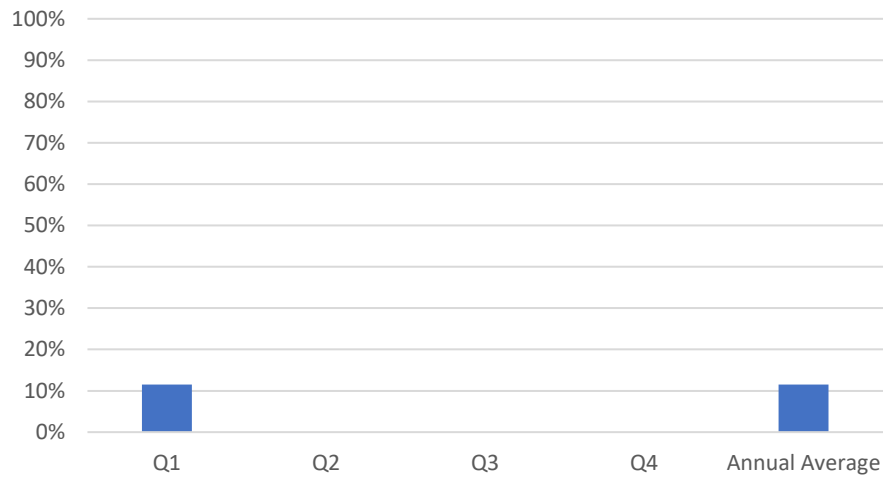
SRM3: Percentage of Community Alarm Calls Received resulting in intervention/emergency response being required(Runnymede) (c)



Quarter	Actual
Q1	10.66%
Q2	10.90%
Q3	0.00%
Q4	0.00%

Officer Comment
Emergency Service or NOK/Responder called

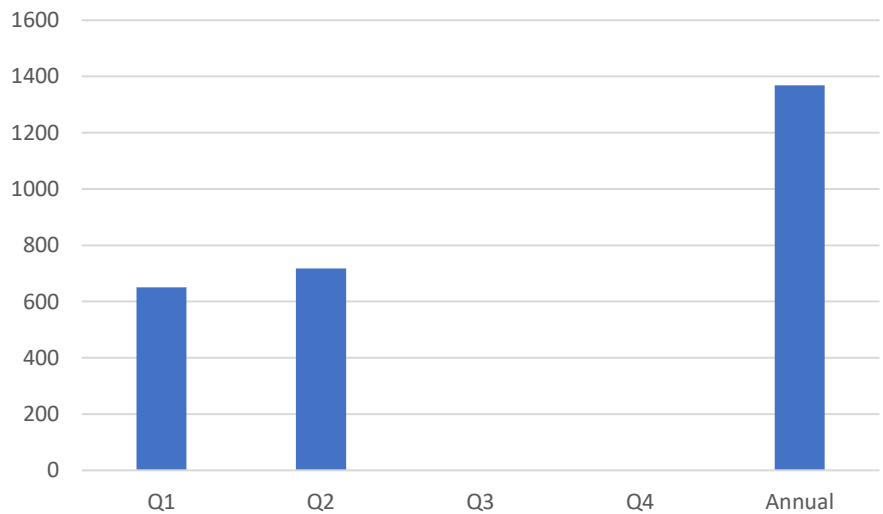
SRM4: Percentage of Community Alarm Calls Received resulting in intervention/emergency response being required(Surrey Heath) (c)



Quarter	Actual
Q1	10.97%
Q2	12.28%
Q3	0.00%
Q4	0.00%

Officer Comment
Emergency Service or NOK/Responder called

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

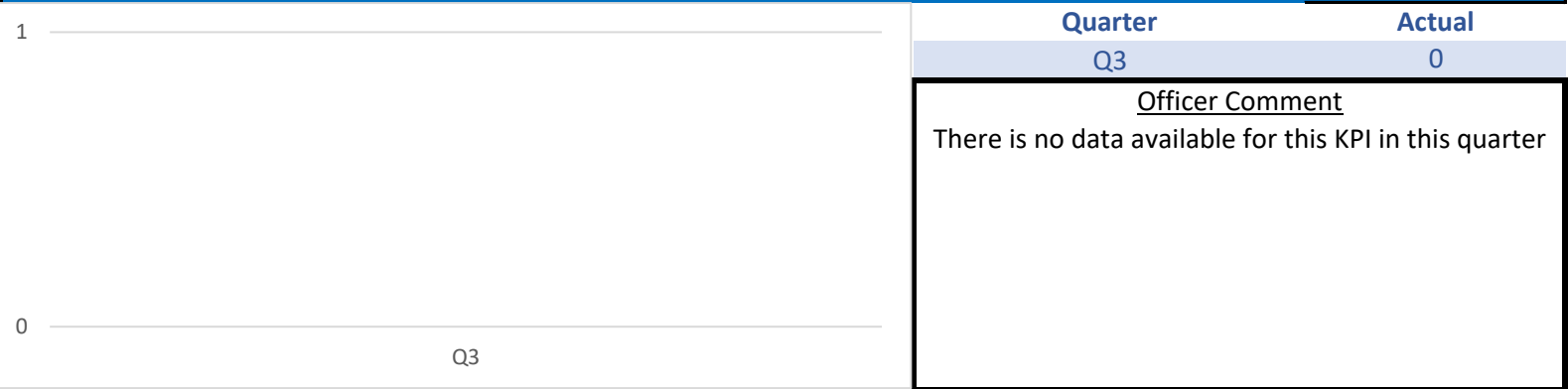


Quarter	Actual
Q1	651
Q2	718
Q3	0
Q4	0
Annual	1369

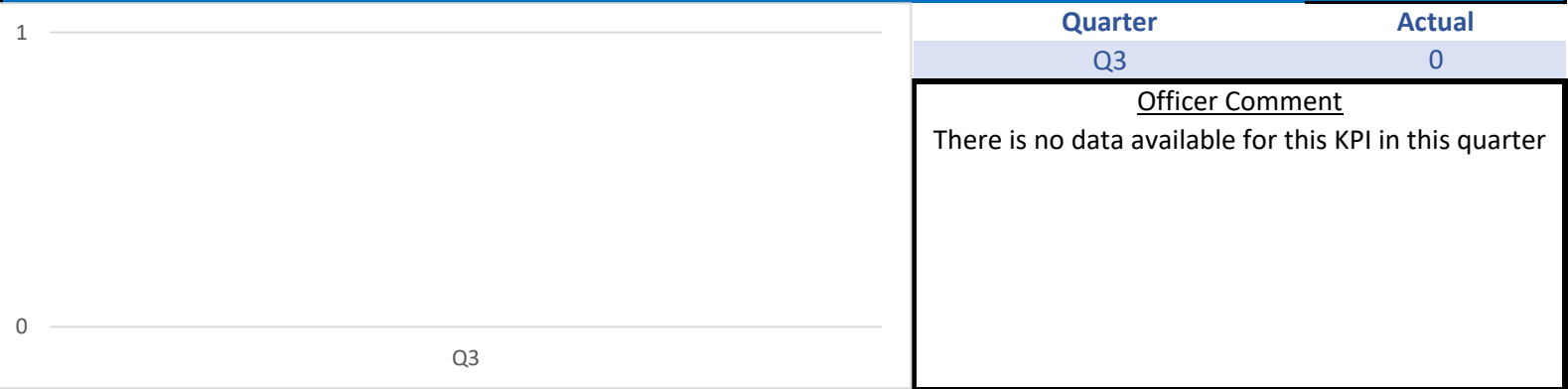
Officer Comment
Officers advise these metrics are subject to external factors and are therefore outside of our control. Enquiries are determined by the nature of the contact with Runnymede on behalf of the applicable Local Authority and are susceptible to considerable variation, including seasonal factors (e.g. Noise/Heating breakdown enquiries)

Community Development - Chantal Noble

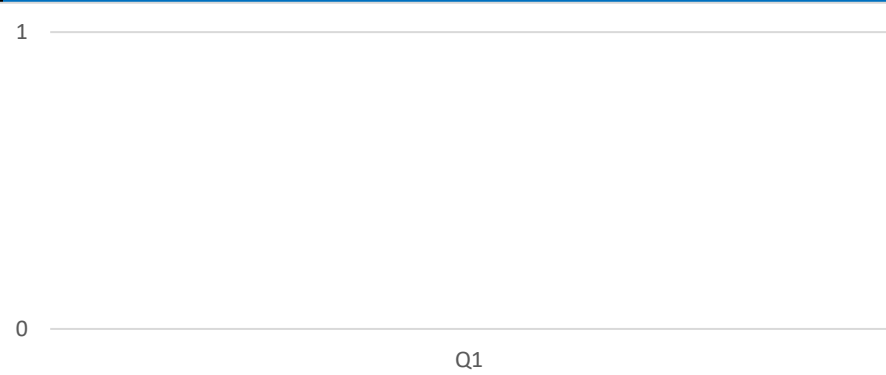
CD1: Numbers Attending Junior Citizen



CD2: Free or subsidised activities for Living Well Week



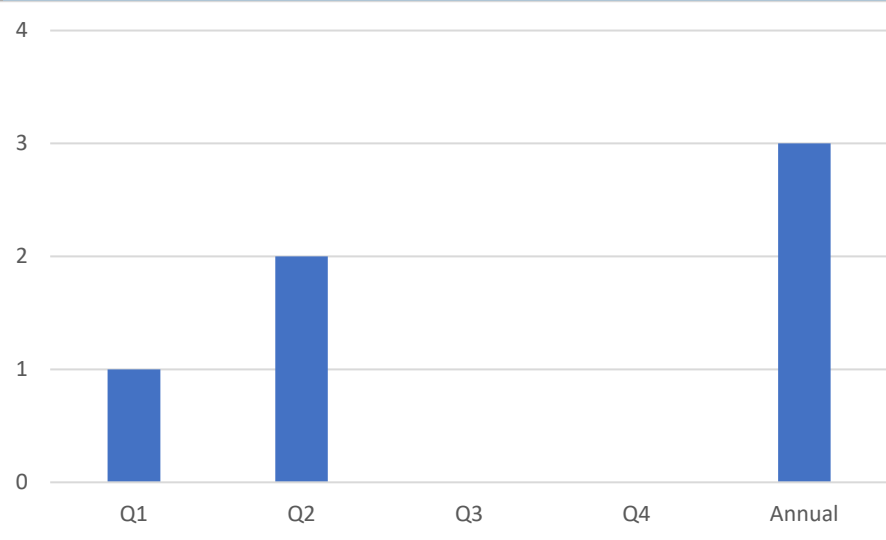
CD3: Numbers Attending the Sportability Festival



Quarter	Actual
Q1	0

Officer Comment
There is no data available for this KPI in this quarter

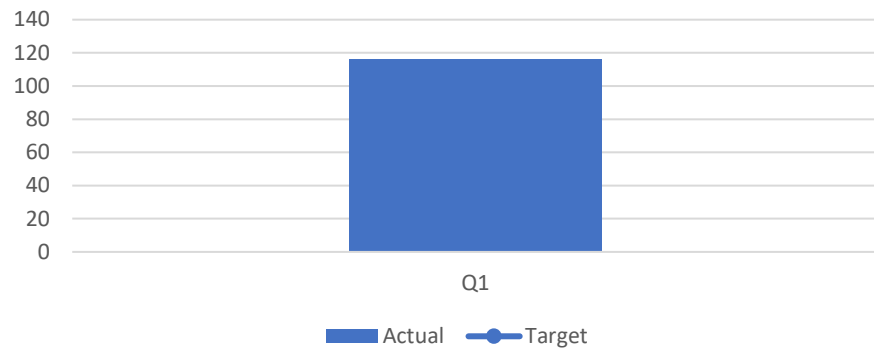
CD4: Number of FACS Applications



Quarter	Actual
Q1	1
Q2	2
Q3	0
Q4	0
Annual	3

Officer Comment
There were two FACS applications this quarter. This is a typical amount that would be expected for this period.

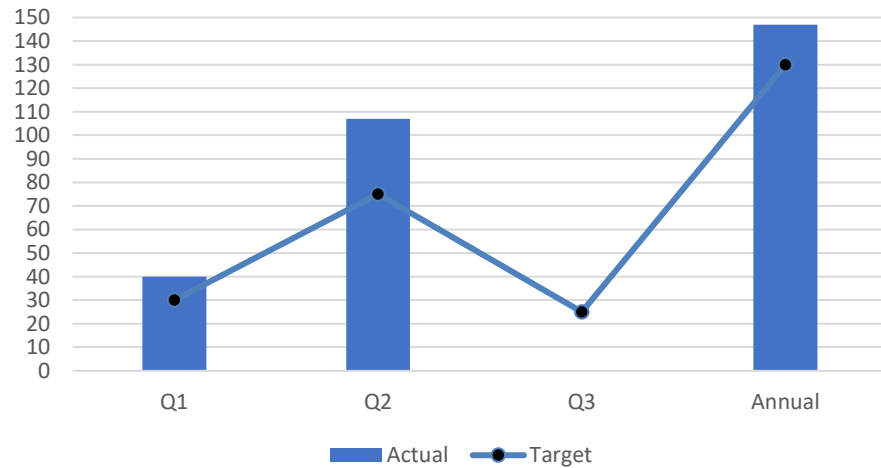
CD5: Number attending Surrey Youth Games Training



Quarter	Target	Actual	RAG
Q1	90	116	Green

Officer Comment
There is no data available for this KPI in this quarter

CD6: Number of children supported through subsidised holiday club spaces



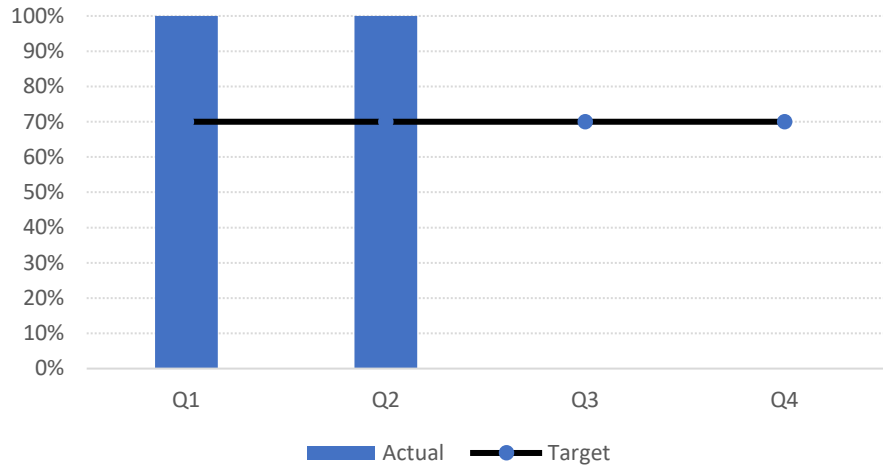
Q1	Q2	Q3	23/24 Overall
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Quarter	Target	Actual	RAG
Q1	30	40	Green
Q2	75	107	Green
Q3	25	0	No Data
Annual	130	147	Green

Officer Comment
Foxhills Community Camp and Club4 ran during the summer period. The figure provided represents unique bookings.

Family Support

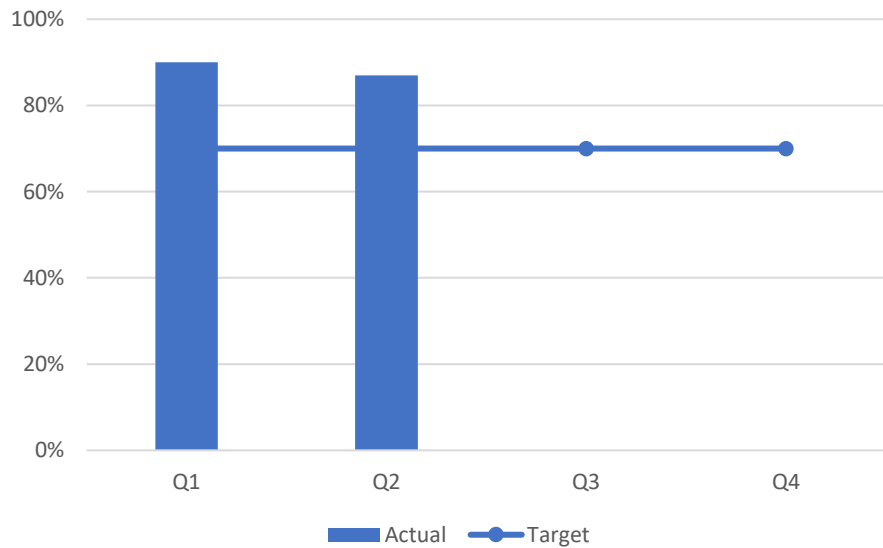
FS1: Percentage of Families Contacted Within 5 Working Days of Allocation



Quarter	Target	Actual
Q1	70.00%	100%
Q2	70.00%	100%
Q3	70.00%	0%
Q4	70.00%	0%

Officer Comment
Data provided for information. No officer comment this quarter for this KPI.

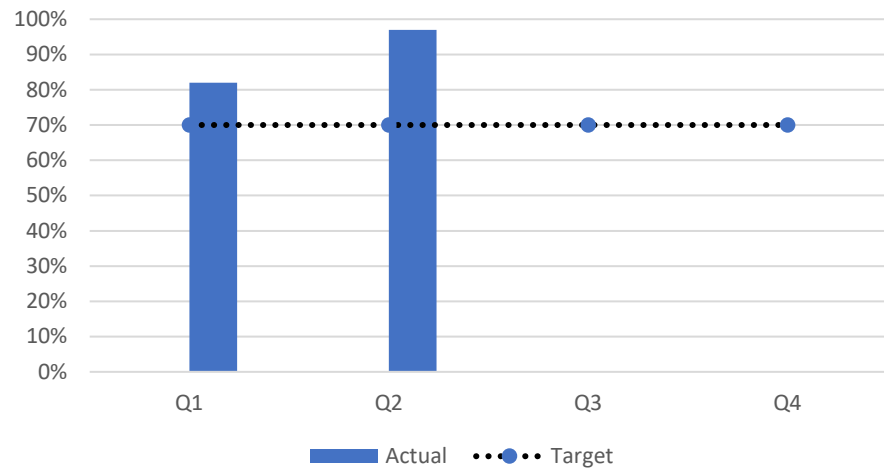
FS2: Percentage of Families Seen Within 10 Working Days of Allocation



Quarter	Target	Actual
Q1	70.00%	90%
Q2	70.00%	87%
Q3	70.00%	0%
Q4	70.00%	0%

Officer Comment
Data provided for information. No officer comment this quarter for this KPI.

FS3:Percentage of Early Help Assessment Completed Within 45 Calendar Days of Allocation



Quarter	Target	Actual
Q1	70.00%	82%
Q2	70.00%	97%
Q3	70.00%	0%
Q4	70.00%	0%

Officer Comment
 Data provided for information. No officer comment this quarter for this KPI.

Report title	Cabrera Trust Management Committee - Constitution
Report author	Carol Holehouse, Democratic Services Officer
Department	Law and Governance
Exempt	No

Purpose of report:

To Resolve

Synopsis of report:

To ask the Committee to consider changing the Constitution of the Cabrera Trust Management Committee to enable two members of the Friends of Cabrera Trust to be co-opted on to the Committee.

Recommendation that:

To resolve that the Constitution of the Cabrera Trust Management Committee be changed to allow the addition of one person identified by the Friends of Cabrera Trust group to become a member of the Committee and, in the event that person is unable to attend a meeting, a further person identified by the Friends of the Cabrera Trust group be entitled to substitute for the person who cannot attend.

1. Context and background of report

1.1 In March 1991 the former Leisure Services Committee was asked to consider a draft Constitution for the Management Committee for the Trust. The Constitution was duly approved. It was amended in 2010 to allow the members of the Riverside Walk Advisory Group to join the management committee when the group disbanded. It has remained unchanged since.

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

2.1 The Cabrera Trust (working name) is a charitable trust registered on 31 August 1961. The Trust is responsible for the management of the open space playing area on Cabrera Avenue and 52 acres of land next to the River Bourne known as Riverside Walk. The trust objects require that Riverside Walk is maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue is to be used as a public recreation ground.

2.2 Registered charities are normally managed in accordance with provisions contained in the documents which create them e.g. conveyances of land or trust deeds and powers set out in legislation. Historically the Charity Commission and previously the Secretary of State for Education (under powers granted by the Charity Act 1960) could make what were termed as Schemes for a wide range of reasons, including:

- authorising trustees to carry out particular actions
- appointing new trustees
- amending governing documents

- 2.3 In 1972, the Secretary of State for Education made a Scheme in relation to this charity. Scheme at Clause 5 allowed the Council to create a Committee for the management of the land and create a Constitution for the operation of that Committee. The Council used those powers in 1991 to create the current Committee and create a Constitution for it.
- 2.4 The Council can exercise its powers to vary that Constitution and vary the membership of the Committee by virtue of section 4.15 of the Council's Constitution.
- 2.5 The Friends of Cabrera Trust are a voluntary group who assist in the maintenance of the Trust land by providing regular working parties to clear areas of invasive species.
- 2.6 The current Committee consists of the three Virginia Water ward Councillors, two Officers, Paul French (Honorary Treasurer) and Chris Swatridge (Honorary Secretary) along with 3 Honorary Wardens.
- 2.7 At the Committee's recent Annual General Meeting in July, Members of the Friends of Cabrera Trust requested Officers look at changing the constitution of the Management Committee to allow them to be co-opted onto the Committee and attend meetings.
- 2.8. The request was for any member of the Friends of the Cabrera Trust to attend meetings on an ad-hoc basis with no one named. This would enable anyone from the Friends' Group to attend meetings when available.
- 2.9 Officers have considered this request and whilst they appreciate any member attending would provide resilience for the Friends of the Cabrera Trust, Officers felt that a Member and Deputy would be a more structured and beneficial solution. This would mean if the Member was unable to attend the Deputy could attend the meeting instead.
- 2.10 Officers, however, have noted that not all decisions made by the Committee would affect the Friends of the Cabrera Trust and proposed change would mean that the Friends of the Cabrera Trust would have a say in a wider range of matters. It would not be easy to alter the Constitution to, in essence, restrict the ability of certain members of the Committee to vote on only certain items.

3. Policy framework implications

- 3.1 Any changes would require the constitution of the Cabrera Trust Management Committee to be updated accordingly.

4 Resource implications/Value for Money (where applicable)

- 4.1 None identified.

5. Legal implications

- 5.1 As explained above the Cabrera Trust charity was created to manage two pieces of land which were transferred to Egham Urban District Council. The charity was formally registered in August 1961 with Egham Urban District Council being the sole trustee.
- 5.2 The framework under which a charity is governed can either be set out in the documents which create the charity or by reference to provisions created in legislation. One of the powers contained in the Charities Act 1960 was to confer a power on the Charity Commission and Secretary of State for Education to make what is termed as a Scheme to regulate various aspects of the operation of a charity.
- 5.3 That power was exercised in 1972 and 1989 to make Schemes to regulate the operation of the Cabrera Trust. Clause 5 of the Scheme made in 1972 and slightly amended in 1989 granted the Council, as the sole trustee of the charity the power to create a management committee in respect of the land and set out a Constitution to regulate the operation of that management committee. The Council has the power to create the management Committee and set out its constitution.
- 5.4 The Council exercised those powers in March 1991, when the former Leisure Services Committee approved the creation of the current Management Committee and set out its Constitution which was duly adopted. That decision was formally adopted by the Full Council in April 1991 as the practice then was to formally receive and adopt the Minutes of all the service committees. In 2010 the Management Committee's Constitution was changed when the Riverside Walk Advisory Group was disbanded and its members joined the Management Committee. This was approved by the former Leisure and Environment Committee in September 2010 under delegated authority as set out in the Council's Terms of Reference for Committees dated May 1991.
- 5.5 The current proposal before Members is to expand the membership of the current committee to include a person who can represent the views of the Friends of the Cabrera Trust organisation. It is proposed that organisation will nominate one of its members to sit on the committee and there will be a further member who will be authorised to attend if the initially appointed person is unable to attend.
- 5.6 If this Committee support this proposal by exercising its powers on behalf of the Council as sole trustee to vary the Constitution of the committee, to allow for this change to take place.

6. Equality implications

- 6.1 There are no equality implications associated with this report. If the Community Services Committee support the proposed change to the Constitution of the Management Committee, it will be open to the Friends of the Cabrera Trust group to nominate a person to take up the position they are being offered. Membership of the Management Committee is open to any person subject to them being nominated by the Friends of the Cabrera Trust group.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 None identified.

8. Timetable for Implementation

8.1 A report would be prepared for the next ordinary meeting of the management committee in January 2024 advising them of this Committee's decision.

9. Background papers and Appendices

Appendix 'A' Constitution of the Management Committee

IN THE MATTER OF A CHARITABLE FOUNDATION FOR PUBLIC RECREATION
OR PLAYING GROUND IN VIRGINIA WATER, EGHAM, SURREY KNOWN AS THE
CABRERA TRUST.

CONSTITUTION OF COMMITTEE OF MANAGEMENT

Clause 1: Committee of Management

- (1) The property referred to in Parts I, II, and III of the Schedule to the Scheme made by the Secretary of State for Education and Science dated 24 March 1972 (Appended hereto) shall be administered by the Committee of Management in accordance with the terms of that Scheme as extended by a further Scheme dated 2 May 1989.
- (2) The Committee of Management (hereinafter called the 'Committee') shall consist of the three Virginia Water ward Members of Runnymede Borough Council ex officio, a member of the Friends of the Cabrera Trust Group and a substitute who shall only be allowed to attend and take part in a meeting if the first named person is unavailable (both being named by the Friends of the Cabrera Trust Group at their AGM) and two Officers of the Runnymede Borough Council appointed by the Community Services Committee of the Council annually. The Officer appointees shall, except in the case of those appointed to fill casual vacancies, be appointed before the Annual General Meeting required by Clause 8 in any year for a term of office commencing at the end of Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.
- (3) Any competent Member of the Committee may be re-appointed or re-elected.
- (4) All persons who are for the time being Honorary Wardens of the Riverside Walk, together with one person selected by the Committee as having appropriate knowledge of local ecology, flora or fauna, shall be invited to attend meetings of the Committee. The persons so invited shall not be Members of the Committee but will assist the Committee in its decisions on the management of the Trust land.

Clause 2: Declaration by Members

No person shall be entitled to act as a Member of the Committee, whether on a first or on any subsequent entry into office, until after signing in the Minute book of the Committee a declaration of acceptance and of willingness to act in Trusts declared in the Scheme dated 24 March 1972 (as extended).

Clause 3: Members not to be personally interested in the Charity

Except with the approval in writing of the Charity Commissioners no Member of the Committee, or his or her spouse, shall take or hold any interest in any property belonging to the Charity otherwise than as a Trustee for the purposes thereof or receive any remuneration or be interested in the supply of work or goods at the cost of the Charity.

Clause 4: Determination of Membership

Any Member who is adjudged bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting

or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

Clause 5: Meetings of Committee

The Committee shall hold at least two ordinary meetings in each year and may hold such other ordinary meetings as may be required. A special meeting may be summoned at any time by the Chairman or any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

Clause 6: Chairman and Vice-Chairman

The Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman and another to be Vice-Chairman who shall continue in office until their successors are respectively elected.

If the Chairman is absent from any meeting the Vice-Chairman (if present) shall preside otherwise the Members present shall before any other business is transacted choose one of their number to preside at that meeting.

Clause 7: Voting

Every matter shall (except as in this Deed provided) be determined by a majority of the Members present and voting on the question. In case of equality of votes the Chairman of the meeting shall have a second or casting vote.

Clause 8: Annual General Meeting

- (1) There shall be an Annual General Meeting in accordance with the Charity which shall be convened by the Committee in the month of April each year or as soon as practicable thereafter.
- (2) Public notice of every Annual General Meeting shall be given in the area of benefit at least seven days before the date thereof by affixing a notice to some conspicuous part of the Trust Property or other conspicuous place in the area of benefit and by such other means as the Committee shall think fit.
- (3) The Chairman of an Annual General Meeting shall be the Chairman for the time being of the Committee. In his absence the Vice-Chairman (if present) shall take the chair but if neither is present the persons present shall before any other business is transacted appoint a Chairman of the Meeting.
- (4) The Committee shall present to each Annual General Meeting the report and accounts of the Charity for the preceding year.

Clause 9: Application of Income

After payment of rates, taxes, and other expenses of administration the net income of the Charity shall be applied by the Committee in otherwise furthering the purposes specified in the Scheme dated 24 March 1972 as extended by the further Scheme dated 2 May 1989.

Clause 10: Surplus Cash

Any sum of cash at any time belonging to the Charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested. The approval of Runnymede Borough Council shall be obtained before any alteration is made in the investments.

Clause 11: Further Endowments

The Committee may receive any additional donations or endowments for the general purposes of the Charity.

Clause 12: Minutes and Accounts

The Committee shall provide and keep a Minute book and books of account. All proper accounts in relation to the Charity shall in each year be prepared and made out and copies sent to the Runnymede Borough Council, as Trustee of the Charity and (as required) to the Charity Commissioners.

Clause 13: Rules and Regulations

Within the limits of the Scheme dated 24 March 1972 (as extended) the Committee from time to time may make and alter rules and regulations for the conduct of their business, for the summoning and conduct of their meetings, the deposit of money at a proper bank, and the custody of documents; and in particular with reference to:

- (a) the appointment as Secretary (to hold office at their pleasure) of one of themselves without remuneration;
- (b) the appointment of an Auditor, Treasurer, and such other unpaid Officers as they may consider necessary and the fixing of their respective terms of office;
- (c) the engagement and dismissal of such paid Officers and servants as the Committee may consider necessary; and
- (d) the number of Members who shall form a quorum at meetings of the Committee: provide that the number of Members who shall form a quorum shall never be less than two.

Clause 14: Questions under the Constitution

Any questions as to the construction of this Constitution or as to the regularity or the validity of any Acts done or about to be done hereunder shall be determined conclusively by the Secretary of State for Education upon such application made to them for the purpose as they think sufficient.

Clause 15: Interpretation

The Interpretation Act 1978 (or any modification or re-enactment thereof) applies for the interpretation of an Act of Parliament.

This Constitution was approved by the Council on 24 April 1991 and amended by delegation by the Community Services Committee on 9 November 2023 and is now hereby adopted.

Given under the Common Seal)
of Runnymede Borough Council)
this 9th day of November 2023)

L.S

Signed
A Pritchard/Mario Leo
Chief Executive Officer/Corporate Head of Law and Governance

Agenda Item 13

Attached at Appendix 'A' are the Minutes of the meeting of the Chertsey Meads Management Liaison Group held on 5 September 2023.

(For Information)

Runnymede Borough Council

Chertsey Meads Management Liaison Group

Tuesday, 5 September 2023 at 7.30pm

Members of the
Committee present:

Councillors M Nuti (Chairman), and J Mavi,

J Alexander, R Deacock, G Drake, K Drury, S Hall, N Johnson,
C Longman, M Nichols, C Noakes, B Phillips and T A Stevens.

Members of the
Committee absent:

R Arbery, T Athersuch, P Bickford, D Cotty, J Denton, I Girvan, F Harmer,
J Hearne, G James, J O'Gorman, M Ray and D Turner.

In attendance:

C Swatridge and H Wilson (non voting advisory members)

Also attended by H Clark and D Williams

1 **Election of Chair**

Councillor M Nuti was elected as Chairman for the remainder of the Municipal Year 2023/2024.

2 **Minutes**

3 **Apologies for Absence**

Apologies for absence were received from R Arbery, T Athersuch, P Bickford, D Cotty, J Denton, I Girvan, F Harmer, J Hearne, G James, J O'Gorman, M Ray and D Turner.

4 **Membership of the Management Liaison Group**

The Group welcomed Councillor J Mavi, and Miss Helen Wilson, new Deputy Green Spaces Manager, noting that the Green Spaces Manager had retired recently and that the fourth non-voting advisory member in Community Services had started in post that day.

Members were sad that Mrs Baldwin one of the residents' representatives had passed away and that Mrs Lane and Mr Goddard had retired owing to ill health. Both had been thanked for their service to the Group. Former Councillor Cotty had now become a residents' representative and good wishes were sent to him for a speedy recovery.

Apologies for absence were received from Miss Arbery, who had replaced Mr Mead, as the second representative from Chertsey Agricultural Association.

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

Two specific issues were discussed. These were the overstay moorers and the prospect of introducing fire breaks on the Meads.

Officers were following up various options regarding how to deal with the two vessels semi-permanently moored beside the picnic area. Whether they were occupied all the time was doubtful. However, they remained a problem, albeit one that had been put up with for a number of years. The option to charge for moorings might be investigated. Generally, the Group thought the best option would be to replicate the byelaws introduced by Spelthorne Borough Council; the downside being a lack of enforcement resource. There was concern

that issues in neighbouring boroughs would become a problem for the Meads. The Chairman instructed that any progress; including a detailed, costed plan and timescales be communicated to the Group when available rather than waiting until the next meeting if at all possible.

The issue of fire breaks was not generally welcomed owing to the cost of having to obtain the right equipment to 'cut and collect' and the need to promote the bio-diversity of the site. Wider paths were not good for the ecology and actually presented a greater risk. However, it was agreed that a fire plan should be included in the overall review of the management plan. It was also intended to improve the seasonal signage prohibiting the use of BBQ equipment which continued to pose a problem, less so owing to the weather over the last summer, but still a risk. A recent incident was cited of damage to trees by people camping on the Meads but the Police did not attend; another of an unauthorised encampment elsewhere on the Meads was reported. Officers had limited resource to attend but would if possible, bearing in mind the Police held the powers. It was agreed that more use of the Council's social media and more information on the website would assist.

There was some discussion about the location of fire hydrants and Officers asked for it to be noted that those nearest the Meads were x2 at Dockett Eddy, x2 at the Marina and x1 at Meadow View.

6 Management and Maintenance

Members discussed various issues relating to management and maintenance. With regard to the height barrier, Safer Runnymede were unable to keep operating the barrier during the day, and it had in practice been kept open until late at night. In order to address concerns about safety and access, Officers agreed to discuss the issues with the Safer Runnymede manager to find a workable and consistent solution.

It was noted that the SANGs management plan for Chertsey Meads was the overarching document under which the Management Plan sat. The management plan was due for renewal in 2025 in consultation with Surrey Wildlife Trust and the Group. Members observed that it had not always been possible to comply with the management plan in the past and Officers aimed to revive it. It was agreed that as a living document; it should be flexible and encompass an holistic approach; balancing protection and enhancement of the Meads with its public use. Officers intended to produce a list of projects that could be funded by SANGs which would sit alongside the refreshed management plan; the latter including a review of grounds maintenance, the timing of various tasks and ensuring the biodiversity was a priority. SANGs projects included signage, interpretation, path maintenance as well as some biodiversity improvements such as hedge planting, pond maintenance and the installation of scrapes. Officers agreed to circulate a copy of the SANG management plan. A series of improvements would be taking place in the winter, as part of the ESSO funding and it was planned for further works in the winter of 2024. A copy of the management plan would be brought back to the Group for further discussion.

Members were advised that a combination of events had resulted in a significant number of the young whips forming the tree screen between the Meads and the Traylens site being destroyed. Members reported an amount of plastic shards in the area which needed to be removed. SANGs funding could be used for re-planting, marking out the area and the installation of an interpretation board, thus presenting a good opportunity for a community volunteer event. Officers were directed towards what had been done at Cowey Sale as an example of best practice.

Linked to the subject of tree maintenance were the reed beds which had not been cut for some time and which it was thought were expanding such that they were beginning to dominate the area. Members were advised that any cuttings had to be removed to take away the nutrients to promote biodiversity. Officers would build this into the schedule, noting that the best time to make the reed bed cut was October/November.

Members were updated on reinstatement of the Meads following the Esso pipeline works. The revised timeline was noted but a final date had not been determined as it was subject to weather conditions. It was hoped that Esso would be off-site by the end of September 2023. There would be a snagging list agreed between all parties to include works not already identified for reparation. It was confirmed that the road from the barrier to the point beyond which Esso had not reached would be repaired 'like for like' including the track to Dumsey Stump. The Group identified that Esso's vehicles had also used the road to some of the residential properties and the Marina for turning. Residents were asked to submit photographic evidence to the openspace@runnymede.gov.uk for consideration. This in box was monitored on a daily basis and could also be used to report issues to be followed up.

The Chairman agreed to pursue the issue of damage to Mead Lane leading to the Meads before the height barrier, acknowledging that this did fall under the remit of Surrey County Council Highways.

With regard to those areas that had been re-instated it had been agreed that these would not be mown for at least 12 months to allow the land to recover and re-seed, evidence of which was already being seen.

Esso had agreed to fund various environmental improvement works including hedge gapping, reinstatement of a pond to the left of the reed beds, tree works and other areas affected by their presence. The procurement of these works was in hand using a framework to select the most suitable contractors.

The Group discussed the timing of the hay cut, it had been too early in 2023, and as a result the biodiversity of the site had been adversely affected, including pyramidal orchids in the area adjoining Hamm Court as reported by a member of the Group and giving rise to concern about the welfare of ground nesting birds. Officers in Green Spaces were working closely with the Council's Grounds Maintenance team to ensure timely delivery and in accordance with the Management Plan. For example, in future the annual hay cut and hedge trim would take place later in the season and arisings taken from site. Notwithstanding the ongoing problem with Neospora.

Officers advised that the Stewardship Agreement for Chertsey Meads had been renewed for another year.

7 Events

Unfortunately, the Chertsey Agricultural Association representatives were unable to attend the meeting to feedback on the show. Those who had attended said it had gone well and that the 1 way traffic system for residents had worked.

Officers would be meeting separately with the Association to formalise the future maintenance arrangements prior to the next show to meet the requirements of the Council's Events Policy and any other conditions deemed suitable.

It was agreed that it would be positive to make the annual site visit a more inclusive event. It was suggested that a date in June be set and to make this a survey of the re-mergence of flora and fauna post Esso.

Members were keen to re-instate the litter picks. These would be facilitated by the newly appointed Community Development Projects Officer in liaison with Green Spaces.

[A date of Sunday 7 April 2024 was set for the next litter pick and the annual site visit would be advised in due course.]

Officers also took the opportunity to thank the many residents who had organised and carried out more regular informal litter picks.

8 **Any other Business**

Officers reported that sadly the Council had not been successful in a bid for funding from Defra's Species Survival Fund which would have been worth £300k. The timing had been very challenging. However, the process had enabled Officers to identify some future improvements to the Meads that could be made. For example, the installation of grazing infrastructure and the procurement of hay machinery to bring the hay operation in-house. Future funding opportunities would be looked at, utilising the knowledge of the Council's newly appointed Biodiversity Officer.

The following matters were highlighted:

- A request for warning signs and/or staggered fencing in the vicinity of the boardwalk to alert both motorists and pedestrians of the road.
- Replacement of damaged signs alerting people to the play area and to promote road safety
- Potholes in the vicinity of Dockett Moorings
- Reinstatement of the pond behind the reed beds on the right of Mead Lane, subject to maintaining the natural water levels on site and consideration of why it had dried up
- Damage to grass verges for which photographic evidence should be submitted to Green Spaces.

Officers agreed to meet a few residents on site to have a look at some of the issues being raised and how best to resolve them.

9 **Dates of Future Meetings**

The following dates were noted for future meetings of the Group;
Tuesday 27 February and Tuesday 3 September 2024

(The meeting ended at 8.55pm.)

Chairman