



Community Services Committee

Thursday, 4 January 2024 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: C Howorth (Chair), S Lewis (Vice-Chair), 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.

There will be a presentation from Citizens Advice Runnymede and Spelthorne at 7pm before the main meeting

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss Clare Pinnock, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: Democratic.Services@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact democratic.services@runnymede.gov.uk. Tel: 01932 425622. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration

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Part I

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

1. **Notification of Changes to Committee Membership**
2. **Minutes** 5 - 17

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 9 November 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. **Chertsey Museum Wellbeing Project - St Peter's Hospital Untold** 18 - 21
6. **Eco Implementation Report** 22 - 29
7. **Social Prescribing Service Update** 30 - 36
8. **S106 Englefield Green Minor Projects Fund** 37 - 41
9. **Runnymede Club4 Programme** 42 - 47
10. **ACE Youth Project Update (Formally Friday Night Project)** 48 - 51
11. **Foxhills Community Camp** 52 - 60
12. **Runnymede Pleasure Ground Estimates 2024/25** 61 - 66
13. **Exclusion of Press and Public**

OFFICERS' RECOMMENDATION that -

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

14. **Core Judo Update** 67 - 72

This report is exempt as it contains financial information relating to procurement.

16. **SANG Infrastructure**

To Follow

17. **Delegated Authority to enter into a contract to deliver CCTV Services**

To Follow

Runnymede Borough Council

Community Services Committee

Thursday, 9 November 2023 at 7.30 pm

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

Members of the Committee absent: Councillor M Darby.

38 Notification of Changes to Committee Membership

To note that Councillor T Burton substituted for Councillor M Smith and Councillor R King substituted for Councillor A King.

39 Minutes

The Minutes of the meeting held on 21 September 2023 were confirmed and signed as a correct record.

40 Apologies for Absence

Apologies for absence were received from Councillor M Darby.

41 Declarations of Interest

Councillor R King declared an Other Registrable Interest in item 7 concerning the Contain Outbreak Management Fund Grant Allocations. He was the voluntary Chair of one of the organisations recommended for receipt of a grant as declared on his declarations of interest form on the Council's website. Councillor King left the room for this item and did not participate or vote.

42 Voluntary Support North Surrey Presentation

The Committee was asked to note a detailed powerpoint presentation on the work of Voluntary Support North Surrey and how the funding they received from the Council was utilised.

VSNS outlined their key activities which ranged from core work, corporate engagement and networking to support for small charities in finding funding and support to Ukrainian families and sponsors of which 150 families were in Runnymede.

VSNS estimated that their social value in the work they did was approximately £2m in north Surrey. VSNS worked with the business community as well recruiting volunteers and through donations made to local charities. The breadth of activity was noted which included Befriending, disability, mentoring, health, mental health, youth and older people.

In respect of Befriending this was the service launched jointly with the Council with 2 years worth of funding. 12 volunteers had been recruited so far. However, long term self-sustainability could not be guaranteed if funding was removed. The decision had been taken not to charge for the service as this might preclude assistance to people who most needed it.

VSNS gave an overview of their own financial position which they described as currently healthy although they were always looking for new sources of funding to help keep them viable to help others. Some of their successes included the befriending project, the volunteer awards, website improvements and a better position as being a trusted, independent advisor. Other voluntary organisations were not so fortunate and it was likely that some charities and similar would cease to exist in the current climate.

Councillors were invited to support Voluntary Support North Surrey's (VSNS) campaign to recruit more volunteers which was thought to be their greatest challenge. VSNS made a request that the Council continued to provide them with core funding on a 3 yearly basis rather than annually as this helped them attract more funding from other sources.

VSNS were asked to re-instate Councillor M Harnden on their newsletter and updates circulation list.

VSNS were invited to attend an event at Englefield Green and others that might be organised to meet representatives from local organisations that might benefit from their expertise.

VSNS were thanked for their presentation and update on their work in the community.

43 **Fees and Charges 2024/25**

The Committee's approval was sought to set the fees and charges in respect of the services provided by Community Services for 2024/2025.

Officers explained that prices had been held in some areas to encourage uptake of the services and to avoid people not being able to afford them. All services were heavily subsidised and the true cost of provision was significantly higher in some areas.

In respect of Meals at Home, there had been a 10% increase in the unit cost of meals, hence the proposal to increase the charges by between 8.7% and 10.58% depending on the type of meal and when it was delivered. The popularity of three course meals had also reduced. In response there would now be two course meals with an option to purchase an additional course. Officers asserted that Runnymede's prices were competitive. To evidence this, Officers were asked to provide the Committee with a table of comparators for fees and charges relating to Meals at Home. The success of using electric vehicles was discussed and the costs of doing so continued to be monitored.

Officers confirmed that the fees and charges for Community Transport would also be increased by similar amounts to reflect the fact that in 2024 the Council was likely to lose revenue with the potential loss of contracts.

Officers confirmed that they planned to submit a report to a future meeting regarding the Community Transport fleet with procurement and leasing options for different models of delivery.

In respect of Careline an increase of 5% was proposed, noting that fees and charges had not increased since 2014. The Committee was concerned that the most vulnerable in the Community continued to be supported with an affordable service. However, it was also recognised that the Council faced financial challenges which made balancing affordability with the baseline cost more difficult. Officers were to consider indexing fees and charges to the end user group's income where appropriate.

It was noted that the fees and charges relating to Chertsey Museum ran with the school year so would not be introduced until September 2024.

Resolved that –

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

44 **Contain Outbreak Management Fund (COMF) Grant Allocations**

The Committee's approval was sought to award Contain Outbreak Management Fund (COMF) grant allocations to five local organisations from the sum of £50,000 which had previously been set aside for the post pandemic capacity building grant scheme.

The scheme aimed to help organisations that delivered services directly to residents and which contributed to the health and wellbeing of the residents and developing communities. The recommendations had been discussed by an Officer and Member panel in early October 2023 and a maximum of £5,000 per organisation could be awarded.

The five organisations and the amounts agreed were:

- Homestart Runnymede and Woking - £4,950
- The River Church on behalf of the Forest Estate Community Hub - £5,000
- White Lodge - £5,000
- St Paul's Church - £5,000
- Cruse Bereavement Support - £4,921

The Committee was pleased to support these projects. In addition, the panel had determined that a further four organisations might be assisted, subject to further work with them to ensure they met the criteria. Members agreed to this approach and to ringfence the following amounts to be determined in consultation with the Chair and Vice-Chair of the Committee:

- The Village Centre - £4,910
- Chertsey and Addlestone Good Neighbours - £2,000
- Addlestone Community Centre - £2,000
- Surrey Coalition of Disabled People - £5,000

With regard to Addlestone Community Centre it was recommended that although £5,000 had been requested, £1,000 should be ringfenced to see if the Centre's Men in Sheds project could be supported, and a further £1,000 to develop events and activities for young people. The remaining £3,000 for paid assistance for the café was rejected.

Members noted that rejection of the application by Egham Cricket Club could be because it was more suitable for Youth Development Funding and further discussion would take place to determine what assistance might be possible, noting that all the COMF funding needed to be allocated and distributed by the end of March 2024.

The Committee agreed that further work was needed with these organisations to discuss their projects and thanked Officers for all the work they had completed so far.

Resolved that –

- i) **the recommended successful applications to COMF be approved; and**
- ii) **the requested amounts for organisations where further discussion or information is required, be ringfenced, and the decision to award a grant be delegated to the corporate Head of Community Services, in consultation with the Chair and Vice-Chair of the Community Services Committee.**

45 Youth Development Fund Grant Applications

The Committee was asked to approve grants of up to £7,000 each to a number of local organisations from the Youth Development Fund.

A panel of Officers and Members had met in early October 2023 to consider the applications. As a result, it was recommended that the following be approved:

- Homestart Runnymede and Woking - £4,908
- The Village Centre - £3,190

The panel had decided that three applications should be rejected on the grounds that there was insufficient information provided to demonstrate the projects met the criteria to specifically benefit young people in the borough. Officers were asked to encourage outcome based bids with specific details in funding requests. The Committee agreed with this and suggested that to make successful bids in future they should be signposted to ask for assistance from Voluntary Support North Surrey.

The panel recommended that the sum of £7,000 each should be ringfenced for St Paul's Church in Addlestone and the Susan Roberts Foundations for Youth, subject to amendments being made to their applications so that the panel could be satisfied of specific details and sustainability of their projects. Members concurred and were content for decisions on the ringfenced applications to be made in consultation with the Chair and Vice-Chair of the Committee.

With reference to the previous item on COMF grant allocations, Officers intended to submit a report to the meeting of the Committee in January 2024 concerning a possible grant to Egham Cricket Club.

Resolved that –

- i) the recommended successful applications to Youth Development Fund be approved; and**
- ii) the requested amounts for organisations where further discussion or information is required, be ringfenced, and the decision to award a grant be delegated to the corporate Head of Community Services, in consultation with the Chair and Vice-Chair of the Community Services Committee.**

46 Public Space Protection Orders (PSPOs) Review

The Committee reviewed the two Public Space Protection Orders (PSPOs) which were currently in place, applying to two specific areas in Addlestone and Englefield Green. Approval was sought to allow the PSPOs in both areas to lapse rather than re-start the process to renew them when they were due to expire in 2024.

Officers confirmed that a public consultation had not resulted in many responses but that the Police had formed the view with which Officers concurred that neither PSPO was necessary or proportionate, with a lack of evidence as to their current relevance as the forms of anti-social behaviour detailed in the PSPOs had reduced significantly.

It was acknowledged that other forms of anti-social behaviour were still occurring and Officers were encouraged to continue the preferred approach of finding alternative diversionary activities to reduce anti-social behaviour and re-build communities where confidence in the Police had fallen.

It was confirmed that the Council, along with other partner agencies, worked in a variety of

ways to help reduce anti-social behaviour in the borough with both regulatory and non regulatory measures.

It was asked that the Minutes listed some examples of the powers that could be employed in this regard. Non regulatory work included the annual Junior Citizen project delivered to our primary schools where a variety of safety measures were delivered, engagement with residents groups (including Royal Holloway University of London), use of the Probation service 'community payback' to help improve the physical environment via clear ups and the use of the Mediation service to resolve neighbourhood disputes.

Community Safety hosted a weekly operational meeting facilitated by community safety with representation from colleagues in Community Safety, Planning, Environmental Health, Housing and Open Spaces. A problem solving approach was taken to help address any anti-social behaviour issue with the powers available to each department used.

Similarly, Community Safety administrated and chaired two multi agency problem solving meetings to discuss problem offenders, vulnerable victims or geographic issues with appropriate action plans developed.

Some Members highlighted the need for more Neighbourhood Watch groups in the borough. Officers were asked to continue encouraging communities to form Neighbourhood Watch groups in liaison with Surrey Police who took the lead on setting these up.

Officers agreed that removal of the PSPOs was appropriate and to continue monitoring anti-social behaviour and the provision of activities for young people. It was noted that the commencement of the Friday Night Project was imminent but that other initiatives should be explored to combat problems such as drug taking which had overspilled from neighbouring boroughs into parts of Runnymede.

Officers were thanked for their report.

Resolved that –

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

47 **Cabrera Trust Management Committee - Constitution**

The Committee was asked to exercise its delegated role from the Council as sole Trustee of Cabrera Trust to make an amendment to the Constitution of the Cabrera Trust Management Committee.

Members learned that a Group local to Virginia Water called the Friends of Cabrera Trust Woods would like to be represented on the Cabrera Trust Management Committee. They assisted the Management Committee in looking after the area known as the Riverside Walk in Virginia Water; some 52 acres of land, designated as a local nature reserve by organising volunteer groups and raising funds to contribute to maintenance costs.

It was confirmed that the Friends Group had a constitution and had been advised by Voluntary Support North Surrey in that process. It was also confirmed that the Friends Group co-optee would have voting rights.

The Management Committee was supportive of co-opting a named member of the Group and a deputy to cover if they were unable to attend a meeting. The Committee was content with the proposal in principle but Officers were asked to clarify the internal process by which the FCTW selected and nominated named persons.

Officers were also asked to confirm whether the Management Committee had to formally vote to accept the co-opted Member and Deputy of the Committee.

Resolved 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 Woods (FCTW) 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 Cabrera Trust Woods be entitled to substitute for the person who cannot attend.

48 **Community Services Service Area Plan Update – Quarter 2 2023/24**

The Committee noted progress with the Community Services Area Plan for Quarter 2 of 2023/24.

Officers were satisfied with the quarter 2 performance in respect of the 35 objectives and highlighted further development of processes and plans for the S106 monies identified for Englefield Green, the development of the play space replacement programme and the completion of the tender process linked to the skatepark intended for Heathervale Park. An update on this project was requested which Officers would provide when available.

In addition, Members noted that the tennis court refurbishment programme, working in partnership with the Lawn Tennis Association was also complete and the commencement of the Befriending Service as noted in the presentation by Voluntary Support North Surrey earlier in the meeting.

In respect of the Armed Forces Covenant, Members were advised that this was being co-ordinated by the Chief Executive's Office with support from Officers in Community Services. An update would be submitted to the Committee in due course.

It was noted that some discussion had taken place with various stakeholders about what the most suitable facilities might be at Kings Lane now that the previously proposed biketrack was no longer being progressed. Officers were asked to provide an update when available and to give Councillor Burton copies of previous reports on this subject.

Officers were thanked for their report which was duly noted.

49 **Community Services Key Performance Indicators Quarter 2 2023/24**

Members were asked to note the key performance indicators for Quarter 2 of 2023/24.

The Committee recalled that Service KPIs were approved in March 2023, with Officers aiming to provide information across all functions of Community Services to inform Members with a holistic understanding of performance, progress and breadth of activity.

Officers drew attention to specific areas in which Officers were seeking improvement. These included:

- Chertsey Museum education activity
- Meals at Home marketing plan which was being devised across the Community Services partnership
- Community Transport's ongoing service review
- Social Prescribing

Officers were unconcerned by the RAG rating for Chertsey Museum as it was reflective of

less activity in the school holidays.

In the case of Social Prescribing, Officers advised that the RAG rating did not necessarily reflect a downturn in work. Rather, Officers were dealing with more complex cases.

It was suggested that in respect of annual targets only to include statistics in the Quarter 4 reports. However, it was helpful to look at projections for these areas.

Members thanked staff in Community Services and the report was duly noted.

50 **Chertsey Meads Management Liaison Group Minutes**

The Minutes of the Chertsey Meads Management Liaison Group meeting held on 5 September 2023 were received and noted (Appendix 'A').

51 **Exclusion of Press and Public**

Resolved 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.

52 **Procurement of Digital Alarms**

The Committee was asked to approve an approach to upgrading the Careline equipment in both Runnymede and Surrey Heath; and if approved, to recommend the proposed procurement route and associated costs to Corporate Management Committee and ultimately full Council, given the overall cost in the sum reported.

Officers explained that they had been working to find an appropriate solution to the impending Digital Switchover for the last few years, during which time the industry was reportedly uncertain as to what they were able to recommend or promote as the way forward.

Officers advised that the work covered two main areas. These were the refresh of digital equipment in residents' homes, to ensure connectivity and compatibility, and the need to digitalise Safer Runnymede as the monitoring centre that received the alerts via Community Alarm Systems. Officers confirmed that the current timescales meant that the work needed to be completed by December 2025.

Members noted that with well over 1000 alarm units installed in residents' homes, the financial implications of having to replace analogue equipment with a digital solution were significant, as reported, whilst new, additional equipment would also have a new cost element to it.

The Committee was mindful of the current financial position of the Council and the fact that a capital provision was not budgeted for to replace the equipment. This had meant Officers would have to consider other options in order to preserve the service.

Members recalled that the Council was in receipt of Better Care funding, primarily for the delivery of disabled facilities grants, as well as other solutions that promoted independence and safe living at home.

Officers confirmed that in previous years, there had been an underspend against the grant,

resulting in the monies being retained by the Council in a ring fenced budget, as they could not be absorbed into general fund budgets.

Officers were pleased to announce that the aforementioned underspend, provided the opportunity for the digital refresh to be funded, given recent changes to the guidance on how the funding was utilised and the opportunity to work more flexibly with the funding in support of the health and care system was available to the Council.

Members were asked to note that the Council's CLT had approved the business case and written permission had been secured from the Adult Social Care lead, and the NHS Place lead, who were responsible for the Better Care Fund in North West Surrey, to repurpose a sum as reported to the digitalisation of the Community Alarm service. Both parties had recognised the important role that the service played in supporting residents to live independently at home, as well as supporting health and care in meeting the needs of residents.

Officers confirmed that through Homesafe Plus, the hospital discharge offer from boroughs in NW Surrey, the most referred to service as part of discharge planning was Community Alarm and Telecare.

The Committee was satisfied that Officers in both Community Services and Law and Governance had researched the proposed way forward extensively to ensure that such an approach was an appropriate use of the funding awarded as set out in the report.

Members recognised the acute value of the service to some of the most vulnerable residents and appreciated the efforts which Officers had made to source funding. When asked, Officers were confident that re-purposing the underspend would not have a detrimental effect on applications for Disabled Facilities Grants. However, this would be monitored.

The Committee understood that the Council had no choice in the matter as it was Utility led, save to find the most reliable and value for money route for the Council, and at the same time retaining it as an affordable lifeline to residents. This would form the basis of a wider review to ensure the best interests of users of the Careline service.

Members were concerned that the most suitable and technically efficient provider was sought and asked for some benchmarking to be completed in this regard as well as confirmation of what the anticipated increase in data charges per month would be.

Members welcomed the intention for the procurement of suitable equipment to commence early in the new year, with the roll out taking place immediately thereafter.

Resolved that –

the proposed approach towards the digitalisation of the Community Alarm Service, be approved; and

Corporate Management Committee be asked to recommend to Full Council that-

- i) a supplementary Capital estimate in the sum reported be approved for the purchase and installation of digital Community Alarm Equipment, to be funded from the Better Care Fund over the next 3 years; and**
- ii) approval is given to enter into a procurement process for the purchase of digital Community Alarm Equipment, on behalf of both Runnymede and Surrey Heath Borough Councils up to a potential total value in the sum**

reported.

Appendix A Chertsey Meads Management Liaison Group Minutes

(The meeting ended at 9.50 pm.)

Chairman

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

| | |
|----------------------|------------------------------------------------------------------------|
| Report title | Chertsey Museum wellbeing project – St. Peter’s Hospital Untold |
| Report author | Emma Warren, Curator |
| Department | Community Services |
| Exempt | No |

Purpose of report:

- **For Information**

Synopsis of report:

Chertsey Museum has worked in partnership with St. Peter’s Hospital (ASPH) to obtain a grant of £14,950, to fund an intergenerational project to gather, archive and tell the community and heritage story of St. Peter’s Hospital, Chertsey. This report provides an overview of the process and the intended delivery plan for the project.

Recommendation(s):

None. This report is for information

1. Context and background of report

- 1.1 This report outlines a recent grant funding opportunity identified, a project identified through a partnership approach with Ashford & St Peters Hospital (ASPH), which has resulted in the successful award of grant funding for a project to be delivered over 2024/2025.
- 1.2 As stated in the Museum’s 2021-2024 Forward Plan, Chertsey Museum is seeking to increase its offering to the Borough and be more proactive in the way it delivers community engagement.

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

- 2.1 Over the last couple of years, small amounts of grant funding have been obtained to undertake new community focussed heritage projects.
- 2.2 As part of our research into the need for more museum community engagement, we approached ASPH in the Spring of 2023 to determine what we could offer their patients. It is through this initial contact that we met with ASPH’s Arts & Healing Manager, who asked us to work with them to tell the story of ASPH from the founding of the NHS in 1947 to the present day. The intention was to tell the story through the eyes of staff, patients, and the wider local community.

- 2.3 Having agreed a project outline, a grant application was submitted to *The New Stories New Audiences* scheme from the Association of Independent Museums (AiM). The total amount of funding sought was £14,950.
- 2.4 *New Stories New Audiences* grants are available to small museums for activities that widen participation to groups that are currently under-represented. Funded by the National Lottery Heritage Fund, eligible museums can apply for up to £15,000, and are expected to have identified a new story to tell and to work with a new partner.
- 2.5 In December 2023, confirmation of the grant application being successful was received, and now, in partnership with ASPH, Officers are planning the commencement of the project in 2024.
- 2.6 As an overview, the project will look to achieve the following:
- collect the personal histories of SPH through staff past and present, volunteers, patients, and those in the wider community in the form of oral and video interviews and transcribe them for accessibility and future archives.
 - workshops for NHS staff, patients and the community to create artwork/crafts that explore the hospital's heritage.
 - use the personal histories and archive to assemble creative art boxes to share with the community who may be unable to access the museum or are in hospital.
 - create a temporary exhibition at Chertsey Museum incorporating community voices using the video/oral histories, objects from our archive, artwork created by staff and the local community, and the art boxes created by patients.
- 2.7 The project outcomes include:
- a wider range of people involved in heritage through oral/video histories, creative boxes, craft classes and opportunities to help assemble the temporary exhibition.
 - giving participants opportunities to learn new skills.
 - add a new story to the museum archives.
 - boosting participants' feelings of wellbeing and community. Participants will be able to be involved with the project, including co-creating an art/craft project and craft events.
- 2.8 The grant will be used to fund additional hours for the Museum's Education Assistant enabling a commitment of time to work with colleagues at ASPH, and to engage with members of ASPH staff, past and present, and record their memories of their time at the hospital.
- 2.9 The oral histories collated will either be recorded as audio or video accounts, working with a professional videographer to edit together to create a short film. The testimonies will also be transcribed and, together with the audio/video files, become part of the museum's collection.
- 2.10 In addition, the funding will be used to support engaging new residents/patients into the work of the Museum through contributing to this project. Ways of doing so will include:

- Members of SPH staff will be invited to create a memory book, an ornate scrapbook of their time working for the NHS, embellished with photographs and personal mementoes.
- A group of up to 40 long-term in-patients will be invited to create a piece of art representing their time in the hospital, whilst also reflecting the oral histories recorded for the project.
- The local community will be invited to the museum to help make a patchwork quilt that will be created to thank the NHS for their work and record the community's memories of ASPH.

2.11 All these items, and objects already in our collection, will also be displayed in an exhibition about SPH at the museum planned for January 2025. The exhibition will also offer those who have taken part in the project the opportunity to assist with mounting exhibits and installing the objects.

2.12 Given the project intends to work with several long-term patients at ASPH, there is the opportunity to assess the impact that being engaged in such a project has on the personal wellbeing of individuals. Therefore, working with the Graduate Trainee, within Community Services, who is leading a piece of work on Wellbeing Activation Measures, it is intended that an appropriate measure will be identified and used, in the hope of demonstrating the positive impact that engagement in local history and culture. Such outcomes may provide further opportunities for the Museum to work with health in the future.

3. Policy framework implications

3.1 The project supports the Council's Health and Wellbeing Strategy, in particular priority 2, to support healthy communities, through the provision of museum and heritage services. Priority 3 of the strategy focuses on working in partnership and this first opportunity to work with ASPH on local history projects is an opportunity to establish new partnership working arrangements.

3.2 The project also supports Chertsey Museum's forward plan, previously approved at Community Services Committee, in particular the priority to increase levels of community engagement.

4 Resource implications/Value for Money (where applicable)

4.1 This project has been fully funded and will be delivered within existing resources at the Council.

4.2 A summary of the budget for the project is as follows:

| Activity or Purchase Description | Total |
|--------------------------------------------------------------|---------|
| Videographer to record oral histories and make final product | £5,850 |
| Sound recording of oral histories and transcription x 20 | £3,000 |
| Engagement officer | £2,250 |
| Well-being art project | £1,500 |
| Memory/creative boxes | £900 |
| Artist ideas | £500 |
| Exhibition panels/design | £950 |
| Total | £14,950 |

5. Legal implications

- 5.1 No legal implications flow directly from this report, although ownership of any art created may need to be considered and any agreements with third parties will need to follow the Council's Procurement Rules.

6. Equality implications

- 6.1 The project in which we are participating is owned by St Peter's Hospital. It is anticipated that it will have a positive impact on people of all ages and others who may or may not share a protected characteristic.

7. Timetable for Implementation

- 7.1 The project will start February 2024 and be completed by November 2024 with the exhibition planned for January 2025

8. Conclusions

- 8.1 St Peter's Hospital represents a significant part of our local community and is an organisation that the Museum has been keen to develop more formal and mutually beneficial links with for many years.
- 8.2 This project is the first opportunity to work together, and it is hoped that through a successful project, further opportunities to work together across patients of all ages, will be possible.

9. Background papers

None stated.

10. Appendices

None.

| | |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| Report title | ECO implementation report |
| Report author | Alice Foster, Community Services Manager Sarah Hides, Principal Climate Change and Sustainability Officer |
| Department | Community Services |
| Exempt | No |

Purpose of report:

To Resolve

Synopsis of report:

This report seeks Member approval to partner with Happy Energy Solutions Ltd to deliver the Energy Company Obligation (ECO) 4 and ECO4 Flexschemes. As part of this process the report also seeks approval to publish the associated Statement of Intent (drafted by Ofgem) on the Council’s Website which details eligibility criteria for ECO4 Flex. The report includes details of the Schemes, the benefits of putting this in place and of partnering with Happy Energy solutions Ltd to do so. This paper has been written by Community Services, and the Climate Change Team.

Recommendation(s):

To approve the partnership with Happy Energy Solutions Ltd to deliver the Energy Company Obligation (ECO) 4 and ECO4 Flex Scheme and publish an associated Runnymede Borough Council ECO4 Flex Statement of Intent on the council website. Thereby, enabling qualifying residents living in private sector homes in Runnymede to access funding under the ECO4 schemes.

1. Context and background of report

- 1.1 This report proposes the details of a partnership between Happy Energy Solutions Ltd (Happy Energy) and Runnymede Borough Council to deliver the Energy Company Obligations (ECO) 4 Scheme and ECO4 Flex scheme.
- 1.2 Energy efficiency means using less energy to get the same results when it comes to decreasing fuel poverty, while also attempting to reduce pollution and target low-income homes to help with gas and electric bills.
- 1.3 Happy Energy have been providing energy, carbon saving and fuel poverty solutions for private and public sector organisations since 2013. The council has worked with Happy Energy on other energy efficiency schemes in the past, including the warm homes project and the delivery of the LAD1B scheme. Happy Energy approached the Council to deliver the ECO4 Schemes on behalf of Runnymede Borough Council to residents.

1.4 The ECO Scheme is a government energy efficiency scheme designed to tackle fuel poverty and help reduce carbon emissions. There have been four previous iterations of the scheme, ECO, ECO1, ECO2 and ECO3. The ECO4 Scheme, which Happy Energy are proposing to support the Council with, started in July 2022 and will run until March 2026. The ECO4 Scheme provides funding for the installation of appropriate energy efficiency measures for low-income households living in Runnymede who are most likely to experience fuel poverty, and those who are vulnerable to the effects of a cold home.

1.5 The ECO Scheme works by placing a Home Heating Cost Reduction Obligation (HHCRO) on medium and large energy suppliers. Under the HHCRO, obligated suppliers must promote measures that improve the ability of low-income, fuel poor and vulnerable households to heat their homes.

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

2.1 The ECO Scheme targets homes that are the least energy efficient, so the property must have an Energy Performance Certificate (EPC) rating of D or lower. Applicants must also receive at least one of the following benefits:

- Child benefit
- Pension Guarantee Credit
- Income-related Employment and Support Allowance (ESA)
- Income-based Jobseekers Allowance (JSA)
- Income Support
- Tax Credits (Child Tax Credits and Working Tax Credits)
- Universal Credit
- Housing Benefit
- Pension credit saving credit
- Further criteria are eligible under the ECO4 Flex scheme are detailed in point 2.3 below

2.2 ECO4 Flex is a household referral mechanism within the wider ECO4 scheme which enables Local Authorities to widen the eligibility criteria for ECO, allowing them to tailor energy efficiency schemes to their respective area.

2.3 The flexible approach to identifying eligible households exists to target low-income households who are unlikely to be in receipt of the scheme's standard approach to fulfilling eligibility. This approach is available for Local Authorities and Devolved Administrations under the ECO4 scheme.

2.4 Under ECO4 Flex, a participating Local Authority can refer private tenure households that it considers to be living in fuel poverty or on a low income and vulnerable to the effects of living in a cold home. While ECO4 Flex is optional, suppliers can deliver up to 50% of their ECO obligation under this mechanism.

2.5 Local authorities can sign up to participate in ECO4 Flex to identify eligible households. To participate they will need to publish a Statement of Intent (SOI) which outlines their intention to participate in the scheme and follow the scheme rules.

2.6 If it is agreed to proceed with the ECO4 Flex Scheme, a Statement of Intent (SOI) will need to be published on our website, signed by the CEO. The SOI will detail the full range of eligibility criteria for qualifying households under this scheme. The

SOI is a standardised template produced by Ofgem, who administer the scheme. The template is attached at Appendix 'A'.

- 2.7 Ofgem have now combined the SOI template for ECO4 and the Great British Insulation Scheme. The template has been simplified to remove reference to SAP band eligibility, as SAP bands should be checked by the supplier / installer, not the LA. The SOI template has been combined to create consistency across the two schemes and avoid unnecessary complexity in the administration process.
- 2.8 The SOI template includes all routes and covers both schemes. LAs are advised to use the tick boxes provided on the SOI to publicise which eligibility routes or proxies they wish to opt in to administer but cannot remove routes or proxies from the SOI template. This is to make the administration of SOLs simpler and smoother.
- 2.9 Applications to the Great British Insulation Scheme are being administered separately via Action Surrey for the wider energy consortium, see point 2.11 for more information on this.
- 2.10 The ECO4 schemes cover the installation of a range of energy efficiency measures which include:
- Gas central heating
 - Non-condensing boiler replacement
 - Air-source heat pump
 - Solar PV replacement
 - Storage heaters
 - Loft insulation
 - Room in roof insulation
 - Cavity wall insulation
 - Internal wall insulation
- 2.11 The Council is already part of an energy grant consortium, consisting of Surrey County Council (SCC) and the other 11 District and Borough Councils, for which Action Surrey are acting as their delivery agent for various energy efficiency funds. However, currently SCC has not included the delivery of ECO4 in the remit of Action Surrey. This is because they are concentrating on finishing the installation of measures for Sustainable Warmth (incorporating LAD3 and HUG1) and delivering HUG2. Action Surrey are also acting as our delivery agents for the Great British Insulation Scheme.
- 2.12 If agreed, Happy Energy would run the ECO4 Scheme for the Council (including ECO4 Flex). They would advertise the grant throughout Runnymede using leaflets and the Council's website and social media channels. All applications will be completed directly through Happy Energy, who will be responsible for checking eligibility criteria. All applications will then be sent to the council, who will review and approve them. Happy Energy will then carry out all appropriate work using local contractors.
- 2.13 Under the Home Improvement Agency Assistance Policy, there is an Energy Efficiency grant of up to £2000. The criteria for the grant in this policy differs to the ECO Scheme. It is a small grant available to support residents in replacing or repairing central heating boilers and heating systems. This grant is to support urgent minor repairs and energy efficient top up grants where the resident has no alternative means of self-funding. Applicants must be over 60 years of age, disabled or otherwise vulnerable.

3. Policy framework implications

- 3.1 This work provides support to residents across the Borough. The Community Services Team and Climate Change Team will work together to deliver this project. Working across both teams will support in reaching a wider number of residents and delivering on multiple strategic aims.
- 3.2 The Council's Carbon Baseline Report (LINK) has shown that within the borough the heating of residential homes is the second largest emitter of emissions after those emitted by transport. This shows the importance of providing as many avenues of support and grant funding as possible to residents to make their homes more energy efficient. This work would support the aims of our Climate Change Strategy and achieving the UK wide target of Net Zero 2050 across the borough. It will also support the 'Greener Homes and Buildings' and 'Supporting our Communities' sections of the draft Runnymede Climate Change Action Plan.
- 3.3 This work will run alongside the Home Improvement Agency Assistance Policy. In this Policy, there is an Energy Efficiency grant for up to £2000, to support residents to repair or replace their central heating boiler or heating system. Section 2.7 provides further information on the grant.

4. Resource implications

- 4.1 There is no cost implication of this work to the Council. Happy Energy will provide their services for free. This includes promoting the service through the borough, reviewing all applications and ensuring the information is correct. They will provide local contactors to carry out the works for residents.
- 4.2 There will be a small implication on staff resources. Staff resources will be needed to approve the grants. It is proposed that this is done alongside the current grant approval process, outlined in the Home Improvement Agency Assistance Policy. The Community Service Manager and Deputy Head of Community Services will review and approve these grants. This will help to reduce the impact on staff resources, by combining it with meetings and work already taking place. Happy Energy will also do the majority of the work, vetting all applications, and so the Council will need to check this and approve.

5. Legal implications

- 5.1 There has previously been a Memorandum of Understanding (MoU) with Happy Energy to run the warm homes project. We have written a new MoU with support from the Legal Team. This outlines the role of Happy Energy in the partnership and that the agreement is non-exclusive. This is important because, as previously mentioned in point 2.11, Runnymede Borough Council already works with Action Surrey as part of the Surrey wide consortium to deliver other energy efficiency grant schemes. The MoU held with Action Surrey also contains a non-exclusivity clause.

6. Equality implications

- 6.1 The ECO Scheme supports residents who receive means tested benefits and have a low EPC rating. It provides support for residents who may not be able to afford improving the energy efficiency of their homes without it.

7. Environmental/Sustainability/Biodiversity implications

7.1 This Scheme supports the aims of the Runnymede Climate Change Strategy and achieving the UK wide target of Net Zero 2050 across the borough. It also supports the 'Greener Homes and Buildings' and 'Supporting our Communities' themes from the draft Runnymede Climate Change Action Plan.

8. Risk Implications

8.1 The main risk in choosing to implement the ECO Scheme with Happy Energy is if Surrey County Council decided in the future to include ECO4 in the remit of the consortium with Action Surrey. However, the MoU's between RBC and both organisations include a non-exclusivity clause so the ECO Scheme could be run through both suppliers if this situation were to occur.

9. Other implications

9.1 Not applicable

10. Timetable for Implementation

10.1 If approval is granted then the scheme will be put in place with Happy Energy in January 2024. Residents can then begin to use the Scheme.

11. Conclusions

11.1 This paper recommends that the Council partners with Happy Energy to implement the ECO4 Scheme and as such issues the accompanying Statement of Intent on the Council's website. This will provide eligible residents with access to an energy efficiency scheme to support them upgrade their heating systems and have warmer homes.

11.2 Community Services and the Climate Change Team will work together to help make this a success, and that eligible residents are made aware of the support available to them.

12. Background papers

None stated.

13. Appendices

Appendix 'A' – template SOI reproduced from the OfGem website (to be completed)

Statement of Intent for ECO4

XXXXXX Council ECO4 Flexible Eligibility Statement of Intent

Local Authority name: XXXXXX

Publication Date: XX/XX/XXXX

Version number: V.X

Publication on web site: www.XXXXXX.gov.uk

This statement sets out **XXXXXX** Council's flexible eligibility criteria for the Energy Company Obligation (ECO4) scheme from April 2022 – March 2026.

The ECO4 scheme will focus on supporting low income and vulnerable households. The scheme will improve the least energy efficient homes helping to meet the Government's fuel poverty and net zero commitments.

The flexible approach for Local Authorities (LAs) to identifying fuel poor and vulnerable households who may benefit from heating and energy saving measures is referred to as "ECO4 Flex".

The Council welcomes the introduction of the ECO4 Flex eligibility routes as it helps the Council achieve its plans to improve the homes of those in fuel poverty or vulnerable to the cold.

The Council is publishing this Statement of Intent (SoI), on the **XX/XX/XXXX** to confirm that each of the households declared will adhere to at least one of the four available routes outlined below:

Route 1: SAP bands D-G households with an income less than £31,000. This cap applies irrespective of the property size, composition, or region.

Route 2: SAP bands E-G households that meet a combination of two of the following proxies:

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Proxy 1) Homes in England in Lower-layer Super Output Area 1-3 (LSOA)¹, or homes in Welsh provision LSOA 1-3 on the Welsh Index of Multiple Deprivation 2019², or the Index of Multiple Deprivation for 2020, published by the Scottish Government³</p> |
| <p>Proxy 2) Householders receiving a Council Tax rebate (rebates based on low income only, excludes single person rebates).</p> |
| <p>Proxy 3) Householders vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance. Only one from the list can be used, excludes the proxy 'low income'.</p> |
| <p>Proxy 4) A householder receiving free school meals due to low-income.</p> |
| <p>Proxy 5) A householder supported by a LA run scheme, that has been named and described by the LA as supporting low income and vulnerable households for the purposes of NICE Guideline.</p> |
| <p>Proxy 6) A household referred to the LA for support by their energy supplier or Citizen's Advice or Citizen's Advice Scotland, because they have been identified as struggling to pay their electricity and gas bills.</p> |

* Note proxies 1 and 3 cannot be used together.

Route 3: SAP bands D-G households that have been identified by their doctor or GP as low-income and vulnerable, with an occupant whose health conditions may be impacted further by living in a cold home. These health conditions may be cardiovascular, respiratory, immunosuppressed, or limited mobility related.

This is because the Council has identified a positive correlation between households who suffer from long-term health conditions and living off a low-income, with living in poorly insulated homes.

Route 4: SAP band D-G households that are referred under Route 4: Bespoke Targeting. Suppliers and LAs can submit an application to BEIS where they have identified a low income and vulnerable household, who are not already eligible under the exiting routes.

¹ [The English Indices of Deprivation 2019 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

² [Welsh Index of Multiple Deprivation \(full Index update with ranks\): 2019 | GOV.WALES](https://gov.wales)

³ [Scottish Index of Multiple Deprivation 2020 - gov.scot \(www.gov.scot\)](https://www.gov.scot)

Declaration and evidence check confirmation

All potentially eligible households should apply through **XXXXXX** Council or one of their approved ECO installers to ensure that they can either benefit from the scheme or be assessed for eligibility under any other relevant programme.

The officer below will be responsible for checking and verifying declarations and associated evidence submitted on behalf of the local authority:

Name: XXXX XXXX

Job Title: XXXXXXXXXXXXXXXXXXXX

Telephone: XXXXX XXXXX

Email: XXXXXX@XXXXX.gov.uk

CEO or dedicated responsible person mandatory signature

The **XXXXXX** Council will administer the scheme according to BEIS' ECO4 Order and will identify eligible households via Ofgem's application process. The CEO of the Council will oversee the process of identifying eligible households under ECO4 Flex.

The eligibility information will be stored securely in line with the Council's data protection policy, Information Commissioner's Office Data Sharing Code, and BEIS guidance.

Signature: XXXXXX

Name: XXXX XXXX

Job Title: CEO/ dedicated responsible person

Date of signature: XX/XX/XXXX

For any general enquires relating to this SoI, please contact XXXXXX@XXXXX.gov.uk.

| | |
|----------------------|------------------------------------------|
| Report title | Social Prescribing Service Update |
| Report author | Alice Foster, Community Services Manager |
| Department | Community Services |
| Exempt | No |

Purpose of report:
For Information

Synopsis of report:
This report provides an information update on the Social Prescribing Service, run by the Council, over the last 12 months. It includes information on how the service runs, the employee breakdown, data on referrals and case studies from residents.

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

1. Context and background of report

- 1.1 This report provides an update on the Social Prescribing Service that is being delivered by the council.
- 1.2 Social Prescribing addresses the non-medical needs that affect people’s health and wellbeing. It provides a person-centred, holistic approach to supporting residents to find support and services in the local area that could improve their wellbeing and quality of life.
- 1.3 The Team is made up of 4 Social Prescribing Link Workers (SPLW).
- 1.4 2 SPLW are funded through the Better Care Fund (BCF) via the North West Surrey Alliance. These SPLW cover COCO and SASSE 2 Primary Care Networks (PCNs). 1 SPLW is paid directly from the BCF by Runnymede Borough Council. All of these SPLW are employed on permanent contracts. The fourth SPLW is paid through a grant received into the Housing Business Unit to support with the Cost-of-Living Crisis. This is a one-time payment and so this employee is employed on an 18-month fixed term contract (FTC).

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

- 2.1 SPLW receive referrals into the service from Health and Social Care Professionals, including GPs and Adult Social Care (ASC). Referrals are allocated and triaged with all referrals being contacted within 10 working days on initial referral.

2.2 Referrals are provided through a referral form that provides basic information, along with any risks the SPLW needs to be aware of. The types of reasons that referrals are made into Social Prescribing are:

- Specialists in Benefits/Budgeting advice
- Counselling services and other support groups for emotional needs (bereavement, low level mental health)
- Runnymede Borough Council Housing Team for tailored housing advice
- Local opportunities for social interaction (lifelong learning, Social Centers, activity groups)
- Exercise referral schemes (exercise programs at local leisure centers)
- Practical help (cooking, transport, shopping)
- Information how to best remain independent at home at (alarms & telecare devices, Meals at Home, Homelink Handy person Service)
- Support around disability/impairment and specialist support groups
- Employment support

2.3 Once a referral has been triaged and allocated, a SPLW will contact the resident via telephone. At this point they will gather any additional information they need. If appropriate, they will arrange to visit the resident at home or meet them at a local community space, such as a day centre. Residents have access to up to 6 sessions with a SPLW. Each session is structured around the residents aims and objectives set out in their referral and initial phone call. The SPLWs take a holistic approach and create a person-centred plan with them. The SPLWs are very flexible about where they meet the residents, for example, if they are living alone and struggling with social isolation, they will offer to meet them at their local day centre for their appointment. The appointment will include a tour of the day centre, meeting the staff and joining in an activity if appropriate.

2.4 The overall aim of the service and role of the SPLW is to empower individuals to take control of their health and wellbeing and find a way to achieve their personal goals. This can come through signposting and referring onto local services and support. The service is more complex than this though, supporting residents to gain the skills and confidence to have ongoing positive wellbeing.

2.5 The GP surgeries covered under the COCO and SASSE 2 PCNs are:

- Chertsey Health Centre
- Ottershaw Surgery
- Crouch Oak Surgery
- Ford Bridge Surgery
- Grove Medical Surgery
- Knowle Green Surgery
- Orchard Surgery
- Virginia Water Surgery

2.6 The below table shows the number of referrals into the service over the last 12 months.

| | Oct 22 – Dec 22 | Jan 23 – March 23 | April 23 – June 23 | July 23 – Sept 23 |
|------------------|------------------------|--------------------------|---------------------------|--------------------------|
| No. of referrals | 150 | 204 | 199 | 144 |

- 2.7 In the last 12 months “low level mental health and wellbeing support” has been the highest referral reason with 307 referrals. This is followed by “emotional support” with 283 referrals and “remaining independent at home/practical help” with 259 referrals. The table below shows all referral reasons, with the corresponding number of referrals over the last months.

| Referral reason | No. of referrals |
|-------------------------------------------------------------|-------------------------|
| Low level mental health and wellbeing support | 307 |
| Emotional support | 283 |
| Remaining independent at home / Practical help | 259 |
| Opportunities for social interaction | 251 |
| Benefits / Budgeting Advice | 232 |
| Support around a disability / impairment | 129 |
| Loneliness / Social isolation | 119 |
| Housing Options Advice | 97 |
| Family Support | 83 |
| Physical Activity | 76 |
| Looking after someone else who couldn't manage without them | 28 |
| Specialist advice | 19 |
| Basic living concerns | 16 |
| Being healthy | 14 |
| Has recently fallen or is at risk of a fall | 13 |
| Skills and job roles | 3 |

- 2.8 Residents can be referred for multiple reasons, with 73% of referrals for more than one reason in the last 12 months. However, during appointments, even those residents who are only referred for one reason, it is common for other areas of support to arise and be discussed with the SPLW.

- 2.9 In the last 12 months, SPLW have supported residents for an average of 28 working days. It is vital for the service to spend quality time with each person to build trust and support them gain confidence to improve their health and wellbeing. The table below shows the number of sessions SPLW have had with clients, and the number of times this number of sessions has occurred over the last 12 months.

| Session Number | Client Count |
|-----------------------|---------------------|
| 1 to 3 | 328 |
| 4 to 6 | 175 |
| 7 to 10 | 43 |
| 11+ | 16 |

- 2.10 Below are case studies from resident that the Social Prescribing team have worked with over the last 12 months. These case studies showcase the variety, support and scope that the service offers residents. Names have been changed to protect the identity of the case subjects.

Simon

Simon was referred to Social Prescribing by a GP at Chertsey Health Centre for low Level mental health & wellbeing support.

Simon disclosed that he was being made redundant from his job. He has a history of anxiety and depression. He felt he needed to work but had always been given work through friends or family, or employers who knew his history and who can accommodate his work ethic. He was in arrears with his housing association but had spoken to them to arrange paying back what he can. He had previously been told to apply for PIP but found the appeal process too stressful.

Using coaching skills and the GROW method, Simon set his goal to find new employment. The reality was he felt anxious about how to write a CV, applying for jobs and his lack of funds to pay for his car MOT. An opportunity was discussed with him to try Richmond Fellowship & applying for the Household Support Fund (HSF).

Simon was referred to Richmond Fellowship and worked well with them. He also received money from HSF to help towards his MOT and reached out to parents for financial help.

During follow-up sessions Simon was signposted to “we are with you” – IAPT service for CBT. A self-referral was made and an assessment was carried out before the case was closed. He was also referred to the Citizens Advice to assist with a PIP application.

Simon felt he was managing with the support he was receiving, and the case was closed to the service with the re-referral route was discussed if Simon felt he needed further input.

Chloe

Chloe was referred through Homesafe Plus because she was struggling with social isolation due to her osteoarthritis and social anxiety that was exacerbated by COVID lockdowns. She needed to make several trips to the pharmacy each week, causing her mental, emotional, and physical stress. Her days felt consumed by anxiety and loneliness. Upon hearing about Chloe’s difficulties, we devised a wellbeing plan together, keeping her preferences and personal strengths at the forefront of every discussion.

Chloe was signposted to the Surrey Coalition, who were able to donate her a tablet that she could use. From there, she used her newly learnt technology skills to get her prescriptions and food shopping delivered, saving her time and stress during the week.

This gave her a lot more-free time in the week to consider social interaction options. She was signposted to the local day centre, which she now attends twice a week and has found lots of friends with common interests. She now feels empowered to independently find support in her community by volunteering at a local charity shop, which she does once a week.

Following Social Prescribing intervention, Chloe now feels less lonely and anxious. From the support in the community to making use of technology to help support her day-to-day life, her quality of life has improved, and she regularly facetimes her family who live far away and feels re-connected to her local community.

David

David was referred to the Social Prescribing Team by his Surgery in SASSE 2 PCN. He had been struggling with mental health problems and was seeking support for this. He was also living with a friend but thought this was not sustainable for him. He was also at risk of losing his job and was unsure how to change his accommodation.

David had been financially abused by his live-in landlord and was struggling financially because of this and was not able to pay for repairs to his motorcycle. He told the SPLW that he struggles with depression and PTSD.

David was signposted to Citizens Advice Bureau and was able to get advice on what sort of benefits he can claim and what are his rights in terms of the financial abuse from his landlord. He was able to apply for PIP and is in a better financial situation.

He was also referred to a supported accommodation provider where his application was approved, and he is now waiting to be moved into supported accommodation. This was David's ultimate goal, and he was happy with the outcome.

He was referred to the foodbank whilst he was awaiting his PIP decision. David was also nominated for the Household Support Fund to get help to repair his motorbike. This was successful and meant that the repairs have been made and he can continue to commute to work.

Following successful signposting and referrals, David has been discharged from the service. David was very happy with the help from the service and would recommend to other residents. He found it especially helpful that Social Prescribing could communicate with all the services and work as one team around the resident's needs.

Frank

Social Prescribing received a referral for Frank from Adult Social Care, requesting help/options with funding a mobility scooter.

Upon meeting Frank, there appeared to be other concerns than just the mobility scooter funding. He presented as very isolated due to mobility, meaning he was unable to even step outside of his own house without fear of falling. Frank was keen to find ways of socialising. He also disclosed that he is part-funding his care, which he is paying for out of his savings. Frank explained that he is worried about paying for transport to and from appointments and gave an example of a dentist appointment which costs him around £70 which includes the appointment itself and transport. Frank also explained that his energy bills are extremely high as his house has been rated as 'G' under the energy efficiency rating system.

The SPLW signposted a member of Frank's family who supports him to the Connected for Warmth scheme, which may be able to provide funded loft and cavity wall insulation to homeowners who have an energy efficiency rating of C or below.

Frank was signposted to his local day centre, and in doing so, has been able to arrange low-cost transport for him. He has now attended 2 sessions at the day centre, enjoying spending time with others, a nice hot lunch and winning bingo!

The SPLW has linked Frank up with a service called 'Care in Egham' who are volunteer-based and are sometimes able to help with transport to and from medical appointments. Thankfully, for Frank's most recent dentist appointment they were able to get a volunteer to him, meaning that he was able to save money compared to

previous appointments. Frank was very happy with this service and has reached out again for a future appointment.

Frank was also referred to the 'Time to Talk Befriending Service' and they have been able to match him with a volunteer who will now be visiting Frank once a week for an hour or so, to have a chat and a cuppa together.

The SPLW is currently in the process of applying to a local charity for funding for a mobility scooter. They have contacted a local mobility company who have been out to see Frank with one of their scooters which following a test he feels may be suitable for him.

3. Policy framework implications

- 3.1 The Social Prescribing Service supports the Health and Wellbeing Strategy. Particularly around the objectives of "working in partnership to tackle health inequalities". The Social Prescribing service directly support individuals' wellbeing and tackling health inequalities.

4 Resource implications/Value for Money (where applicable)

- 4.1 There are no resource implications that arise directly from this report.

5. Legal implications

- 5.1 There are no legal implications that arise directly from this report.

6. Equality implications

- 6.1 Social Prescribing support vulnerable residents in Runnymede and as such has a positive equalities impact on those residents who may be at a disadvantage due to having a protected characteristic. The service is implemented in accordance with the principles of the Council's Equality Objectives.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 Whilst there are no environmental implications that arise as a direct result of this report it is recognised that a mandatory part of the Social Prescribing service is the requirement for Caseworkers to travel around the borough to visit clients in their home, and as such there is an environmental impact associated with the use of their car. To mitigate this impact, they are classed as mobile workers, and able to work from anywhere in the borough. For example, if the client's house is closer to their home, they will work from home before and after the visit

8. Risk Implications

- 8.1 Not applicable

9. Conclusions

- 9.1 The Social Prescribing service is successfully being run throughout Runnymede. Residents have access to a supportive, holistic, and person-centred offering that works to improve their health and wellbeing.

- 9.2 Over the next 12 months, working with the North West Surrey Alliance, the Wellbeing service would like to implement a new software system. This will support the service tracking data more efficiently and allow a greater overview of service performance.
- 9.3 Working with Community Services, over the next 12 months, the Social Prescribing service hopes to begin collecting and measuring feedback from residents. This will include a variety of wellbeing measures that measure the wider determinants of health. It will provide a way to measure the impact the service is having on residents' wellbeing before and after accessing the service.

10. Background papers

None stated.

11. Appendices

None.

| | |
|----------------------|--------------------------------------------------|
| Report title | S106 Englefield Green Minor Projects Fund |
| 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 S106 funding received by the Council relating to the Runnymede Campus development, at Coopers Hill Lane, Englefield Green**
- 2) **To set out the proposed allocation of the S106 Englefield Green Minor Projects Fund in relation to the applications received**

Recommendation(s):

- i) **Members approve the recommended successful applications to the S106 Minor Projects Fund; and**
- ii) **Members approve the delegated authority to award a grant to Englefield Green Village Residents Association, following ongoing discussion and as outlined, to the Corporate Head of Community Services, in consultation with the Chair and Vice-Chair of Community Services Committee.**

1. Context and background of report

1.1 In 2018, a planning application was approved by the Council, relating to the development of the Runnymede Campus, at Coopers Hill Lane, Englefield Green (planning ref – RU.17/1649).

1.2 As part of the planning conditions, requirements in relation to Section 106 payments were stipulated and cover expenditure incurred by both Runnymede and Surrey County Council and are summarised as follows:

| Scheme | Value |
|------------------------------|-------------------------------------------------------------|
| Community Support Facilities | £400,000 |
| Minor Projects Contribution | £85,253 |
| Cycle Lane Link | £100,000 |
| Real Time Bus Information | £15,000 |
| Yellow Bus Scheme | £79,905 |
| Monitoring Fee | £10,000 |
| Travel Plan Audit | £6,125 |
| Travel Vouchers | £100 (for each open market unit or affordable housing unit) |

- 1.3 Since the existing Minor Projects grant scheme was launched a total of six applications have been approved, totalling £19,052. A summary of which is set out below.

| Applying Organisation | Summary of Application | Amount awarded £ |
|-------------------------------|-------------------------------|------------------|
| St Jude's C of E School | Swimming pool liner | 5,000 |
| Englefield Green Cricket Club | Cricket strip | 3,402 |
| EGVRA | Items for annual village fair | 3,000 |
| Draughtbusters | Draught excluding items | 1,000 |
| The Egham Band | Purchase of instruments | 5,000 |
| EGVRA | Eco friendly planters | 1,650 |

Given the above grant awards, the remaining balance against the Minor Projects contribution is £66,201.

- 1.4 Maximum grants of up to £7,000 were available to resident groups, voluntary and community organisations, both based in or serving residents of Englefield Green, for funding for new projects or expansions to existing projects.
- 1.5 The criteria of the grant scheme focused on how the funding application will contribute to the health and wellbeing of Englefield Green residents following the priority strands of the corporate Health and Wellbeing strategy and Empowering Communities strategy.
- 1.6 Applicants were asked how they had identified the need for the project and how many individuals it would support.
- 1.7 Applicants were asked to confirm how their project would be sustainable in the future, given that there is a limited amount of funding from the S106 Minor Projects Fund.
- 1.8 Five new applications were received for the S106 Englefield Green Minor Projects Fund, to the total value of £28,449. This report sets out the Officer recommendations for approval.
- 1.9 A panel met on Thursday 9 November 2023 to review the applications and recommend to Community Services Committee the outcome of each application. The panel comprised Councillors Andrea Berardi, Trevor Gates, Chris Howorth, Chair of Community Services Committee, Scott Lewis, Vice-Chair of Community Services Committee, Tom Gracey, Leader of the Council, four Officers from Community Services and the Corporate Head of Planning, Economy and Built Environment.

1.10 Englefield Green Councillors who were unable to attend the meeting were asked for their feedback via email with the intention of including their feedback into the considerations of the panel in attendance.

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

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

| Applying Organisation | Summary of Application | Amount awarded £ |
|-------------------------------------|----------------------------------------------------------------------------------------------------------|------------------|
| The Green Team | To develop green spaces and provide free vegetables and fruit to residents | 6,749 |
| The Englefield Green Memorial Trust | To correct levels within the Memorial walkway, renovate the Memorial Planters and seating area | 7,000 |
| The Journey Church | Building surveys and utility mapping surveys | 7,000 |
| The Journey Church | Health outreach coordinator for 75 weekly 3 hour drop-in sessions + 1 hour admin over an 18 month period | 7,000 |

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 residents of Englefield Green.

2.3 The panel recommended the following applications be rejected:

| Applying Organisation | Summary of Application | Amount £ |
|-----------------------|-------------------------|----------|
| EGVRA | 500 printed newsletters | 700 |

2.4 The panel recommends rejecting the application for £700 from EGVRA for printed newsletters and recommending that EGVRA applies for funding to cover multiple editions of the newsletter. Given this, Officers are proposing to engage directly with EGVRA, with a view to agreeing to fund three editions of the newsletter at a value of £2,100. In doing so EGVRA will be informed that this is one off funding and that as a requirement of the funding, efforts to transition more residents to receiving the newsletter digitally will be made during the year funded.

2.5 Therefore, Officers are recommending that an award of £2,100 is delegated to the Corporate Head of Community Services, in consultation with the Chair and Vice-Chair of Community Services Committee.

3. Policy framework implications

3.1 The delivery of both schemes in relation to the developer contributions for Englefield Green, look to engage residents, communities and local voluntary, community, and faith sector organisations in the shaping of community projects and infrastructure enhancements in Englefield Green. This supports the Council's corporate business plan against the theme of Empowering Communities.

3.2 Applications to both schemes will require projects to be linked to objectives within the Council's Health and Wellbeing strategy and Climate Change strategy.

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

4.1 The funding that will be allocated through both schemes has been received as part of the Section 106 contributions relating to the Runnymede Campus development. No additional funding, either one-off or ongoing, will be added to the process by the Council.

5. Legal implications

5.1 With Section 106 funding being specific to location and type of funding, the monies provided by the developer and held by the Planning department needs to be spent and allocated as per the agreed requirements. Any amounts un-allocated within the relevant period will be reimbursed to the payer.

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 in itself has no direct impact on equalities the projects recommended for approval do. A number of these projects are focussed on supporting residents in the areas of relative deprivation in the borough.

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 Impact screening document was written during the course to approve the process of the S106 Minor Projects Fund to ensure that all within the Englefield Green community are both able to apply for funding or contribute to the engagement process, identifying possible infrastructure spend for the area.

7. Environmental/Sustainability/Biodiversity implications

7.1 Applicants to the fund are asked to state whether their project links to objectives within the Council's Health and Wellbeing strategy and Climate Change strategy.

8. Risk Implications

8.1 As identified in sections 5 and 6 above.

9. Timetable for Implementation

9.1 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.

10. Conclusions

10.1 The recommendations on the applications to the S106 Englefield Green Minor Projects Fund grant scheme outlined in the report have been proposed by the panel following the review of applications.

10.2 Awarding these grants will enable community organisations and individuals to support the residents of Englefield Green.

11. Background papers

[Englefield Green Section 106 Funding](#)

12. Appendices

None.

| | |
|----------------------|---------------------------------------------------------------|
| Report title | Runnymede Club4 Programme |
| Report author | Anthony Jones, Leisure Client & Community Development Officer |
| Department | Community Services |
| Exempt | No |

Purpose of report:
For Information

Synopsis of report:
The Holiday Activity and Food programme (HAF) was launched in 2021 due to the increased pressures on low-income families in the UK. During the 2021-23 funding period, Runnymede has received £667,352.00 to provide over 17,212 holiday camp places for young people on free school meals, a full breakdown of funding received is included. This report provides information on the summer 2023 Club4 provision in Runnymede and the holiday camp delivered by Runnymede Borough Council.

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

1. Context and background of report

- 1.1 The Holiday Activity and Food programme (HAF) was launched in 2021 due to the increased pressures on low-income families in the UK. The rising costs in food and childcare meant children from disadvantaged backgrounds were less likely to take part in organised activities or eat healthy during the holiday period.
- 1.2 This HAF provision was commissioned to Active Surrey (AS) until March 2025 to deliver funded places during the Easter, Summer, and Christmas holiday periods for at least four hours a day, four days a week, six weeks a year. Families eligible for free school meals (FSM) are sent an electronic voucher via an E-voucher platform to book their child/ren's place, this means that the most in need would be able to access funded places.
- 1.3 The brand Club4 is used to reduce the stigma associated with the programme.
- 1.4 AS works with local holiday club providers and organisations working with young people to deliver funded spaces for children in primary and secondary school. Club4 aims for children and young people to:
 - Eat healthily over the school holidays.
 - Be active during the school holidays.

- Be safe and not be socially isolated.
- Have greater knowledge of health and nutrition.
- Be more engaged with school and other local services.
- Take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment.

1.5 Since the launch of Club4 in Runnymede, 17,212 spaces were funded for young people on FSM totaling £667,352.00. Set out below is a breakdown of the spaces and funding received for Runnymede HAF camps over from Summer 2021 to Summer 2023.

| Holiday | Spaces | Funding |
|----------------|--------------|-----------------|
| Summer 2021 | 4688 | £131,740 |
| Christmas 2021 | 938 | £38,684 |
| Easter 2022 | 2208 | £129,094 |
| Summer 2022 | 3584 | £115,409 |
| Christmas 2022 | 918 | £30,473 |
| Easter 2023 | 1372 | £104,642 |
| Summer 2023 | 3504 | £117,310 |
| Total | 17212 | £667,352 |

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

2.1. This report provides information on the summer 2023 Club4 provision in Runnymede and the holiday camp delivered by Runnymede Borough Council.

2.2 Over the summer 2023 holidays a total of £117,310 in funding was awarded to providers in the borough, 406 young people were able to access 3,504 funded spaces, with 279 individuals attending from priority wards (Addlestone North, Chertsey St Ann's and Egham Hythe).

2.3 Funded spaces can be within an existing provision; this means some families not receiving FSM pay for spaces at the camp, or a provision for young people only on FSM such as the one delivered by Runnymede Borough Council (RBC). The following is list of providers who were awarded funding over the summer:

- Core Judo Coaching
- Kidwise Group
- Our Parks Ltd
- Physical Development Ltd. t/a Premier Education
- PS Sports Coaching LTD
- PSD Childcare
- Runnymede Borough Council
- Sport4Kids Ltd
- The Gap Club Ltd
- The River Bourne Club
- The Story Project with St Paul's C of E Primary School
- The XT Club Egham
- White Lodge Centre

- 2.4 RBC coordinates a half-day multi-sports camp at the Egham Orbit leisure centre during the Easter, Summer, and Christmas holidays. Since 2021 RBC has received a total of £31,116 in funding to deliver holiday camps at the site.
- 2.5 During the 2023 summer holidays the RBC camp operated between the 7th and 14th August and 21st and 24th August in which young people aged 6 to 11 years old were able to access 24 spaces per day from 9.30am to 1.30pm.
- 2.6 Four playworkers and a supervisor, who are employed by RBC delivered the sessions, all staff have a background in coaching or working with children. Staff also completed in-house training and were asked to complete a safeguarding course and first aid course.
- 2.7 The leisure centre's sports hall, Meadow room, tennis courts and 3G pitches were hired for the camp, Achieve Lifestyle applies a 25% discount towards hire costs. Staff facilitate activities guided by young people, which is mainly sports focused, but for those who do not wish to take part in sports, they are able to try arts and craft activities.
- 2.8 Enrichment activities included a Lego workshop delivered by an external provider and fruit and vegetable growing kits which young people prepared during the session and then took home. Visits from external sports clubs were also organized with clubs such as Knowle Green Boxing Club, Runnymede Raptors and RB Tennis attending sessions.
- 2.9 A hot meal was provided at lunchtimes along with healthy snacks which include fresh fruit, water and no sugar juice. The Egham Orbit catering team prepared lunches for the camp, all meat dishes were halal, and a veggie option was available each day. Parents and carers were required to disclose their child's dietary requirements when registering their child's place to ensure any food allergies were disclosed and catered for.
- 2.10 The summer provision had an average attendance rate of 80% (19/24 spaces) in week one and 69% (17/24 spaces) in week two, compared to an average of 50% across the county. Historically, non-attendance has been an issue with parents failing to cancel their child's place, since Christmas 2022, 97 spaces were not attended.
- 2.11 To combat this, Officers overbooked sessions knowing some parents would not attend. Officers also sent reminder emails and text notifications to parents a week before the camp, and a phone call on the day if they did not show up. Persistent no-shows resulted in the young person's space being withdrawn and offered to another family on the waiting list.
- 2.12 In future, all messaging for Club4 will highlight that spaces are funded and not 'free', and non-attendance prevents access to other families wishing to take up the offer.
- 2.13 Feedback from parents was very positive. Officers and Active Surrey contacted parents for feedback after the camp, and a case study of one of the attendees can be found in Appendix 'A'. A summary of feedback responses is set out below:
- "My son enjoyed all the activities the staff were very kind"
 - "This is the second year my children have attended, and they have absolutely enjoyed it".

- “My son came out every day telling me all about the different activities they had done that day (he normally says, “I can’t remember”. I will definitely be registering him again next holiday!)”
- Young people rated enjoyment had an average rating of 4.5 out of 5.
- 100% of parents said they would recommend our camp to another family and would attend again.
- 100% of parents were happy with the communication and organisation of the camp.

2.14 Club4 funding is due to end in March 2025 and the DfE has not communicated any plans to extend the provision. Dependent on ongoing availability of finances, a smaller provision can be provided if funding could be made available through the Youth Development Fund.

3. Policy framework implications

3.1 This project meets the following objectives in the Health and Wellbeing Strategy:

- Healthy Communities: For all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally.
- Working in partnership to tackle health inequality: To work with statutory agencies, voluntary, community and faith sector organisations, communities, and residents to identify and tackle health inequalities and deprivation.

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

4.1 A total of £ £6,180.48 was received in funding from Active Surrey to deliver the 2023 summer camp all of which was spent on the camp, a full breakdown of the budget is set out below:

Runnymede Borough Council Club4 Budget (Summer 2023)

| Item | Cost |
|------------------------------------|---------------|
| Venue Hire | £1,798 |
| Food | £1,344 |
| Staffing | £2,040 |
| Coaching and enrichment activities | £1,000 |
| Total | £6,182 |

5. Legal implications

5.1 This project complies with requirements for first aid, Ofsted and safeguarding, through appropriate training. A risk assessment for activities has been undertaken and external providers are required to provide an up-to-date DBS and coaching qualifications. A lead playworker employed by Runnymede Borough Council to deliver the project is suitably qualified. Active Surrey also conducts yearly checks on the Council’s Safeguarding, Recruitment, Data protection, and Equality & Diversity policies.

5.2 The legal department will be approached for any new agreement, if any required.

6. Equality implications

- 6.1 The project complies with the Council's Equalities Policy and supports marginalised groups. The project is open to all families in receipt of Free School Meals in Runnymede and has no other qualifying criteria.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 To reduce the impact on the environment, food is made onsite by the leisure centre staff, and cutlery, cups and plates are all reusable. Any waste/rubbish is recycled by the leisure centre.

8. Risk Implications

There could be potential for reputational damage if there was poor delivery or poor take-up. There would be risks associated with health and safety if we did not comply with all the legal requirements.

9. Background papers

10. Appendices

Appendix 'A' – case study.

Story of Child X at Club4 Summer Camp

Child X, aged 7 years old attended the Club4 camp this summer. The first day that Child X came he was very anxious and wanted his mum to stay with him. After speaking with him and his mum it became apparent that his anxiety stemmed from meeting new people and especially 'making friends' which first occurred when he started school. He wanted to attend the camp as he loved doing sports and crafts so myself and the other leaders encouraged him to join in the mini games that we organised at the start of the day.

We ensured that throughout the day he was introduced to new children and after an hour he gave his mum the go ahead to leave! We were lucky enough to have the enrichment activity of dance and Child X got stuck in and was dancing, chatting and having fun with another boy his age. The next activity was bench football, we wanted to help encourage the new friendship and so we kept the two boys together and checked in regularly to ensure they were okay. When Child X's mum came to pick him up at the end of the day his first words were "I made a new friend, mum!" as he went out excitedly.

The mum was overjoyed to see how happy Child X was, which was very different to how he was that morning. The next day when Child X arrived, he turned to his mum and said "you can go now if you want". This was a big step for Child X as for a couple of days he wanted her to stay with him for at least the first hour. The team and I were so pleased to see how relaxed and confident Child X had become. Child X continued to make new friends and by the end of the week had met lots of new people of which he could call his friends. Overall, Child X had a fantastic experience at the Club4 camp.

| | |
|----------------------|-----------------------------------------------------------------|
| Report title | ACE Youth Project Update (formally Friday Night Project) |
| Report author | Anthony Jones |
| Department | Community Services |
| Exempt | No |

Purpose of report:
For Information

Synopsis of report:
Community Services approved for a Friday Night Project scheme to be piloted in Runnymede, providing access to free or low cost sport and leisure opportunities to young people. The pilot was funded through the Youth Development Fund held by Community Services and was approved by Officers in 2023/2024.
The report sets out the work undertaken to date and the initial pilot schemes that will be delivered across the borough.

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

1. Context and background of report

- 1.1 Friday Night Projects (FNP) has been delivered across Surrey since 2019, case studies and learnings from other Boroughs and District Councils have shown that diversionary activities based around sport and physical activity has been a successful tool to engage with young people.
- 1.2 FNPs are aimed at young people 11-18 years of age and use sport alongside other enrichment activities such as training workshops and entry level CPDs.
- 1.3 Funding was made available through Active Surrey in 2019, but no sessions were set up in Runnymede either through the Council or community organisations.
- 1.4 Officers proposed for three FNPs to be set up in the borough with a budget of £29,000 from the Youth Development Fund, this was approved by Community Services Committee in June 2023.

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

- 2.1 As sessions will take place in Addlestone, Chertsey and Egham across the week, it was felt that FNP would not be a suitable name for the project. Officers have decided

to rename the project 'ACE' which is the acronym from the above locations. This report provides an update on the ACE Youth Project which is scheduled to launch in February 2024.

- 2.2 Selecting the ideal location with the appropriate facilities to deliver sport, physical activity, and a social space was important. Areas selected were identified as priority areas according to Runnymede's indices of deprivation statistics; Addlestone North & South, Chertsey St Ann's and Egham Hythe.
- 2.3 Egham Orbit was chosen because of its great facilities; young people will be able to access the sports hall, café area, outdoor sports pitches and fitness rooms. Gogmore Farm Park's social space coupled with the outdoor Multi Use Games Area and Tennis courts is also a great delivery location, and the Kick-X arena in Addlestone with 7 unique hybrid football activities is also an excellent venue.
- 2.4 Initial discussions with Achieve Lifestyle and the youth club at Gogmore Farm Park to provide their own staffing highlighted a staffing shortage concern to run the project.
- 2.5 Officers approached a range of organisations that work with children and young people to deliver the project as it was felt that the ideal provider would need to understand the nuances of working with young people and have the skillset to build a rapport with users.
- 2.6 Sports4 Kids (S4K) was approached to deliver ACE at Gogmore Farm Park and the Egham Orbit. SK4 currently delivers PE lessons in schools and holiday camps in the borough and is also working with another local authority to deliver an FNP provision.
- 2.7 Kick-X was also approached to deliver the project in Addlestone. Their unique selling point of being the only hybrid football facility in the country was seen to be an attractive offer to young people. Kick-X has staff members with a history of working with young people which was also advantageous.
- 2.8 In terms of programming, each ACE session will be 2 hours per week during term time, with enrichment activities taking place throughout the term. Providers have been asked to engage with service users to direct the types of activities, workshops and introductory CPDs young people would like to do. Each provision will have capacity of 20 young people aged 11-18 years old. The proposed timetable can be found on the leaflet design in Appendix 'A'.
- 2.9 To keep marketing consistent across all providers, marketing material will be developed by Runnymede Borough Council's Communications team, and will include physical flyers and social media assets. A marketing budget has been allocated for this from the overall budget.
- 2.10 Providers and the Community Development team will work collaboratively to engage young people through the school's network, community safety teams and other referral agencies.
- 2.11 Payment to providers will be made via the Council's grants process, to cover the cost of venue hire, staffing, equipment and enrichment activities with some capacity to grow to 30 spaces per venue. Providers will also be asked to produce quarterly reports on usage and case studies on young people.

2.12 A start date for each site will be confirmed in January 2024 once the initial marketing is in place. This will give all parties sufficient lead up time to promote the project for a target launch in February 2024.

3. Policy framework implications

3.1 This project aligns with the Council's Corporate Plan and Health and Wellbeing strategy:

- Healthy Communities: For all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally.
- Working in partnership to tackle health inequality: To work with statutory agencies, voluntary, community and faith sector organisations, communities, and residents to identify and tackle health inequalities and deprivation.

4. Resource implications/Value for Money

4.1 The Friday Night Project pilot was funded from the 2023/2024 Youth Development Fund budget, with a one off allocation of £29,000 approved by Community Services Committee in June 2023.

4.2 The available funding was for the pilot only. Should the pilot prove successful, as per the information in the report of June 2023, any future funding requirements would require a future committee report with a full business case and a request setting out how the financing will be achieved. Given the current financial position of the Council and the ongoing service and budget efficiency reviews being undertaken, it is unlikely that there will be the resources available to finance this scheme in-house over the medium term.

5. Legal implications

5.1 None identified.

6. Equality implications

6.1 The ACE has a positive impact on the protected characteristics of age and gender.

7. Background papers

None Stated.

8. Appendices

Appendix 'A' – leaflet for project



All sessions
are £2



Aged between 11-18 years?



ACE Youth Project have set up three sessions each week during term-time to enjoy sports, games, and other activities whilst you chill out, make new friends, and have fun!

Monday, 4-6pm Kick X Football Arena in Addlestone

Indoor hybrid football with 7 football formats including Padbol, Jorkyball, Teqball, Panna, KickX Goal, KickX Wall and KickX VR.

Tuesday, 5-7pm Egham Orbit, Egham

Delivered by Sport4Kids, activities such as tennis, football, basketball, fitness classes, and more.

Friday, 6-8pm Gogmore Farm Park, Chertsey

Delivered by Sports4kids, activities such as pool, tennis, football, table tennis, basketball and more.

No need to book, just turn up!



enquiries@sport4kids.biz, 0300 303 3866

Hello@kickxfootball.com, 01932 821610

enquires@achievelifestyle.co.uk, 01784 437695



| | |
|----------------------|----------------------------------------------|
| Report title | Foxhills Community Camp |
| Report author | Chantal Noble, Community Development Manager |
| Department | Community Development, Community Services |
| Exempt | No |

Purpose of report:
For Information.

Synopsis of report:
In 2019, The Hayton Trust (Foxhills Country Club and Resort) committed £100k of funding over three years to support children’s summer activity provision in Runnymede. In 2022, The Hayton Trust committed a further three years of funding to the value of £100k. Essential elements to this summer provision include being free (or low cost) at the point of access, food provision and the offering of engaging activities. This report details the summary of the fourth year of the Foxhills Community Camp.

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

1. Context and background of report

- 1.1 In 2019, Councillor Dolsie Clarke and Mr Marc Hayton discussed the idea of Foxhills supporting a summer holiday camp in Runnymede. To support this, Community Development were approached to lead on the organisation of the summer camp with funding initially committed by The Hayton Trust over three years (£100k). The funding has now been committed for a further three years. This is the fourth year that the camp has taken place
- 1.2 The purpose of the summer camp is to support residents in Runnymede over the long summer holiday period where parents often find it difficult to find affordable childcare and to fill the time. Providing three meals a day ensured the children were well fed and a variety of activities were organised to keep the children entertained.
- 1.3 The camp was open to children seven to 15 years old and ran from 9am to 4pm Monday to Friday. From Monday 31 July to Friday 11 August the camp was held at the Egham Orbit, and from Monday 14 to Friday 25 the camp was held the Big Hat Bushcamp in Lyne. The children could be booked on for one or two weeks via referral only.

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

- 2.1 In total there were 61 children registered on the summer camp. Referrals were received by at least seven different organisations or departments including Surrey Young Carers and the Runnymede Family Centre. Other agencies were contacted but either did not respond or did not put anyone forward for the camps. Referrals were accepted on a first come first serve basis.
- 2.2 Most children who attended the camp came from complex family environments and included children who were witnesses to domestic abuse, children of parents who were in debt, young carers and/or had behavioural issues or mental health issues (typically anxiety). General demographic information of children registered on the camp is available in Appendix 'A'.
- 2.3 The capacity was 20 children from across the age range. In the previous year the age range was split. However, due to the high drop-out rate the groups were merged most days anyway. This capacity was set due to the need of the children being registered on the camps, which requires a high staff:child ratio, the capacity restrictions on venue hire and the activity providers. The camps were over booked by two spaces where possible to account for drop-outs.
- 2.4 There were nine external activities that were run across the four weeks, engaging six local activity providers and groups. More activity providers were contacted but either didn't respond or were unable to provide an activity during the month owing to other commitments.
- 2.5 In total, five playworker staff were recruited via an external advertisement and two play supervisors. Staff were asked to complete an online NSPCC safeguarding course and attend a first aid training course if they didn't already have a first aid qualification.
- 2.6 An in-house training day was arranged on Monday 24 July (9.30am to 12.30pm) for staff to meet one another, conduct a site visit, to run through risk assessments and have the opportunity to ask any questions. Staff were also given (and sent via email) a comprehensive staff training manual.
- 2.7 No promotional marketing material was created as the camps were via referral only. Summary information was written up to send to referring agencies and parents. Photographs were taken by staff on the work devices.
- 2.8 The drop-out rate was a concern as it has been each year. This year, the attendance was slightly improved from previous years due to over booking. Attendance was at a rate of 72% (week 1), 90% (week 2), 90% (week 3), 70% (week 4). The reasons for the no-shows and drop-outs vary including other commitments such as holidays and family visits, or as a result of unforeseeable situations such as car trouble, were ill or there was parental or child anxiety about attending camp.
- 2.9 Parents were asked their feedback via MS forms. Children attending the scheme were asked for their feedback during their time there. This asked about the organisation of the clubs, whether there was sufficient communication and how to improve for the future.
- 2.10 Full feedback results are available in Appendix 'B'. Below are some notable comments received:
 - "Both children enjoyed every single day, first camp they have done where they were excited to go on each morning. Thanks so much!" (*parent*)

- “My son was really nervous at first to join, but straight after day 1 he couldn’t wait to go back. We noticed a really positive change in his behaviour over the week and he couldn’t wait to go back each day, as he was engaging with others and making new friendships” *(parent)*
 - “The kids have enjoyed it so much, it’s a really special and lovely thing to do and much better quality than other camps we have experienced in the past. The kids loved the staff members & the activities, the food, all of it” *(parent)*
 - “This camp was brilliant! I have asked my son who is usually reluctant to attend ones at his school if he would go again and received a big smile and thumbs up” *(parent)*
 - “This camp has been really good for my child. In the past two weeks he has come out of his shell at home and has spoken non stop about how much he has enjoyed it” *(parent)*
 - “My favourite part of the Foxhills Camp was Archery and I really want to do it again in the future” *(child)*
 - “The staff are really friendly and I enjoyed all the activities” *(child)*
- 2.11 The referring agencies know how vital low-cost childcare provision is for their families and what a benefit it was for their families this summer. The camps not only allowed their children to participate in fun activities, but the time they had to themselves allow the parents and carers to attend appointments or care for other children. What repeatedly came up was that if the children weren’t at the camp, they would be stuck inside ‘playing video games’ or otherwise ‘not doing a lot’.
- 2.12 Leftover food from the summer camps was minimal but it was used by the Club4 Camp (a free summer camp) which ran at the Orbit specifically for children on free school meals.
- 2.13 Equipment bought from the summer camps is being stored in a secure garage at the Runnymede Depot in Chertsey and at the Civic Offices.
- 2.14 Future delivery options are being considered, including the possible use of a company to deliver the activities and cover the staffing, and using Council owned buildings to reduce venue costs. Additionally, Officers will look at alternative transport options, including the Council’s Community Transport service once the outcome of its service review is determined, and have discussions with relevant partners around investment in attendance to reduce dropout rate.
- 2.15 Hayton Charitable Trust have committed to two more years of funding. A review and planning meeting took place November 2023.

3. Policy framework implications

- 3.1 The Foxhills Community Camp supports aims within the Health and Wellbeing Strategy.

4 Resource implications/Value for Money (where applicable)

- 4.1 A total of £33,300 was received from the Hayton Charitable Trust. As of November 2023, approximately £22,000 has come out of the budget. A full budget breakdown is set out below:

| | |
|----------------------------------------|----------------|
| Staff | £4,276 |
| Training | £926 |
| External Activities | £1,920 |
| Food | £2,249 |
| Uniforms | £139 |
| Equipment | £528 |
| Bushcraft staff/activities/food | £8,000 |
| Venue costs | £4,152 |
| Total | £22,190 |

The £33,000 allocated for the year was not fully spent, which was known in advance due to the capacity limitations of the venue and some activities. Any underspend will be used to subsidise half term activities.

5. Legal implications

- 5.1 This project complied with requirements regarding first aid, Ofsted and safeguarding, through training.

6. Equality implications

- 6.1 The project complies with the Council's Equalities Policy and supports vulnerable families.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 Reducing plastic waste (from the meals provided) was a key action from the 2019 camp. A venue with a café/kitchen was sought for this year's camp in order to reduce the amount of single use plastic waste.
- 7.2 At the start of the camps the children were provided with a reusable branded water bottle.

8. Risk Implications

- 8.1 As this is a report reviewing the performance of the summer camps in 2023, there are no specific risks associated with this report. However, Members are advised that with only two years left of committed funding available, in the event of further funding not being committed, the ability to deliver a school holiday programme may prove unviable for the Council, given its current financial position.

9. Background papers

None stated.

10. Appendices

Appendix 'A' Demographic information of children
Appendix 'B' Feedback

Demographic information of children

Age of Children

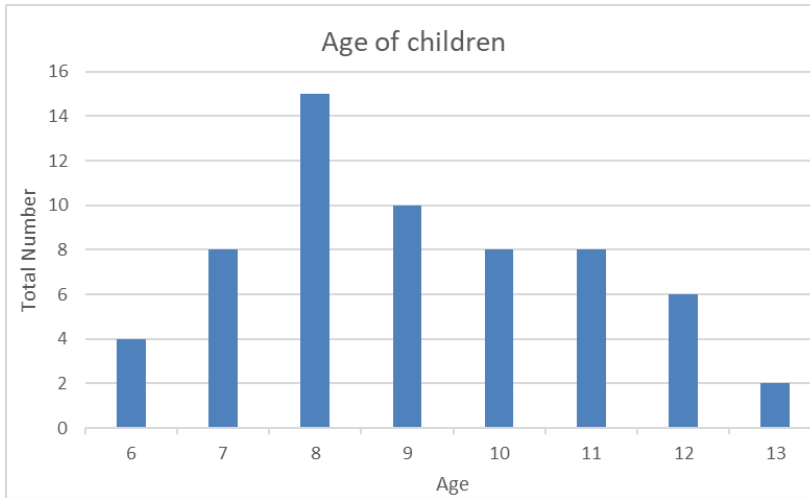


Fig 1. The total number of children from each age group referred to the camp School

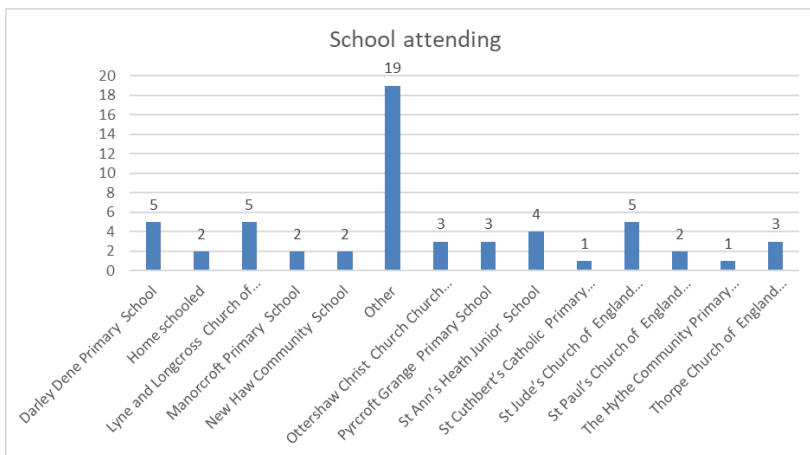


Fig 2. The number of children from each school attending the camp

Town

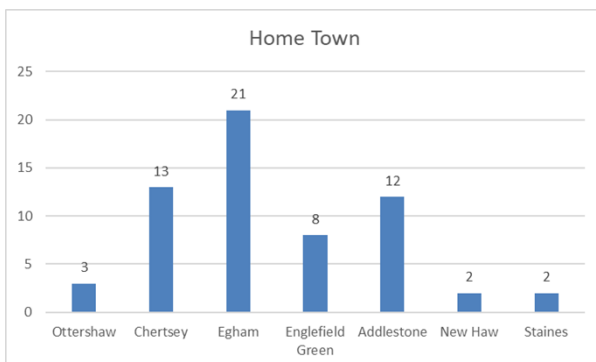


Fig 3. The number of children from each town who were referred to the camp

Full feedback from parents (16/37)

| My child/ren enjoyed attending the Foxhill holiday club | Please leave a comment as to why for Q1? | I was happy with the organisation of the Foxhill Camps | Please leave a comment as to why for Q3? |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 5 Different activities daily ,plus the food offered was acceptable. 5 A lot of activities, you are the best | | 5 Friendly staff (rosie) and easy to get hold of . 5 Everything was just excellent |
| | 5 Great for boosting social skills and confidence | | 5 Email direct from local authority very easy to book |
| | My kids loved the camp , they love the Rosie and other coaches. The loved the fact that everyday they had different activities. 5 Everyday they come so tired and they can't wait for next day. | | My friend told me about it. Personally I think is great idea as my kids never want to camp because was to expensive for me to pay for both of 5 them |
| | My son was really nervous at first to join, but straight after day 1 he couldn't wait to go back. We noticed a really positive change in his behaviour over the week and he couldn't wait to go back each day, as he was engaging with others and making new 5 friendships | | The organisation and interaction with Rosie at the beginning and end of the camp was brilliant. With good updates and positive feedback, you could really tell that she enjoys working with the children and also 5 making sure that everything flows well |
| | 5 The staff are friendly. They enjoyed the activities. | | 5 The blonde girl that runs it is very organised and communicative. |
| | My son had a fantastic time. It was so lovely hearing him talk about all the activities he did and saying how much fun he had 5 and seeing him excited to go | | The staff were extremely helpful. I am very impressed with the activities 5 my child received |
| | 5 She just really enjoyed going and wanted to go everyday | | 5 Well organised and friendly team |
| | 5 My children loved all of the different activities | | 5 Very clearly organized |
| | Both children enjoyed every single day, first camp they have done where they were excited to go on each morning. Thanks so 5 much! | | 5 Communication, booking, all really great |
| | 5 Yes they looked forward to going each day. | | 5 Everything seemed to be organised well |
| | 5 Lots of fun, good various activities | | 5 Very friendly helpful staff |
| | The staff were very kind and patient and caring with my son. Also the activities were really nice and he enjoyed taking part of 5 them. | | 5 Very friendly staff and very good communication with parents and kids. |
| | 3 Doesn't generally enjoy camp | | 3 Not breakfast and take away dinner as advertised |
| | 5 Enjoyed trying new outdoor activities esp Black Smith activity | | 5 They seemed to be organised in arranging the activities |
| | 4 The different activities | | 4 Leaders were friendly and helpful |

| I received sufficient information about the camps beforehand? | Please leave a comment as to why for Q5? | I was happy with the communication with staff and organisers during the camps? | Please leave a comment as to why for Q7? |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 5 | It helped because I could plan my day around camp. | 5 | Just superb |
| 5 | Everything was good | 5 | Everything was fine |
| 5 | Had all information I needed to know beforehand | 5 | Emails reminders which were very helpful and phone number given if needed which I did call a couple of times |
| 5 | I haven't is just recently my friend told me. | 5 | Really well trained staff. Great and easy to communicate. My kids love them |
| 5 | Great communication, the best I've had from any camp | 5 | Again great communication, what to wear, what to bring, making sure dietary requirements were met. |
| 5 | Email explained about the camp. | 5 | We were informed about everything going on or could ask any questions. |
| 5 | Yes I received an email which had a the information I required | 5 | Communication was excellent |
| 5 | I knew everything I needed to before start day | 5 | Had to call due to an appointment staff very friendly and all messages were communicated between staff |
| 5 | Good communication | 5 | Good communication |
| 5 | Yes we did | 5 | They were haply to tell us each day how the kids had been, told us when our daughter had a nose bleed one day. |
| 4 | I didn't receive any information about the activities that were planned for the week, so I could not prepare my children beforehand. | 4 | The staff have info about what the children had been doing but only when asked. |
| 5 | I received all information I needed. Which was also followed up to check my daughters allergies. | 5 | Friendly & efficient |
| 5 | I received an email beforehand on the structure of the days. | 5 | Absolutely. They were very receptive and happy to accommodate us or answer any questions we had. |
| 2 | Not much information | 5 | Staff were great |
| 3 | Would have been useful to receive a reminder email or confirmation of where to go, it's not obviously where the entrance is if you arrive early. | 4 | Organisers were happy to have a conversation and provide feedback |
| 3 | Would have preferred a confirmatory email prior to start of week | 4 | Good working team |

| I would recommend these camps to other parents/children? | Please leave a comment as to why for Q9 | The activities were appropriate for my child's development and | Please leave a comment as to why for Q11? |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Easy communication and child friendly environment. | | 5 Very child orientated |
| 5 | Good kids, good people | | 5 Yes |
| 5 | Yes I did recommend but it was by email <input checked="" type="checkbox"/> brute only | | Perfect activities to suit all 3 of my children of different ages |
| 5 | Of course I will The best camp I ever heard about | | Great activities, everyday 5 different activities for them |
| 5 | This camp was brilliant! I have asked my son who is usually reluctant to attend ones at his school if he would go again and received a big smile and thumbs up. He knows all of the other staffs names and felt that he was part of the team. | | Really varied and interesting, everyday i received a breakdown from my son of what they had done. When usually he isn't wanting to tell me about his day. |
| 5 | My children enjoyed. | | 5 They did a variety of activities. |
| 5 | Most definitely I am extremely impressed with the camp it's definitely the best one my child has been on | | Yes my child enjoyed and engaged in all activities |
| 5 | Olivia enjoyed her time at the camp | | 5 .. |
| 5 | Definitely. The staff were great | | All my children's needs were met |
| 5 | It has been brilliant, highlight of the kids' holiday | | They loved science, archery, drumming, skateboarding, arts and sports, all of it. |
| 5 | Lots of activities, children liked the food and were very happy there. | | They enjoyed the activities very much. |
| 5 | Because of all the above | | 5 Yes |
| 5 | It is a very well run camp, the activities are lovely. The kids are having fun and well looked after, even received packed dinner for home. Staff is really helpful and kind. | | Yes, my son has ASD, but he was able to participate most of the activities I believe. |
| 5 | Great camp | | 5 Great activities |
| 5 | It was a great outdoor experience, camp was well organised and well looked after and all the children seemed to be having fun | | 5 Got to try different things |
| 4 | Yes makes a change from other holiday clubs | | Gave him a chance to do things that he would not be able to do at home |

| The timings of the camps were suitable for my needs (9am to 4pm)? | What was your child/children's favourite activities to take part in at Foxhills Camp? | How would you rate the staff on the camps? | Would you sign your child/children up to the camp? |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| 5 | Dosgeball | 5 | Yes |
| 5 | A lot of, football maybe | 5 | Yes |
| 5 | Skateboarding | 5 | Yes |
| 5 | Football, basketball , painting, skaitng | 5 | Yes |
| 5 | Sports and all games. | 5 | Yes |
| 5 | Cannonball | 5 | Yes |
| 5 | Creating a T-Shitt | 5 | Yes |
| 5 | Basket ball and slime making | 5 | Yes |
| 5 | Archery and science | 5 | Yes |
| 5 | They say they loved all of it | 5 | Yes |
| 5 | A game called sharks and lifeguards and the drumming and slime making. | 4 | Yes |
| 5 | Archery & skateboarding | 5 | Yes |
| 5 | skateboarding (archery and drumming) | 5 | Yes |
| 5 | Own wood project | 5 | Yes |
| 5 | Blacksmith, Outdoor Games | 5 | Yes |
| 4 | Sleeping bears | 4 | Yes |

| | |
|----------------------|-----------------------------------------------------------|
| Report title | RUNNYMEDE PLEASURE GROUNDS DRAFT ESTIMATES 2024/25 |
| Report author | Paul French – Corporate Head of Finance |
| Department | Financial Services |
| Exempt | No |

Purpose of report:
To Resolve

Synopsis of report:
To recommend the draft annual estimates for the Runnymede Pleasure Ground Trust for the next financial year

Recommendation that:

- i) the proposed financial projection set out in Appendix ‘A’ be approved; and**
- ii) the proposed fees and charges set out in paragraph 2.14 be approved to take effect from 1 April 2024**

1. Context of report

- 1.1 Runnymede Pleasure Grounds (RPG) is a public open space on the banks of The River Thames, mid-way between Egham and Old Windsor. It is held by the Council as Trustee and the Trustee function is delegated to this Committee. It therefore falls upon Members of this Committee to exercise that function in accordance with the terms of the Trust and in the best interests of the Trust.
- 1.2 The Council manages the Trust land using the same staff and resources as the Council's own parks and open spaces.
- 1.3 Members are asked to consider the probable budget for 2023/24 and the proposed budget for 2024/25.

2. Report

Budget Setting

- 2.1 The budget is the expression in financial terms of the Trust’s policies over the next year and is a statement of intention against which achievement can be compared.
- 2.2 In preparing the budget for the Trust the same assumptions have been made as those used to prepare the Council’s own budgets.
- 2.3 The 2023/24 budget was agreed by the Community Services Committee in January 2023. The revised 2023/24 and proposed 2024/25 budget for the Trust is set out in Appendix ‘A’.

- 2.4 In a normal year, budgets change very little at the site except for parking income which is highly dependent on weather conditions. However, in the current financial year four requests for additional budgets have been approved:

Paddling Pool:

To have the paddling pool operational for the summer season, work needed to be undertaken to bring it up to standard and a supplementary estimate in the sum of £45,500 was approved via SO42. £27,000 of this was anticipated to be an ongoing cost and has been included in the budgets for next year accordingly. These works were completed in May 2023.

Car Park Improvements:

In addition to the work undertaken to refurbish the paddling pool, funding for ongoing car park maintenance was also approved via a second SO42. These costs were estimated to come to £7,200 in the current year, £4,700 a year thereafter. The blue badge car park work was completed in December 2023, and the improved signage is estimated to be completed in January/February 2024.

Repairs to Toilets and Pavilion:

The Community Services Committee received a report in September requesting funds for immediate works to the onsite café toilets due to wear and tear, flooding and drainage and works to the pavilion roof due to brittle tiles posing a danger to the public. The budget sum for these works was approved by this Committee in September 2023. Due to their value these works will be subject to a procurement exercise in line with Council procedures.

Play Area Repairs:

Whilst there are plans in the Play Area Programme for refurbishment of the play area, there was a requirement due to health and safety implications to undertake urgent repair works to the play area. Works identified were estimated to cost £25,000 and this was also agreed at the Community Services meeting in September 2023. Two sets of remedial works were completed in June 2023 and November 2023 to rectify some immediate health and safety concerns. The play area is subject to the wider Council Play Area Programme (as mentioned above) and further works will be forthcoming depending on budget availability in the next financial year as tender submissions are not due in until mid-January 2024.

- 2.5 All four of these additional works have had a dramatic effect on the look of the current year's budgets. Work is still ongoing on some of these items, and budgets will be carried over into the new financial year to complete the works if necessary.
- 2.6 The report to this Committee in September 2023 also set out the need for future works and projects. The work undertaken to bring the paddling pool and play area up to a standard was a short term solution, and the site has been identified as one where further investment will be needed in the future. Estimates of £110k for the paddling pool and £150k for the play area have been identified as the potential budgets required to be funded by the Trust. No time frame has been given, as the scope and costs of the works are subject to further consultancy and are dependent on sufficient revenue from parking fees being generated to cover the costs.

Income

- 2.7 To maximise the income received from car parking at the pleasure ground, a new Automatic Number Plate Recognition (ANPR) system was installed in March 2021, to

ensure all users of the car park were charged appropriately for their stay. Set out below is the income recovered prior and since the implementation of the new ANPR system.

| Description | 2019 | 2020 | 2021 | 2022 | 2023 Projected |
|----------------|---------|----------|----------|----------|----------------|
| Parking Income | £92,081 | £138,776 | £103,566 | £123,544 | £156,000 |

- 2.8 The higher income seen in 2020 is principally due to COVID lockdowns with people using the site as a base for their daily exercise. During 2022 and 2023 there were operation issues with the barrier and pay machines which impacted revenue.

Reserves

- 2.9 The Trust currently runs at a surplus as a result of both the car parking income and other income producing activities located on the land. All surpluses are held in reserves to cover for any unexpected expenditure requirements.
- 2.10 At its meeting in January 2011, the former Leisure and Environment Committee were informed that it was unlikely to be necessary to carry a reserve in excess of £20,000, but there was some flexibility provided the Council did not allow reserves to simply accrue, whilst legitimate needs of the charity are going unmet.
- 2.11 Following a major flooding incident in 2014, the Trustees agreed that £40,000 of the existing reserve be set aside in a restricted reserve in case of future flooding.
- 2.12 During November of 2017 it was agreed that Runnymede Magna Carta Legacy would pay £25,000 to Runnymede pleasure ground to cover the cost of maintaining and insuring the statue of Queen Elizabeth II for a period of five years. £12,500 was received on the 7 December 2017 which has been included within the restricted funds. The remaining £12,500 is still outstanding. Discussions regarding the legal agreement associated with the loan of the statute to the Trust remain ongoing.

Fees and Charges

- 2.13 The Trust generates most of its income from Car Parking. Responsibility for managing this car park was transferred to the Corporate Head of Customer, Digital & Collection Services in August 2022 to ensure all Council car parks were being managed efficiently. Whilst car park fees are managed by the Environment & Sustainability Committee, fees and charges for the RPG car park are set by the Community Services Committee acting in its role as Trustees on behalf of the Runnymede Pleasure Ground Trust.
- 2.14 Car Parking fees have remained the same at the Pleasure Grounds since 2009/10. It is now proposed to increase the charges to ensure that the future plans and aspirations of the Trustees for the site can be met in the future. The proposed fees to take affect from 1 April 2024 are as follows:

| | 2023/24 £ | 2024/25 £ | % Increase |
|-----------------------------------------------------------------|--------------|--------------|---------------|
| Car Parking at Runnymede Pleasure Grounds (Includes VAT) | | | |
| <u>Per Hour</u> | | | |
| Cars | 1.50 | 1.70 | 13.33% |
| Coaches | 2.00 | 4.00 | 100.00% |
| <u>Per Day</u> | | | |
| Motor Cars | 6.00 | 7.50 | 25.00% |
| <u>Per Season (Residents Only)</u> | | | |
| Monday to Friday Only, excl. Bank Holidays | 50.00 | 70.00 | 40.00% |

- 2.15 The proposed increases have been arrived at by benchmarking against other local attractions such as Windsor Great Park and Savill Gardens.

3. Legal Considerations

- 3.1 The Council must clearly differentiate between its role as a local authority and its role as charitable Trustee. In managing a charitable Trust, it must act in the best interests of the charity and must not allow its aspirations as local authority to result in decisions which are not in the best interests of the charity.

4. Equality implications

- 4.1 There are no equality implications resulting from this report.

5. Environmental/Sustainability/Biodiversity implications

- 5.1 Whilst there are no specific Environmental/Sustainability/Biodiversity implications associated with this budget, this does not preclude further funding from being incorporated into the Trust's plans as specific environmental, sustainability or biodiversity actions are developed, and business cases are brought forward for consideration.

6. Risk Implications

- 6.1 The budget sets out the resources required to deliver the Trust's objectives for the year ahead. Whilst there is always the risk that income may not match targets, particularly as it is so weather dependant, and that additional unforeseen costs may crop up, the Trust's current reserve levels should be more than adequate to offset these should the need arise.

7. Timetable for Implementation

- 7.1 The proposed budget for 2024/25 will come into effect on 1 April 2024.

8. Conclusions

- 8.1 The proposed estimate set out at Appendix 'A' takes into account all the changes made to the budget in the current year and shows that based on current projections the Trust will make a surplus of £41,030, in 2024/25, which can then be reinvested in the service to fund future works and projects as set out in paragraph 2.6.

9. Background papers

Community Services Committee – 15 June 2023 and 21 September 2023

10. Appendices

Appendix 'A' - The revised 2023/24 and proposed 2024/25 budget for the Trust

RUNNYMEDE PLEASURE GROUND

Registered Charity Number 305021

Financial projection for the financial year 2024/25

| 2022/23 Outturn £ | Notes | 2023/24 Estimate £ | 2023/24 Probable £ | 2024/25 Estimate £ |
|-------------------------------------------------------|-------------------------------------------|--------------------------|--------------------------|--------------------------|
| <u>Incoming resources</u> | | | | |
| 123,545 | Car parking | 146,000 | 156,000 | 164,300 |
| 37,072 | Rents and leases | 44,098 | 46,900 | 46,950 |
| 110 | Costs Recovered | 0 | 130 | 130 |
| 7,539 | Interest on Internal Investments | 16,894 | 18,000 | 17,000 |
| <u>168,266</u> | Total income | <u>206,992</u> | <u>221,030</u> | <u>228,380</u> |
| <u>Expenditure</u> | | | | |
| 1,100 | Employee costs | 18,900 | 13,200 | 15,300 |
| 27,676 | Premises related expenses | 21,176 | 81,650 | 23,020 |
| 16,549 | Utilities | 26,160 | 25,000 | 33,500 |
| 11,809 | Grounds maintenance | 13,539 | 21,740 | 26,600 |
| 1,213 | Transport expenses | 1,330 | 1,710 | 1,890 |
| 2,032 | Tools Plant and Equipment | 2,528 | 48,450 | 10,350 |
| 30,789 | Communication and Computing | 15,708 | 30,700 | 31,800 |
| 1,096 | Fees | 5,641 | 5,700 | 6,000 |
| 912 | Other | 759 | 1,230 | 1,290 |
| <u>93,176</u> | | <u>105,741</u> | <u>229,380</u> | <u>149,750</u> |
| <u>Management and administrative recharges</u> | | | | |
| 25,800 | Administrative recharges | 25,800 | 26,900 | 37,600 |
| <u>118,976</u> | Total expenditure | <u>131,541</u> | <u>256,280</u> | <u>187,350</u> |
| <u>49,290</u> | Net movement in funds for the year | <u>75,451</u> | <u>(35,250)</u> | <u>41,030</u> |

Balance Sheet projections

| 2022/23 Outturn £ | Notes | 2023/24 Estimate £ | 2023/24 Probable £ | 2024/25 Estimate £ |
|------------------------------------|--------------|--------------------------|--------------------------|--------------------------|
| <u>Current Assets</u> | | | | |
| 379,277 | Cash at Bank | 393,034 | 344,027 | 385,057 |
| <u>379,277</u> | | <u>393,034</u> | <u>344,027</u> | <u>385,057</u> |
| <u>Funds of the Charity</u> | | | | |
| 326,777 | Unrestricted | 341,160 | 291,777 | 333,057 |
| 52,500 | Restricted | 51,874 | 52,250 | 52,000 |
| <u>379,277</u> | | <u>393,034</u> | <u>344,027</u> | <u>385,057</u> |

RUNNYMEDE PLEASURE GROUND

Registered Charity Number 305021

Notes

1 Supplementary estimates of £45,500 were approved by SO42 and reported to the Community Services Committee in June 2023 relating to paddling pool improvements at the site. The cost of the improvements were as follows:

| | | |
|-----------------------------------------------|---------|---------|
| • Resurfacing work of Paddling Pool | £6,000 | |
| • Maintenance & Repair of Plant Equipment | £10,000 | |
| • Increased water and energy cost (estimated) | £20,000 | Ongoing |
| • Pool training course | £2,500 | |
| • Weekly inspection and water testing visits | £7,000 | Ongoing |

Monitoring of these costs during the summer of 2023 will inform future ongoing budgetary commitments which will be reported to a future meeting.

Supplementary estimates of £2,500 (one off expenditure) and £4,700 ongoing) were approved by SO42 and reported to the Community Services Committee in June 2023 relating to parking improvements at the site.

The cost of the improvements were as follows:

| | | |
|----------------------------------------------|--------|--------------|
| • Canoe club parking improvements | £1,200 | pa |
| • Installation Bar code scanner and reader | £1,500 | one off 2023 |
| • Support and maintenance of barcode scanner | £500 | pa |
| • Replacement parking signs | £1,000 | one off 2023 |
| • Maintenance of car park surface | £3,000 | pa |

2 Supplementary estimates for toilet and pavilion repairs and for essential play area health and safety repairs agreed by the Community Services Committee in September 2023

3 The increase in costs relates to an error in the original budget submissions for 2023/24 in relation to the costs of running and managing the ANPR system.

4 Restricted funds relate to a £40,000 provision for future flooding and £12.500 for the maintenance and insurance of the Queen Elizabeth II statue.

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

Document is Restricted