

# Corporate Management Committee

**Thursday, 12 October 2023 at 7.30 pm**

**Council Chamber - Civic Centre**

## Members of the Committee

Councillors: T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, M Cressey, L Gillham, S Jenkins, R King, M Nuti, S Ringham, P Snow, D Whyte and M Willingale

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

## AGENDA

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: [gary.elliott@runnymede.gov.uk](mailto:gary.elliott@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://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.

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

1. **Notification of Changes to Committee Membership**

2. **Minutes**

To Follow

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 14 September 2023.

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. **Recommendations from Committees**

a) **Community Services Committee - Contain Outbreak Management Fund**

At its meeting on 21 September Community Services Committee received an update on how the Council was applying the funding from central government for local organisations to assist with their recovery from the Covid pandemic.

[View the papers considered by the Community Services Committee.](#)

**Extract from Draft Minutes from the meeting**

Members recalled that the Council had originally received a total of £907,650 in Contain Outbreak Management Funding (COMF) in 2021-2023. Members were advised that £213,829 was left and had to be spent by 31 March 2024, to avoid it having to be paid back to central government.

Members approved the table of proposed projects and recipients, noting an email received from the Director of Public Health at Surrey County Council, confirming that a sum could be applied to the Play Area Replacement Programme. The other recipients were the Runnymede Foodbank, Citizens Advice Runnymede and Spelthorne, and Chertsey Hall. These met the criteria and guidance issued on how COMF monies could be applied.

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

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

**Recommend that –**

- i) **Corporate Management Committee approves the proposed expenditure plans for the remaining COMF funding held by the Council, in 2023- 2024; and**
- ii) **Corporate Management Committee approves the use of**

**existing Communities First budgets to fund the balance of £1,174**

b) Community Services Committee - Play Area Programme 2023/2024

At its meeting on 21 September 2023, the Community Services Committee was updated on the Play Area Programme and how that might be delivered.

[View the papers considered by the Community Services Committee.](#)

**Extract from Draft Minutes from the meeting**

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

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

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

Officers advised there was a shortfall of £2,000 which would be covered by the Contingency budget within the Youth Development Fund. It would also be necessary to carry forward some funding into 2024/2025 as not all the works could be carried out in 2023/2024.

Ref	Budget	Amount	Type of Funding
1	S106 Chertsey Recreation Ground	£80,000	Developer Contributions
2	S106 Englefield Green	£80,000	Developer Contributions
3	S106 – relating to Magna Square	£43,000	Developer Contributions
4	Capital Replacement Programme 23-24	£100,000	Budget Provision
5	Youth Development Fund 23-24	£60,000	Budget Provision
6	Housing Contribution – Garfield Rd	£69,000	Budget Provision
7	Housing Estates Programme	£45,000	Budget Provision
8	Runnymede Pleasure Grounds Trust	£110,000	Future Trust Balance
9	Contain Outbreak Management Fund	£165,000	See COMF reference elsewhere on this agenda
10	Youth Development Budget 24-25	£47,000	Provisional Budget
	<b>Total</b>	<b>£799,000</b>	

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

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

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

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

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

**Recommend that –**

- i) the proposed health and safety works and play area replacement plan, be approved;**
- ii) a capital estimate in the sum of £229,000, be approved for the replacement plan for Surrey Towers, Pooley Green and Hythe Park as set out in table 3 of the report to be funded from the resources set out in table 2, subject to any additional approvals required;**

- iii) **in approving recommendation ii) above, also agree to release the £100,000 for Play area replacement programme provisions in the capital programme for 2023/24;**
- iv) **an allocation of £47,000 from the 2024/2025 youth development revenue budget for the play area replacement, be approved;**
- v) **the virement of the revenue budgets earmarked for the replacement of play equipment to fund the capital expenditure, be approved, noting that this will show in future revenue reports as contributions to capital expenditure on the summary page of the budget; and**

**Recommend to full Council that –**

- vi) **a capital estimate in the sum of £565,000, be approved for the replacement plan for the remaining locations set out in table 3 of the report to be funded from the resources set out in table 2, subject to any additional approvals required.**
- c) Community Services Committee - Period Poverty - Motion from Council 20 July 2023

At its meeting on 21 September 2023, the Community Services Committee was tasked with considering a motion from Council on 20 July 2023 concerning period poverty.

[View the papers considered by the Community Services Committee.](#)

**Extract from Draft Minutes from the meeting**

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

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

Surrey County Council had also launched the 'period dignity' campaign, working with the charity Binti International and encouraged local authorities in Surrey to participate. To this end Officers in Community Services and Housing had identified funding of £24,000 from three budgets and sought to deliver the project in consultation with the Chairman and Vice-Chairman of Community Services Committee and the original proposer of the motion to Council.

Councillor a King was thanked for bringing the motion forward, who in turn thanked Officers for their work and approved the idea of including leisure facilities in the project.

**Recommend that –**

- i) a combined budget of £24,000 over three years, be approved; and
- ii) the delegation of authority for agreeing the delivery of this project to the Corporate Head of Community Services, in consultation with the Chairman and Vice-Chairman of Community Services Committee, and the original Councillor (Councillor A King), proposer of the motion to Council, be approved.

6.	<b>Bullying and Harassment Policy</b>	To Follow
7.	<b>Calendar of Committee Meetings</b>	10 - 17
8.	<b>Amendments to the Constitution</b>	18 - 24
9.	<b>Proposal to confer honorary titles and agree actions and events to mark the 50th anniversary of the creation of Runnymede administrative area</b>	To Follow
10.	<b>Exclusion of Press and Public</b>	

**Part II**

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

**11. Recommendations from Committees**

a) Community Services Committee - Larchwood Drive Letting

At its meeting on 21 September 2023, the Community Services Committee was asked to approve the letting of a premises in Larchwood Drive to a local organisation based in Englefield Green.

The report associated with this item was circulated to all members as part of the pack of exempt papers for the meeting of the Community Services Committee on 21 September 2023.

**Extract from Draft Minutes from the meeting**

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

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

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

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

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

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

**Recommend to Corporate Management Committee that:**

- i) the premises in Larchwood Drive is leased to the organisation named in the report for a term of 10 years on the Terms set out in the agenda report; and**
  - ii) in the event that a Development Charitable Incorporated Organisation is successfully formed, an Agreement for Lease is entered into with the CIO with delegation to the Chief Executive in consultation with Corporate Head of Law and Governance and Corporate Head of Assets and Regeneration in consultation with the Chairman and Vice-Chairman of Community Services Committee to finalise the terms of the Agreement for Lease**
- b) Community Services Committee - Virginia Water Football Club Lease

At its meeting on 21 September 2023, the Community Services Committee was asked to approve a lease of part of the King George Playing Field in Virginia Water to Virginia Water Football Club.

The report associated with this item was circulated to all members as part of the pack of exempt papers for the meeting of the Community Services Committee on 21 September 2023.

**Draft Minutes from the meeting**

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

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

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

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



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

**Recommend to Corporate Management Committee that:**

- i) the recommendations as set out in the officer's report be approved.**

12.	<b>Commercial Lettings</b>	25 - 29
13.	<b>Building Compliance</b>	To Follow
14.	<b>Q2 2023/24 Projects Portfolio Updates</b>	30 - 49