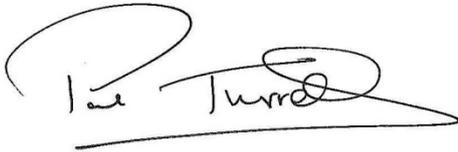


12.07.23

Dear Councillor

**SUMMONS TO A MEETING OF THE FULL COUNCIL**

I hereby summon you to attend the meeting of the Full Council to be held on **Thursday, 20 July 2023 at 7.30 pm. The meeting will be held at Council Chamber - Civic Centre.**



PAUL TURRELL  
Chief Executive  
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**A G E N D A**

1. **Mayor's Announcements**
2. **Minutes** 10 - 20

To confirm and sign, as a correct record, the minutes of the meetings of the Council held on 17 May 2023 and 29 June 2023.

To confirm and sign, as a correct record, the minutes of the Standing Appointments Sub-Committees held on 5 June 2023 and 16 June 2023.

3. **Apologies for Absence**
4. **Declarations of Interest**

If Members have an interest in an item, please complete a member interest form and email it to [Democratic.Services@runnymede.gov.uk](mailto:Democratic.Services@runnymede.gov.uk) by 5pm on the day of the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

5. **Speaking or Questions from Members of the Public under Standing Order 12**

Any questions received will be circulated separately following the deadline for submission of questions from the public.

6. **Petitions**

To receive any petitions from members of the Council under Standing Order 19.

7. **Questions from Members of the Council under Standing Order 13**

**a) Question from Councillor Sam Jenkins to the Leader of the Council**

“Over four sessions during the last few weeks, Councillors received the opportunity to undertake Carbon Literacy training. This training was designed to equip Councillors with a better understanding of what needs to be done to tackle climate change. One of the sessions addressed ‘turning points’ that Runnymede could experience at a local level if emissions continue to rise, such as increased flooding, drought, lack of access to food, water and vital resources and even civil unrest. Meanwhile it was announced in May that scientists now believe the Earth’s temperature will exceed 1.5C by 2027, before Runnymede’s intended Net Zero target of 2030. Given all of this, does the Leader of the Council agree with me that Runnymede should declare a Climate Emergency as soon as possible?”

**b) Question from Councillor Robert King to the Leader of the Council**

“What forward planning is taking place for greater levels of support this winter time as residents, already impacted by the cost-of-living crisis, will again be struggling to keep the lights on, keep cupboards full and keep a roof over their heads?”

**c) Question from Councillor Rhys Davies to the Leader of the Council**

“Will the Leader apologise to residents who were impacted by the grounds maintenance chaos, with parks and public spaces left in a mess and is he any closer to knowing how much of residents money his administration has wasted on the purchase of incorrect equipment for the service?”

**d) Question from Councillor Abby King to the Leader of the Council**

“A number of small businesses have written to myself and my group colleagues looking for workshop and production space in the Borough, which is both affordable and meets their needs so they can grow as firms. As the council owns a large portfolio of office space, a significant proportion of which is vacant, is the Leader developing a strategy to convert existing estates to provide affordable workshop and production spaces needed for these local engines of growth?”

**e) Question from Councillor Eliza Kettle to the Leader of the Council**

“The footpath which runs from Bagshot Road to Blays Lane, next to Englefield Green Cemetery, despite repeated efforts by my colleague Cllr Abby King to lobby Surrey County Council continues to be left unkept, untidy and overgrown. Will the Leader join myself and other Englefield Green Councillors in asking Surrey to take action to clean up and cut back the overgrown path to help our residents have a clean and safe route home?”

**f) Question from Councillor Nick Prescott to the Leader of the Council**

“The progress of the sale of Barbara Clark House has been long and slow. Whilst the sale of the land has been completed; there is no date for the redevelopment of the land by PA housing.

Whilst I understand there is the section 47 element to be completed along with the arrangements of the S106, this is a needed capital receipt for RBC and I would like the Leader to give the council a firm timeline to complete the regeneration of urgently needed affordable Housing for the residents of Englefield Green.”

8. **Appointment of Chief Executive and Head of Paid Service**

21 - 23

9. **Recommendations from Committees**

a) **Code of Corporate Governance - recommendation from the Corporate Management Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 25 May 2023 meeting of the Corporate Management Committee and are available [on the Council's website](#).

The Code of Corporate Governance had been reviewed by the Standards and Audit Committee the previous night and was recommended for approval by the Corporate Management Committee, prior to its consideration by the Council on 20 July 2023.

The format of the Code of Corporate Governance had been updated to reflect the structure of the Annual Governance Statement. The Code was reviewed on an annual basis, in order to ensure that it remained reflective of the current governance arrangements. A new process for reviewing the Code was included in the report.

Following a question regarding webcasting, it was confirmed that the next opportunity to review this would be the budget setting process for 2024/25. The proposed member training and development programme was welcomed. It was suggested that a skills audit, to supplement the proposed programme, be considered.

It was **resolved** that the Local Code of Corporate Governance be recommended to the Council for approval.

b) **Review of Drainage Bylaws - recommendation from the Environment and Sustainability Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 8 June 2023 meeting of the Environment and Sustainability Committee and are available [on the Council's website](#).

The Committee was asked to endorse and recommend to Full Council recommendations by officers in relation to updating the Land Drainage Byelaws.

Members were advised that Section 34 of the Land Drainage Act 1976 which gave Runnymede the power to create the Land Drainage Byelaws 1984 was repealed by the Water Consolidation Act 1991 and then superseded by the Land Drainage Act 1991. Although the existing byelaws remained in force the legislation they refer to was not and therefore there would be no legal basis to enforce them.

The proposed byelaws for Runnymede Borough Council were based on the Model Land Drainage Byelaws for local authorities, which were

produced by the Department for Environment, Food and Rural Affairs (DEFRA). The use of model byelaws was not compulsory but would help to ensure that byelaws were correctly worded and were within the authority's powers, thus reducing the risk of legal challenge.

Runnymede had several watercourses and ditches. The Environment Agency being responsible for rivers.

The Committee welcomed the proposal to update the byelaws and therefore hold people to account.

It was noted that many private owners were not aware of their riparian responsibilities when living close to a watercourse.

It was **resolved** to recommend to Full Council that:

- 1) the proposal to update the drainage byelaws, as set out in Appendix A to the report be endorsed: and
  - 2) the Council consult with Defra, Natural England and the local navigation authority on the Council's proposal to make the drainage byelaws; and
  - 3) subject to there being no objections by Defra, Natural England and the local navigation authority to the informal consultation, the byelaws be made; and
  - 4) the Head of Environmental Services in consultation with the Principal Engineer, be authorised to consider and seek to resolve any objection to the said byelaws being made (including amending the proposed byelaws); and
  - 5) the byelaws be submitted to the Secretary of State for confirmation with or without any outstanding objections (as the case may be); and
  - 6) in the event these byelaws are adopted by the Council, authority be delegated to the Principal Engineer to:
    - a) authorise or refuse any applications for consents submitted under the said byelaws.
    - b) serve enforcement notices for contraventions of the said byelaws.
- c) **Process for achieving savings and efficiencies - recommendation from the Corporate Management Committee**

The report and appendices associated with this recommendation was circulated to all members with the agenda for the 13 July 2023 meeting of the Corporate Management Committee and are available [on the Council's website](#).

The Committee's recommendations will follow after it has met.

- d) **Overview and Scrutiny Function – Annual Report – 2022/23 - recommendation from the Overview and Scrutiny Committee**

The report and appendices associated with this recommendation were circulated to all members with the agenda for the 6 July 2023 meeting of the Overview & Scrutiny Select Committee and are available [on the](#)

[Council's website.](#)

The Committee was provided with an overview of the topics covered over the past twelve months, which included treasury management and a call-in relating to the process of the appointment of a new chief executive.

The Committee was disappointed with the sparsity of the items covered, and made clear an intention to fully utilise meetings to build on good performance in addition to establishing lessons learned.

The Vice-Chair in the chair suggested scheduling additional meetings if required, and the Committee came up with proposals for a work plan for the coming year, which included:

- Integrated care partnership.
- Open spaces and grass cutting, which should include an invitation to Surrey County Council to attend.
- Statistics from the reporting side of the website to understand the most common matters reported by residents. This should include proactive communication to encourage residents to report the things that matter to them most.
- The role of the Runnymede SAG in approving community events to ensure an appropriate balance between the introduction of Martyn's Law and not imposing unnecessary barriers that would discourage community groups from hosting events.

The Committee agreed to recommend the annual report to Full Council, but asked for an update on the breach of counterparty limits reported in September 2022. It was also asked that Members be provided with a copy of the Committee's terms of reference as set out in the Council's constitution.

**Resolved that –**

**The Committee recommended the annual report to Council in July 2023.**

#### 10. **Chertsey Town Centre Street Licensing Review**

**Synopsis of report:** This report seeks authority to commence the process to designate streets within Chertsey Town Centre in which street trading is permitted, specifically Guildford Street.

**Recommendation(s):** The Corporate Head of Law and Governance be authorised to proceed with public consultation to designate Guildford Street, Chertsey as a licence street to permit street trading, assess the responses to the consultation and proceed with the designation of Guildford Street as a licence street if appropriate, pursuant to the Council's powers under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

On the 8<sup>th</sup> June 2023 The Environmental and Sustainable committee resolved that The Corporate Head of Law and Governance be authorised to review the designation of licenced streets in the Borough pursuant to its powers under

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, and a public consultation be undertaken to designate Guildford Street, Chertsey as a licence street to permit street trading.

As outlined in point 5.9 of the report, this however should be presented to and agreed by Full Council before an authorisation is given to start the consultation process.

If the Full Council agrees with this report's recommendations and the overall support from the E&S committee to take this action forward, Officers will proceed to take the steps outlined in point 5.10 of the [report](#).

## 11. Amendments to the Constitution

24 - 25

### **Member Working Parties**

Item to follow.

### **Developer Contributions Advisory Group**

The Corporate Management Committee, at its meeting on 19 January 2023, agreed that a Developer Contributions Advisory Group be constituted, consisting of the following individuals:

- The Leader of Runnymede Borough (or their nominated Representative) [Advisory Group Chairperson]
- The Chairman of the Planning Committee
- The Chairman of the Environment and Sustainability Committee
- The Chairman of the Community Services Committee
- The Chairman of the Housing Committee
- The Council's Corporate Leadership Team (Chief Executive, Assistant Chief Executive(s), The Corporate Head of Law and Governance)

The full terms of reference for the advisory group, as agreed by the Corporate Management Committee on 19 January 2023, can be found on pages 24-25 of this agenda.

### **Recommendations:**

#### **The Council is asked to:**

- 1) Endorse the creation of a Developer Contributions Advisory Group, in accordance with the arrangements set out within the Corporate Management Committee report.**
- 2) Authorise the Corporate Head of Law and Governance to make any necessary amendments to the Council's Constitution to give effect to the Developer Contributions Advisory Group.**

## 12. Designation of minority groups

The Council's Constitution provides the following provision for designating minority groups, for the purposes of consideration of minority group business in accordance with Standing Order 23:

*"a political group which is not the majority group, if there is a majority group. If there is no majority group, the Council may designate any political group or groups as a minority group for the purposes of Standing Orders".*

As the Council, following the local election on 4 May 2023, no longer has a majority group, the Council is invited to consider which groups it wishes to designate as minority groups for the purposes of Standing Order 23. This item may be subject to reconsideration, should there be any changes in the political groups represented on the Council.

**Officer's recommendation:**

**That the Council agree which groups on the Council be formally designated as "minority groups" for the purposes of Standing Order 23.**

**13. Notices of Motion from Members of the Council under Standing Order 15**

To receive and consider any notices of motion from members of the Council under Standing Order 15.

a) From Councillor Abby King

**Cost of living crisis – Free Period Products in Runnymede Borough Council Buildings**

1. This council notes that:

a. In 2022 a survey commissioned by Action Aid UK found nearly one in eight women in Great Britain had recently struggled to buy menstrual products – either for themselves or for a dependent.

b. The charity found that girls across the country were cutting down on food and school supplies in order to afford period products. Of those who struggled to afford menstrual products, 75% had needed to prioritise spending money on food and 49% needed to prioritise spending money on gas/electric.

c. A number of councils across the UK, including Surrey County Council, Oxford City Council and Southwark Council, have all set up or agreed to schemes to provide free period products.

d. In a [YouGov survey](#) undertaken last year two thirds of Britons supported making it a legal requirement for local authorities to provide free period products.

2. This council believes that:

a. The cost of living crisis has forced many women to prioritise other household essentials such as food, clothes and heating over menstrual products.

b. No one should experience period poverty.

3. This council resolves to:

a. Ask the Community Services Committee to look at ways to provide free, and where possible sustainable, period products in all of the council's public accessible toilets and buildings including leisure centres, libraries and community centres.

b) From Councillor Steve Ringham

**Public Consultation on Proposed Closure of SouthWestern Railway Ticket Offices**

1. This Council notes that

- a. There are 6 train stations across the borough - Addlestone, Byfleet & New Haw, Chertsey, Egham, Longcross and Virginia Water. All of which bar Longcross currently have some level of manned ticket office operation.
- b. These stations will be impacted by the "Station Change Proposal" - see Appendix 1 for link - as they are identified as type 2,3 or 4 stations.
- c. Egham and Virginia Water stations will be upgraded to contactless payment by December 2023 (not to be confused with Oyster Zone membership).
- d. 1.3 million UK adults were identified as "unbanked" in 2019 - having no bank account.
- e. 15 Disability Charities, including Transport For All, RNIB, RNID and Guide Dogs have written to the Secretary of State with their objections to the proposals.
- f. Not all ticket fares can be purchased via Ticket Vending Machines. Some such as 50% Wheelchair User Discount can only be purchased at a ticket office.
- g. Travellers can only get refunds at ticket offices

2. This Council believes that

- a. The proposed measures are about cutting costs rather than a genuine attempt to improve the traveller experience.
- b. The proposed changes do not demonstrate sufficiently how they will deliver real benefit to all travellers.
- c. Having a manned ticket office provides a more universal and consistent customer experience, especially for vulnerable travellers, if compared to trying to track down a member of staff "somewhere" in the station.
- d. The complexity of rail fares with a wide variety of ticket types for what often appears the same journey means that travellers, especially larger groups (such as families), those with accessibility needs and infrequent users can overpay significantly.
- e. Overall the proposed changes will deteriorate the quality of service for disabled people to the extent of violating the Equality Act (2010).
- f. This proposal would also violate the Secretary of State for Transport's Ticketing and Settlement Agreement ticket office guidance as it would constitute a lapse in the operator's duty to "safeguard the interests of passengers - see appendix 3.
- g. The proposed changes will act as an obstacle to the recovery of rail

passenger numbers post-pandemic.

- h. Furthermore, it will be responsible for more car journeys as a result, an outcome at odds with the drive towards Net Zero.

3. This Council resolves to:

- a. Respond to the SWR / Transport Focus public consultation before the deadline of Wednesday 26th July 2023 via the links below Appendix 4
- b. State in the strongest possible terms our objections to the proposals on the grounds that:
  - i. It will worsen the travelling experience for all passengers at a time when the operators (and the Department of Transport) should be doing all they can to encourage travellers out of their cars and back onto the trains
  - ii. It will disproportionately affect those who are most vulnerable because of disability, and other factors as outlined above in sections 1 & 2

Appendix:

- 1. Station Change Proposal document:  
<https://www.southwesternrailway.com/-/media/ab1f3225d00a43a481da0e9ac09c069f.ashx>
- 2. Contactless payment rollout on SWR  
<https://www.southwesternrailway.com/train-tickets/smart-ticketing/contactless-payg-extension>
- 3. Section 16-8.3.iii, vii: <https://www.raildeliverygroup.com/our-services/rdg-accreditation/ticketing-settlement.html>
- 4. Addresses for participating in consultation:
  - a. Email: [TicketOffice.SWR@transportfocus.org.uk](mailto:TicketOffice.SWR@transportfocus.org.uk)
  - b. Freepost: RTEH-XAGE-BYKZ, Transport Focus, PO Box 5594, Southend on Sea, SS1 9PZ

14. **Minority Group Priority Business**

No minority group priority business has been registered under Standing Order 23.

15. **Press and Public to be Excluded by Resolution**

To consider any items so resolved at the meeting.