

## Runnymede Borough Council

### Community Services Committee

Thursday, 15 September 2022 at 7.30 pm

Members of the Committee present: Councillors C Howorth (Chairman), A Balkan, T Burton, D Clarke, V Cunningham, S Dennett, S Jenkins, A King, C Mann and J Wilson (In place of S Walsh).

Members of the Committee absent: Councillor S Walsh (Vice-Chairman).

In attendance: Councillor T Gracey.

#### 183 Minutes

The Minutes of the meeting held on 16 June 2022 were confirmed and signed as a correct record.

#### 184 Declarations of Interest

Councillor T Burton declared a non registerable interest in the item on Aviator Park Skate Park, arising from her association with one of the complainants. Councillor Burton left the room for this item.

#### 185 Runnymede Family Support Programme Update

The Committee received for information, a report from Surrey Heath Borough Council's Family Support Programme Manager about the operation of the Family Support Programme delivered across the two boroughs and funded by the County Council.

The Committee was advised that the programme had worked with 78 families across Runnymede in 2021/2022, equating to 273 adults and children, making a total of 636 families since the service first began in 2013. Each of the three family support co-ordinators had a caseload of between 10 and 12 families, reporting to a senior co-ordinator, whose caseload was up to 6 families so they could support the three co-ordinators if needed. There was also an administrator and a manager for the team.

Members reviewed the statistics for outcomes used to measure the successful interventions in all aspects of people's lives, noting the high regard in which the Programme was held both by the supported families and professional partner organisations.

The annual budget from the County Council was £320,928 covering both boroughs and it was hoped this would continue when the funding was next reviewed in March 2023.

The Committee welcomed the news that Officers planned to expand their work to deliver group sessions such as parenting courses, and others specifically for teenagers and youth work from aged 12 years plus.

The Committee thanked Officers for an informative and positive report.

#### 186 Refurbishment of Tennis Courts an Increased Participation Project

The Committee was asked to consider an opportunity to secure funding for a significant investment into the borough's outdoor facilities for tennis via funding from the Lawn Tennis

Association (LTA). It was proposed that the Council would enter into an agreement with them to deliver the project.

Following an inspection by the LTA, the five sites that would benefit were Gogmore Farm Park, Ottershaw Memorial Fields, Victory Park, Chertsey Recreation Ground and Heathervale Recreation Ground. Subject to funding being secured, each would have access gates installed and use the LTA's ClubSpark booking platform. The Council would manage the court bookings in-house and an external tennis provider would deliver coaching at each venue. Members were content with this approach.

The Committee was fully supportive of the initiative which the Council's Leisure Client and Development Officer had actively pursued. He was commended for work undertaken so far to bring this exciting project to realisation. Members agreed this actively met the Council's ambition with regard to the Health and Wellbeing Strategy.

The Committee agreed that improving tennis facilities would benefit people of all ages and abilities as well as having access for disabled people and opportunities for more community use. To that end Officers would work with local Community Groups such as the club at Gogmore Farm Park who regularly used the tennis courts.

Flexibility in service provision and delivery was emphasised within the criteria set by the Lawn Tennis Association with whom the Council would enter into partnership for the project. It was agreed to enquire of the LTA whether there was any flexibility to have other activities similar to tennis such as pickleball, providing the tennis court markings were the permanent ones.

Members noted that Corporate Management Committee's approval would be required for some of the financial aspects of the project. These were to approve a Capital Estimate in the sum of £168,000, to be funded by the grant awarded by the Lawn Tennis Association, and approve the creation of a new earmarked reserve and an annual transfer of any unused court maintenance works associated with the courts.

Members approved the proposed charging structure and budget, which would be flexible enough to encourage participation by low income families and the disabled as well as promoting opportunities for other people with protected characteristics.

| <b>Expenditure</b>  | <b>Cost per annum</b> |
|---|-----------------------|
| General Maintenance Reserve Contribution                  | 14,400                |
| Gate maintenance & Data contract                          | 3,007                 |
| ClubSpark transaction fees                                | 1,812                 |
| LTA Venue Registration Fee                                | 660                   |
| Marketing Budget  | 1,000                 |
| Contingency Budget  | 3,221                 |
| Tennis Equipment Scheme                                   | 3,400                 |
| Community Coaching Budget                                 | 5,000                 |
| <b>Expenditure total</b>                                  | <b>32,500</b>         |
|   |                       |
| <b>Income</b>   |                       |
| Plausible income from Season Pass sales (£36 - 400 sales) | 14,400                |
| Plausible income from P&P bookings (£5-3320 sales)        | 16,600                |
| Coaching profit (minimum)                                 | 1,500                 |
| <b>Income Total</b>                                       | <b>32,500</b>         |
| <b>Net Cost</b>   | <b>Nil</b>            |

The Committee agreed that a £5 charge for Pay and Play and an annual household charge of £36 was reasonable, with free tennis being offered to households in receipt of universal

credit; other benefits would also be taken into account. The charging structure was necessary so that the sites could be maintained to the required standard.

The legal and equalities implications were noted, including the full Equalities Impact Assessment highlighting the positive outcomes expected for people with protected characteristics.

Members approved that delegated authority be granted to the Chief Executive, in consultation with the Chairman and Vice-Chairman of the Community Services Committee, once full details had been received and considered.

**RESOLVED that –**

- i) the Council enters into a partnership arrangement with the Lawn Tennis Association (LTA), in order to secure funding for the refurbishment of the Council's Park tennis courts;**
- ii) Corporate Management Committee be requested to agree a Capital Estimate in the sum of £168,000 for the works to the courts, to be entirely funded from the grant awarded by the LTA;**
- iii) the proposed charging structure be approved and the proposed project budget if funding is successful;**
- iv) Corporate Management Committee be requested to agree to the creation of a new Earmarked Reserve and an annual transfer of any unused court maintenance budget into it to specifically fund the future maintenance works associated with the courts; and**
- v) subject to the proposed terms not requiring the Council to incur any expenditure beyond that approved, this Committee is requested to delegate authority to the Chief Executive, in consultation with the Chairman and Vice-Chairman of Community Services Committee, to enter into an agreement with the Lawn Tennis Association once full details have been received and considered**

**187 Safer Runnymede Annual Report**

The Committee received for information the annual report on the operation of Safer Runnymede, principally its CCTV. This included detailed information on the team's accreditation and standards as well as partnership work, particularly with Surrey Police.

Members noted the key role Safer Runnymede played in the Community, with the fixed CCTV accessible cameras as well as redeployable units, located where it was safe to do to respond to particular local issues and incidents. These had increased significantly since Safer Runnymede had started back in 1997, with the total number of incidents in 2021 standing at 7274 for both Runnymede and Spelthorne.

The number of visits from the Police and provision of stills and videos to them had decreased now that Safer Runnymede's embedded devices were linked to a forensic video portal installed at Police locations.

Officers confirmed that it was not possible to provide more information about incidents recorded on CCTV leading to arrests, as this was held by the Police with no formal process to share such information.

The Committee was pleased to note the positive feedback from partners and wished to

thank all the staff in Safer Runnymede for their contribution to what was such a highly regarded and valued service in the Council.

#### 188 **Cabrera Trust Management Committee AGM and Ordinary Meeting**

The Minutes of the AGM and Ordinary meetings of Cabrera Trust Management Committee held on 14 July were received and noted. Attached at Appendices A and B.

#### 189 **Exclusion of Press and Public**

By resolution of the Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 1, 3 and 5 of Schedule 12A to Part 1 of the Act.

#### 190 **Virginia Water Football Club Lease**

The Committee's approval was sought to renew the lease to Virginia Water Football Club, incorporated as a Community Interest Company in August 2020, for their use of part of King George V Playing Field. The Field was protected by Fields In Trust, a charity designed to protect parks and green spaces in the UK.

Members recalled the purpose of the King George V Playing Fields status, created as a national memorial to His Late Majesty King George V, who throughout his reign encouraged the development of playing fields to provide children and young people with spaces to learn and develop in an urbanised world. Use by the football club was therefore considered suitable use.

Members were advised of the agreed terms of the lease as set out in the report. These were approved.

Officers confirmed that the lease was separate from the forthcoming application for Rent Grant Aid to be determined by the Corporate Head of Community Services and reviewed annually.

The Committee noted the activities directed towards the areas of women's football and youth development which were to be encouraged.

#### **RESOLVED that –**

- i) **the draft terms highlighted in this report which are agreed for the letting the demise currently occupied by Virginia Water Football Club, be approved; and**
- ii) **delegated authority for the overall sign off of the lease ensuring compliance with Section 123 of the Local Government Act 1972 is achieved be given to the Chief Executive and Assistant Chief Executive in consultation with the Chairman and Vice-Chairman of Corporate Management Committee and the Chairman and Vice-Chairman of this Committee and the Corporate Head of Assets & Regeneration**

#### 191 **Eileen Tozer Social Centre Addlestone 2**

The Committee's approval was sought to recommend to Corporate Management Committee one of two options regarding the re-location of some of the services provided at the Eileen Tozer Social Centre to Addlestone Community Association's (ACA) Centre.

The Eileen Tozer Centre was located opposite the Council's Civic Centre and part of the area known as Addlestone 2. Members were aware this was an identified site for redevelopment and enhancement of Addlestone's facilities. It had been closed since the start of the pandemic and Officers felt it a timely moment to consider how best to proceed.

The Committee was given a choice of two service delivery models; either 3 day or 5 day provision and chose the greater level over 5 days per week, initially in Addlestone, but with the option to, if feasible, share the provision between Addlestone and Chertsey, should a suitable location be identified and there being sufficient demand to justify it.

The Committee was keen for the new service to still appeal to the current client base in terms of providing a hot meal and somewhere for active, older people to socialise. The cost of living was also a determining factor to support the more vulnerable members of the community with a service that was well used and well regarded when based at the Eileen Tozer Centre. It was noted that service delivery options including menus and which services could be re-provided were to be finalised with the Community Association.

Members noted the financial, legal and equalities implications as set out in the report, including the need for a full impact assessment, which was currently being prepared.

As part of a broader commitment to supporting the role of ACA within Addlestone, to provide greater resilience and capacity, as well as to support the development of the new service offer, Members agreed to recommend to Corporate Management Committee a grant in the sum reported per annum, for a period of 2 years, to ACA. This would enable them to fund an Administrator/Coordinator post and to have paid staff in their coffee shop to deliver the meal provision.

Members noted that it would not be intended for the Council to continue to provide grant funding beyond the two year period. The intention would be to support ACA in attracting additional bookings and hirers to the Centre, and also to establish their future community coffee shop. This would also generate income to promote the organisation's sustainability.

The Committee recognised that ACA would also have their own set up costs to facilitate the relocation of service provision from Eileen Tozer, therefore, a one off grant in the sum reported was awarded, to be funded by the existing 2022/2023 Community First budget.

The Committee was pleased by the potential to work in partnership with a local voluntary sector partner, with service moving away from Eileen Tozer Centre and into Addlestone Community Centre. It was an opportunity to take a step forward in reopening day centre services locally, in the development of the Addlestone 2 site and in promoting the sustainability of a key local organisation.

A report on use in the interim period and long term of the Eileen Tozer Social Centre would be provided to Corporate Management Committee at a later date once further progress had been made with details, costed proposals and plans. Members were keen for opportunities to develop projects of benefit to the wider community were taken. These would emerge from an assessment of need and feasibility studies.

#### **RESOLVED that –**

- i) Members support the discussions with health partners relating to the potential redevelopment of the site identified as Addlestone 2;**
- ii) Corporate Management Committee be recommended to approve the relocation of service provision from Eileen Tozer Centre to Addlestone Community Centre providing:**
  - b) the five days per week service delivery model as set out,**

**with a request for a supplementary budget estimate in the sum reported**

- iii) **a supplementary budget estimate in the sum reported per annum for 2 years is grant aided to Addlestone Community Association, to support the development of a local community asset; and**
- iv) **in addition to iii), a one-off grant in the sum reported to Addlestone Community Association be approved, in recognition of their set up costs in facilitating the relocation of the Eileen Tozer Centre service, funded by existing budgets.**

**192 CCTV Services to Hart and Rushmoor Borough Councils**

The Committee's approval was sought for the Council's Safer Runnymede Service to enter into a service delivery contract with Rushmoor and Hart Councils for the provision of CCTV monitoring and maintenance.

Members reviewed progress towards going live with the proposals agreed at the last meeting of the Committee in June 2022. Officers had been working with service suppliers and been assured that these would be in place by October 2022.

The final draft of the contract had been agreed and Members noted the financial and legal implications set out in the report.

The Committee agreed this was a positive step forward and looked forward to further partnering opportunities in due course. Officers were congratulated for their efforts.

**RESOLVED that –**

**entry into a contract with Rushmoor and Hart Councils for the provision of CCTV monitoring and maintenance, be approved**

**193 CCTV Opportunity**

The Committee's approval was sought to sign draft Heads of Terms for a forthcoming CCTV monitoring services contract with another local authority in Surrey.

The Committee recalled Safer Runnymede's ambition to generate income so as to reduce the Council's subsidy of this discretionary service.

Another opportunity to do so had presented itself with an approach from another local authority in Surrey and it was felt beneficial to enter into Heads Of Terms now which could also assist in the future if more potential partners came forward to utilise Safer Runnymede's services.

The financial and legal implications were noted as set out in the report, including the intention to move towards a cost neutral budget.

Members welcomed this new opportunity and looked forward to a progress report in due course.

**RESOLVED that –**

**the continued work by Officers in engaging with the Borough Council mentioned in the report on potential CCTV monitoring services, and signing of Heads of Terms, be approved**

## 194 School Transport Service

Following on from a number of previous reports and decisions regarding the School Transport Service, emerging from the legacy Yellow Bus Service, the Committee, was asked to make a recommendation to full Council about its future.

Members were referred to previous debate and details as to how the full-service model would work and how the three options before them had been arrived at.

Members were advised that after the Council's decision to proceed with a service in 2020, Officers worked on the implementation of an in-house service model, as part of an integrated offer within the Council's Community Transport service. This proved very challenging for a number of operational, financial and logistical reasons. The model reached the point of procurement of vehicles. However, the impact of the pandemic and supply chain issues in relation to build of ordered vehicles, resulted in successive delays to commencement of the service.

Therefore, Officers reviewed the options and viability of the service, bearing in mind the Council's financial position post pandemic, together with the consequence of parents and children making alternative travel arrangements to school, some as a result of changes within homes and communities.

As a result, Full Council in July 2021, approved cancelling the procurement arrangements relating to the leasing of 7 x Community Transport vehicles, and resolved that delivery of any future service be delayed until September 2022, at the earliest, to allow Officers to consider service options and also other opportunities to support children and young people in the borough. For example:

- Provision of play area equipment
- Provision of other recreational equipment
- Access to sport and leisure activities either at a concessionary rate or free at the point of access
- Provision of new/support for existing diversionary activities aimed at children and young people
- Support to voluntary and community organisations in the development of activities and leisure opportunities for children and young people.

The Committee was presented with three options:

1. To discontinue the service and re-allocate some or all of the budget previously agreed to provide a school transport service to Community Services to develop leisure and recreation opportunities for children and young people in the borough in line with the Council's Health and Wellbeing Strategy
2. To provide a reduced targeted school transport service to children and young people as referred by local schools, and allocate any budgetary underspend to deliver some of the priorities in the Health and Wellbeing Strategy.
3. To revert to the original decision and proceed as previously agreed by full Council in September 2020 to provide a full school transport service.

The Committee was advised that no school transport had been provided for two full academic years and with the likely lead in time being a further two years the relevance of the service was questioned. Members generally agreed that those children and families who previously accessed the service appeared to have adapted to there being no service

and like pupils new to secondary schools in Runnymede had made alternative arrangements. This was also the case for children transferring to secondary schools in the 2022/2023 academic year. Nevertheless it was acknowledged that had a service been available, potentially children and families may have chosen to access it.

Some Members were concerned that children most in need of the service and least able to afford other means of transport would be disadvantaged. However, other Members reported receiving no feedback to this effect, noting the assistance available from the County Council in this regard.

In terms of financial viability, some Members recognised that the Council's subsidy per pupil, which could be even higher in the future, was already excessive. The section 106 monies had long since disappeared to fund the original 'yellow bus scheme', leaving a larger shortfall to make up.

The majority of the Committee considered that the subsidy assisted fewer children and young people (250) than using the budget to develop the Council's Health and Wellbeing strategy, which would be of wider community benefit. It was noted that delivering the service was also likely to cost more, primarily fuel, and procuring vehicles. There was also the cost of re-grading the Community Transport drivers to reflect the development of their role and aid recruitment. Therefore provision of the future school transport service was very expensive in the current climate.

A number of Members also considered the detrimental effects on the environment of using diesel vehicles, about which there was currently no choice and in the context of climate change, the benefits of walking and cycling to school, supporting the Active Travel opportunities, for which funding could be available. Other considerations were discussions about the wider Community Transport service across Runnymede and Surrey Heath, the role and feedback of the County Council with whom the Council was currently contracted to provide other bus services. The latter were under review and would be discussed at the Health and Wellbeing Member Working Party in due course. The County Council had also observed no significant demand for public transport at peak school times with the demise of the school transport scheme.

Members were reminded that, when fully up and running, this service was estimated to cost in excess of £250,000 in a full year with plenty of risk surrounding that figure, all of which were set out in previous reports to committee. In addition, there was significant risk to this figure with potential additional lease costs increasing this by £70,000+ before any other inflationary effects were taken into account.

Officers advised that, by the time the new vehicles were estimated to arrive this service would have been off the road for nearly 4 years in which time new parents would have found alternative transportation arrangements and a majority of old users would have left school. If the scheme was to progress as originally agreed, a fresh data collection exercise would be needed to assess the likely take up to ensure that the proposals were still viable. Some Members expressed concern that schools had not been consulted further prior to the report being submitted.

The Committee noted the legal implications set out in the report. Principally, that the Council was under no legal duty to provide a school transport service. The legal liability for such provision rested with the Local Education Authority and was subject to eligibility criteria.

Members noted that Officers would, in due course, provide Corporate Management Committee with a report setting out how to utilise the budgeted sum of £215,000, with a view to improvements in parks and play areas to be discussed by the Health and Wellbeing Member Working Party



The Council's Equalities Group had advised that a Full Impact Assessment would be required, to be considered by full Council.

Members were conscious that in making a recommendation, the Council still had an underlying budget deficit of approximately £2m a year to be addressed.

**Recommend to Full Council that:**

**the previously agreed discretionary school transport service is not to proceed, and that from the budgeted sum of £215,000, as determined by Corporate Management Committee, an agreed sum is allocated to Community Services for the development of leisure and recreation opportunities for children and young people across the borough**

A named vote was requested and the voting was as follows:

For: (8) Councillors A Balkan, T Burton, D Clarke, V Cunningham, S Dennett, C Howorth, C Mann, J Wilson.

Against: (2) A King and S Jenkins.

This being the case, and in accordance with Standing Orders, the other options (two and three) 'fell' and did not need to be voted on.

195 **Aviator Skate Park and Wider Skate Park Facilities - Urgent Item Part II**

The Committee recalled that in 2021, a case was brought against the Council by residents, namely, the identification of a statutory noise nuisance in relation to the skateboarding facilities at Aviator Park (formerly the Marconi Sports Field), in Addlestone.

Residents sought closure of the skateboarding facilities because of the noise nuisance, whilst Members had sought for the facilities to remain, based on the wider benefit to residents of all ages. Officers had sought to negotiate with the residents to reach a suitable compromise but this had not been possible to achieve.

Residents had then entered a legal process in relation to a statutory noise nuisance relating to the use of the skate park which reached a conclusion on 7<sup>th</sup> September 2022, when the judge passed a final verdict. This was in the form of an abatement order, the draft of which was noted by the Committee. This restricted use of and access to the skatepark.

The Committee agreed that to comply with the notice it was not worth keeping the skate park in its current location. Instead the option to improve and re-open the facility at Heathervale Recreation Ground should be taken, subject to identifying how this could be funded.

Officers detailed the costs which would be incurred in removing the skatepark from Aviator Park. One indicative quote sought in November 2021 priced the work required in the sum reported. The works would include removal of both the skate park equipment (ramp) along with the concrete square within the park. Once clear, options for alternative use of the open space at Aviator park could be considered which the residents would find more acceptable. This was a piece of work to be investigated in the medium to long term. However, the Committee agreed that should the Council be unable to fund the replacement or re-provision of skate facilities, it was recommended that works to preserve the skatepark at Aviator Park be undertaken, on the basis that removing further recreational facilities, without alternative would have a further negative impact on residents.

On the basis of there being existing provision at Heathervale that needed replacement, the report completed by Maverick, provided to the Committee in full, and the initial feedback

from Police colleagues, Members considered the opportunity to improve those facilities should be taken. Therefore, it was agreed that approval of a supplementary capital estimate should be requested of Corporate Management Committee, in the sum reported, for the replacement of the skateboarding facilities at Heathervale Park.

Members were advised that the sum requested for the removal of skateboard facilities at Aviator Park was unbudgeted and therefore Corporate Management Committee would need to approve a supplementary revenue estimate. This was accepted and agreed accordingly.

The Committee further noted that there was no budget in the Capital Programme for the replacement of skateboard facilities at Heathervale Park. There was however a budget for play area replacements which could be utilised for this requirement. This would leave a sum as reported, unbudgeted. Therefore Members agreed to this course of action, and that Corporate Management Committee be requested to approve a supplementary Capital estimate. Officers would investigate how to resource the additional sum needed.

An Equality Screening Assessment was being undertaken and referred to the Council's Equalities Group for their comments, prior to consideration by Corporate Management Committee. Officers sought to make Heathervale's facilities accessible for as many users as possible.

The Committee discussed how potential anti-social behaviour could be addressed and instructed Officers to conduct a costed site specific survey with regard to potential provision of CCTV at Heathervale Recreation Ground.

Officers advised that they would look at leisure provision at Heathervale including future play equipment and activities, and other sites in the borough as part of the wider play area review to be considered by the Committee at a later date, via the Health and Wellbeing Member Working Party.

#### **RESOLVED that –**

- i) Members recommend to Corporate Management Committee that:
 
  - a) A supplementary capital estimate in the sum reported be approved for the replacement of skateboard facilities at Heathervale Park subject to Officers confirming financing arrangements; and**
  - b) A design and build contract with an estimated total contract value of no more than the sum reported is procured using the ESPO framework 115 Outdoor Play and Lot 6.1 in-situ concrete BMX/ skate parks;****
- ii) Members recommend to Corporate Management Committee that a supplementary revenue budget in the sum reported be approved for the removal of Aviator Skate Park; and**
- iii) Members recommend to Corporate Management Committee the full closure of Aviator Skate Park on a temporary basis, from October 5<sup>th</sup> 2022, until such time as the skatepark facilities are removed**

(The meeting ended at 9.45 pm.)

**Runnymede Borough Council****Cabrera Trust Management Committee AGM****Thursday, 14 July 2022 at 2.30 pm**

Members of the Committee present: Councillors C Howorth, J Hulley, P Beesley and P Grobien.

Members of the Committee absent: Councillors D Coen, T Ashby and H Lane.

**1 Minutes**

The minutes of the last AGM held on 2<sup>nd</sup> September 2021 were confirmed and signed as a correct record.

**2 Apologies for absence**

Apologies of absence were received from Councillor D Coen, Darren Williams, Mr T Ashby and Mrs H Lane

**3 Chairman's opening remarks**

Councillor Howorth welcomed members of the public to the 2022 Annual General Meeting of the Cabrera Trust. The Cabrera Trust land was considered an important part of the Virginia Water Community.

Thanks were given to the volunteer group who kept the Trust land at such a high standard. Special thanks were passed to Pam Thomas who had set up and continued to organise the volunteer group.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its fund had been spent over the past year, together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum, during which residents could ask questions of the Trust Members.

The Cabrera Trust was constituted by Deed of Trust, as amended by a scheme made by the Secretary of State for Education and Science, dated 24 March 1972, and was a registered charity. Runnymede Borough Council was the Trustee.

The Trust was responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne, known as the Riverside Walk. It was also responsible for the administration and use of the Trust funds.

The Trust Deed required that the Riverside Walk was maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue was to be used as a public recreation for the benefit of the same area.

The Management Committee had been set up by the Trustee to provide a clear local focus for the management of the Trust land. The Management Committee comprised of the three Virginia Water Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary. In addition to this, the Committee had four co-opted members: Mr Ashby, Mr Beesley, Mr Grobien and Mrs Lane. The Chairman thanked the co-opted members for all their help and support over the past year.

#### 4 **Annual report**

##### Honorary Treasurer's Annual Report

The Honorary Treasurer reported that during the last financial year the Trust had seen a loss of £9,574. On 31<sup>st</sup> March 2022 the investment value in the M&G Charifund was £130,745. On Friday 8<sup>th</sup> July 2022 the investment value was £112,500. Additionally due to the shares in Charities Official Investment Fund (COIF) now all being sold the Trust was losing dividend income. The average cost of running the Trust land was approximately £9,000 per annum therefore the funds would only last a maximum of 10 years.

It was noted and agreed that this wasn't sustainable, and the Friends group would need to be set up soonest to generate funding. Mr Beesley reported plans were in place to set up the Friends group in Spring 2023. Mr Beesley mentioned he had had a good working relationship with previous Officers and wanted to have a similar link with new Officers going forward. Officers reported that the Council were currently recruiting, so therefore, it was suggested that Councillor Howorth be a contact between Officers and the Volunteer Group/Honorary Wardens in the interim.

#### 5 **Annual inspection of the Trust land**

Officers reported that several points noted during the annual inspection several actions had been completed.

- The Oak Processionary Moth had been treated and the nests removed
- The nettle overgrowth at the entrance to the Trust land had been removed
- The Forest School was hoping to restart in September 2022
- The mound of fallen trees/twigs had been removed from the southern part of the stream
- The hole in the composite boardwalk had been repaired

A boundary inspection would be undertaken in the future.

#### 6 **Discussion forum**

It was reported that some graffiti had recently appeared on the numbered uprights on the Trust land. The Committee was advised that the Council could get this removed by external contractors but there would be a cost. Phillip Grobien was happy to remove this if he was able to in the first instance. Both Phillip Beesley and two members of the volunteer group in attendance said they would help. The Committee was advised the Green Space team had graffiti wipes which they were happy to supply the volunteers with to aid removal. The group would go back to Council Officers to arrange removal if they were not able to remove effectively.

A member of the public reported that she had a tree coming through her fence from the Trust land. This was breaking her fence and leaning onto her neighbour's summer house. Officers would arrange to meet with the resident and look at rectifying, it was noted that this

would most likely need a contractor to undertake this work.

It was agreed that preserving the habitat was paramount and expert advice would be taken to ascertain when intervention was needed along with level of intervention to ensure the natural environment of the land was retained. With regards to cleaning out ditches, the volunteer group were happy to undertake this work when needed.

Encroachment on the Trust land was discussed. As previously agreed, a boundary review would be undertaken. Any property owner who was found to be encroaching on the Trust land, would be given the opportunity to reverse the encroachment in the first instance (this included owners who had placed debris or fly tipped from their property onto the Trust land) if the owner did not rectify then legal action would be taken.

Generally, it was felt that the volunteers had had a good year. Matthew Godfrey (Tree Officer) was thanked for all his excellent help and support. Thanks, were also given the Egham and Staines Conservation Volunteers who had also worked on the Trust land. Generally, it was felt that a lot of progress had been made this year.

Coppicing work needed would be looked at in the Autumn.

Thanks were passed to all volunteers, Officers for all their work relating to the Trust which was an asset for Virginia Water and Runnymede residents in general.

(The meeting ended at 3.08 pm.)

Chairman

**Cabrera Trust Management Committee**

**Thursday, 14 July 2022 at 3.20 pm**

Members of the Committee present: Councillors C Howorth (Chairman), J Hulley (Vice-Chairman), P Beesley and P Grobien.

Members of the Committee absent: Councillors D Coen, T Ashby and H Lane.

**1 Election of Chairman**

Councillor Howorth was elected as Chairman for 2022/23.

**2 Election of Vice-Chairman**

Councillor Hulley was elected as Vice- Chairman for 2022/23.

**3 Minutes**

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

**4 Apologies for Absence**

Apologies were received from Councillor D Coen, Mr T Ashby and Mrs H Lane

**5 Actions since the last meeting**

The Committee discussed that following the resignation of Mr Andrew Saunders, another Honorary Warden was needed. Pam Thomas would speak to the volunteer group to ascertain if anyone in the group would be interested in taking on this role.

It was reported the wildflower work had been well attended. The expert had commented on the diversity of the land and the health of the vegetation.

The Friends Group would be set up in April 2023. Mr Beesley had received documentation regarding setting up the Group from previous Officers but would like to meet with Officers again prior to April 2023 to discuss in more detail. The Group would need a Secretary and Treasurer. They had a volunteer who had already indicated they would be interested in taking on the Treasurer role. A launch meeting would be held next April and the Community Centre who had offered use of the centre F.O.C.

The Committee discussed grant funding and utilising the Council's Bid Officer expertise. Officers advised the Committee that they would be able to seek assistance from the Bid Officer on how to navigate funding and managing forms, but any funding bids would be more successful coming directly from the Friends Group rather than from the Council.

There hadn't been a stall at the Jumble Trial this year, but it was felt this would be particularly beneficial next year when the Friends Group had been set up. It was a fantastic opportunity to promote and obtain funding.

It was generally felt that with the exception of the Trust's finances the Trust was in a good place. With regard to funding the Committee discussed various possible avenues of funding including:-

- Obtaining funding through the Virginia Water Neighbourhood Plan.
- The possibility of obtaining CIL funding from proceeds of development around Virginia Water
- Wentworth Resident's Association be approached regarding short term funding.
- Funding from Surrey County Council from Councillor Hulley's SCC allocation. This funding was, however, only available for a specific project but it was agreed the upcoming coppicing work would be a suitable project for such funding.
- Your Fund Surrey – offered significant funding for high level projects

The Committee was keen to set up plans for management, to make best use of volunteers, Friends Group and funding opportunities. It was therefore agreed that the Management Plan should be revised. As the present Honorary Secretary Darren Williams would be responsible for this and Officers were asked to Darren to look into this and provide the Chairman with an update on progress by the end of September. When complete it was requested that the updated plan was circulated to all Members of the Committee by email.

## 6 **Dates of future meetings**

The next meeting of the Management Committee is due to be held on Thursday 5 January 2023 at 2.30pm. )Due to the possibility of an increase in Covid cases over the winter period the possibility a MS Teams meeting would be considered nearer the time if necessary)

The Summer meeting of the Cabrera Trust Management Committee and the AGM will be held on Thursday 13 July 2023 at 2.30pm

(The meeting ended at 3.52 pm.)

Chairman