

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

12 January 2007 at 2.30 pm

Members of the

Committee present:

Councillors Mrs M. Roberts (Chairman), G.B. Woodger (Vice-Chairman),
Ms G E Switalski and Mr S. Cawthorne (Honorary Treasurer) and Mr A.M.
Pearson (Honorary Secretary)

Members of the

Committee absent:

None

ACTION

1. MINUTES

The Minutes of the meeting of the Committee held on 24 July 2006 were confirmed and signed as a true record.

2. APPOINTMENTS TO RIVERSIDE WALK ADVISORY COMMITTEE

The Committee agreed that Councillors Mrs M. Roberts and G.B. Woodger should continue to serve as the Management Committee's representatives on the Riverside Walk Advisory Committee in 2007/2008

3. (i) Drainage from Building Plot in Keepers Walk

At its last meeting, the Management Committee heard that ditches close to the boundary with 1 and 2 Keepers Walk had been re-excavated by persons unknown and a new drainage pipe laid across Trust land from one of these properties, with an outfall indirectly linked to the River Bourne. This was without permission and no request for either a wayleave, or a subsequent licence or easement had been made to the Trust.

At the last meeting, the Committee had expressed concern that the spoil from the ditching works might have a detrimental effect on both the flora and fauna on site and it was agreed that officers would investigate further and report to this meeting. Since July this area had been regularly monitored by Parks staff and the Parks Manager had inspected it in early December 2006. Although there was some short term damage caused by the flora being buried under the spoil, the area was recovering with vegetation beginning to reappear. Monitoring of this area would, however, continue.

On 4 December 2006, Officers had received a report from Mr Ashby, an Honorary Warden for the Riverside Walk, that he had seen what appeared to him to be cement in the water coming from this new drain. Officers had reported this to the Environment Agency but as no response had been received it was concluded that the discharge was innocuous.

Members expressed their concern that the owner/developer of the building plot in Keeper's Walk had taken unilateral action without prior negotiation with the Trust. Accordingly, the Trust needed to take firm action in order to protect its interests and to stop any future similar action being taken by property owners or developers. The Honorary Secretary gave advice on the costs involved.

Hon. Sec.

After further discussion it was agreed that the Honorary Secretary should require that the owner enter into a proper arrangement with the trust and advise Members of the outcome in order that legal action might be considered if the owner was uncooperative.

(ii) Boundary Inspection

The Council's Open Spaces Officer, with the help of a casual employee, had re-visited all the accessible boundaries in July 2006 in order to compare their condition with that recorded in the 2001/02 Boundary Survey. It was noted that there were five inaccessible boundaries with properties in Nuns Walk and these had not been inspected due to the extremely boggy condition of the land. However, it was felt that the boggy nature of the land, itself, was a disincentive to boundary encroachment in this area. The findings of this latest inspection were appended for Members consideration. In most cases there had been no noticeable change in the position or type of boundary since 2001/02.

Members attention was drawn to two significant encroachments and one area of unauthorised use for the storage of garden/patio related equipment, as follows :

24 Cabrera Avenue

The area directly behind property 24 Crabrera Avenue was currently being used for the storage of bricks, composts bins and a barbeque etc.

50 and 52 Harpesford Avenue

An area of approximately 16 sqm of the Riverside Walk had been cultivated and laid to lawn. Both 50 and 52 Harpesford Avenue had gates on this boundary and the area appeared to be maintained regularly.

102 Harpesford Avenue

The hedge line recorded in the 2001/02 survey had been removed. An area approximately 80 sqm within the Riverside Walk had been cleared and laid to lawn. It appeared that this area had been incorporated into the garden of 102 Harpesford Avenue and that the work had been undertaken within the last year.

Again, Members believed that the Trust needed to take firm and immediate action in order to protect its interests and to stop any similar future actions being taken by property owners.

After further discussion it was agreed that the Honorary Secretary should require removal of the encroachments and advise the Management Committee of the results.

Hon. Sec.

(iii) Cabrera Avenue Play Area

Officers had held discussions with the Association for the Improvement of Runnymede (AIR) regarding the possibility of them applying for funding for the refurbishment of the play area. AIR had confirmed that they would be able to do so once the necessary designs and costings had been provided by the Council's Parks Department. Officers reported that the existing

play equipment was in satisfactory condition and not in immediate need of replacement and as the relevant Officers were already fully committed to current Council projects it was not likely to be progressed until March or April 2007. However, should the opportunity arise Officers were keen to progress this sooner.

Councillor Woodger suggested that Members of the Management Committee, in particular the Councillors, could take up this matter to expedite it in view of the perceived lack of Council time. It was agreed, after discussion, that Mr Winfield would provide Councillor Woodger with the names of 3 equipment suppliers together with the necessary supporting documentation in order for application to proceed quickly.

Mr. Winfield

(iv) Skunk Cabbage

At its last meeting, the Committee noted that the existing programme to control the number of plants of *Lysichiton americanus*, commonly known as "Skunk Cabbage" at the Riverside Walk appeared to be working well and that numbers had significantly reduced. "Skunk Cabbage" seeds could be distributed by water flows and it was initially thought by the Riverside Walk Advisory Committee that they were coming into the Riverside Walk from Savill Gardens and Virginia Water Lake, both upstream on the River Bourne. The Parks Manager had had discussions with the Keeper of Savill Gardens, with the aim of tackling this problem. However, the Keeper of the Gardens was not sure that these sites were the source of the problem and it had been agreed that, before any further action be taken, the Parks Manager would research the plant's biology and reproduction, so that likely sources could be more reliably identified and methods of control better understood.

Mr Winfield had completed some detailed research on the plant. As adequate control measures were in place it was agreed that Officers would monitor the situation and report back as necessary.

Mr. Winfield

(v) Maintenance and Management

(a) Cabrera Avenue Open Space

There had been a number of improvements at the open space recently. The blue 'welcome' sign had been renewed and two litter bins had been replaced (one by the parking bays and one in the play area). A dead alder tree, close to the parking bays, had been removed and would be replaced when budgets allowed. Grass cutting, litter and graffiti removal continued on an ongoing basis.

(b) Riverside Walk

Maintenance carried out at the Riverside Walk recently included the replacement of burnt seat slats on the bench to the north of the river and the removal of graffiti from the other bench. Leaves had been blown off the boardwalks. Broken rails had been replaced on a number of the wooden guard rails. Several nature trail number posts were reinstalled following vandalism, but post number '2' was still missing. Some tree work, such as removing broken limbs and clearing fallen trees, had also been necessary. In late November, the sewer pipe

adjacent to the public footpath had burst, following some very heavy rain, with consequent flooding to the immediate area and the path. This was reported to, and dealt with, by Thames Water.

Planned and proposed improvements included updating the content of the information boards in the two car parking areas, resetting and widening the sleeper bridge close to the footpath entrance from Badgers Hill and repairing the fence beside public footpath at the bottom of the steps from Virginia Water station.

4. DRAFT ANNUAL ESTIMATES FOR 2007/08

The draft Annual Estimates for 2007/2008 were approved.

Hon. Treasurer

5. GUEST SPEAKER TO ATTEND THE ANNUAL GENERAL MEETING 2007

The Committee decided that the subject of the talk to be given at this year's Annual General Meeting would once again focus on Badgers in their environment with the talk to be given by a speaker from the Surrey Wildlife Trust. Should this talk not be possible then it was agreed that the alternative topic should be on Bats.

C.A.

6. ANY OTHER BUSINESS

None

7. PROPOSED DATES FOR MEETINGS IN 2007/2008

The following dates for the meetings of the Management Committee in the Municipal Year 2007/2008 were agreed. Meetings would be held in the Members' Room unless otherwise stated.

Annual General Meeting 2007 - Wednesday, 27 June 2007 at 8.00 p.m. in Virginia Water

C.A.

Cabrera Trust Management Committee - Monday, 23 July 2007 at 4.00 p.m.

Members and Officers to note

Cabrera Trust Management Committee - Friday, 11 January 2008 at 2.30 p.m.

(N.B Riverside Walk Advisory Committee - Monday, 2 July 2007 at 7.30 p.m. in the Committee Room).

(The meeting ended at 3.50 pm)

Chairman

Runnymede Borough Council

RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP

Tuesday 6 February 2007 at 7.30 p.m.

Members of the
Group present:

Mr G. Leon-Smith (Chairman)	Addlestone and District Chamber of Commerce
Mrs M. Roberts (Vice-Chairman)	Egham Rotary Club
Mr P.E. Anderson	Runnymede Association of Arts
Councillor A.J. Davis	Runnymede Borough Council
Councillor Miss M.N. Heath	Runnymede Borough Council
Mr V. Spink	Chertsey Chamber of Commerce
Mrs K. Young	Strode's College

Members of the
Group absent:

Mrs D. Chadburn	Runnymede Association of Arts
Ms. M. Clark	Youth Development Officer, Runnymede
Mr R. Davies	Runnymede Association of Arts
Miss H. Dix	Surrey County Arts
Mr D. Gould	Jubilee High School
Mr T. Pattinson	Surrey Herald Newspaper

Those attending in an advisory/observers capacity:

Mr C. Hunt	Head of Leisure Services Runnymede Borough Council
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Mrs P. Gaskin and Mrs P.I. Broadhead of Addlestone Community Association and Miss C Jennaway and Mr W. Evans representing 'Adult Learners in Runnymede' attended the meeting in order to present their respective funding applications but left the room prior to the discussion thereon.

ACTION

1. MINUTES

The Minutes of the meeting held on 3 October 2006 were confirmed and signed as a correct record.

The Chairman had, since the last meeting of the Steering Group, requested that members of the Steering Group to be referred to in a less formal way in the Minutes.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dorothy Chadburn, Bob Davies and Maureen Clark.

3. MEMBERSHIP OF THE STEERING GROUP

Members discussed the level of vacancies on the Steering Group and decided to review the Terms of Reference in order to allow more flexibility for individuals as well as organisations to join the Group and to remove or revise categories that were out of date such as Brunel University which was no longer accommodated in the borough. Members were sorry to note the departures of Ann Davis and Terry Pattinson who were no longer able to sit on the Group. Members made some suggestions about the type of organisations, disciplines of the arts and/or

ACTION

individuals that they would like to see represented on the Group. For example, local music groups, arts and crafts, artists, schools confederations (representing both primary and secondary education). It was agreed that a report outlining these proposals be presented to the next meeting in April. Any recommendation to amend the Group's Terms of Reference would then need approval from the Leisure and Environment Committee.

Miss Pinnock to action

4. BUDGET SUMMARY

Members recalled that the base budget for 2006/07 was £7,300 and that grants totalling £850 had been recommended at the last meeting leaving an available balance of £3,930 (including the unspent portion of the grant to Staines Players subsequently raised under Any Other Business).

Members were disappointed that the budget had again been cut for 2007/08 as this would hamper their ability to properly support arts in the borough.

The budget summary attached at Annex '1' shows the awards that were recommended for funding at the meeting.

5. FUNDING SUMMARY FROM 1988

The Group was pleased to note the spreadsheet showing the large amount of funding that had been recommended since its inception in 1988. Officers were commended for the amount of work that had gone into collating the information. It was agreed this list should be promulgated to the Leisure and Environment Committee and Councillor Miss Heath kindly volunteered to do this.

Councillor Miss Heath to action

Peter Anderson asked for the Arts Strategy that was produced in 1992/3 and mentioned in the document to be re-discovered.

Mr Hunt to action

6. APPLICATIONS FOR FUNDING

i) **Addlestone Community Association**

Members considered an application presented by Mrs Pam Gaskin the President of Addlestone Community Association, with support from Mrs Peggy Broadhead. The Association was planning to hold a town festival in Addlestone from 23 – 30 June and promised a varied and full programme including; the South Runnymede churches, Addlestone Singers, Weybridge Male Voice Choir, and performances staged at Jubilee High School and by Addlestone Community Theatre at the new centre in Garfield Road. There would also be various stalls and charitable organisations in the town. The event would cost in the region of £4,245, and with limited resources the Association hoped for a generous contribution from the Steering Group.

Members noted that the Council had set aside £500 in its Community Events Programme for such an event. Notwithstanding this they recommended funding of £1,330 for what was considered a worthy and inclusive arts project.

Mr Hunt to determine the application and inform the applicant

ACTION**ii) Music for Adult Learners in Runnymede**

Members also considered an application for funding presented by Miss Catherine Jennaway, and accompanied by Mr Wynford Evans, for their second Music for Adult Learners event in Runnymede. As last year, a programme of lunch time recitals and a masterclass with Sanni Luis for 12 adult learners was planned. The Group learned that last year's event had been valued by those who attended from across the country and a small surplus had been made which would be ploughed back into this year's event. It was confirmed that no means testing was employed in the selection process for the masterclass, but that it was first come first served. The 2007 class was already sold out.

Members agreed to recommend funding of £900, the full requested sum.

Mr Hunt to determine the application and inform the applicant

iii) Royal Holloway Symphony Orchestra

This item was deferred to the next meeting to allow for the applicants to attend and present their application to the Group and to answer any questions that the Group might have.

Members were keen to see a copy of their audited accounts at the next meeting.

Officers to contact applicants

iv) Surrey County Council Youth Service

Maureen Clark had submitted her apologies for the meeting and the detail of her application was supplied by Mr Chris Hunt, Head of Leisure Services.

'Live and Direct' was modern music making project that was already operating elsewhere in Surrey. The project was supported by the Surrey Arts Partnership (SAP) into which Runnymede contributed £4,000 per year. The Group was advised that the SAP also supported a travelling theatre (3rd space) and Creative Arts training.

Live and Direct involved 20 – 25 young people in term time workshops taking place over 10 weeks at Egham Youth Centre and culminating in a gig. The tutors were a group called Rhythmix, and Maureen Clark had volunteered to facilitate the workshops. If supported by the Group, the funding would really be 'seed' funding, thereafter it would be supported financially by the County Council.

Members were very pleased to support the project and recommended funding of £1,350.

It was noted that a Summer Youth celebration was taking place in September and the Group suggested that they might also want to participate in the Addlestone Town Festival.

Mr Hunt to determine the application and inform the applicant.

6. FEEDBACK ON COMPLETED ARTS PROJECTS**i) Royal Holloway Musical Theatre Society**

A letter of thanks and some photographs of 'The Little Shop of Horrors' had been received from Catherine Welsby, to be included in the Group's forthcoming Annual Report.

ACTION7. FORTHCOMING ARTS EVENTS IN RUNNYMEDE

Members noted the forthcoming Eikon charity golf day and Runnymede International Literary Festival (R;Fest) which had been supported by the Group in the past. Members were pleased that R;Fest was doing so well and had built on its success by obtaining external funding and sponsorship.

Members were also impressed that at least nine local schools were participating in the R;Fest Community Programme.

8. DATES OF MEETINGS FOR MUNICIPAL YEAR 2006/07 AND 2007/08

The following dates were noted for the meetings of the Steering Group in the Municipal Year 2006/07 and agreed for 2007/08:-

Tuesday 3 April 2007

Tuesday 3 July 2007 (Subsequently changed to 10 July 2007)

Tuesday 2 October 2007

Tuesday 5 February 2008

Tuesday 8 April 2008



Chairman

03. April 2007.

(The meeting ended at 8.31 p.m.)

Base budget 2006/07	£7,300
Committed Projects	
Royal Holloway (University of London) Symphony Orchestra	-£500
Annual Report 2005/06	-£320
Egham and District Choral Society	-£500
Spelthorne and Runnymede Drama Festival	-£500
Egham Youth Music	-£500
Staines Players	-£200
Royal Holloway Musical Theatre Society	-£500
Thorpe Players	-£350
Addlestone Community Association	-£1,330
Music for Adult Learners in Runnymede	-£900
Surrey County Council Youth Development Service	-£1,350
Annual Report 2006/07	-£350
Balance	Nil

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 3 April 2007 at 7.30 p.m.Members of the
Group present:

Mr G. Leon-Smith (Chairman)	Addlestone and District Chamber of Commerce
Mrs M. Roberts (Vice-Chairman)	Egham Rotary Club
Councillor A.J. Davis	Runnymede Borough Council
Mr V. Spink	Chertsey Chamber of Commerce
Mrs K. Young	Strode's College

Members of the
Group absent:

Mr P.E. Anderson	Runnymede Association of Arts
Mrs D. Chadburn	Runnymede Association of Arts
Mr R. Davies	Runnymede Association of Arts
Miss H. Dix	Surrey County Arts
Mr D. Gould	Jubilee High School
Councillor Miss M.N. Heath	Runnymede Borough Council

Those attending in an advisory/observers capacity:

Mr C. Hunt	Head of Leisure Services Runnymede Borough Council
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Mr J Rodgers and Mrs S. Ritchie attended the meeting in order to present their respective funding applications but left the room prior to the discussion thereon.

ACTION1. MINUTES

The Minutes of the meeting held on 6 February 2007 were confirmed and signed as a correct record.

Members noted that the date of the next meeting of the Group was 10 July 2007.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Anderson, Dorothy Chadburn and Councillor Marisa Heath.

3. MEMBERSHIP OF THE STEERING GROUP

Members agreed the Terms of Reference for membership of the Steering Group as set out below. These would be submitted for approval at the next meeting of the Leisure and Environment Committee in June 2007.

"Membership of the Group

The Arts Development Steering Group shall consist of representatives from both voluntary and professional organisations and recognised areas of Arts Provision within the Borough, as follows :

Miss Pinnock to
action

Action

- 2 x Runnymede Borough Councillors
- 2 x representatives Runnymede Association of Arts
- 3 x representatives Primary/Secondary Schools/Schools confederation in the Runnymede area
- 1 x representative Strode's College
- 1 x representative Royal Holloway, University of London
- 2 x representatives Arts/Craft/Fine Art/Music/Drama provision in the borough
- 1 x representative Youth Service
- 4 x representatives Local Business/Industry
- 2 x representatives Rotary/Round Table or similar organisation
- 1 x representative local media

If a specific organisation is listed above, that organisation shall nominate their representative. Where there are to be representatives of a general area of interest or from a range of organisations, the Leisure and Environment Committee shall make the appointment after considering the recommendation of the Group. Members shall remain on the Group until a replacement is appointed for their organisation or area of interest, provided that they still wish to serve.

The membership of the Group, as set out at 2.1, includes four representatives from local Business and Industry. This is to allow for the appointment of one representative from each of the three Chambers of Commerce in the Borough, and one other.

A representative from Surrey County Arts may also attend the meetings of the Group and be entitled to participate in the discussions of the Group but not to vote."

4. BUDGET SUMMARY

Members noted that the base budget for 2007/08 was £7,000 which included a provision of £500 for printing the Group's Annual Report.

Members were pleased that a saving of £153 had been made on printing the report for 2006/07.

The budget summary attached at Annex '1' shows the awards that were recommended for funding at the meeting.

5. APPLICATIONS FOR FUNDING

i) **Royal Holloway Symphony Orchestra**

Members considered an application presented by Johnny Rodgers, one of the tour organisers from the Royal Holloway Symphony Orchestra.

This year the Orchestra were going on tour to Amsterdam, taking part in three concerts over a period of five days. Members were very concerned to learn that the Orchestra received no financial support from Royal Holloway which was both disappointing and frustrating for its members who were all dedicated and keen to participate in musical activities.

Action

The Group was impressed with the fundraising efforts of the Orchestra's members and suggested that to increase the benefit to Runnymede's residents the Orchestra went into local schools as well as residential homes which was always beneficial to both parties. They could also contact the Mayor to see if he had any events coming up (such as the Mayoress's lunch) which they could perform at.

The Chairman requested that when details of their fundraising events taking place at the College were finalised they be notified to the Council so that they could be publicised on the website via the Communications Officer and posters displayed locally through the Leisure Services Department.

The Orchestra needed funding to help attract some additional players; for example French Horn players. It was suggested they contact the University at Amsterdam (UvA-orchestra JPzn Sweelinck) and perhaps discuss an exchange trip where their Orchestra could come over to Runnymede following its visit to Amsterdam.

The Steering Group agreed to recommend funding of £500 and the applicant was requested to supply Chris Hunt with a copy of their audited accounts when available.

Mr Hunt to determine the application and inform the applicant

ii) Spelthorne and Runnymede Drama Festival

Members also considered an application for funding presented by Mrs Sheila Ritchie, Chairman of Spelthorne and Runnymede Drama Festival. Mrs Ritchie reported on the success of the previous year's festival, and how much the Mayors of Spelthorne and Runnymede had enjoyed the week's entertainment.

For the festival in 2007 approximately 5 groups had already registered and the services of a professional (Guild of Drama Adjudicators) adjudicator had been secured. Mrs Ritchie was particularly pleased by the active participation of Youth Groups in the festival both on stage and in the audiences.

The Group discussed venues in Runnymede, but it was acknowledged that both Thorpe Village Hall and Jubilee High School's Theatre were unsuitable owing to the lack of wing space to store up to 14 sets and not having raked seating was also a disadvantage. Jubilee High School lacked a front tab (curtain) which meant that Groups would have to set and strike their set in front of the audience which was not appropriate.

It was confirmed that Chertsey Hall was expensive compared with Sunbury's Riverside Arts centre; however, Mrs Ritchie was interested in seeing the facilities at Addlestone Community Association's new Theatre in Garfield Road. Chris Hunt agreed to provide her with contact details.

Mr Hunt to determine the application and inform the applicant

The Steering Group thought it would be appropriate to match the funding committed by Spelthorne Borough Council and £300 was recommended accordingly.

iii) Friends of Chertsey Museum

The last application for funding was presented by Victor Spink on behalf of the Friends of Chertsey Museum.

Mr Spink had managed to obtain the talented services of Francis Firebrace an original artist in Aboriginal art, dance and story telling for the Museum's annual 'Big Draw'. This involved two sessions each accommodating 20 primary or secondary school age children who would work with him to produce large murals which could be displayed at the Museum or other suitable venue following the event.

It was hoped that publicity for the event and a pre-course taster could be provided at the forthcoming Black Cherry Fair in July, Mr Spink would be making some shadow screen figures and inviting Francis Firebrace to make a guest appearance to generate some interest in the Big Draw event at the end of the Autumn term.

Victor Spink took the opportunity to pay tribute to the staff at Chertsey Museum, whose good work had attracted just over 22,000 visitors in 2006.

Members liked the originality of the concept and the fact that this was genuine Aboriginal Art. The Group was also keen for art to be promoted in the borough. The only draw back was the limited space at the Museum as ideally they thought more or bigger classes would be preferable.

The Group was pleased to support the project and recommended that the full amount of £215 be awarded. It was agreed that Chris Hunt would arrange for photographs of the event to be supplied for inclusion in the Annual Report for 2007/08.

Action

Mr Hunt to determine the application and inform the applicant

6. FEEDBACK

Members noted the receipt of a letter of thanks from Mr Norman McKay, Honorary Secretary of Addlestone Community Association for the grant of £1,330 which was approved at the last meeting of the Group in February.

7. FORTHCOMING ARTS EVENTS

Members noted a number of Arts events in Surrey but were a little disappointed that none appeared to be taking place in Runnymede.

8. OTHER BUSINESS

ARTS STRATEGY

Members noted that at the last meeting, Peter Anderson requested the Arts Strategy which was referred to in the funding history document be re-discovered to see if it had anything useful to offer now.

Members recalled that the Arts Strategy was commissioned in 1992 and Arts Business Ltd were appointed to undertake the work which commenced in May 1992.

Action

The Strategy was considered by the Leisure Services Committee in January 1993 but they did not accept the recommendations therein, particularly the appointment of an Arts Development Officer and the matter was referred back to the Steering Group. However, it was stressed at the time that the Corporate Aims statement had been positively received by the Leisure Services Committee.

The Steering Group produced a three year Arts Strategy (1993 – 1996) which was considered by the Leisure Services Committee and the Corporate Aims Statement was adopted by the Council in October 1993 as set out below:

Corporate Aims Statement

To encourage an environment where the Arts can contribute to the quality of life of Runnymede residents;

To encourage and enable Arts opportunities and access to the Arts for residents of the Borough with particular emphasis on (a) children and youth outside the statutory education system, (b) people with disabilities; and (c) the elderly;

To use the Arts to support town centre improvements and add value to new developments;

To use the Arts to contribute to environmental enhancement in the Borough;

To improve value for money from Council involvement in the Arts;

To encourage partnerships in the Arts with the voluntary sector, South East Arts Board, other statutory organisations and the private sector.

It was agreed that this strategy formed the basis of the work of the Steering Group today.

Victor Spink informed the Group that he was setting up a website to include examples of his handiwork such as painted toilet seats and Punch and Judy puppets, tips on art materials and similarly interesting topics. The main focus however would be a picture, the daily development of which would be available to visitors of the site on-screen to chart the progress of his art work live.

A link to the new website could be made available on the Arts Development section of the Council's website. Members also wished to see links to other local arts groups and Chris Hunt agreed that time and resources permitting, this could be achieved.

9. DATES OF MEETINGS FOR MUNICIPAL YEAR 2007/08

The following dates were noted for the meetings of the Steering Group in the Municipal Year 2007/08:-

Tuesday 10 July 2007

Tuesday 2 October 2007

Tuesday 5 February 2008

Tuesday 8 April 2008

(The meeting ended at 8.35 p.m.)

Chairman

Base budget 2007/08	£6,500
Total Funds available in 2007/08	£6,500
Committed projects	
Royal Holloway Symphony Orchestra	-£500
Spelthorne and Runnymede Drama Festival	-£300
Friends of Chertsey Museum	-£215
Balance	£5,485

Jubilee High SchoolRunnymede Borough CouncilADDLESTONE LEISURE CENTRE
JOINT MANAGEMENT COMMITTEE20 February 2007 at 7.30 p.m.Members present:

Councillor Ms C M Simmons (Chairman), Runnymede Borough Council
 Mr A Waite Governor, Jubilee High School
 Councillor Mrs C E Gant, Runnymede Borough Council
 Councillor C J Norman, Runnymede Borough Council
 Mr R Brent, deputising for the Principal of the Jubilee High School

The following attended in an advisory/observer capacity:

Mr C Hunt, Head of Leisure Services, Runnymede Borough Council

ACTION1. MINUTES

The Minutes of the meeting held on 17 October 2006 were confirmed and signed as a true record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D W Parr, Chairman of Governors, Mr G Balch, Principal, Jubilee High School and Mr M Brough, Manager, Addlestone Leisure Centre. Apologies were also noted from Mr A Waite in respect of a previous meeting.

3. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

No report was available in the absence of the Principal. It was agreed, however, that as the Principal's input to the meeting was important Mr Balch should be invited to provide a written report for circulation to Members within the next two weeks.

Mr Balch

4. SPORTS CENTRE MANAGER'S REPORT(i) Income/Expenditure

The budget for the year ending 31 March 2008 was noted together with the outturn figures for the Sports Centre for the period ending 31 December 2006. The latter is set out in Annex 1 to these Minutes.

The part-year outturn showed that the Centre was some £62,000 under budget over the period. This was largely due to: (i) savings in salaries etc. for the first nine months of the year (£30,000) and (ii) because the Council was awaiting invoices from Jubilee High School in respect of the first six months of the year (estimated to be some £27,000). Members asked that the delayed invoices be attended to as quickly as possible.

Mr Balch

(ii) **Membership**

The membership was reported as being 330 as at 20 February 2007 and it was expected to reach the target figure of 400 by the end of this financial year.

Memberships currently available included:

Adult Monthly and Annual - £35.00 DD / £350 Annual Subscription
Joint Monthly and Annual - £64.00 DD / £640 Annual Subscription
Concession Monthly and Annual - £23.00 DD / £230 Annual Subscription
RBC/ JHS Staff Membership - £23.00 DD / £230 Annual Subscription

April 2007 would see the launch of the junior membership aimed at 12 – 15yrs and costing £16.00 per month. This would entitle the Junior Member to the following:

A free Towel and Bag
Unlimited use of the Fitness Suite during Teen Fitness and Family workout sessions
Free Junior Fitness Classes
Discounted activities and courses

It was agreed, following discussion, that the possibility of introducing a concession rate for 16-18 yrs ex-JHS pupils should be examined.

Mr Hunt

Corporate Membership

It was reported that no corporate memberships had been taken out to date but Officers were in contact with companies such as *Royal Caribbean*, *Glaxo Smith Kline*, and *Tesco* together with some other smaller companies.

Members further suggested contacting *Surrey County Council employees*, through their Staff Association, as well as utilising the useful company information contained in the Runnymede Business Directory. In a similar vein, it was reported that the Runnymede Business Partnership was staging an event on 27 February 2007 at the Savill Gardens and promotional material should be made available at this event. Similarly, contact should be made with the Abbeymore Golf Club.

Mr
Hunt/Miss
Noble

(iii) **Marketing**

Advertising and Promotion

This was a most important matter. The action taken to date was noted but Councillors re-emphasised that the Leisure Centre must be marketed effectively in order to maximise revenue and it was hoped that the Communications Officer could be fully involved in this important and continuing process.

Mr Hunt /
Miss Noble

The JHS representatives spoke about the School's initiatives mentioning that an Employer's Convention was to be held in the near future. This presented a significant marketing opportunity for the Leisure Centre and it was agreed that it should be fully

supported. It was also reported that Mr Oliver Wilson, a former middleweight boxing champion, was still working in unison with the School and developing specialist courses. It was mentioned that Mr Wilson might be able to develop boxing in connection with another interested coach in the Borough. It was agreed to advertise the Leisure Centre in the April edition of the School's publication "Contact".

Mr Balch

Mr Balch

It was further agreed that in future it would be mutually beneficial to hold regular meetings between the JHS and ALC in order to discuss the initiatives being planned to facilitate marketing co-ordination.

Mr Hunt /
Mr Balch

(iv) **Future Marketing & Branding**

The new Centre brochure had proved successful in promoting activities and products. A new brochure was being developed for the period April – September 2007. It was hoped that marketing resources could be shared with the Egham Leisure Centre resulting in the publication of a joint brochure for both Leisure Centres in October 2007.

Various membership promotions were being planned throughout the year. It was hoped that at least three of these would be specialist membership packages bought through the Fitness Industry Association. These would run alongside those Council "in-house" membership promotions centred on smaller events such as "Mothers and Fathers" days etc. Proactive membership retention would also be undertaken in the form of gym challenges, instructor/customer communication, telephone calls, information sharing and activities and promotions including the information achieved from exit interviews.

Current marketing literature would be reviewed and replaced or changed as necessary to keep it up to date. Officers also envisaged possible joint membership promotions and initiatives involving both Centres. Dedicated sales training through outside training providers was also planned for later in the year building on the existing staff training.

(v) **Community News and Links**

The Centre had attracted interest from various community groups including the White Lodge Centre, Fremantle's School and the 3rd Addlestone Brownies. Officers had also met with the Principal of the Jubilee High School about the possibility of linking up with some national fitness initiatives in order to promote fitness and activity participation in young people (the FIA's *GO* and *Adopt a School Campaigns*) as well as liaising with local youth leaders. The Centre had also successfully accommodated Jubilee High School GCSE students in use of the fitness suite.

The NHS Weight Management Scheme "*Motivate to lose weight*" had started at the Centre on Tuesday evenings in January, which had currently eleven paid-up participants. With the success of this activity Officers were currently investigating the possibility of partnering with the lottery funded *MEND Scheme*. This Scheme targeted year 4-7 (7-12 years old) children with an obesity problem and their families and had the intention of making them healthier and physically fit. Classes would be held after School between 5pm-8pm. This Scheme had already been successfully

piloted in Guildford.

(vi) **Customer Service**

The vast majority of customer comment cards had reported favourably on both the staff and facilities. A customer information board was displayed in the main foyer and other information boards were located throughout the Centre facilities including the dual-use areas thus further promoting services, activities and facilities to all users.

Mr Hunt

Members suggested that a survey of centre users should be conducted in April this being some six months after the opening. (There was discussion of the need to find some way of adjusting the angle of the fixed shower heads in the showers and the height of mirrors in the ladies changing room).

Mr Hunt

(vii) **Programming and Activities**

Adult's Activities and Fitness Classes

The Centre opened initially with 13 fitness classes which had now risen to some 17 including aerobics, toning, circuit training, yoga, Pilates, ChiBall, and Step. These were monitored and reviewed and a new fitness class programme was to be launched during this month.

New classes included: Free Style Pump, Boxercise, Kai Bo, Lunch Time Fitness & Strength Circuits.

Squash continued to be popular.

(viii) **Swimming Pool**

It was anticipated that the swimming pool would open towards the end of May, outside of school-use times, for community use. Subject to the weather it was expected to be better supported this year owing to the number of new users and the increased promotion. With return of the *SPLASH* scheme a full programme of use would be available where in contrast to previous years this had not proved possible.

(ix) **Children's Activities**

The existing children's courses of Badminton, Gymnastics and Trampolining continued to be well supported.

Holiday activities and general use were improved because of the better promotion and marketing of the Centre together with quality activities and opportunities. Summer 2007 would see the *SPLASH* scheme returning to the site after a number of years at St George's College, together with the RBC Play scheme, which would increase the income for both the School and Leisure Centre.

It was noted that demand for parties had declined during the developments and had not yet recovered to previous levels. It was further reported that investigations were in hand for the supply of draft beer but there was no cellar and the small kitchen/storage area was not commensurate with the equipment needed. It was

Mr Hunt

hoped that a brewery company could nevertheless come up with an alternative so that draft beer could be on tap.

March would see the launch of the "Teen Fitness Sessions" which would run Monday – Friday 4.00pm – 5.15pm, Saturdays and Sundays 10.00 am – 11.00 am. There would also be a family workout session available on Sundays 10.00am – 4.00pm where teen fitness users who had attended the teen fitness course could work out with parents.

Also during March, the Centre would start with its own "Junior Circuits" fitness class on Wednesdays 4.00pm – 5.00pm.

These new activities would precede the new junior fitness membership starting in April.

(x) **Repairs, Improvements & Maintenance**

Cleaning

Officers had met again with the Principal regarding the cleaning contract. The standard of cleaning remained inconsistent and was not generally acceptable. Proper cleaning needed to be completed by 5pm before opening to customers. Councillors felt that this was compromising the Leisure Centre and would be a disincentive to continuing membership. If this issue could not be resolved then the Council would need to consider an alternative arrangement with an appropriate adjustment of costs. In the meantime, it was agreed that a Scheme of Work should be drawn up listing the cleaning to be done, when, and by what time.

Mr Hunt /
Mr Balch

Mr Brough

(xi) **Maintenance**

Some repeated vandalism had taken place in the dual-use corridors. The JHS representatives confirmed that appropriate security measures were in hand.

JHS

(xii) **Health and Safety**

A Health and Safety Audit had recently been conducted at the Centre by the Council's Health and Safety Officer. However, concern had been expressed about some customers speeding on the side access road to the Centre rear car park immediately after they exited the last speed bump with the potential accident or injury risk to pedestrian users. It was agreed that additional traffic calming measures should be considered.

Mr Hunt

Mr Hunt

It was reported that a number of youths, some identified as students of the Jubilee High School, had been bringing mopeds on to the site in the early evenings, in front of the Centre, and then driving off at speed onto the access road, again causing a potential risk to users coming to or exiting from the Centre. It was suggested that the local Community Police Support Officer be advised so that regular visits could be undertaken as a deterrent measure.

Mr Hunt

A significant problem was also being caused by parents collecting children by car from St Paul's School and parking their vehicles along the full extent of the access road and in front of the entrance to the Leisure Centre. This restricted outgoing traffic and

Mr Hunt

deliveries, as well as generally causing a hazard. Some parents who had been asked to move cars by customers and staff had, on occasion, been abusive. It was agreed that the Director of Administration and Leisure should be asked to write to the Headmistress asking for action to be taken before an incident occurred.

Mr White

(xiii) **Future Developments**

Officers had approached AIR with regard to potential funding for refurbishing the all weather courts at Addlestone Leisure Centre.

Due to a number of delays and IT problems resulting from the merging of databases with Egham Leisure Centre, the operational date for the introduction of the new membership and booking system had been delayed but it would soon be operational.

(xiv) **Miscellaneous matters**

The Addlestone Leisure Centre was opened to the public on the weekend of the 28 and 29 October 2006. Over the first weekend there were in excess of 300 visits to the facility and a number of people took advantage of the special offer available to new members. The next financial year would be challenging for the staff with a target membership of 700 members budgeted for by March 2008. One disappointment of the opening weekend was that BT had failed to connect the phones and a number of customers were unable to contact the Centre. It was not known what impact this had over the weekend but Officers were currently investigating the question of compensation.

The main contractors had been off-site for some time but had been back to carry out the "snagging works" identified by the Architect. Most of the snags had been dealt with but there were some that were outstanding including the sanding down and re-varnishing of the wooden beams in the studio and remedial works on the school access road which, when inspected by RBC engineers, were deemed to be unsatisfactory. A report had been sent to the Architect and to Ashe detailing the problem areas.

The official opening of the Centre would take place on 9 March 2007 at 3-30pm with the Mayor and local M.P. in attendance. The use of a celebrity at the opening had been considered but the cost and availability had proved a problem. Members suggested that in view of the parking problems already discussed marshals should be on hand to assist with visitor parking and that there should be appropriate liaison with both Schools.

Mr Hunt

The recruitment of staff was now almost complete and this would allow the Manager to concentrate on service developments and promotion of the Centre.

Discussions had been taking place between Addlestone and Egham Leisure Centres to identify areas of joint working. A number of potential areas had been identified including linked promotions, sharing adverts and marketing materials, sharing of staff in particular casual staff, and internal promotion of staff. The linking of the two sites bookings systems was still under investigation and once the system at Addlestone was fully operational this would be taken to the next stage.

The latest cost report for the building works had been requested from the Consultants and this showed a £15,000 overspend, although a further meeting was due shortly to finalise any outstanding issues.

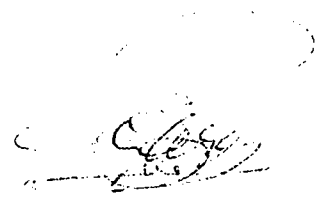
5. ANY OTHER BUSINESS

None

6. DATE OF NEXT MEETING

Tuesday 5 June 2007 in the Nord Anglia Room, Jubilee High School

Members
to note



Chairman

6-6-07

(The meeting concluded at 8-45 p.m.)

ADDLESTONE LEISURE CENTRE

ACTUALS FOR THE PERIOD ENDING 31 DECEMBER 2006

<u>EXPENDITURE</u>	Current Budget £	Profiled Budget £	Actual for Period £	
<u>Employees</u>				
Salaries and Wages	194,400	147,000	116,409	
Training and Recruitment	2,000	1,500	2,891	
<u>Premises Related Expenses</u>				
Building Maintenance	21,800	15,700	4,062	
Fuel, Light and Water	21,000	10,500	2,189	(a)
Rates and Insurance	21,000	11,000	0	(a)
Cleaning Costs	17,000	8,700	4,602	(a)
Grounds & Swimming Pool Expenses	6,400	3,800	0	(a)
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	200	200	150	
<u>Supplies and Services</u>				
Furniture & Equipment	3,500	2,600	2,816	
Bar & Catering Expenses	9,500	7,100	5,776	
General Office Expenses	22,900	17,200	20,296	
Communication and Computing	9,000	7,800	2,888	
Other Services & Expenses	5,000	3,800	3,026	
Public Liability Insurance	2,100	2,100	2,100	
Transfer to Equipment Reserve	15,000	0	0	
<u>Support Services</u>				
Financial Services	12,400	9,500	9,519	
IT Recharges	9,600	7,200	7,200	
Personnel Services	6,900	5,200	5,175	
Legal and Admin Services	3,800	2,900	2,850	
Leisure Services	4,300	3,200	3,225	
Technical Support Services	5,300	4,000	3,975	
<u>Capital Charges</u>				
Capital Charges	57,100	42,800	42,825	
Gross Expenditure	450,200	313,800	241,973	
 <u>INCOME</u>				
<u>Fees and Charges</u>				
Bar & Catering	8,500	4,800	2,984	
Membership	40,700	21,700	10,210	
Main Hall	36,500	27,100	30,226	
Squash	8,500	6,000	6,161	
Fitness Suite	5,500	2,900	1,109	
Gymnasium	16,800	11,800	14,562	
Dance Studio	3,500	1,800	538	
All Weather & Grass Pitches	15,000	11,200	10,485	
Swimming	3,300	3,300	3,259	
Other Income	3,000	2,200	3,216	
Gross Income	141,300	92,800	82,749	
Net Expenditure	308,900	221,000	159,225	

NOTES

(a) Awaiting Invoices from Jubilee High School for the period 1 April to 30 September 2006

Please note that this statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School are not incorporated in these figures.

The figures do not include any proportions of expenditure incurred by the school for the period.

ADDLESTONE LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

5 June 2007 at 7.30 p.m.

Members present:

Mr D.W. Parr (Chairman of Governors) Chairman, Mr. A. Waite (Governor) (Vice Chairman), Mrs. R.M. Denby (Governor), Councillor Mrs. C.E. Gant and councillor C.J. Norman.

Note: The revised membership of this Committee as agreed at the Leisure and Environmental Committee on 15 March 2000 was reported as being 3 Jubilee High School Governor representatives and 3 Runnymede Borough Council representatives which ensures parity of representation between both parties. A copy of the Constitution was tabled and a copy is attached to these Minutes for record purposes.

The following attended in an advisory/observers non-voting capacity:

Mr. G. Balch, Principal, Jubilee High School
Ms. C.P. Scott, Head of PE Department, Jubilee High School
Mr. C. Hunt, Head of Leisure Services, Runnymede Borough Council
Mr. M. Brough, Manager, Addlestone Leisure Centre.

ACTION

1. ELECTION OF CHAIRMAN

Councillor D.W. Parr was elected Chairman of the Committee for the Municipal Year. (There were two nominations for Chairman duly proposed and seconded, namely Councillor Ms. C.M. Simmons and Mr D.W. Parr. On a majority of 3 votes to 2 cast, Mr Parr was duly elected).

2. ELECTION OF VICE-CHAIRMAN

Mr A Waite was elected Vice-Chairman for the Municipal Year.

3. MINUTES

The Minutes of the meeting held on 20 February 2007 were confirmed and signed as a correct record.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ms. C.M. Simmons.

5. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Balch spoke about several matters in his enthusiastic report. He commented that the new build had progressed well. The new fitness suite together with the new theatre were recognised as important assets for the students at the School. Already there had been a substantial increase in the number of students wishing to take a BTech sports qualification. He was delighted to welcome *Splash* back to the School in July. He spoke about the extended schools programme mentioning possible referrals to the Centre for Yoga classes (for ante and post natal care mothers) which the new building could perhaps facilitate. In complimenting and thanking the Council on its commitment to the School by building the new extension he believed that it was clearly evident that many local

community groups fully supported the Council's investment in the new Centre and wanted to use the new facilities available.

Car parking on site remained a significant problem for the Centre and the Schools. Parents collecting children from St Paul's School, by car, particularly at the close of afternoon lessons, remained a difficult and divisive issue for both schools. The JHS Governors were currently considering a solution. The use of a swipe-card operated barrier, possible additional parking areas were just two of the ideas currently under consideration. The Chairman cautioned that the traffic flow along School Lane in the rush-hours and during the "school-run" was already heavy and any measures taken should not exacerbate the existing traffic flow problems.

Mr Balch spoke about the possible financial contributions from local entrepreneurs which might be applied to help develop the existing swimming pool facilities or to provide a covered five-a-side football area in a futuristic design utilising eco-friendly materials.

He was still investigating possible funding from the Tulk Fund with the County Council. He asked whether it would be possible to introduce a special 16-18year old concessionary membership rate for the School to encourage and stimulate older pupils to continued participation in fitness pursuits.

Mr Hunt/
Mr Brough

In closing, he reported that a very successful first joint commercial venture had taken place where the Centre had provided the School with a licensed bar facility and appropriately trained staff. There was good evidence to suggest that this was just the first of many such similar events where the School and the Centre could jointly provide a service with significant financial rewards to both. On this first occasion the profits had been shared on a 50/50 basis. However, in recognising the amount of marketing and administration provided by the School prior to achieving a booking it was suggested by the Chairman that for future events it was equitable that the School should receive a larger percentage of the profits thus reflecting their effort.

Mr Balch concluded by advising members that he had agreed with the Director of Finance a revised billing system which would regularise and improve the flow of invoices for services provided to the Centre.

6. SPORTS CENTRE MANAGER'S REPORT

(i) Income/Expenditure and Membership Performance.

The outturn for the Sports Centre for the year to 31 March 2007 was noted. Councillor Norman asked for further information regarding capital charges to be provided.

Mr White

The Bar receipts were still substantially below pre-development levels. Better advertising in the Centre, especially in the Mens' areas, was necessary but it was acknowledged that the lack of an area manager was preventing the brewers from offering the Centre any promotions. It was thought that the lack of draught beer was not a significant factor as previous sales had been insufficient with a significant amount of wastage. The current lack of a TV was another possible contributory factor but the purchase of a Sky package was financially unrealistic

A report on the financial performance of the bar was requested as part of Mr. Brough's report for the October meeting.

Mr. Brough

(a) Membership

Membership currently stood at 456. The membership "attrition" rate (52) was 11% as against the national average "attrition" rate of 15-17%. The 52 included expired or suspended memberships and the reasons for suspending membership were explained as being due to: ill health,

problems with direct debits, "away on business" and simply non-renewal of membership at expiry date. It was noted that a new junior membership was launched on the 1 May 2007 and 4 junior memberships had been taken out. Marketing of junior membership would be emphasised in future months.

Mr Balch/
Mr Brough

The Spring promotion, which ran from 1 – 30 April, had resulted in 50 new memberships being taken out at a time of year which traditionally showed a drop in membership because the New Year "keep-fit" resolutions had faded.

Members asked that value-for-money "Family Membership" should be developed and introduced as soon as possible as there was evident demand for this. Mr Balch commented that JHS and St Paul's School employed some 200 staff between them and he would ensure that the RBC Staff concessionary membership rate was advertised. Also the Centre could be advertised in "Contact" in order to attract new members from parents. It was also agreed that an advert placed on the School's website with a link to the Centre's website would be most advantageous.

Mr Brough
to consider

Mr Brough

Mr Balch suggested a further incentive to encourage future membership would be to offer 3-4 Centre vouchers, per term, to the School for award to diligent students thus introducing potential new members.

Mr Brough

Opening Times

It was suggested that an earlier weekday opening time of 7 a.m. should be considered.

Mr Brough

(b) Future Membership Promotions – The next three months

June - "Get Fit for Summer" – a trial 6 weeks membership promotion at a special discounted trial price.

September - "Back to School" – This would be a joint membership promotion in liaison with the Egham Leisure Centre.

The response to corporate membership mail-outs was not good. However, corporate discounts offered to Tesco and the Surrey PCT had resulted in a few memberships being taken out. As part of the new strategy between the Egham and Addlestone Leisure Centre both Centres were now looking at a joint corporate strategy and joint marketing campaigns. This would reduce duplication of effort enable the Centre to make use of the Egham Centre's marketing manager's expertise.

(ii) Marketing

(a) Advertising and Promotion

Better in-house designed leaflets and flyers with the ALC brand theme were being used with distribution centred on the local Schools as well as Council and Community organisations. Adverts had also been placed in various publications including the *Informer*, *Chertsey*, *Addlestone & New Haw* and *West Byfleet Directories*, *Runnymede Holiday RAZ* Brochures and the *SPLASH* Brochure for this Summer holiday period.

Adverts had also been placed in "*Raring to Go*" a publication distributed throughout local schools promoting both the Pool and Summer activities. Similar promotion would be made in the local press particularly the Summer membership promotion and fitness classes. Banners were also

being designed to promote both membership and the swimming pool.

The Council magazine "Runnymede Voice" would also be used to further raise the profile of the Centre with both adverts and editorial pieces.

(b) Future Marketing

The website was currently being updated with more detailed information promoting all activities and facilities within the Centre. Officers from both the Addlestone Leisure Centre and the Egham Leisure Centre had formed a "strategy" group centred around fitness, marketing and membership in order to "strengthen" the RBC leisure brand with joint Centre promotions, fitness initiatives, sharing of staff, procedures etc. The second meeting of this Group would take place later this month.

(iii) Customer Service

It was reported that customers had various means in which to make comments and suggestions; customer comment cards, verbal comments log, alcenquiries@runnymede.gov.uk, www.addlestone-leisure-centre.co.uk and, of course, by directly speaking to a member of staff.

At the end of each month, all comments were displayed on the customer service notice board which continued to be a focal point for customer information. Previously customer comments were rarely received but Staff now regularly received comment cards of which the majority of comments were complimentary highlighting, in particular, good service, good facilities and standards. A number of requests for the provision of a "bench press" in the fitness suite had been noted. A report on customer satisfaction was made at the meeting. This was most positive and complimentary to the Centre.

The new computer system was reported as operational and the new system for bookings and sales had been well accepted by customers. It was noted that a wide variety of teething problems had been experienced at the beginning but these had now been addressed.

(v) Programming and Activities

(a) Swimming Pool

The swimming pool opened on Monday 4 June which was earlier than in 2006. It was hoped to have opened the Pool for the Whitsun half-term holiday but finding the necessary qualified staff had once again proved difficult and the Centre was again having to train and qualify staff in order to cover the Pool opening hours.

The Pool programme followed much the same format as in the previous year save the inclusion of the SPLASH Scheme and "Members'-only" session. It was reported that Officers were currently compiling a report on the swimming pool based on the last 5 years of income to include the 2007 financial performance and expenditure. Mr Balch spoke of the Schools current investigations regarding improvements to the pool. Councillor Norman suggested that an independent consultant should be employed to evaluate the Pool and suggest a scheme of improvements. It was agreed that this report should be presented to the JMC at its October meeting and Officers were asked to liaise with Mr Balch accordingly.

Mr Hunt/
Mr Brough

(b) Equinox Fitness

Since the opening in October 2006, it was reported that the Gym Team had completed some 758 Inductions and fitness plan re-programming for both Members and "Pay-As-You-Go" users. Most customers were pleased with the fitness suite and the level of equipment available. Raising the profile of the brand in the Borough remained a key activity of the new fitness strategy group.

(c) Junior Fitness Activities

Junior fitness activities had been added to the fitness programme including; Teen Gym Course, Teen Gym Sessions, Family Fitness, Junior Circuits and Street Dance. These would be supported by the new Junior Fitness membership and Gymnastic, Trampoline and Badminton courses.

Officers were currently discussing running the Fitness Industry Association "Go" scheme at Jubilee High School and "Adopt a School" at the St Paul's Primary School, and, if this proved successful it would encourage the Centre to target other local schools in the area.

(d) Fitness Classes

It had taken some time to develop a class timetable and increase fitness class numbers. With class numbers steadily increasing consideration was being given to adding more classes to the 25 currently available. Possible new classes include: Funky Aerobics, BTS Body Pump, Adult Street Dance, and Boxercise for both adults and children.

(e) Children's Activities

Badminton, Sports Acrobatics and Trampolining classes were still very well attended. Additional support was given by holiday activities such as "Tumble Time", "Play for a £1".

This year's new activities included; The Teen Gym which would continue through the holiday periods, SPLASH and the Play Scheme and junior sports activities.

(v) Repairs, improvements and Maintenance

It was reported that the 6 month new-build defects period had nearly expired and Officers were urgently liaising with the project consultants Baker Consulting and ASHE construction in order to resolve the outstanding issues. The Committee commented that where repairs/maintenance was needed the defects should be attended to as quickly as possible in order to convey a professional image to paying customers.

Mr Hunt/
Mr Brough

(vi) Community Links

In September 2007, the Centre would be used for a MEND course (mind, exercise, nutrition, Do- it) aimed at children 8 – 12 years of age. The aim was to reduce obesity and reinforce the healthy living message. This was part of a national programme to combat childhood obesity. Parents would be encouraged to come along to support their children and ultimately become members of the centre themselves. The Centre was currently being used by The White Lodge and a special needs school in Chobham. An approach by Freemantles School about off-peak usage had also been made.

(vii) Cleaning

The issues reported at previous meetings relating to the cleaning of the dual use areas were still not resolved. The Contractor's site manager did not seem to understand that the Centre needed to maintain a consistent standard of cleaning commensurate with public safety in the sports environment. This was above the general accepted standard needed for routine cleaning of corridors and other public areas. Mr Balch had already discussed the standard of service provided with the cleaning company's site manager and had visited other School sites of similar size for comparison. It was agreed that a final attempt should be made to resolve this. Mr Brough and Mr Hunt were asked to liaise with Mr Balch and meet with the Contractor to try to address these continuing problems. Members asked for a report for their consideration at the October meeting.

Mr Brough

(viii) Car Parking

Car parking remained a major problem as discussed above. It was reported that the Director of Administration and Leisure had written to the Headmistress of St Paul's School and it appeared from her reply that very little could be done.

As reported above, the JHS Governors were discussing and evaluating a number of possible solutions. They were asked to keep the Centre's management advised.

Cllr Parr

(ix) AIR

It was agreed that the all weather courts now needed refurbishment and upgrading

An application had been submitted to AIR for refurbishing the all weather courts. The response from Entrust was that they were interested in funding half of the £30,000 cost for the community-use of the facilities. The School had been duly advised to see if the grant proposed could be matched. If this did not materialise then a bid to the football foundation could be considered. It was suggested that the bid be put on hold until the outcome of discussions between the School and the local entrepreneurs was determined. Part of these discussions included the building of new sports pitches. It was noted that a decision needed to be taken on these pitches, by February 2008, as they were deteriorating and could ultimately become unusable and this would have a detrimental impact on the Centre's budget.

7. ANY OTHER BUSINESS

None.

8. DATE OF NEXT MEETING

Tuesday 16 October 2007 at the Jubilee High School, Addlestone.

Chairman

(The meeting ended at 9-43 pm.)

SCHEDULE

The Constitution of the Committee

- 1 The Committee shall consist of ~~eight~~⁶ persons ~~four~~³ appointed by the Governors of the School and ~~four~~³ appointed by the Licensees such appointments to be made annually
(Amended by ~~revision~~ ~~enrichment~~ ~~Order~~ 15/3/2000) and approved by Council.
- 2 The Committee may require the attendance of the following persons or their representatives at meetings of the Committee:
 - (i) The Headteacher for the time being of the School.
 - (ii) The Head for the time being of the Physical Education Department of the School
 - (iii) The Licensees' Borough Secretary and Leisure Services Officer for the time being
 - (iv) The Sports Centre Manager for the time being
- 3 If the Committee so request not less than 14 days in advance a representative of the Council's Director of Education will attend any meeting
- 4 The Head of St Paul's Church of England First and Middle School may upon request attend any meeting of the Committee
- 5 The Committee shall operate within the general framework of the arrangements for the Community Use of Schools agreed between the Council as Local Education Authority and District Councils of the County of Surrey
- 6 The Committee shall meet not less than once in each School term and special meetings may be convened as necessary by the Chairman or two members giving at least seven clear days notice thereof
- 7 The Committee shall serve as a consultative committee to the Governors of the School and the Licensees in respect of the Community Use of the Facilities and shall

review the same from time to time and make such recommendations to the Governors of the School and the Licensees as it considers necessary

8 The Committee shall ensure that the arrangements for the supervision security maintenance and cleaning of The Facilities are working satisfactorily and in conformity with the provisions of this Agreement

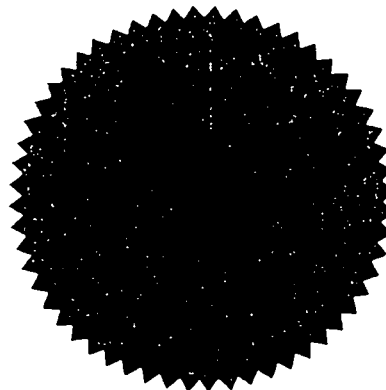
9 The Committee shall ensure satisfactory arrangements are made between the Governors of the School and the Licensees in respect of the purchase maintenance and repair of equipment used in connection with the Community Use of the Facilities and use of the Licensees Facilities

10 The Committee shall from time to time receive and consider reports from the Council's Assistant Director of Resources (Property) concerning the restoration and repair and maintenance of The Facilities and such reports from the Headmaster of the School and the Licensees' Borough Technical and Leisure Services Officer as it considers necessary

11 The Committee shall ensure that satisfactory arrangements are made between the Governors and the Licensees in respect of the Community Use of the Administrative and Social Facilities

12 The Committee may upon four weeks notice require the Licensees to produce its accounts relating to income derived from Community Use of the playing fields for that financial year and for the preceding financial year for the purpose of ascertaining and verifying the gross income derived from such Community Use

The COMMON SEAL of SURREY)
COUNTY COUNCIL was hereunto)
affixed in the presence of)



A.
[Handwritten signature]

Authorised Signatory

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP13 March 2007 at 7.30 p.m.Members of the
Group present:

Councillor C.J. Norman	Runnymede Borough Council
Mrs D. Cotty	Residents' representative for Chertsey Meads
Mr H.W. Evans	Surrey Bird Club
Mr and Mrs Lake	Chertsey Society
Mrs. H. Lane	Surrey Wildlife Trust
Mr D. Mead	Chertsey Agricultural Association
Councillor Mrs J. Norman	Runnymede Borough Council
Mr B. Phillips	Surrey Botanical Society
Ms S. Thorne	Honorary Warden
Mr D. Wheeler	Honorary Warden/ Residents' representative for Chertsey Meads

Members of the
Group absent:

Mrs J. Boater	Community Alternative Transport Association
Mr P.H. Brown	Honorary Warden/Residents' representative for Hamm Court
Mr C. Boyde	Chertsey Agricultural Association
Mr D. S. Cooper	Residents' Representative for Mead Lane
Miss M. Cork	Chertsey Society
Mr D. Cotty	Residents' Representative for Chertsey Meads
Miss I. Girvan	Surrey Wildlife Trust
Mrs C. Longman	Residents' representative for Mead Lane
Mrs M. Nichols	Chertsey Society
Mr G. Perrott	Local Dog Walkers Representative
Mr A. Ratcliffe	Honorary Warden/Residents' representative for Hamm Court
Mrs A. Sheppard	Local horse riders' representative
Mr D. Van Beesten	Environment Agency

Advisory members of
the Group present:

Mr. P. Winfield	Parks and Amenities Manager, Runnymede Borough Council
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Advisory members of
the Group absent:

Mr C. Hunt	Head of Leisure Services, Runnymede Borough Council
Mr. G. Stevens	Contracts Officer, Runnymede Borough Council

1. ELECTION OF CHAIRMAN

Councillor C.J. Norman was elected as Chairman to hold office until the March 2008 meeting of the Liaison Group.

2. MINUTES

The Minutes of the meeting held on 14 March 2006 were confirmed and signed as a correct record.

3. APOLOGIES FOR ABSENCE

Apologies were received from Mrs J. Boater, Mr D. Cotty, Miss C. Gibbs, Mrs C. Longman, Mrs M. Nichols, Mr G. Perrott, Mrs A. Sheppard and Mr G. Stevens.

4. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

Members noted the two vacancies on the Group. These were for an Invertebrates Expert and a member of the British Trust for Conservation Volunteers.

It was noted that the survey at item 6 carried out by Surrey Wildlife Trust covered invertebrates which was considered very useful.

New Honorary Warden, Ms S. Thorne from St George's College was welcomed to the meeting and introduced to those members that she had not met before.

5. ENVIRONMENTAL STEWARDSHIP

Mr Winfield reported that the environmental stewardship scheme was far more complicated than first envisaged. He had registered the scheme but was still working his way through the extensive paperwork. The Group expressed its support for progressing through the process as and when time permitted.

6. CHERTSEY MEADS MANAGEMENT PLAN

Members reviewed progress with the Management Plan including the five year work programme. The Council was seeking an affordable solution to removing clippings from site when maintenance of the picnic areas and road verges took place. It was recognised that leaving clippings led to degradation on site and the possibility that rare species could be lost.

Members were pleased to note that the work to remove one set of posts on the bridleway was complete.

As part of the play area development a number of trees had been removed in consultation with Mr Phillips. He commented that a line of semi-mature Ash trees running diagonally across the first meadow could also go, subject to Officers checking that none of them had been planted as memorials.

In respect of the reed beds and conducting further surveys to increase knowledge of fauna and flora through fixed point photography sites and transect surveys, Officers agreed to give consideration to combining these projects in an application to AIR for funding thereof depending on progress with the Environmental Stewardship scheme.

ACTION

Mr Winfield to report progress to the next meeting

Mr Winfield to action

ACTION

The Group was advised that work to maintain and enhance the hedgerows by gapping up and planting new would be undertaken in 2007.

Members were very pleased with the survey of the main grasslands on the Meads undertaken by Surrey Wildlife Trust in 2006.

It was noted that in order to regain the SSSI status the level of coarse grasses would need to be better managed. In part, this could be achieved by a higher level of grazing. It was noted however that the survey had been undertaken after a period of prolonged wet weather which had made certain grasses more abundant.

Mr Winfield agreed to obtain, if possible, an electronic version of the survey for Ms Thorne.

Mr Winfield to action

7. PLAY AREA

The Official opening of the play area was noted as 31 March 2007 at 2 p.m. The Mayor would conduct the ceremony and would also be distributing prizes to the winners of the competition to name the boat and design a pennant for it. Mrs Cotty agreed to be on the judging panel for the competition. All members of the Group were invited to the opening ceremony and the press would also be in attendance. The Chairman requested that the event be publicised widely.

Miss Noble to action

Mr Phillips wished to register his disapproval of the play area. He considered there was a risk of further development on The Meads. He was assured by the Chairman and Mr Winfield that the play area was solely the result of a Section 106 agreement with the developers and not the start of an erosion of The Meads. It was also agreed that no recommendations for any future structures would be endorsed.

Members discussed the condition of the land at the back of the housing development in Mead Lane which it was agreed was of little value except as drainage for the site and an informal kickabout area for local children. If unmaintained it would become overgrown and it was thought desirable if it could be taken over by the developers.

8. CHERTSEY MEADS ASSOCIATION DONATION

Members were appreciative of the newly installed interpretation boards which had been funded by the Chertsey Meads Association Donation and noted the residual £821 to be used for the hedgerows project in consultation with Mr Phillips.

9. LITTER CLEARANCE

It was agreed to hold the annual spring clean on the Meads on Sunday 15 April, meeting in the first car park at 10.30 a.m.

Mr Wheeler kindly volunteered to help distribute invitations and posters to local residents via Mrs Longman.

Miss Pinnock to arrange

Ms Thorne intended to bring some of the students from St George's College to help which was welcomed and it was agreed that Abbey Rangers' be invited to participate again this year.

Mr Winfield to action

ACTION

10. IMPROVEMENTS AND REPAIRS

Members approved the proposed upgrade to the Fordwater footbridge on which the Council had been consulted by Surrey County Council. It was acknowledged that further motorcycle access to the Meads might be an unwanted by-product of the proposals. However, given that the bridge had to comply with the Disability Discrimination Act, could not impede access by cyclists and horses for whom the proposals were a significant improvement, barriers could not be erected to prevent them. It was considered that adequate measures were in place to deal with motorcyclists who entered the Meads from other access points.

It was noted that Surrey County Council would be responsible for the maintenance of the bridge and bridleway.

11. ENCROACHMENTS

The Group noted that, resources permitting, it was planned to deal with encroachment issues in 2007 and a progress report submitted to the next meeting of the Group in 2008.

Staff shortages had meant that Officers were unable to deal with the many cases that arose and or were on-going alongside their monitoring of issues across the other 80 open spaces in Runnymede.

Members were concerned about the activity at the Traylens site which backed onto the Meads from across the river Bourne. It was confirmed that the Council's enforcement team were aware of the issues. The Group were worried about damage to the river banks and slippage of soil from the newly erected fence and other pollutants in the river itself. As Riparian owners the Traylens Park operators were responsible to ensure the free flowing and maintenance of the river passed its property.

12. GRAZING

Members were keen to explore the possibility of extended grazing on the Meads at suitable locations, which not being registered as 'common' land did not attract the restrictions in force elsewhere. Containing the cattle would have to be considered carefully, as it was likely to be very expensive and would have to comply with access issues for other users of the Meads. The effect on the deer population on the Meads would also need to be taken into account.

It was agreed to seek in principle approval from the Leisure and Environment Committee at its meeting in June 2007 for extended grazing subject to a feasibility study, sufficient funding become available through AIR and a public consultation exercise.

Mr Winfield to
action

13. EVENTS 2007

The Chertsey Agricultural Association's Annual show would take place on 11 – 12 August.

14. REPORTS FROM THE HONORARY WARDENS

- Mr Wheeler reported a fallen sleeper which it was agreed would be brought to the attention at an on-site meeting with Mr Stevens shortly
- Ms Thorne reported that St George's College students were making good use of the Meads for their field work, river work and entomological studies
- The Chairman reported that a clearance of the River Bourne was being discussed with the Council's Drainage section of Engineering, although it was disappointing that owing to lack of funds involvement from the Environment Agency could not be guaranteed. It was commented that modern methods of river clearance were not as effective, although they were generally thought to be safer than using a boat and grab hook.

ACTION

Mr Stevens to
action

15. SITE VISIT

Mr Phillips and Mr Evans had led a well attended site visit last year, and it was agreed to hold the 2007 visit on Thursday 24 May, meeting in the first car park at 7 p.m.

Mr Winfield/Miss
Pinnock to
arrange

Members agreed they would like Surrey Wildlife Trust to be invited to give a short demonstration of how their survey had been undertaken.

Mr Winfield to
action

16. OTHER BUSINESS

Mr Winfield informed the Group that in the new financial year some re-surfacing of the car park adjacent to the new play area would be taking place as would tubular fencing to enclose the car park.

In addition, the car park height barriers were due to be replaced. The height barrier in Mead Lane had again been damaged by an unidentified vehicle and would be repaired as soon as possible. Consideration would also be given to replacing the barrier as it had been damaged so many times by vehicles.

17. DATE OF 2008 MEETING

It was agreed that the next meeting of the Group would be held at 7.30 p.m. on Tuesday 11 March 2008.

Miss Pinnock to
arrange

Chairman

(The meeting ended at 8.47 p.m.)