

Revised Concessionary Categories Applicable to Runnymede Leisure Services

A concessionary charge will apply across all service areas for individuals in the following age groups or receiving the specific benefits identified:

Over 60's
Students (over 16)
Disability Living Allowance
Incapacity Benefit
Income Support
Unemployment Benefit
Housing Benefit
Council Tax Benefit
Looked After Children*

The concessions available relate to specific activities as detailed in the pricing policy. There are activities where concessions do not apply and this will be advertised in any promotional material at specific sites.

Free use of Tennis Courts in the parks for under 16's will continue.

Play Schemes, Splash and the Museum if the parent or carer match the criteria concessions will apply for the child.

There are no specific team or court use concessions, where concessions are highlighted in the pricing policy these relate to off peak use.

RBC Staff are entitled to concessions on specific activities including membership of the Leisure Centre Gyms for themselves and a nominated family member or friend. Concessions are also available on the Summer Play and Splash schemes.

Museum concessions on the shop will remain the same.

*Looked after children and carers receive free access for specific activities as agreed in March 2008.

Free Access for County and National Sports People will continue to apply for Gym use at the Leisure Centres.

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

18 June 2008 at 8.00pm

Members of the Management Committee present: Councillors Mrs. M Roberts (Chairman), G B Woodger, Mr A M Pearson (Honorary Secretary)

Members of the Cabrera Trust Management Committee absent: Councillor A D Mills; Mr S Cawthorne (Honorary Treasurer)

The meeting was also attended by 22 members of the public and two Council Officers.

1. MINUTES

The Minutes of the Annual General Meeting held on 27 June 2007 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Cawthorne (Honorary Treasurer), Mrs H Lane (Chairman of the Riverside Walk Advisory Committee) and Mr P Stephens (Honorary Warden)

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members of the public to the 17th Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee. Mrs Roberts explained that this Committee was responsible for the administration of the Trust's funds and also the management of the two areas of Trust land in Virginia Water, namely, the Cabrera Open Space and the Riverside Walk. The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its funds 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 and put forward their own views and suggestions

4. ANNUAL REPORT 2007/08

The Honorary Secretary presented the Trust's Annual Report which included the audited accounts for 2007/08. The Management Committee expressed its thanks to Mrs A. Wheaton FCA, the Independent Examiner, who had examined and approved the accounts free of charge, once again, this year.

The Trust's thanks were also due to the Chairman and Members of the Riverside Walk Advisory Committee for their invaluable advice and voluntary work in relation to the environmental care of the Riverside Walk lands; to the Honorary Wardens, Mr T. Ashby, Mr K. Barkham, Mr A. Saunders and Mr P. Stephens and also to several Council's Officers who had direct responsibilities in connection with the Cabrera Trust.

Turning to the accounts, Mr Pearson first drew attention to the grant of £39,706 from Biffaward which would be used to refurbish the play area on the Cabrera Avenue Open Space.

Secondly the Statement of Financial Activity showed a deficit in the year of £5,529. In addition, the value of the Trust's investments had reduced by £38,764, reflecting the decline in the stock market during the year. As a result there was an overall reduction in funds of £44,293.

Investment income in 2007/08 totalled £11,999. The Trust had investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments had produced dividend income of £10,333 during the year. In addition, the Trust had £27,500 invested with the Council on which interest was paid at the Public Works Loan Board rate, producing income of £1,666 in 2007/08.

The Balance Sheet showed an overall fund balance of £254,478 at 31 March 2008, a decrease of £44,293 from the previous year for the reason explained above.

Expenditure had been kept as low as possible in order to maintain the Trust's capital in accordance with the Management Committee's wishes.

Questions were then invited. There was one question from a member of the public who asked how the Trust had come about. Mr Pearson duly explained how the Trust had arisen and the source of its capital.

The Trust's Annual Report for 2007/08 is attached, in full, at Annex '1' to these Minutes.

5. ANNUAL INSPECTION OF THE TRUST'S LANDS

It was reported that this year the Annual Inspection of the Trust lands had taken place on 4 June and was attended by Councillors Mrs M Roberts, G B Woodger, both Members of the Management Committee, Mrs H Lane, Chairman of the Riverside Walk Advisory Committee, and, Mr A Ashby, an Honorary Warden. Three Officers from Runnymede Council had also attended.

The site was in excellent condition. The vegetation was luxuriant following a day of very heavy rain on the 3 June. The River Bourne was still flowing fast, at maximum capacity, and there was evidence that it had flooded across the path on the previous day.

The Parks and Amenities Manager commented that a local resident had recently reported that the access to the Riverside Walk from Cabrera Avenue was being impeded by the growth of nettles. This had been noted and would be attended to.

There had been no reports of either vandalism or graffiti on the boardwalk, guardrails or the benches during the last year. One of the Honorary Wardens had recently reported that some litter bins adjacent to the site had not been emptied. This matter had been immediately referred to the Department of Technical Services for action. There had been a few instances of fallen trees across the river. However, such fallen trees were considered for retention within the guidelines of 'Managing Woody Debris in Rivers, Streams and Floodplains' Wildlife Trusts which had been adopted at the 2007 Riverside Walk Advisory Committee Meeting.

Three points were to be referred to the Management Committee for consideration at its July meeting.

- (i) At the end of one section of the board-walk the path was particularly muddy and was likely to remain so after the River Bourne subsided to its normal level. It was felt that addition of hoggin in this one area would help this situation.
- (ii) Due to the high water level, the damage to the wire-caged gabions adjacent to the upstream brick footbridge could not be seen. Officers reported that the

lower retaining wire-cages had now rusted/worn away, allowing the stone filling to start to fall out. It was noticed that one of the brick pillars of the bridge was also damaged. There appeared, however, to be no immediate danger to the bridge.

- (iii) It was recommended that further coppicing of the riverside alders should be considered but this was entirely dependent on funding becoming available

As regards the problem of invasive non-native plant species, it was noted that the 'Skunk Cabbage' plant, which had at one time almost completely colonised the area of the marsh, with the consequent loss of all other native species, has been almost eradicated by spraying. The few plants which reappeared each year would be resprayed when there was a period of drier weather. Several questions arose regarding this plant and Mr Winfield gave a brief explanation of its life-history and the consequent method of control. The Chairman tabled a press cutting which pictured the plant so that local residents could readily identify it in future.

Continuing on the subject of non-native invasive plant species, Mrs Lane had reported that the British Trust for Conservation Volunteers had planned a work-party on 25 May to remove the introduced plant of Himalayan Balsam which required hand-pulling because of its close proximity to other plants. There was not enough growth present, however, to warrant the work party and so it was cancelled.

Mr Andrew Saunders (Honorary Warden) was continuing his visits, during the Summer months, to hand remove any regrowth from the remaining rhododendron stumps with the result that most of the stumps had died. He continued to protect some native saplings from being eaten by the deer. The deer were a threat to the regeneration of trees, and his protective 'tubes' of wire netting were designed to assist the natural succession of different age trees which was vital to the continuing variety and biodiversity of the wood.

6. DISCUSSION FORUM

There were no matters raised.

7. PRESENTATION BY GUEST SPEAKER:

"The unusual geology of the Cabrera Trust land in relation to the sandy heaths and wetlands of Surrey, Berkshire and North-East Hampshire" by Dr A W Dudeney, Senior Research Investigator, Department of Earth Science and Engineering, Imperial College, London.

Dr Dudeney presented a very informative illustrated talk on this subject which was particularly well received by the audience. Dr Dudeney showed how the geology of the Cabrera Trust land fitted in with the general picture of the sandy heaths and wetlands of Surrey, Berkshire and North-East Hampshire. He spoke about the reasons for his particular interest in this natural phenomenon which had arisen as part of engineering research into the eradication of similar, but, man-made discolouration resulting from previous coal-mining operations. Some long-term myths about the Riverside Walk were allayed by his explanation for the natural occurrence of the orange discolouration present which was caused by the oxidation of iron salts with subsequent bacterial action.

Chairman

(The meeting ended at 9.15 pm)

CABRERA TRUST

Annual Report for the year ended 31 March 2008

1. Background to the Trust

- 1.1 The Cabrera Trust is constituted by Deed of Trust as amended by a Scheme made by the Secretary of State for Education and Science dated 24th March 1972 and is a registered charity, No. 305020. Runnymede Borough Council is the Trustee. The registered address of the charity is the Civic Offices, Station Road, Addlestone, Surrey, KT15 2AH.
- 1.2 The Trust is 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 is also responsible for the administration and use of the Trust funds. The Trust Deed requires that the Riverside Walk is maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue is to be used as a public recreation ground for the benefit of the same area.
- 1.3 A Management Committee has been set up by the Trustee to provide a clear local focus for the management of the Trust land, with the benefit of professional advice. The Management Committee accordingly comprises the three Virginia Water Ward Councillors together with two Council Officers appointed annually by the Leisure and Environment Committee of the Council, who are presently the Director of Administration and Leisure and the Director of Finance. During the year the membership of the Committee was

The three Virginia Water Ward Members of Runnymede Borough Council:-

Councillor Mrs M. Roberts (Chairman)
Councillor G.B. Woodger (Vice-Chairman)
Councillor A.D. Mills

Officers

Mr. A.M. Pearson, the Director of Administration and Leisure is Honorary Secretary of the Management Committee

Mr. S. Cawthorne, the Director of Finance, is Honorary Treasurer of the Management Committee.

The Committee can also draw on other resources from the Council and from outside volunteers. In particular the Riverside Walk Advisory Committee, comprising a number of local and specialist representatives, offers advice on the upkeep of the Riverside Walk.

- 1.4 The objectives adopted by the Management Committee in the management of the Trust land are to maintain the playing area to a proper standard and, in relation to the Riverside Walk, to retain the major part of the land as an area of natural woodland providing a habitat where a variety of animal and plant species can flourish with part having well marked and maintained footpaths for public access.

2. The Past Year

- 2.1 The Association for the Improvement of Runnymede (AIR) submitted a bid to Biffaward on behalf of the Trust for funds to refurbish the play area on the Cabrera Avenue open space. The Biffaward management board notified the Trust at the end of December that it wished to award a grant of £39,706. The Trust has made the required 10% contribution to Biffaward but, following the receipt of tenders, work had not commenced on site by 31 March.
- 2.2 Officers are continuing to monitor encroachments onto Trust land and the dumping of garden waste on the Riverside Walk land.

- 2.3 As is usual, the Trust gave permission for the use of the Cabrera Open Space for the Virginia Water "Carnival Capers" in the Summer of 2007. Permission has been given for the same event on 29 June this year.
- 2.4 The Trust's thanks are due to the Chairman and Members of the Riverside Walk Advisory Committee for their invaluable advice and voluntary work in relation to the environmental care of the Riverside Walk lands and also to the four Honorary Wardens, Mr T. Ashby, Mr K. Barkham, Mr A. Saunders and Mr P. Stephens.

3. Finances

- 3.1 The Charities Act 1993 requires charities with income or expenditure over £10,000 to be subject to an independent examination. The Trust's accounts have been audited by Mrs A. Wheaton, FCA.
- 3.2 The Statement of Financial Activity shows a deficit in the year of £5,529. In addition, the value of the Trust's investments reduced by £38,764, reflecting the decline in the stock market during the year. As a result there was an overall reduction in funds of £44,293.
- 3.3 Investment income in 2007/08 totalled £11,999. The Trust has investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments produced dividend income of £10,333 during the year. In addition, the Trust has £27,500 invested with the Council on which interest is paid at the Public Works Loan Board rate, producing income of £1,666 in 2007/08.
- 3.4 Details of the maintenance works undertaken on both the Cabrera Open Space and the Riverside Walk area are set out below.

	Maintenance Works 2007/08
	£
<u>Cabrera Open Space</u>	
Grass cutting	337
Inspection of play equipment	216
	<hr/> 553
<u>Riverside Walk</u>	
Tree surgery	630
Maintenance of paths/boardwalks	1,163
Works to bridge	100
	<hr/> 1,893

- 3.5 Administrative Expenses of £611 relate to the cost of insurance (£493), land registry fees (£12), printing (£58) and AGM expenses (£48).
- 3.6 The Balance Sheet shows an overall fund balance of £254,478 at 31 March 2008, a decrease of £44,293 from the previous year as explained in paragraph 3.2.

Councillor Mrs M. Roberts
Chairman of the Cabrera Trust Management Committee

21st May, 2008.

CABRERA TRUST

Statement of Financial Activity for the year ended 31st March 2008

2006/2007 Actual £		2007/2008 Actual £	Notes
	Incoming Resources		
3,332	Dividends from Charities Official Investment Fund Shares	3,520	
6,221	Dividends from M&G Charifund Shares	6,813	
1,790	Interest on Internal Investments	1,666	
45	Interest on cash balances		
4,481	Contributions		
<u>15,869</u>	Total income	<u>11,999</u>	
	Expenditure		
	<u>Cost of works</u>		
1,800	Maintenance of Recreation Ground	553	
3,318	Maintenance of Riverside Walk	1,893	
5,151	Special Works	<u>3,971</u>	(3)
		6,417	
674	Administrative expenses	611	
	<u>Management and administrative recharges</u>		
6,100	Supervision of Sites	4,700	
4,600	Borough Secretary's Services	4,800	
1,000	Financial Services	<u>1,000</u>	
		10,500	
<u>22,643</u>	Total expenditure	<u>17,528</u>	
(6,774)	Net outgoing resources before other recognised gains	(5,529)	
	Other recognised gains		
18,186	Gain (loss) in valuation of investments	(38,764)	(4)
<u>£11,412</u>	Net movement in funds for the year	<u>(£44,293)</u>	

Balance Sheet as at 31 March 2008

31 March 2007 Actual £		31 March 2008 Actual £	Notes
	Investments		
33,000	Investments with Runnymede Borough Council	27,500	(4)
109,252	Investment with the Charities Official Investment Fund	101,011	(4)
155,830	Investment in M&G Charifund	125,307	(4)
<u>298,082</u>		<u>253,818</u>	
	Current Assets		
0	Debtors	0	
690	Cash at Bank	660	
	Current Liabilities		
0	Creditors	0	
<u>£298,772</u>		<u>£254,478</u>	
	Unrestricted income funds		
287,360	Fund balance at 1 April	298,772	
11,412	Net movement in funds for the year	(44,293)	
<u>£298,772</u>	Fund Balance at 31 March	<u>£254,478</u>	(2)

CABRERA TRUST
Notes to the Accounts for the year ended 31st March 2008

- (1) The Statement of Financial Activities has been prepared on an accruals basis.
- (2) All the funds held by the Trust are unrestricted and are available to discharge any of the charitable objectives of the Trust.
- (3) **Special Works**
 The trust has secured funding from Biffaward through AIR to replace the play area on the Cabrera Open Space. The works had not commenced at 31 March 2008 but the Trust had already made a 10% contribution to Biffaward for its share of the works, amounting to £3,971.
- (4) **Investments**
 Investments are shown on the balance sheet at market value. The Trust held three investments at 31 March 2008. The statement below shows both the value of each investment compared with the amount the Trust paid for them (the book cost) and the change in the value of investments during the year.

INVESTMENTS - MARKET VALUE AT 31ST MARCH 2008

	COIF Income Shares	M&G Charifund Shares	Investments held by Runnymede B.C.	Total
<u>Market Value</u>				
<u>compared with book</u>				
<u>cost</u>				
Holding	9,385.92	9,566.00	27,500.00	
Book Cost	£20,000.00	£100,000.00	£27,500.00	£147,500.00
Price @ 31.03.08	£10.7620	£13.0992	£1.00	
Value @ 31.03.08	£101,011.27	£125,306.95	£27,500.00	£253,818.22
<u>Change in value</u>				
<u>2007/08</u>				
Carrying value @ 31.03.07	£109,252.11	£155,830.14	£33,000.00	£298,082.25
Additions at cost	-	-	-	-
Disposals at carrying value	-	-	-£5,500.00	-£5,500.00
Less net loss on revaluation	-£8,240.84	-£30,523.19	-	-£38,764.03
Carrying value @ 31.03.08	£101,011.27	£125,306.95	£27,500.00	£253,818.22

CABRERA TRUST

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Independent Examiner's Report to the Trustees of the Cabrera Trust

I report on the accounts of the Trust for the year ended 31 March 2008, which are attached.

Respective responsibilities of the Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified by the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my attention.

Basis of my Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with those accounting records and to comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anne Wheaton

A. Wheaton
Chartered Accountant
Woodlands Road East, Virginia Water, Surrey,

17th June 2005

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

25 July 2008 at 2.30 pm

Members of the
Committee present: Councillors Mrs M Roberts (Chairman), G B Woodger (Vice-Chairman), and Mr A M Pearson (Honorary Secretary)

Members of the
Committee absent: Councillor A D Mills, Mr S Cawthorne (Honorary Treasurer)

Mr P French and Mr R Taylor, Officers of Runnymede Borough Council, both attended in an advisory capacity.

ACTION

1. ELECTION OF CHAIRMAN

Councillor Mrs M Roberts was elected Chairman to hold office until after the Annual General Meeting in 2009.

2. ELECTION OF VICE-CHAIRMAN

Councillor G B Woodger was elected Vice-Chairman to hold office until after the Annual General Meeting in 2009.

3. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Cawthorne - Honorary Treasurer. Mr P Winfield, Parks and Amenities Manager, was normally present but had expressed regret at his unavailability.

4. MINUTES

The Minutes of the meeting of the Committee held on 11 January 2008 were confirmed and signed as a true record.

The draft minutes of the Annual General Meeting of 18 June 2008 were noted.

The minutes of the Riverside Walk Advisory Committee of 7 July 2008 were similarly noted and the following points arising were considered:

- (i) During the annual inspection it had been noticed that at the end of one section of the board-walk the path was particularly muddy following localised flooding of the River Bourne and the mud was likely to persist once the river had subsided to its normal level. The Trustees agreed with the Advisory Committee's suggestion that the addition of hoggin in this area would help alleviate this situation after flooding.

Mr Taylor reported that the estimated cost of providing hoggin would be in the region of £200-£300. The Management Committee approved this expenditure.

Mr Taylor

- (ii) During the annual inspection, owing to high water level, the damage to the wire-caged gabions adjacent to the upstream brick footbridge could not be seen. Officers, however, reported that the lower retaining wire-cages had now rusted/worn away allowing the stone filling to start to fall out. It was evident that one of the brick pillars of the bridge was also damaged but there appeared to be no immediate danger to the stability of the bridge. (***This matter is more fully discussed at 7(iii) below.***)
- (iii) Lastly, the Advisory Committee had considered the necessity of further coppicing of the riverside alders. Ideally, this should be routinely carried out on a 5 yearly sequential programme. Whilst professional coppicing could only be considered when funding became available it had been suggested by Mr Saunders (an Honorary Warden) that, as an interim measure, his team of conservation volunteers might be able to tackle some of the younger growth. Mr Taylor, however, cautioned that even the younger growth was now substantial and posed a safety hazard to the non-trained person particularly when considering the proximity of the trees to the river. It was agreed that Officers would discuss this with Mr Saunders as soon as possible.

Mr Winfield

5. APPOINTMENT OF OFFICERS

The Committee noted that the Leisure and Environment Committee, on 19 June 2008, had re-appointed Mr A. M. Pearson as Honorary Secretary and Mr S. Cawthorne as Honorary Treasurer.

6. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

The Committee noted the Financial Monitoring Statement for the period ending 30 June 2008. Net expenditure to 30 June stood at £1,052 and the market value of the Trust's investments on that date was £228,601 reflecting current Stock Market trends .

7. LAND MANAGEMENT ISSUES

(i) Designation of Cabrera Trust Land as a Local Nature Reserve

It was reported that the required press notices had been placed in the Surrey Herald. The prescribed document declaring the land as Trust land had also been prepared and legal officers were now completing the drafting of an agreement between the Trust and Runnymede Borough Council which would confirm that both parties were in agreement that the land should be designated as a Nature Reserve (amongst other things). The target date for completing the documentation (including formal execution by the Council and the Trust) was the end of August 2008.

The Management Committee agreed that a formal press launch should be planned for September 2008 to be co-ordinated by the Council's Communications Manager. This could involve the Mayor, the Trustees, Council

Members and representatives from the three local schools as well as Natural England. The involvement of the local schools was important if the Riverside Walk was to be promoted as an education area in a similar manner to Chertsey Meads.

Officers were accordingly asked to liaise with the Trustees as developments took place.

Mr Winfield/
Mrs Pugh

(ii) Encroachments on Trust Land

1 Keepers Walk Virginia Water

It was reported that Danesfield Homes had verbally informed the Council's Legal Section that the unauthorised drainage pipes discharging water onto the Trust land had now been removed by Danesfield Homes' contractors. It was further stated that the pipes had been located on the Trust land in error. Officers had, therefore, asked for written confirmation of this and would be undertaking a site inspection accordingly. It was possible, therefore, that the previously required wayleave/easement would now not prove necessary.

Some of the Trust's boundaries had been informally inspected by the Council's Parks Section in June 2008 and the following properties had been discovered to be encroaching on the land. Appropriate action had been taken:-

50 Cabrera Avenue

Officers had written to the owners of this property who appeared to be responsible for unlawfully depositing an oil drum and other waste materials onto the Trust land. The property owners concerned had agreed to remove the items following receipt of the letter.

Officers had further requested removal of a "sleeper bridge". According to the owners this had been in place for approximately 6 or 7 years. As there were a number of other "sleeper bridges" on the Trust land the views of Trustees were sought as to what the Trust's policy should be on such matters.

After discussion, it was agreed that it would be prudent to protect the Trust's position by issuing licences/permissions in each respect. Officers were asked to proceed accordingly.

Mr Winfield/
Mrs Pugh

16 Cabrera Avenue

Following correspondence from the Legal Section, the owners had now agreed to remove the items they had deposited which included logs, pallets and other material.

22 Cabrera Avenue and 18 Cabrera Avenue

The Legal Section had written to the owners of the above properties on 17 June 2008. As yet there had been no verbal or written response. A further inspection was

Mr Winfield

planned by Officers in order to check whether any remedial action had been taken.

"Still Waters"

A discussion arose about the above site which was now a vacant plot following the demolition of the house. It was confirmed that during the last three years no further correspondence had been received regarding the earlier proposals concerning the lake and the boundary.

Since the plot would be the subject of a future planning application it was agreed that it was now essential to clearly mark the boundary to prevent any accidental encroachments onto Trust land.

Officers were asked to take appropriate steps to (i) identify the boundary with the property formally known as "Still Waters" and (ii) to mark this boundary with the usual concrete markers but linked with chestnut stake-posts with double wires to clearly delineate the boundary of "Still Waters" with the Trust land.

Mr Winfield/
Mr Taylor

(iii) Bridge Gabions

The Council's Engineering Section had been tasked to manage the repairs required to the gabions which protected the upstream footbridge from water erosion. The Trustees noted that, until very recently, the relevant engineers were committed to works related to the new Civic Centre and thus had been unable to allocate time to these repairs. They were now able to do so and as a first step suggested the appointment of a structural engineer qualified to recommend an appropriate solution. The cost of this appointment was not known at this stage, but in view of the engineering and associated health and safety issues it was judged to be a prudent course of action and therefore such an appointment was agreed. The recommendations of the structural engineer would allow the repairs to be accurately costed so that an application could then be made to AIR for 90% of the funding. There was a further requirement to obtain Environment Agency (EA) consent for the works. Currently, the EA had an eight week turn-around on such applications.

The Engineers' response to the Trustees' earlier suggestion that a log be sited in the river downstream from the bridge to reduce the flow of water around the bridge footings was that this was thought likely to cause other problems in terms of silt deposits and the scouring of the river bank around the log. It was thus judged not to be an appropriate course of action.

Officers would advise Trustees as to the results of their investigations and the costs involved regarding the repair of the gabions.

Mr Winfield/
Mr Godden

(iv) Play Area

It was reported that Record RSS Ltd had been awarded the work to construct the new play area. The Council's Legal Section was currently preparing the contract documentation, but, in the meantime a letter of intent had been sent to the supplier and the equipment was accordingly being manufactured. Officers had required that the construction work be done outside of the school holidays and the work was accordingly scheduled to start during the first week of September.

8. OTHER BUSINESS

The Chairman drew attention to what appeared to be the deliberate blocking of a drainage ditch, with earth, which ran behind "Field Cottage" Stroude Lane. This ditch was believed to ultimately drain into the River Bourne which ran through the Trust Land. Council Officers agreed to investigate this further and to advise Mrs Roberts as to what remedial action could be taken.

Mr Godden/
Mr Winfield

9. DATE OF NEXT MEETING AND MEETINGS SCHEDULE FOR 2009

It was noted that the next meeting of the Management Committee was scheduled to be held on **Friday 9 January 2009 at 2.30pm.**

Mr White

The following dates were also agreed:

(i) Date of 2009 Annual General Meeting

It was agreed that it would be prudent to hold the **AGM on Wednesday 17 June 2009** in order to avoid both the WI meeting night and the run-up to the 2009 *Carnival Capers*.

Mr White

The annual talk would be (i) "*badgers*", or, alternatively, if the speaker was already booked, "*stag beetles*".

Mr White

(ii) July 2009 **Cabrera Trust Management Committee** meeting: **Friday 24 July 2009 at 2-30pm.**

Mr White

Chairman

(The meeting ended at 3.12 pm)

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 1 July at 7.30 p.m.Members of the
Group present:

Mr P E Anderson (Chairman)	Runnymede Association of Arts
Mrs M Roberts (Vice-Chairman)	Egham Rotary Club
Mrs D Chadburn	Runnymede Association of Arts
Councillor A J Davis	Runnymede Borough Council
Councillor Miss M N Heath	Runnymede Borough Council

Members of the
Group absent:

Mr G Balch/ Mr D Gould	Jubilee High School
Mr G Bollands	Schools Confederation (North)
Mrs S Playfoot	Schools Confederation (Chertsey)
Mrs G Smithies	Arts, Craft, Drama Discipline
Mr V Spink	Chertsey Chamber of Commerce
Mrs K Young	Strode's College

Those attending in an advisory/observers capacity:

Mrs A Davis	Arts, Craft, Drama Discipline
Mrs A Fairhurst	Surrey County Arts
Mr C Hunt	Head of Leisure Services
	Runnymede Borough Council

1. MEMBERSHIP OF THE GROUP

Mrs A Davis was welcomed back to the Group to fill the vacancy for a second representative of the Arts and Craft discipline. Mrs Davis had been a member of the Group up until her retirement from the Chamber of Commerce. The recent alteration to the Group's terms of reference to accommodate representatives of arts generally (and other minor amendments) allowed her to re-join the Group. It was confirmed that her nomination (which was accepted by the Group) would need to be made formally by the Leisure and Environment Committee at its next meeting in September.

It was agreed to contact the representatives of Jubilee High School to ascertain their wishes about remaining on the Group.

2. ELECTION OF CHAIRPERSON

Mr P E Anderson was elected as Chairman for the Municipal Year 2008/09. Mr Anderson then proceeded to read the Fire Precautions which were duly noted.

3. ELECTION OF VICE-CHAIRMAN

Mrs M Roberts was elected as Vice-Chairman for the Municipal Year 2008/09.

4. MINUTES

The Minutes of the meeting held on 8 April 2008 were confirmed and signed as a correct record.

In so approving, Councillor Davis reported that the funding given to Royal Holloway for their production of 'Volpone' was money well spent as he had thoroughly enjoyed the performance.

Mr Anderson was keen for members of the Steering Group to attend funded events so to feedback to the Group.

Action

Miss Pinnock to
action

Miss Pinnock to
action

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Graham Bollands, Bob Davies, Sue Playfoot, Gillian Smithies, Victor Spink and Kay Young.

6. BUDGET SUMMARY

Members noted that the base budget for 2008/09 was £6,500, with the provision of utilising a further £500 depending on how much was used for printing the Group's Annual Report.

The budget summary attached at Annex '1' shows the award recommended for funding at the meeting.

7. APPLICATIONS FOR FUNDING

The personal and prejudicial interest of Mrs Chadburn was noted and after explaining the application she left the room during discussion of this item.

i) **Staines Players**

The Group considered an application from Staines Players for a significant contribution towards the cost of hiring Chertsey Hall for their pantomime in November 2008.

Mrs Chadburn's aim was to make 'Goody Two Shoes' a production of a professional standard and within the budget of all families to attend. To ensure inclusiveness there would be 8 performances including 4 matinees, with seating arranged to accommodate wheel chair users and with raked seating to give audiences a good view.

Mrs Chadburn explained that although they were very fond of Chertsey Hall as a venue, found the caretaker very helpful and were charged the community rate for its hire, it was still very expensive, and had the disadvantage of not having exclusive use thereof for the week of the show. They also had to hire a number of additional lights in to supplement the standard rig provided. Staines Players had purchased the made to fit curtains for the stage which were left for other groups to use.

Mrs Chadburn confirmed that they had a combination of ticket deals to keep prices down, especially for families and raised money at the shows by doing a raffle. They also did all their own publicity and box office.

Members were pleased that the pantomime was aimed at children and Mrs Chadburn also said that they involved children from the Jeanne Bamforth School of Dance. 'Goody Two Shoes' also had the flexibility for a group to be able to choose the music to suit the voices of those cast.

The Group noted that putting on a pantomime was expensive, although some reservation was expressed about subsidising ancillary costs. In doing so it was asked whether the Council could consider some strategic action with regard to hall fees to assist local arts groups.

Mr Hunt confirmed that although the halls were well used, it wasn't necessarily by arts groups

The Group agreed that Mrs Chadburn and Staines Players did very good productions and deserved to be supported, noting however, that the amount asked for if granted in full (£2,000), would not leave enough to

ActionAction

Mr Hunt

support other applications that might be submitted during the year.

Mr Spink's support for the application was noted in absentia.

It was agreed therefore to recommend that a grant of £1,000 be awarded.

determine the application and Miss Pinnock to inform the applicant

8. FEEDBACK AND LETTERS

Receipt of a letter of thanks and photographs of Meadowcroft Community Infant School's 'African week' were noted. Members were pleased that their small contribution had been well appreciated and helped the event be a success for all participants.

9. CRITERIA FOR FUNDING AND REVISED GUIDANCE NOTES

The Group considered revisions to the criteria for funding which served to address some concerns and requests expressed by members at previous meetings.

The Group agreed that a more explicit statement regarding its primary focus on developmental, inclusive and innovative ventures was necessary to avoid receipt of applications purely for ancillary costs which were not really within the spirit of 'arts development' per se.

The Group also considered it was important to have regard to previous funding received, whilst retaining flexibility to recommend funding at a lower level (maximum of £250 for a period of 12 months from the physical start of the project or event date) to applicants funded £500 or more. In doing so it was agreed to provide a more definite definition of what constituted a 'group' and 'individual'.

Members were still keen that applicants should attend the meeting to present their case, otherwise if there were questions or matters requiring clarification, non attendance could cause funding to be deferred whilst these were addressed.

It was agreed to emphasise the alternative and additional sources of funding available by separating that section from the guidance notes and splitting it into regular and general sources of funding and the more transient funding streams that might occur during the year. It was also agreed to highlight 'match funding' as appropriate. Mrs Fairhurst offered to provide details of the 'transient' funding streams for inclusion in the document.

Mrs Fairhurst to action

With regard to other sources of funding, the departure of Mr Perry from Procter and Gamble was noted, as was a change in their criteria for funding to only support children's groups with an age range of 0-13 years.

Another clarification was that if a project did not go ahead the funding would have to be returned in full to the Council so that it could be re-deployed to another project.

Some members were concerned that lowering the maximum amount that could be awarded from £2,000 to £1,000 might be restrictive. However, it was agreed that more groups could be assisted in this way with the small 'pot' available. It was doubly important therefore to seek out potential applicants and spend the budget rather than risk a large amount being lost which could not be carried forward to the following year.

Members discussed ways of raising the Steering Group's profile and the opportunities for funding that existed.

Action

The Chairman suggested that a small article in the Runnymede Association of Arts newsletter would be helpful. Mrs Fairhurst thought that publicising grants

Miss Pinnock to action

awarded through the Council's Communications Team via a press release would also be beneficial as it would also generate publicity for the grant recipients.

The Group was largely content with the revised criteria and guidance notes and it was agreed that an updated version incorporating the changes discussed at the meeting would be circulated to the Chairman and Vice Chairman for approval.

Miss Pinnock to action

10. ANNUAL CORE REVENUE FUNDING

Linked with the previous item members gave consideration to a report which set out the case for setting aside £1,000 of the Steering Group budget to support some groups on a regular basis. Mr Hunt had selected 3 groups; one each from Art, Drama and Music, and proposed an amount which was commensurate with the level of grant received in the past.

It was confirmed that Mr Hunt would enter into an agreement with each of the groups listed (Surrey Artists Open Studios, Spelthorne and Runnymede Drama Festival and Runnymede Youth Festival). The amount they received would be reviewed each year and checks made to ensure funding them was still appropriate. Receipt of core revenue funding was therefore not a given, it would still need to be justified and scrutinised.

Mr Hunt to action

With regard to Runnymede Youth Festival it was confirmed that the core revenue funding would be directed, as before, to the youth music element.

Members approved the proposal and did not make any suggestions of other groups to be added to the list at this stage.

11. RUNNYMEDE LOCAL DEVELOPMENT FRAMEWORK – CONSULTATION

Members noted receipt of a letter from the Council's Head of Planning in respect of the Runnymede Local Development Framework Core Strategy Issues and Options Consultation and questionnaire.

The consultation period ran from 13 June to 25 July and members were urged to look at the document on the Council website and submit a response if they wished.

It was also noted that the previous LDF document that had been produced was most thorough and diligent, but had not been fully comprehended by the Inspector who had looked at the document because it was one of the first to be completed so there were few examples to which it could be compared.

[Point of clarification – subsequent to the meeting, the Chairman confirmed that the original LDF was in the opinion of the Inspector unlikely to succeed against criteria that had emerged subsequent to its submission. In line with other Surrey authorities, Runnymede was asked to withdraw its submission. The Head of Planning further clarified that the LDF had not been accepted by the LDF Inspector as being sound, and re-iterating the latter point made by the Chairman.]

12. LONDON 2012 OLYMPIC AND PARALYMPIC HANDOVER CEREMONIES – CULTURAL EVENTS

Action

Members considered a communication from the Creative Director of the London 2012 Olympic and Paralympics Ceremonies, Beijing 2008. The document invited ideas for the official handover ceremonies between Beijing and London and what cultural events locally could be organised to celebrate the event within the tight timescale.

Three key dates were noted. These were: Sunday 24 August 2008 – the Handover Ceremony at the Closing of the Beijing Olympics; Wednesday 17

September – the Handover ceremony at the closing of the Beijing Paralympics and Friday 26 – Sunday 28 September – the Cultural Olympiad Launch weekend.

Mr Hunt explained that the Council had to decide what the Council wished to do in addition to the proposal to allow free access to certain activities at the leisure centres. It was suggested that the Council could involve the community in producing a flag, or organise something in conjunction with the Egham Show.

Mrs Fairhurst informed the Group that at County level they would be focussing on the Cultural Olympiad Launch Weekend as it could lead to a broader spectrum of cultural activities on an Olympic theme leading up to the London Olympics in 2012. Members were advised that the Olympics Co-ordinator at Surrey County Council was Elizabeth Molyneux.

The Chairman was keen to stress Britain's athletic and other sporting achievements and that marking the event in some way, especially in the lead up, would be a good idea.

13. ANY OTHER BUSINESS

Mrs Roberts had attended the Magna Carta ArtsMark event and was very impressed with the standard of musical activities, particularly the recital being given in the foyer by two of the students. Mrs Smithies had also gone to the school that evening and had feedback by e-mail (as she couldn't attend the meeting) that she was impressed by the art work on display and the obvious boldness and experimentation that was being nurtured at the school.

Members felt it a shame though that greater publicity had not been given to event and that, owing to his being busy organising the event, Mr Walker's email had only been sent a day before it took place.

14. DATES OF MEETINGS FOR MUNICIPAL YEAR 2008/09

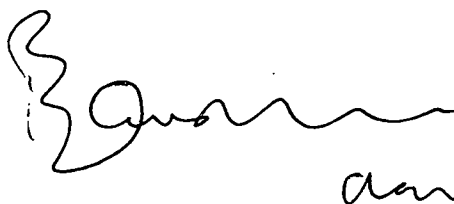
Members noted the following dates for meetings in the next Municipal Year 2008/09:-

Tuesday 30 September 2008
 Tuesday 3 February 2009
 Tuesday 7 April 2009

These would take place at 7.30 p.m. in the Committee Room at the Runnymede Civic Centre, Addlestone.

Chairman

The meeting ended at 8.52 p.m.



30 September '08

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Arts Development Steering Group - 1 July 2008

Base budget 2008/09	£6,500
Total Funds available for 2008/09	£6,500
Committed projects	
Meadowcroft Community Infant School African Week	-£170
Royal Holloway Drama Society	-£300
This is not a Play - Peut-être Theatre	-£250
Staines Players	-£1,000
Balance	<u>£4,780</u>

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP7 August 2008 at 7.30 p.m.Members of the
Group present:

Councillor C J Norman	Runnymede Borough Council
Mrs J Boater	Sustrans
Mr D Cotty	Residents' Representative (Chertsey Meads)
Mrs F Harmer	Honorary Warden
Mrs T Lake	Chertsey Society
Mrs H Lane	Surrey Wildlife Trust
Mrs C Longman	Residents' representative (Mead Lane)
Mrs M Nichols	Chertsey Society
Mrs J Norman	Honorary Warden
Mr G Perrott	Local Dog Walkers Representative
Mr B Phillips	Surrey Botanical Society
Mrs T A Stevens	Residents' Representative (Mead Lane)
Mr D Wheeler	Residents' representative (Chertsey Meads)

Members of the
Group absent:

Mr C Boyde	Chertsey Agricultural Association
Mr P H Brown	Honorary Warden/Residents' representative (Hamm Court)
Mr H W Evans	Surrey Bird Club
Miss I Girvan	Surrey Wildlife Trust
Mr D Mead	Chertsey Agricultural Association
Councillor L C Pouyenne	Runnymede Borough Council
Ms S Thorne	Honorary Warden
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
Mr R Taylor	Amenities Officer, Runnymede Borough Council

Mrs S Cooper of Surrey Wildlife Trust, Mr J Hill and another interested resident of Meadow View attended the meeting, at the invitation of the Chairman.

1. MINUTES

The Minutes of the meeting held on 11 March 2008 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr H Evans, Miss I Girvan and Mr P Lake.

3. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

New members to the Group were welcomed and the three vacancies were noted. These were for an Invertebrates Expert, a member of the British Trust for Conservation Volunteers, a second Hamm Court Residents' Representative [a fourth vacancy arising is for a Local Horse Riders' Representative.]

Mrs Lane offered to talk to Mr Brown about whether another Hamm Court resident had come forward to fill the vacancy for a second Hamm Court residents' representative.

4. MEADOW VIEW – REQUEST FROM RESIDENTS TO BUY A STRIP OF LAND ON CHERTSEY MEADS

The Group gave consideration to a request from five residents of Meadow View to purchase a strip of land on Chertsey Meads in order to extend their gardens.

Members noted that the Group's views would be taken into account when the matter was considered by the Council at its meetings of Economic Development and Leisure and Environment Committee on the 11th and 18th of September respectively.

Members were provided with the request from residents, plans and photographs of the site in question together with details of the legal implications and potential obstacles which might prevent sale of the land or its use for domestic gardens.

Peter Winfield confirmed that to date Surrey County Council had not yet been consulted about the request. It was agreed that their position with regard to the restricted covenant in their favour on the land was necessary as a matter of some urgency. The covenant required the Council 'not to use the property for any purpose other than for open space as defined in the Town and Country Planning Act 1990 section 336 and section 106 of the said Act.' "Open Space" as defined would preclude use for private gardens.

Members were mindful of the aims of the Management Liaison Group which were to:

- provide the Borough Council with scientific, natural history and other advice on the conservation, management and recreational use of Chertsey Meads;
- advise upon the production of the Chertsey Meads Management Plan and annually review progress against the plan;
- promote interest and participation in the conservation and improvement of Chertsey Meads; and

ACTION

Mrs Lane to action

Peter Winfield to action

- appoint four Honorary Wardens to monitor the condition of the Chertsey Meads and report to Council Officers.

ACTION

The Group also noted its role to advise on the environmental and other effects of the proposal in the light of the Management Objectives as set out below:-

- Maintain and enhance the meadows with suitable and appropriate management
- Maintain and enhance the reed bed and open water habitats
- Maintain and enhance hedgerows, trees and scrub
- Maintain and enhance bank side vegetation
- Increase knowledge of flora and fauna
- Realise full potential of site for educational purposes
- Continue maintaining public access

The Chairman sought to emphasise that any monies resulting from sale of the land should be directed back to the Meads. This view was supported although it was confirmed that it could not be guaranteed as the decision would be taken by another Committee further down the line.

The Chairman invited views from members of the Group present, noting the receipt of written representations from Surrey Wildlife Trust and Mr Evans of Surrey Bird Club who was unable to attend the meeting but expressed concern with regard to loss of feeding and breeding habitats for birds.

Some members considered that selling the piece of land in question would set a precedent with regard to future requests from residents to extend their gardens or for other use whether on the Meads or elsewhere in the borough. It would be difficult to refuse similar requests if this were approved. The Chairman considered that any and each request for purchasing land would be treated on its merits and that allowing this request would not prejudice future proposals.

Ongoing problems with encroachments on the Meads (planting of laurels, inappropriate fencing etc) were noted which Officers were pursuing. It was thought by some members that granting this request would weaken the Council's position in dealing with existing issues.

Some members were concerned by the implications of changing the land from natural open space to domestic garden. It was clarified that presently the land was largely unmaintained for the purpose of promoting wildlife. The only planned access was to clear litter once or twice a year, an activity in which members of the Liaison Group fully participated. Some members stated they regularly monitored the area and problems were reported to and dealt with by the Council's Parks department.

It was suggested that any tree or scrub clearance would counter the efforts made originally to create a natural haven for wildlife and a useful barrier between the Meads and the former caravan site when the trees were planted in 1991. If the request was approved members wanted a condition placed which would not allow the residents to cut back any of the trees. This however, could not be guaranteed even if such a condition were added.

Another argument was that regaining the SSSI status of the Meads, in line with the aspirations of the Management Plan, would be made more difficult if natural parts of the Meads such as this were lost which contained specific plants and trees supporting wildlife.

ACTION

Other members considered that allowing this request would occasion further erosion of the Meads; exacerbated by the creation of the Play Area. However, the Chairman wished to state that the Play Area was a beneficial addition to the Meads, well used and valued by local residents.

Some members of the Group sympathised with the residents of Meadow View, and considered that provided safeguards were put in place to prevent further encroachment on the Meads, or residents cutting any of the trees down on site there was no reason to object to the request.

It was asked how much of the land indicated on the plan attached to the agenda would be affected. It was estimated that although the main band of trees would not be lost, up to between $\frac{1}{3}$ and $\frac{1}{2}$ of the area might be affected, once access to erect fences (of whatever type) etc was taken into account. Also, the exact boundary would need to be established.

Other members wished to support the request but only on condition that the Meads benefited directly from any proceeds of the sale by having the monies ring fenced directly.

One suggestion was to use the money to repair a set of gates to the Meads which had been damaged recently, although by whom, could not conclusively be established.

Officers confirmed that the gates in question could be repaired within existing resources.

Peter Winfield to
action

Other damage to the area had been repaired in preparation for and to the satisfaction of the Chertsey Meads Agricultural Association.

It was also suggested that monies from the proposed sale could be used for the benefit of pedestrians and cyclists through the provision of a modest footpath and cycleway.

It was agreed that leasing instead of selling the land was not a viable or desirable option as it would create more work for the Council and was no more enforceable in terms of conditions being adhered to than sale of the land. Officers thought that no other leases of this nature were in existence.

It was noted that conditions placed on any planning permission for changing the use of the land was a matter for the Planning Committee. However, it was also considered that such conditions were time limited and could be appealed against by the residents and were therefore of little value in the long term.

Members were asked to vote on a proposal that the request from five residents to purchase a strip of land on Chertsey Meads be supported in principle, subject to planning permission with relevant conditions being approved, relevant covenants being removed or otherwise resolved and any proceeds from the sale being retained for use by the Chertsey Meads Management Liaison Group for the benefit of Chertsey Meads.

There were five votes in favour, seven against and one abstention. The proposal was accordingly lost and it was recommended that the land should remain as it is.

It was agreed that the Group's views would be conveyed to the Leisure and Environment and Economic Development Committee where the matter was due to be determined further.

Mr Cotty, who was also Vice-Chairman of the Economic Development Committee, was advised to check with the Legal section what action he should take when the matter came before that Committee in due course.

5. SITE VISIT

The record of the recent site visit was noted. Members appreciated the inclusion of photographs in the report.

6. ANY OTHER BUSINESS

- Members approved the siting of a commemorative bench in the second picnic area. The installation and suitable fixing of the bench would be carried out by the Council and funded by the relatives of the person to whom the bench was being placed in memory of.

7. DATE OF 2009 MEETING

The next meeting of the Group would be held at 7.30 p.m. on Tuesday 3 March 2009 at the Civic Centre in Addlestone.

ACTION

Peter Winfield to action

Mr Cotty to action

Peter Winfield to action

Chairman

(The meeting ended at 8.21 p.m.)