

Jubilee High SchoolRunnymede Borough CouncilABBEYFIT JOINT MANAGEMENT COMMITTEE6 June 2006 at 7.30 p.m.Members present:

Councillor Ms. C.M. Simmons (Chairman)	Runnymede Borough Council
Mr R Balch	Principal, Jubilee High School
Councillor Mrs. C.E. Gant	Runnymede Borough Council
Councillor C J Norman	Runnymede Borough Council

The following attended in an advisory/observers capacity:

Mr R Brent	Nord Anglia
Mr. M. Brough	Abbey Fit Sports Centre Manager
Mr. C. Hunt	Head of Leisure Services, RBC
Ms. C.P. Scott	Head of PE Department, Jubilee High School

ACTION1. ELECTION OF CHAIRMAN

Councillor Ms C.M. Simmons was elected Chairman of the Committee for the Municipal Year.

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 21 February 2006 were confirmed and signed as a correct record.

4. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOLExtended Schools

Mr Balch spoke of a number of new initiatives involving extra curricular activities, outside of school core hours, including weekends, which were being considered in order to maximise the potential of the School and its facilities for the benefit of the wider community. For instance, discussions had been started with the Open University for the premises to be used for course class assessments and the initial meetings with the Open University had been constructive, particularly, as it was felt that the site was very conducive to the type of students who would be studying with the Open University.

An illustrative example of future weekend courses was discussed. A "Chinese School" with classes on cookery, and language etc. was being planned

Mr Balch also spoke about some of the School's current initiatives to address the behavioural problems of a minority of pupils at the School. Mr Oliver Wilson, a former

middleweight boxing champion, associated with Brentford Football Club's noted youth schemes, inter alia, combating gang culture, had visited the School, on several occasions, to meet with pupils and this had had an immediate and obvious positive effect.

Mr Balch saw the gym extension as a key component, with the other initiatives, in maximising the School's potential in enhancing learning. Few schools in Surrey would have access to such excellent facilities. He believed that the School's initiatives would, in turn, raise the public profile of the Leisure Centre and thus its membership.

Turning to future possible funding for the School, he spoke about the Tulk Bequest and whether it was possible for the interest accrued to be applied to his School. After discussion about the history of this Bequest, it was agreed that Councillor Norman would discuss the legal position with the Director of Administration and Leisure.

In view of the terms of the recently signed Dual-Use Agreement, Members asked Mr Balch to discuss any proposal for extra-hours use of the Gym with Officers.

In view of the initiatives being considered it was also agreed that the development of a "Usage Chart" would be useful in order to show which facilities were being used at particular times and by whom.

Councillor
C J Norman

Mr Balch

Mr Brough

5. SPORTS CENTRE MANAGER'S REPORT

(i) Income/Expenditure and Membership Performance

The outturn for the Sports Centre for the period ending 31 March 2006 was noted. This is appended as Annex 'A' hereto.

(ii) Membership Performance

It was reported that membership had continued on a pro-rata basis from 1 February with all memberships expiring on 31 August 2006. Membership had continued to fall, as had been expected, because many customers were awaiting completion of the extension project before purchasing memberships.

Monthly Totals – Including new and re-newed memberships

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	4											
05/06	40	18	6	8	10	1	6	9	3	4	30	7
04/05	16	20	14	25	21	23	19	16	22	40	28	12

Annual Totals

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	129											
05/06	280	278	270	253	242	220	207	200	181	129	-	-
04/05	318	320	299	301	310	307	301	301	311	300	284	257

(iii) Marketing

Advertising and Promotion

Advertising for Centre activities had continued primarily through in-house advertising and direct mailing to both schools and other organisations. Better use of notice boards and the improved quality of notice board displays had resulted in an improvement in attendance of some holiday activities.

Easter half-term activities, particularly the new "Tumble Time" activity had seen better attendance figures as compared with the previous holiday period.

Adverts had been placed in local publications well before the school holidays in order to promote activities. Staff had also handed out holiday leaflets directly to parents collecting their children rather than relying on the primary schools handing them out on the Centre's behalf. This had proved much more beneficial in terms of promoting and raising the profile of the Centre as well as addressing both general queries and also those relating to the extension project itself.

Banners had been used both on site, and, locally in order to raise awareness of the developments. Banners were also being used to promote the pool. One had been tied to the School gates

The website had been significantly improved further advertising the developments at the Centre and the IT web team was currently trying to include a link to a "3D walk through" of how the new fitness suite would look. It was hoped, soon, that the Centre would be able to manage control of the site and also be able to readily update and change what was featured more frequently. Members agreed that it was essential for the website to be regularly updated in order to present a vibrant image.

Officers
to note

A static display stand had been placed in the foyer of Jubilee High School promoting the Centre, the extension developments and the swimming pool. It was planned that this display would be regularly updated and moved around between various venues in order to advertise the Centre more widely.

(iv) **Future Marketing and Branding**

Future marketing and literature was currently being developed alongside RBC in line with the Council's corporate image and branding policy. Work was also continuing with "Get Resolution" and "Training For Success" in developing brand awareness and a sales system for both pre and post sales. Both companies were providing support through "Life Fitness" who would be supplying the fitness equipment at both Abbey Fit and the Egham Leisure Centre.

Members particularly asked that the Council's Communications Officer be consulted throughout the marketing process.

Officers
to note

A competition had been launched for local children to design a new logo for the Centre's new name "Addlestone Leisure Centre" with a closing date of 9 June for all entries. This was featured in issues of both the "Surrey Herald" and "The Informer" as well as an edition of the "Addlestone & Byfleet Review". Posters advertising the competition had been sent out to local community associations, libraries and schools and arrangements were being made for additional posters to be displayed on public notice boards throughout the Borough.

Competition Prizes :

- 1st- MP3 Player and £30 of activity vouchers at the Centre
- 2nd- Prize £20 of activity vouchers
- 3rd- Prize of £15.00 of activity vouchers

Unfortunately, the response had been poor. Mr Balch suggested that the School would further publicise the competition to its pupils.

Mr Balch

Additionally, an internal competition had also been directed at RBC staff to design a fitness brand name but again the response had been poor to date. Alternatively, the "Equinox" brand could be used under a separate Addlestone banner.

Plans and images of the Fitness suite, including photographs of building work progress to date, were tabled for the Committee's perusal.

(v) **Customer Service**

Few customer comments had been received and only a minimal number of complaints related to the ongoing building work. This was in part due to staff regularly updating customers on progress and giving prior notice of the few disruptions to services. Two recent complaints not shown in the statistics below as they were not received at the time the report was written related to the access way and paths. Both were in poor state due to the imminent laying of the services but the contractor would tarmac these areas once the services were in place.

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	1											
05/06	0	0	0	0	8	5	0	1	1	0	5	0

(vi) **Programming and Activities**

Adult's Activities and Fitness Classes

Fitness classes, particularly circuit training, continued to be well supported and had consistently beaten the previous month's numbers. This had also been further bolstered from two charity workouts held at the Centre in aid of *Cancer Research* and *Children with Leukaemia*. The Fitness Manager's position had now been advertised in *Leisure Opportunities* magazine and this appointment would improve, still further, the fitness programme at the Centre.

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	70											
05/06	41	111	87	85	131	99	112	121	48	118	104	138
04/05	54	79	80	67	66	114	102	126	87	112	88	118

The **squash leagues** continued to be very popular and squash usage in general was fairly steady.

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	223											
05/06	356	267	288	256	214	248	288	271	233	273	273	344
04/05	329	246	294	248	264	278	296	322	243	409	416	381

(vii) **Swimming Pool**

The swimming pool was to open to the public from 8 June until Sunday 3 September 2006. Technical problems had caused a three day delay in opening. Term-time swimming would be available from 5 June to 30 July and Summer swimming from 31 July to 3 September. Separate programmes were available from the Centre, Civic Offices and Jubilee High School. The pool would open some two weeks earlier than 2005 and it was hoped that this would have a positive effect on both usage and income.

The swimming pool would be promoted, this year, through use of banners, posters circulated to schools, public notice boards, and various other community organisations as well as in-house promotion of the pool to customers and students.

This year the Centre would benefit from better changing facilities as, last year, the changing room refurbishment had been delayed. Four lifeguards would be employed which allow operation to maximum capacity during busy periods.

(ix) **Children's Activities**

The existing children's courses of Badminton, Gymnastics and, particularly, Trampolining continued to do very well. A further Friday evening trampoline course started in April.

(x) **General Activities**

Holiday activities and general use was improving due to the better promotion of the Centre, distribution of literature and the quality of activities and opportunities.

Demand for parties had unfortunately declined due to the lack of bar facilities, although the school canteen had been made available by the School. It was expected that on completion of the building work this would again become a strong income activity for the Centre.

Total Usage for Abbey Fit April – August 2005 – April 2006

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
06/07	3220											
05/06	4340	3618	3009	3242	4495	3784	3978	4842	3113	2422	4312	4416
04/05	3626	3616	3541	4468	4012	4315	4525	4334	3378	4659	4972	4275

(xi) **Repairs, Improvements and Maintenance**

Cleaning

There were still a few cleaning issues in the Centre that needed to be addressed largely due to fewer staff being required to clean greater areas. It was agreed that a new cleaning schedule should be agreed, if possible, with the contractor a month prior to the opening of the extension. It was noted, however, that the existing contract price might prove a restriction for any significant increases in cleaning.

Maintenance

The Centre had arranged for the cricket nets to be repaired. These had not been used for some time, due to their condition, but they would now be available for use by both the community and the School. During the servicing of the electric basketball winch it was found that the cable and pulley needed to be replaced. A quote from 3D sports for the necessary work had been requested.

The Chairman raised the subject of the condition of the all-weather courts. It was agreed that the edges were in a poor state of repair with weeds growing through the tarmac and that their general overall condition prevented netball, for instance, being played on safety grounds. As it was not apparent as to which authority was responsible for their upkeep Officers were asked to investigate accordingly.

(xii) **Abbey Fit Gym Extension**

Members received an update on the current position with regard to the new extension.

It was reported that the work on the new build at Abbey Fit continued to progress steadily. Unfortunately, the contractors were currently 3½ weeks behind schedule although they hoped to make up at least one week over the coming

Mr Hunt

months provided that the weather remained clement. The completion date was now estimated as being 9 October 2006.

Mr Hunt was pleased to report that in general, the communication and co-operation between the Centre, School and Contractor, had been very good. Any problems which had occurred had been dealt with through agreement with the various parties

The Centre had continued to operate effectively while the work had been taking place and it was pleasing to see that usage and income had been maintained.

Officers had noted Members' continuing concerns regarding staffing costs. It was confirmed that (i) the recruitment of all staff would be phased-in prior to the opening and (ii) that staff would not be taken on until necessary in order to contain costs. This reflected the fact that the level of take-up of the new gym could only be judged after opening whilst balancing the requirement to have a minimum number of staff on duty to ensure safe and effective operation. It was agreed, therefore, that some of the new posts in the structure should initially be filled on a casual basis, when the Centre re-opened, followed by a review of the situation after 3 months (December 2006). At that time there would be a clearer idea of demand and, therefore, the need for permanent as opposed to casual staff.

Mr Balch drew attention to three classroom assistants with fitness centre experience, on his PE staff, who might be interested in casual work in order to enhance their work experience. Surrey County Council might also wish to place BTec students in a similar capacity.

Members were advised that the recruitment process had started in respect of the key post of the Fitness Manager. The post had been advertised for a second time as the initial web-site advert had generated little interest. First round interviews had been held but it was not felt that there was a candidate with suitable experience at that time. The second round of interviews was scheduled for 14 June 2006 when it was hoped that an appointment could then be made.

The tenders for the purchase of the fitness equipment for the new gym had been analysed in March 2005 and the contract for supply was awarded to *Life Fitness*, who would also provide the new equipment at Egham Leisure Centre. The decision to opt for a joint tender had proved beneficial delivering value for money as the Abbey Fit equipment tender came in some £12,000 under the £150,000 budget. As part of the *Life Fitness* package there would also be 3 years free maintenance and access to free training, marketing and sales support. The Centre Manager had already met with the contractors to discuss the initial needs of the Centre.

Members agreed that the marketing of the new facility would be the key element in the success of the Centre and noted that discussions had taken place with the Council's Communications Officer about publicity material and a timetable for editorials. There would be additional help in this area given by *Life Fitness* and in the build up to the opening there will be a range of methods used to promote the Centre. Again, Members again asked for the Council's Communication Officer to be fully involved.

Officers
to Note

It was reported that the project consultants were keeping very close eye on costs and, currently, were confident that the building scheme would come in within budget. One area in which additional costs might be incurred was the bookings system which had a provisional sum of £10,000 allocated. This budget figure was now considered to be inadequate for the purchase of the system proposed, called *Gladstone*, which was similar to that used at Egham Leisure Centre. Initial costs had come in at approximately £20,000 but these additional costs could be

met through the use of the under-spend on the fitness equipment. Further work on this area was required as there could be savings in the Budget for staff and discussions were ongoing with the supplier. Members asked that Mr Brough liaise with the Council's IT team to ensure system compatibility. Mr Hunt would give a further update at the next Leisure and Environment Committee to be held on 15 June. The Chairman asked for a copy of the agenda to be sent to her.

Mr Brough
Miss Pinnock

The subject of G.P.referrals was raised as the Egham Leisure Centre was oversubscribed and it would be appropriate if referrals could be made to the new Addlestone Leisure Centre to ease the burden. It was agreed to raise this with the PCT.

Members
and
Officers

After further discussion, Members agreed that in view of the complexities, particularly those relating to the financial implications of the project, the Officers should draw up and publish a project management plan listing the actions which needed to be taken together with their target implementation dates and supported, as necessary, with financial information. This Plan could then be reviewed perhaps monthly thus allowing Members to monitor progress and expenditure.

Mr Hunt/
Mr Brough

6. NAMEPLATES

It was agreed that nameplates for JMC Members should be provided in future.

Mr White

7. DATE OF NEXT MEETING

Tuesday, 17 October 2006 at the Civic Offices, Addlestone.

Chairman

(The meeting ended at 9pm)

ABBEYFIT SPORTS CENTRE

ACTUALS FOR THE PERIOD ENDING 31 MARCH 2006

EXPENDITURE	Current Budget £	Profiled Budget £	Actual for Period £	
<u>Employees</u>				
Salaries and Wages	137,300	137,300	119,906	
Training and Recruitment	1,100	1,100	407	
<u>Premises Related Expenses</u>				
Building Maintenance	23,800	23,800	24,540	
Fuel, Light and Water	14,000	14,000	14,000	(a)
Rates and Insurance	16,900	16,900	16,205	(a)
Cleaning Costs	13,300	13,300	13,139	(a)
Grounds & Swimming Pool Expenses	6,400	6,400	5,867	(a)
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	200	200	200	
<u>Supplies and Services</u>				
Furniture & Equipment	5,500	5,500	4,851	
Bar & Catering Expenses	15,500	15,500	10,840	
General Office Expenses	9,900	9,900	5,870	
Communication and Computing	8,500	8,500	7,774	
Other Services & Expenses	5,300	5,300	3,689	
Public Liability Insurance	2,100	2,100	2,034	
<u>Support Services</u>				
Financial Services	15,400	15,400	15,444	
IT Recharges	9,300	9,300	8,600	
Personnel Services	3,100	3,100	3,100	
Legal and Admin Services	2,200	2,200	2,200	
Leisure Services	6,000	6,000	4,400	
Technical Support Services	5,900	5,900	5,900	
<u>Capital Charges</u>				
Capital Charges	18,500	18,500	4,300	
Gross Expenditure	320,200	320,200	273,267	
INCOME				
<u>Fees and Charges</u>				
Bar & Catering	11,500	11,500	11,769	
Membership	3,000	3,000	4,751	
Main Hall	43,800	43,800	41,407	
Squash	8,500	8,500	8,812	
Fitness Suite	5,000	5,000	2,996	
Gymnasium	24,200	24,200	20,322	
All Weather & Grass Pitches	13,500	13,500	18,382	
Swimming	3,900	3,900	3,904	
Other Income	3,100	3,100	3,150	
Gross Income	116,500	116,500	115,493	
Net Expenditure	203,700	203,700	157,773	

NOTES

General

This statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School under the dual use agreement are not incorporated in these figures, therefore these figures do not represent the overall costs of operating the Centre.

Specific

(a) Commitments raised for estimated sums due to invoices still not forthcoming from Jubilee High School for the period April 2005 to March 2006.

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

28 June 2006 at 8.00 p.m.

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

Members of the Committee absent: Councillor Ms. G.E. Switalski

Honorary Wardens: Mr K. Barkham, Mr A. Saunders

The meeting was also attended by 10 members of the public.

1. MINUTES

The Minutes of the Annual General Meeting held on 29 June 2005 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ms. G.E. Switalski, Mr A Thorogood, Mrs L Harling, Chairman, Virginia Water Community Association, and, Mr P. Winfield.

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members of the public to the 15th Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee. He 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

The Chairman concluded his introduction by paying particular tribute to former Councillor J R Whiteley, who had retired from office as a Ward Councillor at the last Borough elections, for his assiduous service as a Member of the Management Committee.

Councillor Ms. G.E. Switalski, upon her election as a Virginia Water Ward Councillor, had duly become a Member of the Management Committee under the terms of the Trust.

4. ANNUAL REPORT 2005/06

The Chairman presented the Trust's Annual Report which included the audited accounts for 2005/06. 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 Chairman particularly thanked County Councillor Mrs E S Whiteley who had supported the Trust and organised a grant from her County Council allocation for the replacement of the roundabout on the Cabrera Open Space playground. The roundabout was purchased and installed in June and both the expenditure and the grant would be included in the 2006/07 accounts.

On general management matters Officers were continuing to monitor encroachments onto Trust land and also the dumping of garden waste on to the Riverside Walk land.

As usual, the Trust had given permission for the use of the Cabrera Open Space for the Virginia Water "Carnival Capers" held on 24 June 2006 and also for "Jazz on the Green" which would take place on 15 July next.

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 and also to the Honorary Wardens, Mr T. Ashby, Mr K. Barkham, Mr A. Saunders and Mr P. Stephens.

Turning to the accounts:

The Statement of Financial Activity showed a deficit in the year of £5,194. However, when adjustment was made for the increase in the market value of the Trust's investments, amounting to £42,406 there was a net increase in funds of £37,212.

Investment income in 2005/06 totalled £11,175. The Trust had investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments produced dividend income of £8,800 during the year. In addition, the Trust had funds invested with the Council on which interest was paid at the Public Works Loan Board rate (totalling £2,262 in 2005/06). The amount invested with the Council had reduced from £45,000 at 1 April 2005, to £33,000 at 31 March 2006, because of the revenue account deficit.

The maintenance costs of the Riverside Walk area, totalling £789, included £300 on clearance works and £489 on repairs to the footbridge. In response to a question about the management and administrative recharges, the Honorary Treasurer explained that the supervision of sites related to the cost of Runnymede Parks' staff managing and inspecting the site. Borough Secretary's services related to the secretarial and legal work and Financial Services represented the cost of preparing accounts, managing investments and paying bills.

As reported above the Trust had secured funding via the Association for the Improvement of Runnymede (AIR) from the SITA Environmental Trust to replace the boardwalks and undertake invasive plant control to a total cost of £13,000. Expenditure of £12,998 was incurred on the scheme in 2005/06 and this had been shown under provision for special works.

The Honorary Treasurer particularly thanked AIR, and its volunteers, for their invaluable help and painstaking work in securing the funding for the above works, the financial burden of which would otherwise have fallen onto the Trust itself.

The Balance Sheet showed an overall fund balance of £287,360 at 31 March 2006, an increase of £37,212 on the previous year largely due to a better performing Stock Market. The Honorary Treasurer cautioned, once again, that the Stock Market was volatile and values had fallen during the first quarter of 2006/07.

The Trust's Annual Report for 2005/06 is attached in full at Annex '1' to these Minutes.

5. ANNUAL INSPECTION OF THE TRUST'S LANDS

This year the Annual Inspection of the Trust lands had taken place on 7 June and was attended by Councillors Woodger and Mrs Roberts of the Cabrera Trust Management Committee; Mrs Lane, Chairman of the Riverside Walk; Messrs. Ashby, Barkham and Saunders, Wardens of the Riverside Walk; Mr J Midwinter of the Wentworth Residents Association together with Council Officers.

The inspection found the Riverside Walk to be largely free from litter save for a dumped PC which was removed immediately. The signboard with byelaws at the entrance to the walk in Cabrera Avenue needed some attention. Two marker posts needed to be replaced. Some water-wash brushwood causing partial damming of the Bourne, in two places, would be attended to. A very small number of skunk cabbage plants were seen which would be treated with glyphosphate. Two bicycles were seen to have been dumped in the river at the bridge adjacent to marker post 11. Although it was not the responsibility of the Cabrera Trust, one section of the wire mesh fence which lined the Station Path and which belonged to Railtrack, was found to be damaged. Under the "good neighbour" principle this had already been reported to Railtrack as the fence prevented unauthorised access to the railway embankment and thus to the railway line itself.

It was noted that the wire mesh boundary fence of the school adjacent to the Cabrera Trust Open Space had been damaged once again. If funding from AIR became available for the refurbishment of the play ground it was hoped that the rear playground railing could be moved inwards thus leaving a sizable gap between it and the school fence in order to prevent the railings being used as a "springboard".

The replacement boardwalks had proved to be a great success with many favourable comments being received but the wire mesh netting fitted as an anti-slip measure needed additional stapling to secure it following the drying out of the wood during the recent hot weather. This would be attended to by the Council's Parks officers.

Several trees had fallen during the unseasonal gales over the Whit Bank Holiday weekend. Only one had been the responsibility of the Trust. Immediate and effective remedial action had taken place to deal with these problems.

6. DISCUSSION FORUM

The Chairman invited questions and comments on matters related to the Trust funds and the management of the Trust land.

Two matters were raised:

(i) AGM Minutes

It was agreed, in response to a request, that in future the Draft AGM Minutes would be posted on the Council's website to allow general access prior to the next AGM. It was also agreed to post 8 copies to the Treasurer of the Virginia Water Residents' Association for circulation within that organisation.

(ii) Mink

It was reported that a predatory animal, possibly a Mink, had been spotted catching a fish in the Bourne in the Riverside Walk area. This animal was noted for causing damage to river banks and the Council's Parks and Amenities officers were asked to confirm any further sightings.

7. PRESENTATION BY GUEST SPEAKER: 'MISS ADA CABRERA AND VIRGINIA WATER BY MRS DOROTHY DAVIS

Mrs Davis gave an interesting and informative half-hour talk on Miss Ada Cabrera (1862-1934) and her life, particularly, in Virginia Water. Miss Cabrera was the fifth child and second daughter of Marianne Cabrera, Condesa de Morella, Marquesa del Ter, wife of Ramon Cabrera, a Spanish Carlist General. She was the heiress to the Wentworth Estate and several other significant property portfolios. Brought up in a Victorian mixed religious faith family, with its concomitant problems, she had been a dutiful daughter and died a noted philanthropist providing security for both her tenants and staff and making numerous charitable bequests. The Cabrera Open Space was an example of her generosity to the community.

Mrs Davis also displayed a number of books including a copy of Marianne Cabrera's personal diary the original of which was in the Oliver collection. The audience showed their appreciation to Mrs Davis with significant applause.

After questions, the Chairman thanked those present for attending this year's meeting extending his personal thanks to the Members of the Cabrera Trust Management Committee, the Honorary Secretary, Honorary Treasurer and other Council Officers. The Chairman also conveyed his thanks to the Honorary Wardens, the Chairman of the Riverside Walk Advisory Committee, Mrs Hannah Lane, and the BTCV volunteers for all their hard work to protect and maintain the Trust land during the past year.

Chairman

(The meeting ended at 9.25 pm)

CABRERA TRUST

Annual Report for the year ended 31 March 2006

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 G.B. Woodger (Chairman)
Councillor Mrs M. Roberts (Vice-Chairman)
Councillor J.R. Whiteley

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 In February 2005 the Trust was informed that its application for landfill grant, submitted by the Association for the Improvement of Runnymede (AIR) on behalf of the Trust, to replace the boardwalks had secured funding for works totalling £13,000. There were delays commencing these works because the original quotes received exceeded the estimate. The specification was revised to provide wooden boardwalks (identical to the existing material) rather than the more expensive plastic boardwalks and an order for the works was placed in February 2006. The work was completed in March. The Trust was required to make a contribution of £1,326 to SITA and £650 to AIR to cover the associated administrative costs and these payments were made in 2004/05. Expenditure of £12,998

was incurred on the scheme in 2005/06. The grant of £13,000 from SITA is shown as income in the 2006/07 accounts.

- 2.2 A safety inspection of the play equipment on the Cabrera Open Space identified corrosion on the roundabout so this piece of equipment had to be removed. The Trust is grateful to County Councillor Mrs Whiteley for nominating the Trust to receive a grant of £4,480 from Surrey County Council to replace the roundabout. This will be installed in June 2006. Both the expenditure and the associated grant will be included in the 2006/07 accounts.
- 2.3 Officers are continuing to monitor encroachments onto Trust land and the dumping of garden waste on the Riverside Walk land.
- 2.4 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 2005. Permission has been given for the same event on 24 June this year.
- 2.5 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 £5,194. However, when adjustment is made for the increase in the value of the Trust's investments, amounting to £42,406, this produces a net increase in funds of £37,212.
- 3.3 Investment income in 2005/06 totalled £11,175. The Trust has investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments produced dividend income of £8,880 during the year. In addition, the Trust has funds invested with the Council on which interest is paid at the Public Works Loan Board rate (totalling £2,262 in 2005/06). The amount invested with the Council reduced from £45,000 at 1 April 2005 to £33,000 at 31 March 2006 because of the revenue account deficit.
- 3.4 The maintenance costs of the Riverside Walk area, totalling £789, included £300 on clearance works and £489 on repairs to the footbridge.
- 3.5 It has already been noted in paragraph 2.1 that the Trust has secured funding via the Association for the Improvement of Runnymede (AIR) from the SITA Environmental Trust to replace the boardwalks and undertake invasive plant control to a total cost of £13,000. Expenditure of £12,998 was incurred on the scheme in 2005/06 and this is shown under special works.
- 3.6 Administrative Expenses of £786 mainly relate to the cost of insurance (£502), land registry fees (£136) and printing (£91).
- 3.7 The Balance Sheet shows an overall fund balance of £287,360 at 31 March 2006, an increase of £37,212 on the previous year as explained in paragraph 3.2.

Councillor G.B. Woodger
Chairman of the Cabrera Trust Management Committee

24th May, 2006.

CABRERA TRUST

Statement of Financial Activity for the year ended 31st March 2006

2004/2005 Actual £		2005/2006 Actual £	Notes
Incoming Resources			
2,957	Dividends from Charities Official Investment Fund Shares	3,028	
5,486	Dividends from M&G Charifund Shares	5,852	
2,312	Interest on Internal Investments	2,262	
26	Interest on cash balances	33	
-	Contributions - landfill grant from SITA	13,000	(3)
<u>10,781</u>	Total income	<u>24,175</u>	
Expenditure			
<u>Cost of works</u>			
393	Maintenance of Recreation Ground	1,295	
2,000	Maintenance of Riverside Walk	789	
<u>2,126</u>	Special Works	<u>12,998</u>	(3)
4,519		15,083	
583	Administrative expenses	786	
<u>Management and administrative recharges</u>			
6,600	Supervision of Sites	7,000	
5,100	Borough Secretary's Services	5,500	
900	Financial Services	<u>1,000</u>	
		13,500	
<u>17,702</u>	Total expenditure	<u>29,369</u>	
(6,921)	Net outgoing resources before other recognised gains	(5,194)	
Other recognised gains			
23,294	Gain in valuation of investments	42,406	(4)
<u>£16,373</u>	Net movement in funds for the year	<u>£37,212</u>	

Balance Sheet as at 31 March 2006

2004/2005 Actual £		2005/2006 Actual £	Notes
Investments			
45,000	Investments with Runnymede Borough Council	33,000	(4)
85,145	Investment with the Charities Official Investment Fund	104,105	(4)
<u>119,345</u>	Investment in M&G Charifund	<u>142,792</u>	(4)
249,490		279,897	
Current Assets			
-	Debtors	13,000	(3)
658	Cash at Bank	1,100	
Current Liabilities			
0	Creditors	-6,637	
<u>£250,148</u>		<u>£287,360</u>	
Unrestricted income funds			
233,775	Fund balance at 1 April	250,148	
16,373	Net movement in funds for the year	37,212	
<u>£250,148</u>	Fund Balance at 31 March	<u>£287,360</u>	(2)

CABRERA TRUST
Notes to the Accounts for the year ended 31st March 2006

- (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 secured funding from SITA Environmental Trust to replace the boardwalks and undertake invasive plant control. The work was undertaken in 2005/06 and the total value value subject to grant funding was £13,000. The funding agreement required a contribution of £1,326 to SITA and £650 to the Association for the Improvement of Runnymede (AIR). These amounts were paid in March 2005 prior to the commencement of the works.

	Budget	Actual
	£	£
Wooden Boardwalk		
- contribution to SITA and AIR (paid in 2004/05)		1,976
- cost of works (undertaken in 2005/06)		12,998
	14,800	14,974

Grant from SITA is shown as a contribution in the income part of the Statement of Financial Activity. This amount was paid in May 2006 following submission of the claim and so it has been shown as a debtor on the Balance Sheet.

(4) Investments

Investments are shown on the balance sheet at market value. The Trust held three investments at 31 March 2006. 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 2006

	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	33,000.00	
Book Cost	£20,000.00	£100,000.00	£33,000.00	£153,000.00
Price @ 31.03.06	£11.09	£14.93	£1.00	
Value @ 31.03.06	£104,104.87	£142,791.68	£33,000.00	£279,896.55
<u>Change in value</u>				
<u>2005/06</u>				
Carrying value @				
31.03.05	£85,145.31	£119,345.42	£45,000.00	£249,490.73
Additions at cost	-	-	-	-
Disposals at	-	-	-£12,000.00	-£12,000.00
carrying value				
Add net gain on	£18,959.56	£23,446.26	-	£42,405.82
revaluation				
Carrying value @				
31.03.06	£104,104.87	£142,791.68	£33,000.00	£279,896.55

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

24 July 2006 at 4.30 p.m.

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

Members of the
Committee absent: Councillor Ms G E Switalski

ACTION

1. ELECTION OF CHAIRMAN

Councillor Mrs M. Roberts was elected as Chairman to hold office until
after the Annual General Meeting in 2007.

2. ELECTION OF VICE-CHAIRMAN

Councillor G.B. Woodger was elected as Vice-Chairman to hold office
until after the Annual General Meeting in 2007.

3. APPOINTMENT OF TRUST MANAGEMENT COMMITTEE
REPRESENTATIVE TO THE RIVERSIDE WALK ADVISORY
COMMITTEE

Councillor Mrs M. Roberts was appointed as the second Trust
Management Committee representative to serve on the Riverside Walk
Advisory Committee, for the period ending 8 January 2007, following the
retirement of former Councillor J.R. Whiteley at the last Borough elections.

C.A.

4. MINUTES

The Minutes of the meeting held on 9 January 2006 were confirmed and
agreed as a correct record. The Committee also received the Minutes of
the Annual General Meeting held on 28 June 2006, which would be
signed at the 2007 AGM.

The draft Minutes of the Riverside Walk Advisory Committee meeting held
on 3 July 2006 were also noted. There were no specific items drawn to
the Management Committee's attention.

The Annual Report of the Riverside Walk Advisory Committee Chairman,
Mrs Lane, was similarly noted.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ms G.E. Switalski.

6. APPOINTMENT OF OFFICERS

Members noted that the following appointments had been approved by
the Leisure and Environment Committee at its meeting on 15 June 2006:

Honorary Secretary - Mr A M Pearson
Director of Administration and Leisure

Honorary Treasurer - Mr S Cawthorne
Director of Finance

7. FINANCIAL MONITORING STATEMENT AND THE TRUST'S INVESTMENTS

Members noted the financial position for the quarter ended 30 June 2006. However, the grant received from Surrey County Council had been omitted. Therefore, it was agreed that the quarterly Financial Monitoring Statement for the period ending 30 June 2006 should be revised and be re-circulated to Members.

Honorary Treasurer

8. LAND MANAGEMENT ISSUES

(i) Drainage of Building Plot in Keepers Walk

The Honorary Secretary reported that a letter had been received from a property developer who was building two replacement houses on the plot situated at Nos 1 and 2 Keepers Walk. This plot backed onto the Cabrera Trust land. The letter stated that Plot 1 appeared to have an "estate" stream running across it before it connected with the network of streams crossing the Trust land and which, ultimately, drained into the River Bourne.

The property developer had suggested that a particular stream on the Cabrera Trust land had not been adequately maintained over recent years and the resulting silting-up had allegedly caused water logging on the building plot in question. This would have the consequence of requiring piling as part of the new foundations at some considerable cost to the developer. The Trust had been asked, therefore, "to carry out simple maintenance on the stretch of a shallow stream of no more than 200m in length". The matter had been referred to the Legal and Land Drainage Sections for report.

However, in the meantime it appeared that someone had taken action to address the alleged problem. Mr Midwinter, the representative of the Wentworth Residents' Association, had reported that the ditches at the Badgers Hill entrance end had been "cleaned out" and with the spoil dumped alongside. It appeared that a machine digger had entered Trust land from the adjacent property "PIRN", which was currently under development.

The ditches had been running yellow from water leaching/draining from "PIRN" where large excavations and re-landscaping were in progress. It was suggested that the adjacent property, "Rochester" had also been "interfering" with the natural land ditch through its property, replacing it with what looked like a 10 inch concrete pipe covered by a meter of sand. It was uncertain whether this action would affect the outflow to the River Bourne.

There was a significant smell of sewerage but no actual physical evidence of such and this smell might be attributed to the excavated spoil.

Members were concerned that the spoil as well as the excavation might have a detrimental effect on both the flora and fauna. It was agreed, therefore, that Officers would investigate and report.

Mr Winfield

(ii) Boundary Survey and Encroachments

It was reported that the survey had been completed and the report was currently being written up. Members confirmed that there should be two boundary surveys undertaken during a twelve year period.

Mr Winfield

(iii) Boardwalk Replacements

It was noted that the works had been completed towards the end of March 2006 and that, subsequently, where the chicken wire had worked loose on the surface of the boardwalks this had been refixed.

(iv) Cabrera Avenue Play Area

Members noted that plans for replacing the rest of the play equipment were being finalised and would be discussed with the Association for the Improvement of Runnymede (AIR) from whom it was hoped to obtain a 90% grant.

(v) Skunk Cabbage

It was reported that in January 2006, the Parks and Amenities Manager had written to the Keeper of Savill Garden inviting him to join Committee Members on a joint visit to the Riverside Walk in April to view the extent of the Skunk Cabbage problem and to discuss potential solutions. Although happy to visit the Riverside Walk, he preferred to meet the Parks and Amenities Manager, first, to discuss the background to the issues. This initial meeting had taken place in March, at Savill Garden, and was very positive. The Crown Estate was keen to help but were not convinced that Virginia Water was the source of the infestation and was, therefore, only prepared to invest resources into a solution if it was shown that it would be effective. Their experience was that Skunk Cabbage spread only very locally and did not establish well in new locations. They also raised questions about the sources of all the water that flowed into the Riverside Walk, particularly the infested areas, suggesting that the seeds might be coming from some of the adequate gardens or a local golf course rather than downstream from the lake. It was agreed, therefore, that these questions would be investigated further before another meeting was arranged.

Members of the Riverside Walk Advisory Committee had complimented the Parks Department on their very successful control programme, which had significantly reduced the skunk cabbage problem. That Committee had also supported Mr Winfield's suggestion that he should first research the biology of this particular plant, in more detail, before taking further action. Mrs Lane, the Chairman of the Riverside Walk Advisory Committee, had also agreed to raise the subject with the Surrey Wildlife Trust to see if there was any additional information available. It was noted that pulling up the plant seemed to be a better control method as compared with spraying with pesticide.

It was agreed to await Mr Winfield's report before taking any further action.

Mr Winfield

(iv) "Jazz on the Green" - 15 July 2006

Members were not aware of any problems associated with this event.

9. ANY OTHER BUSINESS

It was agreed to present Mrs Dorothy Davis with £25 of Marks & Spencer vouchers in recognition of her talk given at the AGM,

C.A.

10. DATE OF NEXT MEETING

Members agreed that the date of the January 2007 could possibly be moved from Monday, 8 January at 4.30pm to Friday, 12 January at 2.30pm.

Councillor Woodger would discuss this with Councillor Ms Switalski and advise the Honorary Secretary in due course.

Councillor
Woodger

(The meeting ended at 5.00pm)

Chairman

Runnymede Borough Council

RIVERSIDE WALK ADVISORY COMMITTEE

3 July 2006 at 7.30 pm

Members of the Committee Present :

Mrs. H. Lane (Chairman)	Royal Society for the Protection of Birds/ Surrey Wildlife Trust
Councillor G.B. Woodger (Vice-Chairman)	Cabrera Trust Management Committee
Mr T. Ashby	Honorary Warden
Mr K. Barkham	Virginia Water Community Association/ Honorary Warden

Mr P. Winfield, the Parks and Amenities Manager also attended in an advisory capacity.

ACTION

1. ELECTION OF CHAIRMAN
Mrs. H. Lane was elected as Chairman to hold office until the July 2007 meeting of the Committee.
2. ELECTION OF VICE-CHAIRMAN
Councillor G.B. Woodger was elected as Vice-Chairman to hold office until the July 2007 meeting of the Committee.
3. APOLOGIES FOR ABSENCE
Apologies were received from Mr. J. Midwinter, Dr. J. Pontin and Mr. D. Smith.
4. MINUTES
The Minutes of the meeting held on 4 July 2005 were confirmed and signed as a correct record.

Update on Action Points and Matters referred to Cabrera Trust Management Committee(a) Boundary Survey and Encroachments

The timing of the boundary survey, to be conducted by Council staff with casual support, had had to be put back due to changes of personnel in the Parks department but was now re-scheduled to take place in late July.

Mr. Winfield

(b) Local Nature Reserve Status

The legal formalities were currently being progressed. It was agreed that there should be a press release and a short article published in "Connection" magazine once the legal formalities had been completed. Thought should be given to an appropriate ceremony.

Mr. Winfield

(c) Boardwalks

An order for the replacement boardwalks was issued in February and the work was completed at the end of March. The final cost was £12,998. A grant cheque of £13,000 had been received from AIR in early June. It was noted

Virginia Water".

7. FINANCIAL REPORT

The Committee received the Cabrera Trust's Financial Report for 2005/06 which included the Trust's independently examined accounts.

Councillor Woodger gave a resume' of the Trust's Accounts during the last financial year particularly commenting on the need for a strategy to protect the fund's capital assets whilst utilising surpluses for revenue expenditure.

It was agreed that any future grant aid application from AIR should be for the provision of new play equipment in the children's playground. Only when this item was fully financed would a further grant be applied from AIR for the cost of the rolling programme of coppicing alders along the river banks.

The Committee particularly asked that their thanks to AIR be recorded in respect of the grant aid awarded which had met the costs of the boardwalk replacements.

8. REPORT OF THE CHAIRMAN

The Chairman had produced a detailed report which is attached in full at Annex '1'.

Particular thanks were extended to the Honorary Secretary, Honorary Treasurer, Mr. P. Winfield and Ms. N. Dobinson for their assistance during the year.

9. ANNUAL INSPECTION OF THE RIVERSIDE WALK

The Committee was apprised of the findings of the Annual Inspection which had taken place on 7 June. Overall the site was in good condition. Since the Annual Inspection, Marker Post 2 had gone missing as a result of vandalism.

Discussion turned to the cutting back by one half metre the vegetation on either side of the path. This normally occurred as part of the regular September pruning programme but it was agreed, this year, to bring pruning forward to the end of July on a trial basis.

Mr. Winfield

10. REVIEW OF THE RIVERSIDE WALK MANAGEMENT PLAN

Updates were made to the Management Plan in respect of Appendices 'B' and 'O'. Revised sheets would be distributed by the Secretary in due course. A revisions sheet would be circulated for inclusion in the frontpiece of the Management Plan.

Mr White

11. ANY OTHER BUSINESS

No specific points were made.

A brief general discussion on litter picking took place. The Honorary Wardens were asked to liaise with Mr. Winfield regarding collection of large bags of litter waste.

Wardens

The Chairman then concluded the meeting by thanking all those connected with the management to Riverside Walk for their help during the last year.

12. DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting of the Riverside Walk Advisory Committee would be held on Monday 2 July 2007 in the Committee Room at the Civic Offices.

Chairman

(The meeting ended at 8.14 p.m.)

RIVERSIDE WALK (VIRGINIA WATER) ADVISORY COMMITTEE

CHAIRMAN'S REPORT 2006.

At the time of writing this report, after the heavy rainfall of mid May, the site is certainly a prime example of a wet woodland, for which it has been awarded its various nature conservation designations. The river is very high and the land as wet as I have ever known it. This should help it through the current drought conditions in the South East.

It is good to see the replacement Boardwalk in position. The Council and the installers have done an excellent piece of work. It is certainly doing its job at the moment!

Due to over 20 years work on the north western end of the site, which was covered in rhododendron, all of this invasive/introduced plant that is permissible to remove has been removed. A thin layer has been left along the backs of the houses on the north bank of the stream. Where the work was done some years ago good generation of native species is beginning to take place. Therefore the British Trust for Conservation Volunteers (BTVC) did not hold any work parties this year. Andrew Saunders continues to visit in the summer months to remove any regrowth from the remaining stumps.

The imported American 'Skunk Cabbage' which had almost completely taken over the area of the marsh, with the loss of all other plants, has been almost successfully removed by spraying. However a few plants reappear each year, as they have this year, so it will continue to have to be monitored, with some respraying needed perhaps next year. Due to the recent rain this area is once again a marsh with patches of open water as well as a very 'marshy' interior.

Another introduced plant that is so vigorous that it excludes other native plants is the Himalayan Balsam. This appeared along the river a few years ago and is spreading rapidly each year. As it is adjacent to other plants it is not suitable for spraying, so it is being hand-pulled in the summer.

Due to the numbers of deer there is now no regeneration of oak and rowan trees. Mr. Saunders continues his experiment of protecting a few saplings in out of the way areas to see if this will give the succession of different age trees that is vital to the continuing variety and biodiversity of the wood. He is using 'tubes' of wire netting.

Finally I would like to record appreciation to the Council staff for all their work on the site, especially Geoff Stevens and Robin Taylor, and the staff of the Department of Administration and Leisure for providing secretarial support for this Committee. Also the Volunteer Wardens for their work, and Andrew Saunders who continues to monitor the site on behalf of the BTVC.

Hannah Lane.
(Chairman, Riverside Walk Advisory Committee)
27 May 2006

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 4 July 2006 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
Mrs D. Chadburn	Runnymede Association of Arts
Mrs A. Davis	Egham Chamber of Commerce
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 R. Davies	Runnymede Association of Arts
Ms. M. Clark	Youth Development Officer, Runnymede
Miss H. Dix	Surrey County Arts
Mr D. Gould	Jubilee High School
Councillor Miss M.N. Heath	Runnymede Borough Council
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 D. Schack and Ms. M. Penney from Egham Youth Music attended for part of the meeting.

ACTION1. ELECTION OF CHAIRMAN

Mr G. Leon-Smith was elected as Chairman to serve until the July 2007 meeting of the Group.

2. ELECTION OF VICE-CHAIRMAN

Mrs M. Roberts was elected as Vice-Chairman to serve until the July 2007 meeting of the Group.

3. MINUTES

The Minutes of the meeting held on 4 April 2006 were confirmed and signed as a correct record.

Matters arising:

Mr Anderson reported that £3,000 had been raised so far for the Runnymede Association of Arts' Mary Fitzhugh Bursary. More donations were needed and Mr Anderson requested that the bursary be publicised by the Leisure Councillor representative at the next meeting of the Leisure and Environment Committee in September. He also urged members of the Steering Group to make an appeal to their respective groups and contacts to make a contribution to this worthy cause.

Councillor
Miss Heath
to action

ACTION

The Group congratulated Officers on the production of another attractive Annual Report.

Councillor Davis clarified the position in respect of licensable activities, which under the Licensing Act 2003 had, to some extent, stifled the fund raising opportunities for a number of charitable organisations, clubs and societies. Councillor Davis agreed to provide the Chairman with a copy of the Council's representations on this subject that had been submitted to the Department for Culture, Media and Sport.

Councillor Davis
to action

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr R. Davies, Mr D. Gould, Councillor Miss M.N. Heath and Mr T. Pattinson.

5. **MEMBERSHIP OF THE STEERING GROUP**

The Group noted with pleasure that the Leisure and Environment Committee had re-appointed Councillor A.J. Davis and appointed Councillor Miss M.N. Heath to serve on the Group for the Municipal Year 2006/07.

6. **BUDGET SUMMARY**

Members noted that the base budget for 2006/07 was £7,300 and that grants totalling £1,320 had been recommended at the last meeting leaving an available balance of £5,480. The budget summary attached at Annex '1' takes into account the recommendations made at the meeting.

7. **APPLICATIONS FOR FUNDING**

i) **EGHAM YOUTH MUSIC**

Mrs Schack presented an application for funding in the sum of £1,040 for the 2006 programme of events organised by Egham Youth Music (EYM). She was assisted by Ms. Penney, an EYM Committee member.

The Group noted a great variety of activities being undertaken; from drumming to Gamelan, and that all events and administration were organised by volunteers. Members were impressed by EYM's commitment and dedication to the children who took part in the activities but were concerned that EYM's marketing could be improved, which would, in turn see an improvement in their box office and other income.

The Group also considered that EYM needed to review its pricing and charging policy. For example, it was suggested that discounted rather than free places on workshops be offered to subscribing members and that concert ticket prices be increased. Both these points were taken on board by EYM who were keen to attract more people to participate on a long term basis in EYM. It was agreed that making the workshops as inclusive as possible, which was one of EYM's guiding principles, whilst being financially viable was a careful balancing act.

Members discussed whether EYM was a developing group or one which was looking to be subsidised on a regular basis. Some members considered that music was all about permanent and on-going development and that EYM played such a valuable role that they should be given regular monetary injections. This was felt to be particularly important now that Music had been relegated in the main school curriculum and that becoming involved in music was for many too expensive if not subsidised in some way.

ACTION

Members noted the 'extended school agenda', a Government initiative being introduced from 2010. Under the scheme a structure would be supported but schools would be looking to outside organisations to actually provide the after school activities. The potential for organisations such as EYM to become involved was discussed. Mr Hunt confirmed that schools would be organised by confederations representing the North and South of the Borough and initial discussions would commence shortly.

Members were delighted that Procter and Gamble had agreed to sponsor them in 2006 but it was felt that more action was needed to fund raise. It was suggested that they set up a 'friends of EYM' for this purpose. In doing so it was acknowledged the time and energy required for such a venture which would stretch them considerably.

Mr Hunt advised the applicants that the 'Awards for All' scheme had just increased its grant allocation to groups from £5,000 to £10,000 and agreed to provide them with further details. In addition, EYM were encouraged to seek a meeting with grant making bodies such as Surrey Arts with whom they had not been successful to date. Mr Hunt agreed to make contact with other Boroughs to see if any help was available to assist EYM with marketing and related issues and to involve them in the forthcoming discussions in respect of 'Live and Direct' which appears in the 'Any Other Business' section of these Minutes.

Mr Hunt to action

The Group agreed that although its funds were limited, and that priority should be given to developing organisations in order to encourage them to be self financing, it would be appropriate on this occasion to recommend an award of £500 to EYM. In doing so the Group was anxious to assert its support of EYM and their valuable work in bringing such a wide variety of music making opportunities to young people in the Borough.

Mr Hunt to determine the application and inform the applicant

ii) STAINES PLAYERS

The Group received an application for funding in the sum of £2,000 from Dorothy Chadburn of Staines Players for their Christmas 2006 production of 'Babe the Sheep-Pig' by David Wood.

Mrs Chadburn was pleased to report that she had been successful in hiring the costumes which were going to be used in the open air production of the show at Regent's Park in August.

The Group noted Mrs Chadburn's efforts to secure sponsorship and it was agreed to provide her with a copy of the Council's Business Directory.

Mr Hunt to action

In answer to the question as to whether Staines Players was a developing group, Mrs Chadburn considered that owing to the high percentage of children taking part and the challenging aspects of the production that it was.

The Group discussed the accuracy of Staines Players name given that they no longer performed in Staines following the closure of its town hall. A number of names were suggested on a community and geographical theme and Mrs Chadburn confirmed that it had been a topic of debate within Staines Players.

ACTION

The perennial issue of subsidising groups to meet the cost of venue hire of Council premises was discussed. Some members considered that it was illogical for the Council to be giving grants to groups that were then recycled back into the Council in the form of hire fees. The issue had been raised before but Mr Hunt agreed to re-consider the issue and perhaps investigate the potential for introducing a 'Theatre Package' for amateur groups that booked venues managed by the Council. It was agreed that this might have implications for the Steering Group's grant criteria and constitution.

Mr Hunt to action

Mr Hunt also agreed to check the hire charge quotation that had been supplied to Mrs Chadburn.

Mr Hunt to action and determine the application and inform the applicant

The Steering Group agreed, with one abstention being recorded, to recommend an award of £1,000 to Staines Players.

8. FEEDBACK ON COMPLETED ARTS PROJECTS

i) **Egham and District Choral Society**

Members noted that a letter of thanks had been received from Mr Hull, Chairman of Egham and District Choral Society for their grant of £500.

ii) **Spelthorne and Runnymede Drama Festival**

The Group was pleased to note that Spelthorne Drama Festival had changed its name to Spelthorne and Runnymede Drama Festival, thus securing the full recommended sum of £500. It was reported however, that future funding from Spelthorne Borough Council had not been confirmed although the Festival Committee planned to return to a venue in Runnymede, perhaps in 2008.

iii) **Royal Holloway Symphony Orchestra**

The Group noted that Royal Holloway Symphony Orchestra's tour was taking place in July, and that more feedback would be sought for the next meeting in October.

Miss Pinnock to action

iv) **Eikon (formerly New Haw Youth Project)**

The Group noted the official launch of the Eikon transition programme 'Moving on Up' which took place in May and which had received funding of £250 in 2004.

9. ANY OTHER BUSINESS

Mr Hunt advised the Group that Runnymede as an authority had been allocated £200,000 from the Government's 'work with play' initiative, for under 18's. There were four stages which had to be completed within six months. These were:-

- set up a play partnership and consult on the production of a play strategy based on identified need
- receive feedback from the partnership bodies and other consultees on the strategy
- publish the play strategy
- make 'big lottery' fund submissions for as many projects as possible to fully utilise the allocated sum of £200,000. The projects had to be free to participants.

ACTION

It was confirmed that the Council would be utilising the 'Youth Strategy' that the former Projects and Support Officer had created.

The first event for the play partnership would take place on 10 July at 6 p.m. at the Council Offices. It would be a workshop convened to identify aims and objectives and discuss initial ideas for suitable projects. 60 invitations had been sent out and an encouraging amount of interest registered. Three Members of the Steering Group expressed an interest in attending the event.

If a particular group had a project in mind that was likely to cost in excess of £200,000, it was confirmed that there was another pot of money for group projects in the £10,000 to £250,000 bracket.

Mr Hunt reported that an Arts Partnership event run through '3rd space', a travelling show, would be taking place at Jubilee High School's newly opened theatre in December. The show was being provided at a discounted rate due to the Borough's involvement in the Arts Partnership.

Members noted that plans to hold a 'live and direct' scheme in Runnymede were in the preliminary stages. It was reported however that funding of £1,500 was required to get the sessions started.

10. DATES OF MEETINGS FOR MUNICIPAL YEAR 2006/07

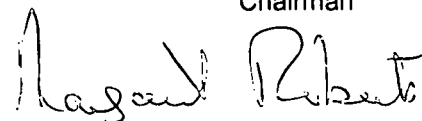
The following dates were noted for the meetings of the Steering Group in the Municipal Year 2006/07:-

Tuesday 3 October 2006

Tuesday 6 February 2007

Tuesday 3 April 2007.

Chairman



(The meeting ended at 9.24 p.m.)

Runnymede Arts Development Steering Group

Budget Summary 2006/07

Base budget 2006/07	£7,300
Committed Projects	
Royal Holloway (University of London) Symphony Orchestra	-£500
Annual Report	-£320
Egham and District Choral Society	-£500
Spelthorne Drama Festival	-£500
Egham Youth Music	-£500
Staines Players	-£1,000
Balance	£3,980