

Safer Runnymede Partnership
Crime, Disorder and Drugs Reduction Strategy
2005 – 2008

FOREWORD

This strategy has been completed to comply with the requirement of The Crime and Disorder Act 1998. The members of the local crime and disorder partnership, which is known as The Safer Runnymede Partnership (SRP), are detailed below.

The reduction of Crime, Disorder, and Drug misuse is highly dependant on cooperation and contributions from members of the community. For example this can be simply that incidents are reported even although nothing may appear to be done. It is however vital to enable a true and full picture of problems to be assembled. Only then can logical decisions on the deployment of limited and reducing resources be made.

To achieve ongoing reductions in crime the impact on crime and disorder should be considered in every decision that is made. This is a statutory responsibility on the partners and their many departments but it is equally important for businesses and individuals. Much crime can be eliminated or reduced by the decisions made in day-to-day life. The partners commend this strategy to the people of Runnymede, as the best way forward to helping us all feel safer and more secure in our everyday lives.

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1. INTRODUCTION

Runnymede Borough lies in northwest Surrey some twenty miles southwest of Central London. It has three main town centres, namely Chertsey, Egham and Addlestone. Chertsey is a historic town with a famous abbey dating from Saxon times. While it retains its historic character, Chertsey is a thriving modern business centre. Egham lies close to the historic Runnymede Meadow, site of the sealing of the Magna Carta in 1215. Several modern office developments have recently been built around its pedestrianised centre. Addlestone is the Borough's youngest centre, having only grown into a town in the 19th century. It is now a busy commercial centre and home to Runnymede Borough Council, Civic Offices.

The Borough also contains a number of smaller villages and suburban centres including Virginia Water, Thorpe, Englefield Green, Woodham, New Haw, Ottershaw and Lyne. The Rivers Thames and Wey form its northern and eastern edges, across which are the towns of Staines and Weybridge. In the northwest the Borough contains part of Windsor Great Park, to the west it reaches the edge of Chobham Common and to the south extends almost to Woking. There are around 32,000 households in the Borough, accommodating a 78,027 population at a density of only 10 people per hectare.

Runnymede has extensive green belt that makes the area an attractive location to live and work. Development restrictions and demand for housing are reflected in high property prices. Additionally, Runnymede has a strong local economic base with many commercial enterprises in the town centres, industrial estates and business parks. Equestrian and market gardening activities dominate in the rural areas with some traditional farming. The local economy, in common with the rest of Surrey is dominated by the service sector, which employs some 62% of the workforce while manufacturing accounts for just 15%.

Key Figures

Population 78,027 (from 2001 Census data)

Area (Spring 2001) 7, 800 hectares

10 people per hectare

Electorate (December 2001) 60, 737

Highways 227.16 miles

Homes in the Borough (October 2001) 31, 994

Under Runnymede's Management (April 2002):

Council Homes 2, 948

Shared Ownership Properties 127

Homeless reception Centres 2 hostels

Caravan Plots: Heathervale 71 (24 of which are for homeless)

Gypsy pitches 30

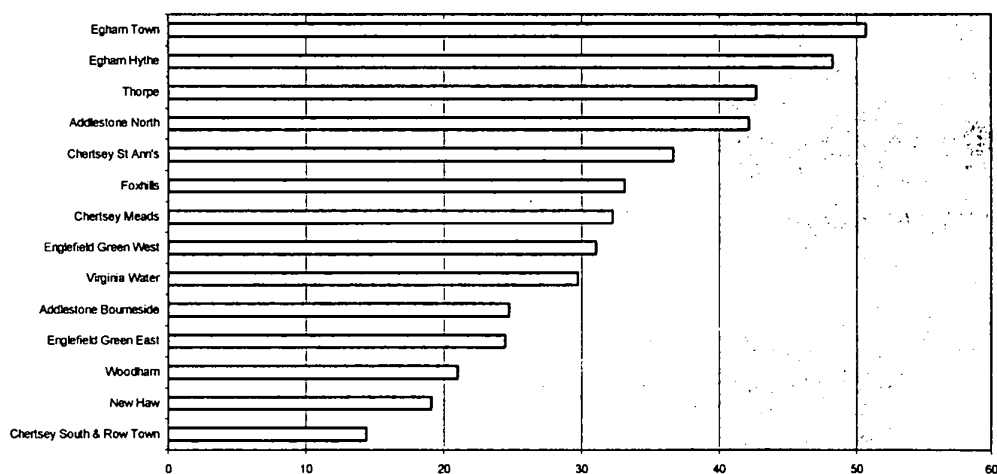
Sheltered Units for Older People 257

An audit of crime, disorder and drugs was completed during 2004. This guides the priorities, which the partnership agrees for the next three years. In addition the

Government has set a number of priorities for action over the same period. This strategy reflects those two main drivers. It is insufficient to rely on numbers alone and the description of the Borough provided earlier highlights the spread of population and many centres of activity, which can be the focus for problems. Whilst suburban rather than rural the area has many of the problems associated with rural areas.

There is no one area on which policing and other available resources can be focused which means such resources as are available are spread relatively thinly across the Borough. Problems that arise are sporadic with periods of quiet interspersed with outbreaks of crime or disorder. This causes frustration for local people as looked in the very long term the problems appear to have been unresolved over many years. It is important that when ever possible the partnership looks at underlying causes to prevent this reoccurrence but is also conscious that it has a responsibility to reduce crime, disorder, and drug misuse in the short term.

Ward Crime Comparison - 2002 - 2004 - Total Crime



Average crimes/month by ward

Whilst there is a perception anti-social behaviour is on the increase the independent survey during 2004 revealed that in Runnymede there was a fall in the number of people who had been victims of such behaviour of over 12%.

In many parts of the country the fear of crime is completely out of proportion to the real risk of being a victim of crime. This is not the case in Runnymede where the proportion of people whose life is affected by the fear of crime has been reduced from 41% to 22%. The independent author of the public survey report completed in 2004 suggests that the fear of crime can only be reduced further, by actually reducing the risk of crime. This is what the Partnership will attempt to achieve.

It has been agreed with The Government Office for the South East Crime Reduction unit on behalf of The Home Office that the overall reduction of crime over the next three years must be at least 11%. The overall reduction agreed for the South-East Region is 16.5% and this lower figure has been agreed because Runnymede has such a comparatively low rate of crime. Both crime and disorder have been falling already in recent years. The base line measurements for the targets are the year 2003-2004 and they are to be achieved during the year 2007-2008. The total crime baseline is therefore **3320** and the target is a reduction of **379**.

In particular the partnership is committed to dealing effectively with all incidents of racial and homophobic crime and providing support to victims. It will positively encourage the reporting of such crimes and will continue work to communicate with members of any minority community.

2. QUALITY OF LIFE/REASSURANCE

AIM

To reassure people who reside, visit or work in the Borough by addressing those issues, which adversely impact on their quality of life and heighten their fear of crime and disorder.

PRIORITIES

The public survey revealed those issues of greatest concern to local people as shown in the table below. This also provides a comparison of those concerns over time.

Concern	1997	2001	2004
Loud/fast cars and motorcycles	N/a	23.1	28.9
Litter	30.2	20.7	23.9
Dog fouling	38.9	28.8	21.7
Traffic problems	N/a	24.7	20.9
Young people hanging around	N/a	16.5	20.3
Parking on pavements/ verges	32.9	18.0	19.5
Vandalism	32.0	11.1	17.1
Cycling on pavements	19.3	16.8	16.0
Vehicles broken into	27.8	8.1	10.9
Under age drinking	17.8	6.0	10.0
Disorder in public places	8.3	6.2	8.6
Burglary	32.2	11.4	8.5
Alcohol abuse	7.6	3.0	7.2
Loud/music/parties	N/a	2.4	5.5

Percentage of respondents who perceive these issues as problems

There main reasons put forward by people for their concerns. One involves the ever-increasing use of vehicles and the way in which they are used. The other is centered on drunken and rowdy behaviour together with the groups of young people that hang around. A third involves quality of life issues such as litter and dog fouling.

METHOD

The SRP will take advantage of the change in the licensing legislation to ensure that the sale and supply of alcohol is strictly controlled with the objective of reducing the supply to young people and the excessive supply to individuals. See also part 8.

A number of youth diversion schemes have proved successful and subject to finance being available others will be considered. In addition it is recognised that young people are as much victims as offenders and are at risk of corruption by illegal drug and alcohol

suppliers. Locations where they are at risk will be identified and practical steps and actions initiated to reduce the risk.

All partners will work to address the qualities of life issues identified which are their particular responsibility. In particular the issues highlighted which can be regarded as anti-social use of motor vehicles will be addressed.

The fear of crime is amplified by media coverage of crime and crimes committed elsewhere can impact on local fear. Whilst this publicity cannot be prevented, each year the SRP will agree common messages on the Crime and Disorder agenda which all partners will promulgate when ever possible.

TARGETS

To address concerns on traffic issues by working toward the killed and serious injury reduction targets contained within the Joint Road Safety Strategy.

To reduce Fear of Crime as shown by independent public survey from 22% to below 20%

3. ANTI-SOCIAL BEHAVIOUR - DISORDER

AIM

To shift the culture from one where people tolerate anti-social behaviour to one where communities are helped and supported to uphold standards. Deal with anti-social behaviour across the Borough ensuring all agencies respond effectively in a coordinated manner, working with local people putting the needs of local communities' first and. the voice of victims and witnesses at the heart of the response.

PRIORITIES

It is recognised that anti-social behaviour can have a major impact on an individual's fear of crime and quality of life. The impact on a resident or number of residents can be disproportionate to the level of criminality. The limitation on the resources of all the agencies and groups involved is recognised and within each action will have to be prioritised.

Priorities will be flexible and proportionate decided based upon the following criteria: -

- the level of anti-social behaviour;
- the long term impact of that behaviour on local people;
- the willingness of the local community to participate; and
- the capacity and ability of relevant agencies and groups to have a sustainable impact.

The level of anti-social behaviour will be established by the regular Crime and Disorder audits but it is recognised that many problems are comparatively short term. Results from the last audit can be found in the table under section 2 of this strategy. Priorities will be flexible to enable agencies to respond to emerging problems as they arise.

METHOD

The SRP will agree the overall policies and working arrangements for the agencies and groups involved. It will ensure there is an effective reporting system in place and all members will encourage people to report incidents of crime and anti-social behaviour, which they believe they should not tolerate. Anti-social behaviour will be a standing item on the agenda of the SRP.

Any agency that comes across anti-social behaviour will do what it can to ensure that it is fully recorded using the agreed process including the CIAG and JAG meeting structure. (see also 9.) The victims and witnesses concerned must be supported and encouraged to participate in this process. The SRP will use the recording categories for anti-social behaviour determined by the Home Office. Runnymede Borough Council will maintain a database of such records and reports will be reported on regularly to the SRP.

Locations, which come to notice as suffering from anti-social behaviour, will be referred to the JAG. The JAG will discuss the issues presented and agree actions and priorities in line with this Strategy. Many issues relate to one or more identifiable individuals. These will be referred to the CIAG. Annual reports on activity and outcomes will also be prepared and published during each April.

Every effort will be made to reduce the potential for crime and disorder in new developments by designing these out in accord with the 'Safer Places' guidance published by The Office of The Deputy prime Minister

TARGET

To increase interventions to tackle anti-social behaviour by 4% a year.

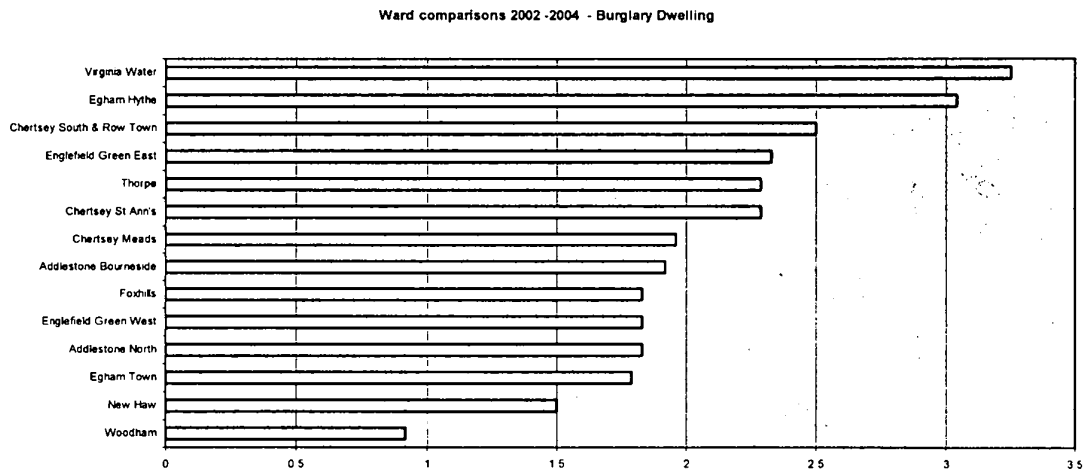
4. BURGLARY DWELLING

AIM

To reduce burglaries in people's homes to at least achieve the agreed local contribution of 12.6% reduction toward government targets as measured by British Crime Survey and Home Office recorded crime statistics.

PRIORITIES

To prevent burglaries in the homes of elderly or vulnerable people and reduce the recognised trend of repeat burglaries. To focus on those areas identified as being at greatest risk. The frequency of this crime across the Borough is shown in the following table.



Average burglaries/month by ward

METHODS

To use the intelligence-led JAG process to identify vulnerable locations and implement targeted interventions at the earliest stage to reduce and detect offences. These will include:

- Reducing opportunities for criminals through prevention activities
- Victim Reassurance
- Raised awareness through media where appropriate
- Utilisation of technical resources such as Automatic Number Plate Reader

Persistent or Prolific Offenders identified through intelligence systems will be subject to police enforcement activity and where appropriate referrals made to CIAG/PPO Scheme for multi-agency intervention.

To ensure new residential developments are subjected to a process to design out crime.

TARGETS

To reduce dwelling burglaries recorded by police by 4% a year.

By 2007-2008 to reduce the total offences in the Borough from **357** to **312**.

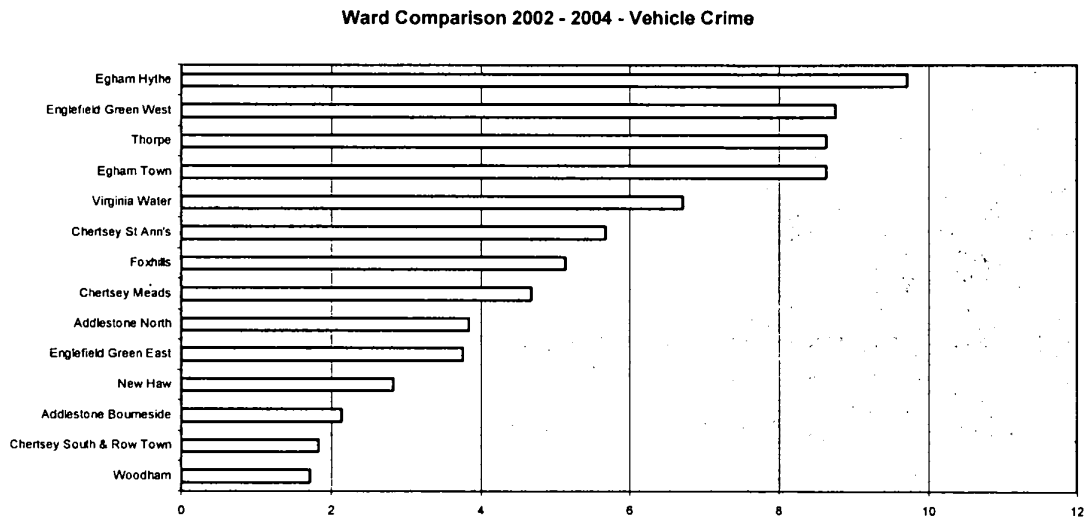
5. VEHICLE CRIME - THEFT OF AND FROM VEHICLES

AIM

To reduce vehicle crime to at least achieve the agreed local contribution of 11.5% reduction toward government targets as measured by British Crime Survey and Home Office recorded crime statistics.

PRIORITIES

To focus on those areas identified as being at greatest risk. The frequency of this crime across the Borough is shown in the following table.



Average vehicle crimes/month by ward

METHODS

To use the intelligence-led JAG process to identify vulnerable locations and to implement targeted interventions at the earliest stage to reduce and detect offences. These will include:

- Reducing opportunities for criminals through prevention activities
- Victim Reassurance
- Raised awareness through media where appropriate
- Utilisation of technical resources such as Automatic Number Plate Reader
- Working with businesses to ensure that parking areas are secure

- Ensuring that new residential developments are subjected to a process of designing out crime

Persistent or Prolific Offenders identified through intelligence systems will be subject to police enforcement activity and where appropriate referrals made to CIAG/PPO Scheme for multi-agency intervention

TARGETS

To reduce theft of and from vehicle crimes recorded by police by 4% a year.
By 2007-2008 to reduce the total offences in the Borough from to **975** to **861**.

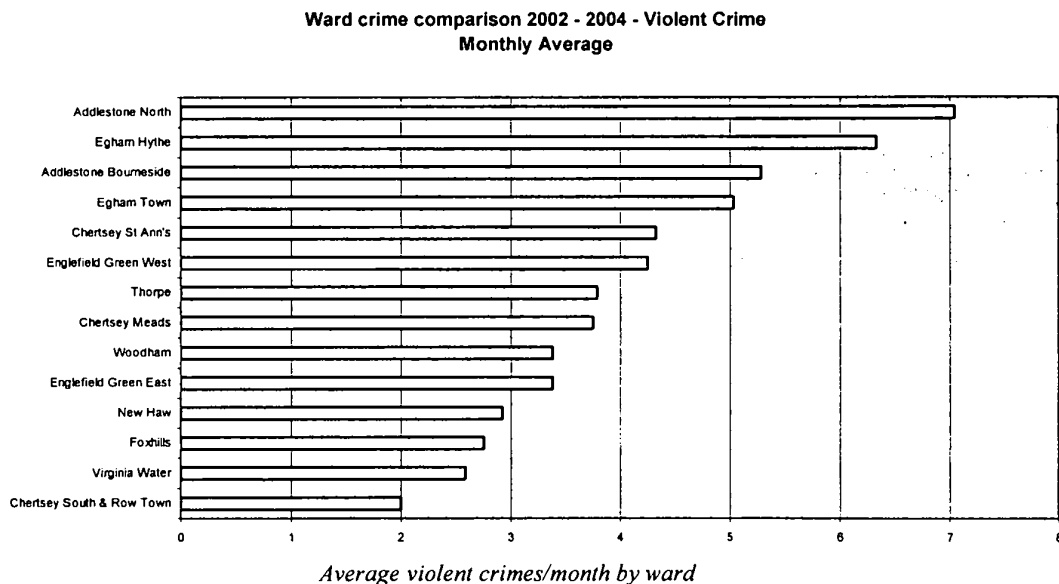
6. VIOLENT CRIME

AIM

To reduce violent crime to at least achieve the agreed local contribution of 11% reduction toward the government target as measured by British Crime Survey and Home Office recorded crime statistics. Violent crime includes all assaults, threatening behaviour, alcohol-related violence and domestic violence

PRIORITIES

To focus on those areas identified as being at greatest risk particularly from alcohol fuelled violent crime. The frequency of this crime across the Borough is shown in the following table.



METHODS

To use the intelligence-led JAG process to identify relevant localities and to implement targeted interventions at the earliest stage to reduce and detect offences. These will include:

- Maintenance of a robust licensing strategy which will involve visible police and partner licensing checks
- Development of 'Pubwatch' and 'Offwatch' schemes to encourage a wider membership of licensees of on and off licensed premises
- Enforcement activity where offences are identified

Persistent or Prolific Offenders identified through intelligence systems will be subject to police enforcement activity and where appropriate referrals made to CIAG/PPO Scheme for multi-agency intervention.

To respond rapidly to identified series of crimes by reference to the JAG process. To ensure identified offenders are referred to the CIAG process and considered for the PPO scheme. See also part 10.

To monitor those locations which are subject to alcohol related violence offences and take steps to ensure any issues of unlawful supply of alcohol is addressed. (see also 8.)

TARGETS

To reduce violent crimes recorded by the police by 4% a year.

By 2007-2008 to reduce the total offences in the Borough from **508** to **454**.

7. DOMESTIC ABUSE

AIM

To reduce the incidence of crimes of domestic abuse in Runnymede. Whilst a reduction in violent crime is being sought and must be the long-term objective, this category of violent crime has been traditionally under reported so an increased reporting can be seen as a positive outcome.

PRIORITIES

To prevent offences and when they occur to ensure intervention is as rapid as is practicable. Partners will work at changing attitudes towards this often hidden offence.

To ensure information is available to those who may need it to improve their safety.

To work closely with all agencies involved in the criminal justice system.

To ensure support is available to victims and their families.

METHODS

To ensure the provision of an outreach scheme to support victims and their families.

To contribute to publicity campaigns to raise awareness particularly of available services.

To raise awareness of staff and voluntary groups about the issues including the influence that alcohol may have.

To contribute to the discussions of the local domestic abuse forum.

To contribute where practicable to the implementation of the Surrey Multi-Agency Domestic Abuse Strategy 2005-2008

TARGETS

To reduce the number of repeat offences.

To achieve an increase in the number of local people reporting such crimes.

Work towards compliance with Best Value Performance Indicator 225.

8. ALCOHOL AND DRUG MISUSE

AIM

To contribute to achieving targets of the Surrey Drug and Alcohol Action Team.

PRIORITIES

A focus will be maintained on the illegal supply and misuse of class A drugs, and the acquisition of illegal substances and alcohol by young people.

To ensure the process for issuing licences reflect alcohol related offences that come to notice

To ensure the laws relating to the supply of intoxicating liquor are complied with

METHODS

The Partnership will continue to support Surrey Police in their efforts to disrupt the supply of class 'A' drugs.

To reduce drug and or alcohol related crime by identifying locations where young people are acquiring or being supplied with illegal substances or alcohol. These will be monitored, and, actions designed to deal with the problems.

To develop formal working procedures in order to keep accurate records of any drug discarded paraphernalia reported/discovered and invest in needle boxes to be installed in hot-spots with the view to reduce the risk of injuries for member of the public. Discarded drug paraphernalia to be recovered.

Every opportunity will be taken to refer drug users to available treatment to address the long-term issues. Use will be made of the Drug Intervention Programme being developed by Surrey DAAT.

Identified suppliers will be targeted for prosecution and conviction and, will also be considered for referral to the CIAG process and considered for the PPO scheme. See also parts 9. and 10.

Use will be made of the opportunity presented by the change in licensing legislation to ensure that licensing laws are applied to minimize the incidence of alcohol related anti-social behaviour. Video evidence will be used against unlawful activity to support the control through the licensing system.

Where young people are being supplied test purchases will be made from outlets that are identified as being responsible.

TARGETS

To reduce drug related crime by 6% by 2007-2008.

To reduce alcohol related crime by 6% by 2007-2008.

To establish a recording system for discarded drug paraphernalia.

To work together with Surrey DAAT to address local substance misuse issues and achieve the targets published in the Surrey DAAT strategy.

9. PROCEDURES - CIAG and JAG

There will be regular meetings to address locations, which come to notice as suffering from anti-social behaviour. These will be known as Joint Action Group meetings (JAG). Runnymede Borough Council will provide the administrative support to ensure the effective functioning of these meetings. All other agencies that may have resources available to address these issues will be invited to attend the JAG.

The JAG will discuss the issues presented and agree actions and priorities in line with 2.3 of this Strategy. Runnymede Borough Council will whenever possible, work with others to address environmental issues where these are identified as a practical solution to a problem. A report of the JAG activity will be presented to the SRP meetings.

Many issues relate to one or more identifiable individuals. There will be regular meetings to address these people known as Community Incident Action Groups (CIAG). Runnymede Borough Council will provide the administrative support to ensure the effective functioning of these meetings. All other agencies involved with an individual on the Agenda will be invited to send a representative with personal knowledge of that individual. A report of the CIAG activity will be presented to the SRP meetings.

Both the JAG and CIAG will operate strictly in accordance with the agreed Surrey wide 'Information Protocol'. Attendance at meetings will not be allowed for anyone who has not signed up to this protocol. Both the JAG and CIAG will maintain accurate records of all their activities. They will operate to a systematic problem-solving model such as 'SARA'. (Scope, Analysis, Responses, Assess results).

The Runnymede Community Safety Manager has responsibility for the management of the processes to ensure that they operate in accordance with the wishes of the SRP.

TARGETS

To ensure a system is in place which records individuals and locations that come to notice, and how those issues are addressed and what outcomes are achieved. This will provide a baseline for future measurements.

10. PPO SCHEME

The Persistent and prolific offender scheme has three strands and the SRP will work toward the achievement of all three objectives recognizing the varying contributions which can be made by different agencies.

The scheme is under development by the agencies involved so the following descriptions represent a provisional approach to implementation, which may be subject to alteration in the light of experience.

Strand 1 - Prevent and deter.

1. YOUTH JUSTICE INTERVENTIONS

Links with the Youth Offending Team are maintained through participation in the Community Incident Action Group which meets monthly, except December and August, to case manage individual cases on a multi agency basis.

The target group of active/persistent young offenders will be identified by the YOT on the basis on ASSET risk assessment scores and further informed by the YOT worker's knowledge of each case. It is anticipated that the YOT will identify a maximum of ten individuals for the attention of the SRP and the list will be refreshed on a monthly basis.

The target group will comprise offenders who are currently subject to community sentences: Referral Order; Reparation Order; Action Plan Order; Supervision Order; Intensive Supervision & Surveillance Programme; Community Rehabilitation Order; and Community Punishment Order. Each of these community sentences is managed directly by the Youth Offending Team. The work of the YOT is overseen by an inter-agency management board and subject to audits and inspections by the National Youth Justice Board.

Those young offenders who, on completion of their community sentence programme with the YOT, continue to present a high risk of re-offending (as evidenced by ASSET scores, YOT worker assessment and Police intelligence) will remain within the target group. The SRP will ensure that they have access to the full range of services that may be required to address their continuing needs and will play a key role in helping to overcome any barriers that may get in the way of achieving this objective

The performance target for this target group is the same as measure 2 of the Youth Justice Board's targets for Youth Offending Teams: to achieve a reduction in re-offending of 5% after 24 months. The first results of this will not be available until end of 2007, the first occasion when 24-month re-offending data can be accessed that will assess the impact of the Prevent & Deter strand.

Action Plan summary: (Youth Justice Interventions)

1	Identify active persistent offenders with high asset scores	YOT
2	Provide Youth Justice Interventions	YOT
3	Monthly review of target group	SRP/ CIAG
4	Risk assessment at completion of community sentence	YOT
5	Active support for post sentence relapse prevention for those continuing at high risk	SRP/ CIAG

2. INTENSIVE TARGETING

2.1 Youth Inclusion and Support Panel.

The SRP does not currently have access to a YISP. There is a proposal for 4 YISPs to be established in each of the four Police Divisions, which will be considered by the new County Council Executive following the local election in May 05. This proposal would provide Runnymede with access to a YISP based on the NW Police Division. The outcome of this proposal will not be known until June 05 at the earliest and not likely to be funded until April 2006.

2.2 Identification.

Runnymede intends to identify up to 10 young people who are most at risk of becoming offenders initially by using the Children's Fund agency risk matrix and then by applying the YJB ONSET risk tool (designed for 8-13 age group). Each young person identified will be reassessed on an annual basis to measure change in risk profile. [Maybe useful to add detail about the structure and resources being used to identify the group and progress the assessment work, bearing in mind that each ONSET assessment will take two hours of professional time]

2.3 There is an important link between the CIAG meetings, which concentrates on individuals, and the Joint Action Group (JAG), which looks at problem locations. Examination at the JAG often will lead to the identification of one or more individuals who are then referred to the CIAG process for consideration of the full range of interventions which may be possible.

2.4 An example of action taken by the SRP are diversionary schemes where groups of young people have come to notice such as provision of skateboarding facilities with the young people protected by CCTV. Where individuals are at risk then the CIAG has been provided with funding to enable it to facilitate individual actions tailored to the needs of the individual or indeed the family circumstances. An example of funded positive activity for young people is a street art project where a small group produced a mural in tribute to a friend who died on the railway. It is currently displayed in the street but will go on the

walls inside a new youth facility. These small actions are agreed and acted upon in fast time and reported back to the SRP.

2.5 The wider prevention agenda of Children's Service through Area Children's Partnership Meetings is still being developed.

Strand 2 - Catch and convict

This is not a sole responsibility for the police and other agencies must contribute when they can. It is anticipated it will become the responsibility of the Local Criminal Justice Board to take the lead on this strand and other partners will contribute where they are able.

Work is ongoing to establish base line figures and agreed targets and progress will be published with the action plan for the next year.

Strand 3 - Rehabilitate and Resettle

This is similarly not a responsibility of any one agency. It is by working together that the best chance of success will be achieved. The Probation Service will take the lead on this strand but other partners will contribute where they are able. The DAAT is developing a Drug Intervention programme to offer treatment/support for all drug related offenders with referral sources from across the criminal justice system.

Work is ongoing to establish base line figures and agreed targets and progress will be published with the action plan for the next year.

11. ANNUAL ACTION PLANNING

To deliver this strategy each March the SRP will agree an action plan for the following 12 months. For each action it will estimate costs and other resources that will be input, describe the actions to be taken, and include the intended outputs and outcomes. To be included within an annual plan any action must be shown to contribute to the achievement of an aim included within this strategy.

All major spending plans will be included in the annual action plan for which bids should be made in good time for agreement at the March meeting of the partnership. A sum will be allocated to enable the partnership to respond flexibly to changing demands during the year.

Any individual or agency making a bid to the SRP for funding must complete the bidding form as currently agreed by the Partnership. This will ensure objective decision making based on transparent criteria.

Every three months the Partnership will monitor progress towards the agreed targets and consider if intervention is necessary to ensure they are achieved. If it appears targets will not be achieved the Partnership will be flexible and adjust spending plans if this becomes necessary.

RUNNYMEDE BOROUGH COUNCIL

TECHNICAL SERVICES DEPARTMENT

ENVIRONMENTAL PROTECTION SERVICE PLAN 2005/06



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ENVIRONMENTAL PROTECTION SERVICE PLAN 2005/06

1. SERVICE PROFILE

- 1.1 The Environmental Protection Division is comprised of four teams supported by a centralised Technical Services Administration: The operational sections are:
- 1.2 Commercial Team, which is responsible for carrying out duties under Food Safety and Health and Safety legislation in relevant premises within Runnymede. In addition, the team deals with infectious diseases, water supplies, and animal welfare licensing. The Commercial Team also has responsibility for dealing with pollution from premises where the division has food safety or health and safety enforcement responsibility.
- 1.3 Pollution and Health Team, which deals with air and noise pollution; industrial processes, accumulations and fly tipping on private land, air quality monitoring and contaminated land. In addition to other functions that are delivered by this team include Pest control, Seizure of Stray dogs, Park home site licensing, the burial of deceased persons, and filthy and verminous premises.
- 1.4 Recycling Team, which deals with kerbside recycling schemes, developing mini recycling centres in flats and similar properties, car park and supermarket recycling centres and the promotion of home composting.
- 1.5 Licensing Team which licenses and monitors the sale and supply of alcohol, deals with the control of public entertainment, late night refreshments and licensing of taxis and private hire vehicles.
- 1.6 The Council's Municipal Safety Advisor is also placed within this Division.

SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

- 1.1.1 To ensure that Runnymede residents and businesses live and operate in, as far as is possible, a safe, healthy and pollution free environment.
- 1.1.2 To meet statutory responsibilities in a cost effective and responsible manner in accordance with Council Policies, legislation and any centrally issued guidance.
- 1.1.3 To encourage best practice and publish advice in relation to any of the Division's areas of responsibility.
- 1.1.4 To carry out enforcement responsibilities as laid down in the Environmental Protection Division Enforcement Policy and the Enforcement Concordat adopted by the Council for Environmental Health Services in November 1999.
- 1.1.5 To undertake discretionary duties as determined by the Council to promote the protection, safety and well being of residents and businesses within Runnymede.

1.2 Links to Corporate Objectives and Plans

- 1.2.1 The Environmental Protection Service Plan fits into the Authority's corporate planning process, its services having been subjected to Best Value scrutiny and the production of a Continuous Improvement Plans.
 - The primary aim of the Council is to ensure that we play our role to enhance the quality of life of all the residents of Runnymede.
 - The financial aim of the Council is to maintain rigorous financial control of the Council's affairs, thus ensuring that we keep to a minimum any additional demand placed upon Council Taxpayers.

Both these objectives will be reflected in the Environmental Protection Service Plan commitments.

2. BACKGROUND

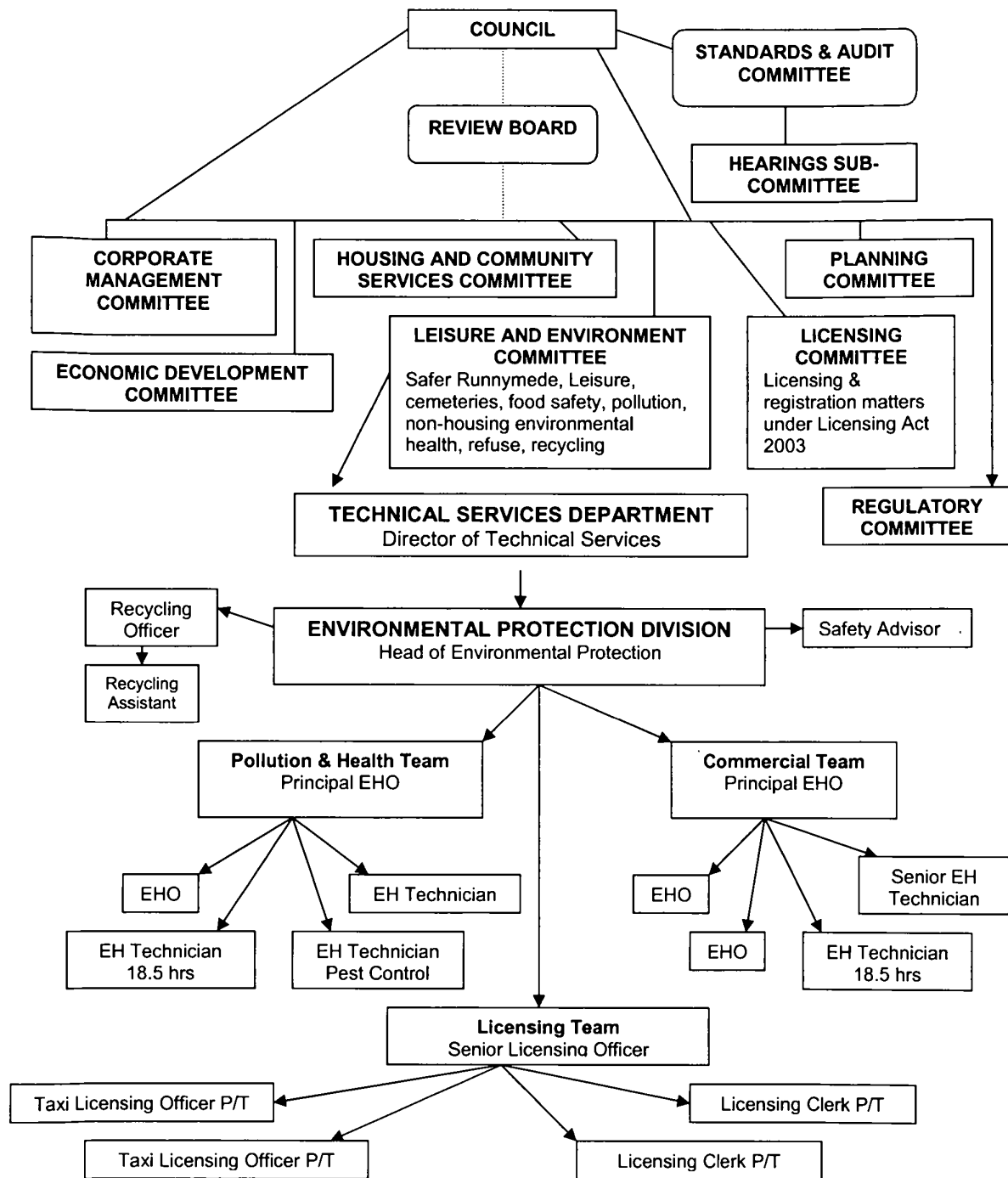
2.1 Profile of the Local Authority

- 2.1.1 With a population of just over 81,000 (2001) the Borough of Runnymede covers 30 square miles in the north west of Surrey where it has a lengthy boundary formed by the rivers Thames and Wey. Within its boundaries, which reach from Windsor Great Park almost as far south as Woking, the Borough comprises a number of towns and villages, including in the north, the town of Egham and the residential areas of Egham Hythe, Englefield Green, Thorpe and Virginia Water. Further south is the town of Chertsey, the newer town of Addlestone and the villages of New Haw, Ottershaw and Woodham. Although it has a number of light industries, Runnymede is basically a residential area bisected by the M25 running north-south and the M3 running east-west.

2.2 Organisational Structure

- 2.2.1 The organisational structure of the Council comprises the full council, 7 main service committees, a Standards and Audit Committee and a Review Board. All Environmental Protection issues fall under the terms of reference of the Leisure and Environment Committee. In addition, licensing issues are dealt with by the Licensing Committee, its relevant Sub-Committees and Regulatory Committee for Taxis and Charitable Collections. The Director of Technical Services has delegated responsibility for the Environmental Protection issues including enforcement with service delivery undertaken by the Environmental Protection Division.

RUNNYMEDE BOROUGH COUNCIL - ORGANISATIONAL STRUCTURE



2.3 Scope of the Environmental Protection Service

2.3.1 The Council carries out and is responsible for a wide range of environmental health duties under a plethora of legislation, including:

- Environmental Protection Act 1990
- Integrated Pollution Prevention and Control Act 1999
- Health and Safety at Work etc Act 1974
- Public Health Acts 1936/1961
- Food Safety Act 1990
- Licensing Act 2003
- Household Waste Recycling Act 2003
- Control of Pollution Act 1974
- Clean Air Act 1993

Specialist services are provided by:

- Public Analyst: Eurofins Scientific Ltd, 445 New Cross Road, London, SE14 6TA
- Food Examiner: Health Protection Agency, Royal Sussex County Hospital, Eastern Road, Brighton Sussex, BN2 5BE.
- Surrey Health Protection Unit: Consultant in Communicable Disease Control
- ECS out of hours noise service

2.3.2 Some elements of the services provided are at the discretion of the Council, e.g. providing a pest control service, health education and water sampling. These discretionary services have a complementary and reinforcing role in the Council's overall objectives of protecting public health.

2.3.3 Chinese Business Forum: In September 2004 the Division organised and facilitated a one day business forum attended by staff from all 23 Chinese food businesses within the Borough. Interpreters were on hand to explain food legislation and help with translation difficulties. Advice packs were provided in both English and Chinese and there was also a presentation by colleagues from Surrey Trading Standards. This type of event is a typical example of the discretionary service provided by the Division.

2.4 Demands on the Environmental Protection Division

2.4.1 The demands on the division remain high with the recent introduction and implementation of new Licensing legislation; the introduction of further kerbside and composting recycling services; new food safety and health and safety legislation, together with ever increasing workloads brought about by contaminated land and pollution legislation and recent changes to the legislation governing these areas also, has seen the service being stretched.

2.4.2 The division has enforcement responsibility for 581 food premises, 1369 health and safety premises, 32 industrial pollution processes, 15 Park home sites, collects recyclable waste from 29,242 households, licenses premises for public entertainment, 250 taxi drivers and 250 hire vehicles amongst other things. Approximately 600 potentially contaminated sites have been identified and now require more detailed investigation and enforcement action as necessary.

2.4.3 Complaints and requests for service have risen across all areas of the service from 3,306 in 2003/04 up to 3,817 in 2004/05. This trend, together with internal pressures brought about by the document management system and office relocation initiative, are all expected to further impact on the provision of the Division's services in the coming year. As will the expansion of current environmental health legislation and the introduction of further legislation in the near future.

2.4.4 Recently introduced, expanded and expected legislation with direct impact on the Division include:

- Clean Neighbourhoods and Environment Act 2005: (Noise, stray dogs, light and insect nuisance etc.)
- Food Safety: Products of Animal Origin, Imported foods, new European food safety legislation due early 2006 and proposed changes to butchers licensing.
- Animal welfare: Licensing of livery stables.
- Integrated Pollution Control and Prevention: Transition from authorisations to permits, new guidance notes, expansion of premises subject to control. The introduction of additional technical requirements by the Solvent Emissions (England and Wales) Regulations 2004 is also to be incorporated in the newly issued permits.

- Licensing Act: Direct impact on the Division's Commercial team, new roles of 'responsible authority' in relation to health and safety and public safety.

2.5 Enforcement Policy

- 2.5.1 The Council adopted the Central and Local Government Enforcement Concordat with regard to its Environmental Services Department in November 1999. In addition the Division works to the latest Environmental Protection Enforcement Policy approved and adopted in October 2004. All enforcement decisions are made in consideration of the Enforcement Policy and any deviations from the policy will be documented.
- 2.5.2 Copies of the Environmental Protection Enforcement Policy are available on request and the Policy is also available on the Council's website at www.runnymede.gov.uk.
- 2.5.3 The Division carried out the following enforcement actions in 2004/05:

Action	Number
Prosecutions taken	4
Formal cautions issued	2
Food Safety Act Notices issued	62
H&S Notices issued	20
Abatement notices issued EPA	25
Written warning Food	122
Written warning H&S	86
Control of Pollution Notices issued	3
Other public health notices issued	4

3. SERVICE DELIVERY

- 3.1 The service is delivered through the Environmental Protection Division based at the Civic Offices and the service is available from 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on Friday. (e-mail messages can be left outside normal work hours via the Council's website). In the event of a general environmental health related emergency the Safer Runnymede Centre holds contact details for all Environmental Health Officers.
- 3.1.1 Service delivery is broadly divided into proactive and reactive work which varies considerably among the teams within the Division.
- 3.1.2 The proactive parts of the service cover areas such as food safety, health and safety and integrated pollution control which all have regulated inspection programmes set by central government. Other areas for example recycling, contaminated land and licensing are regulated by the Council's own strategies and policies, normally directly, derived from central guidance.

It is the Council's policy to carry out programmed enforcement inspections in accordance with the minimum inspection frequencies defined central government e.g. Food Standards Agency (FSA), Health and Safety Commission (HSC), and Department of Environment and Rural Affairs (DERFA). All inspection programmes are 'risk based' and priority will be given to inspections of higher risk premises as defined in the relevant guidance documents issued to the local authority by central bodies. Resources permitting, the authority intends to carryout 100% of the inspections due for 2005/06.

The current profile of premises by risk rating for food and health and safety is set out at Annexe A, together with details of the proactive sampling activity which the Division will participate in during the coming year.

- 3.1.3 The reactive work of the Division is undertaken by all four sections and includes complaints, service enquiries and pest control. All of which along with reports of accidents, food complaints, statutory nuisances, recycling issues, licensing, infectious disease notifications and other public health and protection matters are dealt in accordance with the relevant Council or Divisional procedures, relevant codes of practice and any centrally issued guidance. The Division aim's to respond to 100% of complaints or requests for any of its services within the corporate target of three days.

3.2 Liaison with other Organisations

- 3.2.1 The Division has in place various arrangements to ensure liaison and exchange of information occurs with all relevant organisations and partners both internal and external across all its service areas. For example:

- Officers participate in all Surrey wide liaison and study groups i.e. food, Health & Safety, pollution and waste
- Officers participate in the Surrey licensing forum

4. **RESOURCES**

4.1 **Financial Allocation**

4.1.1 The Divisions overall budget for the year ending 31st March 2006 is

	2004/5 Actuals £	2005/6 Estimate £
Pollution Control	216,997	225,700
Local Air Pollution	16,746	26,000
Occupational Health, Safety and Welfare	112,392	124,700
Food Safety and Hygiene	156,345	171,500
Pest Control and Dog Warden Service	60,412	66,000
Recycling and Environmental Issues	298,106	373,800
Licensing and Regulatory Functions	103,215	92,200
Net Expenditure	1,097,900	1,079,900

Complied from relevant figures taken from the Runnymede Borough Council Budget 2005/06

Individual budget details for each area of the service can be found in the Runnymede Borough Council Budget 2005/06.

4.2 **Staffing Allocation**

4.2.1 The number of staff working on Environmental Protection matters in the Division is 16.5 full time equivalents (FTEs) made up of 13 full-time (ft) and 7 part-time (pt) posts. Since January 2005 one ft Environmental Health Officer post in the commercial team remains vacant. A new Assistant Recycling Officer post has been added to support the Council's recycling initiatives. Overall the staffing levels have changed little over the last couple of years. The Officer shortfall in the commercial team is at present being covered by an external contractor and it is envisaged that the Division will be able to meet the needs of the service in the coming year. The Pollution and Health Team has also found that the time allocation for contaminated land only allows scope to deal with the high volume of enquiries and contaminated development control sites. Little progress therefore has been made in the proactive more detailed investigation of the 600 sites identified as potentially contaminated.

4.2.2 Staffing levels include the ft Municipal Health and Safety Advisor post. Administration support provided by the central Technical Services administration for the Division remains at a little over 2 FTE posts. The FTE figure does not include any external services provided to the division by legal, financial services and IT support staff.

4.3 **Staff Development Plan**

4.3.1 The Council operates a staff appraisal scheme, which includes an agreed Personal Development Programme for the forthcoming twelve months following any appraisal. Each year training needs are identified and may be provided in house or externally depending on the requirement. Environmental Health Officers are required to undertake 20 hours per year Continuous Professional Development. Records are kept of training undertaken and continuous professional development records are available for scrutiny by the professional body (CIEH).

5. **QUALITY ASSESSMENT**

5.1 **Quality Assessment**

- 5.1.1 A range of monitoring arrangements is in place across the various areas of the service to assess performance.
- 5.1.2 The Division is presently subject to a number of Best Value Performance Indicators (BVPI's). BV166 covers the area of Environmental Health enforcement duties, and the Division has achieved 100% compliance for this indicator. Indicators related to Recycling/composting, BV82a and 82b, 91a and 91b.
- 5.1.3 New indicators BV 216a and 216b identifying and information on contaminated land together with BV217 pollution control improvements in regard to industrial premises, have been introduced for 2005/06 period.
- 5.1.4 The Division is required to submit performance data to central government in the form of yearly returns in respect of amongst other work, food safety inspections and enforcement work, health and safety inspections, authorised process inspections and enforcement work, statutory nuisance work and complaints. All data submitted is used by central government to assess the compliance of the authority in relation to set down standards and in the compilation and publication of performance tables.
- 5.1.5 The service is also subject to regular financial audits both internal and external. The majority of the Divisions service areas have been subject to the Best Value review process. The service also receives continuous feedback on levels of service quality and satisfaction levels via various customer feedback mechanisms.

6. REVIEW

6.1 Review against the Service Plan

- 6.1.1 Individual service plans for each of the Division's core functions have contained specific reviews of that service area, it is intended that the Divisional Service Plan will be submitted annually and will include identification of any variation from the previous year's Service Plan and areas for improvement.
- 6.1.2 The objectives and outcomes contained in the service plan are subject to continuous review on a regular basis by the Divisions management. Reports are generated from the Flare database on a continuous basis in relation to local performance covering such things as response times to complaints and the level of programmed inspections etc.

6.2 Areas for Improvement

- 6.2.1 The following improvements are planned for 2005/06:
- Further develop the information available on the Council's website to make available electronically as much relevant Environmental Protection information as possible
 - Incorporate the licensing functions into the BV166 performance indicator return
 - Review, revise and update all Divisional policies and procedures
 - Expand the present customer satisfaction surveys to cover licensing functions.

ENVIRONMENTAL PROTECTION SERVICE PLAN - YEAR 2005/06

1. Central government guidance from the Food Standards Authority (FSA) and Health and Safety Commission (HSC) requires the inclusion of some specific areas of the Division's work to be included within relevant service plans. The following items are not covered within the overall service plan and therefore to satisfy the guidance have been provided within this Annexe.

2. DEMANDS ON THE SERVICE

- 2.1 Enforcement of Food Standards and Animal Feeding Stuffs legislation is the responsibility of Surrey County Council's Trading Standards Department and is outside the scope of the service of the commercial team.

3. SERVICE DELIVERY

3.1 Food and Health and Safety Planned Inspections Programmes

- 3.1.1 The current profile of food premises by risk rating in Runnymede and the anticipated number of inspections to be undertaken during the year 2005/06 is as follows:

Risk Category	Number of Premises	Inspection Frequency	Number of Inspections Due 2005/06
A	7	6 months	12
B	39	12 months	43
C	287	18 months	185
D	77	24 months	25
E	69	36 months	36
Unrated	0		
Total	568		301
Number of inspections outstanding from 2004/05			0
Estimated total number of inspections due 2005/06			301

- 3.1.2 The current profile of premises by health and safety risk rating in Runnymede and the anticipated number of programmed inspections to be undertaken during the year 2005/06 is as follows:

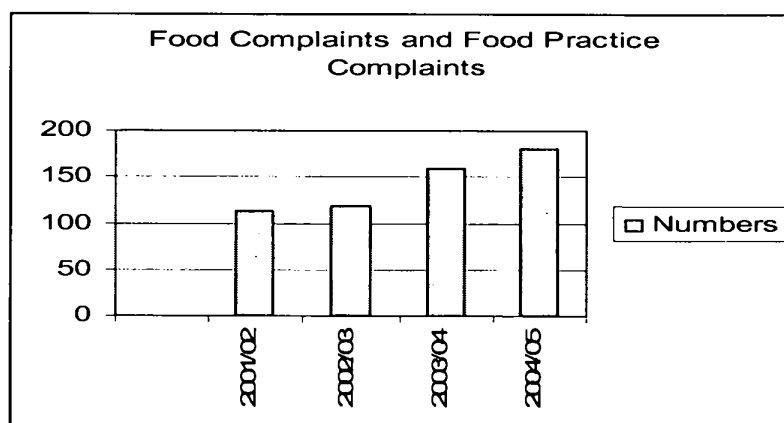
Risk Category	Number of Premises	Inspection Frequency	Number of Inspections Due 2005/06
A	6	12 months	4
B1	14	18 months	7
B2	66	24 months	4
B3	127	36 months	Alternative intervention strategy review after 3 years
B4	185	60 months	Alternative intervention strategy review after 5 years
C	965		Alternative strategy
Un-rated	0		
Total	1363		A – B2 = 15
Number of inspections outstanding from 2004/05			A – B2 = 5
Estimated total number of inspections due 2005/06			A – B2 = 20

3.1.3 As at 1 April 2005 the Council in line with current HSC guidance is implementing a topic based inspection programme based on the priority areas of slips, trips and falls, workplace transport, stress, falls from heights and musculo-skeletal disorders. Alternative intervention strategies for lower risk premises will now be implemented and include for example; monitoring incident reports, seminars and use of questionnaires.

3.1.4 In addition, it is estimated that around 100 premises will require visiting to check compliance following adverse reports after initial inspection. 50 new businesses will open and require inspection of one type or another and a variety of outdoor/temporary events at show/fairs/sporting venues will be visited.

3.2 Food Complaints/accident and Health and Safety complaints

3.2.1 The number of food complaints and complaints relating to food hygiene practices investigated continues to rise in 2004/05; 180 were reported. It is estimated that a similar number of complaints will require investigation in 2005/06.



3.2.2 For the year ending 31 March 2005, there were 92 accidents notified to the authority under the Reporting of Injuries and Dangerous Occurrence Regulations, of which 33 were investigated. In the same period, 67 Requests for Service/complaints were received from businesses/employees related to Health and Safety issues in the workplace.

3.3 Home Authority/Lead authority Principle

3.3.1 The authority endorses and supports the Local Authorities Co-ordinators of Regulatory Services (LACORS) Home Authority Principle. There are two Home Authority arrangements in place; one with Kerry Foods Ltd and a second with Centra Foods Ltd. Meeting and advising these businesses accounts for approximately four person days a year. In addition, there is a need to respond to enquiries from other enforcement authorities.

3.3.2 A similar scheme for health and safety, the 'Lead Authority Partnership Principle' is very resource hungry and it is for this reason that no formal partnerships have been established in Runnymede.

3.4 Food Sampling

3.4.1 The Authority recognises the important contribution sampling makes to the protection of public health and the food law enforcement functions of the Authority. The Authority will actively participate in:

- EU coordinated control programmes
- LACORS/Public Health Authority voluntary coordinated sampling programmes
- Coordinated programmed surveillance sampling with other members of the Surrey Food Liaison Group

3.4.2 In addition, the Authority where necessary, and in accordance with its Food Sampling Policy, will submit samples for analysis or examination which arise from the investigation of food contamination and food poisoning incidents, as a result of inspection and/or complaint work. The number of informal food samples submitted for analysis/examination in 2004/05 was 114.

3.4.3 For the year 2005/2006 it is intended that the following LACORS /Health Protection Agency studies will be undertaken.

- April 05 - March 06 inclusive: sandwiches sampled from hospital and residential/care home premises.
 - May 05 – June 05 inclusive: Ready-to-eat pre-mixed containing raw vegetables and other ingredients such as meat or seafood sampled from retail premises (EU study).
 - Sept 05 – Oct 05 inclusive: Microbiological quality of cheeses made from pasteurised milk.
- 3.4.4 The Authority also participates in the Surrey Food Liaison Group's quarterly sampling programme which involves the sampling of a food product selected from a pre-determined group wide food basket.
- 3.4.5 Unless otherwise directed as part of a nationally coordinated sampling programme, analysis and/or examination of all food samples is undertaken by one of the 'Official Food Control Laboratories in the UK'.

3.5 Control and Investigation of Outbreaks and Food Related Infectious Disease

- 3.5.1 In the event of an outbreak of food poisoning the Authority follows the procedures set out in the Surrey Outbreak Control Plan and the Environmental Protection Division will act in conjunction with the Health Authority and if necessary, under the direction of the Consultant in Communicable Disease Control (CCDC).
- 3.5.2 Notifications of food related infectious disease are investigated in accordance with the Environmental Protection Division Infectious Disease Procedures. In 2004/05 the division received 130 food related infectious disease notifications. It is estimated that a similar number of notifications will require investigation in 2005/06.

3.6 Food Safety Incidents

- 3.6.1 The revised and republished Code of Practice replaced the food hazard warning system with a food alert system whilst there has been a change in the terminology the authority is expected to respond to all alerts as appropriate and in accordance with:
- The divisions documented procedure
 - Food Safety Act Code of Practice (Revised October 2004)
 - Instructions issued by the FSA
- 3.6.2 Out of hours contact arrangements are in place whereby the Head of Environmental Protection or the Principal Environmental Health Officer can be contacted by the Food Standards Agency.
- 3.6.3 The resource implications are very much dependent on the category of any particular food alert. Food alerts requiring action can potentially involve a considerable amount of work whilst Food alerts for information involves very little. All work relating to food alerts is undertaken by officers of the Commercial Team and resources are considered adequate. In the event of a large scale warning support staff would be utilised from other areas of the department.

Runnymede Borough CouncilCHERTSEY MEADS MANAGEMENT LIAISON GROUP15 March 2005 at 7.30 p.m.Members of the
Group present:

Councillor M.J. Brown	Runnymede Borough Council
Mrs. J. Boater	Community Alternative Transport Association
Mr. C. Boyde	Chertsey Agricultural Association
Mr. P.H. Brown	Honorary Warden/Residents' representative for Hamm Court
Miss. M. Cork	Chertsey Society
Mr. D. Cotty	Residents' representative for Chertsey Meads
Mr. H.W. Evans	Surrey Bird Club
Mrs. H. Lane	Surrey Wildlife Trust
Mrs. C. Longman	Residents' representative for Mead Lane
Mrs. M. Nichols	Chertsey Society
Mr. B. Phillips	Surrey Botanical Society
Mr. A. Ratcliffe	Honorary Warden/Residents' representative for Hamm Court
Mr. D. Wheeler	Honorary Warden/ Residents' representative for Chertsey Meads

Members of the
Group absent:

Mr. D. Van Beesten	Environment Agency
Miss. I. Girvan	Surrey Wildlife Trust
Mrs. T. Lake	Chertsey Society
Mr. D. Mead	Chertsey Agricultural Association
Councillor C.J. Norman	Runnymede Borough Council
Mrs. A. Sheppard	Local horse riders' representative

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 R. Fleming	Head of Leisure Services, Runnymede Borough Council
Mr. G. Stevens	Contracts Officer, Runnymede Borough Council

Ms. J. Harper, Technical Officer, Runnymede Borough Council, also attended the meeting.

1. ELECTION OF CHAIRMAN

Councillor C.J. Norman was elected as Chairman to hold office until the March 2006 meeting of the Liaison Group. Councillor Norman had given his apologies for this meeting. Therefore, Councillor M.J. Brown was elected to serve as Chairman for this meeting.

2. MINUTES

The Minutes of the meeting held on 16 March 2004 were confirmed and signed as a correct record.

3. APOLOGIES FOR ABSENCE

Apologies were received from Miss I. Girvan, Councillor C.J. Norman, Mrs A. Sheppard and Mr G. Stevens.

4. MEMBERSHIP OF THE CHERTSEY MEADS MANAGEMENT LIAISON GROUP

Members noted that since the last meeting of the Group Councillor M.J. Brown had been appointed as the second Borough Council representative. Following the death of Mr Deverill, who was fondly remembered by the Group, a donation of £50 had been given by the Council on behalf of the Group to St Helier Association for Kidney Patients.

The Group was pleased to note that Mrs Longman had found two people who were willing to fill the vacancies of Local Dog Walkers' representative, which had been held by Mr Deverill, and a second Mead Lane Residents' representative. Mr G. Perrott and Mr D.S. Cooper were elected to those positions respectively.

There were also vacancies for an Honorary Warden, the other position held by Mr Deverill, an Invertebrates Expert and a member of the British Trust for Conservation Volunteers.

Mr Winfield agreed to write to St George's College in respect of the position of Honorary Warden, and give consideration to placing an advertisement in the press and on the Meads notice board to attract people to fill the remaining vacancies.

5. CHERTSEY MEADS MANAGEMENT PLAN

Members reviewed progress on the five year work programme for the Meads. Mr Winfield agreed to circulate an updated species list, having received some interesting information on mosses and lichens.

Mrs Lane agreed to investigate the merits of including a list of fungi.

In addition, the following points of interest were highlighted;

i) Trial Grazing on the Meads

Members were advised that once the fencing had been improved later in the year, to prevent cattle escaping onto the Meads, the trial would resume and the results would be reported to the next meeting.

ii) Tree Removal

Members noted that a small number of non-native weak specimens had been removed from the Meads, and Officers would continue identifying others during the course of the year.

ACTION

Mr Winfield to action

Mrs Lane to action

ACTION

iii) Encroaching Vegetation

Members were pleased with the work which had been completed recently to clear the access road and patches of brambles and other encroaching vegetation around the first car park.

iv) Environment Agency – Clearance Works

Members were informed that the Environment Agency had told Officers that they did not consider that the condition of the section of the River Bourne adjacent to Chertsey Meads made a significant impact on flooding in Chertsey Town Centre. As a result there was a less than 50% possibility of the Agency carrying out clearance works in the Meads in 2005.

The Group agreed that if any works were done that they were opposed to the use of herbicides, noting, however, that it was carried out in a controlled manner. Members were concerned that spraying herbicides might have a detrimental effect on the water, dragonflies and other sensitive creatures and plant species and might also jeopardise the site status of the Meads.

It was agreed to seek the advice of Miss Girvan and/or English Nature.

Mrs Lane to action

Members discussed the feasibility of forming a working party to undertake clearance work themselves. It was noted that such work was very labour intensive, had health and safety implications for members of the public working in deep silt and would give rise to access problems for transporting the arisings away.

Members agreed that there were areas of the Bourne in Chertsey itself, for example Gogmore Farm, Stevens Yard Bridge and Bourne Meadow in the vicinity of Chertsey Library which suffered from a great amount of rubbish being dumped in the river which needed to be addressed.

On the edge of the Meads, Members had identified an area of particular clutterance next to the former Circus Site and St George's College which it was agreed to draw to the attention of the Environment Agency.

Mr Winfield to action

It was stressed that the Environment Agency wished to work with the Council, but that the Council had a responsibility for maintenance of the river under its riparian duties. It was agreed to monitor the situation and to pursue clearance more vigorously if the local Flood Risk Action Group raised the issue formally.

v) Flora and Fauna

In order to address the need identified in the Management Plan for ongoing monitoring and recording of populations and communities of flora and fauna it was agreed to use part of the £5,000 earmarked for mitigation measures, from the Laing Homes Development monies, to commission some professional surveys. It was suggested that Surrey Wildlife Trust be approached initially. Mr Winfield reminded the Group the need to also bear in mind other projects for which the money could be used.

Mr Winfield to action

ACTION

vi) Nature Trail

The Group noted that the Management Plan suggested that a nature trail be produced for the Meads. Members discussed the merits of this and agreed that a trail targeting teachers who could organise supervised trips to the Meads would be a good idea, subject to gauging their interest. It was agreed that Officers contact local schools and if the response was positive, draw up proposals for the Group to consider.

Mr Winfield to
action

6. PLAY AREA

The Group was pleased to learn that the Council had received the funds due from Cala Homes, the developers of the Mead Lane caravan site and Laing Homes developers of the bridge Wharf development.

The Council had been given £87,000 towards a new play area, and £5,000 for mitigation measures.

Ms Harper, the Council's Technical Officer, presented the Group with five potential concept designs from different companies with whom she had undertaken a considerable amount of work. Members congratulated Ms Harper on the work she had done and looked at each of the designs in detail.

The Group agreed that they would like a design which reflected the history and geographical features of the Meads, such as the river, boats and play sculpture animals. It was agreed that a boat centrepiece was a good idea and that a design which incorporated interactive and traditional play equipment, plus seating was preferred.

Members favoured materials which blended in with the Meads such as wood but recognised the need to balance attractiveness with robustness.

The Group noted that planning permission for the play area would be required and it was hoped to secure this before the Summer of 2006.

It was confirmed that the new play area, which, if approved, was likely to be approximately 25x21 metres in size and would be fenced in with self closing gates.

It was agreed that Officers would circulate a final design of the proposed play area for comment and that local residents and other interested parties would also be involved in the consultation exercise.

Ms Harper to
action

7. CHERTSEY MEADS ASSOCIATION DONATION

Officers had circulated for comment the final versions of the new interpretation boards for the Meads which had been funded by the donation. Members of the Group were very pleased with the results and congratulated Mr Winfield and Ms Harper for their work. After discussion it was agreed that the best places for the boards were in the car parks where they would have maximum exposure.

The board in the first car park would include a space for one A4 size poster which could be used to advertise the litter pick, site visit or other suitable notice.

In order to satisfy the commitment to provide signage in respect of Chertsey Meads Marine, it was agreed to upgrade the aged Site Map

ACTION

board to include their location, and relocate it to the left hand side of the road and close to the new barrier help point.

8. **CALA HOMES DEVELOPMENT**

Members were informed that the developer's work had recently been approved, and the Council's Legal Department was currently drawing up the handover documentation for the piece of open land between the Cala Homes development in Mead Lane and the River Bourne.

It was confirmed that part of the piece of land would serve as a balancing pond, managed in practice by the Council. However, Mr Winfield agreed to establish whether it would fall under the remit of the Liaison Group.

Mr Winfield to action

9. **SITE SECURITY**

Members noted that the new security arrangements would shortly be ready for installation, following problems experienced earlier in the year when equipment had been damaged on site.

The new system would entail a link with staff in Safer Runnymede who would operate the barrier via a remote controlled unlocking system on request via the CCTV camera on site.

Drivers of over height vehicles would have to stop at the barrier whilst Safer Runnymede staff assessed the legitimacy of their need to access the Meads.

The Group was informed that in order to increase its visibility the height barrier would be re-painted.

The Group noted that as a result of Travellers having sawn through some of the wooden sleepers to gain access to the Meads these had been replaced by steel posts.

10. **LITTER CLEARANCE**

It was agreed to hold the annual spring clean on the Meads on Sunday 3 April, meeting in the first car park at 10 a.m.

Miss Pinnock to arrange newspaper advert

Mrs Longman agreed to help distribute the invitations to local residents as prepared by Mr Winfield.

Mr Winfield/Mrs Longman to action

11. **IMPROVEMENTS AND REPAIRS**

i) **Replacement of Railway Sleepers**

Members noted that the railway sleepers along the road side and around the car parks had been replaced.

ii) **Dog Waste Bins**

Members were pleased to note the additional dog bins but requested that the Council's Dog Warden be deployed to the Meads to address specific issues.

Mr Winfield to action

ACTION

iii) Road Surface

The Group discussed the quality of the repairs on the stretch of road leading to Chertsey Meads Marine and the road beyond Dockett Moorings.

The Council had budgeted for more permanent repairs to be carried out later in the year which it was anticipated would last 15 to 20 years. The main part of the access road had previously been repaired with no edging, which Officers had been advised was the most appropriate option because of its minimal impact on environment and was less expensive.

One member of the Group considered that the roads allowed water underneath which would shorten the life of the road. It was agreed that areas of specific concern should be addressed to Mr Winfield separately.

Mr Cotty/Mr Winfield to discuss

iv) Public Footpath 51

Members noted the re-positioning of the gate leading onto the Meads from the road to the front of 'Riveredge'. The small gap to one side of the gate was working successfully, allowing pedestrian access, and making unlawful vehicular access unlikely.

v) Litter Bins

Members were pleased with the new litter bins which had been provided between the second car park and the adjacent picnic area and the other picnic area.

vi) Fishing Platforms

The Group welcomed the proposal from the Environment Agency to provide a fishing platform for disabled access at location B on the tabled map, and asked that Mr. Winfield report this back.

Mr Winfield to action

12. ENCROACHMENTS

The Group noted that once staff were in place in both Legal and Leisure Services the encroachment issues would be dealt with.

13. CYCLE CROSSING IN MEAD LANE AND OTHER CYCLING ISSUES

Members noted that Surrey County Council had no plans to install a traffic calming ramp at the point where National Cycle Route 4 crosses Mead Lane. Instead, they wished to re-route the cycle route, immediately north of Mead Lane, so that it would run parallel with Mead Lane for a short stretch before turning north again. It was acknowledged that this would inconvenience cyclists even though warning signs would be put in place.

14. CHERTSEY SHOW

It was confirmed that the Chertsey Agricultural Association was planning to hold its annual show on Chertsey Meads on 13 -14 August 2005.

In respect of raking and rolling, it was agreed that it was only necessary on the two rings sites of the show.

Mr Winfield to action

ACTION

15. **REPORTS FROM THE HONORARY WARDENS**

The Honorary Wardens presented their report which highlighted the following matters;

- the drainage ditch adjacent to Hamm Court was blocked in three places. It was agreed that Mr Winfield would report back to the Council's Drainage Department for action
- both fingers were missing from the Public Footpath 9 sign. It was agreed that having reported the matter on several occasions to the County Council's 'Rights of Way' Department with little result, there was not much more that Officers could do.
- It was noted that the Horse Margin posts, one of which had a missing finger, would be replaced in due course.
- A number of the lifeline boxes were empty and it was agreed to replace them, noting the expense of doing so, but the Council's duty of care to maintain them. The Group was informed that a regular inspection of the boxes was undertaken but that the life lines were very quickly taken after replacing and it was difficult to keep up
- the need for additional warning signs in respect of the Thames was discussed and it was agreed to consider placing additional yellow and black deep water warning signs close to the picnic area
- there was some evidence that soil behind the Gabions, on the Thames, was subsiding and it was agreed to investigate
- the disabled bays needed re-painting and it was noted that it was planned to do this shortly
- there was a missing post, giving access to the Meads via the first car park which the Council was aware of and would address shortly
- It was agreed that the Honorary Wardens and other named volunteers who needed them would be re-issued with Identity Cards on receipt of a photograph. Members were advised for their own safety not to tackle people causing trouble on the Meads but to report the matter to Officers so that Safer Runnymede could track offenders, resources permitting.

Mr Winfield to action

Mr Winfield to action

Mr Winfield to action

Mr. Winfield to action

Mr. Winfield to action

Mr Winfield to action

16. **SITE VISIT**

Mr Phillips had again led a successful site visit last year, and it was agreed to hold the visit on Tuesday 10 May 2005 when more birds would be in evidence. Mr Evans would lead the visit with Mr Phillips to give the Group the benefit of his expertise on bird song.

It was also agreed to invite the Officer from Spelthorne Borough Council responsible for the area of Dumpsey Meadow to the visit.

Mr Winfield/Miss Pinnock to arrange

Miss Pinnock to action

ACTION

17. **OTHER BUSINESS**

It was agreed to hold the annual spring clean on the Meads on Sunday 3 April 2005, meeting in the first car park at 10 a.m. Mrs Longman agreed to help distribute the invitations to local residents as prepared by Mr Winfield.

Miss Pinnock to arrange press release.

It was confirmed that the 'passing signs' on the edge of the passing bays would not be replaced.

It was confirmed that the Environment Agency took the lead in respect of trees overhanging the Thames, in consultation with the Council.

It was confirmed that the Meads had received a reprieve in respect of the proposed gravel pits but that other areas in the north of the Borough were likely to be affected.

It was agreed to investigate some debris which had been identified in the area of where the pylons cross to Woburn Farm Park.

Mr Winfield to action

18. **DATE OF 2006 MEETING**

It was agreed that the next meeting of the Group would be held at 7.30 p.m. on Tuesday 14 March 2006.

Miss Pinnock to arrange meeting

(The meeting ended at 9.50 p.m.)

Chairman

RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP

Wednesday 6 April 2005 at 7.30 p.m.

Members of the
Group present:

Mr G. Leon-Smith (Chairman)	Addlestone and District Chamber of Commerce
Mr V. Spink (Vice-Chairman)	Chertsey Chamber of Commerce
Mr P.E. Anderson	Runnymede Association of Arts
Mrs A. Davis	Egham Chamber of Commerce
Councillor A.J. Davis	Runnymede Borough Council
Mr T. Pattinson	Surrey Herald Newspaper
Councillor R.J. Ray	Runnymede Borough Council
Mr G. Roberts	Egham Rotary Club

Members of the
Group absent:

Mr J. Davies	Youth Development Officer, Runnymede
Mr R. Davies	Runnymede Association of Arts
Miss E. Eyres	Jubilee High School
Dr. V.J. Gordon	Royal Holloway, University of London
Miss S. Hunter	Salesian School, Chertsey
Mrs R. Wilson	Surrey Libraries Service

Those attending in an advisory/observers capacity:

Miss K. Jack	Projects and Support Manager Runnymede Borough Council
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Ms Sandie Robertson and Mrs Diane Heavey of the Carroll School of Irish Dancing, Mr Alistair Whatley of the Original Theatre Company, Mrs Dorothee Schack of Egham Youth Music and Mrs Sheila Ritchie of Spelthorne Drama Festival also attended for part of the meeting.

ACTION

1. MINUTES

The Minutes of the meeting held on 8 February 2005 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms. A.H. Dix; Mr R. Davies, Dr. V.J. Gordon and Mrs M. Roberts. Mr G. Roberts who is also a Member of the Egham Rotary Club and who was deputising for his wife, was welcomed to this meeting. Mr Spink would check as to Mr Davies' position, as one of the two representatives from Runnymede Association of Arts, in view of his residence in France.

Mr. Spink

3. MEMBERSHIP OF THE STEERING GROUP

It was reported that since the last meeting of the Steering Group the organisations and bodies representing different areas of interest, carrying vacancies, had been written to. These included the Runnymede Business Partnership, local schools and colleges. They had been invited to put forward nominations. To date, one reply had been received from Strodes College.

Dr. Botham, the Principal of Strodes College, had responded and advised that the College wished to nominate a member of staff to serve on the Steering Group as from July 2005. Dr. Botham was very keen that his College should be involved given the number of young people (and the growing numbers of adults) involved in the arts at his College together with its key role in the local community.

Members fully supported this suggestion.

Miss Pinnock

ACTION

Members also supported the recommendation that in order to encourage greater attendance at meetings of the Steering Group the Terms of Reference should be amended in order to specifically permit a substitution when a named representative Member could not attend. This had been the accepted practice in recent times. It was therefore agreed to recommend this change in the Terms of Reference of the Steering Group to the next meeting of the Leisure and Environment Committee.

Miss Pinnock

4. **BUDGET SUMMARY**

The Arts Development Budget Summary for 2004/05 was noted.

Miss Jack advised that there had been a planned underspend in the 2004/05 budget of £936. An application had been made to the Director of Finance in order that this amount could be carried forward into the financial year 2005/06.

The £936 was in respect of the following grants previously allocated:

<u>Date of Grant</u>	<u>Applicant</u>	<u>Amount</u>	<u>Reason</u>
8/2/05	Royal Holloway Chapel Choir	£500	Grant previously awarded on condition that the Choir gave a performance at each of the Borough's day centres to entertain residents in Runnymede
8/2/05	Mrs H. Churchill: Egham String Quartet recital	£436	*Grant given subject to concert not conflicting with the activities of other well established groups of a similar nature.

*Confirmation awaited.

Miss K. Jack

The base budget of £8,500 for 2005/06 was similarly noted. The sum of £442 had already been set aside to meet the cost of the Annual Report, leaving a total of £8,058 available for grant application.

The budget summary attached at Annex '1' takes into account the recommendations made at item 5 below.

The Committee asked for a report at the next meeting on those applications previously referred for capital grant aid.

Miss K. Jack
Miss Pinnock

5. **APPLICATIONS FOR FUNDING**

The Chairman welcomed the applicants to the meeting and explained that once they had made their presentations they would be invited to leave in order for the Group to reach a view on all the applications. The applicants would be informed of the outcome. It was noted that all the applicants had been invited to attend the meeting in order to present their case to the Group. Four were represented in person.

i) **The Carroll School of Irish Dancing**

Members were reminded that it had been agreed at the last meeting of the Steering Group to invite Mrs Carroll to attend the meeting so that she could speak in support of her application and to clarify a number of points which were raised:

ACTION

- Whether £300 covered the cost of materials alone, was for a single dress/costume or a full outfit for each dancer including sashes, shoes and the like.
- Details of a specific project for which funding would be used.
- Details of their fund raising activities, particularly if they had pursued any sponsorship opportunities.

Unfortunately, Mrs Carroll was unable to attend but the Chairperson, Sandie Robertson, and the Treasurer, Diane Heavey, attended and gave a short presentation to the Steering Group.

The dancing school had initially asked for £15,000 in their application. The representatives were advised that this sum was far in excess of the total grant available for 2005/06.

The Carroll School of Irish Dancing was established in 2002 and ran classes in Chertsey. It was currently a school of 52 children from the ages of 4-11 years old attending classes twice a week. An annual subscription and weekly fee was charged. Annual income from subscriptions was approximately £2,000 and a further £2,000+ was raised from other initiatives.

Recent displays covered by the Carroll School included:

- Black Cherry Fair (Chertsey)
- Celebration of Youth (TASIS School)
- St. Augustines Nursing Home (Addlestone)
- A private 80th Birthday Party (Shepperton)
- Three separate St. Patrick's night displays (Chertsey and Shepperton)

The Treasurer confirmed that £300 covered the cost of a single embroidered dress. Shoes and all other accessories were in addition to this cost. To save unnecessary wear to the costumes the children would travel to competition venues in T-shirts and track suits. Costumes were designed to have a two-year "growth life" before being "passed down".

It was noted from the photographs displayed that a number of children had dresses. These had been provided by their parents. Any grant given would be used to provide those children without the necessary costume.

It was clear that there was still scope for grant applications to be made to other bodies. Procter and Gamble, the Bank of Ireland and the Allied Irish Banks were suggested in this respect. In addition, if Irish dancing was regarded as a sport then funding might be available from the Sports Council.

After consideration it was agreed to recommend funding in the sum of £500 as a contribution towards the costs of dresses. The School should also be advised to consider submitting a further application next year.

Miss Jack to
arrange
determination

ACTION

ii) **Surrey Artists' Open Studios**

An application from Caroline Jackman of Surrey County Arts, for the annual Surrey Artists Open Studios project was considered.

Members were reminded that they had supported this project in previous years, which had participating artists and venues in Runnymede.

This year, as in previous years, a sum of £250 had been requested which represented approximately 1% of the total cost of the project, and would be used to go towards training courses for participating artists and promotional material including the glossy guide.

It was agreed once again to recommend funding in the sum of £250.

Miss Jack to
arrange
determination

iii) **The Original Theatre Company**

An application and company 'mission statement' from Daniel Fisher and Alistair Whatley of the Original Theatre Company was considered. The company had asked for a sum of £2,539 which would enable them to fund the costs of their touring production of 'Twelfth Night' in an Edwardian setting. This sum represented approximately 10% of the total cost of the project.

As well as touring the country with the production, including two nights in Runnymede, the company intended to provide workshops in schools, including Runnymede (Magna Carta School), which would help encourage an appreciation and accessibility of Shakespeare in young people. It was anticipated that with additional funding the workshops could be extended to cover other schools in Egham, Englefield Green and Virginia Water.

The Company hoped that local companies would support the project financially by sponsorship, and, in return would receive advertising by the Company.

Eleven students from Royal Holloway were in the cast with the remainder of the cast composed of professional actors paid on a profit share basis. In response to detailed questions on finance it was established that a 44% ticket sale was necessary in order to establish a profit. Depending on venue in which the performance was held, ticket prices varied, but in Runnymede it was envisaged that prices would be £10 and £5 concessionary (students and the over 65). It was clear that the Company had yet to approach a number of potential sponsors. Procter and Gamble was mentioned in this respect. It was clearly apparent that the Company needed to appoint a Treasurer in order to manage the production costs effectively.

It was noted that only two performances were to be staged in Runnymede. It was felt that there must be a greater emphasis on workshops staged in Runnymede so that the local community benefited from any grant.

(Subsequent to the meeting Mr Whatley has confirmed that the Company is running a day's workshop at the Magna Carta School on 27 or 28 June and is awaiting confirmation dates for other workshops from local schools.)

ACTION

Miss Jack to
arrange
determination

The Steering Group were impressed with the concept of making Shakespeare accessible to youth groups and therefore agreed to recommend that £1,500 be awarded on this occasion. The Company would be required to present a report and accounts after the completion of events.

iv) **Egham Youth Music**

Egham Youth Music submitted an application for funding in the sum of £2,000. £2,200 had been awarded to this project in 2004/05.

The project aimed to provide children and young people in Egham with opportunities for music making, singing and participating in concerts and music workshops.

Mrs Dorothee Schack presented an application on behalf of the Group.

Egham Youth Music became established as a new charity in October 2004. It was run by a committed group of Trustees and committee members, all of whom had experience as teachers, music teachers or parents. The chairperson and founder was Dorothee Schack, a successful and experienced local music teacher, primarily teaching children between the ages of 6 and 18 years.

Her involvement in music teaching in the local area gave Mrs. Schack first-hand knowledge of how little opportunity children had for singing, music making and listening to music from all parts of the world.

She had been inspired to create a new organisation known as Egham Youth Music, committed to providing music making and music experience for all young people, regardless of their economic background.

Egham Youth Music was comprised of three elements:

- Singing Seven Ups (ages 7 years+; singing and musicianship classes).
- Sonic Boom Egham Youth Choir (from 8-16 years).
- Sonic Boom Workshops and Concerts.

The choir and classes met weekly either at the United Church of Egham, High Street, or as an after school club at local schools. They sang a range of songs from pop to folk and classical. The weekly sessions also gave attendees the chance to learn about rhythm through body movement and percussion, and aural training.

The children performed their songs and pieces, twice a year, together with children performing on their instruments in a concert called 'Sonic Kids on Stage'.

The Sonic Boom Workshops and Concerts were music events held throughout the year and included: African Drumming, Singing and Music-making workshops, as well as Gamelan workshops and concerts, whereby attendees participated in interactive sessions listening to classical and world music.

ACTION

Five events were planned for 2005:

- A Gamelan workshop.
- African Drumming workshop.
- Aurora Woodwind Quintet concert.
- The Kent Recorder Players.
- 'Sonic Kids on Stage'.

The Sonic Boom concerts and workshops were first set up with a grant from Making Music, the national umbrella organisation for music societies and choirs. Following this success, it went on to set up the Youth Choir and the Singing Seven Ups with a grant from the National Foundation of Youth Music. This last grant came to an end in July 2004.

The Group asked for clarification of the situation with Egham & District Music Club, as the previous grant given for Egham Youth Music had been given to Egham & District Music Club on their behalf. Mrs Schack explained that Egham Youth Music had started within Egham & District Music Club, but had become a separate charity in October 2004.

It was agreed to recommend funding in the sum of £1,000. Mrs Schack would be asked for a report and statement of accounts at the conclusion of the planned events.

Miss Jack to arrange determination

v) **Spelthorne Drama Festival**

Mr T. Pattinson declared a personal interest and withdrew from the meeting for the duration of this item.

The application was presented by Mrs Sheila Ritchie, Chairman of Spelthorne Drama Festival. Mrs Ritchie stated that they would appreciate any amount of funding, but that £500 would be very welcome.

The Spelthorne Drama Festival had been running for some 35 years taking place at various venues in and adjoining Runnymede. This year it would be held at Magna Carta Theatre in Staines, from 18 to 22 October, and it was hoped that up to 14 teams would participate, many of whom were based in Runnymede.

The Festival Committee was keen to stress that the ticket price of £5, with three plays being performed each evening, represented excellent value for money.

The Steering Group were happy to sponsor funding for the Spelthorne Drama Festival and to recommend funding in the sum of £500.

Miss Jack to arrange determination

6. **STOP GAP**

Members noted that on Thursday 10 March the StopGAP dance company celebrated its 10th anniversary, as part of the Working Dance Festival 2005. StopGAP had its roots in the first Working Dance Umbrella held in 1995. Runnymede Borough Council, through the Arts Development Steering Group, was the first local authority to support StopGAP

ACTION

Funding, as recommended for approval by the Steering Group, supported workshops involving adults with learning difficulties and children from Freemantle's School in a production of 'Aquascape' at Geesmere in Chertsey.

StopGAP was now known across Surrey, the South East and even internationally, as an integrated dance company. The company continued to work with different groups of people, children and adults, with and without disabilities.

Although StopGAP originated in Egham, the company was now based at Farnham Maltings.

7. **SURREY ARTS PARTNERSHIP**

Members were pleased to learn that the Arts Council following grant aid restructuring had confirmed an amount of £61,000 from their Grants to the Arts Fund. This would supplement the funding put into the Surrey Local Authority Arts Partnership by Surrey County Council and the Surrey district authority partners (amounting to £172,000 over 2 years) and the £60,000 already committed over 2 years from the Arts Council's strategic funds.

The partnership was currently funding on-going projects: 'Live & Direct', 'Sorted', a touring and development programme for rural communities and the Community Arts Training Scheme (CATS). One of the CATS schemes was held at Chertsey Hall in February 2005. Arts groups in Runnymede had been circulated with information about the CATS programme, but none had participated.

The funding would enable the Surrey partnership to confirm longer term research, Surrey Artists Open Studios, celebratory arts and a research project into the impact of creative writing on health and well being, for which Runnymede was one of the pilot authorities.

A copy of the full proposal for how the funding could be used over the next two years was made available for Members to peruse at the meeting.

It was explained that Runnymede contributed £5,000 to the partnership. Members were keen to know what benefit was being achieved 'on the ground' for the level of funding and requested a presentation at the next meeting.

Miss Jack

8. **ANNUAL REPORT 2004/05**

A copy of the Annual Report of the Steering Group for the year 2004/05 was given to each Member present. Distribution to Members absent, together with the general circulation to interested parties, was underway. Five copies of the Annual Report would be available for the Runnymede Association of Arts whose next meeting would be held on 19 April next.

Miss Pinnock

Members were delighted with both the content and format of the Annual Report which had been designed and produced by the Secretary to the Steering Group, Miss Clare Pinnock. Members asked that a formal vote of thanks be recorded to Miss Pinnock. Members also asked that, in future, Miss Pinnock's name should duly appear at the appropriate place in the document.

Miss Pinnock

ACTION

9. OTHER BUSINESS

Three matters were raised:

(i) Mr R. Fleming

The Vice-Chairman advised the Steering Group that at a reception held on 23 March at the Chertsey Museum he had thanked Mr Fleming for all his assistance given to the Steering Committee during his period of office. An engraved Dartington Glass had been presented on behalf of Members of the Steering Group.

The Steering Group thanked the Vice-Chairman for his initiative on their behalf.

(ii) Exhibition about the History of Joinville le Pont

Mr Spink spoke about the provisional arrangements made in connection with the display of artworks to be held in conjunction with the exhibition. An application for funding in connection with this project would be made in due course.

(iii) B.A.B.I.T

Members were pleased to learn that B.A.B.I.T. (Boys are Back in Town), which had received funding in 2003/04, had continued fundraising for The Charlie Waller Memorial Trust and were now also supporting the Children's Liver Disease Foundation and Cherry Trees, a home for children with disabilities, in Guildford. B.A.B.I.T.'s next show would be performed at the Magna Carta Arts Centre from 13-15 October 2005.

10. DATES OF MEETINGS FOR MUNICIPAL YEAR 2005/2006

Members noted that the following dates had been agreed for meetings of the Steering Group in the Municipal Year 2005/06.


Tuesday, 5 July 2005

Tuesday, 4 October 2005

Tuesday, 7 February 2006

Tuesday, 4 April 2006

(The meeting ended at 9.43 p.m.)



Chairman

S. 7. 05

Runnymede Arts Development Steering Group**Budget Summary 2005/06**

Base budget 2005/06	£8,500
Total funds available for distribution 2005/06	<u>£8,500</u>
Less Committed Projects	
Annual Report 2004/05	£442
Carroll School of Irish Dancing	£500
Surrey Artists Open Studios	£250
Original Theatre Company	£1,500
Egham Youth Music	£1,000
Spelthorne Drama Festival	<u>£500</u>
	<u>£4,192</u>
Add Planned Underspend from 2004/05	£936*
Balance	<u>£5,244</u>

*Awaiting confirmation