



# RUNNYMEDE BOROUGH COUNCIL

## LEISURE AND ENVIRONMENT COMMITTEE

18 NOVEMBER 2004

### APPENDICES

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**1. Purpose of Report**

- 1.1 **The purpose of this report is to seek the Committee's endorsement of proposals to create a pond at Bourne Meadow, Chertsey.**

**2. Background Information**

- 2.1 Bourne Meadow is Council owned open space of approximately 9.30 acres (3.7 hectares) situated off of Eastworth Road and Free Prae Road in Chertsey). The River Bourne flows through the site and during the winter months parts of it are often flooded for extended periods, even after water levels in the river have subsided. This retention of floodwater is due to the topography of the site and a soil with a high clay content, which together restrict the flow of water back to the river.
- 2.2 The proposal in this report is designed to enable better management of the floodwaters and to introduce an attractive feature to the open space.

**3. Report**

- 3.1 The proposal is that a pond, some 16 metres in diameter, be created on Bourne Meadow. A planting bed and gently sloping banks would surround the pond and these would extend between 7 and 18 metres from the waters edge. Much of the pond, the bed and the banks would be planted with appropriate aquatic and semi aquatic native plants.
- 3.2 The particular location on site has been selected as it is currently one of the low parts of the open space and therefore the last part to dry out after flooding. A pond here would also be seen clearly from the road and enhance the view of the open space for passers by.
- 3.3 The pond would be linked to the River Bourne via inlet and outlet pipes allowing a degree of control over the water level in the pond. This would be maintained at approximately 0.4 metres. The ability to control the water level is important in enabling an ecosystem to be established in which the selected plant life can thrive so that an attractive, natural looking feature can be allowed to develop, in turn attracting fauna to the area. The outlet pipe would also have the benefit of allowing flood waters to return to the river more quickly.
- 3.4 Plans showing the location and approximate dimensions of the proposed pond are attached.
- 3.5 For financial reasons it is proposed that the pond be constructed in two phases as set out at paragraph 5.
- 3.6 The Environment Agency has been consulted and has agreed to support the scheme by providing 'in kind' funding as set out at paragraph 5.
- 3.7 The excavations will produce approximately 920 cubic metres of unwanted soil, which will need to be disposed of. This cannot be spread on site because of restrictions imposed by its location in the floodplain.
- 3.8 However, the Committee will be aware of the need to remove and dispose of contaminated soil from the old Beomonds allotment site nearby. It is proposed that, subject to the results of soil testing, the arisings generated by excavating the new pond be used to replace the contaminated soil removed from Beomonds. This would save the cost of purchasing soil to be imported into Beomonds and the cost of disposal of arisings from the new pond at landfill, estimated to be £17,000. This sum has been included in the overall cost of the new pond and could be saved in this way.

**4. Council Policy**

- 4.1 The Position Paper Leader's Statement 2004-05 includes the Corporate Standard "Working with other agencies to achieve community benefits while ensuring no dilution of accountability where there is clear responsibility".
- 4.2 One of its Aims is "Ensure we play an effective role in enhancing the quality of life for all our residents and visitors and provide an attractive environment for those who conduct their business in the Borough".

- 4.3 One of the Key Priorities from the Community Strategy is that "Runnymede should be a healthy, pleasant place to work, rest and play. To reinforce this, there needs to be better integration of the bodies responsible for improving the environment where Green Belt land is guarded". A main priority is to look at "Flood alleviation schemes" and specifically to "review flood alleviation scheme at Chertsey".
5. Resource implications
- 5.1 The total cost of the scheme is estimated to be £57,000.
- 5.2 There is a potential saving of approximately £17,000 if soil from the pond were re-used at the Bemonds site.
- 5.3 The Association for the Improvement of Runnymede (AIR) have been successful in obtaining an offer of a grant of £17,500 from SITA to contribute to a scheme for flood alleviation in Chertsey. There is a time limit on this offer and it is likely to be withdrawn if a scheme is not realised in the immediate future. The scheme proposed in this report has been drawn up in order to satisfy the SITA criteria.
- 5.4 The Environment Agency are willing to match this by providing the equipment and workforce needed to manage and execute the scheme in accordance with the Council's drawings and specification, to a value of £17,500.
- 5.5 However, there is still a shortfall of £22,000 which is not available, from revenue budgets in the current financial year. This should be available from next year's budgets.
- 5.6 Officers propose that the scheme be completed in two phases. The initial phase, to be funded through a combination of the SITA grant and some of the Environment Agency's 'in kind' funding would be completed this year. This would involve the excavation of the pond itself and is estimated to cost £35,000.
- 5.7 The second phase, to be funded by any residual 'in kind' funding from the Environment Agency and from next year's revenue budget (and therefore completed after April), will involve installing the two pipes linking the pond to the River Bourne and the associated control mechanisms. This is estimated to cost £22,000.
- 5.8 Ongoing maintenance of the pond and the associated pipe work is expected to cost approximately £1,750 per annum and this will come from existing revenue budgets.
- 5.9 The SITA grant comes with a requirement for a third-party contribution of 10.2% (£1,785), and a requirement to contribute 4% of the value of the grant (£700) to AIR to cover their administration costs. These contributions will both come from existing revenue budgets.
6. Planning and Technical Considerations
- 6.1 Planning permission will be required for this project to go ahead.
7. Environmental Implications
- 7.1 The pond will slightly increase water storage capacity in the floodplain but will have a limited effect on wider flooding in Chertsey. It will however benefit the immediate area by increasing biodiversity and would introduce an interesting and attractive feature to the area. It would also allow better management of flood water in Bourne Meadow by allowing it to return to the river more quickly than is currently the case.
8. Risk Management
- 8.1 An assessment of risks presented by the new pond has been prepared and the findings taken into account in its design.
9. Consultation Strategy
- 9.1 Ward Members and local residents will be consulted on these proposals and their responses will be taken into account.

**OFFICERS' RECOMMENDATION that -**

**the proposal to create a pond at Bourne Meadow be approved, subject to the results of consultation with Ward Members and planning permissions being granted and external funding remaining available.**

**(TO RESOLVE)**

Background Papers

None.

**NOTES**

-  Proposed Wetland Area
-  Permanently Wet Area

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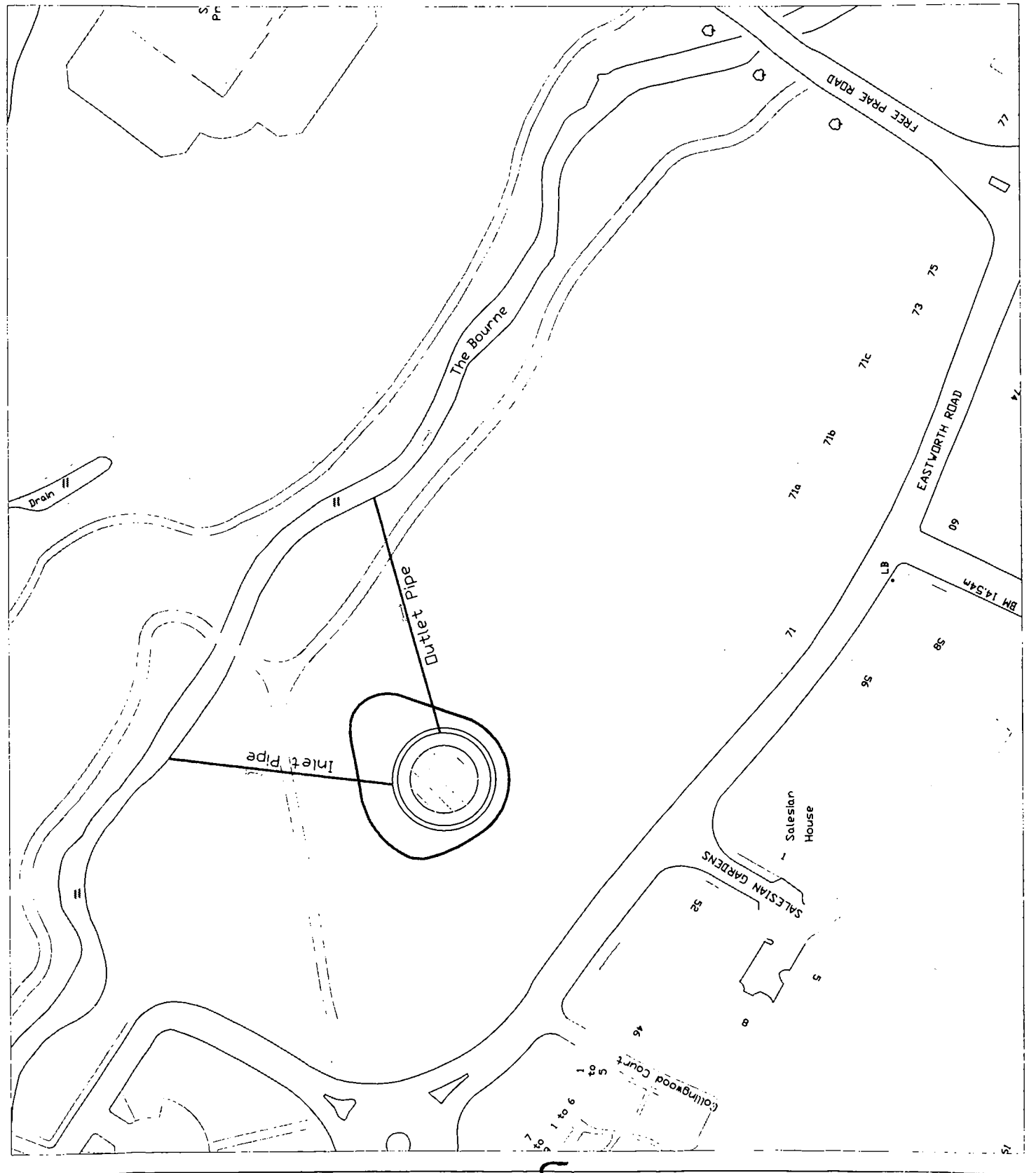
# RUNNYMEDE BOROUGH COUNCIL

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**JOB TITLE**  
 Bourne Meadow Pond

**DRG TITLE**  
 Pond Outline

SCALE	1 : 1250	DRAWN BY	BS
DATE	Sep 04	CHECKED BY	
DRG No:	DH113/07		
REV			



**NOTES**



Permanently Wet Area  
 Graded Banks  
 Planting Bed

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**RUNNYMEDE**  
 BOROUGH COUNCIL

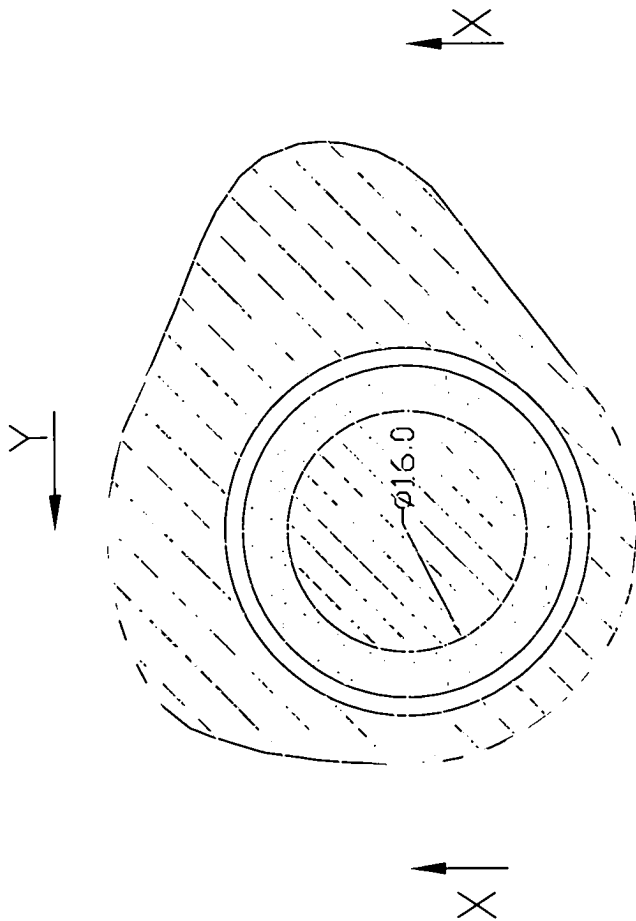
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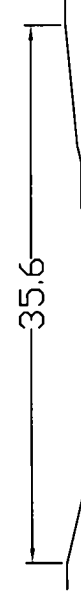
**DRG TITLE**  
 Pond - Section Details

SCALE	1:500	DRAWN BY	BS
DATE	Sep '04	CHECKED BY	A

DRG No:	D/113/06	REV	
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Section X-X



Section Y-Y

Note of Council 14 October 2004, in respect of the Proposed Pond at Bourne Meadow.

At its meeting on 14 October the Council considered the report of the Review Board titled "Call in - Proposed Pond at Bourne Meadow." Two Members of the Board had called in the decision made by the Leisure and Environment Committee on 16 September that no further action be taken in respect of the proposal to create a pond at Bourne Meadow. The Review Board had given the matter careful consideration and provided a detailed report to Council. The Board had recommended to the Council that; **"the Leisure and Environment Committee made the correct decision and no further action be taken in respect of the proposal to create a pond at Bourne Meadow."**

The Council also received supplementary information which detailed the costings of the proposed pond project.

Before the matter was discussed by Council, Councillors A. Alderson and C. J. Norman declared personal and prejudicial interests under the Runnymede Code of Conduct by virtue of their position as Directors of the Association for the Improvement of Runnymede (AIR), which had put the project forward. Councillor Mrs J. Norman declared a similar interest by virtue of Councillor C. J. Norman's position. All three Members left the Council Chamber whilst the matter was discussed.

Taking into account the material before it, the Council resolved on the motion of Councillor M. J. Brown and seconded by Councillor Mrs. S. E. Jacobs that -

- i) **The Leisure and Environment Committee be asked to re-examine the Bourne Meadow pond proposal in the light of the information now before the Council, and other relevant information available to them, and to make a final decision; and**
- ii) **Officers be instructed not to implement arrangements for the remediation at Beomonds until after the above decision is made."**

**Bourne Meadow Pond**  
Proposed Costings Summary

<u>Funding of Works</u>	£	£
Total estimated cost of works		56,614
Temporary haul road		3,000
		<u>59,614</u>
Funded by:		
SITA Grant to AIR	(17,500)	
Environment Agency (funding in kind)	<u>(17,163)</u>	
		(34,663)
<b>Balance left to fund</b>		<u><b>24,951</b></u>

<u>Costs to Runnymede BC</u>	£
<u>Capital</u>	
Unfunded part of the scheme (see above)	24,951
Third party funding contribution	1,785
Contribution to administrative costs of AIR	700
<b>Total Cost to RBC if soil is unsuitable for Beomonds</b>	<u><b>27,436</b></u>
Potential savings in disposal costs	<u>(17,138)</u>
<b>Potential cost to RBC if soil is suitable</b>	<u><b>10,298</b></u>

<u>On-going Revenue</u>	
Annual maintenance	1,750
Capital Charges	2,861
<b>Total costs to Parks budget</b>	<u><b>4,611</b></u>

**: RETURNS**

**129**

**N**

**ANSWERS**

Have you used Runnymede Playschemes before?	YES 94	NO 35
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How many weeks did you use?	1 week 31	2 weeks 54	3 weeks 19	4 weeks 22
-----------------------------	--------------	---------------	---------------	---------------

Which week(s) did you use?	1st Week 71	2nd Week 73	3rd Week 73	4th Week 64
----------------------------	----------------	----------------	----------------	----------------

Do you live in the Borough of Runnymede?	YES 123	NO 6
--	------------	---------

Do your children attend school in the borough of Runnymede?	120	9
Would you use Play 2005?	125	3
Would you use internet booking for 2005?	81	48
Would you use advanced daily booking for 2005?	91	35

How many of your children attended Playscheme (5-7)?	1	2	3
How many of your children attended Play Plus (8-11)?	74	10	0
	49	20	0

How did you hear about Play 2004?	SCHOOL 77	FRIEND 7	OFFICES 9	LIBRARY 1	Y. C. 0	Used B4 32
Where did you get a Play 2004 brochure?	77	3	21	2	0	20

<b>PRE-SCHEME EVALUATION</b>						
Availability of brochure	EXCELLENT 62	GOOD 61	FAIR 4	POOR 1		
Presentation of brochure	56	62	10	0		
Information in brochure	49	70	9	0		
Helpfulness of Leisure Services staff	66	52	10	0		
Length of time taken to book a place	51	56	20	1		
Information given on booking confirmation	47	72	7	3		
Date of brochure release	36	67	17	2		

# NO. OF RETURNS

**129**

VENUE	EXCELLENT	GOOD	FAIR	POOR
Security	62	50	12	0
Safety	60	58	6	0
Suitability for children	71	45	8	0
Access	72	46	6	0
Amount of indoor space	41	51	29	4
Amount of outdoor space	65	36	18	4
Location	78	36	3	2

Would you like to see the same venue for 2005?	YES	NO
	113	8

Which type of venue would you prefer to see next year?	SCHOOL	OPEN REC	NCLOSED REPRIVATE HAL	S/CENTRE	OTHER
	7	3	5	3	2
					1

STAFF	EXCELLENT	GOOD	FAIR	POOR
Friendliness	82	41	0	1
Helpfulness	76	43	4	1
Appearance	59	62	3	0
Enthusiasm	66	50	6	0
Experience	55	55	9	1
Child Focused	66	48	8	1
Organisation	59	51	11	0

ORGANISATION OF FACILITY	EXCELLENT	GOOD	FAIR	POOR
Times of opening / closing	45	65	14	1
Variety of activities offered on-site	44	66	11	1
Suitability of activities offered on-site	47	68	6	0
Employment of activities offered on-site	51	62	9	0
Trips offered off-site	39	62	16	2
Cost of scheme	62	47	16	0
Advanced booking facility	48	67	7	1
Daily booking facility	25	34	14	6
Equipment	32	67	18	2
General organisation	51	62	9	0

What times would you like to see the playscheme run from next year?	9.15-3.15	9.00-3.00	9.30-3.30	9.00-5.00	8.30-4.30	OTHER	8.45-3.15	8.45-3.30	9-3.15	8.45-3.45
	49	34	19	21	15	0	2	2	2	2

How would you prefer to book?	PHONE	NET	POST	COUNTER	OTHER
	36	51	65	24	1

How many weeks would you use next years playschemes for?	1	2	3	4	5	6
	8	44	28	27	5	9

Did you use extra hours 2004?	YES	NO
	7	120

If Yes, Would you prefer just an early start?	YES	NO
	7	0

If Yes, Would you prefer just the late finish?	YES	NO
	6	1

If No, Please state why?	Not Available	Not Required	Too Expensive	Wanted Aftly	Wanted F	Other
	37	60	9	14	6	4

If No, Which Sites would you like to see it available next year?	Add	Chertsey	Egham	E. Green	Lyne	New Haw	Ott
	4	11	7	8	7	9	3

If No, Would you prefer just an early start?	YES	NO
	44	46

If No, Would you prefer just the late finish?	YES	NO
	31	51

## FEES AND CHARGES 2004/05

Leisure Services - Playschemes				
		2004/05 £	2005/6 £	VAT Treatment
<b>PLAYSCHEMES</b>				
<b>Borough Residents (Includes VAT)</b>				
1 <sup>st</sup> Child	Per day	£8.00	£9.00	Standard
1 <sup>st</sup> Child	Per week	£35.00	£40.00	Standard
1 <sup>st</sup> Child Concessionary rate for families receiving benefits	Per day	£4.00	£4.50	Standard
1 <sup>st</sup> Child Concessionary rate for families receiving benefits	Per week	£17.50	£20.00	Standard
2 <sup>nd</sup> Child	Per day	-	£8.00	Standard
2 <sup>nd</sup> Child	Per week	£30.00	£35.00	Standard
2 <sup>nd</sup> Child Concessionary rate for families receiving benefits	Per day	-	£4.00	Standard
2 <sup>nd</sup> Child Concessionary rate for families receiving benefits	Per week	£15.00	£17.50	Standard
3 <sup>rd</sup> Child and Subsequent Children	Per day	-	£4.00	Standard
3 <sup>rd</sup> Child and Subsequent Children	Per week	£10.00	£15.00	Standard
3 <sup>rd</sup> Child Concessionary rate for families receiving benefits	Per day	-	£2.00	Standard
3 <sup>rd</sup> Child Concessionary rate for families receiving benefits	Per week	£5.00	£7.50	Standard
<b>Non-Borough Residents (Includes VAT)</b>				
Attendance Charge		All above fees doubled	All above fees doubled	
<b>Additional Hours – Selected Sites Only (Includes VAT)</b>				
1 <sup>st</sup> Child (Resident)	Per day	£16.00	£16.00	Standard
1 <sup>st</sup> Child (Resident)	Per week	£70.00	£70.00	Standard
1 <sup>st</sup> Child (Non-Resident)	Per day	£24.00	£24.00	Standard
1 <sup>st</sup> Child (Non-Resident)	Per week	£105.00	£105.00	Standard
2 <sup>nd</sup> Child (Resident)	Per day	-	£14.00	Standard
2 <sup>nd</sup> Child (Resident)	Per week	£60.00	£60.00	Standard
2 <sup>nd</sup> Child (Non-Resident)	Per day	-	£22.00	Standard
2 <sup>nd</sup> Child (Non-Resident)	Per week	£90.00	£90.00	Standard
3 <sup>rd</sup> Child (Resident)	Per day	-	£6.00	Standard
3 <sup>rd</sup> Child (Resident)	Per week	£20.00	£20.00	Standard
3 <sup>rd</sup> Child (Non-Resident)	Per day	-	£10.00	Standard
3 <sup>rd</sup> Child (Non-Resident)	Per week	£40.00	£40.00	Standard
<b>Leisure Services – Splash Scheme</b>				
<b>Activities for 11-16 year olds</b>				
Child	Per day	£10.00	£10.00	Standard
Child	Per week	£42.00	£45.00	Standard
Child Concessionary rate for families receiving benefits (Resident)	Per day	-	£5.00	Standard
Child Concessionary rate for families receiving benefits (Resident)	Per week	£21.00	£22.50	Standard
<b>EASTER &amp; HALF TERM SCHEMES (Includes VAT)</b>				
Dependant on Program – all aimed around £2 per hour self funding				

\*RBC Employed Staff to receive 50% discount to charges of the Summer Schemes as 2004/05

\*\*RBC Play / Youth Summer Staff to receive 100% discounted places while working on as 2004/05

### Surrey Youth Games 2004 – Feedback

Feedback forms were sent out to approximately 160 participants, 57 families responded (35%), the results are summarised below:

#### Age Range:

Age Range	Number of Respondents
7	1
8	1
9	3
10	9
11	15
12	18
13	5
14	3
15	1
N/A	1

#### Town of residence:

Town	Number of Respondents	Number of Participants
Addlestone	17	24
Chertsey	4	12
Egham	15	26
New Haw	6	10
Ottershaw	7	13
Pyrford	1	1
Englefield Green	0	6
Virginia Water	3	9
Woking	1	11
Woodham	2	5
Other Areas	0	27

#### Sports played at SYG:

Sport	Number of Respondents	Number of Participants
Athletics	14	24
Badminton	5	9
Basketball	6	16
Boccia	0	4
Football	4	20
Hockey	5	16
Judo	3	18
Rugby	11	21
Netball	6	18
Tennis	2	8

#### Did you find Team Managers & Leisure Staff trained, competent and courteous?

94% Always  
6% Sometimes

#### Was the venue suitable for the activity?

96% Yes  
2% a little too small  
2% a venue nearer and indoors in case of bad weather

**Has your child's skill(s) improved?**

81% Yes

11% No

4% they enjoyed the training

2% they found it difficult to answer

2% it was the first time they played.

**Will your child continue to take part in this type of activity?**

96% yes

2% already go to an athletics clubs

2% not aware of a Netball Club in Egham so difficult to continue

**If you had any cause for complaint, how effective was the response?**

89% had no reason to complain

5% complaint was resolved within 3 days

5% OK

**Do you feel the publicity was accurate, appropriate and readily available?**

84% Yes

6% No

2% Don't Know

2% A lot of people had not heard of the Youth Games

2% No Publicity, or not aware of any

2% Good Internet Site

2% Some confusion over training dates

**If not, where would you like to see the activity advertised?**

45% in the local papers / notice boards / posters

9% by email

9% I felt it was widely & appropriately advertised

9% It's the best thing to do it via the schools

9% More at schools, clubs and local press

9% School / Clubs

9% Supermarkets

**Were you satisfied with the overall structure and content of the activity?**

89% Yes

2% A lot in running, need more practice in other activities

2% Average

2% I feel there could be more warning & practice

2% Maybe longer training sessions / or number of weeks

2% Not completely

**The following statements were made relating to future improvements:**

**Trials & Training Comments:**

- Have more training sessions.
- I felt more practice and maybe warm up games would have been beneficial to the children.
- Maybe start a little earlier so that when the "Team" is chosen they play together more often and get to know each other better.
- More Training Sessions at least 2/3 times a week, that will let to make quick decisions what exactly part of competition the child will take part in. After that he/she can concentrate much more on this particular type of sport (athletics).
- Selection for squad and then team was confusing / unclear.
- Start the training sessions to find the squad earlier in the beginning so they have a lot more weeks of training and more time.
- Start training for novice teams earlier, perhaps arrange friendly matches prior to competition.
- The advertising of the games could be sent to all rugby clubs (minis).

- The Children need to have more notice and definitely more coaching. Hockey is not a main activity at the school my daughter attends and I think all the team were very courageous playing with such little knowledge & skills.
- Avoid Sats Week for sending out letters regarding whether children have been selected or not.
- Very little time before hand for practice, although what there was, was very good. Not much contact between participants of other sports - more get together! Better team spirit might enhance performance.
- By being able to register on your website and receiving an email to inform us what when the activities are taking place.
- I feel Runnymede should organise more junior netball clubs so that the children are able to practice all year round and not just for a couple of weeks. Would love to see a Netball Club in the Egham Area
- If possible choose the team earlier & then concentrate on each team members activities. This would help build individual strength in necessary areas & therefore they would be more effective on the day.
- More competitive Matches with other local clubs to gain experience
- My Son thoroughly enjoyed the training & Sunday event - all the trainers made everything fun 10/10 for everything. Thank you and well done.
- I can't think of any improvements necessary. Excellent overall & Michael enjoyed every minute.
- More information. Re rugby it seemed a little unfair that surrey heath had a top RFU Coaches (Coaching coaches at that) and Runnymede did not.
- Not many kids at our school thought they would be good enough and thought it was for a good standard of player.
- Provide better sports facilities within Borough - The lack of top quality facilities is appalling and short sighted.
- The whole games were run very well. All adults were polite and made the children feel welcome.
- This year was better than last year, More children involved this year. This event really helps young people get involved in sport, learning new skills and competing in a great atmosphere.

#### Competition Comments:

- The games themselves could be more organised. There seemed to be a lot wasted time between events. Very difficult for younger family members to watch.
- Understand the rules earlier - i.e. how many children in a team / how many can be registered.
- More space for spectators. Very long day 8-4 maybe have times for boys and girls.
- I would like to see Teams in the competition who are "developing players" not already in developed squads! If a player plays for England (C/O Elmbridge) She can hardly be a developing player.
- It would be much better if the athletics & the football were on different days as Millie had to choose between the two. Millie would have loved to have competed in the football too. Otherwise fantastic Coaches - the young people really enjoy themselves.

**EGHAM LEISURE CENTRE**  
Report to Leisure & Environment Committee

**Financial Statement for the Period 1 April 2004 to 31 October 2004**

	2003/04	2004/05			
	Actual Outturn £	Current Budget £	Budget to Date £	Actual to Date £	
<b>Expenditure</b>					
General Expenditure	674,673	724,800	452,700	442,600	
Central Recharges	45,600	51,700	28,600	28,600	
Contract Payment to Client Budget	236,800	242,700	141,600	141,600	
Capital Charges	51,200	52,000	30,300	30,300	
<b>Total Expenditure</b>	<b>1,008,273</b>	<b>1,071,200</b>	<b>653,200</b>	<b>643,100</b>	<b>-2%</b>
<b>Total Income</b>	<b>855,962</b>	<b>905,600</b>	<b>511,400</b>	<b>480,100</b>	<b>-6%</b>
<b>Net Surplus / (Deficit)</b>	<b>(152,311)</b>	<b>(165,600)</b>	<b>(141,800)</b>	<b>(163,000)</b>	

**Notes**

The original Egham Leisure Centre budget for the year was reviewed in August in conjunction with the Leisure Centre Manager. The revised budget shown above takes into account both the changes to the staffing structure agreed at the start of the year and the decline in the membership base.

Whilst it is pleasing to note that the measures taken by the Sports Centre Manager, with the agreement of the Officer Steering Group, have ended the two year decline in memberships, memberships are not increasing enough to cancel out the deficit caused by the lower than expected numbers since the start of the year. This decline is the main reason behind the greater than originally anticipated deficit for the year.

## Runnymede Borough Council

RUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 5 October 2004 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 R.J. Ray	Runnymede Borough Council

Members of the  
Group absent:

Councillor A.J. Davis	Runnymede Borough Council
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 A. Pope	Adult Education Service
Mr P. Suchley	Jubilee High School, Addlestone
Mrs R. Wilson	Surrey Libraries Service
Mr T. Pattinson	Surrey Herald Newspaper
Mrs M. Roberts	Egham Rotary Club

## Those attending in an advisory/observers capacity:

Miss K Jack	Projects and Support Manager, Runnymede Borough Council
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Steven Lee, Peoples Theatre Company, and Kevan Graham, Follow the Piper also attended for part of the meeting.

**ACTION**1. MINUTES

The Minutes of the meeting held on 6 July 2004 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr H. Craig, Councillor A.J. Davis, Mr R. Davies, Mr R Fleming, Mr T Pattinson and Mrs M Roberts.

3. MEMBERSHIP OF THE STEERING GROUP

The Steering Group was advised that Councillors A.J. Davis and R.J. Ray had been re-appointed by the Leisure and Environment Committee at its meeting on 16 September 2004 to serve on the Group for the remainder of the Municipal Year 2004/05.

The Group noted that Mr P. Suchley was no longer the headmaster at Jubilee High School, but that Miss E. Eyres continues to serve on the Steering Group as a representative for local secondary schools.

4. BUDGET SUMMARY

The base budget for Arts Development in 2004/05 was £8,500. At the previous meeting applications to the value of £3,750 had been recommended. However, one of the applicants had returned the grant of £150 when the event had not gone ahead, and the Annual Report had cost £464 instead of £300. Therefore, the Steering Group had a balance of £3,436 available for consideration at the meeting. As the amounts being requested far exceeded the remaining budget, it was noted that each application would have to be considered very carefully on its merits and costs.

**ACTION**

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 and would be able to view the Minutes of the meeting once they had been published.

The budget summary attached at Annex '1' takes into account the recommendations made at the meeting.

5. **APPLICATIONS FOR FUNDING**

i) **Surrey County Arts Dance Project**

The Steering Group considered an application in the sum of £300 from Surrey County Arts Project. Members recalled that the project had been awarded £500 over in 2002/03 and 2003/04 paid in two separate amounts.

The applicant, Miss Brown was unable to attend the meeting, but had submitted a video showing work of the Surrey Youth Dance Company and 'Dancemakers' into which participants from Runnymede fed.

It was noted that each of the Surrey Districts had been asked for a contribution towards the project which would also be used to develop a dance infrastructure in Surrey.

The Group agreed that it would be appropriate to recommend funding consistent with that awarded previously and settled on a figure of £250.

ii) **People's Theatre Company**

The Steering Group received an application from Steven Lee, Artistic Director of the People's Theatre Company. Mr Lee attended the meeting and presented his application in person. The application had been deferred from the meeting of the Steering Group in July 2004.

The People's Theatre Company was seeking funding in the sum of £1,381.99 in order to develop open access drama workshops to the community. The philosophy of the Company was to adopt a holistic and developmental approach to drama for young people which was affordable and inclusive. The other side of the Company's work was training adults to run workshops.

Mr Lee had brought along a video showing how the workshops operated, explaining that much of their work linked into general curricular themes such as 'Respect and Citizenship'. The workshops were run by a mixture of dedicated and qualified trainers and those aspiring to be. Mr Lee confirmed that everyone involved had been duly passed a check by the Criminal Records Bureau and that up to date Child Protection and Health and Safety policies were in place.

Mr Lee emphasised that the company was run with the express intention of keeping costs low; investing in people first and then materials.

The Steering Group was impressed by Mr Lee and the project and it was agreed to recommend that the People's Theatre Company be awarded £1,000.

It was agreed that Mr Anderson would attend their next production, 'Bink'.

Mr Fleming to determine the application and inform the applicant.

Mr Fleming to determine the application and inform the applicant.

iii) **Jazz in the Green**

Mr Crouse was unable to attend the meeting to present his application for funding of up to £1,000 to help support a new Jazz club in Englefield Green, hence its title 'Jazz in the Green'.

The Club had been set up to promote modern jazz and encourage new musicians in this area. They met at the Social Hall in Harvest Road, Englefield Green and a bar was also in evidence at the jazz evenings.

The club had not been very successful financially, but they hoped that with additional funds they would thrive and be in a position to assist local charities.

The Steering Group noted that in the past they had assisted the traditional Runnymede Jazz Club in Chertsey when it was first set up.

It was agreed that Jazz in the Green was semi-professional operation rather than 'arts development' per se, and given the limited funds of the Group concluded that they would not wish to support the club financially at this time.

iv) **Kevan Graham – Theatre Productions**

The Steering Group considered an application for funding in the sum of £2,500 presented in person by Kevan Graham, whose production of 'Follow the Piper' had first been staged in 1997. The application had been deferred from the meeting of the Steering Group in March 2004.

Members recalled that Mr Graham's project had been supported in 1999 with funding of £1,000.

Essentially, 'Follow the Piper' was Mr Graham's own unique creation, utilising local dance schools and involving approximately 60 –70 children in each production. It had been very successful, reaching the London Palladium in 1996 and March 2003.

For its latest incarnation, to be staged at Magna Carta Theatre in Staines, Mr Graham had engaged the Limelight Dance Company and was hoping to attract others in the near future.

Mr Graham's budgetary information on the written application was incomplete. However, he was able to provide the Group with some more detailed figures which was appreciated.

The Steering Group urged Mr Graham to continue pro-actively seeking support from local businesses and to seek funding from other grant making bodies.

Members considered that with assistance the project could continue to be successful and accordingly it was agreed to recommend that subject to confirmation of Criminal Records Bureau checks being in place, funding of £500 be awarded.

It was also agreed that a member of the Steering Group should attend the next production of 'Follow the Piper'.

Mr Fleming to determine the application and inform the applicant.

Mr Fleming to determine the application and inform the applicant.

6. **SURREY ARTS PARTNERSHIP**

The Steering Group received an update on the Surrey Arts Partnership. Members noted that to benefit from funding a project should cover more than one Surrey district.

With a total budget of £150,000 there was potential to assist a greater number of projects as well as strengthening the arts infrastructure in Surrey.

**ACTION**

One of the forthcoming events involved Community Arts Training, aimed at assisting amateur groups and individuals with organising and promoting themselves effectively.

7. ANNUAL REPORT 2003/04

Members noted that the Annual Report 2003/04 had now been published and thanked Miss Pinnock for producing the document. It was agreed to include in the 2004/05 edition a 'total' column in the table of grants awarded.

Miss Pinnock to action

8. OTHER BUSINESS

The Council had received a letter from the Carroll School of Irish Dancing, a new dancing school which was seeking financial support to enter competitions for Irish Dancing. It was agreed to invite them to submit an application to the next meeting of the Steering Group.

Miss Jack to action

The Group heard feedback on Chertsey's Fine Artists in Runnymede (Chertsey's FAIR) which had gone to Joinville Le Pont in September to take part in an exhibition under the Town twinning umbrella. The trip had been very productive resulting in 6 sales of art works and useful meetings with Gérard Outtier, Culture Officer and the Mayor, Pierre Aubry. The idea of a youth arts exchange had been mooted, together with an event in Runnymede similar to that of Joinville Le Pont's.

It was suggested that Mr Spink could write a short item for the Members' Bulletin and the Town Twinning Association, together with information being placed on the Council website.

Miss Jack to action.

The Council had received a number of tickets for Surrey Youth Jazz and Wind Orchestras which it was agreed would be referred to Mrs Roberts.

9. DATES OF MEETINGS FOR MUNICIPAL YEAR 2004/2005.

The Group noted that the following dates for meetings of the Steering group in 2004/2005 were:

Tuesday 8 February 2005

Wednesday 6 April 2005.

Chairman

(The meeting ended at 9.32 p.m.)

<b>Runnymede Arts Development Steering Group</b>				
<b>Budget Summary 04/05</b>				
Base budget 03/04				£8,500
Total funds available for distribution 04/05				<b>£8,500</b>
<b>Committed Projects</b>				
Staines Players - Christmas production				-£750
SCC - Open Studios 2004				-£250
Annual Report				-£464
Egham & District Music Club				-£2,200
Addlestone Singers				-£400
Thorpe Players				-£1,000
Peoples Theatre Company				-£1,000
Surrey Dance				-£250
Kevan Graham				-£500
<b>Balance</b>				<b>£1,686</b>

## Green Garden Waste Collection

### Anticipated Annual Running Costs

<u>Expenditure</u>	£
Staffing Costs:	
Asst Recycling Officer	24,000
P/T Administrative Post (Depot)	12,000
Vehicle Crew	44,200
	<u>80,200</u>
Vehicle Costs	25,800
Supplies and Services	3,400
<b>Total Expenditure</b>	<u><b>109,400</b></u>

<u>Income</u>		
Recycling Credit (minus Gate Fee)	25,500	
Charge to residents	82,500	(Based on £30 each)
<b>Total Income</b>	<u><b>108,000</b></u>	
<b>Net Expenditure</b>	<u><b>£1,400</b></u>	

	£
Net Expenditure of new scheme	1,400
<b>Less: Existing budgetary provision</b>	<u><b>-3,000</b></u>
<b>Net Saving</b>	<u><b>1,600</b></u>

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## NEWS RELEASE

31 March 2004

### A WAY FORWARD FOR WASTE

The Surrey Local Government Association (SLGA) has today agreed a way forward in its joint approach to tackling waste in Surrey.

In the autumn of last year the Association carried out a wide ranging public consultation on its proposed joint waste strategy Towards an Integrated Waste Management Strategy for Surrey, A Way Forward. Councils are now agreed that in developing the strategy they will adhere to a set of key principles which have emerged from the discussions on the consultation. These are set out in a position statement which the SLGA is today urging its member authorities to endorse.

These principles include:

- the vigorous promotion of the minimisation of waste;
- the commitment of efforts to achieve and exceed collective recycling standards;
- adherence to the waste hierarchy with an emphasis on reduction, re-use and recycling and the treatment of remaining waste to divert from landfill;
- recognition of the need for smaller waste treatment facilities within our boundaries or by agreement with neighbouring authorities;
- partnership working to develop best practice.

Cllr Geoff Woodger, Chairman of the Association said today 'As we said when we launched the consultation, with waste in Surrey reaching record levels, it is vital that we act together now to find the right way forward. We believe the principles we have set out here will enable us to amend and simplify the strategy taking full account of the views that were put to us. Then we shall keep the strategy as a living document able to respond to fast changing technologies and national and international legislation. But we have not

gone for easy options. It will need strenuous efforts not only by councils but also by the people of Surrey to minimise our waste and meet our recycling targets.'

'This is a vital step in the right direction' added Cllr Christine Stevens, SLGA Vice Chairman. 'We were encouraged that people were broadly in favour of our package of policies. Our consultation showed that people saw land fill very much as the last resort, and preferred waste treatment technologies other than mass-burn incineration. Surrey residents understood how important it is to work together to achieve our collective aims in waste minimisation, re-use and recycling, and to explore the scientific and economic viability of new technologies.'

#### ENDS

For further information contact Sam Rosborough Chairman of the SLGA Waste Management Officer Group on (01737) 276634

To arrange media interviews contact Pauline Morrow SLGA Policy Officer on 01483 743047 or Anne Marie Highley, Surrey County Council Press Office on 0208 541 9454

#### Notes to Editors

1. The Surrey Local Government Association represents Surrey County Council and the eleven Borough and District Councils in Surrey. It is a forum in which authorities can work together to improve services to the people of Surrey and to act as a voice for Surrey to Government at the regional national and European levels.
2. The full text of the position statement is attached.
3. Towards an Integrated Waste Management Strategy for Surrey, A Way Forward was published for consultation on 4 September 2003. The consultation ran until 28 November 2003. Comments were invited directly from stakeholders and from members of the public. A full document was published together with a summary leaflet which had a tear-off response slip.

The consultation set out a number of options for dealing with Surrey's waste.

In total 1,415 replies were received. 46 of these were detailed; the remaining 1,369 were responses using the summary leaflet tear-off slip. Of these 1,369 responses, 1106 were from the Guildford area and 1,088 of those preferred the 'no incineration' option.

Many expressed the view that efforts needed to be made to reduce packaging; that there should be more emphasis on re-use, in particular by supporting exchange

schemes and community (voluntary sector) schemes; and that information and education should be strengthened to effect a cultural change in attitudes to waste

The SLGA also commissioned a public opinion survey. The survey was undertaken by *Questions Answered* who conducted 1,000 face-to-face interviews across the whole of Surrey in December 2003. In summary the survey showed a high level of agreement with the outline policies; high levels of support for increased recycling (52% for options with 36% recycling and 32% for the option with 60% recycling); significant support for reduction of packaging and for the re-use / recycling of resources; landfill seen as the least acceptable method of dealing with residual waste; and strong preference for larger number of small facilities as opposed to a smaller number of large facilities.

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*... statement...*

## INTEGRATED WASTE MANAGEMENT STRATEGY

### Principles

SLGA commissioned a draft strategy, published in September 2003, for consultation. The intention was to stimulate debate amongst contributing Authorities and our stakeholders in the community. Consultation responses have been considered by the Members Consultative Board. From those responses and following debate, a number of principles have emerged which we recommend to our respective Councils. We will:

- Vigorously promote the minimisation of waste through common messages, campaigns, lobbying and enforcement. Work with others, particularly the community sector on re-use schemes.
- Commit significant efforts to achieve and exceed the collective recycling standard of 36% set for 2005/6 and consistently to improve performance beyond this level.
- Adhere to the waste hierarchy with residual waste treatment preferred to landfill. Significant achievements in reduction, reuse and recycling will reduce the need for treatment facilities. Treatments to be considered may include anaerobic digestion, mechanical biological treatment and thermal treatments such as gasification and pyrolysis; mass burn incineration should be avoided.
- Recognise the need for smaller waste treatment facilities within our boundaries or by agreement with neighbouring authorities, in accordance with proximity principles.
- Work in partnership to develop best practice; examine potential for joint collection and treatment infrastructure; promote joint publicity/information and joint research.

## Future work

The Integrated Waste Management Strategy should not be regarded as a finished piece of work, rather a living document which informs the plans of each Authority and Surrey as a whole. The Strategy, whilst adhering to agreed policies and direction will have to be amended to reflect the principles set out above and reviewed annually to take account of present performance and forecast need. Forecasts themselves will alter over time as legislative changes occur and new technologies and/or opportunities are made available through the lifetime of the strategy.

Work will include:

- Determination of what has to be achieved to meet Government standards.
- Definition of the gap between existing and required capacity.
- Detail of the type and number of facilities required.
- Collecting and sharing of information between Authorities.

March 2004