

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE10 January 2005 at 4.30 p.m.

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

Mr P. Winfield (Parks and Amenities Manager) also attended in an advisory capacity.

ACTION1. MINUTES

The Minutes of the meeting held on 26 July 2004 were confirmed and signed as a correct record.

2. APPOINTMENTS TO THE RIVERSIDE WALK ADVISORY COMMITTEE

The Committee agreed that Councillors G.B. Woodger and J.R. Whiteley should continue to serve as the Management Committee's representatives on the Riverside Walk Advisory Committee in 2005/06.

C.A.

The Committee noted that no nominations had been received to fill the vacancy for a fourth Honorary Warden. This, however, appeared to present no problems in view of the work currently being undertaken by the other three Honorary Wardens. A request for nominations for the vacancy would be made, again, at the AGM in June.

C.A for Agenda

3. MINUTES OF THE MEETING OF THE RIVERSIDE WALK ADVISORY COMMITTEE

The Minutes of the meeting of the Riverside Walk Advisory Committee held on 5 July 2004 were formally presented and noted. The recommendations and observations arising from this meeting of the Advisory Committee had already been considered and discussed at the July 2004 meeting of the Cabrera Trust Management Committee.

4. PROGRESS WITH APPROVED WORKS(i) General

It was reported that maintenance of both the Riverside Walk and the Cabrera Avenue Playing Field continued. Recent work included the removal of graffiti seen on a fence next to the open space in Cabrera Avenue; the cutting back of vegetation along the paths at the Riverside Walk; replacement posts fitted to the 'Riverside Walk' sign at the Cabrera Avenue entrance; the retrieval of one of the nature trail marker posts from the river and the replacement of another which was missing. Officers had also identified further minor repairs required to the boardwalks. All of these works had been, or would be, funded from the maintenance budgets for these sites. Currently, the River Bourne was clear of debris throughout the site.

As noted during the 2004 annual inspection, the blue sign at the Cabrera Avenue Playing Field was beginning to deteriorate and would need replacing when funds were available. The cost was estimated as being £500. Officers also recommended the installation of more handrails, in two or three places alongside the River Bourne, when funding was available.

It was reported that Boundary Post No. 4 had been lifted and this was now lying next to a seat. Tree surgeons were also on site making safe those trees which had suffered damage during the gales which had occurred during the previous weekend. The cost of the tree surgeons' work would be met from within the maintenance budget.

Mr. Winfield to action

(ii) Coppicing

The last phase of coppicing and glade creation had been completed in early 2004. The next phase would be dependent on obtaining successful funding from the SITA Environmental Trust discussed at 7(i) below.

(iii) Deer

At the last meeting, Members had considered problems presented by deer grazing on young trees, particularly oak and rowan, in various places at the Riverside Walk. The Chairman of the Riverside Walk Advisory Committee had since advised Officers that this was only likely to present a problem if all of the young trees were affected and none were able to grow to maturity. So long as a number remained unaffected each year and were allowed to develop then there was no real need to act. However, BTCV volunteers had recently started a trial by fitting spiral tree guards to a number of young trees and would monitor the effect these had in protecting the trees from grazing. Members endorsed the recommendation that monitoring should continue over the next few years and that the findings be reported back to the Management Committee periodically.

Mr. Winfield to note

(iv) Brambles

At the last meeting Members had also considered the issue of brambles which had taken hold in some of the coppiced areas. Subsequently, this matter had been considered further by the Parks and Amenities Manager, the Chairman of the Riverside Walk Advisory Committee and the BTCV representative. Members supported the recommendation that as little benefit would be gained by trying to cut these back their growth should simply be monitored and controlled, as necessary, to prevent them spreading too far, particularly, across paths.

Mr. Winfield to note

(v) Burning

At the last meeting Members had also considered how best to deal with brushwood left on site after the coppicing had taken place. It had been suggested that controlled burning might be an appropriate way of removing the risk of this material being maliciously set alight. This matter had also been subsequently discussed with the Chairman of the Riverside Walk Advisory Committee and the BTCV representative.

In the light of the low-risk of malicious burning, the wet nature of the site and the fact that much of the brushwood would be overgrown by vegetation in a short time, any such action was thought to be unnecessary. The Officers also cautioned that controlled burning might present problems in that neighbouring residents must be notified beforehand and that the Council's Environmental Protection section might be required to follow up complaints possibly requiring fires to be extinguished.

In the light of the above information Members therefore agreed that no further action should be taken in relation to controlled burning.

Mr. Winfield to note

(vi) British Trust for Conservation Volunteers (BTCV)

It was reported that BTCV volunteers continued to visit the Riverside Walk carrying out work to control, particularly, the encroachment of rhododendron. They had also installed the tree guards mentioned in (iii) above. Regarding invasive non-native plants the volunteers had reported species such as Himalayan Balsam, American Black Cherry and Bamboo (a garden escapee) which would also need controlling, at appropriate times of the year, by future volunteer working parties.

(vii) Boundary Survey

The Honorary Secretary reported that due to a shortage of staff in both the Leisure Services division and the Legal Services section no progress had so far been made with either the investigation into the appropriate encroachments at the Riverside Walk or the replacement of any of the boundary markers which were found to be missing in the survey.

With regard to the letters to relevant occupiers regarding encroachments, gates and open accesses, the Legal Services section needed to check the various titles and to cross-match them against each other and with the Trust's plan before sending the letters. It was hoped that this task would begin shortly following the appointment of new staff in the Legal Services section.

The Committee were anxious that encroachments of more than ½ metre were identified, missing boundary markers replaced and the necessary action quickly taken to prevent the establishment of any legal rights to the incursions. The Officers suggested that the identification of physical encroachments on site and replacement of boundary markers would require the engagement of temporary help. It was thought that financial provision up to a maximum of £1000 would need to be made in the 2005/2006 Estimates in this respect.

The Committee asked the Honorary Secretary and the Parks and Amenities Manager, in consultation with the Honorary Treasurer, to take appropriate action. It was further agreed that a full report should be made to the July 2005 Committee meeting.

(Honorary Secretary
(Honorary Treasurer (Mr Winfield
To action

5. DRAFT ANNUAL ESTIMATES FOR 2005/2006

The Committee considered the Draft Annual Estimates for the next financial year as set out in Annex 3 to the Agenda. The Honorary Treasurer informed Members that the income figures needed amending as follows:

	<u>2003/2004</u> Actual £	<u>2004/2005</u> Estimate £	<u>2004/2005</u> Probable £	<u>2005/2006</u> Estimate £
<u>GROSS EXPENDITURE</u>	<u>28,979</u>	<u>16,800</u>	<u>16,800</u>	<u>17,800</u>
<u>INCOME</u>				
Internal Investments	2,401	1,600	2,000	1,600
Charities Official Investment Fund (COIF)	4,922	2,300	2,500	2,500
Charifund Investment	2,722	2,800	5,500	5,500
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Gross Income	10,045	6,700	10,000	9,600
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Net (Income)/Expenditure	18,934	10,100	6,800	8,200
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As a positive decision from the SITA Environmental Trust regarding the grant application (see 7(i) below) was expected in early February 2005, the Honorary Treasurer suggested that this presented an opportunity to revise next year's Draft Estimates to reflect the grant decision. If this was awarded in full, expenditure on special works would be increased by £24,700 together with a contribution of £1,250 to AIR. This would be offset by grant income of £22,200 producing an increase of net expenditure of £3,750.

Members agreed to this suggestion and asked for the revised Draft Estimates to be sent to them by mid-February 2005.

Honorary
Treasurer
to action

6. CONSERVATION PROJECTS

(i) Declaration of the Riverside Walk as a Local Nature Reserve (LNR)

It was reported that the Leisure and Environment Committee had approved the proposal to declare the Riverside Walk a Local Nature Reserve in the following terms : *'the proposal to proceed with the formal declaration of The Riverside Walk, Virginia Water as a Local Nature Reserve (LNR) be approved and the Director of Administration and Leisure be authorised to complete the declaration and any necessary agreements with the Cabrera Trust Management Committee'*. The process of declaration would require the Council and the Cabrera Trust to enter into an appropriate formal agreement; the posting of public notices announcing the declaration, and, the preparation of the formal declaration. Officers were currently working on the necessary documentation.

(ii) Site of Nature Conservation Importance (SNCI)

The Committee were also advised that The Riverside Walk now had SNCI status. This was achieved through a declaration made by the County Council, based on the site meeting certain criteria. SNCI's were recognised by the Surrey Structure Plan. Currently, however, this status was not formally recognised by Runnymede Borough Council's Local Plan due to a lack of consultation required for the County's declaration. Measures would therefore be taken during the development of Runnymede's Local Development Framework to ensure that the necessary consultation took place, in order that such

status could be recognised, in future, via the relevant LDF document.

(iii) Footpath - Virginia Water Station to Trumps Green

The Virginia Water Community Association had recently written to the Rights of Way Officer at Surrey County Council requesting that they consider making this footpath accessible for wheelchair users and mothers with pushchairs etc. A formal response was awaited.

During discussion the difficulties of using "twin buggy" pushchairs were mentioned.

Officers suggested that ease of access had to be balanced against preventing motorcycles/trialbike riders who could easily take advantage.

7. EXTERNAL FUNDING

(i) AIR Application

The Association for the Improvement of Runnymede (AIR) had made an application for funding, on behalf of the Cabrera Trust, to the SITA Environment Trust. This followed previous unsuccessful applications made to the Hanson Environmental Fund and the Norlands Foundation. The application was for £24,733 and if successful, would fund further coppicing, glade creation, replacement of the boardwalks, and, further control of invasive species. The Cabrera Trust had been named in the application as the third party contributor and would be expected to make a contribution equivalent to 10.2% of the grant, i.e. £2,522.77. The Trust would also be expected to make a contribution to AIR's administration costs equivalent to 5% of the value of the grant i.e. £1,236.65. Thus, the grant application, if successful, would total £20,973.58 nett. The SITA Board would consider the application on 25 January 2005.

In the closing discussion on this subject attention was drawn to the possibility of submitting a future grant application to the SITA Environmental Trust for increasing biodiversity. It was hoped that future coppicing, rhododendron clearance and the continued elimination of non-native species would meet some of the criteria for increasing biodiversity thus establishing eligibility for grant.

(ii) Grant Aid

At the last meeting of the Riverside Walk Advisory Committee Officers had been asked to investigate whether the Cabrera Trust could apply to the Council for Grant Aid. It had been established that the Trust would be eligible to do so.

(iii) Other Grants

The Forestry Commission's Woodland Grant Scheme offered a range of grants for the management of woodlands, some of which might have been applicable to the work of the Cabrera Trust. Unfortunately, due to exceptional uptake, the scheme was closed to new applications in June 2004. The Forestry Commission was now expected to launch a similar scheme, called the English Woodland Grant Scheme, at some time in 2005. Officers would continue to monitor the situation and would report back to the Trust in due course.

Mr. Winfield to
note

8. PRESS RELEASE

An article describing the Riverside Walk and promoting it as an attractive area for the local community to visit was published in the 'Connections' parish magazine in July 2004. A similar press release had been proposed to be sent to the 'Villager' for publication later that year, but this had not been done. Members agreed that this should now be postponed until Spring 2005, when the site had more to offer and at a time when the public was more likely to visit.

9. GUEST SPEAKER TO ATTEND THE 2005 ANNUAL GENERAL MEETING

Members considered the list of talks given at the AGM since 1998. Two alternatives were suggested:

A talk by Chris Howkins, author of "Hidden Surrey", on a topic of historical or ecological significance connected with the Cabrera Trust sites. The Chairman agreed to furnish contact details in due course.

Chairman

Owls - a talk to be given by Derek Belsey (to include sparrow hawks/birds of prey, if necessary, in order to fill the time slot of 20 - 30 minutes).

Members asked the Honorary Secretary to investigate these possibilities and advise Members in due course.

C.A.

10. ANY OTHER BUSINESS

Car Parking at Virginia Water Community Centre, Beechmont Avenue

The Chairman tabled a letter from Lesley Harling, Chairman VWCA enquiring about extending the car parking provision in the vicinity of the Community Centre. The land in question was a strip of "grasscrete" at the edge of the Trumps Green open space together with a small area adjacent to the garages at the rear of Bourne Road. The latter appeared to be land owned by the Council and within the purview of Housing and Community Services Department.

The Honorary Secretary advised that the terms of the Cabrera Trust were unlikely to permit the extension of the car park onto Trust land as suggested. It was also anticipated that there would be difficulties with regard to the Council land but he would discuss this with the Borough Valuer and reply on behalf of the Committee and copy Members.

Honorary
Secretary
to action

11. PROPOSED DATES FOR MEETINGS IN 2005/2006

The following provisional dates were agreed for the meeting of the Management Committee in the Municipal Year 2005/2006. Meetings would be held at 4.30 p.m. in the Members' Room unless otherwise stated.

C.A.

Wednesday 29 June 2005 at 8.00 p.m. in Virginia Water - Annual General Meeting

(Monday 4 July 2005 at 7.30 p.m. in the Committee Room - Riverside Walk Advisory Committee)

Monday 25 July 2005

Monday 9 January 2006

(The meeting ended at 6.01 p.m.)

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 8 February 2005 at 7.30 p.m.Members of the
Group present:

Mr V. Spink (Vice-Chairman)	Chertsey Chamber of Commerce
Councillor A.J. Davis	Runnymede Borough Council
Dr V.J. Gordon	Royal Holloway, University of London
Councillor R.J. Ray	Runnymede Borough Council

Members of the
Group absent:

Mr P.E. Anderson	Runnymede Association of Arts
Mrs A. Davis	Egham Chamber of Commerce
Mr J. Davies	Youth Development Officer, Runnymede
Mr R. Davies	Runnymede Association of Arts
Miss E. Eyres	Jubilee High School
Miss S. Hunter	Salesian School, Chertsey
Mr G. Leon-Smith (Chairman)	Addlestone and District Chamber of Commerce
Mrs A. Pope	Adult Education Service
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:

Mr R. Fleming	Head of Leisure Services, Runnymede Borough Council
Mr H. Craig	Head of Surrey County Arts, North.

Mr R. Pitt and Miss L. Brown of Royal Holloway Chapel Choir, Mrs J. Mahoney of Egham and District Choral Society and Mrs H. Churchill and Mr W. Evans also attended for part of the meeting.

In the absence of the Chairman, the Vice-Chairman, Mr V. Spink chaired the meeting.

ACTION1. MINUTES

The Minutes of the meeting held on 5 October 2004 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P.E. Anderson, Mrs A. Davis, Mr J. Davies, Mr R. Davies, Ms. H. Dix, Mr G. Leon-Smith, Mrs A. Pope, and Mrs M Roberts.

3. MEMBERSHIP OF THE STEERING GROUP

Members noted the resignation of Mrs A. Pope which left a vacancy for a representative from Surrey County Council's Adult and Community Learning. In her letter, Mrs Pope had explained that she was now based in Surrey Heath and that her workload was such that she was unable to accommodate the Steering Group along side her other commitments.

The Chairman reported that Mr R. Davies, one of the two representatives from Runnymede Association of Arts, was now resident in France, and that it was very unlikely that he would attend any more meetings which members agreed would be a loss to the Group.

The Group was asked to note that Mr Spink did not wish to stand as Chairman or Vice-Chairman in the new Municipal Year, although he was keen to still be a member of the Steering Group.

It was noted that attendance at the meetings was a little depleted of late, and that there were also a number of vacancies to be filled. However, it was agreed

that despite its relatively modest budget the Steering Group was a useful body which played a valuable role in assisting local groups directly by giving advice and/or funding or helping them find alternative sources of funding as well as monitoring and promoting local arts activities and participating therein.

It was agreed to give some thought as to how best to fill the vacancies which had arisen and the secretary would write to the organisations where vacancies existed to encourage an increase in the membership of the Group.

ACTION

Miss Pinnock to action

4. BUDGET SUMMARY

The base budget for Arts Development in 2004/05 was £8,500. At the previous meeting applications to the value of £1,750 had been recommended. Therefore, the Steering Group had a balance of £1,686 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. It was agreed that consideration be given to the inclusion of some guidance notes for applicants particularly advising them of the limited ability of the Group to meet request for large amounts of funding. In so doing, members also noted the benefits for the applicant and Officers to speak with each other prior to submitting an application

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.

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

5. APPLICATIONS FOR FUNDING

i) The Carroll School of Irish Dancing

The Steering Group considered an application in the sum of £15,000 from the Carroll School of Irish Dancing. The applicant, Mrs T. Carroll did not attend the meeting, and it was agreed that in order to consider her application properly and in view of the large sum be requested it would be necessary for her to attend the next meeting of the Steering Group in April.

Members noted that there was some debate about whether Irish Dancing was a sporting activity or a form of visual art, given that Ball Room dancing was classed as a sport. It was also discussed whether the School should make an application to the Sports Council for funding.

Members agreed that they would like to support the dancing school, noting their professional and enjoyable performance at the recent Celebration of Youth organised by the Mayor. However, clarification was sought in respect of the following areas:

- 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

ii) Royal Holloway Chapel Choir

The Steering Group was addressed by Mr Robert Pitt, Treasurer, and Miss Laura Brown, Chairperson, of Royal Holloway Chapel Choir.

The Choir had approximately 50 members, 35 of whom were intending

Mr Fleming to inform the applicant.

ACTION

to take part in the tour of Moscow in September 2005 which would mark Professor Pike's last before his retirement after 40 years at the college. The choir had successfully raised £5,500 so far but were still short of their target. Their priority was to subsidise members of the choir who would otherwise not be able to participate in the trip. The applicants had not asked for a specific figure because whatever the Group felt might be an appropriate amount to recommend would be greatly appreciated.

The choir's aim was to enhance links between choirs in Russia and Runnymede and encourage the Russian choirs to come back and perform in the Borough, although no confirmation of that happening could be made at the moment. This concerned some members of the Steering Group who were mindful of the criteria for securing funding; one of which was that there should be some tangible benefit for Runnymede.

Members felt that the Choir was a very worthy cause, noting their enthusiasm, willingness and ability to actively fund raise.

It was agreed to recommend that the Choir be awarded £500 on condition they give a performance at each of the Borough's day centres to entertain residents in Runnymede.

Mr Fleming to determine the application and inform the applicants.

iii) Mrs Heather Churchill

The Steering Group considered an application for funding of £1,000 presented by Mrs Heather Churchill who was accompanied at the meeting by Mr Wynford Evans.

Mrs Churchill had organised and performed in a number of successful recitals at venues on the edges of Runnymede, and hoped to make it over the border for a concert to be held sometime in 2005. A date or venue had not been finalised, but the United Church in Egham had been suggested by Mr Evans who had attracted good numbers to his recent lunchtime concerts there, culminating in a German master class which had proved very popular.

Mrs Churchill was keen to perform at the United Church in Egham and promised that Runnymede would be promoted on all publicity material.

Members commended Mrs Churchill on her well presented accounts but were concerned that funding was being requested for a project which was still in its early stages.

It was noted that another local music club used the United Church in Egham for its regular programme of events. Some members thought that it might lead to a diminution of audiences if the two activities did not dovetail in a suitable manner.

It was agreed to recommend funding in the sum of £436 on condition that the proposed concert took place in Runnymede, and that it did not conflict with the activities of other well established local groups of a similar nature.

Mr Fleming to determine the application and inform the applicant.

iv) Egham and District Choral Society

Mrs J. Mahoney presented an application on behalf of Egham and District Choral Society for £1,000 to assist with the costs associated with their annual Spring Concert to be held at St John's Church, Egham in April 2005. This was a popular and accessible venue in the middle of Egham which the Society had used on a number of occasions.

The applicant explained that the Spring concert was their most ambitious project, but that it seldom did well financially. The aim this time was to produce more professional publicity material which would do credit to the Choir.

In addition, a wider and less traditional programme was proposed for the concert including works by Benjamin Britten and Michael Hurd. It was acknowledged that such a choice of music by the Society's Committee was more expensive in terms of copyright, but that it was important to broaden their range and attract a wider audience.

The Group was pleased that the Society had taken positive steps to secure sponsorship and had already raised some money by raising the subscription fee to its members from which the majority of their funding came for such events.

The Group commended the Society for its enthusiasm and sense of adventure and agreed to recommend that £750 be awarded on this occasion.

v) Jazz in the Green

Members noted the receipt of a letter from Jazz in the Green withdrawing their application for funding. In his letter Mr Crouse had stated that the financial situation of the club had improved which members of the Steering Group were pleased to note, and that they felt that given the limited funds of the Group funding would be better directed to a different local organisation with greater need. The Steering Group wished them every success for the future.

Mr Fleming to determine the application and inform the applicant.

6. FEEDBACK ON COMPLETED ARTS PROJECTS

People's Theatre Company

The Group were pleased to note the continued success of the People's Theatre Company and their inclusion of a number of local schools and the wider community.

7. OPEN AIR THEATRE IN RUNNYMEDE

Mr Fleming had consulted 16 local theatrical, musical and educational organisations in the Borough on Mr Leon-Smith's idea of constructing an open air theatre in the Borough possibly at Runnymede Pleasure Grounds.

Unfortunately only 5 responses had been received, of these just 2 were generally positive. On the basis that there did not appear to be a viable market for the proposal Members accepted that it was unlikely to receive any support from Members of the Leisure and Environment and Corporate Management Committees and it was agreed not to pursue the matter any further.

8. OTHER BUSINESS

Mr Spink was pleased to report that in the Autumn, Chertsey Museum was going to stage an exhibition about the history of Joinville Le Pont. It was hoped that this could be held in conjunction with a display of works by five Joinville artists and one sculptor in the upstairs gallery, although confirmation was awaited from the Joinville Council. It was also planned to combine this with an exhibition of works by 5 Runnymede artists in the nearby Artist's Gallery.

Members noted that the 2004/05 Annual Report of the Group would be submitted to the April meeting and that the Chairman would again be invited to provide his 'Opening Remarks' prior to publication.

The Steering Group was sorry to be informed that it would be Mr Fleming's last meeting of the Group. He was leaving the Council to become the Director of a new charity which would be sending people out to Africa to undertake poverty relief projects. Members wished him every success for the future.

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

The Group noted that the last meeting date of the Steering group in 2004/2005 was:

Wednesday 6 April 2005.

10. PROVISIONAL DATES OF MEETINGS IN THE MUNICIPAL YEAR 2005/06.

The following dates for meetings of the Steering Group were agreed for 2005/06:

Tuesday 5 July 2005

Tuesday 4 October 2005

Tuesday 7 February 2006

Tuesday 4 April 2006

ACTION



Chairman

6. April 2005

(The meeting ended at 9.10 p.m.)

Runnymede Arts Development Steering Group**Budget Summary 04/05**

Base budget 04/05	£8,500
Total funds available for distribution 04/05	<u>£8,500</u>

Committed Projects

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
Royal Holloway Chapel Choir	-£500
Egham and District Choral Society	-£750
Mrs H Churchill	-£436
Balance	£0.00

Jubilee High SchoolRunnymede Borough CouncilABBEY FIT JOINT MANAGEMENT COMMITTEE22 February 2005 at 7.30 p.m.Members present:

Councillor Ms C.M. Simmons (Chairman)	Runnymede Borough Council
Councillor Mrs C.E. Gant	Runnymede Borough Council
Mr D W Parr	Chairman of Governors, Jubilee High School
Mr. R. Woolf	Acting Principal, Jubilee High School

The following attended in an advisory/observers capacity:

Mr M. Brough	Sports Centre Manager
Mr R. Fleming	Head of Leisure Services, Runnymede Borough Council
Mr N De Laune	Head of PE, Jubilee High School

ACTION1. MINUTES

The Minutes of the meeting held on 19 October 2004 were confirmed and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor G.B. Woodger, and Mr R Brent, Nord Anglia.

3. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Woolf reported on three matters:

i) Swimming Pool

Following advice the pool had not been drained for the Winter period in order to reduce the stresses to the structure which might arise if it were allowed to dry out completely. He confirmed that the apparent water loss was due to natural evaporation and was not an indication of a structural weakness.

ii) Building Work

Mansell Construction Services had been appointed contractors for the scheme. Building work was now estimated to be finished by October 2006.

ACTION

iii) Car Parking

The Principal reported that there was now an acute problem regarding car parking on and around the site during the period 14.30 - 15.15 hours. The School Governors had been asked to resolve this problem as a matter of urgency. The problem appeared to arise from the number of vehicles being used by parents when collecting their children from St Paul's. The number of vehicles far exceeded the existing car-parking provision resulting in parents parking on double yellow lines, across car bays, and in the "horse-shoe" entrance/exit to the site itself causing both significant disruption and inconvenience to other users during school "collection" time. St. Paul's was aware of the problem and representations had been made including the suggestion of providing additional temporary parking facilities. This suggestion had not progressed because there was some apparent difficulty with regard to boundaries. It was agreed that the head of Surrey County Council's Education Planning and Development section, Mr Simon Shepherd, might be able to assist on this point. To date, therefore, representations had failed to achieve a solution to this problem. Mr Woolf reported that his School Governors were examining a number of proposals including manned gates and controlled barriers either of which, if implemented, would inevitably impact on users of Abbey Fit.

Mr Woolf

Since the parking problem was apparently caused by parents collecting their children from St. Paul's it was agreed that it was for that School to suggest the way forward. It was also essential for the Council's Officers to be kept apprised of developments so that timely advice and assistance could be given in order to help resolve this difficult issue for the benefit of both Schools and the users of Abbey Fit.

Mr Woolf/
Mr Brough

4. SPORTS CENTRE MANAGER'S REPORT

Mr Brough reported as follows :

(i) Income/Expenditure and Membership Performance

Annual membership as at 31 January 2005 was 300 (down 41 on the January 2004 figure). All memberships were on a pro-rata basis and it was envisaged that this practice would still continue after 1 April 2005 in view of the delay in the start of the development.

Actual expenditure for the period ending 31 December 2004 was noted.

The proposed budget for 2005/06, as approved by the Leisure and Environment Committee on 20 January 2005, was similarly noted.

ii) Marketing

Advertising and Promotion

Core advertising of facilities had been in-house and also through the distribution of flyers. A newspaper advert was placed, last Christmas advertising courses, opening times, and a youth activity promotion. Unfortunately there was no subsequent uptake. In future, both because of costs and effectiveness, this medium would only be used for major promotional activities.

All internal notice boards had been changed to better promote centre-based activities.

A standard poster template had also been designed and introduced to bring promotional items to customers' attention more effectively.

Future Marketing

A detailed marketing plan had been written, based on the development beginning in January 2005, and, taking into account the pre and post development periods. Due to the delay, the plan would need to be revised when a new start date was agreed.

It was noted that the Leisure and Environment Committee had discussed, at one of their previous meetings, the concept of holding of a competition for local children to choose a new name for the Abbey Fit Sports Centre. The joint aim would be to present the Sports Centre as a facility independent from the school as well as severing links with the Abbeylands name. The Sports Centre Manager therefore suggested that the Leisure and Environment Committee should be invited to consider changing the name of the centre, on completion of the proposed development to "Addlestone Leisure Centre" and that local children be asked to design the new logo for the centre. The proposed name "Addlestone Leisure Centre" would more easily identify to the public what facilities and activities were available at the centre as well as its location. Also, it gave to the local community a feeling of "ownership" which might also assist in bringing more people into the centre.

Branding

Dependent on the development it was intended to re-brand some facilities and activities, at the centre, in order to promote both a professional image and to increase and retain custom. Members noted the Sports Centre Manager's proposals in this respect.

Mr Brough stressed that the sooner this was implemented the sooner re-packaging of activities under the new name, coupled with quality products, quality promotional material, and, related services could take place. Only then, he felt, would the Centre really start improving with increasing custom.

iii) Customer Service

A customer service and membership notice board had been introduced near reception, to provide more information for customers about the Centre and what practical steps were being taken to improve services etc. It was also being used to try and encourage customers to complete the customer comment cards, recently introduced a couple of months previously, to give all visitors to the centre the opportunity to voice their comments on the services provided. A verbal comment book had also been introduced for any passing comments or suggestions given to staff. It was intended to display all comments received with the corresponding action taken on the customer services board every month. However, it was sad to report that to date there had been very few responses to this initiative. Staff had been encouraged to promote this service, to all visitors, which would enable management to review the activities which were provided. It was also intended to introduce a customer forum, in the near future, to further review and improve the services provided. An e-mail facility had also been set up.

iv) Programming and Activities

Fitness Classes

All fitness classes were continuing with steady numbers with the exception of the Saturday yoga class which had seen numbers fluctuate. This would be monitored until the end of February when, hopefully, numbers attending would justify its continuance. A bookable six-week mat-based Pilates class started in late January between the hours of 5.30 - 6.30 pm. It was hoped, if it proved popular, to add another similar class in the near future. The possibility of adding another circuit training class was also being investigated.

Fitness Suite

It was intended, when the development started, to close the fitness suite for the duration of the work. However, there was a need to increase the amount of fitness classes, as well as diversity, in order to compensate for the lack of the fitness suite. A number of options were presently being considered. One was to investigate the possibility of giving a special discount to those members who were fitness users, so that they might use the fitness facilities at Egham Leisure Centre. This might be achieved by means of a discounted induction.

Children's Activities

It was reported that both the currently running Saturday badminton and Sunday sport acro-gymnastics courses were very well attended. The Saturday afternoon activity session had seen erratic attendance numbers every week. It was planned to continue this activity for the time being, and, the programming of activities and its advertising would be reviewed in order to improve attendance.

ACTION

A SNAP disco was held at the Centre on 27 November 2004 in conjunction with RMLS, Surrey Police and the Youth Service. However, whilst the Leisure Services division and the Sports Centre staff had put considerable effort into this event, support by the other organisations involved, on both the day and during its organisation, was disappointing. 26 persons attended the disco and despite the lack of numbers those attending did enjoy themselves. This was endorsed by a member of the Committee whose daughter had attended. There was no reported trouble. With more support and more advertising this could have been a better event with the potential of it becoming a regular feature for the centre.

Over the Christmas holiday period trampoline and soccer-coaching courses had been scheduled but, due to a poor uptake, both were cancelled. The "Play for a £1" promotion ran again, and the Centre saw an attendance of 15 young people taking advantage of this.

During the Easter Holidays coaching sessions with Fulham Football Club had been arranged and it was hoped to have during term-time Centre soccer coaching courses starting on Saturday mornings. A midweek course "After School Soccer coaching with Fulham Football Club" had been arranged as well.

After the February 2005 half-term, "Teen Fitness" for 13 years - 16 years would start and take place every Tuesday and Thursday in the fitness suite. This was, of course, dependent on the start of the development. If the fitness suite closed then a "Teen Fitness" work-out or circuit was planned.

It was also intended to start a child's trampoline course during term-time, but, as with "Teen Fitness" and the weekday soccer coaching these activities might encroach into the school's time. It was proposed to run these activities, subject to the school's permission provided that they did not conflict with school activities and events. However, as only the trampoline and "Teens fitness" courses would possibly interest Jubilee High students, an after-school racquets club would be run for them on a Friday, from 3.00 to 4.00 pm, supervised by Centre staff who were fully police checked. This would include squash, racket-ball, badminton and short tennis.

This would increase the number of organised children's activities at the centre from 3 to 8 excluding holiday courses, promotions, and, activities.

v) Repairs, Improvements and Maintenance

Cleaning

There were several on-going issues that needed addressing by the cleaning contractors. The School had been helpful in trying to resolve mutual cleaning problems.

The main on-going concerns were the amount of cleaning time being spent at the Centre, its quality, consistency, the actual cleaning method employed by the contractors, and, proper management supervision of the cleaners.

ACTION

Over the Christmas period, Centre staff had twice machine washed the sports hall floor, washed the gymnasium floor and vinegared both squash courts to improve the playing surface. This also included repeated sweeping and hoovering to remove dust and dirt before washing.

Maintenance

A list of outstanding maintenance requirements, in the Centre, had been passed to the school for completion. The all-weather courts had been professionally cleaned which had improved the playing surface. However, this was only a temporary solution, and, consideration would need to be given to replacing or resurfacing in the near future.

Aerosol air fresheners had been installed in both the male and female toilet areas supported by aromatic non-toxic tags. Monitoring would take place to see if further units were needed.

Owing to continued damage a special durable clock had been put up in the gymnasium as currently, there was not a clock in the main hall. A clock with protective barrier would also be put up. This would aid change-over times and add to customer service.

Developments

It was reported that refurbishment of the squash courts and the painting of the sports hall walls was to take place during the Easter holidays.

With the school having secured funding from NOF, it was hoped to add a nappy changing facility to the disabled changing room after the renovation work was completed. This would benefit existing customers and make the centre more accessible for mothers both now, and, when the swimming pool opened in the Summer.

vi) Other Matters

Changing room check-sheets were initially introduced into the changing rooms but had been replaced by a Customer Pledge poster as the check-sheets were being removed and written over.

New staff cleaning check-sheets were introduced at the end of November 2004 and were due to be reviewed at the end of February 2005.

A customer comments posting-box, removed during school hours, was put up in December 2004.

The Chairman complimented the Manager on his report and asked for the same format to be adopted in future agendas.

Mr Brough

ACTION

5. ABBEY FIT CAPITAL PROJECT

Mr Fleming reported that the Project Steering Group had met on Friday 4 February 2005 to consider the tenders received for the Gym extension. Four out of the six contractors asked to price the tender had done so and all four were significantly above the available budget. The Project Manager had been asked to investigate with the lowest priced contractor what scope there might be for changes to the design in order to reduce the overall cost of the building. His subsequent report had been considered by the Project Steering Group immediately prior to this meeting of the Joint Management Committee.

Whilst Mr Fleming was not able to discuss any part in detail, due to confidentiality associated with the tendering process, the Project Manager's report gave some positive hope. Mr Fleming was currently preparing a detailed report for the Leisure and Environment Committee for consideration at their March meeting. It was noted that the building start date for the project was now July 2005 with a completion date of February 2006. In the interests of Health and Safety it was essential to meet the July start date so that major construction work occurred when there were no school children on site. On a similar point he was anxious to ensure that the Council's contractors liaised with Mansell to co-ordinate site access.

One legal impediment remained outstanding, namely, the signing of the new Dual Use Agreement which had been forwarded to Nord Anglia. No building work could be considered until this was signed. Mr Parr, as Chairman of Governors, agreed to discuss this with Nord Anglia as a matter of urgency.

Mr Parr

6. CONSTITUTION OF THE JOINT MANAGEMENT COMMITTEE

It was noted that this is still outstanding as it was part of the Dual Use Agreement.

7. ANY OTHER BUSINESS

Outdoor Pitches

The Sports Centre Manager confirmed that specialist work had been undertaken to improve the pitches resulting in increased use.

8. PROPOSED DATES FOR MEETINGS FOR MUNICIPAL YEAR 2005/06

The following dates were agreed for meetings of the Joint Management Committee for the Municipal Year 2005/06.

Monday 6 June 2005
Tuesday 18 October 2005
Tuesday 21 February 2006

Members to
note
C.A.

All the above meetings would be held at 7.30 p.m. at Jubilee High School, Addlestone in the Nord Anglia Office.

Chairman

(The meeting ended at 9.01 p.m.)