

Jubilee High SchoolRunnymede Borough CouncilABBEYFIT JOINT MANAGEMENT COMMITTEE6 June 2005 at 7.30 p.m.Members present:

Mr A Waite (Chairman)	Governor, Jubilee High School
Councillor Mrs C.E. Gant	Runnymede Borough Council
Councillor C.J. Norman	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 R. Brent	Nord Anglia
Mr M. Brough	Sports Centre Manager
Mrs S. Keenan	Senior Legal Assistant, Runnymede Borough Council
Mr N De Laune	Head of PE, Jubilee High School

ACTION1. MINUTES

The Minutes of the meeting held on 22 February 2005 were confirmed and signed as a correct record.

It was noted that the Council's representatives on this Committee for the Municipal Year 2005/06 were now: Councillors Mrs Gant, Ms C.M. Simmons and C.J. Norman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ms C.M. Simmons. It was also noted that although Mr R Fleming was no longer Head of Leisure Services for the Council, he would have attended this meeting had he been able.

3. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Woolf reported on four matters:

Contractors

Three independent contractors would be working on site as from September. The School had arranged weekly joint meetings, to be held on Tuesday mornings, with its contractor Mansell, during the build. It was yet to be agreed whether the changing rooms would be closed completely for a period of 6-8 weeks or in phases over a 14 week period. This would be discussed, along with a number of other important issues, at a meeting with the contractors to be held on 7 June.

From the Council's point of view, the immediate issue of concern was the possibility that all the changing rooms would be closed at the same time thus effectively closing AbbeyFit, for between 6-8 weeks, with the concomitant loss of income.

ACTION

Fundraising

The Principal, together with the new School Bursar, was currently identifying potential sources of further funding with a view to providing the pool with a cover to allow 52 week, per annum, operation.

It was suggested by Members that an application to A.I.R. should also be considered.

Mr Woolf
to note

Problems with Youths

Mr Woolf reported on recent problems caused by the behaviour of groups of youths coming onto the site after school, and, particularly during the evenings and weekends. It was believed that some students of Jubilee High School were involved. It was noted that the local youth club had closed further contributing to the problem. It was clear that some pupils of the School did not understand the significance of the dual-use facilities, particularly, in respect of the all-weather courts believing that they were available solely for students own use, free-of-charge, and at all times.

A number of security related issues were then discussed including the provision of more CCTV cameras possibly directly linked to Safer Runnymede, anti-social behaviour reporting and closer liaison with the Police and especially the Community Police Officers. These issues would need to be considered as the new build progressed.

Project
Group

Mr Brough spoke about the incidents which had occurred involving the Council's staff. These included verbal abuse, intimidation and occasional threats of violence. It was agreed that when it was suspected that a student of the Jubilee High School was involved Mr Brough should have access to the School's "Year Book" containing photographs of each pupil for the purposes of identification.

Mr
Brough/
Mr Woolf

New Principal

The new Principal, Mr Gareth Balch had been appointed and would take up his post on 1 September 2005.

To note

4. SPORTS CENTRE MANAGER'S REPORT

(i) Income/Expenditure and Membership Performance

The outturn for the Sports Centre for the year to 31 March 2005 was noted. Four specific queries relating to the accounts were raised by Councillors to which the Committee Administrator agreed to provide an answer, by e-mail, the next day.

It was reported that Membership as at 1 April was 280. Membership had continued on a pro-rata basis from 1 April with all memberships expiring on 31 January 2006. A three-month membership, specifically for fitness suite users, had been introduced due to the expected closure of the fitness suite at the end of June. Several Members had taken this up.

CA

A special re-introductory membership offer had been devised in order to attract customers back after completion of the building works.

(ii) Marketing

Advertising and Promotion

All advertising had been undertaken in-house through the use of posters, flyers with corporate style information, and activity leaflets available from the Centre's reception. Distribution had been undertaken through customers using the facilities and leaflet drops to local schools. The latter proved particularly successful with regard to holiday activities.

The Summer holiday pool programme and activities would be available from mid-June. This would be advertised by leaflet drops to the local schools, libraries and at the Civic Offices. Newspaper adverts would also be placed in the local press before and during the Summer holidays advertising opening times and activities.

A template poster had been designed and was soon to be introduced to assist in more effectively bringing to customer's attention any promotional items, as well as enabling posters displayed in other outlets to gain potential customer's attention.

Future Marketing

This would continue to be through current mediums and also through press releases to the local papers. However, with the proposed developments, the use of local banners was also being investigated in order to raise public awareness of the facilities and activities available. This would also draw attention to the planned site developments.

Branding

With the developments and the approaching schools' Summer holiday, the Manager was investigating replacing the centre uniform from the current colours of blue for men and purple for women to orange polo shirts and navy blue track-suit bottoms for all staff. The polo shirt would have an appropriate logo. This would clearly identify staff as well as creating a better corporate identity for both the Centre and its staff.

(iii) Customer Service

The customer service notice board had continued to be a focal point of customer information with customer comments and action taken displayed. In addition to the customer comments cards and verbal comments, customers were now able to e-mail any comments or suggestions to the centre at: AbbeyFit.enquiries@runnymede.gov.uk. Customer comments for March were noted. The comments indicated that the Centre was well run with friendly Staff. Mr Brough further reported that each Member of the Centre's Staff was being encouraged to get one customer comment card completed per working shift.

(iv) Programming and Activities

Fitness Classes

Fitness classes had continued to be fairly well attended with steady attendance but with the notable exception of the Saturday Yoga class. This had been closed due to insufficient numbers. There had been some changes to the fitness class programme with the Monday evening "Legs, Bums & Tums" class changing to "HI/LO Aerobics" with the introduction of a new instructor. The Wednesday class originally run by an outside instructor had been taken over by Centre staff due to her long-term illness

A new "Pilates" class was planned for Thursday evenings and Saturday mornings. In July, there were plans to introduce a "Step Aerobics" class. It was reported that there were difficulties in securing a swimming teacher for the summer holidays and so it was unlikely that there would be any swimming lessons during this period. However, parent toddler sessions would be offered. A number of new activities were also planned including an "Aqua Aerobics" class on Tuesday evenings and also possibly on a Saturday or Sunday morning.

For juniors, a "Teen Circuit" would be available on Tuesday 4.00 - 5.00 p.m. throughout the Summer holidays and this might continue after the holidays if it proved popular.

Fitness Suite

The fitness suite was due to close on 30 June to allow for the start of the building work and to allow for the disposal of the old equipment. This had been advertised to customers in-house for some time. Similarly, the Bar area would also close during this period.

Due to the impending closure of the fitness suite, for a considerable amount of time, Mr Brough had negotiated for Abbey Fit's Members and current fitness users to be able to use the Egham Leisure Centre's fitness suite at a concessionary rate. Details would be displayed to customers on how they could take advantage of this. The Egham Centre Manager, Hazel Aitken, had been very helpful and had loaned Abbey Fit one of their treadmills on a temporary basis due to two of the three treadmills having broken down.

Children's Activities

The existing children's courses of Badminton and Gymnastics had continued to do very well. A Saturday morning Trampoline course was recently introduced with both age-groups classes full. A "Yoga Bugs" course started in early May aimed at the 2-6 years age group but had few participants. It was proposed to re-start this course after the Summer.

ACTION

The after-school football course run in partnership with Fulham Football Club (FFC) had continued with full attendance, and holiday soccer camps were planned for the Summer holidays. Discussions were also underway for starting a Saturday soccer academy coached by FFC Coaches.

"Teen Fitness" started off slowly with only three students taking part. Although this activity would not be able to continue with the closure of the fitness suite a Teen Circuit class would be available starting in July.

Participation in Holiday activities held, during February and the Easter holidays, had continued to increase, especially with "Mega-Fun", a session for 2-6 year olds with bouncy castle, trampoline and soft play.

There continued to be a steady demand for Centre parties with consistent favourable comments from existing and new members.

(v) Repairs, Improvements and Maintenance

Cleaning

Since the report to the last meeting, the cleaning had briefly improved with the introduction of new cleaners but the cleaning was still not of a high enough standard. This resulted in some jobs having to be re-done by centre staff with some cleaning jobs not even being done despite being on the schedule for the contract, for example, the weekly washing of the Sports Hall floor. The overall effect was detrimental to the customer's perception of the centre.

It was agreed that Mr Parr would arrange a meeting with the Area Manager of the cleaning company to try to resolve matters.

Mr Parr

Maintenance

The swimming pool was due to open this month. New signage and rescue equipment has been purchased to replace old and damaged equipment.

The sports hall had now been redecorated and it appeared that customers were generally pleased with the result. The redecoration of the squash courts had been temporarily postponed. One Member of the JMC reported that the paint was not colour-fast and marked clothing. The Manager agreed to check that the paint surface was adequately sealed.

From the end of June, nappy-changing facilities would be available to customers in the disabled changing room which would be used on shared basis.

Mr
Brough

New Opportunities Fund Project

The NOF project to refurbish the changing rooms had been agreed without consultation.

Initially, it had been agreed by the School that the project contractors would be allowed to close all changing areas for 6-8 weeks at the beginning of September to carry out the necessary works. This meant that the Centre would be forced to close causing not only a considerable loss of income to the Centre but the potential loss of customers who might not return on completion of the project. This was discussed again in item 5 below.

5. ABBEYFIT GYM EXTENSION PROJECT

Members were reminded that the prices received from the two tendering exercises undertaken for this project had resulted in costs far in excess of the budget available despite the prices anticipated in earlier external advice. Following discussions between the Council's project managers, Baker Consulting Services (BCS) and two other contractors, it had become evident that it might be possible to negotiate a more acceptable figure.

The Leisure and Environment Committee had considered a report on this matter at its meeting in March 2005 and had recommended increasing the capital estimate to proceed. Subject to this, the Committee also agreed to proceed on a traditional build contract that provided a fully designed scheme for the contractor to price. The Council's Corporate Management Committee had approved the extra funding involved. BCS had been retained both as overall project managers and Architects for the scheme.

It was reported that a project liaison meeting was held on site in early May. The Council had hoped for a start on site just before the beginning of the school Summer holidays. This would have allowed for all the structural steelwork to be delivered and erected during the holiday period when the school children would not be present. However, it was feared that the area to be used for the AbbeyFit contractor's site compound has been given to the school's contractor building the new Library and Theatre/workshop space. It was now believed that this conflict could be avoided and would be discussed at the meeting to be held on 7 June.

The New Opportunities Fund Project to refurbish the changing room accommodation had been the subject of a pre-start meeting at the school on late April. The contractor had been appointed by the County Council, and was due to start on site during the Autumn term. By an oversight Runnymede Officers had not been invited to the April meeting with the consequence that the School had allowed the contractor to close all the changing rooms in order to carry out the work in each room concurrently. This would mean closing the AbbeyFit Sports Centre for 6 to 8 weeks and thus placing an unacceptable financial burden on the Borough Council which would continue to be responsible for salaries and other fixed costs but with no income. In addition, the extension project had been so designed so that the majority of sports centre activities could continue during the construction period. This was to encourage existing customers to stay with AbbeyFit and not to sign-up with another Sports Centre because once a customer was lost it was hard to get them back.

ACTION

With a view to lessening some of these problems, BCS had been instructed to call a meeting of the various contractors, project managers and health and safety planning supervisors. This meeting would take place on 7 June.

Discussions about the closure of the changing rooms established that there might be alternative accommodation available. This would be discussed at the forthcoming joint meeting.

Also, because of all the building works both planned and in place the existing power supply was found to be insufficient for the whole school site. Accordingly a new power supply for the Sports Centre had been designed into the scheme and it had been originally hoped to bring this in from School Lane during the school Summer holidays. It was reported that this might not be achievable in this "window". Again, this would be discussed at the meeting.

Dual-use Agreement, Lease Documentation and Building Agreement

It was reported that the dual-use agreement was approved by the full Governing Body at its meeting in March. Similarly, the Lease document and the Building Agreement form for the new extension had been put to the full Governing Body, and both had also been recommended for acceptance by Nord Anglia. Surrey County Council appeared to retain a residual interest in the matter and approval from that Authority might also be necessary. Mrs Keenan confirmed that she had this in hand. It was noted that the completion of these documents remained a pre-condition to the letter of the building contract for the extension.

Mrs
Keenan

Future Project Management Reporting and Liaison and Appointment of Project Group Representative

The extension project was the responsibility of Runnymede Borough Council and was managed by that Authority, subject to proper liaison with the School and the Governing Body, and subject to the legal agreements which were impending.

It was reported that at their meeting in June 2003, the Council's Leisure and Environment Committee resolved that a project group of the relevant Officers and any necessary consultants, together with a Member of the Committee, be formed to carry the project forward, and the Foundation and the School each be invited to nominate a representative to attend and participate. This project group had met as required. In formal terms it could not be given authority to make decisions and the conduct of the project remained in the hands of the Leisure and Environment Committee and the relevant Officers.

However, the AbbeyFit Joint Management Committee (JMC) existed as a joint consultative and advisory committee to the Governing Body and Runnymede Borough Council in respect of the community use of the shared facilities, their security, cleaning and maintenance. Whilst the management of a Borough Council project was outside the JMC's remit, it was clearly good practice that it should be informed of progress and be invited to comment where appropriate. Given the stage that the project had reached, it was felt that it would also be appropriate for the JMC to have a representative serving on this project group. Accordingly, the JMC were invited to make a nomination for consideration by the Council's Leisure and Environment Committee for approval at its June meeting.

ACTION

RESOLVED that:

Councillor Ms. C.M. Simmons be nominated as the JMC's representative to the project.

6. ANY OTHER BUSINESS

There was none reported.

7. DATE OF NEXT MEETING

Tuesday, 18 October 2005 at 7-30p.m. at Jubilee High School, Addlestone in the Nord Anglia Office.

Chairman

(The meeting ended at 9 – 10 p.m.)

Runnymede Borough Council

CABRERA TRUST MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

29 June 2005 at 8.00 p.m.

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

Members of the Committee absent: None

The meeting was also attended by the Head of Leisure Services, Mr. C. Hunt and 15 members of the public.

1. MINUTES

The Minutes of the Annual General Meeting held on 30 June 2004 were confirmed and signed as a correct record subject to one minor amendment:

Annex 1 to Minutes, page 4(a) - Table at bottom of page: Market Value of Invested Funds - Market Value 31 March 2002 should read 'Market Value 31 March 2003'.

2. APOLOGIES FOR ABSENCE

Apologies were received from Mr and Mrs J.H. Harrison, Mr K. Barkham and the Parks and Amenities Manager, Mr P. Winfield who was attending another Committee meeting.

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members of the public to the 14th Annual General Meeting of the Cabrera Trust and introduced the members of the Management Committee. He explained that this Committee was responsible for the administration of the Trust's funds and also the management of the two areas of Trust land in Virginia Water, namely, the Cabrera Open Space and the Riverside Walk. The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its funds had been spent over the past year together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum during which residents could ask questions of the Trust Members and put forward their own views and suggestions.

4. ANNUAL REPORT 2004/05

The Chairman presented the Trust's Annual Report which included the audited accounts for 2004/05. The Management Committee expressed its thanks to Mrs A. Wheaton FCA, the Independent Examiner, who had examined and approved the accounts free of charge, once again this year.

Very little expenditure had been incurred on special works during the 2004/05 financial year in the hope that future projects would attract external funding. An application for landfill grant was submitted by the Association for the Improvement of Runnymede (AIR), on behalf of the Trust, to replace the boardwalks and undertake invasive plant control. This bid was successful securing funding for works totalling some £13,000. Some of this would be spent this Summer on repairs/replacement of the boardwalks.

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

As usual, the Trust had given permission for the use of the Cabrera Open Space for the Virginia Water "Carnival Capers" held on 25 June 2005.

The Trust's thanks were due to the Chairman and Members of the Riverside Walk Advisory Committee for their invaluable advice and voluntary work in relation to the environmental care of the Riverside Walk lands and also to the Honorary Wardens, Mr T. Ashby, Mr A. Saunders and Mr K. Barkham. Since the departure of Mr Beere last year, the Trust had been relying on the services of only three wardens and would welcome nominations later in the meeting for a fourth warden.

Particular mention was also made of the work by members of the British Trust for Conservation Volunteers who had carried out control of encroachment of rhododendron, had installed tree guards and reported on the extent of non-native invasive species of plants.

Turning to the accounts:

The Statement of Financial Activity showed a deficit in the year of £6,921. However, when adjustment was made for the increase in the market value of the Trust's investments, amounting to £23,294, there was a net increase in assets of £16,373.

All the Trust's income in 2004/05, totalling £10,781, related to investment income. The Trust had investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments produced dividend income of £8,443 during the year. In addition, the Trust had funds invested with the Council on which interest was paid at the Public Works Loan Board rate (totalling £2,313 in 2004/05). The amount invested with the Council had reduced from £52,000, at 1 April 2004, to £45,000, at 31 March 2005, because of the revenue account deficit.

The maintenance costs of the Riverside Walk area, totalling £2,000, included some £1,580 on tree surgery and clearance works.

As reported above the Trust had secured funding via the Association for the Improvement of Runnymede (AIR) from the SITA Environmental Trust to replace the boardwalks and undertake invasive plant control to a total cost of £13,000. The Trust was required to make a contribution of £1,326 to SITA and £650 to AIR to cover the associated administrative costs. These payments had been made in March 2005 and were included within Special Works in 2004/05. The remaining expenditure of £150 was on remedial works to paths. Administrative Expenses for the year totalled £583.

The Balance Sheet showed an overall fund balance of £250,147 at 31 March 2005, an increase of £16,373 on the previous year.

The Trust's Annual Report for 2004/05 is attached in full at Annex '1' to these Minutes.

5. ANNUAL INSPECTION OF THE TRUST'S LANDS

The Annual Inspection of the Trust lands had taken place on 14 June, attended by three Members of the Cabrera Trust Management Committee, four Riverside Walk Advisory Committee Members, and Council Officers.

The group found the Riverside Walk to be in good condition. The Notice Boards needed some updating. Light graffiti was found on the first bench. This would be cleaned. A small hole had been bored in a second bench. This would be repaired. A supermarket trolley had been thrown into the stream by the railway. Although outside the Trust land, this would be removed by the Council's contractor as soon as possible. The need for repair of some boardwalks, as planned, was evident.

The grass edges of the Open Space had needed cutting prior to "Carnival Capers" and a few small broken branches on trees needed trimming. One dead or dying Alder needed to be replaced in the Autumn.

6. NOMINATIONS FOR AN HONORARY WARDEN

Nominations to fill the vacancy for a fourth warden were sought. Mr Peter Stephens, of Cabrera Avenue, expressed his interest and was duly appointed. The Honorary Secretary briefly explained the role of a Warden and confirmed that the Parks and Amenities Manager would contact Mr Stephens in due course. The Chairman thanked Mr Stephens on behalf of the Trust.

7. DISCUSSION FORUM

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

Two matters were raised:

(i) Improvement of access from the Station Path

It was acknowledged that the Station Path was outside Trust land and was the responsibility of the Surrey County Council. It was agreed, however, that the Management Committee would support representations, made by local groups to the County Council, in order to improve wheelchair/child-buggy access to the Trust land from the Station Path.

(ii) Rubbish

The problem was still a cause of concern. Local residents did pick up litter from the boardwalks and paths but it was evident that parts of the undergrowth adjacent to the paths/boardwalk concealed appreciable amounts of litter. This matter would be referred to the Parks and Amenities Officer for investigation.

8. PRESENTATION BY GUEST SPEAKER: 'THE ETHNO-BOTANY OF THE RESERVE

Mr Chris Howkins, Writer and Publisher, gave a spirited talk on 'The Ethno-Botany of the Reserve' which was particularly well received by the audience.

The presentation provided information on man's historical and continuing interdependent relationship with plants and his talk contained a cautionary message as to man's impact on the natural environment.

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

Chairman

(The meeting ended at 9.15pm)

CABRERA TRUST

Annual Report for the year ended 31 March 2005

1. Background to the Trust

- 1.1 The Cabrera Trust is constituted by Deed of Trust as amended by a Scheme made by the Secretary of State for Education and Science dated 24th March 1972 and is a registered charity, No. 305020. Runnymede Borough Council is the Trustee. The registered address of the charity is the Civic Offices, Station Road, Addlestone, Surrey, KT15 2AH.
- 1.2 The Trust is responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne known as the Riverside Walk. It is also responsible for the administration and use of the Trust funds. The Trust Deed requires that the Riverside Walk is maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue is to be used as a public recreation ground for the benefit of the same area.
- 1.3 A Management Committee has been set up by the Trustee to provide a clear local focus for the management of the Trust land, with the benefit of professional advice. The Management Committee accordingly comprises the three Virginia Water Ward Councillors together with two Council Officers appointed annually by the Leisure and Environment Committee of the Council, who are presently the Director of Administration and Leisure and the Director of Finance. During the year the membership of the Committee was

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

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

Officers

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

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

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

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

2. The Past Year

- 2.1 Very little expenditure was incurred on special works during the 2004/05 financial year in the hope that future projects would attract external funding. An application for landfill grant was submitted by the Association for the Improvement of Runnymede (AIR) on behalf of the Trust to replace the boardwalks and undertake invasive plant control. This bid was successful and has secured funding for works totalling £13,000. These projects are expected to commence during the summer.
- 2.2 Officers are continuing to monitor encroachments onto Trust land and the dumping of garden waste on the Riverside Walk land.

- 2.3 As is usual, the Trust gave permission for the use of the Cabrera Open Space for the Virginia Water "Carnival Capers" in the Summer of 2004. Permission has been given for the same event on 25 June this year.
- 2.4 The Trust's thanks are due to the Chairman and Members of the Riverside Walk Advisory Committee for their invaluable advice and voluntary work in relation to the environmental care of the Riverside Walk lands and also to the Honorary Wardens, Mr T. Ashby, Mr A. Saunders and Mr K. Barkham. Since the departure of Mr Beere last year, the Trust has been relying on the services of only three wardens and would welcome nominations for a fourth warden.

3. Finances

- 3.1 The Charities Act 1993 requires charities with income or expenditure over £10,000 to be subject to an independent examination. The Trust's accounts have been audited by Mrs A. Wheaton, FCA.
- 3.2 The Statement of Financial Activity shows a deficit in the year of £6,921. However, when adjustment is made for the increase in the value of the Trust's investments, amounting to £23,294, this produces a net increase in funds of £16,373.
- 3.3 All the Trust's income in 2004/05, totalling £10,781, related to investment income. The Trust has investments in both Charities Official Investment Fund Income Shares and M & G Charifund Shares. These investments produced dividend income of £8,443 during the year. In addition, the Trust has funds invested with the Council on which interest is paid at the Public Works Loan Board rate (totalling £2,313 in 2004/05). The amount invested with the Council reduced from £52,000 at 1 April 2004 to £45,000 at 31 March 2005 because of the revenue account deficit.
- 3.4 The maintenance costs of the Riverside Walk area, totalling £2,000, included £1,580 on tree surgery and clearance works.
- 3.5 It has already been noted in paragraph 2.1 that the Trust has secured funding via the Association for the Improvement of Runnymede (AIR) from the SITA Environmental Trust to replace the boardwalks and undertake invasive plant control to a total cost of £13,000. The Trust is required to make a contribution of £1,326 to SITA and £650 to AIR to cover the associated administrative costs. These payments were made in March 2005 and have been included within Special Works in 2004/05. The remaining expenditure of £150 was on remedial works to the paths.
- 3.6 Administrative Expenses of £583 mainly relate to the cost of insurance (£460) and printing (£86).
- 3.7 The Balance Sheet shows an overall fund balance of £250,147 at 31 March 2005, an increase of £16,373 on the previous year as explained in paragraph 3.2.

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

26th May, 2005.

CABRERA TRUST

Statement of Financial Activity for the year ended 31st March 2005

2003/2004 Actual £		2004/2005 Actual £	Notes
	Incoming Resources		
4,922	Dividends from Charities Official Investment Fund Shares	2,957	
2,722	Dividends from M&G Charifund Shares	5,486	
2,383	Interest on Internal Investments	2,312	
18	Interest on cash balances	26	
<u>10,045</u>	Total income	<u>10,781</u>	
	Expenditure		
	<u>Cost of works</u>		
763	Maintenance of Recreation Ground	393	
2,220	Maintenance of Riverside Walk	2,000	
10,152	Special Works	<u>2,126</u>	(3)
13,135		4,519	
544	Administrative expenses	583	
	<u>Management and administrative recharges</u>		
9,500	Supervision of Sites	6,600	
4,800	Borough Secretary's Services	5,100	
1,000	Financial Services	<u>900</u>	
		12,600	
<u>28,979</u>	Total expenditure	<u>17,702</u>	
(18,934)	Net outgoing resources before other recognised gains	(6,921)	
	Other recognised gains		
23,290	Gain in valuation of investments	23,294	(4)
<u>£4,356</u>	Net movement in funds for the year	<u>£16,373</u>	

Balance Sheet as at 31 March 2005

2003/2004 Actual £		2004/2005 Actual £	Notes
	Investments		
52,000	Investments with Runnymede Borough Council	45,000	(4)
77,574	Investment with the Charities Official Investment Fund	85,145	(4)
103,622	Investment in M&G Charifund	<u>119,345</u>	(4)
233,196		249,490	
	Current Assets		
578	Cash at Bank	657	
<u>£233,774</u>		<u>£250,147</u>	
	Unrestricted income funds		
229,418	Fund balance at 1 April	233,774	
4,356	Net movement in funds for the year	<u>16,373</u>	
<u>£233,774</u>	Fund Balance at 31 March	<u>£250,147</u>	(2)

CABRERA TRUST

Notes to the Accounts for the year ended 31st March 2005

- (1) The Statement of Financial Activities has been prepared on an accruals basis.
- (2) All the funds held by the Trust are unrestricted and are available to discharge any of the charitable objectives of the Trust.

(3) Special Works

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

	Budget £	Actual £
Trust contribution to SITA funded projects	0	1,976
Path Improvements to Riverside Walk	200	150
	200	2,126

(4) Investments

Investments are shown on the balance sheet at market value. The Trust held three investments at 31 March 2005. The statement below shows both the value of each investment compared with the amount the Trust paid for them (the book cost) and the change in the value of investments during the year.

INVESTMENTS - MARKET VALUE AT 31ST MARCH 2005				
	COIF Income Shares	M&G Charifund Shares	Investments held by Runnymede B.C.	Total
<u>Market Value compared with book cost</u>				
Holding	9,385.92	9,566.00	45,000.00	
Book Cost	£20,000.00	£100,000.00	£45,000.00	£165,000.00
Price @ 31.03.05	£9.0716	£12.476	£1.0000	
Value @ 31.03.05	£85,145.31	£119,345.42	£45,000.00	£249,490.73
<u>Change in value 2004/05</u>				
Carrying value @ 31.03.04	£77,574.63	£103,621.78	£52,000.00	£233,196.41
Additions at cost	-	-	-	-
Disposals at carrying value	-	-	-£7,000.00	-
Add net gain on revaluation	£7,570.68	£15,723.64		£23,294.32
Carrying value @ 31.03.05	£85,145.31	£119,345.42	£45,000.00	£249,490.73

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE25 July 2005 at 4.30 p.m.

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

Members of the
Committee absent: Councillor J.R. Whiteley

Mr C. Hunt (Head of Leisure Services) and Mr J. Godden (Principal Engineer, Drainage) also attended
in an advisory capacity.

ACTION1. ELECTION OF CHAIRMAN

Councillor G.B. Woodger was elected as Chairman to hold office until
after the Annual General Meeting in 2006.

2. ELECTION OF VICE-CHAIRMAN

Councillor Mrs M. Roberts was elected as Vice-Chairman to hold office
until after the Annual General Meeting in 2006.

3. MINUTES

The Minutes of the meeting held on 10 January 2005 were confirmed and
signed as a correct record. The Committee also received the Minutes of
the Annual General Meeting held on 29 June 2005 which would be signed
at the AGM next year.

The draft Minutes of the Riverside Walk Advisory Committee meeting on
4 July 2005 were also noted and the issues referred by that Committee for
discussion were set out later on the Management Committee's Agenda.

4. APOLOGIES FOR ABSENCE

None were received.

5. APPOINTMENT OF OFFICERS

The Committee noted that at the meeting of the Leisure and Environment
Committee on 16 June 2005, Mr A.M. Pearson had been re-appointed as
Honorary Secretary to the Cabrera Trust and Mr S. Cawthorne had been
re-appointed as Honorary Treasurer.

6. FINANCIAL MONITORING STATEMENT AND THE TRUST'S
INVESTMENTS

The Committee received the Financial Monitoring Statement for the
period ending 30 June 2005 which is attached at Annex '1'.
While it was difficult to draw useful conclusions at this early stage in the
financial year, the increase in the market value of the Trust's Fund
balances from £249,490 at 31 March 2005 to £256,614 at 30 June 2005,
was welcome.

7. LAND MANAGEMENT ISSUES

(i) Skunk Cabbage

At the Riverside Walk Advisory Committee (RWAC) meeting the problem of Skunk Cabbage had been discussed again and the RWAC had concluded that the source of the problem was seeds from the plants at Savill Garden, in Windsor Great Park, washed downstream to the Riverside Walk. The Management Committee agreed with the suggestion of the RWAC that a letter be sent on behalf of the Management Committee to the Crown Estate, who managed Savill Garden and the lake at Virginia Water, explaining to the Crown Estate the problems that these plants caused land owners downstream, (particularly the threat they posed to native species) and the difficulty of controlling their spread and seeking the Crown Estate's cooperation in controlling them.

Mr M White
to action.

(ii) Sewer Cleaning

Officers had been approached by Thames Water who needed to clean out the sewer which ran east to west (from Wellington Avenue to the railway) through the Riverside Walk. Thames Water had already cleaned the section beyond the railway and now wished to tackle the section on the Trust's land. At a recent site meeting it had been agreed that Thames Water's contractors, DBI Environmental Services, could come onto the Trust's land, on foot, where they would access the sewer via the manholes and clean the pipe by hand, all waste being washed away down the pipe, with none left on site. No vehicles or machinery would be required on site. Work was due to start on the 13 July 2005 and was expected to last approximately seven days. The Environment Agency had also been represented at the site meeting and had approved the proposed methods of working.

It was agreed that Council Officers would check if this work had been completed.

Head of Leisure
Services to check.

(iii) Critical Ordinary Watercourses (COW)s

The Committee noted that the Environment Agency was the overall supervisory body for all waterways within England. Previously, the Environment Agency had made a distinction between "main rivers" which had been supervised by them and "ordinary watercourses" which had been supervised by District Councils. The Ministry of Agriculture, Fisheries and Food had subsequently created a third category of river known as a "critical ordinary watercourse" (COW) and to qualify for this term the stretch of water in question had to be deemed likely to cause flooding and damage to a large number of properties. COWs were originally the responsibility of District Councils as local drainage authorities. Earlier this year, the section of the Chertsey Bourne that flowed through the Riverside Walk had been designated as a COW by the Environment Agency. However, with effect from April 2005, COWs had become main rivers, which meant that the responsibility for them had passed from the District Council to the Environment Agency.

The basic responsibility for upkeep of rivers rested with the riparian owners, i.e. persons or organisations that owned the river banks and riverbed. The Cabrera Trust was the riparian owner within the

Cabrera Trust land. The Trust was expected to arrange for the Bourne to be cleaned out within its land but would not receive any payment for doing so.

If the Trust wished to undertake any maintenance to its part of the Bourne, it would have to consult with the Environment Agency. The Environment Agency had powers to carry out works but had to consult with the landowner. The Trust had kept its section of the Bourne clear of obstruction.

It was not envisaged that the designation of the Trust lands as a Local Nature Reserve would strengthen the Trust's position in bidding for funding for the upkeep of the section of river flowing through Trust land.

Officers would inform the Management Committee whenever the Environment Agency planned to do any work on the Trust land.

Principal Engineer,
Drainage to inform
Management
Committee if works
are to be
undertaken by the
Environment
Agency.

iv) Boundary Survey - Encroachments

As requested at the January meeting, action had been taken to investigate the apparent encroachments onto Trust lands. Lack of resources and difficulties over map boundaries had slowed up the progress. Of the 124 boundaries examined when the last survey had been undertaken, twelve were being dealt with as encroachments by the Council's Legal team following further investigation. This had involved obtaining the title deeds for each property from the Land Registry and comparing them with the site survey. Some Land Registry Officers had been working directly with Council Officers to assist the process.

The method which the Council would initially adopt would be to contact the owners of the twelve properties concerned to state that the extent of the boundary needed to be agreed between them and the Council and to seek a site visit with each of them separately to discuss the boundary with them.

Those properties showing an encroachment of more than ½ metre, (which was where marker posts had been installed), were being dealt with formally. Gates and other accesses, including five properties which had vehicular access, were being investigated prior to formal action being taken to protect the Trust's interests. It might prove possible for the Trust to permit access but, however, without establishing any legal rights-of-way. The largest encroachment was believed to be in the region of fifteen metres and it was thought that a number of the others may extend to 2 – 3 metres. The land was too wooded for aerial evidence to be possible.

The last boundary survey had been completed during 2001/02 at a cost of £1,000. At that time it was envisaged that the survey would be repeated every five years. The Committee confirmed that the survey should be undertaken on a regular basis to prevent encroachment. It was agreed that a new boundary survey should

Honorary Secretary

be arranged, to be carried out in the Financial Year 2006/07 and if this was not possible, the Honorary Secretary would report back to the Committee.

to report back to the Committee if necessary

(v) Grant Funding

The Riverside Walk Advisory Committee, at its last meeting, had noted that the Association for the Improvement of Runnymede, (AIR), were hoping to obtain the balance of their original grant application from other sources and that further funding might be available specifically for biodiversity projects. Both would require a third party contribution from Trust funds. Following consultation with the Chairman of the Management Committee, AIR had been requested to submit an application to Biffaward for £12,948.88 which required a 10% third party contribution from the Trust. The outcome of the application was awaited.

It was noted that it was no longer possible to obtain BAA funding and Officers reported that it was hoped that the works to be funded from SITA money would be started in the near future.

8. ANY OTHER BUSINESS

(i) Improvement of Access From the Station Path

At the Management Committee's Annual General Meeting on 29 June 2005 it had been agreed that the Management Committee would support representations made by local groups to the County Council seeking improved wheelchair/child-buggy access to the Trust land from the Station Path.

There had been further developments since that meeting and the matter had been discussed by the Surrey County Council Local Committee which decided upon highways issues in Runnymede and which received reports from the Surrey County Council Local Transportation Service. The Local Committee had noted that there were two pedestrian routes between Trumps Green and Virginia Water. The first was Trumps Green Road/Christchurch Road. The second was footpath 65, also known as Station Path, which was a pleasant route away from the road illuminated by streetlights and was also the most direct route between Trumps Green and Virginia Water.

The Local Committee had been informed by Surrey County Council Local Transportation Service Officers that there was a flight of steps near the Virginia Water end of Station Path which was difficult to negotiate for parents with pushchairs, and was impossible to negotiate for a wheelchair user. The alternative route was very narrow in places, especially underneath the railway bridges on Trumps Green Road. The ten accidents which had been recorded along this alternative route were a disincentive to walking this route. Therefore Trumps Green Road was at present neither an adequate nor an attractive route for pedestrians between Trumps Green and Virginia Water.

The Local Committee had noted that the existing steep flight of steps could be replaced by a gentle slope by creating a cutting alongside between the existing car park and Virginia Water Railway Station. The cutting would be 40 metres long, and the new footpath would have a gradient of approximately 1 in 10. The cost of constructing the cutting would be £40,000.

The Local Committee, it was understood, had agreed to add this scheme to the Surrey County Council programme for a detailed feasibility study so that, if approved, a scheme could be implemented during the financial year 2009/10. The Committee agreed that it should make representations to suggest that this work be completed earlier.

In addition to the question of access for buggies and wheelchairs, the Management Committee was of the view that the railway embankment alongside Station Path and which was managed by the rail company, Network Rail, was not in particularly good condition.

It was agreed therefore that a letter be sent from the Committee to the Surrey County Council Local Transportation Service to request that, if possible, the County Council improve the access to the Riverside Walk for wheelchairs and child buggies before the financial year 2009/10.

Mr White to action.

(ii) Requests From Virginia Water Community Association

Two requests to hold fundraising events on the Cabrera open space had been received in a letter from the Virginia Water Community Association.

(a) Car Boot Sale

The Association wished to run a one-off car boot sale on the open space. The Committee agreed that Officers should advise the Association that, within the terms of the Trust, this could not be allowed, as a car boot sale would not be a recreational use of the land.

Honorary Secretary
/Mr White to advise
the Association.

(b) Jazz Concert

The Association was also looking to hold a jazz concert on the open space on Saturday 15 July 2006 from 6 p.m. to 11 p.m. The Committee had no objection in principle to this concert, subject to public consultation, agreement of the details of the event and compliance by the organisers with all licensing and other legislative requirements.

The Honorary Secretary would initially seek further details of the proposal.

Honorary Secretary
/Mr White to advise
the Association.

9. DATE OF NEXT MEETING

The Committee reaffirmed the following date for their next meeting:-
Monday, 9 January 2006 at 4.30 p.m. in the Members' Room.

Mr M. White to
book venue

(The meeting ended at 5.25 p.m.)

Chairman

CABRERA TRUST

QUARTERLY STATEMENT FOR THE PERIOD ENDING 30th JUNE 2005

	Budget £	Actual £
EXPENDITURE		
<u>Running Costs</u>		
Recreation Ground	1,000	90
Riverside Walk	2,000	
General Expenses	1,300	469
<u>Central Costs</u>		
Supervision of Sites	7,000	1,750
Legal and Secretarial Services	5,500	1,375
Financial Services	1,000	250
Gross Expenditure	17,800	3,934
INCOME		
Internal Investments	1,600	0
Charities Official Investment Fund Shares	2,500	713
Charifund Investment	5,500	1,482
Gross Income	9,600	2,195
Net Expenditure	8,200	1,739

Fund Balances

	Market Value 31 Mar 05	Market Value 30 Jun 05 £
<u>Current market values of Investments</u>		
Charities Official Investment Fund Shares	85,145	88,352
Charifund Investment	119,345	123,262
Internal Investments held by RBC	45,000	45,000
Fund Balance	249,490	256,614

Runnymede Borough CouncilRIVERSIDE WALK ADVISORY COMMITTEE

4 July 2005 at 7.30 pm

Members of the Committee Present :

Mrs. H. Lane (Chairman)	Royal Society for the Protection of Birds/ Surrey Wildlife Trust
Mr T. Ashby	Honorary Warden
Mr K. Barkham	Virginia Water Community Association/ Honorary Warden
Mr J. Midwinter	Wentworth Residents' Association
Dr A.J. Pontin	Entomology and Limnology expert
Dr A. Saunders	Honorary Warden/ British Trust for Conservation Volunteers
Mr P. Stephens	Honorary Warden
Councillor J.R. Whiteley	Cabrera Trust Management Committee

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

1. ELECTION OF CHAIRMAN

Mrs. H. Lane was elected as Chairman to hold office until the July 2006 meeting of the Committee.

2. ELECTION OF VICE-CHAIRMAN

Councillor G.B. Woodger was elected as Vice-Chairman to hold office until the July 2006 meeting of the Committee.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillor G.B. Woodger, and Mr G. Stevens, in the Council's Parks Section, to whom good wishes were extended for a full and speedy recovery.

4. MINUTES

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

Badgers Hill Access

Members noted that the old access from Badgers Hill (between numbers 5 and 6) was not part of the Cabrera Trust land. Another issue in respect of a boundary marker in that area was raised and Officers confirmed that the positioning was correct.

Matters referred to Cabrera Trust Management Committee

Members were pleased to note that Miss Bootes had been written a letter of thanks and was doing well since her departure from the Council.

Members noted the decisions made in respect of monitoring brambles on the site rather than actively removing them, leaving brushwood in the coppiced areas rather than burning it and postponing any further coppicing work until funding could be found which would negate the need to consume more of the Trust's capital.

Members discussed the impact of deer on the regeneration of different tree species on site. It appeared that the deer had a fondness for eating young Oaks and Rowan, but avoided Alder, Sycamore and Beech. It was agreed that Mr Saunders continue his valuable deer proofing of individual small trees and to monitor the situation over the next few years.

5. APPOINTMENT OF FOURTH HONORARY WARDEN

The Advisory Committee was pleased to welcome Mr Stephens who was appointed as the fourth Honorary Warden by the Cabrera Trust Management Committee at its Annual General Meeting on 29 June 2005. Miss Pinnock was asked to send him contact details of the members of the Advisory Committee.

Miss Pinnock to action

The issue of litter clearance was discussed and the Committee agreed that they would like to pursue the idea of having an annual litter pick before the growing season took off. There was a similar arrangement in place at Chertsey Meads which the Group approved of and it was confirmed that the Council could provide black sacks and equipment and the Committee provide volunteers.

Mr Barkham / Mr Stephens

In the meantime, members were advised to report significant items of rubbish to the Council's Leisure Services department for removal.

6. VACANCIES FOR SCIENTIFIC EXPERTS

It was noted that there were currently vacancies for experts in Non Flowering Plants, Zoology and Herpetology. The Chairman asked members to notify her if they became aware of any experts in these fields who might be interested in joining the Committee.

Committee members to contact Chairman if specialists are identified.

7. CABRERA TRUST MANAGEMENT COMMITTEE MINUTES

The Committee received the Minutes of the ordinary meetings of the Cabrera Trust Management Committee on 26 July 2004 and 10 January 2005 as well as the Minutes of the Trust's Annual General Meeting held on 29 June 2005.

Members had enjoyed the talk given by the guest speaker, Mr Chris Howkins, on the 'ethno-botany' of the reserve.

8. FINANCIAL REPORT

The Committee received the Cabrera Trust's Financial Report for 2004/05 which included the Trust's independently examined accounts.

Members were pleased to note that funding had been secured from SITA via AIR to replace the boardwalks and undertake invasive plant control to a total cost of £13,000. The Committee was advised however that other improvement works had been put on hold, but that maintenance work would go ahead.

The balance sheet showed an overall fund balance of £250,147 as at 31 March 2005, an increase of £16,373 on the previous year.

9. REPORT OF THE CHAIRMAN

The Chairman had produced a detailed report setting out the work undertaken by both the British Trust for Conservation Volunteers (BTCV) and the Council at the Riverside Walk in 2004/05. This report is attached in full at Annex '1'.

Members were pleased to note that since the clearance of rhododendron, foxgloves and ferns had returned to several areas of the site. However, some

Members were less enamoured of the Skunk Cabbage whose waterborne seeds had found their way to Riverside Walk down the watercourse from Savill Garden, where the plant was a special feature. The leaves of this invasive species lay flat on the marsh area, smothering other plants, and eventually becoming the dominant feature.

Members noted that the Himalayan Balsam was another vigorous, non-native plant which had the potential to be a problem for other plants if not hand-pulled during the summer months. This at present was being done during the growing season by Mr Saunders.

It was agreed to ask the Chairman of the Cabrera Trust Management Committee to write to Savill Garden expressing the Committee's concerns in respect of the Skunk Cabbage.

Mr Winfield to action

10. ANNUAL INSPECTION OF THE RIVERSIDE WALK

The Committee was apprised of the findings of the Annual Inspection which had taken place on 14 June. Overall the site was in good condition and members were pleased that only light graffiti was in evidence.

Mr Barkham expressed his thanks on behalf of Virginia Water Community Association for the work which had been done in preparation for 'Carnival Capers', an annual event in Virginia Water.

Members discussed whether more extensive mowing could be undertaken either side of the footpath at an appropriate time to widen the pathway and keep brambles under better control. Mr Winfield agree to investigate further.

Mr Winfield to action

11. REVIEW OF THE RIVERSIDE WALK MANAGEMENT PLAN

No updates were made to the Management Plan.

12. PROGRESS WITH APPROVED WORKS

Boundary Issues

The Committee was pleased that progress had been made since the Boundary Survey of 2001/02. Of the 124 boundaries originally surveyed 12 were being dealt with as encroachments by the Council's Legal team.

Members were advised that the process had involved obtaining the title deeds for each property from the Land Registry and comparing them with the site survey. It had been agreed that those showing an encroachment of more than ½ metre would be formally dealt with.

It was noted that a full survey was due to be undertaken again in 2006, subject to funding, which would have to be considered by the Cabrera Trust Management Committee.

To be referred to CTMC

Officers confirmed that gates and other accesses, including five properties which had vehicular access, were being investigated prior to formal action being taken to protect the Trust's interests. The Cabrera Trust Management Committee would monitor the situation and consider allowing such access but not establishing a legal right of way thereto.

It was agreed that the Council's Tree Officer liaise with Mr Ashby in respect of a particular boundary marker issue.

Mr Taylor to action

13. WORKS AGREED BY THE CABRERA TRUST MANAGEMENT COMMITTEE FOR 2004/05

Members noted the decision made by the Cabrera Trust Management Committee to restrict works to a minimum to reduce spend in 2005/06 and

thus assist with meeting the Trust's annual overheads and general running costs.

14. GRANT FUNDING

As previously noted work with replacing the boardwalk would continue and the Committee was interested to learn that the Council was looking at using recycled plastic for the task which might last longer than timber but be just as attractive as well as environmentally friendly.

It was noted that AIR are seeking to obtain the balance of the original grant application from other funding bodies.

The Committee was advised that funding might be available for bio-diversity projects and that Officers would pursue these avenues as instructed by the Management Committee.

Both matters to be referred to CTMC

15. LOCAL NATURE RESERVE STATUS

The Committee was pleased to note that once the formalities had been completed by the Legal Department the Riverside Walk would achieve Local Nature Reserve status.

Mr Winfield to action

Members agreed that they would like to hold a special ceremony at the site and invite members of the Leisure and Environment Committee, Cabrera Trust Management Committee, Riverside Walk and other local dignitaries.

Mr Winfield and Mr White to action

16. ANY OTHER BUSINESS

Members discussed the designation of the River Bourne as a Critical Ordinary Watercourse. Officers agreed to confirm what the implications of the designation were in respect of continued responsibility and work being carried out in the future and to report any findings to the next meeting of the Cabrera Trust Management Committee.

Mr Winfield to action

17. DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting of the Riverside Walk Advisory Committee would be held on Monday 3 July 2006 in the Committee Room at the Civic Offices.

Chairman

(The meeting ended at 8.36 p.m.)

Runnymede Borough Council

RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP

Tuesday 5 July 2005 at 7.30 p.m.

Members of the
Group present:Councillor A.J. Davis
Councillor R.J. Ray
Mrs M. Roberts
Mr V. Spink
Mrs K. YoungRunnymede Borough Council
Runnymede Borough Council
Egham Rotary Club
Chertsey Chamber of Commerce
Strode's CollegeMembers of the
Group absent:Mr P.E. Anderson
Ms. M. Clark
Mrs A. Davis
Mr R. Davies/Mrs D. Chadburn
Dr. V.J. Gordon
Mr G. Leon-Smith (Chairman)
Mr T. PattinsonRunnymede Association of Arts
Youth Development Officer, Runnymede
Egham Chamber of Commerce
Runnymede Association of Arts
Royal Holloway, University of London
Addlestone and District Chamber of Commerce
Surrey Herald Newspaper

Those attending in an advisory/observers capacity:

Mr C. Hunt

Head of Leisure Services
Runnymede Borough Council

Mr P. Poole of Runnymede Town Twinning Association also attended for part of the meeting.

ACTION1. ELECTION OF CHAIRMAN

Mr G. Leon-Smith was elected as Chairman to serve until the July 2006 meeting of the Group. As Mr Leon-Smith was not able to attend the meeting, Mr C. Hunt, the new Head of Leisure Services, chaired the meeting. Mrs Young was welcomed to the Steering Group as the new Strode's College representative, and Mr Poole was also welcomed, who was attending in support of one of the applications to be considered at the meeting.

2. ELECTION OF VICE-CHAIRMAN

Deferred to the next meeting. Officers confirmed that Mr Spink's wish not to be Vice-Chairman any more had been recorded in the Minutes of the meeting on 8 February 2005.

3. MINUTES

The Minutes of the meeting held on 5 April 2005 were confirmed and signed as a correct record

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P.E. Anderson, Mrs A. Davis, Dr. V.J. Gordon, Mr G. Leon-Smith and Mr T. Pattinson.

5. MEMBERSHIP OF THE STEERING GROUP

Members were pleased to note that Councillors A.J. Davis and R.J. Ray had been re-appointed and Mrs D. Chadburn had been nominated by Runnymede Association of Arts to serve on the Group. The Group was pleased to support the nomination by Jubilee High School of Mr D. Gould, Head of Expressive Arts which would need to be approved by the Leisure and Environment Committee at its next meeting in September.

Members were sad to note the departure of Miss Hunter, and it was confirmed that a new representative from Salesian School had been sought.

Members agreed to recommend that the Leisure and Environment Committee amend the Group's Terms of Reference so that a nomination from the County Council's Cultural Division could be sought to replace Mrs Wilson, from the Libraries Service, who had resigned her membership on the Group. Officers would contact the Head of the Cultural Division to seek a nomination and Mrs Wilson had been written to, thanking her for her service on the Group and wishing her well for the future.

Miss Pinnock

6. BUDGET SUMMARY

The Base Budget of £8,500 for 2005/06 was noted, and the budget summary attached at Annex 1 takes into account the recommendations made at the meeting.

Mr Hunt advised that there had been a planned under spend in the 2004/05 budget of £936. **(This was approved by Corporate Management Committee on 7 July 2005).**

Members noted that £436 of the under spend had been awarded to Mrs Churchill, who had since satisfied the conditions of her grant. The remaining £500 was to go to Royal Holloway Chapel Choir but sadly their tour had been cancelled so it was utilised for two other projects which had been considered out of the meeting as set out below;

i) New Haw Youth Project

Mr C. Hickford, the organiser of the New Haw Youth Project had submitted an application in May for a project in June, which had they waited for this meeting would have been retrospective, and thus ineligible for funding. Officers had consulted with Members of the Group, who had discussed the matter, and it was agreed to recommend that an award of £250 be given. This had duly been done, and the DVD, which was the project's result had been supplied to the Group.

Mr Spink volunteered to take the DVD away to watch and would circulate it to the other members of the Steering Group that had responded to the consultation, once Officers had supplied him with their details.

Mr Spink/
Miss Pinnock

ii) Sorted!

Members recalled that Sorted! was an on-going dance development project organised by Surrey County Arts which they had supported in the past and were content that a further £250 had been awarded in order to help the Group continue.

7. APPLICATIONS FOR FUNDING

The Steering Group was advised that Addlestone Singers had submitted an application on the day of the meeting by e-mail. However, as this was too short notice to be considered at the meeting and because their concerts were not until December 2005 and May 2006, the Singers had been informed that the application would be considered at the Group's next meeting in October. Officers would supply them with the new style application pack, once approved.

Miss Pinnock

i)

Runnymede Town Twinning Association

ACTION

Mr Spink presented an application from Runnymede Town Twinning Association, with the assistance of Mr Poole, the Association's Chairman.

Mr Spink reminded members that the project had started life with an exhibition in Joinville Le Pont, one of Runnymede's twin towns, last year. Artists from Runnymede had participated in the exhibition, and the plan was to hold a reciprocal event in Chertsey, based at Chertsey Museum, and the Artists' Gallery. Works by both French and Runnymede artists would be shown at both venues giving local people the opportunity to see quality works of art free of charge.

Funding was sought, for the non discounted hire charge of the Artists' Gallery (£750), one week of which had already been paid for, to secure the booking from 1 October – 12 November 2005.

Mr Poole gave an explanation of the Association's financial situation, and confirmed that although they received Core Revenue Funding of approximately £1,300 from the Council, this had been utilised by other projects.

The art exhibition had many costs which were being borne by the Association and/or the artists, notably publicity, a glossy catalogue, a Reception to launch the exhibition and hosting the French artists.

Chertsey Artists Limited owned the gallery, and although some of the artists involved were members of Chertsey Artists, individuals would not benefit financially from the venture unless their art works were sold. However, no commission was being obtained from any party.

The Group noted that sponsorship had not been sought, although the Friends of Chertsey Museum and Black Cherry Fair were helping to publicise the event and the Council had allowed them to borrow bunting and tricolours.

It was anticipated that word of mouth, media coverage and the involvement of local schools would be sufficient to attract people who would not normally attend such events.

Mr Spink and Mr Poole withdrew whilst the application was being considered.

Some Members were concerned that another Chertsey focused town twinning event might be considered parochial, and it was suggested that perhaps if another exhibition were held it could be in Egham or Virginia Water. It was also suggested that the southern section of the DERA site in Longcross had potential for the inclusion of an arts centre as part of any development there.

The Steering Group was advised that funding the Town Twinning Association might set a precedent for other organisations which also received core revenue funding from the Council. However, it was recognised that the project had arts development merit and would also be beneficial for the Museum if promoted properly and more widely.

Members agreed that it would be appropriate to make a contribution to the project and accordingly it was recommended that £450 be awarded. Mr Hunt agreed and the applicants were advised accordingly.

The applicants were pleased to include the 'supported by' Leisure logo on any publicity, have input from the Council's Communications Officer in order to raise the profile of the event and to visit local schools in September to promote the event.

Mr Hunt to arrange payment and put Mr Spink in touch with the Council's Communications Officer re text/pictures for website.

Mrs Young to promote French artists at Strode's College

ii) People's Theatre Company

ACTION

Members were disappointed that Mr Lee was not able to present his application in person but decided that sufficient information had been supplied to consider it in his absence.

The group noted that the Company had been very successful since they had first recommended funding of £1,000 in October 2004. The project had gone from strength to strength building up a healthy financial reserve of approximately £17,000.

The Career Development programme for which funding of £1,500 had been requested, was considered a worthy project, developing the Leader Development Programme of the previous year, involving local people at all levels in an inclusive and affordable way.

It was thought that the project would be starting at one of the schools in Egham before embarking on a national tour, reviving its popular production of 'The Witch's Bogey'.

Members wished to make a contribution to the project and recommended that £500 be awarded on this occasion. Mr Hunt agreed and would make the necessary arrangements.

Mr Hunt to inform applicants and arrange payment

8. FEEDBACK ON COMPLETED ARTS PROJECTS

The Steering Group noted that letters of thanks had been received from Mrs Churchill, Mrs Carroll of the Carroll School of Irish Dancing, Mr Lee (People's Theatre Company) and Mrs Ritchie (Spelthorne Drama Festival).

9. PROJECTS REFERRED FOR CAPITAL GRANT AID

Members were pleased to note that the projects which had been referred for capital grant aid had been successful. These were £1,485 to Magna Carta Arts Association for a new curtain track motor and £5,000 to Runnymede Drama Group for refurbishment works at their studio in Chertsey.

Members recalled that Mr Spink had visited the drama group's in Chertsey and that he and Mr Anderson had been impressed with the level of work undertaken by the group's volunteers to improve the premises.

10. SURREY ARTS PARTNERSHIP

Mr Hunt and Councillor Davis had recently attended a presentation by Surrey Arts Partnership in Walton on Thames. This event was essentially a review of projects which had taken place or were being developed over the last 12 months.

In the morning they were treated to two bands involved in the 'Live and Direct' scheme. Members learned that the young people were taught to play guitars, drums and other instruments. Gigs were also arranged which had proved very popular.

Under the Arts Partnership umbrella a Community Arts Training scheme had used Chertsey Hall as a venue which might return in the future. Members also noted that the Surrey Youth Wind Orchestra were also very good and would be a suitable band to play at Civic functions in the Borough.

The Steering Group noted that Runnymede made a contribution of £4,000 to the Arts Partnership 'pot' and were keen for all areas of the Borough to benefit in some way, demonstrating value for money in respect of their investment.

Members lamented the fact that Runnymede did not have the resources for a dedicated Arts Officer post which could promote involvement and raise the profile of the Arts generally. However, members were informed that there may be the possibility of joint working with another Council and the Group would be kept updated.

11. PROPOSED REVISED APPLICATION PACK AND GUIDANCE NOTES FOR APPLICANTS

Members considered the revised application pack and guidance notes for applicants.

The main changes were that applicants were provided with written guidance aligned to the Group's terms of reference, were requested to be realistic in the amount of funding requested (usually up to 50% of the total cost of the project), and would be required to provide feedback which ensured an audit trail and reporting system so that members could be re-assured that funding had been accounted for and that local organisations had benefited from the Steering Group's work.

On the whole the Group was satisfied with the contents but requested that additional budgetary space on the form and guidance might be useful together with more detailed instructions in respect of income and expenditure in respect of the box office where applicable. It was also suggested that adding a specific reference to deadlines would be helpful.

Miss Pinnock

12. COMMUNITY STRATEGY – LEISURE AND CULTURE TASK GROUP

Members noted that the Council had produced a new corporate Strategic Plan, into which arts and cultural aims, as proposed by the Leisure and Culture Task Group had been accommodated. Officers would be attending a meeting of the Task Group in September and would give feedback at the next meeting of the Steering Group in October.

Mr Hunt

13. SURREY ARTS CONFERENCE – OCTOBER 2005

The Steering Group was given details of the annual Surrey Arts Conference, taking place at the Farnham Maltings in October. Members were advised that bookings made before the end of July would attract a modest discount. Officers would remind the Group about the event at the next meeting.

Miss Pinnock

14. OTHER BUSINESS *COMING EVENTS*

Two matters were raised:

- i) Mrs Roberts gave her apologies for absence in advance for the next meeting.
- ii) Mr Spink advised the Group that invitations to the Town Twinning exhibition would be issued in due course.

15. DATES OF MEETINGS FOR MUNICIPAL YEAR 2005/06

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

Tuesday, 4 October 2005

Tuesday, 7 February 2006

Tuesday, 4 April 2006



Chairman

(The meeting ended at 9.20 p.m.)

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

Base budget 2005/06	£8,500
planned underspend from 2004/05	£936
Total funds available for distribution 2005/06	<u>£9,436</u>
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	-£500
Mrs Heather Churchill	-£436
New Haw Youth Project	-£250
Sorted!	-£250
Runnymede Town Twinning Association	-£450
People's Theatre Company	-£500
total	-£6,078
Balance	£3,358