



# RUNNYMEDE BOROUGH COUNCIL

## LEISURE AND ENVIRONMENT COMMITTEE

18 MARCH 2004

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## EGHAM SPORTS CENTRE

### Report to Leisure & Environment Committee

#### Financial Statement for the Period 1 April 2003 to 31 January 2004

	2003/04 Latest Budget £	2003/04 Profiled Budget £	Actual to Date £	Notes
<b>EXPENDITURE</b>				
General Expenditure	714,300	606,800	573,828	Building Maint & Promotional work delayed
Contract Payment to Client Budget	236,800	197,300	197,300	
Capital Charges	48,600	40,500	40,500	
<b>Total Expenditure</b>	<b>999,700</b>	<b>844,600</b>	<b>811,628</b>	
<b>Total Income</b>	<b>868,500</b>	<b>710,300</b>	<b>712,510</b>	
<b>Net Surplus / (Deficit)</b>	<b>(131,200)</b>	<b>(134,300)</b>	<b>(99,118)</b>	

#### Membership Numbers

Month	Estimated Number	Actual Members	Variance + / -
December 2003	1,200	1,174	-26
January 2004	1,230	1,236	6
February 2004	1,260		
March 2004	1,290		

#### Usage & Service Statistics

Activity	2002/03 to 31 Jan	2003/04 to 31 Jan	Variance + / -
Total Usage	189,205	164,071	-25,134
Fitness Suite	84,302	68,509	-15,793
Squash	13,762	11,873	-1,889
Aerobics	15,131	14,053	-1,078
Softplay - Casual	5,208	4,443	-765
Softplay - Party	7,821	7,729	-92

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE5 January 2004 at 4.30 p.m.

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

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

Mr J. Willmott-French (Environmental Policy Officer) and Mr P. Winfield (Parks and Amenities  
Manager) also attended in an advisory capacity.

1. MINUTES

The Minutes of the meeting held on 28 July 2003 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 2004/05.

Members noted that one of the Honorary Wardens for the Walk, Mr A.  
Beere, had moved out of the area. He had offered to continue in his  
duties as Warden until a replacement could be found. It was agreed that  
nominations for a fourth Honorary Warden should be sought at the Trust's  
Annual General Meeting on 14 June 2004.

3. PROGRESS WITH APPROVED WORKSi) Boundary SurveyDumping of garden waste on Trust land

Following the last meeting of the Committee, the letter discouraging  
the dumping of garden waste on Trust land had been sent to all  
properties where the survey had recorded garden waste dumped on  
Trust land close to the property boundary. Two responses had been  
received. The impact of the letter could be monitored when the next  
boundary survey was undertaken.

In order to raise public awareness of the site, Officers had drafted a  
press release about the Riverside Walk for publication in the Virginia  
Water Villager newspaper. This article not only outlined the history of  
the site and its importance as a habitat for wildlife, but also highlighted  
the problems of encroachment and dumping of garden waste. The  
Committee members had received this press release and suggested  
some minor amendments.

ACTION

Committee Section  
to include item on  
AGM Agenda

Mr Winfield to  
record amount of  
dumped garden  
waste when next  
survey undertaken.

It was agreed that the press release should be submitted for the next available edition of the Virginia Water Villager, perhaps accompanied by photographs showing the Walk itself and an example of waste dumped at the site. It was suggested that a further press release could be issued in the Summer, announcing that the Walk had been designated as a Site of Nature Conservation Importance (SNCI). This press release could be sent in to the "Connection" parish magazine.

#### Encroachments – "Still Waters"

Nothing further had been heard from the owner of Still Waters or from their agent since the last meeting. Officers believed that this property might be encroaching on Trust land by a few feet. The Committee reiterated that it was not prepared to sell off Trust land, and would only consider a land exchange with the owner of Still Waters.

#### Gates/open accesses into the Walk

The Honorary Secretary would arrange for the approved letter to be sent out to all properties with gates/open accesses into the Walk in order to regularise these accesses. The property owners would be required to sign a copy of this letter to be returned to the Council.

The Committee recognised the difficulty of dealing with very minor encroachments onto Trust land, especially in view of survey and mapping margins for error. It was agreed that action should be taken where encroachments appeared to measure half a metre or more.

#### ii) Coppicing of trees and opening up of glades

A representative from the Forestry Commission had visited the Riverside Walk with the Council's Amenities Officer and had given their informal approval to the proposed coppicing and glade clearance works. These works (which would also include the removal of some Holly understorey) could commence once a Felling Licence had been received from the Forestry Commission.

#### iii) Control of invasive species

The herbicide spraying of Skunk Cabbage and Willow regrowth appeared to have been effective. Officers would continue to monitor these plants to see if there was any further regrowth in the Spring.

#### iv) Updating of the Riverside Walk Nature Trail leaflet

The updated leaflet had now been printed in the same format as the Leisure Division's "Runnymede Rambles" series. Copies of the leaflet were being distributed to all properties adjoining the Riverside Walk and would be available from the Civic Offices and from the Leisure Services stand at events throughout the year.

#### v) Installation of additional handrails at vulnerable areas of the Riverside Walk boardwalks

Six locations had been identified where the installation of additional handrails would improve the safety of the boardwalks. A sum of

### ACTION

Mr Winfield to send press release off to paper with photos.

Committee to consider a further press release in the Summer

Mr Pearson to arrange for letters to be sent out by Legal Division

Mr Winfield to contact the Commission if Licence not received within two weeks

Mr Taylor to monitor regrowth of Skunk Cabbage and Willow

£2,500 had been approved for these works which would be completed in the Winter months.

It was noted that grants were available from the Forestry Commission to support woodland management projects, including the improvement of public access. Officers would examine the criteria for these grants, to see if the Trust was eligible for funding.

## ACTION

Mr Taylor to examine criteria for Forestry Commission grants

#### 4. DRAFT ANNUAL ESTIMATES FOR 2004/05

The Committee received and approved the draft Annual Estimates for 2004/05 as attached at Annex '1'.

As agreed at the July 2003 meeting of the Committee, £100,000 of the Trust's Invested Funds had been withdrawn from the Charities Official Investment Fund (COIF) and placed in the M&G's Charifund during September 2003. It was hoped that this would improve the Trust income. In addition, the Chairman requested that there needed to be a clearer explanation of the two funds' performance following the transfer.

Mr Cawthorne to add wording

The Committee recalled that sums of £5,000 had been provisionally included in the Trust's budgets for 2004/05 and 2005/06 to fund the replacement of the Riverside Walk boardwalks.

Officers had recently inspected the boardwalks and all the accessible support posts were found to be in a good condition. In the light of the Trust's current financial position, the Committee concurred that the replacement of the boardwalks should be postponed for the time being.

Mr Cawthorne to adjust estimates accordingly

In view of the Committee's high expenditure in the year 2003/04, members agreed that spend in 2004/05 should be restricted to meeting the Trust's annual overheads and general running costs. However, further special works would be considered in 2005/06 (including the boardwalk replacement) if grant funding became available from sources such as the Landfill Tax Credits scheme (this was discussed in greater detail under item 5 ii). It was requested that the wording of the "Notes to the Estimate", part a) Special Works be amended to reflect this.

Mr Cawthorne to amend "Notes to the Estimate"

#### 5. CONSERVATION PROJECTS

##### i) Site of Nature Conservation Importance (SNCI) and Local Nature Reserve (LNR) status

The Surrey Wildlife Trust (SWT) had recently released the draft list of sites in Runnymede that it would be putting forward for SNCI designation. Mr Willmott-French reported that the SWT was recommending the Riverside Walk for a Grade 4 SNCI designation, which meant that the site would be automatically designated and, as such, afforded protection/consideration under Policy SE7 of the Draft Deposit of the County Structure Plan. The Council was now awaiting a formal letter of notification from the SWT confirming this decision.

Members learned that SNCI status would provide the Riverside Walk with a degree of additional protection from development and could also assist the Trust in its applications for external funding. It was noted that all sites in the Borough with SNCI designation (as well as any

potential SNCI's) would eventually benefit from protection under the Local Plan or under the new Local Development Framework which was awaiting enactment.

In addition to the SNCI designation, Runnymede Council itself could declare the Riverside Walk a Local Nature Reserve (LNR). Members, noted that LNR status would also help support the Trust's funding applications for the site. Although English Nature had withdrawn its LNR grants for the timebeing, it was likely that further funding streams would be available in the future.

The Committee expressed its support for the proposed SNCI designation and agreed that the Council should also declare the Riverside Walk an LNR. The views of the Cabrera Trust Management Committee would be reported to a future meeting of the Council's Leisure and Environment Committee which would be asked:

- To formally declare the Riverside Walk an LNR; and
- Request that, as part of the work associated with the Local Development Framework, the Planning Committee consider the inclusion of the Riverside Walk as a designated SNCI.

ii) Application to AIR (Association for the Improvement of Runnymede) for Landfill Tax Credits Funding

The Honorary Treasurer was awaiting an update report from AIR detailing progress with the Trust's four bids for Landfill Tax Credits funding. Mr Cawthorne would email this information to the Committee once it was available. Officers would also seek to clarify the level of contribution required from the Trust towards the total cost of these works.

6. DATES OF MEETINGS FOR 2004/05

The following dates were agreed for the meetings of the Management Committee in the Municipal Year 2004/05:

Monday, 14 June 2004 at 8.00 p.m. in Virginia Water – Annual General Meeting

*(Monday, 5 July 2004 at 7.30 p.m. in the Committee Room - Riverside Walk Advisory Committee)*

Monday, 26 July 2004 – 4.30 p.m. in the Members' Room

Monday, 10 January 2005 – 4.30 p.m. in the Members' Room

It was suggested that a representative from the Surrey Wildlife Trust might be invited to give a presentation at the AGM explaining the special features of the Riverside Walk which had resulted in its proposed designation as an SNCI.

(The meeting ended at 5.30 p.m.)

ACTION

Mr Winfield to prepare report for Leisure and Environment Committee

Mr Cawthorne to email Committee members and check level of Trust funding required

Miss M. Bootes to investigate

Chairman

# CABRERA TRUST

ANNEX '1'

## ESTIMATE FOR THE YEAR ENDING 31st MARCH 2004

	<u>2002/2003</u> Actual £	<u>2003/2004</u> Estimate £	<u>2003/2004</u> Probable £	<u>2004/2005</u> Estimate £	Note
<b><u>EXPENDITURE</u></b>					
<u>Running Costs</u>					
Recreation Ground	1,094	900	900	900	
Riverside Walk	1,340	1,500	2,500	2,000	
General Expenses	473	800	1,300	1,300	
<u>Central Costs</u>					
Supervision of Sites	8,500	9,500	9,500	6,600	
Borough Secretary Services	5,200	4,800	4,800	5,100	
Financial Services	800	1,000	1,000	900	
<u>Special Works</u>					
Invasive Plant Control Project	1,697	2,000	2,000	-	(a)
Additional handrails adjacent to river	-	2,500	2,500	-	
Coppicing of Trees	-	-	6,000	-	
Clearance of Glades	-	-	1,500	-	
Gross Expenditure	19,104	23,000	32,000	16,800	
<b><u>INCOME</u></b>					
Internal Investments	3,803	3,100	2,300	1,600	
Charities Official Investment Fund (COIF)	6,950	6,500	4,000	2,300	
Charifund Investment	-	-	1,000	2,800	(b)
External Contributions	2,000	-	-	-	
Gross Income	12,753	9,600	7,300	6,700	
Net (Income) / Expenditure	6,351	13,400	24,700	10,100	

## NOTES TO THE ESTIMATE

**(a) Special Works**

The Coppicing of Trees and Clearance of Glades were approved works carried forward from 2003/04. Special Works for 2004/2005 will be considered if grant funding is forthcoming from the Landfill Tax Credits Scheme.

**(b) Charifund Investment**

In accordance with Members wishes at the July Management Committee, £100,000 was withdrawn from the Charities Official Investment Fund and placed in the M&G's Charifund during September 2003.

## MEMORANDUM INFORMATION

	Book Value £	Value 01 Apr 03 £	Value 30 Nov 03 £
<u>Current market values of Investments</u>			
Charities Official Investment Fund (COIF) Shares	120,000	157,907	-
Charities Official Investment Fund (COIF) Shares	20,000	-	77,659
Charifund Investment	100,000	-	99,189
Internal Investments held by RBC	71,000	71,000	71,000

**N.B. £100,000 was withdrawn from COIF shares on 18 September 2003 and invested in Charifund Shares.**

Runnymede Borough CouncilRUNNYMEDE ARTS DEVELOPMENT STEERING GROUPTuesday 3 February at 7.30 p.m.

## Members of the

Group present: Mr G. Leon -Smith (Chairman) Addlestone and District Chamber of Commerce  
 Mr V. Spink (Vice -Chairman) Chertsey Chamber of Commerce  
 Dr V. J. Gordon Royal Holloway, University of London  
 Councillor R. J. Ray Runnymede Borough Council  
 Mrs M. Roberts Egham Rotary Club

## Members of the

Group absent: Mr P.E. Anderson Runnymede Association of Arts  
 Mrs A. Davis Egham Chamber of Commerce  
 Councillor A.J. Davis Runnymede Borough Council  
 Mr J. Davies Youth Development Officer, Runnymede  
 Mr R. Davies Runnymede Association of Arts  
 Miss E. Eyres Jubilee High School  
 Miss S. Hunter Salesian School, Chertsey  
 Mr T. Pattinson Surrey Herald Newspaper  
 Mrs A. Pope Adult Education Service  
 Mr P. Suchley Jubilee High School, Addlestone  
 Mrs R. Wilson Surrey Libraries Service

Those attending in an advisory/observers capacity:

Miss K. Jack

Projects and Support Manager, Runnymede Borough Council

Sarah Harris and Ann Coleman also attended for part of the meeting.

ACTION1. MINUTES

The Minutes of the meeting held on 7 October 2003 were confirmed and signed as a correct record subject to an amendment on page 5 item 11 to read 830 instead of 8,300.

Miss Pinnock to amend Minutes.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P. Anderson, Mrs A. Davis, Councillor A. J. Davis, Mr J. Davies, Mr T. Pattinson and Mr T. Witton.

3. BUDGET SUMMARY

The base budget for Arts Development in 2003/04 was £8,200. The Steering Group had a balance of £429 available for consideration at the meeting.

Since the last meeting, £306 had been spent on the printing of 100 copies of the Steering Group's Annual Report for 2002/03; 50 in colour, and 50 in black and white.

There were no applications for funding to be considered at the meeting. However, the Group recommended that it would be appropriate to spend the remaining budget on portable notice boards which could be used at local events throughout the Borough to publicise the work of the Steering Group.

Miss Jack to arrange for the purchase of notice boards.

4. FEEDBACK ON COMPLETED ARTS PROJECTSSORTED! Evaluation

The Steering Group watched a section of the video which had been made of the performance of SORTED!, at Epsom Playhouse in May 2003. Members recalled that a

grant of £500 over two years had been made to the project. Various workshops had been held across the county, involving young people from a number of boroughs including Runnymede. The workshops had concentrated on themes related to sculptures by Anthony Gormley, culminating in a successful ensemble piece which was both atmospheric and interesting. The performers had worn simple costumes, but with careful use of light and shadow, the results were both rhythmic and well choreographed.

Members were informed that Surrey County Arts were planning another performance in May 2004. Miss Jack would inform the Group when she had details, or they could be found on the County Arts Website: [www.countyarts.org.uk](http://www.countyarts.org.uk).

#### **'A Day in the Life'**

The Steering Group watched a short section of the video diary 'A Day in the Life', the Chertsey Detached Youth Project, to which the Group had awarded £1,350.

Young people had been asked about their opinions, relationships with family and friends, the future and their surroundings. Their interviews, in colour, had been juxtaposed with black and white images of Chertsey.

It was agreed that involving young people and gauging their opinions was an important part of addressing local issues and concerns.

#### **Staines Players – 'The Anniversary'**

Members noted that a letter of thanks and details of their accounts had been received from Staines Players, following the grant of £500 which had been awarded to cover the extra costs associated with lighting and set construction of their production of 'The Anniversary'.

#### **'Boys are Back in Town' (BABIT)**

The Steering Group recalled that at their meeting in October 2003, a grant of £250 had been awarded to BABIT to assist with an event aimed at raising awareness of depression.

Members were very pleased to note that so far £17,257.90 had been raised for the Charlie Waller Memorial Trust, and that the organisers hoped to continue fund-raising in the future.

#### **'Raising the Bar' – Chertsey St Ann's Attainment Project**

Sarah Harris and Ann Coleman attended the meeting to present the Steering Group with a report on the success of the Chertsey St Ann's Attainment Project, for which they had received a grant of £750.

The theme of the drama days was 'Travelling'. It included local history in respect of evacuees to Chertsey, work around the book 'Carrie's War', and the experiences of pupils who had come to live in this country from abroad. The project had been very well attended by Year 6 pupils from Stepgates Primary, St. Ann's Primary and Pycroft Grange Schools. Meadowcroft School and Chertsey Nursery had also been involved to a lesser extent. Teachers and pupils had taken part in all aspects of the project which had been led by the actor, Rib Davis, with the assistance of a professional dancer.

The project had helped to develop the expressive language skills of participants and very positive feedback had been received from parents, pupils and teachers.

The Group learned that since the introduction of the National Curriculum, it was considered that the emphasis on the Creative Arts in schools had been weakened. Therefore, the project had made a significant impact, and had generated enough interest for Mr Davis to embark on an after school drama club. It was hoped that the children would be able to present a drama towards the end of the Summer term, and, subject to the sustainability of the project, even run a small Drama Festival for local primary schools under a partnership arrangement.

It was hoped that secondary schools and Strode's College could also become involved in future arts projects. In addition, it was agreed to follow up the possibility of the Drama department at Royal Holloway becoming involved in the future. Dr Gordon informed the group that she had recently taken on the role of Outreach Officer for Royal Holloway's Music Department, and the scope for going out to local schools in the north of the Borough was discussed.

The Steering Group wished Sarah Harris and Ann Coleman every success for their future projects.

### **RAZ – Multi Cultural Week**

A letter of thanks from Mark Watts, the Council's Leisure Development Officer, had been received. The Group noted that although the event in October 2003 had been cancelled, the Chairman had agreed with the Head of Leisure Services to allow the original funding of £498 to be used for a half term activity in February 2004 instead.

### **The People's Theatre Company**

The Steering Group received a letter of thanks and a financial statement in respect of the People's Theatre Company workshops and production of 'The Witch's Bogey', for which funding of £512 had been awarded following the last meeting of the group.

Members were pleased that the production had been successful, attracting much media attention and positive feedback from participants and audiences alike.

## **5. ARTS COUNCIL ENGLAND – SOUTH EAST – ORGANISATIONAL STRUCTURE AND PARTNERSHIP AGREEMENT**

The Steering Group received an update on the revised organisational arrangements of Arts Council England and further details of the partnership agreement with local authorities to secure funding for events and projects across the county.

Members were pleased to note that approximately £150,000 could be available from Surrey's 'partnership pot' and considered a list of projects which had been suggested as possible recipients for 2004/2005, and those which had already been agreed for 2003/2004.

The Steering Group noted that Officers would be meeting with a consultant who had been appointed to undertake independent research into local arts priorities. Although the group had reservations about the value of expenditure in this area, it was hoped that the outcome would ensure greater funding opportunities for local organisations.

## **6. PUBLIC ARTS PROPOSAL – SURREY 'PROJECTIONS' PROJECT**

The Steering Group received details of a county-wide proposal for an illuminated digital public arts project being organised by Alison Clarke at Surrey County Arts.

Members agreed that it was an ambitious and imaginative project, and one which would be both time consuming, with particular regard to composing a soundtrack to accompany the finished work, but rewarding for those involved.

Although firm proposals, together with details of the cost implications of the project had not yet been made available, the group welcomed the project and requested that details be distributed to local schools, colleges and the Media Arts department at Royal Holloway.

## **7. COMMUNITY ARTS TRAINING SCHEME (CATS)**

The Steering Group noted that a Surrey County Arts training scheme would be taking place over four days in February 2004. Officers had circulated details of the course to all local groups that might be interested in learning how to manage their own arts projects.

Miss Jack to circulate details of 'Projections' to local interested parties.

8. PUBLICITY

Since the last meeting of the Steering Group, Miss Jack had approached, a colleague, Ms Griffiths, who was very interested in the arts. She had created a temporary website for the Steering Group and attended the meeting to give a demonstration of the website and invite comments and suggestions thereon.

Among the items it would be possible for the website to include were videos and CD clips of funded organisations, events and exhibitions, a list of local arts clubs and societies with sub links to their own websites, an interactive or downloadable application form for funding, which could then be e-mailed to members of the Steering Group to achieve savings in the cost of printing Agendas, a link to Surrey County Arts and a search facility.

The Steering Group congratulated Ms Griffiths on what was considered to be an excellent start and discussed in detail aspects of its content and presentation. It was agreed that the logo should be attractive to all users whilst retaining the necessary gravitas of a Council body.

It was agreed that it would be useful to include on the site a list of contacts and details of the Steering Group members or their organisations, and a page to attract corporate sponsorship. Members of the Group were invited to submit any further ideas to Miss Jack or Ms Griffiths by 28 February 2004.

It was confirmed that there were no cost implications for having the website but emphasised that the responsibility to provide up to date information for inclusion would rest with members of the Steering Group. Ms Griffiths had offered to take care of the site's day to day maintenance including adding items.

It was agreed to circulate with the Minutes a copy of Ms Griffiths' handout which had been tabled at the meeting.

9. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP ANNUAL REPORT 2002/03

The Steering Group noted that the Annual Report for 2002/03 had been produced, and were pleased with its format and content. Members were informed that Officers were currently engaged in finalising a similar report for 2003/04.

10. ANY OTHER BUSINESS

The Group noted that Runnymede Drama Group and Magna Carta Arts Association had been referred to the Officer responsible for administering the Council's Capital Grant Aid programme. It was understood that further information was awaited from Runnymede Drama Group, whereas Magna Carta Arts Association had not yet submitted an application.

Mr Spink and Rebecca Thomas, from the Council's Leisure Services Department, had visited TESIS School in Thorpe. Their trip had concentrated on the Art Department, the Fleming Theatre and Gallery Annexe.

The gallery was open to members of the public when not in use by the School, and both the gallery and theatre accommodated professional organisations and artists, although, the priority was for it to be a place for theatre studies for the students.

It was reported that both the theatre and gallery were popular venues, being fully booked until 2006. The location at TESIS provided an opportunity to combine a theatrical performance with an exhibition in the gallery, and it was suggested that this might also be a suitable venue for a mini arts festival. The group noted that Mrs R Morgan, the Theatre Manager, was the first point of contact for the Fleming Theatre.

Mr Spink reported that the new extension to Chertsey Museum was very much appreciated, and gave scope for a greater number and variety of activities to take

ACTION

Miss Pinnock to circulate finished report to grant recipients, libraries and other interested parties.

Miss Jack to contact Magna Carta Arts Association

place. For example, puppet workshops running alongside an exhibition of the same.

The Group noted that advancement with the Chertsey Museum mural project had been slow since the last meeting of the Group. However, Mr Spink was now able to paint four days a week after recent disablement and, subject to negotiation with the trustees of Chertsey Museum, it was hoped that progress would be made shortly.

Dr Gordon suggested that the Group might like to participate in an Arts Development Fair at Royal Holloway College. It was agreed that an event similar to the annual Science Day, to include live events and static exhibitions, would be appropriate and suitable dates were discussed. It was agreed that such an event would take some time to organise and that a weekend in 2005 could be feasible.

It was suggested that it might be possible to link such an event with Gillian Smithies' 'Just Try It' day.

It was agreed that an application for funding made by a participant in such an Arts Festival would be considered as normal on its merits.

11. DATES OF MEETINGS FOR MUNICIPAL YEAR 2003/2004

The Group noted that the date of the remaining meeting in 2003/04 was Tuesday, 30 March 2004.

12. PROVISIONAL DATES OF MEETINGS FOR MUNICIPAL YEAR 2004/2005

Members approved the following dates for meetings in the Municipal Year 2004/2005:

Tuesday 6 July 2004

Tuesday 5 October 2004

Tuesday 8 February 2005

Wednesday 6 April 2005.

**ACTION**

Dr Gordon to report back to next meeting

Chairman

(The meeting finished at 9.30 p.m.)

Jubilee High SchoolRunnymede Borough CouncilABBEY FIT JOINT MANAGEMENT COMMITTEE10 February 2004 at 7.30 p.m.Members present:

Councillor Ms C.M. Simmons (Chairman)	Runnymede Borough Council
Miss E. McGinn (Vice-Chairman)	Foundation Company Secretary
Councillor Mrs C.E. Gant	Runnymede Borough Council
Mr P. Suchley	Principal, Jubilee High School
Mr A. Waite	Foundation Governor, Jubilee High School
Councillor G.B. Woodger	Runnymede Borough Council

The following attended in an advisory/observers capacity:

Mr R. Fleming	Head of Leisure Services, RBC
Mr R. Price	Acting Sports Centre Manager
Ms V. Stanton	Assistant Sports Centre Manager

ACTION1. ELECTION OF VICE-CHAIRMAN

Members noted that the election of a Vice-Chairman had been deferred pending the Foundation's nomination of a third Governor representative. The Committee was informed that Miss Emma McGinn, the Foundation Company Secretary, had since been appointed to serve on the Joint Management Committee (JMC). Miss McGinn was elected as Vice-Chairman to hold office until the June 2004 meeting of the JMC.

2. MINUTES

The Minutes of the meeting held on 21 October 2003 were confirmed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES

With regard to paragraph 4 of item 4 of the above-mentioned Minutes, Mr Suchley would ask Mr de Laune to contact Mr Price to discuss potential joint after school activities.

With regard to item 5 iv), paragraph 5, Mr Suchley reported that the School had re-submitted its New Opportunities Fund (NOF) bid following several meetings with NOF representatives. This latest version of the bid had been revised to better meet the requirements of the NOF indicators and the School hoped that a positive response would be received from the funding body by Easter 2004.

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr N. de Laune (Head of P.E, Jubilee High School), Mr R. Greenland (Assistant Head of Leisure Services, Runnymede Borough Council) and Mr C. Newman (Business Development Manager, Jubilee High School).

Mr Suchley to refer matter to Mr de Laune

## ACTION

Members learned that Mr Greenland was currently on sick leave and the Committee wished him a speedy recovery.

Mr Suchley reported that Mrs Rhona Tyler, Finance Officer for the former Abbeylands School and later Bursar for Jubilee High, had left the School in January 2004 following many years service. The Committee agreed that Mr Suchley should write to Mrs Tyler on behalf of the JMC conveying their thanks for all her hard work over the past years.

Mr Suchley to write to Mrs Tyler on behalf of the JMC.

It was noted that the areas of work formerly covered by Mrs Tyler would now be dealt with by Charles Newman, the newly appointed Business Development Manager for the School.

### 5. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Suchley was pleased to report that recent OFSTED inspections had indicated that the School was making good progress. Jubilee High was increasing its number of first choice applications from year 6 primary school pupils and it was thought that the School had the potential to achieve a full intake in September 2004.

Jubilee High had also established good links with the following local Secondary Schools; St George's College, Addlestone, Fairfield School, Leatherhead and Heathside in Weybridge, with whom they were developing joint projects.

The School was also working to increase its links with local Universities (Royal Holloway and Surrey University) as well as Primary Schools. One potential project was for Jubilee High School students to give subject "master classes" to local Primary School pupils.

In addition, the School was getting involved in wider community based initiatives, such as a collaborative e-learning project for 14 to 19 year olds. Members were pleased to learn that Jubilee High had been invited to send two student representatives along to the meetings of the Runnymede Youth Forum. Two students from the School would also be attending a breakfast meeting of the Runnymede Business Partnership on 12 February.

Mr Fleming reported that a Jubilee High School pupil was being given a work placement in the Council's Parks Section following a request from the School's representative on the Duke of Edinburgh's Award Forum.

### 6. SPORTS CENTRE MANAGER'S REPORT

#### i) Income/Expenditure Performance

The Committee received the latest outturn report for 2003/04 which is attached at Annex '1'. Members noted that the Sports Centre's income was up this year compared with the same period in 2003.

#### ii) Marketing and Membership

In January an advertisement had been placed in one of the local papers which had generated 19 new memberships. Staff had also undertaken a leaflet drop to properties in the local area, following which a further 12 new members had joined the Centre. A further leaflet drop would be programmed for the coming months.

## ACTION

Overall the number of Sports Centre members had now increased to approximately 350. The Acting Sports Centre Manager agreed to include the monthly membership figures for the year in future reports to the Committee.

Acting Sports Centre Manager to include membership figures in future reports

The Sports Centre had been busy during January with many people being attracted back to the facility by its competitive prices and the range of fitness equipment available. The Committee noted that the leaflets delivered locally had included details of the new Fitness Suite Extension with a tick box allowing residents to request updates on progress with the construction of this facility. It was agreed that laminated copies of the approved architect's plans for the new extension should also be displayed in the Sports Centre to help generate public interest in the project.

Mr Fleming to arrange for laminated copies of plans to be displayed in Sports Centre

### iii) Programming and Activities

The numbers attending all clubs and classes at the Centre remained steady. With regard to the Fitness Suite, Sports Centre staff had already given 35 induction sessions to new users since the beginning of January. Fitness programme cards had also been introduced to provide users with an added incentive to continue using the gym equipment.

### iv) Repairs, Improvements and Maintenance

The sanding and re-sealing of the Gymnasium and Main Sports Hall floors would be undertaken from 7 to 20 February. Sports Centre staff thanked the School for allowing these works to commence before the beginning of half-term. During February the bar would also be closed for 5 days to allow refurbishment work to be undertaken, including the widening of the bar hatch entrance to conform with the requirements of the Disability Discrimination Act.

A new exercise bike, cross trainer and set of dumbbells had been ordered for the Fitness Suite and would be delivered that week.

Following some difficulties in getting all specified cleaning completed, Sports Centre staff were now liaising with the School Site Manager to arrange for all this work to be undertaken.

With regard to the School swimming pool, the Foundation had commissioned an investigation into the source of the leak and the cost of the repairs required. The results of this investigation were awaited.

## 7. CAPITAL PROJECT – HEALTH AND FITNESS GYM

The Committee received the Minutes of the last four meetings of the Steering Group which had been set up to oversee the capital project. The Group had agreed a design brief for the fitness suite extension and had considered two schemes produced by the architect on the basis of this brief. The first of these, Scheme A, was within the £1.2 million budget for the capital project and would entail the retention and complete refurbishment of the existing bar area. Scheme B proposed the demolition and rebuilding of the bar and social area, the cost of which would exceed the budget by £70,000. As Scheme A met both the design brief and the budgetary

**ACTION**

requirements, this design had been recommended to and approved by the Council's Leisure and Environment Committee on 22 January 2004. The Council was now appointing a Planning Supervisor to the design team in order to comply with the statutory requirements of the Construction, Design and Maintenance Regulations.

The JMC members received a copy of the estimated programme for the scheme. It was anticipated that building would commence in August 2004 and that the extension would be constructed and open to the public by the end of March 2005. The School had asked if work could commence on site at an earlier date and the Project Manager for the scheme had been instructed to try and achieve this. Mr Fleming explained that the following two factors were critical in achieving or bettering the programme:

- i) The reduction of the time taken to achieve planning permission from 12 to 8 weeks. The Project Manager was on the point of submitting the planning application for the scheme and it was hoped that this target could be met.
- ii) The agreement and signature of the revised Dual Use Agreement and lease documentation by both the Borough Council and the School Foundation. The latest draft of the Dual Use Agreement was currently being considered by the Foundation and the Council's Legal Division was drafting the lease which would be with the Foundation shortly.

The JMC members suggested that Council Officers arrange a meeting with the Foundation in order to discuss and finalise these documents as soon as possible.

Mr Fleming to arrange meeting with Foundation

Plans of schemes A and B were displayed at the meeting for the JMC to consider. It was noted that under scheme A there was a void area on the first floor which could be floored and used in the future. Under this scheme, there was also still potential to reconstruct the bar area at a later date if the opportunity arose. The Committee noted the VAT implications associated with the project and that the Council had appointed VAT advisors to assist with this aspect of the scheme.

Officers were investigating options for keeping the Fitness Suite facilities open to the public whilst the new extension was being built. One possible solution was to install some of the gym equipment in one of the Sports Centre squash courts. A temporary reception area could then be set up at the rear entrance to the Centre. In order to encourage existing users to stay with the Centre whilst the construction work was underway, members suggested that incentives could be offered, such as 18 months membership for the price of 12.

Mr Price to consider possible incentives

8. **NEW CONSTITUTION OF THE JOINT MANAGEMENT COMMITTEE**

The Committee learned that the latest version of the new JMC Constitution (which would be appended to the revised Dual Use Agreement for the extended sports facility) was currently being considered by the School Foundation. The JMC received a copy of this latest draft and suggested the following additions:

**ACTION**

- i) The title of the document be amended to read,  
" The Constitution of the *Joint Management Committee*"
- ii) The wording in the last line of paragraph 8 be amended to read, "the gross *and net annual* income derived from such Community Use".

JMC's  
comments to  
be passed to  
RBC legal  
division

9. **OTHER BUSINESS**

The Chairman informed members that Miss Bootes, the Committee Clerk to the Joint Management Committee, would shortly be going on maternity leave. The Committee thanked Miss Bootes for her secretarial support to the JMC and wished her good luck in the future.

10. **MEETINGS FOR MUNICIPAL YEAR 2004/05**

The following dates were agreed for the meetings of the JMC in the Municipal Year 2004/05:

Tuesday, 1 June 2004

Tuesday, 19 October 2004

Tuesday, 22 February 2005

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

(The meeting ended at 8.45 p.m.)

Chairman

## ABBEYFIT SPORTS CENTRE

### ACTUALS FOR THE PERIOD ENDING 31st DECEMBER 2003

<b>EXPENDITURE</b>	<b>Revised Budget £</b>	<b>Profiled Budget £</b>	<b>Actual for Period £</b>
<u>Employees</u>			
Salaries and Wages	138,400	104,900	105,902
Training and Recruitment	2,600	2,000	1,428
<u>Premises Related Expenses</u>			
Building Maintenance	46,500	34,300	1,907
Fuel, Light and Water	9,500	4,800	5,744
Rates and Insurance	16,400	8,900	7,789
Cleaning Costs	13,200	6,800	4,520
Grounds & Swimming Pool Expenses	4,800	4,300	4,496
<u>Transport Related Expenditure</u>			
Travelling and Subsistence	1,200	900	900
<u>Supplies and Services</u>			
Furniture & Equipment	8,400	6,300	2,302
Bar & Catering Expenses	17,400	13,000	10,513
General Office Expenses	10,800	8,100	6,889
Communication and Computing	7,500	6,800	6,840
Other Services & Expenses	5,200	3,900	2,935
Public Liability Insurance	700	700	675
<u>Support Services</u>			
Financial Services	14,200	11,200	11,050
IT Recharges	7,600	5,700	5,700
Personnel Services	3,000	2,200	2,250
Legal and Admin Services	2,200	1,600	1,650
Leisure Services	4,500	3,400	3,375
Technical Support Services	2,900	2,200	2,175
<u>Capital Charges</u>			
Capital Charges	2,800	0	0
<b>Gross Expenditure</b>	<b>319,800</b>	<b>232,000</b>	<b>189,039</b>
<b>INCOME</b>			
<u>Fees and Charges</u>			
Bar & Catering	30,200	21,300	20,560
Membership	12,000	8,500	7,024
Main Hall	41,200	29,000	31,611
Squash	8,500	6,000	5,929
Fitness Suite	14,500	10,200	8,775
Gymnasium	23,900	16,900	17,775
All Weather & Grass Pitches	15,200	10,700	14,056
Swimming	9,000	9,000	9,518
Other Income	4,300	3,000	2,532
<b>Gross Income</b>	<b>158,800</b>	<b>114,600</b>	<b>117,780</b>
<b>Net Expenditure</b>	<b>161,000</b>	<b>117,400</b>	<b>71,259</b>

### NOTES

Please note that this statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School are not incorporated in these figures.

The figures do not include any proportions of expenditure incurred by the school for the period.

## 1. GROUPS WHICH THE COUNCIL WILL ASSIST

In order to be eligible for Council assistance an organisation must fulfil the following criteria:

- i) It must be a non-profit making organisation. Local Authorities, Government bodies and other publicly funded and managed agencies (including facilities such as schools) will normally only be eligible for funding where it is considered desirable to assist in the furtherance of Council policy.
- ii) It must have a written constitution or document setting out, at a minimum, its aims and how its membership is made up.
- iii) Its activities must take place wholly or partly within the Borough of Runnymede. Facilities located outside the Borough will not normally be eligible for funding unless the applicant can demonstrate a significant unmet demand within Runnymede and actual or probable use by local residents. Similarly national, regional or county-wide organisations will not be eligible for funding unless their project is of specific local benefit.
- iv) It must be set up for the purposes of community benefit, culture, education, sport or recreation. (Applications are specifically encouraged from voluntary youth groups).
- v) It must make the benefit of its activities available without inappropriate discrimination on the basis of race, sex, religious or philosophical conviction or any other grounds which the Council considers unreasonable. Groups which apply maximum or minimum age limits to their membership, or to certain activities, will not be disqualified provided that the Council is satisfied there are reasonable grounds for such requirements.
- vi) Grant Aid will not be given as a matter of course for repair, improvement or other works to places of religious worship, but the Council may fund such bodies at its discretion if it is satisfied that:
  - a) the project for which grant aid is sought is of benefit to the wider local community; and
  - b) insufficient funds are available from the bodies' own resources and such other grant aid as it has secured to allow the project to proceed.

## 2. PURPOSE FOR WHICH A GRANT MAY BE CONSIDERED

- 1) The Council makes grant aid available to support recreational, sporting, welfare, advisory, educational, cultural and environmental projects of community benefit which are consistent with its priorities and objectives but undertaken more effectively by independent, voluntary or charitable groups. Priority will be given to those initiatives which meet the needs of people with disabilities, the vulnerable or disadvantaged, young people and older persons.
- 2) The Council will financially assist a specific one off activity or project which extends or enhances the activities already being undertaken by the applicant (such as the purchase of equipment and the construction or improvement of new facilities), the start-up and initial running costs of new organisations as well as new initiatives by established organisations, and the running costs of a time limited project.
- 3) The Council's grants programme is intended to complement, but not replace, existing sources of public funding. Assistance will therefore not normally be given to services and projects which are customarily the responsibility of other statutory organisations. Support may, however, be provided to assist initiatives which are beyond the normal scope of the principal funding agency and meet the Council's policy priorities.
- 4) Assistance will not be given with the core running costs of established organisations (core running costs include items such as salaries, expenses, stationery, rent and training) other than in the context of Annual Core Revenue Grants as described in Section 2 of this Guide.
- 5) The purpose for which the grant is sought must directly, but not necessarily exclusively, benefit people within the Borough of Runnymede.
- 6) Applicants must be able to satisfy the Council that they have obtained all necessary consents to enable the project to proceed (including planning consent where appropriate) and works must be undertaken in accordance with any regulations that may apply.
- 7) Applicant organisations must not normally have started the project or legally bound themselves to expenditure before receiving the grant offer.
- 8) The decision in each case will be made in the light of prevailing Council policy and available resources.

### 3. COUNCIL HALLS AND ASSETS MANAGED BY THE COMMUNITY

Where a Council hall or asset has been or is about to be transferred to the management of a local community based group:


- i) the Council will consider assisting such a newly formed group with a pump priming grant under the general criteria set out above;
- ii) where a group already managing a former Council hall or asset wishes to undertake major capital or improvement works which neither it nor the Council are legally obliged to carry out, the Council will consider an application for assistance in the same way as if the hall or asset were an independently provided community facility, from the same capital provision and subject to the same conditions.

(NB: independently owned community halls may be eligible for financial assistance in accordance with the general criteria for occasional grants).

### 4. MATTERS AFFECTING THE AMOUNT OF GRANT

- 1) Subject to the availability of funds in the appropriate budgets, the maximum grant available is normally £10,000 (but see 2) below). As the Council needs to be satisfied that the applicant is contributing a reasonable amount to the project from its own resources, awards will normally be limited to a maximum of 50% of the estimated cost of the scheme at the date the application is made. The Council may be prepared to accept assistance in kind (in the form of labour, materials etc.) as part of the applicant's contribution towards the project provided that this is additional to the levels of support which the organisation might normally expect to receive from its members.
- 2) In exceptional circumstances grants of more than £10,000 may be provided for the provision or improvement of public halls, community, sports or voluntary youth buildings where the benefit to the community is considered to be sufficiently significant. In these circumstances the applicant will not be eligible for any further grant aid exceeding £1,000 from the Council for a period of ten years from the physical start of the project. Grant aid will be limited to 50% of the estimated cost at the date on which the application is made. The organisation must satisfy itself that it will be able to bear the whole of any increase in cost above this estimate.
- 3) Applications meriting grant aid of less than £100 will not normally be approved since the Council wishes to concentrate its assistance on activities where the local benefit will be significant.
- 4) Grants of £200 or more will only be given if the organisation provides audited or independently examined accounts for the last complete financial year. Applications for £1,000 or more will not be entertained unless the last two financial years' accounts are provided. New organisations will be asked to provide such financial information as they can.

- 5) The Council will also have regard to:
- a) the purpose of the application for grant aid and the degree of community benefit which, in the Council's judgement, will flow from it;
  - b) how far the facilities or activities which will be assisted are duplicated by other provision within the organisation's catchment area;
  - c) the number of people who will benefit from the activity or facilities to be provided and the regularity of use of any facilities or equipment;
  - d) what funds are already promised or likely from other bodies;
  - e) the extent of any previous financial assistance by the Council;
  - f) whether the applicant has the necessary expertise and resources to complete the project;
  - g) any other matters which the Council considers relevant.
- 6) For grants of £2,000 or more, in addition to the application form, the Council will require a statement from the organisation describing the purpose of the grant, the need for it, the expected benefits, and how success will be measured. It may be appropriate to attach a project or "business" plan (and the Council may require to see and approve one before agreeing the grant).

<p>Runnymede Borough Council                  Borough Secretary                  Civic Offices                  Station Road                  Addlestone                  Surrey                  KT15 2AH  <b>P.SURREY FRICS</b>                  Valuer to the Council</p> 	<p><b>Description</b></p> <p>The Hythe Centre  <i>proposed Health Centre.</i></p>	<p><b>Scale</b> 1:1250</p> <p><b>Date</b> 27/10/2003</p> <p><b>Drg.No.</b> VAL 474</p>	<p><b>Key</b></p>
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