

Runnymede Borough Council
LEISURE AND ENVIRONMENT COMMITTEE

Thursday 16 June 2005 at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors R.K. Habgood (Chairman), M.J. Brown (Vice-Chairman), A. Alderson, Mrs. C.E. Gant, Mrs. S.E. Jacobs, Mrs. C.Y. Jones, C. Knight, A.M. Moore, C.J. Norman and C.J. Ruane.

A G E N D A

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C. Pinnock, Committee Section, Administration and Leisure Department, Civic Offices, Station Road, Addlestone. (Tel. 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

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PART II

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- a) Exempt Information
(No reports to be considered under this heading)

- b) Confidential Information
(No reports to be considered under this heading)

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the meetings of the Committee held on 17 March and 12 May 2005 as a correct record. The Minutes of the meeting held on 17 March were included in the April 2005 Minute Book previously circulated, and those for 12 May are attached at Appendix 'A'.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

6. SERVICE PLAN 2004/05 – QUARTERLY PROGRESS REPORT (DAL)

(Ref: Minutes of Leisure and Environment Committee, January 2005, page 629, para. 478, and March 2005, page 907, para. 617).

1. Purpose of Report

1.1 **The purpose of this report is to update Members on progress with the Leisure and Environment Service Plan 2004/05 for the period January - May 2005, and to advise the Committee about certain reformatting and revision issues in respect of individual service areas.**

2. Background Information

2.1 The Leisure and Environment Service Plan serves as a basis for the monitoring and review of the Committee's objectives in accordance with Council Policy.

3. Report

3.1 Members will recall that in order to provide a more coherent reporting and monitoring process, both at political and management levels, Officers wove the various objectives and targets together into a single document for each Committee. The format has been modified from the "Aims and Targets" approach, which Members will recall flowed from the Leader's Position Statement, to include more detail of timescales, potential barriers and additional resource requirements. The source of each target is, however, clearly identified to preserve the place of the original documentation.

3.2 Service Managers have discussed the need to align the Service Plan for each area with the draft Strategic Plan 2005 – 2010, a new document setting out the Council's activities within a Corporate Planning and Performance Management framework. This document once finalised will, in effect, replace the Leader's Position Statement which has been retained as a source document.

3.3 The Service Plan attached at Appendix 'B' (circulated separately to Members of the Committee only), therefore draws together objectives from the following sources:

- i) The Strategic Plan 2005 – 2010 'Building on Excellence'
- ii) The Leader's Position Statement 2004/05.

- iii) The Best Value Performance Plan - the Council is required to adopt a Best Value Performance Plan annually. The plan must contain its service objectives, various details of its compliance with its Best Value duties, and proposed action to meet performance targets.
 - iv) Best Value Continuous Improvement Plans - each service will have carried out one or more Best Value Reviews and proposals for service improvement will have been incorporated into Improvement Plans approved by Committee. These are included in the Service Plan save for targets previously reported as complete.
 - v) Best Value Performance Indicators - a range of Performance Indicators are prescribed by the Secretary of State for the measurement of local authority performance in various areas. The indicators prescribe what is measured; the target performance is set in some cases nationally and in other cases is left to local discretion.
 - vi) Other plans and strategies - the above paragraphs list the major source material relevant for this Committee, but there may be a need to refer to other documents such as the Community and Cultural Strategies. Where relevant these will be mentioned.
- 3.4 The Leisure Services Section of the plan has been re-structured in anticipation of the publication of the draft Strategic Plan and also includes the Best Value targets in respect of young people which were agreed by this Committee in January 2005.
- 3.5 The Environmental Protection, Engineering and Safer Runnymede sections have also been similarly re-structured but also include some of the 2005/06 targets where available. It is anticipated that the Service Plan for 2005/06 will be presented at the next meeting.
- 3.6 This exercise of re-structuring and revision should reduce the amount of duplication which appears in the current format of the plan, and ensure greater consistency across the diverse service areas covered by this Committee.
- 3.7 The Committee is asked to note that as requested at the last meeting, the plan has also achieved a greater level of consistency across service areas by regularising the format to match with that presented by Leisure Services, so that achievements against targets can be more easily identified.
- 3.8 Current performance is highlighted throughout the Service Plan and, where corrective action is required additional text or updated information has been added in bold type.

(FOR INFORMATION)

Background Papers

None stated.

7. SAFER RUNNYMEDE ANNUAL REPORT 2004/05 (DTS)
(Ref: Minutes of Leisure and Environment Committee, May 2004, page 1645, para. 927)

Attached at Appendix 'C' is the seventh Annual Report by the Community Safety Manager on the operations and activities of the Safer Runnymede Centre, in particular CCTV, as required by the relevant Code of Practice.

The Community Safety Manager compiles a wealth of statistical management information throughout the year and this can be made available to Members as and when required.

(FOR INFORMATION)

Background Papers

None.

8. CRIME, DISORDER AND DRUGS REDUCTION STRATEGY (DTS)

1. Purpose of Report

- 1.1 **The purpose of this report is to inform Members of the actions being taken with partners to address issues of crime, disorder and misuse of drugs in the Borough and to seek endorsement of a Crime, Disorder and Drugs Reduction Strategy which will form part of the Council's Policy and Financial Framework.**

2. Background Information

- 2.1 The statutory 'Crime and Disorder Reduction Partnership' known in Runnymede as 'The Safer Runnymede Partnership' has a responsibility for addressing these issues. The Partnership receives direct Government grant for projects to meet the Crime and Disorder reduction objectives.
- 2.2 As part of the conditions of receiving funding the Partnership is also required to adopt a strategy which meets Government requirements.
- 2.3 The Council is required to adopt a Crime, Disorder and Drugs Reduction Strategy under the Local Authorities (Alternative Arrangements) (England) Regulations 2001. Therefore, once the strategy has been approved this Committee is requested to recommend its adoption by Full Council at its meeting in July 2005.

3. Crime, Disorder and Drugs Reduction - Policy and Procedure

- 3.1 Attached at Appendix 'D' is the strategy adopted by the Safer Runnymede Partnership following widespread consultation with local people and partners. The Strategy reflects systems already well established in Runnymede which have evolved from the Safer Runnymede Project which started in 1997.
- 3.2 Each partner must have procedures in place to implement the strategy and this will necessitate where possible, a standardised approach. One of the greatest difficulties, however, is establishing the actual nature and scale of the problems which undoubtedly exist. In some cases there is much under-reporting and in others there is exaggeration.

4. Resource Implications

- 4.1 Although this initiative is producing additional workload within Safer Runnymede, to date all additional costs involved have been met by Government funding. Two part-time posts support the processes and these are currently funded by the Government. Whilst there must be doubts over long term funding it is believed the immediate future until 2008 is secure.

5. Legal Implications

- 5.1 The Partnership has been comparatively very active and successful at making use of the powers provided to address disorder with a number of 'Acceptable Behaviour Contracts' and twelve 'Anti-Social Behaviour Orders'. The Police Legal Department has dealt with these but there are powers where there may be a need for the Council's Legal staff to take action.

6. Community Safety and The Environment

- 6.1 This strategy and procedures, if effectively implemented, could have a substantially beneficial effect on the fear of crime. Although the fear of crime is much reduced it is still out of proportion with the risk of crime and the quality of the environment in the Borough.

7. Human Rights

- 7.1 The 'Safer Runnymede Partnership' is aware of and is trained by staff in the implications of its actions on the human rights of the individuals concerned.

OFFICERS' RECOMMENDATION that -

the Crime, Disorder and Drugs Reduction Strategy as attached at Appendix 'D' be adopted.

(TO RECOMMEND)

Background Papers

None.

9. ENVIRONMENTAL PROTECTION SERVICE PLAN 2005/06 (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval for the proposed Environmental Protection Service Plan for 2005/06.**

2. Background Information

2.1 The Food Standards Agency has produced a framework agreement on local authority food law enforcement. One part of the agreement contains service planning guidance. This is to ensure that key areas of enforcement covered by the Food Law Enforcement standard are covered in local Food Service Plans, whilst allowing appropriate scope for flexibility and inclusion of any locally defined objectives. The requirement to produce a local Food Service Plan first came into effect on 1 April 2001.

2.2 Similarly, the Health and Safety Commission has issued guidance under Section 18 of the Health and Safety at Work Act 1974 to local authorities in their capacity as enforcing authorities. This guidance includes a requirement to produce a service plan, incorporating the investigation of accidents and complaints. It is the duty of local authorities to act in accordance with this guidance. The requirement to produce a Health and Safety Service Plan first came into effect on 1 April 2002.

2.3 Both the Food Standards Agency and the Health and Safety Commission require that the proposed service plans be submitted to the relevant Member forum, in this case, the Leisure and Environment Committee, for approval to ensure local transparency and accountability. These service plans, and those for Pollution and Public Health, are also required to meet certain parameters of the Environmental Health Best Value Performance Indicator 166.

2.4 A Recycling Service Plan was first introduced in 2003/04 to replace the Council's Recycling Plan which dated back to 1990. It feeds into the Surrey wide Integrated Waste Management Strategy.

3. Report

3.1 In order to minimise duplication, the four service plans produced last year have been updated and combined to form one plan, which will satisfy the requirements of the Food Standards Agency and the Health and Safety Commission. The proposed Service Plan for 2005/06 is attached at Appendix 'E'. Members are asked to approve the proposals contained within the plan.

3.2 The Food Law Enforcement Section of the Plan is one of the plans which chapter 9 of DETR Guidance recommends should be adopted by the Council as part of its Policy Framework. Therefore this Committee is asked to recommend its adoption by full Council, which next meets in July 2005.

3.3 By approving this Service Plan, and through other measures taken during the past year, the Council will improve the Best Value Performance Indicator for Environmental Protection from 83% to 100%.

OFFICERS' RECOMMENDATION that -

the Environmental Protection Service Plan for 2005/06, as attached at Appendix 'E' be approved.

(TO RECOMMEND)

Background Papers

None.

10. PILOT COLLECTION OF GREEN GARDEN WASTE – UPDATE (DTS)
(Ref: Minutes of Leisure and Environment Committee, January 2005, page 627, para 476)

1. Purpose of Report

- 1.1 The purpose of this report is to inform Members on progress with the pilot collection of green garden waste.**

2. Background Information

- 2.1 At the meeting of this Committee on 20 January 2005, it was agreed that Officers would provide regular updates on the implementation of this scheme.

3. Report

- 3.1 Delivery of information leaflets to residents included in the scheme began at the end of March 2005 and collections commenced mid-April. All residents in the pilot areas have now received an invitation to join the scheme.
- 3.2 By the end of May 2005, almost 900 residents had joined the scheme, approximately one third of the number required to make the scheme cost effective. As requested at the last meeting of this Committee, Members are asked to note that only two residents have chosen to pay by Direct Debit, at a rate of £2.50 per month.

(FOR INFORMATION)

Background Papers

None.

11. FLOOD RISK ACTION GROUPS/COMMUNITY LIAISON GROUPS – FUTURE (DTS)

1. Purpose of Report

- 1.1 The purpose of this report is to advise Members of the revised constitution of the Flood Risk Action Groups (FRAGs) and Community Liaison Groups (CLGs) and to seek endorsement for ongoing attendance and support arrangements.**

2. Background Information

- 2.1 Following the severe flooding between the end of December 2002 and early January 2003 from the Rivers Thames and Chertsey Bourne, the Environment Agency (EA) sought the co-operation of Riparian Authorities (Windsor & Maidenhead, Spelthorne, Elmbridge and Runnymede) and other organisations including Thames Water and Thames Awash. The purpose was to understand the causes of the flooding, share technical data and consider proposals for the future.
- 2.2 There were a number of issues arising from the flooding incident including the impact of the Jubilee Flood Alleviation Scheme, the nature of flood warnings, the adequacy of dredging and the role of the statutory agencies. Consequently, Flood Risk Action Groups (FRAGs) were formed under an independent chairman, Clive Onions, which were serviced and funded by the EA.

- 2.3 In order to feed information to and from the FRAGs to residents and raise awareness of how to deal with flooding, the Borough Council set up two Community Liaison Groups (CLGs) comprising residents and amenity groups from Egham and Chertsey.

3. Report

- 3.1 With the completion and presentation of the FRAGs' final report in April 2004 and the publication of the feasibility proposals for the River Bourne in Chertsey a need to consider the future of both the FRAGs and CLGs was identified.

Flood Risk Action Groups

- 3.2 Until very recently 3 FRAGs operated; FRAG 1 for what the EA terms the Upper Thames (Hurley to Wraysbury), FRAG 2 for the Lower Thames (Wraysbury to Teddington), where it flows past the northern boundary of Runnymede, and the Chertsey FRAG for the Chertsey Bourne area. Two Members and one Officer from the Borough Council were members of each of the FRAG 2 and Chertsey Bourne FRAGs.
- 3.3 The EA outlined proposals for the future of the Thames FRAGs in their Area Manager's letter of 24 November 2004 as attached at Appendix 'F', replacing FRAGs 1,2 and 3. This proposed that a single FRAG be formed to cover the Thames from Hurley to Teddington.
- 3.4 The EA proposed that a small Steering Group be constituted comprising representatives from themselves, Thames Water, Windsor & Maidenhead, Runnymede and Spelthorne Councils, Community Support and Liaison Groups. The new Steering Group would meet quarterly. A main FRAG group was also proposed, consisting of the Steering Group members with additional membership drawn from Elmbridge Council, Thames Awash, River Thames Society and Thames Upstream Group. This new FRAG would meet twice a year, and its membership would be restricted to 25. In addition, the EA proposed that the Community Liaison Groups be continued, but in a revised way as set out below.
- 3.5 The proposals were discussed by a joint meeting of FRAGs 1 and 2 in December 2004. It was proposed that the combined Thames FRAG should continue to be chaired by an independent chairman, and Tom Crossett, Chairman of the National Flood Forum, was proposed. The EA also tabled draft terms of reference for the reconstituted FRAG.
- 3.6 A further meeting of the combined Thames FRAG was held in April 2005. The primary purpose of this meeting was to allow the EA to report on progress with the Lower Thames Flood Strategy. At this meeting Clive Onions handed over the chairmanship to Tom Crossett. Mr Crossett suggested that a small working party be set up to draw up the new groups' terms of reference based on the EA's draft terms to be approved in November 2005.
- 3.7 The EA proposed that the Chertsey Bourne FRAG be continued substantially unaltered with David van Beeston (Operations-West-Team Leader) as their principal representative. He would be assisted by Trevor O'Dell (Improvements Engineer) who has responsibility for the Chertsey Flood Alleviation Scheme. A chairman will be appointed to this FRAG and terms of reference agreed in due course.

Community Liaison Groups

- 3.8 For the CLGs there is a need to ensure that :-
- Information flows from the statutory agencies are improved and reviewed regularly in relation to emergency preparedness (e.g. EA, Emergency Services, Local Authorities, Thames Water).
 - Thames Water continue to be pressed to improve the foul sewer network to lessen back-surfing and unpleasant fouling in gardens and homes - this will include support for any submission to the Water Services Regulator (OFWAT).
 - The emerging EA's improvement proposals in flood alleviation on the River Bourne are technically credible, meet the concerns of residents and are delivered in a reasonable time scale.

- A regular programme by the Local Authority, EA and other riparian owners is agreed to include inspection, clearance and maintenance of the River Bourne, with the Borough Council ensuring sufficient resources are made available to meet its landowning responsibilities (e.g. Chertsey Meads, Gogmore Park, Bourne Meadow).
 - A mechanism for encouraging self help among residents to improve their preparedness is provided.
 - Information flows effectively between the newly constituted Lower Thames FRAG and the existing Chertsey Bourne FRAG.
 - Options for the River Thames, downstream of the "Jubilee River" are brought forward by the EA and representations made at the required level to ensure priority is afforded to any scheme.
- 3.9 The focus of the CLGs, detailed above, would necessitate two formal meetings a year in order to review progress over the previous period, receive details of plans over the next six months and provide a full opportunity for group members to raise relevant concerns.
- 3.10 Consideration had been given to combining the CLGs with their respective FRAG. However, given the number of representatives already involved with the Thames FRAG, it was not thought appropriate to combine the Thames FRAG and CLG.
- 3.11 In view of the commonality of some of the issues on the Thames and the Bourne, for example, emergency preparedness, information flows, pressure on Thames Water and the likely timetable for any schemes on the two rivers (River Bourne in 2007/08 and River Thames not before 2010), there is a good case for having a single CLG serving both FRAGs. There are flooding issues relating to the River Wey and Addlestone Bourne and these could also be addressed through this common CLG.
- 3.12 Alternatively, the current system with the two FRAGs feeding into their respective CLGs could be retained. However, it would be more appropriate for the existing Chertsey FRAG to deal with issues relating to River Wey and Addlestone Bourne.
- 3.13 The organisations and residents that have regularly attended previous CLG meetings include:-

River Thames CLG

Thames Awash (John Pollen, current Chairman)
 Runnymede Borough Council (Councillors G.B. Woodger and B.J. Relph, and the Principal Drainage Engineer)
 Surrey County Council ((former) Councillor Miss S.M. Bruce and an Officer from the Local Transportation Service)
 Egham Residents' Association
 Penton Park Residents' Association
 Yardmead Residents' Association
 Riverside Residents' Association
 The Thorpe Ward Resident's Association

Chertsey Bourne CLG

Thames Awash (David Coty, current Chairman)
 Runnymede Borough Council (Councillors C.J. Norman and Mrs S.E. Jacobs, and the Principal Drainage Engineer. Councillors Mrs J. Norman and J.M. Edwards have also attended regularly)
 Surrey County Council (Councillor R.A.N. Lowther and an Officer from the Local Transportation Service)
 The Chertsey Society
 Drill Hall Road Residents
 Eastworth Road Residents
 Hamm Court Residents' Association
 Meads Residents' Association
 Fordwater Close Residents
 St. Anne's Catholic Primary School

Thorpe Park
Chertsey Chamber of Commerce

- 3.14 Owing to the number of representatives that attended each of the CLGs and the wide range of topics raised in the past it was considered impractical to combine the two CLG's. Furthermore, many of the topics relevant to one area would not be of interest to representatives from other areas. Therefore two separate CLGs for the Thames and Chertsey Bourne will continue, and representatives from the EA, the National Flood Forum and Thames Water will be invited to attend these CLGs in future. Attendance from non-core organisations will also be conditional upon the issues being discussed.
- 3.15 Attendance by Members at the CLGs is a more informal arrangement which does not require an appointment by this Committee.
- 3.16 However, in order to reduce the overall burden on the Borough Council it is recommended that Borough Members be given the opportunity to attend each of the CLG meetings, and an appropriate level of Officer support to the FRAGs and CLGs be approved.
- 3.17 Members are asked to note that Councillors C.J. Norman and G.B. Woodger were appointed to the Chertsey Bourne and Thames FRAGS respectively by the External Appointments Sub-Committee on 1 June 2005.
- 3.18 It is anticipated that these Members and/or the relevant Ward Members will continue to attend the revised CLGs as appropriate.
- 3.19 The participating groups have agreed that the servicing of the Thames FRAG would rotate between the constituent District Councils. The Borough Council would service the Chertsey FRAG and the CLGs and ensure full electronic circulation of agenda, papers, minutes and follow up action to attendees and other interested groups, including neighbouring Councils. In response to a request from the EA that the burden for the FRAGs be shared between the statutory partners, the Council has indicated it would be willing to host and maintain the FRAG web site on Runnymede's website.

4. Resource Implications

- 4.1 The main cost to the Council is Officer time in supporting and administering the FRAGs and CLGs.
- 4.2 Specifically, one Officer would attend the quarterly Thames FRAG steering group and the twice yearly main group FRAG meetings. One Officer would also attend the twice yearly Chertsey Bourne FRAG.
- 4.3 At least two Officers would attend the half yearly CLG meetings, usually the Council's Principal Drainage Engineer or Head of Engineering, and another Officer to provide appropriate administrative support.

5. Council Policy

- 5.1 The Council's Community Strategy and draft Strategic Plan both state the Council's environmental and quality of life aims to promote flood alleviation schemes and, in particular, encourage the Environment Agency to deliver a flood alleviation scheme at Chertsey.

6. Environmental Implications

- 6.1 Promoting flood alleviation schemes is one of the Council's key aims for improving the local environment.

OFFICERS' RECOMMENDATION that –

the revised meeting arrangements for attendance by Members and Officers, and continued appropriate Officer support to the Flood Risk Action Groups and Community Liaison Groups be approved as set out in the report.

(TO RESOLVE)

Background Papers

None stated.

12. FRANK MUIR MEMORIAL FIELD - ENVIRONMENTAL IMPROVEMENTS (DAL)

1. Purpose of Report

1.1 **The purpose of this report is to seek approval for a grant funded scheme for improvements at Frank Muir Memorial Field, Thorpe.**

2. Background Information

2.1 Frank Muir Memorial Field is an open space in Thorpe, subject to a charitable trust and situated between the Thorpe by-pass and Rosemary Lane.

2.2 The Council is the Trustee of the Charity and also since 1997, the freeholder of the land.

2.3 The field was formerly known as Thorpe Field. It was managed by the Thorpe Field Charity Management Committee, with the Council's assistance, until because of a lack of local resources the Council agreed to take over direct management responsibility with effect from 1 April 1994.

2.4 The Charity Management Committee continues in existence to promote the use of the field, raise funds, and act as a source of local advice.

2.5 Since accepting the role of manager as well as Trustee, the Council has made a number of improvements including providing a pedestrian access from Green Road, installing a new play area, setting out a football pitch and providing various benches, bins and picnic tables.

2.6 In 2000 the Council acquired an adjacent piece of land to provide a vehicular access from Rosemary Lane and subsequently constructed a small car park for visitors.

2.7 In September 1998 at the suggestion of the Thorpe Field Charity Management Committee, Thorpe Field was re-named the Frank Muir Memorial Field in memory of the entertainer, broadcaster and author who had lived in the village. Thorpe Field Charity has also changed its name over the years, and is now called the Friends of Frank Muir Memorial Field.

3. Report

3.1 In recent months Officers have been discussing with the Friends of Frank Muir Memorial Field, the Egham and Staines Conservation Volunteers (ESCV) (part of the British Trust for Conservation Volunteers (BTCV)) and some local residents, further works which it is felt would improve the field and further encourage its use by the local community.

These include:-

| | <u>Budget</u> |
|--|---------------|
| Works to improve the wooded areas by removing weed Sycamores and making safe any dead or dying wood. | £3,000 |
| The planting of a bank of native trees and shrubs along the boundary with the Thorpe by-pass. | £5,000 |
| The planting of additional trees and shrubs to fill gaps in existing hedgerows. | £2,000 |
| The planting of new hedgerows to screen unsightly boundaries. | £2,000 |
| The provision of additional benches, with associated litter bins, at suitable points around the field. | £3,700 |

| | |
|--|----------------|
| The construction of a timber boardwalk where a path crosses a particularly wet area. | £2,000 |
| Levelling and improving the surface of the football pitch. | £3,600 |
| Installing a land drainage system to a particularly wet part of the field. | £34,000 |
| Installing various bye-law and anti dog fouling signs. | £1,500 |
| A new stile and steps to be installed at a well used access point. | £500 |
| TOTAL | £57,300 |

- 3.2 Attached at Appendices 'G' and 'H' are plans showing the proposed works at the site.
- 3.3 The ESCV have volunteered to provide the labour for the tree, shrub and hedgerow planting and to construct the boardwalk, stile and steps. They would charge a modest fee for this which has been budgeted at £200.
- 3.4 The Association for the Improvement of Runnymede (AIR) have registered the scheme with Entrust and are in the process of making a grant application to BIFFA for a grant of just over £57,300 to fund the works.
- 3.5 Ward Members and the wider local community are currently being consulted on these proposals and the Committee will be informed of their responses verbally at the meeting.
- 3.6 It is proposed that the scheme only be progressed if AIR is successful in obtaining sufficient grant and subject to the responses from Ward Members and the local community.
- 3.7 Should funding be available, a Supplementary Capital Estimate would need to be approved by Corporate Management Committee and Full Council as the sum is in excess of £50,000, and provision will need to be made in the Council's Capital Programme.
- 3.8 It is expected that the funding body will require a third party contribution of approximately 10% of the grant (ie £5,700). This can be funded by the Council from Parks revenue budgets.

4. Council Policy

- 4.1 It is a requirement of the Council's Constitution that improvements to Leisure Services facilities costing more than £10,000 be considered by this Committee.

OFFICERS' RECOMMENDATION that –

Corporate Management Committee be requested to approve a Supplementary Capital Estimate in the sum of £57,300 for the above scheme subject to grant funding being available.

(TO RESOLVE)

Background Papers

Relevant papers on Leisure Services file 7.10 and 7.10.1

13. RUNNYMEDE PLEASURE GROUND - CATERING CONCESSION (DAL)

1. Purpose of Report

- 1.1 **The purpose of this report is to seek approval for the extension of the lease of the catering concession at Runnymede Pleasure Ground.**

2. Background Information

- 2.1 Runnymede Pleasure Ground is an extremely popular riverside park situated off the Windsor Road at Egham. The café there has been operated by a company called Soft Whip since the summer of 2001 when it took over the lease following a competitive tendering exercise. Currently the café consists of a serving counter and a covered outdoor eating area with tables and chairs. This is adequate during the summer months but not suitable for the winter.
- 2.2 Since taking on the lease, Soft Whip has invested in the building and made several modest improvements to the serving area. The company has also greatly improved the quality of service offered to the public. As a direct result, the Pleasure Ground has become increasingly popular, both with local people and with those from further afield.
- 2.3 The Council receives the income from the car parking which has increased from £35,872 in 2001/02 to £56,613 in 2004/05.
- 2.4 Under the lease, Soft Whip has a number of responsibilities which assist the Council in the operation of the Pleasure Ground. For example, the company monitors and adjusts the water quality in the paddling pool, deals with litter, monitors visitors' behaviour and provides a point of contact on-site.
- 2.5 The current lease runs for five years until July 2006 and is currently in its fourth year.

3. Report

- 3.1 Soft Whip is keen to invest more into the business by converting part of the building currently used as a store into an indoor eating area. This would provide an area suitable for use during the winter months, and attract more visitors at a time when currently business is very slow. It would also improve the range of facilities offered throughout the year.
- 3.2 Soft Whip has been granted Planning Permission for this change of use but does not wish to make the financial investment without having some guarantee of its future occupation of the site. The company has therefore requested that the Council considers extending the lease for a further five years, until 2011 at the current rent of £31,500 per annum.
- 3.3 Officers are very pleased with the service provided by Soft Whip to date and support their request for an extension to the lease.
- 3.4 If Members give approval to the Officers' recommendation to extend the lease at the current rent of £31,500, it will have to be referred to Economic Development Committee for a final decision. Nonetheless the views of this Committee are relevant.

4. Council Policy

- 4.1 The Leader's Position Statement 2004/05 states "we will keep under review the management of our parks and open spaces that are highly regarded by residents, and will seek to maintain the current high standards of service we provide".

5. Resource Implications

- 5.1 The recommendation secures the rental income of £31,500 for an additional five years and it is hoped will ensure further increases in car parking revenue resulting from increased patronage. There are no additional revenue implications nor would there be any additional call on Officer time.

OFFICERS' RECOMMENDATION that –

Economic Development Committee be informed that this Committee has no objections to a new lease being granted to Soft Whip for the catering concession at Runnymede Pleasure Ground for an additional five years as set out in the report.

(TO RESOLVE)

Background Papers

Lease
Planning Application
Relevant Papers on Leisure Services files 7.20 and 7.3

14. EGHAM LEISURE CENTRE - TRADING ACCOUNT (DF)

(Ref: Minutes of Leisure and Environment Committee, March 2005, page 911, para. 620)

Attached at Appendix 'I' is the current trading account for Egham Leisure Centre for the period 1 to 30 April 2005.

(FOR INFORMATION)

Background Papers

None.

15. APPOINTMENTS TO LEISURE SUB GROUPS (DAL)

THE COMMITTEE IS ASKED to consider the following appointments to the Leisure Sub-Groups for the Municipal Year 2005/06:-

1. **Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting on 30 June 2005 to the end of the said same meeting in 2006. The retiring Officer appointees are the **Director of Administration and Leisure** and the **Director of Finance** both of whom have indicated that they are willing to undertake another term.
2. **Two Members** to serve on the **Chertsey Meads Management Liaison Group**, one of whom must be the Chairman of the Leisure and Environment Committee who chairs the meetings of this Group. The Group meets once a year in March and the next meeting is scheduled to take place on Tuesday 14 March 2006. The retiring Members are Councillors M.J. Brown and C.J. Norman.
3. **One Member** of the Leisure and Environment Committee to serve on the **Runnymede Access Liaison Group** which considers the access needs of disabled people in Runnymede. Another Member is also appointed to this Group from the Housing and Community Services Committee. The Group meets between 4 and 5 times a year at the Civic Offices. The next scheduled meeting of the Group is on 18 July 2005. The retiring Member from the Leisure and Environment Committee is Councillor Mrs E. Gill.
4. **Two Members** of the Leisure and Environment Committee to serve on the **Runnymede Arts Development Steering Group**. The Group meets four times a year in July, September/October, February and April. The next meeting of the Group is scheduled for 5 July 2005. The two retiring Members on this Group are Councillors A.J. Davis and R.J. Ray. It is understood that although both Members are no longer Members of the Leisure and Environment Committee, they are content to continue serving on the Group, subject to the approval of the Committee.
5. **One Member** of the Leisure and Environment Committee to serve on the **River Thames Alliance**. Members will recall that this group was set up by the Tourism Forum and meets once a year. The next scheduled meeting is for 6 September 2005, and the retiring Member is Councillor B.J. Relph.

(TO RESOLVE)

Background Papers

None.

16. APPOINTMENTS TO ABBEY FIT PROJECT GROUP

(Ref: Minutes of Leisure and Environment Committee, June 2003, page 185, para. 121)

At its meeting in June 2003, this Committee resolved that a project group comprising relevant Officers and any necessary consultants, together with a Member of this Committee be established to carry the project forward, and the Foundation and the School each be invited to nominate a representative to attend and participate. The project group has been meeting as required, although in formal terms it cannot be given authority to make decisions and the conduct of the project is the responsibility of this Committee and relevant Officers.

The Abbey Fit Joint management Committee (JMC) exists 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, and their security, cleaning and maintenance. The Management of the Borough Council project is outside the remit of the JMC. However, to be kept informed of progress and make comments where appropriate, Councillor Ms. C.M. Simmons has been attending the project group meetings in her capacity as Chairman of the JMC.

The Abbey Fit project has reached a stage where it is considered appropriate for both the JMC and this Committee to have a representative on the project group. Both appointments must be considered by this Committee.

At its meeting on 6 June, the JMC nominated Councillor Ms. C.M. Simmons to be its representative on the group, subject to the approval of this Committee. This leaves a Member of this Committee to be appointed and Members are asked to do so accordingly.

OFFICERS' RECOMMENDATION that –

- i) the nomination of Councillor Ms. C. M. Simmons by Abbey Fit Joint Management Committee to serve on the Abbey Fit Project Group for the Municipal Year 2005/06 be approved; and**
- ii) One Member of this Committee be appointed to serve on the above mentioned project group for the Municipal Year 2005/06.**

(TO RESOLVE)

Background Papers

None.

17. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES (DAL)

The Minutes of the meeting of the Liaison Group held on 15 March 2005 are attached at Appendix 'J'.

(FOR INFORMATION)

Background Papers

None.

18. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES AND REVISED TERMS OF REFERENCE (DAL)

The Minutes of the meeting of the Steering Group held on 6 April 2005 are attached at Appendix 'K' for information.

At that meeting the Steering Group revised its Terms of Reference to formally allow for substitutions to be made so that if a member of an organisation could not attend a meeting, one of their colleagues could attend in their place.

The Terms of Reference have also been updated (as attached at Appendix 'L'), to reflect the

departure of the Projects and Support Manager who used to attend the meetings in an advisory capacity. In future the only representative from Leisure Services who can attend the meetings in an advisory capacity will be the Head of Leisure Services.

OFFICERS' RECOMMENDATION that -

the revised and updated Terms of Reference for the Runnymede Arts Development Steering Group as attached at Appendix 'L' be approved;

(TO RESOLVE)

Background Papers

None.

19. STANDING ORDER 42 - URGENT ACTIONS (DAL)

The following actions have been taken since the Committee's last meeting after consultation with the Chairman under Standing Order 42.

| <u>Officer</u> | <u>Action Taken</u> | <u>Central Index No.</u> |
|--------------------------------|--|--------------------------|
| Director of Technical Services | To formally concur with the Surrey Police request to renew the designation of a geographical area of Woodham and New Haw granting discretionary powers for Surrey Police to enable them to disperse groups for a further period of six months. | 580 |
| Director of Technical Services | To formally concur with the Surrey Police request to designate a geographical area of Englefield Green granting discretionary powers for Surrey Police to enable them to disperse groups for a period of six months. | 586 |

(FOR INFORMATION)

Background Papers

Proformas dated 28 February and 29 March 2005 on Committee Section's SO 42 File.

20. EXCLUSION OF PRESS AND PUBLIC

If the Committee is minded to consider any of the foregoing items in private session, it is the

OFFICERS' RECOMMENDATION that -

where appropriate the press and public be excluded from the meeting during discussion of reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Part 1 of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading).

b) Confidential Information

(No reports to be considered under this heading).