

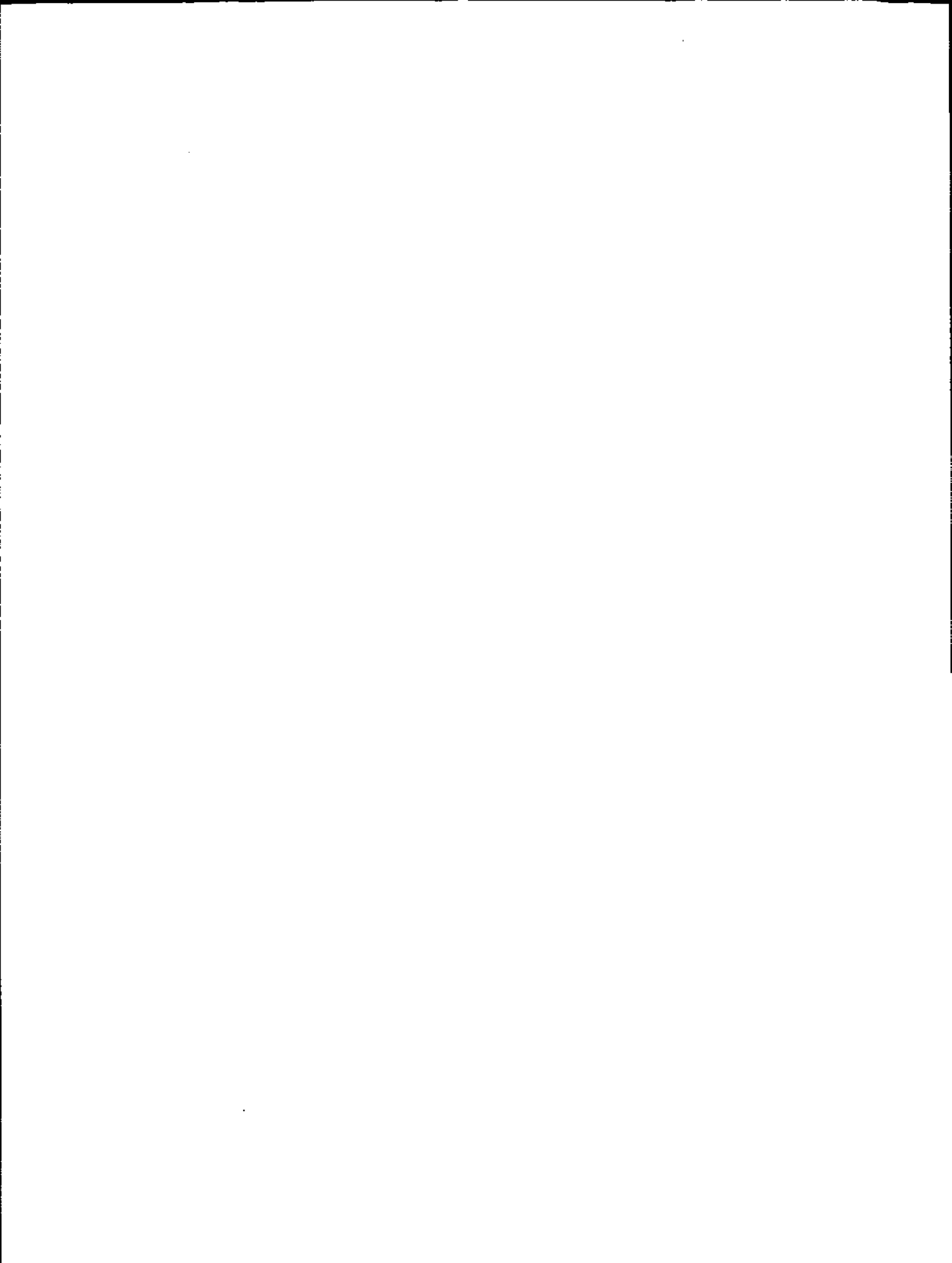


**LEISURE AND ENVIRONMENT COMMITTEE**

**19 MARCH 2009**

**APPENDICES**

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE. NO.</u>
A	FINANCIAL MONITORING STATEMENT	1
B	HEATHERVALE RECREATION GROUND YOUTH SHELTER	6
C	2012 TASK GROUP – DRAFT ACTION PLAN - UPDATE	8
D	CABRERA TRUST MINUTES – 15.1.2009	13
E	ADDLESTONE LEISURE CENTRE JMC MINUTES – 24.FEBRUARY 2009	17



**LEISURE SERVICES**  
**FINANCIAL MONITORING STATEMENT**  
 Figures to the end of January 2009

**PROJECTED BUDGET AND FORECAST**

	2008/09	2009/10	Future Years	
	Probable £'000	Estimate £'000	2010/11 £'000	2011/12 £'000
<b>Approved Budget:</b>				
Egham Leisure Centre	422	376	376	376
Addlestone Leisure Centre	347	346	346	346
Leisure & Sports Development	180	189	189	189
Play & Youth Activities	207	177	177	177
Chertsey Museum Service	181	186	186	186
Allotments	73	78	78	78
Public Halls	521	448	448	448
Parks and Open Spaces	1,527	1,591	1,591	1,591
Cemeteries	128	96	96	96
Closed Churchyards	23	19	19	19
<b>Total approved budgets</b>	<b>3,609</b>	<b>3,506</b>	<b>3,506</b>	<b>3,506</b>
<b>Approved and reported changes:</b>				
<u>Changes approved in Financial Forecast (December 2008):</u>				
Egham LC - Fitness equipment maintenance contract			2	2
Addlestone LC - Fitness equipment maintenance contract			2	2
Allotments - Increased income			-5	-5
Parks and Open Spaces - 10% reduction in overtime			-15	-15
Parks and Open Spaces - Commuted sums ending			3	3
Increase charges by 3% more than inflation				-10
<b>Other potential changes:</b>				
Egham LC - Lower All Weather pitch income	25	24	24	24
Addlestone LC - Lower Membership income	5			
Cemeteries - Lower than anticipated income	12			
<b>Latest Budget Projections</b>	<b>3,651</b>	<b>3,530</b>	<b>3,517</b>	<b>3,507</b>

**LEISURE SERVICES**  
**FINANCIAL MONITORING STATEMENT**  
 Figures to the end of January 2009

**SAVINGS TARGETS (Built into the budgets above)**

	2008/09	Future Years		
	Budget £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
<b>Revenue reductions (September 2005)</b>				
Public Halls - General review of provision		-19	-19	-19
<b>Revenue reductions (November 2007)</b>				
Play & Youth - Reduce net cost of Service		-25	-25	-25
Increase charges by 3% more than inflation				-10
<b>Revenue Reductions - Phase 3 (December 2008)</b>				
Egham LC - Enhanced income from all weather pitches (target 18)		-45	-45	-45
Leisure Centres - Reduction in expenditure (target 20)		-5	-5	-5
Leisure Centres - Rationalisation of marketing function (target 21)		-6	-6	-6
Leisure Development & Tourism - Reduction in expenditure (target 26)		-10	-10	-10
Public Halls - Increased income (target 25)		-15	-15	-15
Allotments - Above inflationary increases in income (target 19)		-5	-5	-5
Cemeteries - Above inflationary increases in income (target 19)		-10	-10	-10

**CURRENT YEAR KEY BUDGET INDICATORS**

	2008/09	Budget	Actual	Variance to date	
	Probable £	to date £	to date £	£	%
Income from:					
Egham Leisure Centre - Membership	478,300	397,000	372,878	-24,122	(6.1%)
Egham Leisure Centre - Pitches	160,000	127,700	112,690	-15,010	(11.8%)
Addlestone Leisure Centre Membership	154,600	126,800	119,083	-7,717	(6.1%)
Public Halls fees and charges	171,500	143,800	150,093	6,293	4.4%
Cemetery fees and charges	164,700	133,000	127,997	-5,003	(3.8%)

**LEISURE SERVICES**  
**FINANCIAL MONITORING STATEMENT**  
 Figures to the end of January 2009

**Leisure Centre Membership Information**

At the last meeting of this Committee, Members requested an update in the Membership figures for both the Council's Leisure Centres. Set out below are graphs tracking the number of memberships at each centre against their targets. In the case of Addlestone Leisure Centre, the target for the year was reduced as part of the probable budget approved in January 2009.

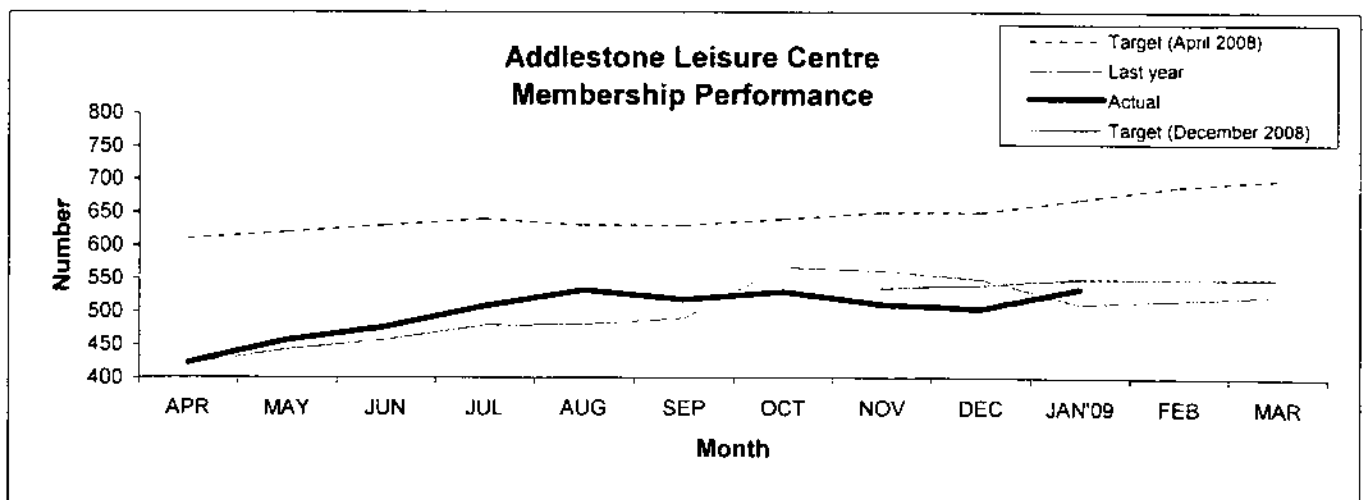
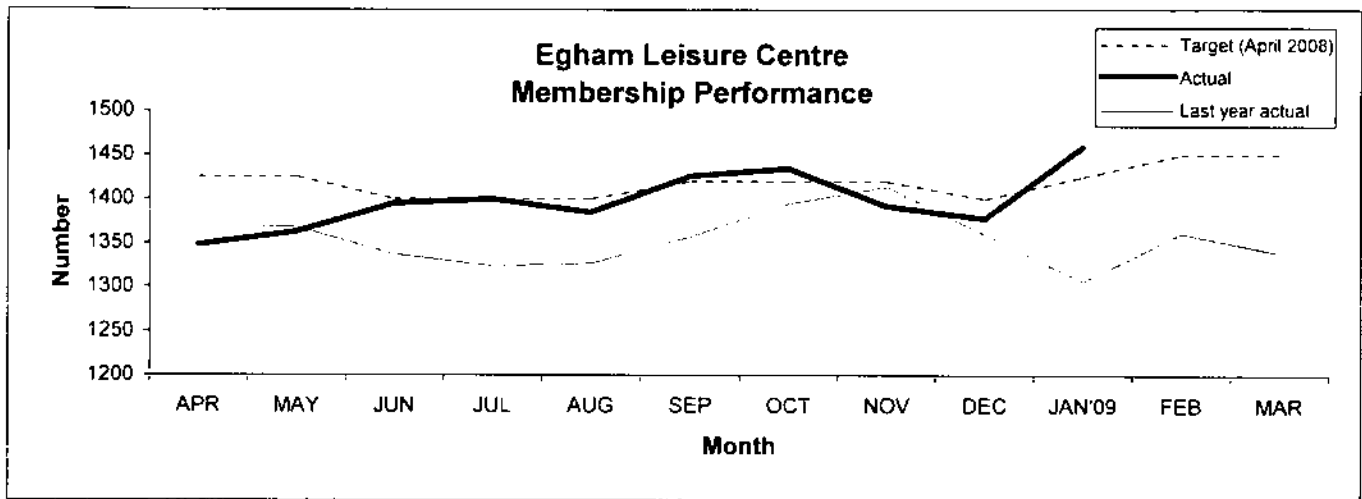
Membership Numbers		
Jan 2009	Feb	March

Egham Leisure Centre

Target	1,425	1,450	1,450
Actual	1,459		

Addlestone Leisure Centre

Target (revised)	550	550	550
Actual	535		



**ENVIRONMENTAL SERVICES**  
**FINANCIAL MONITORING STATEMENT**  
 Figures to the end of January 2009

**PROJECTED BUDGET AND FORECAST**

	2008/09	2009/10	Future Years	
	Probable £'000	Estimate £'000	2010/11 £'000	2011/12 £'000
<b>Approved Budget:</b>				
Pollution Control	269	262	262	262
Local Air Pollution	20	24	24	24
Occupational Health, etc	141	137	137	137
Food Safety and Hygiene	162	171	171	171
Pest Control/Dog Warden	38	40	40	40
Recycling and Environmental Issues	340	351	351	351
Green Waste Collection	125	126	126	126
Refuse Collection	1,093	994	994	994
Street Cleansing and Litter Squad	592	625	625	625
Abandoned Vehicle Collection	49	51	51	51
Anti-Graffiti & Street Care Team	57	62	62	62
Public Conveniences	53	53	53	53
Safer Runnymede	716	727	727	727
<b>Total approved budgets</b>	<b>3,655</b>	<b>3,623</b>	<b>3,623</b>	<b>3,623</b>
<b>Approved and reported changes:</b>				
<u>Changes approved in Financial Forecast (December 2008):</u>				
Recycling - Replacement recycling contract			180	180
Refuse - Vehicle maintenance costs			20	5
Street Cleansing - Vehicle maintenance costs			15	6
Increase charges by 3% more than inflation				-17
<b>Other potential changes:</b>				
Refuse Collection - Higher than anticipated income	-10			
<b>Latest Budget Projections</b>	<b>3,645</b>	<b>3,623</b>	<b>3,838</b>	<b>3,797</b>

**ENVIRONMENTAL SERVICES**  
**FINANCIAL MONITORING STATEMENT**  
 Figures to the end of January 2009

**SAVINGS TARGETS (Built into the budgets above)**

	2008/09	Future Years		
	Budget £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
<b>Revenue reductions (November 2007)</b>				
Increase charges by 3% more than inflation				-17
<b>Revenue Reductions - Phase 3 (December 2008)</b>				
Pollution Control - Out of hours noise response service (target 24)		-10	-10	-10
Trade Refuse - Restructuring of charges (target 29)		-30	-30	-30
Safer Runnymede - Deletion of speed camera initiative (target 27)		-4	-4	-4
Safer Runnymede - Increased subscriptions (target 1)		-30	-30	-30

**CURRENT YEAR KEY BUDGET INDICATORS**

	2008/09	Budget	Actual	Variance to date	
	Probable £	to date £	to date £	£	%
Income from:					
Trade Refuse collection	408,100	402,900	416,359	13,459	3.3%
Green Waste - Subscriptions to service	150,900	147,100	145,529	-1,571	(1.1%)

## HEATHERVALE RECREATION GROUND YOUTH SHELTER.

A Youth Shelter was erected in Heathervale Recreation Ground in June 2008. To provide a safe meeting point for young people of the area. To give the maximum access to this facility it was agreed by members that the pedestrian gates to the park would remain unlocked in the evening. There was concern from residents that this would lead to more crime and anti social behaviour in the area.

The data used in this report comes both from Surrey Police and RBC Borough Intelligence Model (BIM system- the electronic anti social behaviour reporting form) and is for the period 01/04/07 – 31/08/07 and the corresponding 01/04/08 – 31/08/08. These periods have been chosen as those closest to the erection of the shelter and the comparable period from the previous year. Seasonal differences make it unwise to compare an 8 month block time frame.

Police data used within this report has been sourced from the Surrey Police Analyst Workstation and is extracted using the committed dates on all crimes and reassurance ICADS (social, physical and significant event incidents). It should also be noted that during this period the BIM system has been promoted across the Borough.

### Crime

The Police data shows no incidents reported within the Park boundary for the 2007 period. However there were four incidents reported for 2008, these were 2 Violence against the person; one possession of class C drugs and one Theft offence. At least one of the offences were picked up by CCTV through routine monitoring, and not reported by a member of the public.

Outside of the Park, Parkside experienced the greater number of offences across both periods, with one particular evening in 2008 showing a large number of damage to vehicle incidents. This type of vehicle damage happens sporadically across the whole Borough, there is no reason to believe that these offences were caused by young people or that they were in any way connected to the youth shelter. Prior to the CCTV being installed at Woodham & New Haw Broadway many residents claimed young people had damaged their vehicles at night whilst skateboarding in the area. Within 2 weeks of the CCTV going live, two men in their early twenties had been recorded "keying cars" as they left licensed premises and they were later charged with criminal damage, it is not unusual for residents to blame young people without evidence. Police data regarding age of perpetrator relies on observations from the public and is not completely reliable.

### Anti Social Behaviour

Only social, physical and significant event ICADS were considered within analysis.

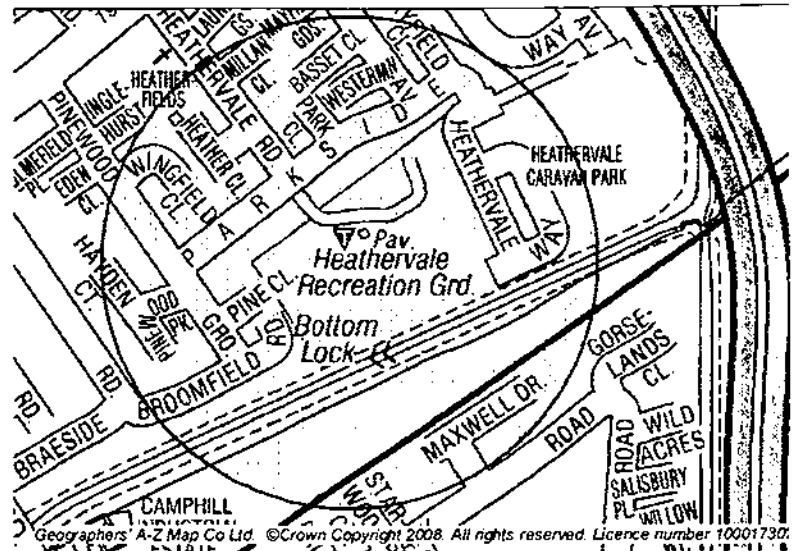
ICAD Category	ICADS by period	
	01/04/07 - 31/08/07	01/04/08 - 31/08/08
Abandoned vehicle not stolen/Causing obstruction	1	0
Harassment	2	0
Noise	1	1
Rowdy or Inconsiderate behaviour	10	17
Rowdy/Nuisance Behaviour - Neighbours	9	3
Vehicle Nuisance/Inappropriate vehicle use	4	4
Violence against the person	4	0
<b>Total</b>	<b>31</b>	<b>25</b>

*Green indicates a decrease, red indicates an increase & amber indicates no change on the previous period*

Fig.3 Table illustrating the breakdown of incidents by category for the two periods

ICAD data for the period is for the wider area surrounding the park as shown on the map below

- An overall decrease was experienced in the number of incidents reported (-6).
- Rowdy or Inconsiderate behaviour was the only category to experience an increase (+7).
- The number of incidents that have occurred within the park has increased slightly (+2).
- There was an increase (+13%) of those incidents involving youths. (An ICAD is flagged as youth related by the operator whom receives the calls. It is thought that these figures are not reliable, due to incorrect recording/flagging).



The crime figures and types of crimes are in line with national figures which show young people to most likely be the victims of offences. Young people are most likely to be the victims of offences such as assault and theft as they carry the more sought after possessions such as IPODs and mobile phones. By putting the youth shelter within view of the CCTV camera in Heathervale we are giving the youth of the Borough protection against such crimes and providing evidence to assist Police in their investigations.

CCTV activity reports for the two periods show that anti social activity in the park was down by 50% in 2008. The previous year there had been a number of incidents of young people drinking in the park and also gaining entry and misbehaving after the park was locked. There were also instances reported by the Park keepers that Youths refused to leave the park at lock up time and of verbal abuse which CCTV were also asked to monitor & record.

Although there has been an increase in ICADs for Rowdy & Inconsiderate behaviour there has been a decrease in Rowdy & Nuisance behaviour by neighbours again the reporting & recording of these categories are not totally reliable and it would be wise to consider the figures as a whole therefore showing a rise of only 1 incident in the 2008 period.

Being aware of the number of objections which were raised by residents and park users to the locating of the Youth Shelter within the recreation ground and the 24 hour opening of the park it is pleasing to see that there has not been any significant increase in Crime or the reporting of ASB.

During this period Safer Runnymede have received two complaints from one resident about the park remaining open and copies of two letters sent to the Police in support of the Youth shelter.

2012 Task Group (Partnership for Runnymede)

Task Group Chair:  
TBA

Task Group Lead Officer:  
Chris Hunt, Head of Leisure, Runnymede Borough Council.  
[chris.hunt@runnymede.gov.uk](mailto:chris.hunt@runnymede.gov.uk)  
01932 425670

Task Group Members:

Leisure Development Manager  
Leisure Facilities Manager  
Sports Development Officer  
Schools Confederation  
Ravs  
Youth Service  
Royal Holloway Sports Development Manager

Sport Runnymede  
Chertsey Museum Curator  
Chair of Leisure and Environment Committee  
Community Services  
Arts Development Steering Group  
Business partnership

Task Group meetings 2008/09:

Membership changes:  
None

Requests / outstanding issues to be raised with the LSP:

Principal performance indicators:

Performance key:



Progressing well



At risk of not being delivered and may require intervention



Failing



Action complete

2012 Task Group (Partnership for Runnymede)

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Target outcomes	Performance	Comments
i)	SCS L2	Adopt an Olympic Vision for Runnymede.	2012 Working Group	September 2009	None	Vision Adopted		
ii)	SCS L2	<b>Support initiatives to maximise Olympic benefits in Runnymede:</b> To deliver and encourage Cultural Olympiad themed events.	Leisure Services Arts Development	December 2010	Input and resources from all potential partners	2 Olympic themed events per year		
iii)	SCS L2	<b>Support initiatives to maximise Olympic benefits in Runnymede:</b> To have a pre-games training camp being located in the Borough. Look at the potential for partnership working with other D's and B's to hold taster/meet the athlete sessions for local children. Coaches at training venues could meet with	Leisure Services Eimbridge BC St Georges College Clubs and Coaches	December 2010	Lack of interest in pre games training venue or other initiatives.	St Georges College successful in getting a team to use the facilities as a training camp. 2 taster meet the athlete/coach sessions per year.		

2012 Task Group (Partnership for Runnymede)

Ref	Origin	coaches from their particular sports from the local area. Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Target outcomes	Performance	Comments
iv)	SCS L2	<b>Support initiatives to maximise Olympic benefits in Runnymede:</b> The Rowing & Flat Water Canoeing Village to be located at Royal Holloway University	Royal Holloway	TBC	Athletes village located elsewhere	Athletes village is located at Royal Holloway		
v)	SCS L2	<b>Support initiatives to maximise Olympic benefits in Runnymede:</b> Produce regular press releases for events and activities linked to 2012.	Leisure Services Communication Officer	2009 Onwards	Lack of information and support of local press.	5 press releases per year detailing success in promoting 2012 themes		
vi)	SCS L2 L1 F5	<b>Increase sports participation:</b> To encourage the organisation of Olympic themed have a go days and events. To organise multi sports weeks in the summer holidays 2009. Use of inspired by logo	Sports Development Officer Schools Sports Clubs	March 2011	Lack of interest and resources from partners.	2 Olympic themed sports activities and sessions 300 people participating in events		

2012 Task Group (Partnership for Runnymede)

Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Target outcomes	Performance	Comments
vii)	SCS L2 L1 F5	<b>Increase sports participation:</b> To have activities running at potential training venues. New junior athletics club operating out of St Georges College and is also being used for Sport Unlimited activities.	Sports Development Officer	2010	Lack of space, resources and interest from potential training venues.	3 activity sessions per year based at St Georges College		
viii)	SCS L2 L1 F5	<b>Increase sports participation:</b> Identify sports ambassadors who have participated in the Olympics or Paralympics	Royal Holloway Leisure Services	2009	Athletes unwilling to take part in promotional work	Ambassadors to attend 3 sports events per year		
ix)	SCS L2 L4 U1	<b>Promotion of Cultural Opportunities</b> Organise a 2012 event to explore local opportunities for the business community	Business Partnership Leisure Services	March 2010	Lack of interest from the business sector.	Annual event to encourage business participation		
x)	SCS L2 L4	<b>Promotion of Cultural Opportunities</b>	Museum Curator	March 2010	Information not being available on sporting heritage.	2 Cultural Olympiad linked		

2012 Task Group (Partnership for Runnymede)

	U1	Investigate the sporting heritage of the borough and raise awareness through exhibitions and re-enactments.	Arts Development			projects per year		
Ref	Origin	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to implementation / additional resources identified	Target outcomes	Performance	Comments
xi)	SCS L2 L4 U1	<b>Promotion of Cultural Opportunities</b> Develop links to existing cultural activities and events.	Leisure Services	March 2010	Lack of interest from partners and events	Provide information on the Olympics at three external events per year		
xii)	SCS L2 V6	<b>Develop opportunities for volunteering and skills development:</b> Identify accreditation, training and volunteering opportunities.	RAVS Community Services Leisure Services Royal Holloway	September 2010	Lack of numbers interested in volunteering and inability to provide necessary training and accreditation.	10 new local volunteers linked to 2012 focused activities.		

Runnymede Borough CouncilCABRERA TRUST MANAGEMENT COMMITTEE15 January 2009 at 2.30 pm

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

Members of the  
Committee absent: Councillor A D Mills

1. MINUTES

The Minutes of the meeting of the Committee held on 21 July 2008 were confirmed and signed as a true record.

2. APPOINTMENTS TO RIVERSIDE WALK ADVISORY COMMITTEE

The Committee agreed that Councillors Mrs M Roberts and G B Woodger should continue to serve as the Management Committee's representatives on the Riverside Walk Advisory Committee in 2009/2010.

ACTION

Miss Collar  
to advise  
Mrs Lane

3. ACTIONS TAKEN SINCE LAST MEETING(i) Bridge Gabions

It was reported that it was likely that the full amount of £5,300 would be available from AIR for the repair of the gabions. The new development preliminary paperwork had been completed and AIR was currently approaching funding bodies to secure the required grants. As a condition of the grant 10% of the final cost would have to be paid by the Council.

Mr Winfield

Encroachments on Trust Land:-(ii) 1 Keepers Walk, Virginia Water

It was reported that no further action needed to be taken as Danesfield Homes had removed the unauthorised drainage pipe discharging onto the Trust's Land, as requested by the Council.

(iii) Cabrera Avenue – December Inspection

It was reported that after the inspection of the Trust Land in December, Officers were not able to ascertain whether the wire-mesh fence at No 36 was impacting on the boundary with Trust Land. It was suggested that a letter should be written to the owner suggesting an on site meeting with the Council to clarify the purpose of the wire-mesh fence. The Trust boundary marker that had been

Mr Winfield/  
Mrs Pugh

removed from the boundary and was laid within the garden of the house also needed to be reinstated. The Council's legal section would write to the owners of this property regarding this.

It was reported that in the same inspection it was found that logs were being stored on the Trust Land at the back of No 24. It was requested that a member of the Council's legal team write to the owner requesting the removal of the logs.

Mrs Pugh

(iv) 16 Cabrera Avenue

A reply had been received from the owners of this property; however, there were still nominal amounts of 'green' material including small logs and branches at the back of the property. Two letters had already been sent to the property requesting the removal of material from Trust Land and it was considered that the amount of remaining material was now too small to require further action.

(v) Boundary: 18, 22 and 50 Cabrera Avenue

After letters from the Council asking for the removal of materials from No 18 and 22, all material had been removed and no further action was required on this matter. However, the sleeper bridge still remained at No 50 and it was suggested that once an inspection had been carried out to formally identify the bridges as belonging to the residents and not to the Trust, that a letter would be sent to all properties with bridges that were encroaching on Trust Land.

Mr Winfield

(vi) Licences for Bridges

A survey had been organised to identify all properties which had a sleeper (or other) bridge, that had been placed so that it encroached on Trust Land. It was agreed that after the identification of the bridges took place, licences, available at a peppercorn rent, be issued by the legal section. It was agreed that if the properties refused the terms of the licences then any bridges not licensed may be removed.

Mr Winfield/  
Mrs Pugh

It was noted that the liability for the safety and upkeep of the bridges would rest solely with the occupiers and not with the Council or Cabrera Trust. This would be made clear in the licence.

(vii) Cabrera Avenue Play Area – Update

The play area improvements had been completed in 2008/2009 and officially opened by the Mayor in December. It was suggested that any unspent grant money in this financial year be carried over to the next financial year and used for the benefit of the play area. A member had suggested planting a tree or small number of trees near the play area, for shade, to replace the one removed earlier in the year.

Mr Winfield

(viii) Coppicing

It was reported that the Egham and Staines conservation volunteers have not spare dates to do the coppicing this winter. However they had made it a reserve job and if it was not done this winter it would be carried out next autumn or winter. There was a strong likelihood that the money set aside for coppicing in 2008/2009 would need to be carried over so that the work can be paid for in the next financial year.

Mr Winfield/  
Honorary Treasurer

(ix) Local Nature Reserve

The Charity Commission confirmed that provided the Trustees were satisfied that the establishment of a Local Nature Reserve was in the best interest of the Trust, formal authority was unlikely to be necessary for the formal documentation with the Council. It was still hoped that the formal announcement could be made in the Spring.

Honorary Secretary

The Trustees, after discussion,

**RESOLVED that -**

**the Honorary Secretary is authorised to execute a document consenting to the designation of the Riverside Walk as a Local Nature Reserve.**

Honorary Secretary

5. DRAFT ANNUAL ESTIMATES FOR 2009/201

Members agreed that unspent money from AIR for the play area be carried forward to the next financial year to allow consideration to be given to its use for the benefit of the play area with authority from AIR.

Honorary Treasurer

The Honorary Treasurer undertook to circulate a copy of the M&G report on the Charifund Investment performance in 2008.

With regard to future coppicing work it was agreed that this should be considered for inclusion in the 2009/10 Estimates if the work cannot be carried out before the end of this financial year.

**RESOLVED that: -**

**the draft estimates, as amended, be approved.**

6. GUEST SPEAKER TO ATTEND THE ANNUAL GENERAL MEETING TO BE HELD ON 17 JUNE 2009

The invitation to invite The Surrey Wildlife Trust to give a 20-30 minute presentation on Badgers at a cost of £50 was re-confirmed. The venue would be the Methodist Church Hall, Cabrera Avenue, Virginia Water.

Miss Collar

It was suggested that the subject for next year be a topic that is more related to the Cabrera Trust Land. A suggestion was to find a speaker on rare ants and it was suggested that a representative

from the Surrey County Council 'Surrey Heathland Project' be contacted regarding this.

7. ANY OTHER BUSINESS

It was proposed to systematically inspect trees close to the boundary between residential properties and the Trust Land, especially the streets on the south side of the Land, namely Cabrera Avenue and Harpesford Avenue.

Mr Winfield/  
Mrs Pugh

Letters would be sent out to all owners of properties where Council staff could not easily inspect from the Trust side, to allow them to voice any concerns they may have to the Council.

8. DATES FOR MEETINGS IN 2008/2009

The following dates were noted:

- (i) **2009 Cabrera Trust Annual General Meeting:**  
Wednesday 17 June 2009 at 8.00 pm at the Methodist Church Hall, Virginia Water
- (ii) **Riverside Walk Advisory Committee:**  
Monday 6 July 2009 at 7.30 pm in the Committee Room at the Civic Centre, Addlestone

Miss Coliar

The following dates were agreed for the next two meetings of the **Cabrera Trust Management Committee:**

- (iii) **Friday, 24 July 2009 at 2.30 pm** in the Members' Room at the Civic Centre, Addlestone.
- (iv) **Friday, 8 January 2010 at 2.30 pm** in the Members' Room at the Civic Centre, Addlestone.

Chairman

(The meeting ended at 3.15 pm)

ADDLESTONE LEISURE CENTRE JOINT MANAGEMENT COMMITTEE

24 February 2008 at 6.00 pm at the Civic Offices

Members present:

Mr D W Parr (Chairman of Governors) Chairman, Mr A Waite (Governor) Vice-Chairman,  
Mrs R M Denby (Governor), Councillor Mrs C E Gant and Councillor C J Norman

Members absent: Councillor H A Butterfield

The following attended in an advisory/observers non-voting capacity:

Mr C Hunt, Head of Leisure Services, Runnymede Borough Council  
Ms H Aitken, General Leisure Centres Manager, Runnymede Borough Council

ACTION

MINUTES

1. The Minutes of the meeting held on 14 October 2008 were confirmed and signed as a correct record subject to one minor amendment. The date of the meeting was amended to read 20 October 2008 and not 14 October 2008 as shown.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr G Batch and Ms Cathy Scott.

3. ACTIONS TAKEN

Ms Aitken reported on the actions taken since the last meeting. Members were disappointed to learn that the School had not agreed to the match-funding of up to £300 (a 50% share) of the cost of providing the Heras fencing around the pool. Apart from improving the aesthetics, the Heras fencing was required as the partially drained pool was considered to be a moderate health and safety hazard since the pool basin contained some standing water together with wind-blown litter and general debris all of which needed cleansing.

The Chairman agreed to bring this matter to the attention of the Principal.

*(Secretary's note subsequent to the meeting:*

*The Chairman discussed this matter with the Principal on 25 February 2009 and it was agreed to provide 50 % match-funding of up to £300 towards the cost of providing Heras fencing around the pool. RBC Officers were then asked to proceed and invoice JHIS accordingly. The residual water is to be pumped out and the wind-blown litter removed.)*

4. ADDLESTONE LEISURE CENTRE MANAGER'S REPORT

- i) Income and Expenditure for the period ending 31 January 2009

This was noted and is appended as Annex 1 hereto.

Chairman

ii) **Performance Reports**

**Membership**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Last Yr Actual	420	443	457	479	480	490	567	561	549	512	518	525
Current Actual	422	457	476	508	532	518	530	511	504	535	-	-
Current Target	610	620	630	640	630	630	640	650	650	670	690	700
Diff yr on yr Actual	2	14	19	29	52	28	(37)	(50)	(45)	23	-	-

Membership had declined during the October – December 2008 period. The “feedback” received suggested that the prime reason was, unsurprisingly, attributed to the general economic slowdown particularly with the anticipated costs of Christmas. However, in January, membership had increased by 31, no doubt assisted by the offer of *No Joining Fee* during the month. The offer had now been extended to 15 March 2009. It was hoped that in the current economic climate potential members would be encouraged to “migrate” from the more expensive private gyms and join Addlestone Leisure Centre because of its lower membership fees and modern facilities.

The JMC were assured that market research was constantly being undertaken to ensure that the Addlestone Leisure Centre remained competitive.

iii) **Facility Update**

a) **Swimming Pool** (*Disused and no longer part of the dual-use agreement*).

It was reported that Surrey County Council had disclosed plans to build on the pool area in 2010/2011 to provide a new kitchen/dining room and two new class rooms.

b) **Outside Sports**

**All Weather Pitches**

It was reported that the all weather courts had been risk-assessed and inspected for safe playability. Professional advice had been sought regarding the possibility of power washing the surface which would cost approximately £1800. Officers had been advised that the use of a high power jet could exacerbate breaking up of parts of the existing playing surface thus resulting in an overall poorer playing surface for football.

An update was given on the progress made regarding the Tulk Fund application for a new full-size synthetic 11-a-side football pitch. The cost of a full-size 11-a-side synthetic pitch was between £450,000 -£500,000. Reportedly, Surrey County Council had received over £1 million worth of requests for an available fund of £584,000. The Chairman commented that the application for £360,000 made by Jubilee International High School was reported to be more thorough and professional than many others received and it was hoped that this would provide a better chance of getting appropriate funding towards the new pitch.

It was suggested that an application for match funding of approximately 50%-60% could also be made to the Football Foundation if the full amount of funding was not received from the Tulk Fund application.

The decision as to the application of Tulk Fund monies was expected in April and it was suggested that a special meeting of the JMC might need to be arranged in order to discuss the outcome of the application.

Chairman

The Chairman commented that this topic would be discussed at the forthcoming meeting of the full governing body to be held on 4 March.

It was further reported that discussions had taken place with a number of football teams in relation to grass training and games. Additional development and bookings were being sought by a number of new teams, including AFC Brooklands, who were developing their club to have full use of the whole field on a Saturday morning. This would involve the coaching of up to 100 young boys and girls.

Further discussion was required with JIHS and their grounds maintenance contractor, regarding the summer running track area. If the track could be slightly moved from its current location, this could allow accommodation of two football pitches to be in use at all times. Currently, only one pitch was available, from Easter to August, owing to the running track and safety restrictions within the sports field area.

Centre  
Staff

c) Indoor sports/Fitness

Archery

Archery was still being investigated as a new initiative. An adult and junior programme was likely to start in the Summer and it was hoped it would prove to be a popular activity.

Obesity and Education

It was noted that the MEND programme, a partnership programme with the local PCT to develop and improve local family health awareness for children and parents, had been postponed until April this year, because of lack of interest.

Young Girls and Exercise

The "Go" programme had been re-launched at the beginning of this year in partnership with Salesian School, for girls in years 10-11, to help boost their self confidence and introduce a healthy living lifestyle. The programme had proved popular. 15 students were currently on the scheme and would be using the fitness facilities and classes. The scheme was originally offered to JIHS but had been turned down. Following the success at the Salesian School, JIHS had now requested to join the programme after the Easter break.

Exercise Referral

The GP exercise referral service "Fit for Life" had begun in February. It had proved a lengthy and expensive training process for staff but it was hoped that the scheme would enhance the number of day-time users within the gym and fitness classes.

Gym Retention

The gym retention activities had proven to be successful and were used for a 28 day period every two months in order to help keep interest levels high. The "Advent Calendar of Events" held in December had also proved to be very popular and the current programme "Can you lift an Elephant?" was due to run until 15 March this year. This programme would be run at different times throughout the year to assist in motivating gym users and provide goals for progression to more challenging levels.

d) Health and Safety

Sports Hall Doors

The sports hall doors had now been fitted with safety closers.

e) Communications

RBC Officers had suggested a programme of operational meetings with key JIHS staff members to ensure the smooth running of the dual-use agreement. This proposal had been fully supported by Mr Balch but a meeting had not yet taken place. The JMC expressed a wish for the meetings to be held as they would provide a useful platform for routine matters to be agreed between the ALC and JIHS.

It was agreed that the Chairman would discuss this with Mr Balch as JMC Members considered such meetings to be essential.

Chairman

5. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

The report of the Principal of Jubilee High School was noted.

The Principal also suggested that a more detailed report from Cathy Scott should be provided at future meetings. JIHS stood ready to respond to any positive initiatives that would raise the profile of sport, generally and the Fitness Centre in particular. JIHS had a large number of Year 7 families in school who could be targeted for membership towards the summer, with possible prize memberships being offered if possible. The School welcomed a larger JIHS membership, both in terms of staff and pupils, as it was felt that the Centre was an underused resource.

Cathy  
Scott/  
Hazel  
Aitkin

6. ANY OTHER BUSINESS

None.

7. AGREED DATES OF MEETINGS IN 2009

In discussing the dates of future meetings, Councillor CJ Norman, Chairman of the Council's Leisure and Environment Committee, expressed his concern that the Principal of JIHS could no longer attend meetings of the JMC on Tuesday evenings. He considered the Principal's presence to be essential to the business being discussed. He asked the Secretary, therefore, to liaise with the Committee Section Manager and review the Council's Meetings' Diary to see if were possible to offer the School an alternative day/date each term. Similarly, the use of the Civic Centre should be explored as an alternative venue. It was also agreed to start meetings earlier at 6pm.

Mr  
White/Mr  
Fleckney

**Next meeting:** Tuesday 2 June 2009, at the revised time of 6pm

**Autumn Term meeting:** Tuesday 13 October 2009, 6pm *but subject to review.*

**Venue:** Jubilee High School, unless otherwise rearranged and advised.

Chairman

(The meeting ended at 6.46 pm)

## ADDLESTONE LEISURE CENTRE

### ACTUALS FOR THE PERIOD ENDING 31 JANUARY 2009

	Probable Budget £	Profiled Budget £	Actual for Period £
<b>EXPENDITURE</b>			
<u>Employees</u>			
Salaries and Wages	336,400	285,400	278,398
Training and Recruitment	3,900	2,900	2,173
<u>Premises Related Expenses</u>			
Building Maintenance	14,500	11,300	12,762
Fuel, Light and Water	27,700	23,100	14,257
Rates and Insurance	30,900	30,900	30,517
Cleaning Costs	23,000	19,200	15,260
Grounds Maintenance	2,100	1,300	1,228
<u>Transport Related Expenditure</u>			
Travelling and Subsistence	200	100	96
<u>Supplies and Services</u>			
Furniture & Equipment	7,500	7,200	8,179
Bar & Catering Expenses	16,800	13,100	14,679
General Office Expenses	27,000	22,000	8,937
Communication and Computing	10,300	8,600	8,793
Fees & Expenses	7,200	6,000	6,289
Public Liability Insurance	3,100	3,100	3,092
Special Events	500	400	0
<u>Support Services</u>			
Financial Services	18,000	11,000	11,000
Information Technology	18,500	15,400	15,400
Personnel Services	9,900	8,300	8,300
Legal and Admin Services	4,200	3,500	3,500
Leisure Services	6,200	5,200	5,200
Technical Support Services	6,500	5,400	5,400
<u>Capital Charges</u>			
Capital Charges	80,700	67,300	67,250
<b>Gross Expenditure</b>	<b>655,100</b>	<b>550,700</b>	<b>520,710</b>
<b>INCOME</b>			
<u>Fees and Charges</u>			
Membership	154,600	126,800	118,712
Sports Activities	88,700	71,800	62,967
Fitness Suite & Dance Studio	29,000	22,700	22,189
Bar and Catering	22,500	17,900	17,043
Outside Courts & Pitches	9,000	7,100	10,255
Other Income	4,400	3,400	4,035
<b>Gross Income</b>	<b>308,200</b>	<b>249,700</b>	<b>235,201</b>
<b>Net Expenditure</b>	<b>346,900</b>	<b>301,000</b>	<b>285,509</b>

### NOTES

This statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School under the dual use agreement are not incorporated in these figures.