

Leisure and Environment Committee

Thursday 11 November 2010 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors M J Brown (Chairman), Mrs G M Kingerley and J J Wilson (Vice-Chairmen), J Broadhead, C J Chapman, Mrs R M Denby, Mrs M T Harnden, M T Kusneraitis, A M Moore, and Mrs G Warner.

AGENDA

Notes:

- 1) 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.
- 2) 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, Administration and Leisure Department, Committee Section, Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
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LIST OF MATTERS FOR CONSIDERATION

PART I

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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)

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 as a correct record the Minutes of the meeting of the Committee held on 16 September 2010, which were included in the October 2010 Minute Book previously circulated.

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. FINANCIAL MONITORING STATEMENT (DF)

(Ref: Minutes of Leisure and Environment Committee, September 2010, page 262, para 269)

1. Purpose of Report

1.1 **The purpose of this report is to inform the Committee of the latest financial projections for the 2010/2011 financial year for Leisure and Environmental Services.**

2. Background Information

2.1 The Financial Monitoring Statement was introduced to all committees in September 2006.

2.2 This Committee has two statements and each reflects an updated position based on the 2010/2011 estimates approved in January 2010.

3. Report

3.1 The statement attached at Appendix 'A' is split between Leisure Services and Environmental Services and provides information on the projected budget and forecast and the current year budget indicators.

3.2 The projected budget and forecast sections show any anticipated variations in the current year's budget. These variations are categorised as approved changes and other potential changes. The achievement of the revenue reductions programme approved by the Council is a key performance indicator and these savings targets are now included in this section of each statement. Implications for the following three years are included for completeness so that the full-year effect of any changes can be seen.

3.3 The second section of each statement sets out the key budget indicators for the significant areas of this Committee's budget. This indicates the actual income received set against the amount expected (the budget) for the period covered by each statement. In addition to this at the request of this Committee, there are graphs illustrating the membership numbers for each Leisure Centre, and also for the number of subscribers to the Council's Green Waste Collection service.

(FOR INFORMATION)

Background Papers

None stated.

7. SERVICE PLAN 2010/2011 (DAL/DTS)
(Ref: Minutes of Leisure and Environment Committee, June 2010, page 74, para 92)

1. **Purpose of Report**

1.1 **The purpose of this report is to advise the Committee on progress with the Leisure and Environment Service Plan.**

2. **Background Information**

2.1 A new strategy, planning and performance management framework of Sustainable Community Strategy and Corporate Plan was agreed for the Council in 2008 and Committee-based Service Plans have continued to be produced since then.

2.2 The current Service Plans have been based on an 18 month cycle rather than the previous yearly programme to give greater continuity and avoid the need to update what are often ongoing targets.

3. **Report**

3.1 Members are invited to note the position, as attached at Appendix 'B'. The Service Plan provides a control document for senior managers and the responsible Committees to monitor and review, as well as highlighting where slippage or other difficulties are occurring, and appropriate recovery strategies need to be put in place. The targets within the plan are assigned to specific managers and are used in appraisals to assess performance.

3.2 Members will be aware of the Service Review programme that was commenced at the start of this year. It is anticipated that the collective outcome of these will lead to the creation of a new Sustainable Community Strategy and Corporate Plan in 2011.

3.3 Targets which are no longer applicable have been deleted, completed targets have a ✓ next to them and will be removed from the plan, as indicated.

3.4 A new corporate Equality Plan to bring together the separate departmental plans is currently being drafted for submission to the Corporate Management Committee.

3.5 An Equality Impact Assessment is undertaken if new policies or procedures are required in relation to any specific target and these will be included in the relevant report to each Service Committee.

OFFICERS' RECOMMENDATION that –

the Service Plan progress report as attached at Appendix 'B' be noted and the Committee confirms whether the measures proposed to address any shortfalls in performance are considered satisfactory.

(TO RESOLVE)

Background Papers

None stated.

8. A PLAN FOR WASTE MANAGEMENT (DTS)
(Ref: Minutes of Leisure and Environment Committee, September 2006, page 286, para 252)

1. Purpose of Report

- 1.1 **The purpose of this report is to seek approval for formal adoption of the Plan for Waste Management formerly known as the Surrey Joint Municipal Waste Management Strategy.**

2. Background Information

- 2.1 In September 2006, Runnymede Borough Council, along with all local authorities in Surrey, adopted the current Joint Municipal Waste Management Strategy (JMWMS). It set out a plan for managing household waste in Surrey until 2026. The Department for Environment, Food and Rural Affairs (Defra) proposed five yearly reviews of JMWMS in its guidance. The EU Waste Directive suggests six yearly reviews. Surrey's JMWMS is about half-way through its first term, and the Surrey Waste Partnership (SWP), representing all the Surrey authorities, agreed to an interim review because targets were refocused locally and new legislation was about to be put in place. The JMWMS was subject to public consultation in 2006 and during 2010 a revised plan, renamed the 'Plan for Waste Management' was developed, also involving a public consultation exercise.

3. Report

- 3.1 The Surrey Waste Partnership (SWP) has been actively working on the revised Plan for Waste Management. The first draft proposals were considered by Officers in February, a Consultation Draft was agreed by the Waste Members' Group in April and public consultation closed in mid-August. Waste Officers and the relevant Members' Groups have been fully briefed throughout the process.

Changes to the original Strategy

- 3.2 Changes were proposed to the original Strategy owing to:
- new legislation including both English law and EU Directives
 - new national targets, such as the National Waste Strategy 2007
 - new local targets, including a Surrey target of 70% recycling by 2013/14, the move to anaerobic digestion of food waste, and the preference for advanced thermal treatment
 - the need for the inclusion of a waste reduction plan; and
 - areas in the original JMWMS which have been achieved or are now out-of-date.

The Consultation

- 3.3 Dialogue by Design were appointed by SWP to carry out the public consultation. They were best placed to undertake this work, having carried out the previous consultation in 2006, worked with Surrey County Council on the County Minerals Plan, and are recognised experts in this field, thus ensuring authenticity and reliability. As well as a consultation document leaflet, the exercise included:

- press releases and media interviews
- a specially developed website (as well as being publicised on Runnymede's website)
- local displays; and
- a workshop for relevant organisations and individuals.

- 3.4 The responses to the Consultation have been considered and the vast majority were supportive of the main directional shifts in the Strategy (now called 'A Plan for Waste Management') which includes the:

- addition of the comprehensive waste reduction programme
- recycling target of 70% by 2013/14
- move from in vessel composting to anaerobic digestion of food waste; and

- move away from mass burn incineration for the disposal of residual waste to a preference for advanced thermal treatment using gasification. In a gasifier, waste is heated (but not set alight) to produce a gas. This gas can then be burned cleanly at high temperatures to provide energy in a similar way to natural gas.

3.5 The consultation closed in mid August and 333 responses were received. Most consisted of multiple issue responses, amounting to over 200 pages. All the responses and Officer comments on each are available to view at www.surreywastepartnership.org.uk. Most (72%) of the responses were received on-line and 21% used the form provided. 60% of respondents were aged 45 to 74, and only 3% were under 24 years of age. A report outlining the consultation and a full analysis of the responses produced by Dialogue by Design is also available on SWP website. Officers are pleased to report that most comments received were supportive of the proposed direction of the Plan.

Proposals for changes to the text of the Plan

3.6 Additional changes to the Plan, proposed as a result of the consultation are set out below:

<p>a) The target of 70% recycling by 2014 needs to be extended to a longer term target</p>	<p>A paragraph will be added:</p> <p>The 70% target is calculated from actions that the authority intends to carry out in conjunction with waste collection authorities through the Joint Municipal Waste Strategy, as set out in the World Class Waste Solution policy. This is a challenging target requiring the implementation of 'invest to save' policies by Surrey County Council, a review of collection methods and policies by many of the waste collection authorities and a greater level of partnership working between all twelve authorities. A great deal of work is required to achieve the target and resources are currently focused on meeting it.</p> <p>Progress with meeting the 2014 target, plus successes and difficulties met along the way, will influence the setting of longer term targets. However, at this stage, due to the speed of development and implementation of the strategy, it is more appropriate to review the need for future targets on the approach to 2014. Achievement of the 70% target in 2014 would put Surrey at the forefront of recycling achievement, and a further review will be essential in maintaining this position.</p>
<p>b) It is not clear how the 70% target will be achieved by the Waste Collection Authorities (WCAs) and the Community Recycling Centres (CRC) performance. A breakdown of the contribution from the WCAs and the CRCs and any other means is needed</p>	<p>A section will be added:</p> <p>Progress</p> <p>Recycling is an area that has seen significant progress since 2006, rising from an average of 27.9% (2005/6) to current levels of 48%. The recycling target within the original strategy was 60% by 2025. At current increases, Surrey was projected to reach 50% by the summer 2010.</p> <p>Current levels</p> <p>The 15 Community Recycling Centres (CRC) across Surrey also contribute to the recycling rate. Recent site redevelopment and improvements have seen performance rise to recycling at over 70%. The redevelopment programme continues with two further sites being developed in 2010/11.</p>

	<p>By the end of 2010/11 most of the 11 WCAs will have commenced food waste collection, which makes a major contribution to increased recycling levels.</p> <p>Future progress</p> <p>Current WCA action plans indicate that they can collectively achieve a recycling rate of 60% and the County Council's CRC development plan projects a recycling rate of 70% by 2013. This would lead to an overall recycling rate of 63%, leaving a 7% 'innovation gap'.</p> <p>It is proposed that bridging this gap can be achieved through:</p> <ul style="list-style-type: none"> • Targeted behaviour change campaigns to encourage further recycling • Additional improvements to collection systems • Improvements to the bring bank network • Additional reuse of furniture and white goods • Further exclusion of illegal commercial waste from the municipal stream. <p>Indicative combinations of recycling rates necessary to achieve an overall 70% rate are, for example, WCAs at 64% and CRCs at 87%.</p> <p>A series of partnership projects are already underway to address the issues outlined above in order to bridge this innovation gap and achieve a 70% recycling rate by 2013.</p>
<p>c) More needs to be done to encourage supermarkets to reduce the amount of packaging</p>	<p>The current section within the strategy regarding the approach to supermarkets will be enhanced.</p> <p>In 2005, over 40 major retailers, brand owners, manufacturers and suppliers signed up to a voluntary agreement called the Courtauld Commitment to develop solutions across the whole supply chain to reduce both household packaging and food waste. These organisations worked with the Waste and Resources Action Programme (WRAP) to develop solutions across the whole supply chain, including innovative packaging formats, reducing the weight of packaging (e.g. bottles, cans and boxes), increasing the amount of recycled content in packaging, designing for recyclability, increasing the use of concentrates, refill and self-dispensing systems and collaborating on packaging design guidance. They are also working on solutions for reducing food waste through innovative packaging, in-store guidance, and the 'Love Food Hate Waste' consumer campaign.</p> <p>Earlier this year, 29 major retailers and brand owners signed up to Courtauld Commitment to work with WRAP to meet three key targets:</p>

	<ul style="list-style-type: none"> • Reduce the carbon impact of grocery packaging by 10% • Reduce UK household food and drink waste by 4% • Reduce waste in the grocery supply chain by 5%. <p>Therefore, there is a great deal of work going on regarding packaging reduction at a national level. The Surrey Waste Partnership looks to influence this agenda through lobbying government and its relationship with both WRAP and a number of national retailers. The Partnership also has a role in ensuring that residents are aware of this work to show that all sectors of the community are working towards the same waste reduction goals.</p>
<p>d) The target of 70% should be an aspirational target. Individual WCAs' current performance varies dramatically and some are concerned regarding the speed of achieving the target</p>	<p>It is agreed that because of current performance and the range of projects currently in place that the 70% target is achievable. However, it is recognised that projects are also in place to establish ways to achieve the target. Therefore Policy 4 will be changed to:</p> <p>"We will commit significant efforts and resources to achieve an aspirational household recycling and composting target of 70% by 2013/14".</p>
<p>e) There has been considerable confusion within the responses regarding the Waste Plan, Minerals Plan, the Waste Strategy (the JMWMS) and the individual Action Plans.</p>	<p>The following section will be added to the strategy:</p> <ol style="list-style-type: none"> 1. Role of SCC – waste disposal authority <p>Surrey County Council is the Waste Disposal Authority (WDA) for Surrey. The WDA is responsible for disposing of municipal waste collected by district and borough councils and for providing community recycling centres (CRCs) for residents to take any household waste, not otherwise collected by the district and borough councils. Recycling and disposal of wastes from CRCs is also the responsibility of the WDA.</p> 2. Role of SCC – Planning authority <p>The County Council is also the Waste Planning Authority (WPA) for Surrey. The WPA is responsible for developing a land-use plan for waste management facilities within Surrey. The land use plan for Surrey is called the Surrey Waste Plan and was adopted by the County Council in 2007. The plan identifies land suitable for the development of waste management facilities to deal with all types of waste, including commercial, industrial and municipal wastes.</p> <p>The WPA is also responsible for the determination of planning applications for new waste facilities within Surrey.</p>

	<p>3. Role of district and boroughs</p> <p>The 11 district and borough councils in Surrey are Waste Collection Authorities (WCAs), responsible for the collection of municipal wastes. WCAs are also responsible for the delivery of recycling and composting schemes based on the separation of suitable materials within the household waste stream. This is usually achieved through 'kerbside' waste collection schemes that operate in conjunction with normal waste collection and are supplemented by the provision of convenient recycling facilities in places such as supermarkets, shopping centres and car parks. The residual waste collected is passed to the County Council for disposal. The waste collected for recycling can either be passed to the County Council or sent directly to recycling facilities for reprocessing, such as a paper mill.</p> <p>4. Strategies in context (National waste strategy, Surrey Waste Plan, JMWMS, Action plans)</p> <p>The Surrey Waste Plan is a land-use plan produced by Surrey County Council in its role as Waste Planning Authority. It contains a list of sites and policies against which planning applications for waste management facilities will be judged. For example it identifies four sites in Surrey that are suitable for thermal waste technologies. The Surrey Waste Plan deals with all waste arising in Surrey including commercial, industrial and household wastes. There was a full consultation on the Surrey Waste Plan prior to its adoption in 2008.</p> <p>The Plan for Waste Management is a strategy to manage waste across the county. This plan was first published in 2007 and was called the Joint Municipal Waste Management Strategy. The new strategy will set revised targets for recycling, reducing waste and managing Surrey's waste in the most sustainable and cost-effective way.</p> <p>The individual action plans set out how each authority will deliver the strategy. The Waste Disposal Authority's Action Plan is the World Class Waste Solutions report.</p>
<p>f) It was identified in the workshop and also evident in some responses that there needed to be more information regarding the technologies proposed to deal with the waste.</p>	<p>1) Additional information will be added to Appendix C: Residual Waste Treatment Technologies. This will include a summary of the specific Batch Oxidation System technology gasification and the specific anaerobic digestion technology proposed by the WDA.</p> <p>2) Additional Appendices will be added to provide details on technology and outputs for both the treatment technologies.</p>

g) Has an equality impact assessment been carried out?	An Equality Impact Assessment will be carried out on the revised strategy.
h) The table on page 22 which details each WCA information is out of date. Information on the Community Recycling Centres needs to be added.	The latest version will be added to replace the previous table. As this will require updating more regularly than the strategy, a version will be added to the website which will be updated regularly. The CRC information will also be added to the table.
i) There is not a target for household waste produced.	This will be added and the target will be the relevant National Indicator (NI191 Residual household waste per household).
j) Action "With food waste collection, and wherever possible, we will seek to align collection arrangements and treatment methods" doesn't make sense. This needs to be reviewed.	Proposed change to action: Wherever possible, we will seek to align collection arrangements. For example with food waste collections that are being introduced.
k) Areas of the Waste Reduction Programme in which respondents would like SWP to prioritise are: 1) bulky items; 2) food waste; 3) junk mail.	These areas will be prioritised.
l) Items that were identified for prioritising separate collection were: 1) plastics, and 2) drinks cartons.	These areas will be prioritised for further investigation into the feasibility of separate collections.
m) Role of districts and Boroughs in achieving recycling targets needs to be set-out clearly as an Action.	An additional Action will be incorporated as follows: "district and borough partners to develop affordable kerbside and bring site collection schemes designed to achieve or exceed recycling and composting rates of 60% by 2013/14.
Changes agreed at the Surrey Waste Members' Meeting on 28 September.	
n) Reference needs to be made to safety at waste management sites	Action 33 will be changed to include reference to this with the following additional words: "Safe, efficient and appropriate transportation is an important consideration".
o) Comment j) above remains with an unclear response.	The word "with" needs to be inserted after "For example" in the text.
p) The answer to comment b) above needs to be illustrated with a graphical representation of the various contributions to the 70% recycling rate.	A diagram has been introduced on page 20.

A complete copy of the final proposed version, incorporating the proposed changes, has been placed in the Members' Room for inspection and circulated to Members of this Committee. It is entitled 'A Plan for Waste Management 2010' and can also be viewed on the website referred to earlier.

Member from this Council

- 3.7 Each council in Surrey appoints a Member to sit on the SWP Waste Members' Meeting. This Council appointed Councillor M J Brown, the Chairman of this Committee, to this role. Their meeting is advised by a smaller strategic Group of Members and is supported by Officers. In recent months the role of the Member representative has been of considerable importance in respect of work to see through to adoption the Plan for Waste Management. The Surrey Waste Members' Meeting last met on 28 September and agreed unanimously to recommend for adoption by each individual council in Surrey the final version of A Plan for Waste Management.
- 3.8 Another piece of work currently being undertaken by the SWP concerns the consideration of options for improved joint working on waste management in Surrey. The Project Group driving this particular project forward is due to complete its work by November. This issue of improved joint working, together with the adoption of A Plan for Waste Management, are of significant importance for Runnymede Borough Council and for the future of waste management in Surrey. Waste management is also one of the key themes being progressed through Surrey First.
4. Legal Implications
- 4.1 Both the districts and boroughs (Waste Collection Authorities) and Surrey County Council (the Waste Disposal Authority) are required by Section 32 of the Waste and Emissions Trading (WET) Act 2003 to have a joint strategy in place for the management of waste from households and waste that, because of its nature or composition, is similar to waste from households. The existing strategy was approved by Defra. The updated strategy will also be subject to their approval.
5. Resource Implications
- 5.1 Adopting the draft strategy does not require new resources from the Council. The new recycling scheme, due to commence on 31 January 2011, will be one of the most comprehensive in England and will result in a significant increase in Runnymede's recycling rate. It is not possible to predict what the recycling rate will be in 3 years time, and whether it will reach 60% or more. However, it is recognised that the 70% overall target for 2013/14 is aspirational, and this Plan does not commit the Council to additional spending.
- 5.2 In addition to paying recycling credits, Surrey County Council is providing funding to the WCAs in order to assist with the provision of food waste collection services in recognition of the fact that it is the main financial beneficiary from a reduction in residual waste.
6. Equality Implications
- 6.1 An Equality Impact Assessment will be carried out on the revised strategy.

OFFICERS' RECOMMENDATION that –

the Plan for Waste Management 2010 is adopted as the revised Joint Municipal Waste Management Strategy.

(TO RESOLVE)

Background Papers

A Plan for Waste Management 2010, circulated separately to Members of this Committee and available to view at www.surreywastepartnership.org.uk.

9. SUMMER ACTIVITY PROGRAMME (PLAY AND YOUTH) – 2010/2011 (DAL)
(Ref: Minutes of Leisure and Environment Committee, November 2009, page 369, para 395)

1. **Purpose of Report**

- 1.1 **The purpose of this report is to inform Members about the performance of Leisure Development's 2010 Summer Activity Programme, and to seek approval of proposals for 2011.**

2. **Background Information**

- 2.1 Leisure Services has run summer activities throughout the Borough since the 1970s. The activities delivered this year consisted of:

- Playschemes at four different sites, catering for 4.5-11 year olds.
- Multi-sports Day at Addlestone Leisure Centre for 4.5-11 year olds.
- SPLASH programme operated from Magna Carta School, catering for 11-16 year olds (in partnership with Spelthorne Borough Council).
- ROAR's open-access play sessions at five different parks/open spaces around the borough, primarily aimed at 5-13 year olds.
- A free Playday event at Runnymede Pleasure Grounds, primarily aimed at 5-13 year olds.
- A Youth Festival event on Staines High Street (in partnership with Spelthorne Borough Council), primarily aimed at young people aged 11+.

- 2.2 The aims of the activities are to:

- encourage active lifestyles and thereby help improve the physical and mental wellbeing of local children and young people
- provide an enjoyable and safe environment in which children and young people can develop
- help reduce anti-social behaviour levels by providing diversionary activities
- provide the opportunity for childcare to allow parent/guardians to continue working.

Joint working with Spelthorne Borough Council

- 2.3 This year, for the first time, Officers worked in partnership with Spelthorne Borough Council to deliver the SPLASH scheme as well as the Youth Festival. It was agreed that Runnymede would lead on organising SPLASH and Spelthorne, the Youth Festival. The net income this Council received towards SPLASH from Spelthorne was £5,600. This Council contributed £2,500 to Spelthorne for the Youth Festival. This was a similar amount to that incurred by this Council on organising its own smaller festival in previous years.

3. **Report**

Childcare Vouchers and Confederation Vouchers

- 3.1 After a successful pilot with playschemes last year, it was decided the opportunity for parents/guardians to pay with childcare vouchers should again be offered this year. Part of the terms and conditions of the vouchers are that they can only be used for Ofsted registered sites. The decision was therefore taken to register SPLASH onto Ofsted's Voluntary Register for the first time this year in order to allow parents/guardians to pay using childcare vouchers for this scheme too (like playschemes). These vouchers allow working parents/guardians to benefit from the tax relief offered by Central Government for childcare. This was an appreciated benefit for those who took advantage of them and there is no

financial loss to the Council in accepting them. Seventeen different children were booked onto activities using childcare vouchers, totalling £2,128 in income.

- 3.2 A number of subsidy vouchers/letters were also accepted from local schools who provided the subsidies to deprived families. In total, twenty six different children were booked onto the schemes using this method, totalling £1,378 in income.

4. Playschemes

- 4.1 This Council's playschemes cater for 4.5-11 year olds and operate from four different sites. This year the venues were based at the two new sites of Darley Dene Infant and Nursery School (Addlestone) and Thorpe Lea School (Egham), as well as the two established sites of St Anne's Primary School (Chertsey) and Ottershaw Memorial Fields (Ottershaw). The standard hours of operation are 8:30am – 3:30pm at all four sites. Addlestone also offered optional extended hours until 5pm.

School-age Care Environment Rating Scale (SACERS) Review

- 4.2 Again none of the sites were Ofsted inspected this year (inspection takes place randomly or at poor performing sites as a priority). However, the Council again received SACERS Reviews by Surrey County Council's Early Years Team at the Ottershaw and Chertsey playscheme sites. The feedback last year was that all sites had performed well above average when compared to other providers in Surrey. After reviewing each scheme's space and furnishings, health and safety, activities, interactions, programme structure, and special needs support, the average score across Surrey last year was 3.86, whilst this Council's sites scored 4.90 for Ottershaw, 4.52 for Addlestone, 4.40 for Chertsey, and 4.1 for Egham. This year the average scores (after being assessed on space and furnishings and activities) was 6.17 for Chertsey and 6.0 for Ottershaw. A significant improvement was made on what was already a well above average service. However, the average score across the county this year has not yet been made available.

Staffing: Qualification Requirements and Subsequent Registration Changes for Playschemes

- 4.3 The issues found last year in respect of the requirement for increased qualifications (stipulated nationally) for holiday playscheme staff on Compulsory Registration schemes were still unresolved this year. If working with children aged 6 or 7 the requirements of the Compulsory Register mean Supervisors must possess one of the new Level 3 qualifications in a relevant area of work, and 50% of staff need to have one of the new Level 2 qualifications in a relevant area of work. If working with children aged 5 or under, the requirement is that all Supervisors need to have the new 'full and relevant' (as opposed to just a relevant area of work) Level 3 qualification and 50% of the remaining staff have one of the new 'full and relevant' Level 2 qualifications.
- 4.4 Whilst meeting the Supervisors' qualification requirement was not an issue (as the majority of Supervisors are teachers which meet the minimum requirement), meeting the 50% requirement of the remaining staff was an issue, as it was for the majority of other schemes, because most holiday scheme providers rely on University students who are generally not already qualified to this level for play and the qualifications take around 18 months to complete. Also, many of the staff would not have the time or inclination to complete these qualifications when they are studying other courses full-time.
- 4.5 Because the interim option of providing an action plan to state how the new qualifications could be obtained by 2012 was no longer an option this year, the decision was made to remove the playschemes off Ofsted's Compulsory Register onto the less strict Voluntary Register (like the SPLASH scheme). This was because if any of the playscheme sites had received an inspection this year whilst being on the Compulsory Register, they would have failed to meet the requirements (due to the staff not having the new qualifications required) and the sites would likely have received an 'unsatisfactory' scoring classification. The Voluntary Register does not have the same qualification requirements for staff, so it does still allow the schemes to have the quality reassurance of being 'Ofsted registered', but unfortunately it meant the schemes could then only run for 14 days; two weeks and four days (rather than the 15 days which they ran for last year).

- 4.6 In order to still provide three full weeks provision for the playscheme age group, a Multi-sports Day was offered on the Friday of the third week of playschemes at Addlestone Leisure Centre instead.

Playscheme and Multi-sports Day Bookings

- 4.7 There were 1,889 spaces booked across the four playscheme sites over the 14 days. Of these spaces, 1,468 were booked in advance and 421 were booked on-site. On average there were 134 children per day on the playschemes, compared with 183 last year. In total, 284 different children took part across the four playscheme sites operated, along with 58 different children participating in the Multi-sports Day. 366 different children participated in the 15 days of playscheme last year.
- 4.8 A breakdown of the number of children on each scheme compared with last year (which ran for 15 days) is set out below:

Number of children booked on each site and scheme in 2010 (2009 figure)			
Site	Playscheme 4.5-7 year olds	Play Plus 8-11 year olds	Total
Egham	29 (38)	33 (51)	62 (89)
Ottershaw	37 (30)	39 (34)	76 (64)
Chertsey	41 (53)	45 (71)	86 (124)
Addlestone	38 (43)	22 (46)	60 (89)
Playscheme Totals	145 (164)	139 (202)	284 (366)
Multi-sports Day Total (held at one central venue, not the four sites)	58		58 (N/A)

- 4.9 Officers consider that the reduction in people using the playscheme is due to the current economic climate, as other schemes across the county have experienced similar reductions this year. This view is supported by an increased percentage of concessions for playscheme spaces, as shown in the pricing level table below (for advanced bookings):

Price Band	2010 (2009)
Concession	27% (19%)
Out of Borough	3% (2%)
RBC Staff	7% (6%)
Referral	0% (5%)
Resident	62% (68%)

Potential Venue Change

- 4.10 Officers are considering the possibility of moving the Addlestone playscheme from Darley Dene Infant and Nursery School to St Paul's Primary School, in response to feedback received from a number of parents and/or guardians who prefer the location of St Paul's Primary School.

5. SPLASH

- 5.1 'SPLASH' was set up in 1993 to offer the 11 to 16 age group a range of leisure activities during the school summer holidays. The main objective of the scheme is to provide activities for young people that alleviate boredom, which might lead to anti-social behaviour. This year Magna Carta School in Egham was chosen to host 'SPLASH', due to it being better placed for the agreed joint-working with Spelthorne Borough Council. Transport was again provided from major communities around the borough for the participants.
- 5.2 This year, in order to keep the programme fresh, there were a number of new exciting trips and on-site activities added to the programme. These included Brighton Beach and Pier,

Westfield Shopping Centre, snow tubing, Pulsar Laser Quest, cheerleading, mini-makeovers and dance mats.

SPLASH Bookings

- 5.3 There were 893 spaces booked across the three weeks, of which 770 were booked in advance and 123 were booked on-site. Last year there were 965 spaces booked across the three weeks, of which 850 were booked in advance and 115 daily were booked on-site. Therefore, on average, there were 60 young people per day on the programme (compared with 64 last year) and 112 different young people took part (compared with 125 last year).
- 5.4 Officers consider that the very slight reduction in young people using the programme, like playschemes, is due to the current economic climate. This is supported by the increased percentage of concession bookings as shown in the table below (for advanced bookings):

Price Band	2010 (2009)
Concession	17% (13%)
Out of Borough	1% (5%)
RBC Staff	6% (4%)
Referral	0% (0%)
Runnymede/Spelthorne Residents	76% (78%)

- 5.5 Officers are awaiting confirmation from Spelthorne Borough Council on whether it will continue the partnership working on the scheme next year.

6. Runnymede Open Access Recreation (ROAR) and Playday

- 6.1 ROAR is the three year project, managed by Runnymede Borough Council, but funded by the Big Lottery Fund. The project aims to give children aged 5 to 13 years more opportunities to take part in free open access play in parks, open spaces and community venues, both during term-time and the school holidays. Each session offered lasts for two hours.
- 6.2 During the summer holidays, the ROAR sessions ran twice a day for one week (at the end of playschemes/SPLASH) in various parks and open spaces around the borough. During this period the attendance figure was 248 with 96 new children taking part. Therefore, on average, 25 children attended each session (compared with 20 last year).
- 6.3 From February 2009 to September 2010, 1,375 different children and young people accessed the ROAR scheme.
- 6.4 During the summer, a free Playday event was also organised at Runnymede Pleasure Grounds. Over 400 participants enjoyed the wide range of activities on offer. Playday is a nationally celebrated event which aims to remind people about the importance of play in a child's development.

7. Youth Festival

- 7.1 This summer the Youth Festival (like SPLASH), was delivered in partnership with Spelthorne Borough Council on Staines High Street. Whilst it was difficult to record the number of attendees, it was estimated to be in the thousands. Activities included a wide range of performances from dance groups and bands, DJ mixing, digital graffiti wall, as well as free running.

8. Marketing of Activities

- 8.1 Activities were promoted through a variety of different avenues and contacts. Copies of the Summer Activity Brochure were distributed to schools throughout the borough as well as further promotion in the Runnymede Voice, local newspapers through press releases, Council noticeboards, and the new www.rbcyouth.co.uk website.

8.2 Next year, Officers would like to offer the opportunity for people to book on-line. Therefore, investigations are currently being undertaken to enable web-bookings on the current Gladstone system.

9. Feedback on the Summer Activities

9.1 Noteworthy feedback regarding the Summer Activities this year includes:

- 98% of respondees felt the quality of staff was excellent/very good (compared with 92% last year)
- 94% of respondees felt the activities offered were excellent/very good (compared with 91% last year)
- 82% of respondees felt the fees and charges were excellent/very good (compared with 81% last year).

9.2 Notable comments provided on the feedback forms this year have included:

- "This is the third year Lily has attended playscheme and so far this is the best."
- "My children have loved the activities. Having been to three different holiday clubs this is the best by far."
- "Ellen loved the playscheme!"
- "Ottershaw is a great venue for children who like being outside. This is the 8th year we have used it and the children love it."
- "I must compliment the staff – they are always excellent."
- "Thomas was very nervous to attend the playschemes, the staff made him feel very welcome right away. He is thoroughly enjoying himself and I put this down to the staff, I will definitely be re-booking next year."
- "Really good holiday club. My son wants to come back next year."

A number of playscheme parents/guardians have informed staff they would like trips offered again. Therefore, staff will look into the possibility of providing cost neutral trips next year.

10. Financial Implications

10.1 The predicted and proposed budgets for the playschemes are set out below, along with the actual figures for 2008/2009.

Playscheme Budget

	2008/09 Actual £	2009/10 Budget £	2009/10 Probable £	2010/11 Proposed £
<u>Expenditure</u>				
Wages and Training	46,145	46,100	29,800	33,200
Other Costs	14,961	12,500	15,600	17,600
Total	61,106	58,600	45,400*	50,800
<u>Income</u>				
Fees and Charges	26,385	28,600	20,800	21,800
Sponsorship and Donations	7,387	6,000	5,000	5,000
Total	33,772	34,600	25,800	26,800
Net Cost	27,334	24,000	19,600	24,000

*This figure includes the procurement of an online module which allowed customers to book and pay on-line.

This year Officers were much stricter in respect of the numbers of staff working on the playschemes, in anticipation of lower numbers due to the economic climate. Feedback from staff was that this made it harder for the delivery to run smoothly. Therefore, Officers will not be quite as rigid next year.

- 10.2 The predicted and proposed budgets for SPLASH are set out below, along with the actual figures for 2008/2009.

SPLASH Budget

	2008/09 Actual £	2009/10 Budget* £	2009/10 Probable £	2010/11 Proposed £
<u>Expenditure</u>				
Wages and Training	10,225	14,400	13,100	15,300
Other Costs	26,280	27,600	24,800*	24,700
Total	<u>36,505</u>	<u>42,000</u>	<u>37,900**</u>	<u>40,000</u>
<u>Income</u>				
Fees and Charges	10,437	18,000	15,200	16,000
Sponsorship and Donations	5,198	5,000	10,600***	5,000
Total	<u>15,635</u>	<u>23,000</u>	<u>25,800</u>	<u>21,000</u>
Net Cost	<u>20,870</u>	<u>19,000</u>	<u>12,100</u>	<u>19,000</u>

*This cost is inclusive of £2,500 being paid to Spelthorne Borough Council for the joint Youth Festival.

**This figure includes the procurement of an on-line module, which allowed customers to book and pay on-line.

*** This figure includes the £5,600 received from Spelthorne towards joint working as well as the £5,000 annual sponsorship from Procter and Gamble.

- 10.3 Although there will be a saving of £6,300 this year, this cannot be guaranteed for next year as it will depend on whether Spelthorne Borough Council continues the joint working. In addition, if participant numbers increase a larger subsidy will be required.
- 10.4 Officers will monitor the budgets closely to identify opportunities to deliver savings in the next financial year. This could be through generating additional income, identifying external funding and/or revenue savings.

11. Fees and Charges

- 11.1 The fees and charges for the Summer Activities are set out below:

Charge	2008	2009	2010	2011
Advanced Standard Week (Resident)	£55	£60	£65	£65
Advanced Extended Hour Week (Resident)	£80	£85	£90	£90

Advanced Concessionary Standard Week (Resident)	£27.50	£30	£32.50	£32.50
On-site Standard Daily (Resident)	£13	£13	£15	£16.50
On-site Extended Hours Daily (Resident)	£19	£19	£21	£23.10
On-site Concessionary Daily (Resident)	£6.50	£6.50	£7.50	£8.25
SPLASH Trips	£3-£22	£6-£25	TBC	TBC
SPLASH Bus Service per week	£5	£5	£7	£7
SPLASH Bus Service Concessionary per week	£2.50	£2.50	£3.50	£3.50
ROAR sessions	N/A	FREE (agreed with the BIG Lottery)	FREE (agreed with the BIG Lottery)	FREE (agreed with the BIG Lottery)

- 11.2 Out-of-borough participants were charged an additional rate of £80 per week, compared with £65 per week for Runnymede residents on playschemes. On SPLASH, the prices were the same, other than Spelthorne residents were charged the same rate as Runnymede residents, owing to the joint working. A 50% concession was also made available for Runnymede residents in receipt of Income Support, Job Seekers Allowance (income based), Employment Support Allowance (income based), Disability Living Allowance, Incapacity Benefit, Housing Benefit, or Council Tax Benefit. In addition, two 'looked after children' also accessed the schemes this year after being offered places free of charge, to support the County Council's Children and Young People Plan.
- 11.3 After investigation, the fees and charges for the summer schemes can now be classified as non-business activities. Fortunately, this means VAT no longer needs to be accounted for, resulting in extra income for the schemes. In order to stimulate further demand, Officers propose that a selling point would be to advertise "Prices held at 2010 level" for advanced bookings (during the difficult economic climate), but for the fees and charges for on-site activities to be increased by 10%. This will encourage customers to book in advance which allows Officers to plan the staffing requirements more accurately.
- 11.4 Next year Officers will again ensure that SPLASH trip costs vary so that families on lower incomes continue to benefit from some of the trips on offer and feel able to access the full programme of activities.
12. Council Policy
- 12.1 The Sustainable Community Strategy and Corporate Plan (2009) states that the Council will:
- Provide activities for teenagers
 - Improve access to and enhance the provision of parks and open spaces

This Committee's Service Plan states that Leisure will:

- Deliver Playschemes
- Deliver SPLASH

- Provide facilities and activities for teenagers
- Encourage increased provision of after-school clubs and schemes for vulnerable young people

The Play Strategy states that the Council will:

- Produce a balanced portfolio of projects that allow a wide range of young people to access free play provision from the drawdown of the lottery funding allocated to the Borough by the Big Lottery.

OFFICERS' RECOMMENDATION that –

- i) childcare vouchers and school subsidies continue to be accepted on the Council's playschemes and SPLASH in future years (should the Government decide to continue with childcare vouchers);**
- ii) Officers be authorised to implement the possible venue change described in the report should it be practicable; and**
- iii) the revised fees and charges and budgets set out in this report be approved as part of the draft budget for 2011.**

(TO RESOLVE)

Background Papers

Relevant papers on Leisure Services file.

10. HEATHERVALE RECREATION GROUND YOUTH SHELTER LIGHTING (DAL)
(Ref: Minutes of the Leisure and Environment Committee, June 2007, page 66, para 95 and March 2009, page 821, para 570)

1. Purpose of Report

- 1.1 The purpose of this report is to inform Members of the effect of installing lighting at a youth shelter in Heathervale Recreation Ground.**

2. Background Information

- 2.1** In June 2007, this Committee approved the installation of a youth shelter in Heathervale Recreation Ground, in New Haw, on a trial basis. In March 2009, Members resolved that the shelter be retained on a permanent basis and approved the installation of lighting to the shelter on a six month trial basis. Officers were instructed to report back on the lighting at the end of the trial.

3. Report

- 3.1** A single lamp column was erected next to the youth shelter in March 2010. On-site Parks staff were asked to monitor the effect of the lighting by recording any increase in incidents of littering, vandalism or other anti-social behaviour relating to the shelter and in particular thought to be associated with the installation of the lighting.
- 3.2** There was no change from the normal level of such incidents until September, when there were increases in littering, graffiti and other vandalism, for a short time. These additional incidents were recorded in various locations around the park and most could not be attributed to the youth shelter, or the lighting. They were considered by the Joint Action Group (JAG) in October so that an appropriate response could be agreed, but the number of incidents had fallen back to the usual level by then, so they appear to have been a short term problem. There have been no complaints from residents about the lighting.

- 3.3 Officers are therefore reporting that the installation of the lighting has no discernable negative impact, but has allowed young people to use the shelter on darker evenings and recommend that it be retained.

OFFICERS' RECOMMENDATION that –

the lighting to the youth shelter at Heathervale Recreation Ground be retained on a permanent basis.

(TO RESOLVE)

Background Papers

None stated.

11. VICTORY PARK PAVILION REFURBISHMENT (DAL)
(Ref: Minutes of Leisure and Environment Committee, September 2009, page 269, para 292 and Corporate Management Committee, March 2010, page 619, para 623)

1. Purpose of Report

- 1.1 **The purpose of this report is to update Members on the refurbishment of the sports pavilion at Victory Park in Addlestone.**

2. Background Information

- 2.1 The sports pavilion in Victory Park, Addlestone, was built circa 1966 and provides changing rooms with showers, a room used during the week by the Minus Five preschool, public toilets and, until its refurbishment, an office for the parks staff. Victory Park hosts around 60 football matches for adults and children each season, and Minus Five provides pre-school places for around 18 children.

- 2.2 In September 2009 this Committee considered a report describing the deteriorating condition of the sports pavilion and highlighting the need to replace it. The cost of a new building had been estimated at £400,000 and at the time Early Years had earmarked £100,000 towards it, as it would allow Minus Five pre-school to remain in the park. Members supported the principle of replacing the building, subject to sufficient external funding being found.

3. Report

- 3.1 In late December 2009 further rapid deterioration was noted in one of the structural roof supports and the building was closed while a structural survey was arranged. This concluded that works were necessary but that repairing the existing building was possible and less costly than a replacement.
- 3.2 The closure affected the Minus Five pre-school, which could not open for a few weeks at the start of the spring term, but they were quickly re-housed in the bowls pavilion after the Council installed heating and carried out other minor works necessary. Prior to the start of the bowling season Minus 5 moved again to a longer term temporary home at Kings Church in Marsh Lane.
- 3.3 During January and February options for the future of the building were costed and considered and reported in March to Corporate Management Committee which resolved that the pavilion be repaired. Early Years also confirmed that the funding previously made available for a new building would be available to part-fund the refurbishments which were estimated to cost £160,000. The cost would be shared between Early Years and the Council.
- 3.4 During March and April the specification was finalised and the work tendered. Work started on site in May and was completed on schedule in mid August.

3.5 The refurbishments included replacing structural timbers, new PVC wall cladding and windows, re-building the access ramp, providing a disabled toilet (in the old office), a rewire of the electrics, upgrading the heating and hot water system, providing a new kitchen and a complete refurbishment of the interior.

3.6 Minus Five moved back into the pavilion on 23 August and were able to open at the start of the autumn term on Monday 6 September. The refurbished changing rooms were also ready for the start of the football season in September.

4. Financial Implications

4.1 The final cost of the refurbishments was £118,550. This has been split with Early Years funding £80,000 and the Council funding the balance. The Early Years contribution is £20,000 less than they had expected and the Council's £21,450 less. The Council's contribution has been taken from the unspent balance of provision for capital grants in 2010/11 augmented by a contribution drawn forward from 2011/12, as agreed by Corporate Management Committee. It has not been necessary to use any monies from the Building Maintenance budget.

(FOR INFORMATION)

Background Papers

None stated.

12. CHERTSEY MEADS MANAGEMENT LIAISON GROUP MINUTES – 7 SEPTEMBER 2010 (DAL)

The Minutes of the meeting of the Liaison Group held on 7 September 2010 are attached at Appendix 'C'.

(FOR INFORMATION)

Background Papers

None.

13. ADDLESTONE LEISURE CENTRE JOINT MANAGEMENT COMMITTEE MINUTES – 21 SEPTEMBER 2010 (DAL)

The Minutes of the meeting of the Committee held on 21 September 2010 are attached at Appendix 'D'.

(FOR INFORMATION)

Background Papers

None.

14. EXCLUSION OF PRESS AND PUBLIC

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

OFFICERS' RECOMMENDATION that –

where appropriate the press and public be excluded from the meeting during discussion of report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the relevant 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)