



EFFINGHAM VILLAGE RECREATION TRUST

Minutes of the Ordinary Meeting of the Trustee

Tuesday 17th October 2023, at 7.30 pm, The Parish Room

In attendance:

Trustee members: Ian Symes (IS, Chairman), Cliff Hackett (CH), Liz Hogger (LH), Paula Moss (PM), Arnold Pindar (AP), Merel Rehorst-Smith (MR)

1. Apologies for Absence

There were no apologies for absence

2. Declarations of interests

MR signed the EVRT Declaration of Interests.

3. Minutes

The minutes of the Ordinary Meeting of the Trustee 6th June 2023 and the minutes of the Special Meeting of the Trustee 19th September 2023 were agreed and signed by the Chairman as being an accurate record.

4. Appointment to the Executive Board

The Trustee considered the application from Ms Alice Trevor to join the EVRT Executive Board.

DECISION

Having reviewed her application and CV, the Trustee was pleased to appoint Ms Alice Trevor as a member of the Board with immediate effect. LH will send Ms Trevor a copy of the Charity Scheme, the Terms of Reference of the Executive Board, and arrange for her to sign the Register of Interests.

ACTION LH (as Acting Clerk)

5. Finance and Compliance Officer

The Trustee considered the report from the working group (set up according to Minute 7 of the Trustee meeting on 6th June) on whether it is necessary to appoint another person to carry out some governance, administration and financial roles, in the light of the revised job description of the KGV Manager. The role would include **governance support** (to act as Clerk to the Trustee, ensuring that the Trustee takes all the appropriate decisions at the right time and is provided with the information needed to make those decisions, keeping accurate records, and providing clerical services to the Executive Board to assist the Chairman of the Board and the KGV Manager), **administrative support** (to provide administrative support to the KGV Manager and be fully familiar with KGV administrative and financial systems so as to be able to provide cover when the Manager is absent for any reason), and **technical support** (to provide technical support for the KGV computer systems, the website and email systems).

DECISION

The Trustee agreed that LH should lead a recruitment working group to define the job description and person specification, in consultation with the KGV Manager and the Chairman of the Executive Board and, if approved by the Trustee, the Executive Board is authorised to undertake the recruitment process with the aim of having an officer in post by April 2024.

ACTION LH, Executive Board

6. Financial Report

The Trustee considered the report of the KGV Manager and the Executive Board on the current financial status of EVRT, and agreed to authorise expenditure the recommended projects.

DECISION

The Trustee agreed to:

- **Reaffirm investment in the community Christmas event.**



EFFINGHAM VILLAGE RECREATION TRUST

- **Agreement to initial exploratory phase of investment in design and consultancy for the Woodland trail (see proposal item 11 on agenda)**
- **Agreement to progress in principle:**
 - **Milestone carpark**
 - **Relocation Loolabells**
 - **Watering solution**
 - **Completion of village Room renovations**
- **That if costs for individual elements for already approved projects (Village room furnishing) exceed Trust policy on authority levels, the Exec Board will submit a formal proposal. On all currently unapproved projects, a costed proposal will follow (Trail, Muga, Loolabells etc) before full commitment.**

ACTION Executive Board

7.* EPC Funding Proposal for 2024/25

The Trustee considered the report and recommendation from the Executive Board concerning the submission to Effingham Parish Council (EPC) of a proposal for funding in the financial year 2024/25. Members were reminded that at this meeting of the Trustee they should consider this 'wearing their EVRT hats', i.e. they should make the decision based on the best interests of the EVRT charity; they would 'wear their parish councillor hats' when considering the proposal at the EPC meeting.

After detailed discussion, the decision was agreed with four votes in favour and two abstentions:

DECISION

EVRT will request that EPC provides £64,200 funding for the financial year 2024/25, made up of £61,000 facilities funding and £3,200 capital replacement funding. This represents a 7% increase in the funding to enable the charity to provide and to improve the KGV facilities and services available to Effingham residents. LH and PM are authorised to write up a formal proposal and submit this to EPC for consideration at their October meeting.

ACTION LH, PM

8. 1st Effingham Scouts

The Trustee considered an update report from the Executive Board on the proposed Licence for 1st Effingham Scouts (1ES) for their use of the Scout HQ and outside space on the KGV. The draft Heads of Terms (HoT) were approved by the EVRT Trustee at the meeting on 19th April this year. Unfortunately when this was sent to 1ES with the suggestion of a further meeting, the new 1ES trustee team rejected the HoT, saying they intend to continue using the HQ as they have done since the 1970s. Several attempts have been made to persuade the 1ES trustees to meet with EVRT to discuss the matter, without success.

The update report also noted that in recent months there has been increasing concern about the security of the Milestone gate by the HQ, with many occasions when the vehicle gate is left wide open and unattended, leading to fears of another traveller incursion. In addition, 1ES allow other non-scouting groups to hire the HQ, with apparently no requirement on them to attend to gate security. There is also a worry about unsafe scout use of the KGV grounds outside the HQ, including lighting fires which have damaged the ground, and using calor-gas cookers. EVRT needs to ensure that such activities do not pose a safety risk or cause inconvenience to other KGV users. EVRT has a project in place to provide extra car parking spaces in the vicinity of the HQ to relieve the pressure on the main car park when rugby and football is taking place at weekends. At present sports users are allowed to park on the grass near the HQ by agreement with the KGV Manager. There have been problems recently with cars associated with 1ES blocking car parking spaces promised to the sports users.

After a full discussion, the Trustee agreed the aim should be to ensure gate security, control over parking and ensure the safety of all KGV users, and to persuade 1ES that a licence between 1ES and EVRT would allow this to be achieved. The Trustee therefore decided:



EFFINGHAM VILLAGE RECREATION TRUST

DECISION

1. That a new EVRT policy be adopted whereby the Milestone vehicular gate may be used only by groups who have either a licence or a hire agreement in place with EVRT, with effect from 1st December 2023.
2. That the Chairman of the Trustee be authorised to write to 1ES to inform them of the new policy, and inviting them to meet with the EVRT Executive Board urgently to discuss and agree Heads of Terms for a licence so that 1ES are able to continue to use the Milestone vehicular gate.
3. That the wording of the letter be agreed between IS as Chairman of the Trustee and PM as Chairman of the Executive Board, and the letter sent to 1ES by LH as Acting Clerk to the Trustee.

ACTION IS, PM, LH

9. Little Bookham & Effingham Preschool

The Licence for Little Bookham & Effingham Preschool (LBEP) is due for renewal from 1st January 2024. The Trustee considered the recommendation from the Executive Board that, in view of the difficult financial situations for pre-schools both nationally and locally, EVRT should agree that there should be no increase in the hourly rate for the Pre-school during 2024, the first year of the new licence. The Trustee noted that several local pre-schools had already closed, and agreed that LBEP provided a valuable service for local residents.

DECISION

The Executive Board is authorised to negotiate the licence renewal with LBEP on the basis that there will be no increase in the hourly rate for the Pre-school during 2024.

ACTION Executive Board

10. EVRT Policies

Draft policies were tabled and discussed, and adoption agreed subject to minor corrections:

DECISION

The Trustee agreed in principle to adopt the new and revised policies:

Policy 2: Financial Control and Management

Policy 8: Appointment of Members to the Executive Board

Policy 13: Reserves

LH will correct the wording as suggested by the Trustee, and circulate the final policy wording for agreement.

ACTION LH

11. Woodland Trail Project

PM presented a report on the Woodland Trail Project at the KGV, attached as an appendix to these minutes.

DECISION

The Trustee welcomed the proposal and approved a development budget of up to £10,000 to cover the cost of consultancy fees and first stage design development for the project.

ACTION Executive Board

12. KGV Update

Various KGV matters had been extensively discussed earlier in the meeting, and no further update was required.

13. Any Other Business

There was no further business.

* Indicates a key responsibility for the Trustee



EFFINGHAM VILLAGE RECREATION TRUST

APPENDIX

Design Development Brief: Sensory Woodland Trail

Proposal to the Trustee

To approve a development budget of up to £10,000 to cover the cost of consultancy fees and first stage design development for the project.

Project Overview

We are seeking a comprehensive design proposal for the creation of a wheelchair-accessible sensory woodland trail that caters to families, children, and nature enthusiasts of all ages. This trail should provide a natural immersive experience that connects visitors with the natural environment while offering learning opportunities. The trail will be situated within an existing woodland habitat, and the design should make the best use of its existing features and natural elements.

Project Objectives:

1. **Accessibility:** Create a fully wheelchair-accessible trail that ensures inclusivity for all visitors, including those with mobility challenges.
2. **Sensory Engagement:** Design the trail to engage the senses through the incorporation of auditory, tactile, visual, and olfactory elements to enhance the overall visitor experience.
3. **Family and Child-Friendly:** Develop inclusive features and activities that appeal to families and children, including interactive exhibits, play areas, and educational opportunities.
4. **Educational Opportunities:** Integrate learning opportunities throughout the trail, highlighting the natural and cultural history of the woodland, local flora and fauna, and ecological concepts. Our partners include local schools and children's groups who will want to use the facility as a teaching resource.
5. **Habitat Preservation:** Ensure that the design and construction of the trail minimize environmental impact and make the best use of existing habitat and features within the woodland. EVRT has recently conducted a habitat survey which we would like to be used in the development of this project.
6. **Safety:** Visitor safety is important. Appropriate signage, designated pathways, and safety features should be included while maintaining the wilderness / natural experience.

Design Considerations:

1. **Trail Layout:** A looped trail layout that accommodates wheelchairs, buggies, and walking visitors. Considerations should include gentle slopes, rest areas, and interesting signage.
2. **Sensory Stations:** Incorporate sensory stations along the trail that encourage visitors to engage with the environment using touch, smell, sight, and hearing. These stations could include interpretive signage, tactile elements, and soundscapes.
3. **Family and Children's Zone:** We would like a designated area with age-appropriate activities, such as play structures, educational games, and interactive exhibits to engage young visitors and families. An outdoor classroom is also something under consideration for use by local schools.
4. **Educational Signage:** Install informative signage at key points along the trail to educate visitors about the woodland's natural history, ecosystem, and conservation efforts.
5. **Existing Features Integration:** Utilise existing natural features like habitats, grasslands, and tree canopies as focal points or elements within the trail design.

Key Stages

1. To identify a suitable partner who can support the team with expert knowledge and specialist design skills.



EFFINGHAM VILLAGE RECREATION TRUST

2. To engage with our community and stakeholders to ensure we have a collaborative proposal to take forward to potential suppliers of grant and partnership funding. November 2023
3. To identify the most suitable sources of grant funding. We will explore, amongst others:
 - a. Your Fund Surrey Large Community Projects Fund
 - b. Your Fund Surrey Small Community Projects Fund (Via SCCr)
 - c. <https://brucewaketrust.co.uk/prelim-grant-application/>
 - d. <https://www.cfsurrey.org.uk/guidance/>
 - e. <https://www.tnlcommunityfund.org.uk/funding/programmes/partnerships-england>
4. To develop a clear project plan, working with the community and other organisations to implement the final design. January 2024
5. To apply for grant funding February 2024
6. Implement depending on funding Spring / Autumn 2024

DRAFT