



Royal Holloway & Runnymede Consultative Group (RHRCG)

MEETING MINUTES

Wednesday, 21 May 2025, 5:30–7pm (Online via Teams)

Attendees

Royal Holloway: Professor Tracy Bhamra (Co-Chair), Helen Groenendaal, Nick Pearce, Minna Ruohonen (note taking)

Royal Holloway Students' Union: Sharanya Sivarajah, Tony Logan

Runnymede Borough Council – Councillors: Cllr Trevor Gates (Co-Chair), Cllr Andrea Berardi, Cllr Paul Gahir, Cllr Abby King, Cllr Elaine Kettle, Cllr Isabel Mullens

Surrey Police: Ian Nash (Runnymede Borough Commander)

Residents' Associations: Willy Burgess (Egham Residents' Association), Amanda Willis (Englefield Green Village Residents' Association)

Apologies: Aileen Baker, Daniel Brading, Mike Berry, Cllr Marisa Heath, Cllr Eliza Kettle, Cllr Geeta Moudgil, Cllr Sam Jenkins

PURPOSE OF THE RHRCG

To provide a forum where topics of interest and/or concern to the communities in the Egham and Englefield Green Village areas can be discussed and debated by representatives from and stakeholders in those local communities with a view to identifying possible solutions, agreeing on actions and allocating responsibility for those actions. The goal is that through shared understanding and collective action, issues can be resolved and agendas of mutual concern can be progressed.

PROCEDURAL ITEMS

1. Welcome & Apologies (TG)

Councillor Trevor Gates (Chairing) welcomed members to the meeting and extended a warm welcome to Councillor Margaret Harnden, the newly appointed Mayor of Runnymede, noting that she had previously attended RHRCG meetings. TG also thanked Councillor Elaine Gill for her participation and support of the RHRCG during her time as Mayor.

Apologies were noted as listed above.

2. Approval of Previous Meeting Minutes (TG)

The minutes from the RHRCG meeting held on 24 March 2025 were approved. Cllr Berardi raised a question about some additional comments from Insp. Nash regarding last year's protest outside the Royal Holloway campus gates during the June Open Day demonstrations. MR explained that, as the

November 2024 meeting was cancelled, the approval of the June meeting minutes had been obtained via email, and MR will now verify that the final version is uploaded to Royal Holloway's website.

3. Outstanding Actions from Previous Meeting (TG)

TG confirmed that all action points from the March 2025 meeting had been completed, except for the Spring Rise Gate item, which was scheduled for discussion during today's session.

MAIN ITEMS

4. Review and reflection of the RHCG meeting from March 2025 (MR)

Minna Ruohonen (MR) summarised a review paper which was produced following the March 2025 meeting to reflect on how the changes introduced to the RHRCG format in June 2024 have worked in practice. The paper, circulated to members in advance, summarised the feedback from the March session, alongside proposed refinements.

While co-chairing and the updated meeting structure were generally welcomed, there were some concerns about unclear chairing, the volume and timing of papers, and the way in which the Spring Rise Gate topic was managed.

Key practical changes set out in the review include alternating the meeting chair between Royal Holloway and community representatives; clearer agendas showing time allocations and distinguishing between 'Main Items' for discussion and 'Starred Items' for information only; a new Community Impact Assessment Process to help plan for sensitive topics; and revised expectations for paper circulation and slide sharing.

It was agreed that the revised format, as outlined in the paper, will now be used until summer 2026, when it will be formally reviewed again.

5. Community Impact Assessment Process (CIAP) – Introduction (MR)

MR introduced the Community Impact Assessment Process (CIAP). This new approach provides a structured, transparent, and systematic way to work through potentially sensitive topics in a more constructive and joined-up way.

Rather than serving as an internal tool alone, the CIAP is a co-production method that brings input from Royal Holloway colleagues and local stakeholders. Its purpose is to summarise a range of perspectives - before the main RHRCG meeting itself - so that everyone around the table has a clearer sense of the views, concerns, and context that surround a particular issue. MR explained that the CIAP form is not intended to replace in-person or informal engagement but instead acts as a summary mechanism that captures the outcomes of those conversations in one shared document.

MR confirmed that she, in her role as the Head of Engagement and Place, has overall responsibility for coordinating the CIAP. This includes gathering feedback, preparing the paperwork, and ensuring members receive the information with the rest of the meeting documents one week before each RHRCG meeting.

During the discussion, Ian Nash commented that the CIAP would benefit from having control measures to show how potential negative impacts might be managed. Tracy Bhamra (TB) supported this suggestion and noted that such additions would also make it easier to demonstrate due diligence and track how mitigating actions have been applied.

RHRCG members also agreed that the form should identify the individuals and stakeholder groups involved in its development. Adding dates and names would support transparency and show who has contributed from Royal Holloway and the local community.

Finally, a “review” section was suggested to be added to the bottom of the form to log when follow-up actions have been taken and when the topic is due for review.

6. Spring Rise Gate – Community Impact Assessment (Dummy Run) (MR)

Following the Community Impact Assessment Process (CIAP) introduction, MR presented a dummy run of the new approach using the Spring Rise Gate proposal as an example. This was the first time CIAP had been applied to a live issue at RHRCG.

The proposal to extend the opening hours of Spring Rise Gate was first raised at the March 2025 meeting, following the RHSU’s Student Safety Survey. It had prompted significant discussion at that time, and it was agreed that a more structured approach would be helpful in taking the issue forward.

The CIAP prepared for this topic summarised a range of perspectives, options, and anticipated impacts on different groups, including students, local residents, councillors, and university operations.

It was noted that this CIAP was not yet complete as the limited time between meetings, left insufficient time for adequate consultation with all parties. MR confirmed that the remaining engagement will now take place in advance of the summer RHRCG workshop, at which point a completed CIAP will be shared with the group for consideration.

7. RHRCG Working Groups – Key Messages and Updates (Working Group Chairs)

All three RHRCG Working Group Chairs were present at the meeting: Cllr Trevor Gates (Antisocial Behaviour), Cllr Andrea Berardi (Transport and Parking), and Cllr Isabel Mullens (Student Accommodation). Each provided a brief update on the current focus of their group and key developments to date.

The purpose of this agenda item was to identify shared messages that can be communicated to the wider community and to Royal Holloway staff and students. It was agreed that a joint statement summarising the progress and current activities of all three Working Groups would now be prepared.

MR will coordinate the development of this statement, working closely with the three Chairs and the Royal Holloway leads for each group. While the exact route for sharing this information remains to be confirmed, the aim is to ensure that clear, accurate updates are available for anyone who wishes to understand the work being taken forward through the RHRCG.

The statement will be finalised and published by the end of May 2025.

8. Locally-Led Topic: Englefield Green Community Hub Redevelopment (AW)

Amanda Willis (AW) provided an update on the plans to redevelop the Englefield Green Community Hub. The vision is to create a welcoming, inclusive, and well-used local space that can support a wide range of community activities, services, and events.

The initial consultation focused on identifying current gaps in provision and future opportunities for local groups, residents, and service users. Amanda shared that the project team is currently refining

design options with a view to submitting final details to support the funding proposal later in the year. Further updates will be brought to RHRCG as the project develops.

During the discussion, TB offered to provide a supporting statement for the project, recognising the value of the proposed Hub to the wider community. MR will coordinate the preparation of this letter in liaison with AW. Ian Nash also offered to provide a supporting letter for this project, and AW will follow up on this in due course.

STARRED ITEMS FOR INFO ONLY

9. Police Report (starred item)

Appendix D was circulated for information only.

10. RBC: Environmental Health Report (starred item)

Appendix E was circulated for information only.

OTHER MATTERS AND INFORMAL UPDATES

11. AOB (TG)

There was a short discussion about the Royal Holloway Open Day scheduled for 14 June 2025, and the possibility of a protest at the main campus gates. Members noted that a similar protest took place during the Open Day in June 2024, and there was concern that this would create a negative impression for prospective students and their families.

The wider financial pressures facing the whole university sector were briefly mentioned, and the consensus expressed by RHRCG members was that they are not supportive of protests at a time when efforts of the RHRCG Working Groups continue. The view of several attendees was that timely, clear updates from the three Working Groups should now be made available to local residents, so that those considering involvement in the protest have accurate information on current progress.

Community members also wished Royal Holloway would share the traffic management plan for the Open Day with RHRCG. This would help ensure that residents are informed in advance and can plan accordingly, particularly in relation to local congestion and road access. The request was noted, and a follow-up will be arranged.

Separately, the new Mayor of Runnymede, Councillor Margaret Harnden, offered to provide a supporting statement regarding the Englefield Green Community Hub redevelopment project.

12. Date of Next Meeting (TG)

The next RHRCG meeting will take place on Thursday, 11 July 2025, from 9:30am to 12:30pm. The location will be confirmed in due course.

The meeting closed at 6:58pm.

Appendix A – Action Points from the 21 May 2025 meeting.

Appendix A: RHRCG ACTION POINTS from May 2025 meeting

	Action	Owner	Status
1	MR to check that the final copies of the June 2024 meeting minutes are available on the RH website.	Minna Ruohonen	Completed
2	Ian Nash to share an example of the police authority community impact form with Minna Ruohonen, to assist in making final changes in the CIAP form.	Ian Nash	Completed
3	MR to update the CIAP form with control measures, named stakeholders, dates, and a review section, and circulate the plain template to RHRCG members ahead of the July meeting.	Minna Ruohonen	Completed
4	MR to liaise with the WG Chairs and Royal Holloway leads to finalise content for a joint statement about the WGs. MR to assist in publishing this statement by the end of May 2025.	Minna Ruohonen	Completed
5	Professor Tracy Bhamra to provide a supporting statement for the Englefield Green Community Hub redevelopment. Minna Ruohonen to coordinate the letter preparation in liaison with Amanda Willis.	Minna Ruohonen & Amanda Willis	Completed
6	Ian Nash is to provide a supporting letter for the redevelopment of the Englefield Green Community Hub. Amanda Willis is to liaise with Ian Nash on the next steps.	Ian Nash & Amanda Willis	Completed
7	Royal Holloway to share the traffic management plan for the 14 June Open Day with RHRCG members to help local residents plan for their journeys.	Minna Ruohonen	Completed
8	Mayor of Runnymede, Cllr Margaret Harnden, to provide a supporting statement for the Englefield Green Community Hub redevelopment. Amanda Willis will follow up and coordinate the next steps.	Amanda Willis	Completed