

**Notes of a Meeting of the Climate Change Working Group - 3
December 2020**

Members Present:

Cllr Morgan Rise (Chairman)
Cllr Rodney Bates
Cllr Vivienne Chapman
Cllr Edward Hawkins

Cllr David Lewis
Cllr Charlotte Morley

In Attendance: Cllr Sharon Galliford

Officers: Natalie Annalls, Keiran Bartlett, Tim Pashen, Jane Reeves and
Jenny Rickard

18 Apologies for Absence

Apologies for absence were received from Councillor Robin Perry and Councillor John Skipper.

19 Notes of the Previous Meeting

The notes of the meeting held on 3 September 2020 were confirmed by the Group.

20 Brief update on the progress priority actions in the draft Climate Change Action Plan

The Working Group received an update on the progress of the priority actions of the Council's draft Climate Change Action Plan.

It was explained that as per the annex in the agenda pack significant progress had taken place on a number of actions in the Action Plan. It was highlighted that meetings had been arranged with key internal departments to tackle the key identified actions; including one to one meetings; with information due to be fed back to the Climate Change Officers' Group in January.

In addition to the named actions in the plan, it was also shared that a recent upgrade of the radiator valves and heating controls in Surrey Heath House would save approximately 53,657 KG of gas consumption per year. In addition it was noted that the associated cost savings would also mean that the works would pay for themselves within 2 years.

It was appreciated that there was a substantial project around the funding of electric vehicle charging points and the advertising of the location of charging points. It was noted that an item in respect of the funding of Electric Vehicle Charging Points in Deepcut would soon be heard by the Executive and that plans were afoot to feature a list of the locations of electric vehicle charging points within the Borough. The need for the Council to encourage the acceleration of a modal shift in relation to the use of electric car was underlined. However, the Group were informed this would also be naturally progressed by recent advances in the industry to move to a universal charging plug. In addition, as well as the addition of

new EV charging points, Members emphasised the need for good maintenance of existing charging stations such as at the Main Square Car Park.

A specific issue was noted in respect of the suitability of LED lighting on the Council's estate due to its effects on certain species of local bat populations. It was noted that there were lighting options, including blue LED Lighting, which didn't have negative impacts on such bat species. In addition it was agreed that Officers would check with Surrey County Council that potential impact on bat species had been considered in relation to their current roll out of LED lighting.

21 Update on joint working opportunities

The Working Group received an update from Officers in relation to joint working opportunities on tackling climate change.

The Council was already working with the South East Energy Hub, which was a coalition of Local Enterprise Partnerships, in order to assist the Council in becoming 'bid-ready', for potential upcoming funding streams to decarbonise the Council's estate including Surrey Heath House. It was added that Enterprise M3 was due to release some specific grant schemes for Climate Change related projects.

The Council's officers were in frequent dialogue with Surrey County Council and other Boroughs and Districts in order to swap best practise including best procurement practises. Moreover Surrey County Council and Local Authorities had commissioned a suitability assessment that looked at land suitability for renewable energy and tree planting initiatives. As part of this study specific buildings would be examined for decarbonisation potential such as the theatre and main square car park.

Furthermore it was acknowledged that Surrey County Council had recently released a £100 million Community Projects Fund which could be used for sustainable community-led initiatives such as the installation of solar power on community buildings.

It was reported to the Group that Joint Waste Services (JWS) were reconsidering the way in which they measured their emissions; and Amey, itself had reiterated its ambitions to make its waste contract operations Carbon-neutral. Amey was already reporting its progress towards these goals to the Joint Waste Services Committee on a quarterly basis and JWS was already considering working with the contractor around initiatives such as bottle deposit schemes.

22 Update on grant funding streams recently released

The Group considered an update to the latest Grant Funds which were available for Climate Change related projects.

Particular attention was paid to the central government Public Sector Decarbonisation Scheme (PSDS); which focussed on providing funding in order to make public buildings more energy efficient and to install low carbon heating measures, for example insulation, glazing, heating controls, and heat pumps.

Whilst Surrey Heath had missed the first phase of the scheme, the phase had been undersubscribed; and there was a significant chance of a successful bid for the second phase of the scheme when the Council had in-depth data on its buildings from its work, with the Energy Hub South East, to include in an application. In addition, it was acknowledged that there was also a £2 billion homes grant; £1.5 billion of which was for residents to provide Photovoltaic windows in their homes.

Whilst it was emphasised that many of these schemes had very tight timescales, Members noted as the Council would soon have an adopted Climate Change Strategy the authority would be in a better position when bidding for funding.

23 APSE Energy Business Case

The Working Group considered a proposed resolution in order to recommend to the Executive: the Council's uptake of membership of the Local Authority Energy Collaboration (APSE) and APSE energy. Members were advised that the annual membership fee would be £4,669 per year (pro-rated for the first year); and that APSE Energy had four main functions in relation to Climate Change matters:

- a) An advocacy role and a role as a pressure group
- b) Provision of consultancy services and best practise guidance
- c) Facilitation of events including webinars and training
- d) Publications and materials; including newsletters, technical notes and briefings.

Questions were raised in respect of the membership fee breakdown; in particular the funding towards the annual Big Energy Summit Conference. Whilst it was reiterated that free admission for 2 Officers was a bonus to the membership rather than a substantial benefit of the membership fee, it was hoped in the future the conference would continue to be virtual in order to cut down on the carbon emissions of the event.

RESOLVED that it be recommended to the Executive that the Council becomes a Member Authority of the Association of Public Service Excellence (APSE) and APSE Energy.

24 Climate Change literacy training options

Members considered a report outlining the potential opportunities to facilitate Officers' climate change training.

It was summarised that the more in depth, detailed training option was provided by the Carbon Literacy project which came with an accreditation scheme and interactive resources in the form of a Carbon Literacy Toolkit. However it was emphasised that the training sessions were resource intensive to facilitate and were required to take place in small groups.

In contrast Surrey County Council had purchased an E-learning training package that were offered out to the Surrey Borough and Districts free of charge. The Training course was an interactive online training course which would be

completed individually and wouldn't take officers more than a hour to complete the foundation level of the course.

Whilst there was consensus that there was a necessity for as many Officers as possible to undertake climate change training, there was also an appreciated value in the more in-depth training provided by the Climate Literacy Project. It was thereby agreed that all Officers should be enrolled in Stage 1 of the Surrey County Council climate change training and a select group of Officers be asked to undertake the more intensive training from the Carbon Literacy project. It was noted that APSE could potentially provide facilitators for the group sessions of the Carbon Literacy Training and it was envisaged that such sessions would only be undertaken by key Officers and climate change champions.

25 Summary of the Local Plan Surrey Heath Climate Change Study

The Working Group considered a report commissioned to AECOM which aimed explore how climate change objectives in respect of both mitigation and adaptation could be effectively addressed through the emerging Surrey Heath Local Plan.

Some of the key points of the commissioned report were highlighted to the Working Group:

- It was highlighted that there was a predicted 30% drop, when measuring against existing Surrey Heath Borough Carbon Dioxide production levels, which would result from the AECOM recommended measures to tackle carbon emission production via the Surrey Heath Local Plan in comparison to levels in a do nothing scenario.
- There was potential to use spatial strategy and site-use selection in order to optimise public transport and cycling opportunities; and initiatives that support bio-diversity and flood storage areas.
- The use of master planning and design in order to dictate orientation of new developments in order to harness renewable energy and natural lighting.
- The implementation of building emissions standards and the government future homes standards.
- A recommendation that drives towards the provision of renewable energy should be focussed on community-led schemes.

It was noted that the Council's Climate Change Strategy included the emissions data for the Council commissioned from AECOM. Following on from a request at the earlier meeting of the Working Group, Members were presented with a further, more in-depth breakdown of the origins of the Council's current Carbon emissions; which included a more precise breakdown of the Carbon Emissions created under the categories of procurement and office administration.

The Working Group discussed the potential to cut household carbon emissions by policy stipulating retrofitting and insulation provision on the application of household extensions. It was noted that whilst there were significant opportunities around new builds, there was a large question in respect of viability and eco-building extensions. In addition, it was advised there were significant difficulties in respect of the creation and implementation of retrofitting policies. In respect of mitigating the effects of Climate Change, decarbonisation of public buildings such

as the Windle Valley Day Care Centre would also involve the improvement of ventilation through buildings.

Discussion arose from the underlining of paragraph 12.1.3 in the conclusion of the report. It was emphasised that when considering the Council's Climate Change Policy and proposed action plan the Executive would need to weigh up the opportunities to tackle climate change-tackling with the costs and compromises in respect of the economy and development viability. It was established that there was a need to better understand these political considerations and that a short report outlining the trade-offs and compromises should be brought back to the Working Group in the future.

RESOLVED that the Working Group to receive a short report outlining the compromises and trade-offs for Local Plan Climate Change objectives and policy approaches.

26 Next Steps

Members were advised of the plans for the next meeting of the Working Group. It was envisaged that the Working Group would consider the draft Climate Change Strategy with a view for recommendation of adoption by the Executive in March. The Surrey County Council Climate Change Strategy would also be considered for endorsement alongside the Surrey Heath Climate Change Action Plan.

It was noted that an update on the progress of all the actions in the Climate Change Action Plan would become a standing item for future meetings of the Working Group for the foreseeable future.

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Notes of a Meeting of the Poverty Working Group - 4 November 2020

Members Present:

Cllr Shaun Garrett (Chairman)
Trefor Hogg, Old Dean Community Group (Vice Chairman)
Cllr Rodney Bates
Cllr Colin Dougan
Karen Kendall, Churches Together
Cllr Alan McClafferty
Robert Mills, Accent Housing
Kate Sawdy, Citizens Advice Surrey Heath
Gregg Scott, Citizens Advice Surrey Heath

In Attendance: Cllr Adrian Page

Officers: Jayne Boitoult, Emily Burrill, Gail Bushell, Louise Livingston and Jenny Rickard

Apologies Received:

Cllr Josephine Hawkins

1 Election of Chairman for the Municipal Year

AGREED that

- i. **Councillor Shaun Garrett be elected as a Chairman for the 2020/21 municipal year;**
- ii. **a Vice-Chairman be elected;**
- iii. **and that Trefor Hogg be elected as Vice-Chairman for the 2020/21 municipal year.**

2 Key Objectives

The Working Group reviewed and discussed its key objectives which had been agreed at the 20 October 2020 meeting of the Executive.

It was acknowledged that initially the Group would comprise of Councillors covering Old Dean, Watchetts and St Michael's Wards; as well as various charities, community groups, voluntary sector organisations, the NHS Clinical Commissioning Group (CCG) and Accent Housing. It was noted that the group had the potential to include Councillors from a wider variety of Wards in the future.

Members of the Group were made aware that in addition to the individual hardship fund which was to be administered by Citizens Advice Surrey Heath, there were a number of already existing funds which were available to the Borough's residents which had fallen upon hard times. Whilst it was recognised it was hard to identify the specific eligible cases and that the grant's criteria needed reviewing, there was a Brexit Hardship Fund available via Citizens Advice Surrey Heath. In addition there was an Accent Support Fund available to Accent tenants which had been put on Furlough; and were working with Accent to continue rent payment in conjunction with some agreed rent reduction. In addition a Ward Councillor

Community Fund had been agreed at the 20 October 2020 Executive Meeting; which would be reviewed in tandem with the Community Fund Grant scheme at the February 2021 Meeting of the Executive.

It was reported that in respect of the objective relating to the analysis of DWP data on recipients of Universal Credit within the Borough, that data had in fact been received. It was reported that the numbers of recipients of universal credit in the Borough had risen steeply and now totalled at over 650. In addition, it was highlighted there were significant impacts of being on Universal Credit on residents' health and wellbeing.

The group were updated that the Council-received Department for Environment, Food and Rural Affairs (DEFRA) funds had already been used to fund local food banks; and that the Council's Officers were organising a communications campaign to promote the services available to residents' during times of hardship.

The Working Group discussed the holding of a stakeholder event, which would bring together third sector organisations, community groups, public sector organisations; and the leaders of initiatives aiming to alleviate food poverty. It was confirmed that the event would be held virtually via Zoom; and could feature the use of the breakout room feature. A date during the day of 10 December 2020 was agreed for the event.

AGREED that a Surrey Heath Poverty stakeholder event be held on 10 December 2020 via Zoom.

3 Any Other Business

It was agreed that Food Poverty and specifically the provision of the Free School Meals should be included in the scope of the Group. It was acknowledged that the immanency of the December school holidays created an opportunity for an instant positive outcome of the Working Group; and that the Group had the right contacts to make a successful coalition of the willing around the project. In addition it was raised that there was potential for a Food Poverty Funding Scheme; which could run concurrently with the Councillor Community Fund Scheme and provide financial support to schemes such as the High Cross Church and the Old Dean Community Group initiatives.

It was suggested that in line with the Cooperative Party's Food Justice Campaign that Surrey Heath should appoint a Food Champion and formalise a food partnership.

AGREED that Food Poverty and Free School Meals would be included in the scope of the Group

Notes of a Meeting of the Poverty Working Group - 23 November 2020

Members Present:

Trefor Hogg, Old Dean Community Group (Vice Chairman) (in the Chair)

Cllr Rodney Bates

Cllr Colin Dougan

Reverend Andrew Knowles, St Marys Church

Cllr Alan McClafferty

Robert Mills, Accent Housing

Reverend Chris Richardson, St Martins Church

Kate Sawdy, Citizens Advice Surrey Heath

Gregg Scott, Citizens Advice Surrey Heath

In Attendance: Cllr Josephine Hawkins

Officers: Jayne Boitout, Emily Burrill, Louise Livingston and Jenny Rickard

4 Apologies for Absence

Apologies for absence were received from Councillor Shaun Garrett.

5 Notes of the last meeting

The notes of the meeting held on 4 November 2020 were agreed by the Group.

It was acknowledged since the last meeting of the Group, that Central Government had pledged funding for holiday-time free school meal provision; and it was noted Surrey County Council had to be formally asked what their plans were as the responsible body, now that they had received the required funding.

In addition it was emphasised by members of the Group that during the first lockdown period, Surrey County Council were not directly involved in school meal provision; and that the voucher scheme was conducted directly between the schools and Central Government.

AGREED that Officers report back at the next meeting on how Surrey plan to support the Free School Meals families between 18 December and 4 January so that action could be taken if necessary.

6 Signposting of Services Communications Campaign

It was reported to the Group that the campaign, which signposted in-need residents to the Council and/or Citizens Advice Surrey Heath had gone live. As well as the electronic social media campaign, 5,000 leaflets had been placed in GP and dentist surgeries. Moreover larger versions of the campaign material in a poster format had been placed on the Borough noticeboards. Several members of the Group recognised the attractive and concise branding of the campaign, and it was agreed that Councillor Alan McClafferty would find additional funding for the

campaign and expedite use of banners and large-scaled posters within the Borough.

AGREED that Councillor Alan McClafferty work with Council Officers to expedite the use of banners and large-scaled posters within the Borough.

7 Available Council Grant Schemes

It was reported to the Group that the Individual Councillor Grant Scheme was set to go live on 1 December 2020 and was to run on a pro-rated basis for its first year till 31 March 2020. The fund enabled ward Councillors greater agency 'to say yes', to funding of projects and local organisations and brought Borough Councillors in line with County and Parish Councillors, whom already had similar pots of funding. It was acknowledged that there was little set criteria for the scheme and that grant recipients were largely down to individual Councillor preference.

8 Stakeholder Consultation event

The Group received updated plans for the upcoming Working Group stakeholder consultation event due to take place in mid-December.

It was planned that the event would be opened by the Chairman of the Group, together with the relevant portfolio holders, whom would outline their experiences tackling poverty at a ward Councillor level and would give a brief synopsis of the received Department Work and Pensions Universal Credit data. Kate Sawdy would then provide a short presentation sketching the trends which Citizens Advice Surrey Heath were seeing in respect of customer cases.

Following the presentations it was proposed that the event would breakout into 3 smaller groups relating to Council wards: Old Dean; St Michaels and Watchetts; and all other wards. Each group would include at least 1 elected Member and a range of third sector and community groups. The breakout group conversations would be guided by questions focussing on identifying the issues within the area, the availability, access and effectiveness of existing services and the practical help which the Council could provide in the relevant area. It was envisaged that the breakout rooms would then be followed by a plenary session which would draw out the pertinent points for future consideration.

Members of the Working Group gave their feedback on the plans and concurred that 90 minutes was a good target time for the duration of the event. In addition it was suggested that the stakeholder event could act as a blueprint and template on how to consult on the Council's services and that it would be worth considering for the Working Group to hold this event annually or bi-annually. It was also emphasised that the event should be focussed on how the Council could help already existing and develop services.

9 Any Other Business

It was acknowledged that the Old Dean Community Weekly Food Project had seen a significant rise in demand which reflected the significant increase of those which had recently gone onto Universal Credit.

Whilst it was reaffirmed that the Group's focus was on absolute poverty, it was acknowledged that economic poverty also severely affected residents' health and wellbeing including mental health. Thereby it was emphasised that it was important for the Council to link with the Clinical Commissioning Group (CCG) and the social prescribers when it came to the link between poverty and health and wellbeing.

It was acknowledged that the Working Group would note its terms of reference at the next meeting of the Group on 7 December 2020.

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Notes of a Meeting of the Poverty Working Group - 7 December 2020

Members Present:

Cllr Shaun Garrett (Chairman)	Rev. Chris Richardson, St Martin's Church
Trefor Hogg, ODCOG	Kate Sawdy, CASH
Cllr Rodney Bates	Greg Scott, CASH
Cllr Colin Dougan	Cyane Sullivan, SHCCG
Rev. Andrew Knowles, St Mary's Church	
Cllr Alan McClafferty	
Robert Mills, Accent Housing	

Officers: Jayne Boitault, Gail Bushell and Louise Livingston

1 Notes of the Last Meeting

The notes of the meeting held on 23 November 2020 were agreed.

2 Surrey County Council's Plans from Free School Meals Families

The Working Group was informed that Surrey County Council (SCC) had confirmed that vouchers of £15 per child, per week would be made available for children in receipt of Free School Meals. The vouchers would be available between Monday, 21 December 2020 and Monday 4 January 2021. Schools would need to apply for the vouchers on behalf of the children, which would be downloaded and made available to parents by the school. The vouchers could be used with specified retailers and would be restricted to food and other essential items.

It was acknowledged that the programme was now in place but members of the Group recognised that the details of its implementation were essential to ensuring that the parents received the support. Concern was expressed about a number of practical issues, including parents accessing the vouchers in cases where they did not have access to an email, as there was uncertainty about whether all schools would print the vouchers on their behalf. The Group also referred to the potential for difficulties regarding the timing of the receipt of vouchers and schools' closing dates. Language barriers for households where English was not the first language were also recognised as a potential concern.

It was recognised that the responsibility for this matter rested with SCC and the Group's main remit was to highlight concerns and assist with signposting information. It was agreed to highlight the Working Group's concerns at the consultation event on Thursday, 10 December, where SCC representatives were expected to be present.

The Working Group discussed the publicity of the scheme and asked for information to be placed in a prominent place on the Council's website during the two week Christmas period. The Council's Executive Head of Transformation undertook to discuss the matter with the Marketing & Communications team. It

was also advised that other support from the Council and its partners would be publicised.

RESOLVED that

- (i) officers be asked to share the Working Group's observations and concerns with Surrey County Council colleagues; and**
- (ii) the Executive Head of Transformation be asked to discuss publicising the Free School Meal Vouchers and other support schemes in place over the Christmas period with the Marketing & Communications team.**

3 Poverty Working Group Stakeholder Event Update

The Working Group received an outline of the Stakeholder event that would be held on Thursday, 10 December 2020. It was proposed that there would be a short introduction to the event from Councillor Shaun Garrett, Councillor Josephine Hawkins, and Kate Sawdy after which participants would move into 3 facilitated workshops, to be grouped as follows:

- Old Dean
- St Michaels and Watchetts
- All other Surrey Heath

The workshops would focus on four questions based on the ideas proposed at the previous meeting, with approximately 10 minutes allocated for discussion on each question. During a short break the facilitators would compile information from the workshops to provide a brief update on what had been discussed in the groups. The session would conclude with a summary from Councillor Garrett.

Members of the Working Group were informed that the information from the event would inform a report to the Council's Executive in February 2021 regarding poverty and the Council's grant schemes.

The Working Group discussed the attendance at the event and it was agreed that Jayne Boitout would circulate the list of attendees, with other members of the Group to advise her if they were aware of anyone else who should be invited.

4 The Working Group's Terms of Reference

The Working Group reviewed the Terms of Reference drafted for the Working Group. It was agreed to add Accent Housing to the list of community organisations represented on the Working Group. Members discussed councillor ward representation on the Group, recognising that the Executive had agreed to refer to the Working Group "initially" comprising members from Old Dean, St Michaels and Watchetts wards. In response to reports that other councillors had raised increasing the Group's membership and political balance, it was advised that the membership of the Group would be reviewed when the Working Groups were reappointed by the Executive in May 2021.

It was suggested that the third bullet point in the Key Objectives be updated to remove the reference to "...18 months...". It was also suggested that the Working Group's remit should also include the review of any Council policies that specifically relate to poverty.

RESOLVED that the Executive be asked to adopt the Working Group's draft Terms of Reference, as attached at Annex A to these notes.

Poverty Working Group

Terms of Reference

The Poverty Working Group is a Working Group of the Executive.

Membership

The Group will initially be made up of the Councillors from the following Borough Wards:

- Old Dean
- St Michaels
- Watchetts

The Group will also comprise of representatives from:

- Surrey Heath Clinical Commissioning Group
- Faith Groups
- The Voluntary Sector and Community Organisations including Accent Housing, Citizens Advice Surrey Heath and the Hope Hub.

The Chairman of the Working Group will be appointed at its first meeting.

Key Objectives

- To agree the scope of a hardship fund from the repurposing of the allocated budget approved in minute 110/E of the Executive Meeting held on 24 March 2020.
- To oversee the establishment of a new Ward Councillor Community fund in line with the indicative criteria agreed at 48/E of the 20 October 2020 Executive Meeting.
- Analyse the data from Universal Credit in conjunction with further data from Citizens Advice that will be used as a basis to support a partnership approach to alleviate deprivation in areas of most need.
- To introduce a communications campaign to clearly promote the services available to assist during times of hardship.
- To aim to secure long term funding streams for organisations which alleviate poverty within the Borough: i.e. Citizens Advice, Camberley Job Club, the IT connect service; and schemes for those looking for work and requiring digital training via The Hope Hub.
- To host a community and statutory partner stakeholder event in December 2020 to identify the longer-term partnership plans to provide support in this area.
- To incorporate the outcomes of the resolved motion agreed at full Council on 4th November 2020 in Minute 47/C relating to the short and long term food poverty gaps within Surrey Heath.
- To review any Council policies that specifically relate to poverty.

Meetings

The Working Group will meet as and when needed.

Notes of a Meeting of the Surrey Heath Villages Working Group - 2 December 2020

Members Present:

Cllr Rebecca Jennings-Evans
(Chairman)
Cllr Graham Alleway
Cllr Sharon Galliford
Cllr Ben Leach
Cllr Sashi Mylvaganam

Cllr David Mansfield
Cllr Morgan Rise
Cllr Victoria Wheeler
Cllr Valerie White

In Attendance: Cllr Emma-Jane McGrath and Cllr Helen Whitcroft

Officers: Daniel Harrison, Teresa Hogsbjerg, Kate Noviss and Darren Williams

8 Apologies for Absence

Apologies for absence were received for Councillors Paul Deach and Tim FitzGerald.

9 Notes of the Previous Meeting

The notes of the meeting held on 23 September 2020 were agreed by the Working Group.

10 Declarations of Interest

As per the Members' Code of Conduct Councillor Valerie White declared a non-pecuniary interest in that she was the Chairman of the Board of Trustees of Bagshot Village Community Library which leased part of 63A The High Street, Bagshot.

11 63A High Street Bagshot

The Group received an update as to progress on the 63A The High Street, Bagshot proposal since the Group's last meeting.

Since September, the draft consultation survey had been circulated and further surveys and development appraisals of the site had been conducted. However, it had been found that the size of the proposed Community space was in fact smaller than previous first thought. It was put into context for the Group that the size of the space was 17 Square foot plus a small kitchen at the back of the space and that the overall space was comparable to a large office; only realistically lending itself to use as a training and meeting room or space for small mother and baby groups.

It was noted that the space was a similar size to the existing barbers and community library; and that some sort of kitchen facilities had to be included in the plans to fulfil the lease agreement that the barbers and library still had in place. In

addition, the Group acknowledged that as part of the scheme the existing basement would be levelled out.

The Group considered the planned residential units, which were proposed to site above the Community Hub and the existing businesses and would fund the creation of the Community Hub. The Group noted there was a balance to be struck between the need to provide affordable housing and income generation which would support the business case.

The Group considered the potential for the Community Hub to be twinned or connected to the Wellbeing Centre at the back of the Windle Valley Day Care Centre which was currently under-utilised during evenings and weekends. It was suggested that as the Wellbeing centre comfortably held 30 seated together with kitchen and toilet facilities, pairing the venues could allow an event space at Windle Valley to be complimented with a Coffee and Digital Hub space at 63A, the High Street.

Having discussed the size and thereby potential uses of the Community Hub in the Ground Floor of 63A the High Street Bagshot; and its potential to flow over the 2 venues; Members felt they needed to evaluate the proposal with different potential floorplans and development appraisals which would aim to maximise the size and flexibility of any Community Hub.

Furthermore it was concluded from discussions that options for residents in the consultation questionnaire should not be limited to opportunities which would fit to the 63A High Street Ground Floor space; given the potential opportunities to use the feedback for consideration of other future projects. It also was agreed that the consultation should take place in January rather than December to avoid Christmas.

RESOLVED that

- i. a consultation on the 63A The High Street, Bagshot Community Hub proposal be conducted starting in January 2021; and**
- ii. the Working Group receive alternative development proposals for the site at its next meeting; which aim to maximise the potential floor space of the Community Hub.**

12 Community Transport Pilot

The Working Group received an update on the potential Community Transport Pilot in the Villages and were informed that the project now had greater potential given the approved Community Services Partnership with Runnymede Borough Council.

It was explained to Members that the pilot was first discussed in 2018 with the Borough's Parish Councils. Whilst goals of the pilot being self-sustaining, blending cost-sustainability and social merit were established; it was recognised from discussions with the Parish Councils that a circular service through the villages wouldn't work. Since previous consideration; Surrey County Council had made a green transport funding scheme available which could provide capital funding for ultra-low emission vehicles and associated facilities for the project.

Members suggested various potential concepts for the pilot which included the following ideas:

- A service from the villages to Camberley Theatre which could be booked in combination with a ticket to the pantomime or other Camberley Theatre events.
- A timetabled weekend leisure and recreation service between the Villages and Camberley Town Centre and the new Camberley Leisure Centre.
- A demand responsive service to local GP surgeries and potential Frimley Park Hospital.
- A timetabled loop which included all 6 villages, GP surgeries, Camberley Town Centre and Frimley Park Hospital.
- A 6 Villages loop, which would aim to improve the inter-connectivity of the Villages; and promote accessing shops and services from different villages.
- A service between Lightwater, West End and Bisley; and Brookwood Station at the weekends to add to the existing service to Brookwood Station on weekday mornings and evenings.

Following discussions, it was noted at the moment the Council's Community Transport Service was mixed and consisted of Surrey County Council School Transport services which subsidised services which aimed to tackle social isolationism within Surrey Heath. The latter already included on-demand services to hospital and doctors appointments; and possible 'referral and book transport' schemes to Frimley Park Hospital had already been discussed in the past.

There was also a recognised need to make use of existing services, such as the already existing service between Brookwood Station and the Three Villages, and to better utilise the existing Surrey Heath and Runnymede fleet of vehicles before the considering of the expansion of the Council's fleet.

It was felt in order to evaluate the merits of any pilot, the Group would have to reanalyse the data which was collated when Windlesham Parish Council first considered the pilot in 2018. In addition it was reaffirmed by Officers that any Parish Council were able to partake in the orchestration of the pilot if they were willing to engage and pledge a part of their budget towards the project. Therefore it was agreed to receive the 2018 survey results and statistics at the Group's next meeting and reconsider the pilot with potential partners in the form of the Surrey Heath Parish Councils.

RESOLVED that at its next meeting

- i. the Working Group receives the survey results and statistics from when the community transport pilot was first considered in 2018; and**
- ii. the Group reconsiders the community transport pilot in the form of a large timetabled loop service of the villages; and**
- iii. partnership for the pilot with the relevant Parish Councils be explored.**

13 Other village specific issues

The Group considered coverage of the Surrey Heath Villages in the Council's Heathscene magazine and the Council's economic development work.

Heathscene

The Group were reminded that Heathscene was primarily a magazine to promote and update residents on the Council's service provision and was not a Community magazine. However there was an acknowledged potential for the magazine to promote the larger community-led events taking place in the rural areas of the Borough.

The Group felt that the magazine sometimes felt Camberley-centric and that Heathscene could be more inclusive by promoting events taking place around the villages; and by encouraging residents to travel round the Borough to access different shops and services within the villages.

It was suggested that whilst there were very few events currently planned in the villages because of the social distancing restrictions, liaising with local residents' associations was a good route to identify planned events to feature in Heathscene. In addition it was suggested that Heathscene could advertise and promote existing Surrey Heath and Surrey County Council services in the Villages such as the bus route between the 3 Villages and Brookwood station.

Economic Development

It was reported to the Working Group that the Council's Economic Development Team struggled to engage with the businesses from the rural parts of the Borough and it was felt Members had the potential to help encourage local businesses to engage and tap into the resources and offering of the Economic Development Team. It was highlighted that currently the Surrey Heath Business Newsletter had few features highlighting the businesses within the Surrey Heath villages; and that engagement with the villages' business associations via Ward Members could be a route to a stronger relationship between the Council and its local businesses. It was agreed that the Economic Development Team would produce a brief for Members to go out and engage with their local business associations with the goal of getting businesses in their Wards making use of the Council's business support provision.

Moreover, the Group suggested that the Council's Business Advice services and contact details for the Economic Development Team needed to be more easily accessed and headlined on the Council's website. It was also suggested access via Google to the business support services also needed to be improve.

RESOLVED that the Working Group be supplied with a brief to take to their wards' Business Associations to encourage their businesses' to engage with and make use of the Council's Business Support Services.

14 Date of next meeting and any other business

The Group were advised that the next scheduled meeting of the Group would be on 10 February 2020.