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Friday, 31 July 2020

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Josephine Hawkins,
Rebecca Jennings-Evans, David Lewis, David Mansfield and Adrian Page)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and
www.youtube.com/user/SurreyHeathBC on Tuesday, 11 August 2020 at 6.00 pm. The
agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Tim Pashen

(Acting) Chief Executive

AGENDA

Pages

Part 1 (Public)

1. Apologies for Absence

2. Minutes

3 - 8

To confirm and sign the minutes of the meeting held on 21 July 2020.

3. Declarations of Interest

Members are invited to declare any interests they may have with
respect to matters which are to be considered at this meeting.
Members who consider they may have an interest are invited to
consult the Monitoring Officer or the Democratic Services Officer prior
to the meeting.

4. Questions by Members

The Leader and Portfolio Holders to receive and respond to questions
from Members on any matter which relates to an Executive function in

accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

- | | | |
|-----------|---|----------------|
| 5. | Reinstatement of Car Parking Charges | 9 - 16 |
| 6. | Increased Security Measures on Council Owned Greenspaces | 17 - 24 |

**Minutes of a Meeting of the Executive
held on 21 July 2020**

+ Cllr Alan McClafferty (Chairman)

- | | |
|-------------------------------|------------------------|
| + Cllr Colin Dougan | + Cllr David Lewis |
| + Cllr Josephine Hawkins | + Cllr David Mansfield |
| + Cllr Rebecca Jennings-Evans | + Cllr Adrian Page |

+ Present

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Robin Perry, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

20/E Minutes

The minutes of the meeting held on 23 June 2020 were confirmed and signed by the Chairman.

21/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule had come into effect on 1 December 2014. The CIL Regulations required the Council, as the collecting authority, to pay money over to the parishes, decide how to use the Fund, and to publish details of its CIL income and expenditure.

The Council had received a total of £1,013,934.13 for the reporting period 1 October 2019 to 31 March 2020. The Executive was advised that payments due to parishes from 1 October 2019 for income collected in the last reporting period had been as follows:

- Chobham - £23,641.66
- Windlesham - £16,246.70

The Executive was informed that, due to concerns about the economic impact of Covid-19 on the development industry, the Government would be publishing amended regulations to modify the collection of CIL and Section 106 payments, but was asking local authorities to modify their collection regime in the interim. A revised collection policy would be brought to the Executive once the amended regulations had been published and in the interim a flexible approach would be applied to collection where appropriate.

It was noted that, from 1 September 2019, new amendments to the CIL regulations introduced a requirement for Councils to publish "infrastructure funding statements". These statements would replace existing Regulation 123 lists and should include details of how much money had been raised through developer

contributions and how it had been spent. Councils would be required to publish their first statements by 31 December 2020.

The Executive considered the current policy and Section 123 list and requested that a report be brought to a future meeting, with a view to introducing a revised scheme, with alternative options including:

1. pooling CIL monies, whilst accepting priority for projects within a ward where the funds had been generated;
2. broadening the use of the funds so it is wider than at present; and
3. enabling community groups to apply for grants.

RESOLVED that

- (i) the CIL monies received in the reporting period be noted;**
- (ii) the likely impacts of Covid-19 on income be noted; and**
- (iii) a report be brought to a future meeting with proposals for introducing a new scheme for the allocation of CIL funds.**

22/E Business and Planning Bill 2019-2021: Licensing Implications

The Executive received a report detailing the likely implications of the Business and Planning Bill 2020 and seeking delegation of powers to enable the licensing provisions contained within the Bill to be implemented.

The Bill introduced a new, temporary, fast-track process for these businesses to obtain permission, in the form of a “pavement licence”, from this Council for the placement of furniture such as tables and chairs on the pavement outside their premises which would enable them to maximise their capacity whilst still adhering to social distancing guidelines. Currently, permission for businesses to place tables and chairs outside their premises on the public highway was granted by Surrey County Council. The Government had suggested that these arrangements would come to an end in September 2021 unless extended.

Although it was envisaged that the resources required to process an application was likely to cost in excess of £100, the maximum licence fee allowed under the Act was £100. It was therefore proposed that the licence fee be set at £100.

Members were advised there had initially been indications that the provisions set out in the Bill would be an executive function and consequently the responsibility of the Council’s Executive. However, recent amendments to the draft legislation had suggested it would be changed to a non-executive function and, if this was confirmed upon the Bill receiving Royal Assent, the matter would be reported to the Licensing Committee for consideration.

RESOLVED that

- (i) authority be delegated to the Executive Head of Community to determine any application for a pavement licence made in accordance with the Business and Planning Act 2020;**
- (ii) authority be delegated to the Executive Heads of Community, Regulatory and Transformation with regards to the remaining licensing provisions in the Act, including enforcement;**
- (iii) the Executive Head of Business be authorised to determine any appeals made against the decisions made at recommendation (i) above;**
- (iv) the fee for the Pavement Licence be set at £100; and**
- (v) the Guidance to Businesses, attached at Annex A to the agenda report, be noted.**

23/E End of Year Performance Report

The Executive received a report detailing the Council's performance in 2019/20.

RESOLVED to note the 2019/20 End of Year Performance Report.

24/E Council Finances as at 31 March 2020 and Requests for Carry Forward of Unspent Budget to 2020/21

The Executive noted the Council's financial position as at 31 March 2020.

It was reported that the Performance & Finance Scrutiny Committee had reviewed the report at its meeting on 1 July 2020. At this meeting it had agreed to advise the Executive to consider asking the Section 151 Officer to lead the budget process following Zero Based Budgeting principles.

In line with Financial Regulations, the Executive was also asked to agree the carry forward of unspent budget from 2019/20 to 2020/21 totalling £170,507.

RESOLVED that

- (i) the Financial Performance for the year 2019/20 be noted;**
- (ii) the recommendations of the Performance & Finance Scrutiny Committee, as set out at paragraph 5.1 of the agenda report, be considered; and**
- (iii) the Carry Forward requests for 2019/20, as set out at Annex C to the agenda report, be agreed.**

25/E Review of the Corporate Capital Programme 2019/20

The Executive received a report detailing the capital outturn for 2019/20 and requesting approval for any carry forward of budgets into the 2020/21 Capital Programme. Actual capital expenditure during 2019/20 had been £7.895m.

RECOMMENDED to COUNCIL that

- (i) actual capital expenditure for 2019/20 of £7.895m against a budget of £40.328m be noted;**
- (ii) the carry forward budget provision of £32.406 million from 2019/20 into 2020/21 be approved;**
- (iii) the revised 2020/21 Capital Programme of £33.885 million be noted;**
- (iv) the final capital prudential indicators for 2019/20 be noted.**

26/E Monitoring Officer report - Decision to release local land charge over Field 81 Pennypot Lane Chobham Surrey

The Executive received a report from the Monitoring Officer detailing his findings in respect of a decision to release a local land charge over Field 81 Pennypot Lane, Chobham, Surrey which appeared not to have been taken in accordance with the processes and delegations in the Council's Constitution.

The report had concluded that, although there may have been a rationale for the release of the local land charge, it appeared that the decision had not adhered to the procedures and delegations set out in the Council's Constitution. The limitations to the report identified by the Monitoring Officer were noted. Taking into account these limitations, the Monitoring Officer's conclusion was that he was satisfied that there appeared to have been a decision made which may be deemed to have exceeded the scope of any delegated decision making powers.

The Executive considered the report and agreed to endorse the recommendations proposed by the Monitoring Officer. The recommendations concerned updating the Constitution to expand the definition of a Key Decision and to also specify that no officer may release any security, warranty or guarantee in favour of the Council, unless contractually obliged to do so, without the written approval of the Council's Section 151 Officer or relevant committee. It was suggested that the Governance Working Group would be asked to further consider the proposed constitutional changes. The Section 151 Officer would also be asked to consider whether it was appropriate that debts secured by local land charges should appear in the Council's accounts as assets. It was further agreed that, if this had not already taken place, the Council's external auditor would be made aware of the report

Consideration was given to commissioning an independent investigation into the matter but it was concluded that, on balance, the use of resources when compared

with the expected action the Council could take in response to any report, it would not be expedient to pursue this suggestion.

The Executive was advised that it would now be required to produce a report detailing the action it would be taking in response to the Monitoring Officer's report. A copy of the report would be sent to each member of the Council and the Council's Monitoring Officer.

RESOLVED to note the content of the Monitoring Officer's report and produce a report on accepting the recommendations.

27/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

| Minute | Paragraph(s) |
|--------|--------------|
| 28/E | 3 |
| 29/E | 3 |

28/E Parks and Grounds Maintenance Contract Renewal Arrangements for 2020

The Executive considered a report detailing the outcomes of a tendering process for a new Grounds Maintenance Contract. The new contract would commence on 1 November 2020.

RESOLVED that, subject to completion of the standstill process without challenge,

- (i) the successful bidder be appointed to deliver the Grounds Maintenance Contract for Surrey Heath from 1 November 2020, at an annual tender cost as stated in section 2 of the report; and**
- (ii) the Executive Head of Business be authorised in consultation with the Portfolio Holder for Places & Strategy to issue a contract award letter and enter into a contract with the successful bidder that commences on the 1st November 2020.**

Note: It was noted that Councillor Rebecca Jennings-Evans declared that she was a member of Windlesham Parish Council, which made use of the contract in question.

29/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that

- (i) the decision at minute 29/E be made public following the completion of the standstill period; and**
- (ii) the report associated with minute 29/E be made public following the completion of the standstill period, subject to any necessary redactions.**

Chairman

End Suspension of Parking Charges in Camberley Town Centre

Summary

To review the introduction of parking charges in Camberley town centre.

On 23 June 2020 the Executive resolved that parking charges would be reintroduced in Knoll Road and Main Square car park with the tariff up to 4 hours to remain suspended up until 13 September and that a further review be undertaken before this date.

To review options to extend free parking from 13 September 2020 and for the run up to Christmas 2020.

Portfolio: Business & Transformation

Date Portfolio Holder consulted: 10 June 2020

Wards Affected: All

Recommendation

The Executive is advised to RESOLVE that

- (i) the temporary provision of free parking up to 4 hours charges in Knoll Road and Main Square car parks be lifted on 14 September 2020 and fees and tariffs revert to pre-lockdown charges;
- (ii) Free parking at Knoll Road Car Park introduced pre-lockdown to support the town during the High Street refurbishment works be reintroduced but extended to two hours rather than one until January 2021;
- (iii) parking charges remain suspended in the rural car parks beyond 13 September 2020 but to be reviewed in October 2020;
- (iv) the Executive Head of Business, in consultation with the Portfolio Holder, is granted delegated authority to introduce parking reductions and promotions as and when required.

1. Resource Implications

- 1.1 Information on car park income from 24 July 2020 is not ready at the time of writing. However, information for the first two weeks of operation will be published prior to the Executive meeting for consideration.
- 1.2 Income from parking daily fees and charges, season ticket sales and enforcement action in Main Square and Knoll Road car parks for FY 2020 /21 is down £446,611 in Qtr 1.

Table showing income for Main Square and Knoll Road car parks

| | Actual income | Budget |
|------------------|---------------|----------|
| Fees and Charges | £19 | £365,810 |
| Season Tickets | £128,912 | £191,588 |
| Enforcement | £1,776 | £19,920 |

- 1.3 The 1 hour free parking provided at Knoll Road car park to support the town centre during the High Street works will also be re-instated.
- 1.4 The proposed tariffs to be reintroduced are shown in Appendix 1 to this report.

2. Key Issues

- 2.1 The Government announced a nationwide lockdown on 23 March 2020 which affected the free movement of people and closing all but essential shops. The Government has since relaxed restrictions on businesses allowing non-essential shops to open on 15 June 2020 and other businesses such as hairdressers and public houses to open on 4 July 2020.
- 2.2 Customer numbers in car parks across the borough reduced by 90% and on 26 March 2020 SHBC made the decision to temporarily suspend parking charges in all car parks across the borough.
- 2.3 Car park use is increasing with up to 1,961 vehicles using Main Square car park and up to 150 vehicles using Knoll Road car park. The number of vehicles using Main Square car park has returned to 91% of pre-lockdown levels, whilst Knoll Road car park is only 23% of pre-lockdown levels.
- 2.4 Guildford, Woking and Bracknell Forest re-introduced parking charges on 1 July 2020 and Rushmoor reintroduced parking charges on 20 July 2020. A summary of the actions taken by neighbouring local authorities in relation to charging for parking is shown at Appendix 2 to this report.
- 2.5 The current free parking for up to 4 hours in Main Sq and Knoll Road car parks ceases on 13 September 2020.
- 2.5.1 To encourage people to continue to visit Camberley, whilst maintaining a level of income, it is proposed to extend the 1 hour free parking at Knoll Road Car Park to 2 hours free parking until the end of 2020.
- 2.6 The ongoing impact on market forces by the pandemic will require an increasingly reactive response to parking charges, particularly in the lead-up to Christmas. The ability, via delegated authority, to swiftly implement special discounts and offers to encourage visitors in to Camberley on certain days per week would make this possible.

- 2.7 The table below shows the anticipated daily cost to the council for providing free parking over the Christmas period, from Monday 30 November to Thursday 24 December 2020

Table showing the cost of free parking for different lengths of stay in Camberley town centre for the Christmas period.

| Free Parking Options | Main Square car park | Knoll Road car park |
|----------------------|----------------------|---------------------|
| Free up to 2 hours | £1,776 | £189 |
| Free up to 3 hours | £2,160 | £246 |
| Free up to 4 hours | £2,338 | £299 |
| Free up to 6 hours | £2,467 | n/a |
| Free All Day | £2,626 | £476 |

- 2.8 Advertising the free parking in nearby towns, such as Farnborough, Aldershot, Woking, Fleet and Wokingham, may attract new customers to Camberley and increase footfall at Christmas. There could be a long term effect by showcasing Camberley to new customers which could encourage return visits, even with parking charges.
- 2.9 It must be noted that the income figures are an estimate and are based on 50% of the visitors from the Christmas period in 2019.

3. Options

- 3.1 The Executive has the options to:

- (i) approve the re-introduction of regular parking charges in Camberley town centre from 14 September.
- (ii) approve the provision of 2 Hours free parking at Knoll Road Car Park from 14 September 2020 until January 2021.
- (iii) approve the continued suspension of parking charges in the pay and display car parks across the borough as shown in appendix 1.
- (iv) Grant the Executive Head of Business, in consultation with the Portfolio Holder, delegated authority to introduce parking tariff reductions and promotions as and when required.
- (v) amend the recommendations in this report.
- (vi) reject the recommendations in this report.

4. Proposals

- 4.1 It is proposed that the Executive:

- (i) approve the suggested reintroduction of charging in Camberley town centre from 14 September 2020

- (ii) approve the provision of 2 Hours free parking at Knoll Road Car Park from 14 September 2020 until January 2021.
- (iii) agree the continued suspension of parking charges in the pay and display car parks across the borough
- (iv) Grant the Executive Head of Business, in consultation with the Portfolio Holder, delegated authority to introduce parking tariff reductions and promotions as and when required.

Supporting Information

- 4.2 Car park customer data for the 2 week period starting Friday 24 July 2020 will be published prior to the Executive meeting.

5. Corporate Objectives And Key Priorities

- 5.1 Place: Delivering an improved Camberley Town Centre for the benefit of the Borough.

6. Policy Framework

- 6.1 This proposal supports Council Recovery Plan.

7. Legal Issues

- 7.1 A Notice of Variation giving 21 days' notice of the change in tariffs or extension of the free 4 hour parking is to be published in accordance with the Road Traffic Regulation Act 1984 and be placed in each affected car park.

8. Sustainability

- 8.1 Parking charges need to be re-instated sensitively across the borough starting in Camberley where there is greatest demand for parking.

9. Risk Management

- 9.1 There is a risk of adverse reaction from public users and the Town Centre interests to the re-introduction of charges. However, the re-instatement of 1 hour free parking at Knoll Road Multi-story and the Parking Subsidy Season Ticket will assist in providing low cost parking yet maintain income for the council.

10. Community Safety

- 10.1 There are no community safety issues.

11. Equalities

- 11.1 An Equality Impact Assessment is being undertaken and any outcomes from this Assessment will be reported to the meeting.

12. Consultation

- 12.1 Information signs will be erected in each multi-storey advising the public that charges will be back in place on the given day and this information will be shared on line and on social media.
- 12.2 Legal notices will be advertised as required, erected in each car park affected and on the council's website informing the public of the proposed new Parking Subsidy Season Ticket.

13. PR and Marketing

- 13.1 The Council will be able to widely publicise the parking proposals ahead of 13 September 2020.

14. Officer Comments

- 14.1 Fee income from Car Parks is used to maintain those car parks, pay for the ongoing running costs of the service and fund other local sustainable transport projects. Any reduction in fees would in effect reduce the Council's ability to fund that expenditure and mean that all Council Taxpayers are subsidising a non-Statutory service on behalf of car users. Any unfunded expenditure on car parks would then reduce funding for services elsewhere in the Council."

| | |
|-------------------------------|--|
| Annexes | Annex 1 – Re-introduction of Parking Charges Annex 2 – Details of the Parking Subsidy Season Ticket |
| Background Papers | None |
| Author/Contact Details | Eugene Leal – Parking Services Manager Eugene.leal@surreyheath.gov.uk |
| Head of Service | Daniel Harrison - Executive Head of Business |

Consultations, Implications and Issues Addressed

| Resources | Required | Consulted |
|---------------------------------------|--------------------------|--------------------------|
| Revenue | <input type="checkbox"/> | <input type="checkbox"/> |
| Capital | | |
| Human Resources | <input type="checkbox"/> | |
| Asset Management | | |
| IT | | |
| Other Issues | Required | Consulted |
| Corporate Objectives & Key Priorities | <input type="checkbox"/> | <input type="checkbox"/> |
| Policy Framework | | |
| Legal | <input type="checkbox"/> | <input type="checkbox"/> |
| Governance | | |
| Sustainability | <input type="checkbox"/> | <input type="checkbox"/> |

| Resources | Required | Consulted |
|------------------------------|--------------------------|--------------------------|
| Risk Management | <input type="checkbox"/> | <input type="checkbox"/> |
| Equalities Impact Assessment | <input type="checkbox"/> | <input type="checkbox"/> |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | <input type="checkbox"/> | <input type="checkbox"/> |

Annex 1: Re-introduction of parking charges

Main Square multi-storey car park

| Category of Charge | Charges |
|--|---------|
| Up to 2 Hours | £1.80 |
| Up to 3 Hours | £2.30 |
| Up to 4 Hours | £3.50 |
| Up to 6 Hours | £5.00 |
| Up to 10 Hours | £7.00 |
| Evenings after 6pm until 8am the following day | £2.00 |
| Sundays or Bank Holidays | £1.50 |
| 12 months Season Ticket | £995.00 |
| 6 month Season Ticket | £575.00 |
| 3 month Season Ticket | £290.00 |

Knoll Road multi-storey car park

| Category of Charge | Charge |
|---|---------|
| Up to 1 Hour | FREE |
| Up to 2 Hours | FREE |
| Up to 3 Hours | £2.00 |
| Up to 4 Hours | £3.00 |
| Up to 6 Hours | £4.00 |
| Up to 10 Hours | £4.00 |
| Sunday and Bank Holidays | £1.50 |
| Evenings after 6pm (Monday to Saturday) | £1.50 |
| 12 months Season Ticket | £825.00 |
| 6 month Season Ticket | £475.00 |
| 3 month Season Ticket | £240.00 |
| 12 months Parking Subsidy Season Ticket (£10 per month by direct debit) | £120.00 |

Pay and Display Car Parks – FREE

Bagshot car park, Chobham car park, Burrell Road car park, Watchetts Road car park and Yorktown car park

Appendix 2: Actions taken by neighbouring local authorities in relation to charging for parking

| Council | Initial Response March 2020 | Current Arrangements |
|------------------|---|--|
| Surrey Heath | Free in all car parks | Charges from 24 July 2020 in Camberley multi-storey only, with free parking up to 4 hours. |
| Mole Valley | Free in all car parks | Charges re-introduced on 6 July 2020 |
| Spelthorne | Charge apply, except for NHS/Social Care/Police | Charge applied throughout, except for NHS/Social Care/Police. |
| Guildford | Free in all car parks | Charges re-introduced on 1 July 2020. One car park providing free parking for support worker until 31 July 2020. |
| Elmbridge | Free in all car parks | Free in all car parks until further notice |
| Runnymede | Charging but no enforcement Hospital advised there staff could park free of charge | Charges re-introduced on 6 July 2020. One car park providing free parking for support workers. |
| Woking | Free in all car parks | Charges re-introduced on 1 July 2020 |
| Epsom | Mostly Free to all | Charges re-introduced on 15 June 2020. Free parking for NHS staff, care workers and NHS volunteer responders |
| Rushmoor | Free in all car parks | Charges re-introduced on 20 July 2020 |
| Hart | Free in all car parks | Free in all car parks until 1 Aug 2020 |
| Bracknell Forest | Free in all car parks | Charges re-introduced on 1 July 2020. |

INCREASED SECURITY MEASURES ON COUNCIL OWNED GREENSPACES

Summary

In light of the recent incidents of unauthorised encampments across the borough, and acknowledging the impact this can have on local communities, council officers have undertaken a review of existing security measures currently in place across its Greenspace estate and Car Parks. This review has highlighted areas where investment into enhancing security arrangements, along with a strategy proposing a delivery programme can be considered. Proposed improvements will be shared with local residents for feedback before they are implemented.

Portfolio – Places & Strategy

Date Portfolio Holder signed off report: 30 July 2020

Wards Affected

All

Recommendation

The Executive is advised to resolve;

- (i) A programme of investment into enhancing Greenspace security measures to be implemented at the locations listed in priority order shown in Annex A (subject to consultation with the local communities and planning where required);
- (ii) The implementation of the individual schemes be delegated to the Executive head of Business after consultation with the Places and Strategy Portfolio Holder.
- (iii) The Executive is advised to recommend to Council that the Capital Programme from 2020/21 be increased by £192,000

1. Resource Implications

- 1.1 Since 2015 there has been 9 unauthorised encampments on borough land. The associated legal and repair costs is circa £25,000, however this does not take into account the officer hours required to deal with each encampment which although not specifically recorded is estimated to be in the region of £12,000. This equates to an approximate average annual cost of £7400 pa over the 5 year period.
- 1.2 Currently the council allocates an annual revenue budget of £40,000 specifically to cover legal, clean-up and repair costs incurred as a result of unlawful encampments.

2. Key Issues

- 2.1 An unauthorised encampment is when a group of people move on to a piece of land that they do not own and without consent from the landowner. This is a form of trespassing under civil law.
- 2.2 Many of the unauthorised encampments in our borough are by groups of people, such as Gypsies or Travellers, who follow a nomadic way of life, travelling the country, stopping off for a time, then moving on.

- 2.3 Gypsies and Travellers, together with all groups who have a particular culture, language or values, are protected from discrimination by the Race Relations Act 1976 and the Human Rights Act 1998. It is not illegal to roam, and people cannot be prevented from roaming.
- 2.4 Although, we do not, by law, have to remove individuals or groups who illegally camp on our land, we do try to move all those who have set up an unauthorised encampment as quickly as possible using the various powers at the councils' disposal. Typically this action can take a number of days to process until final notice is served and those unlawfully camping are evicted.
- 2.5 Some of the council's more urban greenspace sites already have in place measures to deter unlawful encampments such as entrance height barriers and perimeter bollards. However, even with these measures in place, encampments continue to occur as a result of bollards being removed and barriers/locks being tampered with.
- 2.6 In light of the most recent unlawful encampments the Council's Greenspace Team has carried out a review of Borough land where it is felt that consideration of further investment would provide benefit to local communities as it would further deter unlawful encampments on those specific locations.(Annex A).
- 2.7 The sites were "RAG" (Red, Amber, Green) rated and the top three "red" sites that are deemed highly susceptible are those that have been impacted most recently and are greens next to the roadside (Heatherside Recreation Ground, Frimley Green Village Green, The Grove). After research carried out and communication with other councils, it is considered that the installation of raised earth bunds around the perimeter of these sites is likely to be the most effective (and cost effective) protection method. This method also has the least aesthetic impact on the site as once sown with grass (and even wild flowers) can blend in quite naturally whilst maintaining a barrier to unauthorised vehicles.
- 2.8 Other sites identified as "red" have not been impacted by unlawful encampments in recent years (or at all) but are deemed as potentially susceptible due to their location, their current lack of security measures or both.
- 2.9 Each of the projects identified in Annex A will require an individual project plan as each site is unique and will have varying requirements. This work will also necessitate consultation with stakeholders and the local community prior to commencement. Some of the projects may also require planning consent. It is estimated that this work will take up to three years to complete.
- 2.10 It is envisaged that the new measures will reduce the occurrences of unauthorised encampments on council land and so over time will lead to a reduction in revenue costs (outlined in 1.1).
- 2.11 This work should be considered in line with local discussions regarding the provision of a new permanent Traveller site in Surrey Heath and the provision of a Transit Site somewhere in Surrey which would allow the police to use the "power to direct" under section 62 of the Criminal Justice and Public Order Act 1994.

3. Options

3.1 The options before the Executive are as follows:

- (i) To AGREE a programme of investment into enhancing Greenspace security measures to be implemented at the locations listed in priority order shown in Annex A (subject to consultation with the local communities and planning where required);
- (ii) To AGREE The implementation of the individual schemes be delegated to the Executive head of Business after consultation with the Business and Finance Portfolio Holders.
- (iii) To PROPOSE an amendment to the recommendations shown in Annex A
- (iv) To NOT AGREE the programme of additional protection measures to be implemented at the locations listed in priority order shown in Annex A
- (v) To RECOMMEND to Council to increase the capital programme by £192,000 to allow for sites identified in Annex A be completed over the next three years.

3.2 The Executive is advised to agree options (i), (ii) and (v).

4. Corporate Objectives And Key Priorities

4.1 The proposals contained in this report support the Council's key objectives:

Place – continued focus on our vision to make Surrey Heath an even better place to live. Clean, green and safe. Where people enjoy and contribute to a high quality of life and a sustainable future.

People – to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

5. Legal Issues

5.1 The local authority's procedure for dealing with unauthorised encampments must reflect the need to balance the rights of the settled community, land owners and the travelling community.

5.2 The Council has continued to review the legal powers available to ensure that we are dealing with encampments on our land as effectively as possible within the current legislative framework.

6. Sustainability

It is envisaged that capital work on the identified sites will reduce the likelihood of unauthorised encampments thus reducing associated revenue costs.

7. Risk Management

- 7.1.1 The key risk identified is that as additional protection measures are implemented on the site identified most at risk it will displace the unauthorised encampments to other sites further down the list.

8. Equalities Impact

- 8.1.1 An equalities impact assessment has been undertaken and takes into account other work by the council to establish new permanent and transit sites in the borough and elsewhere in Surrey.

9. Consultation

- 9.1.1 Any investment into enhanced security measures that may be implemented at the locations listed in priority order shown in Annex A will be in full consultation with the local communities and user groups of those facilities.
- 9.1.2 Consultation should also be carried out with representatives of the GRT community to ensure their view are also taken into account in relation to further permanent and transit sites being made available

10. PR And Marketing

- 10.1 This is a sensitive issue that will require careful communications with local residents.

11. Officer Comments

- 11.1 Compared to other neighbouring boroughs Surrey Heath has relatively low levels of unauthorised encampments. As already highlighted, there has been 9 in five years compared to neighbouring Elmbridge which had 25 unauthorised encampments in 2018 alone. However, it is acknowledged that an unauthorised encampment can be disruptive for the local community and often incurs associated costs which, via increased protection, could be avoided. It is also important to acknowledge that no measure is 100% effective and we need to balance the need to deter unauthorised encampments with the need to ensure our parks and greenspace remain welcoming and accessible to the communities that use them.

| | |
|-------------------------------|---|
| Background Papers | Annex A |
| Author/Contact Details | Sue McCubbin, Recreation & Business Manager |
| Head of Service | Daniel Harrison, Executive Head of Business |
| | |

Consultations, Implications and Issues Addressed

| Resources | Required | Consulted |
|---------------------------------------|-----------------|------------------|
| Revenue | ✓ | |
| Capital | ✓ | |
| Human Resources | ✓ | |
| Asset Management | | |
| IT | | |
| Other Issues | Required | Consulted |
| Corporate Objectives & Key Priorities | ✓ | |
| Policy Framework | | |
| Legal | | |
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | ✓ | |

Review Date:

Version:

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Annex A - Site assessment and estimated costs

| Site Name | Numbers of UE in past 5 years | Proposed Security Enhancement | Estimated Site Cost |
|----------------------------------|----------------------------------|--|---------------------|
| Heatherside Recreation Ground | 2 | Height barrier for gate / earth bund | £15,900 |
| The Grove | 1 | Earth bund | £25,120 |
| Frimley Green Village Green | 1 | Height barrier for gate / earth bund | £24,200 |
| Poppyhills | 0 | Replace gate / fence plus height barrier / consider earth bund | £4,140 |
| The Dell | 0 | Bollards incl. drop bollard for access / height barrier | £3,700 |
| Clews Lane | 0 | Bollards incl. drop bollard for access / earth bund | £8,840 |
| Balmoral Drive Verges | 0 | Bollards incl. drop bollard for access / earth bund | £5,400 |
| Deanside | 0 | Bollards incl. drop bollard for access / earth bund | £10,840 |
| Old Dean Recreation Ground | 0 | Gate, height barrier and bollards / earth bund | £17,200 |
| Cheylesmore Drive | 0 | Bollards / Earth Bund on access points | £20,720 |
| Freemantle Road | 0 | Bollards incl. drop bollard for access / earth bund | £14,520 |
| Paddock Hill, Frimley Open Space | 0 | Consider bollards / earth bund | £13,960 |
| Blackwater Park | 1 | Height Barrier | £5,000 |
| Frimley Lodge Park | 1 | Improved gates/heigh barrier | £22,200 |
| | | Total | £191,740 |

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