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Monday, 17 May 2021

To: The Members of the **EXECUTIVE**

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and [www.youtube.com/user/SurreyHeathBC](http://www.youtube.com/user/SurreyHeathBC) on Tuesday, 25 May 2021 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

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## AGENDA

### Pages

### Part 1 (Public)

- |    |                              |       |
|----|------------------------------|-------|
| 1. | <b>Apologies for Absence</b> | -     |
| 2. | <b>Minutes</b>               | 3 - 6 |

To confirm and sign the minutes of the meeting held on 20 April 2021 (copy attached).

- |    |                                 |   |
|----|---------------------------------|---|
| 3. | <b>Declarations of Interest</b> | - |
|----|---------------------------------|---|

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. | <b>Questions by Members</b> | - |
|----|-----------------------------|---|

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.

<b>5.</b>	<b>Report of Stage 1 Investigation of feasibility of Gypsy and Traveller site on Watchmoor Nature reserve</b>	<b>7 - 16</b>
<b>6.</b>	<b>Petition - Watchmoor Nature Reserve</b>	<b>17 - 18</b>
<b>7.</b>	<b>Five Year Strategy 2021 - 2026 - update</b>	<b>19 - 26</b>
<b>8.</b>	<b>BID (Collectively Camberley) Renewal 2021</b>	<b>27 - 68</b>
<b>9.</b>	<b>Appointment of Executive Working Groups 2021/22</b>	<b>69 - 80</b>
<b>10.</b>	<b>Appointment of Members to Outside Bodies 2021/22</b>	<b>81 - 90</b>
<b>11.</b>	<b>Surrey Leaders' Group Outside Body Appointments</b>	<b>91 - 100</b>
<b>12.</b>	<b>Exclusion of Press and Public</b>	<b>101 - 102</b>

**Part 2  
(Exempt)**

<b>13.</b>	<b>Supporting the Re-opening of Retail and Hospitality within the Council's Property Estate</b>	<b>103 - 112</b>
<b>14.</b>	<b>Leisure Centre Update</b>	<b>113 - 122</b>
<b>15.</b>	<b>Public Realm</b>	<b>123 - 128</b>
<b>16.</b>	<b>Joint Waste Update</b>	<b>129 - 134</b>
<b>17.</b>	<b>Urgent Action</b>	<b>135 - 144</b>
<b>18.</b>	<b>London Road Development</b>	<b>145 - 154</b>
<b>19.</b>	<b>Review of Exempt Items</b>	<b>-</b>

To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the Executive  
held on 20 April 2021**

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+ Cllr Alan McClafferty (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Sashi Mylvaganam, Cllr Robin Perry, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Valerie White, Cllr Graham Alleway and Cllr Emma-Jane McGrath

**115/E Minutes**

The minutes of the meeting held on 16 March 2021 were confirmed and signed by the Chairman.

**116/E Adoption of the Equality Strategy 2021-23**

The Equality Working Group had recently considered a draft programme for Members' equality training, and had agreed that Ioda Ltd, which led the training sessions during the 2019 Member induction programme, would be invited to deliver further training early in the 2021/22 municipal year.

This would focus upon 'The Doorstop Challenge', sessions aimed to equip Members with the tools to hold difficult conversations around equality and to challenge members of the public who held discriminatory views. The sessions would also act as an aide memoire as to the responsibilities under the Equality Act 2010.

Members had also discussed how best to support the myriad of annual commemorative events. The Equality Strategy included a template for members of the working group to nominate events to be supported.

The Working Group had acknowledged the greater potential for the Council to celebrate its diversity of religions followed within the borough; and it had been agreed that religious festivals be included in the annual plan of events to be marked. The Group also added Gypsy and Traveller week to the plan, and suggested that there was potential for the local Muslim, Hindu and Sikh communities to make use of the Council's facilities in order to celebrate events and hold open days.

**RESOLVED that the Equality Strategy 2021-23, as set out at Annex A to the report, be adopted.**

## 117/E Camberley and Old Dean CCTV Review

The Council had introduced CCTV in Camberley in 1997 with further additions in 2002 and 2010. The existing specification included 30 CCTV cameras located in Camberley town centre, and two monitoring the shops in the Old Dean. The Council had entered into an agreement with Woking Council around 20 years ago to provide a 24/7 control room service in Woking. The cost involved totalled £66,742 per year.

In 2018, Surrey Police had introduced a new CCTV Strategy for Surrey, which had established a funding formula, based on a sliding scale. Initial discussions were progressing, but at present Surrey Police had advised that the policy would direct any payments to the district where the control room was located i.e. Woking for Surrey Heath.

The Council had a statutory responsibility, as part of the Crime and Disorder Act 1998, to consider crime and disorder implications and, in conjunction with partners, to mitigate risk and actuality of crime by utilising various options. CCTV had long been a useful tool in discouraging and detecting crime and disorder and in satisfying that statutory responsibility.

The existing CCTV equipment was outdated and could be costly to update or replace. In addition the improvement in technology had resulted in other options to deliver the same service with potential for improved efficiency and lesser cost. As a result it was proposed that an independent technical specialist, as recommended by Surrey Police, be employed to conduct a review of CCTV in the borough and £10,000 would be allocated to meet the cost.

The Executive supported the proposal to conduct a view and felt that the decision by another Surrey Council to remove CCTV and rely on private CCTV and mobile phone footage, had been a regressive step. In addition it was felt that whilst the operation of public realm CCTV needed to demonstrate cost effectiveness, it was recognised that some benefits might be difficult to quantify, such as acting as a deterrent and mitigating the fear of crime.

It was noted that the experience of neighbouring local authorities would be used to inform the review and the local Borough Commander would be consulted. It was expected that the review would include a number of costed options as well as a recommendation for the way forward. The benefits of partnering with either Woking or Runnymede Councils for the monitoring of the CCTV would also be examined.

**RESOLVED that a review of the existing CCTV service be undertaken by an independent specialist consultant who will be commissioned, with the outcomes and options presented at a future Executive meeting.**

Note 1: In accordance with the Members' Code of Conduct, Councillor Shaun Garrett declared a non-pecuniary interest as he was a trustee of the Old Dean Community Group.



Note 2: It was noted for the record that Councillor Rodney Bates and Councillor Peter Barnett declared personal interests as they lived close to the shops on the Old Dean.

#### **118/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)
118/E	3
119/E	3
120/E	3

#### **119/E Executive Working Group notes**

The Executive noted the correction of a typographical error in the notes of the meeting of the Poverty Working Group, by the removal of "Cllr" in front of the name Trevor Hogg.

The Leader, Cllr Alan McClafferty, thanked all members of the working groups and in particular the Chairman, for their good work and excellent recommendations.

**RESOLVED that the Working Group notes be received as follows:**

- (i) Camberley Town Centre Working Group - 10 December 2020.**
- (ii) Climate Change Working Group - 4 February 2021.**
- (iii) Equality Working Group - 15 February 2021**
- (iv) Local Plan Working Group - 16 December 2021.**
- (v) Poverty Working Group - 11 January 2021.**
- (vi) Property Investment Working Group -1 March 2021.**
- (vii) Surrey Heath Villages Working Group - 10 February 2021.**

Note 1: In relation to the Surrey Heath Villages Working Group notes, Councillor Rebecca Jennings-Evans declared, for the record, that her husband owned a business in Bagshot High Street.

#### **120/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.

Members indicated a desire to be as transparent as possible in relation to the publication of minutes of the Executive Working Groups while at the same time recognising that some information, due to its commercial nature, needed to remain

exempt at this time. Members were advised that in those instances where the Working Group notes were to remain exempt, they would be reviewed by the Chief Executive and Monitoring Officer every six months, with a view to making as much information available to the public as soon as possible.

**RESOLVED in relation to the Executive Working Group notes presented to the meeting:**

- (i) the Camberley Town Centre Working Group notes to be remain exempt for the present time;**
- (ii) the Climate Change Working Group notes to be made public;**
- (iii) the Equality Working Group notes to be made public;**
- (iv) the Local Plan Working Group notes to remain exempt for the present time;**
- (v) the Poverty Working Group notes to be made public;**
- (vi) the Property Investment Working Group notes to remain exempt for the present time;**
- (vii) the Surrey Heath Villages Working Group notes to be made public; and**
- (viii) all Working Group notes remaining exempt to be periodically reviewed by the Chief Executive and Monitoring Officer, with a view to making them public when appropriate.**

Chairman

## **Report of Stage 1 Investigation of feasibility of Gypsy and Traveller site on Watchmoor Nature reserve**

### **Summary**

In September 2020 the Executive agreed to undertake an initial feasibility study to explore the possibility of delivering a Gypsy and Traveller site on land at Watchmoor Reserve. This report outlines the key findings of the work undertaken to date and the next steps.

### **Portfolio: Planning and People**

### **Wards Affected: Watchetts**

### **Recommendation**

The Executive RESOLVE to:

- (i) note the work undertaken to date and the issues identified; and
- (ii) agree that in the light of the issues identified no further work be undertaken on use of the land at Watchmoor Reserve as a Gypsy and Traveller site.

## **1. Key Issues**

- 1.1 The Gypsy and Traveller Accommodation Assessment (GTAA) undertaken in 2019 identified a need for 35 new Gypsy and Traveller pitches and 12 new Travelling Showpeople plots in the Borough over the next 18 years. With 24 plots needed in the first 5 years for Gypsies and Traveller and 8 plots needed for Travelling Showpeople, there is an urgent need for action.
- 1.2 Without some provision for Gypsy and Traveller sites and pitches, the Local Plan is unlikely to be found sound at Examination.
- 1.3 The Local Plan Working Group considered a report by officer's that looked at sites owned by the Council to consider suitability for Gypsy and Traveller accommodation. Sites considered these ranged from areas of highway verge to public parks. Of these 3 were looked at in more detail. One has since been granted planning permission for 2 pitches and one is severely impacted by contaminated land issues on adjoining land for which remediation work is required. The third site was Watchmoor Reserve.
- 1.4 At its meeting in September 2020 the Executive agreed that an initial feasibility study for provision of a new Traveller site on land at Watchmoor Reserve should be undertaken.

- 1.5 This report looks at the key issues identified through the initial feasibility work. Section 5 below explains the key issues in more detail but in summary these are: ecology, land contamination, flooding and drainage, air pollution, noise pollution and legal constraints.
- 1.6 A further issue is public consultation. Whilst residents groups have been contacted, to date no proposal that they can engage with or have an input into with has been produced.
- 1.7 If, notwithstanding the key issues identified, the Executive is minded to proceed to a design stage, it is recommended that community engagement be undertaken at that stage and that the approach to be taken be agreed in advance with Ward Councillors for Watchetts.

## **2. Resource Implications**

- 2.1 Should the Council wish to continue to the next stage of investigation of feasibility, this site will require more detailed reports for all of the issues outlined below. In addition, preliminary scheme drawings should be prepared and used to inform consultation to be undertaken with adjoining landowners, local residents and statutory consultees.
- 2.2 In particular the financial implication of obtaining indemnity insurance and the cost to the Council of defending any legal challenge and maintaining the roadway should be explored.
- 2.3 Cost estimates for further work required to date for the next stage of feasibility work include:
- Ecology assume £2,000
  - Contamination Intrusive Investigation £6,250
  - Air Quality £3,500
  - Noise £2,000
  - Flooding and Drainage assume £10,000
  - Design assume £20,000
  - Legal advice cost unknown
  - Additional officer support £3,000
- 2.4 Costs of delivery in adjoining authorities in 2012/13 were £100,000 per pitch, it seems likely that a site of 15 pitches will now cost at least £2,000,000. Based on the experience of adjoining Districts and Boroughs it is unlikely that Homes England/Ministry of Housing, Communities and Local Government will agree to fund more than 50% of this.

## **3. Options**

- 3.1 The options before the Executive in the light of the work undertaken to date are to:
- (i) Agree to undertake further feasibility work for use of land at Watchmoor Reserve as a Gypsy and Traveller site with a supplementary estimate of £50,000 to pay for the work, or

(ii) To agree that no further work be undertaken on progressing the site at this time whilst work to identify if there are alternative more suitable opportunities for sites for Gypsies and Travellers outside of the Councils landholdings is undertaken.

(iii) That in the light of the issues identified no further work be undertaken on use of the land at Watchmoor Reserve as a Gypsy and Traveller site.

3.2 The Executive is asked to agree that no further work be undertaken on the use of land at Watchmoor Reserve as a Gypsy and Traveller site.

#### **4. Proposals**

4.1 It is recommended that in light of the issues identified on the site in Section 5 of this report, no further work be undertaken on the use of land at Watchmoor Reserve as a Gypsy and Traveller site.

4.2 That through the Local Plan further work now be undertaken to identify possible suitable sites outside of the Councils ownership. That this work be reported back to the Executive alongside the comments received in response to the consultation on the Local Plan to be undertaken later this year.

#### **5. Supporting Information**

5.1 A number of reports were commissioned to identify issues. Alongside this a desktop survey of information held by the Council was also undertaken. The issues identified through this work were as follows.

##### Ecology

5.2 Residents have indicated that they believe protected species might be found on the site although no evidence was provided to support this. SWT Ecology Service were appointed to undertake an Ecological walkover of the site which would:

- Search all known databases for information
- Undertake a walkover of the site to identify broad habitats and highlight any potential nature conservation issues
- Produce a short report outlining ecological constraints and opportunities on the site

5.3 The walkover was undertaken outside of the optimum time period for conducting surveys and an allowance must be made for this. The survey identified that the area was suitable to support Bats, burrowing mammals, Great Crested newts , reptiles, invertebrates, hazel dormouse and hedgehogs. No sign of any of these was found, however, but many are not active at the time of year the survey was undertaken. There were signs of either roe or muntjac deer.

- 5.4 If the Council decides to proceed to the next stage of work on this project further surveys are recommended and the Council should include measures to improve bio-diversity as part of any future works.

#### Land contamination

- 5.5 The site has not been declared as contaminated under Part 2a of the legislation. It is however listed by the Council as potentially contaminated as part of the area was a landfill for commercial and household waste. This operated until 1973 and included the area which is now the reserve. The adjacent superstore development has gas protection and was remediated.
- 5.6 Apple Environmental were appointed to provide a Phase 1 Environmental desk study report which in summary advised as follows.
- 5.7 Given the previous use for waste disposal 1962 – 1981. The site is likely to be underlain ( at least in part) by waste material. This material is unlikely to be fully degraded and is likely to still be producing gases due to anaerobic degradation. This may affect surface stability. The Phase 1 report also identified a high ground water table which will impact on gas production. There may also be secondary contamination from the adjoining roads, railway lines and petrol station but this will be limited in any impact.
- 5.8 Introducing a residential use onto the site will introduce sensitive receptors (people). Waste is most likely to be interred in the northern part of the site which will be the likely location for any development.
- 5.9 A further Phase 2 survey will be needed, to include intrusive investigation, to assess the physical and chemical ground conditions.

#### Flooding and Drainage

- 5.10 Surrey County Council were asked to prepare a Phase 1 Flood Risk Report in their role as Lead Local Flood Authority. The data shows that the area has been subject to flooding in the past but gives no details. The report includes advice on SUDS but fails to recognise any issues arising from the previous use of the site for waste disposal or ground water issues.
- 5.11 Advice has also been sought from the Borough Drainage Engineer. His comments are reproduced below.

*“The area is within the floodplain, just a slightly lower risk. The area was always liable to flood, as shown on older plans, but the risk boundaries changed when the M3 and A331 were constructed.*

*However, the flood status may change, although not for the better.*

*It is recognised that the raised railway line impedes the flow of surface water from east to west (from SHBC to the Blackwater River). The culverts under the railway, being old and undersized, cannot*

*accommodate the flows being experienced, leading to flooding to the east side of the railway. As the east of the railway mainly consists of densely populated housing, there have been discussions regarding the upgrade of the railway culverts which will, in turn, allow more flows into the Watchmoor area. The intention would then be to control flood water within the Watchmoor areas to slow the flows reaching the Blackwater river.*

*To date, only one railway culvert has been upgraded. The Thames Water owned connection at Crabtree Road into the Sainsbury car park. Further railway crossings are due to be reviewed to alleviate current flood issues at Albany Park, Lyon Way and Station Road. These areas don't directly feed into Watchmoor but will potentially increase the functional floodplain area at Watchmoor. However, the potential railway culvert upgrade work may also be considered for Rivermead Road, to relieve an overland flow route, which does directly connect.*

*At the least, it has to be assumed the Watchmoor area could be subject to flooding and will therefore not drain efficiently. The higher risk floodplain to the west of Watchmoor will flood right up to the highway and this won't allow drainage systems under the highway (A331) to function.*

*Also, the traveller site would most likely need to be close to the Sainsbury site as part of the consideration would be the safe access/egress needs for the traveller site during a flood. This means there would be little advantage if the site was to propose raising too much of the existing site area or if a new raised access road had to be installed through the park areas to accommodate the change of use."*

- 5.12 The comments from the Drainage Engineer reflect the concerns of local residents in the Crabtree Road and adjoining areas which experience flooding in part from Camberley Sewage Treatment Works when effluent flows back up into the local drainage system during flooding of the River Blackwater.
- 5.13 Further work will be required to identify what flood attenuation measures would be required if development of the site was to go ahead.

#### Air and Noise Pollution

- 5.14 Due to the Covid19 lockdown no studies have been undertaken as the resulting reduction in vehicle flows means that air quality will have improved and noise levels reduced and this cannot be taken as indicative of any likely future situation. Previous monitoring in the area indicates the following.
- 5.15 Air quality monitoring in the southern part of the site closest to the M3 motorway shows levels 37mg/m<sup>3</sup>. Further north close to Sainsburys, the levels fall to 33mg/m<sup>3</sup>. UK maximum recommended annual mean levels for particulates and nitrogen dioxide are 40mg/m<sup>3</sup> with a 10%

variable. Further work will be needed on air quality but it must be recognised that reduced traffic flows during lockdown will give low readings.

- 5.16 No noise level data is available and further work will be required on this issue.
- 5.17 The nature of dwellings occupied by the Gypsy and Traveller community is that most occupy trailers or mobile homes. It is not possible to achieve the same levels of sound insulation in these types of units as can be provided in bricks and mortar housing. For this reason Gypsy and Traveller sites should be regarded as noise sensitive development. Further work will need to be undertaken to ascertain whether noise attenuation measures will be required to enable development of the site.

Legal Issues arising from the Title Deeds for the property

- 5.18 The Property is the freehold land known as Watchmoor Reserve, the registered owner is Surrey Heath Borough Council.
- 5.19 The Legal Team has advised that there are a number of key issues arising from restrictive covenants on the land which will impact on the proposed development as follows:
- (i) SHBC is prohibited from placing caravans on the Property.
  - (ii) The Southern Land, as outlined in the attached plan, is subject to a restrictive covenant not to construct any dwelling house or buildings of any kind. Appendix VV
  - (iii) A restrictive covenant prohibits the Southern Land from being used for any purpose other than for informal recreation, which conflicts with the proposed use.
  - (iv) SHBC is required not to do anything or allow anything to be done on the Property that causes an annoyance or nuisance.
  - (v) If the Blue Land shown in Appendix VV ceases to be used as a recreational area, SHBC is to contribute a fair and reasonable proportion of the costs of maintaining the access road through Sainsbury's.
  - (vi) A restrictive covenant prevents a gateway or opening being made in the fencing on the boundary of the Southern Land running alongside the A331 which prevents an access road being constructed to connect the Southern Land directly to the A331.
- 5.20 The first three restrictive covenants are the most significant. They can be dealt with in several ways. In summary, however, it is advisable to obtain an indemnity insurance policy against the restrictive covenants



(i) and (ii) above and to obtain an express release from the restrictive covenant (iii) from SCC.

- 5.21 Further work is needed to understand the implications of the above, in particular who is able to invoke the covenants, the financial implications of 5.19(v) above and the cost of any indemnity insurance?

#### Designing out Crime

- 5.22 The site is currently subject to anti-social behaviour. Work will need to be undertaken with Surrey County Council and Surrey Police to understand how to make this site a safe place to live and visit.

### **6. Corporate Objectives And Key Priorities**

- 6.1 This project supports the objective to build and encourage communities where people can live happily and healthily. In particular, it addresses housing needs within the community

### **7. Policy Framework**

- 7.1 This project supports the Council's objective to build and encourage communities where people can live happily and healthily and through that to address housing needs within the community.
- 7.2 This project will support working being undertaken on the Local Plan review to meet the housing needs of all sectors of our local community.

### **8. Legal Issues**

- 8.1 As identified above, there are significant legal issues arising for this site. Further legal advice will be required if the Council wishes to pursue the development of this site.

### **9. Governance**

- 9.1 If the Executive is minded to proceed with the project a Service Level Agreement with SCC for management of the site will be needed.

### **10. Risk Management**

- 10.1 The work on this site identifies environmental issues which pose a risk to future occupiers if the site is progressed.

### **11. Equalities Impact**

- 11.1 The Travelling Community includes recognised ethnic minority groups that suffer significant discrimination and whose educational and health outcomes are severely impacted by an inability to access such services due to the lack of permanent sites across the UK as a whole.

## 12. Human Rights

12.1 Not applicable at this time.

## 13. Environmental Impact

13.1 The site is located on the edge of the Camberley / Frimley settlement area with good access to local services and close to rail and bus routes.

## 14. Consultation

14.1 Not applicable at this time.

## 15. PR And Marketing

15.1 Not applicable at this time.

## 16. Officer Comments

16.1 None.

<b>Annexes</b>	Annex 1 Site Plan
<b>Background Papers</b>	<ul style="list-style-type: none"><li>• Environmental Desk Study and Preliminary Risk Assessment . Apple Environmental December 2020</li><li>• Detailed Flood Risk Report Watchmoor Reserve - Surrey County Council January 2021</li><li>• Ecological Walkover. Surrey Wildlife Trust January 2021</li></ul>
<b>Author/Contact Details</b>	Helen Lolley & Jenny Rickard <a href="mailto:Helen.lolley@surreyheath.gov.uk">Helen.lolley@surreyheath.gov.uk</a>
<b>Head of Service</b>	Jenny Rickard - Executive Head of Regulatory



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**E-Petition – Watchmoor Nature Reserve**

**Briefing Note**

1. An e-petition has been received which states that “The residents of Watchetts Ward, St. Michaels and many people from Camberley do not wish for SHBC to approve the development of the green space at Watchmoor Nature Reserve to create a static site for the travelling and gypsy community. The area is a well loved and used area by the local community and is home to many protected species”.
2. All petitions received must be dealt with in accordance with the Petition Scheme at Part 4 of the Constitution. The scheme provides that any petition which receives over 500 signatures will be considered by the Executive. Under the terms of the scheme a petitioner is entitled to present their petition at the relevant meeting of the Executive and speak for up to 5 minutes.
3. The e-petition opened for signatures on 11 September 2021 and closed on 11 March 2021. It has received 1,292 signatures. Signatories to the petition are required to provide their address when they sign the petition. The e-petition contains 972 signatures from members of the public who have provided an address within the borough. The number of signatures received by ward is as follows:

<b>Ward</b>	<b>No. of Signatures</b>
Bagshot	14
Bisley & West End	6
Frimley	64
Frimley Green	76
Heatherside	62
Lightwater	10
Mytchett & Deepcut	36
Old Dean	54
Parkside	50
St Michaels	129
St Pauls	41
Town	57
Watchetts	369
Windlesham & Chobham	4

4. Of the remaining signatories, 40 were from those who have given an address within Surrey and the remainder were from outside the county.

5. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be debated. The Executive will decide how to respond to the petition at this meeting. It may decide to
  - take the action the petition requests,
  - not to take the action requested for reasons put forward in the debate,
  - or to commission further investigation into the matter, for example by a relevant scrutiny committee.
6. The petition organiser will receive written confirmation of this decision and confirmation will be published on the Council's website.

## Five Year Strategy 2021 – 2026 - update

### Summary

The Council's Five Year Strategy is being reviewed, and a new Strategy being developed for consultation. This report updates the Executive on the timescales for the preparation of the new Strategy, key themes to be included and proposals for public and partner consultation during the summer.

**Portfolio:** Leader

**Wards Affected:** All

### Recommendation

The Executive is advised to RESOLVE that

- (i) the timetable for the preparation of the Council's new Five Year Strategy set out in paragraph 2.2 be noted;
- (ii) proposals for public and partner consultation set out at Annex A be noted, and make any comments be noted;
- (iii) the comments of the Performance & Finance Committee on 17 March 2021 at paragraph 2.8 be considered;
- (iv) the key themes for inclusion in the Strategy set out at paragraphs 1.2, 2.9 and 2.10, and make any comments be noted; and
- (v) a cross-party Task and Finish Group of seven members be appointed to input into and steer the development of the new strategy and the analysis of feedback received during the consultation.

## 1. Background

- 1.1 The Council's Five Year Strategy sets out its overall priorities for the Borough under key themes, which are then translated into yearly targets and projects set out in the Annual Plan. The current Five Year Strategy 2016-2021 was agreed in August 2016, and then a refreshed version agreed in March 2017.
- 1.2 The emerging Five Year Strategy can be informed by a number of existing policy areas, data sources and emerging legislation. The Council has recently agreed Climate Change, Health and Wellbeing (including Poverty) as priority areas of work. The Town Centre and Villages Working Group ensure a focus on investments and improvements across the Borough. The Council is preparing a new Local Plan to promote the environment and shape future prosperity of the Borough while meeting local Housing need. The impact of Covid-19 on the Borough will be a key driver and data is already available about the socio-economic impact of the pandemic on residents and businesses. The Five Year

Strategy will also need to recognise that more of the Council's priorities will need to be delivered in partnership with others including other local authorities, statutory organisations such as the Police, Health, and Housing Associations, local businesses and with local community and voluntary organisations. The Council has a strong track record of collaboration to achieve positive outcomes for residents which can be built on as part of the strategy aspirations.

- 1.3 Workshops also took place in 2020 with the Executive and Corporate Management Team, supported by the Local Government Association (LGA), to start work identifying priorities for the new Five Year Strategy.
- 1.4 An evidence base showcasing key facts about Surrey Heath, its unique story, strengths and challenges has been gathered to drive conversations with Members, partners and staff on what needs to be addressed and identified within the Five Year Strategy. This evidence base is being shared with all Councillors and members of the Surrey Heath Partnership as part of scoping workshops.
- 1.5 These workshops will inform the 'Strategic narrative' and themes for the Five Year Strategy which will be brought back to the Executive in June, and form the basis of the wider public and partner consultation exercise.

## 2. Key Issues

- 2.1 The proposed timetable for the preparation and agreement of the new Strategy is set out in the table below.

### 2.2 Timetable for Five Year Strategy 2021 – 2026:

<b>Timescale</b>	<b>Actions</b>
May/June 2021	Workshops based on the Five Year Strategy evidence base with all Councillors and members of the Surrey Heath Partnership.
June 2021	Task Group considers outputs of Member/Partner workshops and reviews/discusses the draft strategic narrative and challenges to inform the Five Year Strategy and proposals for public consultation.
June - August 2021	June – early August Public & Partner consultation. Task Group kept updated with feedback and results from consultation and informs the preparation of the draft Strategy.
July 2021	Report to Performance & Finance Scrutiny Committee 7 July 2021 to consult them on draft strategic narrative / challenges.
September 2021	Feedback from consultation and final proposed Strategy reported to Performance & Finance Scrutiny 7 September 2021.
September 2021	Feedback from consultation and final proposed Five Year Strategy (and Medium Term Financial Strategy) to Executive 21 Sept 2021.
October 2021	Five Year Strategy 2021 – 2026 sent to Full Council for approval 27 October 2021, together with the Medium Term Financial Strategy.

- 2.3 In addition to the Committee/Executive/Council dates set out above, it is recommended that the Executive appoint a cross-party Task and Finish Group to input into and steer the development the production of the new strategy and the analysis of feedback received during the consultation. It is proposed that the Task and Finish Group should have 7 members and be politically proportionate with 3 Conservative and 4 non-Conservative members, including the Leader and 1 other Executive member.



## 2.4 The Task and Finish Group will:

- Monitor progress against the Five Year Strategy timescale and milestones
- Considers outputs of the initial Member/Partner workshops
- Discuss and review the draft strategic narrative / challenges to inform the Five Year Strategy and proposals for public consultation
- Monitor the public consultation
- Review and analyse the results of the public consultation
- Input into the preparation of the draft Strategy
- Ensure cross-party input into the detailed preparation of the Five Year Strategy

2.5 An important part of the preparation of the Five Year Strategy will be consultation with the public and partners to ensure the Strategy reflects the needs and aspirations of those living and working in the Borough.

2.6 The Strategy will take account of previous and current strategies, projects and priorities of the Council, relevant data, – particularly around the likely impact of the Covid-19 pandemic on residents and businesses – and input and feedback from partner organisations and the public. The planned consultation exercise will share a draft 'strategic narrative' showing the journey of the Council, the challenges and opportunities faced and draft key objectives/areas of focus.

2.7 **Annexe A** sets out the proposals for the consultation exercise. The Executive is asked to note and comment on these.

2.8 The Performance and Finance Committee considered a report outlining the timetable for the Five Year Strategy review and consultation proposals at its meeting on 17 March 2021 and was asked to submit any comments to the Executive. The following points were raised at the Committee:

- *The Committee noted the terms of office for the current cohort of councillors would expire in 2023 and it was suggested that a five year strategy could potentially commit the incoming administration to a course of action that did not necessarily align with their manifesto. It was suggested that a three year strategy followed by a four year strategy would better align with these terms of office.*
- *Officers confirmed that the Five Year Strategy would include the Council's commitment to addressing climate change.*

## 2.9 Key areas for inclusion in the emerging Five Year Strategy:

- Continuing to support residents and businesses through the Coronavirus pandemic and the response to it and enable economic and social recovery.
- Investing in a thriving Camberley Town Centre, including developing a 'Unique Selling Point'
- Invests across the borough, meeting the needs of residents wherever they live, particularly vulnerable people and those experiencing poverty.
- Working in partnership to deliver more schemes to address local housing needs such as Pembroke House.
- Contributing to residents' health and wellbeing and working with partners on particular issues such as obesity, using the new leisure centre as a key tool.

- Promoting the borough's natural environment and shaping the future prosperity of the borough. Addressing the Climate Change emergency declared by the Council in October 2019.

2.10 Key aspirations for Surrey Heath Borough Council: to be recognised as a council which:

- Delivers on its promises, on time and to budget.
- Has improved its capacity to engage, inform and consult residents.
- Works closely with our partners, including the voluntary and community sector, NHS, Surrey County Council, the Local Enterprise Partnership (LEP).
- Ensures that our investment and resources are well-managed and that we achieve value for money.
- Has effective project management.
- Participates in discussion about greater collaboration with other Councils and organisations to support the delivery of these priorities.

### **3. Resource Implications**

3.1 The proposals for the public consultation can be carried out within existing budgets due to the mainly 'online' nature of the exercise and the most significant resource needed will be officer time.

3.2 The review of the Council's Medium Term Financial Strategy (MTFS) will be aligned with the preparation of the new Five Year Strategy, with a refreshed MTFS also reported to Council in October 2021 for approval.

### **4. Proposals**

4.1 The Executive is advised to

- Note the timetable for the preparation of the Council's new Five Year Strategy set out in paragraph 2.2;
- Note the proposals for public and partner consultation set out at Annex A, and make any comments;
- Consider the comments of the Performance & Finance Committee on 17 March 2021 at paragraph 2.8;
- Note the key themes for inclusion in the Strategy set out at paragraphs 1.2, 2.9 and 2.10, and make any comments; and
- Appoint a cross-party Task and Finish Group of seven members to input into and steer the development of the new strategy and the analysis of feedback received during the consultation.

### **5. Corporate Objectives And Key Priorities**

5.1 The Council's Five Year Strategy is the main vehicle for agreeing Corporate Objectives and Key Priorities.

### **6. Policy Framework**

6.1 The Five Year Strategy is one of the key elements of the Policy Framework of the Council.

## **7. Legal Issues**

7.1 No specific Legal issues arising.

## **8. Governance**

8.1 The proposed timetable for the preparation and adoption of the new Five Year Strategy includes significant opportunity for scrutiny, public and partner input and transparency of decision making.

## **9. Risk Management**

9.1 Without a coherent Five Year Strategy in place there is a risk that the Council's work and resources do not achieve the desired outcomes for the Borough, residents and businesses.

## **10. Equalities Impact**

10.1 An equalities impact assessment will be carried out on the final public consultation arrangements and the final Draft Strategy.

## **11. Human Rights**

11.1 No specific Human Rights implications arising from this report.

## **12. Environmental Impact**

12.1 The Strategy will include Council's commitment to addressing Climate Change.

## **13. Consultation**

13.1 Public and Partner consultation forms a key part of this report - see Annexe A.

## **14. PR And Marketing**

14.1 See Consultation above.

<b>Annexes</b>	Annexe A – Proposals for Five Year Strategy Consultation
<b>Background Papers</b>	Surrey Heath Borough Council Five Year Strategy 2016 – 2021, refreshed March 2017.
<b>Author/Contact Details</b>	Sarah Bainbridge – Senior Organisational Development Advisor <a href="mailto:sarah.bainbridge@surreyheath.gov.uk">sarah.bainbridge@surreyheath.gov.uk</a> Kate Noviss – Marketing & Communications Manager <a href="mailto:kate.noviss@surreyheath.gov.uk">kate.noviss@surreyheath.gov.uk</a>
<b>Head of Service</b>	Louise Livingston - Executive Head of Transformation

## Annexe A – Proposals for Five Year Strategy Consultation – June – August 2021

- **Purpose** – to share the Council’s ‘strategic narrative’, current challenges and opportunities, draft key priorities and areas of work for the Five Year Strategy (together with background information that informs these) with the public and partners, with a view to the responses being used to update the priorities and areas of work, and inform the outcomes and targets for the Strategy.
- **Content** to share the Council’s ‘strategic narrative’, current challenges and opportunities, draft key priorities and areas of work for the Five Year Strategy and ask a series of questions such as:
  - *Are these the right areas to focus on? Any comments?*
  - *Is anything missing?*
  - *What are the key issues from your local area? / What are the key issues for your organisation?*
  - *Asking people to rank the issues/ areas in terms of importance*
  - *Whether they feel the strategy is full inclusive to all*
- **Format** of consultation (aim for it to be open for 8 weeks for the public)
  - *Open on-line survey for the public which can be shared on Council social media and can be promoted via Members. Will be promoted in Heathscene and on our website as well as issued as a press release for local media and shared via public noticeboards across the Borough. Could consider some additional advertising e.g. radio.*
  - *Specific consultations at relevant partner / public meetings led by Wider Management Team / Corporate Management Team colleagues (e.g. Surrey Heath Partnership, CCG, parishes) – a presentation and/or video to be prepared so any Manager can lead the discussion. Managers and Members to be asked for suggestions of groups which should be included.*
  - *5 or 6 public online events for a group of wards, which the relevant Ward Members can also attend.*
  - *A paper summary of the consultation to be included in the summer HeathScene with signposting either online or to ways a paper copy can be obtained.*
  - *No general face-to-face public consultations (e.g. in shopping centre) would be planned, due to resource implications and social distancing requirements.*
- **Feedback** – results to be shared with the public and partners, together with the final Five Year Strategy and a ‘thank you’ for participating. Regularly sharing how many have responded and how their views have been taken into account could help engage public to respond to future consultations.

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## **BID (Collectively Camberley) Renewal 2021**

### **Summary**

This paper is to present the Business plan for Collectively Camberley to the Executive and request how they would like to vote in the up coming Ballot for BID re-election concluding on the 25<sup>th</sup> June 2021

The Camberley town centre Business Improvement District (BID) was established in 2011 and is operated by Collectively Camberley. The BID, approaching the end of its second five year period of office is asking the Camberley business community to vote for a further five year term of operation.

This report is to present the case for voting “yes” to cover all the Hereditaments for which the council pays the BID levy, but to also outline the impact of a “no” vote will have on resources and outputs within Camberley Town Centre.

### **Portfolio – Business & Transformation**

**Date Portfolio Holder consulted – 13 May 2021**

**Wards Affected – Town, St Michaels**

### **Recommendation**

The Executive is advised to RESOLVE that

- (i) the BID renewal process be supported with a “yes” vote, as recommended by the Camberley Town Centre Working Group (CTCWG), for all hereditaments for which The Council is liable for Business Rates; and
- (ii) The Leader of the Council takes on the Role of Board member on behalf of the Council, Supported by The Executive Head of Business as a non-voting officer on the BID Board.

### **1. Resource Implications (to support the day to day operations of the BID)**

- 1.1 Economic Development – to support the BID with business support direction and partnerships, support the renewal process.
- 1.2 PR and Marketing – To support the BID and other town centre partners in promotion of events and co-delivered projects.
- 1.3 Legal - to agree to the Service Level agreement between the Council and the BID.
- 1.4 Democratic Services – conduct the Ballot process and return the outcome in a timely fashion.
- 1.5 Finance – Revenue requirement for spend on levy for all hereditaments within the BID area £20,860 not including the leisure centre. This is

based on a levy of 1.5% of the total Rateable Value of the property within the BID area. Further during the development agreement with Places Leisure, it was negotiated that if the new complex was within the BID boundary, it would fall to the Council to cover the cost of the levy, this will add a further estimates £5,000 to the SHBC Levy bill per annum. SHBC also covers the cost of the BID levy on vacant properties under its ownership within the BID area.

- 1.6 Revenues & Benefits – Annual Billing and collection, plus payment of the Levy to the BID (service charged at £5,000 per annum).
- 1.7 The council also holds a non-pecuniary position on the board, councillor position currently not fulfilled, however Executive Head of Business currently sits on the Board.

## **2. Key Issues**

- 2.1 Collectively Camberley's current term completes in October 2021, and is up for re-election.
- 2.2 Collectively Camberley will ballot the businesses within the BID area between May and June 2021 the final day being the 25<sup>th</sup> June 2021. This process is conducted by Conducted by Democratic Services on behalf of the BID.
- 2.3 The Camberley Town Centre Working Group has had two opportunities to both review the work of the BID and the new Business plan and provided feedback to the BID on both occasions.
- 2.4 The Camberley Town Centre Working Group has considered the work of the BID and is recommending to the Executive that The Council votes Yes in the Ballot for all its Hereditaments in this Ballot.
- 2.5 Should the business community vote in favour of the renewal, the new BID will come into being in October 2021. Should the vote go against the decision to continue, the BID will cease to operate from October 2021.
- 2.6 The Council hold a position on the BID Board, this has previously been an elected member of the Council, also this has alternatively fallen to the CEO. Currently the position is held by the Executive Head of Business. The Camberley Town Centre Working Group, in agreement with the Current BID Chair Recommend The Leader take on the role as Board member on behalf of the Council, and The executive Head of Business be a non-voting officer on the Board.
- 2.7 The Council has an opportunity to vote on each property for which it has responsibility for National Non Domestic Rates (NNDR) payments.

## **3. Supporting Information**



3.1 The BID in its previous years have provided a delivery of Services to Camberley, below is a list of these with associated costs (excluding staffing):

- Christmas Lights and related costs (electricity etc): £26,500 Per year (5 year contract for lights circa £125,000)
- Town Centre Flowers: £14,000
- CTAC Radio Scheme: £4,000
- Market Licence: £1,200
- Town Centre Website maintenance costs: £2,600 (The new website just cost us £20,000)
- Mailing lists (Business and Public): £1,200
- Christmas Magazine contribution: £5,000
- Christmas Light Switch On event: £34,000
- Car Show event: £18,000
- Armed Forces Day event: £14,000
- Rooftop Film Festival event: £14,000
- Additional events (hunts): £2,000
- Town Centre Business Awards: £14,500
- Pub Watch support: £1,000
- Gift Card: £6,000 (Set up costs of £7,000 plus launch etc)

Total cost of delivery of services per annum is just under £158,000

3.2 Total levy income for the BID across 404 hereditaments is £218,570 per annum (this does not include BHS unit, or Leisure Centre levy amounts), further income can come from voluntary payments by business outside of the BID area, from sponsorship for events and projects and charging for the CTAC radio system.

3.3 A no vote will mean the Council will have to review what is delivered in the Town Centre through the BID and decide what continues and how those activities are funded, and what activities and initiatives are potentially put on hold.

3.4 It has been assumed that to undertake the additional burden of undertaking some or all of the BIDs activities, there would be an additional staffing resource requirement at band 5 £34,680 - £39,000 plus on-costs at 27% (£44,043 - £49,530) for a town centre manager. (A review has been undertaken of town centre managers within localities around Camberley and this salary is in line with those places) And resources within Media and Marketing resulting in potential need for additional resource of up to a further band 5, an additional £34,680 - £39,000 plus on-costs at 27% (£44,043 - £49,530).

3.5 Not having a BID would save the Council Circa £25,000 in levy payments, and in addition levy payments for vacant spaces if vacant for a period over 3 months.

3.6 The BID publishes 3 documents on the run up to the ballot, one reflecting on the work undertaken in the current term, One reflecting on

a survey conducted of all levy payers, and a business plan outlining the BID priorities for the new term should it be successful.

- 3.7 Due to the BID Levy, which is an enforceable taxation on the businesses within the BID area, this creates an annual budget for the BID (which goes up and down with occupancy). This money, circa £220,000 per annum allows for the running of all the events and opportunities around Camberley listed in 3.1, along with a consistent and up to date marketing of both the events and the town. In addition, The BID raises further funds through sponsorship of events, which they have a future target of £32,000 per annum.
- 3.8 If the BID was to cease, so would the enforceable levy, any of the activities selected by the Council to continue to be delivered would be an added cost, and resource burden (3.4) to the Council.

#### **4. Policy Framework**

- 4.1 The Local Government Act, which received Royal Assent in 2003, introduced Business Improvement Districts to the UK.
- 4.2 Essentially a BID is an arrangement whereby businesses get together, decide what improvements they want to make in their town centre, how they will manage these and what it will cost them. A business plan is then drawn up which is voted upon by those who would have to pay a levy. A BID lasts for a maximum of five years and needs to be able to demonstrate the businesses that have supported it.

#### **5. Governance Issues**

- 5.1 The Camberley BID is delivered through a limited company, the Camberley Town Centre BID Company, known as Collectively Camberley, with a Board of Directors drawn from organisations supporting the BID

#### **6. Risk Management**

- 6.1 There is no direct risk to the Council, the Collectively Camberley board meets regularly to oversee projects and manage activities. The BID has actively marketed the town centre over the past five years.

#### **7. Consultation**

- 7.1 The BID has carried out consultation with the Camberley business community in developing the documentation supporting its application for re-election, and in attending the Town Centre Working Group, also consulting with elected members of the council.

<b>Annexes</b>	<b>Achievements newsletter BID Business Case 2021-26</b>
<b>Background Papers</b>	<b>BID Business Case 2016-2021</b>
<b>Author/Contact Details</b>	<b>Teresa Hogsbjerg <a href="mailto:Teresa.hogsbjerg@surreyheath.gov.uk">Teresa.hogsbjerg@surreyheath.gov.uk</a></b>
<b>Head Of Service</b>	<b>Stephen Wilkinson</b>

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Collectively  
Camberl3y  
#LoveCamberley

VOTE YES  
FOR CAMBERLEY

OUR ACHIEVEMENTS IN BID TERM 2  
2016 - 2021



# THE STORY SO FAR...



Collectively Camberley BID (Business Improvement District) is an organisation whose aim is to keep the town centre vibrant, safe, clean and friendly, so that customers will want to visit, and businesses have the chance to prosper. The Collectively Camberley BID has become increasingly popular with local businesses, residents and consumers over the last 10 years. It has played an essential part in raising awareness of the town and its offer, driving up footfall and spend, and developing pride of place.

The services and projects provided to date by Collectively Camberley BID were as a result of an extensive consultation process in 2016 with you, the local businesses. This focused upon the success of projects delivered by the BID in its first 5 year term after initially being voted in back in 2011. The Collectively Camberley BID is business run and led and responds directly to your needs and wants.

Working in collaboration with a range of other partners, Collectively Camberley BID's Board of Directors (drawn from local business representatives and who work on a voluntary basis) have diligently, over the past years, delivered the business plan projects. They have also been proactive in seeking new avenues for funding and these efforts have added substantial value to the investment of local businesses.

Your BID levy raises over £250,000 each year to deliver the projects that you, the businesses voted for. When this is coupled with additional income, it totals a spend of well over £1m in 5 years.

In 2021 Collectively Camberley BID will be asking you to continue your support for the BID. The time has come for you to review and assess our work to date and to build upon the successes, by helping us to formulate a new business plan for the next 5 years and by voting "YES" to renew the BID for a further 5 years.

Remember, if you choose for the BID not to continue, all the work and cumulative achievements detailed in this document will wind down and eventually cease from October 2021.

The last decade has seen towns across the UK experiencing a massive metamorphosis as peoples shopping habits move and their choices change. This has been exacerbated this year further by the pandemic, and having to meet the unprecedented challenges that has brought. In this undeniably tough trading environment, Camberley Town Centre must continue to adapt and refocus in order to thrive.

Camberley Town Centre must be fit for purpose and able to compete with other places. Not only in recovering from Covid-19 and its impact, but the ever growing and ever present online challenge remains. Town Centre businesses must move with the times and offer consumers what they want, when and in the way they want it. It is crucially important to not only have a plan but to be aspirational for our businesses and our town. You can do this by showing you still support your BID. Vote "YES" in the Collectively Camberley BID ballot later this year.

*I remember how amazed I was to discover that the Collectively Camberley team consisted of only two full time staff! The work they do is really impressive and covers a huge range of events, business workshops, and social media campaigns.*

*One of the things that really worked well for us was the Video with Santa - which allowed us to explain what made us different from regular High Street shops, and why it's so important to shop local.*

*- Deborah Jones, Craft Coop*



## A MESSAGE FROM THE CHAIRMAN...

I've been running my business from Camberley for the last 15 years, and I've been involved with the BID since the very beginning. I've always supported the reasons that we need a BID, and love the great work that we've done over these years. But, Town Centres have changed a lot in that time - and there has never been a greater need for our Collectively Camberley team than right now.

I'm sure you'll agree that the achievements demonstrated on these pages are fantastic. From the Car Show, to the Christmas Lights, and the Farmer's Market to the Covid Signage. Let's be under no illusions... if the BID was to disappear, so would these projects and events. Imagine our town centre without any Christmas Lights. It would be awful to lose them.

So, let's come together as a business community, and continue to offer our support to the BID team. Another 5 years of their hard work is essential in ensuring the success of our own businesses, and protecting the livelihoods of the people we employ.

And, I urge you to complete the survey (mentioned on the back page). It's our way of making sure the plans for the next five years deliver the benefits that you need. With your input, we can make the next five years better than ever!

Thank you for your continued support.

Steve Coburn

## ABOUT THE BID...

### What is a Business Improvement District (BID)?

A Business Improvement District or BID is an arrangement whereby businesses collaborate to decide what services and improvements (in addition to those already provided by public agencies) they wish to make in their location, how they are going to manage and deliver those improvements and what they are prepared to pay to make them happen. This information forms a business plan that will be voted upon by all prospective levy payers. If the majority vote YES by both number and rate able value a BID exists for a maximum of 5 years and must spend the funding raised within the BID area and in accordance with the agreed business plan.

### An Investment in Your Business

This document aims to both review the success of Collectively Camberley BID and offer the opportunity to all in the BID area to secure a third term for the BID. A chance to invest over £1m million over the next 5 years to secure the firm foundation we have laid and to build upon it. Together we can recover from the current challenges and continue to improve footfall, increase sales, reduce business costs and not only sustain the Town Centre, but be aspirational for it and our businesses.



We have been delighted to work with the Collectively Camberley BID team for the last 5 years in organising the monthly Camberley Farmers' Market. The support and dedication they show both to the town and the individual businesses is exemplary and we look forward to working with them to build on their success in the future. Both myself and our stallholders love coming to Camberley - there is a great community spirit between the businesses and the residents and this is a testament to the dedication of the BID team.

- Andy Willmott, Surrey Markets



### The Funding - Your Money, Your Say

A vast number of Town Centre's have adopted or continue this private sector management model called BIDs, to better fulfill the wishes and wants of their business community. Collectively Camberley BID is an example of this and is funded by businesses in the area that pay a set levy based upon their rateable value. This investment is ring-fenced and can only be spent within the BID area on the ideas and themes agreed and voted upon in the business plan. It is important to note that the levy has nothing to do with normal business rates which pass straight to the government.

### The BID Company

The Collectively Camberley BID is managed by a Board of Directors (on a voluntary basis) drawn from local, large and small businesses from within the BID area. The BID is a private, not for profit, independent company. Any local levy payer is eligible to become a member of the BID Company and can be put forward to serve as a Director of the BID.

### The Vote

If you are eligible to pay the levy, you are eligible to vote, so you decide if the BID continues. Of those that vote, if a majority of businesses vote in favour of the BID by number and by total rateable value, the levy will be mandatory on all businesses in the BID area apart from those that are exempt.

## WHAT HAPPENS IF IT IS A 'NO' VOTE

If the vote is 'NO' then Collectively Camberley will cease to exist on 19 October 2021. All the services provided by Collectively Camberley will stop at that time.

Many services and events will be lost...

- Over £1m BID levy investment in supporting the Town Centre will be lost over the next five years
- Funding and services that the BID leverages will be lost
- There are over 300-plus BIDs in the UK now and Camberley would lose ground with other competitor BID locations such as Bracknell, Guildford, Fleet and Reading
- The Town Centre website and all @LoveCamberley social media activity would cease
- Popular events such as the annual Car Show, Christmas Light Switch On and Rooftop Film Festival will stop
- Marketing activities such as the Little Book of Offers & Industry Insider Card will cease
- Christmas lights and floral displays will not continue
- CTAC Radios will no longer be subsidized
- Business support such as for COVID 19, Training Workshops, Centralised Procurement and the annual Business Awards will cease

Collectively Camberley have been absolutely world class to our charity Chloe's and Sophie's Special Ears Fund during the last year. They have made it their passion to make Camberley Deaf Aware. They've done this through organising Deaf Awareness Sessions, putting subtitles onto their Social Media videos, getting out Clear Panel Facemasks to 200 shops and businesses and continuing to shout out about CSSEF.

Kyle and Jodie have also been a tower of strength to our charity shop 'Just4Kids' in this Pandemic. We needed posters and resources to reopen and be Covid friendly. They had already thought of these things and it was no trouble for them to drop them off. To me, that really was something special as there was so much to think and factor in to make everything Covid friendly.

- Karen Jackson, Just4Kids





## OUR ACHIEVEMENTS...

### VOTE YES FOR COLLECTIVELY CAMBERLEY BID 3 TO SEE THESE SERVICES AND PROJECTS CONTINUE.

Much of our time and effort is operational and addresses the services you, our BID levy payers want to see delivered, in addition to those the local authority provide. Collectively Camberley BID will have invested over £2.5 million delivering business initiatives by the end of its second five-year term. Your BID is having a significant impact on the profile, marketing and management in our Town Centre. The challenges of COVID 19 has also demonstrated our specific support benefits and the benefits of partnership working.

These advances and benefits will continue along with new projects for 2021 to 2026 but only if businesses vote 'YES.' So please bear in mind if you do not vote or vote against the BID you stand to lose all those services and benefits virtually overnight.

Below are the themes Collectively Camberley BID has focused upon over the last 5 years...

#### Marketing, Promotion & Events

*Increasing Footfall, Spend & Raising the Profile of Camberley Town Centre*

During the 2nd term, our achievements include:

- A comprehensive website with over 2,500 page views per month (Brand new site launched in 2020)
- Social Media with over 3400 Twitter followers, over 6000 Facebook followers and over 1800 Instagram followers, along with an extensive public and business mailing list
- Annual Town Centre Events attracting large crowds with the Car Show (50,000), Christmas Lights (60,000), Camberley Armed Forces Day (25,000) and Rooftop Film Festival (1850)
- Christmas magazine to 60,000+ homes each year
- Little Book of Offers with over 200 businesses taking part
- Supporting of Small Business Saturday
- Monster Hero Safari Hunt around town raising money for NHS Charities
- Raised over £70,000 for charities at various events
- Supporting the Remembrance Sunday parade
- Annual Business Awards with over 50 businesses attending each year
- Monthly Farmers' and Artisan Market, plus new monthly Vegan Market
- Seasonal Town Centre Hunts including Easter, Halloween & Christmas, decorated by local schools and community groups
- Best Dressed Business promotions
- 'Spotlight' article feature for professional services
- Industry Insider Card for Town Centre Employees with 80+ businesses participating

#### Attractiveness

*Making Camberley Welcoming, Safe and Inclusive*

During the 2nd term, our achievements include:

- 80 businesses on the CTAC (Camberley Together Against Crime) Radio with updated training and crib sheet refreshers
- Christmas Light Scheme for the whole BID area
- Over 120 hanging baskets, 3 flower towers and 14 barrier displays provided for the whole BID area
- Clear face coverings provided to all front line businesses to support our Deaf Community
- Inclusion of local schools and community groups in our projects
- Bollard Covers with welcoming and public health/ Christmas messages
- Spring Clean events
- Support of night time economy via Pub watch and Scheme Link



The Love Camberley Team, Jodie & Kyle, are a real asset to the Businesses of Camberley. Opening a Bricks & Mortar store is a scary step especially in hard high street trading times so there efficient professional & welcoming support has been invaluable.

Through Love Camberley our business has been given many opportunities to promote & raise our local profile. I am excited to see what else the team have in store for Camberley going forward!

- Katharine Diggins-Barnes, Love From Betty



“  
 The Camberley BID team have done a fantastic job of promoting local businesses and putting on events to bring people to Camberley. As Chairman of the local Pubwatch group, we would like to thank them for their continued support for our scheme.  
 They have helped subsidise our membership of the national scheme, as well as continued support for the local radio network used by all the pubs and shops to keep in contact remotely. Their continued local support will be invaluable in the coming few years.  
 - Andrew Sully, The Bear  
 ”



**Business Support**

*Providing Real Support & Making Your Voice Heard*

During the 2nd term our achievements include:

- Monthly business networking meetings
- Free first aid and sign language courses for businesses attended by over 150 business staff
- Social media one to one training sessions with businesses and help with online presence and google analytics
- Cybercrime awareness training
- Independent Business month
- Annual Town Centre Business Awards
- Partnership Working with Surrey Heath Borough Council, The Square and The Atrium Shopping Centre’s, meeting monthly
- Winter Pimms event for 150+ business staff
- Updates about High Street Public Realm works
- LinkedIn Page set up for sharing and promoting information
- General ad hoc support to individual businesses
- Promotion opportunities at our events
- Free access to Surrey Chambers of Commerce events and advice
- Love Camberley Gift Card - over 80 businesses signed up to the scheme

“  
 Love Camberley are an essential part of our community and support local and independent businesses from the ground up. Events they provide, such as 'The Big Switch On' play a vital part in bringing the community together to nourish our social environment.  
 We, at The Secret Stage School, feel extremely privileged to have worked alongside the BID on numerous occasions and really look forward to getting back on what we missed out on in 2020!  
 - Rachel Bell, Secret Stage School  
 ”

**Access**

*Making it easier to get around*

During the 2nd term our achievements include:

- Car parking promotions with the Council, The Square and The Atrium. This has been linked to late night shopping every Thursday with free parking after 5
- Support of free and reduced parking during COVID and ongoing promotions within Knoll Road Car Park
- Signage provided for promotions plus social media sharing
- Updated website on visiting Camberley

## THE ADDED VALUE THE BID BRINGS TO CAMBERLEY...

The BID works collaboratively with other local partners whenever we can. It is important for businesses to sit around the same table as others who deliver services and seek to positively promote or enhance the Town Centre to maximise the impact and outcomes to the benefit of all. As a result, Collectively Camberley BID has grown to be recognised as a fundamental part of both the current and future of the Town Centre. As such, we are able to influence and reflect the interest of both BID Members and Visitors.

This has never been more important than this year with the challenges that have been presented by the pandemic. We are proud to have been one of the leading partners in providing support and helping with recovery. A focused organisation like Camberley BID has been able to respond decisively and quickly. Our support included:

- 142 Business Re-Opening Packs (included posters, floor stickers, sanitiser, risk assessments) hand delivered
- Over 28,000 'Welcome Back' to Camberley emails sent to the public
- Nearly 150,000 reaches on Facebook
- Over 3,500 posts shared for BID Businesses across all social media
- Updated list of all BID Businesses open/offering click and collect or takeaway in the town throughout lockdown / reopening
- Daily social media search and shares for BID Businesses
- Welcome back promotions at each stage of re-opening
- Town wide Business Survey regarding reopening in the town
- 'Welcome Back' to Camberley video created, including 'stay safe' guidance
- Camberley Farmers' & Artisan Market re-opened
- Bollard covers put up around the town helping to make a bright, safe and welcoming space
- Free mini hand sanitiser provided to town centre businesses
- Support Local campaign to help promote Independent Businesses in the town
- Regular email updates including Government Guidance on re-opening plus Camberley specific advice
- Covid-19 support page on Collectively Camberley website
- Clear face masks handed out to all BID Businesses to help support Deaf Awareness across the town
- 'Eat Out to Help Out' town centre promotion
- Virtual events online for the public to still enjoy
- Introduction of a monthly Vegan Market
- Launch of the Love Camberley Gift Card to support recovery
- Review a business and other gift card giveaways to encourage supporting local
- Tis The Season campaign run throughout December to encourage supporting and shopping local messages
- Car park promotions with Surrey Heath Borough Council
- Support of Black Friday and Cyber Monday promotions
- Small Business Saturday and extended campaign support with videos with Father Christmas and Independent Businesses plus 'meet our small business' campaign
- Find Camberley's Reindeer campaign running for December



We've been blown away with their constant ideas and encouragement at Collectively Camberley; a veritable unstoppable flow of projects to help promote any business here that takes a little time to be involved; and a smashing group of bright positive people to be involved with to boot; we heartily recommend them!

- Tim Foster, Foster Harrington Solicitors



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# TELL US WHAT YOU WANT FOR THE NEXT FIVE YEARS...

We want Camberley, not only to continue doing what it does well, but to be an example of excellence as we slowly reopen and recover, to ensure that we develop a thriving trading environment and keep pace with a marketplace that is in constant flux. As a starting point, it is important we know what has worked well for you to date, what needs further improvement and what new things we can do. It is your ideas and feedback that will form the basis and content of our next BID business plan.

---

## PLEASE COMPLETE OUR SURVEY

We have produced a renewal survey for all BID Businesses to take part in (It should only take a few minutes.) It is vital for you to complete this in order for your business to shape the future BID in Camberley...

The link is: [www.surveymonkey.co.uk/r/CCLRenewalBallot21](http://www.surveymonkey.co.uk/r/CCLRenewalBallot21)

---

Thank you for your time and if you would like further information or have any queries, please contact us at:

15b Cambridge Walk, Camberley, GU15 3SW  
Website: [www.collectivelycamberley.co.uk](http://www.collectivelycamberley.co.uk)  
Email: [Info@collectivelycamberley.co.uk](mailto:Info@collectivelycamberley.co.uk)  
Tel: 01276 25588



Collectively  
**Camberley**  
#LoveCamberley

# Collectively Camberley

#LoveCamberley



# YES FOR CAMBERLEY!

## BUSINESS PLAN

2021 - 2026



# 20

Collectively  
Camberley  
#LoveCamberley

## EVENT DATES

16th till 18th July

Collectively Camberley Rooftop Film Festival

Saturday 24th July

Celebrate Camberley

Saturday 14th August

Collectively Camberley Car Show

Friday 17th September

Collectively Camberley Business Awards

Saturday 20th November

Collectively Camberley Christmas Light Switch On

## Upcoming Projects...

- Farmers Markets - Monthly
- Vegan Market - Monthly
- Networking Events - Monthly
- Gift Card Competitions
- Spotlight Articles - Monthly
- Little Book of Offers - September
- Halloween Haunt - October
- Reindeer Hunt - December
- Town Centre Flowers Scheme
- Monster Hero Safari
- First Aid Training Courses
- Sign Language Courses
- Disability Awareness Training
- Police Partnership Training
- Small Business Saturday
- Industry Insider Card
- Independent Business Month
- Christmas Lights Scheme
- CTAC Radio Scheme
- Best Dressed Business

All events & projects are subject to date changes\*

# 21

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# A MESSAGE FROM THE COLLECTIVELY CAMBERLEY BOARD

I feel privileged once again to be asked as Chair of Collectively Camberley to introduce the Business Plan for our next term. This year has represented a time of great uncertainty for high streets and one that is unparalleled in my lifetime. It also has shown the tenacity and courage of many organisations including our businesses to work together to overcome and get back to a level of 'normality'.

Collectively Camberley has always been focused on ensuring that the town centre performs both in economic and aesthetic terms. Not only do I believe we have helped in doing this but with this years unprecedented challenges, we have been the focal point in delivering information and support to businesses in the town centre.

This will be the third time businesses are being asked to vote for the BID. You have shown your confidence in our work each time. Our town centre has seen many changes and we have always responded to those, from online and out of town shopping to the changing nature of high streets and of course the recent pandemic. We will continue to encourage investment and play a part in shaping the future of Camberley as we recover and grow. The staff team has focused not only on project delivery but making sure they have engaged with the business community more and it has been pleasing to see during the consultation how many of you have appreciated this.

This business plan will show you that we will continue to do the things we do best and for which you have given us a mandate time and time again. We also know that this time round it is going to take something more to ensure that we bring people back to our town centre and keep them coming. Therefore, you will see some new activity. As the nature of high streets change and recovery funds become available we will also redouble our lobbying and advocacy efforts to ensure we can influence what is happening and get our share.

Together, over the last 10 years, we have worked together and achieved a lot in Camberley Town Centre. With this in mind, we are now asking you once again to consider this business plan and vote YES for another five years of the BID. It is only by you voting 'YES' that we can continue to make sure that our town centre not only recovers but leads the way as we learn to do business in a different way.

**STEVE COBURN**  
**CHAIR, COLLECTIVELY CAMBERLEY BOARD**





# WHAT IS A BID?

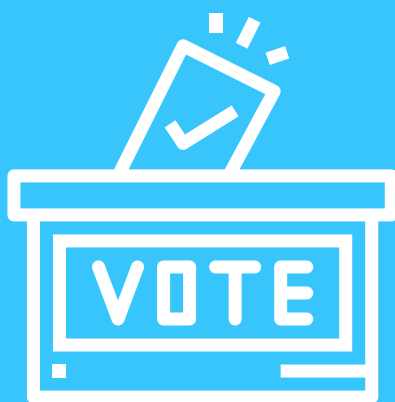
A Business Improvement District or BID is an arrangement under which you plan how to improve your own trading environment.

Businesses identify projects or services that will add value to their business and agree how to manage it and how much they are prepared to pay. The funds collected are ring-fenced and used only to deliver a structured and guaranteed set of activities voted on by the businesses within the BID.

The BID and the projects it will carry out DO NOT and CANNOT replace those services statutorily provided by the public agencies such as the Police and the Council. The BID can only provide projects and services over and above those and lasts for a maximum of five years.



## FOR A SUCCESSFUL 'YES' VOTE...



OVER

# 50%

OF BUSINESSES THAT VOTE MUST VOTE IN FAVOUR OF THE COLLECTIVELY CAMBERLEY BID. THE BUSINESSES VOTING 'YES' MUST ALSO REPRESENT A GREATER TOTAL RATEABLE VALUE THAN THOSE THAT VOTE 'NO'.

# IN SUMMARY

## THE OPPORTUNITY

All BIDs have to go to vote of the businesses, at least every five years in order to continue their work. Collectively Camberley already successfully did this once in 2016 and it now time again. This is your chance to **continue investing over £1m over five years** to maintain and improve footfall, sales and values in the town centre, reduce business costs and simply make the town centre a better place to do business for you and your customers to visit.

## THE FUNDING

Collectively Camberley is funded by those in the area paying a levy based on the rateable value of their business. This will be **1.5% of the rateable value** of all eligible businesses. The levy is all ring fenced and spent by the BID on projects and services agreed by you. It is actually nothing to do with your normal business rates which pass straight to the Government. It is simply a fair way to decide who pays what.

## THE MANAGEMENT

The Collectively Camberley BID is managed by a Board of Directors (on a voluntary basis) drawn from local large and small businesses from within the BID area. **The BID is a private, not for profit, independent company.** Any local levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director of the BID.

## THE VOTE

If you have to pay the levy, you will get a vote, so you decide. Of those that vote, if a majority of businesses vote in favour by number and by total rateable value, the levy will be mandatory on all businesses in the BID area apart from those that are exempt. A month long postal will be carried out independently between **27 May 2021 and 24 June 2021.**



**“**

*I have worked in retail management for over 30 years but i have never had the support that i receive from the Camberley BID team.*

*It's not just support but encouragement with anything that can help my business and myself grow. They help look at things from a different perspective and are one of the most important resources that we have!*

*At Julian Charles, we love the things like sign language courses, first aid courses as well as working with other organisations towards making our town multi-faceted and inclusive for everyone.*

**- Shell Baptie, Julian Charles**

**”**

# WHAT HAPPENS IF IT IS A 'NO' VOTE

If you **do not** vote “YES” then Collectively Camberley will simply **cease to exist** in its current form on 19 October 2021. All of the services that are funded by the BID will also cease at that time.

Many services and events will be lost including:

- Over **£1m BID levy investment** in supporting Town Centre businesses
- Funding and services that the **BID leverages will be lost.**
- There are over 300-plus BIDs in the UK now and Camberley would **lose ground with other competitor BID locations** such as Guildford, Fleet and Reading
- Website and Social Media activity would **cease.**
- Popular events such as the Annual Car Show, Christmas lights and Rooftop Film Festival **will stop.**
- Marketing activities such as the Little Book of Offers & Industry Insider Card will **cease**
- Christmas lights and floral displays will **not continue.**
- CTAC Radios will **no longer be subsidized**
- Business support such as for COVID 19, Training Workshops and the annual Awards will **cease.**
- Our competitors, Guildford, Fleet, Reading will continue to move forward with their BIDs

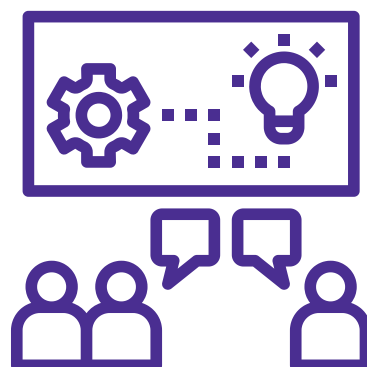
**There is NO replacement body that will deliver these services. There is NO Plan B.**

“

We have been delighted to work with the Collectively Camberley BID team for the last 5 years in organising the monthly Camberley Farmers' Market. The support and dedication they show both to the town and the individual businesses is exemplary and we look forward to working with them to build on their success in the future. Both myself and our stallholders love coming to Camberley – there is a great community spirit between the businesses and the residents and this is a testament to the dedication of the BID team.

- Andy Willmott, Surrey Markets

”



# OUR ACHIEVEMENTS AND FUTURE PLANS

Whilst we pride ourselves being part of the strategic development of Camberley, much of our work is operational and addresses the services you, our BID levy payers wanted to see delivered.

This document aims to both review Collectively Camberley's achievements over the last five years and set out what we would like to deliver in the next BID term, with the potential investment of over £1m in the next five years.

## KEEPING IT SAFE & WELCOMING

**£250,000** over the next 5 years

## KEEPING IT TOGETHER

**£100,000** over the next 5 years



## KEEPING IT VIBRANT

**£650,000** over the next 5 years



“

We've been blown away with their constant ideas and encouragement at Collectively Camberley; a veritable unstoppable flow of projects to help promote any business here that takes a little time to be involved ; and a smashing group of bright positive people to be involved with to boot; we heartily recommend them!

- Tim Foster,  
Foster Harrington Solicitors

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Love Camberley are an essential part of our community and support local and independent businesses from the ground up. Events they provide, such as 'The Big Switch On' play a vital part in bringing the community together to nourish our social environment.

We, at The Secret Stage School, feel extremely privileged to have worked alongside the BID on numerous occasions and really look forward to getting back on what we missed out on in 2020!

- Rachel Bell,  
Secret Stage School

”



“

The Love Camberley Team, Jodie & Kyle, are a real asset to the Businesses of Camberley. Opening a Bricks & Mortar store is a scary step especially in hard high street trading times so there efficient professional & welcoming support has been invaluable.

Through Love Camberley our business has been given many opportunities to promote & raise our local profile. I am excited to see what else the team have in store for Camberley going forward!

- Katharine Diggins-Barnes,  
Love From Betty

”



“

I remember how amazed I was to discover that the Collectively Camberley team consisted of only two full time staff! The work they do is really impressive and covers a huge range of events, business workshops, and social media campaigns.

One of the things that really worked well for us was the Video with Santa - which allowed us to explain what made us different from regular High Street shops, and why it's so important to shop local.

- Deborah Jones,  
Craft Coop

”

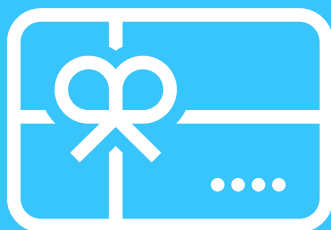


## OUR 2016 - 2021 ACHIEVEMENTS...

# MARKETING, PROMOTION & EVENTS

Increasing Footfall, Spend & Raising the Profile of Camberley Town Centre.  
During the 2nd term, our achievements include...

- A comprehensive website with over 2,500 page views per month. (Brand new site launched in 2020)
- Social Media with over 3400 Twitter followers, over 6,000 Facebook followers and 1800 Instagram followers along with an extensive public and business mailing list
- Annual Town Centre Events attracting large crowds with the Car Show (50,000), Christmas Lights (60,000), Camberley Armed Forces Day (25,000) and Rooftop Film Festival (850)
- Christmas magazine to 60,000+ homes each year
- Little Book of Offers with over 200 businesses taking part
- Supporting Small Business Saturday
- Monster Hero Safari Hunt around town raising money for the NHS
- Raised over £70,000 for charities at various events



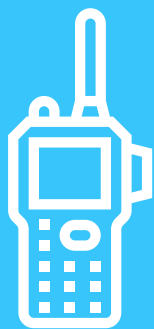
- Supporting the Remembrance Sunday Parade
- Annual Business Awards with over 50 businesses attending each year
- Monthly Farmers' and Artisan Market, plus new monthly Vegan Market
- Seasonal Town Centre Hunts including Easter, Halloween & Christmas, decorated by local schools and community groups
- Best dressed business promotions
- 'Spotlight' feature for professional services
- Industry Insider Card for Town Centre Employees with 80+ businesses participating

## OUR 2016 - 2021 ACHIEVEMENTS...

# ATTRACTIVENESS

### Making Camberley Welcoming & Safe

- During the 2nd term, our achievements include :
- 80 businesses on the CTAC Radio with updated training and crib sheet refreshers.
- Christmas Light Scheme for the whole BID area
- Over 120 hanging baskets, 3 flower towers and 14 barrier display provided for the whole BID area
- Clear face coverings provided to all our front-line businesses to support our deaf community
- Inclusion of local schools and community groups in our projects
- Bollard Covers with welcoming and public health/Christmas messages
- Spring Clean Events
- Support of night time economy via Pub Watch and Scheme Link



## BUSINESS SUPPORT

### Providing Real Support & Making Your Voice Heard

During the 2nd term our achievements include:

- Monthly business networking meetings
- Free first aid and sign language courses for businesses attended by over 150 staff.
- Social media one to one training sessions with businesses and help with online presence and google analytics.
- Cybercrime awareness training
- Annual Town Centre Business Awards.
- Partnership Working with Surrey Heath Borough Council, The Square and The Atrium Shopping Centres
- Winter Pimms Events for 150+ business staff
- Updates about High Street Public Realm works.
- LinkedIn Page set up for sharing and promoting information
- General ad hoc support to individual businesses
- Promotion opportunities at our events
- Free access to Surrey Chambers of Commerce events and advice
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## OUR 2016 - 2021 ACHIEVEMENTS...

# ACCESS

### Making it easier to get around

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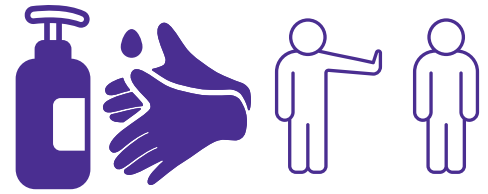
The Camberley BID team have done a fantastic job of promoting local businesses and putting on events to bring people to Camberley. As Chairman of the local Pub watch group, we would like to thank them for their continued support for our scheme. They have helped subsidise our membership of the national scheme, as well as continued support for the local radio network used by all the pubs and shops to keep in contact remotely. Their continued local support will be invaluable in the coming few years.

**ANDREW SULLY, THE BEAR**

”



# COVID-19 SUPPORT FROM COLLECTIVELY CAMBERLEY



For the majority of 2020 the UK has been battling with the coronavirus pandemic. Collectively Camberley has offered extensive hands-on support to local businesses affected, including:

- 142 Business Re-Opening Packs (included posters, floor stickers, sanitiser, risk assessments) hand delivered
- Over 28,000 'Welcome Back' to Camberley emails sent to the public
- Nearly 150,000 reaches on Facebook
- Over 3,500 posts shared for BID Businesses across all social media
- Updated list of all BID Businesses open/offering click and collect or takeaway in the town throughout lockdown / reopening
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- Support of Black Friday and Cyber Monday promotions
- Small Business Saturday and extended campaign support with videos with Father Christmas and Independent Businesses plus 'meet our small business' campaign
- Find Camberley's Reindeer campaign running for December



“

Collectively Camberley have been absolutely world class to our charity Chloe's and Sophie's Special Ears Fund during the last year. They have made it their passion to make Camberley Deaf Aware. They've done this through organising Deaf Awareness Sessions, putting subtitles onto their Social Media videos, getting out Clear Panel Facemasks to 200 shops and businesses and continuing to shout out about CSSEF.

Kyle and Jodie have also been a tower of strength to our charity shop 'Just4Kids' in this Pandemic. We needed posters and resources to reopen and be Covid friendly. They had already thought of these things and it was no trouble for them to drop them off. To me, that really was something special as there was so much to think and factor in to make everything Covid friendly.

- KAREN JACKSON, JUST4KIDS

”



COLLECTIVELY CAMBERLEY  
ROOFTOP FILM FESTIVAL



COLLECTIVELY CAMBERLEY  
CAR SHOW



COLLECTIVELY CAMBERLEY  
TOWN CENTRE BUSINESS AWARDS



COLLECTIVELY CAMBERLEY  
CHRISTMAS LIGHT SWITCH ON



# WHAT HAVE WE DONE ABOUT THE RENEWAL SO FAR IN 2021?

We have kept our ear to the ground, listened and considered carefully your thoughts and wants for the new term. In addition to our usual newsletters and daily contact with businesses we have undertaken specific consultation and engagement with regard to renewing the BID that has included:

- **January 2021: BID Impact Assessment completed**
- **February 2021: Renewal Newsletter sent to all businesses**
- **February 2021: Renewal Survey sent to all businesses**
- **March 2021: 4 Business Workshops attended by 40+ businesses & 45+ one to one meetings**
- **April 2021 – Business Plan produced**
- **March 2021 to June 2021 – Continuous ‘one to one’ engagement with eligible businesses**

OVER **80%**  
OF BUSINESSES  
THINK THE BID  
IS 'GOOD VALUE  
FOR MONEY'



OVER **80%**  
OF BUSINESSES VIEWED  
THE ACTIVITIES OF  
COLLECTIVELY CAMBERLEY  
AS 'GOOD' OR 'EXCELLENT'

OVER **75%** SAID THEY WOULD VOTE YES FOR THE BID



(Source: Collectively Camberley Renewal Survey, February 2021)

# THE FUTURE... VOTE YES FOR CAMBERLEY!

## WHAT WILL COLLECTIVELY CAMBERLEY DO FOR THE NEW TERM?

You have told us you want Collectively Camberley to continue doing the things we do well such as the events, online projects, reducing business crime and our support and training work. Beyond that you have told us that you want help as we move towards, recovery, be involved in shaping what our town centre offers in the future and to make sure we welcome both our regular customers and new ones. At all times our work will be reviewed by our staff and board and we will also respond to the prevailing circumstances whether those be pandemic or economic in nature.



## WHAT WILL A YES VOTE MEAN FOR CAMBERLEY?

A renewal of the Collectively Camberley for a further five years will mean:

- Over £1 million of investment for Camberley Town Centre
- 350+ businesses will continue to be supported by the BID
- The continuation of the existing popular services including all our Events, Floral Displays & Christmas Lights, CTAC, Online & Social Media Campaigns & Training, Networking & Support



## THE FUTURE... 2021-2026

# KEEPING IT VIBRANT

We will continue our work to ensure that Camberley Town Centre remains a place that people know about and want to come to whether it's to shop, for businesses or just to meet and have a good time. Our campaigns and events will show the best of the town as we come out of recovery and grow. This will include:

- Keeping our new **Website** up to date and informative
- Increasing the profile of our **Social Media** platforms
- Continuing and developing our successful **Events Programme**
- Promoting our regular and specialty **Markets**
- Running **seasonal campaigns** at appropriate times
- Supporting our independent businesses through '**Celebrate Local Campaigns**'
- Providing support to our **Night Time Economy** to ensure our businesses and the town centre is a **safe and vibrant** place to visit
- Continue developing our **Love Camberley Gift Card** which supports all businesses, encourages repeat visits and keeps spending local.



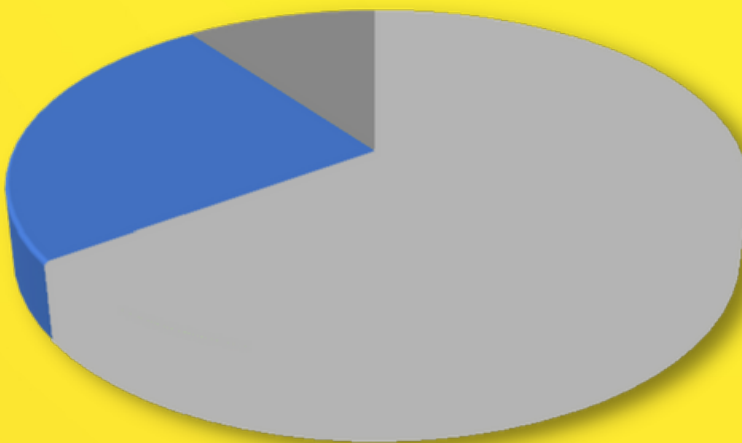
**£650,000**  
**OVER THE BID TERM**

## THE FUTURE... 2021-2026

# KEEPING IT SAFE & WELCOMING

We want Camberley Town Centre to be a place for all to be able to come and enjoy. Making the town look attractive, feel safe and ensuring that we support our community is a key objective over the next 5 years. This will include:

- Continuing to run and develop the **town link radio scheme** - Camberley Together Against Crime (CTAC) which helps **combat business crime** in the Town Centre
- Supporting **Parking & Public Transport** Promotions
- Continuing our **Pub Watch support** and membership
- Installing High quality summer **Floral Displays**
- Installing a brand new **Christmas Lights** scheme
- Offering our businesses **Inclusive Initiative Training** which could include:
  - *Dementia Friendly Training*
  - *Mental Health and Well being Courses*
  - *First Aid Training*
  - *Deaf Awareness Training*
- Continue to deliver **high quality communications** for our businesses and visitors
- Support **Community Safety Initiatives**
- Support Camberley in becoming a **'Green Town'**



**£250,000**  
**OVER THE BID TERM**

## THE FUTURE... 2021-2026

# KEEPING IT TOGETHER

We have made huge efforts to ensure we are engaged with our Business Community and key stakeholders. We will continue to ensure that Collectively Camberley remains at the forefront as the town recovers and grows and in representing your views and interests. Our work will include;

- Running regular **Town Centre Networking** Events
- Providing relevant **training** for Businesses
- Hosting the **Love Camberley Town Centre Business Awards**
- Developing **Community Pride**
- Supporting Businesses with **advice and information for COVID 19 recovery**
- Supporting Businesses with advice and **information on economic matters**
- Gather and disseminate information on **Town Centre Performance**
- Working to **attract additional funding** and support that will be available from organisations like the High Street Task Force as we move forward.

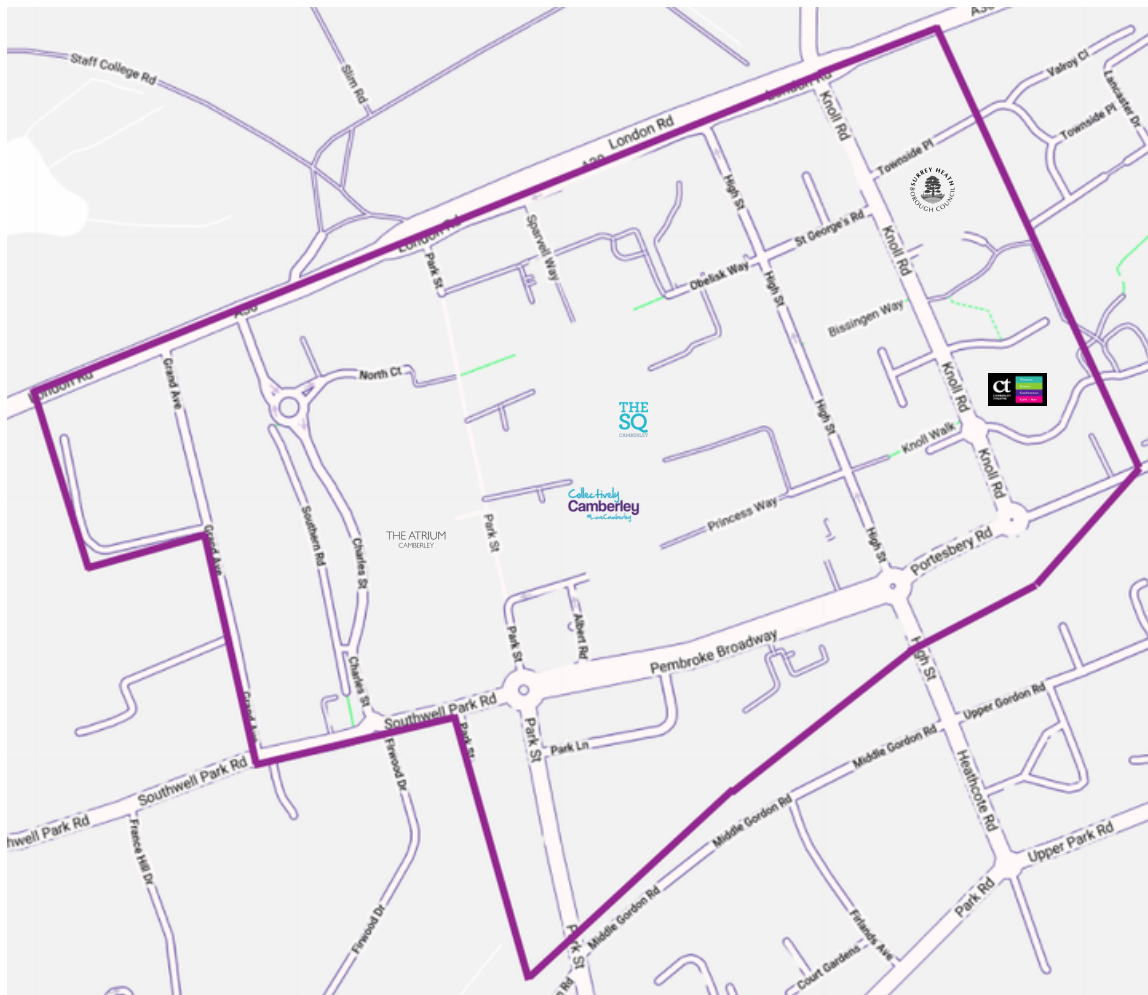


**£100,000**  
**OVER THE BID TERM**



# THE BID AREA

THE FOLLOWING STREETS ARE INCLUDED IN THE BID IN WHOLE OR IN PART.



- GRAND AVENUE
- SOUTHWELL PARK ROAD
- CHARLES STREET
- UPPER CHARLES STREET
- LOWER CHARLES STREET
- LONDON ROAD
- SOUTHERN ROAD
- PARK STREET
- PARK LANE
- PORTESBERY ROAD
- ST GEORGES ROAD
- ALBERT ROAD
- PEMBROKE BROADWAY
- PRINCESS WAY
- HIGH STREET
- KNOLL ROAD
- KNOLL WALK
- SPARVELL WAY
- OBELISK WAY

ALL BUSINESSES ON THE STREETS SHOWN AND LISTED ARE INCLUDED IN THE BID. IF YOU ARE UNSURE AS TO WHETHER YOU ARE INCLUDED AND THEREFORE WILL PAY THE BID LEVY, PLEASE CONTACT ONE OF THE TEAM USING THE CONTACT DETAILS ON THE BACK PAGE.



# THE BID LEVY

Every BID business in the area shown on the map on page X will continue to pay the BID levy which is calculated as 1.5% of its premises rateable value. This will not change throughout the duration of the BID term.

This is an amount that is collected annually by Surrey Heath Borough Council on behalf of the BID Company.

This income is then ring-fenced and used to fund the projects outlined in this business plan. The table below shows examples of what you will pay:

Every eligible business in the BID area will pay the BID levy, which is calculated in the bands set out below. The rate will not change throughout the duration of the BID term.

The table below gives an example of what the BID levy could be for your business.

Rateable Value	Maximum Annual Levy	Maximum Daily Equivalent Cost
<b>UNDER £2,000</b>	<i>Exempt from the levy but can pay voluntarily and be part of the BID</i>	
<b>£2,500</b>	<b>£37.50</b>	<b>£0.10p</b>
<b>£5,000</b>	<b>£75</b>	<b>£0.21p</b>
<b>£10,000</b>	<b>£150</b>	<b>£0.41p</b>
<b>£25,000</b>	<b>£375</b>	<b>£1.03</b>
<b>£50,000</b>	<b>£750</b>	<b>£2.06</b>
<b>£100,000</b>	<b>£1,500</b>	<b>£4.11</b>
<b>£200,000</b>	<b>£3,000</b>	<b>£8.22</b>

## ADDITIONAL INCOME

BIDs across the UK on average generate 15-20% in additional income through their lifetime. Collectively Camberley BID will endeavour to do this through sponsorship, grant funding and other income generating activities.



## VOLUNTARY MEMBERSHIP

A voluntary investment can be made by businesses that are exempt such as those that have a rateable value under £2,000 and those outside the BID area. This will entitle them to all the projects and services outlined in this business plan as well as full rights as members in the management and governance of the BID company. Details and eligibility will be set by the Board.

# BID BUDGET FORECAST 2021 – 2026

THE PROPOSED BUDGET FOR THE NEW TERM IS SET OUT BELOW.

	2021/22	2022/23	2023/24	2024/25	2025/26	Totals
<b>Income</b>						
BID Levy	£225,000	£225,000	£225,000	£225,000	£225,000	£1,125,000
Additional Income (15%)	£33,750	£33,750	£33,750	£33,750	£33,750	£168,750
<b>Total Income</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£1,293,750</b>
<b>Expenditure</b>						
Keeping it Vibrant	£130,000	£130,000	£130,000	£130,000	£130,000	£650,000
Keeping it Safe & Welcoming	£50,000	£50,000	£50,000	£50,000	£50,000	£250,000
Keeping it Together	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
<b>Subtotal</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£1,000,000</b>
<b>Overheads</b>						
Staff	£45,000	£45,000	£45,000	£45,000	£45,000	£225,000
Office/IT support	£5,000	£5,000	£5,000	£5,000	£5,000	£25,000
Insurance	£1,500	£1,500	£1,500	£1,500	£1,500	£7,500
Levy Collection Cost	£6,750	£6,750	£6,750	£6,750	£6,750	£33,750
Legal & Professional Fees	£500	£500	£500	£500	£500	£2,500
<b>Total Overheads</b>	<b>£58,750</b>	<b>£58,750</b>	<b>£58,750</b>	<b>£58,750</b>	<b>£58,750</b>	<b>£293,750</b>
<b>Total Costs</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£258,750</b>	<b>£1,293,750</b>

## ADDITIONAL INCOME

The BID Company has raised additional income in the previous terms and will of course continue to pursue income from sources external to the BID Levy. This additional income could be generated through the following means:

- Contract services
- Grant opportunities
- Voluntary contributions
- Sponsorship opportunities
- Income generation activities.



# BID GOVERNANCE & AND MANAGEMENT

## THE BID COMPANY AND BOARD

Collectively Camberley is a private sector company managed by a Board of Directors drawn from local large and small businesses from within the BID area. It is a private, not for profit, independent company. Any levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director of the BID.

Board Director positions are unpaid and voluntary and includes a mix of sectors of business that operate within the BID area as well as the necessary skills and experience required to deliver Collectively Camberley's business plan.

All Board positions are voted on through an election process. Invitations will go out to all BID businesses and voluntary financial contributors to become members of Company (a legal requirement).

There will be regular updates via newsletters and e-bulletins. The annual reports and accounts will be produced at the end of each year and available to members.

One of the Directors will be voted in as Chair. The Chair of the Board will be voted for by the Directors.

It will be a requirement that Board Members have all the necessary skills and knowledge to successfully drive the operational side of the Collectively Camberley. Levy funds will be strictly monitored by the board with all expenditure in line with this business plan.

The BID will work in partnership with Surrey Heath Borough Council and other business and interest groups, to deliver this business plan and agreed services. The BID will not replace the existence or services of any of these organisations.

If successful at renewal ballot the new term will commence on 20 October 2021. It will run for five years and then be required to seek renewal through a new ballot.





# MEASURING PERFORMANCE

Collectively Camberley BID and its board will keep levy payers up to date on all the projects that the BID will implement over the 5 year term in a variety of ways. It will demonstrate that it is delivering against its objectives. The board will set the key performance indicators (KPIs) and criteria upon which to measure the BID's performance. Examples of the criteria the BID will use include:

- Footfall figures
- Rental levels
- Car parking usage
- New business activity
- Annual surveys
- Business feedback
- Consumer feedback
- Media coverage
- Website/social media interactions.

Performance measurement will be carried out at regular intervals and the results will be reported back to levy payers through the following channels:

1. Annual meetings
2. Networking events
3. Direct communications (for example: e-bulletins, newsletters and face-to-face meetings)



*The BID is essential in ensuring that town centre business is linked into the local community, the two mutually supporting each other. For us at High Cross, the BID has enabled us to link into and support the local business community. Networking events and 'community give back days' have been very important to us as a business and supports our values as a Church. We love being involved in the BID events and projects and look forward to developing this relationship more over the coming years.*

**- Mike Thomason, High Cross Church**



# FREQUENTLY ASKED QUESTIONS

## THE BID HAS BEEN RUNNING FOR FIVE YEARS, WHY CAN'T IT JUST CONTINUE?

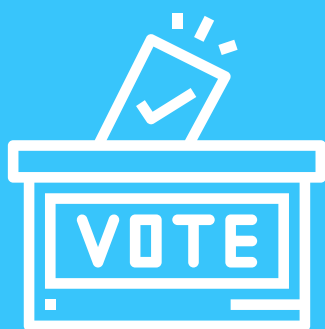
BIDs last for a maximum of five years, once that term is over the BID is legally required to review its projects, produce a new business plan stating its objectives for the next term. and This plan is then voted on by BID businesses that will be required to pay the levy. This is known as a renewal ballot.

## IS THIS JUST ANOTHER TAX AND WILL IT SUBSTITUTE THOSE SERVICES THAT SURREY HEATH BOROUGH COUNCIL IS RESPONSIBLE FOR PROVIDING?

A BID cannot replace or substitute local authority services i.e. those covered by your business rates. Surrey Heath Borough Council has provided baseline statements as part of the BID renewal for both its statutory and discretionary services. This can be viewed on request and are:

- Grounds Maintenance
- CCTV
- Public Conveniences
- Street Cleansing
- Parking
- Policing

Collectively Camberley can choose to enhance and add to these services using BID levy income.



## HOW MUCH WILL I PAY?

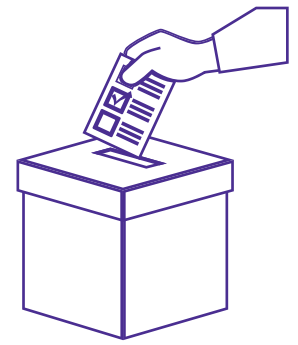
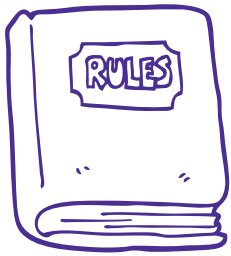
On behalf of Collectively Camberley, Surrey Heath Borough Council will collect a levy from each eligible BID business which will be transferred to the BID Company and used to implement the projects laid out in this plan. BID businesses will pay a levy as set out on Page 21. This is collected annually. Those below £2,000 in rateable value will be formally exempt.

## MY BUSINESS IS NOT A PART OF THE BID AREA, CAN I STILL TAKE PART?

Yes, any businesses that are formally exempt from paying the BID levy or not in the BID area can contribute voluntarily. If you join the BID in this way, you have exactly the same rights to the governance and management of the company as any other business. To discuss voluntary contributions please contact the BID Team using the contact details in this document.

## WHEN WILL THE NEXT MANDATE PROJECTS BE DELIVERED?

The current term of the BID is due to end on 19 October 2021. The new term will then start to be rolled-out from 20 October 2021. If the renewal ballot is unsuccessful, all BID services will be ceasing immediately on 19 October 2021.



# BID LEVY RULES & AND BALLOT

## LEVY RULES

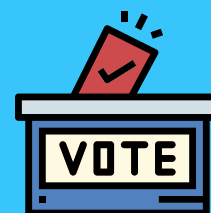
- The BID Regulations of 2004, approved by the Government, sets out the legal framework within which BIDs have to operate, including the way in which the levy is charged and collected, and how the ballot is conducted.
- The term of the Collectively Camberley will be for a period of five years.
- The BID levy rate will be fixed for the full term and will not be subject to variation by the annual rate of inflation. This will be set on the 1st of April each year using the most current Non-Domestic Ratings list. It will be updated for any changes in ratepayer appeals, additions, or removals.
- VAT will not be charged on the BID levy.
- The BID levy will be applied to all eligible business ratepayers within the defined area.
- The following exemptions to the BID Levy apply.
  - Those with a rateable value of less than £2,000
  - Non-retail charities with no paid staff, trading income, arm or facilities
  - Not-for-profit subscription and entirely volunteer-based organisations with no trading income, arm or facilities
- The BID levy will be paid by any new ratepayer occupying any existing hereditaments (a business rated property) within the BID area.
- New hereditaments will be charged from the point of occupation based on the rateable value at the time it enters the rating list, even though they did not vote on the initial proposal.
- If a business ratepayer occupies premises for less than one year, the amount of BID levy payable will be calculated on a daily basis.
- Empty properties, those undergoing refurbishment or being demolished will be liable for the BID levy via the registered business ratepayer with no void period.
- The BID levy will not be affected by the small business rate relief scheme, service charges paid to landlords, exemptions, relief or discounts prescribed in the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 made under the Local Government Finance Act 1988.
- Under the BID regulations 2004, Surrey Heath Borough Council is the only organisation that can collect the levy on behalf of the BID Company.
- The levy income will be kept in a separate ring-fenced account and transferred to the BID on a monthly basis.
- Collection and enforcement arrangements will be similar to those for the collection and enforcement of non-domestic business rates with the BID Company responsible for any debt write off. The BID area and the levy rate cannot be altered without a further ballot.
- The BID projects, costs and timescales can be altered subject to Board approval providing the changes fall within the income and overall objectives of the BID.
- The levy rate or boundary area cannot be increased without a full alteration ballot. However, if the BID Company wishes to decrease the levy rate during the period, it will do so through a consultation, which will, as a minimum, require it to write to all existing BID levy payers. If more than 25% object in writing, then this course of action will not proceed.
- The BID Board will meet at least six times a year. Every levy paying business will be eligible to be a member of the BID Company and vote at Annual General Meetings.
- The Board will produce a set of annual accounts available to all members.



# THE BID BALLOT

- All eligible businesses have the opportunity to vote.
- The ballot will be conducted through an independent, confidential postal vote conducted by the Returning Officer at Surrey Heath Borough Council which is the responsible body as determined by the BID legislation.
- Each eligible business ratepayer will have one vote in respect of each hereditament within the BID area, provided they are listed on the National Non Domestic Rates List for the defined area as provided by Surrey Heath Borough Council. Organisations occupying more than one hereditament will have more than one vote.
- A proxy vote is available, and details will be sent out by Returning Officer at Surrey Heath Borough Council
- Ballot papers will be sent out to the appropriate organisation from 27 May 2021 to be returned no later than 5pm on 24 June 2021
- For the BID to go ahead, two conditions must be met:
  - More than 50% of businesses that vote must vote in favour.
  - Of the businesses that vote, the 'yes' votes must represent more than 50% of the total rateable value of all votes cast.
- The results of the ballot will be declared on 25 June 2021

## NEXT STEPS...



**MAY 2021**

**FINAL BUSINESS PLAN MAILED TO ALL ELIGIBLE  
BUSINESSES IN THE BID AREA**

**27TH MAY 2021**

**POSTAL BALLOT OPENS**

**24TH JUNE 2021**

**POSTAL BALLOT CLOSES**

**25TH JUNE 2021**

**DECLARATION OF RESULTS**



**Collectively  
Camberley**  
#LoveCamberley

# GET IN TOUCH

IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER INFORMATION PLEASE CONTACT:

**JODIE MACANDREW**

BID MANAGER

01276 25588

JODIE@COLLECTIVELYCAMBERLEY.CO.UK



**KYLE WILKIE**

MARKETING & EVENTS EXECUTIVE

01276 25588

KYLE@COLLECTIVELYCAMBERLEY.CO.UK



FOR GENERAL INFORMATION ABOUT PLEASE VISIT OUR WEBSITE  
[WWW.COLLECTIVELYCAMBERLEY.CO.UK](http://WWW.COLLECTIVELYCAMBERLEY.CO.UK)

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**Camberley**  
#LoveCamberley

**#VOTEYESFORCAMBERLEY**

## Appointment of Executive Working Groups 2021/22

### Summary

To appoint working groups of the Executive, to determine the allocation of seats to these bodies and to endorse the Terms of Reference.

**Portfolio:** Leader

**Date signed off:** 29 April 2021

**Wards Affected:** Not applicable

### Recommendation

The Executive is advised to RESOLVE to

- (i) establish Executive Working Groups for the Municipal Year 2021/22 as considered appropriate;
- (ii) determine the number of seats and the allocation of those seats;
- (iii) appoint members and substitute members to the working groups on the nomination of the Group Leaders; and
- (iv) adopt Terms of Reference for each of the Working Groups.

### 1. Resource Implications

1.1 There are no additional resource implications arising from this report.

### 2. Options

2.1 The Executive has the options to

- (a) establish and appoint members and substitute members to working groups in 2021/22 or not to establish any;
- (b) endorse the Terms of Reference with or without amendments.

### 3. Proposals

3.1 As working groups of the Executive there is no legal requirement for these groups to be politically balanced, although in the past they have been so.

3.2 The Leader proposes that the following Working Groups be established for 2021/22

<b>Group</b>	<b>No of Seats</b>
Camberley Town Centre Working Group	11
Climate Change Working Group	9
Community Support Working Group (previously the Poverty Working Group)	To be confirmed (membership also includes co-opted members from community groups)
Equality Working Group	9
Local Plan Working Group	10
Property Investment Working Group	4
Surrey Heath Villages Working Group	10

- 3.3 The Executive is asked to agree the establishment of the above Working Groups, the number and allocation of seats and the appointment of substitutes in accordance with Substitution Rules at Part 4 of the Constitution.
- 3.4 The proposed Terms of Reference for the Working Groups are attached at Annex A.
- 3.5 The nominations of the Group Leaders to these working groups will be laid on the table at the meeting if available.

<b>Annexes</b>	<b>Annex A – Terms of Reference of Working Groups</b>
<b>Background Papers</b>	<b>None</b>
<b>Author/Contact Details</b>	<b>Rachel Whillis – Democratic Services Manager</b> <a href="mailto:rachel.whillis@surreyheath.gov.uk">rachel.whillis@surreyheath.gov.uk</a>
<b>Executive Head Of Service</b>	<b>Richard Payne – Executive Head of Corporate</b>

## **Camberley Town Centre Working Group**

### **Terms of Reference**

The Camberley Town Centre Working Group is a Working Group of the Executive.

#### Membership

The Group will be made up of 11 members comprising 5 members from the Conservative Group, 3 members from the Liberal Democrats Group, 2 members from the Community Group, and 1 member from the Camberley Independents.

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

#### Overall Aim

To consider and make recommendations to the Executive on such future improvement projects to Camberley Town Centre as the Executive directs during the year, and support the Executive's decision on any future regeneration proposals.

#### Key Objectives

1. To review those proposals for initiatives that support its role within the town centre and make recommendations to the Executive accordingly, in accordance with the terms agreed by the Executive for each project.
2. To steer the development of the vision for Camberley Town Centre.
3. To receive regular updates from Collectively Camberley BID.
4. To review the programme of events for the Town Centre.
5. To consider the actions required for Camberley Town Centre to become a digital town.
6. To receive update reports on Public Realm works and comment on proposals.
7. To review the Parking Charge strategy for town centre car parks

#### Meetings

The Working Group will meet as and when needed.



## **Climate Change Working Group**

### **Terms of Reference**

The Climate Change Working Group is a Working Group of the Executive

#### Membership

The Group will be made up of 9 members comprising 4 members from the Conservative Group, 2 members from the Liberal Democrats Group, 1 member from the Community Group, 1 member from the Camberley Independents Group and 1 member from the Green Group.

#### Key Objectives

1. To review and make recommendations to Council on:
  - a. setting up an annual carbon audit to include the Council's carbon footprint and a roadmap for achieving this aim by the beginning of 2020.
  - b. any immediate actions it should take to address this emergency, offer best efforts to forecast progress towards meeting the 2030 target and produce a methodology to compare the borough with other local second tier districts.
  - c. placing climate change on agendas to be discussed at appropriate committees – to build strategies and action plans with timescales.
  - d. Working with Surrey County Council and other partner organisations to make possible the 2030 target date set by scientists and the IPCC for total carbon neutrality.
  - e. creating a budget for grants to encourage and enable carbon-reduction and mitigation schemes within Surrey Heath. The primary criterion for assessing applications to the fund should be CO2 savings per pound spent.
  - f. Implementing an equal or greater strategy to the PPS1/Merton Rule Standards of high-energy efficiency and 10% renewable energy standards, through the new local plan or supplementary guidance, to be met in planning applications. Ensure zero/low carbon standards are adopted in future development and are incorporated into Neighbourhood Plans, the new Local Plan, other Local Area strategic planning and revisions to building regulations and National Policy planning. Adopt a brown fields first policy.
  - g. adopting a planned trajectory for the divestment of funds and pension scheme away from non-ethical and fossil fuel based investments.
2. To report actions undertaken to address this emergency to Council or Executive as appropriate at least 3 times a year and inform Council or Executive of planned actions for the next period.
3. To seek ways to facilitate and encourage the community to reduce direct and indirect CO2 emissions and conserve and enhance biodiversity in

order to become resilient to changes caused by the changing climate by taking active steps where possible to encourage:

- a) increased use of sustainable transport
  - b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this
  - c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions
  - d) development and use of renewable energy sources
  - e) production, sale and consumption of locally sourced and sustainably produced food
  - f) adoption of wildlife friendly land and water management practices
  - g) provide the appropriate training for council officers in order to implement the above.
  - h) any other methods of achieving the aims above
4. To oversee implementation and liaise with local businesses, landowners, community organisations and residents to make a positively beneficial impact on the environment and biodiversity in the District. In conjunction with this consider a Citizen's Assembly to address the issues.
  5. To consider opportunities to maximise government funding for climate change initiatives.
  6. To work in strategic partnership with the other 10 Surrey Borough and District Councils and Surrey County Council.

### Meetings

The Working Group will meet as and when needed.

## **Community Support Working Group Terms of Reference**

The Community Support Working Group replaces the Poverty Working Group as a Working Group of the Executive.

### Membership

The Group will consist of representatives from<sup>1</sup>:

Ward Poverty Group Chairpersons/Leads<sup>2</sup> (1 per cluster).  
Surrey Heath Clinical Commissioning Group  
Faith Groups  
Housing Associations i.e Accent Housing  
Schools - (such as representatives from Surrey Heath Area Partnership for Education (SHAPE), The Alliance Multi Academy Trust (TAMAT) and GLF Schools)  
Surrey County Council  
Citizens Advice Surrey Heath  
Frontline  
The Hope Hub  
Voluntary Support North Surrey  
The Camberley BESOM

The Chairman of the Working Group will be the leader of Surrey Heath Borough Council<sup>3</sup>

A seat on the Group will also be held by the relevant Portfolio Holder.

### Key Objectives

- To review 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 ensure it is still fit for purpose.
- To oversee the maintenance of the Ward Councillor Community scheme as established in late 2020. .
- Analyse and make recommendations from all relevant data that provides accurate and current information relating to localised poverty impacts from the pandemic. This is to be used as a basis to retain the support of a partnership approach to alleviate deprivation in areas of most need.
- To support a communications campaign to clearly promote the services available to assist during times of hardship.
- To provide the information for local Ward Councillors to develop their own localised initiatives to bridge the gaps within their wards.

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<sup>1</sup> Numbers of representatives and attending organisations as defined by the Executive Head of Transformation in consultation with the Leader of the Council.

<sup>2</sup> As defined by the Executive Head of Transformation in consultation with the Leader of the Council.

<sup>3</sup> This will be reviewed as part of the reappointment of Working Groups on an annual basis.

- To make recommendations in respect of resource to assist with the development of Ward plans until 31<sup>st</sup> March 2022.
- To oversee and make recommendations in order to secure long term funding streams for organisations which alleviate poverty within the Borough: i.e. Citizens Advice, Camberley Job Club, The Hope Hub etc.
- To consult via a community and statutory partner stakeholder event at least once a year during the above period to identify the longer-term partnership plans to continue to provide support in this area.
- To incorporate the outcomes of the resolved motion agreed at full Council on 4<sup>th</sup> November 2020 in Minute 47/C relating to the short and long term food poverty gaps within Surrey Heath.
- To review of the Local Council Tax Support Scheme.

### Meetings

The Working Group will meet as and when needed.

## **Equality Working Group**

### **Terms of Reference**

The Equality Working Group is a Working Group of the Executive

#### Membership

The Group will be made up of 9 members comprising 4 members from the Conservative Group, 2 members from the Liberal Democrats Group, 1 member from the Community Group, 1 member from the Camberley Independents Group and 1 member from the Green Group.

The Chairman of the Working Group will be the Support & Safeguarding Portfolio Holder.

#### Overall Aim

To demonstrate high level commitment to equality and diversity including employment within the Council and services provided to the whole community.

#### Key Objectives

1. To lead on all matters to do with equality for the Council in accordance with current and relevant policy.
2. To carry out an audit of the Council's work to promote equality and inclusivity for protected groups under the Equality Act and formulate an annual work plan, for approval by the Executive, in order to balance the Council's resources and community priorities within the whole range of the defined characteristics of the Equality Act 2010.
3. To make recommendations to the Executive to move the equality and diversity process forward where necessary.

#### Meetings

The Working Group will meet three times a year or when needed.



## **Local Plan Working Group**

### **Terms of Reference**

The Local Plan Working Group is a Working Group of the Executive.

#### Membership

The Group will be made up of 10 members comprising 4 members from the Conservative Group, 3 members from the Liberal Democrats Group, 1 member from the Community Group, member from the Camberley Independents Group and 1 member from the Green Group 1.

The Chairman of the Working Group will be the Planning & People Portfolio Holder.

#### Overall Aim

To consider and make recommendations to the Executive, and the Council, in relation to the Local Development Scheme and other documents with a view to the adoption of the Surrey Heath Local Plan.

#### Key Objectives

1. To keep under review the timetable for the preparation of documents, as set out in the Local Development Scheme.
2. To consider background evidence studies and their implications for policies.
3. To consider the approach to consultation, the responses received to key documents and the implications for policies.
4. To progress a review of the Community Infrastructure Levy should this be required as a result of the Local Plan Review
5. To consider main development site opportunities and more detailed site specific guidance in the form of Supplementary Planning Documents.
6. To consider other Local Development Documents and Supplementary Planning Documents as required.

#### Meetings

The Working Group will meet as required.

## **Property Investment Working Group Terms of Reference**

The Property Investment Working Group is a Working Group of the Executive

### Membership

The Group will be made up of:

- The Leader of the Council
- The Portfolio Holder for Economic Development
- Leader of the largest opposition group
- A non-executive member

The Chairman of the Working Group will be the Leader of the Council.

### Overall Aim

To lead on all matters relating to the Council's Property Investment Strategy and property portfolio.

### Key Objectives

1. To consider any acquisitions of London Road Block properties in accordance with the Property Investment Strategy and make recommendations to the Executive.
2. To recommend to the Executive the use of Compulsory Purchase Order powers to acquire any properties within the London Road development site.
3. To consider any opportunities for the acquisition of investment property and make any recommendations to the Executive on whether to acquire the property.
4. To monitor any due diligence work undertaken following the Executive's decision to acquire a property.
5. To monitor the performance of The Square's managing agents.
6. To consider any business cases for the redevelopment of properties within the Council's portfolio and make recommendations to the Executive as appropriate.
7. To make any recommendations to the Executive on the disposal of any of the Council's property.

### Meetings

The Working Group will meet once a month.

## **Surrey Heath Villages Working Group**

### **Terms of Reference**

The Surrey Heath Villages Working Group is a Working Group of the Executive.

#### Membership

The Group will be made up of 10 members comprising 4 members from the Conservative Group, 3 members from the Liberal Democrats Group, 2 members from the Community Group, and 1 member from the Green Group.

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

#### Overall Aim

To consider sustainable opportunities to assist with securing the future vitality and growth of rural and village locations, in order to meet the needs of the communities they serve.

#### Key Objectives

To consider opportunities which:

1. include a viable business plan to support their funding, where necessary, and how such funding will be achieved
2. consider the role of parishes in parished areas and their commitment to improvements
3. demonstrate how the community has/will respond to the proposal, together with how the area will benefit from the initiative.

#### Meetings

The Working Group will meet as required.

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## Appointment of Members to Outside Bodies 2021/22

### Summary

To make appointments to outside bodies for the 2021/22 municipal year.

**Portfolio:** Leader

**Date Portfolio Holder signed off report:** 29 April 2021

**Wards Affected:** All

### Recommendation

The Executive is advised to RESOLVE

- (i) to make appointments to the outside bodies listed at Annex A; and
- (ii) that attendance by the appointed members at meetings of the bodies listed at Annex A be regarded as approved duties in accordance with the Members Allowances Scheme.

### 1. Resource Implications

- 1.1 Under the Members' Allowance Scheme Members are entitled to claim travelling expenses to meetings of outside bodies for journeys in excess of 3 miles. The only expense relating to these appointments is the payment of travelling allowances which can be met within existing budgets.

### 2. Key Issues

- 2.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 2.2 The Council wishes to monitor the activities of these organisations through the Council's representatives during the year in order for it to judge whether it is appropriate, given the Council's corporate priorities and the many calls on councillors' time, to make appointments to certain outside bodies.
- 2.3 Councillors who are appointed to represent the Council on an outside body for the 2021/22 municipal year will be requested to keep the relevant portfolio holder apprised of the activities of that organisation. In May 2020 Members were advised that all representatives would be asked to produce a brief report on the work they have undertaken over the previous year and the value gained by the Council for appointing a representative to that organisation. Given the unusual circumstances in 2020 caused by the coronavirus pandemic, this has not been pursued this year but will be requested at the end of this municipal year.



- 2.4 A brief description of the purpose of each of the organisations, and the role of a Member appointed to that organisation, is available on the Council's website.
- 2.5 It is Council policy not to appoint representatives to outside bodies where no councillor has expressed an interest in being appointed or where the activities of the organisation concerned are not a priority for the Council.
- 2.6 Appointments to Miss Gomms Trust are made of a four year term. No appointments are due to be made in 2021/22.
- 2.7 A number of appointments are made in respect of positions held on the Executive:

<b>Outside Body</b>	<b>Appointment</b>
Joint Waste Collection Services Committee	Relevant Portfolio Holder Substitute Executive Member
Local Government Association - General Assembly	Leader of the Council Substitute Executive Member
South East England Councils	Leader of the Council Substitute Executive Member
Surrey Environment Partnership (formerly Surrey Waste Partnership)	Relevant Portfolio Holder
Surrey Heath Sports Council	1 Member – relevant Portfolio Holder
Surrey Heath Partnership	Leader of the Council Relevant Portfolio Holder
Surrey Leaders' Group	Leader of the Council

- 2.8 In November 2020, as part of the transfer of the management of Community Services to Runnymede Borough Council, the Executive agreed to establish a Community Services Partnership Board. The agreement specifies that the Board will comprise a minimum of one Member from each Council. However, agreement has been sought to appoint up to 3 members per authority in order for this Council to realise cross-party membership on the Board. It is proposed that one of these appointments is reserved to the relevant Portfolio Holder and the other appointments are made from the membership of the Council.
- 2.9 Following discussions at the Camberley Town Centre Working Group, it is proposed to appoint a Member representative to the Collectively Camberley BID Board. This appointment is subject to the BID's renewal in June 2021.

2.10 The list of Outside Bodies to which it is proposed to appoint members is attached at Annex A. Nominations to the Outside Bodies will be laid on the table at the meeting.

### **3. Options**

3.1 The Executive has the option to make appointments to the outside bodies set out at Annex A or not to make some or any of the appointments.

### **4. Proposals**

4.1 The Executive is asked to appoint representatives to the bodies set out at Annex A.

### **5. Local Government Act 1972 - Approved Duties**

5.1 The outside bodies referred to at Annex A meet the requirements of the Council's Members' Allowances Scheme in respect of an approved duties for the payment of travelling expenses.

<b>Annexes</b>	Annex A – list of outside bodies for 2021/22 and current representatives. Annex B – List of nominations for 2021/22 (to follow) Annex C – Reports for
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Rachel Whillis – Democratic Services Manager <a href="mailto:rachel.whillis@surreyheath.gov.uk">rachel.whillis@surreyheath.gov.uk</a>
<b>Executive Head of Service</b>	Richard Payne - Executive Head - Corporate

### Appointment of Representatives to serve on Outside Bodies

Organisation	Representative 2020/21
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft * Cllr David Lewis (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis (sub) Cllr Sashi Mylvaganam (sub)
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis
Briars Centre Management Committee	Cllr Sharon Galliford
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr David Lewis
Collectively Camberley BID Board – New Appointment for 2021/22	n/a
Community Services Partnership Board – New Appointment for 2021/22	n/a
Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler
Farnborough Aerodrome Consultative Committee	Cllr Josephine Hawkins Vacancy (Sub)
Frimley Community Centre Management Committee	Cllr Darryl Ratiram
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> <b>No appointments to be made in 2021/22</b>	Cllr Cliff Betton* Cllr Sarah Jane Croke Cllr Robin Perry Cllr Graham Tapper
Heatherside Community Centre Council	Cllr John Skipper Cllr Graham Tapper
Heathrow Community Noise Forum	Cllr Victoria Wheeler Cllr Charlotte Morley (sub)
<i>Henry Smith Charity (4 year appointments)</i> <b>No appointments to be made in 2021/22</b>	Cllr Sarah Jane Croke Cllr Shaun Garrett Cllr Pat Tedder
Joint Waste Collection Services Committee	Cllr David Mansfield Cllr Josephine Hawkins (sub)
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)
Miss Gomms Trust (4 year appointments) <b>no appointments to</b>	Cllr Colin Dougan (appointment ends in May 2023)

<b>be made in 2021/22</b>	Martin Goodway (appointment ends in May 2022) Cllr Emma-Jane McGrath (appointment ends in May 2024) Rev Chris Russell (appointment ends in May 2024) Cllr Pat Tedder (appointment ends in May 2022)
Mytchett Community Association General Committee	Cllr Paul Deach Cllr Helen Whitcroft (sub)
Parity for Disability	Cllr Helen Whitcroft
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) <b>No appointments to be made in 2021/22</b>	Cllr Graham Alleway Cllr Paul Deach (sub)
RELATE North East Hants and Borders	Cllr Helen Whitcroft
South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)
Surrey County Playing Fields Association	Cllr Pat Tedder
Surrey Environment Partnership	Cllr David Mansfield
Surrey Heath Age Concern	Cllr Shaun Garrett
Surrey Heath Arts Council	Cllr Shaun Garrett Cllr David Lewis Cllr Morgan Rise Cllr Edward Hawkins (sub)
Surrey Heath Duke of Edinburgh Award Forum	Cllr Richard Brooks
Surrey Heath Local Area Committee	Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Rebecca Jennings-Evans Cllr Victoria Wheeler Cllr Valerie White Vacancy  Cllr Graham Alleway (sub) Cllr Helen Whitcroft (sub)
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Josephine Hawkins
Surrey Heath Sports Council	Cllr Rebecca Jennings-Evans Cllr Charlotte Morley 2 Vacancies
Surrey Heath Youth Focus	Cllr Kristian Wrenn
Surrey Leaders' Group	Cllr Alan McClafferty
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)
Voluntary Support North Surrey	Cllr Alan McClafferty Vacancy (sub)

\* Note:

1. - Cllr Helen Whitcroft was appointed to Basingstoke Canal Joint Management Committee in May 2020 but due to an administrative error, Cllr Sarah Jane Croke continued to serve on this Outside Body in 2020/21.
- 2 - Cllr Cliff Betton stood down from the Frimley Fuel Allotments Charity in January 2021 and, following a decision by the Chief Executive using delegated authority, was replaced by Cllr Morgan Rise.



## Appointment of Representatives to serve on Outside Bodies 2021/22

Organisation	Representative 2020/21	Nominations for Representatives 2021/22
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft* Cllr David Lewis (sub)	
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis (sub) Cllr Sashi Mylvaganam (sub)	
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis	
Briars Centre Management Committee	Cllr Sharon Galliford	
Camberley Town Football Club – Observer	Cllr Valerie White	
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler	
Citizens Advice Bureau Management Committee	Cllr David Lewis	
Collectively Camberley BID Board – New Appointment for 2021/22	n/a	
Community Services Partnership Board – New Appointment for 2021/22	n/a	
Deepcut Village Association	Cllr Paul Deach	
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler	
Farnborough Aerodrome Consultative Committee	Cllr Josephine Hawkins Vacancy (Sub)	
Frimley Community Centre Management Committee	Cllr Darryl Ratiram	
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> <b>No appointments to be made in 2021/22</b>	<i>Cllr Cliff Betton*</i> <i>Cllr Sarah Jane Croke</i> <i>Cllr Robin Perry</i> <i>Cllr Graham Tapper</i>	
Heatherside Community Centre Council	Cllr John Skipper Cllr Graham Tapper	
Heathrow Community Noise Forum	Cllr Victoria Wheeler Cllr Charlotte Morley (sub)	
<i>Henry Smith Charity (4 year appointments)</i> <b>No appointments to be made in 2021/22</b>	<i>Cllr Sarah Jane Croke</i> <i>Cllr Shaun Garrett</i> <i>Cllr Pat Tedder</i>	

Joint Waste Collection Services Committee	Cllr David Mansfield Cllr Josephine Hawkins (sub)	
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	
Miss Gomms Trust (4 year appointments) <b>no appointments to be made in 2020/21</b>	Cllr Colin Dougan (appointment ends in May 2023) Martin Goodway (appointment ends in May 2022) Cllr Emma-Jane McGrath (appointment ends in May 2024) Rev Chris Russell (appointment ends in May 2024) Cllr Pat Tedder (appointment ends in May 2022)	
Mytchett Community Association General Committee	Cllr Paul Deach Cllr Helen Whitcroft (sub)	
Parity for Disability	Cllr Helen Whitcroft	
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) <b>No appointments to be made in 2021/22</b>	Cllr Graham Alleway Cllr Paul Deach (sub)	
RELATE North East Hants and Borders	Cllr Helen Whitcroft	
South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	
Surrey County Playing Fields Association	Cllr Pat Tedder	
Surrey Environment Partnership	Cllr David Mansfield	
Surrey Heath Age Concern	Cllr Shaun Garrett	
Surrey Heath Arts Council	Cllr Shaun Garrett Cllr David Lewis Cllr Morgan Rise Cllr Edward Hawkins (sub)	
Surrey Heath Duke of Edinburgh Award Forum	Cllr Richard Brooks	

Surrey Heath Local Area Committee	Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Rebecca Jennings-Evans Cllr Victoria Wheeler Cllr Valerie White Vacancy  Cllr Graham Alleway (sub) Cllr Helen Whitcroft (sub)	
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Josephine Hawkins	
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans Cllr Charlotte Morley 2 Vacancies	
Surrey Heath Youth Focus	Cllr Kristian Wrenn	
Surrey Leaders' Group	Cllr Alan McClafferty	
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)	
Voluntary Support North Surrey	Cllr Alan McClafferty Vacancy (sub)	

\* Note:

1. - Cllr Helen Whitcroft was appointed to Basingstoke Canal Joint Management Committee in May 2020 but due to an administrative error, Cllr Sarah Jane Croke continued to serve on this Outside Body in 2020/21.
- 2 - Cllr Cliff Betton stood down from the Frimley Fuel Allotments Charity in January 2021 and, following a decision by the Chief Executive using delegated authority, was replaced by Cllr Morgan Rise.

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## Appointments to Surrey Leaders' Group Outside Bodies

### Summary

The Executive is asked to consider making nominations to Surrey Leaders' Group outside bodies.

**Portfolio:** Leader

**Date Portfolio Holder signed off report:** 29 April 2021

**Wards Affected:** All

### Recommendation

The Executive is advised to make any nominations to the Surrey Leaders' Group Outside Bodies, as listed at Annex A, as considered appropriate.

#### 1. Resource Implications

- 1.1 Under the Members' Allowance Scheme, Members are entitled to claim travelling expenses to meetings of outside bodies for journeys in excess of 3 miles. The only expense relating to these appointments is the payment of travelling allowances, which can be met by the existing budget.

#### 2. Key Issues

- 2.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 2.2 The Council has also been invited by the Surrey Leaders' Group, which consists of the eleven districts councils in Surrey and Surrey County Council, to nominate representatives to serve on various outside bodies. The Surrey Leaders' Group has advised that there will be four positions to be filled for 2021/22, as shown at Annex A. Each position is for a 3 year term.
- 2.3 Nominations are required by 8 June 2021. A nomination application form is attached at Annex B.

#### 3. Options

- 3.1 The Executive has the option to make nominations to the Surrey Leaders' Group for the bodies as set out at Annex A or not to make some or any of the nominations.

#### 4. Proposals



4.1 The Executive is asked to consider whether to make any nominations to Surrey Leaders' Group for the bodies as set out at Annex A.

## 5. Local Government Act 1972 - Approved Duties

5.1 The outside bodies referred to at Annex A meet the requirements of the Council's Members Allowances Scheme in respect of approved duties for the payment of travelling expenses.

<b>Annexes</b>	Annex A – list of outside bodies Annex B – nomination form
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Rachel Whillis – Democratic Services Manager <a href="mailto:rachel.whillis@surreyheath.gov.uk">rachel.whillis@surreyheath.gov.uk</a>
<b>Executive Head of Service</b>	Richard Payne - Executive Head of Corporate

## Nominations to the Surrey Leaders' Group Outside Bodies

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### Active Surrey

See separate appendix.

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### The High Sheriff Youth Awards Scheme

The High Sheriff Youth Awards Scheme gives grants to projects for young people in Surrey - with the aim of helping young people make Surrey safer.

Each year in Surrey, the High Sheriff Youth Awards distributes some £40,000 to projects that are actively helping to reduce crime and bad behaviour – and to make their communities stronger and safer.

Applications can be for any amount from £100 up to £2,000 or, in exceptional circumstances, up to £5,000. The scheme is particularly keen to support a project where young people, normally between the ages of 9 and 18, are actively involved in planning and running it.

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### Surrey Civilian Military Partnership

The Surrey Civilian Military Partnership Board (SCMPB) support the commitment made in the Armed Forces Covenant to help ensure that the armed forces community in Surrey, made up of serving and ex-service personnel and veterans as well as their families are treated fairly and not disadvantaged by their service. The SCMPB fosters closer working relationships with the armed forces and is chaired by Surrey County Council. It comprises 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities, the Diocese of Guildford and partners in health, education and business.

The SCMPB meets twice a year usually in March/April and September/October. In addition the Board hosts an annual conference, usually held in March each year. The board is supported in its work by the Recognise and Remember Task Group which looks at commemoration events including VE Day, VJ Day, Armed Forces Day and Remembrance Sunday as well as helping to support veteran hubs across the county.

The appointed councillor would be asked to represent the Surrey Leaders at the meetings of the SCMPB to represent their views as well as feeding back any issues. In addition they would be invited to attend the annual conference. The district and borough councillors who have been appointed as Armed Forces Champions for their authority are invited to attend the Recognise and Remember Task Group. If the Leaders nominee is also an Armed Forces Champion (as has been the case previously) they will also be invited to attend the Recognise and Remember Task Group which meets 3 times a year, usually in March, June and September.

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## Surrey County Council Pension Fund

Surrey County Council is an administering authority for the Local Government Pension Scheme (LGPS) and has established a Pension Fund Committee with responsibility for the governance and administration of the Surrey County Council Pension Fund.

- a) To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice.
- b) To determine policy for the investment, funding and administration of the pension fund.
- c) To consider issues arising and make decisions to secure efficient and effective performance and service delivery.
- d) To appoint and monitor all relevant external service providers:
  - . fund managers;
  - . custodian;
  - . corporate advisors;
  - . independent advisors;
  - . actuaries;
  - . governance advisors;
  - . all other professional services associated with the pension fund.
- e) To monitor performance across all aspects of the service.
- f) To ensure that arrangements are in place for consultation with stakeholders as necessary
- g) To consider and approve the annual statement of pension fund accounts.
- h) To consider and approve the Surrey Pension Fund actuarial valuation and employer contributions.

The 'standard' Committee diary provides for four meetings a year and additional meetings are occasionally required for a specific purpose. The Committee is made up of publicly elected Members as well as co-opted members who provide stakeholder membership. The co-opted members represent the members of the Fund (trade union representation), District and Borough Councils and other employers in the Fund. Co-opted Members have the same rights on access to information and voting as elected Members

## Role Description

### Nominated Board Member (SSLOG Rep)

#### Title

Active Surrey Board Member.

#### Eligibility

As founding members and core funders of the Partnership, Surrey's local borough and district councils have one nominated position on the Board.

Board Members must currently work at a senior level for one of the eleven borough or district councils within Surrey (as defined by the Surrey County Council area).

They will be appointed following a vote by members of the Surrey Senior Leisure Officers Group (SSLOG).

#### Remuneration

These are non-salaried positions. Travel and other reasonable expenses will be reimbursed.

#### Location

Partnership meetings and events will be held throughout Surrey.

#### Term

Three years with the opportunity to be considered for reappointment for a second term.

#### Time commitment

As a minimum, attendance and preparation for:

- An induction training event.
- Four meetings of the Board annually.
- Two Partnership events annually.
- Chair, or represent the Partnership, on time limited working groups or at conferences

and launch events, etc.

- Other appropriate contributions will be considered and agreed following appointment.

## Purpose of role

The main duties of Board Members should include:

- Providing strategic leadership and being a visible role model for the Partnership.
- Contributing towards making the Board a high performing team.
- Championing a discrete portfolio, thematic area or aspect of the business plan.
- Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
- Supporting the Partnership's Chair, Director and management team.

## Main responsibilities

The main responsibilities of the Board Members include:

- Strategy development: Actively and constructively contributing to and challenging development of the Partnership's strategy and business plans.
- Decision-making: Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
- Delegated authority: Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
- Financial scrutiny: Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
- Risk management: Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
- Policy setting and endorsement: Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.
- Overseeing results: Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
- Contributing to the work of the Board: Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
- Supporting the Chair, other Board Members, Director and other management staff.
- Being an advocate for Active Surrey: encourage member agencies to support, and invest in, the Partnership.
- Planning and monitoring: Read and respond to the Partnership's policies, plans, reports and proposals.
- Code of conduct, duties and personal liability: Abide by the code of conduct for all Active Surrey Board Members.
- Sharing views: The SSLOG-nominated representative will also be responsible for

gathering views and intelligence from their SSLOG peers which can assist the Partnership develop its offer and services, and to also report back to SSLOG on the work of the Partnership.

## Experience

- Proven track record (and currently active) in a senior management role in one of Surrey's borough or district councils.
- Proven track record of being involved in a multi-agency partnership or business.
- Involvement in the development of sport and physical activity.
- Networked with "movers and shakers" and capable and willing to use influence to benefit the Partnership.
- Experience of involvement with Board and committees and the governance role of non-executive directors.
- Experience of strategic and business planning and review mechanisms.
- Experience of generating income and business growth.
- Experience of directing operations and gaining consensus.
- Proven track record of working at a high level in one or more of the following:

Commercial / business development  
 Voluntary sector sport  
 Professional / performance sport  
 Marketing / communications  
 Ageing and living well  
 Education

Youth sector / children's services  
 Health / physical activity  
 Equity / social inclusion  
 HR / workforce development  
 Finance / sponsorship / fundraising  
 Governance / board development

## Knowledge and Skills

- Ability to motivate and inspire others.
- Ability to build constructive relationships.
- Understanding of partnership working.
- Knowledge of the sport and physical activity sector.
- Understanding of public sector accountability.
- Skilled communicator and negotiator.
- Ability and willingness to act as an advocate for sport to a broad audience.
- Understanding and commitment to equal opportunities and valuing diversity.

## Personal Qualities

Public respect.

- Passion for sport and physical activity.
- Independence.



- Influence and personal acumen.
- Objectivity.
- Discretion.
- Well connected networks.

## Nominations to outside bodies on behalf of Boroughs/Districts 2021

Section 1 – Details of nominee	
Name:	
Authority:	
Date elected to Authority:	
Date elected to County Council:	
Political affiliation	
Address	
Phone number	
Email:	

Section 2 – Detail of nomination	
Name of outside body:	
Nomination confirmed by:	Council / Committee
Date confirmed:	

### Section 3 – Background and experience

Relevant background or experience

Please explain your interest in this position and why you would be suited to fill it.

Any further information you wish to have considered.

## Exclusion of Press And Public

### Recommendation

The Executive is advised to RESOLVE that, under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
13	3
14	3
15	3
16	3
17	3
18	3
19	3

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Arrangements) (Access to Information) (England)  
Regulations 2000.

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