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Monday, 17 January 2022

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Shaun Garrett,
Rebecca Jennings-Evans, David Mansfield, Adrian Page and Robin Perry)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and
www.youtube.com/user/SurreyHeathBC on Tuesday, 25 January 2022 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

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 8 |

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

- | | | |
|----|---------------------------------|---|
| 3. | Declarations of Interest | - |
|----|---------------------------------|---|

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

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| 4. | Questions by Members | - |
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The Leader and Portfolio Holders to receive and respond to questions

from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

5.	Revenue Grants 2022- 2024	9 - 40
6.	Surrey Heath Community Grants Review	41 - 50
7.	Review of Parking Fees and Charges	51 - 78
8.	Surrey Heath Physical Activity Strategy	79 - 114
9.	COVID-19 Additional Relief Fund	115 - 120
10.	Exclusion of Press and Public	121 - 122

**Part 2
(Exempt)**

11.	Exempt Minutes	123 - 124
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To confirm and sign the exempt minutes of the meeting held on 7 December 2021 (copy attached).

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 7
December 2021**

+ Cllr Alan McClafferty (Chairman)

- | | |
|-------------------------------|------------------------|
| - Cllr Colin Dougan | * Cllr David Mansfield |
| + Cllr Shaun Garrett | * Cllr Adrian Page |
| + Cllr Rebecca Jennings-Evans | + Cllr Robin Perry |

+ Present

- Apologies for absence presented
- * In attendance virtually but did not vote

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Stuart Black, Cllr Paul Deach, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Mark Gordon, Cllr Josephine Hawkins, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

71/E Minutes

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

72/E Questions by Members

No questions were received for members of the Executive.

73/E Review of parking fees and charges

The Executive received a report proposing a review of car parking tariffs and parking season tickets in the Council's car parks. Having received feedback from Members, it was agreed to defer the item for further consideration of the implications of the proposals, including the impact on residents and businesses, on-street parking, and footfall, along with the implications of not implementing the proposed changes. This would also provide time to consult with relevant parties.

RESOLVED to defer consideration of the item.

74/E The Publication of a First Homes Interim Guidance Note

The Executive was informed that changes to the Planning Practice Guidance, which would have effect from 28 June 2021, included the introduction of First Homes. First Homes was a specific form of discounted market sale housing that would be available to first time buyers and sold at a minimum discount of 30% below the market value, with a maximum price of £250,000 at the first sale after the discount was applied; the discount would be retained in perpetuity through a restriction on the Land Registry title. The Policy set out that, for planning applications determined after 28 December 2021, at least 25% of all affordable housing units delivered through developer contributions must be First Homes.

Members were advised that policies within the new Local Plan would reflect the requirement for First Homes; however as the new Local Plan was not due to be adopted until 2023, it was considered appropriate to publish an Interim Guidance Note. This would make the requirements for First Homes clear to developers and could be in place prior to the requirement for First Homes taking effect for schemes granted permission after 28 December 2021.

It was reported that the main implication of the introduction of First Homes was that the delivery of other forms of affordable housing, including affordable home ownership products such as shared ownership, would be impacted. In accordance with Government Guidance, once the 25% of First Homes was accounted for, social rent should be delivered in the same percentage as set out in the Local Plan and the remainder of the affordable housing tenures should be delivered in line with the proportions set out in the Local Plan Policy. Members noted how this would apply in relation to the Council's adopted affordable housing policy.

RESOLVED that

- (i) the update to National Planning Practice Guidance and the introduction of First Homes be noted;**
- (ii) the publication of the First Homes Guidance Note, as attached at Annex A to the agenda report, including the local connection criteria for determining eligibility of purchasers be agreed; and**
- (iii) the potential resource implications of First Homes be noted.**

75/E Calculation and setting of the Council Tax Base for 2022/23

The Executive received a report on the setting of the Council Tax Base for 2022/23, which included detailed breakdowns of the calculations of the Tax Base for each part of the borough and a breakdown of the calculation of the Tax Base for the whole area. Members noted that there had been an increase in the Tax Base of 165.61.

Technical changes to Council Tax introduced from April 2013 meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties. It was proposed that, with effect from 1 April 2022, the Empty Homes Premium was introduced at the maximum levels allowed in the legislation. This would result in a 100% charge on full amount of rates payable after 2 years of a property being empty. From 2022, this would also result in a premium of 200% where the property had been empty for 5 years and a premium of 300%, where the property had been empty for 10 years or more.

On 1 April 2013 the Council had introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit for working age claimants. The Executive was reminded that the scheme for working age claimants adopted by the Council was currently under review.

The introduction of the LCTSS in April 2013 had had the effect of reducing the Council Tax base since it operated as a discount rather than a benefit. In order to recognise the effect that this had on parishes, the Government had provided a grant in 2013/14 to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This money had subsequently been included within the Revenue Support Grant (RSG) but, as the Council's RSG was now zero, it was reasonable to assume that this funding had been withdrawn.

Despite not receiving any funding from Government the Council recognised the impact the LCTSS had on parishes and in the spirit of partnership and supporting parishes had continued to compensate parishes for some of their loss. It was therefore proposed that for 2022/23 the compensation given to parishes remained unchanged from 2021/22.

RESOLVED

- (i) to note the calculations of the tax base in Annexes A to F summarised below:

Band D Equivalent Properties

Bisley	1,658.21
Chobham	2,075.35
Frimley and Camberley	24,626.69
West End	2,393.10
Windlesham	8,222.82
Surrey Heath Borough Council	38,976.17

- (ii) that £19,943.44 be given to Parishes in 2022/23 to offset the effect on the tax base of the Local Council Tax Support scheme;
- (iii) that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Surrey Heath Borough Council as its Tax Base for the year 2022/23 shall be 38,976.17 Band 'D' properties.

RECOMMENDED to Full Council that

- (i) with effect from 1 April 2022 the Empty Homes Premium is introduced at the maximum levels allowed in the legislation where the property has been empty for 2, 5 or 10 more years as detailed in paragraph 7; and
- (ii) the Council Tax Exceptional Hardship Policy remains unchanged for 2022/23, and the fund available remain at £80,000.

76/E Mid-Year Performance Report - 2021/22

The Executive considered the Council's performance at 30 September 2021 and noted comments made by the Performance & Finance Scrutiny Committee.

RESOLVED to note the mid-year performance report.

77/E Council's Finances as at 30 September 2021

The Executive noted the Council's financial position at 30 September 2021.

The Finance Portfolio Holder undertook to respond to a question from Councillor Sashi Mylvaganam concerning variances within Investment and Development's budgets and the reference the Jersey Property Unit Trust.

RESOLVED to note the Council's finances as at 30 September 2021.

78/E Capital Programme Monitoring 2021/22

The Executive considered a report detailing the expenditure associated with the various projects included within the 2021/22 capital programme, between the period of 1 April and 30 September 2021. Members also noted the projects that were no longer taking place and would need to be removed from the capital programme going forward, along with a number that would need to be re-phased to 2022/23 due to delays in the projects starting in the current year.

RESOLVED to note the spend on the capital programme for the period 1 April to 30 September 2021.

79/E Urgent Action

The Executive noted Urgent Action taken in respect of a government grant scheme to provide additional funding to target financial support for vulnerable households over the winter months, known as the Household Support Grant. The new grant would run until 31 March 2022.

RESOLVED to note the urgent action taken under the Scheme of Delegation of Functions to Officers.

80/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)
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81/E	3
82/E	3

Note: Minutes 81/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

81/E Arrears Strategy

The Executive considered a report on the strategy for addressing rental arrears for national multiple retailers, which reflected the Government's evolving legislative and arbitration framework for Covid related arrears.

82/E Review of Exempt Items

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

RESOLVED that report associated with minute 81/E remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services.

Chairman

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Surrey Heath Borough Council
Executive
25th January 2021

Revenue Grants 2022-2024

Portfolio	Support & Safeguarding – Cllr Shaun Garrett
Head of Service	Louise Livingston – Head of HR, Performance & Communications
Report Author	Jayne Boitout – Community Partnership Officer Ben Sword – Engagement, Wellbeing & Events Manager
Key Decision	Yes
Wards Affected	All

Summary and purpose

The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2022 to 31 March 2023, and the three ringfenced organisations for the period 2 from April 2023 to 31st March 2024.

Recommendation

The Executive is advised to RESOLVE that

- (i) the following Revenue Grants for 2022/23 be awarded to:
 - a. Surrey Heath Citizens Advice (CASH) – £80,000.
 - b. Surrey Heath Age Concern - £10,000.
 - c. Camberley Central Job Club - £6,000
 - d. Catalyst Support - £1,500.
 - e. The Hope Hub - £31,500.
 - f. VSNS-Time to Talk - £10,000.
 - g. Basingstoke Canal Authority - £10,000.
 - h. Blackwater Valley Countryside Partnership - £10,000.
 - i. Surrey Heath Sports Council - £3,000.
 - j. The funding decision relating to the proposed £30,000 grant for Voluntary Support North Surrey to be delegated to Portfolio Holder, Support and Safeguarding and the Head of HR, Performance & Communications following further discussions;

- (ii) the other in-kind benefits provided to organisations be noted;

- (iii) all grants be subject to Service Level Agreements;
- (iv) No Revenue Grants to be awarded to: Windlesham Field of Remembrance, The Women's Institute Bagshot, RASASC (Rape and Sexual Abuse Support Centre) Guildford, the Mustard Seed Trust, Farnborough, Home-Start Surrey Heath, Lightwater Connected and Surrey Heath Arts Council;
- (v) The Council to utilise the funds available within the Containment Outbreak Management Fund to meet the Revenue Grant Costs as detailed above 1) A to J for the period of 2022-23 at a maximum total cost of £192,500; and
- (vi) The Council to further utilise the available funds from the Containment Outbreak Management Fund to meet the Revenue Grant costs of the 3 ringfenced organisations which consist of: Citizen's Advice Surrey Heath, £80,000, Basingstoke Canal Authority, and Blackwater Valley Countryside Partnership, both at £10,000 giving an additional allocated amount of £100,000 to meet revenue costs for the year, 2023-2024, and throughout the remainder of this year for the work to continue to identify the funding necessary to retain support for all other organisations.

1. Background and Supporting Information

- 1.1 The Council Revenue Grant Scheme is open and transparent and enables any organisation who delivers services within Surrey Heath that fulfils all governance requirements and helps the Council to meet its long- and short-term strategy as outlined within our 5-year Plan to apply for funds.
- 1.2 The Council values the work undertaken by voluntary organisations enormously, the indicative annual budget that is to be ratified in February 22 shows that the funds provided in previous years of £200,000 will not be available sustain the funding for the financial year 2022-23. An alternative fund, the Containment Outbreak Management Fund enables the Council to continue to support the existing organisations for this period, and at present those who are ringfenced for the following year 2023-24. It is extremely unfortunate, in such difficult times, that we are unable to continue at the previous funding levels and fully understand the hardship which this may cause to organisations who provide local services in Surrey Heath. The Council are committed to work hard in trying to secure this funding to retain the support to community-based organisations and will work with them to try and identify alternative sources to bridge the gap but are not able at this time to confirm the funding continuation for non-ringfenced organisations beyond 1st April 2023. The existing support provided in kind, which includes office space, and car parking will be retained in line with the financial support. In such difficult times, this is a clear demonstration of the Council's ongoing community commitment to local organisations who provide crucial services within Surrey Heath.
- 1.3 Service level agreements were introduced in 2013 enable the Council to set out targets and outcomes to be achieved throughout the year and for those

who are already funded details are summarised in Annex B. Officers use the agreements to monitor the performance of organisations throughout the year. Grant payments are authorised following receipt of a satisfactory monitoring report.

- 1.4 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage, and work together in the statutory, community, voluntary and faith sectors.
- 1.5 The grant support to voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to organisations, or to withdraw funding for some or all the grants. The following funding options are therefore presented as part of this report.

2. Citizens Advice Surrey Heath

- 2.1 Citizens Advice Surrey Heath (CASH) operates from the former museum space located within Surrey Heath House. The pandemic saw an adaption in the delivery of services to ensure that clients and volunteers were supported safely. The opening times of the service is from 10am-4pm, Monday – Thursday, and the mornings are dedicated to appointments, there is capacity for emergency drop-plus an outreach service, on average for the month of September 2021, 35 clients were supported each working day, which complies with the Service Level Agreement. Staff and volunteers can continue to deliver the services virtually from their homes, or in the office on the phone. The manager, Kate Sawdy is testing a new video technology at present, due to some clients having difficulty in being able to manage the technology.
- 2.2 In September 21, a total of 560 clients were supported with advice and information, of these 12% were face to face, 60% phone advice, and 28% received online advice via email and web-chat.
- 2.3 The office location within Surrey Heath House, maximises working relationships with all agencies co-located in the Council offices. CASH is a well-managed local organisation that has worked hard to build a good platform in which to secure funding bids which helps to retain its sustainability. The revenue grant being sought represents 32% of its annual turnover.
- 2.4 A key partnership project relates to social prescribing, and this works with the Council, Surrey Heath Clinical Commissioning Group, Surrey Heath Primary Care Network and Voluntary Support North Surrey, the aim is to improve the wellbeing of local residents. This has resulted in Citizens Advice being able to offer an improved integrated clinical, social and community care service.
- 2.5 During the pandemic, it was clear that the client referrals would continue to increase, and CASH were awarded funding of £33,000 in May 2021, to enable an additional Supervisor from the Containment Outbreak Management Fund (COMF), to ensure that the local demand could be met.

- 2.6 The other raft of services also remains which include administrating the introduced Hardship Scheme, which is funded by this Council. Health watch Surrey, Citizens Advice are the champion for health and social care in Surrey Heath, where they provide a platform for a voice of the local residents to be heard relating to their experience of the health provision. Surrey Welfare Rights Unit, they provide the advisors with support and guidance in relation to very complex cases, and changes to the benefit system. Pension Wise, Besom Foodbank referrals, and Local Solicitor Support, Military Veterans listening project, Frimley Fuel Allotments, Accent Housing, energy advice and many other areas outlined within their application.
- 2.7 In October 2021 the government (DWP) has set up a scheme to provide additional funding to target financial support for vulnerable households over the winter months, to be known as the **Household Support Grant**. This new grant will run until the 31 March 2022 (and redeemed until the end of April), this total £500m nationally. The aim of the grant is designed to enable local Council's to support vulnerable households with the increasing costs of food, energy, water, and other essentials. Citizens Advice Surrey Heath (CASH) deliver this on the Councils behalf. The scheme requires a quick time response to evaluate and turn around the applications promptly following discussion CASH agreed to be the agency, validating, and awarding by ensuring the emergency funds are provided to those who are most vulnerable.
- 2.8 Total annual costs are estimated at £249,721 in 2022/23 which reflects an increase, which most is attributed to the additional resources required to deliver the Social Prescribing project. The unrestricted reserves recorded at the 31st March 2021 recorded a further increase of £26,404 to £140,947.
- 2.9 This is one of the three ring fenced organisations, and it is suggested that a grant of £80,000 is approved for the year 2022-23, and 2023-24 subject to a service level agreement.
- 2.10 The Council provides benefits in kind, which consists of: the office facilities valued at £25,000 for the office space within Surrey Heath House, plus the staff and volunteer car parking which is provided without cost to the organisation.

3. Voluntary Support North Surrey

- 3.1 The Voluntary Support North Surrey (VSNS) role is to support the community and voluntary organisations in Surrey Heath, which totals in-excess of 400 local not for profit groups within this Council area. VSNS also operate in Runnymede, and Spelthorne and has a tripartite funding agreement with Surrey County Council whereby each of the Borough Councils and both (two) clinical commissioning groups commit to ongoing funding.
- 3.2 This revenue grant application seeks funding for the core work, which focus on growing the capacity and skills in the third sector in Surrey Heath. A large part of their efforts is dedicated to enabling financial support for voluntary groups which in turn benefits residents.

- 3.3 VSNS also develop and promote volunteering opportunities, from 1st April 2021 – 30th September 2021 there were a total of 238 referrals, 122 of these were opportunities **not** related to the Covid vaccination centre, 17 volunteering placements were made in September 2021.
- 3.4 The vetting and barring service has changed significantly over the past year as the service is now managed via an online portal which from feedback is easier for all to use. The numbers checked for the past months is 6.
- 3.5 The organisation has delivered 9 training courses which were all free relating to volunteer recruitment/management/law, digital/traditional/legacy fundraising, and trustee training.
- 3.6 VSNS also support local groups such as ODCoG, the Surrey Heath Show.
- 3.7 The organisation has a visiting and befriending arm designed to meeting the needs and high level of demand within Surrey Heath. This is offered to all age groups and will complement the existing provision provided by Surrey Heath Age Concern and other local agencies within this area see 4.1.
- 3.8 The staffing levels that provide the service in 3 boroughs equates to 7.5 FTE.
- 3.9 The operating costs estimated for the financial year 2022/23 are £462,590. The unrestricted reserves are estimated at £49,000. There is a £150,000 ring fenced amount which is held by Surrey Community Foundation which provides small grants throughout the year to local organisations.
- 3.10 It is recommended that the funding grant award of £30,000 is paused and subject to further discussions relating to volunteering data with the delegated decision of the Portfolio Holder, Support and Safeguarding and the Head of HR, Performance & Communications.
- 3.11 Any grant award that is approved, will be subject to the delivery of an agreed service level agreement.
- 3.12 VSNS are in the Ian Goodchild Centre, along with Camberley Care and others. Discussions are ongoing as to the existing lease agreement renewal together with other options relating to the 'Community Hub' initiative.

4. Surrey Heath Age Concern CIO

- 4.1 Surrey Heath Age Concern (SHAC) delivers a range of services to those aged 50+ within Surrey Heath.
- 4.2 The Rainbow Café opening this year has been affected by the pandemic restrictions which has impacted the income of the charity. However, the Charity has successfully bid to a range of Council Covid-19 scheme which awarded several grants which has seen the reserves of the organisation increase over the past financial year.

- 4.3 The Rainbow Café is managed directly by a part-time manager, and she is working hard to re-establish client confidence to visit Camberley post pandemic by reintroducing favourites such as tea and memoires, tea, and chatter
- 4.4 In the meantime, the numbers of volunteers have reduced from an average of 55 to 38 in September 21, and the charity are reviewing the reasons for this, and are striving to recruit new volunteers to re-build this very popular service. As a result of this, the waiting list is re-introduced, which as at the 30/09/21 was 4. All these clients are older, lonely, isolated people who are living alone.
- 4.5 SHAC is not affiliated to Age UK and acts independently from of the national organisation. Costs are expected to be £61,505 in 2022/23. The organisation recorded £78,867 as total unrestricted reserves at 31st March 2021.
- 4.6 It is suggested that for the financial year 2022/23 the grant is retained at £10,000 although it is noted that the organisations reserves have increased due to the success of the Covid grants awarded. This is subject to a Service Level Agreement which is to includes continuing to work collaboratively with the V&B scheme operated by Voluntary Support North Surrey.
- 4.7 The Rainbow Café annual lease has a benefit of £10,000, which is due to expire in November 2022, plus up to £2,850 in The Square car parking for staff and volunteers. Discussions are ongoing as to the existing lease agreement renewal together with other options relating to the 'Community Hub' initiative

5. Camberley and District Job Club

- 5.1 This organisation has received revenue funding since 1st April 2016. Its aim is to provide training and support to local people who are unemployed.
- 5.2 The ONS Labour Market profile for Surrey Heath shows that from June 20-July 21 the local unemployment figures are recorded at 1,600 which equates to 3.2% of the population, compared to 4.1% in the Southeast and 5.0% in the rest of Great Britain. The unemployment numbers are high for Surrey Heath in comparison with previous years, and much of this is attributed to the impact of the pandemic.
- 5.3 The job club client numbers recorded in September 2021 were 21 which shows a big improvement upon the 2020 figure of 6 during the month.
- 5.4 The key activity that is provided by the club is the face-to-face meetings on a Monday at High Cross Church where support, and one to one assistance relating to CV writing, and confidence building, are provided. The referral method to its service is varied and can be from the Job Centre Plus, churches, and self-referrals. With the increase in unemployment numbers, it is anticipated that this voluntary group will be very busy next year providing vital support to those who are vulnerable within our community. The applicant has

advised that it intends to extend its involvement with young people and works closely with the Workshop in Camberley.

- 5.5 An estimated total number of people who have found employment through the club is estimated at 20 (YTD) which does not reach the agreed service level agreement target of 70. The club has been active in attempting to find ways to recruit HGV drivers and have established a link with a local company based in Yorktown Industrial Estate, (Clean) to assist with local recruitment opportunities.
- 5.6 The Club is working hard in organising a local Jobs Fair in Spring 22, in bringing employers and job seekers together.
- 5.7 The overall costs forecasted for 2022/23 is estimated at £14,150 which will cover the administrator and room hire charges, with other costs linked to the operation. The club has reserves of £6,000.
- 5.8 It is suggested that an award is made of £6,000 to enable the organisation to provide the support needed locally of those who seek work the period 2022/23.
- 5.9 The council does not provide any benefits in kind to this organisation

6. Catalyst Support

- 6.1 In 2017, Catalyst introduced a new initiative in Surrey Heath that provided a mental health and well-being community football team, called 'the Welcome Wizards' this is aimed at improving mental health.
- 6.2 The scheme operates from Frimley Lodge Park and uses one of the 3G football pitches twice a week to provide this to service to a minimum of 22. During the lockdown pandemic restrictions this has impacted upon the team not being able to meet and was not operated during either lockdown.
- 6.3 This scheme is unique to this area in that no other service like it operates.
- 6.4 The annual costs to deliver the project for 22/23 are estimated at £3,000 as the 3G court hire costs have reduced, and £2,500 is sought. The applicant has significant reserves, but the majority are restricted, due to the delivery of their commissioned contracts. The service is accessed via self-referrals or existing clients. The Welcome Wizards are part of the Surrey FA disability league with Catalyst hosting an annual tournament which is very popular.
- 6.5 This type of service provision targets those who are most vulnerable within our community, and it can often be the start of an improved quality of life, through building confidence and self-belief by reducing isolation.
- 6.6 It is suggested that a grant of £1,500 be awarded subject to a service level agreement being reached that will aim to extend the service providing greater benefits without cost.

7. Home Start – Surrey Heath – New Application

- 7.1 Home Start Surrey Heath is part of a consortium with seven other Home Start Schemes in Surrey to supply services for children and families in Surrey Heath.
- 7.2 It receives £19,108 for this early years' service from Surrey County Council and Surrey Care Trust (who is the lead provider). This contract outlines that 19 families will be supported in Surrey Heath.
- 7.3 The service provided is aimed at families with at least one child under the age five, who are undergoing stress or difficulties for any reason. This charity reaches out to those who can be isolated, vulnerable and most risk, but during the pandemic the charity diversified its services to include a pram walk, and family group, plus virtual support, by facetime/zoom and the phone.
- 7.4 The scheme is delivered by (an average of 29) volunteers who are trained and supported through supervision to enable them to home-visit (pre-covid) for 2-3 hours a week, with 2 part-time members of staff.
- 7.5 During September 2021, 26 adults and 49 children were assisted, with a family group delivering to 11 adults and 12 children, and a pram walk of 13 adults and 19 children.
- 7.6 The Charity have requested that the Council match the funds received from Surrey County Council of £19,108 which would enable the capacity of the service to expand, however this would require availability of volunteers who deliver the service, and it is unclear if the local volunteers can be recruited.
- 7.7 It is with regret that it is suggested the Council decline the application this year, due to restricting financial support to organisations. The Council would like to thank and commend the support that is provided by this group.

8. Lightwater Connected – New Application

- 8.1 Lightwater Connected was established out of the local desire to provide a sustainable network of support for and by the whole community, within this group it has brought together Lightwater Care, LIVE and the Lightwater Resilience Plan. Many volunteers deliver the range of services which for September 21, were 56 driving requests, 8 advice and signposting, 10 shopping and prescription, social media, being part of the Covid Champion programme 1,500, befriending 5, plus a further 21 teams responding to community requests on demand.
- 8.2 The applicant seeks a grant of £4,000 to contribute towards the estimated annual costs of £4,438, with unrestricted reserves of £800, their aim is to meet the annual costs, with the largest proportion of the costs relate to rent, which is £2,400 per annum, all other costs are minimal. The aim of the groups is centred in providing the community and network support to meet the local need, whether this is driving duties, shopping,

prescription collection, local events, information and signposting and re-introduction of the youth club.

8.3 It is with regret that it is suggested the Council decline the application this year, due to restricting financial support to organisations. The Council would like to thank and commend the support that is provided by this group.

9. Windlesham Field of Remembrance and Community Hub– New Application

9.1 The Field of Remembrance is 18.5 acres of a great open green space in the heart of Windlesham with its newly completed hub, that hosts the Field House Coffee shop, and nursery school, plus opportunities for private hire this facility is proving to be a great attraction to the area. With the completion of the hub its estimated that an increase of visitors to the field of 300 per week (now at 1,300).

9.2 The fields and hub are all owned by the charity, who are seeking a £10,000 grant from the Council. The estimated costs for 22/23 are indicated at £92,500 which includes a carpark upgrade which is costed at £6,000. Income is estimated at £77,000 with £356,000 as unrestricted reserves on 31st March 2021.

9.3 It is suggested that the Council decline the application this year, due to needing to prioritise our support to organisations who hold significantly less unrestricted reserves. The Council would like to thank and commend the support that is provided by this group

10. Bagshot Women’s Institute – New Application

10.1 This local group based in Bagshot has 23 members and provides an annual programme of monthly meetings. The group now predominantly comprising of older members would like to use the upcoming centenary to attract new members. The capacity to fund raise is limited and £1,000 has been sought to assist with meeting the costs. The WI have a reputation providing a virtual network of help to their members.

10.2 It is suggested that on this occasion the application be declined and re-directed to one of the other Council grant schemes that are available and can help.

11. Mustard Seed Autism Trust

11.1 This organisation is based at Frimhurst Family House in Frimley and their aim is to develop the physical, social, communication, mental and emotional well-being of autistic children. This is delivered in various ways, through 121 helps, course for small group of children, parent training delivered by occupational therapists, a specialist autism teacher, a family support worker and play therapist. There is also a team of 21 volunteers that support the 121 work and a team of 3 staff, plus 2 contracted part-time therapists. The trust has also developed an autism hub where families and local community can

access support, therapies, advice and training. In September 2021, 15 families were supported by the trust, 1 person received the 121 support, 1 person attended a motivate to communicate workshop, 9 received advice support and follow-up, 2 received sibling support, and 1 play therapy.

11.2 The trust is seeking a grant of £10,000 per year, the forecasted costs for 20/23 are set at £125,516, with unrestricted reserves at £74,418 on 31st March 2021.

11.3 The area where this service is provided is within a 10-mile radius of Farnborough, so client families from Hart, Rushmoor and Waverley use the services. Existing main funders include: 25 regular donors which contributes £11,922, on-going school contract £16,088, Rushmoor lottery £1,118 and Children in Need £10,000. Many other one-off grant applications are successful this includes Ward Councillor contributions etc. A restriction within the trust's capacity, ensures that it can be closed for new client referrals for months, in September 20, the list was open for 2 hours then closed as 50 people had self-referred. This list will not now re-open until Spring 22, as the trust does not want clients to be held on a long waiting list, and on average the 121 help takes 6 months per client. The Council have awarded a £3,000 grant in July 2021 from the Charity Enabling Fund.

It is with regret that it is suggested the Council decline the application this year, due to restricting financial support to organisations. The Council would like to thank and commend the support that is provided by this group.

12. The Hope Hub

12.1 The Hope Hub have provided services to local residents who are homeless or at the risk of becoming so since 2018 and are located in the porta cabin behind the library in Knoll Road. The service also works with those in poverty, and need food parcels, breakfast/refreshments/lunch, and emergency items such as toiletries, and clothes, plus shower and laundry facilities. The Hope Hub seek an unrestricted grant of £40,000 to support the frontline work via their service pathway which will support the frontline day services work of case workers and mental health and well-being case workers.

12.2 For the financial year 2021/22 the grant award to THH had increased from £17,000 to £31,500 with the reason explained that the original 3-year grant awarded by the Council Housing team of £30,000 per annum had come to an end. To confirm a one-year extension provided the £30,000 this financial year, and it is unknown if this grant is to continue.

12.3 This grant does not include other service support that relates to the Night stop project.

12.4 In September 2021, the Hope Hub supported 75 Surrey Heath clients and 19 non-SHBC clients.

- 12.5 The applicant seeks to remain agile and flexible so that it can respond to the needs of the service users within our community.
The Hope Hub has 10 members of staff, with costs annual costs estimated at £230,000, unrestricted reserves on 31st March £90,000.
- 12.6 It is suggested that the Council offer a grant of £31,500 to meet the demand in relating to supporting those who are homeless, and wherever possible its prevention and all awards will be subject to a service level agreement. It is noted that the full £30,000 was paid in the form of the grant from the Councils Housing team, which has yielded an increase of £21,500 for the 21/22 income, and it is suggested that for the year 22/23 this additional income is offset against the revenue grant award and amount sought.
This will ensure that the Hope Hub are able to continue to deliver the services are retained to those who are most vulnerable.

13. Voluntary Support North Surrey – ‘Time to Talk’ Project

- 13.1 Voluntary Support North Surrey (VSNS) supports the community of voluntary organisations within Surrey Heath, which totals in excess of 400 local not for profit groups.
- 13.2 From the outcomes of the social prescribing and integrated care project in Surrey Heath demand has increased for a visiting and befriending project.
- 13.3 VSNS launched this service to meet the need, in 2019, and it is entitled ‘time to talk’. VSNS look to recruit and train volunteers who are willing to befriend those who are vulnerable without an age restriction in Surrey Heath. Both local groups who deliver a visiting and befriending service work collaboratively in sharing ideas and concepts and good practice. With the Covid lockdown restrictions this year has been mixed with the actual frontline delivery, as many older clients are wary of home visits, which has seen a switch to telephone befriending.
At the end of March 21, this project had 50 volunteers visiting 45 clients, in with a waiting list of 2.
- 13.4 The service costs £35,000 per year to operate, and VSNS seeks a contribution of £10,000 to develop this further working collaboratively with Surrey Heath Age Concern for the period 2022/23.
- 13.5 It is suggested that the Council offer a grant of £10,000 to meet the demand in this area that will help to alleviate loneliness within Surrey Heath. The award will be subject to a service level agreement.

14. Basingstoke Canal Authority

- 14.1 The Basingstoke Canal Authority (BCA) manages and maintains the 32-mile-long canal which serves Mytchett, Deepcut, and Frimley and Camberley (4.5km of canal is within the borough). The canal is a Site of Specific Scientific Interest (SSSI) and forms a significant part of the local blue/green infrastructure of the borough, providing recreational benefits to residents such

as walking, cycling, and kayaking. The canal centre based in Mytchett also acts as a local tourist attraction providing historical interest, events, and activities.

- 14.2 The BCA works alongside The Basingstoke Canal Society to enable projects on the canal, ranging from new moorings and paths to events and boat rallies. According to the 2011 Census, 85,845 people live within 5 miles of the canal and 700,000 live within a 30-minute drive.
- 14.3 People and cycle counters counters located between the Canal Centre and Frimley Lodge Park show that from 1st April to the 10th Nov 2021, 98,715 people used this area of towpath. Conversely camp site users and canal centre visitors were around half their usual levels due to the pandemic.
- 14.4 The BCA also advise they help keep the borough a safe place to live as they keep the canal in good condition, manage water levels to protect residents and regulate use of the Canal by issuing boating, angling and other recreational licences.
- 14.5 Other benefits provided include a hugely diverse ecological benefit and a large volunteer programme including over 60 'lengthsmen' walking a section of the canal every week.
- 14.6 The BCA is founded on partnership between 9 local authorities including Surrey Heath and is reliant on annual contributions from these partners (plus nominal contributions from town and parish Councils), although it also supports itself through various income streams. The general reserves for the BCA at 31/3/21 were £729,424, up slightly from £697,089 on 31/3/20.
- 14.7 This is one of the ring-fenced organisations and it is recommended that a grant of £10,000 be approved for the year of 2022-23, 2023-2024 subject to the delivery of a service level agreement.

15. Blackwater Valley Countryside Partnership

- 15.1 The Blackwater Valley Countryside Partnership (BVCP) restore and manage the Blackwater Valley's Countryside to maximise its value for outdoor recreation, landscape, wildlife, and healthy living by involving and co-ordinating the work of local authorities, communities, and landowners.
- 15.2 BVCP also work with the environment agency to identify improvements to the River Blackwater to reduce the risk of flooding and improve water quality, in addition to working with Surrey CC to improve cycle pedestrian routes in Surrey Heath and the adjacent districts.
- 15.3 From data collected by 21 automated counters, usage of the Blackwater Valley Path in September 2021 was 74,000 people, and of sites they manage 63,000 people. As a conservative estimate, 5-10% of users are Surrey Heath residents giving approximate figures of 6,850-13,700.

- 15.4 BVCP stress that by being able to co-ordinate projects across political boundaries, raise funds and support partners and community organisations to carry out work, a great deal more can be achieved to benefit residents of the Valley than by any one partner working in isolation. If the partnership did not exist, most work would still need to be carried out but at each individual partner's expense. BVCP argue that investing in the partnership provides best value for money through economy of scale.
- 15.5 In their annual report BVCP advise that their £10,000 contribution this year has enabled them to deliver £39,883 of work in Surrey Heath. The annual report details a number of areas where BVCP has provided valuable support such as improving access (e.g. clearing vegetation at various locations within the borough), engaging the community through tasks such as hedge-laying and litter picking, increasing biodiversity, maintaining areas of greenspace and work on developing new sites.
- 15.6 While over £2million has been paid by SHBC in relation to Hawley Meadows SANGS, this money sits with Hampshire County Council to look after the site in perpetuity. Only the interest on this figure can be used by Blackwater Valley Countryside Partnership and even then, this is restricted to the Hawley Meadows site and can only be spent on items which are classed as above and beyond 'usual' works.
- 15.7 The balance on the reserve account at 31/3/21 was £130,800, up slightly from £116,813 on 31/3/20. Funding comes from local authorities and income from site management and project work. As a minimum, a balance equivalent to three months of forecasted operating costs (c. £73k) must be held in reserves should the Partnership ever be wound up.
- 15.8 This is one of the ring-fenced organisations and it is recommended that a grant of £10,000 be approved for the years 2022-2023, 2023-2024 subject to the delivery of a service level agreement.

16. Surrey Heath Sports Council

- 16.1 The function of Surrey Heath Sports Council is to promote sport and physical activity in the borough by financially supporting eligible residents (via the awarding of grants) and encouraging participation across all sports recognised by Sport England. The Sports Council works with key partners such as National Governing Bodies, the County Sports Partnership, Active Surrey, and local schools.
- 16.2 The Sports Council help the Borough Council meet its priorities by encouraging resident's live more active, happier, and healthier lives. The Sports Council also draw attention that the awarding of grants is of particular importance in order to help the borough's young people fulfil their potential.
- 16.3 Four types of grants are awarded by the Sports Council. Aspiring athletes (at county standard or above) are supported with the cost of training and competition, coaches are supported with up to 50% of the cost of coaching

qualifications (if the beneficiaries will be within the borough), local clubs are supported with initiatives that will engage new people into sport and grants are also awarded to support those who face financial hardship.

- 16.4 The Sports Council are requesting support to the value of £3,500, in line with their 19/20 award. The Sports Council awarded £3,250 in grants in the previous year with the reduced number of awards reflecting a reduction in applications due to the impact of the pandemic. The Sports Council expect to award £3,750 in grants in 2022/23.
- 16.5 The balance carried forward as of 31/10/21 was £6551, up from £4963.10 on 31/10/20 but with a further £1250 due to leave the accounts in unrepresented cheques.
- 16.6 Due to the higher level of reserves compared to previous years it is recommended that a reduced grant of £3,000 be approved, subject to the delivery of the service level agreement.

17. Surrey Heath Arts Council

- 17.1 The Surrey Heath Arts Council evaluate applications for support from Surrey Heath-based individuals and organisations, awarding small grants (in addition to the experiences and expertise from its members) to help applicants fulfil their artistic or cultural aspirations. The Arts Council are reliant on SHBC Revenue Grant Support to be able to provide their own grants.
- 17.2 Due to the impact of the pandemic, the Arts Council did not feel it right to apply for 2021/22 as their activity was so quiet and the year's grant remains almost untouched, therefore There is currently no service level agreement in place.
- 17.3 The Arts Council were successful in being more active in the community this year through supporting and sponsoring more community events that promote the arts, as well as supporting the post-COVID recovery in the borough by supporting non-profit organisations create local arts and cultural events planned for 2022.
- 17.4 An application for a grant of £2000 has been applied for to assist with the forecasted 2022 costs of £2800.
- 17.5 The grants account balance at 31st March 2021 was £2206. Upon careful consideration it is suggested the Council decline the application for this period from the Revenue Grant Scheme, due to restricting financial support to organisations.

18. Chobham Rugby Football Club – new application

- 18.1 Chobham Rugby Football Club (Chobham RFC) is a large community sports club based in Chobham, home to over 1,000 players as well as parents,

partners and siblings. Chobham RFC have applied for a grant of £25,000 to support with a major facility revamp anticipated to cost up to £390,000.

- 18.2 While it is acknowledged it has been a very difficult period for community sport organisations, it is recommended not to provide a grant in this instance as the request is for a capital project rather than revenue costs which are the focus of this grant scheme.
- 18.3 Officers have recommended that Chobham RFC consider applying for the Community Revenue Grant Scheme instead as their application is better suited to this grant route.

19. Proposal and Alternative Options

19.1 The Executive has the option to:

19.1.1 Fund the organisations in line with the “2022/23 Proposals” to include awards and the delegated recommendation decisions to be finalised by the Head of HR, Performance & Communications and the Support & Safeguarding Portfolio Holder as outlined in column in Annex A, all of which are subject to the delivery of service level agreements.

19.1.2 Fund the organisations applications at a greater or lesser percentage of their requested sums.

19.1.3 Not fund any of the organisations.

19.2 It is suggested to approve as outlined in 20.1.1 above.

20. Contribution to the Council’s Five-Year Strategy

20.1 The funding of voluntary organisations allows the Council to meet its objectives to:

- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
- Understanding and supporting local voluntary groups.
- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

21. Resource Implications

21.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council’s behalf.

- 21.2 At the Executive meeting on 11 September 2019 a revised scheme was ratified, and this was introduced from 1 April 2020 (background document).
- 21.3 Annex A provides a breakdown of relevant information relating to funds sought plus a grant amount that Officers suggest is awarded.

22. Section 151 Officer Comments:

- 22.1 The proposals contained in this report will be subject to approval of the available budget, by full Council, as part of the Council's Budget-setting meeting in February. Potential recipients are made aware of this as part of the process. It is particularly important, given the financial challenges that the Council is facing, that funding decisions are made considering the Council's overall financial position and targeted where they will best support the aims of the Council, and meet the needs of our communities. The report sets out other support that these organisations receive, including other grant streams and benefits in kind such as the provision of parking spaces, to provide a full picture of the support currently provided by the Council, to aid decision-making.

23. Legal and Governance Issues

- 23.1 New service level agreements will be checked by legal services.
- 23.2 Where applications for grant renewals are refused, the Council should ensure adequate notice is given.
- 23.3 Any exit provisions in service level agreements should be reviewed to ensure compliance and any concurrent leases should also be terminated in accordance with the terms of the leases.

24. Monitoring Officer Comments:

- 24.1 No matters arising.

25. Other Considerations and Impacts

Environment and Climate Change

- 25.1 Providing support to a number of these organisations helps protect the borough's environment.

Equalities and Human Rights

- 25.2 The organisations support vulnerable people with information, advice and/or funding and increase participation in activities to improve social inclusion.

Risk Management

25.3 No matters arising.

Community Engagement

25.4 No matters arising.

Annexes

Annex A. Grant application summary & proposal

Annex B. 20/21 Service Level Agreement performance to date

Annex C. Revised Revenue Grant Policy

Background Papers

All grant application forms

ANNEX A - Grant Application, Summary & Proposals

Organisation	Grant Use	2021/22 GRANT AWARD	Grant Request 22/23	% of Annual Overall Running Costs	2022/23 PROPOSALS	Other Council in-kind benefits for the year ending 31/03/20
Surrey Heath Citizens Advice (CASH)	Helps people from within the community to resolve their legal, money and other problems.	80,000	121,000	35.0%	80,000*	Offices £25,000 & Car parking no specific cost
Voluntary Support North Surrey	The service has several roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	30,000	32,000	8.0%	Delegate 30,000	Office subsidy £8,400 Car parking £2,350
Surrey Heath Age Concern	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	10,000	10,000	17.8%	10,000	Tea room 10,000 Car parking £2,850
Camberley & District Job Club	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	7,000	8,235	44%	6,000	N/A

Organisation	Grant Use	2021/22 GRANT AWARD	Grant Request 22/23	% of Annual Overall Running Costs	2022/23 PROPOSALS	Other Council in-kind benefits for the year ending 31/03/20
Catalyst support	Provision of a community football team to help with mental health and health and wellbeing	1,500	2,500	90%	1,500	N/A
Home start Camberley		N/A	19,108	7%	Decline	N/A
Lightwater Connected	Umbrella organisation representing 3 village organisations – not formalised yet	N/A	4,000	77%	Decline	N/A
Windlesham Field of Remembrance		N/A	10,000	%	Decline	
Bagshot WI		N/A	1,000	%	Decline	N/A

Organisation	Grant Use	2021/22 GRANT AWARD	Grant Request 22/23	% of Annual Overall Running Costs	2022/23 PROPOSALS	Other Council in-kind benefits for the year ending 31/03/20
RASASC Guildford	Delivery of face-to-face support for survivors of rape and sexual abuse in Surrey.	N/A	5,000		Decline	N/A
Mustard Seed Autism Trust	Works to develop the physical, social, communication, mental and emotional wellbeing of autistic children.	N/a	10,000		Decline	N/A
The Hope Hub	To provide a service to those who are homeless or preventing homeless, and a crisis care fund.	31,500	40,000	12.9%	31,500	£18,500 office subsidy
VSNS – Time to Talk	To provide a visiting and befriending service 'time to talk'	10,000	10,000	22.2%	10,000	N/A
Sub Total (Part 1)		£167,000	£282,843		£169,000	£67,100

Organisation	Grant Use	2020/21 GRANT AWARD £	Grant Request 21/22	% of Annual Overall Running Costs	2021/22 PROPOSALS £	Other Council in-kind benefits for the year ending 31/03/20
Basingstoke Canal Authority	Revenue support in maintaining facilities.	10,000	10,000	3.5%	10,000*	Not Applicable
Blackwater Valley Countryside Partnership	Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley	10,000	10,000	3.9%	10,000 *	Not Applicable
Surrey Heath Sports Council	Distribution of small grants locally to gifted and talented athletes and coaches	3,500	3,500	100%	3,500	Not Applicable
Surrey Heath Arts Council	Distribution of grant aid to promote the arts in the borough	0	0	0%	Decline	Not Applicable
Chobham Rugby Club	Update changing rooms	N/A	25,000	6%	Decline	Not Applicable
Sub – total (Part 2)		£25,000	£48,500		£23,500	

TOTAL (Part 1 & 2)		£192,000	£331,343		£192,500	
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Funding Sought to approve for the year starting 1st April 2023- 31st March 2024

3 Ring-fenced organisations being:

Citizens Advice Surrey Heath £80,000
Basingstoke Canal Authority £10,000
Blackwater Valley CP £10,000

Needs updating -

Annex B: Service Level Agreements – The Outcomes to Date (2020/21)

Organisation	Service Level Agreement	Achievements
Citizens Advice Surrey Heath	<ul style="list-style-type: none"> • To deliver the changing needs as outlined within your Business Development Plan 2019-22 as attached in Annex A, and any subsequent versions introduced to reflect the changing local trends and priorities: • To continue to develop joint funding bids where appropriate to meet local priorities: • To increase the average daily numbers of clients interacted with to 30: • To acknowledge the support of the Council in all publicity: • To maintain independently examined accounts to be provided as requested by the Council: • To continue with a community fundraising strategy, that builds the organisational financial independence. • To assist where necessary with the Surrey Heath Poverty/Project Initiative. • To work collaboratively when relevant with any agency/voluntary organisations such as Camberley and District Job Club, The Autism Trust, and others. • To be fully inclusive from an internal and external perspective. 	<p>Achieved - ongoing</p> <p>Achieved</p> <p>Broadly achieved within the Covid restrictions</p> <p>Achieved</p> <p>Achieved within the Covid restrictions</p> <p>Achieved – ongoing</p> <p>Achieved – ongoing</p> <p>Achieved</p>

<p>Voluntary Support North Surrey</p>	<p>The Provider agrees to deliver the following services:</p> <ul style="list-style-type: none"> • To deliver the outcomes and outputs specified within the 2020/21 Partnership Funding Agreement with SCC/the CCGs/Runnymede BC/Spelthorne BC. • To supporting community groups in the Old Dean. • To support the organisation and operation of the Surrey Heath Show. • To promote awareness of the services offered by VSNS, by attending a minimum of 8 community events, and look to exploring this via social media. • To maintain an office base within Surrey Heath that is available from 9-4pm, Monday to Friday. • Acknowledge the support of the Council in all its publicity. • To undertake fundraising that builds VSNS financial independence. • To retain all existing service standards within Surrey Heath, pending any alteration and/or expansion of provision and/or area. • To continue to promote the Surrey Heath Lottery at all appropriate events attended. • To assist where necessary on any other relevant projects i.e. poverty 	<p>Achieved.</p> <p>Achieved.</p> <p>Cancelled this year due to Covid lockdown</p> <p>Some achieved within the social distancing restrictions</p> <p>Achieved – although now operated remotely</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved.</p> <p>Achieved</p>
<p>Surrey Heath Age Concern</p>	<ul style="list-style-type: none"> • Work collaboratively with VSNS, TTT on V& B service in maximising the impact to recruit and retain volunteers. 	<p>Yes, achieved</p> <p>Achieved – waiting list of 4</p>

	<ul style="list-style-type: none"> • Introduce a maximum waiting time of 2 months from the time of referral with 85% of clients receiving a service to reduce isolation. • To recruit new volunteers as necessary to achieve the above. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council, to retain your community fundraising strategy, building your financial independence. • To introduce an accurate system to monitor the user numbers at the Rainbow Café (and if possible, where they come from). • 	<p>Achieved. Achieved. Achieved.</p> <p>Achieved</p> <p>In progress within the restrictions of both lockdowns.</p>
Camberley Central Job Club	<ul style="list-style-type: none"> • To provide employment training for those in high need within Surrey Heath, and to work with partners such as JCP to prioritise the support for those who have been unemployed for the longest periods, 6 months and longer, with a progress report to be provided at the end of each quarter. • To provide accurate information on the outcomes of the services provided: numbers of those who have found work, numbers of clients seen, referral information, who, and numbers, with a progress report to be provided at the end of each quarter. • Over the period of this SLA for 70 to find work through this service with CJC providing evidence of this achievement. 	<p>Achieved</p> <p>Yes</p> <p>No</p> <p>Achieved</p>

	<ul style="list-style-type: none"> • For those who represent the organisation to always retain a professional standard when working with partners. • Acknowledge the support of the Council in all its publicity. • To work collaboratively with the Hope Hub and CASH and other local groups where work areas overlap. • To complete the newly introduced, monthly annual plan on time. • Maintain accounts, to be reviewed by a qualified auditor as requested by the Council. • To further develop a community fundraising strategy that reduces the financial dependence from the council, specifically this year to source separately the costs to meet the cost of the replacement ICT equipment and the Carers or any other Work Fayre event. • To increase the numbers attending the weekly drop-in sessions on a Monday morning to an average of 22. • 	<p>Achieved.</p> <p>Yes</p> <p>No, but the accounts are checked by an independent auditor</p> <p>Yes</p> <p>Working towards</p> <p>No as the club has been shut to face to face meetings during the lockdown periods</p>
Basingstoke Canal Authority	<ul style="list-style-type: none"> • 20,000 volunteer hours worked on the canal each year with 150 volunteers regularly engaged on a range of activities to support the canal. • Increase the percentage of income generated by the BCA over the next year to reach 30% of total income. 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

	<ul style="list-style-type: none"> • Achieve 30,000 annual visits into the canal visitor centre, acting as a hub for visitors to the canal in Surrey Heath • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	Achieved
Blackwater Valley Countryside Partnership	<ul style="list-style-type: none"> • Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites. • Manage the Hawley Meadows/Blackwater Park SANG, and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites. • Organise and lead 150 conservation projects within the Valley for local volunteers, involving 1,500 people, at least 15 projects involving 100 people in Surrey Heath. • Work to partnership budget as agreed by BVCP members committee with at least £220,000 raised additional to core LA contributions. • Value of volunteer activity in direct support of BVCP activities to be £150,000. Work to the value of £7,500 will be undertaken on sites within Surrey Heath Borough. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council • 	<p>Achieved</p> <p>Achieved</p> <p>Not Achieved (due to pandemic)</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

<p>The Autism Trust</p>	<ul style="list-style-type: none"> • To provide accurate information on the total number of clients who have sought a service, identified into various categories, such as: service for both long and short Asdan courses, number of coffee mornings hosted with attendance numbers, Lego and Craft Clubs, and advice and support, where possible to identify those who reside in Surrey Heath and in other areas. progress report to be provided at the end of each quarter. • Acknowledge the support of the Council in all its publicity. • To make contact and where possible to work collaboratively with Voluntary Support North Surrey, Citizens Advice and Camberley and District Job Club plus any other local groups where mutual benefits exist where your work areas overlap. • Maintain accounts, to be reviewed by a qualified auditor as requested by the Council. • To further develop a community fundraising strategy that reduces the financial dependence from the council. • To attend 10 community type events during the year to increase awareness of your organisation. • To distribute a minimum of two rounds of marketing/communications with local schools, GP's etc. • To retain the ASDAN service option throughout the year. 	<p>Achieved – clients that have benefitted in SH very limited with ASDAN course = 1 Coffee mornings restricted due to Covid The Information service provided extends to England and Wales with no facility to identify the home area - 14 Partially</p> <p>Contact made, no partnership working as yet</p> <p>Not known yet</p> <p>Fundraising ongoing</p> <p>Restricted due to Covid</p> <p>Restricted due to Covid</p> <p>Restricted due to Covid only 1 client benefitted in Surrey Heath</p>
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Catalyst	<ul style="list-style-type: none"> • To deliver the Welcome Wizard football sessions, for males and females for 48 weeks at the all-weather court in Frimley Lodge Park. • To organise and deliver an annual football tournament. • To promote the availability of this service, share information with the Hope Hub amongst other Surrey Heath not for profit groups. • To actively search for alternative funding streams. • To confirm/review new referral methods to ensure that an inclusive approach is adopted to improve accessibility. • To achieve an average of 25 clients per session. • To provide quarterly statistics on the service developments, which include details of user numbers, their location, and referral routes and gender. 	<p>No – due to covid – only operational for Sept 20 and re-started from 04/12</p> <p>No due to Covid No due to not running</p> <p>Unclear</p> <p>No</p> <p>No – 16 Partially</p>
The Hope Hub	<ul style="list-style-type: none"> • £10,000 to be used specifically to contribute to salary costs to employ a part-time Case Worker to include Outreach and covering the whole of Surrey Heath for the full period or the grant. Confirmation the post is filled and the work pattern: to provide client numbers seen, the referral method if applicable, the location and outcome. Outreach may be carried out by any competent frontline member of staff and accompanied by a key Volunteer at times. • To fund the crisis provision gap for the remainder of Surrey Heath that is not covered by the grant payments from by Frimley Fuel Allotments. To provide client numbers, locations, and costs. • To provide quarterly statistics on the service and user numbers of the Hope Hub services. 	<p>Achieved</p> <p>Achieved where possible</p> <p>Achieved</p> <p>Achieved where possible</p>

	<ul style="list-style-type: none"> To assist where necessary on any other relevant projects throughout the year. 	
Time to Talk	<ul style="list-style-type: none"> Retain the service provision for a further 12 months until 1st April 2021 Work collaboratively with Surrey Heath Age Concern by maximising the impact to recruit and retain volunteers. Increase volunteer numbers to 40 (20 at present) Introduce a maximum waiting time of 2 months for 85% of those referred to be offered a service, meeting their needs and requirements. To adopt a fully inclusive approach. To assist where necessary on any other relevant projects throughout the year. 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Surrey Heath Sports Council	<ul style="list-style-type: none"> Assist 8 talented sports people at County level and above with financial support Assist 4 clubs and/or those living and coaching in Surrey Heath by subsidising coaching courses Provide hardship bursaries to people with financial barriers to participation in sport. Acknowledge the support of the Council in all its publicity. Maintain audited accounts to be provided as requested by the Council 	<p>Achieved</p> <p>Not Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Surrey Heath Arts Council	<ul style="list-style-type: none"> Award grants to individuals and organisations connected with the arts so they can develop their work To sponsor activities which promote the arts at community events such as the Surrey Heath Show Actively promote and lead an Arts Council event as part of our strategy to attract younger members on to the Surrey Heath Arts Council 	<p>Not achieved (due to pandemic)</p> <p>Not Achieved (due to pandemic)</p> <p>Not Achieved (due to pandemic)</p>

	<ul style="list-style-type: none">• Acknowledge the support of the Council in all its publicity.• Maintain audited accounts to be provided as requested by the Council	Achieved Achieved
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Surrey Heath Borough Council
Executive
25 January 2021

Surrey Heath Community Grants Review

Portfolio	Support & Safeguarding – Cllr Shaun Garrett
Strategic Director/ Head of Service	Louise Livingston – Head of HR, Performance & Communications
Report Author	Jayne Boitout – Community Partnership Officer
Key Decision	Yes
Wards Affected	All

Summary and purpose

To review the existing Council Community Grant Schemes.

Recommendation

The Executive is advised to RESOLVE that the Community Support Working Group's recommendations relating to the Council's Community Grant Schemes, as set-out in Annex A to this report, be agreed.

1. Background and Supporting Information

- 1.1 The Executive reviewed at its meeting on the 16th February 2021 the Community Fund Grant Scheme which is a discretionary grant scheme introduced over 20 years ago that supports local groups up to a maximum contribution of £25,000 to meet in general one-off costs normally related to capital expenditure. The funds for this scheme were originally set a side, which results in a reducing balance to operate from which at the 31st December 2020 was 158,000 (as at 1st April 2021 this stood at £151,372). It was agreed to allocate a further £50,000 from this fund to the Emergency Food Poverty Scheme which is outlined in minute 102/E. This leaves a balance of £87,272 within this specific budget.
- 1.2 During the past year the community continues to be impacted from the pandemic and the Council continues to support with enabling opportunities via local organisations. The Government Furlough scheme sustained many families, but with this ceasing to operate during the autumn of 2021, the local picture relating to need and vulnerability continues to evolve and so does the Council's role in continuing to assist where possible.

This paper sets out the review of the Council's range of existing Community Grant Schemes to ensure that the local needs and priorities can be met beyond the pandemic in annex A, this in consultation with the Community Support Working Group.

Further discussions suggest that the Ward Councillor Grant Scheme be reviewed sooner and for any changes to be implemented from 1st April 2022.

2. Resource Implications

- 2.1 The funds for the Community Fund Grant scheme were originally set aside, which results in a reducing balance to operate from, at 1st April 2021, this is £151,372, and with a further allocation of £50,000 (plus £20,000 from October 2020) to the Emergency Food Poverty Grant Scheme, the balance stands at £87,272.
- 2.2 Over the past year the Council has introduced a number of shorter term grant schemes with the aim of enabling community support to meet local need and vulnerabilities. These are detailed in Annex A.
- 2.3 The Executive has not received any applications for consideration in 2021 from the Community Fund Grant Scheme, and for the period 2016-2020 the scheme has averaged just under 7 applications a year with at a cost of £27,216, which equates to each application receiving an award of £3,888. It is appreciated that during the pandemic this may have impacted applications to this fund, but a number of enquiries have been received now, resulting in 1 application.
- 2.4 The Community Fund grant, and other schemes outlined within annex A are administered by the Community Partnership Officer and Grants Officer.

3. Proposal and Alternative Options

- 3.1 The Executive has the option to:
 - 3.1.1 Agree the recommendations as set out at Annex A:
 - 3.1.2 Agree some of the recommendations set out in Annex A;
 - 3.1.3 Retain as is, and not to make any changes to the grants schemes.
- 3.2 It is suggested to approve as outlined in 3.1.1 above.

4. Contribution to the Council's Five-Year Strategy

- 4.1 The funding of voluntary organisations allows the Council to meet its objectives to:
 - Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
 - Understanding and supporting local voluntary groups.

- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

5. Resource Implications

- 5.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council's behalf.

6. Section 151 Officer Comments:

- 6.1 The proposals contained in this report will be subject to approval of the available budget, by full Council, some of which will be included as part of the Council's Budget-setting meeting in February. Any potential recipients are made aware of this as part of the process. It is particularly important, given the financial challenges that the Council is facing, that funding decisions are made considering the Council's overall financial position and targeted where they will best support the aims of the Council, and meet the needs of our communities.

7. Legal and Governance Issues

- 7.1 New service level agreements will be checked by legal services.
- 7.2 Where applications for grant renewals are refused, or reductions agreed, the Council should ensure adequate notice is given.
- 7.3 Any exit provisions in service level agreements should be reviewed to ensure compliance and any concurrent leases should also be terminated in accordance with the terms of the leases.

8. Monitoring Officer Comments:

- 8.1 No matters arising.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 Providing support to a number of these organisations helps protect the borough's environment.

Equalities and Human Rights

- 9.2 The organisations support vulnerable people with information, advice and/or funding and increase participation in activities to improve social inclusion.

Risk Management

9.3 No matters arising.

Community Engagement

9.4 No matters arising.

Annexes

Annex A. Review of all Community Grant Schemes

Background Papers

None

Table 1

	Scheme	Annual Est. Budget £	Award/spend @ 30/09/21	Costing Centre	Resource Area	Community Support Working Group Recommendations
1	The Community Fund Grant Scheme	50,000	Nil	Reserves stand at £151,372 (with £70,000 re-allocated to the Emergency Food Poverty Scheme as below) Leaving a net balance of £87,272	Comm Development	<ol style="list-style-type: none"> 1. The scheme criteria to remain the same. 2. For the scheme to be open to receive applications quarterly. 3. Councillors to have an opportunity to endorse.
2	The Ward Councillor Grant Scheme	52,500	16,934	Annual budget SHBC (32 grants processed*)	Comm Development	<ol style="list-style-type: none"> 1. The scheme to be reviewed for of the start of the new municipal year 2023/24. Further discussions suggest that the Ward Councillor Grant Scheme be reviewed sooner and for any changes to be implemented from 1st April 2022. 2. Any unspent funds at 31st March 2023 to be reallocated to meet our community needs. 3. To add to the Council website information available on ward and Councillors projects supported by 31st March 2022. To be updated every 6 months. 4. To amend the application form to add miscellaneous/comment field, and for this to follow-through on to the information

						<p>captured on the Council website by 28.02.22.</p> <p>5. For officers to re-purpose the endorsing Councillor rules by 28.02.22</p>
3	Hardship Scheme	10,000	1,144	COMF allocation – Feb 2021 (32 grants processed*)	Citizens Advice/Comm Development	1. To retain at the present time, no further funding required, when exhausted to re-direct to the SCC Crisis Fund.
4	Revenue Grant Scheme	200,000	100,000	COMF Funds	Comm Development/ Events Wellbeing	<p>1. The proposals contained in this report will be subject to approval of Revenue Grant agenda item on the 25/01/22. With the funds for the scheme being repurposed from the COMF fund resulting in no direct cost to the Council.</p> <p>1. For officers to communicate clearly and changes to grant recipients following the Surrey Compact principals.</p>
5	Emergency Food Poverty	70,000	5,900	Executive agree to Funds diverted from Community Fund scheme in Oct 20 & Feb 21 (4 grants processed) balance still available £64,900	Comm Development	1. To retain the grant scheme due to anticipated demand and extend grant availability until 31/03/2023. No further budgetary increase proposed at this time.
6	Charity Enabling Fund	50,000	13,000	COMF funding supported (5 grants processed *)	Comm Development	1. To revise some of the parameters of the scheme to include not for profit organisations, retain criteria and extend availability until 31 st May 2022.

7	Annual Lottery Grants	8,000	Nil	Funds derived from the Lottery no direct cost to the Council	Comm Development	1. To continue to operate annually normally in December no direct financial cost to the Council.
	Total	£442,000				

* To 30.10.21

1. Surrey Heath Community Fund Grant Scheme

The Council introduced this discretionary grant scheme over 20 years ago, the aim was to provide support to local not for profit organisations with financial assistance of up to £25,000, this is aimed at the one off 'capital' type of expenditure and projects not for ongoing costs. The grant scheme invites applications twice yearly, which is 30th June and 31st December all of which are subject to a qualifying criteria, evaluation and approval by the Executive.

The funds for this scheme were originally set a side, which results in a reducing balance to operate from which at the 1st April 2021 was £151,372 (with £70,000 re-allocated to the Emergency Food Poverty Scheme as below) leaving a net balance of £87,272. The Executive did not considered any new applications from this scheme during 2021.

2. Surrey Heath Ward Councillor Grant Scheme

At the Executive meeting on 20 October 2020, the Council agreed unanimously to introduce a grant scheme to provide an allocation for each ward councillor, for the financial year up until 31st March 2021, this was £1,000, and for the whole year ending 31st March 2022 this is £1,500 per Ward Councillor.

For the period up until the 30th September 42 Grants have been awarded, at a cost of £16,934.

This scheme has an annual cost of £52,500 to operate, plus the resource costs required to support administratively.

Further discussions suggest that the Ward Councillor Grant Scheme be reviewed sooner and for any changes to be implemented from 1st April 2022.

3. The Hardship Scheme

This scheme is funded via the COMF (Containment Outbreak Management Fund) and was offered as a safety net for those who were in dire need from the impact of the pandemic and arose through dialogue with the Councils former Poverty Working Group. The scheme is managed by Citizens Advice Surrey Heath, with an agreed flexible criterion in place, to ensure that those who were at the highest risk and most vulnerable could access quick limited financial support.

Citizens Advice have allocated 32 grants at a cost of £1,144 which gives an average cost of just under £36 per grant, and on this basis the funding would continue to provide support for a number of years.

However, during this period, other crisis funding streams are also available and where used.

It is suggested that the scheme is retained as is at present. There is no financial impact upon the Council at this time.

4. The Revenue Grant Scheme

This scheme is awarded annually its Executive approved grants to community organisations and charities dedicated to helping people within the borough. There is a total cash allocation of £200,000 and for this present year £195,000 was awarded. The Executive agreed to delegate the decision relating to the grant offer to the Autism Trust, who following careful consideration decided to decline the offer. The scheme also includes 3 ringfenced organisations which offers greater longevity of funding for up to a 3-year period, these are: Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership, and Basingstoke Canal Authority.

For the year 21/22 the funds were awarded to:

Citizens Advice Surrey Heath, Voluntary Support North Surrey, Time to Talk, Surrey Heath Age Concern, Catalyst Support, Camberley and District Job Club, The Hope Hub, Blackwater Valley Countryside Partnership, Basingstoke Canal Authority and Surrey Heath Sports Council.

This funding provides support provides a lifeline of core funds to local organisations who deliver crucial services in Surrey Heath. Please see the Revenue Grant Agenda item 2022-24 which outline the proposals for this period.

Emergency Food Poverty Grant Scheme

This scheme was launched in December 2020 and has awarded 4 grants to date at a total cost of £5,900. An initial £20,000 was agreed at the Council Executive in October 2020 to meet local demand, and this was increased by a further £50,000 in February 2021, with the scheme being open and available until 31st March 2022.

The fund presently has £64,100 available, it is suggested that this be retained at the present time, and for consideration be given to extending the closing date until 31st March 2023 for this scheme.

We are experiencing an increase in demand for food parcels, which can be linked to the withdrawal of the £20 Universal Credit uplift, and the worrying trend with of steep gas prices, some families may be forced to make a difficult choice between food or fuel, and our local initiatives continue to support where needed.

The fund has the scope to support further new ideas and community initiatives in this area with the partnership work being delivered through the Community Support Working Group.

As a note, to this grant scheme, the main foodbank service in Surrey Heath, being the Camberley Besom received the majority of the Councils DEFRA funding of £29,000 in September 2020, so has not needed to apply to this scheme to date.

5. The Charity Enabling Fund

This scheme is funded via the COMF (Containment Outbreak Management Fund) and has a total budget available of £50,000 and is open to receive applications until the 31st March 2022.

The scheme launched in July 2021 it is designed to the smaller charitable organisations locally who have been affected by the impact of Covid-19, or have had their operations restricted due to lockdown.

Grants of up to £3,000 will be available to help them continue to deliver much-needed support to our communities. Five grants have been awarded to date at a cost of £13,000 and other applications are being processed monthly.

It is suggested that this scheme be retained until 31st May 2022, to enable our community to continue to deliver local services etc. There is no financial impact upon the Council at this time.

6. The Annual Lottery Grant Award

Following the launch of the Surrey Heath Lottery in 2019, local charities can now apply for grants from the money raised. This was launched for the first time in December 2020 and 7 local organisations benefitted from the funds raised.

The scheme is aimed at locally based locally based organisations who operate and/or deliver services that help the Council to meet its 5-year strategy and a priority is given to those applications.

This scheme will be launched in November, and the awards announced just prior to Christmas 2021. There is no financial impact upon the Council at this time.

Surrey Heath Borough Council Executive

25 January 2022

Review of Parking Fees and Charges

Portfolio Holder:	Business & Transformation - Cllr Colin Dougan
Lead Officer:	Nick Steevens
Report Author:	Eugene Leal
Key Decision:	Yes
Wards Affected:	All

Summary and Purpose

Car parking tariffs have remained unchanged in the Council's multi-story car parks since 2014 and since 2009 in the borough wide pay and display car parks, falling significantly behind inflation and increasing pressure on council finances and future investment in Parking Services. This report puts forward proposals to bring pricing back in line with cost of living increases as well as a review of the structure and provision of parking season tickets.

Recommendation

The Executive is advised to RESOLVE that

- (i) car parking tariff changes, as set out in Annex 1, be agreed to come into effect as soon as the statutory Traffic Regulatory Order process is complete and after review and consideration of any feedback received;
- (ii) pay and display parking tariffs be introduced at Wharf Road car park, Frimley Green once the statutory Traffic Regulatory Order process is complete and after review and consideration of any feedback received;
- (iii) the temporary NHS/Carers permit be extended until 1 May 2022;
- (iv) the RingGo convenience fees be passed on to the customer;
- (v) Parking Services investigate incentives to encourage greater use of zero emission vehicles; and
- (vi) charging for the first two hours of parking in Knoll Road car park be reinstated as the public realm works in the High Street have now been completed. This will follow a statutory 3 week notice process, coming into effect on Monday 27 February 2022.

- (vii) The Parking Subsidy Season Ticket for low paid workers permit be retained as part of the revised tariffs.

1. Background

1.1. The Council's parking service operates 17 off-street car parks across the borough's town and village centres to meet economic and community need. Currently only 8 of these charge for parking which means that more than half of these car parks are currently provided for free. Parking charges help pay for the costs of operating car parks and the capital investment required to maintain and improve them. In popular car parks charges also help encourage churn, which means that customers are more likely to find a parking space available for them when they need one.

1.2. Parking tariffs in the two Council operated multi-story car parks have remained unchanged since 2014 and in the borough wide pay and display car parks since 2009. This means that while costs of operating the car parks have continued to increase over this period, income has fallen significantly in real terms.

1.3. The costs of running our car parks has increased each year. The Retail Price Index (RPI) increases from the date of the last review of charges are as follows:

Main Square car park	23 June 2014	CPI 11%	RPI 23%
Knoll Road car park	23 June 2014	CPI 11%	RPI 23%
Yorktown car park	1 April 2010	CPI 25%	RPI 42%
Surrey Heath House	1 April 2010	CPI 25%	RPI 42%
Borough wide P&D car parks	1 October 2009	CPI 28%	RPI 46%

1.4. RPI is a measure of consumer inflation which considers the changes in the retail prices of a basket of goods and services, and reflects the impact of inflation on the spending power of residents and the Council itself. This is considered a more appropriate measure as it is used by the Government for a range of transport related expenditure including road tax and train ticket pricing. However RPI can only ever be a proxy for the true costs of running car parks, and some of the costs, including capital costs and materials, have been increasing significantly above RPI in recent years.

1.5. The Council relies on the income from parking charges to pay for the costs of providing car parks, including business rates, cleaning, equipment, repairs and maintenance. Parking income also helps pay for a range of other essential services that residents rely on including refuse collection, street cleaning and grass cutting.

1.6. It is important to note that for the majority of Council car parks, the income from car parking charges is insufficient each year, to meet the operational costs of providing those car parks. This means that every year the Council has had to provide a subsidy to keep these car parks operational. This is detailed in Annex 3.

- 1.7. Information about the parking charges in neighbouring town and village centres is set out in Annex 2. This is helpful in ensuring that the proposed changes in parking tariffs remain broadly competitive with other areas.

2. Principles

- 2.1. The following four high level principles are proposed to assist with determining the right level of parking charges in Council car parks:

Fair and reasonable charges that reflect customer needs	Each car park managed by the Council should generate sufficient income to cover its operational costs to support its long-term viability and keep pace with the inflationary costs of running car parks. Each car park should remain competitive with neighbouring areas and the reflect different patterns of use (eg shopping, commuter, etc). The total income collected across all car parks will remain at or below pre-pandemic levels in real terms.
Safe and well maintained car parking facilities	Car parking income will fund the operation of the car parks including cleaning, as well as help provide a programme of repairs and maintenance and respond to resident priorities regarding safety including lighting and security measures and help support the introduction of electric charging points for public use
Responding to Climate Change	Where ever possible car parking charges will encourage appropriate levels of churn to ensure parking spaces are available to customers at the point they need them, minimising traffic congestion and queuing and idling vehicles or inconsiderate parking elsewhere.
Consistent and easy to follow charging structure	Straightforward and easy to follow tariffs consistency applied across similar car parks and tariff structures in Surrey Heath.

3. Detailed Proposals

Knoll Road Temporary Free Parking Camberley Town Centre

- 3.1. The temporary free parking at Knoll Road was introduced in August 2020 to support the town during the High Street redevelopment works and was extended to 2 hours free until January 2021, when the Public Realm work was expected to be completed. The full scope of the Public Realm work was completed in October 2021, therefore the 2 hour free parking should cease.

Camberley Town Centre Car Parks

- 3.2. The parking fees in Camberley town centre were last increased in June 2014 following the installation of the new multi-storey car park control and management system. This system needs to be replaced by June 2024 and work is starting to investigate options for a replacement system.
- 3.3. The proposal set out in this paper is for an increase of 20p per hour in these car parks, for example a £1.00 tariff in Knoll Road would become £1.20. This is below the RPI rate of 23%. The additional income generated will support the high level of usage and the associated cleaning and maintenance expected by our customers and help support the business case for future capital funding of these car parks.

Borough wide Pay and Display Car Parks

- 3.4. Drawing on local consultation in previous years, the Council has a good understanding of how these carparks are used and what local facilities are being accessed by those visiting each of these car parks. Details on this are set out below.
- 3.5. Bagshot car park, has 95 spaces and attracts over 79,000 customers per annum, Monday to Friday. This car park is located behind the co-op in Bagshot Square and provides parking for retail and businesses in Bagshot village centre.
- 3.6. Burrell Road car park, Frimley, 60 spaces and attracts over 53,000 customers per annum, Monday to Friday. This car park is located north of Frimley High Street, towards its southern end, and provides parking for retail and businesses in Frimley High Street as well as patients at the Station Road Surgery.
- 3.7. Chobham car park, Chobham has 96 spaces and attracts over 87,000 customers per annum, Monday to Friday. This car park is located behind the saddlery shop on Chobham High Street and provides parking for retail and businesses in Chobham High Street, for visitors to Chobham SANGS and for parents on the school run for St Lawrence C of E Primary School.
- 3.8. Watchetts Road car park, Camberley has 36 spaces and attracts over 36,000 customers per annum, Monday to Friday. This car park is located behind No 109 Frimley Road, Camberley and provides parking for retail and businesses

along Frimley Road and for parents on the school run for South Camberley Junior Campus.

- 3.9. Yorktown car park, Camberley has 137 spaces and attracts 3,500 customers per annum. This car park located on Sullivan Road, Camberley at the north end of Frimley Road. Yorktown car park provides off-street parking for retail and businesses on Frimley Road and A30 London Road as well as residents who have limited off-street parking.
- 3.10. Yorktown car park already has charges that are broadly in line with what is proposed for the other borough-wide pay and display car parks and supports residents and business needs by already providing adequate churn. It is therefore proposed to maintain the current tariff structure and review these again when the Executive considers appropriate.
- 3.11. Bagshot, Chobham, Burrell Road, Frimley, and Watchetts Road car parks all currently run at a significant loss. Free parking for stays up to 1 hour will be retained to enable pop-in visits to our local retail centres and provide free parking for parents on the school run. Beyond the free first hour, the proposed tariffs for these car parks will remain significantly lower than the two Town Centre Car Parks for example a £1 charge for up to 2 hours, compared with £1.90 in Knoll Road, and £2.20 in Main Square. The proposed introduction of weekend parking charges in these car parks will also help ensure that each car park is more self-sustaining, able to contribute more to their own maintenance and help support future capital investment in the parking infrastructure.
- 3.12. The Parking Subsidy Season Ticket will remain available to low paid workers using the borough wide pay and display car parks, ensuring affordable parking. Also, the annual parking season ticket, which can be paid for monthly, offers all day parking at a significant discount.

Deepcut Car Park

- 3.13. The Council has further explored the cost-benefit to residents of introducing a residents permits at Deepcut car park. This was originally considered to enable local residents to have overnight parking in this car park and address the risk that the available spaces may be taken up instead by nearby businesses. After further analysis, this risk has been deemed low, and as a result it will not be necessary to bring forward residents permits for Deepcut Car Park at this time. The position will be reviewed should circumstances change and the Council receives requests from local residents for this arrangement.

Wharf Road Car Park

- 3.14. Wharf Road, Frimley Green has 25 spaces and attracts approximately 14,000 customers per annum and serves the local businesses on Frimley Road. The car park is oversubscribed with lots of commuter parking. This means that parking for customers during the day is often not available and

there is fair amount of parking outside of the bay markings, sometimes impeding other customers.

- 3.15. Introducing parking charges in Wharf Road car park, Frimley Green with free parking for stays up to 1 hour will encourage greater turnover of spaces and deter all day parking, while providing in additional income to ensure this car park contributes to the maintenance and capital investment to ensure our car parks meet customer expectations. The parking tariffs will be the same as those on Bagshot, Burrell Road, Frimley, Chobham and Watchetts Road car parks
- 3.16. The introduction of charges will reduce all day parking which will help ensure there are spaces available to shoppers at all times. At present, the car park is often full and customers either have to park and obstruct the car park, thereby risking a penalty charge notice, find a space on-street or shop elsewhere. This will reduce the unnecessary additional driving associated with finding an on-street space and reduce vehicle emissions in the local area.
- 3.17. For the remaining 8 car parks that have no charges in place, and that do not attract as high demand for parking, the intention is to leave them as free car parks at this time.

Extending temporary NHS/Carers Permits

- 3.18. The Council introduced temporary NHS /Carers permits in April 2020 in line with Government advice. While the Government withdrew the need for these permits in June 2021 the Council has continued this arrangement for a further 6 months. As the NHS staff and carers face another challenging winter, extending the current scheme until 1 May 2022 would provide further support to this group of customers. At present there are 81 NHS/Carer permit holders.

RingGo convenience charges

- 3.19. RingGo is a cashless payment system that customers in some pay and display car parks can choose to use to pay for their parking. There is a standard fee for using the RingGo service, currently 20p per transaction. When RingGo was introduced in 2013 for the Arena car park this cost was absorbed by the Council. RingGo also offer optional text services for their customers to use, which have also been paid for by the council.
- 3.20. The RingGo cashless payment system has been extended to Yorktown car park, Watchetts Road car park and Surrey Heath House car park. This a versatile and convenient service and the costs of which are to be borne by those that choose to use the service.

Potential impact of changes

- 3.21. The removal of the temporary 2 hour free parking in Knoll Road car park now that the public realm works have been completed will generate an additional £44,000 net income, based on the current tariffs of £1.00 for stays up to 1 hour and £1.50 for stays up to 2 hours and the associated income generated before these temporary arrangements were introduced. This assessment is based on analysis of both historic income levels before the temporary change and current usage levels.
- 3.22. The proposed increase in parking fees and charges across all the car parks set out in this report is likely to result in an additional £290,000 net income, which includes the £44,000 above. A 5% adjustment has been accounted for which is intended to take into account any behaviour change that may arise, including customers choosing to use alternative methods of travel, such as walking, cycling, e-cycling and bus.
- 3.23. The net contribution Parking Services provides to the Council's General Fund has been falling as the costs of operating the car parks have been increasing year on year while income has been reducing. The additional income generated by these proposals will help the Council reduce the deficit on car parking income in the budget and help support future capital investment.
- 3.24. Major capital investments in our car parks in recent years has included:

Financial Year	Car Park	Description of work	Cost
2014/15	Main Square	Resurface level 4	£148,453
2014/15	Main Square	Refurbish 3 x lifts	£210,423
2014/15	Main Square and Knoll Road	Install new car park control system	£187,228
2016/17	Main Square	Resurface level 5	£187,446
2017/18	Knoll Road	Refurbish Lift No 1	£65,842
2018/19	Main Square	Resurface levels 1-3	£346,932
2018/19	Main Square	Install LED Lights	£152,080
2018/19	Main Square	Refurbish 3 x stairwells	£37,785
2020/21	Chobham	Overlay car park surface	£37,430
2020/21	Watchetts Road	Relay monoblock surface	£48,423
Total Spend since the last fee increase			£1,422,042

- 3.25. Passing on the user fees for RingGo will save circa £3,300 per annum at the current rate of use and will enable the RingGo service to be expanded to all pay and display car parks.

4. Reasons for Recommendation

- 4.1. Tariffs have not increased for a number of years and the proposed tariffs increases aim to make all car parks more financially viable with increases broadly in line with inflation.

- 4.2. Reducing the free parking and charging a small fee will help reduce the very short journeys that are undertaken by car that could be carried out on foot, cycle etc and increase revenue to assist with the maintenance and investment in our car parks, with the least inconvenience to customers and ensuring each car park contributes meaningfully towards its costs.
- 4.3. Wharf Road car park, Frimley Green is a small car park with 23 spaces, 2 disabled spaces that provides parking for all customers working and visiting Frimley Green. This car park is regularly oversubscribed, with a lot of all-day parking which reduces the available parking for customers wishing to access village businesses.
- 4.4. All council car parks are subject to Non-Domestic Rates, which for 2021/22 totalled £539,286, with additional costs for maintenance, daily cleaning, inspection, enforcement, car parking ticket machines, cash collection and staffing. The total costs for Parking Services in FY 20/21 £1,219,491. A breakdowns of the costs of the multi-storey car parks and pay and display car parks are shown at Annex 3.
- 4.5. Even with the proposed increases, the cost of parking in Surrey Heath would remain competitive when benchmarked against similar local commercial centres and villages in other boroughs that charge for their parking (see Annex 2).
- 4.6. Passing on the costs of using RingGo cashless payment system to those that use the facility will enable the system to be expanded across all pay and display car parks for the benefit of customers.
- 4.7. The Council will commit to exploring incentives to encourage the greater use of zero emission vehicles in its car parks.

5. Proposal and Alternative Options

- a. To agree the recommendations set out above
- b. Agree to some but not all of the recommendations
- c. Suggest revised or additional recommendations
- d. Reject all of the recommendations

6. Contribution to the Council's Five Year Strategy

- a. **Environment:** continuing to invest in cleaning and maintenance of the car parks. Helping to put car parks on a more financially sustainable footing to help support the introduction of electric vehicle charging bays and other improvements to infrastructure that support reduction in carbon and climate change.
- b. **Health & Quality of Life:** supporting the local community by ensuring that quality, convenient and safe parking is provided in our towns and

villages.

- c. **Economy:** supporting the local economy by ensuring customers have access to quality facilities across the borough and paying customers have access to a car parking space when and where they need it.
- d. **Effective & Responsive Council:** Parking Services carries out regular consultations with the public to seek their views on how to improve our parking provision and we will continue to invest in new technology and maintenance to meet the requirements of our customers.

7. Resource Implications

- 7.1. If agreed, the proposals could increase revenue by up to circa £290,000 (allowing for a 5% drop in car park customers across the borough) which will help to ensure ongoing maintenance and future investment in our car parks including investment in expanding our electric vehicle charging infrastructure borough wide.
- 7.2. To amend the tariffs will require a Notice of Variation to be published in the local paper at a cost of approximately £1,200, depending on the size of the advert.
- 7.3. Where new tariffs and season tickets are proposed a notice must be published for 28 days advertising the change and the public will be able to comment or object. Following approval of any changes a further notice must be published advertising the making of the order. Together the costs would be £2,400.
- 7.4. **Section 151 Officer Comments:**
- 7.5. These proposals allow for continued investment in the Council's parking services and takes into account the rising costs of delivering the service. The additional income achieved will restore income towards existing budgeted levels, which would avoid placing additional budgetary strain on other services.

8. Legal and Governance Issues

- 8.1. Changes to parking tariffs require a Notice of Variation to be advertised in the local paper, on each car park and on line for a minimum period of 21 days in accordance with the Road Traffic Regulation Act 1984.
- 8.2. Introducing new charge and season tickets requires a Notice of Variation is to be advertised in the local paper, on each car park and on line for a minimum period of 28 days in accordance with the Road Traffic Regulation Act 1984 inviting comment or objection. Following approval a Notice of Making is to be advertised in the local paper, on each car park and on line informing the public that the regulations have changed in accordance with the Road Traffic Regulation Act 1984.

8.3. Monitoring Officer Comments:

None relating to this report.

9. Other Considerations and Impacts

9.1. Environment and Climate Change

- Car parks have an important role in helping tackle climate change, including ensuring parking spaces are available when needed to help avoid queuing and avoidable congestion, avoid extending journey time to find available parking spaces, avoid idling vehicles, and incentivise the switch to electric and other zero emission vehicles and public transport.
- In October 2019 the Council declared a Climate Emergency and pledged to become carbon neutral by 2030 across its own estate and operations and support the reduction in carbon emissions across the borough as a whole so that the borough could be net zero by 2050. .
- Department for Transport statistics show that in 2020 only 0.6% of licenced cars in the UK were fully electric zero emission vehicles. This is beginning to change as the Government has set a ban on the sale of petrol and diesel cars by 2030.
- The Council's Parking Service will be investigating options to encourage and incentivise the take-up and use of zero emission and fully electric vehicles as part of its climate change commitments.

9.2. Equalities and Human Rights

- Providing safe, accessible and financially sustainable car parks is key to ensuring that everyone in the community who needs to park their car is able to do so.

9.3. Risk Management

- There are some potential risks that could arise from changes in parking tariffs. These are explored below.
- Retaining car parks for the benefit of local residents and businesses is linked to their financial sustainability. The proposed changes will help contribute to the financial sustainability of the Council's car parks, reducing the level of subsidy that is required and protecting their future operation for the benefit of residents and businesses.
- Given the relatively small cost that car parking represents compared to the total increasing cost of running a vehicle (fuel, road

tax, servicing, repairs, etc), and the trend of fewer car parking visits has been seen nationally in recent years due to changing in retail and working patterns, there is no evidence that the proposed charges will impact on footfall in our town and village centres or displace parking to nearby streets. The Council will maintain a close eye on parking visits and local footfall numbers, and will take appropriate steps to tackle any examples of inconsiderate parking both inside and outside its car parks through its parking enforcement team.

- The proposed changes in tariffs may impact on income generated due to changes in behaviour such as switching to other modes of transport or people choosing to walk for shorter journeys. Taking into account previous experience, a 5% allowance has been made in the analysis of income to take this into account. This will be kept under review and any significant variances will be reported back to the Executive through the existing budget monitoring arrangements.
- The one hour free parking in the borough-wide pay and display car parks will ensure that parents who need to park to drop off or pick up their children from a nearby school, or pop into the local shops or walk their dog in a local dog walking area, are able to do so and stay for a full hour without incurring any additional costs. However, this will require the Council to provide an on-going subsidy to these car parks.
- Those on low incomes who need to park regularly in order to access employment (for example working in a local shop) could be disproportionately impacted by changes in parking tariffs. However, the retention of the Council's subsidy for season tickets for low paid workers will significantly mitigate this risk.

10. Community Engagement

- 10.1. If approved, changes to parking tariffs require the council to publish statutory Notices of Variation in the local paper, physically at each car park and on the council website for a period of 21 days in accordance with the Road Traffic Regulation Act 1984.
- 10.2. Subject to final approval the changes would then be publicised via official council media.

Annexes

Annex 1: Proposed Car Parking Tariff Changes

Annex 2: Benchmarking Tariffs Against Local Competitor and Comparator Towns and Village Centres

Annex 3: Costs and Income of multi-storey and pay and display car parks.

Annex 4: Equality Impact Assessment: Parking Tariff Review 2022

ANNEX 1 Proposed Car Parking Tariff Changes

Knoll Road – Daily Fees – Removal of 2 hours free			
Duration	Customer p/a	Existing Tariff	Net Income
1 hour	19,537	£1.00	£16,000
2 hours	22,518	£1.50	£28,000
Income circa			£44,000

Town Centre Charges

Main Square car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposed
2 hours	401,313	£1.80	£2.20
3 hours	48,859	£2.30	£2.90
4 hours	17,642	£3.50	£4.30
6 hours	8,923	£5.00	£6.20
10 hours	9,586	£7.00	£9.00
Evening	20,797	£2.00	£2.50
Sunday	65,691	£1.50	£2.00
Income (Net VAT)		£956,945	£1,187,843
		Increase in income	£230,898

Main Square – Season Tickets

Period	Customer p/a	Existing Tariff	Proposed
12 months	18	£995	£1,280
6 months	4	£575	£680
3 months	7	£290	£375
1 month	82	£84	£130
Resident overnight 12 month	25		£430
Resident overnight 1 month	300		£38
Income (Net VAT)		£24,273	£50,996
		Increase in income	£26,723

Knoll Road car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposed
1 hour	19,537	£1.00	£1.20
2 hours	22,518	£1.50	£1.90
3 hours	6,025	£2.00	£2.60
4 hours	3,081	£3.00	£3.80
10 hours	12,449	£4.00	£5.00
Evening	2,469	£1.50	£2.00
Sunday	8,047	£1.50	£2.00
Income (Net VAT)		£116,814	£147,399
		Increase in income	£30,585

Knoll Road car park – Season Tickets			
Period	Customer p/a	Existing Tariff	Proposed
12 months	60	£825	£1,035
6 months	12	£475	£560
3 months	2	£240	£300
1 month	48		£105
Income (Net VAT)		£46,400	£62,050
		Increase in income	£15,650

Bagshot car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		FREE	FREE
2 hours	75,068	FREE	£1.00
3 hours	1,453	£0.40	£1.50
4 hours	956	£0.80	£2.00
5 hours	634	£1.20	£2.50
6 hours	171	£1.60	£3.00
7 hours	473	£2.00	£3.50
8 hours	32	£2.40	£4.00
All day	963	£2.50	£4.50
Income (Net VAT)		£4,842	£16,511
		Increase in income	£11,669
Saturday (same as Mon – Fri tariff)	15,852		£3,302
Sunday (Up to 1 hr free, 50p all day)	7,926		£330
Income (Net VAT)		Increase in income	£3,632

Expected change of customer behaviour

*90% 1 hour

*10% 2 hours

Bagshot car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	4	£375	£475
6 months		£310	£250
3 months		£160	£135
1 month	24	£32	£47
Income (Net VAT)		£1,890	£2,523
		Increase in income	£633

Heavily subsidised parking permit available for low paid workers (£10 per month)

Burrell Road car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		FREE	FREE

2 hours	49,317	FREE	£1.00
3 hours	1,373	£0.40	£1.50
4 hours	956	£0.80	£2.00
5 hours	585	£1.20	£2.50
6 hours	180	£1.60	£3.00
7 hours	603	£2.00	£3.50
8 hours	21	£2.40	£4.00
All day	354	£2.50	£4.50
Income (Net VAT)		£3,705	£12,244
		Increase in income	£8,540
Saturday (same as Mon – Fri tariff)	10,603		£2,449
Sunday (Up to 1 hr free, 50p all day)	5,301		£221
Income (Net VAT)		Increase in income	£2,670

Expected change of customer behaviour

*90% 1 hour

*10% 2 hours

Burrell Road car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	8	£375	£475
6 months		£310	£250
3 months		£160	£135
1 month	60	£32	£47
Income (Net VAT)		£4,100	£5,517
		Increase in income	£1,417

Heavily subsidised parking permit available for low paid workers (£10 per month)

Chobham car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		FREE	FREE
2 hours	74,807	FREE	£1.00
3 hours	5,403	£0.40	£1.50
4 hours	2,254	£0.80	£2.00
5 hours	1,080	£1.20	£2.50
6 hours	244	£1.60	£3.00
7 hours	1,716	£2.00	£3.50
8 hours	99	£2.40	£4.00
All day	1,669	£2.50	£4.50
Income (Net VAT)		£11,244	£31,198
		Increase in income	£19,954
Saturday (same as Mon – Fri tariff)	17,702		£6,240

Sunday (Up to 1 hr free, 50p all day)	8,851		£369
Income (Net VAT)		Increase in income	£6,608

Expected change of customer behaviour

*90% 1 hour
*10% 2 hours

Chobham car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	1	£375	£475
6 months		£310	£250
3 months		£160	£135
1 month	12	£32	£47
Income (Net VAT)		£633	£866
		Increase in income	£233

Heavily subsidised parking permit available for low paid workers (£10 per month)

Watchetts Road car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		FREE	FREE
2 hours	34,548	FREE	£1.00
3 hours	632	£0.40	£1.50
4 hours	368	£0.80	£2.00
5 hours	205	£1.20	£2.50
6 hours	26	£1.60	£3.00
7 hours	229	£2.00	£3.50
8 hours	25	£2.40	£4.00
All day	238	£2.50	£4.50
Income (Net VAT)		£1,623	£6,418
		Increase in income	£4,795
Saturday (same as Mon – Fri tariff)	7,179		£1,284
Sunday (Up to 1 hr free, 50p all day)	3,590		£150
Income (Net VAT)		Increase in income	£1,433

Change in customer behaviour in the first 2 hours of each visit:

*90% 1 hour
*10% 2 hours

Watchetts Road car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	2	£375	£475
6 months		£310	£250
3 months		£160	£135
**1 month	21	£32	£47
Income (Net VAT)		£1,185	£1,614
		Increase in income	£429

Heavily subsidised parking permit available for low paid workers (£10 per month)

York Town car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		£1.00	£1.00
2 hours	2,604	£1.00	£1.00
3 hours		£2.50	£2.50
4 hours		£2.50	£2.50
5 hours	192	£2.50	£2.50
6 hours		£3.00	£3.00
7 hours		£3.00	£3.00
8 hours		£3.00	£3.00
All day	741	£3.00	£3.00
Income (Net VAT)		£4,423	£4,423
		Increase in income	Nil
Saturday (same as Mon – Fri tariff)	707		£679
Sunday (Up to 1 hr free, 50p all day)	354		£15
Income (Net VAT)		Increase in income	£694

Change in customer behaviour in the first 2 hours of each visit:

*90% 1 hour

*10% 2 hours

Yorktown car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	4	£540	£540
6 months	2	£310	£310
3 months	18	£160	£160
1 month	119	£46	£46
Income (Net VAT)		£9,278	£9,278
		Increase in income	Nil

Heavily subsidised parking permit available for low paid workers (£10 per month)

Surrey Heath House car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposed
2 hours	1,410	£1.20	£1.60
3 hours	588	£2.00	£2.60
4 hours	102	£2.80	£3.60
10 hours	150	£4.00	£5.00
Sunday/BH	876	£1.50	£2.00
Income (Net VAT)		£4,223	£5,545
		Increase in income	£1,322

Wharf Road car park – Daily Fees

Duration	Customer p/a	Existing Tariff	Proposal
1 hour		FREE	FREE
2 hours	11,750	FREE	£1.00
3 hours	251	FREE	£1.50
4 hours	106	FREE	£2.00
5 hours	35	FREE	£2.50
6 hours	26	FREE	£3.00
7 hours	30	FREE	£3.50
8 hours	5	FREE	£4.00
All day	1,840	FREE	£4.50
Income (Net VAT)		£0	£8,612
		Increase in income	£8,612
Saturday (same as Mon – Fri tariff)	2,466	£0	£1,722
Sunday (Up to 1 hr free, 50p all day)	1,233	£0	£51
Income (Net VAT)		Increase in income	£1,774

Change in customer behaviour in the first 2 hours of each visit:

*90% 1 hour

*10% 2 hours

Wharf Road car park – Season Tickets

Period	Customer p/a	Existing Tariff	Proposal
12 months	2		£475
6 months	0		£250
3 months	0		£135
1 month	0		£41
Income (Net VAT)		£0	£792
		Increase in income	£792

Heavily subsidised parking permit available for low paid workers (£10 per month)

Expected demand for Annual Permits

	Existing Tariff	Proposal
Net Income		
Circa	£1,192,000	*£1,560,000

*Includes the income from the removal of free parking from Knoll Road car park

Proposed income less 5% reduction in customers	£1,482,000
Proposed additional contribution to General Fund	£290,000

Annex 2: Benchmarking Parking tariffs

Town Centre locations

Town	Up to	Up to	Up to	Up to	Up to		
	30 min	1 hour	2 hrs	3 hrs	4 hrs	All Day	6pm-8am
Reading		£1.70	£4.00	£6.00	£8.00	£20.00	£3.50**
Windsor		£1.70	£3.40	£5.10	£6.80	£14.00	Not found
Woking*		£1.50	£3.00	£4.50	£6.00	£12.00	£1.50
Guildford*		£1.50	£3.00	£3.00	£6.00	£10.00	£1.00
Basingstoke*		£1.10	£2.20	£3.20	£4.30	£9.60	£2.20
The Atrium +			£1.80	£2.20	£3.40	£7.00	£2.00
Knoll Road, Camberley		£1.00	£1.50	£2.00	£3.00	£4.00	£2.00
Wokingham	50p	80p	£1.20	£2.00	£2.00	£4.00	Not found
Farnborough		£0.60	£1.10	£1.60	£2.60	£4.00	£1.00
Aldershot		50p	£1.00	£1.50	£2.00	£3.60	Free

*Fees increased since 2019 + the Atrium is not managed by the Surrey Heath Council

Village commercial centres:

Rural	Up to	Up to	Up to	Up to	Up to		Days of
	30 min	1 hour	2 hrs	3 hrs	4 hrs	All Day	week
Blackwater	£0.35	£0.70	£1.40	£2.10	£2.80	£5.00	Mon-Sat
Englefield Green	N/A	£0.60	£1.20	£2.00	£3.00	£5.50	Mon-Sat
Farnham	N/A	£0.60	£1.30	£1.90	£2.60	£7.00	Mon Sat
Hartley Wintney	£0.35	£0.70	£1.40	£2.10	£2.80	£4.00	Mon-Sat
Borough wide P&D Car Parks	FREE	FREE	FREE	£0.40	£0.80	£2.50	Mon-Fri

Annex 3: Costs and Income of multi-storey and pay and display car parks 2020/21.

	Main Square mscp	Knoll Road mscp	Surrey Heath House	Yorktown	Watchetts	Bagshot	Burrell	Chobham	Wharf Road
Employees	£110,912	£44,113	5,041	£10,083	£5,041	£10,083	£8,823	£10,083	£7,562
Non domestic rates	£355,725	£136,960	£0	£14,097	3,244	£8,358	£5,020	£6,861	£0
Premises	£138,670	£101,075	£0	£6,191	2,803	£7,709	£2,330	£5,878	£1,562
Transport	£3,002	£0	£0	£0	0	£0	£0	£0	£0
Supply/Service	£68,797	£19,356	£2,196	£2,742	2,411	£4,137	£2,057	£1,096	£0
Total Costs	£677,105	£301,504	£7,237	£33,113	£13,500	£30,287	£18,230	£23,918	£9,125
Income	-£369,063	-£96,332	-£3,153	-£1,927	-£2,054	-£5,160	-£4,892	-£3,823	£0
Subsidy	£308,043	£205,171	£4,084	£31,186	£11,445	£25,128	£13,338	£20,096	£9,125

Projected subsidy 2022/23

Financial Year	Main Sq mscp	Knoll Road mscp	Surrey Heath House	Yorktown	Watchetts Road	Bagshot	Burrell	Chobham	Wharf Road
Projected income 2022/23	£1,238,839	£253,449	£5,545	£14,395	£9,466	£19,034	£20,431	£38,673	£11,177
Costs (based on 2020)	£677,105	£301,504	£7,237	£33,113	£13,500	£30,287	£18,230	£23,918	£9,125
Subsidy	-£561,734	£48,055	£1,692	£18,718	£4,034	£11,253	-£2,201	-£14,755	-£2,052

Annex 4: Equality Impact Assessment:

SURREY HEATH BOROUGH COUNCIL

EQUALITY IMPACT ASSESSMENT (EIA)

The Equality Impact Assessment is a tool to ensure that in the delivery and development of your service you meet the needs of our diverse community and at the same time demonstrate the Council is meeting its Equality duties. Compliance with the general equality duty is a legal obligation, but it also makes good business sense to get things right for our community.

The Equality Impact Assessment should be a live document and it will be useful for you to start to complete it at the beginning of any process so that you can design into your work the steps you need to take to meet both customer needs and the legislative requirements. This will allow you to think both about the aims of the work and what you want to achieve, and also where there are barriers or issues for protected groups.

The public sector equality duty consists of a general equality duty, which is set out in section 149 of the Equality Act 2010, and specific duties which are imposed by secondary legislation. The duty covers eight protected characteristics which are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The equality impact assessment should cover the eight equality protected characteristics. The duty also covers marriage and civil partnership, but not for all aspects of the duty.

[The essential guide to the public sector equality duty](#) is available on the intranet.

The Equality Action Group and its members are available to consult before or during the assessment as well as reviewing it at the end. This does not have to be at formal meetings so please make use of this resource as and when you need to.

Stage 1: Scope of the assessment

Service area: Parking Services	Assessing Officer: Eugene Leal
Date: 11 January 2022	Activity/policy being assessed: Review of Parking Fees and Charges 2022.
What are the aims, purpose of the strategy/service etc?	
<i>To increase the parking charges in line with inflation to maintain income from parking fees in real terms. Fees in the multi-storey car parks were increased in June 2014. Fees for the Rural car parks were introduced in 2009, with the first 2 hours free of charge. The Review of Parking Fees</i>	

and Charges are required to fund current maintenance and investment in our car parks across the borough, to promote the use of alternative modes of transport and thereby reduce emissions by private vehicles, ensure there is available parking in our commercial centres when needed by customers to these areas.

Detail who is / is going to be affected by the strategy, service etc (is it all Borough residents, or is it a particular group or groups of people).

All motorists who use the multi-storey car parks and pay and display car parks in Surrey Heath. Residents in Camberley town centre will have access residential annual season tickets at the same discounted rate offered to other Surrey Heath residents.

Procured services and grants

The general equality duty applies to other organisations who exercise public functions. This will include private bodies or voluntary organisations which are carrying out public functions on behalf of a public authority. The duty therefore applies to where the Council has contracted out a service or is considering contracting out or is decommissioning a service. It also applies to the allocation or withdrawal of grants.

Please state if the service is being provided by another organisation on the Council's behalf and what actions have been taken to ensure that the service complies with the equality duty e.g. provisions in the contract, monitoring of the service provided in terms of the protected groups (please refer to the Council's Procurement Toolkit).

N/A

Knowing our customers

Understanding our community is an important part of developing and delivering our services.

To help understand how your work impacts on the protected equality groups please detail the information that you have about the interaction of these groups with your service.

From this information detail any evident gaps or issues that need to be investigated e.g. in who accesses the service, satisfaction or other outcomes.

Blue Badge holders are provided free parking in our Pay and Display car parks, therefore, this amendment has no impact on their use of the car park. They are permitted to park free of charge when they display their Blue Badge in the relevant position. This continues.

Blue Badge holders pay for their parking in the multi-storey car parks as it is not possible to validate a their parking event the Blue Badge is issued to a person and not a vehicle. The Blue Badge holder can use their badge in any vehicle and conversley their vehicle may be used by a non-blue badge holder, so the automatic number plate system could not verify bona fide visits by a blue badge holder.

Engagement

If engagement is done well, it can help to improve the design and delivery of services, and increase trust in public authorities by promoting transparency and be a mechanism by which public authorities can be held to account by services users. It can lead to efficiency gains by improving service design at the planning stages. It can also help to identify whether more favourable treatment is necessary in order to meet particular needs. Good engagement can mean more sustainable services, as services that better meet the needs of users are likely to be more effective in the longer term.

A Notice of Variation will be published in the local paper, erected on each affected car park and advertised online for a minimum period of 21 days in accordance with the Road Traffic Regulation Act 1984.

Stage 2: Assessment and analysis

Public authorities under the equality duty, in the exercise of their functions, are required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Please give examples of how the policy/service etc has or will further the three equality aims in the general equality duty? Please consider the positive and negative equality impacts relating to the protected groups: race, disability, age, sex, sexual orientation, religion or belief, gender reassignment and pregnancy and maternity within the policy/service etc? Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.

In answering the above questions, think about:

Positive Impacts

Do you think that the strategy, service etc could have a positive impact on any of the equality groups: improve relations between groups, promote equal opportunities, improve accessibility of services and prevent discrimination, harassment and victimisation etc?

Negative Impacts

Do you think that the activity could impact negatively on people from the equality groups, if the impact is negative how can it be mitigated? Please consider the below areas.

- Publicity (including communication issues, design, distribution)
- Accessibility, location, opening times
- Poverty and social inclusion issues
- Discrimination
- Are groups represented in the consultation and the decision making process?
- How does current policy currently meet needs around the equality groups are there any unmet needs?
- Is there any evidence that there is higher or lower take-up by particular groups?
- Have there been any demographic changes or trends locally?
- Is there any indication that particular policies create problems for specific groups?

Race (Race refers to a group of people defined by their colour, nationality (including citizenship), ethnic or national origins).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No Impact

Disability (A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact, the operation of the Blue Badge Scheme is unaffected. Free parking is provided in our surface pay and display car parks. However, in our multi-storey car parks Blue Badge holders are required to pay the parking fee.

Sex (Sex refers to someone being a man or a woman)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact

Sexual orientation (This is whether a person's sexual attraction is towards their own sex, the opposites sex or both)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact

Age (This refers to a person having a particular age (e.g. 32 year olds) or being within an age range (e.g. 18-30 year olds))

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Potential positive impact. Older drivers who have challenges with mobility may be able to receive a discretionary Blue Badge and should approach the Blue Badge team in their area to enquire about a Blue Badge. For Surrey residents, Blue Badges are administered by Surrey County Council. The proposals set out in this report are likely to result in more positive churn in the car parks meaning that an older person is more likely to find a parking space available at a convenient location when they need one.

Religion or belief (Religion means any religion, including a reference to a lack of religion. Belief includes religious and philosophical beliefs including lack of belief (for example, Atheism). Generally, a belief should affect your life choices or the way you live for it to be included).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact

Gender reassignment (This is the process of transitioning from one sex to another. See also trans, transgender, transsexual)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact

Pregnancy and maternity (Maternity is the period after giving birth. It is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Potential positive impact. The proposals set out in this paper are likely to result in more positive churn in the Councils car parks meaning that a pregnant mother, or mother of young children, is more likely to find a car parking space when they need one. The further roll out of Ringo will also enable greater use of cashless payments for car parking without having to leave children while visiting a ticket machine or having to option to extend the parking period without having to return to the car park.

Marriage or Civil Partnership (Marriage is a union between a man and a woman: Civil partnership is legal recognition of a same-sex couple's relationship. Civil partners must be treated the same as married couples on a range of legal matters).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No impact

Surrey Heath Borough Council
Executive
25 January 2022

Surrey Heath Physical Activity Strategy

Portfolio Holder:	Cllr Rebecca Jennings Evans, Places and Strategy
Strategic Director/Head of Service	Louise Livingston – Head of Human Resources, Communications & Performance
Report Author:	Ben Sword – Engagement, Wellbeing & Events Manager
Key Decision:	No
Wards Affected:	All

Summary and purpose

Physical activity levels play a key role in the health and wellbeing of our community and can have positive impacts on wider agendas such as community safety and the climate emergency. In line with regional and national partners, officers are bringing forward a physical activity strategy that highlights priority areas for the next five years where the Council will concentrate its efforts.

The vision of the strategy is to create an environment where all Surrey Heath residents, regardless of age, background or circumstances, have the opportunity to participate in physical activity in a way that works for them.

Recommendation

The Executive is advised to RESOLVE that the proposed physical activity strategy for Surrey Heath, entitled “Moving Forward”, as set out at Annex A to this report, be formally adopted for the 2022-2027 period.

1. Background and Supporting Information

- 1.1 Being physically active can benefit almost every aspect of our residents’ lives. In their latest report UK Chief Medical Officers reiterated the message that “If physical activity were a drug, we would refer to it as a miracle cure, due to the great many illnesses it can prevent and help treat.”
- 1.2 Physical activity has been proven to have a positive impact on disease prevention, weight management, mental health, social cohesion and better overall quality of life.

- 1.3 Physical activity also represents a great return on community investment. Research has shown that for every £1 spent on community sport and physical activity, an economic and social return on investment of £4 is generated. There is also a proven link between increased activity levels and improved job opportunities.
- 1.4 Despite the many benefits, levels of physical *inactivity* have been increasing globally. Inactivity has been described by the Department of Health and Social Care as a "silent killer", responsible for one in six UK deaths - equal to smoking - and is estimated to cost the UK £7.4 billion annually, including £0.9 billion to the NHS alone. By increasing activity levels among the least active, we can reduce the burden on local health services.
- 1.5 This strategy, "Moving Forward", has been developed on a variety of information sources nationally, regionally and locally. These include:
- Sport England "Uniting the Movement" and Surrey "Movement for Change" physical activity strategies;
 - Surrey Heath Borough Council Five Year Strategy;
 - "Active Lives" data, a Sport England tool providing a unique and comprehensive view of the nation's activity levels;
 - A three phase engagement process with residents and local groups (see section 9);
 - Knowledge of local issues and historic resident feedback.
- 1.6 The targets within this strategy are also influenced by (and designed to contribute positively towards) Surrey Heath's Local Plan and Climate Change Action Plan, the Frimley Integrated Care System Plan, and Surrey's county Health and Wellbeing Strategy.
- 1.7 'Moving Forward' will also support the wider project work of the Council and partners such as the "Whole Systems Approach to Obesity" and outcomes from local community support working groups.
- 1.8 Research has shown a number of inequalities in activity levels between different sections of our community. These include by:
- **Area:** According to 'Middle Super Output Area' data (geographical areas similar to ward level), 22% of Old Dean residents class as inactive compared to 17% in Bisley and St Pauls. Whether for financial, time, transport or other reasons it may not be easy for residents in these areas to access physical activity in the same way as others.
 - **Gender:** Women in Surrey Heath had a 6% higher inactivity rate compared to their male counterparts - far larger than the 1.2% gap seen nationally

- **Age:** Data shows the older we get, the more likely we are to be inactive. 51.3% of over 75s in Surrey are inactive compared to just 15.5% of 16-24 year olds. This is a concern given our ageing population.
- **Children and Young People:** During the most recent academic year where results were available at borough level (2017-18), Surrey Heath registered the highest percentage of “Less Active” young people in the county at 38.6% (*NB: these findings should be taken with a degree of caution due to smaller sample size*).
- **People with a disability and/or long term health condition:** While statistical data local to Surrey Heath is limited (sample sizes are too small to draw from), we know that nationally one in four people live with a long-term health condition and that people within this category are twice as likely to be inactive, despite evidence suggesting being active can reduce the severity of some symptoms.
- **Ethnicity:** Nationally, respondents identifying as Asian (excluding Chinese) had a much higher inactivity rate (37.5%) compared to respondents identifying as mixed ethnicity (21.7%) or White British (26%). This suggests there may be cultural sensitivities or barriers that need to be addressed to increase activity in certain communities.

These inequalities are not unique to Surrey Heath, with similar findings highlighted across county and national strategies. ‘Moving Forward’ sets a number of actions designed to help address these inequalities so every resident has the best chance of getting and staying active.

- 1.9 Covid-19 has had a significant impact on people’s exercise habits, with activity levels lower now than they were before the pandemic. Sports clubs, leisure facilities, and community organisations have had memberships and income heavily disrupted, so there is a need to help these organisations to recover.
- 1.10 While addressing challenges, this strategy also sets out to build on existing strengths in the Borough. These include the new Places Leisure Camberley leisure centre, a wealth of green spaces, committed volunteers, relationships with partners and learning from previous projects.
- 1.11 Based on research and engagement with residents, six key themes have been identified which will form the pillars of ‘Moving Forward’. These are “Recover and Reinvent”, “Connecting Communities”, “Making Activity Accessible”, “Stronger Connections with Health and Wellbeing”, “Active Environments” and “Children and Young People”.
- 1.12 Within each theme of the strategy is a table of objectives for delivery in year 1 (2022), followed by a number of wider goals that will be achieved over the duration of the strategy period. Each January, officers will review performance against targets from the previous year and set the action plan for the year ahead.

- 1.13 With a small delivery team, achieving the full range of targets in the strategy will only be possible by collaborating with a spectrum of partners and empowering our communities to deliver physical activity themselves. Moving Forward has been designed around “delivering with” our communities rather than “delivering to”.
- 1.14 Despite national and county strategy running to the end of the decade, a decision was taken to run the Surrey Heath physical activity strategy to 2027 so it aligns with the Council’s five-year strategy and can be refreshed and refocused at that time as required.

2. Reasons for Recommendation

- 2.1 Having a strategy for the years ahead will help the Borough Council to identify where its limited resources can be concentrated in order to have the most impact.
- 2.2 By working to a strategy rather than working reactively, the Council can provide more accountability and transparency for the public and improve understanding of the variety of services the Council provides and supports.
- 2.3 If the full document is agreed and adopted, officers will create a shorter summary document for those who need to read and understand the Council’s physical activity objectives “at a glance”. The Council’s Creative Executive will support with the development of a professional public-facing version of the document.
- 2.4 The public document will include images from local sessions and local facilities so that it feels more authentic for residents rather than simply using stock images.

3. Proposal and Alternative Options

The Executive may choose to

- 3.1 Formally adopt the Physical Activity Strategy;
- 3.2 Reject the Physical Activity Strategy;
- 3.3 Make recommendations for amendments to the Physical Activity Strategy.

4. Contribution to the Council’s Five Year Strategy

- 4.1 ‘Moving Forward’ will contribute towards all four priorities of the five year strategy, with a particular focus on Environment and Health and Quality of Life, most notably:
 - Improving health and wellbeing
 - Access to leisure and recreation
 - Enhance and improve access to green spaces

- Net Zero Carbon Emissions & resilient to the impacts of climate change
- Improve air quality and air 'inequalities'
- Strong community identity

5. Resource Implications

- 5.1 The objectives set out within Moving Forward are planned be delivered within existing budgets. The existing budget for physical activity is c.£11k a year.
- 5.2 Officers will continue to work with a focus on leveraging grant opportunities and other external funding to maximise opportunities to improve local facilities and/or delivery.
- 5.3 Delivery of the strategy will be led by the Community Development Officer (Health and Sport) with strategic support from the Engagement, Wellbeing & Events Manager and practical support from the Community Development Apprentice.

6. Section 151 Officer Comments:

- 6.1 Recognising the financial challenges facing the Council, this Strategy aims to deliver positive outcomes for residents and contribute to the Council's Five-Year Strategy within the existing financial and staffing resources available by working with partners and communities to deliver together, and by continuing to seek external funding opportunities wherever possible.

7. Legal and Governance Issues

- 7.1 Where applicable, data sharing agreements will be in place regarding working with partners and the sharing of data.

8. Monitoring Officer Comments:

- 8.1 No comments.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 By promoting active travel and encouraging residents to walk and cycle more rather than using cars for short journeys, the strategy seeks to have a positive impact on the local environment and support the Council's climate change strategy, plans for Net Zero Carbon Emissions and better air quality.

Equalities and Human Rights

- 9.2 Addressing health inequalities underpins much of the strategy, with a focus on opportunities to participate regardless of age, background or circumstances. Alongside universal work which will benefit all borough residents, there will be

a number of targeted approaches to support those who would be otherwise less likely to engage in physical activity.

Risk Management

- 9.3 While there is some reputational risk from not delivering the full range of targets, this is balanced by the operational and potential financial risks of not providing service in a strategic way.
- 9.4 There is a potential risk of not being able to deliver on targets if the pandemic (or any other unexpected event) forces restrictions on physical activity as has been the case during periods of 2020-2021.
- 9.5 As targets have been designed around existing budgets, financial risk of the strategy is considered to be low.

Community Engagement

- 9.6 Community engagement is at the heart of the strategy having been built on a widely promoted public survey, a series of focus groups with underrepresented communities, and discussions with fourteen sports clubs and leisure organisations.
- 9.7 The intention of the strategy is to support the community to drive many of the actions themselves rather than a 'top-down' approach with the Council trying to run everything directly, which isn't possible within resource constraints.
- 9.8 Groups consulted within strategy development were intentionally from a mix of backgrounds and included groups such as Surrey Minority Ethnic Forum, Voluntary Support North Surrey, Surrey Adult Social Care, U3A, the Scouts, Surrey Youth Focus, Women's Institute, Disability Initiative and many more. Officers wish to thank all residents and groups that helped inform development of the strategy.

Annexes

Annex A - Surrey Heath Physical Activity Strategy 2022-2027

Background Papers

[Sport England "Uniting the Movement" strategy](#)

[Active Surrey "Movement for Change" strategy](#)

Moving Forward: Surrey Heath Borough Council Physical Activity Strategy

2022 - 2027

Foreword by Cllr Rebecca Jennings-Evans

Places & Strategy Portfolio Holder, Surrey Heath Borough Council

I am delighted to present the Physical Activity Strategy for Surrey Heath Borough Council. This strategy aims to set out the priorities of this Council to create an environment that allows our residents to participate in physical activity regardless of abilities, background, or circumstances. The Strategy has been updated over the last 22 months to reflect the challenges and impact of the Pandemic that have affected the health and wellbeing of our residents.

Based on comprehensive research undertaken by Sport England through their bi-annual 'Active Lives Survey' and an understanding of local issues and needs the Council has been able to highlight key areas as priorities for action. This strategy aims to set out initiatives to address these priorities alongside our health focussed partners, such as the Clinical Commissioning Group and Active Surrey, to enrich the lives of our residents.

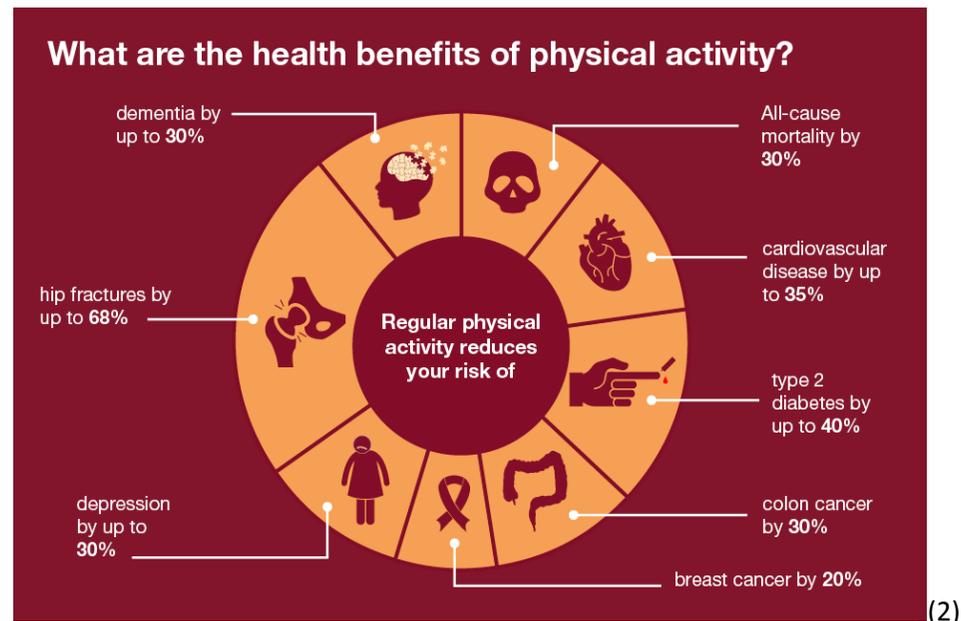
As a Borough we need to celebrate the good work that we are already doing in this area with programmes such as 'Walking Football, Walking for Health, Parkrun and the annual Surrey Youth Games amongst other initiatives. We need to recognise the fantastic facilities that we currently provide, as well as the beautiful open spaces that we have access to in our Borough. We are lucky that we have a thriving support network with many good quality local clubs that play a critical role in aiding others to be active.

I look forward to working with our officers to deliver the next steps in our strategy to ensure that our residents have the opportunities to access resources and facilities in a way that works best for them.

1. Why is Physical Activity Important?

Being physically active can benefit almost every aspect of our lives. In their latest report published in 2019, UK Chief Medical Officers reiterated the message that *"If physical activity were a drug, we would refer to it as a miracle cure, due to the great many illnesses it can prevent and help treat."*

Guidelines state that adults should undertake 150 minutes of moderate intensity (or 75 minutes of vigorous intensity) physical activity a week, while children and young people aged 5-18 should aim for an average of at least 60 minutes per day (1). It's been medically proven that those taking part in 150 minutes a week can drastically reduce the risk of long term health conditions:



The positive health impacts stretch far beyond disease prevention though. There is strong evidence to show physical activity has an impact on weight management, cognitive function, dementia, sleep, confidence and better overall quality of life (3). Being active also provides a number of social benefits by bringing together different communities, building stronger connections between residents and their local area, and providing opportunities to meet for those who may otherwise be isolated. (4).

Physical Activity provides a great return on community investment too; research has shown that for every £1 spent on community sport and Physical Activity, an economic and social return on investment of £4 is generated (5). Research also shows a proven link between taking part in physical activity and improved job opportunities (6).

There is often a misconception that people have to take part in sport in order to undertake physical activity. While sport plays a hugely valuable role in the wellbeing of our community, there are many different ways to be active. According to the World Health Organisation, physical activity refers to any bodily movement produced by the muscles that uses energy (7). Benefits can be achieved through any form of movement that raises heart rate such as walking, cycling, tai chi, household chores or gardening (amongst others).

Despite the many benefits, levels of physical *inactivity* have been increasing globally, partly due to advances in technology making life easier. Inactivity has been described by the Department of Health and Social Care as a "silent killer", responsible for one in six UK deaths - equal to smoking - and is estimated to cost the UK £7.4 billion annually, including £0.9 billion to the NHS alone. As discussed later in the document, levels of inactivity have risen as a result of the Covid-19 pandemic - so we must act now.

We know from multiple sources that the greatest health gains can be achieved by those currently undertaking the lowest levels of physical activity, so helping those who are currently doing nothing to take that first significant step and start doing *something* will be key if we want to make real improvements to the health of our community.

2. How has this strategy been developed?

Having a strategy for the years ahead will help the Borough Council to identify where its limited resources can be concentrated in order to have the greatest impact. This document, “Moving Forward”, which has been developed based on a range of sources of information nationally, regionally and most importantly, locally. These are described below:

2.1 Sport England “Uniting the Movement” and Surrey “Movement for Change” Physical Activity Strategies, 2021-2031

The central theme of Sport England’s new physical activity strategy, “Uniting the Movement” (8), is tackling inequalities. For certain people, such as people with disabilities and/or long-term health conditions, women, people from lower socio-economic groups and people from Black and Asian backgrounds, there’s a clear pattern of low levels of activity - so Sport England will place a sharp focus on providing opportunities for those who are being left behind.

Surrey’s county Physical Activity strategy, “Movement for Change”, (9) builds on Uniting the Movement with a high level plan supporting Surrey's Health & Wellbeing strategy. It encourages a new way of working to help everyone adopt a more active lifestyle, with a particular focus on those who need it most. The strategy, coordinated by Active Surrey, offers a blueprint which can be used to underpin the day to day programmes and actions that will make a difference to people's lives. It was coproduced with residents, volunteers, community groups and professionals across Surrey.

“Moving Forward” is designed to align with and compliment the great work that is set out in the above strategies by focusing on these wider issues at a local level. We will work with our partners, acknowledging we have common goals but different areas of reach and expertise, ensuring we are complimenting each other by working in partnership rather than duplicating programmes of work.

2.2 Surrey Heath Borough Council Five Year Strategy, 2022-2027



After an extensive consultation process with the public and partners, the Council laid out its four headline priorities for the next five years as indicated on the adjacent diagram.

'Moving Forward' will contribute towards all four priorities of the five year strategy, with a particular focus on Environment and Health of Quality life – most notably:

- Enhance and improve access to green spaces
- Net Zero Carbon Emissions & resilient to the impacts of climate change
- Improve air quality and air 'inequalities'
- Strong community identity
- Improving health and wellbeing
- Access to leisure and recreation

Delivering the objectives within this strategy will aid the Council in meeting its higher level outcomes. Moving Forward has been intentionally anchored to the timeline of five year strategy, both concluding in 2027.

2.3 Active Lives Data

Active Lives Survey (16+)

Sport England provide a unique and comprehensive view of the nation’s activity levels twice a year via their ‘Active Lives Survey’. The adult survey (16+) is one of the largest in Europe, with an average sample size of nearly 200,000 people a year helping to provide an in-depth picture of how many people take part in sport and physical activity by demographic group, location and activity type. Due to the sheer volume and depth of data, results are released many months after the measurement period. The sample size for each local authority (including Surrey Heath) is around 500 people.

Depending on their number of minutes of weekly physical activity, people are classed as being either:

- **Active** – doing at least 150 minutes a week.
- **Fairly active** - doing 30-149 minutes a week
- **Inactive** – doing fewer than 30 minutes a week

The most recent Active Lives results for the Borough covering the period May 2020 – May 2021 are shown below:

	Baseline (Nov 15-16)	May 19-20	May 20-21
Active (150 mins+)	63.10%	69.80%	67.1%
Fairly Active (30-150 mins)	6.60%	11.50%	10.6%
Inactive (>30 mins)	30.30%	18.70%	22.3%

Table 1: Surrey Heath Activity Levels (age 16+) 2015 – 2021, from Sport England ‘Active Lives Survey’ (10)

Although the percentage of active residents has increased and percentage of inactive residents has decreased since the survey started in November 2015, it is evident that some of this progress has been lost in the previous 12 months. This is reflective of the impact of the pandemic and is mirrored across the country in varying degrees. Surrey Heath remains more active than the national average (active: 60.9%, inactive: 27.5%) and ranks mid table in comparison to our Surrey neighbours.

Beyond the headline figures, Active Lives highlights a number of inequalities in activity levels between certain demographics. If we want to give every resident the opportunity to enjoy the benefits of physical activity, we need to address these inequalities. According to the most recent available demographic data (10), the differences include:

- **Area:** According to ‘Middle Super Output Area’ data (11), (geographical areas similar to ward level), 22% of Old Dean residents rank as *inactive* compared to 17% in Bisley and St Pauls. Whether for financial, time, transport or other reasons it may not be easy for residents in these areas to access physical activity in the same way as others
- **Gender:** Women in Surrey Heath had a 6% higher inactivity rate compared to their male counterparts - far larger than the 1.2% gap seen nationally
- **Age:** Data shows the older we get, the more likely we are to be inactive. 51.3% of over 75s in Surrey are inactive compared to just 15.5% of 16-24 year olds. This is a concern given the Borough’s ageing population.
- **People with a disability and/or long term health condition:** While statistical data local to Surrey Heath is limited (sample sizes are too small to draw from), we know that nationally one in four people live with a long-term health condition and that people within this category are twice as likely to be inactive, despite evidence suggesting being active can reduce the severity of some symptoms and help with the management of many conditions (12).
- **Ethnicity:** While again local data is limited, the national picture shows respondents identifying as Asian (excluding Chinese) had a much higher inactivity rate (37.5%) compared to respondents identifying as mixed ethnicity (21.7%) or White British (26%). This suggests there may be cultural sensitivities or barriers that need to be addressed to increase activity in some communities.

As Active Lives data is only collected from a sample of residents, the results cannot be assumed to be definitively accurate – however the survey provides a reliable *indication* of activity levels and these results have been used to inform development of this strategy.

Active Lives Children and Young People

Building on the adult survey, Sport England started publishing results from its ‘Active Lives Children and Young People Survey’ in 2018, summarising the activity levels of children and young people aged 5-16 in England. Each term, a number of schools are randomly selected to be in the survey, with the aim of getting 100,000 children and young people in Years 1 to 11 to take part each academic year.

Activity levels are measured differently to the adult survey, based on Chief Medical Officer’s guidelines. Children and Young People are classed as either **Active** (averaging 60 mins or more activity every day), **Fairly Active** (average of 30-59 minutes a day) or **Less Active** (averaging less than 30 minutes a day).

The most recent data released in 2021 covers the 2019/20 school year. Due to challenges with data collection the sample size for Surrey Heath was too small for Sport England to include but looking at the county picture, the impact of the pandemic is clear:

	2018/19	2019/20	Difference
Active	53.4	47.2	-6.20%
Fairly Active	21.9	24.7	2.80%
Less Active	24.8	28.2	3.40%

Table 2: Surrey Children and Young People Activity Levels, from Sport England 'Active Lives Children and Young People Survey' (13)

During the most recent academic year where results were available at borough level (2017-18), Surrey Heath registered the highest percentage of “Less Active” young people in the county at 38.6%, far above the national average. While this is concerning, a degree of caution should be taken before drawing too many conclusions from this information. Unlike the adult Active Lives survey which is more established and allows us to see trends over time, the Children and Young People results are still in their relative infancy with a smaller sample size than the in the adult survey, meaning results are less reliable.

Recovering from Covid-19

As shown in the data above, multiple lockdowns, requests to shield, closure of leisure facilities, financial impacts and challenges with mental health (amongst other reasons) all contributed to ‘usual’ physical activity habits grinding to a halt. While many residents have resumed physical activity, some are yet to return, so we must work hard to listen to what they need and give them the confidence to come back. Sport England data also shows the pandemic exacerbated a number of inequalities in activity levels, such as those around socio-economic status, disability and ethnicity.

Locally we know many sports clubs, leisure facilities, community facilities and other organisations have had their memberships and income heavily disrupted, so it will be important we help these organisations to get back on their feet. We also know that “long covid” continues to affect some residents, and while research in this area is still limited, we will look to support them to find ways of being active that can work around their condition.

2.4 Local Consultation

While high level strategy and quantitative data are extremely useful in shaping our direction of travel, we know if we want to make meaningful change to improve activity levels, it is critical this strategy represents the needs and views of local residents. To ensure 'Moving Forward' captured this, a three phased consultation process took place between June - October 2021.

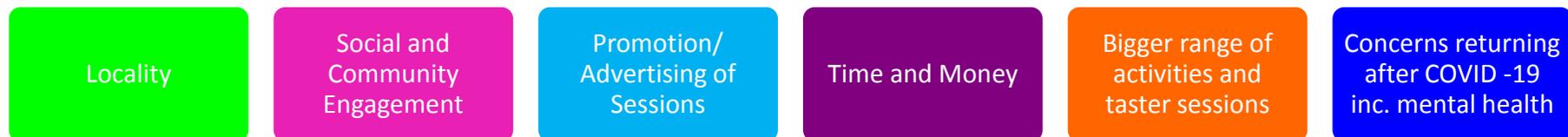
Focus Groups

In an effort to better understand how we can address the local needs, issues and barriers for some of our underrepresented communities, focus groups were held around 5 key demographics:

- Women and Girls
- Older People
- Children and Young people
- People with disabilities and long-term health conditions
- Making Activity Accessible (cultural, financial, transport etc.)

Focus Group attendees were a mix of statutory bodies, community bodies and individuals with backgrounds or interest relevant to the theme of that session. Some came from more active background and others from less active backgrounds. Sessions were intimate with 3-5 participants each to ensure everyone had a chance to contribute, and were built around structured questions with opportunities for sharing personal experiences.

After being collated and coded, feedback was universally grouped into 6 main areas:



Focus Group Feedback: Key Themes

The focus groups were extremely insightful with multiple workshops agreeing that building of a social aspect into activities was just as essential as the activities themselves. There was a clear desire to see imagery of people and physical activity that “looked like them” rather than traditional “fit” stereotypes, and several stakeholders expressed a need for more activities pitched at beginner level.

Physical Activity Survey

153 residents responded to the Council’s physical activity survey as part of its “healthy choices” campaign between September – October 2021, which was open to all Borough residents. The survey, which was primarily promoted through social media and cascaded out through a network of community groups, contained a number of questions around activity levels, preferred types of physical activity and barriers to participation.

Responses to this consultation reflected a wide range of views with a number of conflicting answers, making it difficult to draw reliable conclusions. The variety of opinions does however underline there is not a “one size fits all” approach to physical activity that works for everyone, so we need to provide opportunities for activity in a number of different ways.

- Walking (46.8%) was the most popular activity that respondents took part in, followed by Gym/Fitness Classes (16.3%), and “Other” (11%) which included a diverse range of activities such as yoga, martial arts, home workouts, horse riding and nordic walking
- Respondents felt that locality and access to activities (28.6%) and the range of activities available (24.9%) worked well in Surrey Heath
- Time (23%), money (13.7%) and motivation (11.5%) were ranked as the biggest challenges to being more active
- When asked “what would help you become more active?”, respondents ranked “more affordable, discounted or free sessions” as the top answer (19.6%) followed by more taster sessions or open days try something new” (15.9%).
- In the open text section, some of the most notable comments included:

“I don’t like having to book weeks in advance or having to pay a membership fee”

“Not knowing how to find out what is available and where.”

“Lessons with people who are overweight like me.”

“I need to walk to any facilities. If they are not within walking distance don't use them.”

“More facilities needed outside of Camberley. Chobham is overlooked”

“So many sports are expensive - subs, kit costs and equipment for football, cricket, rugby etc can exceed £250/season. There is also a bit of a stigma around women in sport. There are no beginners or beginner friendly teams in the area (that I'm aware of) so a lot of the time you'll be a beginner in a team of experienced footballers/cricketers/runners etc. It can be intimidating, and the general excuse for being mixed with such abilities is that there aren't enough women taking part in sport - probably because they're too intimidated to go! It's a bit of a vicious circle”

A further breakdown of responses to this consultation can be found in the appendix.

Help Us Help You

As part of a campaign called “Help Us Help You”, local clubs and leisure organisations were contacted to gain a better understanding of the support they required as we emerge from the pandemic.

Fourteen organisations responded and while many reported being optimistic about their ability to recover effectively, there were some common areas where support would be welcomed. Highlighted areas included recruitment of new members, building or re-building links with schools (who in most cases stopped sessions from external providers during the pandemic), and promotion in the community.

Thanks go to all who took time to be part of this local consultation work for their support, input and feedback which has helped inform the development of this strategy.

2.5 Wider Strategies

In addition to the above, the targets within this strategy are influenced by (and designed to contribute positively towards):

- [Surrey Health and Wellbeing Strategy](#)
- [Community Vision for Surrey 2030](#)
- [Surrey Heath Climate Change Action Plan](#)
- Surrey Heath Local Plan (in development)
- Frimley Integrated Care System Plan

Targets will also support wider work of the Council such as the “Whole Systems Approach to Obesity” project being developed with our health partners and outcomes from local community support working groups.

3. Building on our Strengths

While we are rightly focusing on local challenges, it is also important to recognise Surrey Heath has a number of local strengths. To achieve our goals of increasing physical activity levels among all residents, it will be important to make sure we capitalise and build on areas such as:

Leisure centres

Following a successful contract award to Places Leisure, Camberley's flagship £22 million leisure centre opened in summer 2021. The state of the art centre includes an extensive fitness suite, 25 metre 6-lane pool, training pool with adjustable floor, splash zone (interactive water confidence area), 8 court sports hall, group exercise studios, health suite, climbing area and café in addition to a soft play area for children. The spaces inside Places Leisure Camberley have been designed with flexibility and inclusivity in mind and can be adapted in many ways to make them suitable for a variety of audiences.

It will be important in the years ahead to maximise the fantastic opportunities presented by this new facility and work with the provider, Places Leisure, to ensure as many residents can find a form of activity that works for them - especially among underrepresented groups. In some cases this will be a simple case of signposting to sessions, while other issues may be more complicated and require a wider conversation with partners (such as investigating how those with transport challenges can still benefit from the centre).

Outside of Camberley, Lightwater Leisure Centre also has a host of excellent dryside facilities and while not covered under the Council's leisure contract, we will work in partnership with the staff and trustees to identify gaps in provision and provide support to address those gaps. A smaller leisure centre is also available at Tomlinscote school in addition to a number of private facilities around the Borough, while there are also opportunities to increase community engagement with more specialist venues such as Lord Roberts Centre in Bisley.

Wealth of green spaces

Surrey Heath has the highest percentage of tree cover of any local authority in the country (14), and significantly more green space than the national average. As part of the Council's five-year strategy consultation, when asked "What do you love about Surrey Heath?", over half of the respondents mentioned some aspect of green space or open spaces or access to countryside or the rural feel of the area.

The Borough has two well known and loved Green Flag facilities in Frimley Lodge Park and Lightwater Country Park. Activity will continue to be promoted at both venues, but there are also a number of other green spaces across the Borough which can be utilised for a range of formal and informal activities.

We know that providing activity local to where people live is important, so in addition to promoting community facilities like community centres and village halls, we will also be working to raise awareness of walk routes and lesser known public green spaces which communities can enjoy.

Committed volunteers

Thousands of hours are given up every year by volunteers across the Borough to facilitate getting our residents active, whether through community led schemes such as parkrun or University of the Third Age (U3A), through traditional sports clubs, community organisations or through Surrey Heath Borough Council schemes such as its popular 'Walking for Health' programme.

We want to continue to celebrate and recognise those people who make sport and physical activity happen, and encourage even more people to give back to their local community while meeting new people and learning new skills.

Relationships with health and wellbeing partners

As discussed at the head of this strategy, physical activity plays a role in the 'bigger picture' of wider health and wellbeing - so it is important we do not view physical activity in isolation. Instead we will look to further develop the excellent relationships we have built with our health partners, sharing knowledge, information and resources where relevant, and collaborating to make sure we are achieving our mutual objectives of a healthy Surrey Heath.

We want to work closer with colleagues in the growing areas of 'social prescribing' and 'green social prescribing' to help those who could benefit most from being involved in physical activity. We will continue to work closely with Active Surrey, the county's Active Partnership, to improve our reach, knowledge and best practice.

History of successful projects

Council officers have worked with a range of partners and volunteers to deliver a number of successful projects in the past such as the Surrey Youth Games, Surrey Heath Sports Awards, "Fans in Training Programme" (a 12-week theory and practical programme to help fans of local clubs to live a healthier lifestyle), walking football, "Go Tri" (beginner friendly triathlon) events, a "Get Active 50+ programme" and a bike recycling scheme that gave unwanted bikes to young people on free school meals amongst others.

Every project has had its own successes and challenges, with the learning from each informing our future approach as we set our ambitious targets for "Moving Forward".

4. Action Plan

Based on research, insight, feedback from residents and a knowledge of local issues, six key themes have been identified which will form the pillars of 'Moving Forward':



Within each theme is a table of targets which will act as objectives for delivery in year 1 of the strategy. These tables are followed by a number of wider goals that will be worked towards over the duration of the strategy period. Each January, officers will review performance against targets from the previous year and set an action plan for the year ahead. With a small delivery team, achieving the full range of targets in the strategy will only be possible by collaborating with a spectrum of partners and empowering our communities to deliver physical activity themselves.

In certain cases the strategy focuses on services that are not the responsibility of Surrey Heath Borough Council to deliver; where this is the case the Council will lobby and influence partners on behalf of its residents. Given their interlinking nature, it is recognised that some targets may impact or cut across more than one theme of the strategy.

Vision

“To create an environment where all Surrey Heath residents, regardless of age, background or circumstances, have the opportunity to participate in physical activity in a way that works for them.”

We will be resolute in working towards our vision but flexible in terms of how we get there, understanding that circumstances can change at short notice (e.g. Covid-19). We will be ready to change our approach in order to take advantage of opportunities such as external funding or more efficient ways of working when they arise.

Priority 1: Recover and Reinvent

In addition to helping our clubs and community organisations get back on their feet, we will capitalise on the break in usual service caused by the pandemic as an opportunity to reflect on what we provide, how we provide it, and whether work can be delivered in a more efficient or modern way. The principle of recover and reinvent will be woven throughout the other themes of work.

No.	Action	Baseline	Target
1.1	Support funding applications for sports clubs and leisure organisations to improve facilities and/or increase participation levels	During last full year before pandemic, 5 organisations were supported with applications	An additional 5 clubs or community groups to be supported
1.2	Support local clubs, groups and activity providers with governance, networking and general support through delivery of a ‘Club Conversations’ evening	Last event ran in 2018	Engage 10 local clubs/organisations in a virtual Club Conversations event
1.3	Rebrand ‘Surrey Heath Sports Awards’ to ‘Surrey Heath Active Awards’ to celebrate broader range of achievements, not just those in organised sport.	Streamlined ‘Roadshow’ event in 2020 & 2021 due to pandemic	Successful Rebranded event held at Camberley Theatre with sponsors for every award category

1.4	Harness additional interest in sport and physical activity created by major events such as 2022 Commonwealth Games	New	<p>Work with partners to provide ‘taster sessions’ in public spaces to engage residents</p> <p>Promote leisure directory during periods of heightened public interest so residents can easily find links to activity that suit them</p>
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In addition to the above, longer term work in this area will include:

- Supporting clubs, leisure providers and community groups with outreach and recruitment of new members
- Encouraging people back to community centres, village halls and other community spaces where there are opportunities to be active
- Engaging with Collectively Camberley, local business associations, business parks and individual businesses to create healthier and more active workforces, acknowledging the challenges presented by agile working
- Applying innovation and digital technology to make processes more efficient
- Using data to better inform future decision making
- Restarting ‘Fans in Training’ programme, taking education on healthy lifestyles and physical activity to settings where inactive people are already comfortable
- Continuing to recognise local sport/activity volunteers by putting them forward for external awards

Priority 2: Connecting Communities

By bringing together people from a range of backgrounds, physical activity has the ability to reduce social isolation, build a sense of pride and belonging, and create better places for our residents to live. Rather than simply dictate provision using a top-down approach, we need to make sure our actions are in collaboration with the people from our local communities and the organisations trusted by them.

No.	Action	Baseline	Target
2.1	Consult with local communities to understand their needs and barriers to physical activity, with a view to introducing programmes that meet those needs	Ad hoc conversations with groups	Deliver detailed engagement programme with at least 5 different community groups, with a view to introducing new activity or signposting groups to existing sessions
2.2	Identify 'champions' who can act as role models and ambassadors for physical activity in their communities	2 informal champions	2 new champions from underrepresented communities who can be used to promote physical activity
2.3	Work with family support team and refugee support programme to explore how physical activity can help support refugee families with integration in the community	New	Engage a minimum of 2 families in local physical activity programmes
2.4	Take physical activity to communities where underrepresented groups already meet (rather than expecting them to travel)	New	Launch at least one new physical activity session in a community setting e.g. places of worship, family centres, day centres etc.
2.5	Match community groups looking for an appropriate venue with local facilities who are looking for new users (e.g. school halls/community centres/leisure centres)	Supported multiple community groups to find new settings after closure of the Arena	Link at least 2 community groups with places to be active
2.6	Maintain and build reach of beginner friendly events such as the Camberley 'GO-TRI'	Hosted annual GO-TRI events of whom 86% are not members of a triathlon club	Restart an entry-level triathlon event with at least 90% non-triathlon members Develop 1 new participation event in a different sport/activity

In addition to the above, longer term work in this area will include:

- Ensuring residents in villages have equal opportunities to be active compared with those living in more urban areas
- Capturing more photos and images from residents from a variety of backgrounds, so when we promote activity all residents can identify with images of someone who “is like me”
- Listening to organisations such as clubs and charities, parish councils and community groups who know their area and its needs best.
- Working with organisations who are already trusted in local communities to integrate activity and movement into existing programming.
- Working with community sport, dance and physical activity providers to access funding, training and develop their clubs to reach inactive groups.
- Building better links with specialist facilities such as Lord Roberts Centre in Bisley with the aim of increasing community awareness and access
- Amplifying Sport England marketing and behavioural insight expertise to support other audiences who we know are struggling to get active
- Building a network of relationships that span far beyond traditional sports development or physical activity links - we know we can make the biggest difference when we share our expertise and experience
- Increasing number of volunteers supporting community physical activity

Priority 3: Making Activity Accessible

If we want to share the benefits of physical activity with all residents, we need to make it fully “accessible” in its broadest sense, so it is inclusive for all. Accessibility is about more than just access for someone with a wheelchair – it’s about making everyone feel comfortable and that being active is for them.

In order to provide equity of opportunities, we’ll be doing some targeted work and devoting resources to those who need the most support. We want to particularly engage underrepresented groups including people with disabilities and long term health conditions, women and girls, older people, residents from minority ethnic groups and residents who may find cost a barrier to activity.

In addition to this targeted approach, we’ll still be providing some universal support that can be accessed by everyone, everywhere.

No.	Action	Baseline	Target
3.1	Expand our healthy walks programmes that support residents (including those with medical conditions) to be active without cost as a barrier, especially in parts of the Borough identified as less active	66 active walkers on programme, walks spread across the Borough	Grow scheme by 10% of walkers Create at least one new walk in a less active part of the Borough and build into walk programme
3.2	Launch webpage and mixed media campaign to promote free or low-cost opportunities to be active	New	New “Low-cost ways to be active” page on SHBC website, posts on social media and mention in Borough magazine ‘Heathscene’
3.3	Promote sources of grant funding to eligible residents who may find cost a barrier to activity	Limited knowledge and expressions of interest from those with cost as barrier	5 eligible individuals to be referred to grant awarding agencies such as Surrey Heath Sports Council or Surrey Playing Fields
3.4	Work with partners to expand offer of modified sports/activities that better suit people with reduced levels of mobility e.g. Walking Football, Walking Netball	Walking Football sessions at Frimley Lodge Park, formerly sessions at Chobham	Launch, facilitate or promote at least one new modified session
3.5	Work with specialist organisations to develop an accessibility audit of Borough walk routes, then develop and promote new accessible walks webpage	Working with Parity for Disability who have assessed walk routes at Frimley Lodge and Lightwater Country Parks	Minimum of 4 walk routes audited, with plans in place for more Accessible walks webpage launched

3.6	Create cohesive communications plan that incorporates national campaigns to engage underrepresented groups in activity, including “This Girl Can”, “Active Aging Week” and “We Are Undefeatable”.	Mixed levels of involvement in national campaigns	Create calendar of comms for national activity campaigns with particular focus on ‘This Girl Can’ in Year 1. Ensure clubs and community groups are aware and support through their own channels where appropriate.
3.7	Work with providers to increase the number of bespoke sessions for groups who may find cultural norms a barrier to activity	Limited numbers	At least 1 new session introduced for a group(s) who may find cultural norms a barrier to activity

In addition to the above, longer term work in this area will include:

- Increase the number of active opportunities for people with a range of disabilities and long term health conditions
- Working with our leisure providers to actively target underrepresented groups and inactive people
- Expanding range of informal opportunities to be active (i.e. outside of traditional sports/leisure settings that need little planning or ongoing commitment)
- Working with leisure providers to better support access to activity for carers and care leavers
- Co-designing and delivering targeted activities with community groups that enable them to be active
- Encouraging and supporting coaches to attend training on inclusivity
- Supporting local delivery of new behavioural change campaigns that put movement, sport and physical activity at the forefront of conversations.
- Working to build links with agencies such as the Adult Education Centre to identify where physical activity opportunities could be incorporated into local offer (e.g. dance)

Priority 4: Stronger Connections with Health and Wellbeing

By strengthening the connections between movement, physical activity and wider health and wellbeing, we can help more Surrey Heath residents to enjoy the benefits of an active life. Despite life expectancy increasing over the last 20 years, people are spending more time in poorer health while the complexity and severity of health needs is also increasing for some groups.

Many organisations are working to improve health and wellbeing, including colleagues in the NHS, the community sector, employers and the commercial health and wellbeing sector. We want to continue building on the great work that has taken place previously and strengthen the connection and collaboration between partners in the system so that more people can be signposted towards activity that works for them.

No.	Action	Baseline	Target
4.1	Lead work with partners on addressing rising obesity levels and helping residents to maintain a healthy weight	Healthy Weight Summit held November 2021	Development of Borough action plan, coordinated by SHBC but co-owned by range of partners
4.2	Share resources and knowledge with partners in the Integrated Care System to better understand local needs with a view to 'plugging the gaps'	Collaboration on projects such as Fans in Training, Dementia walks, Diabetes Walks, Cancer Rehab	Use partner knowledge to identify gaps in provision and deliver at least one new initiative
4.3	Improve links with mental health services and support groups, recognising the important part physical activity can play in mental health	Working with limited number of mental health referral partners (3)	Work with local NHS mental health teams to refer clients to Council coordinated projects (with partners) such as 'Community Garden'. Increase number of referral partners to 5 organisations
4.4	Provide Social Prescribers with latest updates on physical activity and start recording number of referrals from Social Prescribers into physical activity projects, with a view to growing this number in future strategy years	518 total Social Prescribing referrals, but unclear how many of these have been referred into physical activity	Set up regular quarterly meetings to discuss any updates and new developments Implement coding system to easily track social prescribing referrals into physical activity projects

4.5	Support reintroduction of GP exercise referral scheme and Adult Weight Management programmes by working collaboratively with health providers, leisure providers, and other partners	Schemes in place at Arena Leisure Centre before closure	Successfully reintroduce GP exercise referral scheme at Places Leisure Camberley Reintroduce weight management programme at a venue in the Borough
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In addition to the above, longer term work in this area will include:

- Utilising links to residents in need through new “Health & Wellbeing Coach” role, part of the Surrey Heath Primary Care Network
- Involving health partners wherever appropriate in conversations and in meetings with leisure and activity providers
- Continuing to develop important relationships with decision-makers, experts and influential parties, partners and colleagues to understand challenges and opportunities in more detail.
- Embedding social interaction (e.g. coffee after sessions) around activities to improve mental health
- Looking to improve existing programmes and exploring new areas to help strengthen people’s health and wellbeing, from childhood right through to older age.
- Being committed to learning from partners and experiences, and be willing to experiment with ideas that may not always work on the understanding that what we learn will make the journey ahead more effective
- Supporting Active Surrey to train health and social care professionals in the benefits of physical activity for health professionals
- Helping residents who may be struggling with effects of “long covid” to find activity that can work around their condition

Priority 5: Active Environments

We want to make it easy for people in Surrey Heath to be active in the space around them. Creating an active environment and encouraging active travel will not only result in health improvements for our residents but also support the Council’s commitment to be carbon neutral by 2030 by using less fossil fuels, having cleaner air, and less congested and safer roads. It is also important in making Surrey Heath a place where people are proud to live.

We are fortunate to have designated active environments such as the Borough’s new £22 million leisure centre, while we are also blessed as a Borough with natural environment such as our parks and green spaces which will be just as important to maintain and utilise. We will also look to use our relationships with schools to encourage more parents and children to enjoy greener ways of getting to and from school such as walking, cycling or using a scooter.

While it is important to recognise there are elements of the wider built environment that are not within the Borough Council’s direct control, we will be advocates for the design of active environments and look to lobby and influence partners to create meaningful change.

No.	Action	Baseline	Target
5.1	Encourage schools to complete Surrey County Council “School Travel Plans”, linking to other services such as walk training, cycle training and air quality resources	New	At least 2 Surrey Heath schools to sign up to School Travel Plans
5.2	Deliver phase 2 of Watchetts & St Michaels Bike Recycling Project, focusing on taking bikes that are no longer used and donating them to families in need	Phase 1 completed Summer 2021	Find permanent location for workshop and storage of bikes Refurbish and donate at least 30 bikes to families facing financial hardship
5.3	Host recreational cycling event to encourage people to use their bikes for short journeys	New	Host a successful event that raises awareness of cycling, builds confidence and leaves legacy of more people using bikes
5.4	Work with leaders of community groups to connect them with their local green spaces	New	Work with at least two community groups on activities that take them to their local green spaces
5.5	Raise awareness of Places Leisure Camberley, particularly among underrepresented groups, making them aware of fantastic facilities on offer	New	Facilitate tour of facilities for at least 3 community groups from underrepresented communities so they are fully aware of opportunities on offer

5.6	Support Lightwater Leisure Centre and other leisure providers across the Borough to identify and address local gaps in provision	Ad hoc meetings as needed	Scheduled quarterly meetings with LLC Facilitate new launch 1 new session where local need has been identified
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In addition to the above, longer term work in this area will include:

- Working with colleagues in Planning Services to ensure the Surrey Heath Local Plan and planning applications support healthy and active spaces by taking account of Sport England’s Active Design Principles.
- Working with colleagues and external partners to review options for improving/increasing cycle lanes
- Contributing to corporate work in partnership with Surrey County Council to develop Local Cycling and Walking Infrastructure Investment Plans to identify priority routes for investment and improvement within the Borough
- Raising awareness of community spaces where people can be active such as village halls, community centres and schools
- Working with Collectively Camberley and business associations across the Borough to look how we can build physical activity into our town/village centres
- Undertaking review of leisure facilities to understand how we can operate them in most efficient manner, including tennis facilities.
- Supporting development of funding applications, seek to leverage external funding to develop facilities around the Borough
- Working with Camberley Theatre and Surrey Arts Partnership to expand opportunities for dance and movement
- Supporting delivery of active transport initiatives as highlighted within Surrey Heath Climate Change Action Plan
- Further exploring the impact active environments can have on the climate emergency

Priority 6: Children and Young People

Positive experiences at an early age help build the foundations for an active life. If children and young people have experiences that feel fun, positive and give them a sense of confidence, they're more likely to want to be active in the future (15).

We know that what makes a "positive experience" varies from young person to young person and across different age groups, so our aim must be for all to get an experience which meets their diverse and changing needs.

While we don't have direct influence over the curriculum or what happens during the school day, we will look to support schools as much as possible to create active opportunities and provide options for children and young people outside of the school setting that they are interested in.

No.	Action	Baseline	Target
6.1	Create opportunities for young people to be active on their own terms. We will do this by listening to what young people want and acting accordingly	Build on examples such as events at Ping Pong Parlour	Hold consultation programme with partners such as Surrey Youth Focus, Eikon, Surrey Clubs for Young People and Youth Council to understand what is wanted and needed (within local limitations)
6.2	Offer targeted free coaching through revamped Specsavers Surrey Youth Games programme, with greater focus on engaging inactive young people	Games last took place in 2019	Enter a team of young people into every available activity Work with schools to engage as many identified inactive young people as possible
6.3	Work with Old Dean Community Group and partners to relaunch 'Friday Night Project' style programme, giving young people something to do and safe place to be active. Explore whether model could be rolled out to other facilities across the borough	New	Secure necessary funding arrangements and successfully relaunch sessions Work with partners to ensure sustainability of project Explore plans for expansion to other parts of Borough in future years

6.4	Work with clubs and leisure organisations to ensure their offer is inclusive for children and young people of all abilities, including those who may be inactive and/or may not consider themselves “sporty”.	Ad-hoc support	Provide guidance, resources and/or links to continued professional development to at least 10 coaches, clubs, volunteers, community groups etc.
6.5	Support special schools to increase range of physical activity opportunities for children and young people with additional needs	Supported Carwarden House school with orienteering and tennis resources	Support special schools to implement at least 2 new opportunities for students

In addition to the above, longer term work in this area will include:

- Working with Active Surrey’s schools team to support schools in engaging less active children and young people into activity.
- Continuing to send a representative to Surrey Heath Primary School Sports Association meetings, offering support where appropriate
- Working with sports clubs and leisure providers to ensure their safeguarding policies and procedures are up to date and appropriate
- Rebuilding links between schools and clubs (or other organisations) which may have been lost during the pandemic.
- Linking community sport and physical activity providers to schools and other population groups
- Supporting schools and young talented athletes to access grants.

Summary

The pandemic has undoubtedly had a negative impact on physical activity levels (although these have not reverted to the levels last seen in 2015-16), creating a number of new challenges and exacerbating the existing health inequalities that exist within our communities. In order to start turning the tide and creating a more active Borough, we need to ‘level up’ the way that we work and our offer for residents. While the objectives set out in this strategy will not solve every issue, they target the areas we feel we can make real impact and start the journey of ‘Moving Forward’.

By working collaboratively with our vast range of partners, listening to the views of our residents and empowering our community groups, we can create an environment where all Surrey Heath residents, regardless of age, background or circumstances, have the opportunity to participate in physical activity in a way that works for them – ultimately creating a happier, healthier, better Surrey Heath.

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Surrey Heath Borough Council
Executive
25 January 2022

COVID-19 Additional Relief Fund

Portfolio Holder: Finance - Cllr Robin Perry
Strategic Director: Bob Watson – Strategic Director for Finance & Customer Services
Report Author: Robert Fox – Revenues and Benefits Manager
Key Decision: Yes
Wards Affected: All

Summary and purpose

The Government has introduced a number of new measures to support business as a result of the ongoing pandemic. This follows the significant support provided through business grants and rate reliefs in 2020 and 2021.

The COVID-19 Additional Relief Fund (CARF) – announced in March 2021 but details have been delayed due to the Government legislative process until December 2021.

Government guidance has been received on 30 December 2021 for COVID-19 Additional Relief Fund (CARF) scheme rules, approval is sought for the discretionary local scheme that will be drawn up based on the Government guidelines.

The schemes offer valuable support to businesses in Surrey Heath and link to the corporate priority of Surrey Heath to support our existing businesses.

Recommendation

The Executive is advised to RESOLVE that authority be delegated to the Strategic Director Finance & Customer Services after consultation with the Finance Portfolio Holder to approve the Business Rates COVID-19 Additional Relief Fund policy, scheme rules and authorise the award of the relief.

1. Background and Supporting Information

- 1.1 The Government has introduced a number of new measures to support business as a result of the ongoing pandemic
- 1.2 The new measures are:

- 1.2.1 The Omicron Hospitality and leisure grants which were announced by the Government on 21 December 2021
 - 1.2.2 A top up grant for the Additional Restrictions Grant scheme (ARG) – this is a top-up to the existing discretionary grant scheme currently in operation.
 - 1.2.3 The COVID-19 Additional Relief Fund (CARF) – announced in March 2021 but details have been delayed due to the Government legislative process until December 2021.
- 1.3 The Department for Business, Energy and Industrial Strategy (BEIS) have distributed scheme guidance and are fully funding the latest mandatory scheme (called the Omicron Hospitality and Leisure Grant Scheme). Grants of £2,667, £4,000 and £6,000 will be paid to businesses operating in the Hospitality and Leisure sectors subject to the rateable value of the premises they occupy.
- 1.4 As part of the previous COVID response the Government also provided additional grant funding for those businesses that did not meet the mandatory scheme criteria. This Additional Restrictions Grant (ARG) scheme was discretionary and as part of the Omicron response a top up has been awarded. The third top-up of ARG funding allocated to Local Authorities in England from 30 December 2021 will be utilised to support businesses from all sectors that may have been severely impacted by restrictions, or by the Omicron variant, including those outside of the business rates system.
- 1.5 These may include, but are not limited to: hospitality, accommodation, leisure, personal care, the travel and tourism sector, including group travel, travel agents and tour operators, coach operators, wedding industries, nightclubs, theatres, events industries, wholesalers, English language schools, breweries, freelance and mobile businesses (including caterers, events, hair, beauty and wedding related businesses), gyms, and other businesses that may have not received other grant funding. The amount of funding for this scheme has not yet been confirmed. This element of grant funding is controlled by Economic Development
- 1.6 The Government announced, as part of the Budget in March 2021, that funding would be made available for Local Authorities to award COVID-19 Additional business rates relief to businesses for the 2021-22 tax year only (called the COVID-19 Additional Relief Fund or CARF).
- 1.7 Surrey Heath borough Council is set to receive £ £2,381,265 as relief on business rates liability. The composition of the scheme is discretionary but in order for the Council to be reimbursed for the awarding of the relief the authority must:
- 1.7.1 not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS)

- 1.7.2 not award relief to a property which is unoccupied (unless unoccupied as a result of government COVID guidance)
- 1.7.3 ensure the support is directed towards customers adversely affected by the pandemic
- 1.8 The Government guidance dictates that local authorities will be responsible for administering the Covid Additional Relief under section 47 of the Local Government Finance Act 1988. This means that Surrey Heath Borough Council will need to design a discretionary scheme to deliver the relief, which is a key decision as it affects all wards in the Surrey Heath area.
- 1.9 The Revenues Team have begun by modelling discretionary schemes to enable a draft policy to be presented.
- 1.10 It is expected that the draft policy will be available for presentation on or before 25 January 2022.

2. Reasons for Recommendation

- 2.1 There is an urgent need to put in place the support for these businesses in these difficult times. The Omicron Hospitality and Leisure grants and CARF schemes will add a minimum value of over £2.5 million for businesses within the Borough.
- 2.2 The need to delegate approval for the CARF scheme will help to ensure that the support is provided as quickly as possible. The Council has now received Government guidelines, funding to be confirmed but the Government is still clarifying its expectations and the guidelines. Executive approval is required otherwise there maybe delays in getting much needed cash out to those business affected.

3. Proposal and Alternative Options

- 3.1 That the Executive approve the delegation of powers to allow the Strategic Director Finance & Customer Services in consultation with the Finance Portfolio Holder to approve the Business Rates COVID-19 Additional Relief Fund policy (CARF), scheme rules and authorise the award of the relief.
- 3.2 The alternative is to wait for the finalised Government guidance to be received and present the draft policy to 15 February 2022 Executive meeting.

4. Contribution to the Council's Five Year Strategy

- 4.1 Economy - To invest in our towns, villages and communities, supporting our existing businesses and attracting new ones.

5. Resource Implications

- 5.1 The Omicron Hospitality and Leisure grant scheme is fully funded by Central Government with the Local Authority being fully reimbursed for all grants paid under section 31 of the Local Government Act 2003.
- 5.2 The business rates COVID-19 Additional Relief fund scheme (CARF) is fully funded by Central Government with the Local Authority being fully reimbursed for all relief awarded under section 31 of the Local Government Act 2003.
- 5.3 Additional staffing and resource costs will be covered by new burdens funding by BEIS. The amount of this funding has not yet been confirmed.

6. Section 151 Officer Comments:

- 6.1 The Council is acting as an agent of central government and all budgetary implications will be met by funding from BEIS.

7. Legal and Governance Issues

- 7.1 The introduction of a discretionary policy requires approval by the Executive and the Executive may delegate authority to a Council Officer.

8. Monitoring Officer Comments:

- 8.1 A new policy to provide discretionary relief as described in this report, is a key decision because it will be significant in terms of its effects on communities living or working in two or more wards within the Council's administrative area.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 No matters arising at this time

Equalities and Human Rights

- 9.2 The implementation of a discretionary grant scheme based on Department for Levelling Up, Housing and Communities guidance in respect of reducing business rate liability for qualifying business rate payers is not expected to identify any adverse effects to those with protected characteristics

Risk Management

- 9.3 The CARF business rates relief scheme will be administered in accordance with BEIS scheme rules and the discretionary scheme rules agreed by delegation by the Portfolio Holder. The Revenues Service team have previous experience of administering these grant and relief schemes.
- 9.4 Processes have been established to ensure pre and post assurance and grant checks are carried out to minimise fraud and error. Sufficient resource has been identified to ensure the grants and reliefs are awarded in an

appropriate time scale. BEIS are likely to conduct their own post payment assurance checks, as they have done with previous grant schemes.

Community Engagement

9.5 No matters arising at this time

Annexes

None

Background Papers

Omicron Hospitality and Leisure grant details:

<https://www.gov.uk/guidance/check-if-youre-eligible-for-the-omicron-hospitality-and-leisure-grant>

ARG grant details:

<https://www.gov.uk/guidance/check-if-youre-eligible-for-the-coronavirus-additional-restrictions-grant>

CARF relief details:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041468/CARF_LA_Guidance.pdf

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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>
11	3

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By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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