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Monday, 11 July 2022

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Sarah Jane Croke, Colin Dougan,
Shaun Garrett, Rebecca Jennings-Evans, 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, 19 July 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 21 June 2022
(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 | - |
|----|-----------------------------|---|

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

5.	Procedure Rules, Paragraph 16. UK Shared Prosperity Fund	9 - 14
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14.	Urgent Action	199 - 210
15.	Exclusion of Press and Public	211 - 212

**Part 2
(Exempt)**

16.	Review of Exempt Items	213 - 214
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To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 21 June
2022**

+ Cllr Alan McClafferty (Chairman)

- | | |
|-------------------------|-------------------------------|
| + Cllr Sarah Jane Croke | + Cllr Rebecca Jennings-Evans |
| + Cllr Colin Dougan | + Cllr Adrian Page |
| + Cllr Shaun Garrett | + Cllr Robin Perry |

+ Present

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

10/E Minutes

The minutes of the meeting held on 31 May 2022 were confirmed and signed by the Chairman.

11/E Questions by Members

The Leader responded to a question from Councillor Adrian Page, confirming that, if the suggestion to explore an alternative route for the annual Remembrance Sunday parade considered later that meeting, a full consultation would be undertaken.

Councillor Graham Tapper received a response to a query regarding information provided in a recent Members' Bulletin, confirming that further information on the Hart, Rushmoor and Surrey Heath Special Protection Area Mitigation would be circulated to all Members.

In response to a question from Councillor Rodney Bates concerning the minutes of the previous meeting, the Leader advised that the relevant Portfolio Holder would be appointed to the Fairtrade Steering Group.

The Leader responded to a question from Councillor Sashi Mylvaganam explaining the Council's approach to commemorating the 40th anniversary of the end of the Falklands War.

12/E Tennis Court Redevelopment

The Executive was reminded that, at its meeting on 26 May 2020, it had agreed a capital project budget of £135,000 for the purpose of redeveloping the tennis courts at Watchetts Recreation Ground to create a floodlit, mixed-use Tennis and Netball facility.

In October 2021 the Lawn Tennis Association (LTA) had committed £8.4m of funding to refurbish public tennis courts across the UK. Following a successful stage 1 funding application, the LTA had advised it would be willing to invest in the

region of £140,000 to help the Council to bring the playing surfaces at Watchetts, Mytchett, and Frimley Green Recreation Grounds back to a playable standard, subject to meeting funding conditions. The LTA's funding would also cover the introduction of gate access technology at each site, along with certain fencing and net post repairs.

It was reported that the LTA's funding would not extend to funding the installation of floodlighting at Watchetts, connection to a 3 -phase power supply, or any netball elements to be introduced with the Watchetts redevelopment. However, these costs had been included within the original scope of works previously agreed for the Watchetts redevelopment in May 2020.

Members recognised the opportunity the LTA funding provided to extend the project to the courts at Frimley Green and Mytchett. It was reported that, due to the size of those courts, it would not be possible to convert them for dual use as netball facilities, but other upgrades such as floodlights could be explored at a future time.

RESOLVED that

- (i) the original scope of the tennis court redevelopment project to be extended to include tennis courts sites at Frimley Green and Mytchett Recreation Grounds;**
- (ii) agreement be given to the terms and conditions of the Lawn Tennis Association's funding;**
- (iii) a tender process to source and appoint a suitable lighting contractor be undertaken;**
- (iv) the completion of project deliverables be delegated to the Strategic Director – Environment & Community in consultation with the Leisure, Culture & Community Portfolio Holder; and**
- (v) a corporate contingency of 20% of the capital project budget be set aside from the Corporate Projects Reserve, with authority to spend this fund delegated to the Strategic Director – Finance & Customer Services in consultation with the Finance & Customer Services Portfolio Holder and the Leisure, Culture & Community Portfolio Holder.**

13/E Star Chamber Outcome Report

The Executive considered a report setting out the initial findings of the Star Chamber process that had been undertaken to identify £1.350m of savings. The £1.350m of savings had been agreed in the Council's Medium Term Financial Strategy, with an aspiration of stretching to £2m of savings, in order to progressively bring the budget back to a sustainable position by maximising the delivery of efficiencies and income generation. The report set out the efficiencies, savings and income generation options that had been identified by officers, detailing the suggested proposals and the projected savings.

It was reported that, whilst the Star Chamber process had been focussed upon the identification of savings, efficiencies and income generation, the impact of the current economic climate had been taken into account. It was recognised that it may be necessary to conduct further reviews if inflation and interest rates continued to rise.

Arising from the discussions on the identified savings from each service area, the following matters were highlighted and changes to the recommendations agreed:

- (i) The proposal to retain the Main Reception opening hours that had operated since the pandemic was supported, but it was agreed to further consider options for extending opening hours one day a week to accommodate residents unable to visit the Council Offices before 1pm.
- (ii) The number of amenity grass cuts completed by this Council on Surrey County Council land was discussed and suggestions were made about working with partners to share costs in areas where both organisations undertook cuts in a particular location. It agreed not to reduce the number of amenity costs, but to explore further opportunities for savings through joined-up working with partner organisations.
- (iii) Following clarification that the proposal to amend leases to include utility costs would only be pursued when leases were due to be renewed, it was suggested that the relevant councillors should be notified at the time this affected a lease within their ward.
- (iv) The proposal to reduce the number of printed editions of Heathscene to one issue per year, within two years, was considered and Members recognised the importance of this communication with residents, in particular those who did not engage with online forms of communication. Arising from the discussions, it was agreed not to pursue this proposal at the current time, but digital options for the delivery of Heathscene, along with increasing marketing revenue from the publication, would be further explored.
- (v) Members were informed that the proposals for altering the route for the annual Remembrance Sunday parade had arisen from discussions with the Royal British Legion (RBL) due to difficulties experienced by some veterans. Having heard concerns about the proposals, it was recognised that any such decision was not related to financial considerations and it was therefore agreed to remove this proposal from the list of savings identified. Whilst discussions on alternative options would continue separately with the RBL, assurances were given that they would only be implemented if they received the organisation's support.
- (vi) The Executive agreed to support the proposal not to continue the current arrangements for the Christmas tree at Surrey Heath House; however, alternative options would be considered for Christmas decorations at Surrey Heath House, including options for an artificial tree, decorating the existing tree on the building's lawn, and planting a more permanent Christmas tree at the location.

RESOLVED that

- (i) subject to the amendments below, the proposals set out in section 4 of the agenda report be agreed**
 - a. the proposal to maintain the current opening hours for the reception at Surrey Heath House rather than reverting back to pre-pandemic arrangements, as set out at paragraph 4.3 of the agenda report, be supported, but further options for longer opening hours one day per week be explored;**
 - b. the proposal to reduce the number of amenity grass cuts this Council completes on Surrey County Council land by two per annum, as set out at paragraph 4.6 of the agenda report, be removed, but further opportunities for savings through joined-up working with partner organisations be explored and reported to the Executive in due course;**
 - c. the proposal to reduce the print editions of Heathscene, as set out at paragraph 4.16 of the agenda report, be removed but officers be tasked with further exploring digital options for Heathscene and increasing marketing revenue from the publication;**
 - d. the proposal to explore a shorter parade route for the annual Remembrance Sunday event, as set out at paragraph 4.16 of the agenda report, be removed but continue to be explored with key stakeholders;**
 - e. the proposal to discontinue the expenditure on a Christmas Tree for Surrey Heath House in its present form, as set out at paragraph 4.17 of the agenda report, be supported, but alternative options for Christmas decorations be explored; and**
- (ii) responsibility for the implementation of the proposals agreed by the Executive and the associated adjustment of relevant in-year budget totals and Medium Term Financial Strategy totals be delegated to the Director of Finance & Customer Service in consultation with the Portfolio Holder for Finance & Customer Service.**

14/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)
15/E	3
16/E	3
17/E	3

15/E 63a High Street, Bagshot

The Executive considered a report requesting approval to award a contract for refurbishment and repair works to the Council's 63a High Street, Bagshot property to enable letting and occupation of part as offices. It also requested approval for capital expenditure to undertake this work.

Members were informed that the Council could seek to offset the expenditure by using monies held in a reserve fund and known as the Notcutts bursary, which had been lodged at the time of the Waitrose development in Bagshot and were governed by a memorandum. It was suggested that it would be advisable to engage with Notcutts if this option was to be pursued.

The Executive discussed the proposal to submit a planning application for consent to develop a dwelling unit on land to the rear of 63a High Street, Bagshot and questioned whether two dwellings could be accommodated on that site. A preference was also indicated for providing social housing or alms-house accommodation at the site. It was therefore agreed to further explore options with officers in order to achieve the best solution for the site.

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

- (i) A contract be awarded to the bidder and for the sum identified in the agenda report, to carry out refurbishment works within 63a High Street, Bagshot to enable the opportunity for letting and occupation of part as offices on a commercial basis;**
- (ii) expenditure of up to the amount identified in the agenda report be approved from the Council's capital budget to undertake the refurbishment of parts of 63a High Street, Bagshot;**
- (iii) any expenditure of the Additional Contingency Sum included within the total expenditure request be delegated to the Director of Finance & Customer Services, in consultation with the Leader and the Economic Development & Transformation Portfolio Holder;**
- (iv) subject to discussions between the Portfolio Holders for Economic Development & Transformation, Environment & Health and officers to explore a solution that was acceptable and that maximised the value achieved from the site, an application be submitted for planning consent for development on Council owned land at the rear of 63a High Street, Bagshot; and**

- (v) discussions be undertaken with Notcutts in order to seek to offset the expenditure by using monies held in a reserve fund and known as the Notcutts bursary (£185,000).**

Note: In accordance with the Members' Code of Conduct, Councillor Rebecca Jennings-Evans declared a pecuniary interest as her husband owned a business at the rear of 63a High Street, Bagshot and she left the Chamber during consideration of the item.

16/E Award of Contract

The Executive considered a report concerning the awarding of a contract for the delivery of security and cleaning services in The Square Shopping Centre.

RESOLVED that a contract be awarded to undertake cleaning and security services in The Square Shopping Centre, to the bidder and at the value as identified in the agenda report.

17/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 the decisions at minutes 15/E and 16/E, including the successful bidders, be made public following the completion of the standstill process, but the value of the contracts and the associated agenda reports remain exempt for the present time.

Chairman

Surrey Heath Borough Council
Executive
19 July 2022

UK Shared Prosperity Fund

Portfolio Holder:	Shaun Garrett – Economic Development & Transformation
Strategic Director/Head of Service	Stephen Wilkinson
Report Author:	Teresa Hogsbjerg – Economic Development Officer
Key Decision:	No
Date Portfolio Holder signed off the report	05 July 2022
Wards Affected:	All

Summary and purpose

This paper sets out the arrangements to ensure that Surrey Heath Borough Council complies with the requirements of the new UK Shared Prosperity Fund. The fund has allocated Surrey Heath £1m over the next three years.

To secure the funding, SHBC is required to submit an Investment Plan to Government by 1st August 2022 which outlines the broad themes and outcomes under which projects will be developed and delivered against.

Recommendation

The Executive is advised to RESOLVE that to meet the national requirements of the UK Shared Prosperity Fund:

- (i) The Surrey Heath Partnership be nominated as the oversight partnership for the fund including the co-opting of additional external partners as required to meet national requirements;
- (ii) authority be delegated to the Head of Investment and Development in consultation with the Portfolio Holder for Economic Development to submit the required paperwork to Government by the 1 August 2022 deadline;
- (iii) the projects being delivered in year one (2022/2023) are projects which have already been approved and are in the Councils Annual plan; and
- (iv) an annual programme of projects be developed for the Fund in years two (2023/24) and three (2024/25) be brought back to the Executive for approval.

1. Background and Supporting Information

1.1 The UK Shared Prosperity Fund has been created to replace European Union funding and is intended to support places to deliver against the Key national levelling up objectives: These are to:

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
- Spread opportunities and improve public services, especially in those places where they are weakest
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost
- Empower local leaders and communities, especially in those places lacking local agency

1.2 Surrey Heath, along with all other Boroughs and districts in Surrey have been allocated £1m as part of the UK Shared Prosperity Fund (UKSPF), and is one component of the Government's wider levelling up agenda run by the Department of Levelling up, Housing and Communities (DLuHC)

1.3 Funding has been allocated based on need and allocated by Government over the next three years. There is also a requirement to spend a minimum level of Capital each year.

1.4 4% can be claimed to support administration of the scheme (part of the £1m allocation) and a top up of £20,000 claimed as part of the Investment Plan development (this is provided automatically).

1.5 All funding allocated to each financial year must be spent in year otherwise unspent monies must be returned to the Treasury.

1.6 Allocation:

	22-23	23-24	24-25	Total
Surrey Heath	£39,573	£79,146	£881,281	£1,000,000
Minimum Capital	£3,957.30 (10%)	£7,914.60 (13%)	£176,256.20 (20%)	£188,128

1.7 In the national guidance, there are a list of 41 potential interventions across 3 principal delivery areas (please see annex 1 for full list). The three principal delivery areas are:

- Communities and Place
- Local Business
- People and Skills (reserved for year 3 delivery only in the guidance)

1.8 The outline Investment plan needs to provide details of which interventions the Council is choosing to take forward, along with the high level outcomes

which are to be delivered. It is proposed to focus on Communities and Place in the first year and this maximizes the opportunity for delivery.

1.9 Project details are not required at this stage.

1.10 As the Fund is due to come forward part way through the first year there is an expectation that the Council will be taking forward projects which were already planned to be delivered, in the knowledge that the funding can be utilised within the timeframe allowed through the funding. All projects in year one will be within the annual plan and as such already signed off for delivery.

2. Reasons for Recommendation

2.1 Guidance from the Department of Levelling Up and Housing requires that the UKSPF is delivered with oversight from the Local Partnership Group.

2.2 The Implementation plan is an overarching commitment for how SHBC will spend the money to deliver outcomes, and does not attribute spend to any project in particular. It is proposed that specific projects are agreed at executive prior to delivery following the proposed timetable:

- Year 1 – As these will be projects already agreed within the annual plan, a paper will be brought to executive providing details of the projects selected - Executive 18 October 2022
- Year 2 – Approval of Projects – Executive 14 February 2023
- Year 3 – Approval of Projects– Executive February 2024

3. Proposal

3.1 The proposal supports the need to ensure that the full allocation is spent in Surrey Heath to deliver tangible and meaningful outcomes for local residents. The approach will draw on the input from key partners on the Surrey Heath Partnership and the emerging projects will be approved by Executive.

4. Contribution to the Council's Five Year Strategy

4.1 All projects undertaken within the UKSPF funding will have considered the 5 year plan for SHBC, however they also need to take into consideration the wider goals of community organisations and partners aligned to the national levelling up agenda.

5. Resource Implications

5.1 Economic Development is leading on the development of the investment plan, and resourcing will be requested for each project as the overall programme is established.

5.2 4% of the overall funding can be claimed to support administration of the Fund.

5.3 £20,000 will also be paid to SHBC alongside the first year allocation to support the development of the implementation plan.

6. Section 151 Officer Comments:

6.1 The profile of payments from Government should be noted and given that there is likely to be a spending review before the last payment is received, an element of caution should be taken when allocating expenditure plans for the last year amount and the Council should not commit itself to making payments if the funding is not forthcoming.

7. Legal and Governance Issues

7.1 The management and administration of the Fund will need to follow any guidance published by the Government.

8. Monitoring Officer Comments:

8.1 No comments arising.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Climate change interventions will be considered where ever possible within the Council's approach to selecting and delivering projects under this funding scheme.

Equalities and Human Rights

9.2 Explicit in the UK Shared Prosperity Fund is the tackling of inequalities and the removal of barriers to ensure that everyone is able to access the opportunities and life chances on offer.

Risk Management

9.3 The main risk is having to return unspent monies that have been allocated to Surrey Heath, back to the Government. The focus of this report therefore is to develop an approach that maximises the opportunity for delivery.

Community Engagement

9.4 This will be lead primarily through the Surrey Heath Partnership fulfilling the role of the Local Partnership Group as set out in the national guidance.

Annexes

Annex 1 - The national Interventions List

<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-interventions-outputs-and-indicators/interventions-list-for-england>

Annex 2 - The national Prospectus for the UK Shared Prosperity Fund
<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus>

Background Papers

The Levelling up and Regeneration Bill
<https://bills.parliament.uk/bills/3155>

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Surrey Heath Borough Council

Executive

19 July 2022

Climate Change Action Plan Update

Portfolio Holder:	Cllr Colin Dougan, Environment and Health
Strategic Director/Head of Service	Nick Steevens, Strategic Director, Environment & Community
Report Author:	Anna Godleman, Climate Change Officer
Key Decision:	No
Date Portfolio Holder Consulted	
Wards Affected:	All

Summary and purpose

The Climate Change Action plan was developed by the Planning Policy and Conservation Team in conjunction with the Climate Change Working Group following the declaration of a Climate Emergency in October 2019. The Action Plan includes a total of 65 Actions across six key themes, with actions prioritised for delivery, based on feedback from the Climate Change Working Group. It sets out Surrey Heath specific actions, whilst recognising the importance of partnership working to deliver these actions.

As noted in The Climate Change Action Plan, the challenges associated with addressing climate change are inherently complex and guidance and best practice is continually evolving as a result of changes in technology and our understanding of the issues. Therefore, the Climate Change Action Plan has been prepared as a document that can be updated, adapting to changing circumstances. This report recommends updates to be applied to the Climate Change Action Plan as it is published on the website and an update to the accessibility of the document.

In addition, since the Climate Change Action Plan has been published, a number of actions have been progressed. The attached report at Annex B provides an update table on the progress of the delivery with the recommendation that this is published as an appendix to the Climate Change Action Plan, with the view to update progress every 6 months and add further detail as projects develop through time. Furthermore as a priority, further milestones and target dates to be included in Annex B, in consultation with the Climate Change Working Group.

Recommendation

The Executive is advised to RESOLVE to

- (i) apply changes as outlined in this report to Annex A - Climate Change Action Plan and update the accessibility of the document;
- (ii) publish the Climate Change Action Plan Update table at Annex B on the Council's website as an Appendix to the Climate Change Action Plan by September 2022; and
- (iii) update progress at Annex B every 6 months.

1. Background and Supporting Information

- 1.1 The Climate Change Action Plan was agreed by the Executive on the 16th March 2021.
- 1.2 The Surrey Heath Climate Change Action Plan has two key aims:
 - i) To work towards achieving the ambitious net-zero carbon emission target by 2030 as an organisation and contribute to making the Borough net zero by 2050 (with the aspiration for net zero by 2030).
 - ii) To ensure that the Council as an organisation is resilient to the impacts of climate change and support the resilience of the Borough to the impacts of climate change.
- 1.3 As noted in The Climate Change Action Plan, the challenges associated with addressing climate change are inherently complex and guidance and best practice is continually evolving as a result of changes in technology and our understanding of the issues.
- 1.4 As consulted with the Climate Change Working Group, it is recommended to amend the Climate Change Action Plan with the changes outlined in this report to improve the plan and reflect updates such as the Councils declaration of an ecological emergency.
- 1.5 Annex A provides a copy of the Climate Change Action Plan as it is currently published on the website. The suggested amendments to this document that are recommended to be applied are as follows:
- 1.6 To remove the colour coding (green, orange, red) from the Priority column of the Action Plan table from pages 6 – 16.
- 1.7 To add the Ecological Emergency Declaration to Page 1

Ecological Emergency Declaration

On the 15th December 2021, the Council declared an 'Ecological Emergency' to accompany the Climate Emergency

- 1.8 To provide detail on the Ecological Emergency Declaration and commitments on Page 5.

Ecological Emergency Declaration

On the 15th December 2021, the Council declared an 'Ecological Emergency' to accompany the Climate Emergency.

In accordance the Council recognises that all tiers of local government are well placed to lead the way in reducing carbon emissions and tackling the ecological emergency as they have close links with their residents. Having already declared a Climate Emergency in 2019 and committed to carbon neutrality by 2030, it also recognises there is an ecological emergency. The Climate and Ecological Emergency Bill highlights the urgency of the twin climate and ecological emergencies.

The Council commits to leading by example and promoting the good work it is currently undertaking. The Council will continue working with partners and volunteers locally and regionally to drive coordinated leadership and collaborative action to aid the recovery of nature and natural environments and identify areas for greater biodiversity.

The Council aims to ensure irreplaceable habitats are protected, that biodiversity mitigation hierarchy is followed and that biodiversity net gain is fully implemented.

The Council will be reviewing and implementing a borough-wide Tree Strategy; will continue to review Surrey Heath's Green Infrastructure Strategy, and ensure new developments contribute to increasing biodiversity and ecological improvement.

- 1.9 To update Action E9 on Page 7 to incorporate energy efficiency grants so that it reads as follows.

Work with businesses and citizens across Surrey Heath by providing information and advice on low-cost technologies to reduce energy consumption and promote access to energy efficiency grants.

- 1.10 In addition to reflect Action E9 as a High priority action.

- 1.11 To update Action B1 on Page 12 to enhance commitment to diversity and inclusion.

Increase and diversify our communications and engagement on climate change, to be accessible and inclusive to all communities in the Borough and direct resources towards engagement and behavioural change.

- 1.12 To update Action O10 on Page 15 to recognise co-benefits of climate change mitigation and adaptation.

Evaluate the need to develop a Surrey Heath Climate Change Adaptation and Resilience Plan, seeking to understand most at risk of climate change and

recognising that mitigation and adaptation has potential co-benefits and connects to wider impacts on society such as health and wellbeing, fuel security, air quality and flood risk.

- 1.13 As well as the proposed amendments, the format of the Climate Change Action Plan document will be updated to meet the latest accessibility standards.
- 1.14 Since the Climate Change Action Plan has been published, there has been progress. The attached report at Annex B provides a tabulated update on the Climate Change Action Plan. The table includes a replication of Actions, resourcing and priority; as well as an update on milestones, progress and lead Officers involved¹. Looking ahead to the net zero target in 2030, a pathway of combined measures is in development to reduce the Council's operational emissions towards net zero. This will rely on investment, the availability of grant funding and the pace of progress in low carbon technology.
- 1.15 Progress on the Climate Change Action Plan will continue to be monitored regularly and reported to the Climate Change Working Group and Corporate Management Team.
- 1.16 Any further review and updates will be brought to the Climate Change Working Group and Executive where appropriate so that the Climate Change Action Plan continues to be a live and up to date document.

2. Reasons for Recommendation

- 2.1 It is recommended that the changes to the Climate Change Action Plan are applied to Annex A and published on the website so that the Plan is improved and evolves responding to the surrounding context. It is also recommended that Annex B, and progress against Actions and the work of the Climate Change Working Group is published, and updated in a timely manner every 6 months, with the ability to add greater detail to the document such as emissions reduction data as projects progress in the future.

3. Proposal and Alternative Options

- 3.1 It is proposed that the Executive approve amendments to the Council's Climate Change Action Plan, update accessibility, and support publication of the update table at Annex B. Alternatively the Executive can choose not to make the amendments or publish the update table.

4. Contribution to the Council's Five Year Strategy

¹ It is expected that Officers involved for the delivery of each Action will evolve as the Plan and related projects progress. The Climate Change Officer will coordinate delivery and provide support across all areas of the plan.

4.1 Implementation of the Climate Change Action Plan will play a key contribution to delivery of the Five Year Strategy Actions, with a particular focus on Environment and Health priorities, most notably to:

- Achieve at least 70% net reduction in the Council's carbon emissions by the end of the Strategy.
- Develop and deliver a credible pathway to being carbon neutral by 2030 in our estate and operations.
- Improve energy efficiency and increase local renewable energy production to transition to net zero-carbon energy status.
- Work with partners to support initiatives and infrastructure to increase the uptake of walking, cycling and public transport, and low emission vehicles.
- Deliver improvements to green infrastructure across the Borough, increasing the potential of land, biodiversity, current and future woodland in the Borough to sequester and store carbon, e.g. promoting use of hedgerows.
- Deliver actions that encourage and support steps being taken by local people within the community to tackle climate change.
- Adapt our estate and operations to meet the challenges posed by climate change and set the standard for all sectors of our local community and new development, and existing housing stock, to reduce carbon emissions and adapt to the impacts of climate change.
- Identify a preferred partner to invest and deliver sustainable energy sources across the borough and reflect the need to establish sustainable energy sources into future Planning Policy.
- Change the Council's entire fleet of vehicles to electric and/or low/zero emission vehicles (where technology allows).
- Support the use of electric/low/zero emission vehicles across the rest of the borough, for example introducing electric charging points in Council car parks and supporting the installation of on-street charging points.

5. Resource Implications

5.1 The Council has a Climate Change Officer to take this work forward.

5.2 2022/2023 includes £45,000 for Climate Change Work.

5.3 Any capital funding required will be submitted to the Council for approval on a case for case basis.

5.4 There is the potential that a number of actions will be delivered through external funding streams, such as government grants. It should be noted that in many cases, actions requiring investment will pay back in the future. For example, through investing in improvements to the energy efficiency of Council owned and operated buildings, future energy bills will be reduced creating a long-term saving.

6. Section 151 Officer Comments:

The financial implications in this report are within current approved budget allocations.

7. Legal and Governance Issues

7.1 There are no perceived legal or governance issues related to this update.

8. Monitoring Officer Comments:

8.1 No Comments.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 The implementation of The Climate Change Action Plan will play a pivotal role in delivering the Council's net zero targets. There are numerous co-benefits of delivering climate change mitigation and adaptation, including supporting biodiversity and contributing to human health.

Equalities and Human Rights

9.2 Addressing equalities impact are considered on a project by project basis.

9.3 A key target is focusing on addressing fuel poverty within the Borough.

Risk Management

9.4 Risks are considered on a project by project basis.

Community Engagement

9.5 Communicating, educating, informing and mobilising action linked to the Council's Climate Change Plan will be vital to impact wider Borough emissions reduction and meet the 2050 net zero goals.

9.6 Engagement will be developed on a case for basis, aligned to ensure delivery of the Climate Change Action Plan reflects a 'listening' Council.

9.7 A set of webpages on the Council's website are dedicated to climate change, including the replication of the Climate Change Action Plan. There are regular communications across numerous channels on many of the Actions included in the plan and regular social media updates to strengthen climate change awareness and action.

Annexes

Annex A - Surrey Heath Climate Change Action Plan – Current Version

Annex B - Surrey Heath Climate Change Action Plan Update Table

Background Papers

[Surrey Heath Climate Change Study](#)

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Surrey Heath Borough Council Climate Change Action Plan



Climate Emergency Declaration

On the 9th of October 2019, the Council declared a Climate Emergency and pledged to become carbon neutral by 2030 across its own estate and operations, including contractors used, and support the actions being taken by Surrey County Council in this area.

Introduction

Climate change is one of the greatest challenges facing our society. The scientific evidence of anthropogenic climate change is overwhelming and will have a lasting impact on people and wildlife¹. The Intergovernmental Panel on Climate Change 2018 report² makes clear that the impacts of climate change are being experienced now through unprecedented global trends and through more localised severe weather events. The Climate Emergency declared by the Council recognises that climate change is happening, and that action needs to be taken now, both to mitigate and to adapt.

The Surrey Heath Climate Change Action Plan has two key aims:

1. To work towards achieving the ambitious net-zero carbon emission target by 2030 as an organisation and contribute to making the Borough net zero by 2050 (with the aspiration for net zero by 2030).
2. To ensure that the Council as an organisation is resilient to the impacts of climate change and support the resilience of the Borough to the impacts of climate change.

¹ Appendix 1 provides links to the key sources of scientific evidence for anthropogenic climate change.

² V Masson-Delmotte et al.: Global Warming of 1.5°C. An IPCC Special Report on the Impacts of Global Warming of 1.5°C above Pre-industrial Levels and Related Global Greenhouse Emission Pathways, in the Context of Strengthening the Global Response to the Threat of Climate Change, Sustainable Development, and Efforts to Eradicate Poverty. Summary for Policymakers. Intergovernmental Panel on Climate Change, Oct. 2018. http://report.ipcc.ch/sr15/pdf/sr15_spm_final.pdf

To deliver the aims of the Action Plan, eight objectives have been identified:

1. Develop and deliver a credible pathway to being carbon neutral by 2030 in our estate and operations.
2. Deliver significant carbon reductions through developing and implementing an energy strategy to reduce energy consumption and increase local renewable energy production to transition to zero-carbon energy.
3. Work with partners to support initiatives and infrastructure to increase the uptake of walking, cycling and public transport, and low emission vehicles.
4. Deliver improvements to green infrastructure in the Borough, increasing the potential of land, biodiversity, current and future woodland in the Borough to sequester and store carbon.
5. Work with partners to help facilitate reduced waste and increase reuse and recycling in the Borough.
6. Use education and best practice sharing to drive significant behavioural changes within Surrey Heath to encourage the adoption of more sustainable lifestyle choices.
7. Facilitate and encourage partnership working to increase the resilience of the council's estate and operations to climate change and set the standard for all sectors of our local community to reduce their carbon emissions and adapt to the impacts of climate change.
8. Support the development of the green economy, including sustainable farming and food production.

The Action Plan draws directly on the Surrey Climate Change Strategy, available on Surrey County Council's website³. The strategy supports the shared ambition of Surrey's 12 local authorities for Surrey's residents to live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities and sets out the collective approach to do our part to tackle climate change.

The Action Plan is supported by the emission baseline set out in the Climate Change Study⁴ prepared by Aceom on behalf of the Council to support the development of the new Local Plan. Chapter 4 of the study sets out the baseline carbon emissions for Council as an organisation, as well as the Borough wide emissions (2017 base year). The study also makes wider recommendations on how the new Local Plan, currently being prepared by the Council, can address climate change. The new Local Plan will deliver climate change actions specific to planning policy, including ensuring that new developments contribute to

³ <https://www.surreycc.gov.uk/people-and-community/climate-change/what-are-we-doing/climate-change-strategy>

⁴ Available at <https://www.surreyheath.gov.uk/sites/default/files/Surrey%20Heath%20Local%20Plan%20-%20Climate%20Change%20Study.pdf>

climate change mitigation and adaptation. As such, Local Plan Actions have not been included in the Climate Change Action Plan at this stage.

It is widely accepted that delivering actions to address climate change will offer many co-benefits. These include:

- Health benefits – Due to cleaner air, warmer homes, more exercise and better mental health.
- Economic benefits – Less lost time due to traffic congestion, job creation in the green economy, operational cost savings via increased energy efficiency and waste reduction.
- Biodiversity benefits– green infrastructure and nature based solutions to climate change, such as tree planting, can have a wide range of additional benefits including supporting biodiversity, water, soil and air quality.

The challenges associated with addressing climate change are inherently complex and guidance and best practice is continually evolving as a result of changes in technology and our understanding of the issues. Therefore, the Action Plan has been prepared as a living document that will be updated regularly, adapting to changing circumstances. The Action Plan is replicated on the Council's website⁵, along with more information on how individuals can make a difference.

It should be noted that the ability to deliver the Action Plan will depend on the resources that are available. Indeed, not all actions in this Plan will be deliverable and the key actions will need to be prioritised to deliver carbon emission reductions efficiently and effectively.

Defining actions

The Action Plan is separated into the following six key areas, although it is noted that there is a degree of overlap:

- Energy
- Transport
- Environment
- Behavioural change
- Operations
- Monitoring

⁵ Link to be added when webpages go live.

To reflect the Council's levels of influence across the Borough, the actions within each of the six key areas has been separated into two categories:

1. Council Operations: Actions that are directly within the scope of Surrey Heath Borough Council as an organisation (building and assets).
2. Wider Borough: Actions to support and work with all other relevant organisations and individuals to significantly reduce emissions Surrey Heath.

It is noted that there are differences between actions that are direct and actions that are indirect. As such, each action has also been labelled as either a direct action, such as the installation electric vehicle charging points into Council owned car parks, or an indirect action, such as undertaking initial scoping work to understand the feasibility of installing electric vehicle charging points into Council owned car parks.

Timescales

Specific actions may take months or years to deliver and therefore an indicative **start date** timescale is provided for each action in the six key areas, based on the definitions summarised in Table 1 below.

Timescale	Start date⁶
Ongoing	Action currently in progress
Short term	6 – 12 months
Medium term	Up to 2 years
Long term	Longer than two years

Table 1: summary of action start date timescales.

⁶ Effective as of the 1st April 2021.

Priority actions

Due to the wide range of actions it is necessary to prioritise actions based on their effectiveness and ease to undertake. Actions have been categorised and colour coded as high, medium and low priority, in consultation with the Council's Climate Change Working Group, based on the effectiveness of the action and the ease of undertaking the action.

Resources

Actions in the plan cover a wide range of service areas and in some cases will require external funding to be delivered. As such, Actions have been categorised as follows:

- Within existing budgets - actions which can be delivered within existing budgets and resources at this stage.
- Will require additional funding - actions which will require external funding (either through capital investment or grant funding) or additional resources to be delivered.
- Likely to require additional funding - actions which will likely require external funding (either through capital investment or grant funding) or additional resources to be delivered.

Monitoring and actions

The Climate Change Working Group will continue to meet regularly to facilitate the delivery of actions in this Action Plan, including evaluating updates to the Action Plan. The Action Plan is a dynamic document that will evolve as the climate emergency landscape inevitably shifts over time. Therefore, the plan will be reviewed regularly to ensure that it stays current and remains fit-for-purpose.

A monitoring framework will be developed by the Council to measure the success of actions. A suite of relevant key performance indicators will also be developed to assist with performance management, and this will capture key milestones achieved during the last reporting period and any risks or issues for the actions in question. Each action has categorised based on the service area responsible for delivery.

Energy

The Surrey Heath Climate Change study identifies that approximately 15% of the Council's carbon emissions as an organisation originate from its energy usage. It also identifies that domestic and industrial energy usage accounts for over 60% of Borough wide emissions.

Council Operations Energy Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
E1	Develop and implement an Energy Strategy for the Council do deliver Energy actions, working with partners including the Surrey Energy Partnership ⁷ and Surrey Climate Commission.	Within existing budgets	Indirect	Short term	High
E2	Become members of APSE Energy ⁸ .	Within existing budgets	Indirect	Complete	High
E3	Change electricity supply to a 100% green energy tariff for Council owned and operated buildings. Consider options for offsetting gas usage in Council owned and operate buildings.	Likely to require additional funding	Direct	Short term	High
E4	Continue and accelerate the rollout of LED lighting across the Council's estate, including parks and open spaces, to reduce energy use.	Will require additional funding	Direct	Ongoing	High
E5	Continue and accelerate improvements to the energy efficiency of Council owned and operated buildings. Work with tenants to identify and implement measures to improve the energy efficiency of the Council's leased assets.	Will require additional funding	Direct	Ongoing	High
E6	Identify and bid for external grant funding for energy efficiency and renewable energy projects.	Within existing budgets	Indirect	Ongoing	High

⁷ Surrey Energy Partnership aims to support and facilitate the transition to clean energy

⁸ The Association for Public Service Excellence (APSE) is a bespoke Local Authority Energy Collaboration is a partnership developed by our member authorities which looks to leverage and maximise the opportunities afforded to local authorities by working together on a national scale in the green energy agenda.

E7	Examine the viability of installing renewable energy onto Council owned buildings and land, such as solar panels, and identify buildings and/or land that is suitable for renewable energy installations.	Likely to require additional funding	Indirect	Ongoing	High
Wider Borough Energy Actions					
E8	Promote the introduction of renewable and low carbon energy across the Borough.	Within existing budgets	Indirect	Ongoing	High
E9	Work with businesses and citizens across Surrey Heath by providing information and advice on low-cost technologies to reduce energy consumption.	Within existing budgets	Indirect	Short term	Medium
E10	Examine the potential for zero/low carbon heat networks in the Borough.	Likely to require additional funding	Indirect	Medium term	Medium
E11	Work with our partners in local government and the energy supply sector to consider the establishment of district energy networks or similar systems.	Within existing budgets	Indirect	Long term	Medium
E12	Investigate the potential to survey energy uses and consumption patterns across the Borough.	Likely to require additional funding	Indirect	Long term	Low

Transport

The Surrey Heath Climate Change study identifies that approximately 34% of Borough wide emissions relate to transport, of which the vast majority relates to road transport. The study also identifies that approximately 10% of the Council's emission originate from employee commuting and fleet vehicles.

Council Operations - Transport Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
T1	Continue to implement and develop agile working practices to reduce employee journeys and business miles. Encourage greener community and active travel for necessary journeys.	Within existing budgets	Direct	Ongoing	High
T2	Undertake a survey of employee commuting and business travel patterns.	Within existing budgets	Indirect	Short term	Medium
T3	Identify incentives that could be used to encourage sustainable modes of transport for staff, including investigating the potential for an employee car club.	Within existing budgets	Indirect	Medium term	Medium
T4	Examine the potential to transition SHBC fleet vehicles to electric and/or other low/zero emission vehicles.	Likely to require additional funding	Indirect	Medium term	High
T5	Investigate the potential to increase electric vehicle charging points within Council car parks.	Likely to require additional funding	Indirect	Ongoing	High
Wider Borough – Transport Actions					
T6	Support the rapid shift to electric vehicles by working in partnership with Surrey County Council and electric vehicle charging point providers to investigate the potential to deliver EV charging points installation projects across the Borough.	Within existing budgets	Indirect	Short term	High
T7	Start initial work on exploring the opportunity for improving sustainable movement corridors in Surrey Heath, working with Surrey County Council.	Within existing budgets	Indirect	Short term	High
T8	Work with partners to prioritise the delivery of strategic infrastructure to be located near key transport hubs,	Within existing budgets	Direct	Ongoing	High

	reducing the demand for travelling by private car and improving overall mobility and accessibility, in and between urban areas.				
T9	Work with SCC to significantly improve the Borough's cycle network, with the potential for the production of a cycle strategy specific to Surrey Heath.	Within existing budgets	Direct	Ongoing	High
T10	Investigate the potential for an Urban Consolidation Centre in Camberley which would enable last mile deliveries to be made using electric freight vehicles (including e-bikes) rather than diesel-powered HGVs.	Likely to require additional funding	Indirect	Long term	Low
T11	Work with taxi companies and licence holders to consider low carbon vehicles.	Within existing budgets	Indirect	Medium term	Low
T12	Investigate opportunities to develop a car sharing scheme for local residents.	Likely to require additional funding	Indirect	Medium term	Medium

Environment

The Surrey Heath Climate Change Study identifies that the total carbon sequestered by Council-owned green space in 2017 was estimated to be 195.3 tCO₂e, which equates to -195.3 tCO₂e removed from the atmosphere. The study also estimates that the total carbon sequestered within Surrey Heath by non-Council-owned green space in 2017 was 10,336 tCO₂e, which equates to -10,336 tCO₂e removed from the atmosphere.

Council Operations - Environment Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
ET1	Continue to minimise the use of herbicides and pesticides where possible and appropriate.	Within existing budgets	Direct	Ongoing	High
ET2	Continue to encourage reduced mowing where appropriate to allow wildflower planting and growth. Review machinery used to undertake works, including increasing the use of low carbon equipment.	Within existing budgets	Direct	Ongoing	High
ET3	Review potential to undertake a tree density assessment of the Borough, giving a clear understanding of tree cover in the borough.	Likely to require additional funding	Indirect	Medium term	Medium
ET4	Examine the opportunities to improve green infrastructure networks in the Borough, including opportunities for Suitable Alternative Natural Greenspace (SANGs).	Within existing budgets	Indirect	Ongoing	High
ET5	Investigate the potential to 'rewild' the Borough, including open spaces in Council ownership	Likely to require additional funding	Indirect	Medium term	Medium
ET6	Identify opportunities for community gardens/allotments throughout the Borough.	Within existing budgets	Indirect	Medium term	Medium
ET7	Examine how the carbon storage capacity of the Council's green assets can be maximised.	Likely to require additional funding	Indirect	Long term	Low
ET8	Examine the potential to 'green' Council buildings, such as integrating green roofs and green walls into	Likely to require additional funding	Indirect	Medium term	Medium

	the fabric of buildings (this also relates to energy, providing better insulation etc).				
ET9	Investigate and cost opportunities to reuse water, for example incorporating rainwater harvesting, as part of Council building projects.	Likely to require additional funding	Indirect	Medium term	Medium
Wider Borough – Environment Actions					
ET10	Work with partners to facilitate a tree planting and green infrastructure strategy (specific to climate change), taking account of the Borough’s biodiversity assets.	Within existing budgets	Indirect	Ongoing	High
ET11	Work with partners to develop and deliver a framework for biodiversity net gain.	Within existing budgets	Indirect	Short term	High
ET12	Continue to work with Joint Waste Solutions and partners to deliver reductions in carbon emissions associated with waste management in Surrey Heath, including vehicle fleet management and supply chain engagement.	Within existing budgets	Indirect	Ongoing	High
ET13	Promote the ‘greening’ of buildings in the Borough, such as integrating green roofs and green walls into the fabric of buildings.	Within existing budgets	Indirect	Medium term	Medium

Behaviour Change

Supporting and promoting changes to more sustainable practices and lifestyles can play a significant role in reducing emissions from all sources, both within the organisation and the Borough more widely.

Council Operations – Behaviour Change Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
B1	Increase and diversify our communications and engagement on climate change, including directing resources towards community engagement and behavioural change.	Within existing budgets	Indirect	Ongoing	High
B2	Facilitate local events promoting sustainable practices, making best use of the Council's assets (e.g. using vacant units in the SQ etc).	Likely to require additional funding	Indirect	Medium term	Medium
B3	Investigate the potential for pop-up units in the Town Centre for local sustainable businesses, for example in vacant units.	Likely to require additional funding	Indirect	Short term	Medium
B4	Require deliveries to be by electric vehicles where practicable.	Likely to require additional funding	Indirect	Medium term	Medium
Wider Borough – Behaviour Actions					
B5	Work with the Local Enterprise Partnership (LEPs), e.g. to identify funding sources that residents can access.	Within existing budgets	Indirect	Short term	High
B6	Consider the potential to support or advertise local reuse websites/apps to promote waste reduction in the Borough.	Within existing budgets	Indirect	Medium term	Low
B7	Establish a programme of funding for charities or other local initiatives who redistribute surplus food to those in need.	Will require additional funding	Indirect	Long term	Low
B8	Working in partnership with local businesses and organisations to deliver carbon reductions throughout the Borough.	Within existing budgets	Indirect	Medium term	Low

B9	Work with local events to reduce emission and waste from events through producing a best practice guidance.	Within existing budgets	Indirect	Medium term	Low
B10	Investigate the potential for a local award for businesses that demonstrate excellence in reducing carbon emissions or achieve net zero.	Likely to require additional funding	Indirect	Medium term	Low
B11	Investigate potential opportunities to partner with universities for local research and innovation.	Within existing budgets	Indirect	Medium term	Medium
B12	Review and improve how we involve residents in our existing decision-making processes.	Within existing budgets	Indirect	Short term	High
B13	Review the implications of moving towards a low carbon economy on Surrey Heath's jobs and skills markets.	Will require additional funding	Indirect	Long term	Low
B14	Working with partners, use local economic data to provide a clearer picture of ongoing reuse activities, to identify circular economy opportunities and assets.	Likely to require additional funding	Indirect	Long term	Medium
B15	Work with partners to help facilitate reduced waste and increase reuse and recycling in the Borough.	Within existing budgets	Indirect	Ongoing	High

Operational

The Surrey Heath Climate Change Study identified that the Council's procurement spend accounts for over 70% of the organisation's emissions.

Council Operations – Operational Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
O1	Make climate change a priority for decision making, both in terms of procurement processes and officer reports.	Within existing budgets	Indirect	Ongoing	High
O2	Embed carbon reduction objectives into all decision-making processes in the Council, ensuring that the Council's supply chains are minimising carbon emissions.	Likely to require additional funding	Indirect	Ongoing	High
O3	Educate, train and encourage internal procurers and commissioners to review their consumption of goods and services, reduce usage and adopt more environmentally friendly products and procedures	Will require additional funding	Indirect	Medium term	High
O4	Further reducing the use of single use plastics by working towards minimising single use plastics within the organisation (except for personal protective equipment). Review SHBC's own operations and practices in line with The UK Plastics Pact target – 100% recyclable, compostable or reusable plastic packaging.	Will require additional funding	Indirect	Medium term	High
O5	Consider how internal budgets are used effectively to value and support work on carbon reductions and identify appropriate ways to support and incentivise internal carbon reduction/offsetting projects	Within existing budgets	Indirect	Ongoing	High
O6	Carry out departmental Climate Change risk assessments	Will require additional funding	Indirect	Short term	High

07	Establish a network of staff Climate Change Champions across the Council.	Within existing budgets	Indirect	Ongoing	High
08	Raise staff/Councillor awareness through carbon literacy training	Will require additional funding	Indirect	Ongoing	High
09	Examine the potential to introduce a Community Municipal Investment (CMI) to support the investment of local green projects.	Will require additional funding	Indirect	Short term	High
	Wider Borough – Operational Actions				
010	Evaluate the need to develop a Surrey Heath Resilience Plan and how this could be facilitated.	Likely to require additional funding	Indirect	Medium term	Medium

Monitoring

Council Operations – Monitoring Actions					
ID	Action	Resourcing	Direct or indirect?	Timescale	Priority
M1	Update the Council's carbon emissions baseline as an organisation to 2019. As part of this, assess the potential for grant funding to help support the delivery of this action.	Likely to require additional funding	Indirect	Short term	High
M2	Create a monitoring framework for the Action Plan to monitor progress.	Within existing budgets	Indirect	Ongoing	High
M3	Collect consumption data from tenants to improve monitoring data, working with tenants to gather carbon footprint or energy consumption data.	Within existing budgets	Indirect	Medium term	High

Appendix 1 – links to key sources of scientific evidence for anthropogenic climate change

- The Government's website 'Climate Change Explained' (<https://www.gov.uk/guidance/climate-change-explained#evidence-and-analysis>) provides useful background information and evidence on Climate Change, including a PDF version of the webpage with references.
- The Intergovernmental Panel on Climate Change (IPCC) is the United Nations body for assessing the science related to climate change. The IPCC website (<https://www.ipcc.ch/>) includes numerous reports setting out the evidence of climate change and the impacts it will have on human life and biodiversity.
- The Committee on Climate Change (CCC) advises the government on emissions targets and reports to Parliament on progress made in reducing greenhouse gas emissions. The CCC is an independent, statutory body established under the Climate Change Act 2008. The CCC website (<https://www.theccc.org.uk/publications/>) includes a number of publications on climate change, including the national 'sixth carbon budget'.

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Surrey Heath Climate Change Action Plan Update Report

ENERGY ACTIONS						
COUNCIL OPERATIONS						
ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
E1	Develop and implement an Energy Strategy for the Council to deliver Energy actions, working with partners including the Surrey Energy Partnership ¹ and Surrey Climate Commission.	Within existing budgets to produce feasibility studies. Delivery of projects dependent on feasibility, and availability of grant funding such as Public Sector Decarbonisation Scheme or capital bid.	High	<p>Collect energy consumption data for Council's owned and operated buildings and assets.</p> <p>Calculate Scope 1 and 2 emissions baseline 2019/20 and 202.0/21.</p> <p>Produce first draft of Energy Strategy: options for decarbonisation of Council owned and operated buildings and assets in development.</p> <p>Implement measures identified to improve energy efficiency across SHBC estate</p>	<p>Completed for 2019/20, 2020/21 and to continue annually).</p> <p>Completed.</p> <p>First energy audits conducted and to continue through estate in 2022.</p> <p>Measures identified to be discussed with building managers and presented to CCWG July 2022.</p>	Climate Change Officer
E2	Become members of APSE Energy.	Within existing budgets.	High	Become members of APSE Energy	Completed	Principal Planning Officer

¹ Surrey Energy Partnership aims to support and facilitate the transition to clean energy

E3	Change electricity supply to a 100% green energy tariff for Council owned and operated buildings. Consider options for offsetting gas usage in Council owned and operate buildings.	Likely to require additional funding. Green tariff options likely to incur additional costs (£15,000 + for REGO current Laser managed portfolio)	High	Investigate options to change electricity supply to a renewable energy tariff (Initial options are REGO or Green Basket Purchasing, or Power Purchase Agreement). Research options for decarbonisation of gas usage.	Meeting with LASER energy manager to discuss options (May 2022). Continue to monitor and share with CCWG. Potential for bid to fund to produce low carbon heating plans for estate – dependent on funding/ building suitability.	Head of Finance
E4	Continue and accelerate the rollout of LED lighting across the Council's estate, including parks and open spaces, to reduce energy use.	LED lighting rollout (beyond failed bulb replacement) is likely to require additional capital bid.	High	Continue to install LED lighting in Council assets. Undertake audit to understand which locations across SHBC estate and assets do not currently have 100% LED lighting to understand the scale of remaining challenge. Complete LED rollout across all SHBC estate and assets .	LED lighting replacing any florescent bulb failures. Wider audit in 2022 to understand cost/ ROI to replace remaining fluorescent bulbs across estate. Completion date dependent on audit and scale.	Parking Services Manager, Interim Estates Manager, Recreation and Leisure Manager
E5	Continue and accelerate improvements to the energy efficiency of Council owned and operated buildings. Work with tenants to identify and implement measures to improve the energy efficiency of the Council's leased assets.	Will require additional funding - The action will be dependent on the availability of capital/ grant funding.	High	Collect half hourly electricity consumption data collected for Council's owned and operated buildings and assets to understand energy use patterns and related carbon emissions. Undertake data collection to understand energy use in Council leased assets where data is available.	Completed. Dependent on data availability to be collected through 2022/23.	Interim Estates Manager, Community Engagement and Events Manager, Climate Change Officer



				<p>Work with tenants to improve the energy efficiency of the Council's leased assets and understand energy use.</p> <p>Support Accent Housing to access Social Housing Decarbonisation Fund (SHDF).</p>	<p>Date dependent on leased assets energy assessment.</p> <p>Accent awarded first round of SHDF, energy efficiency improvements to be installed in selection of homes 2022-23.</p>	
E6	Identify and bid for external grant funding for energy efficiency and renewable energy projects.	Within existing budgets	High	Monitor grant funding availability assisted by APSE Energy Membership, government updates, public sector weekly digest.	Weekly Monitoring	Climate Change Officer, Chief Accountant, Principal Solicitor
E7	Examine the viability of installing renewable energy onto Council owned buildings and land, such as solar panels, and identify buildings and/or land that is suitable for renewable energy installations.	Will require additional funding. Grant funding for solar PV is currently limited so Officers to review alternate options.	High	<p>Engage with joint study with SCC, Districts & Boroughs and Buro Happold to explore the feasibility of renewable energy installations on Council owned assets and land.</p> <p>Conduct further assessment to develop rooftop PV appraisal on SHBC estate.</p> <p>Develop business case for options of solar PV installations across SHBC estate.</p> <p>Investigate funding opportunities with a view to install when possible.</p>	<p>Completed study indicates, limited ground mounted solar but rooftop opportunities to be considered.</p> <p>Appraisal underway and to be presented to CCWG.</p> <p>Business case to be completed by end 2022.</p> <p>Grant funding for solar PV is currently limited so Officers to review alternate options.</p>	Climate Change Officer, Parking Services Manager, Interim Estates Manager





WIDER BOROUGH ENERGY ACTIONS

<p>E8</p>	<p>Promote the introduction of renewable and low carbon energy across the Borough.</p>	<p>Within existing Budgets – LAD funding and Sustainable Warmth</p>	<p>High</p>	<p>Update information on available Schemes to residents on the Council’s sustainable Surrey Heath webpages.</p> <p>Share and support future development of the SCC coordinated Solar Together Scheme.</p> <p>Support the uptake of future national funding schemes such as grants for heat pumps.</p>	<p>Updated and will review as new guidance and schemes are released.</p> <p>105 Surrey Heath residents signed up to 2021 solar scheme, installations are underway. Comms promoted via PR, SHBC webpages, SM and Heathscene magazine, also internally to staff. SH were 4th overall in Surrey in terms of registrations to the scheme, with more than 800 sign ups.</p> <p>SHBC has declared support for the Local Electricity Bill and supporting uptake of energy efficiency grants LAD and Sustainable Warmth. Comms promoted LEB via PR, SHBC website, SM. LAD - Promoted via PR, SHBC website, SM and Heathscene magazine, also internally to staff.</p>	<p>Climate Change Officer, Communications and Engagement Manager</p>
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E9	Work with businesses and citizens across Surrey Heath by providing information and advice on low-cost technologies to reduce energy consumption and promote access to energy efficiency grants.	Within existing budgets - LAD funding and Sustainable Warmth confirmed.	High	<p>Officers supporting delivery of Green Homes Grant with managing agent in Surrey Heath. SHBC partnering with SCC, Districts & Boroughs to deliver the Green Homes Grant Local Authority Delivery scheme (LAD). The LAD scheme aims to raise the energy efficiency of low income and low energy performance homes through grant funding for retrofit measures (LAD2 delivery phase).</p> <p>Plan to promote the uptake of future national funding schemes such as the home upgrade grant.</p> <p>Improve energy efficiency standards for rented property in the Borough and raise awareness of legislation and grant funding available for measures to improve energy efficiency.</p> <p>Share information on LoCASE, energy efficiency grants for small and medium enterprises.</p>	<p>Energy efficiency improvements in 86 households in Surrey Heath between April 2021 – March 2022. Supported value of works - £751,111, Carbon Savings – Approx – 96.6 tonnes CO2e). Action Surrey managing agent. Comms promoted via PR, SHBC website, SM and Heathscene magazine, internally to staff.</p> <p>Funding secured, delivery date dependent on schemes, expected Summer/Autumn 2022.</p> <p>This delivery will link to wider partnership project with SCC.</p> <p>Delivery underway of LoCASE grants. Comms promoted via SSH webpages.</p>	Climate Change Officer, Economic Development Manager, Communications and Engagement Manager
E10	Examine the potential for zero/low carbon heat networks in the Borough.	Likely to require additional funding	Medium	Research opportunities for low carbon heat networks in the borough.	Initial study conducted by Buro Happold on behalf of SCC, full results expected late 2022.	Principal Planning Officer



E11	Work with our partners in local government and the energy supply sector to consider the establishment of district energy networks or similar systems.	Within existing budgets	Medium	<p>Identify areas that will have opportunities for low carbon heat.</p> <p>Identify heat network priority areas in Surrey Heath that have opportunities for district heating systems.</p> <p>Attend engagement seminars with Scottish and Southern Electricity Network, and UK power network to understand sector developments</p>	<p>Joint study with SCC undertaken, summary due late 2022.</p> <p>Expected as part of Planning Policy work 2023.</p> <p>Climate Change Officer attending workshops as available.</p>	Climate Change Officer, Principal Planning Officer
E12	Investigate the potential to survey energy uses and consumption patterns across the Borough.	Likely to require additional funding	Low	Coordinate with SCC for opportunities to understand energy consumption patterns across the Borough.	Expected research to tie in to Greener Futures Programme 2022-24 and communications and engagement plan.	Climate Change Officer

COUNCIL OPERATIONS - TRANSPORT ACTIONS

ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
TI	Continue to implement and develop agile working	Within existing budgets	High	Develop agile working policy.	Completed and reviewed by Employment Committee.	HR Manager



	practices to reduce employee journeys and business miles. Encourage greener community and active travel for necessary journeys.			Develop policies to support sustainable travel to reduce emissions from employee journeys.	Options to support sustainable travel are being considered with potential to reduce Council's organisational carbon emissions relating to employee commuting. Presented to CCWG April 2022.	
T2	Undertake a survey of employee commuting and business travel patterns.	Within existing budgets	Medium	Draft, undertake employee commuting survey and produce results summary.	Survey completed and provides insight into scope 3 emissions and sustainable travel options. Summary presented to CCWG April 2022.	Climate Change Officer
T3	Identify incentives that could be used to encourage sustainable modes of transport for staff, including investigating the potential for an employee car club.	Within existing budgets	Medium	Investigate options to encourage sustainable travel.	Assessing the opportunities including car share scheme, EV lease car scheme, car club and promoting cycle scheme. Summary presented to CCWG April 2022.	HR Manager, Climate Change Officer
T4	Examine the potential to transition SHBC fleet vehicles to electric and/or other low/zero emission vehicles.	Likely to require additional funding capital bid, price/feasibility dependent on vehicle type and use.	High	Collect fuel consumption data to understand current patterns of usage and CO2 emissions. Profile options for EV/alternate fuels for each vehicle under SHBC ownership and business case developed for transitioning vehicles.	Completed and to continue annually. Fleet operators contacted to discuss review and where practical replacement with EV, this is longer term for some vehicles due to requirements.	Climate Change Officer, Parking Services Manager, Recreation and Leisure Manager,



				Vehicles transition on case by case basis.	Transition of internal SHBC fleet where practicable with technology or offsetting.	Enforcement Manager
T5	Investigate the potential to increase electric vehicle charging points within Council car parks.	Likely to require additional funding, with potential to access ORCS funding for charging points.	High	<p>Survey with Surrey Heath Residents to gather information on Electric Vehicles (EV) and charging needs in the Borough.</p> <p>Appoint electric vehicle ChargePoint operator for installation and operation of charging points in car park locations. Undertake location and feasibility of charging points, coordinating with DNO, and apply for ORCS funding if available.</p>	<p>Completed - 560 residents responded to the survey. A summary of results presented to CCWG in 2021 and available on the website. Comms produced posters with QR code linking to online survey displayed in car parks across the borough, promoted on SHBC website, SM, business e-newsletter, email to parking permit holders, Heathscene, internally.</p> <p>Process to appoint charge point operator underway. Aim to appoint by Autumn 2022 and coordinate funding bid if available.</p>	Parking Services Manager, Climate Change Officer
WIDER BOROUGH – TRANSPORT ACTIONS						
T6	Support the rapid shift to electric vehicles by working in partnership with Surrey	Within existing Budgets.	High	Officers to attend regular meetings with SCC, Districts & Boroughs to	Climate Change Officer meeting regularly and feeding back to CCWG.	Climate Change Officer



	County Council and electric vehicle charging point providers to investigate the potential to deliver EV charging points installation projects across the Borough.			<p>progress development of on-street EV charging network.</p> <p>Assist SCC to develop network map of on-street charging point locations in Surrey Heath</p> <p>Support delivery of on-street charging point installations.</p>	<p>Expected to develop from 2022/23 dependent on SCC and charge point operator contracts.</p> <p>Delivery start dependent on SCC and network contracts.</p>	
T7	Start initial work on exploring the opportunity for improving sustainable movement corridors in Surrey Heath, working with Surrey County Council.	Within existing Budgets.	High	Collect evidence to support development of sustainable movement corridors in Surrey Heath.	Ongoing as part of Local Plan work. Transport assessment to support Local Plan now underway.	Principal Planning Officer
T8	Work with partners to prioritise the delivery of strategic infrastructure to be located near key transport hubs, reducing the demand for travelling by private car and improving overall mobility and accessibility, in and between urban areas.	Within existing budgets – delivery dependent on partnerships	High	<p>Planning policy team to maintain support provision of key infrastructure in local neighbourhoods.</p> <p>Officers to attend regular meetings with SCC and Districts & Boroughs Climate Change Officer's Group and receive updates regarding the Greener Futures Programme.</p>	<p>Continuing through the Local Plan.</p> <p>This is an area of work that relates to SCC, Greener Futures Programme and specifically Local Transport Plan 4 (LTP4), currently in consultation.</p> <p>Officers are awaiting further details of specific plans in Surrey Heath.</p>	Principal Planning Officer
T9	Work with SCC to significantly improve the Borough's cycle network, with the potential for the production of a cycle	Likely to require additional funding/ grant funding.	High	Support the creation of Local Cycling and Walking Infrastructure Plans (LCWIP) to improve walking and cycling infrastructure as set out	In development.	Principal Planning Officer



	strategy specific to Surrey Heath.			in the draft Local Transport Plan (LTP4). Provide support to facilitate specific route proposals by SCC through to delivery where appropriate.	Feasibility proposal by SCC for cycleway route between Frimley and Camberley recently underwent public consultation. SHBC previously commented on the LTP4, awaiting further details from SCC.	
T10	Investigate the potential for an Urban Consolidation Centre in Camberley which would enable last mile deliveries to be made using electric freight vehicles (including e-bikes) rather than diesel-powered HGVs.	Likely to require additional funding.	Low	Work with SCC and aim to reduce the use of fossil-fuel-powered vehicles and support the shift to low carbon delivery. Support SCC to consider options for traffic re- routing and delivery hubs to encourage lower freight impact and associated measures to support last mile delivery using e-cargo bikes.	Date dependent on Greener Futures Delivery Plan and LTP4. As above, date for delivery will connect to SCC, Highways Authority.	Climate Change Officer
T11	Work with taxi companies and licence holders to consider low carbon vehicles.	Within existing budgets.	Low	Investigate policy options to support taxi companies to transition to electric vehicles.	The Council will play a key role in supporting the uptake of electric vehicles through the provision of publicly-available infrastructure and raising awareness of any grants available. Monitoring opportunities with Surrey Air Alliance.	Environmental Health & Licensing Manager
T12	Investigate opportunities to develop a car sharing scheme for local residents.	Within existing projects.	Medium	Research car and van share options with particular focus on low carbon vehicles.	Considering the opportunities in Surrey Heath for car-share schemes	Climate Change Officer



					such as Enterprise underway. Plan to share information on national schemes available to support uptake of electric vehicles.	
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COUNCIL OPERATIONS - ENVIRONMENT ACTIONS

ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
ET1	Continue to minimise the use of herbicides and pesticides where possible and appropriate.	Within existing budgets	High	Continue to reduce the use of herbicides and pesticides through grounds maintenance and contractors. Collaborate with Surrey Wildlife Trust for guidance and updates.	Consider opportunities for specific reduction and phase out challenges where appropriate, as alternatives become available. Attendance at Pesticide Action Network UK workshops.	Recreation and Leisure Manager
ET2	Continue to encourage reduced mowing where appropriate to allow wildflower planting and growth. Review machinery used to undertake works, including increasing the	Within existing budgets	High	Reduce mowing and wildflower planting in appropriate locations. Continue to review this action, informed by past trials.	Underway in planned locations. Ambition to reduce the amount of cuts within certain areas of borough.	Recreation and Leisure Manager





	use of low carbon equipment.					
ET3	Review potential to undertake a tree density assessment of the Borough, giving a clear understanding of tree cover in the borough.	Likely to require additional funding	Medium	<p>Collect evidence on the potential of undertaking a tree density assessment.</p> <p>Aim to increase understanding of how successional planting can be used to maintain the level of density and environmental benefit of tree cover.</p>	<p>Initial evidence collated, work to continue with the green infrastructure strategy.</p> <p>Research opportunity 2023, likely to require funding.</p>	Climate Change Officer, Recreation and Leisure Manager
ET4	Examine the opportunities to improve green infrastructure networks in the Borough, including opportunities for Suitable Alternative Natural Greenspace (SANGs).	Within existing budgets	High	<p>Potential opportunities continue to be pursued by the Planning Policy and Conservation Team.</p> <p>Maintaining SANGs in line with the business plan.</p> <p>Improve the biodiversity on the SANGs.</p>	<p>Regular monitoring underway.</p> <p>Continually monitored and maintained.</p> <p>This area of work will link to SHBC Biodiversity Net Gain strategy. Initial work underway, including study to gain a better understanding of green infrastructure networks in SHBC.</p>	Principal Planning Officer, Recreation and Leisure Manager
ET5	Investigate the potential to 'rewild' the Borough, including open spaces in Council ownership	Likely to require additional funding	Medium	Research the benefits where areas would take to and have ecological benefit from rewilding.	Research opportunity to explore 2022/23, and will link to Biodiversity Net Gain.	Recreation and Leisure Manager



				Support and share understanding of the benefits of protecting Surrey Heath's natural environment such as heathland.	Maintaining engagement and work with partners such as Thames Basin Heath Partnership.	
ET6	Identify opportunities for community gardens/allotments throughout the Borough.	Within existing budgets	Medium	Develop opportunities for community gardening.	Officers to consider opportunities for community gardening that provide social and environmental benefit and space for learning. Planned regeneration of Flourish community garden with Catalyst, a non-profit organisation working to promote the wellbeing of people with drug, alcohol and mental health issues.	Community Engagement and Events Manager, Recreation and Leisure Manager
ET7	Examine how the carbon storage capacity of the Council's green assets can be maximised.	Likely to require additional funding	Low	Maximise green assets and carbon storage. Share and inform on the capacity of Heathland Environment for the storage of carbon and risks associated with a changing climate.	Awaiting further details of the SCC Greener Futures Programme delivery and opportunities for supporting green assets in Surrey Heath. Link to Thames Basin Heath Partnership.	Climate Change Officer
ET8	Examine the potential to 'green' Council buildings, such as integrating green roofs and green walls into the fabric of buildings (this also relates	Likely to require additional funding	Medium	Consider the potential for Green Walls within SHBC estate.	Coordinate with opportunities of the SCC Greener Futures Programme delivery and net zero estate 2023.	Climate Change Officer, Parking Services Manager, Interim Estates Manager



	to energy, providing better insulation etc).					
ET9	Investigate and cost opportunities to reuse water, for example incorporating rainwater harvesting, as part of Council building projects.	Likely to require additional funding	Medium	Work with relevant Officers to support delivery of this action in new building projects and investigate storage feasibility.	Delivery dependent on opportunities, expected 2023 onwards as part of buildings decarbonisation.	Interim Estates Manager, Recreation and Leisure Manager
WIDER BOROUGH – ENVIRONMENT ACTIONS						
ET10	Work with partners to facilitate a tree planting and green infrastructure strategy (specific to climate change), taking account of the Borough's biodiversity assets.	Within existing budgets	High	<p>Conduct tree planting suitability assessment.</p> <p>Join Queen's Queen Canopy project, a tree planting initiative in celebration of the Queen's Platinum Jubilee in 2022.</p> <p>Continue tree planting in Surrey Heath.</p>	<p>Initial work completed as part of research partnership project in 2021.</p> <p>Continuing through 2022, this project is collaborative with the Surrey Heath community and tree wardens.</p> <p>The Greenspaces Team have planted 2005 trees across the borough since January 2022 and this number is expected to rise significantly by the end of the year.</p>	Principal Planning Officer, Recreation and Leisure Manager
ET11	Work with partners to develop and deliver a	Within existing budgets	High	Review implications of the Environment Bill and how best to	Officers recently responded to a government consultation and will	Principal Planning Officer



	framework for biodiversity net gain.			implement biodiversity net gain in Surrey Heath.	continue to engage. Also working with partners to better understand the implications. Reg18 Plan consultation (recently closed) includes a proposed policy approach of 20% net gain, above the national minimum requirement of 10%	
ET12	Continue to work with Joint Waste Solutions and partners to deliver reductions in carbon emissions associated with waste management in Surrey Heath, including vehicle fleet management and supply chain engagement.	Likely to require additional funding/capital bid.	High	Support partners to increase efficiencies and reduce emissions from waste services. Continue to collect and monitor carbon emissions relating to waste services from waste contractor. Consider alternate fuels as an interim option if Electric Vehicles are not currently viable. Develop possibility of a fuel trail in conjunction with waste contractor to reduce the amount of carbon and other pollutants emitted from these vehicles.	Discussions to continue with partners. Emissions reported annually. Officers to investigate options for a low carbon fuel trial in 2022/2023.	Strategic Director Environment and Community, Partnership Director JWS
ET13	Promote the 'greening' of buildings in the Borough, such as integrating green roofs and green walls into the fabric of buildings.	Within existing budgets	Medium	Include further information on the sustainable Surrey Heath webpages.	Sustainable Surrey Heath webpages regularly reviewed and updated.	Communications and Engagement Manager, Climate Change Officer





**COUNCIL OPERATIONS –
BEHAVIOUR CHANGE ACTIONS**

ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
BI	Increase and diversify our communications and engagement on climate change, to be accessible and inclusive to all communities in the Borough and direct resources towards community engagement and behavioural change.	Within existing budgets	High	<p>Update sustainable Surrey Heath webpages.</p> <p>Increase community engagement on Climate Change.</p> <p>Continue to promote and deliver environmentally friendly projects,</p>	<p>Sustainable Surrey Heath webpages regularly reviewed and updated.</p> <p>Engagement through the EV survey and delivery of an event for the Great Big Green Week 2021. The Queen’s Green Canopy offering opportunities for wider engagement in 2022. GBGW – promoted via SM and SSH webpages QGC: promoted via PR, SM, Heathscene and SSH webpages.</p> <p>This annual project has run for the past six years. In Jan 2022, more than 3,000 trees</p>	Communications and Engagement Manager, Climate Change Officer

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				<p>such as the Christmas Tree Recycling Scheme.</p> <p>SHBC declared support for the Climate and Ecological Emergency Bill.</p> <p>Sustainable Transport – SH Bike Project encouraging local young people to cycle.</p>	<p>were recycled by the Greenspace Team and recycled into woodchips used on paths in our parks. More than double previous highest total. Comms: PRs, SM, council noticeboards in every ward, Heathscene, and internally.</p> <p>Comms promoted via PR, website, SM, open letter and letter to local MP. Climate Change Action Plan reviewed to incorporate Ecological Emergency statement.</p> <p>Comms promoted via SM and SSH webpages and Heathscene.</p>	
B2	Facilitate local events promoting sustainable practices, making best use of the Council's assets (e.g. using vacant units in the SQ etc).	Likely to require additional funding	Medium	Consider options for community events include drop-in energy café sessions to support vulnerable residents with energy advice and advocacy; a climate change youth debate to encourage engagement on the Climate Change Action Plan, and; bicycle repair workshops.	Collaboration in events with partners to be developed from Autumn 2022.	Climate Change Officer
B3	Investigate the potential for pop-up units in the Town Centre for local	Likely to require additional funding	Medium	Review sustainable businesses in the Borough which could utilise units in town Centre.	Opportunities to be considered by the Economic development team.	Economic Development Manager



	sustainable businesses, for example in vacant units.					
B4	Require deliveries to be by electric vehicles where practicable.	Likely to require additional funding	Medium	Plan how best to support this action through contracts where practical.	This area of work relates to SCC LTP4, awaiting further details of specific plans for Surrey Heath.	Climate Change Officer
WIDER BOROUGH – BEHAVIOUR ACTIONS						
B5	Work with the Local Enterprise Partnership (LEPs), e.g. to identify funding sources that residents can access.	Within existing budgets	High	Organise initial meeting with the LEP.	Continue to monitor grant funding streams and promote on sustainable Surrey Heath webpages and social media.	Climate Change Officer
B6	Consider the potential to support or advertise local reuse websites/apps to promote waste reduction in the Borough.	Within existing budgets	Low	Continue to support social media posts from Joint Waste Solutions and Surrey Environment Partnership.	Social media support continuing to share posts from JWS and Surrey Environment Partnership.	Communications and Engagement Manager
B7	Establish a programme of funding for charities or other local initiatives who redistribute surplus food to those in need.	Will require additional funding	Low	Investigate delivery of this action connected to the Community Support Working Group, with aspiration to create a community food project.	Continue to support community larder projects and consider option to implement redistributing surplus food into existing food support schemes.	Community Development Officer
B8	Working in partnership with local businesses and organisations to deliver carbon reductions throughout the Borough.	Within existing budgets	Low	Promote new guidance on the sustainable Surrey Heath business webpage. Opportunity for event to support business's carbon literacy in Surrey Heath.	Updated guidance available on Surrey Heath website. Economic development team to hold net zero business event July 2022.	Economic Development Manager



B9	Work with local events to reduce emissions and waste from events through producing a best practice guidance.	Within existing budgets	Low	Consider options to support this action with Joint Waste Solutions and the Surrey Environment Partnership.	Work with JWS to support this action and share guidance on Sustainable Surrey Heath website.	Climate Change Officer, Communications and Engagement Manager
B10	Investigate the potential for a local award for businesses that demonstrate excellence in reducing carbon emissions or achieve net zero.	Likely to require additional funding	Low	Economic and Development Team to develop Award Promote of CREST 2022 to the Boroughs Businesses.	Planned for 2022/3. Throughout 2022.	Economic Development Manager
B11	Investigate potential opportunities to partner with universities for local research and innovation.	Within existing budgets	Medium	Develop opportunity for MSc research student to conduct research with the Council on topics within the Climate Change Action Plan.	University of Surrey student completed internship at Surrey Heath April/May 2022 and to undertake survey to support net zero business Summer 2022.	Economic Development Manager, Climate Change Officer
B12	Review and improve how we involve citizens in our existing decision-making processes.	Within existing budgets	High	Engage meaningfully with our community on all key policies impacting on the local community and become recognised as one of the best Councils for doing this.	Continue to engage with residents on Climate Change issues. Various awareness weeks promoted eg #GreatBigGreenWeek, #NationalVegetarianWeek #HeathWeek. Climate Change content included in every issue of Heathscene magazine asking for views, responses to consultations and surveys, reporting back on progress. Promotion of relevant external consultations eg	Communications and Engagement Manager



					SCC Frimley-Camberley cycleway. Sustainable Surrey Heath web hub featured on council noticeboards, SM, website, email signatures and promoted internally. Climate Change and the environment were key issues in Five Year Strategy Consultation . Environment and Sustainability are important elements in Draft Local Plan Consultation .	
B13	Review the implications of moving towards a low carbon economy on Surrey Heath's jobs and skills markets.	Will require additional funding	Low	Align with action B11 and opportunity for research focus.	Survey of businesses to support, results expected in Autumn 2022.	Economic Development Manager
B14	Working with partners, use local economic data to provide a clearer picture of ongoing reuse activities, to identify circular economy opportunities and assets.	Likely to require additional funding	Medium	Support through research, coordinating with Surrey Environment Partnership and opportunities with SCC.	Expected research to tie in to SCC Greener Futures Programme delivery in 2022-24 and communications and engagement plan.	Climate Change Officer, Economic Development Manager
B15	Work with partners to help facilitate reduced waste and increase reuse and recycling in the Borough.	Withing existing budgets	High	Work with Joint Waste Solutions and partners to continue high recycling rates in Surrey Heath.	Continue support on social media and webpages.	Partnership Director JWS



**COUNCIL OPERATIONS –
OPERATIONAL ACTIONS**

ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
O1	Make climate change a priority for decision making, both in terms of procurement processes and officer reports.	Withing existing budgets	High	Build commitment to ensure spending decisions achieve wider environmental benefits. Develop and share understanding of sustainable procurement best practices.	Supported with the appointment of the Strategic Director - Environment and Community (2022). Continue Officer attendance at collaborative working Group with SCC, Surrey District and Boroughs (monthly meetings attended).	Strategic Director - Environment and Community
O2	Embed carbon reduction objectives into all decision-making processes in the Council, ensuring that the Council's supply chains are minimising carbon emissions.	Likely to require additional funding	High	Assess the carbon impact of current contracts where possible, with large contracts prioritised with surveys and detailed data collection. Consider how contracts can be used to send a strong signal regarding future low carbon requirements.	Expected 2022/3 as part of Emissions Scope 3 scoping. To develop sustainable procurement policies by coordination with contract managers and procurement team.	Strategic Director - Environment and Community, Procurement Officer, Climate Change Officer



O3	Educate, train and encourage internal procurers and commissioners to review their consumption of goods and services, reduce usage and adopt more environmentally friendly products and procedures.	Will require additional funding	High	<p>Undertake targeted engagement with key contractors to build an understanding of net zero goals.</p> <p>Review options and opportunities for reducing carbon associated with contracts.</p> <p>Prioritise delivery of carbon literacy training for internal procurers and commissioners</p>	<p>Through 2022 onwards.</p> <p>Engage with wider Sustainable Procurement Working Group to support this action (Officer attendance).</p> <p>Carbon literacy training to Council staff from June 2022.</p>	Procurement Officer, Climate Change Officer
O4	Further reducing the use of single use plastics by working towards minimising single use plastics within the organisation (except for personal protective equipment). Review SHBC's own operations and practices in line with The UK Plastics Pact target – 100% recyclable, compostable or reusable plastic packaging.	Will require additional funding	High	<p>Sign Surrey County Council's agreement to reducing single use plastic.</p> <p>Install water dispenser in the Council Chamber eliminating the use of bottled water in meetings.</p> <p>Continue to identify opportunities to reduce single use plastics across estate and operations</p>	<p>Completed</p> <p>Completed</p> <p>Water dispensers used at Windle Valley Centre. Majority of the Meals at Home service come in recyclable foil containers, and sandwich packaging is recyclable.</p>	Climate Change Officer, Facilities Officer
O5	Consider how internal budgets are used effectively to value and support work on carbon reductions and identify	Withing existing budgets	High	Consider the impact of internal budgets on Scope 3 carbon emissions.	Appoint consultant to develop detailed Scope 3 emissions review by March 2023.	Chief Accountant, Climate Change Champion Network



	appropriate ways to support and incentivise internal carbon reduction/offsetting projects.					
O6	Carry out departmental Climate Change risk assessments.	Withing existing budgets	High	Identify priorities for carbon reduction through departmental Climate Change Risk Assessments. Deliver Climate Change Risk Assessments across SHBC Teams (2022/3).	Draft forms by Autumn 2022. Plan to link this action with Action O7, and work with Climate Change Champions to facilitate assessments across the Council.	Climate Change Champion Network
O7	Establish a network of staff Climate Change Champions across the Council.	Withing existing budgets	High	Establish network of climate change champions to support the Council's net zero goals. Deliver Carbon Literacy training to Climate Change Champions.	Completed February 2022. Active network with 11 members. To take place in June 2022.	Climate Change Officer
O8	Raise staff/Councillor awareness through carbon literacy training	Will require additional funding	High	Promote climate change module E-learning course. Officers to complete trainers course in Carbon Literacy organised by APSE Carbon Literacy training can be rolled out in house, across the Council from 2022.	Available of Staff Intranet since summer 2021. Training completed spring 2022. First training to take place June 2022. Second training planned for Autumn 2022.	Climate Change Officer
O9	Examine the potential to introduce a Community Municipal Investment (CMI) to support the	Will require additional funding	High	Research opportunities of CMI to support renewable energy developments.	Case study research completed by climate change intern Spring 2022.	Climate Change Officer



	investment of local green projects.			Consider the opportunity of a CMI for installation of solar PV on Main Square Car-park	Opportunity to be considered as part of solar business case by end 2022.	
WIDER BOROUGH – OPERATIONAL ACTIONS						
O10	Evaluate the need to develop a Surrey Heath Climate Change Adaptation and Resilience Plan, recognising that climate mitigation and adaptation has potential co-benefits and connects to wider impacts on society such as health and wellbeing, fuel security, air quality and flood risk and recovery.	Likely to require additional funding	Medium	Join working Group on Adaptation and Resilience with SCC, Districts and Boroughs with the shared goal of developing adaptation guidance. Liaise with partners and SCC to support development of a Climate Change Adaptation and Resilience Plan.	Officer involved in climate change adaptation working group. Initial risk and resilience overview workshop planned for June 2022 and focused workshop later in the Summer 2022.	Climate Change Officer

COUNCIL OPERATIONS – MONITORING ACTIONS



ID	ACTION	RESOURCING	PRIORITY	MILESTONE	PROGRESS	LEAD OFFICER/S
M1	Update the Council's carbon emissions baseline as an organisation to 2019. As part of this, assess the potential for grant funding to help support the delivery of this action.	Likely to require additional funding	High	<p>Update SHBC Scope 1 and 2 emissions to 2019/20 and report SHBC Scope 1 and 2 emissions for 2020/21.</p> <p>Collect data to support understanding of Scope 3 emissions.</p> <p>Develop update of baseline of Scope 3 and wider Borough emissions.</p>	<p>Completed</p> <p>Employee commuting survey 2022 supported data collection.</p> <p>Appoint consultant to develop detailed Scope 3 emissions review by March 2023.</p>	Climate Change Officer
M2	Create a monitoring framework for the Action Plan to monitor progress.	Withing existing budgets	High	<p>Report progress of Climate Change Action Plan to CCWG.</p> <p>Report progress of Climate Change Action Plan to Performance and Finance Security committee.</p> <p>Make update available on Surrey Heath Borough Council Website and Heathscene.</p>	<p>10 meetings to date with CCWG, 5 formal recommendations to Executive or other Council Bodies.</p> <p>Presented January 2022 and to continue annually.</p> <p>Climate Change articles published in Heathscene. Climate Change Action</p>	Climate Change Officer





					Plan Update to be published on website.	
M3	Collecting consumption data from tenants to improve monitoring data, working with tenants to gather carbon footprint or energy consumption data.	Withing existing budgets	High	Undertake data collection of energy use in Council leased assets where possible.	Dependent on data availability to be collected through 2022/23.	Climate Change Officer



Surrey Heath Borough Council
Executive
19 July 2022

LGA Corporate Peer Challenge

Portfolio Holder:	Cllr Alan McClafferty
Strategic Director/Head of Service	Damian Roberts – Chief Executive
Report Author:	Rachael Bradbury – National Management Trainee
Key Decision:	No
Date Portfolio Holder signed off the report	30 June 2022
Wards Affected:	All

Summary and Purpose

This report outlines the background and process of a Corporate Peer Challenge undertaken by the Local Government Association (LGA), and details the plans for Surrey Heath Borough Council to undergo a Corporate Peer Challenge in early Summer 2023.

Recommendation

The Executive is advised to confirm that a request is made to the Local Government Association (LGA) for the a Corporate Peer Challenge at Surrey Heath Borough Council to be conducted in Summer 2023.

1. Background and Supporting Information

- 1.1 Peer Challenge is an established sector-led improvement tool initiated by the Local Government Association (LGA), involving a team of experienced officers and members who understand the challenges and opportunities facing local government, spending time in another council as ‘peers’ to provide constructive feedback and share learning.
- 1.2 Participating councils receive a comprehensive report and recommendations from the peer team and then identify their own action plan to respond.
- 1.3 The Peer Challenge includes a focus on leadership, governance, corporate capacity and financial resilience.

2. Reasons for Recommendation

- 2.1 The recommendation nationally is for councils to undertake a Peer Challenge at least every five years. However, this ambition has been severely impacted

over the past two years by the pandemic and efforts are now being made to ensure that all Councils are able to schedule in their next Peer Challenge. Surrey Heath Borough Council previously had its Peer Challenge in 2014.

- 2.2 While a Peer Challenge is not mandatory, the LGA encourages councils to take up this offer as undergoing a Peer Challenge every few years is an effective tool for independent challenge and improvement and ensures councils have a sense of collective responsibility for performance in the sector as a whole.
- 2.3 The recommendation is for the Corporate Peer Challenge to be run next year, in Summer 2023, following the all-out elections in May. The process which involves Councillors, will provide the new Council with valuable insight to inform its future priorities over their next four-year term.
- 2.4 The suggested timescale is also appropriate given the current corporate improvements the Council is making.

3. Contribution to the Council's Five Year Strategy

- 3.1 Feedback from the Peer Challenge will enable the Council to action improvement and deliver on its Five Year Strategy priorities to a high standard.
- 3.2 In particular, the process will contribute to the Council's priority of being an effective and responsive council.

4. Resource Implications

- 4.1 The funding for the peer challenge is covered by the LGA. As such, there will be no financial resource implication on the Council.
- 4.2 There will some preparation needed in advance of the Peer Challenge, however, the LGA aims to ensure information and documentation requested is proportionate to the scope and focus of the Peer Challenge.
- 4.3 The majority of background information for the peer team should already be in existence and other documentation is only needed if it cannot be obtained from the public domain.
- 4.4 The peer team require a short self-assessment 'position statement' from the Council which sets out current priorities, performance, challenges and areas of improvement. which is shared in advance of the start date of the Peer Challenge.

5. Section 151 Officer Comments:

- 5.1 Engagement in the Peer Challenge is supported fully and will assist the Council in its endeavours for best value.

6. Legal and Governance Issues

6.1 Participation in the Peer Challenge is voluntary and it is expected that the process will result in recommendations to further improve Governance at the Council.

7. Monitoring Officer Comments:

7.1 The Monitoring Officer has no additional comments.

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Surrey Heath Borough Council
Executive
19 July 2022

End of Year Performance Report

Portfolio Holder:	Councillor Alan McClafferty - Leader
Strategic Director/Head of Service	Louise Livingston
Report Author:	Sarah Bainbridge – Organisational Development Manager
Key Decision:	no
Date Portfolio Holder signed off the report	30 June 2022
Wards Affected:	All

Summary and purpose

This End of Year Report summarises the performance of the Council in 2021/22 against the corporate objectives, priorities and success measures set out in the Annual Plan. The Executive is asked to consider the report. This report is also being considered by the Performance and Finance Scrutiny Committee at their meeting on 13 July and their comments and observations will be tabled at the meeting.

Recommendation

The Executive is advised to NOTE the End of Year performance report at Annex A, and the End of Year outturns against the Council's performance indicators at Annex B, and the comments and observations from the Performance and Finance Scrutiny Committee which will be tabled at the meeting.

1. Background and Supporting Information

- 1.1 The Annual Plan 2021/22 was agreed by the Executive on 16 March 2020, and set out the key targets, projects and success measures/performance indicators for the year.
- 1.2 The attached report at Annex A summarises the Council's performance and achievements against the key projects and targets in 2021/22. The report at Annex B contains the quarterly outturns for the Council's key performance indicators in 2021/22.
- 1.3 Progress against targets is monitored on a regular basis by the Corporate Management Team.

- 1.4 The table below shows the proportion of targets that were achieved or missed/delayed (excluding those where data is to follow).

	Complete / Achieved & on-going	Part achieved / delayed	On hold / at significant risk
Objectives / projects	74%	23%	3%
	Met target	< 10% off target	> 10% off target
Performance Indicators	62%	19%	19%

- 1.5 As the Council's Senior Management Structure has changed since the Annual Plan 2021/22 was approved in March 2021, the attached End of Year Reports have been re-ordered to reflect the new structure that has been in place since October 2021 to give clarity over the accountability for the targets.
- 1.6 The Council adopted its new Five Year Strategy 2022-27 on 27 October 2021, which sets clear objectives and targets under four key themes of **Environment, Health & Quality of Life, Economy and Effective and Responsive Council**. The Annual Plan for 2022/23 reflects the new Five Year Strategy and ensures the delivery of the objectives within it.
- 1.7 This report is also being considered by the Performance and Finance Scrutiny Committee at their meeting on 13 July and their comments and observations will follow/be tabled at the meeting.

2. Reasons for Recommendation

- 2.1 To ensure robust and transparent scrutiny of the Council's progress against key projects and targets in delivering services for its residents.

3. Proposal and Alternative Options

- 3.1 The Executive is advised to NOTE the End of Year performance report at Annex A, and the End of Year outturns against the Council's performance indicators at Annex B, and the comments and observations from the Performance and Finance Scrutiny Committee which will be tabled at the meeting.

4. Contribution to the Council's Five Year Strategy

- 4.1 The Council's Annual Plans set out each year key milestones, projects and targets for the delivery of the Council's Five Year Strategy objectives for its residents and the borough.

5. Resource Implications

- 5.1 There are no resource implications arising from this report

6. Section 151 Officer Comments:

6.1 There are no additional budgetary implications from this report.

7. Legal and Governance Issues

7.1 Regular monitoring and review of progress against key projects and targets is a key element of corporate governance. There are no legal implications arising from this report.

8. Monitoring Officer Comments:

8.1 No comments from the Monitoring Officer.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 The attached report includes progress against targets relating to Climate Change, particularly the Council's Carbon reduction target and climate change action plan, and the Environment.

Equalities and Human Rights

9.2 Equalities impact are considered on a project by project basis. The attached report includes progress against targets specifically aimed at reducing inequality for example health inequalities and poverty.

Risk Management

9.3 Risks are considered on a project by project basis.

Community Engagement

9.4 The Council's new Five Year Strategy was the subject of a significant public consultation exercise. This attached report also includes a number of other projects that have included public consultation for example playground refurbishments, the Local Plan and the Whole Systems approach to Obesity programme.

Annexes

Annex A – End of Year Performance Report 2021/22

Annex B – End of Year Outturn 2021/22 – Performance Indicators

Background Papers

Surrey Heath Borough Council Annual Plan 2021/22

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2021/22

END OF YEAR REPORT

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ENVIRONMENT AND COMMUNITY

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
ECI BUS1	New Leisure Centre Opening of new centre – Places Leisure Camberley	New centre to open July 2021	Complete	<p>New Leisure Centre</p> <p>The Places Leisure Camberley opened on 1 July 2021. The centre features a cutting-edge fitness suite, 25 metre 6-lane pool, learner pool with adjustable floor, splash zone, 8 court sports hall, group exercise studios, health suite, a vibrant Clip 'n Climb climbing arena and a Café. A purpose-built adventure play area is also available.</p> <p>In its first month of opening Places Leisure Camberley saw nearly 60,000 visits, this peaked in January 2022 when there was more than 80,000 visits. The monthly average is between 65-70,000 visits.</p> <p>As of March 2022 there were 460 gym memberships and 880 swim only memberships</p>

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KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC2 BUS2	Playground Refurbishment Install new playgrounds within Surrey Heath, following the selection of the design after public consultation and obtaining any necessary planning permission – 2021/22 programme.	Refurbish Orchard Way playground Frimley Road by December 2021 (subject to approval of funding in April – see below)	Complete	Playground Refurbishment The stunning new playground at Orchard Way in Camberley is now open. The new play area features two multi-play units, a trampoline, face to face springer, a low platform roundabout, and pod, cradle, flat seat and rope end swings
EC2 BUS2	Playground Refurbishment <i>Cont'd</i>	Refurbish London Road Recreation Ground by July 2021.	Complete	London Road Recreation Opened – December 2021. The first public consultation on the design was so close (1 vote) that a second consultation took place with local schools to choose the best design. Following this there were then challenges securing installation dates – both of these circumstances led to the delay in the final opening.

KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC2 BUS2	Playground Refurbishment <i>Cont'd</i>	Others to be confirmed subject to approval of Community Infrastructure Levy (review April 2021)	Complete	<ul style="list-style-type: none"> • Old Dean Recreation Ground - Opened July 2020 • Loman Road - Opened February 2021 • Watchetts Plan - Opened January 2021 • Chobham Road Playground - December 2021 • Frimley Lodge - New wheelchair swing installation – July 2021 <p>We asked and listened to what the local community wanted to see in their local playground and received a total of 2,305 responses.</p>
EC3 SHBC5	Villages Led by cross party Villages Working Group in 2021/22 Continue the Villages Working Group to look at opportunities and proposals to support villages across the Borough	Villages Working Group to review draft recommendation in February 2021 Report recommendations and project plans to Executive in May 2021 and implement agreed actions.	Part Achieved	<p>Villages Working Group</p> <p>The Villages Working Group met in April 2021 and November 2021 (and then in April 2022) to discuss opportunities and proposals to support the villages throughout the borough (see below for updates on progress)</p>

KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

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On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC3 SHBC5	Consider proposals for making better community use of 63a The High Street in Bagshot and Windle Valley Day Centre.		Delayed and now Ongoing	<p>63A High Street, Bagshot Project</p> <p>Refurbishment works for office use designed and tendered. Works expected to commence in August 2022. Designs for housing development prepared for the rear land and planning application to be submitted in July 2022. A pre-application has been completed.</p>
EC3 SHBC5	Look at opportunities to use the Council's community services partnership to improve transport links in villages (including provision of transport strategy).		Delayed	<p>Improve Transport Links in Villages</p> <p>The last meeting of the villages working group moved the focus of a prospective service from an additional service offer that was based solely within the villages area, to the use of the existing Community Transport service and all the fleet to deliver increased levels of transport to residents and voluntary/community groups in the villages. This is a more cost effective approach to testing demand etc. and the next steps will be to develop targeted promotional materials in a range of formats for this purpose.</p>

KEY: Green Completed / achieved & ongoing work

Amber Delayed/part achieved

Red On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC4 SHBC6	<p>Integrated Care Health and Social Care</p> <p>Work in partnership within the integrated health and social care agenda, to ensure that the Borough Council is appropriately represented in discussions at all levels. This includes the Surrey Heath Alliance and Frimley Health Integrated Care System, as well as North West Surrey Alliance and Surrey Heartlands Integrated Care System which covers some of the parish areas of the borough and at which representation will be made via the Community Services partnership with Runnymede Borough Council.</p>	<p>By 30th June 2021 To identify a group of Senior officers to work on the preventative priorities of both the Surrey Heath and Wellbeing Board, the Frimley integrated care system and Surrey Heath alliance.</p> <p>To map all workstreams and meetings related to ICS and Alliance Partnerships and agree individual officers to lead individual workstreams.</p> <p>By 30th September 2021</p>	Complete & Work Ongoing	<p>Surrey Heath and Wellbeing Board the Frimley Integrated Care System and Surrey Heath Alliance</p> <p>The Chief Executive and other officers take a lead role for Surrey Heath in Health partnerships including the Frimley ICS and Surrey Heath Alliance. Partnership priorities for the coming year and opportunities to work better together to support positive health and life outcomes for our residents discussed at a workshop of the Surrey Heath Alliance in March 2022.</p> <p>The Whole Systems Approach to Obesity</p> <p>Following public consultation and the hosting of an ‘Obesity Summit’ at Camberley Theatre, an action planning workshop was held online with a variety of stakeholders in March 2022 to begin the process of turning good intent into tangible action. The action plan will continue to be developed and pushed forwards in 2022 with support from a fixed-term project officer (funded through COMF) and bids for external funding to support delivery of local actions</p>

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Green

Completed / achieved & ongoing work

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	Services delivered directly by the Council or as part of the Community Services Partnership have a major role to play in the preventative agenda, particularly addressing Health Inequalities. An area which has been prioritised by both the Surrey Health and Wellbeing Board and the Frimley ICS “Wellbeing” Framework is Obesity (incl healthy diet) and POST Physical Inactivity.	Through the Health Alliance, explore opportunities to work together with partners to reduce health inequalities and improve Health & Wellbeing including topics such as obesity		
EC5 BUS 4	Parking Refresh and review parking strategy for Camberley Town Centre and then the rest of the Borough in light of the impact of Covid-19 and likely change in demand and needs.	Review complete and new financial targets set in time for budget-setting for 2022/23 – October 2021.	Complete	Parking Parking Services Review and update of the 2019 Camberley Town Centre Car Park Assessment was updated October 2021. A full parking review of all parking charges was also completed and approved by the Executive in February 2022, which contributed to the completion of this target.

KEY:

Green

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Amber

Delayed/part achieved

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On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC6 BUS5	<p>Theatre</p> <p>Review impact of Covid and future targets and for the theatre. Review future theatre strategy, with a clear commitment to continuing to provide a theatre in Camberley, either on its current site or an improved location</p>	<p>Review complete and new financial targets set in time for budget-setting for 2022/23 – October 2021.</p> <p>Future theatre strategy aim for a project plan by end of March 2022</p>	Complete	<p>Theatre</p> <p>The theatre enjoyed a number of sold out shows with audiences returning to higher than pre-pandemic levels. (stats compared in Jan and Feb 2019 to Jan and Feb 2022)</p> <p>The main trading period for the Theatre is from September 2021 onwards. The total annual attendance figure of 39,166 represents a strong return to live events from audiences, with big attendance to Jack and the Beanstalk despite Omicron and reintroduction of some measures. The first part of 2022 has been very busy with higher sales than pre-pandemic levels in 2019.</p> <p>There were no positive cases in the cast and crew or cancelled performances during the run.</p> <p>Many community hirers have returned following an extended hiatus due to COVID.</p>
EC7 COM1	<p>Community Services Partnership</p> <p>The Executive has agreed to operate a Community Services for older and</p>	<p>The proposed targets in 2021/2022 will include:</p> <p>1. By 1st April 2021 to have</p>	Complete	<p>Community Services Partnership</p> <p>1. Transfer completed on 1st April and Community Services Partnership Board in place</p>

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On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
	vulnerable residents in partnership with Runnymede Borough Council. The targets in 2021/2022 and successive years will be to provide a sustainable service, less reliant on grants, and meeting the needs of increasing numbers of older and vulnerable residents in the Borough	completed the successful transfer of Surrey Heath Borough Council Community Services staff to Runnymede Borough Council, without any reduction in service		The Community Services Partnership was successfully implemented on April 1st 2021 and has been fully operational throughout the year. The benefits of sharing resources, particularly the increased flexibility of the staff team has already been recognised and whilst the Covid Pandemic has impacted the way in which some services have been able to be used, all services have been delivered throughout the year. As services recover post pandemic, through the benefit of a greater pool of resources, expertise, flexibility and greater resilience, budgets have been able to be managed in a prudent way, resulting in a one off efficiency saving in 2021/2022 of circa 120k to each partner authority.
EC7 COMI	Community Services Partnership (cont'd)	2 By 1st April 2021 to have set up a Community Services Partnership Board with Political and Senior Officer Membership	Complete & Ongoing	2. A meeting was held in January most recently and a cycle will be agreed from May at the start of the municipal year.

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Amber

Delayed/part achieved

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On Hold / at significant risk



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EC7 COMI	Community Services Partnership (cont'd)	3. The two councils will jointly agree an annual plan for the partnership	Delayed	3. A plan for 2022/2023 will be created following the direction identified within the Star Chamber process, together with some known partnership priorities. This will be presented to each Council via the partnership board in July 2022 where the action plan will be agreed.
EC7 COMI	Community Services Partnership (cont'd)	4. By 30th March 2022 to have completed the actions to the milestones set by the Community Services Partnership Board	Complete	4. Completed
EC8 COMI	Air Quality Monitor air quality levels on the A331 (Blackwater Valley Relief Road) following the implementation of the 50 mph speed limit in 2019. Continue to monitor air quality across the Borough	Annual Air Quality Status report to the council	Complete & Ongoing	Air Quality The monitoring of nitrogen dioxide and dust continues annually and the results remain within the Government air quality objectives for these pollutants. The 2021 status report has been accepted by DEFRA and confirms full compliance with local air quality guidelines.

KEY:

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Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
	to ensure levels of pollutants continue to be compliant with national standards. Review our Air Quality Strategy			Annual Air Quality Report considered by Performance and Scrutiny Committee in January 2022
EC9 SHBCI	<p>Climate Change</p> <p>Surrey Heath Borough Council declared a Climate Change emergency in October 2019; agreed a target of making Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions; and set up a Working Group to deliver these aspirations.</p>	<p>Update the Council's organisational carbon emissions baseline.</p> <p>By 31st March 2022 to have implemented the following targets to the milestones set in the action plan:</p> <p>Progress delivery of the Surrey Heath Climate Change Action Plan, including implementation of</p>	Ongoing: Work-risks to achieving overall targets	<p>Climate Change</p> <p>Good progress has been made against the Climate Change Action Plan targets for 2021/22. However, the Council's ability to meet its ambitious long term carbon neutral targets is dependent on future policy decisions, funding availability, partnership working and an achievable carbon reduction strategy for our estates and fleet.</p> <p>Looking forward to the net zero target in 2030</p> <p>Actions relating to the progress of the Climate Change Action Plan are ongoing and are reported to the Climate Change Working Group (see below)</p> <p>Climate Change Action Plan https://www.surreyheath.gov.uk/residents/climate-change/climate-change-action-plan</p>

KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk





Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
		key actions to include:		
<p>EC9 SHBCI</p>	<p>Climate Change (Cont'd)</p> <p>In 2020/21 the Council published details of its baseline carbon emissions, both as an organisation and the wider Borough, and produced a Climate Change Action Plan.</p>	<p>a) facilitating climate change awareness training,</p> <p>b) increasing and diversifying communications engagement on climate change</p>	<p>On Track</p>	<p>Key actions achieved in the year include:</p> <p>a) Climate Change Awareness training</p> <p>Officers were trained in February and March 2022 to deliver carbon literacy training in-house to colleagues.</p> <p>Next step is to roll out training to wider staff across the Council, with the first session taking place June 2022.</p> <p>b) Increasing and diversifying communications on climate change</p> <p>c) Energy Audits for Council operated buildings undertaken to identify recommendations for efficiency improvements. Surrey</p>

KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
		c) developing an energy strategy		<p>Heath House and Camberley Theatre energy audits took place in March 2022 and results are awaited.</p> <p>Green Energy Options for electricity are under review, but current market conditions mean uncertainty over tariffs and the cost to the Council.</p>
EC9 SHBCI	Climate Change (cont'd)	d) investigating delivery of electric vehicle charging points	Delayed	<p>d) Electric vehicle charging points in Council owned car parks are in development. A tender process to appoint a “charge-point operator” is out via the KCS Commercial Services framework for a concession contract and expecting responses by late July. Expectation to appoint by Autumn 2022 and proceed with ORCS funding applications for charging points in locations feasible for funding/ business case for any outside of funding or concession. Co-ordination with Surrey County Council is continuing for on-street charging points in Surrey Heath via a Surrey wide concession contract, currently at pre tender stage. Further development of an on-street charging network map will be developed through consultation.</p>

KEY: Green Completed / achieved & ongoing work

Amber Delayed/part achieved

Red On Hold / at significant risk





Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
EC9 SHBCI	Climate Change (Cont'd)	Develop a framework to monitor delivery of the Action Plan	Complete & Ongoing	e) Update report on the Action Plan taken to Performance & Finance Committee in January and regularly monitored by the Climate Change Working Group.
EC10 REGI	<p>Housing</p> <p>Consolidating and monitoring key projects which support those most at risk of homelessness:</p> <ul style="list-style-type: none"> Provision of Night Stop 'stopgap' accommodation for homeless people and those at risk of becoming homeless. 	<p>Agree cost of works with PIWG and complete works by June 2021 (subject to being able to access property under Covid restrictions).</p> <p>Review as part of quarterly target of numbers in temporary accommodation.</p> <p>Review available funding in early 2021</p>	Complete	<p>Housing</p> <p>Night Stop 'stop gap' provision:</p> <p>The Night Stop, launched as the Emergency Accommodation Service, is up and running and has been completed</p>

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KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk





Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
		and report to the Executive.		
EC11 REG1	New Floating Support Service (launched October 2020) and Connaught Court accommodation		Complete	The Floating Support contract The Floating Support service is embedded within the Council's Housing Service and a further 3 year contact has been awarded by Surrey County Council, with a 5.3% uplift in 2022/23. Connaught Court Project completed June 2021 and being managed by Housing Services
EC12 REG1	If further Government funding announced in early 2021, consider if capacity exists to deliver a fourth homelessness project and report to the Executive.		Complete	Fourth Homelessness Project The Council has made a further bid for 3 year Rough Sleeper Initiative funding to continue these projects from 2023 to 2026 - completed

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KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
ECI3 (REG2)	Developing Social Housing Consider the potential (and implement if approved) to deliver a joint venture to develop social housing.	Report to the Executive on the potential to deliver a joint venture by December 2021. If approved – deliver in accordance with agreed project timescales.		Developing Social Housing We have maintained an active dialogue with Accent Housing to encourage them to increase their investment in housing within the borough. This was dependent on the formation of a partnership with Homes for England. This has now been confirmed and includes significant grant funding. Accent have indicated a target investment programme of £92m in the South East over the next 5 years. They wish to concentrate a significant proportion within Surrey Heath and have identified a number of sites within the borough, where we have encouraged them to commence pre-application processes.
ECI4 COM4	Surrey Environment Partnership (SEP) Deliver in partnership the Surrey Environment Partnership Work Programme for 2021/22 with a view to increasing recycling and minimising waste.	By 31st March 2022 to have completed the actions in the Surrey Environment Partnership Work Programme with the aim of minimising waste; increase recovery, re-use, recycling and composting waste;	Complete & Work Ongoing	Surrey Environment Partnership (SEP) The main focus of the SEP work programme for 2021/22 has been to deliver initiatives that support the three priority areas of waste reduction, food waste recycling and reducing contamination of dry mixed recycling (DMR). Unfortunately, due to HGV driver shortages, COVID restrictions and resourcing issues amongst partners our ability to deliver the programme has been limited in some areas with work delayed or rescoped. Despite this, significant progress has been made including the following key highlights:

KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk





Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
		and reduce fly tipping.		<p>Interventions to reduce the contamination of dry mixed recycling bins have been delivered at over 5,000 flatted properties in Surrey. Available observation data from the works suggest an estimated 91 tonnes of DMR a year could be redirected from the residual stream. Further interventions are being planned for this summer.</p> <p>We'll be shortly rolling out food waste recycling collections to thousands of flats in Surrey without a service with this expected to start from June 2022.</p> <p>An overarching year long countywide campaign to encourage and motivate residents to reduce, reuse and recycle more of their waste has just finished and will be evaluated shortly.</p> <p>A report on what happened to Surrey's waste in 2020/21 was published recently to reassure residents about what happens to their recycling and waste.</p> <p>SEP has responded to several key consultations published by Defra throughout the year on emerging policy including their landmark Resources and Waste Strategy which will fundamentally change how waste services are funded and delivered by local authorities. In response to this, SEP is developing a partnership approach to</p>

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KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk





Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
				<p>waste prevention and recycling in Surrey for the next three years (SEP 2025). This will look to align with emerging government policy and targets, and begin to respond to decarbonisation by planning changes to our vehicle fleets to use alternative fuels. The plan is to have this approach approved by the partnership this autumn.</p> <p>The SEP work programme for 2022/23 has been developed and approved. This is a continuation of the ongoing measures above plus new initiatives that will continue to address priority areas.</p>

KEY:  Completed / achieved & ongoing work  Delayed/part achieved  On Hold / at significant risk



PARTERSHIPS – JWS

Ref/Status	Target/Project	Milestone/Target	Status / End of Year	Update/Comments
EC15 COM5	<p>Joint Waste Solutions:</p> <p>By 31st March 2022 to have continued to work with our waste contractor to provide a high-quality waste service. The actions will include:</p> <ol style="list-style-type: none"> Working with our waste contractor to implement the contract improvement plan to milestones agreed by the Joint Contract Services Committee. To work with the Surrey Environment Partnership and the waste contractor to achieve continuous improvement in 	<p>Projects in 2021/2022 to include:</p> <ul style="list-style-type: none"> Improved customer journey and complaints handling within the Amey Call centre. Continuous KPI improvements. Improvement in IT Implement the Carbon Trust Amey Fleet Model recommendations and replace diesel- and petrol-powered vehicles, plant and 	Majority Achieved	<p>Joint Waste Solutions</p> <p>The coronavirus pandemic and HGV driver shortages have meant that a significant amount of resource within JWS has been focused on service recovery and communicating the impacts on service to residents. This has meant that opportunities for service improvements have been limited, and some activities have had to be delayed or re-scoped. Despite these issues, a considerable amount of work has been delivered in 2020-21. The key highlights include:</p> <ul style="list-style-type: none"> A new IT system (Whitespace) has been implemented with all resident forms now on the JWS website which is a major milestone for getting better data to use in our work. Training on how to recognise the contamination of DMR and how to help reduce it has been delivered to the Surrey Heath crew in early 2021, which resulted in a significant reduction in rejected loads of recycling and will now be rolled out to other areas of Surrey. A trial funded by the SEP work programme on targeting letters to houses where DMR contamination is a problem

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KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk





	<p>waste collection and street cleansing.</p>	<p>equipment with zero/low carbon alternatives (e.g. electric, hybrids, bio fuels.)</p> <p>Projects in 2021/2022 to include:</p> <ul style="list-style-type: none"> - Litter bin review JWS are currently working with the Surrey Heath GIS team to create a 'waste layer' on the GIS system. Review feedback from Councillors about local requirements. - Improvements to waste and recycling services at communal developments - Funding available through the Surrey 		<p>has been completed in the joint contract area. Analysis is being conducted and will be used to see where else this scheme could be rolled out.</p> <ul style="list-style-type: none"> • New contracts are in place for textiles (Green World Recycling) and for WEEE (Biffa Transform). • Managing agents have been engaged on delivering improvements to recycling services with a guidance document being developed that clearly sets out their responsibilities. • A Joint Contract work programme for 2022/23 has been developed and approved. This will see ongoing measures above continue plus new initiatives that will continue to address the priorities for the joint contract area. <p>Garden Waste</p> <p>Garden Waste collections were suspended due to the national HGV shortage followed by a reduced service consisting of a monthly collection. Subscribers were updated whilst the service was being reinstated. Fortnightly garden waste collections restarted Monday 2 May</p>
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KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk





		<p>Environment Partnership will cover expanding and improving the food waste collection service, as well as improving Dry Mixed Recycling.</p> <ul style="list-style-type: none">– Assisted collection review - To ensure efficiency in the service and improve service to the residents		
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KEY:  Green Completed / achieved & ongoing work  Amber Delayed/part achieved  Red On Hold / at significant risk



LEGAL AND DEMOCRATIC SERVICES

Ref/Status	Target/Project	Milestone/Target	Status / End of Year	Update/Comments
LDI CORI	<p>Prepare for and Conduct of the Police and Crime Commissioner Election</p> <p>Surrey County Council Elections and Local By-Elections in May 2021.</p> <p>Manage the Impact of Covid and associated restrictions on the safe running of the election.</p>	6-8 May 2021	Complete	<p>Police and Crime Commissioner Elections held successfully May 2021. Three bi-elections also held on the same day.</p> <p>Bi-elections also took place in October 2021, November 2021 and April 2022.</p>

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KEY: Green Completed / achieved & ongoing work

Amber Delayed/part achieved

Red On Hold / at significant risk



FINANCE & CUSTOMER SERVICES

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
FCSI COR2	<p>Post-Covid Customer Service</p> <p>Review of how we deliver front-facing services and implement recommendations</p>	<p>Review by September 2021</p> <p>Complete implementation by March 2022</p>	Complete	<p>Post-Covid Customer Service</p> <p>Since April 2021, the contact centre has been operating Meet & Greet from 9:00 to 13:00 each day.</p> <p>Appointments can be made for Face-to-Face enquiries for Revs & Bens, Generic Enquiries within those hours.</p> <p>Customers can also be seen without an appointment.</p> <p>There has been a great reduction in the customers visiting the Contact Centre, mainly, dropping off documents for Revs & Bens, Housing information, Taxi Licensing enquiries, Environmental enquiries, Planning Histories and Pension Stamping.</p> <p>Most of these interactions can be resolved at Meet & Greet.</p> <p>Customer service support in person available throughout working day if required in an emergency and appointments in the afternoon are also available.</p>
FCS2 COR3	<p>Review of Post-Room Function / cash & credit card</p>	<p>Review by September 2021</p>	Complete	<p>Review of Post-Room Function / cash & credit card kiosk in Surrey Heath House reception</p>

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KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
	<p>kiosk in Surrey Heath House reception</p> <p>How does the Council handle incoming/outgoing mail and receive cash/cheques.</p>	Complete implementation by March 2022		<p>Main Reception and Post Room Review took place in September 2021, and no changes were recommended at this time.</p> <p>The Post Room continue to receive and process through the Council's payment system a reduced number of cash & cheques through the kiosk.</p> <p>Cheques are also received through Royal Mail and processed. Mail is received and collected daily by Royal Mail; the post room continue to frank all outgoing mail.</p>
<p>FCS3 FIN1</p>	<p>Treasury Strategy</p> <p>Review and refresh the Council's Treasury strategy to ensure that returns from treasury investments are borrowing costs are optimised.</p>	Treasury updated twice yearly in June and December and the strategy agreed in February (for the following year)	Complete	<p>Treasury Management Strategy 2022/23 agreed at Council in February 2022.</p> <p>This went to the Executive in February 2022.</p>
<p>FCS4 FIN2</p>	<p>Medium Term Financial Strategy (MTFS)</p> <p>Review and refresh the Medium Term Financial</p>	Align with the preparation of the new Five Year Strategy. To be agreed by the	Complete	<p>Medium Term Financial Strategy (MTFS) 2022/23 to 2025/26 agreed at Council February 2022 and aligns with the 5 Year Strategy priorities.</p>

KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk



Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
	Strategy. Set a sustainable and robust budget.	Council October 2021.		
FCS5 FIN3	Post-Covid Budget Impacts Analyse and modelling the impact of major reductions in income, and carry out budget setting for 22/23, aiming to minimise the impact on services and use of reserves.	Budget agreed February 2022	Complete	Impact of Covid incorporated into preparation of Medium Term Financial Strategy and budget setting for 2022/23
FCS6 FIN4	Seeking to adopt a 'local procurement' approach to Council spending	Local Procurement Paper to Executive by June 2021	Delayed	'Local procurement' approach to Council spending Following the appointment of the new Director of Finance & Customer Services (December 2021) and Procurement Officer (January 2022), the Council is producing its Procurement Strategy during the 2022/23 year which will include objectives around 'fair trade' and local suppliers for goods and services for contracts that it tenders.
FCS7 FIN4	Review of Purchasing and Procurement	During 2021/22 the Council will	Delayed	Review of Purchasing and Procurement

KEY:

Green

Completed / achieved & ongoing work

Amber

Delayed/part achieved

Red

On Hold / at significant risk





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	<p>Ensure best value for money (link in with local procurement work TRAI)</p> <p>The Council will also update its purchasing and procurement guidance to reflect post-Brexit Government directives and legislation</p>	<p>consolidate its various purchasing and procurement resources and expertise to achieve improvements in:</p> <ul style="list-style-type: none"> • Value for Money • Transparency of our procurement processes for local businesses • Accountability and achievement of savings in the costs of goods and services purchased • Sustainability 		<ul style="list-style-type: none"> • The Procurement Officer started January 2022 and has worked on the following: • Started a review of the Contracts register to update information and currently worked through 22 contracts; this will help in better future planning to ensure procurements are conducted on time • Started the process of updating the intranet by removing outdated information relating to the EU, and ensuring accurate information is available to those who need the resource • Overseen a greater use of frameworks to speed up and achieve value for money on procurements of the 7 procurements currently ongoing 5 are planned to go through a framework. • The next step and focus now are finalising the work on the contracts register as we want to have a detailed understanding of all procurements that are due for renewal in the upcoming 12 months, and for critical procurements such as IT systems for example to have a 24

KEY: Green Completed / achieved & ongoing work Amber Delayed/part achieved Red On Hold / at significant risk



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				<p>month view so that there is enough time for effective decision making.</p> <ul style="list-style-type: none"> Develop and adopt new strategy for the Council by March 2023.
FCS8 FIN5	To review and update the Council Tax Support Scheme Arrangements.	Review ready to come into effect from 1 April 2022.	Complete	<p>Review and update the Council Tax Support Scheme Arrangements</p> <p>Revised income banded Working Age Local Council Tax Support Scheme introduced from 1 April 2022, with a one year transitional protect element to limit impact on those current claimants with a greater than £5 per week impact.) The new scheme followed a review by the Community Support Working Group and public consultation.</p>
FCS9 FIN6	<p>Council Tax, Business Rates and entitlement to Council Tax Support and Housing Benefit</p> <p>Support all residents and business post-Covid with payment of Council Tax,</p>	<p>On-going</p> <p>Measure take up of grants</p>	Complete	<p>Council Tax, Business Rates and entitlement to Council Tax Support and Housing Benefit</p> <p>Normal recovery practice was re-instated from 1 April 2021 and monthly Liability Order court hearings have been happening. Claims to Housing Benefit and Local Council Tax Support Scheme continued to be processed in a timely manner as did Test and Trace isolation support payments.</p>

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	Business Rates and entitlement to Council Tax Support and Housing Benefit. Administer 'Additional Restrictions Grant funding' to businesses up to 31 March 2022.			All business support grants linked to Business Rate liability were paid, scheme closed 30 June 2021. ARG (Additional Restrictions Grant Funding) of £2,578,990 was spent releasing an additional £806,000 of funding which has been received from the Government. This was spent by 31 March 2022.
FCS10 SHBC7	Commercial Property Strategy Review and update the Council's approach to commercial property in light of the likely economic downturn and announcements on new guidance on borrowing from Government. (Linked to delivery of new Medium Term Financial Strategy – see FIN2)	In line with new Medium Term Finance Strategy (MTFS) – agree at Council in October 2021 Strategy will aim to set financial target, that also furthers the aims of the Council.- - Complete	Complete	Commercial Property Strategy We have continued to measure the returns from the commercial property portfolio against the councils holding costs. Medium Term Finance Strategy was approved by Council in February and this included a minimum revenue provision for debt repayment in accordance with the CIPFA Prudential Code and latest government guidelines

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FCS11 SHBC8	<p>Local Plan</p> <p>Continue to develop a new Local Plan to guide development in the Borough and address Housing need. Consult with the public, businesses and partners on the draft local plan.</p>	<p>Consultation on a Draft Plan and Draft Sustainability Appraisal/Strategic Environmental Assessment October – November 2021</p> <p>Aiming to submit Plan to the Secretary of State in October 2022</p>	<p>On Target for Adoption timetable</p>	<p>Local Plan</p> <p>Consultation on the draft Local Plan including survey online and in person consultation events drop in Q and A's and public exhibitions is taking place March to May 2022.</p> <p>Adoption of plan by December 2023.</p>

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HR, COMMUNICATIONS AND PERFORMANCE

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
HRCPI SHBC2	<p>Poverty</p> <p>Work with partners to support those living in poverty in the Community.</p> <p>Following a Poverty Consultation Event with public and voluntary sector partners in December 2020 an Action Plan has been agreed with a focus on:</p> <ul style="list-style-type: none"> • Signposting people to practical help and ensuring the gateway to support is clear • Communication plan to encourage people to seek assistance 	<p>Action plan for the year sets clear milestones and targets.</p> <p>Hold Poverty Summit with all Councillors to share best practice and learning from the Poverty Working Group by the end of May 2021.</p>	Achieved & work ongoing	<p>Poverty Summit</p> <p>Poverty Summit with Councillors took place on the 31st March 2021. The Frimley/Frimley Green, Deepcut and Mytchett Community Group formed in June 21, with Cllr Sarah Jane Croke as its Chairman, and Cllr Helen Whitcroft as its Vice Chair, and this group will now operate independently to feed-in to the wider CSWG.</p> <p>The officer support has progressed with Initial meetings and discussions underway with Chobham and Windlesham in identifying local community representatives to identify how best to bridge the local gaps.</p> <p>£15,000 Grant paid to the Camberley Besom and £5,000 Grant paid to the Woking During the period from November 21-31st March 2022 just under £200,000 was distributed via 2,068 grants locally by Citizens Advice Surrey Heath from the Government Household Support fund from which other local projects have been initiated and supported such as the Community Larder project with St Martins Church in Camberley, and a second location is in progress together with a</p>

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
	<ul style="list-style-type: none"> Response to Covid impact and food poverty 			Foodbank to retain the food parcel service to vulnerable families being impacted through increased food costs.
HRCPI SHBC2	Poverty	Hold another Poverty Consultation Event with partners, voluntary and community groups in 9 months (September 2021) to review progress.	Achieved & work ongoing	<p>Poverty</p> <p>Over 20 partners contributed to a lively discussion relating to the situation and discussed the existing local support network which works well, however it was agreed that a review was required to ensure that the communications of the services relating to foodbanks, and support via local charities such as Citizens Advice/ Frontline was easy to access and understand. The communications plan was reviewed in relation to promoting the availability and access of the Household Support Fund, and this will continue to be reviewed by the Community Support Working Group.</p>
HRCP2 SHBC4	<p>Five Year Strategy</p> <p>Review and update the Council's Five-Year Strategy setting out our ambitions for our communities, Borough and organisation, including consultation with</p>	<p>Consult with partners and the public on draft Strategy May - July 2021</p> <p>Agreed by the Council in October 2021</p>	Complete	<p>Five Year Strategy</p> <p>Public consultation, informed by initial discussions with partners, took place over the summer with excellent levels of engagement from residents. The new Five Year Strategy 2022 – 2027 was adopted by the Council in October 2021 following significant input from and engagement with all Members. The key themes of the Strategy are Environment, Health & Quality of Life, Economy and Effective & Responsive Council.</p>

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	partners, residents, businesses and staff. Agree new Strategy by October 2021 following public consultation.			
HRCP3 BUS3	Physical Activity Strategy To agree a Physical Activity Strategy with the goal of creating an environment where all residents, regardless of background or circumstances, can participate in physical activity. Reflect updated Sports England and Active Surrey Strategies expected early 2021	First Draft of Strategy for consultation with Members and partners / community groups by September 2021. Take to Council for Approval by end of March 2022.	Complete	Physical Activity Strategy Following a three phase consultation process and analysis of research, Surrey Heath's new Physical Activity Strategy "Moving Forward" was approved and adopted by members in January 2022.
HRCP4 COR5	Introduce New Corporate Document Templates for all Council literature	Fully complete by March 2022	Complete	Introduce New Corporate Document Templates for all Council literature

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				<p>Word, PowerPoint and Excel templates with training, guidance and accessibility instructions launched in March 2022.</p> <p>ICT and departmental teams are currently working their way through a vast number (several hundred) of letter templates stored within different applications across the Council.</p>
HRCP5 COR6	<p>Improve Engagement and Consultation with Residents</p> <p>on and offline to ensure effective consultation with all residents is achieved.</p> <p>Deliver public consultation to support creation of new Five Year Strategy (see HRCP2)</p>	<p>Agreement a framework for best practice and report progress to Executive by September 2021 and March 2022.</p> <p>Five Year Strategy - Consult with partners and the public on draft Strategy May - July 202</p>	Part Achieved	<p>Improve Engagement and Consultation with Residents</p> <p>Huge progress made through the 5 year strategy consultation which achieved high levels of engagement and response, and an increase in different engagement channels including digital workshops, Instagram, nextdoor and whatsapp.</p> <p>Training via consultation institute undertaken to inform best practise</p> <p>Lessons learnt from Five Year strategy consultation are informing subsequent consultations and results are being reviewed as each consultation progresses to check results so adaptations can be made. Continuing to ensure SHBC is a 'listening' Council.</p> <p>Other significant consultations included:</p> <ul style="list-style-type: none"> Physical Activity Strategy – targeted focus groups followed by an online consultation in Sept/October 2021

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				<ul style="list-style-type: none"> • Consultation to inform the draft local plan which launched in March 2022 and included exhibitions, drop-in events, online webinars, surveys and dedicated consultation portal. • Camberley Town Centre Strategy – including workshops with partners, residents webinar and online survey • Electric vehicle charging points online survey <p>Have not taken a formal framework to Council but do now brief all Members on the approach being suggested for large scale consultations for feedback/suggestions/agreements.</p>
HRCP6 COR7	Deliver Communications Support for Covid Recovery work and vaccination programme in conjunction with LRF and Health Partners	Ongoing	Complete	<p>Deliver Communications Support for Covid Recovery</p> <p>Partner meetings and briefings continue on an informal basis. Attendance to all relevant update meetings and presentations continues. Vaccinations comms support for our partners continues.</p>
HRCP7	Agile and Remote Working Implement new ways of working and the ICT Digital strategy to:	Implement Agile Working Policy from April 2021	Achieved & work ongoing	<p>Agile and Remote Working</p> <p>Work completed to prepare for an upgrade at the end of May 2022 which will make a 'virtual desktop' available to more</p>

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	<ul style="list-style-type: none"> • Improve customer services and efficiency • Improve resilience – e.g. through moving systems to the Cloud • Improving staff flexibility and engagement 			<p>teams across the Council and greatly improve agile working functionality</p> <p>Revenues and Benefits system has now moved to the cloud and customers have access through a new portal.</p> <p>Intune laptop rollout is continuing with 182 machines now distributed with a schedule in place to rollout the remainder.</p> <p>Improvements to staff engagement will be made through an updated intranet platform that will implemented in May 2022</p> <p>Office accommodation moves have been completed which means Surrey Police have now been able to expand.</p>
HRCP7	Make the best use of our building assets	Consolidating space within Surrey Heath House	Complete & Ongoing	Agile working policy was updated in September 2021 with new work patterns introduced.
HRCP8 TRA4	<p>Improved Project and Performance Management</p> <p>Implement an improved process, toolkit and system for project and performance management across the organisation including</p>	Updated project process, documentation and staff training in place by March 2022.	Part Achieved	<p>Improved Project and Performance</p> <p>The Annual Plan for 2022/23 was agreed by the Executive in March 2022 – following input from the Performance & Finance Scrutiny Committee and contains projects and targets to deliver on the first year of the Five-Year Strategy goals.</p>

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	relevant training and support for staff.			The implementation of an improved project management approach has begun, with staff training and a focus on the town centre and property projects and capital projects. Further work to develop this across the Council to take place in 2022/23.
HRCP9 TRA5	<p>Review of Community Grants & Support to community to Support Post-Covid Recovery</p> <p>Following a report to the Executive in February 2021, deliver:</p> <p>The Council's Community Grants Scheme in 2021/22 with a simplified application process and emergency Food Poverty Grant scheme until end the end March 2022</p>	<p>Target to maximise update of our Community Grants</p> <p>Review of the Council's range of Community Grant schemes to ensure local needs and priorities continue to be met beyond the pandemic be carried out by November 2021.</p>	Complete	<p>Review of Community Grants & Support to community to Support Post-Covid Recovery</p> <p>Review of Community Grants completed and discussed at the Executive in January 2022, including agreeing grants to be awarded for 2022/23 and the use of the national containment outbreak management fund (COMF)</p> <p>The Council's Emergency Food Poverty Grant Scheme remained open until 31st March 2022</p>
HRCP10 TRA8	<p>Identity and action opportunities to develop Partnership Working and</p>	Community Services Partnership from 1 April 2021	Complete	Identity and action opportunities to develop Partnership Working and collaboration with Neighbouring Authorities.

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	collaboration with Neighbouring Authorities. (For example, Community Services Partnership with Runnymede)	Review of other opportunities On-going		A new Building Control partnership was agreed and started on 1st April 2022. Community Services Partnership completed
HRCPI1 COR4	Review website structure/online customer experience including search facilities and self-service options and implement improvement programme	December 2021	Complete	Review website structure/online customer experience Audit completed. Navigation amended, out of date pages removed, search function expanded for better return of results, accessibility continually under review for improvement due to regulations. Capital funds agreed in February 2022 for a new website as the existing website is being de-supported so further improvement for customers will be achieved via the new site to be launched in 2022/23.
HRCPI2 TRA7	Implement a New Workforce Plan which is fit for purpose to deliver SHBC's future objectives	December 21	Complete	Implement a New Workforce Plan Senior Management restructure was agreed by council in July 2021. Phased introduction of new structure from October 2021. Recruitment for two new strategic director posts completed and started in December 2021 and January 2022. The agreed savings target has been met.

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INVESTMENT & DEVELOPMENT

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
IDI SHBC3	<p>Camberley Town Centre Regeneration</p> <p>I. Review of the Camberley Town Centre regeneration programme, in light of progress to date and the impact of the pandemic, including:</p> <p>a) In the context of the economic impact of Covid, develop a refreshed strategy for the Town Centre to encompass the London Road Block development</p>	a) Draft October 2021	Delayed	<p>a) Camberley Town Centre Regeneration</p> <p>Town Centre Strategy updated, produced and being reviewed by Council. . Development of the strategy was supported by extensive engagement (525 responses).</p>

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Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
IDI SHBC3	<p>Camberley Town Centre Regeneration (cont'd)</p> <p>b) Utilise the recently completed public realm improvements to the high street delivers a positive contribution to business confidence and footfall (post lock-down/social distancing) and inform future improvement projects</p>	b) May 2021	Delayed	<p>b) Camberley Town Centre Regeneration</p> <p>Updated Town Centre strategy including phased proposals for future regeneration projects.</p> <p>Town Strategy includes a detailed masterplan which identifies the options for the towns regeneration programme over the coming 10 years</p>
IDI SHBC3	<p>Camberley Town Centre Regeneration (cont'd)</p> <p>c) Complete the public realm works at Arnold Walk and part of Pembroke Broadway to create a more welcoming entrance to the Town Centre from the Train Station.</p>	c) April 2022	Delayed	<p>c) Camberley Town Centre Regeneration</p> <p>Works not yet undertaken. The Town Centre Strategy sets out detailed opportunities for both public realm improvements in the town and including the station area.</p> <p>The strategy also includes guidance on how the town could develop its retail centre as means to respond to covid impact.</p>

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IDI SHBC3	<p>Camberley Town Centre Regeneration (cont'd)</p> <p>d) As the country comes out of lockdown develop a communications campaign that strongly promotes the 'Unique Selling Points' of Camberley Town Centre</p>	d) May 2021	On Track	<p>d) Camberley Town Centre Regeneration</p> <p>The Council has delivered and supported a number of events that promote the unique nature of Camberley Town Centre including The Freedom of the Borough Parade, Camberley Comedy Festival, Celebrate Camberley and Camberley Car Show. Further promotion of Camberley Town Centre will form part of the Town Centre Strategy workstream</p>
IDI SHBC3	<p>Camberley Town Centre Regeneration (cont'd)</p> <p>e) Review of 'Big Spaces' in the Council's town centre i.e. former BHS and House of Fraser and agree proposals for their future use.</p>	e) October 2021	Complete	<p>e) Camberley Town Centre Regeneration</p> <p>Terms have been agreed to let and reinvigorate use of the former BHS and Halfords units with new experience occupiers planned.</p> <p>Feasibility options for the repurposing of the House of Fraser building have been prepared and reported to the Council.</p>
IDI SHBC3	<p>Camberley Town Centre Regeneration (cont'd)</p>	f) July 2021	Complete	<p>f) Camberley Town Centre Regeneration</p> <p>Complete and in place – April 2021</p>

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	f) To adopt a more direct approach to managing the success of The Square including on-shoring the JPUT (Jersey property unity trust) putting in place updated governance arrangements, and agreeing a letting strategy to support a more flexible approach to filling vacant shops.			
IDI SHBC3	Camberley Town Centre Regeneration (cont'd) g) Secure agreement and commence procurement for Phase II of the refurbishment of The Square Shopping Centre, Camberley	g) July 2021	Deferred	g) Camberley Town Centre Regeneration Pending Council budgeting review
IDI SHBC3	Camberley Town Centre Regeneration (cont'd)	h) Summer 2021	Complete	h) Camberley Town Centre Regeneration Leisure centre achieved on schedule and under budget

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	h) Works completed on the construction of the new Camberley Leisure Centre with an opening to the public taking place in Summer 2021			
ID2 I&D1	<p>Corporate Property</p> <ul style="list-style-type: none"> • Maximise income from five commercial owned properties • Let vacant spaces • Maximising benefit of our assets, for example Surrey Heath House and community sites 	Income target to be set as part of budget in February 2021	Complete	<p>Corporate Property</p> <p>Fortnightly meetings take place to review the progress of lettings of vacant commercial space (including The Square) with 11 units under offer, 2 vacant and 3 not in a lettable condition.</p> <p>1) significant improvement in reduced vacant spaces</p> <p>2) part of Surrey Heath House let.</p>
ID3 I&D2	<p>Corporate Property – Maintenance</p> <p>Deliver planned maintenance programme for 2021/22 (part</p>	March 2022	Complete	<p>Corporate Property – Maintenance</p> <p>Rider Levett Bucknall appointed to undertake an Asset Register plus Planned Preventative Maintenance Programme (PPMP) of a good proportion of our assets both commercial and leisure. Full</p>

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	of five year work programme) on time and in budget for our assets, buildings and estate across all service			reports now completed and PPMP circulated to Leisure and Investment & Development works being reviewed and where appropriate costed.
ID4 TRAI	Economic Development Supporting Post-Covid Economic Recovery in the Borough, including: Advertising and distributing business grants	Spend 100% of grant pot by 31st March 2022(and if don't review scheme)	Complete	Economic Development SHBC was awarded £196,000 in a final round of Additional Restrictions Grants from The Government in January 2022. The final round was published in February and final grants paid out, as per the guidance by the 31st March 2022. SHBC providing over 1,000 discretionary grants over the Pandemic. 96.3% of the grant allocation was spent, with around 97% of applicants being successful (the remainder either with unresolvable issues during the due diligence process or were outside the borough).
ID5 TRAI	Setting up a 'Youth Hub'	Youth Hub – set up by end April 2021	Complete	The Youth Hub Opened on the 28th of June 2021. Since June 2021 the Youth Hub has supported 180 young people from within the Borough, providing 428 appointments across this time. A total of 31 young people were supported onto Kickstart roles, 21 into full time work, 7 into apprenticeships and 17 have returned to education. All young people are offered

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				a service tailored to their needs and are sign posted to support to one of the many partners supporting the project. Funding is still being confirmed for year 2.
ID6 TRA1	Skills work alongside partners	Skills Work – describe schemes in place	Complete	<p>Skills Work</p> <p>A further 15 people were supported in the second Start up academy run by the Surrey Chambers. 10 people also supported through our 1:2:1 mentorship programme with Enterprise South. 12 referrals have been made across the year to The Growth hub.</p>
ID7 TRA2	<p>Economic Development</p> <p>Working with property partners to avoid empty retail spaces and support local small business, for example using temporary ‘meanwhile’ lets to local artisans.</p>	Have a scheme in place by end June 2021	Achieved and Ongoing	<p>Economic Development</p> <p>‘Meanwhile’ lets approach in place during the year. Meanwhile projects within the Square delivered this year are</p> <ul style="list-style-type: none"> • Squish – Supported by the Welcome Back Fund • Pop Up Shop – on-going initiative, current tenant Designer Exchange. This project, funded in part through COMF allowed for the purchase of a movable temporary wall that can be used in various units within the Square to allow for smaller retailers to take on larger vacant properties for a short period of time

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				<ul style="list-style-type: none"> Willow and Nutmeg – a retailer who has moved from online to trial bricks and mortar store The Workshop – Youth Employment project funded by DWP Secret Stage School – Trial alternative use for a retail unit, now successful and starting to pay turnover rent. Rock Box – Trial of a space closer to the town centre giving confidence to the retailer to hopefully take on a more permanent unit within the town centre Be Independent competition likely to run again this year to offer a unit free for 6 months. <p>Formal approach to the use of meanwhile rents to be determined and agreed later in 2022.</p>
ID8 TRA3	<p>Promoting the Borough</p> <p>Have in place inward investment promotional literature and content based on local data and case studies and use to promote Surrey Heath through the year.</p> <p>Relaunch 'Open for Business' strapline</p>	Regular reporting on number of businesses contacted and rate of successful outcomes achieved	Delayed	<p>Promoting the Borough</p> <p>Due to limited resourcing due to Covid and the distribution of business grants the development of this has been delayed and will be delivered by Autumn 2022</p> <p>The re-launch of 'Open For Business' has happened with the Economic Development team restarting their proactive meetings with local businesses towards the end of the year. The team is now meeting around 4 businesses per week either in response to an enquiry or the team directly contacting the business.</p>

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Covid 19 Response

Ref / Status	Target / Project	Milestone/ Target	Status / End of Year	Update/Comments
<p>Page 121</p> <p>COVI9 SHBC9</p>	<p>Covid-19 Response and Recovery Work</p> <p>The Council is working with partners to respond one of the biggest pandemics the world has experienced in 100 -years. It is also facing the biggest economic crisis in history. A major incident was declared in Surrey on 19th March 2020 and since then the Council has been actively working with partners and the community to respond to the incident to support the NHS and save lives. It is expected that the Council will remain in this response phase until at</p>	<p>The actions in 2021/2022 will include:</p> <p>I. To work with Surrey Local Resilience Forum (SLRF) partners to respond to the current pandemic in line with priorities agreed by the Strategic Coordinating Group. This includes but not limited to:</p>	<p>Complete</p>	<p>Covid-19 Response and Recovery Work</p> <p>The Council continued to attend meetings of the LRF to coordinate the Council's response to Covid.</p>

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	<p>least June 2021 and then move to Recovery</p> <p>Include a review of the impact of the Covid-19 Pandemic on Surrey Heath Borough, including the impact on the town centre, empty retail spaces, housing capacity, car parking standards and a 'unique selling point' for the town centre</p>			
		<p>a) Support the delivery of the Covid 19 vaccination programme</p>	<p>Complete</p>	<p>a) The Council has supported the vaccination programme in a number of ways; including informing through our communications team; promoting messaging and dispelling misinformation in the community through the Covid champion scheme; taking calls through our contact centre and providing free transport for vulnerable people to the vaccination centres. More recently the Council has set up "pop up" vaccination centres in the town centre</p>
		<p>b) Providing welfare support to vulnerable and Clinically Extremely</p>	<p>Complete</p>	<p>b) Preparations were made to support CEV residents requiring to shield but this was not been necessary.</p>

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		Vulnerable residents required to shield.		
		c. Provide support to businesses required to close due to Covid restrictions.	Complete	c) Guidance was given to businesses through the Covid Marshalls and the Economic Development Team and Environmental Health team are still continuing to support businesses with advice and support in relation to Covid Risk Assessments.
		d. To enforce Covid restrictions	Complete	d) In 2021-22 Environmental Health responded to 139 service requests from the public/businesses regarding Covid-19 and investigated 2 outbreaks in conjunction with UKHSA. 120 face to face Covid-19 contact tracing visits were carried out by officers including out of hours.
	2. By 1st June 2021 to have established an internal Recovery Coordinating Group.		Complete	2. Recovery Co-ordinating Group A Recovery Incident Management Team was set up in March 2021 and has since been disbanded. Can be reconvened if required.

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SUCCESS MEASURES

2021/2022

	B	C	D	E	F	G	H	2021/2022		K	L	M	N	O	P	Q	R
	Indicator	Description	Target 2021/22	2020/21 Q1	2021/22 Q1	2021/22 Comments Q1	2020/21 Q2	2021/22 Q2	2021/22 Comments Q2	2020/21 Q3	2021/22 Q3	2021/22 Comments Q3	2020/21 Q4	2021/22 Q4	2021/22 Comments Q4	Annual Total	End of Year Comments
1	(New) The number of people PARKING ('parking events') compared to pre-Covid numbers in 2019/20.	NEW - Parking – measuring impact of Covid	70%	n/a	132,655	Visitors 2019 - Q1, 190,234 2020 - Q1 Free Parking, No data available 2021 - 132,655	n/a	85%		n/a	80.48%	Visitors 2019 - 224,698 customers 2021 - 180,845 customers	n/a	89.80%	Customers 2019 - 205,883 2021 184,974		
2	People Reached by the HERITAGE SERVICE	Includes visitors to the Surrey Heath Museum, pupils taking part in sessions delivered in schools, elderly people taking part in reminiscence sessions and other enquires including historical research.	6,500	0	801	37 x enquiries (15 research enquiries on the collection or local history) 150 x school children 90 x care home resident 390 x visitors (only open for half of this quarter) 134 x reached via outreach event. In addition, we have reached 956 website page views.	500	1,926	Busy Free French Forces exhibition, holiday events, 2 x Supporter Group trips to heritage sites and joining forces with the Square for children's workshops. Return to normal figures pre-pandemic - Q2 2020 = 500.	808	1,293	232 schools 142 events 40 enquiries	22	1,612	Customers Visitors - 1,207 Outreach -405	5,632	Annual Total of Web hits - 37,039
3	Reduction in the Percentage of INACTIVE Surrey Heath RESIDENTS	A reduction in the % of 'inactive' (taking part in less than 30 minutes physical activity a week) Surrey Heath residents according to Sport England's Active Lives survey. Sports England's Active Lives Survey is sent to randomly selected households with the results published twice a year in April and October for the covering a rolling years' worth of data.	23%	20.30%	21%	change +0.7% a 0.7% increase from the previous year but given the pandemic this actually quite a positive result	20.30%	21%	Based on latest Active Lives survey data released 30th April 2021 covering period Nov 2019-2020	18.70%	22%	Based on activity levels May 20 - May 21	21.00%	21%	Based on activity levels November 20 - November 21	21%	A lower percentage result is better. End of year result last published result available.
4	People Attending Events at CAMBERLEY THEATRE	The number of people attending theatre and community events at Camberley Theatre.	55,000	0	1,965	Covid-related	80	4,760	The theatre reopened for full capacity performances in line with government guidance on 19 July. The summer period is ordinarily quiet for Theatre's when most are 'dark' for maintenance and while audiences prefer to be outdoors or on holiday.	1,214	19,545	0	12,896		39,166	End of Year result	
5	Food Businesses with a 'FOOD HYGIENE RATING' of 3 or Over	Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme.	95%	96.40%	97.3%		96.96%	96.60%		95.95%	97.40%		96.60%	98.10%		98.10%	Snapshot at year end.
6	Environmental Health COMPLAINTS	NEW! Percentage of noise complaints that were closed during each quarter and number that were within 90 days	80%	75.00%	85%	45 closed out of 53 received	87%	86%	84 closed out of 98 received	88%	84%	32 closed out of 38 received	94%	92.5%	38 closed out of 40 received.	86%	229 cases out of which 198 were closed giving a percentage rounded down to 86%
7	Number of JOURNEYS BOOKED by community bus in a year	Number of journeys BOOKED for community bus in a year. Completed journeys also monitored. Always a number of cancellations, often due to illness.	24,000	5,246	1,109	Covid-related	4,849	3,070		1,158	2,388		857	2,189	A recovery plan for transport is required in 2022/2023 across the partnership that will outline the focus for our transport service going forward. Alternative considerations such as rationalising of the fleet across the partnership etc. has been discussed as part of Star Chamber process, if recovery is not to the levels required	8,756	End of Year Total The reason for the reduction is primarily down to the impact of the pandemic where services were not used and many of those who used them previously needs have changed. Groups have not operated or returned post pandemic etc. whilst limited attendance at Windle Valley Centre, the return of the Saturday Club only in May 2022 etc. all impact numbers travelling.
8	Number of MEALS AT HOME products served in the Year	Number of "meals at home" products served in the year including both lunch and tea.	37,000	16,622	12,100	including tea packs	16,363	11,215		14,235	10,121		14,126	9,496	Solid performance throughout the year. Q4 figures impacted by spike in number of people in hospital over long term (12 at end of March) and service users who died during the quarter.	42,932	End of Year Total
9	Number of residents supported by COMMUNITY ALARMS	Number of residents supported by the community alarm service (could include two service users at the same address)	1100	1,111	1,101	increased from 1000 - previous quarter (Q4)	1,111	1,104		1,115	1,086		1,000	1,042	Number of connections is consistent, reduction is generally down to two person households reducing to one person, or leaving the service to be replaced with single occupancy.	1,042	End of Year Total

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11	Number of referrals to SOCIAL PRESCRIBING service	Number of referrals to Social Prescribing service across whole of Surrey Heath partnership project.	900	38	149	Covid-related	119	138		120	212		107	222	Q4 has seen a consistent flow of referrals across the Social Prescribing (SP) service. The key now is to be fully resourced as SP partners to ensure timely support is provided.	721	End of Year Total
12	HANDYPERSON service referrals	Number of referrals to the newly introduced Handyperson service.	235	44	45	Covid-related	38	61		56	53		37	52		211	Total
13	Percentage of COMPLAINTS Responded to Within Target	Percentage of 'formal' complaints (stage 2-3) responded to within target 2 days to acknowledge and 10 days to reply)	90%	100.00%	67%	Unfortunately two complaints exceeded the service standard, due to the complexity of the required response. Six stage 2 - 3 complaints received.	100.00%	75%	Eight stage 2 - 3 complaints received, two exceeded the service standard.	100.00%	100%	Five stage 2 - 3 complaints received, all responded to within the service standard.	90.00%	86%	Unfortunately one complaint exceeded the service standard. The customer was kept informed by way of holding responses. As only 7 formal complaints were received throughout this period this has impacted greatly on the percentage achieved within the results submitted.	81%	Average
14	CUSTOMER SATISFACTION RATING of Good/Excellent to Exceed 90%.	Customer satisfaction rating of good/excellent to exceed 90%	95%	100.00%	100%		100.00%	100%		100.00%	100%		100.00%	100%		100%	Average
15	COUNCIL TAX Collected	Percentage calculated, as a cumulative year-to-date figure, from the total council tax payments received compared to the total amounts payable in that year	98.75%	28.26%	29.72%		55.74%	57.49%		85.60%	84.44%		98.70%	98.35%		98.35%	End of Year result. Challenging year for Council Tax collection in the current economic climate. The team also continue to focus on collecting arrears from previous years.
16	Non-Domestic (BUSINESS) RATES Collected	Percentage calculated, as a cumulative year-to-date figure, from the total business rates payments received compared to the total amounts payable in that year	98.75%	28.10%	29.59%		53.60%	54.96%		84.70%	79.49%		99.80%	99.69%		99.69%	End of Year result
17	BENEFITS Processing - NEW	a) Number of days taken to process new housing benefits claims	a) 20 days (new claims)	25.30	14.6 days		20.10	22.5	88 new HB claims processed since 1 April 2021	23.60	17.3		21.90	20.9	Q4's figure was delayed due to one individual claim that has somewhat skewed the statistic. It was the result of the application being delayed due to the state retirement pension implementation issues that the DWP are having.	19.2	Average for the year
18	BENEFITS processing - CHANGES	b) Number of days taken to process changes to benefits	b) 7 days (changes)	4.90	2.7 days		2.40	3.6	2133 changes processed for HB claims since 1 April 2021	2.40	4.1		2.30	1.9		2.6	Average for the year
19	INVOICES PAID On Time	Percentage of invoices paid on time.	97%	97.78%	99.01%		98.06%	97.36%		98.24%	97.98%		97.92%	97.24%		97.86%	End of Year result
20	Household waste RECYCLED and COMPOSTED	Cumulative year-to-date figure, calculated by comparing the amount of waste sent for recycling, reuse and composting against the total waste collected. This figure includes street sweepings.	61%	64.20%	60.70%		62.10%	60.40%		61.50%	59.20%		61.00%		To follow - Q4 data being audited		To follow - Q4 data being audited
21	Percentage of streets falling below a GRADE B CLEANING STANDARD standard	The percentage of streets reviewed as part of the regular survey falling below a 'Grade B' standard of litter (Predominately free of litter and refuse apart from some small items)	4%	0.60%	1%		0.67%	0.50%		0.67%	0.50%		1.17%	0.67%	Please note that on a quarterly basis, transects of 50m (each side of the road) are performed to assess the level of litter on 300 roads across Surrey Heath. Whilst the figure is slightly higher compared to the previous quarter (due to the impact of Storm Eunice), we are pleased to say this is once again well within the 4% target.	0.67%	Average
22	Number of 'MISSED' BINS.	NEW! Number of 'missed' residential kerbside collections per 100,000 collections. Monitored as part of contract performance.	80	48	38.7	new figures submitted by Sarah Beck on 11/01/2022 - changed from 23	36	42	No data yet available due to IT outage earlier in the year and HGV driver shortage issues impacting garden waste collections - validation process has been delayed. (Sarah Beck)	35	34.5		40		To follow - Q4 data being audited		To follow - Q4 data being audited

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23	Processing of 'MAJOR' Applications	Percentage calculated as the number of major applications processed within timescales (13 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension. Government target is 60%	72%	50.00%	100%	Q1 = 2/2;	57.00%	100%	Q2 = 3/3	100.00%	100%	Q3 = 1/1	67.00%	100%	Q4 = 3/3	100%	Average Total for financial year 9, 100%.
24	Processing of 'NON-MAJOR' Applications	Percentage calculated the number of minor and other applications processed within timescales (8 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension. Government target is 70%	84%	78.00%	85%	Q1 Minor - 20/35 Q1 Other - 149/166 = 169/201	73.00%	81%	Q2 Minor - 22/31 Q2 Other - 151.182 = 173/213	84.76%	82%	Minors = 21/29 = 72% Others = 127/152 = 84% (Minor+Others - 148/181=82%)	84.00%	76%	MINOR = 10/15; OTHER = 110/142; COMBINED = 120/157	81%	Average
25	APPEALS dismissed against the Council's refusal of planning permission	Percentage of appeals dismissed against the Council's refusal of planning permission.	65%	50.00%	75%	2 allowed, 6 dismissed = 75% (Nb.Excluded one appeal decision which was part allowed/part dismissed)	0.00%	100%	9 appeals, all dismissed.	50.00%	73%	8 of 11	54.00%	63%	Q4 appeals = 5/8 = 63%	78%	Average
26	Number of households living in TEMPORARY ACCOMMODATION	Number of all households in temporary accommodation at the end of the quarter. These are only the households who are accommodated following an acceptance of a homelessness duty. Other households may be placed in temporary accommodation without us accepting a duty but by using our prevention powers.	30	67	30	(a further 10 people who would otherwise be rough sleeping are accommodated under discretionary powers in the pods jointly provided with Surrey County Council and in bed and breakfast)	32	37	Over half of all households in B&B are now single person households with limited move on options	31	25	The number of households in TA for Q3 dropped due to large development of new build social housing that we allocated a large number of people to. This allowed people to move on from TA.	36	34	Q4 is higher as we were required to accommodate non-priority people again due to the Omicron variant. This led to an increase in discretionary placements.	34	Snapshot at year end.
27	Housing advice – HOMELESSNESS prevented	A count of the number of households who approached the Council as homeless or threatened with homelessness within 56 days who had their homelessness prevented (i.e. were able to remain in their current home) or relived (i.e. were found a move to an alternative home) by the work of the Council's Housing Solutions Team	30 (quarterly target)	10	12	Covid-related	26	24	The prevention figures for Q2 and Q3 are improved as they are connected to the large development of new build social we had available to allocate to. We were also able to refer people to our accommodation project Connaught Court in these quarters which helped prevent homelessness.	10	27	See Q2's comments	10	12	Q4 dops off due to Omicron.	75	End of Year result. This indicator provides management information about the work of the Housing Team. The number of people presenting as homeless/threatened with homelessness is linked to wider economic conditions, so this indicator is not given a Red/Amber/Green rating.
28	HOME IMPROVEMENT Agency Activity	The number of homes adapted or improved for older and vulnerable residents to promote their independence, and keep them safe and well in the community.	80 (Annual Target)	22	18		27	39		29	39		19	39		135	Total across year.
29	Family Support FEEDBACK	Proportion of children and young people (and/or parent carers) who feedback that they have made positive progress in relation to identified outcomes.	70%	88.00%	No data available	Still awaiting data reports to be set up by SCC - likely to be in place for next quarter	92.00%	95%		85.00%	87%			90%		94%	Average
30	REFUGEE RESETTLEMENT	Number of families resettled under the UK resettlement scheme.	3 families	N/A	5	Total resettled families is now 5 in SH	N/A	5		N/A	5		N/A	5		5	

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31	Planning Enforcement Breaches - REFERRALS	Percentage of planning enforcement referrals where the initial action (e.g. a site visit) takes place within the target timescales set out in the Local Enforcement Plan. Current target timescales: High Priority – 2 working days Medium Priority – 10 working days Low priority – 21 working days	75%	69.00%	91%	Number of referrals received = 55 Initial action within set time scales = 50	94.00%	92%		75.00%	89%		95.00%	89%		91%	Average

Surrey Heath Borough Council

Executive

19 July 2022

Draft Surrey Heath Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople: Preferred Options (2019 – 2038)

Portfolio Holder:	Cllr Adrian Page – Planning and People
Strategic Director/Head of Service	Bob Watson / Gavin Chinniah
Report Author:	Jane Reeves – Planning Policy Manager
Key Decision:	No
Date Portfolio Holder Signed off Report	28 June 2022
Wards Affected:	Whole Borough

1. Summary and purpose

- 1.1 National Planning Policy for Traveller Sites sets out a requirement for the Council to develop fair and effective strategies to meet needs for Gypsies and Travellers through the identification of land for sites within the Local Plan.
- 1.2 The Council consulted on a Regulation 18 Draft Surrey Heath Local Plan (2019 – 2038) between March and May 2022. At the time of the publication of the Draft Local Plan, the Council had been unable to identify sufficient sites to meet its identified needs for Gypsies and Travellers and included only one site allocation for a Gypsy and Traveller site for 4 pitches at Diamond Ridge Woods. As a result, the Plan indicated that work to identify further sites to meet identified needs would continue across the remainder of the plan-making process and that a consultation focused on additional sites with potential to accommodate Gypsy and Traveller pitches and Travelling Showpeople plots would take place in Summer 2022.
- 1.3 Work has been ongoing to identify potential sites to meet the Council's identified needs, as defined in planning guidance, and has resulted in the identification of three potential sites to be included in the additional Draft Local Plan Consultation as draft allocations. These are:
 - Land south of Broadford, Chobham (13 – 15 pitches).
 - Swift Lane (extension), Bagshot (5 pitches); and,
 - Bonds Drive, Pennypot Lane Extension (5 - 9 plots for Travelling Showpeople)

- 1.4 It should be noted that these sites will require further ongoing detailed feasibility work to be undertaken in order to establish their ultimate deliverability. At this stage sufficient site assessment work has been undertaken as set out in Annex 2 to support this further Regulation 18 consultation. The planned site allocations consultation in Summer 2022 accords with the Council's published Local Development Scheme (timetable for Local Plan production).
- 1.5 The cross party Local Plan Working Group (LPWG), has discussed a full range of spatial strategies, topics and policies over the past few years and this process has been very collaborative. This included discussions of potential site allocations options for a range of uses, including Gypsy and Travellers and Travelling Showpeople. LPWG has acknowledged the particular challenges of identifying suitable sites for allocation for Gypsy and Travellers and Travelling Showpeople within Surrey Heath. At the meeting on 26th May the LPWG discussed the proposed draft allocations presented in this report. It should be noted that the LPWG will continue to be involved in the development of the new Local Plan at all stages of the process.
- 1.6 Responses from the consultation already undertaken on the Draft Local Plan (March to May 2022) together with responses from the additional consultation on the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18) (Summer 2022) and any additional evidence, will be used to prepare the next version of the Local Plan, known as the Pre-Submission version (Regulation 19), which will be subject to further consultation before the Plan is submitted to the Secretary of State for independent Examination (Regulation 22).
- 1.7 The Executive are asked to agree the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18) for a six-week period of consultation, along with consultation on an Updated Interim Sustainability Appraisal.

2. Recommendation

- 2.1 The Executive is advised to RESOLVE that:
 - (i) the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18), attached at Annex 1, and relevant supporting documents including the Interim Sustainability Appraisal Addendum, are agreed for a period of 6 weeks consultation from 8 August to 19 September 2022; and
 - (ii) minor changes to the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18) and the content of the Updated Interim Sustainability Appraisal Addendum be agreed by the Head of Planning in consultation with the Portfolio Holder for Planning and People.

3. Background and Supporting Information

Local Plan Content

- 3.1 Planning Policy for Traveller Sites expects local planning authorities to make their own assessment of Gypsy and Traveller needs and develop fair and effective strategies to meet need through the identification and allocation of land for sites within a Local Plan. In producing a Local Plan, the Government expects that local planning authorities should, as a minimum, identify a supply of specific, deliverable sites to provide 5 years worth of sites against locally set targets for Gypsy and Travellers meeting the planning definition.
- 3.2 The Council's Gypsy and Traveller Accommodation Assessment (GTAA) sets out that the Council has an identified need for 32 Gypsy and Traveller Pitches (in accordance with the planning definition) and 14 Travelling Showpeople plots across the period 2020 –2040, with the majority of that need required within the early part of the Plan period (see Table 1).
- 3.3 The Council's Gypsy and Traveller Accommodation Assessment (GTAA) sets out that the Council has an identified planning need for 32 Gypsy and Traveller Pitches and 14 Travelling Showpeople plots across the period 2020 – 2040, with the majority of that need falling within the early part of the Plan period (Table 1).

		Gypsy and Traveller Pitches	Travelling Showpeople Plots
Total needs 2020 - 2040		32	14
Estimated minimum Pitches/Plots for first 5 years of Local Plan		c.25	c.9
Pitches/ Plots granted to date	Land south of M3, Lightwater	2	0
Proposed allocation within Reg 18 Draft Local Plan to date	Diamond Ridge Woods, Camberley	4	0
Total shortfall overall at publication of Reg 18 Draft Local Plan		-26	-14
Shortfall against minimum at publication of Reg 18 Draft Local Plan		-c.19	-c.9

Table 1: Overview of current position in respect of pitch and plot requirements for Gypsies and Travellers (G&T) and Travelling Showpeople (TS)

- 3.4 Taking into account the two pitches already permitted (at Land south of Junction 3 of the M3, Lightwater) and the proposed allocation for 4 pitches at Diamond Ridge Woods, Camberley, it is considered that the Council as a minimum needs to identify a further 19 pitches and 9 Travelling Showpeople plots within the Draft Local Plan. This represents the needs identified as being required in the early part of the Plan period, minus the pitches already permitted or proposed for allocation.
- 3.5 However, it is relevant to point out that there is a further need for pitches for Gypsies and Travellers falling outside of the planning definition. The Draft Local Plan will therefore include both a site allocation and general Local Plan policy setting out criteria for the assessment of planning applications. The later Draft Local Plan policy formed part of the earlier Regulation consultation Draft Local Plan.
- 3.6 Throughout the plan-making process to date, a significant portfolio of work has been undertaken to identify sites capable of delivering at least the needs identified in the first five years or so of the Plan period. However, the identification of land has proved incredibly challenging, principally owing to the heavily constrained nature of the Borough and the lack of availability of land for Gypsy, Traveller and Travelling Showpeople use.
- 3.7 As a result of the identified challenges, despite the extensive work undertaken by the Council only one site was identified in the recent Regulation 18 Draft Local Plan consultation. This was at Diamond Ridge Woods, Camberley, comprising 4 pitches. In addition, prior to the Local Plan consultation, Planning Permission has also been approved for a private Gypsy and Traveller Site of 2 pitches located at land south of Junction 3 of the M3, Lightwater. It is therefore considered that the Council needs to identify sites capable of delivering a minimum of a further 19 pitches and 9 Travelling Showpeople for inclusion within the Local Plan.
- 3.8 Across recent months, the Planning Policy & Conservation Team has undertaken a significant amount of work to identify further sites capable of addressing the identified needs, as set out above. This has included:
- Reviewing sites considered through the Gypsy, Traveller and Travelling Showpeople Site Identification and Selection Paper (GTTS SISP).
 - Exploring sites suggested by Officers and Councillors.
 - Re-reviewing Surrey Heath land ownership datasets.
 - Reviewing land for sale in Surrey Heath.
 - Undertaking a range of evidence-based studies, including contamination studies, utilities searches, title reports.
 - Liaising with relevant stakeholders, including Surrey County Council, Environmental Health and Legal Services.

- A further call for sites seeking submissions for Gypsy and Traveller and Travelling Showpeople accommodation. Only one site submission was received for a 12-pitch site as part of proposals submitted for a 1,500 to 1,600 home development in the Green Belt at Fair Oaks.

3.9 The Leader wrote to all Councillor in March 2022 to invite the submission of land to be considered for allocation as a Gypsy and Traveller site. In response 6 sites were suggested by Members and were assessed, however all these sites were determined to be undeliverable for Gypsy and Traveller accommodation for the reasons summarised below (please see Table 2 below).

Site	Barrier/Barriers to delivery
Land adjacent to Camberley Wastewater Treatment Works (WwTW), Camberley	Unavailable for proposed use.
Lake Road, Mytchett	Within Basingstoke Canal SSSI In private ownership and unlikely to be available for proposed use.
Johnsons Wax, Frimley Green	Unavailable for proposed use.
East Curve, Sturt Road	Restrictions on use of site for residential purposes; Significant access issues (highways network unlikely to be suitable for large vehicles); Potential for noise associated with vehicle movements would be challenging.
Land at the Royal Military Academy adjacent to the A30, Camberley	Unavailable for development. Too small.
Land SE New Road, Windlesham (former M3 Compound).	Flooding & potential contamination issues. Land value expectations likely to be unrealistic.

Table 2: Sites suggested by Members

- 3.29 As a result of further positive and proactive work, three sites are suggested for allocation in the Draft Surrey Heath Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople Preferred Options (2019-2038) Regulation 18, as set out below:
- Land south of Broadford Lane, Chobham (13 - 16 pitches).
 - Gypsy and Traveller Site, Swift Lane, Bagshot (extension to existing site – 5 pitches);
 - In addition, Bonds Drive, Pennypot Lane Extension (5 - 9 plots for Travelling Showpeople)
- 3.30 An overview of each site is set out at Annex 2.
- 3.31 All the above sites are located within the Green Belt as due to significant environmental constraints and land availability issues it has not been able to identify any comparable sites in settlement areas or the countryside beyond the Green Belt. However, Planning Policy for Traveller Sites does enable Local Authorities the capacity to make small scale amendments to Green Belt boundaries.
- 3.32 A Sustainability Appraisal has been produced on the specific matter of Further Gypsy and Traveller and Travelling Showpeople Allocations as an addendum to the Interim Sustainability Appraisal Report that was published alongside the Draft Surrey Heath Local Plan in March 2022. The preparation of the Sustainability Appraisal report has been an iterative process and it has directly informed Further Gypsy and Traveller and Travelling Showpeople Allocations. The Sustainability Appraisal will include an appraisal of the reasonable alternatives and preferred options. It will be published for consultation alongside the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18).
- 3.33 The results of the consultation, further information on site deliverability and other supporting information, will be used to assess which sites should be progressed for inclusion in the Pre-Submission Local Plan (Regulation 19) Local Plan. For sites that are included in the consultation but not within the ownership of the Council, the Council considers there are reasonable prospects for acquiring the land. Subject to the outcome of the further evidence base work the Pre-Submission Local Plan (Regulation 19) is scheduled for consultation in early 2023.
- 3.34 In addition, given the need for Gypsy and Traveller pitches for those meeting the planning definition and broader cultural needs, planning permissions for small sites through the planning application determination process will play an important role in helping to meet identified needs, over the Local Plan period.

Consultation

3.35 Consultation is proposed from 8 August 2022 to 19 September 2022. Consultation must be consistent with the principles set out in the adopted Statement of Community Involvement and in summary will comprise:

- Notification to all those on the Planning Policy database (includes statutory consultees)
- Further engagement with the Gypsy and Traveller Community
- Information on the Councils website
- Information in libraries and at Parish Council offices
- Planned consultation signposted in Heathscene
- Public exhibition / drop in sessions
- Online presentation / Webinar

4. Reasons for Recommendation

- 4.1 It is important that the Council has an up-to-date and robust planning framework to guide development which reflects current national policy and guidance. An up-to-date Local Plan ensures that the Council can guide development to the most appropriate locations.
- 4.2 The Government has set out that local authorities are expected to have an up-to-date Plan in place by December 2023 or risk Government intervention. The Local Development Scheme (March 2022), sets out the timetable for the remainder of the Local Plan preparation process, including consultation on Gypsy and Travellers and Travelling Showpeople draft site allocations in Summer 2022.
- 4.3 The process for preparing Local Plans is set out in Regulations¹. These require that the Local Plan is prepared in consultation with the local community and other stakeholders. The proposed consultation will allow continued engagement and comments received will help inform the content of the next version of the Local Plan.

5. Proposal and Alternative Options

- 5.1 The available options for the Executive to consider are:
- i. to approve the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18), as set out in Annex 1 of this report; or

¹ Regulation 18 of the Town and Country (Planning)(England) Regulations 2012

- ii. to approve the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18), as set out in Annex 1 of this report with changes; or
- iii. to not agree the Draft Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18), as set out in Annex 1 of this report.

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

- 6.1 The site allocations forms part of the Local Plan, which once adopted, will help to deliver on the following themes:
- i. **Environment** – enhance and improve access to the Borough's green spaces and natural environments for the enjoyment of generations to come, balancing our commitments to housing delivery and economic growth.
 - ii. **Environment** – tackle Climate Change, working with communities and partners.
 - iii. **Health & Quality of Life** – provide infrastructure that would support our ambition to ensure everyone can access a safe, quality home to meet their needs.
 - iv. **Economy** – invest in our towns, villages and communities, supporting our existing businesses and attracting new ones.
 - v. **Economy** – work with partners to improve to the Borough's infrastructure.
 - vi. **Effective & Responsive Council** – advocate on behalf of our community on issues outside our direct control.

7. Resource Implications

- 7.1 There are no immediate resource implications arising beyond those allowed for within current budgets. Resources will be needed in the following two financial years to deliver the Local Plan, and these will be sought through the usual budget setting process.

8. Section 151 Officer comments

- 8.1 There are no direct additional budgetary implications arising from this report outside of existing budgets. There is revenue provision for potential legal counsel cost in this financial year (2022/23), and there is a provision in the capital programme agreed at Council for the following two financial years for site acquisition and development.
- 8.2 Whereas the local plan will involve an allocation from Council budgets once approved, this is likely to be considerably less than the potential risk of additional cost from not having an approved local plan.

9. Legal and Governance Issues

- 9.1 The preparation of the Local Plan is a statutory requirement of the Planning & Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) and Town and Country Planning (Local Planning) (England) Regulations 2012 as amended. The Local Plan must be prepared in line with relevant legislation as well as having regard to national planning policy and guidance. The Draft Local Plan will be afforded more weight in the determination of planning applications as it approaches adoption. At this stage only very limited weight can be attributed to the draft policies.

10. Monitoring Officer Comments

- 10.1 No matters arising.

11. Other Considerations and Impacts

- 11.1 No matters arising.

12. Environment and Climate Change

- 12.1 The site allocations form part of the Draft Local Plan and the Council has a statutory duty to ensure that its Local Plan contributes to tackling climate change. In order to support policies in the Local Plan a Climate Change Study has been prepared. This has supported the development of policies in the Draft Local Plan which seek to ensure that new developments contribute to climate change mitigation and adaptation and contribute to meeting the Councils overall targets for climate change. The Draft Local Plan also includes policies seeking to protect the natural environment including the requirement for biodiversity net gains on new developments. Local Plan policies will also assist in the delivery of the Climate Change Action Plan.

13. Equalities and Human Rights

- 13.1 The draft Local Plan is accompanied by an Equalities Impact Assessment which will be updated as the Plan progresses.

14. Risk Management

- 14.1 The Local Development Scheme identifies the risks to meeting the Local Plan milestones and sets out some mitigation to each risk. Of note is that the need to identify sufficient sites for Gypsy and Travellers and Travelling Showpeople is set out as a risk to delivery of the Local Plan.

14.2 If the Draft Surrey Heath Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople is not agreed for consultation in August 2022 this will result in a delay to the production of the Local Plan and the published Local Development Scheme timetable will not be met. This delay may have very significant consequences for Local Plan production in Surrey Heath, subject to the issued timetable for planning changes to be set out in the Levelling Up and Regeneration Act.

15. Community Engagement

15.1 The Draft Local Plan additional site allocations will be subject to a period of 6 weeks consultation as set out in the Recommendation in this report. This will be undertaken in line with relevant legislation and the Councils adopted Statement of Community Involvement.

16. Annexes

16.1 Annex 1 – Draft Surrey Heath Local Plan Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople (Regulation 18)

16.2 Annex 2 – Overview of GTTS draft site allocations

17. Background Papers

17.1 Background evidence that has been produced to support the Local Plan can be found on the Councils evidence page at <https://www.surreyheath.gov.uk/residents/planning/planning-policy/evidence-base>

17.2 National Planning Policy Framework, 2021 - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>



Surrey Heath Local Plan: Preferred Options (2019 – 2038) – Further Gypsy and Traveller and Travelling Showpeople Allocations

Regulation 18



AUGUST 2022

Surrey Heath Borough Council
Knoll Road, Camberley GU15 3HD
Planning.consultation@surreyheath.gov.uk

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1. Introduction

About this consultation

- 1.1. This Gypsy and Traveller and Travelling Showpeople Further Site Allocations consultation, and accompanying Interim Sustainability Appraisal are available for public consultation between 12:00 noon on Monday 8th August 2022 and 12:00 noon on Monday 19th September 2022.
- 1.2. You can view this consultation document and supporting evidence and find out how to respond to this consultation online by visiting our website at xxx.
- 1.3. You can also reach the website quickly by scanning the following QR code:

xxxx
- 1.4. Alternatively, you can email your comments to: planning.consultation@surreyheath.gov.uk
- 1.5. If it is not possible to use electronic communication, send your comments by post to:
Planning Policy
Finance and Customer Services Directorate
Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
- 1.6. Documents can also be viewed on paper at the Council's Offices in Knoll Road, Camberley upon request. The consultation document and key supporting documents can also be viewed in libraries throughout the Borough. Information on public consultation events supporting this consultation can be found at xx.
- 1.7. Please return your comments to Surrey Heath Borough Council by 12:00 noon on 23 September 2022.

Data Protection

- 1.8. Any personal details submitted as part of a representation will be processed by Surrey Heath Borough Council in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and used only in connection with the development and adoption of the Surrey Heath Local Plan.





- 1.9. Please note that the Council will not accept anonymous, abusive or defamatory comments. Comments cannot be treated as confidential and your name, organisation and response will be made publicly available once we publish responses. Further detail on how your personal information will be managed is available on the Local Plan consultation webpage and more general information about how the Council manages your data can be found at <https://www.surreyheath.gov.uk/council/information-governance/how-we-use-your-data>.

Purpose of this document

- 1.10. Surrey Heath Borough Council is preparing a new Local Plan which will guide the location, scale and type of future development in the Borough up to 2038. The Council consulted on a Draft Surrey Heath Local Plan: Preferred Options (2019 – 2038)¹ between March and May 2022.
- 1.11. As set out in more detail later in this document, the Council has a responsibility through the National Planning Policy Framework (NPPF)² and legal requirements to plan for the housing needs of all residents, including the Gypsy and Traveller and Travelling Showpeople communities. Planning Policy for Traveller Sites³ (PPTS) (2015) directs the process that must be followed in order to effectively assess and plan for this specific housing requirement. However, as with finding sites for general housing, the existing environmental and Policy constraints in Surrey Heath Borough means that the identification of suitable sites is challenging.
- 1.12. At the time of the March – May 2022 Draft Local Plan consultation, only one potential site allocation had been identified as part of Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation. This was at Diamond Ridge Woods and is proposed to provide 4 Gypsy and Traveller pitches. This site alone is not sufficient to meet the identified needs of Gypsies and Travellers and Travelling Showpeople. This consultation document therefore seeks views on a number of additional potential sites that could be allocated within Policy H12 specifically to contribute towards meeting the identified needs.
- 1.13. This consultation is supported by:

¹ Link tbc

² Link tbc

³ Link tbc



- i. A Gypsy and Traveller Accommodation Assessment, 2020⁴;
- ii. A Gypsies, Travellers and Travelling Showpeople Topic paper (updated), August 2022⁵;
- iii. A Gypsy and Traveller and Travelling Showpeople Site Identification Paper (updated), August 2022⁶; and
- iv. An interim Sustainability Appraisal, August 2022⁷

- I.14. This document should be read in conjunction with the Draft Surrey Heath Local Plan: Preferred Options (2019 – 2038), and in particular with draft policies H11: Gypsies and Travellers and Travelling Showpeople which seeks to safeguard existing sites and sets criteria against which planning applications for new sites will be considered, and Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation which sets out the development requirements for the proposed Gypsy and Traveller site allocation at Diamond Ridge Woods, Camberley.
- I.15. The proposed Gypsy and Traveller site allocation at Diamond Ridge Woods has already been subject to consultation through the Draft Surrey Heath Local Plan: Preferred Options (2019 – 2038) March – May 2022 consultation and is not a formal part of this current consultation document, but is referenced in the Sustainability Appraisal Addendum. Comments made on this site in response to the March – May 2022 consultation will be taken into account in preparing the next version of the Local Plan, which will be the Pre-Submission Local Plan Consultation document (Regulation 19).

⁴ <https://www.surreyheath.gov.uk/sites/default/files/GTAA%20-%20%28Gypsy%20and%20Traveller%20Accommodation%20Assessment%29%20Final%20Report%202020.pdf>

⁵ Link tbc

⁶ Link tbc

⁷ Link tbc



Further Information

- I.16. Please contact a member of the Planning Policy team at planning.consultation@surreyheath.gov.uk or call our Contact Centre on 01276 707100 if you have any queries relating to this Local Plan consultation.

Copyright Statement

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2. Context

National Policy and legislative context

- 2.1. The Gypsy and Traveller Topic Paper sets out in detail, the wider policy and legislative requirements for meeting the needs of Gypsies and Travellers and Travelling Showpeople. There is a legislative requirement⁸ for local authorities to undertake a periodic review of housing needs of the people residing or resorting to their area with respect to the provision of sites on which caravans (and houseboats) can be stationed. In preparing Local Plans, these must be consistent with national planning policy.

National Planning Policy

- 2.2. The NPPF sets out that the housing needs of different groups in the community, including Travellers, should be assessed and reflected in Policy. Further detail on planning for Travellers is set out in PPTS, 2015 which must be taken into account in preparing Local Plans. In planning for Traveller sites, PPTS indicates that local planning authorities should set pitch targets for Gypsies and Travellers and plot targets for Travelling Showpeople, which address the likely permanent and transit site accommodation needs of travellers in their area. In addition, they should identify and update annually, a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against locally set targets and a supply of specific developable sites or broad locations for growth, for years 6 – 10 and, where possible, for years 11 – 15.
- 2.3. PPTS sets out that Green Belt boundaries should only be altered in exceptional circumstances. If a local planning authority wishes to make an exceptional, limited alteration to the defined Green Belt boundary to meet a specific identified need, for a Traveller site, it should only do so through the plan-making process.

Definitions

- 2.4. For the purposes of this consultation document, the definition of Gypsies and Travellers is that as set out in PPTS as set out below:

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such”

⁸ Section 124 of the Housing and Planning Act 2016 introduces a requirement under Section 8 of the Housing Act 1985.



- 2.5. The PPTS also provides a definition of Travelling Showpeople, as:

“Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who, on the grounds of their own or their family’s or dependents’ more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily”.

- 2.6. Only the need from those households who meet the planning definition and from those of the undetermined households who subsequently demonstrate that they meet it should be formally considered as need arising from the GTAA.

Existing provision within Surrey Heath

- 2.7. Table 1 below outlines the number of existing Gypsy and Traveller pitches and Travelling Showpeople provision within Surrey Heath:

Table 1: Existing Authorised Gypsy, Traveller and Travelling Showpeople Accommodation within Surrey Heath.

Site name	Description	Type of site	No. Pitches/Plots
Kalima, Chobham	Gypsies and Travellers	Public	15 pitches
Swift Lane, Bagshot	Gypsies and Travellers	Public	14 pitches
Land south of J3 of M3, Lightwater	Gypsies and Travellers	Private	2 pitches
Bonds Drive, Chobham	Travelling Showpeople	Private	6 plots

Understanding future needs

- 2.8. In order to comply with national policy and to provide a robust evidence base, the Council commissioned a Gypsy and Traveller Accommodation Assessment (GTAA), 2020. The purpose of the GTAA is to provide a robust assessment of current and future need for Gypsy, Traveller and Travelling Showpeople accommodation in the Borough. Needs are assessed through a combination of desk-based research, stakeholder interviews and engagement with members of the travelling community.



2.9. The GTAA sets out that the Council has an identified need for 32 Gypsy and Traveller Pitches and 14 Travelling Showpeople plots over the period 2020 – 2040, with the majority of that need falling within the first five years of the plan period.

2.10. The overall need comprises the following:

32 Gypsy and Traveller Pitches - This is made up of 7 households on unauthorised developments; 5 concealed or doubled-up households or adults; 8 teenage children in need of a pitch of their own in the next five years; a need for 2 pitches due to immigration; 2 pitches as a result of movement from bricks and mortar; and 9 from new household formation using a rate of 1.70% derived from the demographics of the households that were interviewed. There is also supply from 1 vacant pitch on a public site.

14 Travelling Showpeople Plots - This is made up of 1 concealed or doubled-up household; 7 teenagers in need of a plot of their own in the next 5 years; and 6 from new household formation using a rate of 1.75% derived from the household demographics

2.11. Since 2020, and as set out above, planning permission has been granted for a private Gypsy and Traveller Site of 2 pitches located at land south of Junction 3 of the M3 Lightwater. In addition, the Draft Local Plan: Preferred Options includes a proposed allocation at Diamond Ridge Woods, Camberley for 4 pitches. The Council should allocate a further 19 pitches and 9 travelling showpeople plots through the Local Plan process to meet needs identified in the first 5 years of the plan period after adoption. This represents the needs identified as being required in the early part of the Plan period up to 2028 minus the pitches already permitted or proposed for allocation (see Table 2).

Table 2: Gypsy and Traveller and Travelling Showpeople needs

		Gypsy and Traveller Pitches	Travelling Showpeople Plots
Total needs 2020 - 2040		32	14
Estimated Pitches/Plots required within first 5 years after adoption of the Plan		c.25	c.9
Pitches/ Plots granted to date	Land south of M3, Lightwater	2	0
Proposed allocation within Reg.18 Draft Local	Diamond Ridge Woods, Camberley	4	0





Plan to date			
Total shortfall against total requirements for Gypsy & Travellers and Travelling Showpeople at publication of Reg 18 Draft Local Plan March – May 2022 consultation		-26	-14
Shortfall against needs identified in the first 5 years of the plan period after adoption at publication of Reg 18 Draft Local Plan March – May 2022		-c.19	-c.9



3. Meeting Future Needs

Site identification process

- 3.1. To date, a significant portfolio of work has been undertaken to identify sites to help meet the Council's identified needs for Gypsy and Traveller pitches and Travelling Showpeople plots. This has included the development of an appropriate, robust and consistent site identification methodology to identify sites that are achievable, deliverable and developable. The assessment process comprised the following stages with a Red-Amber-Green (RAG) assessment used to identify the performance of each site against each criterion:

Stage 1: Consideration against absolute constraints

Stage 2: Consideration against non-absolute constraints and accessibility

Stage 3: Qualitative Review

- 3.2. Site identification work began prior to the publication of the Draft Local Plan: Preferred Options consultation (which took place between March – May 2022). This initial work identified 103 potential sites for further consideration at the early stages of the site identification process. Potential sites were identified from a range of sources, including:
- a. Extant Planning Permissions or pitches/plots under construction;
 - b. Undetermined planning applications;
 - c. Planning applications that have been refused or withdrawn;
 - d. Sites with temporary permissions or unauthorised sites that may potentially
 - e. be suitable for regularisation;
 - f. Pre-application enquiries (where not confidential);
 - g. Land in the ownership of the local authority;
 - h. Surplus and likely to become surplus public sector land.
 - i. Sites submitted by developers through formal 'Call for Sites' and/or through
 - j. local plan consultations;
 - k. Sites suggested through engagement with local communities and call for sites;
 - l. Vacant and derelict land; and,
 - m. Intensification and/or extension of existing permanent authorised sites and other sites.



- 3.3. Using the methodology set out above, the initial Gypsy and Traveller and Travelling Showpeople Site Identification Paper identified 3 potential sites for allocation within the Draft Local Plan, however two of these sites were subsequently discounted from consideration as a result of further feasibility work. The remaining site (at land south of Junction 3 of the M3, Lightwater) was approved through a planning application and was not therefore included as a site allocation.
- 3.4. Notwithstanding this, following a site comprising a small area at Diamond Ridge Woods, Camberley was subsequently proposed by Members outside of the wider site identification process and was taken forward into the March – May Draft Local Plan Consultation.
- 3.5. Following the March – May Draft Local Plan Consultation, further work was undertaken to try and identify further sites to assist with meeting the Council’s identified needs for Gypsy and Traveller and Travelling Showpeople accommodation. This included:
 - a. Reviewing sites considered through the Gypsy, Traveller and Travelling Showpeople Site Identification Paper (GTTSSIP);
 - b. Exploring sites suggested by Officers;
 - c. Re-reviewing Surrey Heath land ownership datasets;
 - d. Reviewing land for sale in Surrey Heath;
 - e. Undertaking a range of evidence based studies, including contamination studies, utilities searches, title reports;
 - f. Liaising with relevant stakeholders, including Surrey County Council, Environmental Health and Legal Services;
 - g. A further call for sites seeking submissions for Gypsy and Traveller and Travelling Showpeople accommodation;
 - h. Exploring sites suggested by Members.
- 3.6. This work identified a further 12 sites which were then taken through the site assessment methodology set out within the GTTSSIP. Arising out of the recent site search and assessment process and as detailed further in the updated Site Identification and Topic Papers, additional proposed site allocations are set out below.



- 3.7. All of the identified sites are currently located within the Green Belt. It is considered that there are exceptional circumstances to warrant limited alterations to the defined Green Belt boundary to inset the sites identified. The case for exceptional circumstances is set out in the Gypsy and Traveller and Travelling Showpeople Topic Paper (update), in addition to an overview of future work to be undertaken. This will be published alongside the Further Gypsy and Traveller and Travelling Showpeople Allocations consultation. In advance of the Regulation 19 Local Plan Consultation, further site-specific work will be undertaken to support the deliverability of the sites identified.
- 3.8. The proposed Gypsy and Traveller and Travelling Showpeople Site Allocations must contribute to the delivery of sustainable development. This is assessed by undertaking a Sustainability Appraisal (SA). Reasonable alternative policy options (where they exist) have been tested against a set of social, environmental and economic objectives. An Interim SA has been prepared to inform this document and builds on the Interim SA undertaken alongside the Draft Surrey Heath Local Plan: Preferred Options (2019 – 2038) consultation. The Interim SA for this document is subject to six week consultation alongside this document and can be viewed from the Local Plan webpage.
- 3.9. A Habitats Regulation Assessment has been prepared to support this document has concluded that none of the Gypsy and Traveller and Travelling Showpeople Site Allocations will result in adverse effects on the Thames Basin Heaths SPA and Thursley, Ash, Pirbright & Chobham SAC, both alone and in-combination.



4. Site allocations for Gypsy and Traveller and Travelling Showpeople use

- 4.1. As a result of further site identification work undertaken by the Council subsequent to the March – May Draft Local Plan Consultation, three further sites with potential for allocation have been identified. These are:
- a) Swift Lane Extension, Bagshot (5 Gypsy and Traveller pitches);
 - b) Land south of Broadford Lane, Chobham (13 - 16 Gypsy and Traveller pitches);
 - c) Bonds Drive Extension, Pennypot Lane, Chobham (5 – 9 Travelling Showpeople Plots).
- 4.2. The sites are discussed in more detail below, including proposed development requirements to be incorporated into Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation for each site. To ensure that the allocated sites continue to meet the Council's identified needs, it is expected that the sites shall only be occupied by those persons who meet the definition of Gypsies and Travellers. This shall be controlled by condition.
- 4.3. To aid the delivery of the remaining pitches and plots required across the plan period, provision will be sought as part of the development of larger sites through Policy H11. Some of the remaining identified needs may also be met through windfall sites. Windfalls are the sites that are brought forward which have not been specifically identified for development. The Council would also welcome any further suggestions of deliverable Gypsy and Traveller and Travelling Showpeople sites throughout the consultation process.

Swift Lane (extension), Bagshot

- 4.4. Swift Lane Gypsy and Traveller site is located within the Green Belt in Windlesham Ward and lies to the east of the A322 and to the north of the M3 Motorway, adjacent to the Bagshot Community Recycling Centre (see Figure 1). The existing, well-established site, which comprises 14 pitches, is owned by Surrey Heath Borough Council and managed by Surrey County Council. It is considered that there is scope to provide a further 5 pitches on land to the east of the existing site, which falls within the ownership of Surrey Heath Borough Council.



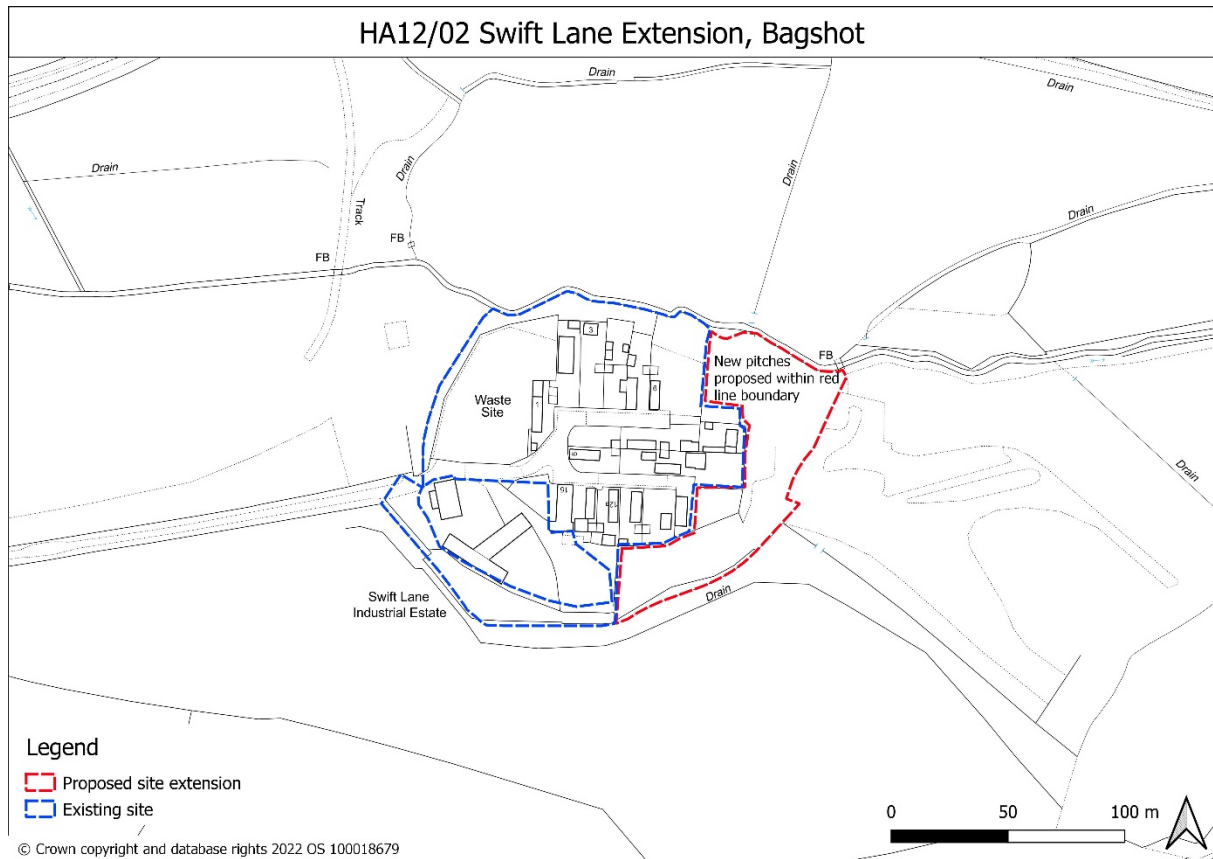


Figure I: Swift Lane Gypsy and Traveller Site (proposed extension shown in red)

- 4.5. The site has no significant highway issues and is relatively sustainably located, falling in close proximity to the adjacent settlement of Bagshot. Extending the site would enable needs arising from within the existing site to be met.
- 4.6. As a result of historic unauthorised works, some areas of land around Swift Lane (particularly to the east of Swift Lane) are known to have contamination issues which will need to be explored further.
- 4.7. The Council also recognises that the site is located in flood zone 2 and accordingly a flood risk assessment will therefore be required to ensure that the layout of the site is appropriate, given the vulnerable nature of caravans.



- 4.8. The site is currently located within the Green Belt. It is proposed that site would be removed from the Green Belt through the Local Plan process. Taking into account the location of the site, which falls adjacent an area of moderate landscape sensitivity within the Green Belt, the Council will seek to maintain defensible site boundaries sensitive to the countryside setting, whilst not enclosing the site with hard landscaping, high walls or fences, to an extent that suggests deliberate isolation from the community. This is expected to include the retention of existing vegetation to limit any urbanising effect on the rural landscape.
- 4.9. Box I sets out the proposed development requirements to be incorporated for the Swift Lane Extension into Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation.

Box I: proposed allocation for Swift Lane Extension		
Site Reference	Site Name/Address	Indicative Gypsy & Traveller Pitches
HA12/02	Swift Lane Extension	5 Pitches
<p>Development Proposals are required to:</p> <ol style="list-style-type: none"> provide high quality landscaping and appropriate and usable private and communal amenity space; Additional pitches should be developed as part of a wider redevelopment of the existing site to provide an improved layout conducive to community and individual well being, through good design. 		

Land south of Broadford Lane, Chobham

- 4.10. Land South of Broadford Lane is located within the Green Belt to the south of the settlement area of Chobham and to the east of Castle Grove Road, adjacent to the Chobham Wastewater Treatment Works. The site, which comprises land for grazing, is considered to have capacity for between 13 – 16 pitches (see Figure 2).



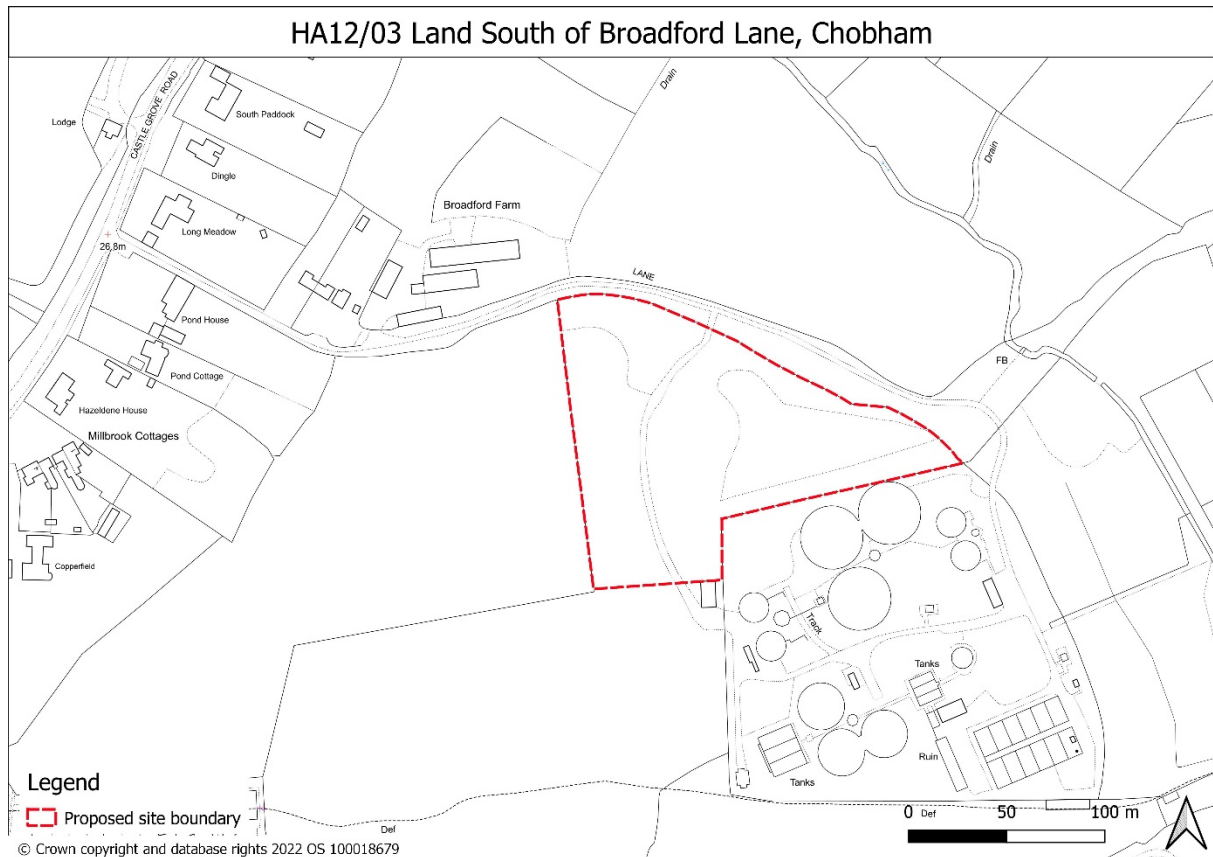


Figure 2: Land South of Broadford Lane

- 4.11. The site is relatively sustainably located, falling in close proximity to the adjacent settlement of Chobham.
- 4.12. As a result of its historic use, the site may have contamination issues which will need to be explored further. In addition, it is expected that a Traffic Assessment will be undertaken to inform the proposed allocation.
- 4.13. The site is currently located within the Green Belt. It is proposed that site would be removed from the Green Belt through the Local Plan process. Taking into account the location of the site, which falls within an area of moderate landscape sensitivity within the Green Belt, the Council will seek to maintain defensible site boundaries sensitive to the countryside setting, whilst not enclosing the site with hard landscaping, high walls or fences, to an extent that suggests deliberate isolation from the community. This is expected to include the retention of existing vegetation to the south and west boundaries of the site to limit any urbanising effect on the rural landscape.





4.14. Box 2 sets out the proposed development requirements to be incorporated for the Land South of Broadford Lane into Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation.

Box 2: proposed allocation for Land South of Broadford Lane, Chobham		
Site Reference	Site Name/Address	Indicative Gypsy & Traveller Pitches
HA12/03	Land South of Broadford Lane, Chobham	13-16 Pitches

Development Proposals are required to:

- provide high quality landscaping and appropriate and usable private and communal amenity space;
- Promote community safety and social cohesion through measures such as natural surveillance on site
- provide suitable vehicular access to the site from Broadford Lane with supporting traffic assessment, in consultation with Surrey County Council, and suitable access within the site.
- Retain existing vegetation boundary to the south and west of the site.
- Include a tree survey to accompany any planning application for residential pitches
- Be supported by an extended Phase I extended ecology survey.

Bonds Drive (extension), Pennypot Lane, Chobham

4.15. Bonds Drive Travelling Showpeople site is located within the Windlesham and Chobham Ward and lies to the south of Pennypot Lane within Chobham (see Figure 3). The existing, well-established site, which comprises 6 Plots and is owned by the residents of the site. It is considered that there is scope to provide up to 9 further plots on land to the west of the existing site, which currently falls within private ownership. Surrey Heath Borough Council is in discussion with the landowner.



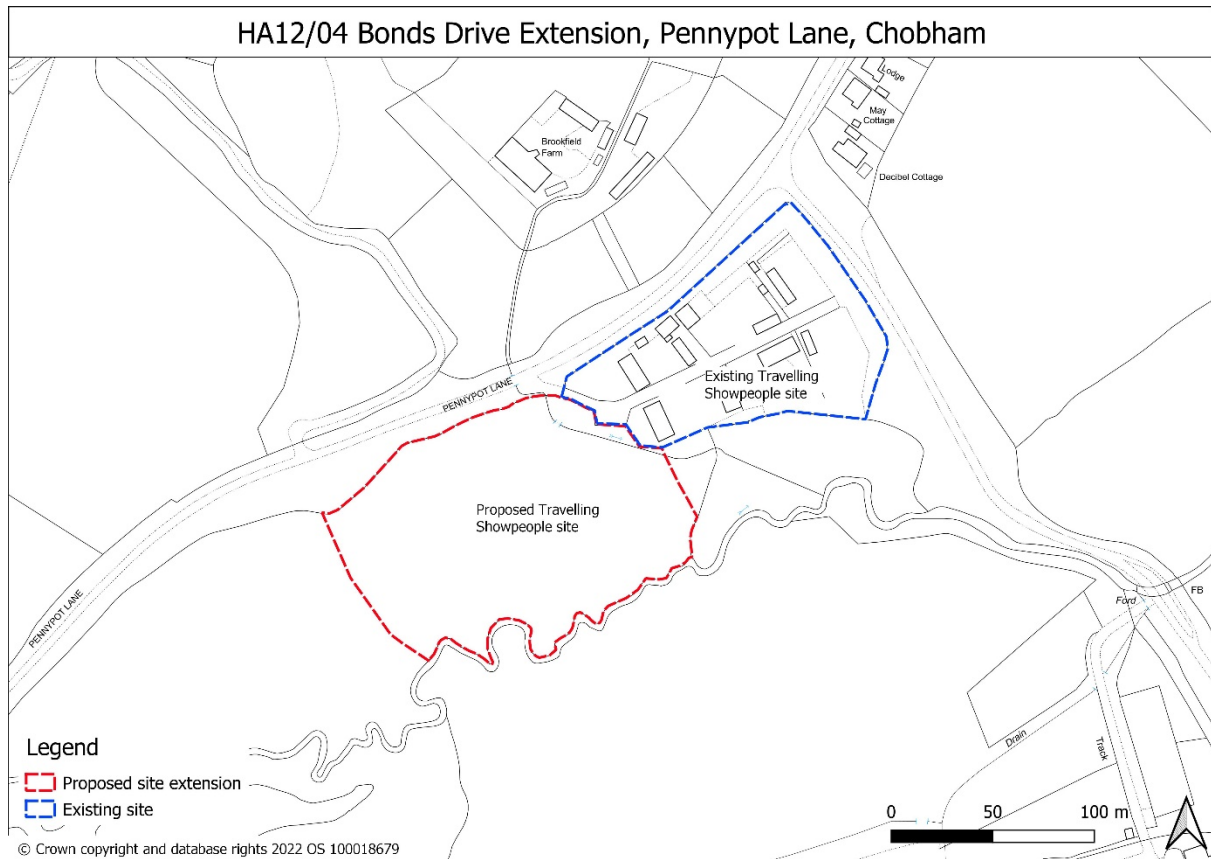


Figure 3: Bonds Drive Extension, Pennypot Lane, Chobham

- 4.16. The site has no significant highway issues but is located in a relatively remote location between the settlements of West End and Chobham. Extending the site would enable needs arising from within the existing site to be met.
- 4.17. The Council recognises that the site is located in flood zone 2 and flood zone 3 and accordingly a flood risk assessment will therefore be required to ensure that the layout of the site is appropriate, given the vulnerable nature of the proposed use.
- 4.18. The site is currently located within the Green Belt. It is proposed that the site would be removed from the Green Belt through the Local Plan process. Taking into account the location of the site, which falls within an area of moderate landscape sensitivity within the Green Belt, the Council will seek to maintain defensible site boundaries sensitive to the countryside setting, whilst not enclosing the site with hard landscaping, high walls or fences, to an extent that suggests deliberate isolation from the community. This is expected to include retention of existing vegetation to the northern boundary of the site to limit any urbanising effect on the rural landscape.





4.19. Box 2 sets out the proposed development requirements to be incorporated for the Bonds Drive Extension, Pennypot Lane into Policy H12: Site Allocations for Gypsy and Travelling Showpeople Accommodation.

Box 3: proposed allocation Bonds Drive Extension, Pennypot Lane Extension.		
Site Reference	Site Name/Address	Indicative Travelling Showpeople Plots
HA12/02	Land South of Broadford Lane, Chobham	Up to 9 Plots
<p>Development Proposals are required to:</p> <ul style="list-style-type: none"> a. provide high quality landscaping and appropriate and usable private and communal amenity space; b. Include a flood risk assessment in support of a planning application for residential plots. c. Include a tree survey to accompany any planning application for residential pitches d. Be supported by an extended Phase I extended ecology survey. e. Incorporate appropriate vehicular access and turning space. 		



5. Next Steps

- 5.1. Comments received on this Draft Gypsy and Traveller and Travelling Showpeople allocations document, along with those on the Draft Local Plan consultation held earlier in the year will be used to help inform the next version of the Local Plan. This is known as the Pre-Submission (or Regulation 19) version and will be published for further comments in early 2023. The remaining stages and timetable for the Local Plan are set out in the table below.

Table 3: Surrey Heath Local Plan timetable

Stage	Dates
Draft Local Plan: Preferred Options consultation	March – May 2022 – completed
Draft Local Plan: Gypsy and Traveller and Travelling Showpeople Further Site Allocations	8 th August – 19 th September 2022
Pre-Submission (Regulation 19) Consultation on the Local Plan	January to February 2023
Submission of the Plan and supporting evidence to the Secretary of State for independent examination	June 2023
Local Plan Examination (Hearing sessions)	August 2023
Local Plan adoption	December 2023



Annex 2 – summary of site investigation and assessment work to date for proposed further Gypsy and Traveller and Travelling Showpeople allocations

Potential Permanent Traveller Site (Extension), Swift Lane, Windlesham		
Key issue	Work /Information Requested	Next steps
Site Ownership & Legal Issues	Site in Surrey Heath ownership.	N/A
Utilities	Existing site benefits from services.	Assessment to be completed to determine if an extension of the existing services could be accommodated.
Site Access	Site benefits from existing suitable access, small extension unlikely to give rise to significant additional highways movements.	Await comments from Surrey County Council as part of the consultation.
Flood Risk	The Council’s Drainage Engineer has advised that if the land needs to be raised to accommodate additional pitches, resulting in further encroachment into the already displaced floodplain, that the scheme will need to be assessed by the EA. Unlikely to be objections where no requirement to raise land.	Await comments from the Environment Agency as part of the consultation. Any forthcoming application would need to be subject to a flood risk assessment. Continue to engage with partners to understand the land levels and history of use for this part of the site.
Contamination	Site contaminated and could be affected by adjoining contaminated land. A previous study detailing contaminants at the site has been made available to the Planning Policy Team.	Further detailed contaminated land assessments will be required as part of any forthcoming scheme at the site.
Site Management	Initial discussions with Surrey County Council have taken place, the possibility of a small site extension has been recognised as part of this.	Continue dialogue with Surrey County Council.

Potential Permanent Traveller Site Land at Broadford Lane, Chobham		
Key issue	Work /Information Requested	Next steps
Site Ownership & Legal Issues	Land Registry identifies SHBC as owner. However, Surrey County Council consider the land to be within their ownership. Discussions ongoing surrounding the ownership of the land. If the site is proven to be within Surrey County Council ownership, this is not deemed to be a barrier to the site coming forward for a Gypsy and Traveller use, with the potential for joint working to bring the site forward.	Continue to engage with Surrey County Council.
Utilities	No connection to public sewer for waste or surface water identified. No evident utilities provision. Foul rising main bisects the site, which is understood to have a 3m easement. Any proposed works within 3m of the easement would require an application on-line for building over or building within 3 meters of a sewer agreement to Thames Water at a fee of £1300. This is not considered to be a barrier to delivery.	Seek advice on costs to service site.
Site Access	Surrey County Council have raised concerns in respect of narrowness of lane, visibility splays and public bridleway. Advised to obtain engineered drawings and undertake Traffic Assessment.	Commission a Traffic Assessment for the site.
Flood Risk	No action taken, not within Flood Zone 2 or 3.	N/A
Contamination	Phase 1 Contamination report identified some contamination risks which are likely to be more significant to the south west of the site (this has been excluded from the proposed allocation).	Commission Phase 2 Contamination Study.
Ecology/Nature Conservation	Consider undertaking a phase 1 ecological survey on the site.	Phase 1 ecological survey to be provided as part of any forthcoming development proposal.
Site Management	Initial discussion with Surrey County Council recognised possibility of the County taking on site.	Continue dialogue with Surrey County Council.

Potential Permanent Travelling Showpeople site (Extension), Bonds Drive, Chobham		
Key issue	Work /Information Requested	Next steps
Site Ownership & Legal Issues	The site is in private ownership and has been recently indicated as unavailable for purchase. Compulsory purchase would be an option for acquiring the site, which will be explored in discussion with the Council's legal department.	Continue to engage with Legal to consider options for Compulsory Purchase of the site.
Utilities	Existing site benefits from services.	Assessment to be completed to determine if an extension of the existing services could be accommodated.
Site Access	Expected that the existing site access off Pennypot Lane would be utilised for an extension of the existing site.	Awaits comments from Surrey County Council as part of the consultation.
Flood Risk	The Council's Drainage Engineer has advised that parts of the site would likely need to be raised to accommodate additional plot, and any forthcoming scheme will need to be assessed by the EA.	Await comments from the Environment Agency as part of the consultation. Any forthcoming application would need to be subject to a flood risk assessment.
Contamination	Based on information held by the Council, the site is not identified as contaminated or potentially contaminated land.	Consider commissioning a Phase 1 desktop contaminated land study.
Ecology/Nature Conservation	Consider undertaking a phase 1 ecological survey on the site.	Phase 1 ecological survey to be provided as part of any forthcoming development proposal.

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Surrey Heath Borough Council
Executive
19 July 2022

End of Year Finance report and Budget Carry Forwards

Portfolio Holder:	Councillor Robin Perry- Finance
Strategic Director/Head of Service	Bob Watson
Report Author:	Bob Watson
Key Decision:	yes
Date Portfolio Holder signed off the report	1 July 2022
Wards Affected:	All

Summary and purpose

To provide the Executive with a high-level view of the revenue outturn for 2021/22 and to detail the requests for revenue budget carry forwards from 2021/22 to 2022/23.

Recommendation

The Executive is advised to RESOLVE that

- (i) note the spend against the approved revenue budget for the period 1 April 2021 to 31 March 2022 be note;
- (ii) the requests for carry forward of revenue budgets amounting to **£283,489** from financial year 2021/22 to the financial year 2022/23 be approved; and
- (iii) any comments and/or recommendations from the Performance and Finance Scrutiny Committee meeting held on 13 July 2022 be noted.

1. Background and Supporting Information

- 1.1 This is the report detailing the position on expenditure compared to the approved revenue budget as at 31 March 2022.
- 1.2 At the end of the financial year (as at 31 March 2022) the Council's services are reporting an overspend position of **£0.453 million**. It should be noted that this outturn for the end of the financial year was predicted at £1.600 million overspend at Quarter 2 and £0.893 million at Quarter 3.

- 1.3 The Covid-19 pandemic heavily influenced the Council's finances during this financial year, either through increasing expenditure in some areas or lower than budgeted returns being received in some of the major income producing services, such as car parking and property rents. Following decisive action by the Council and its administration in response to the mid-year reported forecast of outturn, the position has improved and this trend continues to develop as the enhanced financial management that has been introduced within the Council and with a general upturn in economic conditions not just within the Surrey Heath borough but nationally across the country.
- 1.4 The Directorate composition was reviewed and revised during the year. The budgets have therefore been re-allocated to the new structure and are shown below, along with the outturn net expenditure:

	Budget 2021/22 £	Final Actual 2021/22 £	Final Variance 2021/22 £
Chief Executive	161,934	123,243	38,691
Environment and Community	8,632,979	7,751,535	881,444
Finance and Customer Services	2,760,082	3,422,901	(662,819)
Planning	1,142,278	861,203	281,075
HR Performance and Communications	4,079,589	3,347,502	732,087
Investment & Development	(3,104,455)	(1,199,377)	(1,905,078)
Legal and Democratic Services	1,203,678	1,022,491	181,187
Total	<u>14,876,085</u>	<u>15,329,497</u>	<u>(453,412)</u>

NB: a positive value in the variance column represents a favourable variance and a negative value is adverse.

- 1.5 The budget shown above is classed as the working budget for the year. This is derived from taking the budget approved at the Budget Council in February 2021 and adjusting for any in year movements such as agreed carry-forwards from the previous financial year and any approved supplementary estimates as shown below:

Budget agreed at Feb 21 Council	£14,069,625
Carry forward and in-year adjustments	£806,460
Final Working budget for 2021/22	£14,876,085

- 1.6 A review of any actual net expenditure against budget which has generated an individual variance greater than £50,000 at the end of the year is shown in the attached **Annex A**
- 1.7 Due to Covid-19 and other factors, directorates have made a number of requests for budgets to be carried forward from 2021-22 to 2022-23, these are detailed in **Annex B**.

2. Reasons for Recommendation

- 2.1 Part of strong financial management is that the revenue and capital budgets are reviewed regularly and reported to Performance and Finance Scrutiny Committee and the Executive for review and discussion.

3. Proposal and Alternative Options

- 3.1 As this is a statement of outturn position, there is no decision to be taken and the Executive is asked to note the report on the outturn of the 21/22 Revenue Budget for the period 1 April 2021 to 31 March 2022

4. Contribution to the Council's Five Year Strategy

- 4.1 The budgets agreed at Council are aligned to and support the approved five year strategy.

5. Resource Implications

- 5.1 The resource implications are detailed in this report

6. Section 151 Officer Comments:

- 6.1 There is a large amount of credit due to Council Officers in turning around the large deficit forecast at Quarter 2 to arrive at the final outturn position. This position, although showing an unfavourable variance is manageable within the Council's reserves.
- 6.2 The budget set at February 2022 budget Council, is, in the opinion of the Council's Chief Financial Officer (CFO), based on a more realistic expectation of income levels reflecting the current economic conditions. This should therefore reduce some of the in-year budget pressures and the level of outturn forecast variances through the current financial year.
- 6.3 Carry forwards are proposed to ensure the Council is able to spend previously awarded external funding (rather than return the funds unspent) or budgets previously approved to allow the completion of projects that would otherwise be unfunded in the current financial year. In accordance with financial regulations, any carry-forward of budgets just because they were not spent in-year is not permitted.

7. Legal and Governance Issues

- 7.1 The Strategic Director of Finance and Customer Services will monitor performance against the Council's budget on an on-going basis and will advise upon the Council's overall financial position.
- 7.2 Section 2.2.3 of the Financial Regulations confirms that The Leader/Executive must receive and approve annual revenue estimates. Section 2.3.6 also

confirms that The Strategic Director of Finance and Customer Services will monitor performance against the Council's budget on an on-going basis and will advise upon the Council's overall financial position. Section 2.6.3 confirms that any carry forward over £25,000 must be approved by the Executive.

8. Monitoring Officer Comments:

8.1 The Monitoring Officer has no further comments

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Details of these are in the individual service areas the budgets support

Equalities and Human Rights

9.2 Details of these are in the individual service areas the budgets support

Risk Management

9.3 Regular financial monitoring of the revenue budget enables risks and budgetary pressures to be highlighted and addressed at an early stage so that mitigating actions can be taken.

9.4 The general cost of living pressures and the inflation rates currently prevalent in the country will impact on future budgets and will need to be managed in future budget setting processes.

Community Engagement

9.5 Where necessary engagement will be taken through individual service the budgets support

Background Papers

None

Author/Contact	Details	Tony	McGuinness
tony.mcguinness@surreyheath.gov.uk			
Head of Service Bob Watson - Strategic Director of Finance & Customer Services. Bob.Watson@surreyheath.gov.uk			

Annexes:

- A. Review of variances by directorate (individual variances in excess of £50,000)
- B. Requests to carry forward budget to the current (2022/23) financial year

Service variances over £50,000

Chief Executive

Function	Variance £000	Notes
		No variances over £50,000

Environment and Community

Function	Variance £000	Notes
Car Parks	(376)	Car Park and season ticket revenue not achieved due to continuation of the pandemic with more people working from home and fewer and shoppers
Climate Change Action Plan	50	The Climate Change Officer was appointed mid-way through the year and due to the nature of budgeted works will require additional time to establish delivery and subsequent expenditure. A budget carry forward of £50k has been requested to take account of the above for salaries, consultancy & general services
Homelessness	594	Grants of £499k were received in-year which were not included in the budget combined with an underspend on budgeted grants. These will be carried forward as allocated expenditure against homelessness initiatives in accordance with government guidance
Housing Inspections	53	Employee cost savings of £49k.
Food Safety	55	Unbudgeted Covid grant for 21/22 of received
Recycling	124	£99k favourable variance on budget received due to share of gate fee savings from Surrey County Council for disposal of waste and interest on capital
Contract Management Overhead - SHBC share	51	Joint Waste Services Contract management fees for the Amey contract were underspent due to salary savings
Waste management contract	(51)	Agreed budget included an estimated 1% inflationary uplift. Indexation resulted in 2.64% inflationary uplift increasing the contract cost.
Garden Waste service	120	Reduction in garden waste service costs due to service disruption. Reduction in income target factored in to 22/23 budget to account for customer rebates.
Places Leisure Camberley	(174)	During the budget setting process for 2021/22, the management fee and costs for Places For People Leisure Management Ltd fees were omitted creating an in-year budget pressure, which has in part been offset by savings in New Leisure facility project of £43k. The budgets for the management fee costs and income have been included in the budget for 2022/23.

Finance and customer services

Function	Variance £000	Notes
Corp Management & Policy	(378)	The Council set a vacancy margin in the budget which is held in this cost centre, however this margin is achieved through salary underspends across the Council.
Compensation Pension Payments	(431)	Unbudgeted one-off costs for the cost of pension payments for pension strain of staff leaving and notification of pension costs by SCC after budget set.
COVID19	102	Balance of grant received in year.
Additional staff recruitment	250	This is a budget line for additional staff agreed at budget setting - this has now been absorbed into the correct service budgets.
Cost Of Coll C Tax	(196)	Mainly due to due to expenditure on IT equipment and software for the revenues service which was unbudgeted in the budget setting process, but was required in-year. Partially off-set by grants in the cost centre below.
Cost of Collection NNDR	161	Section 31 government grant was received in excess of budget for the 'new burdens' around business rate relief and payment of support grants during the pandemic
Pension Holding Account	(100)	Rising pension costs in year due to late notification from Pension Fund.
Accountancy	(145)	Use of interim staff (agency) to support the finance function; this has been partially offset by staff vacancies that have not been filled. Posts are now being filled with permanent staff where possible.
Contact Centre	67	In-year vacant posts have resulted in an underspend - overall establishment will be reduced following the Star Chamber review.

Planning

Function	Variance £000	Notes
Surrey Heath Local Plan	140	The undertaking of a number of evidence base studies has been deferred from the 2021-22 financial year to 2022-23 because the evidence is required to be informed by the outcome of the Draft Local Plan Regulation 18 consultation – this budget has been carried forward to allow the completion of the local plan.
Planning applications	68	There was an overspend that was related to the cost of consultants which was more than offset by additional income from pre-apps on major developments. In reality, this pre-app income is supposed to be used to fund additional costs of determining these applications.

HR Performance and Communications

Function	Variance £000	Notes
Revenue grants	145	This money is unspent community fund grant monies; the fund for this scheme was originally set aside over 20 years ago. This means year-on-year the fund reduces however the balance remains available and has been transferred to 22/23 budgets for community groups and charities to continue to apply for.
Information Technology	62	In response to the Council's reported overspend at the mid-year point the ICT team responded by reducing its projected spend on ICT equipment.
Human Resource and Development	184	This is as a result of changes to the HR & OD team which has come about through natural wastage and the changes to the team could be bought about due to the introduction of a new HR system which has automated a number of processes and procedures.
ICT	267	As a result of restructuring the ICT team there was a saving in salaries. Some of this money (approx. £50k) has been repurposed to improve resilience in the community safety and community development team and the remainder has been given up as savings.

Investment and development

Function	Variance £000	Notes
Economic Development	82	Lower than planned costs on grants paid and more contributions earned than originally budgeted
Strategic Property Development	181	Variance due to lower than planned consultancy costs relating to SHBC strategic development in investment property
Town Centre Investment	(785)	Budget was set at a time when the property was in the JPUT and the Council was not in direct management control. During the early part of the year the JPUT was dissolved. The budget setting proved to be overly optimistic: (1) JPUT dividends were lower than estimated, (2) the covid impact on rents and trading continued to have an adverse impact during the year.
Investment Management	(144)	Lower than planned rental income as we signed leases later on in the year and new rates reflective of changing market + interim staffing costs for 10 months in the year.
Vulcan Ind Estate	(111)	Lower than planned rental income as we signed leases later on in the year and new rates reflective of changing market, repairs and maintenance activities prioritised in the year
Trade City	(81)	Lower than planned rental income as we signed leases later on in the year and new rates reflective of changing market
Ashwood House	45	Favourable variances due to lower maintenance costs as we had fewer preventative maintenance priorities in the year, low spend of consultancy budgets offset from rental income budget pressures
Theta	(285)	Lower than planned rental income as letting of vacant space took place later than assumed.
Albany Park	(285)	Lower than planned rental income and pressures from business rates on voids
Public Offices	98	Savings from annual business rates post adjustment

Legal and Democratic Services

Function	Variance £000	Notes
Legal services	132	Reduction in employee expenses due to vacant posts and extra income from legal work for other Councils (Elmbridge BC)

Budget carry forward requests

	Service	Description	Amount	Comments
1	Environment and Community	Churches	£15,000	We were committed to spending the money and the works were carried out on our behalf however staff changes meant we have not reimbursed the PCCs for this activity.
2	Planning	Surrey Heath Local Plan	£135,000	The undertaking of a number of evidence base studies has been deferred from the 2021-22 financial year to 2022-23 because the evidence is required to be informed by the outcome of the Draft Local Plan Regulation 18 consultation.
3	Planning	Local Plan grant income	£43,346	The delay in spending this grant funding is because Neighbourhood Plan Forums (comprising members of local communities) have not significantly progressed their Neighbourhood Plans and therefore the funding is required to be carried forward into the next financial year to contribute towards the costs of the Council's future Neighbourhood Planning responsibilities.
4	HR Performance and Communications	Leisure Support & Development	£20,029	<p>Whole Systems Approach to Obesity funding was received on 14th March 2022 so the funding was not able to be spent in 2021/22 and is budgeted for spend in 2022/23.</p> <p>The Bike Project has been partly spent (amount received was £5,700) and the remaining spend will be in 2022/23. This will be on a combination of storage as part of a 'Men in a Shed' facility and adult cycling lessons.</p> <p>Old Dean Youth Club Project has not been spent for two years due to the redevelopment of the Arena Leisure Centre. The project was due to restart in the Old Dean Youth Centre but officers and councillors have been negotiating with Surrey County Council to gain access to the facility.</p> <p>The Eikon Charity who were the organisation that delivered youth work in the SLA have since stepped away so conversations are taking place to instruct Surrey Clubs for Young People to take their place. Local councillors are supporting this progress.</p> <p>Move More Feel Better has been spent throughout 2021/22 and the final cohort of participants will be taking part in the programme in June/July 2022.</p>

	Service	Description	Amount	Comments
				Diabetic Walks has been partly spent in 2021/22 but the remainder of the funding will be spent as the scheme continues in 2022 and onwards.
5	HR, Performance and Communications	Kickstart Programme	£2,329	Underspend of grant – to be transferred from corporate training to Kickstart cost centre.
6	HR, Performance and Communications	Kickstart Programme	£600	Funding was used for Kick start employees – to also cover training costs for 2 employees
7	Investment & Development	Economic Development	£64,185	The commitment was to spend the remainder of this fund over 3 financial years, 2022/23 is the final year and will support both shop front grants and targeted business support projects
8	Legal and Democratic Services	Solicitor training	£3,000	Higher rights of audience needed to be agreed through star chamber process plus litigation solicitor did not have capacity to undertake the qualification.
	Total		£283,489	

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Surrey Heath Borough Council
Executive
19 July 2022

Capital Outturn and Prudential Indicators for 2021/22

Portfolio Holder:	Councillor Robin Perry- Finance
Strategic Director/Head of Service	Bob Watson
Report Author:	Tony McGuinness
Key Decision:	yes
Date Portfolio Holder signed off the report	1 July 2022
Wards Affected:	All

Summary and purpose

To provide the Executive with a high-level view of the capital outturn for 2021/22 and to approve the reprofiling of capital budgets to the remaining years of the programme and report on the actual performance against the 2021/22 capital prudential indicators.

Recommendation

The Executive is advised to RESOLVE that

- (i) Actual capital expenditure for 2021/22 of **£4.490 million** against a budget of **£14.024 million** be noted;
- (ii) The budget provision of **£8.492 million** be reprofiled from 2021/22 into 2022/23, as previously identified in the budget report in February to Council, and included in Annex A, be approved;
- (iii) The additional reprofiling of **£0.732 million** further identified at year-end (31 March 2022) and included in Annex A be approved;
- (iv) The additional expenditure of **£35,000** for urgent health and safety remedial works at the Camberley Theatre and included in **Annex A** be approved and this is funded from a revenue contribution in 2021/22; this combined with items (ii) and (iii) totals **£9.259 million** to be reprofiled into 2022/23;
- (v) the revised 2022/23 Capital Programme of **£10.360 million** comprising the **£1.101 million** of new budget agreed at the Council meeting in February 2022 plus **£9.259 million** of previously agreed budget reprofiled into 2022/23, be noted;

- (vi) The final capital prudential indicators for 2021/22 be noted; and
- (vii) Any comments and/or recommendations from the Performance and Finance Scrutiny Committee of 13 July 2022 be considered and noted.

1. Background and Supporting Information

- 1.1 This capital report allows Members to gain a more detailed understanding of the spend associated with the various projects included within the 2021/22 capital programme
- 1.2 The actual spend to the 31 March 2022 is £4.490 million which is 32% of the total programme of £14.024 million; this represents a net underspend of £0.310 million and reprofiling of £9.224 million. The detailed expenditure compared to budget by individual scheme is detailed in **Annex A**.
- 1.3 The forecast for year end expenditure at period 9 (31 December 2021) was £5.035 million. Following best value and practice across most of local government, the reduced outturn position is due to services reviewing the delivery of projects in the current economic climate of high inflation, increased material and labour costs around the construction sector in particular. This led to many projects being put on hold whilst their viability was re-assessed; the budgets have been reprofiled accordingly and these will be reviewed during the current financial year. As a result, directorates have made a number of requests for budgets to be rephased from 2021-22 to 2022-23, these are detailed in **Annex B**.
- 1.4 The prudential indicators for the financial year 2021/22 compared to 2020/21 are detailed in Annex C. The actual capital financing requirement (CFR) is the same as the budget at **£174 million**. The ratio of financing costs to net revenue stream is higher than anticipated due to lower levels of investment income being received in 2021/22.

2. Reasons for Recommendation

- 2.1 Part of strong financial management is that the revenue and capital budgets are reviewed regularly especially at the end of the financial year and reported to Performance and Finance Scrutiny Committee and the Executive for review and discussion.

3. Proposal and Alternative Options

- 3.1 The Executive is asked to note the report on the 21/22 capital budget for the period 1 April 2021 to 31 March 2022. If the rephasing of budgets is not approved, then it means that the previously agreed capital programme will not be delivered.

4. Contribution to the Council's Five Year Strategy

- 4.1 The budgets agreed at Council are aligned to and supports the approved five year strategy.

5. Resource Implications

- 5.1 The resource implications are detailed in this report

6. Section 151 Officer Comments:

- 6.1 Capital budgets are agreed and set for the project/programme and are not always limited to a single financial accounting year. Rephasing and reprofiling of previously agreed budget is not uncommon in many councils.
- 6.2 Any project that has been delayed will need to have a full review of its original business case, its cost projection and overall viability before it is commenced.
- 6.3 Building on the original budget papers in February, the capital programme has been scaled back to allow rephased projects to be completed.

7. Legal and Governance Issues

- 7.1 The Strategic Director of Finance and Customer Services will monitor performance against the Council's budget on an on-going basis and will advise upon the Council's overall financial position.
- 7.2 Section 2.7.1 of the Financial Regulations confirms that the Executive must approve capital bids and accordingly the Executive should be informed of the capital outturn for the full year 21/22.

8. Monitoring Officer Comments:

- 8.1 No further comments from the Council's Monitoring Officer.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 Details of these are in the individual service areas the budgets support

Equalities and Human Rights

- 9.2 Details of these are in the individual service areas the budgets support

Risk Management

- 9.3 Regular financial monitoring of the revenue budget enables risks and budgetary pressures to be highlighted and addressed at an early stage so that mitigating actions can be taken.

Community Engagement

- 9.4 Where necessary engagement will be taken through individual service the budgets support

Background Papers

None

Annexes:

- Annex A. Capital Programme for 2021/22
Annex B. List of budgets to be rephased into 2022/23
Annex C. Prudential indicators

CAPITAL PROGRAMME 2021/22

	B/Fwd from 2020/21	Approved Bids 2021.22	Total 2021/22 Programme	Current Spend & Commitments	Funds Available	Year end Forecast at p9	Proposed Re- Phasing into 2022/23	Initial Budget 2022/23	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
<u>Investment & Development</u>									
1	0	754	754	432	322	432	322		
2	0	1,460	1,460	49	1,412	48	1,412		
3	0	90	90	34	56	50			
4	2,343	0	2,343	0	2,343	0	2,343		
5	3,128	630	3,758	157	3,600	157	3,600		
6	81	0	81	63	18	85	0		
7	300	-300	0	0	0	0	0		
8								55	
9	49	0	49	49	0	51	0		
10	25	0	25	0	25	0	25		
	Sub Total	5,926	2,634	8,560	785	7,776	823	7,703	55
<u>HR Performance and Communications</u>									
11	10	-10	0	0	0	0	0		
12	0	25	25	0	25	25	0		
13	0	13	13	13	0	13	0		
14	0	100	100	100	0	100	0		
15								11	
16	0	91	91	0	91	0	91		
	Sub Total	10	219	229	116	138	91	11	

	B/Fwd from 2020/21	Approved Bids 2021.22	Total 2021/22 Programme	Current Spend & Commitments	Funds Available	Year end Forecast at p9	Proposed Re- Phasing into 2022/23	Initial Budget 2022/23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<u>Environment and Community</u>								
17	42	0	42	0	42	0	0	
18	0	105	105	0	105	0	105	
19	120	75	195	214	-19	214	0	
20								74
21								110
22								41
23	6	0	6	4	2	0	0	
24	19	0	19	0	19	10	19	
25	54	0	54	0	54	54	54	
26	7	0	7	0	6	7	6	
27	20	50	70	70	0	70	0	
28	0	28	28	28	0	28	0	
29	77	0	77	77	0	77	0	
30	25	0	25	0	25	0	25	
31	134	0	134	0	134	0	134	
32	0	7	7	4	3	4	0	
33	0	45	45	0	45	0	45	
34	2,219	0	2,219	1,932	287	1932	0	
35	166	0	166	8	158	74	158	
36	0	70	70	70	0	70	0	
37							35	
38	40	0	40	42	-2	42	40	
39	0	127	127	0	127	0	127	
40	755	780	1,535	871	665	1220	665	780

	B/Fwd from 2020/21	Approved Bids 2021.22	Total 2021/22 Programme	Current Spend & Commitments	Funds Available	Year end Forecast at p9	Proposed Re- Phasing into 2022/23	Initial Budget 2022/23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
41 Openspace Works	2	0	2	0	2	0	0	
42 Drainage Works	60	0	60	7	53	7	53	
43 128 London Rd (Connaught Court)	50	0	50	91	-41	91	0	
44 151 Gordon Avenue (Night Stop)	0	152	152	174	-23	174	0	
Sub Total	3,797	1,439	5,235	3,593	1,642	4,074	1,465	1,005
Finance and Customer Services								
45 Civica Cash Management Module								30
Sub Total	0	0	0	0	0	0	0	30
GRAND TOTAL OF ALL SCHEMES	9,732	4,292	14,024	4,490	9,535	5,035	9,259	1,101

Annex B

Capital Scheme	Rephasing identified at Feb 22 Council	Year-end rephasing	Additional scheme	Purpose	Reason for carry forward
	£000	£000	£000		
Public Realm Works	322			This will improve access into the town centre and provide opportunities for public realm improvements for Camberley Town Centre set out in the Council's adopted Camberley Town Centre Area Action Plan	Complete except for a small retention The Public realm project is now finished and there will be a final invoice in August following issue of the Defects Certificate
Cambridge Square Refurbishment	1,412			Refurbishment of Cambridge Square	The project has been paused pending viability review
Investment Property Acquisition	2,343			To acquire property in accordance with the property acquisition strategy.	Where properties are offered which meet requirements outlined in strategy, acquisition will be considered.
London Rd Block	3,600			To redevelopment and regenerate the London Road area of Camberley town centre.	The original project plans have been put aside and new plans/Idea's are been produced Project placed on hold Jan 22
Boiler Hudson House	25			Scheme to install a boiler in warehouse which is currently been marketed	Work started In April 2022 and was completed in May 2022. A purchase order has been raised for £19,750 plus VAT

Capital Scheme	Rephasing identified at Feb 22 Council	Year-end rephasing	Additional scheme	Purpose	Reason for carry forward
	£000	£000	£000		
Door access	91			The current door access system is obsolete and is running on 20 year old + technology	The work has been delayed the reason for this is that the Council could move out of Surrey Heath House and we don't to make an unnecessary purchase. However due to the security of the building and the age of the current equipment a scaled back replacement is being explored with providers.
Frimley lodge car park capacity increase		105		Frimley Lodge Park is a busy park, the infrastructure of the park no longer capable to meet the ever-increasing demand	This capital project has been pulled as the requested value was way below the expected build cost. I believe we have £105k in the budget but the works are likely to cost in the region of £300-400k following analysis with drainage specialists and contractors.

Capital Scheme	Rephasing identified at Feb 22 Council	Year-end rephasing	Additional scheme	Purpose	Reason for carry forward
	£000	£000	£000		
Deanside DR Woods Play Area		19		Works to the play area at Deanside woods	Original work on hold - New proposal for site to increase the existing woodland into a large SANG that serves Camberley. New management plan being developed to deliver improvement works. Awaiting quotation (£4k). Woodland Improvement scheme agreed for these woods that will be commencing shortly (no cost to SHBC)
Mytchett Skate Park		60		Improvements at the skate park	Works have commenced on site
Whitmoor Rd	25			Works to replace the playground	Land Transfer agreed. Financial contribution agreed with County. still waiting for the County Council to finalise the agreement and the transfer take place , this budget will need to be carried forward into 2022/23 to be added to the transfer value so we can afford to replace the whole playground.

Capital Scheme	Rephasing identified at Feb 22 Council	Year-end rephasing	Additional scheme	Purpose	Reason for carry forward
	£000	£000	£000		
Watchetts Recreation Ground Tennis & Netball	134			Improvement to sports facilities	External funding has been agreed, in principal, for a borough wide tennis facility with the LTA. This will take the form of match funding and the work is expected to start in the first quarter of 2022/23. This work will include the purchase and installation of floodlights and surface marking for netball
Camberley Bowls Club	45			Refurbishment of Bowls Club as a result of the renewal of the lease	Expected to be finished in December 2022. There will be an additional cost of c £10k equating to a total project cost of £55k
Green Spaces - Increased Security Measures		158		To install increased security measures at a number of open spaces sites within the Borough.	Greenspace are currently obtaining quotations for the three final sites on the red list.
Health and safety works for the Camberley theatre			35	Necessary health and safety works	£24k has been committed in first 3 months of 2022-23, works in progress
Travellers' Sites - Contribution	127			To improve the facilities for the travelling community in the district	Work is progressing. However, SCC are awaiting a planning decision on the sites and SHBC contribution is expected to be made in 2022/23.

Capital Scheme	Rephasing identified at Feb 22 Council	Year-end rephasing	Additional scheme	Purpose	Reason for carry forward
	£000	£000	£000		
Community Bus		40		To support elderly and vulnerable people to live independently in their homes	Whilst there isn't an intention to routinely replace a vehicle in 2022/2023, which would mean that the capital spend could be deferred to 2023/2024, it has been agreed by the Chief Executive that this amount of money can be used to potentially pursue match funding opportunities for electric vehicles, with the County Council. Work on this is ongoing but as a result for the time being at least will need to stay in the budget for 2022/2023.
Renovation Grants	315	350		Provision of adaptations and improvement to the homes of vulnerable residents	The grant awarded in 2021/22 has not all be allocated partially due to Covid and this has been carried forward to 2022/23
Drainage works	53			To provide funding for drainage works and flood alleviation	The progress of works has been delayed resulting in expenditure in 2022/23
Total	8,492	732	35	Grand total to rephase	9,259

Annex C

	2020/21 Actual	2021/22 Original Budget	2021/22 Actual	
Capital Expenditure	£24.162 million	£14.024 million	£4.49 million	The Council's capital expenditure was impacted by the pandemic and other factors as detailed in the report.
Capital Financing Requirement as at 31 st March	£176 million	£174 million	£174 million	The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a measure of the Council's debt position.
Ratio of Financing Costs to Net Revenue Stream	30.66%	19.24%	23.96%	This is an indicator of affordability and is the ratio of the Council's General Fund capital financing costs to its net revenue budget in percentage terms.
Operational Boundary	£230 million	£230 million	£230 million	The operational boundary is based on the Authority's estimate of most likely (i.e. prudent but not worst case) scenario for external debt.
Authorised Limit	£235 million	£235 million	£235 million	The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Authority can legally owe.

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Surrey Heath Borough Council

Executive

19 July 2022

Revenue Budget 2022/23 Monitoring Report – Quarter 1

Portfolio Holder:	Councillor Robin Perry - Finance
Date Portfolio Holder signed off:	1 July 2022
Strategic Director:	Bob Watson
Report Author:	Nilufa Begum
Key Decision:	no
Wards Affected:	All

Summary and purpose

To provide the Executive with a high-level view as to the budget and financial performance for the first quarter of 2022/23 – accounting period ending 30 June 2022.

Recommendation

The Executive is advised to RESOLVE that

- (i) the spend against the approved revenue budget for the period 1 April to 30 June 2022 and the end of year predicted forecast of full year outturn be noted;
- (ii) any comments and/or recommendations from the Performance and Finance Scrutiny Committee at their meeting held on Wednesday 13 July 2022 be noted; and
- (iii) the request for up to **£13,226** supplementary estimate (full year effect) to provide a recruitment incentive for the investment asset manager in the Investment and Development service be agreed; this will be offset by an increase in income and will therefore not impact the Council's overall balanced budget, nor require a drawdown from general fund balances.

1. Background and Supporting Information

- 1.1 This is the first quarterly monitoring report against the 2022/23 approved revenue budget as at the 30 June 2022 (end of Quarter 1).

1.2 At the end of the first quarter the Council's services are reporting **on-budget spend position of £15.071 million** in their forecasts of outturn for the end of the current financial year.

1.3 The high level summary by service is below:

<u>Service</u>	Full Year Budget	Profiled budget Q1	Actual at P1 - P3	Year-end Forecast	Forecast Variance
	£000	£000	£000	£000	£000
Chief Executive	236	59	22	236	0
Environment and Community	7,954	1989	1,079	7,954	0
Finance and Customer Services	1,891	473	1,488	1,891	0
HR, Planning & Communication	3,738	934	513	3,738	0
Investment and Development	-4,890	-1,222	-1,662	-4,890	0
Legal and Democratic Services	1,186	296	188	1,186	0
Planning	1,280	320	135	1,280	0
Net cost of services	11,395	2,849	1,764	11,395	0
Corporate Budget	3,676	919		3,676	0
Overall Position	15,071	3,768	1,764	15,071	0

1.4 Please note that the above table is presented in the new structure that was agreed in 2021. The new structure was used for the 2022/23 budget plan and the Medium Term Financial Strategy 2022/23-2025/26 set at Council on 23 February 2022.

1.5 In addition, the table includes corporate budget, which consists of the anticipated efficiencies from the star-chamber process, repayment of debt (MRP), capital charges and corporate inflation which needs to be allocated out.

1.6 Carry forward budget of **£283.5k** from 2021/22 has been included in the 2022/23 budgets.

1.7 The budget figures in the table represent the **working budget** for the year. This may vary from the budget set at Council due to in-year changes. These are reconciled below:

Budget set at February Council	£14,788m
<u>Agreed movements</u>	
Carry forward budgets from 2021/22 (<i>subject to agreement at July Executive</i>)	£0.283m
Working budget	£15,071m

1.8 Service commentaries. The services are predicting an outturn position as highlighted below, with explanations of major variances (over £25k)::

Chief Executive
Currently predicting outturn on budget – please note that there still some corporate management costs to be applied. £0

Environment and Community
Currently predicting outturn on budget £0

Finance and Customer Service
Currently predicting outturn on budget. Accountancy service presenting agency pressures, partially be offset by vacancies. £0

HR, Performance and Communications
Predicting an overspend due to the increase in the cost of licences for the Council’s file storage and sharing software. This is a cost pressure and is not as a result of demand for more licences, but a change in the unit price by the supplier following the expiry of the original contract. The Council’s ICT service has worked hard to bring this cost down and it is now as low as can be negotiated. The service has however agreed to report as on-budget above as it is planned to try and manage this in year, but this is an early indication of a potential pressure. £50k adverse

Investment and Development
Currently predicting outturn on budget £0

Legal and Democratic Services
Currently predicting outturn on budget. £0

Planning
Currently predicting outturn on budget. Development Management dealing with planning applications will have a pressure due to engagement of additional support to clear the current workload – however, this will be offset by PPA income which is due from the developers. £0

1.9 Supplementary Estimate. There is a vacant asset manager post within the Investment and Development service. There have been three unsuccessful recruitment attempts to date. As such it has been decided to offer the role out to recruitment again, but with recruitment incentives attached to the base salary. The cost of this will be up to **£13,226** which includes any on-costs. This supplementary estimate will be funded by additional income from the service, and as such will be cost-neutral to the Council’s net budgets. Executive will be asked to approve this supplementary estimate in accordance with the Council’s financial regulations.

1.10 Star Chamber process. Executive on 16 June 2022 received and reviewed a report on the Star Chamber review of services. At the meeting they agreed to

accept a number of the proposals in the report. These are summarised below:

Star Chamber agreed efficiencies (all figures in £ 000)

	2022/23	2023/24	2024/25	2025/26	Total
MTFS target	475	425	300	150	1,350
Star chamber	647.5	482.5	34	5	1,169

- 1.11 The budget adjustments from the agreed efficiencies will be made in the next quarter and reflecting in that period's monitoring report. Additionally the report will highlight any areas where the efficiencies are not on target to be delivered in year.

2. Reasons for Recommendation

- 2.1 It is imperative for strong financial management that the revenue budgets are reviewed regularly and reported on a quarterly basis to Performance and Finance Scrutiny Committee and the Executive.

3. Proposal and Alternative Options

- 3.1 The Executive is asked to note the report on the 22/23 Revenue Budget for the period 1 April to 30 June 2022 and also note any comments and/or recommendations to the Executive made by the Performance and Finance Scrutiny Committee for consideration at their meeting held on 13 July 2022.
- 3.2 Alternatively, the Committee may just note the report and make no further recommendations or comments.
- 3.3 The Executive is asked to agree the supplementary budget estimate outlined in paragraph 1.9 above. Alternatively they may choose not to agree this, and this may mean the post may not be recruited to successfully and may remain unfilled.

4. Contribution to the Council's Five Year Strategy

- 4.1 The budgets agreed at Council are aligned to and support the approved five-year strategy.

5. Resource Implications

- 5.1 The budget monitoring is related back to the original budgets set at Council in February 2021.

6. Section 151 Officer Comments:

- 6.1 Whilst the Council is predicting an overspend at year end, it is considered that no remedial action needs to be taken in terms of supplementary budget estimate requests at this point in time. If these budget pressures continue as the Council progresses through the financial year, then additional budget will be requested in accordance with the Council's Financial regulations.
- 6.2 The Star Chamber process has proved very successful in delivering on the budget reviews and has nearly achieved the MTFS target. This will be developed further during the next MTFS and budget plan to be presented to Council in February 2023.

7. Legal and Governance Issues

- 7.1 The revenue budget is monitored monthly and reported to CMT, Executive and Performance and Finance Scrutiny Committee quarterly.

8. Monitoring Officer Comments:

- 8.1 The Committee's terms of reference includes the function to monitor, review and to report to the Leader/ Executive in relation to the performance of the Council's services.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 Details of these are in the individual service areas that the budgets support

Equalities and Human Rights

- 9.2 Details of these are in the individual service areas that the budgets support

Risk Management

- 9.3 Inadequate budget monitoring represents a reputational and financial risk to the Council.
- 9.4 Regular financial monitoring enables risks and budgetary pressures to be highlighted and addressed at an early stage so that mitigating actions can be taken.
- 9.5 There are currently inflation pressures developing nationally which will provide a challenge to future budgets. This will be considered in future reports and in the revision of the MTFS.

Community Engagement

9.6 Where necessary engagement will be taken through individual service areas the budgets support.

Surrey Heath Borough Council

Executive

19 July 2022

Urgent Action

Head of Service Gavin Ramtohal – Head of Legal & Democratic Services
Report Author: Rachel Whillis – Democratic Services Manager
Wards Affected: n/a

Summary and purpose

To advise the Executive of urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers.

Recommendation

The Executive is advised to RESOLVE the urgent action taken under the Scheme of Delegation of Functions to Officers.

1. Background and Supporting Information

- 1.1 The Scheme of Delegation of Functions to Officers, provides for the Chief Executive, Strategic Directors and Heads of Services to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or are key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions have to be reported to the next meeting of the relevant decision making body.
- 1.2 The Urgent Action involves an agreement to lease a vacant retail unit in The Square to the NHS to establish a covid booster facility, along with associated car parking arrangements for volunteers. The requirement has arisen because the NHS is no longer able to occupy the previous Lakeside facility in Frimley Green. The programme is planned to commence in August until the end of December, with the possibility of an extension until March 2023.

2. Proposal and Alternative Options

- 2.1 There are no options for the Executive to consider as the action has been taken.

3. Resource Implications

- 3.1 The relevant resource implications have been addressed in the Urgent Action form at Annex A.

Annexes

Annex A – Urgent Action form and confirmation emails (exempt)

Background Papers

None

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

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

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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>
14 (part)	3
16	3

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