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Monday, 10 October 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, 18 October 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 20 September
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.

4.	Questions by Members	-
	The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.	
5.	Local Community Project Fund Bids	9 - 16
6.	@TheOldDeanRec	17 - 26
7.	EV Charging in Council Car Parks	27 - 42
8.	Exclusion of Press and Public	43 - 44

**Part 2
(Exempt)**

9.	Settlement of Property Dilapidations	45 - 70
10.	Review of Exempt Items	-

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

**Minutes of a Meeting of the Executive
held on 20 September 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

- Apologies for absence presented

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Sashi Mylvaganam, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

38/E HM Queen Elizabeth II

A minute's silence was held in memory of HM Queen Elizabeth II, who had died on Thursday, 8 September 2022.

39/E Minutes

The minutes of the meeting held on 16 August 2022 were confirmed and signed by the Chairman.

The Leader informed Members that he had not declared a non-pecuniary interest in relation to the decision on agreeing a supplementary estimate for a grant to Collectively Camberley Business Improvement District (BID) (minute 37/E refers), which should have been declared as he was a Director for the BID. He apologised for this omission and reported that he had been advised by the Monitoring Officer that it would not require the decision to be re-considered.

40/E Support for social inclusion charity in Surrey Heath

The Executive considered a report seeking approval to grant a lease for Men's Sheds to use the London Road Recreation Ground Pavilion, to set up a Men's Sheds for Surrey Heath. Men's Sheds was a charity that addressed loneliness in the community by creating a hub for people to meet to undertake practical tasks together rather than in isolation. It was advised that there was no group currently operating in the borough.

The Men's Shed group was seeking to enter into a five year lease arrangement with the Council to make use of the London Road Recreation Ground Pavilion to create a local group to support residents. The Pavilion was an empty community facility that had been dormant for a number of years, other than occasional use for events such as Theatre in the Park.

RESOLVED that the Council enters into a lease arrangement with the Men's Sheds registered charity group applying a community rent subsidy as outlined within the agenda report to support establishing and delivering its services.

Note: It was noted for the record that

- (i) in accordance with the Members' Code of Conduct, Councillor Alan McClafferty declared a non-pecuniary interest as he lived near to the London Road Recreation Ground Pavilion; and
- (ii) Councillor Valerie White declared that she was a member of Windlesham Parish Council which had given a grant to Men's Sheds.

41/E Surrey Heath Emergency Food Poverty Grant Scheme

The Executive considered a proposal to amend the Council's Emergency Food Poverty Grant Scheme (EFPGS) by extending its remit to include applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative. The EFPGS had been launched in December 2020 and had awarded 5 grants to date, at a total cost of £10,400. An initial £20,000 had been agreed at the Executive meeting in October 2020 to meet local demand, and this had been increased by a further £50,000 in February 2021.

Members were informed that, in response to rising energy costs, the concept of 'Warm Banks' had recently gained national attention. Warm Banks aimed to enable people who couldn't afford heating to be invited to spend their time at no cost in heated churches, halls and other open public buildings. Plans were being developed through the Council's Community Support Working Group to enable communities to collaborate in partnership to make communal facilities available; discussions were also underway with the Watchetts Residents Group, which was working with St Mary's Church to open a Warm Bank. Organisations that were working to develop this initiative would require financial support and changing the criteria of this scheme to include fuel and food poverty would enable the Council to pro-actively provide this support to help meet some of the additional heating costs that will be incurred. It was proposed to make available up to £5,000 per application or organisation for either food or fuel. It was also proposed for the fund to be open until exhausted or 31 March 2023, whichever was earlier.

RESOLVED that

- (i) the criteria of the Emergency Food Poverty Grant Scheme be altered to accept applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative within Surrey Heath;**
- (ii) an upper limit of £5,000 per application or organisation for either food or fuel be introduced; and**
- (iii) authority to agree any grant condition changes be delegated to the Head of HR, Performance & Communications in consultation with the Support & Safeguarding Portfolio Holder.**

Note: it was noted for the record that Councillor Rodney Bates declared that he was the safeguarding officer for St Mary's Church, one of the organisations involved in discussions regarding Warm Banks.

42/E Community Fund Grants

The Executive considered a report seeking approval of three grant applications received for the Council's Community Fund Grant Scheme. The applications related to funding requested by Frimley Cricket Club for a replacement roller; the Eikon Charity to help support Surrey Heath Youth Council's costs with hall hire and project costs for the next year; and Chobham Recreational Ground Charitable Trust for the replacement of the safety surfaces of many pieces of equipment in the children's playground in Station Road, Chobham.

Members considered the applications and discussed the application from the Eikon Charity, which had supported the Youth Council since a merger in 2016, in particular in relation to the organisation's funding structure and reserves. Whilst support for the Surrey Heath Youth Council was indicated, it was agreed to establish further information on Eikon Charity's reserves. It was also recognised that opportunities for further engagement and strengthening links with the Youth Council should be pursued.

RESOLVED that

- (i) up to £5,500 be awarded to Frimley Cricket Club to support the purchase of the new roller for the cricket green;**
- (ii) any decision to award up to £3,400 to The Eikon Charity to support the Surrey Heath Youth Council costs with hall hire and project costs for the next year be delegated to the Head of HR, Performance & Communications in consultation with the Portfolio Holder for Housing, Safeguarding & Support pending further understanding of the charity's reserves; and**
- (iii) £6,050 to be awarded to Chobham Recreational Ground Charitable Trust to undertake safety repairs to 5 play areas at the recreation ground in Station Road Chobham.**

43/E Afghan Relocation and Assistance Schemes - Wraparound Support

The Executive was reminded that the Afghan Relocation and Assistance Schemes had been launched in July 2021 and focused on those who served alongside British Armed Forces in Afghanistan and provided important support to HM's Government defence and security mission there. The Council had made an early commitment to directly support five families and had been successful in supporting them into settled accommodation in the private sector and meaningful employment.

Members were informed that the Office and South East Strategic Partnership for Migration was looking to relocate those families currently in bridging hotels into smaller units of temporary accommodation in the South East. The Home Office

had identified apartments to be used as temporary accommodation and six units of accommodation had been identified in Camberley Town Centre; these consisted of one bedroom apartments, which would hold a maximum capacity of two people. Those placed in the apartments would have been residing in the UK previously, for up to a year. The apartments would be fully funded by the Home Office and would have an allocated Home Office Liaison Officer.

It was reported that there was funding available for local authorities of £28 per day per person, which would be paid to the Council for the services provided by its Family Support Team. Separate additional funding would be allocated directly to health and social care and education to support with costs such as GPs and schooling. The role of this Council would be to support guests to focus on accessing employment, normal day to day life and help with securing longer term settled accommodation in the private rented sector.

RESOLVED that the Council participates in the Afghan Relocation and Assistance Scheme – Wraparound Support by agreeing to support families who are placed in temporary accommodation in the six units of accommodation in Camberley Town Centre through the Family Support Team.

44/E Treasury Management Outturn 2021/22

The Executive reviewed a report containing a high-level view of the treasury management performance during 2021/22, including compliance with the 2021/22 prudential indicators.

RESOLVED to note

- (i) the report on Treasury Management including compliance with the 2021/22 Prudential Indicators; and**
- (ii) the comments made in Section 7 of the agenda report by the Strategic Director Finance and Customer Services and Section 151 Officer regarding the Treasury policy and the sustainability of debt and reserve balances.**

45/E Write off of Irrecoverable Bad Debts

The Executive considered a report seeking approval to write off bad debts incurred through the non-payment of Council tax and Non-Domestic Rates. All of the debts had been subject to the relevant recovery action and tracing enquiries. The Council's enforcement agents had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt was now considered irrecoverable.

RESOLVED that bad debts totalling £55,333.86 in respect of Council Tax and £64,291.21 in respect of Non-Domestic Rates be approved for write off.

46/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)
47/E	3
48/E	3

47/E Executive Working Group notes

The Executive received the notes of the Executive Working Group meetings that had taken place in the previous months.

RESOLVED that the Working Group notes be received.

48/E Review of Exempt Items

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

RESOLVED that

- (i) the annex to the agenda report associated with minute 45/E remain exempt;**
- (ii) the Camberley Town Centre Working Group notes from the meeting on 3 May 2022 remain exempt for the present time;**
- (iii) the Climate Change Working Group notes from the meeting held on 27 April 2022 be made public;**
- (iv) the Community Support Working Group notes from the meetings held on 30 March and 5 July 2022 be made public;**
- (v) the Equality Working Group notes from the meeting held on 29 June 2022 be made public;**
- (vi) the Local Plan Working Group notes from the meeting held on 26 May 2022 remain exempt for the present time;**
- (vii) the Property Investment Working Group notes from the meetings held on 6 April, 8 June, 6 July and 3 August 2022 remain exempt for the present time;**
- (viii) the Surrey Heath Villages Working Group notes from the meetings held on 13 April and 30 June 2022 be made public; and**

- (ix) all Working Group notes remaining exempt be periodically reviewed by the Chief Executive and Monitoring Officer, with a view to making them public when appropriate.**

Chairman

Surrey Heath Borough Council
Executive
18th October 2022

Local Community Improvement Fund Bids

Portfolio Holder:	Councillor Adrian Page, Planning & Control
Strategic Director/Head of Service	Gavin Chinniah, Head of Planning
Report Author:	Steven Appleby, Community Infrastructure Levy Delivery Officer
Key Decision:	No
Date signed off by portfolio holder	14 th September 2022
Wards Affected:	Parkside

Summary and purpose

To consider bids received for funding from the Local Community Improvement Fund for the period ending 29th July 2022 as detailed in Annex 1.

Recommendation

The Executive is advised to RESOLVE that, in line with the CIL bid detailed in Annex 1, £15,000 (net) be awarded to Parkside ward for the replacement of a goal, basketball unit and safety surface.

The Executive is advised to RECOMMEND to Full Council that £15,000 (net) for Southcote Park Play Area Refurbishment be added to the Council's Capital Programme.

1. Background and Supporting Information

- 1.1 In October 2020 the Executive agreed to pool the Neighbourhood CIL contributions to allow wards that don't deliver new development but that do experience its impact to have access to CIL funding and also to allow the community to bid for funding. Funding is only for small scale local capital projects and is at the discretion of the Councils Executive subject to availability of funding. Councillors, local groups and stakeholders can apply to this fund.
- 1.2 Information on the Fund bidding process is published on the Councils website. There are two funding bid rounds each financial year and this is the first bidding round to be considered by the Executive for 2022/23.

1.3 The scheme was opened for bids on July 1st and the bidding window closed at midnight on 29th July 2022.

1.4 This report has been prepared following consultation with the Community Partnership Officer.

2. Reasons for Recommendation

2.1 The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex 2. The bids accord with the spending priorities.

3. Proposal and Alternative Options

The Executive has the option to

3.1 Approve the bid in line with the recommendations set out in Annex 1 (funding bids) or

3.2 Not to approve the options outlined in Annex 1

3.3 Approve some of the options outlined in Annex 1

4. Contribution to the Council's Five Year Strategy

4.1 Health & Quality of Life – To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. To promote active and healthy lives for all and a rich programme of cultural and community events.

4.2 Environment – To enhance and improve access to the boroughs cherished green spaces and natural environments for the enjoyment of generations to come.

5. Resource Implications

5.1 The funding for this is the local ward element of the CIL contributions received from developers.

5.2 In accordance with the Executive agreement in October 2020 to pooling Ward funding for projects, the costs of these projects can be distributed across other wards. As at 31st July 2022, Parkside ward had a balance of £50,000 available and would be able to fund the proposed bid without the necessity to pool funds from other wards.

5.3 For projects requiring capitalisation these projects will be managed by the Council's Greenspace team to ensure a consistency in delivery and approach. It is to be noted that the ongoing maintenance of the equipment

will be covered under Surrey Heath Borough Council's existing grounds maintenance contract.

- 5.4 Surrey Heath Borough Council Business Services will oversee the delivery of the project as set out in bid 1. VAT would be reclaimed for this project.

6. Section 151 Officer Comments:

- 6.1 No matters arising.

7. Legal and Governance Issues

- 7.1 CIL monies can be used to fund a wide range of infrastructure in accordance with section 216(2) of the Planning Act 2008 and regulation 59 of the Community Infrastructure Levy Regulations 2010. The law allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities and other community safety facilities.

8. Monitoring Officer Comments:

- 8.1 No matters arising

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 No matters arising

Equalities and Human Rights

- 9.2 No matters arising

Risk Management

- 9.3 The key risk is that projects are not delivered. For this reason supporting evidence is required

Community Engagement

- 9.4 The Local Community Improvement fund and bidding process is promoted and updated on the Council's website and publicised through Social media.
- 9.5 All Councillors for the ward in which the funding bids have been received have been notified of the bids. All responses received have been noted in annex 1.

Annexes

Annex 1 - Bid summaries

Annex 2 - Strategic Infrastructure Spending Priorities

Background Papers

See annexes – 1 and 2.

(Annex 1) Bid Summary Application 1

WARD: Parkside

Applicant: Councillors Edward & Josephine Hawkins

Project: Southcote Park Play Area Refurbishment.

Grant requested: £15,000 (net)

Project cost: £15,000 (net)

The bid is for £15,000(net) for the replacement of a goal and basketball unit including safety surfacing of the play area. VAT would be reclaimed.

The play area is owned and managed by Surrey Heath Borough Council and delivery is supported by the Business Service who will oversee the delivery of these improvements. The ongoing maintenance of this playground is covered under Surrey Heath Borough Council's existing grounds maintenance contract and will also be included in the annual RoSPA inspections.

This piece of equipment has been repaired on numerous occasions and is no longer financially viable to repair. One quote has been received, advising the cost of replacement equipment and installing new safety surface will cost circa £15,000, two further quotations has been sought.

This local area of play is situated centrally within the park and is well used by the local residents.

The works to improve the play area would support the Council's corporate objectives and priorities;

Health and Quality of Life – To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration To promote active and healthy lives for all and a rich programme of cultural and community events.

Letters of support: All Parkside ward Councillors have been notified of this bid.

Recommendation and rationale: SUPPORT

Does it meet CIL funding criteria – YES -The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities (Regulation123 List). The priorities are set out in Annex B.

The bid accords with the Spending Priorities.

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Annex 2

Surrey Heath Borough Council Community Infrastructure Levy: Strategic Infrastructure Spending Priorities. The following list of infrastructure projects may be funded or part funded through the Community Infrastructure Levy (unless otherwise stated).

- 1) Shared Suitable Accessible Natural Greenspace (SANG) – Shared SANG includes SANG provided for development which cannot secure its own SANG solution. ¹
- 2) Open Space (with the exception of Shared or On-Site SANG) which is not directly related to a development. ²
- 3) Sustainable Local Transport Projects and Pedestrian Safety Improvements which are not directly related to a development. ²
- 4) Play Areas & Equipped Playing Space which are not directly related to a development. ²
- 5) Indoor Sports & Leisure Facilities which are not directly related to a development. ²
- 6) Community Facilities not directly related to a development. ²
- 7) Sustainable Strategic Transport Projects. ²
- 8) Climate change projects ²
- 9) Digital Infrastructure Projects ²

¹ Development sites which cannot provide their own SANG solution will contribute to shared SANG solutions by way of a CIL payment. Development which is required to provide its own bespoke SANG solution will continue to be secured by S106 obligations in line with CIL Regulations 122 & 123. Nothing in this footnote overrides the Borough Council's obligations as the competent authority for the purposes of its duties under the Conservation of Habitats & Species Regulations (2017) as amended.

² Provision, improvement, replacement, operation or maintenance to reduce the incremental impact of development on off-site infrastructure which is not provided or required as avoidance/mitigation on or near individual development sites. This Regulation 123 List excludes projects for infrastructure which are directly related to an individual site i.e. on or near site infrastructure to avoid/mitigate impact arising from that site. The Borough Council may apply CIL, continue to seek S106 obligations, or a mix of S106 and CIL, toward on or near site infrastructure in line with the Infrastructure Delivery SPD and in accordance with Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended).

NOTE: To enable delivery of new residential units that are not CIL liable but nonetheless include a net increase in residential units the Council will require such development to contribute toward the cost of the ongoing management and maintenance of SANG through a Unilateral Undertaking. This is to meet the requirements of the Conservation of Habitats and Species Regulations 2017, (or as subsequently amended). The Council will levy a contribution of £112.50 per square metre for the residential floorspace created. This is the management and maintenance cost of SANG.

The types of development affected include: Change of use to Residential use through the Prior Approval process under the General Permitted Development Order 2015 (or as subsequently amended); Self / custom build homes; Affordable Housing and Starter Homes as defined in the National Planning Policy Framework (NPPF); Applications where less than 100sqm residential floor space is created; Conversions to residential use from other use classes (as set out in the Town and Country Planning Use Classes Order), through planning permission, where not CIL liable; Conversions to a C2 use where the development may be considered to give rise to likely significant effect to the SPA.

For residential conversions within use class C3 (Residential) and C4 (Houses of Multiple Occupation), where no additional floorspace is created but the overall number of units increases, avoidance measures must also be provided through the allocation of SANG, with contributions charged as set out in paragraphs 6.7-6.10 of the Thames Basin Heaths Special Protection Area Avoidance Measures Supplementary Planning Document (2019).

The development types above may not form an exhaustive list of residential developments providing net additional units that are not CIL liable. The Council will seek appropriate SANGs contributions for any other residential development types that are not CIL liable but are required to provide avoidance measures for their impact on the Thames

Surrey Heath Borough Council
Executive
18 October 2022

@TheOldDeanRec

Portfolio Holder:	Cllr Rebecca Jennings-Evans
Strategic Director/Head of Service	Nick Steevens
Report Authors:	Sue McCubbin & Nicky Sherlow
Wards Affected:	Old Dean
Key Decision:	No
Date Portfolio Holder signed off the report	28 September 2022

Summary and purpose

Surrey County Councillor Trefor Hogg has approached Surrey Heath Borough Council with a proposal to use the unused rooms within the Old Dean Pavilion to provide a small local run junior library and community facility offering soft drinks and toilet facilities called @TheOldDeanRec which is highly accessible to the most deprived area of Old Dean, situated immediately next to the playground facility which was renovated in 2020. @TheOldDeanRec would be run by volunteers, and it is hoped to make it available on weekdays after school hours, the weekends and school holidays.

While Old Dean Community Group will be happy to provide the support needed to help setup @TheOldDeanRec, a new Charitable Incorporated Organisation (CIO) has been created to run it day to day in order to provide the dedicated focus it will require and also to firmly place its management with local individuals in the community who have a strong and continuing personal investment in its success. A CIO will provide the most appropriate not for profit legal basis and allows for donations to the project. Three trustees are already in place.

The building itself will continue to have shared used and the shower and changing facilities will still be used by the local football team so a small income will continue to create a revenue for the Council for the hire of these facilities. The internal central door will be locked so the building can be divided and both parties will have their own separate entrance.

Recommendation

The Executive is advised to RESOLVE that the Council enters into a lease arrangement with @TheOldDeanRec registered charity group applying a community rent subsidy as outlined within the report to support establishing and delivering their services.

1. Background and Supporting Information

- 1.1 This building has historically been used as shower and changing facilities for the local church football team but unfortunately has also been targeted with repeated bouts of vandalism and graffiti which has cost the Council significantly in repairs. It has recently been refurbished following the latest break in and is now in an acceptable standard, although some further work would be desirable to the small kitchen area and toilets which @TheOldDeanRec are prepared to carry out. On the advice of our insurers, we have now installed an intruder alarm along with CCTV and since fitting, we have had no further issues to date.
- 1.2 It has been identified that low levels of education, training and skills are major factors driving inequality in the Old Dean Estate particularly in the area surrounding the Old Dean Recreation Ground. The problems start with Oracy and Literacy of children entering the school system where both skills are at a low level at home. At the same time income deprivation is a major factor preventing travel to the library facilities provided in Camberley Town Centre. This proposal is aimed at providing a small local community run Junior library and community facility which will be highly accessible to the most deprived area of Old Dean.
- 1.3 By allowing @TheOldDeanRec to use the facility as a community hub will give the residents a focal meeting point and it is hoped that this will alleviate the facility being seen as a target for anti-social behaviour.
- 1.4 There are currently no toilet facilities open to the public so by having this facility open during the busy periods will be beneficial to the whole community.
- 1.5 This pavilion has been advertised for lease or hire on numerous occasions over the years and despite initial interest, no further proposals have been forthcoming.
- 1.6 The initial proposed hours of operation would be from 15:30 to 17:30 on Weekdays and 12:00 to 16:00 at Weekends. Opening hours will depend on the availability of volunteers to staff @TheOldDeanRec but it is felt that these hours are achievable.
- 1.7 Old Dean Community Group have a Restricted Account with the sum of £3557 which must be spent on purposes related to the Wimbledon Road Playground. It is likely that the Old Dean Community Group Trustees will be willing to transfer this money to the @TheOldDeanRec project as it will significantly enhance the usefulness of the playground to the benefit of the inhabitants of Old Dean. This will then provide some of the initial monies to cover the start-up and initial operation of the facility. Grants will also be sought from grant giving organisations to help provide the initial finance required to improve the interior of the premises and support the setting up costs.

2. Reasons for Recommendation

- 2.1 Surrey Heath Borough Council currently maintain the facility but the building is a continued target for anti-social behaviour, thus costing the Council significantly in repairs and insurance claims.
- 2.2 By giving the local volunteers ownership of this unused facility will bring social cohesion to the children and parents on the Old Dean Estate.
- 2.3 @TheOldDeanRec will have access to grant funding which could lead to long term future investment for the continued use of this facility.

3. Proposal and Alternative Options

- 3.1 Allow @TheOldDeanRec to use the building for a junior library and community hub however in doing so they agree to share the utility costs and contribute towards the insurance costs for the building during the period of their trial.
- 3.2 Charge the Charity a subsidised rent for the period of their trial however this financial burden along with the operational costs may make the trial non-viable from the outset.
- 3.3 Not pursue the venture and leave the space as is which could result in further vandalism.

4. Contribution to the Council's Five Year Strategy

- 4.1 To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. We aim to ensure everyone can access a safe, quality home to meet their needs. We will take a positive approach to supporting all sectors of our community, including those who are most vulnerable. We will promote active and healthy lives for all and a rich programme of cultural and community events.
- 4.2 Our five year strategy suggests that by working with the voluntary sector that more can be achieved by working together. This would be an opportunity to demonstrate that by supporting this charity that this policy is being applied in practice.

5. Resource Implications

- 5.1 Commercial rental for this property has been valued at £2250 per annum. The building has been empty for a number of years (10+) with no demand for a lease
- 5.2 The proposal to support the charity would be for the charity to receive a community rent subsidy to reduce the commercial rent to a level that supports the charity to get an established operational group for Surrey Heath.

- 5.3 Due to this being a trial to deliver a children's community library in an area of deprivation, it is proposed that a one year rent free period be applied.
- 5.4 Internal cost implications would only be for legal to agree the lease and an ongoing landlord/tenant relationship. There would also be a small amount of admin in respect of recharging a percentage of utility costs.

6. Section 151 Officer Comments:

- 6.1 The financial implications are outlined in the above report.

7. Legal and Governance Issues

- 7.1 The lease will be prepared by Legal Services and contain provisions to reflect the Heads of Terms agreed with @TheOldDeanRec trustees and other provisions associated to a community lease.

8. Monitoring Officer Comments:

- 8.1 Approval to grant community leases is delegated to the Head of Legal and Democratic Services.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 This charity will work responsibly to enable environmental improvements giving back to the local community,

Equalities and Human Rights

- 9.2 The facility will provide a safe space to engage with the local community and help children gain oracy and literacy skills.

Risk Management

- 9.3 By working with @TheOldDeanRec will revitalise the facility area will ensure the longevity of the building as a whole thus reducing the risk of the pavilion being a continued target for vandalism.

Community Engagement

- 9.4 The Old Dean Community Group has engaged with the local community who are all in support of the project and they have received many offers of support from volunteers who would like to become involved in the project.

Annexes – Annex A – Proposal Summary

Background Papers – None



@theRec

In the Wimbledon Road Pavilion Old Dean

23 Larchwood Glade
GU16 3UW

07711228505

ODCoG.Trefor@gmail.com

Situation and Proposal Summary

Low Levels of Education, Training and Skills are major factors driving inequality in the Old Dean Estate particularly in the area surrounding the Old Dean Recreation Ground. The problems start with Oracy and Literacy of children entering the school system where both skills are at a low level at home. At the same time income deprivation is a major factor preventing travel to the library facilities provided in Camberley Town Centre. This proposal is aimed at providing a small local community run Junior Library/ Community Facility called @theRec which is highly accessible to the most deprived area of Old Dean, situated immediately next to the outstanding playground facility which was renovated in 2020. @theRec would be run by volunteers, and it is hoped to make it available on Weekdays after school hours and at the Weekends.

Legal Entity

While Old Dean Community Group will be happy to provide the support needed to help setup @theRec, it is proposed that a new Charitable Incorporated Organisation (CIO) is created to run it day to day in order to provide the dedicated focus it will require and also to firmly place its management with local individuals in the community who have a strong and continuing personal investment in its success. A CIO will provide the most appropriate not for profit legal basis and allows for donations to the project.

Location

The proposed location is the Wimbledon Road Recreation Ground Pavilion.

Interior

@theRec would make use of the two meeting rooms, small kitchenette and unisex toilets that form one half of the building while leaving the remainder of the building to continue being used as sports changing rooms. Between the two halves of the building there is a single doorway which could be locked to provide a degree of security for the library area from the sports changing room users.

The kitchen and toilets are currently in poor condition and will need some refurbishment. However, the work required is well within the capabilities of local volunteers.

Please note that an idea has also been submitted to Your Fund Surrey for the Pavilion building which would provide a major investment to reconfigure the building with two floors as a low energy building. If that idea were to be developed, then this would deliver a more sustainable building which would also be suitable for wider uses and could potentially become financially self-sufficient.

Hours of Operation

The initial proposed hours of operation would be from 15:30 to 17:30 on Weekdays and 12:00 to 16:00 at Weekends. Opening hours will depend on the availability of volunteers to staff @theRec but it is felt that these hours are achievable.

Services

Possible services envisaged are:

- Infant and Junior Lending Library
- Toy Library
- Reading sessions
- Child and Adult Literacy
- Limited Café (tea, coffee, squash, cakes)
- Sanitary facilities

GLF Schools in Old Dean

It is hoped that the GLF Schools (Pine Ridge, Lorraine and Cordwalles) will be willing to have significant input into the provision of services to maximise the support for learning it will be able to provide. Preliminary discussions with the Executive Head of the GLF Schools have been positive on the desire to explore the options. It is also probable that Collingwood College would want to join in on the project as well.

Surrey Library Service

From a library point of view, it is hoped that some professional support, guidance, books, and technology would come from Surrey Library Service. The detailed model for doing so has yet to be determined. There is an active conversation about how the library service can support literacy and oracy in the area and we are working together on creative options.

Management

As stated earlier it is envisaged that a CIO will be setup to manage the day-to-day operation of @theRec and it is hoped that other organisations including St Martin's church, the GLF Schools and Surrey will provide some of the Trustees together with local residents. Opening @theRec will require local volunteers, several local residents have already indicated their willingness to support the project.

Financial Management

Old Dean Community Group have a Restricted Account with the sum of £3557 which must be spent on purposes related to the Wimbledon Road Playground. It is likely that the Old Dean Community Group Trustees will be willing to transfer this money to the @theRec project as it will significantly enhance the usefulness of the playground to the benefit of the inhabitants of Old Dean. This will then provide some of the initial monies to cover the start-up and initial operation of @theRec. Grants will also be sought from grant giving organisations to help provide the initial finance required to improve the interior of the premises and support the setting up costs. Setting up a CIO with trustees who are not SHBC, or SCC Members will also make it possible for them to contribute from Community Allocations.

It is hoped that Surrey Heath Borough Council will be willing to provide the premises at a peppercorn rent and that a suitable accommodation can be reached on utility costs.

It is hoped that Surrey Libraries will help to provide the required infrastructure, books etc and provide input to enable it to operate successfully as a library offshoot.

Operation of a limited café service will bring in some revenue and running events will also generate some income to offset the costs of @theRec and this should allow it to become self-sustaining.

In the event that a Your Fund Surrey bid was accepted then that would allow the creation of a Community Hub facility with limited utility costs and more community use that would further improve the sustainability of the project.



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Surrey Heath Borough Council
Executive
18 October 2022

Electric Vehicle Charging

Portfolio Holder:	Councillor Colin Dougan, Environment & Community
Strategic Director/Head of Service	Nick Steevens
Report Author:	Simon Mills, Climate Change Officer
Key Decision:	Yes
Date Portfolio Holder signed off the report	20 th September 2022
Wards Affected:	Bagshot, Windlesham & Chobham, Frimley, Watchetts, St. Michaels, Town, Heathside

Summary and purpose

The purpose of this report is to provide an update on progress on the electric vehicle (EV) charge point project in Council owned and operated car parks, and to endorse the appointment of a contractor for the delivery of the project.

Recommendation

The Executive is advised to RESOLVE to

- (i) note the outcome of the procurement; and
- (ii) delegate authority to the Strategic Directors for Environment & Community and Finance & Customer Services in consultation with the Portfolio Holders for Environment & Health and Finance & Customer Services to conclude contractual terms and proceed with the award of contract based on a 10-year contract term

1. Background and Supporting Information

- 1.1 The purpose of this project is to encourage the uptake of electric vehicles amongst resident in the borough, by facilitating access to convenient charging points.
- 1.2 A four week consultation exercise was carried out with residents, details of which are contained in Annex 2. This identified that access to charging facilities, particularly overnight charging is a particular issue for residents without access to off-street parking

- 1.3 In the light of this consultation, a scoping exercise was carried out by the Parking Team, which identified both potential suppliers of EV charging points and opportunities for off-street EV charge point installation in council owned car parks.
- 1.4 Seven potential sites¹, and suitable locations within them, were identified:.

Location	Type	Number
<i>Bagshot Car Park, The Square, Bagshot</i>	<i>Dual 7kW</i>	<i>5 Stations (10 Sockets)</i>
<i>Chobham Carpark, Chobham</i>	<i>Dual 7kW</i>	<i>3 Stations (6 Sockets)</i>
<i>Burrell Road Carpark, Frimley</i>	<i>Dual 7kW</i>	<i>4 Stations (8 Sockets)</i>
<i>Watchetts Road Carpark, Camberley</i>	<i>Dual 7kW</i>	<i>3 Stations (6 Sockets)</i>
<i>Yorktown Carpark</i>	<i>Dual 7kW</i>	<i>5 Stations (10 Sockets)</i>
<i>Portesbery Road Residents Carpark, Camberley</i>	<i>Single wall mounted 7kw</i>	<i>2 Stations (2 Sockets)</i>
<i>Martindale Avenue Carpark</i>	<i>Dual 7kW</i>	<i>2 Stations (4 Sockets)</i>

- 1.5 A tender was developed by Kent County Supplies (KCS) Procurement Services, with input from SHBC legal team. The basis of the tender was a Concession Contract, for 7kWh chargers, suitable for overnight charging, with the supplier responsible for the funding of the works, and a revenue share to be returned to the SHBC as landowner.
- 1.6 A concession contract is a type of contract used by a public authority to deliver a service or construct infrastructure. The contract arrangements are between the public authority and an economic operator (the concession holder). The latter provides services or carries out works and is remunerated by being permitted to exploit the work or service. The former receives an income either as ground rent or as a percentage of net profits earned by the operators activities.
- 1.7 In this instance, the supplier will be responsible for all costs including, but not limited to, installation, servicing and maintenance for the duration of the Individual Contract. Revenue share will include any revenue directly or indirectly associated with the EVCP located on SHBC land such as, but not limited to connection charges, charging revenue, over-stay charges and advertising.
- 1.8 Customers using the EV charging facilities will pay for parking (where not exempted by season tickets or residents permits) and pay separately for charging in reserved bays using contactless 'tap and go' systems.
- 1.9 The tender exercise resulted in three expressions of interest. The submissions were reviewed by officers using KCS methodology and the scores were moderated.

¹ See also section 3.4

2. Reasons for Recommendation

- 2.1 Connected Kerb scored most highly in the review both in terms of quality of service and share of revenue. The submission conformed most closely to the specifications, offered the highest revenue share and used a modular, flexible technology that allows for further expansion of charging facilities and the inclusion of rapid chargers at a later date, if required.
- 2.2 A ten year contract was considered a minimum term by the contractor, due to the capital investment and works required for installation (see also risk viii in section 9.2 of this report).
- 2.3 If appointed Connected Kerb will make an application to OZEV for the On-street Residential Chargepoint Scheme (ORCS), for grant funding. The appointment of Connected Kerb is not dependent on securing of OZEV funding. The status of the grant application should be known within three months of the application being submitted. A successful bid for ORCS funding will result in a increased share of revenue for the council.

3. Proposal and Alternative Options

- 3.1 All submissions offered contracts with a minimum duration of 10 years with a preference towards 15-year contracts in order to maximise their investments and improve the revenue share offered to the council. Other bidders for this tender offered less favourable revenue shares, and the technology they proposed was a less effective fit to the tender brief². To this end it is proposed that Connected Kerb are commissioned to install EV charging points at the locations identified in section 1.4 on the contractual basis laid out in this report.
- 3.2 Surrey County Council are currently exploring options for on-street EV charging across the county. Currently their preferred supplier is Connected Kerb. However, this project is at a very early stage of development, although some boroughs, including Woking and Esher could see the installation of trial on-street charging in the next eighteen months, installation across the county is likely to take several years to come to fruition.
- 3.3 From a meeting with Surrey County Council, it has been confirmed that, as the highways authority, the County would retain any income derived from on-street EV charging. The County Council has suggested that if boroughs wish to install chargers on their own land, such as owned and operated car parks, the county would assist them with using the County's preferred contractor, but would charge a management fee for doing so, possibly top-sliced from revenue.
- 3.4 This project will not interfere with SHBC's ability to install on-street EV charging provision in other locations. If Surrey County Council progress their plans for EV parking provision further, SHBC will be able to consider joining

² Other bidders focussed primarily on fast charging infrastructure, despite the tender specification for overnight charging.

any such scheme, using Surrey County Council suppliers, without affecting the project outlined in this report.

- 3.5 The provision of additional EV charging facilities at Surrey Heath House, including fast charging capacity, is the subject of discussion with Connected Kerb. If appointed, the contractors have undertaken to include Surrey Heath House in the list of approved sites.
- 3.6 The focus of this tender exercise was to address residents feedback in relation to the provision of overnight, off-street electric vehicle charging services for current and prospective electric vehicle owners who do not have the ability to charge their vehicles at home.
- 3.7 Work is underway to assess opportunities for electric vehicle charging within the Council's multi-storey car parks. Visitors to the town would benefit from fast charging infrastructure at the multi-storey carparks at Knoll Road and Main Square. The provision of this service at these locations will be the subject of a separate report which will also consider opportunities for renewable energy generation.

4. Contribution to the Council's Five Year Strategy

- 4.1 The implementation of EV charging in the Council's car parks will assist the council with the delivery of the Environment Priority of the five year plan, notably:
 - Work with partners to support initiatives and infrastructure to increase the uptake of walking, cycling and public transport, and low emission vehicles.
 - Deliver actions that encourage and support steps being taken by local people within the community to tackle climate change.
 - 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 Although there are no capital expenditure implication associated with this course of action, the installation of EV charging points as part of a 10 or 15 year contract may complicate the disposal or redevelopment of these carparks. Currently there are no plans for change of use for the sites listed in paragraph 1.4 however, Surrey Heath House (see paragraph 3.4) may be subject to disposal within the ten year course of the proposed contract.

6. Section 151 Officer Comments:

- 6.1 The contract should be constructed to allow break clauses to allow the Council to exit if the plans for the locations change. Given the advances in

technology around EV and EV charging, the contract must be flexible enough to prevent the Council being left with obsolete equipment and/or disposal costs; the details around the end of contract must be agreed at the outset.

6.2 The length of contract should not be driven by the financial viability given the low values to the Council and the risk inherent in longer term variations on the contract.

7. Legal and Governance Issues

7.1 The contract will be overseen and approved by legal services.

8. Monitoring Officer Comments:

8.1 Contract award is a key decision and accordingly a delegation from the Executive is required to enable officers to conclude and award the contract.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 This project will deliver against action T6 Surrey Heath’s climate action plan *“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.”*

Equalities and Human Rights

9.2 Accessibility assessments are required at the proposed charger locations.

Risk Management

Risk	Assessment	Mitigation	Monitoring and reporting
i. Insolvency of supplier	Bankruptcy leading to cessation of service.	Due diligence is required to ensure that company financials are sound.	SHBC to require the supplier to submit two years of audited accounts before awarding contract
ii. Low utilisation	Profitability for the supplier, and an income stream for SHBC are dependent on the number of users of the EV charging stations	Promotion of the facilities via social media and other channels by SHBC to drive demand.	SHBC and supplier to collect data on usage, and tailor promotion accordingly,
iii. GDPR	The supplier may collect data on users registering for	As users will be commissioning a service directly from	Request GDPR policy from supplier to be kept on file. Review

	accounts for the chargers, through a dedicated app.	the supplier, responsibility for GDPR compliance rests with the supplier.	the potential for a contractual obligation preventing sharing of user data with third party organisations.
iv.	Damage or vandalism at charging stations rendering them inoperable. Closure of car parks for maintenance or other reasons.	Utilisation is dependent on users being able to access the service.	Service level agreements to be included in the contract, detailing the maximum time that a charging point can be out of commission.
v.	Parking Capacity	Revenue is dependent on maximising use of chargers. If chargers are blocked by Internal Combustion Engine (ICE) vehicles, or by EVs remaining in a space for too long, usage will suffer.	Ensure clear signage is in place, warning of penalties for overstaying or improper use of charging bays. Ensure penalties are enforced.
vi.	Profiteering	As SHBC will effectively be granting a monopoly to Connected Kerb for the provision of this service, it is important that users are not subject to questionable pricing practices.	Parking services to monitor usage.
vii.	Commercial risk	A successful bid for ORCS funding will result in a increased share of revenue for the council	Inclusion of a clause in the contract restricting price rises beyond energy costs and RPI inflation.
viii.	Technology Risk	Changing technology rendering existing charging infrastructure obsolete	Parking services to monitor pricing
		SHBC to support the supplier with the grant application	SHBC to monitor ORCS application progress
		As the plant used by connected Kerb is modular, elements can be swapped out and replaced to ensure that it remains utile. It is also worth remembering that according to the	SHBC to monitor EV charging trends

			Society of Motor Manufacturers and Traders (SMMT), the average age of a vehicle in the UK is 8.4 years, making it likely that most of the EVs on the road today will still be in use during the lifetime of the contract.,	
ix.	Increased Energy Costs	Energy costs are projected to increase substantially over the next 12 months	Any increase in electricity costs is reflected in the price that users pay for plugging in and will not affect income for SHBC. 7kWh chargers are considerably cheaper to use than fast chargers and this may result in higher than anticipated usage.	SHBC and KC to monitor usage.
x.	Exiting the contract	At the close of the contract, if a decision is made to discontinue the service, the carparks must be restored to their original state.	A clause will be included in the contract requiring the contractor to remove all plant from the site and to restore the affected parking bays to operational use.	SHBC to enforce clause

Community Engagement

9.3 Site selection and service provision has been designed in the light of public consultation. Once the service is operational the public will be engaged through social media and other channels to enhance demand.

Annexes

Annex A - exempt

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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>
7 (part)	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).
9	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).
10	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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