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Friday, 4 November 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, 15 November 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 - 6

To confirm and sign the minutes of the meeting held on 18 October
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.	Council contributions to Collectively Camberley Limited	7 - 14
6.	UK Shared Prosperity Fund Year 1 Projects	15 - 26
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12.	Frimley Lodge Park and Lightwater Country Park Cafés - Tender outcome	117 - 124
13.	Exclusion of Press and Public	125 - 126

**Part 2
(Exempt)**

14. 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 18 October 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 Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Edward Hawkins, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

49/E Minutes

The minutes of the meeting held on 20 September 2022 were confirmed and signed by the Chairman.

50/E Questions by Members

The Leader received a question from Councillor Victoria Wheeler concerning the recent announcement by Surrey County Council that its Local Committee would no longer be meeting and the steps that could be taken by this Council to ensure continued engagement on the areas encompassed by the Committee. The Leader undertook to respond to in writing.

51/E Local Community Project Fund Bids

In October 2020, the Executive had set up the Local Community Improvement Fund for bids to use local CIL funds for the non-parished wards. The Fund pooled the Neighbourhood Community Infrastructure Levy contributions to allow wards that did not deliver new development, but did experience its impact, to have access to CIL funding. It also allowed the community to bid for funding for small scale local capital projects.

The Executive considered one application that had been received during the round of bids open between 1 and 29 July 2022 which related to improvements in Southcote Park Play Area in Parkside ward.

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

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

52/E @TheOldDeanRec

The Executive considered a proposal use the unused rooms within the Old Dean Pavilion to provide a small locally run junior library and community facility offering soft drinks and toilet facilities, to be called @TheOldDeanRec. The facility would be highly accessible to the most deprived area of Old Dean, situated immediately next to the playground renovated in 2020. @TheOldDeanRec would be run by volunteers and it was hoped to make it available on weekdays after school hours, the weekends and school holidays.

It was reported that, whilst the Old Dean Community Group would be happy to provide the support needed to help setup @TheOldDeanRec, a new Charitable Incorporated Organisation had been created to run it on a day to day basis, in order to provide the dedicated focus it would require. Three trustees had already been appointed.

Members discussed the proposals and noted that the space had not been used for a considerable time and had been subject to vandalism. It was also recognised that the project had the potential to serve real needs and support was therefore indicated for the proposal.

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

Note: In accordance with the Members' Code of Conduct Councillors Rodney Bates and Shaun Garrett declared non-pecuniary interests as they were trustees of Old Dean Community Group.

53/E EV Charging in Council Car Parks

The Executive considered a report on the progress on the electric vehicle (EV) charge point project in Council owned and operated car parks. Agreement was also sought to appoint a contractor for the delivery of the project following a procurement process.

A consultation had been undertaken with residents that had identified that access to charging facilities, particularly overnight charging, was a particular issue for residents without access to off-street parking. The basis of the tender had been 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 Council as landowner.

Members discussed the list of car parks included in the proposals and were advised that they had been chosen based on their technical capacity, in particular in relation to accessing the necessary power for the chargers. Options for other Council owned car parks were expected to be considered in future reports as part of a broader strategy looking at whether additional infrastructure could be introduced to support EV charging in those locations. Work was also underway to assess opportunities for electric vehicle charging within the Knoll Road and Main

Square multi-storey car parks, where visitors to the town would benefit from fast charging infrastructure. It was noted that Surrey County Council was currently exploring options for on-street EV charging across the county and suggested that this Council should be encouraged to work with the County Council to address gaps in provision within the borough.

RESOLVED that

- (i) the outcome of the procurement be noted; and**
- (ii) authority be delegated 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.**

54/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)
53/E (part)	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
55/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
56/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

55/E Settlement of Property Dilapidations

The Executive considered an exempt report setting out the proposed settlement for the resolution of the dilapidations schedule for a property leased to a third party that was no longer operational. The proposed settlement was discussed and it was agreed to proceed with the recommendations set out in the agenda report.

Members were advised about remedial actions that were being introduced to ensure that the situation did not occur again.

RESOLVED that the decisions recommended in the exempt agenda report be agreed.

Note: it was noted for the record that Cllr Tim FitzGerald declared that he had been involved with the third party organisation for many years but this involvement had ended before 2020.

56/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 exempt annex to the report associated with minute 53/E remain exempt for the current time; and**
- (ii) the report and decision at minute 55/E remain exempt until the signing of an agreement with the affected third party.**

Chairman

Surrey Heath Borough Council
Executive
15 November 2022

Council contributions to Collectively Camberley Limited

Portfolio Holder:	Councillor Shaun Garrett – Economic Development & Transformation
Strategic Director:	Nick Steevens – Strategic Director of Environment & Community
Report Author:	Nick Steevens – Strategic Director of Environment & Community
Key Decision:	No
Date Portfolio Holder signed off the report:	21 st October 2022
Wards Affected:	Town and adjacent wards

Summary and purpose

To request approval from the Executive to make a financial contribution to Collectively Camberley Limited, the administering body for the Camberley Business Improvement District (BID) outside of the statutorily set BID Levy to facilitate additional events in the town centre.

Recommendation

The Executive is asked to RESOLVE that

- i) approval is given for additional in-year budget of £55,000 through a supplementary estimate for a one-off grant to be awarded to Collectively Camberley Limited in order to contribute towards the delivery of events to support the economic prosperity of the town centre;
- ii) approval be given for a supplementary estimate of £5,000 to be added to the current capital programme to provide a capital grant to Collectively Camberley Limited, and;
- iii) authority be delegated to the Strategic Director Environment and Community in consultation with the Economic Development & Transformation Portfolio Holder to award the grant, subject to the provision of a costed business case

1. Background and Supporting Information

- 1.1 Since the BID (Collectively Camberley) was created in 2011 it has worked closely with the Council and other partners to support the prosperity of the

town centre and widen its appeal for customers. As part of the work of the BID it is responsible for large town centre events such as the Collectively Camberley Car Show and the Collectively Camberley Christmas Light Switch On

- 1.2 The Borough Council recognises the benefit that the Business Improvement District brings to Camberley Town Centre. The collaborative work of Surrey Heath Borough Council and Collectively Camberley in developing a variety of business support programmes for Camberley's businesses was a key factor in Camberley town centre being recognised as the UK's top town for doing business in 2022.
- 1.3 The historic contributions were made to Collectively Camberley are shown in Annex 1. In August 2022 the Executive resolved to fund grant contributions of £15,000 to support events in the 2022/23 calendar to fund a grant contribution for the 2022 Christmas Lights and additional events within the year. Executive also recognised the expertise and track record of the BID and agreed to explore opportunities for further partnership working, including the provision of 'pump priming' and other financial support where it was considered this would deliver real benefits for local residents and the economy.
- 1.4 Discussions between representatives of the Council and the Collectively Camberley board in September 2022 brought forward a proposal from the BID for additional events and the enhancement of existing events. The purpose of these events was to encourage more customers into the town centre, boosting trade for businesses and increases Camberley's reputation as a destination for shopping and recreation.
- 1.5 Collectively Camberley proposed additional events which they believe will assist in developing, improving and supporting the town centre by attracting different groups to support our retailers, hospitality and entertainment venues. The events have been devised to appeal to varying ages and also enhance the night time economy which is an area where there is a specific desire to increase demand.
- 1.6 The proposed events along with the estimated costs are shown in Annex 1 and include one-off capital equipment costs for Collectively Camberley to deliver the additional events.

2. Reasons for Recommendation

- 2.1 The Economy is one of the key priorities in the Council's Five Year Strategy alongside Effective and Responsive Council. Working in effectively in partnership with specialist organisations is one of the ways in which the Council maximises delivery of outcomes on the ground. This priority aligns with the key objectives of Collectively Camberley to ensure the town centre is vibrant, safe and welcoming and not only recovers during this period of national economic uncertainty, but grows.

- 2.2 The Council's emerging Town Centre Strategy also recognises that a successful town centre relies not just on physical environment, but also the programme of activities and events that help bring people together and is fundamental to defining the unique identity and character of a place. The BID is a key partner of the Council in helping deliver these priorities.
- 2.3 The Council has significant property holdings in the Town Centre the majority of which are in the form of active retail units. Attracting additional footfall and raising the awareness and reputation of the Town Centre, will also support these retail units and the Council as landlord.
- 2.4 To meet our collective goals, Collectively Camberley were asked to draw together the list of events which they believed would enhance the town centre and boost footfall and trade. It was also asked to consider events which interlinked with council-owned venues such as the Theatre, the Square and the Museum.
- 2.5 It is proposed that a further grant contribution of £60,000 is set aside to fund additional events in the town centre as set out in the table below. This consists of £55,000 by way of one-off grant to contribute towards the delivery of events and £5,000 capital grant to cover the provision of equipment.

Event Proposal	Amount (£)
Spring Trail	20,000
Summer Beach Party	30,000
Christmas	5,000
Equipment costs	5,000
Total	60,000

3. Proposal and Alternative Options

- 3.1 The Executive is asked to approve the total additional contribution of £60,000 to be made to the Collectively Camberley BID to undertake additional events to increase customers.
- 3.2 The Executive may decide not to approve the BIDs proposals in their entirety, to fund a lesser number of events or to offer additional funding for a greater number of events within the calendar year.
- 3.3 The Council could consider organising its own events to promote its own retail, leisure and office holdings however, it is important to recognise the expertise and previous success of Collectively Camberley in delivering events in the town centre.

4. Contribution to the Council's Five Year Strategy

- 4.1 As set out above, the Economy is one of the key priorities in the Council's Five Year Strategy alongside Effective and Responsive Council. Working

effectively in partnership with specialist organisations is one of the ways in which the Council maximises delivery of outcomes on the ground.

5. Resource Implications

- 5.1 A further supplementary estimate of £55,000 would need to be funded from a drawdown of general fund balances in the current year and added as a growth pressure for the 2023/24 financial year.
- 5.2 A capital expenditure supplementary estimate for £5,000 to support capital expenditure by Collectively Camberley Limited also applies.

6. Section 151 Officer Comments

- 6.1 Grants to Collectively Camberley Limited acting as the Business Improvement District (BID) management will enable the Council to achieve far more benefit to the community than just funding events itself. Collectively Camberley Limited are better placed to run such events and will deliver more effectively.
- 6.2 As this is not increasing the annual base budget, the in-year cost will be a charge against the general revenue account and funded from General Fund balances in 2022/23.
- 6.3 In accordance with Capital Regulations, Collectively Camberley Limited are required to confirm that the capital grant has been expended on capital items (ie: with an asset life in excess of 12 months)
- 6.2 The BID is funded from a levy on business rates from those hereditaments within the BID, since inception, due to the revaluation process on business rates and a reduction in rateable businesses, through no fault of Collectively Camberley Limited, the amount levied has reduced from nearly £300,000 per annum in 2011 to just over £200,000 now. It is suggested that the Council's representative on the Board of Collectively Camberley Limited could propose that it raises its levy rate from the current 1.5% to keep in line with rising costs.

7. Legal and Governance Issues

- 7.1 Section 2.4.1 of the Financial Regulations confirms that when a budget is not sufficient to meet spending commitments, the budget manager must prepare a supplementary estimate for consideration and approval by the Executive. This section of the Financial Regulations also provides that supplementary estimates are only granted in exceptional circumstances.

8. Monitoring Officer Comments:

- 8.1 There are no comments.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No impact

Equalities and Human Rights

9.2 No impact

Risk Management

Community Engagement

9.3 Where necessary engagement will be undertaken.

Background Papers

Annex 1 – Events Proposal

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2023 Event Plans & Cost					
	Event Name	Description	Park Street Examples	High Street Exam	Expected Cost
April	Spring Town Trail	Lifesize models (similar to recent superhero campaign in The SQ). Can be placed around town and re-used each year. Includes purchasing 8 animals/themed models. This would need additional storage in the town centre. https://life-sizemodels.com/product-category/lifesize-animal-models/realistic-wild-animal-statues/?v=79cba1185463	-	-	£ 20,000.00
July	Summer Beach Party	Themed on summer holidays. Even runs 10am-4pm, large beach on Park Street w/ deckchairs. Live music all day on High Street with free family activities across the town.	Large Beach w/ Deckchairs, climbing wall, bungee run, interactive games, sand sculptures, roaming music	Small stage with live music, market, crazy golf, face painting, balloon modelling, coconut shy etc	£ 30,000.00

December	ChristmasCon	Night time economy support. Pubs/night time businesses sign up to take part in a 'costume tour' across the town centre. Members of public dress in Christmas fancy dress to take part. At each participating business, they decorate or theme their venue with additional entertainment and give a free shot or drink to each participant who scans a QR code to check in at the venue.			£ 5,000.00
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£ 55,000.00

Capital Items

Flatbed/Trolley	£	350.00
Gazebo	£	1,200.00
gazebo weights	£	200.00
Storage boxes	£	300.00
Stage décor per event	£	1,000.00
Correx signs per event	£	500.00
road closure barrier	£	250.00
terror barriers	£	1,200.00
	£	<u>5,000.00</u>

Surrey Heath Borough Council
Executive
15 November 2022

UK Shared Prosperity Fund Year 1 Projects

Portfolio Holder:	Cllr Shaun Garrett – Economic Development & Transformation
Head of Service	Martin Breeden – Head of Investment & Development
Report Author:	Martin Breeden
Key Decision:	no
Portfolio Holder sign off	2 November 2022
Wards Affected:	All

Summary and purpose

The purpose of this paper is to update the Executive on the projects submitted to government for the first year of the UK Shared Prosperity Fund as agreed at Executive in July 2022

Recommendation

The Executive is advised to RESOLVE that the projects which formed the application for the year one funding be agreed.

1. Background and Supporting Information

- 1.1 In July 2022, the executive agreed that for the UK Shared Prosperity Fund application, due to the time scales for delivery, only projects already agreed and funded within the annual plan would be supported.
- 1.2 Further to reviewing the annual plan and the parameters of the UK Shared Prosperity Fund the projects outlined in Annex 1 were agreed to be put forward in the application.

2. Reasons for Recommendation

- 2.1 The process of selection of projects was agreed by the Executive.

3. Proposal and Alternative Options

- 3.1 As the application has already been submitted, year one projects cannot now be changed.

4. Contribution to the Council's Five Year Strategy

- 4.1 All projects being delivered form part of the annual plan for 2022/23 and therefore contribute to the delivery of the five-year strategy.

5. Resource Implications

- 5.1 There are no additional internal resources required for the delivery of year one projects.
- 5.2 An external resource has been sought to undertake monitoring and reporting due to temporary lack of internal resource. This will also support the preparation of project proposals for year 2 of the fund, which are due to come to executive in February 2023.

6. Section 151 Officer Comments:

- 6.1 No matters arising.

7. Legal and Governance Issues

- 7.1 None

8. Monitoring Officer Comments:

- 8.1 No matters arising for the Monitoring Officer

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 All projects within the environment actions were considered as part of the review of the annual plan.

Equalities and Human Rights

- 9.2 The projects are designed to support all parts of the Surrey Heath community.

Risk Management

- 9.3 All projects selected for year one are in the budget and are in the process of delivery. Therefore the risk, if the money is not forthcoming from the fund, is minimal.

Community Engagement

9.4 Engagement with the Local Partnership Group, run through the Surrey Heath Partnership has been consistent during the application process. Their views on projects for years 2 and 3 will also be sought.

Annexes

Project list UKSPF Year 1

Background Papers

None

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UK SHARED PROSPERITY FUND

Year One projects

Background & Allocation

Surrey Heath, along with all other boroughs and districts in Surrey has been allocated £1,000,000 as part of the UK Shared Prosperity Fund (UKSPF), part of the wider levelling up agenda run by the Department of Levelling up, Housing and Communities (DLuHC).

All funding allocated to each financial year has to be spent as per the timetable in the table below otherwise it will be returned to the Treasury unspent. The table also sets out the minimum amount of the £1,000,000 that needs to be spent on capital projects.

Surrey Heath	22-23	23-24	24-25	Total
Allocation	£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



4% of the £1,000,000 can be used to support administration of the scheme and a top up of £20,000 claimed as part of the investment plan development.

Interventions

All projects delivered need to fit under the list of Interventions defined by the fund. There are 41 specific Interventions from which projects can be created across three areas

Communities and Place

- Strengthening social fabric and fostering local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

Local Business



- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality, and leisure sector facilities.
- Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise, and resources, and stimulate innovation and growth.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies, and techniques, and start or grow their exports.

People & Skills – Only from 2024/25 onwards*

- Boosting core skills and support adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers (Scotland, Wales and Northern Ireland only. In England, this is delivered through the Department for Education’s Multiply programme).



- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.



Annual Plan Indicator	Intervention	Project	Output - Commitments	Outcomes - Commitments	allocated Budget	Project Manager
Enhance and improve access to green spaces -Playground Improvements	E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.	Frimley Lodge Park, Trim Trail Enhancements	<ul style="list-style-type: none"> ■ 100m2 of improve green space (100m2) ■ Number of neighbourhood improvements undertaken (1) ■ Number of facilities supported/ created (1) 	<ul style="list-style-type: none"> ■ Increased footfall (25%) ■ Increased users of facilities/ amenities (25% increase) 	2022/23 £5,000 Capital	■ Sue McCubbin
Enhance and improve access to green spaces -Playground Improvements	E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.	Lightwater Trim Trail	<ul style="list-style-type: none"> ■ 100m2 of improve green space (200m2) ■ Number of neighbourhood improvements undertaken (1) ■ Number of facilities supported/ created (1) 	<ul style="list-style-type: none"> ■ Increased footfall (25%) ■ Increased users of facilities/ amenities (25% increase) 	2022/23 £16,500 Capital	■ Sue McCubbin
People attending events at Camberley Theatre	E6: Support for local arts, cultural, heritage and creative activities	Captioned performances	<ul style="list-style-type: none"> ■ Number of event /participatory programmes (4) 	<ul style="list-style-type: none"> ■ Increased footfall (15%) 	2022/23 £2,500 Revenue	■ Sue McCubbin



			<ul style="list-style-type: none"> Number of facilities supported (1) 	<ul style="list-style-type: none"> Increased users of facilities (15% increase) 		
Continue to deliver digital transformation	E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.	Theatre Website Upgrade	<ul style="list-style-type: none"> Number of organisations receiving support (1) 	<ul style="list-style-type: none"> Increased number of web searches (15% & Number) Increased number of visitors (10%) Improved engagement numbers 	2022/23 £5,000 Revenue	<ul style="list-style-type: none"> James Rutter
Physical Activity Strategy (agreed Budgeted Spend)	E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together	Walking Sports	<ul style="list-style-type: none"> Number of tournaments/leagues/ teams supported (3) 	<ul style="list-style-type: none"> Improved perception of events (20% increase) Increased users of facilities (15% increase) 	2022/23 £4,000 Revenue	<ul style="list-style-type: none"> Craig Alford
Pro-business approach to support our businesses – Meanwhile Strategy	E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow	Be Independent	<ul style="list-style-type: none"> Number of businesses receiving non-financial support (8) 	<ul style="list-style-type: none"> Number of jobs created (8) Number of jobs safeguarded (4) M2 of improved retail space 	2022/23 £5,000 Revenue	<ul style="list-style-type: none"> Alice Theobald



	and innovate, including through local networks			■ Number of businesses engaged with new markets (8)		
Pro-business approach to support our businesses – Surrey Heath Independents Network	E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks	Surrey Heath Independents Network	■ Number of businesses receiving non-financial support (20)	<ul style="list-style-type: none"> ■ Number of businesses with improved productivity (10) ■ Number of businesses engaged in new markets (8) 	2022/23 £1,500 Revenue	■ Economic Development
				Total	£39,500	£73 underspend



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Surrey Heath Borough Council

Executive

15th November 2022

Agreement to grant rights of access at 84 -100 Park Street, Camberley to facilitate development of 61 sheltered apartments

Portfolio Holder:	Leader – Legal Services
Head of Service:	Head of Legal Services and Democratic Services
Report Author:	Head of Legal Services and Democratic Services
Key Decision:	No
Wards Affected:	St Michaels and Town
Date Portfolio Holder Signed Off the report	2 November 2022

1. Summary and purpose

- 1.1 The Executive is asked to consider the proposal to grant rights of access over a Council-owned accessway in order to enable a development of 61 sheltered apartments at Park Street, Camberley to proceed.

2. Recommendation

- 2.1 The Executive is advised to RESOLVE:
- (i) to accept a premium of £28,400 to grant access rights over a Council-owned accessway shown coloured brown on the plan in Annex 2; and
 - (ii) to grant authority to the Head of Legal and Democratic Services to conclude the agreement for the grant of rights of access.

3. Background and Supporting Information

- 3.1 Planning permission was granted on appeal on 4th May 2020 for the demolition of buildings on the site, shown edged red in Annex 1, and the erection of 61 sheltered apartments with associated access, electric buggy/cycle store, refuse bin store, landscaping and 61 car parking spaces.
- 3.2 The planning permission contains a condition which requires that development shall begin not later than 3 years from the date of the appeal decision (4th May 2020). Therefore, certainty on rights of access over the accessway is needed urgently to enable the developer to be in a position to mobilise to commence development before May 2023.

- 3.3 The developer, and site owner, entered into a unilateral undertaking dated 13th November 2019 to secure affordable housing and strategic access management and monitoring contributions. The affordable housing contribution is £394,480 and the strategic access management and monitoring contribution is £26,366. Both contributions are indexed-linked.
- 3.4 The Council owns the accessway to the entrance of the site and entered into an agreement with the site owner, and developer, on 20th November 2018 to grant access rights over the accessway. However this agreement has now expired. In order to now progress the development, the site owner and developer wish to renew the agreement. It is proposed that the renewed agreement will also grant the developer the right to pass service media underneath the accessway.
- 3.5 The proposed premium payable to the Council, in a new agreement, is £28,400 which is supported by valuation dated 5th October 2022. The valuation was commissioned on the basis of the site having the benefit of the current planning permission. Accordingly, development potential is factored into the valuation of the accessway. The premium in the expired agreement was £25,000.
- 3.6 It must be noted that concluding an agreement for access rights does not guarantee that development will commence; the agreement only gives future owners of sheltered apartments rights of access to, and egress from, the development and the right for the developer to pass service media underneath the accessway to serve the development. However the rights of access are necessary to progress the development.

4. Reasons for Recommendation

- 4.1 To enable the development to commence and provide an additional 61 sheltered apartments in Camberley.

5. Alternative Options

- 5.1 The alternative options for the Executive to consider are:
- i. Reject the proposed agreement for rights of access.

6. Contribution to the Council's Five Year Strategy

- 6.1 One aim of the Council's five year strategy is "*Through our strategic planning, we will ensure that we balance our commitments to housing delivery and economic growth, alongside preserving and enhancing the natural environment as a place to enjoy and spend time.*" Granting the rights of access over accessway would enable the development to progress and provide an additional 61 sheltered apartments in Camberley.

7. Resource Implications

- 7.1 Legal services will be engaged in drafting the legal agreement and executing the final agreement.

8. Section 151 Officer Comments

- 8.1 Financial implications are set out in this report.

9. Legal and Governance Issues

- 9.1 The Council is under a duty under section 123 of the Local Government Act 1972 to achieve best value for the grant of any legal rights of access. The proposed premium is supported by a valuation and accepting the value of £28,400 discharges this duty.
- 9.2 The Head of Legal and Democratic Services has delegated authority to grant access rights over land up to a limit of £25,000. The proposed premium exceeds this delegated limit and therefore any agreement to grant rights of access is an Executive decision.

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 No matters arising.

13. Equalities and Human Rights

- 13.1 No matter arising.

14. Risk Management

- 14.1 No matters arising.

15. Community Engagement

- 15.1 No matters arising.

16. Annexes

- 16.1 Annex 1 - Site Plan
- 16.2 Annex 2 - Accessway

17. Background Papers

17.1 None.

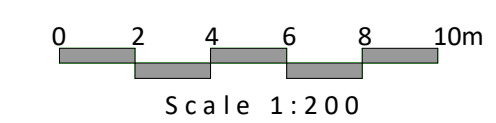


Rev.	Date	Details	PL	DE
			Drawn	Checked
Issued for: PLANNING				
Project/Client:		Project No: P17085		
Park Street		Dwg No: 01		
Camberley		Rev: A		
Renaissance Retirement		Scale: 1 : 200 @ A1		
Drawing:		Drawn By: PL Date: 06-07-18		
Site Plan		Checked By: DE Date: 06-07-18		



27 Glasshouse Studios, Fryern Court Road, Fordingbridge
Hampshire, SP6 1QX T: (01425) 655806/653639

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HM Land Registry
Official copy of
title plan

Title number **SY748796**
Ordnance Survey map reference **SU8760SW**
Scale **1:1250**
Administrative area **Surrey : Surrey Heath**



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Surrey Heath Borough Council
Executive
15 November 2022

Mid-Year Performance Report 2022/23

Portfolio Holder:	Councillor Alan McClafferty - Leader
Head of Service	Head of HR, Performance & Communications
Report Author:	Sarah Bainbridge – Organisational Development Manager
Key Decision:	no
Date Portfolio Holder signed off the report	31 October 2022
Wards Affected:	All

Summary and purpose

This End of Year Report summarises the performance of the Council in the first half of 2022/22 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 9 November and their comments and observations will be tabled at the meeting.

Recommendation

The Executive is advised to NOTE the Mid-Year performance report at Annex A, 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 2022/23 was agreed by the Executive on 15 March 2022, and set out the key targets, projects and success measures/performance indicators for the year. The Annual Plan delivers on the commitments in the Council’s Five Year Strategy 2022-27 under the key themes of **Environment, Health & Quality of Life, Economy and Effective and Responsive Council**.
- 1.2 The attached report at Annex A summarises the Council’s performance and achievements against the key projects and targets in the first six months (quarter 1 and quarter 2) 2022/23.
- 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 in the first six months. The vast majority of actions are either complete or on track. Where there has been a delay, most are still on track to be completed by year end.

	Complete / On track	Delayed	On hold / at significant risk
Objectives / projects	75%	24%	1%
	Met target	< 10% off target	> 10% off target
Performance Indicators latest data	61%	19%	19%

- 1.5 For projects marked as Amber, the report gives an indication of next steps and/or whether this is likely to be achieved within the current year. A key factor in some of the delays is the higher than usual levels of staff turnover in the first part of this year, including the departure of key employees and the impact this has had on capacity. Council officers are taking steps to address any action that are falling behind timescales or are at risk.
- 1.6 This report is also being considered by the Performance and Finance Scrutiny Committee at their meeting on 9 November 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

- 3.1 The Executive is advised to NOTE the Mid-Year performance report at Annex A, 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 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 – Mid-Year Performance Report 2022/23

Background Papers

Surrey Heath Borough Council Annual Plan 2022/23

Surrey Heath Borough Council Five Year Strategy 2022-27

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DRAFT 6

Delivering our Five Year Strategy

ANNUAL PLAN 2022/23 MID YEAR UPDATE



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ENVIRONMENT

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV01a i	Enhance and improve access to green spaces – playground improvements (at least one a year)	Deliver: A skate park replacement at Mytchett Recreation Ground	By July 2022	Recreation and Leisure Services Manager	Work is complete, skate park opened July 22.	Complete
Page 40 ENV01a ii	Enhance and improve access to green spaces – playground improvements (at least one a year)	A fitness trail at Frimley Lodge	Summer 2022	Recreation and Leisure Services Manager	Tenders are currently being analysed to appoint preferred supplier. Further checks were needed on the pricing of the tenders when received. The fitness trail will be delivered by the end of the year.	Delayed but on track to be delivered this year



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV01a iii	Enhance and improve access to green spaces – playground improvements (at least one a year)	A fitness trail at Lightwater Country Park (subject to funding being secured)	Summer 2022	Recreation and Leisure Services Manager	Part-funding for this project secured to deliver outdoor gym equipment. Further external funding to be secured for delivery in 2023.	Delayed to next year for delivery
ENV01a iv page 41	Enhance and improve access to green spaces – playground improvements at least one a year)	A playground replacement at Whitmoor Road	Autumn 2022	Recreation and Leisure Services Manager	Ongoing negotiations with County to secure this site into SHBC ownership to then deliver the replacement playground. Awaiting response from SCC and being escalated.	Delayed being escalated
ENV01a v	Enhance and improve access to green spaces – playground improvements	Playground improvement at Bentley Copse	Spring 2022	Recreation and Leisure Services Manager	Tenders have been drafted and it is estimated works will start on this on January 2023. Additional funding had to be approved to replace the whole playground.	Delayed due to be completed this year



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
	(at least one a year)					
ENV01b Page 42	Enhance and improve access to green spaces – playground improvements (at least one a year)	Introduce a way of measuring satisfaction and feedback with new facilities (as well as designing new playgrounds through consultation with local communities)		Recreation and Leisure Services Manager	Completion surveys are sought at the opening of new facilities. Consultations on designs are completed on larger schemes or with the local school to determine the best design that ‘kids’ would like to see.	<i>In place and on-going</i>
ENV02 i	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Re-wilding project at Heatherside Estate.	Start Spring 2022	Recreation and Leisure Services Manager	Initial works complete. Mapping updated so that contractors adhere to what has been agreed at the various locations.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV02 ii	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Wildlife hedge planting at Frimley Recreation Ground and Mytchett Recreation Ground.	Spring 2022 (Frimley) & Autumn 2022 (Mytchett)	Recreation and Leisure Services Manager	This was planted in conjunction with Tree wardens and volunteers however with recent weather some of the hedging has been lost and will need re-planting in the autumn.	<i>Completed but some additional works needed due to recent weather</i>
ENV02 iii Page 43	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Wildlife habitat creation at various locations post tree survey works.	Throughout year	Recreation and Leisure Services Manager	Habitat piles were created however many have been stolen (probably to be used as firewood) so it has impacted the success of this in some locations.	<i>Completed</i>
ENV02 iv	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Woodland improvement works at Diamond Ridge	Spring 2022	Recreation and Leisure Services Manager	Initial phase completed	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV02 v	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Woodland improvement works at Frimley Green Recreation ground.	Spring & Autumn 2022	Recreation and Leisure Services Manager	Initial works completed.	<i>On Track</i>
ENV02 vi Page 44	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	Tree recycling scheme (Christmas and tree survey work) at various locations post tree survey works.	January 2023	Recreation and Leisure Services Manager	Not yet due, but on track to be completed.	<i>On Track to be completed</i>
ENV03 i	Enhance and improve access to green space	Car park and improvement works at Turf Hill. These works will take place post the pipeline installation work (being done by Esso) that goes through the car park.	Spring 2023	Recreation and Leisure Services Manager	Ongoing discussions with Esso to deliver these works as part of the re-instatement works onsite. on time and this work will be completed by March 23.	<i>On time and on track to be completed March 23</i>
ENV03 ii	Enhance and improve access to green space	Site protection works – complete consultation/works for all RED category sites.	Complete by Summer 2022	Recreation and Leisure Services Manager	Final sites being completed by the of end of the calendar year. Majority complete – delay to final	<i>Majority completed – final sites</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
					sites due to issues relating to underground services but solution has been found.	<i>completed imminently</i>
ENV03 iii	Enhance and improve access to green space	Byelaws review - all sites.	March 2023	Recreation and Leisure Services Manager	Initial review works complete. Action for 2023/24 will be consultation and final adoption.	<i>On Track</i>
ENV04 Page 45	Enhance and improve access to green space	Review and implement a Borough-wide Tree Strategy (following notice of motion at Council December 2021)	March 2023	Recreation and Leisure Services Manager	The development of the tree planting & green infrastructure strategy is continuing through 2022 in collaboration between Recreation & Leisure, Climate Change and Planning colleagues	<i>On Track</i>
ENV05	Strategic Planning	Public consultation on the draft Surrey Heath Local Plan policies in order to adopt in 2023 an ambitious new Local Plan for the whole borough.	Publish draft Local Plan first quarter 2022/23 (April – June 2022)	Planning Policy and Conservation Manager	Draft Regulation 18 Local Plan published for public consultation in March 2022. This is in accordance with our Local Development Scheme timetable. Extensive and successful consultation engagement	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
					undertaken during March, April and May 2022. Potential risk to timetable and adoption of sound plan – gypsy and traveller and travelling showpeople site allocations.	
Page 46 ENV06	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Report full organisational emission baseline for 2019/20.	By January 2023	Strategic Director – Environment & Community	Data collected for Scope 1 and 2 direct Council emissions to calculate carbon impact. Further data collection underway to understand impact of elements of Scope 3 such as business travel and employee commuting. Will be reported to the Climate Change Working Group in Jan 23.	<i>On Track</i>
ENV07	Improve the air quality of the borough	Develop Energy Strategy to include pathways/options for emissions reduction (Delivery of future projects will require additional grant funding/capital).	Progress through Climate Change Working	Strategic Director – Environment & Community	This action is on track. A review of technology options for energy use reduction, and renewables generation on Council assets is currently underway. The review is	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
			Group and publish copy on website by March 2023		currently at the technology review stage and planned to be presented members with options for reducing the council's scope 2 emissions in January 2023.	
Page 7 NV08	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Promote access to national grant funding in the borough to support energy efficiency improvements in households and businesses; including LAD (Green homes grant – ‘Local Authority Delivery’), HUG (‘Home Upgrade Grant’) and LoCASE (‘Low Carbon Across the South and East’).	Throughout 2022/3, relating to partnership work with Surrey County Council	Strategic Director – Environment & Community	Delivery continues in partnership with Surrey County Council for energy efficiency grant funding (LAD 1 and 2). SHBC has been awarded just under £800,000 with Action Surrey making 93 improvements in the Borough such as park home insulation, external wall insulation and loft insulation. LoCASE continues to be communicated to local businesses to access energy efficiency improvements	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV09 Page 48	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Work in partnership with Surrey County Council to develop Local Cycling and Walking Infrastructure Investment Plans to identify priority routes for investment and improvement within the borough. Provide support to facilitate specific route proposals by Surrey County Council through to delivery where appropriate.	March 2023 dependent on Surrey County Council timeframe	Strategic Director – Environment & Community	This action is on track, LCWIP progressing in partnership with SCC. We have recently held an inception meeting to start the LCWIP process. There will be a series of consultations and Member engagement over the next 6 months. In view of this, the timescale for completion is likely to be Summer 2023.	<i>Delayed but underway</i>
ENV10 i	Enhance and improve access to green spaces across the whole borough.	Public consultation on a green infrastructure policy, as part of consultation on the Draft Surrey Heath Local Plan, in first quarter of 2022/23	Publish Draft Local Plan first quarter 2022/23	Strategic Director – Environment & Community Planning & Conservation Manager	We will be commissioning a Surrey Heath Nature Recovery and Green Infrastructure Strategy which will form the basis of the biodiversity net gain strategy for the Borough and feed directly into the green infrastructure work	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV10 ii	Enhance and improve access to green spaces across the whole borough	Implementation of the Queen's Queen Canopy project, including a tree/hedge planting initiative in celebration of the Queen's Platinum Jubilee in 2022.	Planting by June 2022	Strategic Director – Environment & Community	2000 trees were planted for the Queens Green Canopy between October 2021 and May 2022, another 2000 trees are scheduled to be planted between October 2022 and May 2023. Losses due to the summer drought will also be replaced.	<i>On Track</i>
Page 49 ENV10 iii	Enhance and improve access to green spaces across the whole borough.	Develop a biodiversity net gain strategy in response to the Environment Bill by December 2022	Produce strategy by December 2022	Strategic Director – Environment & Community Planning & Conservation Manager	Draft strategy to be produced for consultation by December 2022	<i>On Track</i>
ENV11 i	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Monitor and promote grant funding streams on Sustainable Surrey Heath webpages and social media.	Update through 2022/23	Strategic Director – Environment & Community	Surrey Heath webpages and social media kept up to date with available grant funding such as LAD grants for energy efficiency and information on LoCASE.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV11 ii	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Plan and deliver a sustainable event in Summer 2022 (pending Covid precautions).	Summer 2022	Strategic Director – Environment & Community	The event did not take place due to the departure of the Climate Change Officer. The interim Climate Change Officer has undertaken a communications review and has identified future events that the Council may wish to participate in.	<i>Did not take place, however will promote future events</i>
Page 50 ENV12 i	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Continue to install LED lighting in Council assets.	Delivery to continue in 2022/23	Strategic Director – Environment & Community	LED lighting continue to replace fluorescent. Wider scale business case for full transition planned by end of year to support energy efficiency in buildings linked to energy audit.	<i>On Track</i>
ENV12 ii	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Prioritise delivery of carbon literacy training for Surrey Heath Staff.	Draft training delivery plan with rollout thereafter through 2022/23	Strategic Director – Environment & Community	Carbon literacy training sessions have been undertaken with staff in June with further training planned once the new Climate Change Officer is in post.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
ENV13	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Partner with Surrey County Council (SCC) to share and support future development of a Surrey wide coordinated scheme for group buying household Solar.	i. New scheme expected by March 2023 depending on SCC timescale.	Strategic Director – Environment & Community Planning Policy & Conservation Manager	Surrey County Council has launched Solar Together to offer Surrey residents the chance to buy solar panels for their homes through a group-buying scheme. The scheme is promoted on Surrey Heath’s website.	<i>On Track</i>
Page 151 ENV13	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Public consultation on the Draft Surrey Heath Local Plan policies to support climate change mitigation and adaptation in the first quarter of 2022/23	Publish Draft Local Plan first quarter 2022/23	Planning Policy & Conservation Manager	Draft Regulation 18 Local Plan published for public consultation in March 2022. This is in accordance with our Local Development Scheme timetable. Extensive and successful consultation engagement undertaken during March, April and May 2022.	<i>Complete</i>
ENV14	Respond promptly to Environmental and planning	Deliver three joint days with Surrey Police of planned activities to include scrap metal, anti-social behaviour and fly tipping.	March 2023	Corporate Enforcement Manager	Two Anti-Social Behaviour days took place on 22nd July with Surrey Police and Accent.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
	enforcement matters	Work with police to check waste carrier licenses.			Going forward there are joint days scheduled for November - December 2022 working with the Police. The Waste Carrier Licences are starting on 20/10/22.	
Page 52 ENV15	Increase recycling rates	<i>Joint Waste Solutions:</i> Deliver the Joint Waste Contract Area work programme 2022/23 as approved by the Joint Waste Services Collection Committee in March 2022. Deliver the Surrey Environment Partnership work programme objectives for 2022/23 which focus on the priorities of waste reduction, food waste recycling and reducing contamination of dry mixed recycling.	March 2023	Joint Waste Solutions Partnership Director Kelly Goldsmith	<i>See below.</i>	<i>On Track</i>

ENV15 - Q2 Update





REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
Page 53	<p>Work is underway to deliver the 22/23 work programmes. Relevant key updates for Surrey Heath include:</p> <p>SEP work programme</p> <ul style="list-style-type: none"> – The rollout of new food waste collection services to 2,700 flats in Surrey Heath from 3 October with letters going out in advance to communicate this to residents. – Targeted letters went out during August and September to households in Surrey Heath where in-cab data suggested that recycling bins had been contaminated on multiple occasions. A further round of letters is planned from October. – From mid-September until November, a small team will be inspecting communal bin stores and kerbside recycling bins to see what improvements can be made to reduce contamination and improve the quality of recycling. – The waste flow modelling for SEP 2025 has been completed, which has enabled us to propose provisional short-term performance targets for the partnership over the next three years. This has been reflected in an approach document, which sets out our priorities and plan to deliver these. This document will be shared with partners in October for review, before going to the November cycle of SEP meetings for partnership sign off. – Work is underway to develop recycling guides and calendars for 2023. They are due to be delivered to all households in Surrey Heath during November. – The ‘Own Your Impact’ campaign focus in September focused initially on reducing contamination of dry mixed recycling and then switched to encouraging residents to recycle as much food waste as possible. This will run until November. The campaign also promoted Plastic Free July including Plastic Bag Free Day and SEP’s August compost bin sale. The other main focus was supporting service delivery communications from the planned industrial action. <p>Joint Contract work programme:</p> <ul style="list-style-type: none"> – A new project has commenced alongside Amey to look at how the data in Whitespace will be used to improve invoicing and key performance indicators. – An assessment of customer complaint routes has been completed as part of the process review. These are being mapped to identify where improvements could be made such as the ordering of bins for new developments, etc. – We have continued to support Amey with a project to restore garden waste billing for customers with renewal emails and letters going out in Surrey Heath. 					<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
		<ul style="list-style-type: none"> Amey have continued to recruit new members of staff to fill driver vacancies, as well as offering training to existing staff who wish to progress their careers. Driver numbers are currently stable with agency staff also available to cover absence as required. 				
ENV16 Page 54	Improve air quality / Air 'inequality'	Profile options for Electric Vehicles / alternate fuels for each vehicle under Council ownership and business case developed for transitioning vehicles (subject to budget/funding).	By December 2022 and reported to Climate Change Working Group	Strategic Director – Environment & Community	Options for electric vehicle replacement for existing ICE fleet underway and continue to be reviewed including options for community services fleet. Replacement of existing fleet with alternative fuel vehicles is being considered at end of lease terms or end of serviceable life. Biodiesel is also being considered in-life as a means of reducing fossil fuel usage.	Delayed to January 2023
ENV17	Improve air quality / Air 'inequality'	Appoint provider for installation and maintenance of electric vehicle charging points in Council owned car parks (Installation dependent on On-	By March 2023	Strategic Director – Environment & Community	Executive report scheduled for October meeting to seek approval for a concession contract for the installation of 7kw electric vehicle charging points in Council car	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW	STATUS - RED - AMBER - GREEN
		Street Residential Chargepoint Scheme - ORCS funding).			parks. The business case for the installation of solar arrays, power banks and EV charging in multi-storey car parks is also in progress.	
Page 15 ENV18		Develop a business case for the construction of a permanent, replacement building to bulk recycling materials at the Council's Depot at Doman Road. Subject to the findings of the business case, gain financial approval for the project.	Autumn 2022	Strategic Director – Environment & Community	The business case for the redevelopment of the Doman Road depot is to be programmed for February to coincide with the release of the County Council Waste Infrastructure Strategy. Initial concept designs to redevelop the Doman Rd depot have been produced by Eunomia. These have been peer reviewed to ensure the site layout is robust with a second phase of designs now being prepared by Eunomia.	<i>Delayed but on track for this year</i>



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
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.	63%	60.70%	60.40%	61.57%	To follow	Always reported a quarter in arrears. Q1 submitted
Residual Waste Per Household (kg)	Rolling 12-month total of the number of kilograms of residual household waste collected per household, using the Defra definition of residual household waste (incl. street cleaning etc.).	360kg <i>(lower is better)</i>	322kg	324kg	311.83 kg	To follow	Always reported a quarter in arrears. Q1 submitted
Percentage of streets falling below a grade B cleaning 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%	1%	0.50%	0.17%	0.17%	Quite unusually, this is the same percentage as that of Q1, but, nonetheless, well within the 4% threshold for KPI deduction, which is great news in terms of the street cleansing performance.
Number of 'missed' bins.	Number of 'missed' residential kerbside collections per 100,000 collections.	80 Per 100,000 collections	38.7	42	173.5		Quarter in arrears. Q1 submitted. The 'Missed Bins' off target is most likely due to garden waste service returning to



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
							full service in Q1 2022/23. 99% of missed bins were collected within two working days (with most being collected next day).
Dry Mixed Recycling (DMR) Contamination	Measuring the quality of recycling - average percentage of recycling contaminated	8% <i>(lower is better)</i>	-	-	9.37%		Quarter in arrears. Q1 submitted. Traditionally we see lower DMR tonnages in Q1 and Q2 as such the contamination rate tends to be higher. This follows a trend we have seen in recent years.
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%	80%	100%	100%	86%	100%	
Processing of 'Non-Major' Applications	Percentage calculated the number of minor and 'other' applications processed within	84%	85%	81%	84%	88%	



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
	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%						
Appeals dismissed against the Council's refusal of planning permission	Percentage of appeals dismissed against the Council's refusal of planning permission.	65% <i>(Higher is better)</i>	75%	100%	92%	80%	<i>8 appeals dismissed, and 2 appeals allowed. The appeals allowed included a two-storey front extension and a detached double garage.</i>
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.	80%	91%	92%	88%	90%	<i>43 referrals received during period – 39 within time frame</i>



HEALTH & QUALITY OF LIFE

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
HQL01 Page 59	Strong Community Identity	Support and deliver a programme of events for all ages across the Borough reflecting the priorities of the 5 year strategy and to strengthen community relationships. An example of an event for 2022/23 is the Queen's Jubilee in June 2022.	March 2023	Communications & Engagement Manager	Events the Council supported or organised included; Surrey Heath Show, Surrey Youth Games, Beacon Lighting for the Jubilee, Jubilee Community Picnic, Camberley Comedy Festival. Also flag raising for Armed Forces Day. The Council supported charities and community groups by promoting events (helping to strengthen local relationships) by promoting events across the Borough via our Summer of Fun campaign.	On Track
HQL02	Strong Community Identity	Define what an Council event is and review the 2020 and pre-Covid	March 2023	Communications & Engagement Manager.	Due to this being the jubilee year the number of public events held in the	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		programmes with recommendations to repeat or change activities. Increase the number of events delivered by 20% with clear objectives for each event.		Recreation & Leisure Services Manager	parks has already increased by the 20% target.	
Page 60 HQL03	Strong Community Identity	Hold Community Support seminar with partners in October 2022 with a focus on housing and homelessness The Community Support Working Group will work to address poverty in the participating wards of Old Dean, St Michaels, Watchetts, Frimley, Frimley Green, Deepcut & Mytchett, Chobham and any additional wards that come forward.	October 2022	Community Development Officer	On schedule to be delivered collaboratively with partners from the Community Support Working Group – 2 November 2022.	On Track
HQL04	Strong Community Identity	Respond and start to assess 'community trigger' (need definition) anti-social behaviour complaints with 5 working days.	From April 2022	Community Development Officer	All trigger complaints are dealt with in 5 Working days, and members received a presentation at the SHP meeting in February 2022.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		Send updated information about responding to anti-social behaviour to Councillors annually.			Information has been distributed to all Councillors.	
Q05	Improving Health & Well Being	To deliver our Physical Activity Strategy Action Plan: To support clubs and communities to 'Recover and Reinvent' from the pandemic through funding applications, guidance and support, and deliver a rebranded physical activity awards as outlined in the Physical Activity Strategy. To 'Connect Communities' by delivering a detailed engagement programme with at least 5 community groups, identifying at least 2 new champions from underrepresented communities who can promote physical activity and engaging at least 2 refugee families in	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Successfully started women's only badminton, walks and spinning classes for ethnic minority groups, to be collated in women's activity marketing. Two activity champions have been trained and funded for physical activity leadership courses. Exploring seated exercise at Watchetts 'Warm Bank'.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		local activity programmes, as outlined in the Physical Activity Strategy.				
HQL05 Page 62 ii	Improving Health & Well Being	To 'Make Activity Accessible' by supporting at least one new modified sport/activity that better suits people with reduced levels of mobility e.g. Walking Netball, working with partners to audit local walk routes and creating an accessible walks webpage, and promote new "Low-cost ways to be active", as outlined in the Physical Activity Strategy.	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Low-cost ways to be active to be launched during winter months. Walking Tennis has finished initial 10-week funded period with average of 10 players, and now exploring ways to sustain. 4 parks audited for accessibility walks.	On Track
HQL05 iii	Improving Health & Well Being	To 'strengthen connections with health and wellbeing' partners, using their knowledge to identify gaps in local provision and delivering at least one new initiative to address that	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Frimley CCG invited to Places Leisure Camberley wellbeing meetings and set up regular meetings with social prescribers. Exploring ways to track number of physical activity referrals.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		gap, by increasing the number of referral partners by 60% and by working closer with social prescribers to easily track referrals to physical activity projects, as outlined in the Physical Activity Strategy.			The Council is part of wider information networks involving both Frimley and Surrey Heartlands ICS to access different partnership opportunities including green social prescribing (supporting people to access local green spaces to improve mental health).	
Page 63 HQL05 iv	Improving Health & Well Being	To create 'Active Environments' for local residents by supporting at least 2 Surrey Heath Schools to sign up to School Travel Plans, delivering Phase 2 of the Watchetts & St Michaels bike recycling project and hosting a recreational bike event that encourages people to use their bikes for short journeys, as outlined in the Physical Activity Strategy.	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Partnering with Surrey CC to promote 'Surrey Healthy Schools'. Phase 2 of Bike Project is currently searching for projects to partner with and source a facility for works. Hosted recreational bike event on 3rd September	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
HQL05 v Page 64	Improving Health & Well Being	Support positive early experiences of physical activity for 'Children and Young People' by entering a team into every activity as part of the revamped Surrey Youth Games programme, relaunching the 'Friday Night Project' (or similar) giving young people a safe place to be active in the evenings, and supporting special schools to implement at least 2 new opportunities for students, as outlined in the Physical Activity Strategy.	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Entered teams into 7 out of 9 events at Specsavers Surrey Youth Games. Friday Night Project has been pushed back to late 2022 start and two local SEN schools are being supported with dance and performing arts and sports leaders opportunities	On Track
HQL06	Improving Health & Well Being	To work with partners to implement year 1 objectives from Surrey Health Healthy Weight Action Plan	To be agreed following a second partnership obesity workshop in February 2022	Engagement, Wellbeing & Events Manager	Working with partners to deliver 'Happy Healthy January' - a grant scheme supporting healthy eating events aimed at those most in need.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
HQL07	Improving Health & Well Being	We will promote a rich programme of cultural and community events across the Borough. Focus on delivering activities at not just Council-owned parks but also cricket grounds, sports areas, etc. Discuss with the Villages Working Group how to work with partners to deliver shows in villages.	August 2022	Venue and Operations Manager	Following a discussion at the Villages Working Group in Spring 22 delivered a family theatre show to Bagshot Playing Fields, Frimley Lodge Park and Windlesham Field of Remembrance in August 22.	On Track
Page 65 HQL08	A safe place to live and work	Deliver four Serious Organised Crime Joint Action Groups (SOCJAGs) with the Police and Partner groups each year (to meet Five Year Strategy target of 20) Continue to hold Community Harm And Risk Management meetings (CHARM) and Surrey Heath Partnership meetings to work effectively with public and voluntary partners to keep the borough a safe	March 2023	Community Development Officer	On schedule to achieve.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		place to live and support vulnerable residents. Explore opportunities for collaboration with other Local Authorities on CCTV.				
HQL09 Page 66	A safe place to live and work	Review safeguarding training across the organisation to maintain the target of all staff having completed safeguarding awareness training within the last three years. Roll out domestic abuse training to all front-line staff and agree an appropriate refresher period.	December 2022	Organisational Development Manager	Safeguarding elearning certification for all staff launched July 2022 – already 81% compliance. More in-depth training covering safeguarding and domestic abuse being commissioned, with dates scheduled for November, January, February and March.	On Track
HQL10	Housing & Homelessness	Delivering partnerships that aims to eradicate homelessness across the whole Borough. (Reliant on external funding) Homelessness forum/summit by October 2022 - Joint with community support working group	April 2022: following successful bid for Rough Sleeper Initiative Funding set up	Housing Services Manager	May 2022 – confirmation of successful Rough Sleeper Initiative bid. Project group formed with partners to deliver Housing First.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
Page 67			<p>three year programmes for Housing First and Floating Housing Support, and recruit to Rough Sleeper Co-Ordinator role</p> <p>By October 2022 hold a local homelessness forum/summit</p>		<p>OT – internal recruitment process is complete and the post will be advertised this month.</p> <p>Joint event with the Community Support Working Group / CASH due to be held 2 November.</p>	
HQL11	Housing & Homelessness	(With the overall Five Year Strategy aim to build at least 49 homes through a joint venture to support people receiving housing benefit or being paid minimum wages):	March 23	Head of Investment and Development	Ongoing dialogue with Accent Housing about the potential to develop social housing. One site reviewed in Q1 and a further site being reviewed. Decision to progress lies with Accent Housing (rather than	



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		Identify sites with potential and progress discussions with appropriate Joint Venture partners, with a focus on commencing the build.			the Council). The London Road block development site provides a further potential site.	
HQL12	Housing & Homelessness	Undertake feasibility work to investigate options to identify and allocate more sites for Gypsy and Travellers in the Draft Surrey Heath Local Plan by December 2022	December 2022	Planning Policy and Conservation Manager	Further feasibility work undertaken to investigate options to identify and allocate more sites for Gypsies and Travellers and Travelling Showpeople. Sites included in the consultation on the Draft Surrey Heath Local Plan: Preferred Options (2019 - 2038) Additional Site Allocations for Gypsy and Travellers and Travelling Showpeople Regulation 18 which was undertaken in August and September 2022.	<i>Some risks to achieving</i>
HQL13	Safeguard and Support	To work in partnership with health and care partners in both Surrey Heath, and in North West Surrey, to identify opportunities for the Council	July 2022	Corporate Head of Community Services (Runnymede	No further discussions have taken place regarding the discharge/process model at the Local Joint Commissioning Group due to	<i>Delayed</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
Page 69		to support prevention of hospital admissions and to assist in the facilitation of hospital discharge – subject to securing partnership funding where necessary		Borough Council) Shared Partnership Manager	the need to discuss other priority matters. Meetings have taken place with the NHS Director of Operations who has confirmed that support is still there for it to be funded by the Joint Commissioning Group which will be confirmed at the next meeting. In the meantime, Heathscene is being used to promote the role of council services at the point of hospital discharge, and recruitment to a development post for the platform to be used is being recruited, which whilst funded in North-West Surrey, will benefit delivery in Surrey Heath also.	
	HQL14	Safeguard and Support	Undertake an independent review of our aids and adaptation service, funded with Better Care Fund grant and authorised by the Local Joint	Review to be completed by March 2023	Housing Services & Family Support Manager	Rough Sleeper Initiative (RSI) funding announced – the SHBC bid has successfully secured a three-year funding settlement of £286,617 to



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
Page 70		Commissioning Group (jointly chaired by SHCCG and SCC ASC). The review is to look at improving joint working with health, social care, and housing to ensure effective delivery of services that keep residents independent in the community, reduce hospital admissions and, where they do occur, support timely discharge and re-ablement.			deliver the homelessness projects in the annual plan.	
HQL15	Safeguard and support	Through the Council's Family Support programme work together with families and children with complex needs or in crisis to help them get back on their feet, offering the right help at the right time to prevent things escalating. Over 5 years will support a minimum of 100 families in crisis.	70 families supported by March 2023	Family Support Team Manager	20 families supported in Q1 and 81 families in Q2. On track to meet target.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
HQL16	Safeguard and support	Schedule regular meetings with the Business Improvement District (BID) to maintain good relationships and deliver best outcomes for local businesses.	Quarterly meetings <ul style="list-style-type: none"> • Apr 2022 • Jul 2022 • Sep 2022 • Jan 2023 	Revenues and Benefits Manager	The Director of Finance & Customer Services, Chief Executive and Director of Community & Environment meet regularly with BID colleagues to discuss the BID levy and activities and joint events in Camberley Town Centre.	<i>On Track</i>
HQL17 Page 71		Review the impact of the first 6 months of the Local Council Tax Support Scheme on residents, and capacity within the team and report to the Community Support Working Group.	Report to Community Support Working Group in October 2022	Revenues and Benefits Manager	Will be reported to the Community Support Working Group in February 2023.	<i>Delayed</i>
HQL18	Safeguard and Support	Continue to support families resettled in Surrey Heath to have the resources to thrive in the community, and respond to any further requests from the Government to assist in humanitarian programmes	May 2022 – all Afghani families moved on from temporary accommodation and being	Family Support Team Manager	All Afghani families are now living in long term Private Rental Accommodation	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
		appropriately when considering local resources.	supported in the community.			
QL19	Improving Health & Well Being	Following work with Parish Councils, and a public consultation, submit an external funding bid and proposals to carry out a pilot providing Council-run transport from the six outlying villages and other key locations. Subject to the proposals securing Government funding, use this pilot to understand demand and make proposals for future service. If external funding is not successfully secured, consider alternative options that may be possible within existing resources.	Summer 2022	Corporate Head of Community Services (Runnymede Borough Council) - Shared Service Partnership Manager	Enhancement of the Community Transport service has been impacted by recruitment issues which were highlighted at the October Community Services Partnership Board. Vacancies have been advertised and initial indications are that the second round of recruitment has been positive. More widely, a review of Community Transport across the Community Services Partnership is to be completed, to consider future delivery models/priorities. The service continues to be available for residents across the borough, and staff/vehicles have been flexibly	Delayed



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	MID YEAR REVIEW (Q2 UPDATE)	STATUS -RED -AMBER -GREEN
					deployed across the partnership area to reduce risk of refusing journeys.	

INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
People Reached by the Heritage Service Page 73	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 (Annual target)	801	1,926	2,224	1,507	<ul style="list-style-type: none"> – 68 attended events at the museum – 33 enquiries (13 were research) – 342 outreach (120 schools, 14 care home, 108 external events (Heritage Open Days & walks). 11,700 web hits – 19,514 reached via Facebook posts
Reduction in the Percentage of Surrey Heath Residents who say they do less than 30 minutes physical activity a week	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	23% (Lower is better)	21%	-	21.30%	-	No data this quarter (six monthly report)



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
	with the results published twice a year in April and October for the covering a rolling years' worth of data.						
Participation at the Leisure centre - usage	NEW PROPOSED INDICATOR % quarterly analysis in usage compared to previous quarter	Trend Analysis <i>(Quarter on Quarter)</i>	-	-	173,727 <i>(baseline figure Q1)</i>	191,639	<i>10% increase in Q2 from Q1</i>
People Attending Events at Camberley Theatre	The number of people attending theatre and community events at Camberley Theatre.	55,000 <i>(Annual target)</i>	1,965	4,760	14,923	5,304	<i>July/August is a maintenance period so lower attendance reflects this. Q3 (panto) is typically highest during year.</i>
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%	97.3%	96.60%	98.3%	98.5%	
Food Premises that are Inspected Within 28 Days of Being Due	Percentage of inspections due each quarter that were carried out within 28 days of the due date	100%	-	-	90.3%	96%	<i>Inspection of 2 home caterers was not possible within 28 days as they did not respond to officer contacts to arrange an inspection visit which is required for businesses on domestic premises. Inspections</i>



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
							<i>of 25 new food businesses were also carried out.</i>
Environmental Health Nuisance Complaints	The number of noise, bonfire (domestic & commercial), and light complaints received during each quarter and the number closed each quarter expressed as a percentage	80%	85%	86%	98%	91%	
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.	40,000 (Annual target)	12,100	11,215	9,801	9,750	<i>Consistent against Q1, but impact of cost of living a concern</i>
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)	1,100 (Target based on a ‘snapshot’ at the end of each quarter)	1,101	1,104	1,176	1,010	<i>Natural fluctuation in numbers because of those who leave the service and when referrals are received. However, there is also a concern re impact of cost of living crisis.</i>
Number of referrals to social prescribing service	Number of referrals to Social Prescribing service across whole of Surrey Heath partnership project.	650 (Annual target)	149	138	223	248	
Handyperson service referrals	Number of referrals to the Handyperson service.	235	45	61	56	75	



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
		(Annual target)					
Benefits Processing – New	a) Number of days taken to process new housing benefits claims	20 days			25.30 (A number of complex supported accommodation cases have affected the processing days.)	25.8	<i>Comments for Housing Benefit days outside of target remain as previous. Less HB claims to process but those that we process are mainly Exempt accommodation claims that are far more complicated than standard claims and require considerably more information.</i>
Benefits processing - Changes	b) Number of days taken to process changes to benefits	10 days			3 days	2.7 days	
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	30 <i>(Target based on a 'snapshot' at the end of each quarter)</i>	30	37	39	38	<i>This includes 6 households who are in bed and breakfast. The Team is seeing an increase in homeless families due to the end of the eviction ban implemented during the pandemic. Temporary accommodation options are</i>



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
	accommodation without us accepting a duty but by using our prevention powers.						<i>becoming increasingly difficult to find.</i>
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	120 (Annual target)	25	6	22	20	<i>Historically the private rented sector has played an important part in finding homes for households at risk of homelessness. This sector is shrinking and rent levels are not affordable for many residents on low incomes,. This reduces the options available.</i>
Page 77 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)	18	39	28	33	
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%	No data available	95%	94%	90%	





Draft 1



ECONOMY

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS - RED - AMBER - GREEN
ECON01	Invest in our urban and rural areas	<p>Undertake consultation with borough parishes to identify and establish five sites and development needs across the borough.</p> <p>Establish and progress the Council's long term strategy for the House of Fraser building</p> <p>Establish and progress the Council's long term strategy for the former Alders site</p> <p>Secure planning consent for housing development at 63a High St, Bagshot</p>	March 23	Head of Investment and Development	<p>A feasibility study on the House of Fraser block has been completed. This evaluated three alternative options for enhancing and intensifying the use of the property repurposing and the recommended was endorsed by the Property Investment Working Group in August. A report is currently being prepared to present to the Executive seeking approval to progress to the next design stage.</p> <p>A recommendation is to be submitted to the Executive in November 2022 for the approval of a submission of a planning application for redevelopment of the rear parts of 63a High Street,</p>	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS - RED - AMBER - GREEN
					Bagshot to residential use and the costs of refurbishment of the upper parts to enable flexible office occupation.	
Page 80 ECON02	Invest in our urban and rural areas	Update the London Road Block feasibility and options as Covid recovery progresses.	October 2022	Head of Investment and Development	The London Road Block procurement strategy has been agreed subject to concluding discussions with Homes England and Member approval. This will facilitate commencement of a fresh process for invitation of proposals from prospective development partners in late 2022 with a view to receiving proposals in early 2023.	On Track
ECON03	Invest in our urban and rural areas / Deliver a new	Publish a Draft Infrastructure Delivery Plan in the first quarter of 2022/23. Undertake a whole plan viability assessment by December 2022	Publish first quarter 2022/23	Planning Policy and Conservation Manager	Draft Infrastructure Delivery Plan published in March 2022 as part of consultation on the Regulation 18	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS - RED - AMBER - GREEN
	Local Plan for Surrey Heath	Public consultation on Draft Surrey Heath Local Plan policies, including site allocations, to support the delivery of new homes to address local housing needs	Publish assessment by December 2022 Publish Draft Local Plan first quarter 2022/23		Draft Local Plan consultation from March 2022 to May 2022. Consultants appointed to undertake a Whole Plan Viability Assessment and this is in progress.	
Page 81 ECON04	Deliver a new Local Plan for Surrey Heath	Publish a SANG (Suitable Alternative Natural Green Space) topic paper to set out options for SANG provision to enable development for new homes.	Publish topic paper in first quarter of 2022/23	Planning Policy and Conservation Manager	A SANG topic paper published in March 2022 to set out options for SANG provision to support the development of new homes. An updated topic paper planned to be published in early 2023 to support the Regulation 19 Draft Local Plan.	<i>On Track</i>
ECON05	Pro-business approach / Support our businesses / Attract more	Complete Town Centre strategy. Undertake borough engagement. Establish phasing plan and approach for early quick wins.	March 23	Head of Investment and Development	A draft strategy for Camberley town centre has been prepared and shared with Members. Next stage will be consultation within the borough and	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS - RED - AMBER - GREEN
	inward investment into the borough as a whole				development of the detailed strategy action plans. The draft masterplan shows the opportunities for early quick wins. The Engine of Growth strategy will require stronger engagement, marketing and promotion to the business community and this is being incorporated into the action plan.	
ECON06 i	Pro-business approach...	Create and action a 'meanwhile strategy' for town centre units. Promote the opportunity	June 2022 Post June 2022	Economic Development Manager	There are a number of examples of 'meanwhile' uses that have/are taking place within The Square including Squish pop-up children's theatre, a vaccination centre and other independent sellers. The 'meanwhile strategy' is currently being reviewed.	<i>In progress but delayed</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	QI UPDATE	STATUS - RED - AMBER - GREEN
ECON06 ii	Pro-business approach	Create a State of the Borough brochure to promote the borough opportunities	July 2022	Economic Development Manager	This will follow on from the delivery of the Economic Development Strategy (see ECON12 below)	<i>Delayed</i>
ECON06 iii	Pro-business approach	Establish a Surrey Heath Independent Network	June 2022	Economic Development Manager	Surrey Independent Business Network “indies” launched on the 12th September	<i>Complete</i>
Page 83 ECON07	Pro-business approach	Create and roll out pro-business guidance to all departments within Surrey Heath Borough Council	September 2022	Economic Development Manager	Guidance from the Head of Investment and Development will be circulated to all department managers shortly.	<i>Delayed</i>
ECON08	Pro-business approach / Support our businesses / Attract more inward	Increase the amount of Council procurement spent locally: Benchmark current amount of procurement spent locally	March 2023	Procurement Officer / Strategic Director – Finance & Customer Services	Local business procurement spending will be reviewed, and implemented over the coming year. The strategy has been completed.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	QI UPDATE	STATUS - RED - AMBER - GREEN
Page 84 ECON09	investment into the borough as a whole	<p>Review and agree new procurement strategy maximising local procurement where possible and getting the most cost-effective outcome for the Council and residents</p> <p>Ensure transparency information published is up to date (e.g. end dates of current contracts) to make available to local businesses</p>			<p>Council contract database (Airtable) has been fully revamped, and contracts dated accurately. A quarterly update of live contracts is now accurately provided.</p> <p>Work underway to improve internal procurement and contract register forms.</p>	
	Help young people into employment	<p>Continue to deliver the Youth Hub with DWP 2.</p> <p>Investigate further needs of the community and identify projects which can support further employment (subject to securing funding through DWP).</p>	July 2022	Economic Development Manager	<p>The Youth Hub secured funding for a second year to support young people into work. Due to the declining numbers of young people out of work, the project may need to revert to a community hub part way through the year to accommodate a wider age group range. Discussions are on-going with DWP about this.</p>	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS - RED - AMBER - GREEN
ECON10	Pro-business approach	Deliver a Business engagement strategy to incorporate the statutory business consultation on budget	April 2023	Economic Development Manager	Strategy drafted and will be brought forward for approval as part of the budget-setting process for 2023/24.	On Track
ECON11	Pro-business approach	Deliver a robust economic development strategy supporting economic recovery and sustainable growth in the borough, and taking into account the 2022 Levelling Up White Paper. Align actions with the Climate Change Strategy and Action Plan.	Consult on new Strategy April / May 2022. Launch new Strategy June / July 2022.	Economic Development Manager	This has been delayed due to the departure of the Economic Development manager but will be completed during this financial year.	Delayed

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INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
The number of people Parking	'Parking events' compared to pre-Covid numbers in 2019/20.	90%	132,655	85%	92.30%	89.10%	



EFFECTIVE & RESPONSIVE COUNCIL

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
Page 86 RC01	To listen and engage with our communities.	<ul style="list-style-type: none"> i. Agree a best-in-class framework for all consultations delivered by the Council and ensure officers have access to the tools and training required. ii. Agree when consultation or engagement with the public/businesses should take place and which policies are considered key. iii. Review best practice in consultation with external providers and 	<ul style="list-style-type: none"> i. December 2022 ii. From April 2022 iii. September 2022 iv. Ongoing 	Communications & Engagement Manager	<p>The Council's approach to public consultation builds on the success and lessons from the extensive consultation carried out in Summer 2021 to inform the Council's Five Year Strategy.</p> <p>A major consultation in 2022/23 has been the Draft Local Plan regulation 18 consultation from 14 March to 9 May, which included an online and paper survey, exhibitions, drop-in events and virtual public sessions. A further consultation on Site Allocations for Gypsy and Travellers and Travelling Show People site allocations took place 8 August to 19 September and also featured an online presentation and in-person drop in sessions.</p> <p>Other consultations have included an online Business Consultation in April, a consultation on the new Mytchett Skatepark and, most</p>	<ul style="list-style-type: none"> - RED - AMBER - GREEN



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
		<p>other public bodies and make recommendations for a future approach.</p> <p>iv. Ensure plain English is used in Council documents and when communicating with residents.</p>			<p>recently, public engagement sessions to shape the delivery of the Council's new website. A formal framework will be prepared which incorporates the learning and best practice from recent consultations and external training.</p>	<ul style="list-style-type: none"> - RED - AMBER - GREEN
ERC02 i	To deliver customer friendly and responsive services	Agree the current opening hours of the Council, and regularly review to ensure an accessible service.	October 2022	Customer Relations Manager / Organisational Development Manager	Opening hours maintained at 9am to 1pm Monday to Friday. Meet and Greet service maintained from 9am to 5pm Monday to Thursday and 9am to 4.30pm Friday. This also enables us to manage customer enquiries received during the afternoon, should they occur.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
					Customer footfall continues to be monitored daily. To date, customer satisfaction remains high and the current opening hours are working well for both the customer and the business.	<ul style="list-style-type: none"> - RED - AMBER - GREEN
Page 88 ERC02 ii	To deliver customer friendly and responsive services	Investigate the possibility of service reviews in some departments, dependent on resources, to improve customer processes and service.	March 2023	Customer Relations Manager / Organisational Development Manager	<p>Discussions underway to bring initial Parking Fine challenges into the Contact Centre.</p> <p>New queue management system under UAT for Main Reception. This will improve the statistics available for both the Contact Centre and Revenues and Benefits.</p> <p>Contact Centre to undertake triage for Bonfires and Smoke nuisance and Light nuisance, including the initiation of letters where necessary.</p> <p>Agreed that Contact Centre will undertake the administration required for ID cards on behalf of Elections.</p>	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
					Contact Centre to oversee the knowledge tests for Licensing both Private Hire and Hackney Carriage, including Uniform updates. Processes for Environmental Health and Noise Pollution, updated and streamlined.	<ul style="list-style-type: none"> - RED - AMBER - GREEN
ERC02 iii	To deliver customer friendly and responsive services	Implement customer service objectives in all staff appraisals	July 2022	Organisational Development Manager	Meetings/workshops undertaken with WMT & CMT members regarding appraisals and customer service objectives and request for customer service objectives included in appraisal template.	Complete
ERC02 iv	To deliver customer friendly and responsive services	Refresh the Council's values and behaviours to ensure a strong emphasis on customer service which is ingrained into the culture of the organisation.	May 2022	Organisational Development Manager	New Values and Behaviours launched May 2022 following engagement with staff, staff reps, WMT and CMT. Integral in appraisals and the new intranet, Warbler.	Complete
ERC03	To deliver customer friendly and	Consider partnership working when first implementing a service.	March 2023	Head of HR, Performance, and Communications	Pilot building control partnership in place with Runnymede Borough Council to improve service and increase resilience.	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
	responsive services	Look at partnerships outside of Surrey for procurement purposes. Consider skill shortages in certain departments and look at opportunities for sharing information and learning across Councils.			Continue to review opportunities as they arise.	<ul style="list-style-type: none"> - RED - AMBER - GREEN
Page 90 ERC04	To deliver customer friendly and responsive services	Implement the actions from the 2021 Planning Advisory Service (PAS) review of the Development Management Service.	December 2022	Development Manager	<p>Second team leader started at the end of May as per the PAS recommendation to have two teams, so that line management could be shared.</p> <p>PAS recommended a Validations Team and resource agreement for the Technical Support team to undertake planning application validations was secured - Training undertaken and to commence the beginning of Q2, piloting the validation of householder planning applications.</p>	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
					<p>PAS recommended taking on a planner or support staff at trainee level. This has been done with the recruitment of a graduate planner.</p> <p>PAS recommended establishing a routine whereby ward Councillors could be updated on the progress of significant schemes. Officers now meet with ward Councillors to do this. Regular planning training sessions have also been held with Councillors.</p>	<ul style="list-style-type: none"> - RED - AMBER - GREEN
ERC05	Work towards financial autonomy and fully sustainable services	Following the approval of the Council's new Medium Term Finance Strategy (MTFS) in February 2022, carry out a rolling annual update of the Strategy alongside the annual budget every year, to reflect the priorities in the Five Year Strategy.	Review to Council in February 2023	Strategic Director – Finance & Customer Services	<p>During Q1, the Council has carried out its 'Star Chamber' process and has achieved the required cost reduction targets for both 2022/23 and 2023/24. The service budgets will be adjusted in the second quarter of the financial year and delivery against these budgets will be monitored.</p> <p>The revision of the MTFS will begin in Q3 and report to Council in February 2023.</p>	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
		Ensure agreed savings targets in Strategy and the annual budget are achieved through regular budget management.			A reconciliation of establishment data is underway. The budget process for 2023/24 , is starting earlier this year . The preparation of the budget for 2023/24 will be incorporated with a review of the Medium Term Financial Strategy to see if any revisions are required to this document .	<ul style="list-style-type: none"> - RED - AMBER - GREEN
Page 92 ERC06	Work towards financial autonomy and fully sustainable services	Identify opportunities to bring down costs and/or increase income through the annual Revenue and Capital Bid process.	October 2022	Chief Accountant and Wider Management Team	There has been some progress via the star chamber sessions that took place at the beginning of the Quarter. Director of Finance and Customer Services is working on this following on work from the star chamber meetings . The aim is to implement invest to save initiatives reduce costs and increase income	On Track
ERC07	Continue to deliver Digital Transformation	Upgrade the Council's website, making it easier	November 2022	Communications & Engagement Manager	Phase 1 of this work completed mid July 2022 with the migration of all of our websites away	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
		to access a wider range of Council services on-line.			from Plan Alpha to a new hosting environment managed by Annertech. Consultation is taking place with residents, Councillors and staff to ensure the new website provides the best customer experience possible.	- RED - AMBER - GREEN
ERC08	Continue to deliver Digital Transformation	Implement Citizens Access packages for Revenues, Benefits and Landlords to enable our residents, businesses and landlords to manage their council tax and business rates accounts online.	CLL (Landlord portal): to go live April 2022 CAB (Benefits): to go live May 2022	Revenues and Benefits Manager / ICT Manager	Citizens Access Revenues is up and running however Citizens Access Landlord and Benefits are not yet in place due to an implementation issue at set up phase. Due to be completed in this year in time for annual Council tax billing	Delayed
ERC09	Continue to deliver Digital Transformation	Continue to search for opportunities to re-furbish and re-use our old PC stock and deliver them to charitable causes.	December 2022	ICT Managers	7 PCs delivered to The Workshop June 2022 2 PCs delivered to Potters (asylum seekers) June 2022	On Track



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
		Specifically we will aim to deliver 15 PCs to the Youth Hub for re-distribution.			2 PC delivered to Ukrainian refugees via Family Support June 2022 2 PCs to Special Ears charity - June 2022	<ul style="list-style-type: none"> - RED - AMBER - GREEN
Page 94 ERC10	Making the Council a more agile and responsive organisation	Ensure Uniform software (supporting a number of key frontline services) is upgraded to be supported by laptops for all users. Ensure all PC users are migrated onto laptops.	May 2022	ICT Managers	<p>All Uniform servers have been migrated to Microsoft Azure and all Uniform users are now operating via laptops and Azure Virtual Desktop.</p> <p>Laptop roll out to Contact Centre staff and Corp Enforcement staff now complete leaving just Revenues and Benefits team and a couple in the theatre to deploy laptops to. 227 laptops rolled out by September 2022.</p> <p>Revenues and Benefits system now available on virtual desktop and being tested by the team.</p>	<i>Delayed but on track</i>
ERC11	Making the Council a more agile and	Increased income in 2022/23 and better partnership working	From April 2022	Head of HR, Performance, and Communications	Office moves and rationalisation of desks and furniture have lead to increased space available for partners.	<i>On Track</i>



REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Q1 UPDATE	STATUS
	responsive organisation	through increased space in Surrey Heath House for the Police.				<ul style="list-style-type: none"> - RED - AMBER - GREEN

INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
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%	67%	75%	75%	80%	10 stage 2/3 7 x Stage 2 2 complaints exceeded the agreed service response time. This was caused by staff absence. The complaints were acknowledged and the customer informed.
Customer Satisfaction Rating of Good/Excellent to Exceed 90%	Contact centre and wider organization. Customer satisfaction rating of good/excellent to exceed 90%	90%	100%	100%	100%	100%	Surveys July 131 - 100% August 107 - 100% September 141 - 100%
Council Tax Collected	Percentage calculated, as a cumulative year-to-date figure, from the total council tax payments received	Q1 29.7% Q2 59.4% Q3 84.15% Q4 99%	29.72%	57.49%	29.50% £26.6m collected	57.60% £50.12m collected	99% (Year-end target – measured cumulatively through the year)



INDICATOR	DESCRIPTION	TARGET 2022/23	Q1 2021/22	Q2 2021/22	Q1 2022/23	Q2 2022/23	COMMENTS
	compared to the total amounts payable in that year						
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	Q1 29.7% Q2 59.4% Q3 84.15% Q4 99%	29.59%	54.96%	31.29% £10.6m collected	57.55% £19.03m collected	99% (Year-end target – measured cumulatively through the year)
Invoices Paid On Time	Percentage of invoices paid on time.	97%	99.01%	97.36%	98.6%	98.99%	



Surrey Heath Borough Council
Executive
15 November 2022

Revenue Budget 2022/23
Monitoring Report – Quarter 2

Portfolio Holder:	Councillor Robin Perry - Finance
Date Portfolio Holder signed off:	31 October 2022
Strategic Director:	Bob Watson
Report Author:	Nilufa Begum
Key Decision:	no
Wards Affected:	All

Summary and purpose

To provide the Executive with a summary of the budget and financial performance for the first two quarters of 2022/23 – up to accounting period ending 30 September 2022.

Recommendation

The Executive is advised to RESOLVE to note the spend against the approved revenue budget for the period 1 April to 30 September 2022 and the end of year predicted forecast of full year outturn.

1. Background and Supporting Information

- 1.1 This is the second quarterly monitoring report against the 2022/23 approved revenue budget as at the 30 September 2022 (end of Quarter 2).
- 1.2 At the end of the second quarter the Council's services are reporting an overall **adverse variance position of £0.302 million** in their forecasts of outturn for the end of the current financial year. At the end of the first quarter all services were predicting an outturn as on budget.
- 1.3 Budget adjustments from the budget agreed at Council in February are applied as follows:

<u>Service</u>	Budget agreed at Council £000	Carry forwards agreed by Executive £000	Star Chamber savings £000	Supp Estimates agreed at Executive £000	Working budget £000
Environment and Community	7,346	15	(207)	0	£7,154
Finance and Customer Services	2,399	0	(38)	15	£2,376
HR, Performance & Comm	3,736	23	(92)	0	£3,667
Investment and Development	(£1,395)	64	(105)	13	(£1,423)
Legal and Democratic Services	1,191	3	(26)	0	£1,168
Planning	1,280	178	(180)	0	£1,278
Strategic Management	162	0	0	0	£162
Corporate budget	69				£69
Overall Position	14,788	283	(648)	28	£14,451

- 1.4 Carry forward budgets agreed at Executive from 2021/22 have now been included in the 2022/23 budgets.
- 1.5 £647,500 of identified efficiencies, savings and additional income as part of 'star chamber' process earlier in the year have been applied to the 2022/23 budgets.
- 1.6 Working with their finance business partners, services have reviewed their budgets and considered their forecast outturn position; the high level summary by service is below:

<u>Service</u>	Working Budget £000	Profiled budget P6 £000	Actual at P1-P6 £000	Year-end Forecast £000	Forecast Variance £000
Environment and Community	£7,154	3,577	3,219	7,296	£142
Finance and Customer Services	£2,376	1,188	1,533	2,644	£268
HR, Performance & Comm	£3,667	1834	1884	3,613	(£54)
Investment and Development	(£1,423)	(712)	(£820)	(£1,423)	£0
Legal and Democratic Services	£1,168	584	625	1,134	(£38)
Planning	£1,278	639	469	1,257	£21
Strategic Management	£162	81	61	125	(£37)
Overall Position	14,382	7,303	6,971	14,917	302

- 1.7 Service commentaries. The services are predicting an outturn position as highlighted below, with explanations of major variances:

Service area and detail	Variance £ 000
<u>Environment and Community</u> Pressure on the community service budget as a result of prior year budgeting anomaly which created a double-count for the service level agreement income from the Surrey County Council and the shared service with Runnymede Borough Council.	167
Urgent electrical works for car parks creates a budget pressure (offset by increased income – see next line below)	50
Increased use of Knoll Road multi-storey car park (mscp)	(75)
<u>Finance and Customer Service</u> Use of agency within Accountancy to cover vacant posts due to resignations and difficulty in recruiting permanent replacements (position net of permanent costs)	70
Engagement of consultant accountant for closing of annual statements (2019/20 – 2021/22)	75
Increased drawdown on the pension holding account.	123
<u>HR, Performance and Communications</u> Underspend due to temporary managed vacancy for two posts.	(54)
<u>Investment and Development</u> Due to the recent appointment of the new head of service and also a new service finance business partner, it is not possible to show a forecast at this time. There is anticipated to be a temporary in-year pressure due to the granting of rent-free periods as part of new lettings, which will be offset by a reduction in the cost of holding void properties. The revised position will be reported at the end of Q3.	0
<u>Legal and Democratic Services</u> Underspend due to temporary managed vacancy within Electoral Services	(38)
<u>Planning</u> There is a reduction in the number of planning applications being received during the year to date reflecting the position nationally. It is expected that there will be some major applications and Pre-Planning Applications (PPA) by the end of the year that may change to position, but best estimate forecast has been provided.	21
<u>Strategic Management</u> Underspend due to managed vacancy for the Mayoral Assistant post and efficiencies on civic activities	(37)

- 1.8 Supplementary Estimate. There has been one additional supplementary budget estimate for £15,000 for a contribution for Collectively Camberley Limited towards the Christmas lights and other functions as agreed by Executive at its meeting on 16 August 2022.
- 1.9 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

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.

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 2022, adjusted as detailed to form the working budget for the year..

6. Section 151 Officer Comments:

- 6.1 Whilst the Council is predicting an overspend at year end, it is considered that currently 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 four-year target set in the MTFS. This will be developed further during the next MTFS and annual budget plan to be presented to Council in February 2023.

6.3 The current national economic situation will create pressures on future year budgets and this is already being factored into the revision of the MTFS for Council agreement 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.

Community Engagement

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

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Surrey Heath Borough Council
Executive
15 November 2022

Capital Budget 2022/23
Monitoring Report – 2nd Quarter 2022

Portfolio Holder:	Councillor Robin Perry - Finance
Date Portfolio Holder signed off:	31 October 2022
Strategic Director:	Bob Watson
Report Author:	Adrian Flynn
Key Decision:	no
Wards Affected:	All

Summary and purpose

To provide the Executive with a summary of the progress against the 2022/23 capital programme and budget for the first half of the financial year (FY), the period 1 April 2022 to 30 September 2022.

Recommendation

The Executive is advised to RESOLVE that

- (i) That the spend against the approved capital programme for the period 1 April to 30th September 2022 be noted; and
- (ii) To note and approve of the proposed reprofiling of budgets.

1. Background and Supporting Information

- 1.1 This is the first monitoring report against the 2022/23 approved capital programme and budget as at the 30 September 2022.
- 1.2 At the end of Quarter 2 the total spend and commitments amounted to £1.383 million against a budget of £10.654 million, which amounts to 13.0%.
- 1.3 Services have identified £8.197 million of capital budgets that need to be reprofiled to later years. Executive is asked to approve this, This will reduce the in-year capital budget to £2.457 million.
- 1.4 It should be noted that the majority of reprofiling is in the Investment and Development service. Currently expenditure plans for these budgets are

under development and if the need arises, there may be some of the reprofiled budgets that will be used in 2022/23. In this instance it will be reported in Q3 and Q4 is the spend profile changed.

- 1.5 A detailed breakdown of the 2022/23 capital programme and spend is included at Appendix 1

2. Reasons for Recommendation

- 2.1 It is imperative for strong financial management that the capital 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 Capital Budget for the period 1 April to 30 September 2022.
- 3.2 The Executive is also asked to agree the reprofiling of budgets to later years, with the proviso that, if required in year, the reprofiled budgets can be adjusted back and reported to Executive in subsequent reports.

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 original capital programme was set at Council in February 2022 and included budget for the new projects and the reprofiling of budgets from prior years to allow projects to complete.

6. Section 151 Officer Comments

- 6.1 The Council continues to spend on its capital assets and infrastructure. The year end position is still fluid due to market conditions, however it is considered that no remedial action needs to be taken at this point in time as a number of projects that currently reporting minimal or no spend at present are still anticipated to complete by the end of the financial year.
- 6.2 There are some major projects in the Investment and Development service with significant budgets that are currently under development (for example the London Road site) that will need to have budget profiled to match the expected expenditure; this piece of work will be completed in time for the third quarter report.
- 6.3 The Council has had to carry out urgent repair works to the hoardings along the London Road site. The cost of these works are expected to amount to

£22,800, and are covered from the existing London Road capital budget, and are shown here for completeness.

7. Legal and Governance Issues

- 7.1 The Capital budget is monitored monthly and reported to CMT; it is also reported to 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.

Community Engagement

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

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CAPITAL MONITORING 2022/23 PERIODS 01-06

Annex A

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	B/Fwd from 2021/22	Approved Bids 2022/23	Total 2022/23 Programme	Current Spend & Commitments	Forecast Spend	Reprofile to later years
	£'000	£'000	£'000	£'000	£,000	
Investment and Development						
1 Public Realm Works	322	0	322	-41	0	322
2 Cambridge Square Refurbishment	1,412	0	1,412	-5	5	1,412
3 Camberley High Street Trees	0	0	0	5	0	
4 Property Acquisition Strategy	2,343	0	2,343	0	0	2,343
5 London Rd Block	3,600	0	3,600	-8	25	3,575
6 Ashwood House (Market Hall)	6	0	6	0	6	
7 Boiler @ Hudson House, Albany Park	25	0	25	20	20	
8 Theatre Kitchen Refurb	0	35	35	22	35	
9 Capital Maintenance Budget	0	110	110	0	110	
10 House of Fraser building	0	0	0	0	0	
11 Ashwood House Public Realm - Surface Resurfacing	0	0	0	0	0	
12 63A High Street Bagshot Development	0	112	112	102	112	
13 Refurbishment of Unit 5, Albany Park, Frimley	0	55	55	0	55	
14 Replacement of Elect Distrib Boards	0	74	74	0	74	
15 Town Centre Strategy – early win projects Implementation strategy	0	0	0	0	0	
16 5 Sites regeneration project	0	0	0	0	0	
17 128 London Rd (Connaught Court)	0	0	0	2	2	
18 151 Gordon Avenue (Night Stop)	0	0	0	10	10	
Sub Total	7,708	386	8,094	106	454	7,652
Environment & Community						
19 Openspace Works / Acquisition Land & Buildings	2	0	2	0	0	
20 Renovation Grants	665	780	1,445	1,084	1450	
21 Frimley Lodge Car Park - Capacity Increase	105	0	105	0	0	105
22 Camberley Theatre Frontage & Lighting Upgrade	0	0	0	40	40	
23 Camberley Theatre Restoration Fund	0	38	38	0	38	
24 Lightwater CP Visitors Centre	2	0	2	0	0	
25 Deanside DR Woods Play Area	19	0	19	0	19	
26 Mytchett Skate Park	54	0	54	54	54	
27 Board Sites	6	0	6	0	0	
28 Frimley Lodge Play Area	28	0	28	0	0	28

	B/Fwd from 2021/22	Approved Bids 2022/23	Total 2022/23 Programme	Current Spend & Commitments	Forecast Spend	Reprofile to later years
	£'000	£'000	£'000	£'000	£,000	
29 Whitmoor Rd	25	0	25	0	25	
30 Watchetts Recreation Ground Tennis & Netball	134	0	134	1	134	
31 CCTV Equipment	3	0	3	0	0	
32 Camberley Bowls Club	45	0	45	0	45	
33 Frimley Park Lawn Tennis Club	20	0	20	12	20	
34 Frimley lodge Fitness Trail	29	0	29	0	0	29
35 Southcote and Bentley Corpes Play Area	22	0	22	0	0	22
36 Heatherside Ward Benches (CIL)	0	4	4	2	4	
37 Heatherside Park Replacement (CIL)	0	15	15	0	15	
38 Green Spaces - Increased Security Measures	158	0	158	12	43	115
39 Community Bus	40	0	40	0	0	40
Sub Total	1,356	837	2,193	1,206	1,887	339
HR, Performance & Communications						
40 Replacement of Intranet System	0	0	0	19	19	
41 XCAM360 Imagery Service	13	0	13	0	0	13
42 Door Access System Upgrade	91	0	91	0	30	61
43 People Analytics Platform for iTrent	11	0	11	11	11	
44 Rebuild of SHBC, Theatre, Build Cont Website CRM	41	0	41	41	41	
Sub Total	156	0	156	71	101	74
Finance and Customer Service						
45 Drainage Works	53	0	53	0	13	40
46 Civica Financials Module	30	0	30	0	30	0
47 Travellers' Sites - SHBC Contribution	127	0	127	0	35	92
Sub Total	210	0	210	0	78	132
GRAND TOTAL OF ALL SCHEMES	9,430	1,223	10,654	1,383	2,520	8,197

Surrey Heath Borough Council
Executive
15 November 2022

Treasury Management 2022/23
Half Yearly Report

Portfolio Holder:	Councillor Robin Perry - Finance
Date Portfolio Holder signed off:	31 October 2022
Strategic Director:	Bob Watson
Report Author:	Adrian Flynn
Key Decision:	no
Wards Affected:	All

Summary and purpose

This report advises members of the performance of the treasury management service for the first half of 2022/23 as at 30 September 2022 and confirms the compliance with the Treasury Management Indicators for 2022/23.

Recommendation

The Executive is advised to RESOLVE to note the Treasury Management report for the period 1 April to 30 September 2022.

1. Background and Supporting Information

- 1.1 This report sets out the performance of the Council's investments and borrowing for the first six months of the year. It also confirms that the Council is complying with the Treasury Management Indicators set by Council as part of the Treasury Management Strategy.
- 1.2 As at the 30 September 2022, the service has not breached any of the Treasury Management Indicators set for 2022/23. These are:

Treasury Management Indicator 22/23	
Average Credit Rating	A or above
Liquidity Risk Indicator	£5 million (maximum per counterparty)
Interest Rate Exposure	£1 million (maximum per counterparty)
Maturity Structure of Borrowing	Upper 100%, Lower 0%
Principal Sums invested for periods in excess of twelve months.	£2.5 million (maximum per counterparty)

- 1.3 The Chartered Institute of Public Finance and Accountancy’s Treasury Management Code (CIPFA’s TM Code) requires that authorities report on the performance of the treasury management function at least twice yearly (mid-year and at year end).
- 1.4 The Council’s Treasury Management Strategy for 2022/23 was approved by Executive on 15 February 2022 and Council on 23 February 2022.
- 1.5 The Prudential Code 2021 includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council’s Capital Strategy, complying with CIPFA’s requirement, was approved by Council on 23 February 2022.
- 1.6 Through investment, the Council is potentially exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The Council is also exposed to increases in revenue costs on its borrowing due to changes in interest rates. The Council seeks to moderate this impact by following the advice of its treasury advisers. This report covers treasury and borrowing activity and the associated monitoring and control of risk.

2. Local Context

- 2.1 At 31 March 2022, the Council’s underlying need to borrow for capital purposes as measured by the Capital Financing Requirement (CFR) was £174m (2020/21 - £176m), an reduction of £2m from 2020/21. The Council must not borrow in excess of its CFR requirement and indeed at the 30 September 2022 total borrowing was £167m

3. Borrowing Activity to the 30th September

- 3.1 At 30 September 2022 the Council held £167m of borrowing as part of its strategy for funding previous and current year’s capital programmes.
- 3.2 The borrowing position is shown in the table below

	30.09.22 Balance £million
Public Works Loan Board	51
Phoenix	49
Local Authorities (Short Term)	67
	167

- 3.3 A full list of the counterparties lending to the Council including the maturity dates and interest rates is shown at **Annex A**.

- 3.4 For the current financial year (2022/23) the Council has an upper operational limit of borrowing of £230 million.

4. Investment Activity to 30th September 2021

- 4.1 The Council's investment position at the half year is £19 million; a breakdown of this figure is shown below:

Investments held at the 30 September 2022

	<u>Balance</u>
<u>Money Market Funds</u>	£
Aberdeen Asset Management	3,000,000
Aviva	3,000,000
Federated Investors UK	3,000,000
Legal & General	3,000,000
<u>Property Funds</u>	
CCLA Property Fund	3,000,000
<u>UK Government</u>	
Debt Management Office	3,000,000
<u>Transactional Banking Service</u>	
Nat West Bank	1,118,000
Total Investments	<u>19,118,000</u>

5. Interest rate Update

- 5.1 The Council has appointed Link Asset Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates.
- 5.2 The latest forecast on 27 September this year sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy, whilst the government is providing a package of fiscal loosening to try and protect households and businesses from the ravages of ultra-high wholesale gas and electricity prices.
- 5.3 Where possible the Council has mitigated the impact of the rising interest rates by taking advantage of forward dealing and releasing some of its core investment balances to repay debt.

6. Economic Update

- 6.1 Nationally the second quarter of 2022/23 saw:
- Gross Domestic Product revised upwards in Q1 2022/23 to +0.2% q/q from -0.1%, which means the UK economy has avoided recession for the time being;

- Signs of economic activity losing momentum as production fell due to rising energy prices;
- Consumer price inflation: Inflation increases to 10.1% y/y in September, having been 9.0% in April, and domestic price pressures showing little sign of abating in the near-term;
- The unemployment rate fall to a 48-year low of 3.6% due to a large shortfall in labour supply;
- Bank Rate rise by 100bps over the last quarter, taking Bank Rate to 2.25% with further rises to come;
- Gilt yields surge and sterling fall following the “fiscal event” of the new Prime Minister and Chancellor on 23 September. Increases in Gilt yield increase the Government’s cost of borrowing.

NB: Gilt yields have since reduced and sterling exchange rates have recovered to previous levels following the appointment of the new Prime Minister on 24 October 2022.

7. Reasons for Recommendation

- 7.1 CIPFA’s treasury management code requires that authorities report on the performance of the Treasury management function at least twice a year to the Executive and the Performance and Finance Scrutiny Committee.

8. Proposal and Alternative Options

- 8.1 The Executive is asked to note the 22/23 half yearly treasury management report

9. Contribution to the Council’s Five Year Strategy

- 9.1 The returns from Treasury Management investments support the approved five-year strategy.

10. Resource Implications

- 10.1 None directly as a result of this paper, but the investment income and borrowing costs do impact the revenue budget.

11. Section 151 Officer Comments

- 11.1 Robust treasury management forms part of the management of the Council’s cash balances. All investments are made with regard to security of the funds, the timing of when funds are needed (liquidity) and the need to make a return with due considerations of the previous two points first.
- 11.2 The Council will always consider investing funds in the most ethical way wherever practicable.

12. Legal and Governance Issues

- 12.1 The report demonstrates that the Council is complying with the Prudential Framework.

13. Monitoring Officer Comments:

- 13.1 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.

14. Other Considerations and Impacts

Environment and Climate Change

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

Equalities and Human Rights

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

Risk Management

- 14.3 Weak returns on investments could lead to a reduction in income generated to support the revenue budget.
- 14.4 Increased uncertainty and increase in perceived risk in financial institutions and the economy. This will usually be at the cost of lower returns.
- 14.5 The Council has taken and acted on advice from its advisers in relation to increasing returns albeit at increased risk and its borrowing strategy. There are risks that interest rates can change and that any investment is not guaranteed.
- 14.6 The investments ratings provided by credit ratings agencies are only a guide and do not give 100% security. There is always a risk that an institution may be unable to repay its loans whatever the credit rating. However this can be mitigated by spreading investments amongst a number of institutions

Community Engagement

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

Annex A

Summary of Council Borrowing as at 30 September 2022

	<u>Notional Asset</u>	<u>Start Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Type of loan</u>	<u>Total £'000</u>	
<u>Long Term Borrowing</u>							
PWLB - Loan No 504063	St Georges Ashwood House	23 Apr 15	22 Apr 65	3.16%	Annuity	(7,857)	
PWLB - Loan No 504203	Trade City	26 Jun 15	25 Jun 65	3.44%	Annuity	(5,641)	
PWLB - Loan Ref 507410	Trade City	24 May 18	24 May 33	2.65%	Maturity	(1,500)	
PWLB - Loan Ref 507411	Trade City	24 May 18	24 May 43	2.77%	Maturity	(2,500)	
PWLB - Loan Ref 507412	Trade City	24 May 18	24 May 53	2.65%	Maturity	(4,000)	
PWLB - Loan Ref 507413	Trade City	24 May 18	24 May 63	2.52%	Maturity	(5,000)	
PWLB - Loan No 508733	Theta House	12 Mar 19	12 Mar 39	2.03%	EIP	(4,950)	
PWLB - Loan No 508734	Theta House	12 Mar 19	12 Sep 41	2.52%	Maturity	(1,500)	
PWLB - Loan No 508735	Theta House	12 Mar 19	12 Sep 46	2.53%	Maturity	(1,500)	
PWLB - Loan No 508736	Theta House	12 Mar 19	12 Sep 51	2.48%	Maturity	(1,500)	
PWLB - Loan No 508737	Theta House	12 Mar 19	12 Sep 56	2.43%	Maturity	(1,500)	
PWLB - Loan No 508738	Theta House	12 Mar 19	12 Sep 61	2.40%	Maturity	(1,500)	
PWLB - Loan No 508739	Theta House	12 Mar 19	12 Sep 66	2.39%	Maturity	(1,500)	
PWLB - Loan No 508746	Vulcan Way	13 Mar 19	13 Mar 39	2.01%	EIP	(10,725)	
Phoenix Loan 1		22 Feb 21	22 Feb 61	2.85%	Annuity	(24,485)	
Phoenix Loan 2		22 Feb 22	22 Feb 62	2.91%	Annuity	(24,833)	
Total Long Term Borrowing						(100,490)	A
<u>Short Term Borrowing</u>							
West Midlands Combined Authority Barnsley Metropolitan Borough Council		15 Jun 22	15 Dec 22	0.75%	Fixed	(5,000)	
West Midlands Combined Authority Crawley Borough Council		20 Jun 22	20 Dec 22	0.75%	Fixed	(6,500)	
West Midlands Combined Authority Crawley Borough Council		15 Jun 22	15 Dec 22	0.75%	Fixed	(5,000)	
West of England Combined Authority		16 Jun 22	16 Dec 22	0.75%	Fixed	(3,000)	
West of England Combined Authority		16 Jun 22	16 Dec 22	0.75%	Fixed	(5,000)	
West of England Combined Authority		23 Jun 22	23 Dec 22	0.75%	Fixed	(5,000)	
West Midlands Combined Authority North Somerset District Council		23 Jun 22	23 Dec 22	0.80%	Fixed	(5,000)	
West Yorkshire Combined Authority Barnsley Metropolitan Borough Council		13 May 22	14 Nov 22	1.17%	Fixed	(5,000)	
West Yorkshire Combined Authority Barnsley Metropolitan Borough Council		25 Jul 22	7 Jun 23	1.30%	Fixed	(4,000)	
Salford City Council		30 Aug 22	29 Aug 23	1.90%	Fixed	(3,000)	
Basildon Borough Council		17 Aug 22	19 Jun 23	1.80%	Fixed	(4,000)	
Basildon Borough Council		17 Aug 22	17 Feb 23	1.60%	Fixed	(3,000)	
Hyndburn Borough Council		3 Aug 22	3 Feb 23	1.60%	Fixed	(2,000)	
Hyndburn Borough Council		31 Aug 22	30 Aug 23	1.85%	Fixed	(2,000)	
Oxfordshire County Council		16 Sep 22	16 Jun 23	1.92%	Fixed	(6,000)	
Mid Sussex District Council		26 Sep 22	26 Sep 23	2.70%	Fixed	(3,000)	
Total Short Term Borrowing				1.32%		(66,500)	B
Total Borrowing						(166,990)	A+B

<u>PWLB Loans by type</u>	£
Equal Installments of Principal (EIP)	(15,675)
Maturity	(22,000)
Annuity	<u>(13,498)</u>
	(51,173)
Phoenix (annuity)	<u>(49,317)</u>
	<u><u>(100,490)</u></u>

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Surrey Heath Borough Council
Executive
15 November 2022

**Frimley Lodge Park and Lightwater Country Park Cafés –
Tender outcome**

Portfolio Holder:	Cllr Rebecca Jennings-Evans
Strategic Director/Head of Service	Nick Steevens
Report Authors:	Nicky Sherlow/Sue McCubbin
Wards Affected:	Frimley Green and Lightwater
Key Decision:	Yes
Date Portfolio Holder signed off the report:	3rd November 2022

Summary and purpose

The leases to run the cafes at both Frimley Lodge Park and Lightwater Country Park expire on 31st January 2023 and as such, the council has carried out a comprehensive tendering process to seek bids to appoint a contractor to provide best financial return to the Council.

The tender sought quotations to operate one or both cafes for a period of 10 years (with a break clause at year 5). Three responses were received, Bidder A did not move forward to evaluation as they did not pass the minimum selection criteria.

Of the other two remaining proposals, there is one that not only provides an enhanced return to the Council, but offers a wider menu choice together with investment into the facilities to update and modernise them. This report seeks authorisation to enter into a 10 year arrangement with the most favourable tender response.

Recommendation

The Executive is advised to RESOLVE that the Council enters into a 10 year lease arrangement with Bidder C (see exempt annex) who would be providing best financial value to the Council.

1. Background and Supporting Information

- 1.1 The cafes are an important facility within both parks and offer a destination and focal meeting point for residents and visitors to come and enjoy the parks and facilities offered within.

- 1.2 Frimley Lodge Park was opened in 1986. It is a 24 hectare site that boasts a range of facilities for all ages and hosts events for all the family including lots of open space and woodland, picnic areas, seven fixed bbq plots, a large playground that was refurbished in 2019, a trim trail, miniature railway and meadows. There is also a cricket pitch, grass football pitches and a 3G which is booked out year round. In addition, a pitch and putt course is available to hire.
The café forms part of the pavilion building within the park which also has a hatch facility for golf club hire. It currently seats around 40 covers but we also are able to open the function room area at weekends and school holidays to give much needed additional indoor seating.
Visitor numbers continue to grow year on year, reaching circa 500,000 due to the number of activities and events that take place within the park.
- 1.3 Lightwater Country Park is situated on the edge of Lightwater Village and extends to 59 hectares. The Country Park is predominately heathland habitat, but there are also ponds, woodland, meadows and areas of scrub. These habitats offer the opportunity to observe a wide variety of wildlife, birds, mammals, plants and insects.
In 2021, the Council introduced a new activity into the park of adventure golf which has received more than 12,500 visitors since opening in February. The café is located next to the newly refurbished playground and is proving popular with local residents and visitors from afar. This café seats around 30 people indoor together with outdoor picnic benches. It also has huge potential to use the space at the rear of the café for additional seating. The park itself also houses Lightwater Leisure Centre and it is estimated that the park receives more than 300,000 visitors annually.
- 1.4 The incumbent provider has advised through audited accounts that their current turnover is in excess of £250,000 at Frimley Lodge Park and £150,000 at Lightwater Country Park.
The current lease expires on 31st January 2023 and the council have sought tender submissions for a 10 year lease with a 5 year mutual break clause.

2. Reasons for Recommendation

- 2.1 The financial offer from Bidder C offers the best value return to the council together with an investment plan. See Exempt Annex.
- 2.2 Bidder C are a family run company who already work for another local authority running a café in the park, so have specific experience in running parks cafes and has doubled the income since taking over in 2017 at their current venue. They work closely with community groups and forest schools at their other venues.
- 2.3 The proposed menu is much more varied than the current offering and is from farm to table fresh which is healthy and homemade at affordable prices sourced from local suppliers. This will be welcomed by customers who have provided feedback on the limited menu offer currently being provided. Their

plan is to use local suppliers who are SALSA approved where possible (safe and local supplier approved)

- 2.4 Bidder C are looking to invest in both of the cafes, refreshing the look and feel with new layouts and counters. Any changes would be subject to landlord consent and may require planning permission. They would also like to invest in the outdoor garden at Lightwater Country Park that is currently overgrown by clearing some of the vegetation and placing additional outdoor seating that mirrors the front of the café to unlock the full potential of the site
- 2.5 As part of their offer, Bidder C will employ 2 apprentices as part of the team working in Surrey Heath.

3. Proposal and Alternative Options

- 3.1 The proposal would be to award Bidder C a 10 year lease (5 years with 5 year break clause). Their offer is not only an enhanced financial package but will also see investment in both of the cafes with the aim to grow visitor numbers by improving the customer experience.
- 3.2 Bidder B's tender would result in the Council receiving less income than at present.
- 3.3 The council could choose to select neither offer and go back out to the market seeking further tenders however, the current provider's contract currently terminates on the 31st January 2023 and there would likely be a period of closure whilst a further tender was undertaken.

4. Contribution to the Council's Five Year Strategy

- 4.1 **Environment** – To enhance and improve access to the borough's cherished green spaces and natural environments for the enjoyment of generations to come, balancing our commitments to housing delivery and economic growth. We are committed to tackling climate change working with communities and partners.
- 4.2 **Health and Quality of Life** – 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.
- 4.3 **Economy** – To invest in our towns, villages and communities, supporting our existing businesses and attracting new ones. We will promote the unique identity for our whole borough and its places and work with partners to improve to the borough's infrastructure including transport infrastructure.

- 4.4 **Effective and Responsive Council** – We have listened to the views of residents, businesses and partners to set these priorities. We will continue this positive engagement through the implementation process, and we will advocate on behalf of our community on issues outside our direct control. We will increase how we work together with other Local Authorities, partners, businesses and the voluntary sector – we recognise more can be achieved by working together. Customer service will be at the heart of everything we do. We will harness the opportunities of technology to deliver efficient and effective services. We will spend public money wisely and attract resources and investment into the borough as a whole.

5. Resource Implications

- 5.1 The most favourable offer from Bidder C sees a guaranteed rent for both sites and a smaller percentage of gross turnover. This however is preferable as the guaranteed element protects the Council's income for the future as well as offering further investment into the cafes.

6. Section 151 Officer Comments:

- 6.1 The financial implications are outlined in the exempt Annex.
- 6.2 A capital bid application will be carried out to replace the flooring at Frimley Lodge Park due to its age and high levels of footfall and to support the long term investment into the cafe

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 the provider and other provisions associated with a lease.

8. Monitoring Officer Comments:

- 8.1 Approval to grant leases is delegated to the Head of Legal and Democratic Services but is asking Executive for their recommendation due to the significant public interest in the sites.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 Bidder C have communicated that they have a strong commitment to sustainability and run their business based on environmental and ethical principles, waste recycling and reducing plastic and emissions. They offer discounts to customers who bring with own reusable cups and encourage people to eat in the café rather than take out to reduce packaging waste.

Equalities and Human Rights

9.2 Bidder C are fully compliant with the Equalities and Human Rights Commission.

Risk Management

9.3 Awarding the leases to Bidder C will ensure the cafes are offering a destination within Frimley Lodge Park and Lightwater Country Park and bringing the best financial return to Surrey Heath Borough Council. A financial check has been carried out giving Bidder C and A- rating.

Community Engagement

9.4 Bidder C have advised they will engage with the local community by arranging times for groups to meet and chat at designated tables and developing a public noticeboard for further events.

They will encourage local artists to display their art in the cafes for free to help them generate income.

They currently work with Forest Schools by facilitating them within the cafes and will actively encourage the same at both Frimley Lodge and Lightwater Country Park.

Annexes

Annex A – details of Bids (exempt)

Background Papers

Exempt bids

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

Document is Restricted

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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>
12 (part)	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).
14	3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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