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Monday, 11 September 2023

To: The Members of the **EXECUTIVE**
(Councillors: Shaun Macdonald (Chair), Alan Ashbery, Kel Finan-Cooke, Lisa Finan-Cooke, Leanne MacIntyre, Morgan Rise, John Skipper and Helen Whitcroft)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and www.youtube.com/user/SurreyHeathBC on Tuesday, 19 September 2023 at 6.30 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

Part 1 (Public)

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

To confirm and sign the minutes of the meeting held on 18 July 2023 (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.

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14.	Exclusion of Press and Public	173 - 174

**Minutes of a Meeting of the Executive
held on 18 July 2023**

+ Cllr Shaun Macdonald (Chair)

- | | |
|-------------------------|------------------------|
| - Cllr Alan Ashbery | + Cllr Morgan Rise |
| + Cllr Kel Finan-Cooke | - Cllr John Skipper |
| + Cllr Lisa Finan-Cooke | + Cllr Helen Whitcroft |
| * Cllr Leanne MacIntyre | |

+ Present

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

In Attendance: Cllr Jonny Cope, Cllr Shaun Garrett, Cllr Julie Hoad, Cllr Nirmal Kang, Cllr Emma-Jane McGrath, Cllr Lewis Mears, Cllr Liz Noble, Cllr David O'Mahoney, Cllr Jonathan Quin, Cllr Victoria Wheeler, Cllr David Whitcroft, Cllr Valerie White and Cllr Richard Wilson

11/E Minutes

The minutes of the meeting held on 20 June 2023 were confirmed and signed by the Chair.

12/E Matters arising from the previous meeting - End of Year Performance Report

Members were reminded that, at the previous meeting it had been agreed that, as the Executive was considering the End of Year Performance report before the Performance & Finance Scrutiny Committee, any observations or recommendations from the Committee would be reported back to this meeting.

It was reported that the Committee's recommendation that the Performance Indicators relating to planning enforcement should be reviewed was endorsed and this review would be undertaken in consultation with the Planning Applications Committee. In addition, the relevant Portfolio Holder was being kept up to date with regard to the matters raised about the reduction in numbers of Meals at Home customers and issues concerning increased costs of the meals.

13/E Short-term Plan to the end of 2023

The Executive considered a report setting out a short-term plan comprising the new administration's immediate priorities for delivery until December 2023. The Plan included a significant number of new actions not already reflected in the Council's current plans and strategies, as well as actions reflecting a change of emphasis on items in existing plans, and items that reflected a wish to drive forward implementation.

It was recognised that the plan had been in development since the start of the new Council term and a number of the actions had already been completed. The reporting process on progress for the Annual Plan and the Short-Term Plan would

be amalgamated to ensure that the Council had a single robust and transparent approach to monitoring its performance. It was also noted that a commitment was made to ensure Members would be updated on progress with the Short-Term Plan through periodic reporting.

Members were informed that, whilst care had been taken to identify actions that could be delivered within the current staffing and budget envelope, where additional resources were needed the item would be subject to a separate report and business case to the Executive.

RESOLVED that the Short-term Plan, as set out at Annex A to the agenda report, be approved.

14/E Base Budget Review Outcome Report

The Executive considered a report presenting the findings of the Base Budget Review process. The report contained recommendations for efficiencies, savings and income generation that had been identified to enable the Council to meet its budget targets for 2023/24, as set out in the Council's Medium Term Financial Strategy.

Members were informed that the year one target of £500k of efficiencies, savings and income generation had been achieved, but the targets for future years had not been reached, principally due to the need to be prudent about the certainty of the delivery of those savings. It was noted that a number of proposals put forward during the process had not been included in the recommendations but these would be revisited during the budget setting process for future years.

The Executive was advised that the Performance & Finance Scrutiny Committee had considered the recommendations at its meeting on 12 July 2023 and had recommended them for adoption. The Committee's comments and observations on a number of the proposals were also noted.

RESOLVED that

(i) the proposals set out in section 4 of the agenda report be agreed; and

(ii) responsibility for the implementation of the proposals agreed by the Executive and the associated adjustment of relevant in-year budget totals and Medium Term Financial Strategy totals be delegated to the Director of Finance and Customer Service.

15/E End of Year Finance Report and Budget Carry Forwards

The Executive considered a report setting out the Council's revenue outturn for 2022/23. In line with Financial Regulations, the Executive was also asked to agree the carry forward of unspent budget from 2022/23 to 2023/24 totalling £214,000.

RESOLVED that

- (i) the spend against the approved revenue budget for the period 1 April 2022 to 31 March 2023 and the end of year outturn be noted; and**
- (ii) the carry forward of budget from 2022/23 to 2023/24, as set out Annex A to the agenda report, be agreed and added to the 2023/24 annual budget.**

16/E Capital Outturn and Prudential Indicators for 2022 / 2023

The Executive received a report detailing the capital outturn and Prudential Indicators for 2022/23. Actual capital expenditure during 2022/23 had been £1.952m.

RESOLVED that

- (i) actual capital expenditure for 2022/23 of £1.952 million against a working budget of £2.380 million be noted;**
- (ii) the Budget provision of £8.833 million be reprofiled from 2022/23 into 2023/24; £7.853 million as previously identified in the budget report in March 2023 to the Executive, with a further £979,862 identified at year end (31st March 2023) and included in Annex B to the agenda report, be approved; and**
- (iii) the final capital prudential indicators for 2022/23 be noted.**

17/E Treasury Management Outturn 2022/23

The Executive reviewed a report containing a high-level view of the treasury management performance during 2022/23, including compliance with the 2022/23 prudential indicators.

RESOLVED that the report on Treasury Management including compliance with the 2022/23 Prudential Indicators be noted.

18/E Executive Working Groups 2023/24

The Executive considered a report proposing minor changes to the Terms of Reference of the Executive Working Groups that had been established in May 2023. It also agreed revised membership for the working groups to reflect the changes to the Council's membership following the rescheduled Frimley Green election.

RESOLVED that

- (i) the revised Terms of Reference for each of the Working Groups be adopted, as set out at Annex A to the agenda report; and**

- (ii) the revised memberships of the Working Groups be agreed, as set out at Annex B to the agenda report.**

19/E Appointment of Members to Outside Bodies 2023

The Executive was reminded that, at its meeting on 30 May 2023, it had considered and agreed appointments to Outside Bodies for the 2023/24 municipal year. However, a number of positions had been held vacant pending the rescheduled Frimley Green election and it was now proposed to agree appointments to these vacancies, along with a number of other changes to reflect updated appointments to Council roles.

RESOLVED that

- (i) revised appointments to the outside bodies available for general nomination be agreed, as listed at Annex A to the agenda report;**
- (ii) revised appointments to outside bodies reserved to specified positions, as set out at Annex B to the agenda report, be noted, and**
- (iii) attendance by the appointed members at meetings of the bodies listed at Annex A be regarded as approved duties in accordance with the Members Allowances Scheme.**

20/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)
21/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

21/E Suitable Alternative Natural Greenspace

The Executive agreed a recommendation to acquire a site within the borough for use as Suitable Alternative Greenspace and endorsed the proposed Heads of Terms.

RESOLVED that the Council enters into the agreement to acquire the site identified in the exempt agenda report, on the basis of the heads of terms set out in the Annex 2 to the agenda report, including the overage provision in the Heads of Terms.

RECOMMENDED to Full Council that a budget supplementary estimate be allocated and funded from the SANG reserve for the acquisition of the site identified in the exempt report for use as Suitable Alternative Natural Greenspace, including the associated fees and the set up costs.

Chair

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Surrey Heath Borough Council
Executive
19 September 2023

Treasury Management 2023/24
Quarterly Report – 1st Quarter 2023

Portfolio Holder:	Councillor Cllr Leanne MacIntyre - Finance
Date Portfolio Holder signed off:	14 August 2023
Strategic Director:	Bob Watson
Report Author:	Miriam Norris
Key Decision:	no
Wards Affected:	All

Summary and purpose

This report advises members of the performance of the treasury management service for the first quarter of 2023/24 as at 30 June 2023 and confirms the compliance with the Treasury Management Indicators for 2023/24.

Recommendation

The Executive is advised to RESOLVE that the Treasury Management report for the period 1 April to 30th June 2023 be noted.

1. Background and Supporting Information

- 1.1 This report sets out the performance of the Council's investments and borrowing for the first three 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 June 2023, the service has not breached any of the Treasury Management Indicators set for 2023/24. These are:

Treasury Management Indicator 23/24	
Minimum Counterparty Credit Rating	A
Liquidity Risk Indicator Limit	£5m
Interest Rate Exposure Limit	£1m
Maturity Structure of Borrowing	Upper 100%, Lower 0%
Principal Sums invested for Periods longer than a year. Individual counterparty limit	£2.5m

- 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 quarterly.
- 1.4 The Council’s Treasury Management Strategy for 2023/24 was recommended by the Executive on 14 February 2023 and approved by Council on 22 February 2023.
- 1.5 The CIPFA 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 22 February 2023.
- 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 2023, the Council’s underlying need to borrow for capital purposes, referred to as the Capital Financing Requirement (CFR) for the Council was £208 million. The CFR includes all unfunded capital expenditure – i.e spend where resources have not been specifically allocated. The 2022/23 actual borrowing was £170 million (2021/22 - £185 million).
- 2.2 The Council must not borrow in excess of its prudential indicator set at budget Council which is an upper operational limit of borrowing of **£230 million**.

3. Borrowing Activity to the 30 June 2023 (Quarter 1)

- 3.1 At 30 June 2023 the Council held £176 million of borrowing as part of its strategy for funding its previous and current year’s capital programme and short-term cashflow..
- 3.2 The borrowing position is shown in the table below

30 June 2023	£ million
Public Works Loan Board (long term, fixed rate)	50.5
Phoenix Loans (2 x loans, both fixed rate)	49
Local Authorities (short term fixed deals < 24 months)	76.5
Total Borrowing	176

- 3.3 As at the end of June 2023, the weighted average rate for our long term debt was **2.73%** and our short term debt was **3.45%**. A full list of the

counterparties lending to the Council including the maturity dates and interest rates is attached at **Appendix 1**.

4. Investment Activity to 30 June 2023 (Quarter 1)

- 4.1 The Council will invest cash balances that are not immediately required for cash flow management purposes. These are often short-term and will vary based on the liquidity requirement of the Council.
- 4.2 The Council's investment position at the end of the first quarter of the year is **£15.3 million**, as detailed in the table below:

Actual Portfolio as at 30 Jun 2023	£ million
Bank & Building Societies	0.2
Government – DMO	10.0
Money Market Funds	3.0
Government - Other Local Authorities	0.0
Other Pooled Funds (CCLA property)	2.1
Total Treasury Investments	15.3

5. Interest rate Update

- 5.1 The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on future interest rates.
- 5.2 The latest forecast, provided by Link Group on 26 June 2023, sets out a view that both short-dated and long-dated interest rates will remain raised for the immediate future, as the Bank of England seeks to manage the inflationary pressures in the national economy.
- 5.3 Where possible the Council has sought to mitigate the impact of the rising interest rates by taking advantage of forward dealing for better rates, releasing some of its core investment balances to repay debt and locking in some longer term loans.
- 5.4 As the forecast for the medium to long term is that rates will start to fall in step with the forecasted reduction in the headline rate of inflation, the policy will be to continue to roll-over short term loans at the best rates possible and use surplus balances to repay some of the short term loans (or defer re-financing of these) with a view to possibly locking in longer term deals when the interest markets offer a reasonable rate.

6. Economic Update

- 6.1 The first quarter of 2023/24 saw:

- A 0.2% month on month rise in real GDP in April, partly due to fewer strikes;
- CPI inflation falling from 10.1% to 8.7% in April, before remaining at 8.7% in May. This was the highest reading in the G7 economies;
- Core CPI inflation rise in both April and May, reaching a new 31-year high of 7.1%;
- A tighter labour market in April, as the 3 month, year on year growth of average earnings rose from 6.1% to 6.5%;
- Interest rates rise by a further 75bps (0.75%) over the quarter, taking the Bank of England Base Rate from 4.25% to 5.00%;
- 10-year gilt yields nearing the “mini-Budget” peaks, as inflation surprised to the upside.

6.2 A full economic update can be found at the end of this report at **Appendix 2**. Please note that this appendix is derived from the Link Group update and therefore is in a more technical format than the rest of this report.

7. Reasons for Recommendation

7.1 CIPFA’s treasury management code requires that authorities report on the performance of the Treasury Management (TM) function at least quarterly a year to the Executive and the Performance and Finance Scrutiny Committee. Previously this requirement was only twice a year following the setting of the annual strategy.

8. Proposal and Alternative Options

8.1 The Executive is asked to note the 23/24 quarterly treasury management report.

9. Contribution to the Council’s Five Year Strategy

9.1 The returns from Treasury Management investments and the levels of prudential support the approved five-year strategy and the annual budget set at Council.

10. Resource Implications

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

11. Section 151 Officer Comments:

11.1 Robust treasury management forms part of the management of the Council’s cash balances.

11.2 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.

11.3 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 Executive's terms of reference includes the delegation to monitor, review and to report to the Council if necessary the Treasury activity 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. The Council will never pursue higher risk options just to make a higher return.

14.4 There is increased uncertainty and an increase in the perceived risk in financial institutions and the economy. This is mitigated by use of more secure investment vehicles, which will usually mean a lower rate of return, however security of the investment is the primary consideration.

14.5 The Council will also take and, if suitable, act on advice from its advisers in relation to levels of return and the risks associated with investments and its borrowing strategy. There are risks that interest rates can change and that any investment is not guaranteed.

14.6 It is noted that 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 and where possible with a higher rating. Although the Treasury Management strategy will allow a wider use of counterparties, the Council currently restricts itself to investments in Money Market Funds (which by their nature are 'AAA rated'), other Local Authorities and central government deposit facilities which are backed by the UK Government's rating.

Community Engagement

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

Appendix 1

LONG TERM BORROWING

	Start Date	Maturity Date	Interest Rate	Total
PWLB - Loan No 504063 St Georges	23-Apr-15	22-Apr-65	3.16% -	7,769,044.73
PWLB - Loan No 504203 Ashwood	26-Jun-15	25-Jun-65	3.44% -	5,582,031.97
PWLB - Loan Ref 507410 Trade City	24-May-18	24-May-33	2.65% -	1,500,000.00
PWLB - Loan Ref 507411 Trade City	24-May-18	24-May-43	2.77% -	2,500,000.00
PWLB - Loan Ref 507412 Trade City	24-May-18	24-May-53	2.65% -	4,000,000.00
PWLB - Loan Ref 507413 Trade City	24-May-18	24-May-63	2.52% -	5,000,000.00
PWLB - Loan No 508733 Theta	12-Mar-19	12-Mar-39	2.03% -	4,800,000.00
PWLB - Loan No 508734 Theta	12-Mar-19	12-Sep-41	2.52% -	1,500,000.00
PWLB - Loan No 508735 Theta	12-Mar-19	12-Sep-46	2.53% -	1,500,000.00
PWLB - Loan No 508736 Theta	12-Mar-19	12-Sep-51	2.48% -	1,500,000.00
PWLB - Loan No 508737 Theta	12-Mar-19	12-Sep-56	2.43% -	1,500,000.00
PWLB - Loan No 508738 Theta	12-Mar-19	12-Sep-61	2.40% -	1,500,000.00
PWLB - Loan No 508739 Theta	12-Mar-19	12-Sep-66	2.39% -	1,500,000.00
PWLB - Loan No 508746 Vulcan Way	13-Mar-19	13-Mar-39	2.01% -	10,400,000.00
Phoenix Loan 1	22-Feb-21	22-Feb-61	2.85% -	24,307,806.82
Phoenix Loan 2	22-Feb-22	22-Feb-62	2.91% -	24,663,041.92
Total Long Term Borrowing				- 99,521,925.44

SHORT TERM BORROWING

	Start Date	Maturity Date	Interest Rate	Total
Barnsley Metropolitan Borough Council	30-Aug-22	29-Aug-23	1.90% -	3,000,000.00
Hyndburn Borough Council	31-Aug-22	30-Aug-23	1.85% -	2,000,000.00
Mid Sussex District Council	26-Sep-22	26-Sep-23	2.70% -	3,000,000.00
Renfrewshire Council	14-Nov-22	13-Nov-23	2.90% -	5,000,000.00
West Yorkshire Police	15-Dec-22	14-Dec-23	3.00% -	10,000,000.00
Leicester City Council	16-Dec-22	15-Dec-23	2.98% -	5,000,000.00
Renfrewshire Council	16-Dec-22	15-Dec-23	2.95% -	5,000,000.00
Ryedale District Council	20-Dec-22	19-Dec-23	3.00% -	1,500,000.00
West Midlands Combined Authority	23-Dec-22	22-Dec-23	3.00% -	10,000,000.00
Fylde Borough Council	03-Feb-23	02-Feb-24	4.65% -	2,000,000.00
West Midlands Combined Authority	17-Feb-23	16-Feb-24	4.60% -	5,000,000.00
West Midlands Combined Authority	16-Jun-23	14-Jun-24	4.30% -	5,000,000.00
West of England CA	19-Jun-23	17-Jun-24	4.25% -	5,000,000.00
Heretsmere Borough Council	02-Feb-23	02-Aug-23	4.10% -	5,000,000.00
West Yorkshire Combined Authority	19-Apr-23	17-Apr-24	4.25% -	10,000,000.00
Total Short Term Borrowing				- 76,500,000.00

this loan was taken out to replace August 2023 maturities. It has been invested with DMO until the various maturity dates (see below)

Total Borrowing - **176,021,925.44**

DMO investments (West Yorkshire CA loan)				
Investment	19-Apr-23	02-Aug-23	4.34%	5,000,000.00
Investment	19-Apr-23	29-Aug-23	4.36%	3,000,000.00
Investment	19-Apr-23	30-Aug-23	4.36%	2,000,000.00
				10,000,000.00

Economic state of the nation – a technical update

- The first quarter of 2023/24 saw:
 - A 0.2% m/m rise in real GDP in April, partly due to fewer strikes;
 - CPI inflation falling from 10.1% to 8.7% in April, before remaining at 8.7% in May. This was the highest reading in the G7;
 - Core CPI inflation rise in both April and May, reaching a new 31-year high of 7.1%;
 - A tighter labour market in April, as the 3myy growth of average earnings rose from 6.1% to 6.5%;
 - Interest rates rise by a further 75bps over the quarter, taking Bank Rate from 4.25% to 5.00%;
 - 10-year gilt yields nearing the “mini-Budget” peaks, as inflation surprised to the upside.
- The economy has weathered the drag from higher inflation better than was widely expected. The 0.2% m/m rise in real GDP in April, following March’s 0.3% m/m contraction will further raise hopes that the economy will escape a recession this year. Some of the strength in April was due to fewer strikes by train workers and teachers in that month. Moreover, some of the falls in activity in other areas in April were probably temporary too. Strikes by junior doctors and civil servants contributed to the fall in health output (0.9% m/m) and the meagre 0.1% m/m increase in public administration.
- The fall in the composite Purchasing Managers Index (PMI) from 54.0 in May to a three-month low of 52.8 in June (>50 points to expansion in the economy, <50 points to contraction) was worse than the consensus forecast of 53.6. Both the services and manufacturing PMIs fell. The decline in the services PMI was bigger (from 55.2 to 53.7), but it remains consistent with services activity expanding by an annualised 2%. The fall in the manufacturing PMI was smaller (from 47.1 to 46.2), but it is consistent with the annual rate of manufacturing output falling from -0.8% in April to around -5.0%. At face value, the composite PMI points to the 0.1% q/q rise in GDP in Q1 2023 being followed by a 0.2% q/q gain in Q2 2023.
- Meanwhile, the 0.3% m/m rise in retail sales volumes in May was far better than the consensus forecast of a 0.2% m/m decline and followed the robust 0.5% m/m rise in April. Some of the rise was due to the warmer weather. Indeed, the largest move was a 2.7% m/m jump in non-store sales, due to people stocking up on outdoor-related goods. But department stores also managed to squeeze out a 0.6% m/m rise in sales and the household goods sub-sector enjoyed a reasonable performance too. Overall, the figures were far better than analysts had expected. In addition, the GfK measure of consumer confidence rebounded from -27 to a 17-month high of -24 in June.
- The recent resilience of the economy has been due to a confluence of factors including the continued rebound in activity after the pandemic, households spending some of their pandemic savings, and the tight labour market and government handouts both supporting household incomes. That said, as government support fades, real household incomes are

unlikely to grow rapidly. Furthermore, higher interest rates will mean GDP is likely to contract later this year. Our central assumption is that inflation will drop to the 2.0% target only if the Bank triggers a recession by raising rates from 5.00% now to at least 5.5% and keeps rates there until at least mid-2024. Our colleagues at Capital Economics estimate that around 60% of the drag on real activity from the rise in rates has yet to bite, and the drag on the quarterly rate of real GDP growth over the next year may be about 0.2ppts bigger than over the past year.

- The labour market became tighter over the quarter and wage growth reaccelerated. Labour demand was stronger than the consensus had expected. The three-month change in employment rose from +182,000 in March to +250,000 in April. Meanwhile, labour supply continued to recover as the size of the labour force grew by 303,000 in the three months to April. That was supported by a further 140,000 decline in inactivity as people returned to work from retirement and caring responsibilities (while inactivity due to long-term sick continued to rise). But it was not enough to offset the big rise in employment, which meant the unemployment rate fell from 3.9% to 3.8%
- The tighter labour market supported wage growth in April, although the 9.7% rise in the National Living Wage on 1st April (compared to the 6.6% increase in April last year) probably had a lot to do with it too. The 3myy rate of average earnings growth reaccelerated from 6.1% to 6.5% (consensus 6.1%) and UK wage growth remains much faster than in the US and the Euro-zone. In addition, regular private sector wage growth increased from 7.1% 3myy to 7.6%, which left it well above the Bank's forecast for it to fall below 7.0%. Overall, the loosening in the labour market appears to have stalled in April and regular private sector wage growth was well above the Bank's forecast.
- CPI inflation stayed at 8.7% in May (consensus 8.4%) and, perhaps more worryingly, core CPI inflation rose again, from 6.8% to a new 31-year high of 7.1%. The rise in core inflation built on the leap from 6.2% in March to 6.8% and means it is accelerating in the UK while it is slowing in the US and the Euro-zone (both fell to 5.3%). A further decline in fuel inflation, from -8.9% to -13.1%, and the second fall in food inflation in as many months, from 19.3% to 18.7%, explained why overall CPI inflation didn't rise. And the scheduled fall in the average annual utility price from £2,500 to £2,074 on 1st July means overall CPI inflation will probably ease in the coming months. But the problem is that the recent surge in core inflation and the reacceleration in wage growth shows that domestic inflationary pressures are still strengthening.
- This suggests the Bank may have more work to do than the Fed or ECB. Indeed, the Bank of England sounded somewhat hawkish in the June meeting. This came through most in the MPC's decision to step up the pace of hiking from the 25bps at the previous two meetings. The 7-2 vote, with only two members voting to leave rates unchanged at 4.50%, revealed support for stepping up the fight against high inflation.
- That said, the Bank has not committed to raising rates again or suggested that 50bps rises are now the norm. What it did say was that "the scale of the recent upside surprises in official estimates of wage growth and services CPI inflation suggested a 0.5 percentage point increase in interest rates was required at this particular meeting". Moreover, the Committee did not strengthen its forward guidance that any further rate hikes would be conditional on the data. However, it looks highly probable, given the on-going strength of inflation and employment data, that the Bank will need to raise rates to at least 5.5%

and to keep rates at their peak until the mid-point of 2024. We still think it is only a matter of time before the rise in rates weakens the economy sufficiently to push it into recession. That is why instead of rising to between 6.00%-6.25%, as is currently priced in by markets, we think rates are more likely to peak between 5.50-6.00%. Our forecast is also for rates to be cut in the second half of 2024, and we expect rates to then fall further than markets are pricing in.

- Growing evidence that UK price pressures are becoming increasingly domestically generated has driven up market interest rate expectations and at one point pushed the 10-year gilt yield up to 4.49% in late June, very close to its peak seen after the “mini-budget”. Yields have since fallen slightly back to 4.38%. But growing expectations that rates in the UK will remain higher for longer than in the US mean they are still more than 70 bps above US yields. While higher interest rates are priced into the markets, the likely dent to the real economy from the high level of interest rates is not. That’s why we think there is scope for market rate expectations to fall back in 2024 and why we expect the 10-year PWLB Certainty Rate to drop back from c5.20% to 5.00% by the end of this year and to 4.20% by the end of 2024.
- The pound strengthened from \$1.24 at the start of April to a one-year high at \$1.26 in early May, which was partly due to the risks from the global banking issues being seen as a bigger problem for the US than the UK. The pound then fell back to \$1.23 at the end of May, before rising again to \$1.28 in the middle of June as the strong core CPI inflation data released in June suggested the Bank of England was going to have to raise rates more than the Fed or ECB in order to tame domestic inflation. However, sterling’s strong run may falter because more hikes in the near term to combat high inflation are likely to weaken growth (and, hopefully, at some point inflation too) to such a degree that the policy rate will probably be brought back down, potentially quite quickly, as the economic cycle trends downwards decisively. This suggests that additional rate hikes are unlikely to do much to boost the pound.
- In early April, investors turned more optimistic about global GDP growth, pushing up UK equity prices. But this period of optimism appears to have been short-lived. The FTSE 100 has fallen by 4.8% since 21st April, from around 7,914 to 7,553, reversing part of the 7.9% rise since 17th March. Despite the recent resilience of economic activity, expectations for equity earnings have become a bit more downbeat. Nonetheless, further down the track, more rate cuts than markets anticipate should help the FTSE 100 rally.

MPC meetings 11th May and 22nd June 2023

- On 11th May, the Bank of England’s Monetary Policy Committee (MPC) increased Bank Rate by 25 basis points to 4.50%, and on 22nd June moved rates up a further 50 basis points to 5.00%. Both increases reflected a split vote – seven members voting for an increase and two for none.
- Nonetheless, with UK inflation significantly higher than in other G7 countries, the MPC will have a difficult task in convincing investors that they will be able to dampen inflation pressures anytime soon. Talk of the Bank’s inflation models being “broken” is perhaps another reason why gilt investors are demanding a premium relative to US and Euro-zone bonds, for example.

- Of course, what happens outside of the UK is also critical to movement in gilt yields. The US FOMC has already hiked short-term rates to a range of 5.00%-5.25%, but a further increase is pencilled in for July, whilst the ECB looks likely to raise its Deposit rate at least once more to a peak of 3.75%, with upside risk of higher to come.

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Surrey Heath Borough Council
Executive
19 September 2023

Energy Strategy

Portfolio Holder:	Cllr Morgan Rise – Net Zero, Wellbeing & Environment Portfolio Holder
Strategic Director	Nick Steevens – Strategic Director of Environment & Community
Report Author:	Cameron Dent – Climate Change Officer
Key Decision:	No
Date Portfolio Holder signed off the report	21.8.23
Wards Affected:	All

Summary and purpose

To consider the adoption of an Energy Strategy.

Recommendation

The Executive is advised to RESOLVE that the Energy Strategy, as set out at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 Led by international events, 2022 saw a massive increase in energy prices and while these have significantly reduced from the peak, they threaten to stabilise at a significantly higher level than we have been used to seeing for the last decade, with wholesale energy prices being roughly 50% higher than before the Ukraine war. Further, As the world economy transitions away from carbon-based fuels and the UK becomes more reliant on electricity as a source of power, predicting the price of energy becomes more difficult and may lead to further price shocks, like those seen in 2022.
- 1.2 Price shocks, such as 2022 have a large impacts for local authorities, by eroding budgets as bills increase. For example, over the last year, our electricity costs increased from 16p to 25p per kWh, or an increase of 56%. With prices forecast to be similar for the council next year. Over a year, this amounts to approximately an extra £125,000 for the council’s electricity.
- 1.3 Uncertain and unstable energy prices also drive home the importance of meeting previous energy reduction goals, in line with the council’s 5 Year

Strategy and the commitment to achieve net zero by 2030. As such, an Energy Strategy has been designed to mitigate the impact of price instability while ensuring that our net zero ambitions remain on track.

- 1.4 The action plan has interventions set across three key themes which cover our operational energy use, supporting residents and businesses and generating renewable energy.
- 1.5 The key details within the strategy are:
 - 1.5.1 Surrey Heath House and Camberley Theatre account for 50% of building emissions. As such, achieving net zero will be determined by the Council's future plans for these sites. Removal from the building stock, or moving to energy efficient premises, will lead to large carbon reductions. Otherwise, extensive retrofits will be needed. As such, redevelopment of Camberley Town Centre is a once in a generation opportunity to sharply cut emissions.
 - 1.5.2 Decarbonisation of buildings will require large capital resource and officer time, with total works worth £2.7 million already being identified. If these works were completed, it would reduce the council's emission it has direct control over by 35%.
- 1.6 The key actions within the strategy are:
 - 1.6.1 E4. i - Reduce energy use through changes to day-to-day operations in council buildings
 - 1.6.2 E4.ii - Ensure that all buildings are on the best value for money tariffs
 - 1.6.3 E5.i - Include energy saving requirements where appropriate in new contracts
 - 1.6.4 E5.ii - Discuss energy saving with existing contractors and leisure center operators
 - 1.6.5 E6.ii - Creation of costed decarbonisation plans for highest energy consuming buildings and the submission of capital bids for works
 - 1.6.6 E7. i - Review information and information channels aimed at informing residents about energy saving
 - 1.6.7 E10.i - Identify sites, submit capital bid for and install renewable energy generation capacity.

2. Reasons for Recommendation

2.1 It is recommended that the Energy Strategy, as set out in ANNEX A, is adopted as this strategy supports a number of SHBC's commitments as below:

2.1.1 SHBC has pledged to achieve net zero emissions across the organisation by 2030.

2.1.2 The Five Year Strategy sets out a commitment to tackling climate change and protecting the environment.

2.2 Other than meeting existing commitments, this strategy will help the council take concrete action to reduce the impact of high energy costs.

3. Proposal and Alternative Options

3.1 It is proposed that the Executive adopts the Energy Strategy, with or without any further amendments it considers appropriate.

3.2 Alternatively, the Executive can choose not to adopt the Energy Strategy, but this would leave the council without a dedicated plan to deal with high energy costs, should they arise again in the future, and the need for action to reduce carbon emissions.

4. Contribution to the Council's Five Year Strategy

4.1 The Five Year Strategy has a number of related actions as below:

4.1.1 "Achieve at least 70% net reduction in the council's carbon emissions."

4.1.2 "Improve energy efficiency and increase local renewable energy production to transition to net zero-carbon energy status."

4.1.3 "Adapt our estate and operations to meet the challenges of climate change."

5. Resource Implications

5.1 The Energy Strategy does not have any direct resource implications. However, in order to deliver the aims of the strategy, it is noted that significant capital and staff time will be required.

6. Section 151 Officer Comments:

6.1 There are no direct budget implications identified in the report. Future budget bids (capital and/or revenue) will have to be made through the normal budgeting process.

6.2 The Council is facing a budgetary gap over its Medium Term Financial Strategy and as such any additional expenditure must be considered in the light of the need to close this gap.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 Approval of the strategy is an Executive Function.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 The Energy Strategy will help deliver the council's existing climate pledges.

Equalities and Human Rights

9.2 No matters arising.

Risk Management

9.3 In meeting the actions set out in the Energy Strategy, there will be some risks on a project by project basis. These will be identified before any project begins, listed in a risk register and action to mitigate the impact of any risks will be made.

Community Engagement

9.4 No matters arising.

Annexes

Annex A – Energy Strategy

Background Papers

Not Applicable

Energy Strategy

FIVE YEAR PLAN 2023/28

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The next Five Years – our priorities



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.

Health & 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**.

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.

Effective & Responsive Council

We have **listened** to the views of residents, business 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.





Contents

1 Introduction

2 The Challenge Ahead

3 Our Vision

4 The Council's Use of Energy

5 Supporting Residents & Businesses

6 Generating Renewable Energy



I Introduction

Surrey Heath is one of the best places to live in the country. Our beautiful countryside, excellent civic amenities, and thriving town centres give the council the opportunity to grow prosperity and improve the quality of life for people across the borough. However, in common with many other areas across the UK, an increase in energy costs across 2022 presented a fiscal shock to Surrey Heath Borough Council.

UK energy prices rose significantly over the course of 2022, and while they have since significantly fallen, they are still roughly 50% higher than before the Ukraine war. As the world economy transitions away from carbon-based fuels and the UK becomes more reliant on electricity as a source of power, predicting the price of energy becomes more difficult and may lead to further price shocks, like those seen in 2022. This has consequences for Surrey Heath: Poor energy performance in the older housing stock in the borough impacts on the health and wellbeing of our most vulnerable residents. Energy costs are also a major drag on the performance of our businesses. The Council's own services are not immune – every additional penny spent on energy, is one which is not spent on providing services for our residents. Reducing our energy consumption, results in less money spent on energy and protect the Council from potential future price shock. This, coupled with the Council's commitment to net-zero emissions by 2030, provides a strong argument for action.

On the 9 October 2019 the Council declared a Climate Emergency and pledged to become carbon neutral by 2030 across its own estate and operations. The declaration was in recognition that climate change is happening and that action needs to be taken now. Reflecting this, the Council's 5 Year Strategy contains a goal to reduce carbon emissions by 70% by 2027. As such, an Energy Strategy has been developed to provide the long-term vision and direction we need in order to support our residents and businesses, and to meet our own commitments. Our Energy Strategy will help to ensure that the work that we do over the coming five years will lay the foundations to enable us to explore new ways to generate, supply and use energy more effectively. By delivering more energy efficiency and investing in lower carbon energy generation we will not only meet our targets for a low carbon future, but will help businesses and residents to thrive and prosper today.



2 The Challenge Ahead

In early 2023, the first full energy audit of SHBC's operational buildings was completed. This audit analysed the total amount of energy used by each site and calculated the resultant carbon emissions. This analysis shows 237 tonnes of Carbon Dioxide equivalent (tCO₂e) was produced from 1,299 megawatt-hours (mWhs) of gas and 383 tCO₂e from 1,981 mWhs of electricity. As such, total energy use produced 620 tCO₂e over 22/23.

Reaching net-zero emissions by 2030 necessitates a 14.3% annual reduction in emissions from our assets. Purchasing of green electric from October 2023 will allow us to report our electricity emissions as zero (saving 383 tCO₂e), in practice, we will still be using the same electricity from the grid, thus producing carbon. With 50% of our buildings emissions coming from Surrey Heath House and Camberley Theatre, achieving net zero will be determined by our future plans for these sites. Removal from the building stock, or moving to energy efficient premises, will lead to large carbon reductions. Otherwise, extensive retrofits will be needed. As such, careful redevelopment of Surrey Heath House and Camberley town centre is a once in a generation opportunity to sharply cut operational energy emissions.

An action plan has been created which lists the steps needed to realise our net zero aims. However, there are several areas in which more information must be gained before a detailed plan can be put forward, particularly in the key areas of energy data management and the costing of capital works. As such, it is suggested that a yearly review is conducted so that detailed plans and costs for the decarbonisation of council assets can be included as and when this information becomes available. The Climate Change Working Group (CCWG) will oversee the delivery of the Energy Strategy. Any updates to the document will first be presented to the Director of Environment and Community with proposed alterations finalised by the CCWG.

Achieving net zero energy emissions by 2030 will require significant financial and staff resource. Initial quotations have identified projects worth around £2.7M (£1.2M for theatre, £1.5M for other building PV) which would produce £324k per annum in savings and income at current energy prices. The already identified works would reduce the council's direct carbon emissions by approximately 35%. The high costs of identified works mean it is likely residual energy emissions will continue post 2030 and will have to be offset.



3 Our Vision

Surrey Heath Borough Council has declared a climate emergency and has pledged to become carbon neutral by 2030 across its own estate and operations, including contractors. To this end we recognise that the greenest type of energy is the energy you don't use. As such we will ensure:

- That all our staff are aware of their responsibility to minimise energy use.
- That all staff are given training, skills and knowledge, appropriate to their role, to help us deliver this strategy in their own areas of operation.
- That energy is used as efficiently as possible in our own operations, by our contractors and across our operational and investment estates.
- We will identify areas where operational changes, or investment in new vehicles, plant, technology or management systems can deliver energy savings and emission reductions.
- We will work with Surrey County Council and our neighbouring boroughs to support our residents in reducing their energy costs. In particular we will prioritise making the best possible use of any government initiatives and the support offered by other organisations to assist our poorest residents, actively tracking these opportunities as they arise, and developing and implementing clear plans to use them to the best advantage of Surrey Heath.
- We will work with Surrey County Council, neighbouring boroughs and national and regional organisations to support businesses in reducing their energy costs.
- We will identify opportunities to invest in renewable energy generation across the borough, and ensure that the Council, our residents and local businesses benefit from the low-cost, low-carbon energy generated from such schemes.



4 The Council's Use of Energy

REF	FIVE YEAR STRATEGY AIM	2023/24 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER
E1	Ensure that all staff are aware of their responsibility to minimise energy use	<ul style="list-style-type: none"> i. Publicise strategy on intranet ii. Publish strategy on website iii. All staff briefing on energy 	<ul style="list-style-type: none"> i. Publication of strategy after Executive sign-off 	<ul style="list-style-type: none"> i. Climate Change Officer ii. Climate Change Officer iii. Chief executive
E2	Report Energy Use to Executive	<ul style="list-style-type: none"> i. Accurately identify and track total building energy use and identify major sites of emissions ii. Annual Report to Executive on energy use and costs 	<ul style="list-style-type: none"> i. Process for managing billing and energy data, Dec 2023 ii. Annual report 	Climate Change Officer
Page 31	Ensure that staff are given the skills and knowledge to help us deliver this strategy in their own areas of operation.	<ul style="list-style-type: none"> i. Develop appropriately targeted training programmes for staff ii. Identify opportunities for energy awareness training for planners and surveyors 	<ul style="list-style-type: none"> i. Energy taught as part of staff climate training module, Dec 2023 ii. Identification of training opportunities, Dec 2023 	<ul style="list-style-type: none"> i. Climate Change Officer, HR ii. Climate Change Officer, Planning Policy, HR
E4	Use energy as efficiently as possible in our own operations	<ul style="list-style-type: none"> i. Reduce energy use through changes to day-to-day operations in council buildings ii. In line with our major energy contract expiring in 2024, ensure that all buildings are on the best value for money tariffs 	<ul style="list-style-type: none"> i. Discussions with key facilities staff, Dec 2023 ii. Preferred supplier chosen, Oct 2023 	Climate Change Officer



E5	Ensure that energy is used as efficiently as possible by our contractors	<ul style="list-style-type: none"> i. Include energy saving requirements where appropriate in new contracts ii. Discuss energy saving with existing contractors and leisure centre operators 	<ul style="list-style-type: none"> i. Development of new energy use policy for future contracts, Mar 2024 ii. Initial discussions with existing contractors to be held, Dec 2023 	<ul style="list-style-type: none"> i. Procurement Officer, Contract Managers, Climate Change Officer ii. Contract Managers, Climate Change Officer
E6 Page 32	Identify areas operational changes, or investment in new vehicles, plant, technology or management systems to deliver energy savings and emission reductions in our operational estate	<ul style="list-style-type: none"> i. Review of council assets to confirm which buildings will be kept long term and which will be disposed of ii. Creation of costed decarbonisation plans for highest energy consuming buildings and the submission of capital bids for works iii. Ensure any new buildings acquired by the council are assessed for carbon impact 	<ul style="list-style-type: none"> i. Confirmed long term asset list, Mar 2024 ii. Development of prioritised investment programme, Dec 2023 iii. Assessments completed ad hoc 	<ul style="list-style-type: none"> i. Head of Investment & Development ii. Head of Investment & Development Community, Climate Change Officer iii. Climate Change Office



5 Supporting Residents & Businesses

REF	FIVE YEAR STRATEGY AIM	2023/24 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER
E7	Supporting residents in reducing their energy use.	<ul style="list-style-type: none"> i. Review information and information channels aimed at informing residents about energy saving, including information on Solar Together ii. Ensure that support services have access to appropriate information iii. Use SHBC's planning powers to push for new development to be as energy efficient as possible. Helping to reduce energy use and bills in the borough 	<ul style="list-style-type: none"> i. Ongoing ii. Ongoing iii. Adoption of Local Plan, 2025 	<ul style="list-style-type: none"> i) Climate Change Officer ii) Climate Change Officer iii) Planning Policy and Conservation Officer
E8	Track initiatives and the support offered by other organisations to assist our poorest residents	<ul style="list-style-type: none"> i. Receive quarterly updates from Action Surrey to ensure that the needs of our poorest residents are being met 	Annual report to CCWG	Community Development Officer, Public Relations Officer, Climate Change Officer





E9	Work with Surrey County Council, neighbouring boroughs and national and regional organisations to support businesses in reducing their energy costs	<ul style="list-style-type: none">i. Identify opportunities to enhance the energy efficiency of council owned commercial properties, ensuring they meet the legally required EPC standards and going beyond this where possibleii. Develop and fund a replacement to the LoCase business grant scheme	Annual report to CCWG	<ul style="list-style-type: none">i. Head of Investment & Developmentii. Economic Development Manager
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6 Generating Renewable Energy

REF	FIVE YEAR STRATEGY AIM	2023/24 TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER
E10	Identify opportunities for investment in renewable energy generation on council owned property	i. Identify sites, submit capital bid for and install renewable energy generation capacity	i. Costed programme identified, Dec 2023	Climate Change Officer, Head of Investment and Development



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Surrey Heath Borough Council

Executive

19 September 2023

Litter Bin Replacement Programme

Portfolio Holder:	Cllr Morgan Rise Cllr John Skipper
Strategic Director/Head of Service	Nick Steevens
Report Author:	Aghogho Ateh – Operations Manager Sue McCubbin – Recreation and Leisure Services Manager
Key Decision:	yes/no
Date Portfolio Holder signed off the report	1 September 2023
Wards Affected:	All wards

Summary and purpose

Following being set the challenge to Improve the response to littering within the short term plan a project has been initiated to review the locations of litter bins to ensure that they are in the right locations, and review areas of persistent littering to find better ways to bring this under control.

A full review of on streets and parks litter bins has now been completed. The Council's Joint Waste Solutions (JWS) team and the Council's Greenspaces Team have identified requirements for a programme of upgrades and replacements of bin infrastructure in the borough. We are therefore jointly applying for funding to enable us to undertake this project to enhance and improve the Council's response to littering.

Recommendation

The Executive is advised to RESOLVE that:

- (i) £156,920 is the subject of a capital bid to be included in the 2024/25 capital programme; and
- (ii) any changes to the delivery programme be delegated to the Strategic Director for Environment and Community and Portfolio Holder for Net Zero, Well-being & Environment and Portfolio Holder for Leisure & Culture in consultation with the ward councillors.

1. Background and Supporting Information

- 1.1 Attached are two papers that outline the current position in relation to bins in Surrey Heath. One for the on street bins and one for greenspace bins. These reports identify opportunities that we have in replacing bins in the borough as style and age of the bins cause further littering and present capacity issues. Changes to legislation also negates the need for separation of dog waste which reduces the number of bins required and collection costs.
- 1.2 There is the opportunity to introduce recycling opportunities for bins within the town centre and village centres which will increase the borough's aspirations to increase its recycling rates.

2. Reasons for Recommendation

- 2.1 There are 3 key issues that this project aims to address:
 - 2.1.1 With changing legislation Dog waste is not an isolate waste stream and this waste can be placed in any bin. We would like to replace these smaller capacity bins with larger bins and remove duplication where there are both bins. This increases the capacity of refuse that the bin can hold.
 - 2.1.2 A number of the current litter bins have reached the end of their useable life and are no longer fit for purpose. These bins also have a limited capacity and are open topped – meaning that litter can be scattered by the wind or as a result of foraging by animals.
 - 2.1.3 There is currently a lack of facilities for recycling litter in our town and villages. Increasing recycling rates by ensuring that residents and members of the public can recycle their litter when out and about.
- 2.2 This project delivers on the targets within the short term plan to improve the response to littering. The bin capacity increases in replacing dog bins more than doubles the rubbish capacity within the bin.

3. Proposal and Alternative Options

- 3.1 We propose to undertake the work jointly and in one round of procurement so that we not only obtain the most desirable purchase price but also the installation costs for the bins and the removal charge for the duplications will be competitively priced.
- 3.2 Introducing recycling bins as the replacement bins for the dog waste bins in all parks was considered however, the likelihood of contamination of recycling waste is far greater, which would detrimentally impact on recycling rates. The cost of the recycling bins (£900) is over double that of single stream bins (£410) so would increase the overall cost of this project by £90k to replace the 183 bins. In premier park locations it may be that pre-investment into dual stream bins could be considered. The cost to replace the dog waste bins with

dual waste bins in premier parks would add £4,916 (including installation) to the costs of the project which would then see 8 dual waste being installed. The additional costs for emptying these could be absorbed within existing budgets.

- 3.3 The Parish Council's will be made aware of the bin replacement project and offered the opportunity to review their bin provision and potentially benefit from our pricing if they wish to undertake their own project.

4. Contribution to the Council's Five Year Strategy

- 4.1 The project focuses on two of Surrey Heath's key priorities:

Environment – by enhancing and improving access to the borough's cherished green spaces and natural environments for the enjoyment of generations to come

Economy – by investing in infrastructure which is not only suitable and sustainable but also promotes the unique identity of each local area in the borough

5. Resource Implications

- 5.1 On street

- 62 Glasdon Plaza bins Highway - £25,420
- 36 Dual recycling bins - £36,300
- Installation - £ 7,700
- Contingency (10%) - £6,940

Total cost = 76,360

- 5.2 Greenspaces

- 121 Glasdon Plaza bins - £49,610
- 8 Dual recycling bins - £7,200
- Installation - £12,900
- Removal of 47 duplicate bins - £ 4,700
- Contingency (10%) - £6,150

Total cost = £80,560

- 5.3 The bins replacement project has been confirmed as a project that can be funded from the 2024/25 allocation of the UK Shared Prosperity Fund (UKSPF). If approval from Executive is agreed, we will submit a change request to Government and the Surrey Heath Partnership to proceed. Should Government / Surrey Heath Partnership approval not be agreed, it is recommended that the Council approves the use of Community Infrastructure Levy (CIL) funding to ensure the project continues.

5.4 There would be a reduction in bin collection costs with the reduction in the overall number of bins. The cost to empty a dog waste bin is also higher than emptying a regular waste bin. These changes would equate to £8k per annum reduction in collection costs.

6. Section 151 Officer Comments:

6.1 The costs are outlined in the report and should be the subject of a capital budget bid in the 2024/25 annual budget round.

6.2 It is anticipated that funding for this will be from the UKSPF or alternatively from the Council's Community Infrastructure Levy (CIL) balances

7. Legal and Governance Issues

7.1 The Council would need to ensure that any need to vary the waste and street cleansing contract is undertaken with care. Any variation would need to ensure price certainty for the duration of the contract and no deterioration in performance of the services.

8. Monitoring Officer Comments

8.1 No matters arising.

Annexes

- 1) Joint Waste Solutions background paper
- 2) Greenspace background paper



Litter Bin Replacement

Surrey Heath

Overview

The purpose of this document is to provide a summary of current litter bin provision in the borough and set out recommendations for upgrading and improving it. Details of costs for implementing this work is also included.

Context and Main Considerations

A survey carried out in 2021 showed there to be 507 litter bins in the borough serviced by Surrey Heath Borough Council's street cleansing contractor Amey. This figure does not include the dog waste bins and other litter bins serviced by the Parks department via their contract with Glendale.

The litter bins serviced by Amey range in type with the main categories listed below, with known numbers and approximate age;

Type	Quantity	Approximate age
Small open wooden bins	62	20+ years
Glasdon Plaza & Mini-Plaza plastic bins	410	1-10 years
Camberley town centre metal bins new	14	3 years
Camberley town centre metal bins old	8	15 years
Frimley Green new wooden bins	8	1-3 years
Glasdon Nexus dual stream plastic bins	2	< 1 year
Other	3	unknown

The original style of litter bins introduced to Surrey Heath were small open top wooden bins. The open wooden bins are prone to wear and tear which can be a hazard for the collection operatives with sharp edges and splinters. Furthermore the contents of the bins are easily accessed by foxes and other wildlife which leads to increased litter spillages and complaints from residents. Over the years many of these wooden bins have been replaced with plastic closed top bins. However there are still 62 old wooden bins remaining within the Borough, with examples shown in Figure 1;



Fig 1: Old wooden bins

The vast majority of the other bins in the borough (410) are Glasdon Plaza and Mini-Plaza plastic closed top bins. These have been introduced on a rolling basis throughout the last ten years to replace the old wooden bins. Within Camberley town centre there are 14 new metal metals bin installed on the High Street and 8 older metal bins installed on Park Street in 2008.

Until recently, all litter bins within Surrey Heath were single stream for general waste only. In March 2023 two dual stream recycling and general waste litter bins were installed in Camberley town centre.

Having reviewed the existing bin provision, JWS are proposing the following two key recommendations for improving the service provided to residents;

- Replacement of the remaining old wooden bins
- Introduction of dual stream mixed recyclables litter bins to a number of retail areas of the borough

Recommendation 1 – Replace old wooden bins

The first recommendation is to remove and replace the remaining 62 old wooden litter bins with standard plastic closed top bins. As outlined in the previous section, the old wooden bins are considered outdated, dangerous for the collection operatives and users and in many cases cause local street scene issues as wildlife can easily access the contents. We would recommend the new bins to be standard Glasdon Plaza bins as these are already used throughout the Borough.



Fig 2 Glasdon Plaza litter bin

To replace all 62 old wooden bins with brand new plastic bins would cost approximately £31,620 (inclusive of VAT). That total cost is based on the following per bin;

- New Glasdon Plaza litter bin with internal base weight and cigarette stubbing plate: £410 each
- Removal of old wooden bin: £100 each

The old wooden bins are fixed into the ground with concrete so have to be removed by a 3rd party contractor, as this work is not covered under the existing street cleansing contract with Amey. The £100 removal charge per bin is based on the price of an existing SHBC approved contractor, but scaled up to this number of bins we expect to explore options by seeking quotes from other suppliers ensuring that they provide value for money.

Recommendation 2 – Introduce more dual stream mixed recyclable litter bins

The second recommendation is to introduce more dual stream recycling litter bins to primary and secondary retail areas of Surrey Heath. In March 2023, two dual stream general waste / mixed recyclables Glasdon Nexus litter bins were installed in Camberley town centre see fig 2.

As shown in the image below, these bins provide users with the ability to recycle a range of materials 'on the go'. This represents a significant enhancement to the old service, whereby all litter bin waste was collected and disposed of as general waste. By placing the bins in prominent locations, there is also the added benefit of promoting recycling and driving positive resident behavior.



Figure 3 – Glasdon Nexus bin

Our proposal includes installing 12 more dual bins at strategic locations around Camberley town centre where footfall is at the highest. The map below shows proposed locations covering all major entrances to The Mall shopping centre, The Atrium shopping centre, SHBC council offices, Camberley Leisure Centre and Camberley Theatre. The map includes the two dual bins already installed on Park Street, hence 14 green dots are shown.

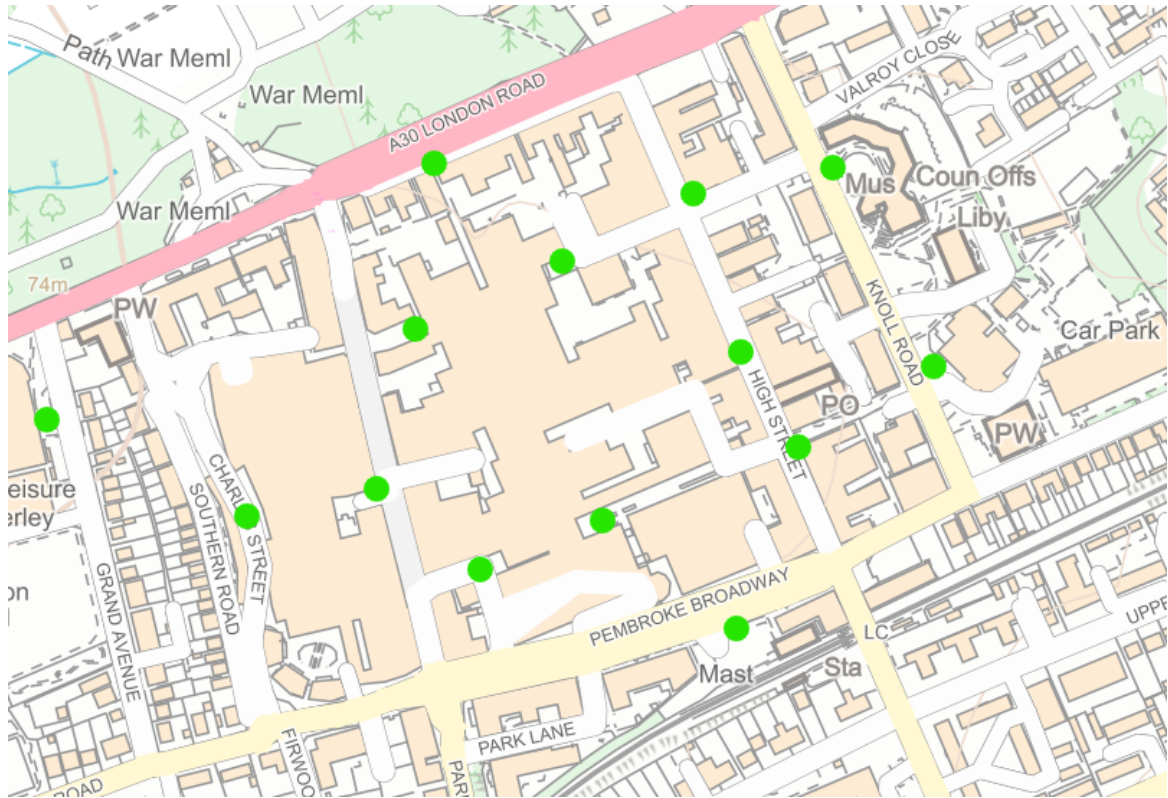


Figure 4: Map of existing and proposed dual stream mixed recyclable litter bins in Camberley Town Centre

We also propose introducing dual stream bins to all other primary and secondary retail areas within the borough of Surrey Heath, with the number of bins in each area determined by number of shops and expected footfall. The proposal also ensures a geographical spread across the borough so that all residents have access to this enhanced service.

The table below summaries the total number of dual bins proposed, with a breakdown of locations;

Area	Road Name	No. of dual bins proposed
Camberley	Town Centre	12
Frimley	Frimley High Street	6
Bagshot	Bagshot High Street	4
Lightwater	Guildford Road	4
Chobham	Chobham High Street	4
Frimley Green	Frimley Green Road / Wharf Road	2
Heatherside	Heather Ridge Arcade	2
Windlesham	Updown Hill / Chertsey Road	2
Total		36

In total we are proposing 36 additional dual stream recycling litter bins, with two styles of bin used depending on the location

In keeping with the style of the Camberley High Street, the Derby Double Stainless Steel Recycling bins is recommended, please see image below



Figure 5: Derby Double stainless steel recycling bin

A different dual recycling bin is proposed for the remaining shopping areas which is in keeping with the Plaza litter bins already in place



Figure 6: Jubilee Recycling litter bin

The breakdown of cost is as follows

Area	Road Name	No. of bins proposed	unit rate	Cost
Camberley	Town Centre	12	£ 1,225.00	£ 14,700.00
Frimley	Frimley High Street	6	£ 900.00	£ 5,400.00
Bagshot	Bagshot High Street	4	£ 900.00	£ 3,600.00
Lightwater	Guildford Road	4	£ 900.00	£ 3,600.00
Chobham	Chobham High Street	4	£ 900.00	£ 3,600.00
Frimley Green	Frimley Green Road / Wharf Road	2	£ 900.00	£ 1,800.00
Heatherside	Heather Ridge Arcade	2	£ 900.00	£ 1,800.00
Windlesham	Updown Hill / Chertsey Road	2	£ 900.00	£ 1,800.00
	Installation	36		£1500
Total		36		£ 37,800.00

Summary

Having reviewed all litter bins serviced under Surrey Heath BC's waste and street cleansing contract, we have identified the following two recommendations to improve the service for all users of the bins;

- Replace 62 old wooden bins (39 borough bins and 23 Parish bins) with new Glasdon Plaza litter bins at a total estimate cost of £31,620
- Introduce 36 dual stream mixed recyclable litter bins to all retail areas of the Borough at a total estimate cost £37,800

The combined total estimate for implementing both of these recommendations is £64,900 (exclusive of VAT).

As laid out in this proposal document, these recommendations would bring significant benefits including;

- Cleaner streets as closed top bins are more secure to wildlife and weather
- Increased access to recycling facilities
- Promote positive behavior
- Provide a safer working environment for the operatives servicing the bins

Appendix

Project Timeline

	Task	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Dual Recycling bins	Invite quotes								
	Comms for dual bin								
	Bins supplied								
	Rollout								
Single use bins	Invite quotes								
	Choose supplier								
	Bins supplied								
	Rollout								



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Surrey Heath Borough Council – Greenspace Bin Review

Overview

The purpose of this document is to provide a summary of current litter bin provision in the borough and set out recommendations for upgrading and improving waste collection. Details of costs for implementing this work is also included.

This report looks to source funding for non-parish areas through a main CIL fund, parishes will be made aware of the project and asked if they would like to allocated funding from their contributions to be included in this bin roll-out.

Context and Main Considerations

A survey carried out in 2023 showed there to be 409 bins in the borough serviced by Surrey Heath Borough Council's Grounds Maintenance contractor, Glendale. There are 173 Dog Bins and 236 litter bins. Of these bins 64 litter bins and 65 dog bins (total 134) are parish bins

The original style of litter bins introduced to Surrey Heath were small open top wooden bins and wrought iron bell top bins. The open wooden bins are prone to wear and tear which can be a hazard for the collection operatives with sharp edges and splinters. Furthermore the contents of the bins are easily accessed by foxes and other wildlife which leads to increased litter spillages and complaints from residents. Over the years many of these bins have been replaced with plastic closed top bins. However there are still a number of old bins remaining within the Borough, with examples shown in Figure 1;



Fig 1: Old style bins

Surrey Heath has 173 dog waste bins, many of which are directly next to general waste bins. Legislation changed a number of years ago meaning that dog waste is no longer specialised waste and as such can be added to general waste bins. These bins fill very quickly as the capacity is restricted, they tend to be used for general waste along with dog waste.



Fig 2: Dog waste bin

Recommendation

Having reviewed the existing bin provision, we are proposing the following three key recommendations for improving the service provided to residents;

- Replacement of the remaining old style bins
- Remove bin duplications where a dog waste bin is next to a general waste bin
- Replace dog waste bins with closed top general waste bins

These recommendations would bring significant benefits including;

- Cleaner greenspaces, closed top bins are more secure to wildlife and weather
- Provide larger capacity to collect waste
- Provide a safer working environment for the operatives servicing the bins

Proposal and costs

We would propose bins that are to be replaced with our standard Glasdon Plaza bins as these are already used throughout the Borough.



Fig 3: Glasdon Plaza litter bin

Borough Bin Replacement –

To replace 121 old style bins and dog bins would cost up to £61,710 (inc. VAT) To remove 47 dog waste bins totals £4,700. The total cost for the borough bin replacement programme totaling £66,410

Non- Parish -

To replace all 75 old style bins and dog waste bins would cost approximately £38,250 (inclusive of VAT). To remove a further 28 dog waste bin £2,800. That total cost for non-parish bins would be £41,050

Parish -

Parish bins within this project equate to 46 needing to be replaced at a cost of £23,460 and 19 to be removed coming to £1900. Parish total of £25,360

The bins to be replaced or removed are fixed into the ground with concrete so have to be removed by a 3rd party contractor. The £100 removal charge per bin is based on the price of an existing SHBC approved contractor, but scaled up to this number of bins we expect to explore options by seeking quotes from other suppliers ensuring that they provide value for money.

Project Timeline

	Task	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Single use bins	Invite quotes								
	Choose supplier								
	Bins supplied								
	Rollout								

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Surrey Heath Borough Council

Executive

19 September 2023

UK Shared Prosperity Fund Year 1 and 2 Projects

Portfolio Holder: Cllr Kel Finan-Cooke – Economic and Income Development
Head of Service Martin Breeden – Head of Investment & Development
Report Author: Joe Walsh – Economic Development Manager
Key Decision: No.
Date Portfolio Holder signed off the report : 11 09 2023
Wards Affected: All

Summary and purpose

The purpose of this paper is to:

- 1) Update the Executive on the delivery of projects submitted to Government for the second year (April 2023-March 2024) of the UK Shared Prosperity Fund (UKSPF)
- 2) Seek approval from the Executive to develop project proposals for Year 3 (April 2024-March 2025) in line with the recommendation in Annex B.

Recommendation

The Executive is advised to RESOLVE that:

- (i) the progress made on Year 2 projects funded through the UKSPF, as set out at Annex A, be noted;
- (ii) officers develop project proposals for Year 3 in line with priorities outlined in Annex B to this report;
- (iii) officers work alongside Department for Levelling Up, Housing and Communities and the Surrey Heath Partnership to agree funding based on the priorities outlined in Annex B; and
- (iv) a further report be brought to Executive in December 2023 to approve final project recommendations.

1. Background and Supporting Information

- 1.1 After agreement from Executive in July 2022, SHBC submitted its UKSPF Investment Plan to Government in August 2022. The Council was informed in

January 2023 that this has been approved and will receive £1m of funding over 2022/23, 2023/24 and 2024/25.

- 1.2 In July 2022, the Executive agreed that due to the timescales for delivery, only projects already agreed within the SHBC Annual Plan would be supported with UKSPF funding in 2022/23 (Year 1). These have now been delivered.
- 1.3 In March 2023, the Executive agreed Year 2 projects. Annex A provides an overview of these, as well as an update on progress.
- 1.4 Due to the significant amount of spend associated with UKSPF Year 3 (£881,281) it was agreed that a report would be submitted to Executive in September 2023 to agree Year 3 project spend. This is included in Annex B of this report.
- 1.5 Included within the agreed Investment Plan submitted to Government in July 2022 was a list of proposed projects that could be delivered should the Council wish. Given that we still have a level of economic uncertainty, different priorities within our communities and a new council - officers have reviewed the relevance of these projects and produced a revised list (Annex B). The UKSPF guidance allows for changes to be made to the submitted Investment Plan. This includes changes relating to the split between revenue and capital funding.
- 1.6 Where possible, officers will seek to utilise this funding to leverage additional funding from other sources.
- 1.7 It should be noted that this is one off funding from Government and therefore projects will cease in line with this funding concluding. Officers will review other funding opportunities accordingly.

2. Reasons for Recommendation

- 2.1 Officers have engaged with services across the council to review existing and eligible projects and aligned these with current Council priorities.
- 2.2 The recommended approach allows officers to develop projects with confidence that they align with Council priorities whilst adhering to UKSPF guidelines.

3. Proposal and Alternative Options

- 3.1 Executive are able to suggest alternative options. Officers will be required to check these against UKSPF guidance, and review deliverability within the required timescales.

4. Contribution to the Council's Five Year Strategy

- 4.1 All projects being delivered contribute to the delivery of the Council's Five Year Strategy and other Council strategies.

5. Resource Implications

- 5.1 Officers have aligned projects with Council priorities and there are no additional internal resources required for the delivery of these projects.

6. Section 151 Officer Comments:

- 6.1 Formal approval of the expenditure will be included in approval of the 2024/25 budget.

7. Legal and Governance Issues

- 7.1 In order to receive the funding SHBC has signed a 'Memorandum of Understanding' with Department for Levelling Up, Housing and Communities. This was agreed with S151 and Head of Legal Services.

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. The Climate Change Officer will contribute to the delivery of projects where appropriate.

Equalities and Human Rights

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

Risk Management

- 9.3 Funding has now been agreed with Government for all three years. Each project will include a risk evaluation appropriate to the level of spend.
- 9.4 Risk mitigation includes:
- 9.4.1 Ensuring effective project management processes are in place including regular reviews
 - 9.4.2 Regularly reviewing costs, particularly with high inflation. Due to this fund being a one-off amount, should project spend increase a decision will need to be made to on which projects continue. We have allowed for a small contingency budget.
 - 9.4.3 Ensure that UKSPF guidance is followed
 - 9.4.4 Ensure that Council procedure is followed by organisations delivering on our behalf. E.g following procurement guidelines.

Community Engagement

9.5 Engagement with the Local Partnership Group, run through the Surrey Heath Partnership has been consistent during the application process. A similar report will be taken to their next Partnership Group meeting to discuss and agree the projects outlined within this report. This is in September 2023.

Annexes

Annex A – Update on UKSPF Year 2 Projects

Annex B – UKSPF Year 3 Project Recommendations

Background Papers

UKSPF Executive Report 19th July 2022

<https://surreyheath.moderngov.co.uk/documents/s27412/5.%20UK%20Shared%20Prosperity.pdf>

UKSPF Executive Report 15th November 2022

<https://surreyheath.moderngov.co.uk/documents/s28660/6.%20Year%201%20projects%20UKSPF.pdf>

UKSPF Executive Report 14th March 2023

<https://surreyheath.moderngov.co.uk/ieListDocuments.aspx?CId=127&MId=3899>

ANNEX A - UK SHARED PROSPERITY FUND YEAR 2 UPDATE

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Year 1 Underspend (approved by Government)		
Project Title	UKSPF Budget	Officer Update (Summary)
1 Frimley Lodge Park Trim Trail	£5,000 (capital)	Complete
2 Lightwater Trim Trail	£16,500 (capital)	Additional funding requested from SCC.
3 Theatre Website Upgrade	£5,000 (revenue)	Project is being reviewed as part of a wider programme.
4 Children's Business Fair	£2,500 (revenue)	Complete – 15/07/2023 (£304 underspend)
5 What I Love About Where I Live	£500 (revenue)	In progress – due for completion October 2023
6 Camberley Comedy Festival	£494 (revenue)	Complete – 08/07/2023 (£73 underspend)
Total	£29,994	£377 underspend

Year 2		
Project Title	Budget	Officer Update (Summary)
Improvements to Albert Road Playground, Bagshot	£13,500 Capital	Tender being drafted. Expected completion winter 2023.
Events across Surrey Heath	£17,500 Revenue	Captioned panto performances scheduled in December (£2,500)



		Heritage Lottery Bid being submitted. Grant scheme launched for rural arts, culture, heritage and creative activities (£10,000)
Funding to support organisations that support volunteers	£20,000 Revenue	Project review taking place.
Walking Sports in Surrey Heath	£4,000 Revenue	Walking Football Open Day planned for August (£500), walking tennis being set up at West End Tennis Club (£500) and 'Finding Your Feet' programme started at Frimley Lodge Park. Looking to support both Age Concern UK and other groups to start walks.
Enhanced tourism marketing / promotions	£7,000 Capital / Revenue	Lamppost banners on the Old Dean (£2,500) Project review taking place.
Supporting businesses	£7,000 Revenue	IncuHive appointed to deliver business support (£50 underspend) Indies Campaign – reviewing meetings and 're-launch in Autumn (£2,000 available)
Surrey SME Decarbonisation Loan Scheme	£10,000 Revenue	Under review in line with Surrey County Council LOCASE Scheme.
	£79,000	



Year 1 Projects Underspend:

Project 1 Frimley Lodge Trim Trail

Intervention: E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.

Project title: Frimley Lodge Trim Trail

Project overview / deliverables: Frimley Lodge Trim Trail enhancements

Output (required to meet Government funding requirements):

- 100m2 of improve green space (100m2)
- Number of neighbourhood improvements undertaken (1)
- Number of facilities supported/ created (1)

Outcome (required to meet Government funding requirements):

- Increased footfall (25%)
- Increased users of facilities/ amenities (25% increase)

Budget:

- £5,000

July Update:

This project was completed in April 2023 (UKSPF Year 2) and is open to the public. It has been very well received by the park users.



Project 2 Lightwater Trim Trail

Intervention: E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.

Project title: Lightwater Trim Trail

Project overview / deliverables: Lightwater Trim Trail enhancements

Output (required to meet Government funding requirements):

- 100m2 of improve green space (200m2)
- Number of neighbourhood improvements undertaken (1)
- Number of facilities supported/ created (1)

Outcome (required to meet Government funding requirements):

- Increased footfall (25%)
- Increased users of facilities/ amenities (25% increase)

Budget:

- £16,500

July Update:

We have sought quotations and have passed them across to Councillor Rebecca Jennings-Evans (Surrey County Council) who advised she has additional funding for this project. If this is not forthcoming, we will complete the project in stages and utilise these funds in phase one.



Project 3 Theatre Website Upgrade

Intervention: E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.

Project title: Theatre Website Upgrade

Project overview / deliverables: This project was included as part of the wider project to upgrade the Camberley Theatre Website.

Output (required to meet Government funding requirements):

- Number of organisations receiving support (1)

Outcome (required to meet Government funding requirements):

- Increased number of web searches (15% & Number)
- Increased number of visitors (10%)
- Improved engagement numbers

Budget:

- £5,000 revenue

July Update:

Carry forward was approved by Government. The project has been delayed due to the current platform becoming obsolete by the supplier. It is appropriate to wait and re-build and improve the website in its entirety as part of a wider capital build. It is due to go live on the Digital Outcomes framework and a cost expected in August.



Project 4 Children’s Business Fair

Intervention: E23 Strengthening local entrepreneurship ecosystems

Project title: Children’s Business Fair

Project overview / deliverables: To host a Children’s Business Fair Camberley

Output (required to meet Government funding requirements):

- 1 local markets created or supported (Number of markets)
- 20 enterprises receiving non-financial support (Number of enterprises)
- 20 Number of potential entrepreneurs assisted to be enterprise ready (Number of entrepreneurs)

Outcome (required to meet Government funding requirements):

- 20 new enterprises created as a result of support

Budget: £2,500

July Update:

The Children’s Business Fair took place on Saturday 15th July 2023. It was intended that the CBF would be part of the Camberley Beach Party however due to weather conditions this wider event was postponed. The CBF went ahead as we were able to move it into the Square shopping centre. The event was a huge success with over 60 young individuals from over 25 businesses experiencing entrepreneurship for the first time.





Project 5 - What I love About Where I Live

Intervention: E6: Local arts, cultural, heritage & creative activities

Project title: What I love About Where I Live

Project overview / deliverables: To support the Craft Coop competition of 'What I Love About Where I Live' to increase civic pride and highlight all that is wonderful in Surrey Heath

Output (required to meet Government funding requirements):

- 1 event / participatory programmes supported

Outcome (required to meet Government funding requirements):

- Improved engagement numbers
- 1 community-led arts, cultural, heritage and creative programmes as a result of support

Budget:

- £500

July Update:

The competition launched in May and the Craft Coop has received a good number of applications. We are working as a Council to support the communications throughout the programme and will provide a further overview upon completion in September.



Project 6 Camberley Comedy Festival

Intervention: E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.

Project title: Camberley Comedy Festival

Project overview / deliverables: To support the delivery of Camberley Comedy Festival – particularly with the marketing and promoting of the event.

Output (required to meet Government funding requirements):

- An increase in number of people reached
- 1 local event supported

Outcome (required to meet Government funding requirements):

- Increased visitor numbers (Number of people)
- 1 event /participatory programme
- Improved Engagement Numbers

Budget:

- £494

July Update:

The Camberley Comedy Festival took place on the 8th July 2023. The event sold out 3 weeks early with 550 people attending. The additional contribution from the UKSPF was used to promote the event to people in the Borough as well as the surrounding towns. This led to a spike in ticket sales. The event also generated additional revenue to the Council through car-parking and Camberley Theatre bar sales.



Year 2 Projects

Project 1

Intervention: E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.

Project title: Improvements to Albert Road Playground, Bagshot

Project overview / deliverables: Albert Road Playground in Bagshot is currently underused and the space is underutilised. The equipment is in need of refurbishment to enable greater use and enhancements to the local area. The funding will contribute to the costs of refurbishing the equipment, and where necessary the purchasing of new equipment.

Output (required to meet Government funding requirements):

- 100m2 of improved green space (Albert Road Playground)
- Improvements to 1 neighbourhood (Albert Road Playground + Bagshot surrounds)
- 1 facility supported (Albert Road Playground)

Outcome (required to meet Government funding requirements):

- 50% increase of use of the playground

Budget:

- £13,500 Capital

July Update:

A tender is currently being drafted for this playground with the aim to complete Autumn/Winter 2023. A concern has been raised about the drop in ground level to part of this playground and we are seeking advice from professionals before proceeding.

Project 2



Government intervention: E6: Support for local arts, cultural, heritage and creative activities

Project: Events across Surrey Heath

Project overview:

- **Sub-project 1** – Additional captioned and relaxed performances at Camberley Theatre to support inclusivity. This will include associated marketing and promotions.
- **Sub-project 2** – Museum outreach activities including Heritage Pop Up event in Camberley Town Centre.
- **Sub-project 3** – Discretionary community events fund to include financial support for smaller towns and villages seeking to hold events that support local arts, cultural, heritage and creative activities.

Output (required by Government)

- 27 events / participatory programmes
- 1 facility supported

Outcome (required by Government)

- 15% increase in footfall at Camberley Theatre
- 15% increase in the use of facilities across Surrey Heath
- An increase of 20 individuals engaged in local arts, cultural, heritage and creative activities across Surrey Heath

Budget

- Sub-project 1 - £2,500 (revenue)
- Sub-project 2 - £5,000 (revenue)
- Sub-project 3 - £10,000 (revenue)
- Total - £17,500 (revenue)

July Update:





Sub-project 1 – Captioned and signed performances of this year’s panto will take place in the winter.

Sub-project 2 – A bid has been submitted to the Heritage Lottery Fund to match fund the UKSPF allocation. The bid focuses on: an online interactive map, community engagement work ‘Surrey Heath Heritage Hotspot’ in the area and a future representative on an museum advisory council.

Sub-project 3 – A grant scheme supporting local arts, cultural, heritage and creative activities is due to go live in the summer. This will focus on events outside of Camberley town centre. This grant scheme is due to launch in August 2023.



Project 3

Government intervention: E9: Funding for impactful volunteering and/or social action projects to develop social and human capital in local places

Project: Funding to support organisations that support volunteers

Project overview: Funding to support an organisation(s) who facilitate the use of volunteers to deliver community benefits in Surrey Heath. This may include a grant scheme to organisations that are currently providing this service in the Borough to enable enhanced delivery. Projects should have a focus on delivering positive social action.

Output (required by Government)

- 1 organisation receiving a grant
- 20 volunteering opportunities supported (could have more than one volunteer per opportunity)
- 10 projects supported

Outcome (required by Government)

- A 20% increase in engagement numbers
- 40 volunteers administered as a direct result of this support

Budget: £20,000 (revenue)

July Update:

Officers are currently reviewing the above, taking into account the existing partnership with VSNS. It is likely that the funding will split into a few smaller projects. One of which is centred on alignment with the short-term plan action of: “Work with Voluntary Services North Surrey to develop a campaign to promote the value and benefits of volunteering and make it easy for take up”. Another project that we are considering is utilising this funding for re-establishing the Surrey Heath Borough Council Youth Council.



Project 4

Government intervention: E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together

Project: Walking Sports in Surrey Heath

Project overview: Surrey Heath Borough Council has an exceptional track record of delivering walking sports across the borough. The funding will support extended delivery and marketing / promotions to involve additional individuals.

Output (required by Government):

- Three tournaments/leagues/teams supported

Outcome (required by Government):

- 20% increase in improved perception of
- 15% increase of users of facilities

Budget: £4,000 (revenue)

July Update:

Supporting the Surrey Heath Walking Football club, West End Tennis Club and 'Finding Your Feet' to start new walking sports or boost current sessions. These sessions will support people who have long-term health conditions or their health means they cannot take part in regular sessions. So far 8 people have signed up for Walking Tennis, 15 are taking part in 'Finding Your Feet' and 20 in the Walking Football. We hope to add a walk session from the Rainbow café in partnership with Age Concern shortly.



Project 5

Government intervention: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally

Project: Enhanced tourism marketing / promotions

Project overview: To review and implement recommendations to increase the online presence of Surrey Heath's visitor and evening economy and support local tourist-based businesses.

Output (required by Government):

- 20 businesses receiving non-financial support
- 1000 people reached through marketing / promotions
- 2 events or activities supported

Outcome (required by Government):

- 20% footfall increase after 7pm supporting the evening economy
- 20% increase in visitor numbers at visitor attractions
- 25% improved perception of attractions

Budget: £7,000 (capital)

July Update: Linking with the 'What I Love About Where I Live' project, a project is being put in place whereby winners of the competition will have their artwork featured on wayfinding banners along the parade of shops on the Old Dean. The intention of the banners is to direct shoppers into the courtyard where a selection of local independent businesses are based. The license to attach items to streetlights has been submitted and is approved in principle. The banners are currently in the design process.



Project 6

Government intervention: E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.

Project: Supporting businesses

Project overview:

Sub-project 1 – Funding to support the Independents Network and Camberley town centre meanwhile uses

Sub-project 2 – Business support workshops to increase productivity and growth aligned to Economic Development Strategy

Output (required by Government):

- 30 businesses receiving non-financial support

Outcome (required by Government):

- 20 businesses with improved productivity
- 4 businesses engaged with new markets

Budget: £7,000 (revenue)

July Update:

Sub-project 1- The Indies (Surrey Heath Independent Business Network) is due for launch in Autumn 2023. A strong database of independent businesses is currently being developed and will be the baseline for promoting the event. The Indies will be a regular occurrence and will be based in different wards in the Borough each time. The intention is to host these events outside of Camberley Town Centre.

Sub-project 2 – IncuHive have been appointed to deliver business support across Surrey Heath. They commenced activity in July and have currently supported 5 businesses. They can provide support on:

- Advice and mentoring



- Access to funding and grants
- Finance, bookkeeping, tax
- Finding new clients, marketing, web, social media
- Post-Covid business planning and/or pivoting
- New business start-up

Project 7

Government intervention: E29: Supporting Decarbonisation whilst growing the local economy

Project: Surrey SME Decarbonisation Loan Scheme

Project overview: Delivery of LOCASE – (Low Carbon Across South East) in partnership with Surrey County Council and other Districts and Boroughs. Including a grant funding scheme to businesses, free courses and networking support to save carbon emissions. LOCASE funding can be used on:

- LED Lighting upgrades
- Air source heat pumps
- Solar PV installation
- Insulation saving projects
- Gas boiler upgrades
- Specialist skills and knowledge
- Research
- IT / Software
- Accreditations

Output (required by Government year 2+ year 3):

- 10 businesses receiving financial support other than grants (loans)
- 10 businesses receiving non-financial support
- 10 projects with low or zero carbon energy infrastructure installed
- 10 business decarbonisation plans developed

Outcome (required by Government year 2+ year 3):



- 2 Jobs Created
- 10 Jobs Safeguarded
- 10 businesses adopting new to the firm technologies or processes
- 300 tonnes of greenhouse gas reduction

Budget: £35,000 (request for £10,000 in year 2 + £25,000 in year 3)

July Update:

Surrey County Council are currently developing a project that will build on the success of the Surrey LoCASE grant programme and fund a similar range of energy efficiency measures (including heating, lighting and insulation) and green business growth measures (including websites and marketing).

A proposal has been sent to Surrey Heath Borough Council Officers and it is currently being reviewed. The programme seeks to provide financial support to businesses whilst also providing a wrap-around environmental business support programme.



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ANNEX B - UK SHARED PROSPERITY FUND YEAR 3 PROJECT RECOMMENDATIONS

Proposed Projects

Project Title	Budget (estimated)	SHBC Priority	UKSPF Intervention
I) Litter Bin Replacement Programme (as per Executive Report)	£156,920 (capital)	This project delivers on the targets within the short-term plan to improve the response to littering.	E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs. E2: Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities'

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			<p>resilience to natural hazards, such as flooding. This could cover capital spend and running costs.</p> <p>E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.</p>
<p>2) Net Zero Programme – costed programme not yet developed but will be included within December 2023 report if agreed.</p>	<p>£250,000 (tbc)</p>	<p>5 Year Strategy – Net Zero Carbon Emissions & building resilience to the impacts of climate change.</p> <p>To support delivery of the Climate Change Action Plan.</p>	<p>E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective</p>



			decarbonisation across energy, buildings and transport and beyond, in line with our legally binding climate target. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity.
3) Parks Refurbishment Programme –delivery of 3 upgraded parks. These will include: Burrel Road Mytchett Recreation Ground Briars Centre	£280,000 (capital)	Enhance and improve access to green spaces.	E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.



4) Camberley Town Centre Public Realm Enhancements	£129,361 (capital)	5 Year Strategy - Invest in our urban and rural areas.	E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.
Total	£816,281		

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Previously Agreed Projects

5) UKSPF admin costs (4% of total allocation)	£40,000 (revenue) Previously agreed.	This amount has been included in the Base Budget Review	Administration allocation.
6) Low Carbon Across the South and East (LoCASE) – already	£25,000 (revenue) Previously agreed.	5 Year Strategy – Net Zero Carbon Emissions & resilient to the impacts of climate change	E29: Supporting decarbonisation and improving the natural environment whilst growing



<p>committed from March 2023 Executive Report</p>		<p>5 Year Strategy - Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole</p>	<p>the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective decarbonisation across energy, buildings and transport and beyond, in line with our legally binding climate target. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity.</p>
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Totals



Proposed Projects	£816,281
Previously Agreed Projects	£65,000
Total	£881,281
Total UKSPF Available	£881,281





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Surrey Heath Borough Council
Executive
19th September 2023

Armed Forces Covenant

Portfolio Holder:	Cllr Lisa Finan-Cooke
Armed Forces Champion:	Cllr Leanne MacIntyre
Strategic Director/Head of Service	Sally Kipping (HR, Performance and Communications)
Report Author:	Renee France (Community Development Manager)
Key Decision:	No
Wards Affected:	All

Summary and purpose

Statutory Guidance relating to the application of the Armed Forces Covenant Duty which applies to Local Authorities can be seen here:

<https://www.gov.uk/government/publications/armed-forces-covenant-duty-statutory-guidance>

This creates a statutory duty for the Council (whether the Armed Forces Covenant Pledge has been signed or not):

When a specified body exercises a relevant function, it must have due regard to: (a) the unique obligations of, and sacrifices made by, the Armed Forces; (b) the principle that it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the Armed Forces, and (c) the principle that special provision for Service people may be justified by the effects on such people of membership, or former membership, of the Armed Forces

This report sets out proposals for the Council to formalise and expand upon this statutory duty by signing the Armed Forces Covenant Pledge. This will provide greater detail showing how the Council discharges the duty above and considers additional voluntary pledges to be made by the Council in support of the Armed Forces Community.

Recommendation

The Executive is advised to RESOLVE that

- (i) The Covenant pledges be agreed and adopted as set out in paragraph 3.1 of this report; and
- (ii) a formal signing ceremony be arranged to take place by the end of the financial year at an appropriate and agreed date with members of the council and Armed Forces representatives in attendance.

Background and Supporting Information

- 1.1 In 2011 the Armed Forces Community Covenant was published and its core principles became law through the Armed Forces Act 2011.
- 1.2 Surrey Heath Borough Council signed the Community Covenant in 2013. In 2021 there was a change to the Community Covenant which then became known as the Armed Forces Covenant. This change has meant that the original pledge is no longer applicable.
- 1.3 Further information, history and resources including examples of good practice can be found here: <https://www.armedforcescovenant.gov.uk/>
- 1.4 In the development of the proposed Armed Forces Covenant pledges, council officers undertook a number of focus groups involving members of the Armed Forces Community and Council officers involved in the delivery of services to members of the Armed Forces Community including veterans, their families and dependents. The Council also identified and appointed an Armed Forces Champion, Cllr Leanne MacIntyre, who has overseen the development of the pledges.
- 1.5 The proposed pledges reflect input from all of these groups, and detail support already given by the council to members of the Armed Forces Community alongside pledges for future support and areas of development in the Council's work with members of the Armed Forces Community.

2. Reasons for Recommendation

- 2.1 The recommendation supports the Council's key priorities in the areas of Health and Wellbeing, including taking a positive approach to supporting those who are most vulnerable. It recognises the borough's historic links with the Armed Forces and a commitment to ensuring that our statutory duty is met.

3. Proposal and Alternative Options

- 3.1 The key pledges outlined in the proposed Armed Forces Covenant are set out below. The Council may choose to accept these as they are, to accept none of the proposed pledges, or to make amendments to the pledges.

Section 1: Principles of The Armed Forces Covenant

1.1 **Surrey Heath Borough Council** will uphold the key principles of the Armed Forces Covenant:

- *Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.*
- *In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the contribution that Service personnel, reservists, veterans, the cadet movement and military families make. We seek to uphold the principles of the Armed Forces Covenant by developing and implementing an action plan that:

- Provides appropriate employment support to members of the Armed Forces Community and their families or immediate dependents
- Includes clear and accessible communications demonstrating our support which includes:
 - Information about benefits and financial support available
 - Signposts health and wellbeing information, discounts and services
 - Promotes awareness of housing and homeless services and supports veterans and their families access appropriate housing
 - Recognises the importance of taking part in civic activities and responsibilities
 - Provides training, information and support to frontline staff who support veterans and their families
 - Provides appropriate family support to help dependents access services and ensure the wellbeing of military families

2.2 We will publicise these commitments through our literature and website. We will set out timescales for the action plan supporting the pledges, inviting feedback from the Armed Forces Community to evaluate our initiatives reporting back to the Community Engagement Working Group on progress.

4. Contribution to the Council's Five Year Strategy

4.1 Signing the Covenant and making a public commitment to supporting members of the Armed Forces Community will contribute to the aim to nurture

the strong sense of community across the whole borough, and to taking a positive approach to supporting those who are most vulnerable (Health & Quality of Life).

5. Resource Implications

- 5.1 The Community Development team have worked with Council officers to understand the potential resource implications for each area and are satisfied that there will be limited impact on resources and that a number of the pledges are already taking place, and that additional pledges can be managed within current resourcing.

6. Section 151 Officer Comments:

- 6.1 No matters arising

7. Legal and Governance Issues

- 7.1 The Council has a legal duty to have due regard to the principles of the Armed Forces Covenant when exercising certain statutory functions in the fields of healthcare, education and housing. The commitments outlined in this report ensure the Council meets this duty and provides special provision in accordance with Statutory Guidance.

8. Monitoring Officer Comments:

- 8.1 No matters arising.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 No matters arising

Equalities and Human Rights

- 9.2 This will support the Council's commitment to Equality and supporting those who are most vulnerable.

Risk Management

- 9.3 No matters arising

Community Engagement

- 9.4 This initiative will support and improve community engagement.

Annexes - None

Surrey Heath Borough Council
Executive
19th September 2023

Community Fund Grant Scheme

Portfolio Holder:	Housing and Inclusion Cllr Lisa Finan-Cooke
Strategic Director/Head of Service	Sally Kipping – Head of HR, Performance & Communications
Report Author:	Renée France – Community Development Manager
PH Sign off:	Yes
Key Decision:	No
Wards Affected:	All

Summary and purpose

To consider grant applications to the Council's Community Fund Grant Scheme received by 30th June 2023

Recommendation

The Executive is advised to RESOLVE that up to £1,500 be awarded to Bagshot Business Association to support the Annual Halloween Bagshot Big Bash event;

1. Background and Supporting Information

- 1.1 Full details and Information on the Community Fund Grant scheme is provided on the Council's website and articles are regularly published in the Council's Heath scene magazine promoting recent successful awards.
- 1.2 This scheme provides grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.
- 1.3 The total amount requested from the recommended application is £1,500 and that this is awarded from an existing reserve of £62,222. No payments are made until after evidence is submitted that the work is completed.
- 1.4 Two other applications have been received but are not yet ready for recommendation to the Executive due to outstanding enquiries. These are therefore deferred and will be presented at a later date.

2. Bagshot Business Association

- 2.1 The Association was established in 2009 and is open to all businesses in Bagshot. The Association aims to promote Bagshot and businesses in Bagshot and to provide opportunities for networking and mutual business benefit and support. The Association has a formal constitution. Membership currently stands at 30 businesses who each pay £30 per year for membership of the Association and all current and new businesses in Bagshot are offered the opportunity to join.
- 2.2 The Association are seeking assistance in funding their annual Halloween Event. The association anticipates the total event costs to be £3,000 and the club are seeking up to £1,500 from the Council's Community Fund grant scheme to support traffic management and insurance. A further application for funding has been made to Windlesham Parish Council for £1,000 to cover provision of street trading licence, First Aid Support and entertainment. A decision in relation to this application has not yet been made. The remaining funds will come from Bagshot Business Association reserves. For past events, The Association has applied to Windlesham Parish Council for funding support and has subsidised the remaining costs, however the Association ran a Coronation event earlier this year which depleted their available funds for their remaining usual programme of events.
- 2.3 This is a popular local event which has been run previously and the Association anticipates footfall on the High Street of up to 1,000 people over a three-hour period. Whilst Community Fund Grants are intended for one off project costs, and this project has been run in previous years, the Association used existing funds to provide a one-off Coronation event earlier in the year and it is therefore suggested that this grant is used to support the running of the Halloween Event in recognition of the special circumstances of a Coronation year and the positive impact on the community and businesses in the local area.

3. Reasons for Recommendation

Bagshot Business Association

- 3.1 A suggestion of £1,500 has been made in relation to this application, which is reflective of the local benefits provided in and around Bagshot and the wider community, and the reduced reserves due to the Coronation event held earlier this year. This application links to the Council's Five-Year Strategy in the area of Health & Wellbeing and the priorities around nurturing a strong sense of community across the borough and promoting a programme of community events. There will also be impact on the Economy and the Council's objectives around supporting existing businesses and attracting new ones as increased footfall from visitors to the event will impact on the income and profile of local businesses.

4. Proposal and Alternative Options

4.1 The Executive has the option to:

- i) Fund the organisations in line with the recommendations.
- ii) Fund the organisations applications at a greater or lesser percentage of their requested sums.
- iii) Not fund any of the organisations.

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

5.1 Health and Quality of Life:

5.1.1 The health and quality of life of all the Borough's residents is very much at the core of the services that the Council provides to its residents understanding that having a warm, safe and secure home, and a healthy, attractive environment which is key for improving health outcomes and our residents' quality of life.

5.1.2 The Council wants to ensure communities have the infrastructure and accessibility to meet the needs of a changing and growing population. Supporting the development of attractive, sustainable and vibrant communities for people to live, work and enjoy. We will also take a positive approach to supporting those who are most vulnerable.

5.1.3 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.

5.1.4 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.

5.2 Economy:

5.2.1 Surrey Heath Borough is home to a diverse range of successful businesses with high levels of employment in both our rural and urban areas. As we look beyond the Covid-19 pandemic it is vital we restore the vibrancy of our high streets, village and community centres and key employment areas, retain and develop our existing business base and make Surrey Heath a place where new businesses want to be located.

5.2.2 Investment in local infrastructure is key to the economic success and jobs for the borough as a whole and the health and quality of life of local residents.

6. Resource Implications

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

7. Section 151 Officer Comments:

7.1 None

8. Legal and Governance Issues

8.1 No matters arising.

9. Monitoring Officer Comments:

9.1 All Community Fund Grant awards are subject to a standard offer conditions letter with confirmation being required prior to payment.

10. Other Considerations and Impacts

Environment and Climate Change

10.1 No matters arising.

Equalities and Human Rights

10.2 No matters arising

Risk Management

10.3 No matters arising.

Community Engagement

10.4 No matters arising.

Annexes none

Background Papers: Applications.

Surrey Heath Borough Council
Executive

19 September 2023

Public Space Protection Orders

Portfolio	Cllr Helen Whitcroft Residents and Community
Strategic Director/ Head of Service	Nick Steevens - Environment & Community
Report Author	Jayne Boitault – Community Safety Officer
Key Decision	Yes
Wards Affected	All
PH Sign off:	16 August 2023

Summary and purpose

The Executive is asked to consider the approval of an extension to the Public Space Protection Orders (PSPO's) within Surrey Heath for a further 3-year period until 14th October 2026.

Recommendation

The Executive is advised to RESOLVE that the Public Space Protection Order, as set out in Annex A to this report, be retained without change for a further 3-year period until 14th October 2026.

1. Background and Supporting Information

- 1.1 The Anti-Social Behaviour, Crime and Policing Act 2014 was designed to simplify the overarching antisocial behaviour legislation with the PSPO (Public Spaces Protection Orders) replacing the former Designated Public Place Orders, which ceased to have effect from the 14th October 2017. At that time Surrey Heath introduced a new range of low-level orders based upon the outcome of an extensive consultation exercise.
- 1.2 The above act within S.60 permits a PSPO's to be introduced for a maximum period of three years without consultation and review to enable an opportunity to ensure the measures are proportionate and that it remains fit for purpose, the PSPO can be extended more than once.
- 1.3 The Public Spaces Protection Orders enable both Surrey Police and the Council to deal with low level anti-social behaviour in a public place.

- 1.4 Councils are the Responsible Authority for implementing the new PSPO's which must be reviewed at least every three years and were reviewed in 2017 and 2020.
- 1.5 The existing Surrey Heath PSPO is attached as annex A and takes a broad approach in using the framework of this legislation to beneficial effect when needed, but otherwise remains in the background to allow unencumbered freedoms.
- 1.6 The Council has sought responses from the public, internal and external partners including Surrey Police, and the Surrey Heath Partnership, and community representatives and organisations which may be affected by the proposals. Although no formal prosecutions have been made our key partner Surrey Police, advise that the orders enable continuous prevention through engagement and the physical presence of the signage across Surrey Heath and is a clear indicator of the enforcement for those who behave irresponsibly or cause anti-social behaviour.
- 1.7 An open consultation was promoted from the 1 July - 1 August 2023, on all social media channels and shared within the all-member briefing to encourage further distribution. This was combined with letters sent to all known community groups, and local partners inviting participation, and information shared with all partners at the Surrey Heath Partnership meeting on the 24th May 2023.
- 1.8 A total of 12 responses were received, all but one supported the proposal, within given locations from: Windlesham, Lightwater, Bagshot, Camberley, and Frimley. Other Borough wide organisations which include the Hope Hub, Vivid and Accent Housing positively responded to the extension, together will full support of Surrey Police. Detailed feedback and response to questions are attached in annex B.

2. Reasons for Recommendation

- 2.1 The existing Surrey Heath PSPO provides broad levels of support by utilising the framework of the legislation to good effect when needed to deal with low level anti-social behaviour, but otherwise it remains in the background to allow unencumbered freedoms. Surrey Police our main partner has sought the continuance of the PSPO.

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

- 3.1 The Executive at its meeting on the 18 July implemented a Short-term Plan recognising residents' priorities set out in the Five-Year strategy 2022-2027 and the Annual Plan 2023/24. The intention of the original Annual Plan and the short-term plan purpose is to ensure that the Council has a single robust and transparent approach and is able to maximise what can be delivered over the course of this financial year. The consideration of the Council wide PSPO features in the Protections of our Environment which is one of the six areas of focus for delivery.

4. Section 151 Officer Comments

- 4.1 The original funding for this project was met by the Surrey Heath Partnership previously in the form of signage across Surrey Heath, the existing signage will require no further change if the proposal to extend the orders is agreed. If amendment or change is required then costs will be incurred to meet this, an application for funding can be made to the Surrey Heath Partnership, but there is no guarantee this will be successful.

5. Legal and Governance Issues

- 5.1 The Anti-Social Behaviour, Crime and Policing Act 2014 was designed to simplify the overarching antisocial behaviour legislation with the PSPO (Public Spaces Protection Orders) which became effective from the 14th October 2017. Surrey Heath retain compliance by considering options in-conjunction with Surrey Police and consulting as outlined previously which follows the guidance of S.60 within the Act to insure of compliance.

6. Monitoring Officer Comments:

- 6.1 No matters arising.

7. Equalities and Human Rights

- 7.1 The Anti-Social Behaviour, Crime and Policing Act 2014, Public Spaces Protection Order (PSPO) empowers Councils to set local conditions to tackle nuisance behaviour within a defined area. The Council is proposing conditions which seek to provide the Police an additional tool to dispose of low-level alcohol-related nuisance affecting the Town Centre. The PSPO seeks to tackle defined nuisance behaviour from any source and carefully considers any sanctions to those who are vulnerable. An updated EIA will be completed prior to implementation.

8. Other Considerations and Impacts

- 8.1 The Order will be jointly managed by the Council's Corporate Enforcement Team, Environmental Services, Community Safety, Greenspace team, and Surrey Police. In addition, the Council can nominate authorised persons if necessary to undertake some of the enforcement work. In practice, given the nature of enforcement activity, the specialist training involved, the evidential requirements, and the health and safety aspects, local authorities usually only consider nominating specialists from a professional enforcement organisation with a track record in this area of work.

9. Proposal and Alternative Options

- 9.1 The Executive has the option to:
- i) Agree the existing Public Spaces Protection Order until 14 October 2026.

- ii) Amend the Public Space Protection Order either in its scope or period of time.
- iii) Not agree the Public Spaces Protection Order extension and for the orders to be discharged from the 14th October 2023.

10. Risk Management

- 10.1 Should the Executive not reach an agreement and the PSPO be discharged from the 14th October, there may be a reputational risk of the Council relating to our policy in dealing with low level anti-social behaviour.

11. Community Engagement

- 11.1 The questionnaire adopted a simple approach where it asked if respondents were broadly supportive of the PSPO seeking a yes or no response and invited them to share ideas around any changes to the existing orders, from which easy access was provided with links to the orders, maps and locations that are affected. Information was circulated widely as part of a social media campaign, shared within Members Briefings, and at the Surrey heath Partnership to encourage response. All feedback suggestions and questions have been carefully considered and details can be found in annex B.

Annexes

Annex A - PSPO presently operational
Annex B - Consultation feedback

Background Papers

None

SURREY HEATH BOROUGH COUNCIL

THE ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

PUBLIC SPACES PROTECTION ORDER (SURREY HEATH) 2020

Notice is hereby given that Surrey Heath Borough Council ("the Council") proposed the following Public Spaces Protection Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act")

- 1 This order shall come into operation on the 14th October 2020 and shall have effect for 3 years thereafter unless extended by further orders under the Council's statutory powers.
2. The Order applies to the public places within Surrey Heath in the Schedules 1-7 of this order shown red on the attached plans — ("the restricted areas").
3. The Council is satisfied that the conditions set out in Section 59(2) of the Act have been met namely that anti-social behaviour and criminal activities have been carried out within the restricted areas through the use of intoxicating and psychoactive substances, begging and irresponsible dog ownership/control. These activities have a detrimental effect on the quality of life of those in the locality, and it is likely that these activities will be carried out within that area and can have such an effect.
4. The Council is also satisfied that the conditions set out in Section 59(3) of the Act have been met. Namely, that the effect or likely effect of the activities are unreasonable and justify the restrictions imposed by this Order and that it is in all circumstances expedient to make this order for the purpose of reducing crime/and or anti-social behaviour in a public place.

BY THIS ORDER

Definitions

'public place' under S74(1) of the Act means any place to which the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

'interested person' means an individual who lives in the restricted area or who regularly works in or visits that area.

'authorised persons' includes an Authorities Officer of the Council, Police Constables, Police Community Support Officers or other persons authorised by the Council.

'psychoactive substance' any substance which is capable of producing a psychoactive effect in a person if by stimulating or depressing the person's central nervous system it affects the person's mental functioning or emotional state and is not included in the list of exempted substances.

'exempted substances' are those listed in Schedule 1 of the Psychoactive Substances Act 2016 or its successor. (controlled drugs, medicinal products, alcohol, nicotine and tobacco products, caffeine/caffeine products and food)

'loitering' to remain in any one place with no apparent purpose.

Prohibitions

The activities described below are hereby prohibited:

1. Persons shall not within the Restricted Areas as detailed in Schedule 1:

- A. Continue to ingest, inhale, inject, smoke or otherwise use psychoactive substances when asked by an authorised person to stop or
- B. Fail to surrender any psychoactive substance in their possession, when asked to do so by an authorised person.

Psychoactive Substance is given the following definition (which includes Drugs that are commonly referred to as Legal Highs):- Substances with the capacity to stimulate or depress the central nervous system.

Exemptions shall apply in cases where the substances are used for a valid and demonstrable medicinal use, are cigarettes (tobacco) or vaporisers or are food stuffs regulated by food health and safety hygiene.

2. Persons shall not within the Restricted Areas as detailed in Schedule 2:

- A. Continue to drink alcohol when asked to stop by an authorised person or
- B. Fail to surrender any alcohol in their possession when asked to do so by an authorised person.

3. Persons shall not within the Restricted Area in Schedule 3 sit or loiter, in a public space as to actively beg, to include: verbal, non-verbal, written or non-written requests for goods, money or donations unless they are authorised at an appropriate location.

Obligations on persons with dogs:

Fouling

If a dog defecates at any time within the Restricted Area specified in Schedule 4 to which this order applies a person who is in charge of the dog at the time must remove the faeces from the land forthwith unless:-

- A. They have a reasonable excuse for failing to do so; or
- B. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to them failing to do so.

Dogs on Leads by order

A person in charge of a dog within the Restricted Area specified in Schedule 5 to which this order applies must comply with a direction given to them by an authorised officer of the Council to put and keep the dog on a lead unless:-

- A. They have a reasonable excuse for failing to do so; or
- B. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to them failing to do so.

Exclusion of Dogs

A person in charge of a dog must not take it into or keep it within a fenced/enclosed children's play area and signed at its entrance(s) as a "dog exclusion area" (whether the sign uses those particular words or words and/or symbols to that effect) which is designated and marked for children's play as detailed in plans at Schedule 6, unless;

- A. They have a reasonable excuse for failing to do so; or
- B. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to them failing to do so.

Dogs on Leads (Bird-nesting season)

A person in charge of a dog shall be guilty of an offence if, at any time, during 1st March — 31st July, within the Restricted Area specified in Schedule 7, they do not keep the dog on a lead unless;

- A. They have reasonable excuse for failing to do so; or
- B. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to them failing to do so.

Exemptions

The obligations on persons with dogs shall not apply to a person who:-

- A. Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- B. Has a disability which affects their mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

For the purpose of this order:-

- A person who habitually has a dog in their possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a receptacle which is provided for that purpose, or for the disposal of waste, shall be sufficient removal from the Restricted Area.
- Not being aware of the defecation or not having a device for or suitable means of removing the faeces shall not be a reasonable excuse for failing to remove it.
- "Authorised Officer" means an employee, partnership agency or contractor of Surrey Heath Borough Council who is authorised in writing by Surrey Heath Borough Council for the purposes of giving directions under this Order.

Fixed Penalty Notice and Offences

- 1 It is an offence for a person without reasonable excuse to engage in any activity prohibited by this order.

- 2 In accordance with section 63 of the Act, a person found to be in breach of this Order by refusing to surrender alcohol to an authorised person is liable on summary conviction to a fine not exceeding level 2 on the standard scale which is currently £500.
- 3 In accordance with Section 67 of the Act, a person found to be in breach of this Order other than by refusing to surrender alcohol to an authorised person is liable on summary conviction to a fine not exceeding level 3 on the standard scale which is currently £1000.
4. An authorised person may issue a Fixed Penalty Notice to anyone he or she believes has committed an offence. The amount of the Fixed Penalty Notice shall be £100 .The penalty can be reduced by 50% if paid within 14 days otherwise the full penalty will be due. The Council will not prosecute if the penalty is paid within 29 days.

THE COMMON SEAL of

SURREY HEATH BOROUGH COUNCIL

Was here unto affixed this 25th October 2022

Gavin Ramtohal

In the presence of:

GAVIN RAMTOHAL

Solicitor to the Council



Additional Notes

Restricted Area

1. Schedule 1 - Psychoactive Substances

All public places within the whole area of Surrey Heath Borough Council within Schedule 1.

2. Schedule 2 - Alcohol Control Zones

All public places as outlined and marked red within Schedule 2.

3. Schedule 3 — Begging

The Public area within Camberley Town Centre as marked red within Schedule 3.

4. Schedule 4 - Dog Fouling

All public places within the whole area of Surrey Heath Borough Council within Schedule 4.

5. Schedule 5 - Dogs on Lead by Order

All public places within the whole area of Surrey Heath Borough Council within Schedule 5.

6. Schedule 6 - Dog Exclusion Areas - Children's Playgrounds

All public places as outlined and marked red in Schedule 6

7. Schedule 7- Bird Nesting Season

Dogs to be kept on leads during the bird nesting season in a designated part of Lightwater Country Park marked red on map in Schedule 7 from 1st March - 31st July.

Prescribed Charities

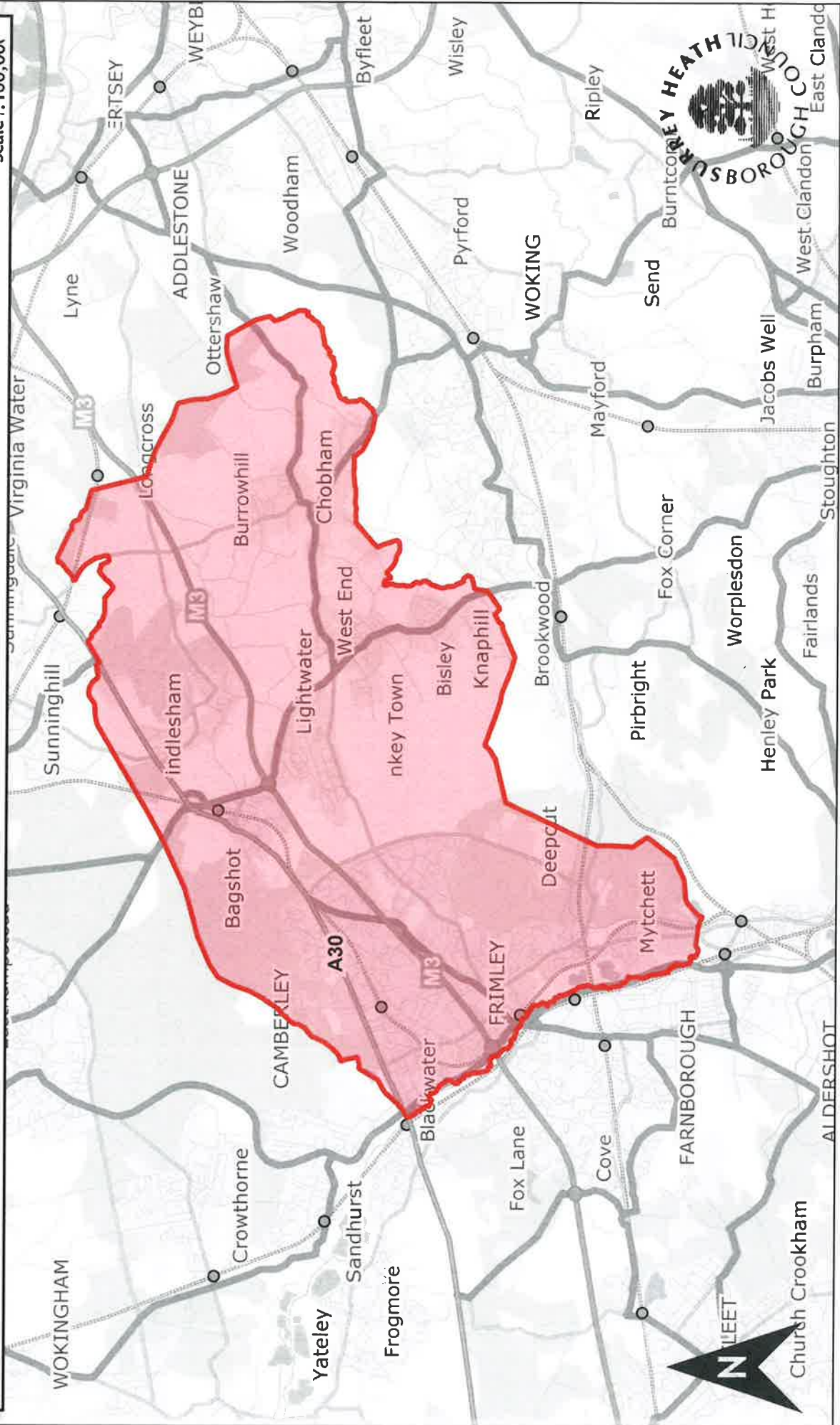
8a For the purposes of this Order, each of the following is a "prescribed charity";

- (i) Dogs for the Disabled (registered charity number 700454);
- (ii) Support Dogs Limited (registered charity number 1088281);
- (iii) Canine Partners for Independence (registered charity number 803680);
- (iv) Guide Dogs for the Blind (registered charity number 209617)

Psychoactive Substances Schedule 1

Produced: 25.05.2017

Scale 1:100,000



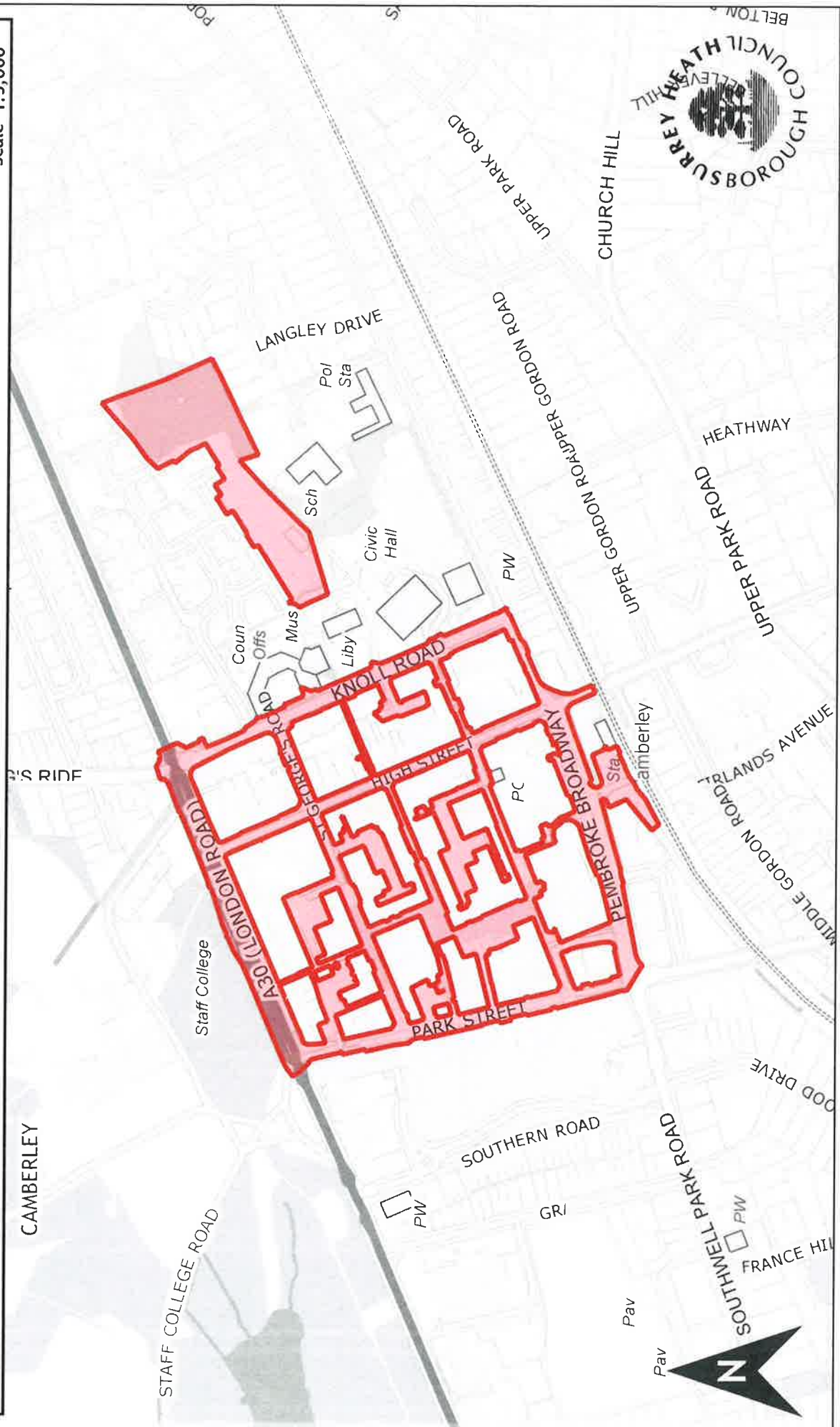
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Alcohol Control Zone - Camberley Town Centre Park & Obelisk Schedule 2

Produced: 25.05.2017

Scale 1:5,000



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Alcohol Control Zone - Chobham Road Recreation Ground



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Alcohol Control Zone - Dean Parade

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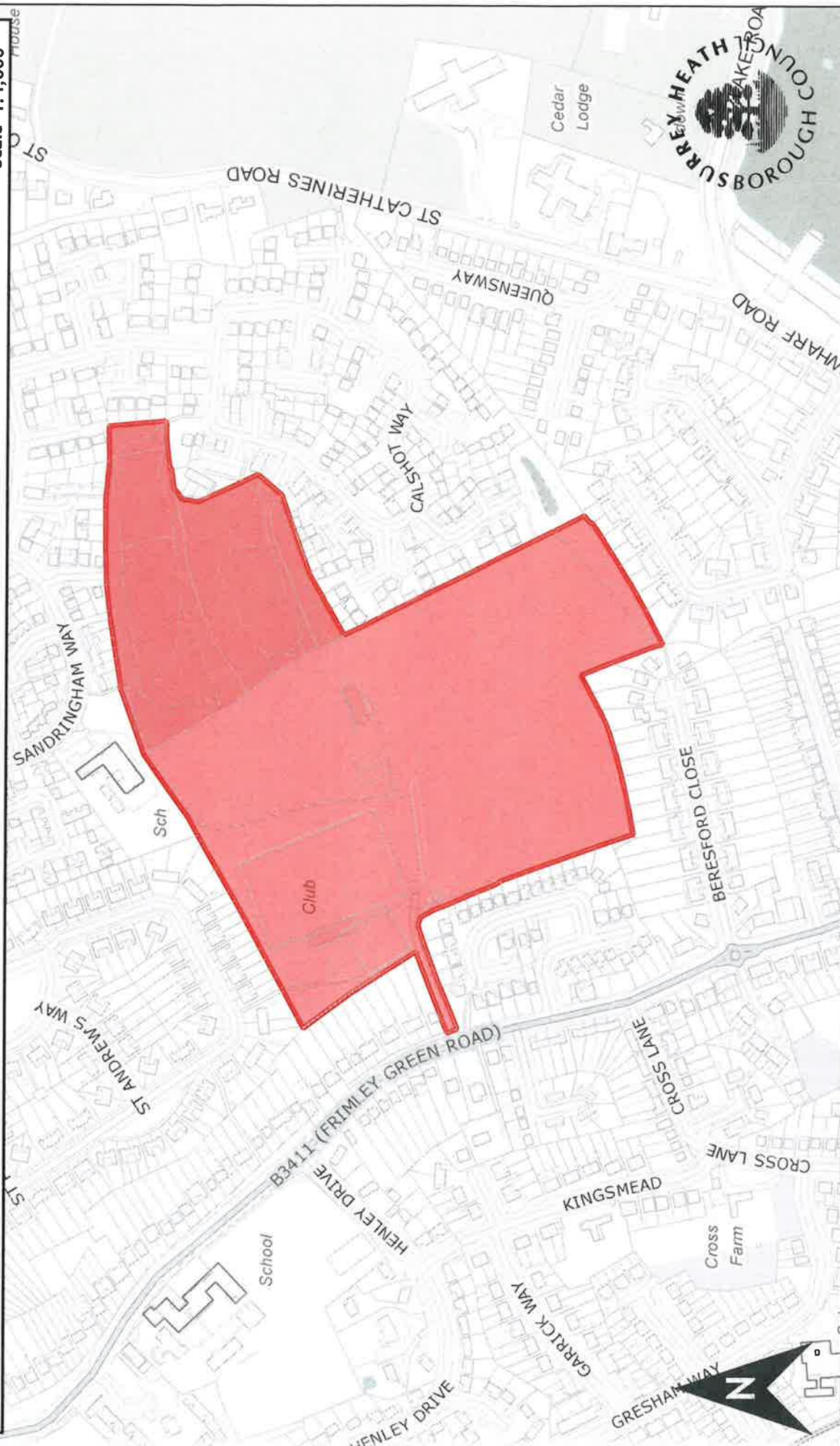
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Alcohol Control Zone - Frimley Green Recreation Ground

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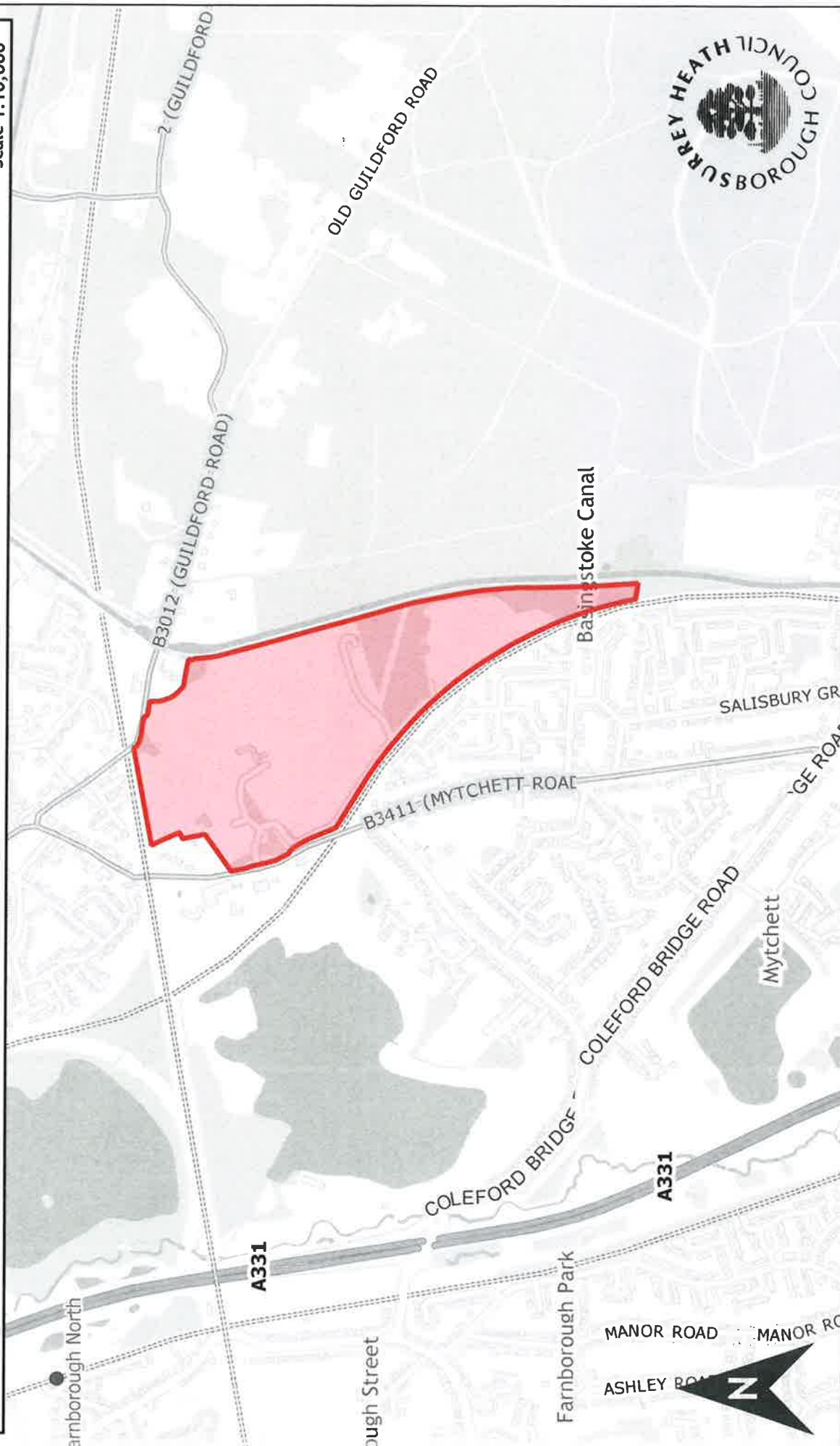
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Alcohol Control Zone - Frimley Lodge Park

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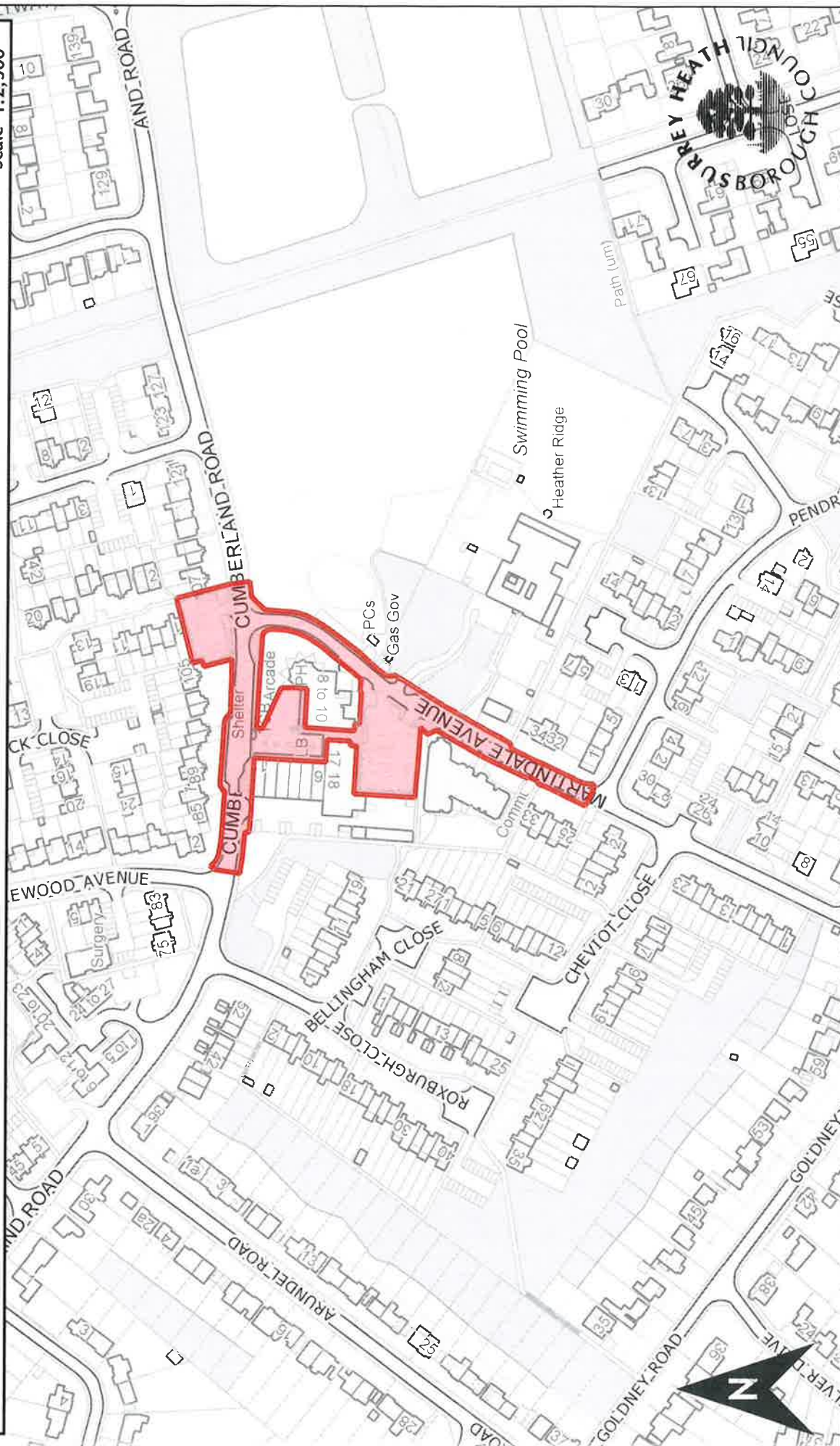
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Alcohol Control Zone - Heather Ridge Arcade

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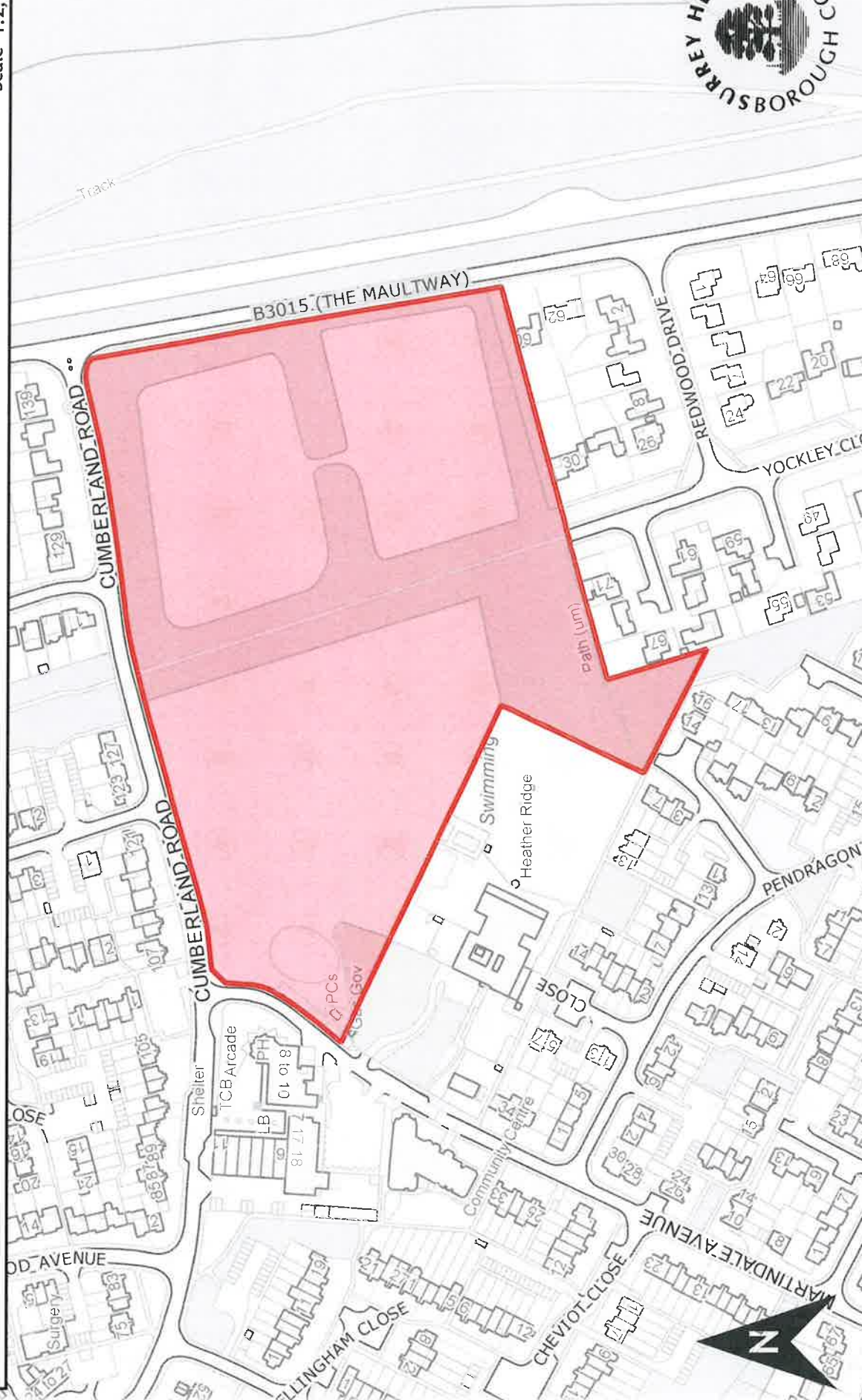
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Alcohol Control Zone - Heatherside Recreation Ground



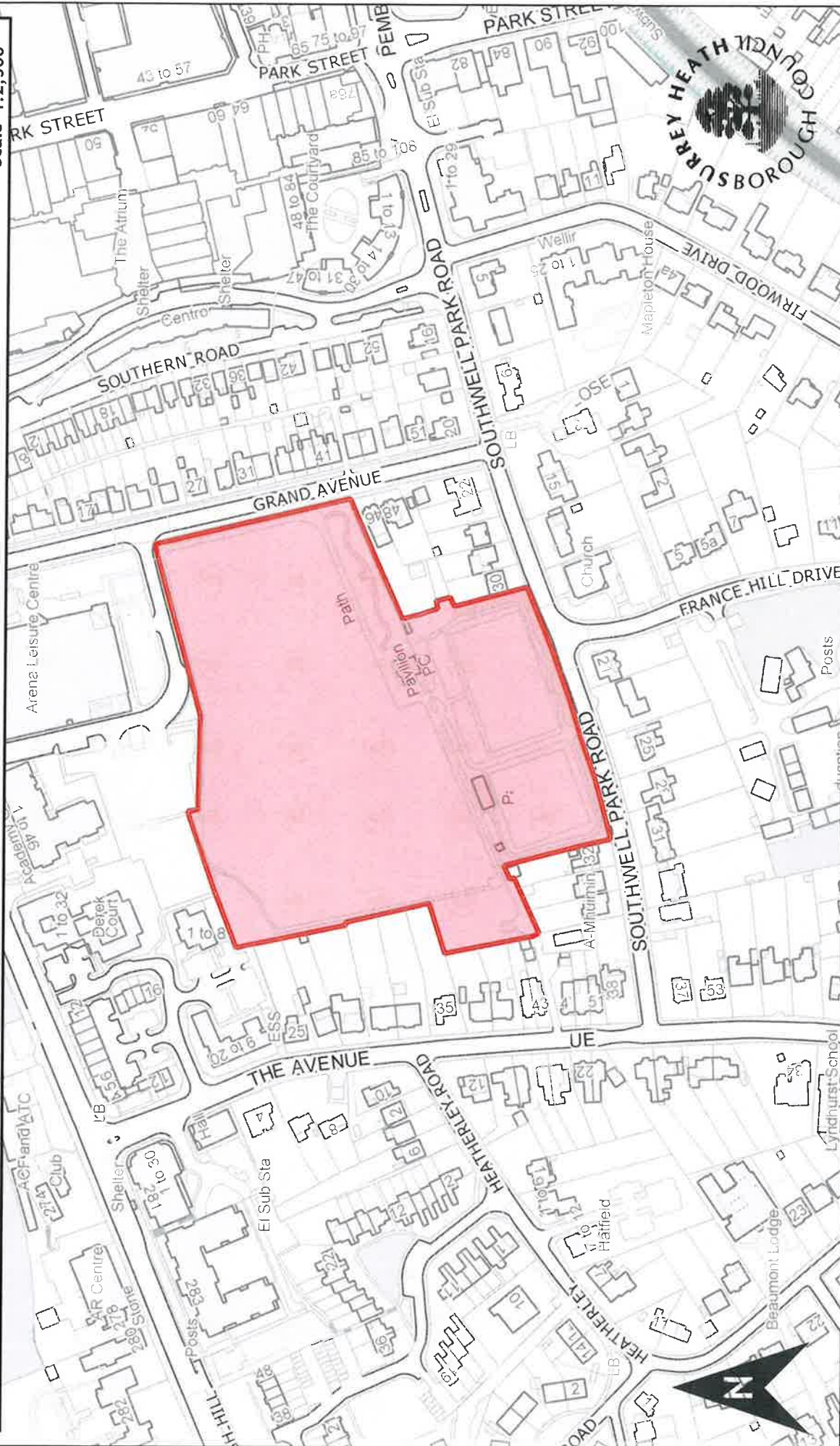
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Alcohol Control Zone - London Road Recreation Ground

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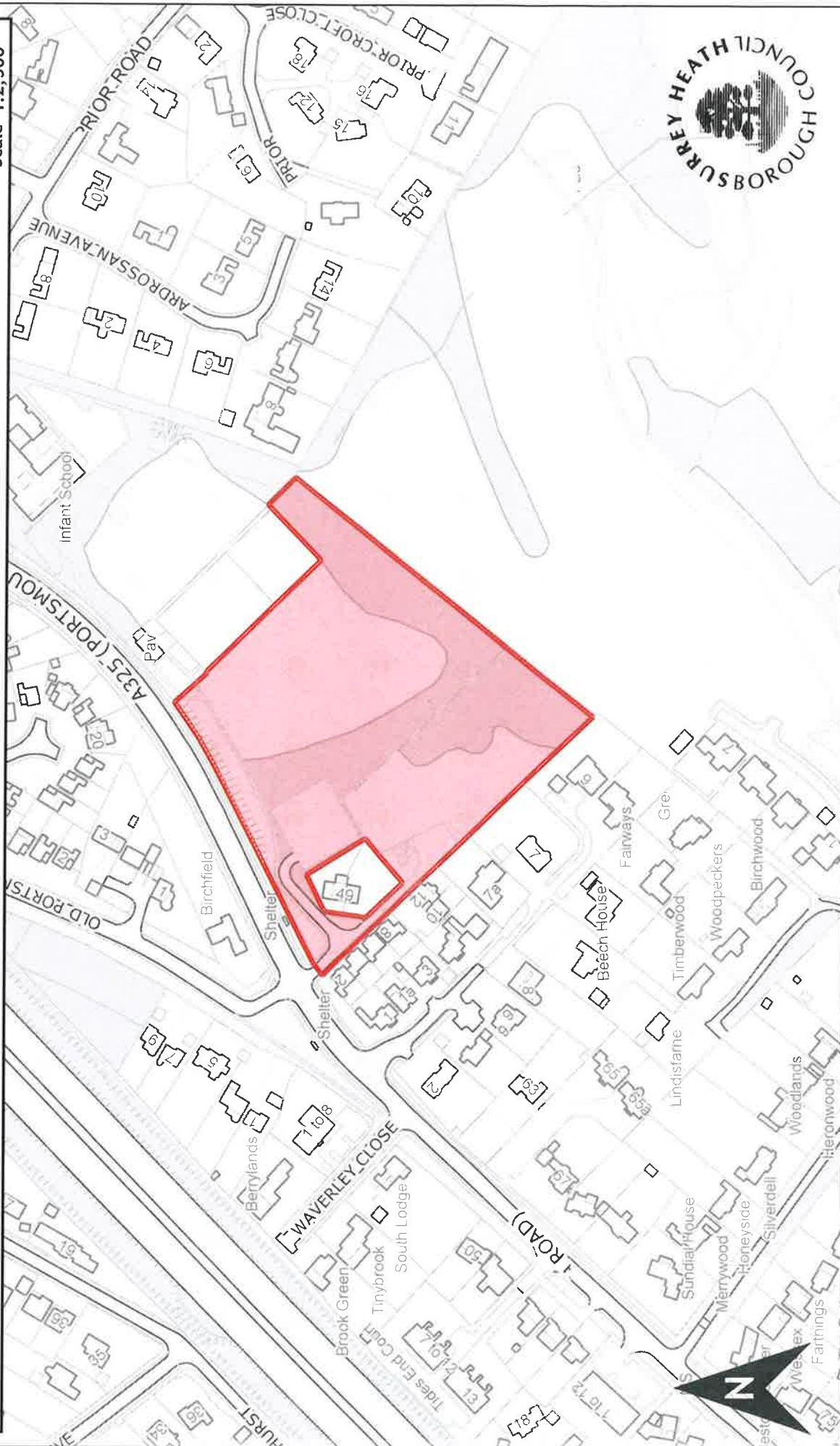
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Alcohol Control Zone - Southcote Park

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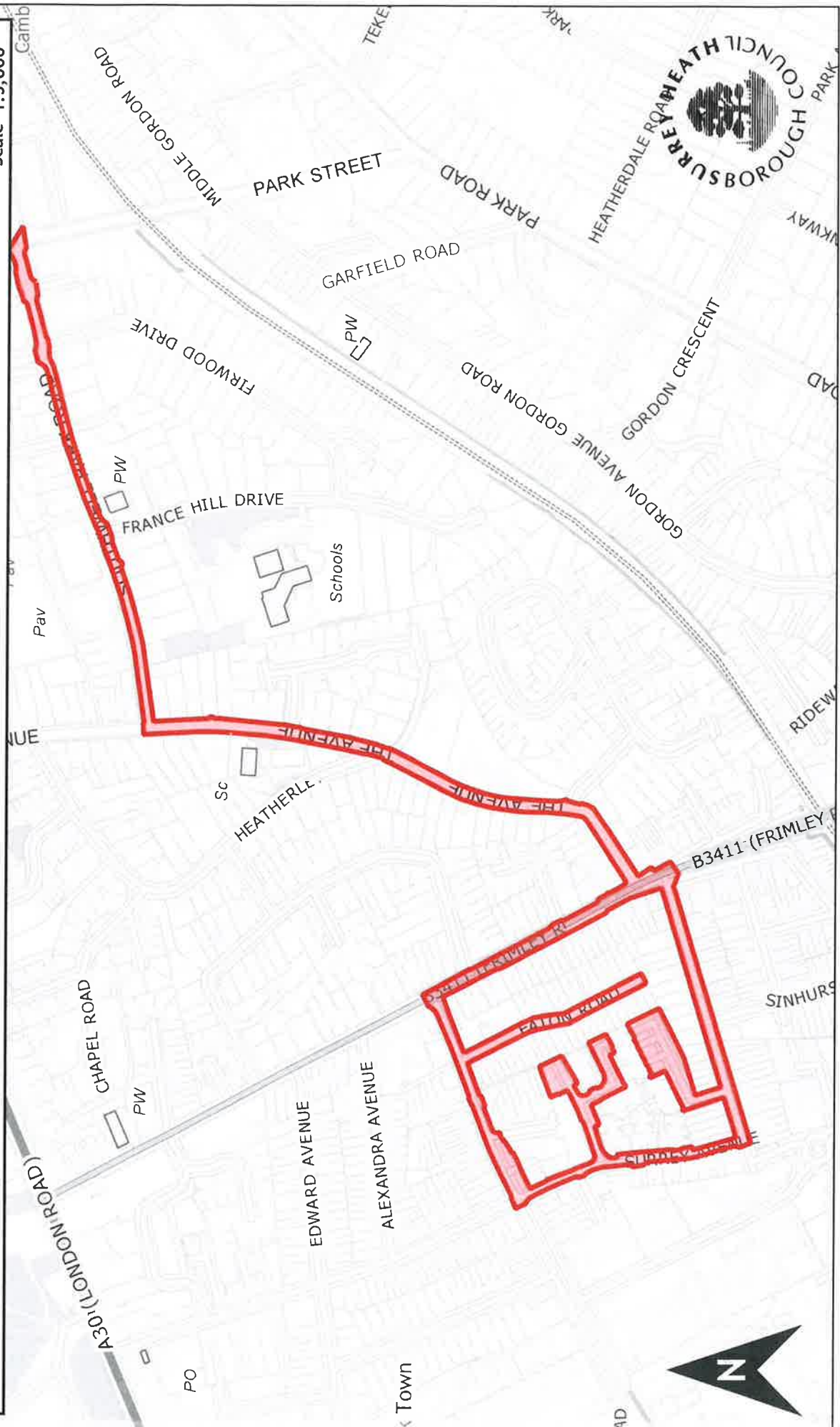
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Alcohol Control Zone - Southwell Park Road to Surrey Avenue

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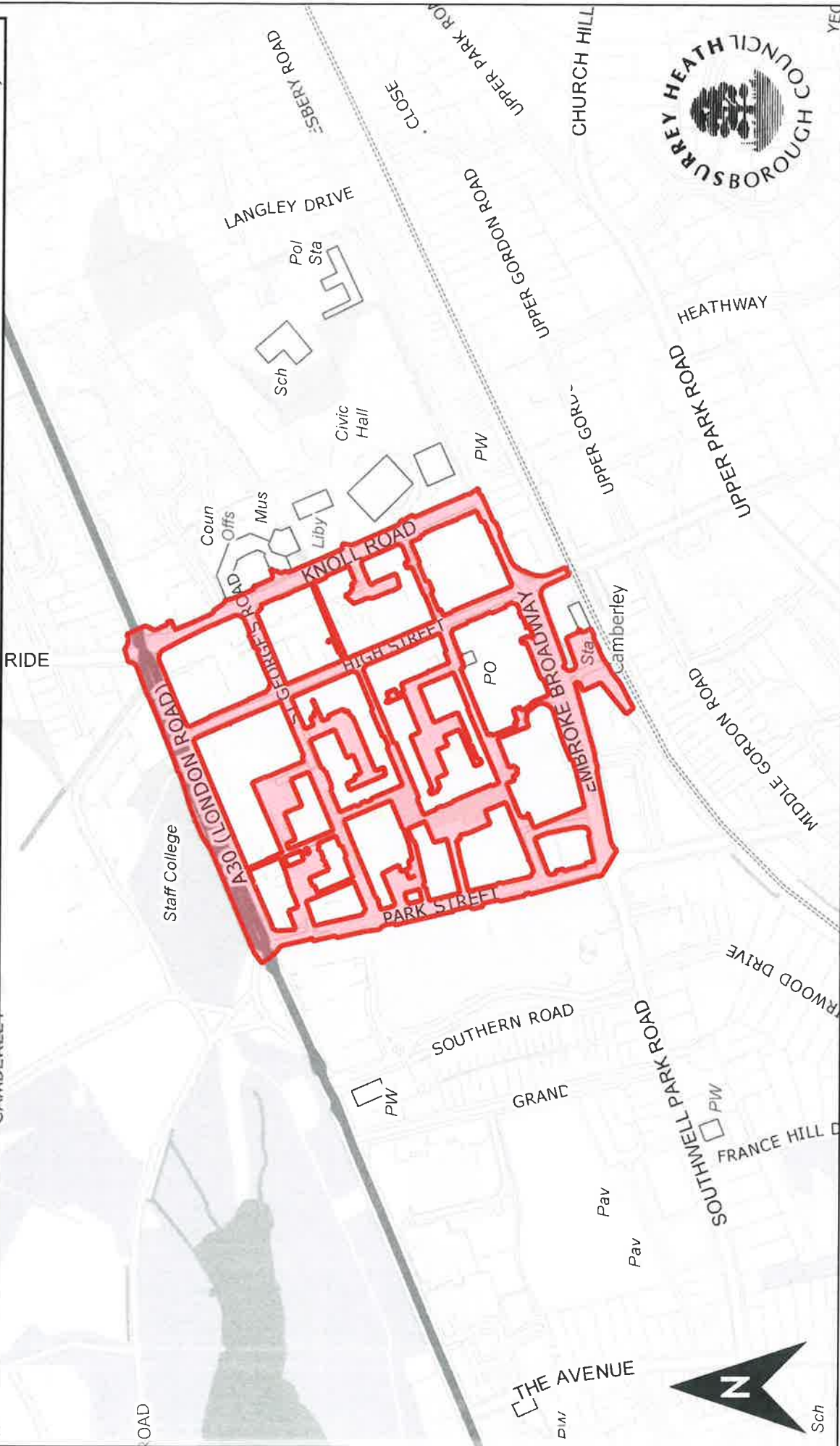
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Begging - Camberley Town Centre Schedule 3

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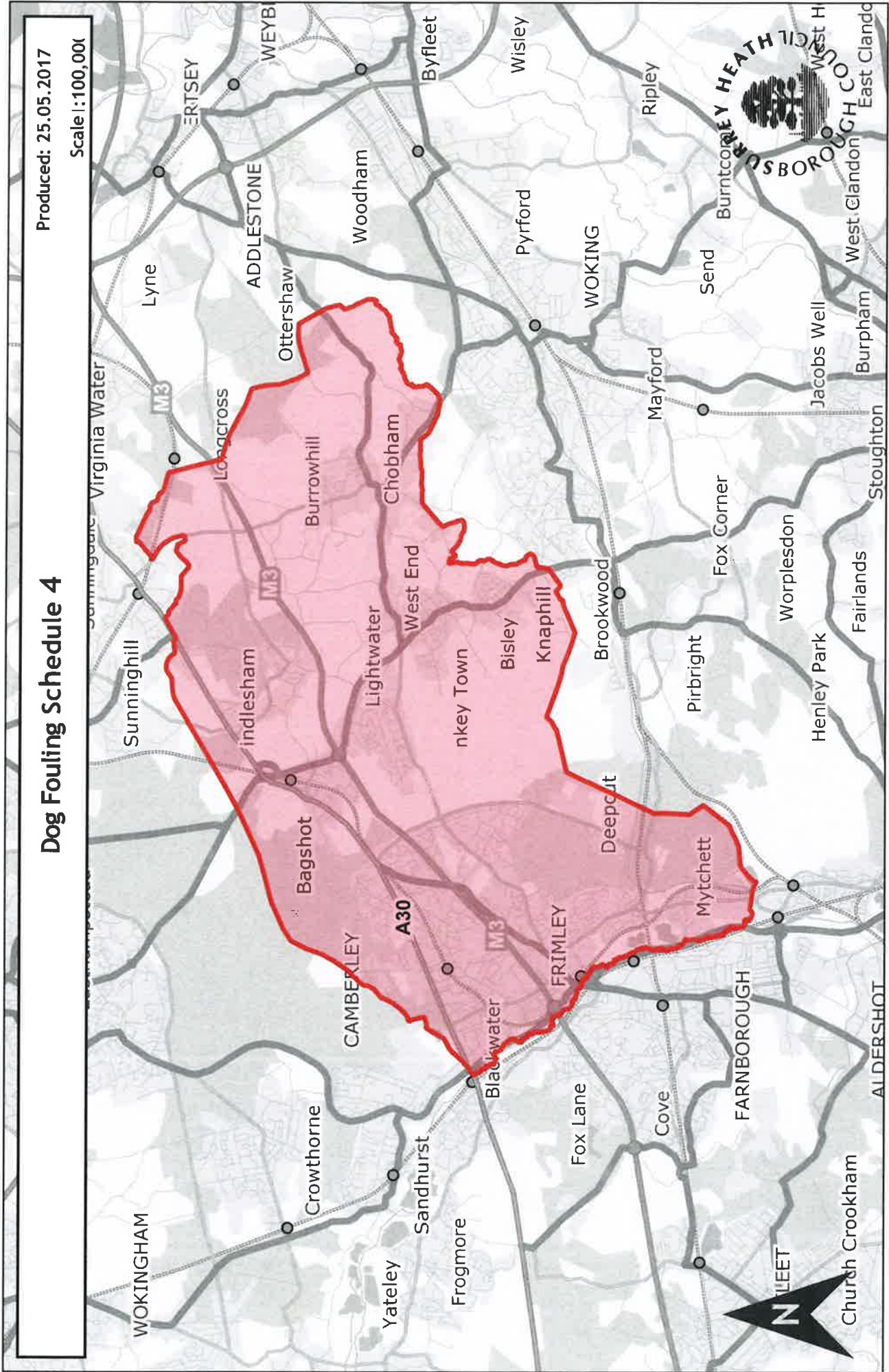
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Dog Fouling Schedule 4

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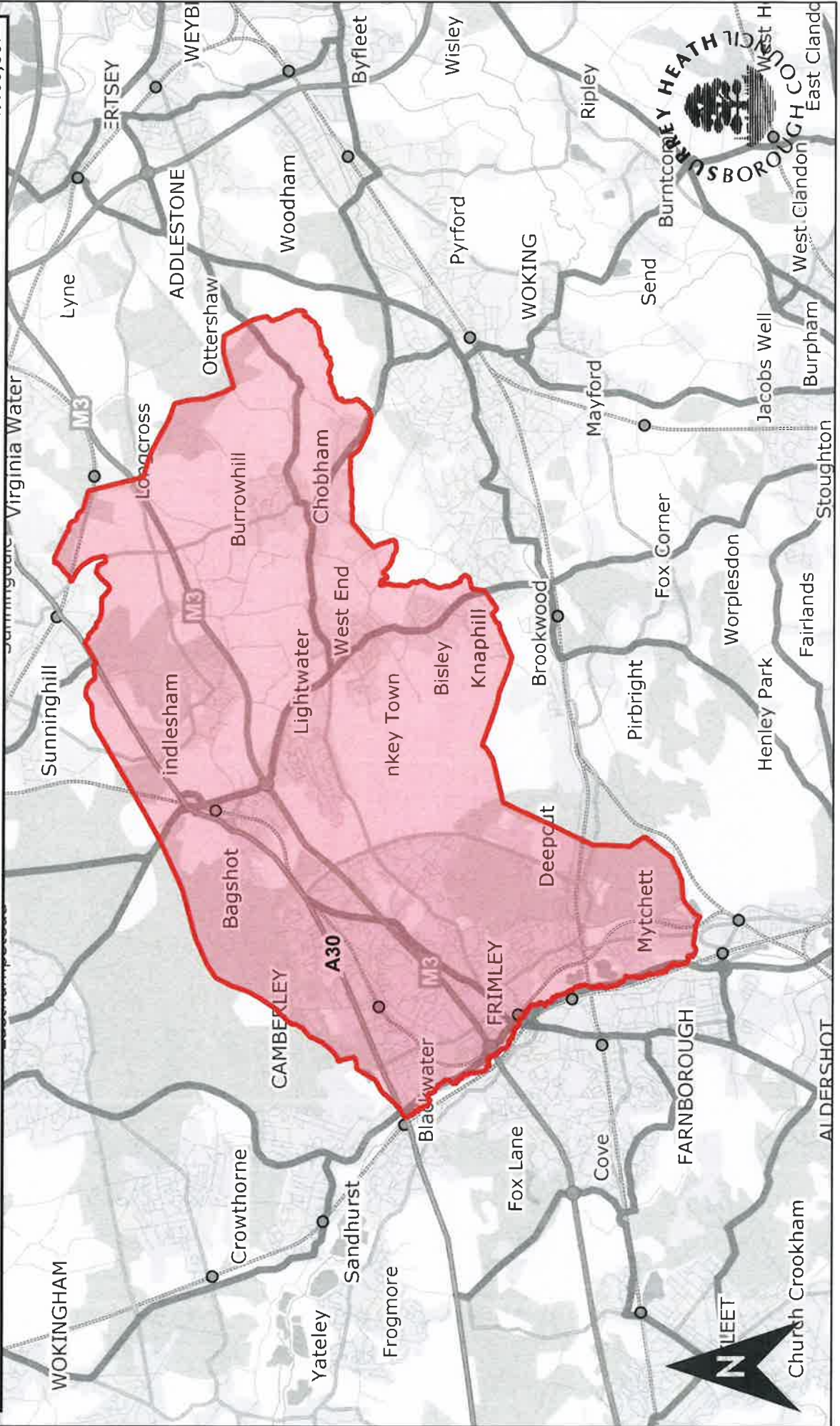
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Dogs on Lead by Order Schedule 5

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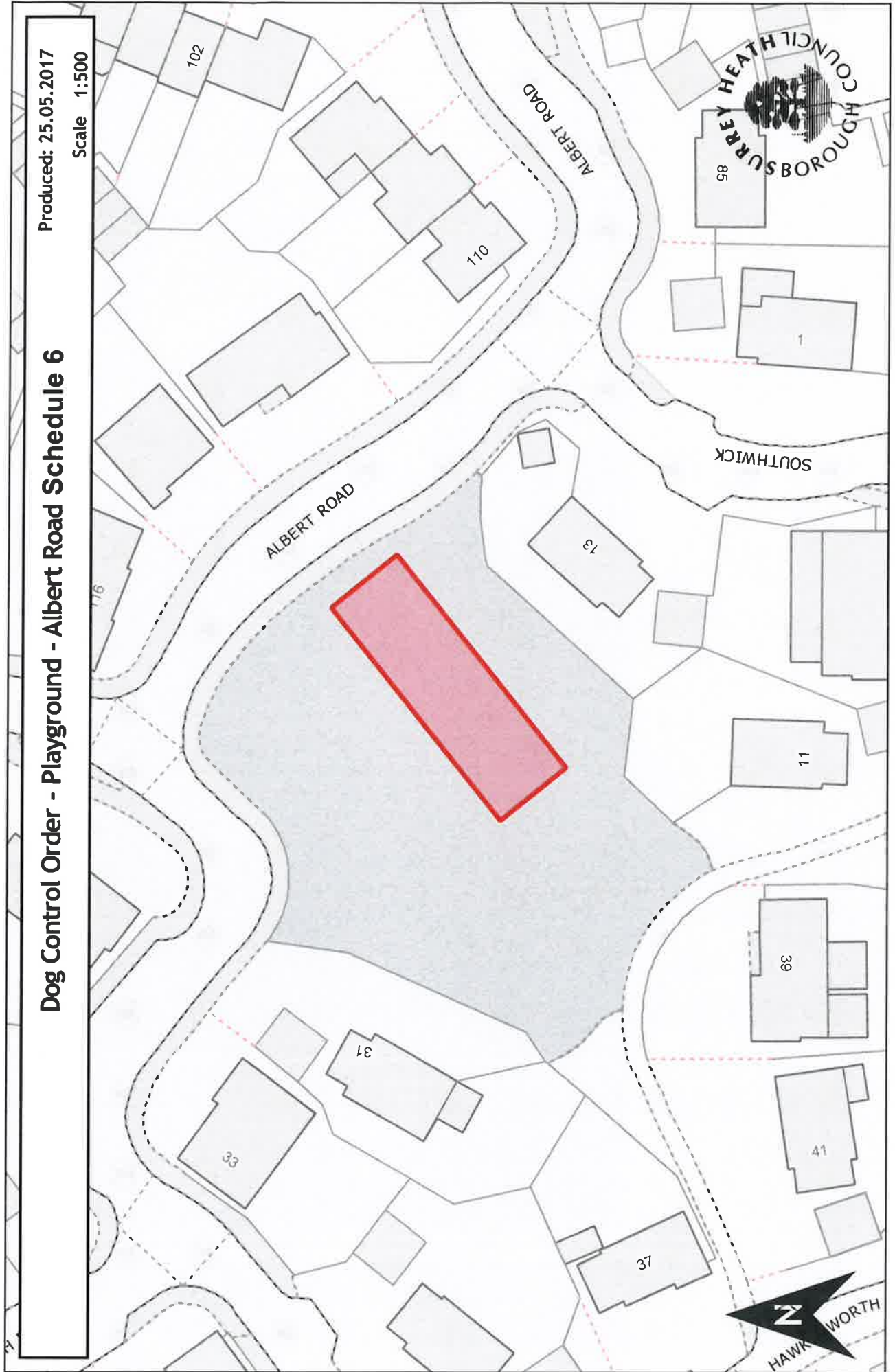
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Dog Control Order - Playground - Albert Road Schedule 6

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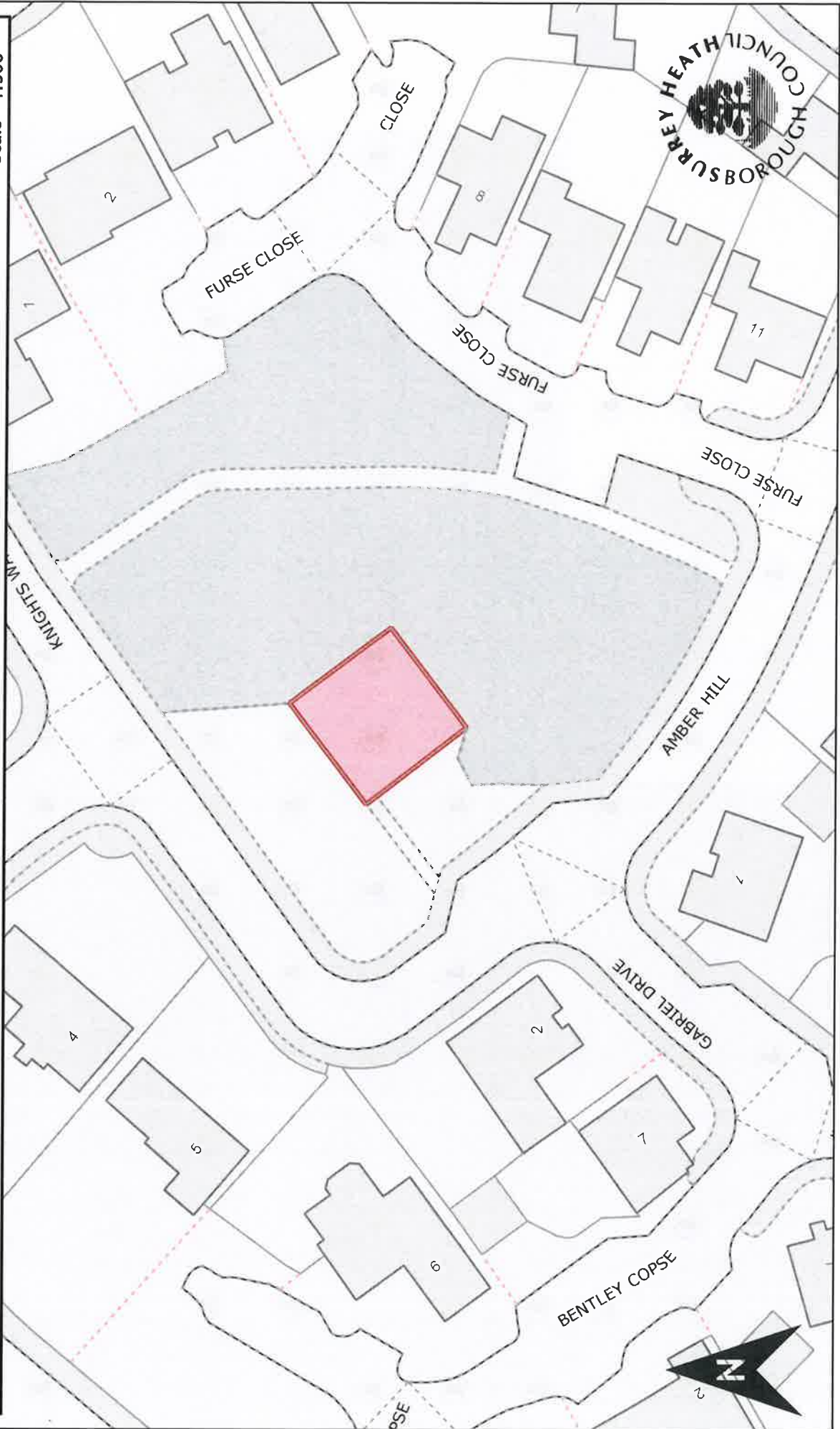
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Dog Control Order - Playground - Bentley Copse



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Dog Control Order - Briar Avenue



Community Centre



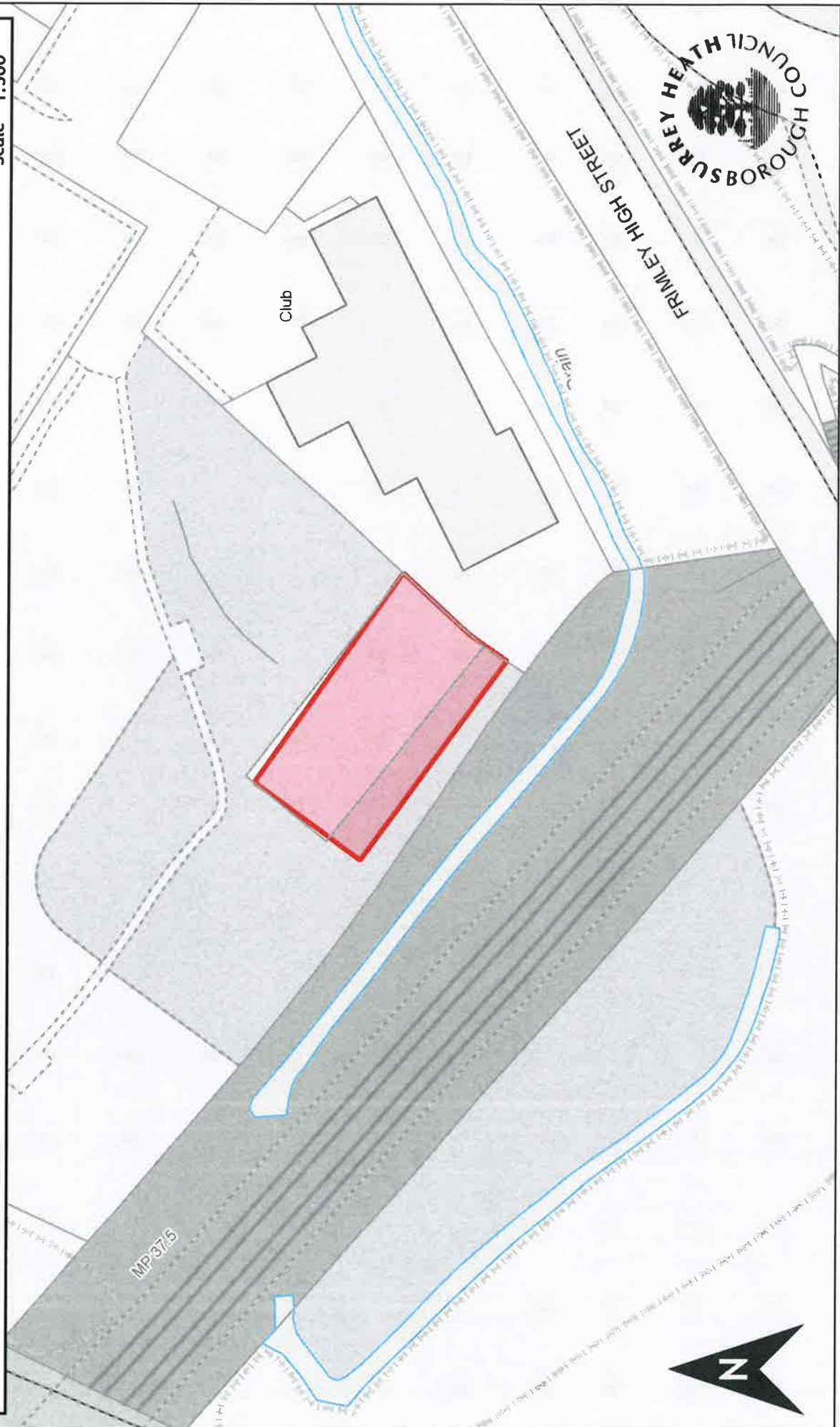
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Dog Control Order - Playground - Burrell Road



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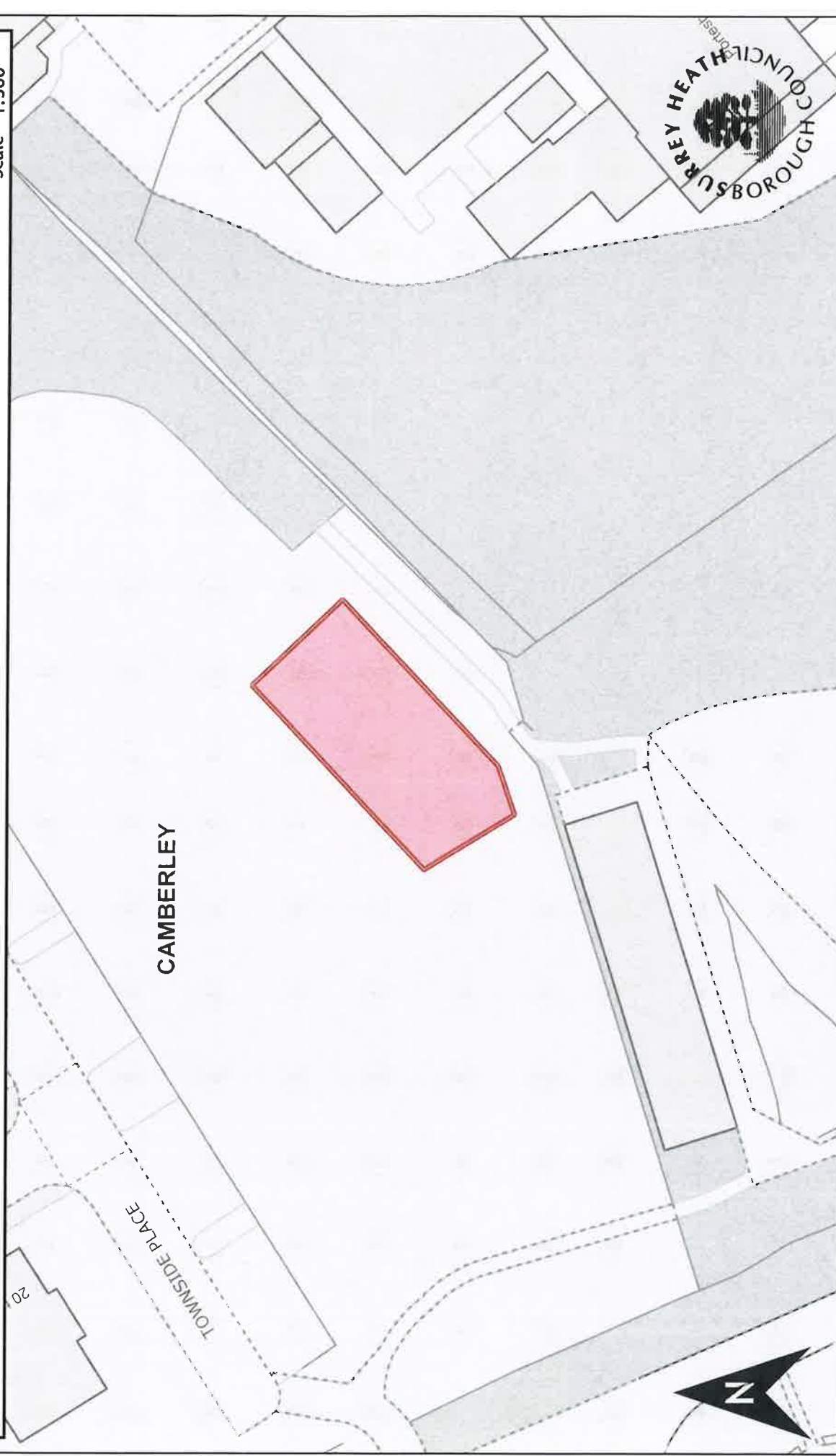
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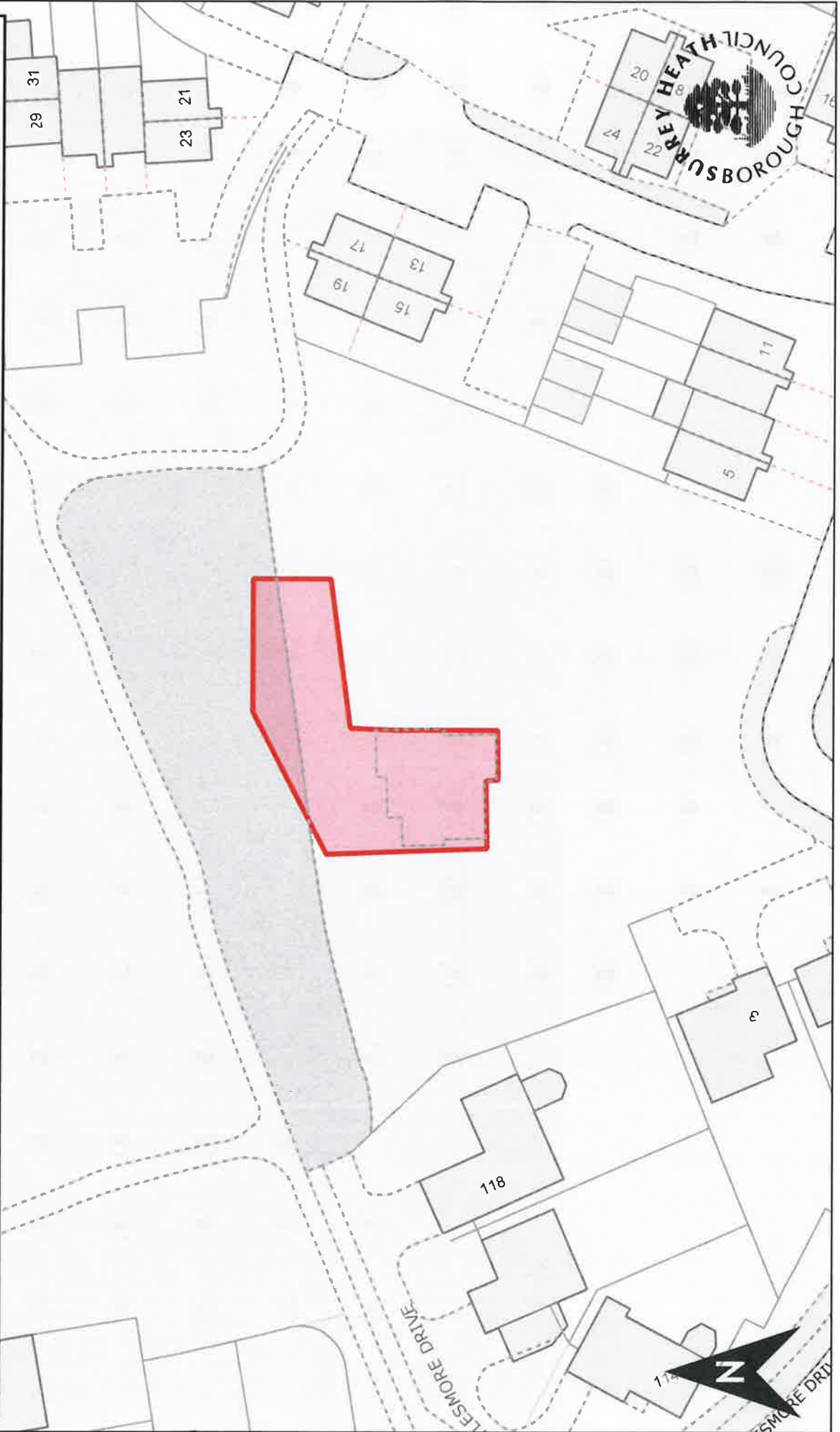
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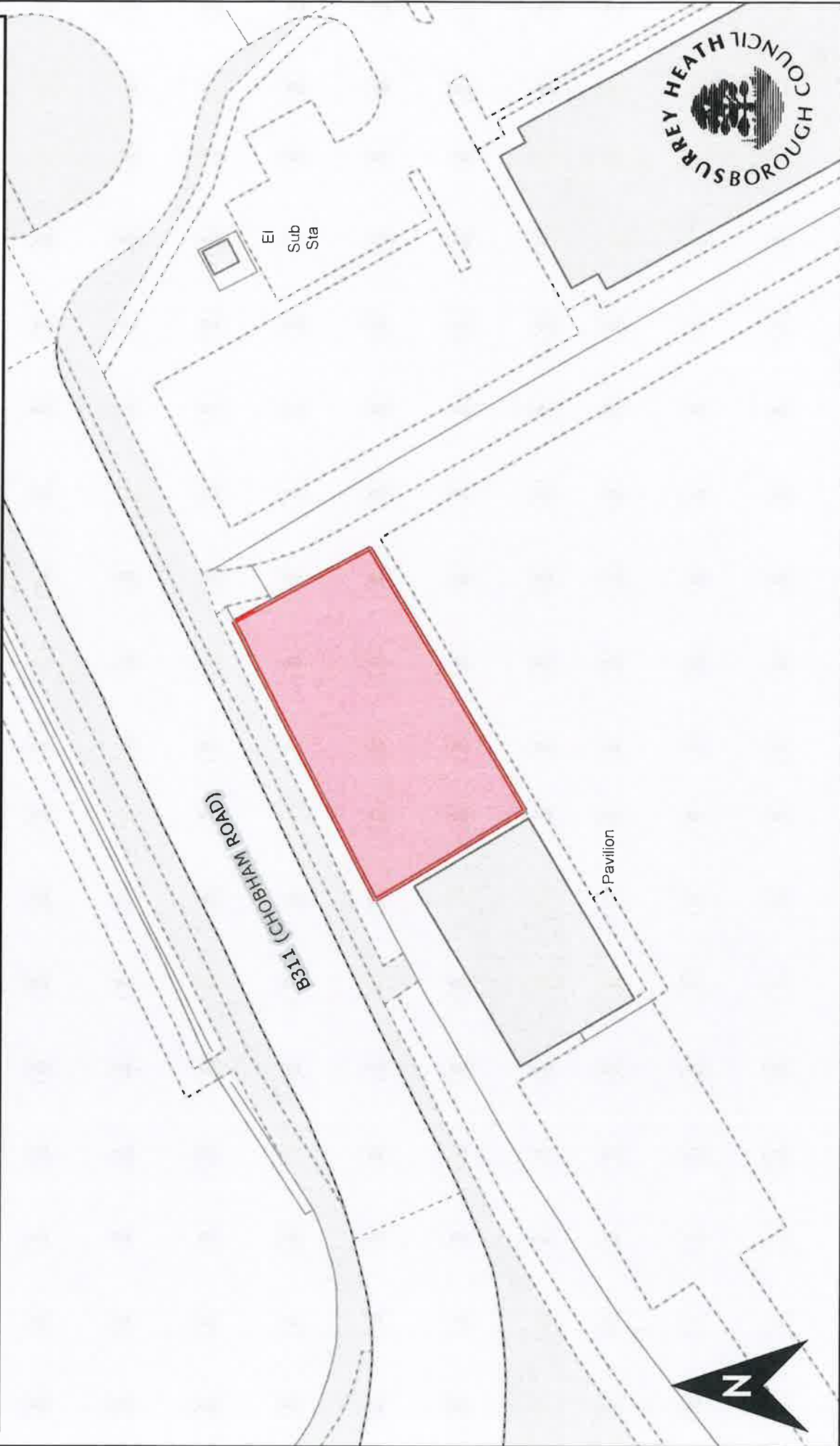
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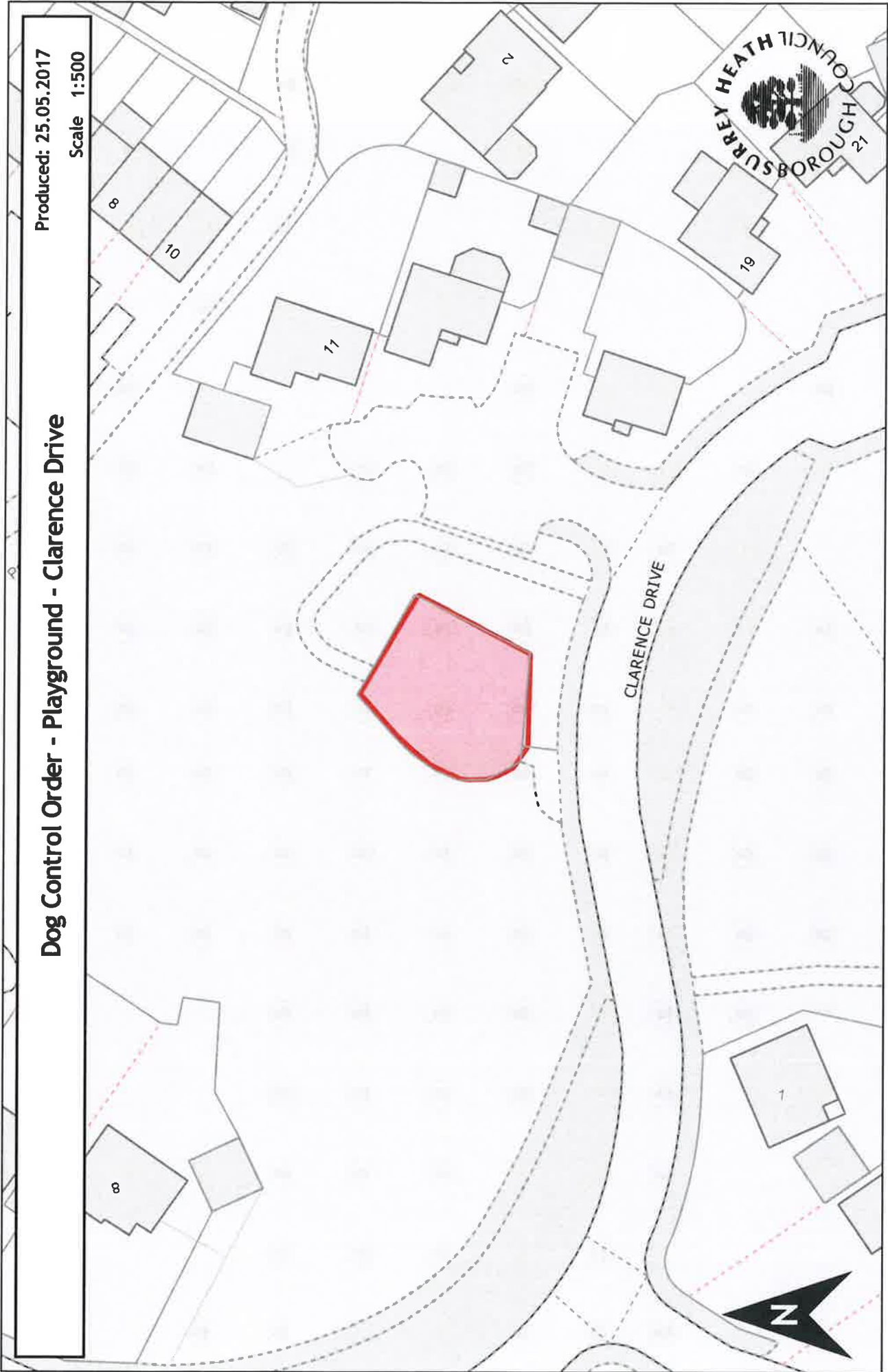
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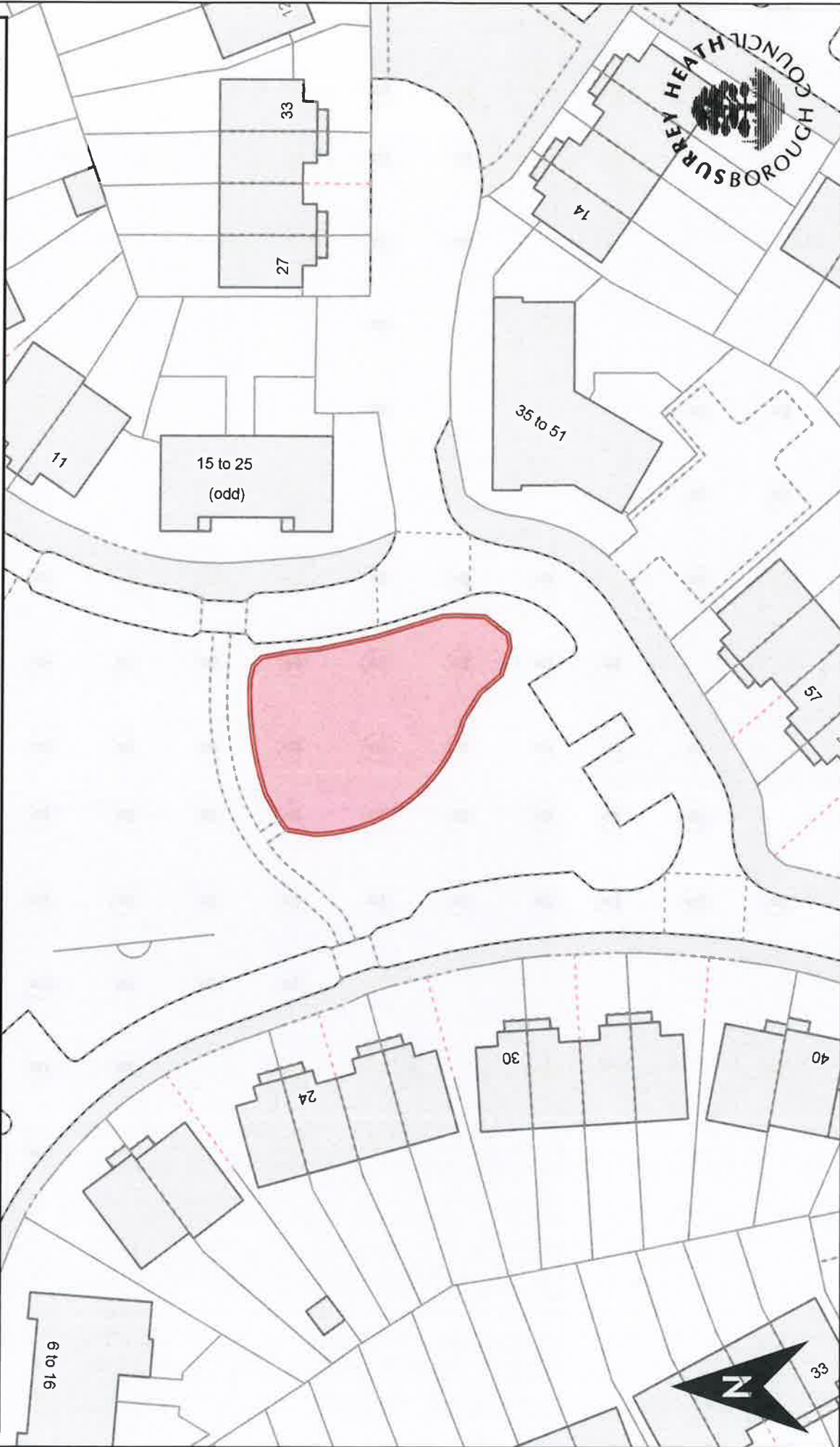
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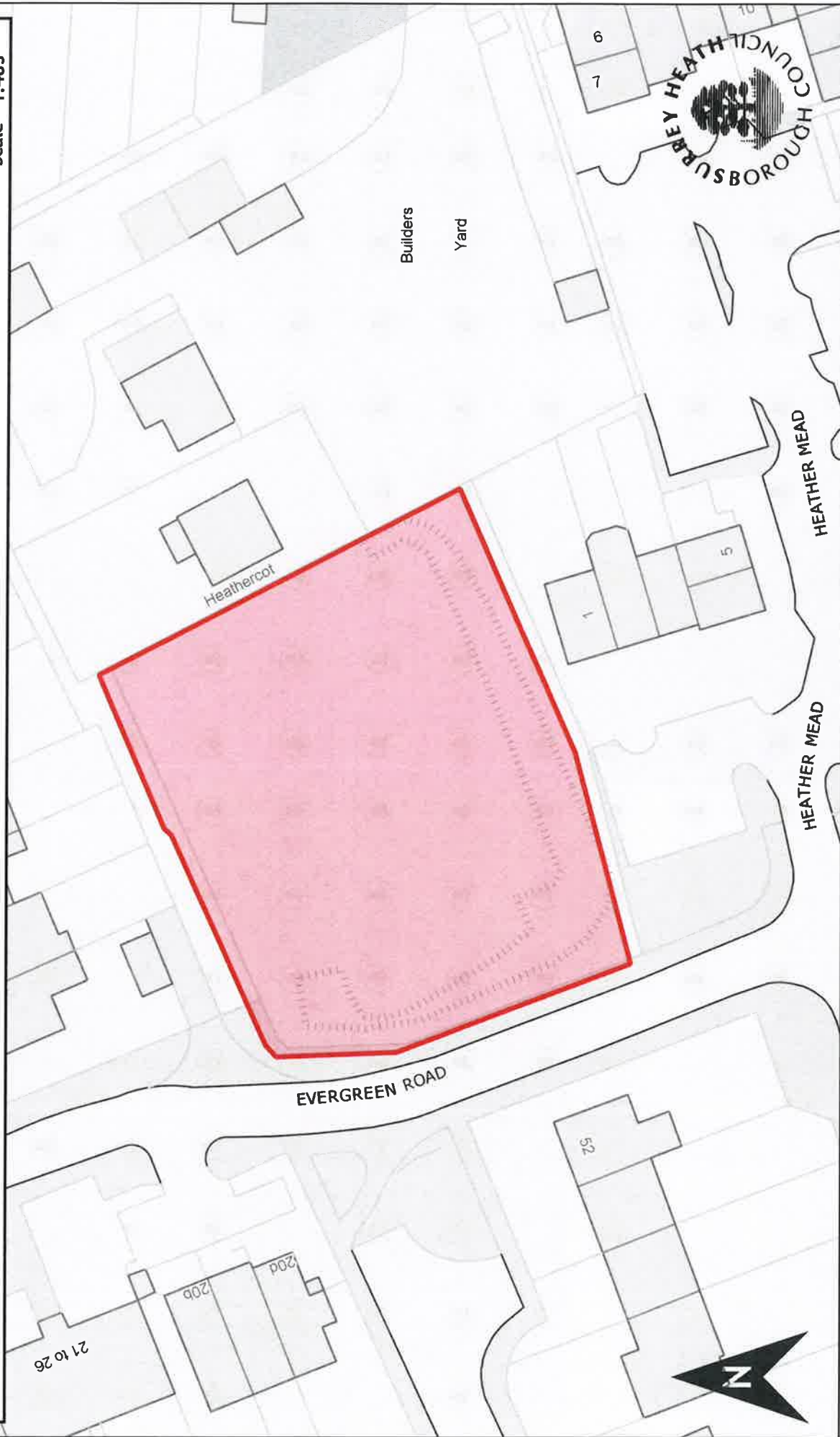
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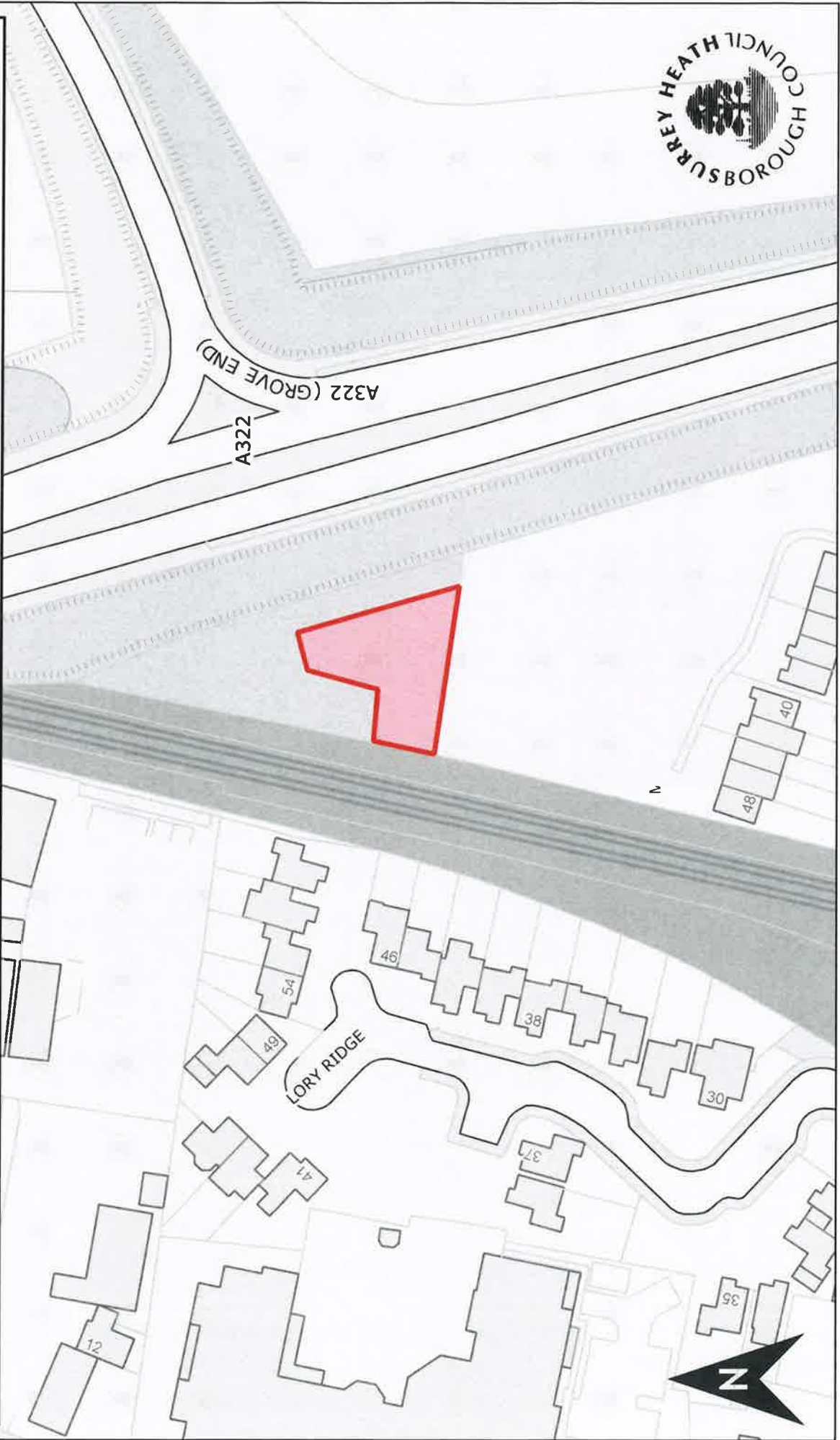
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Dog Control Order - Playground - Freemantle Road

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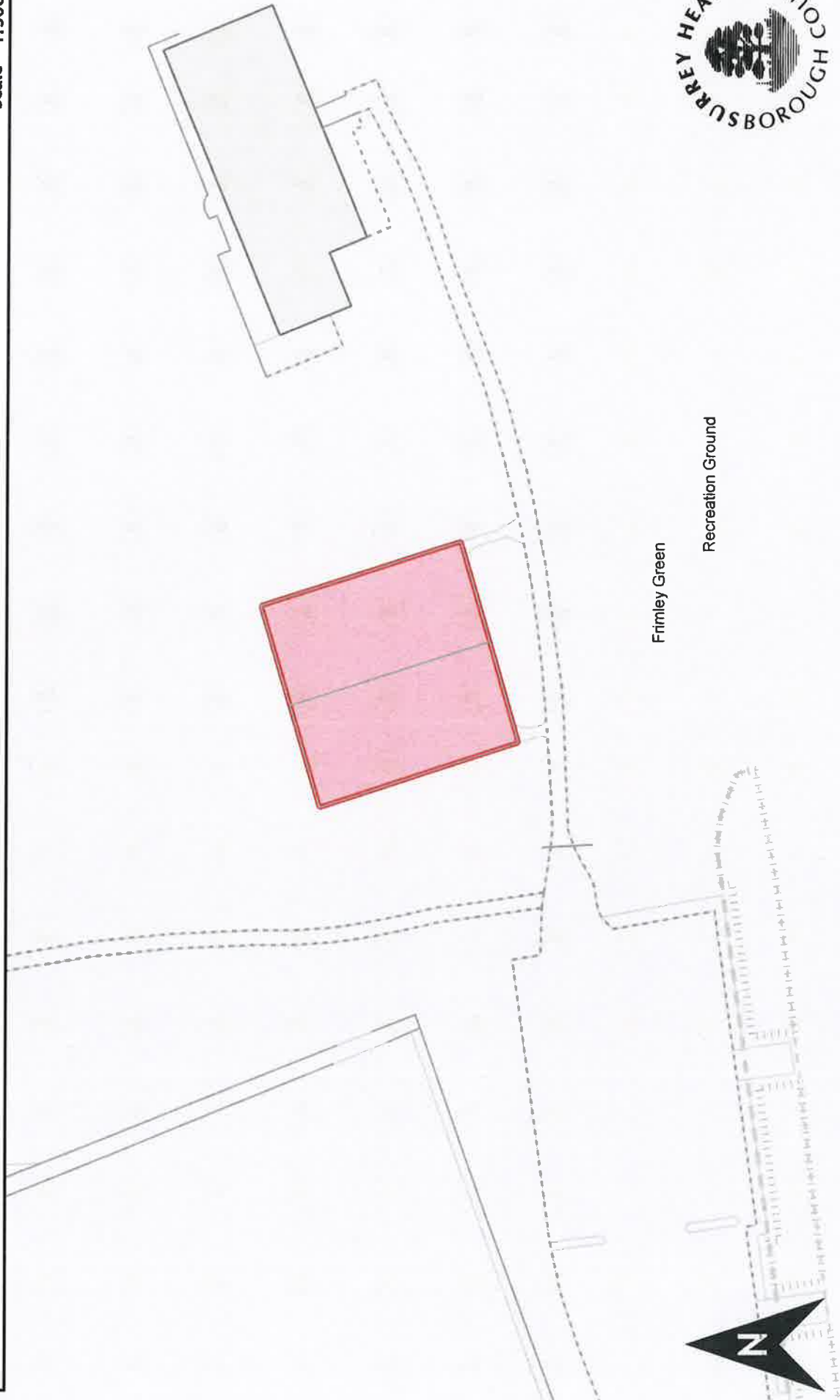
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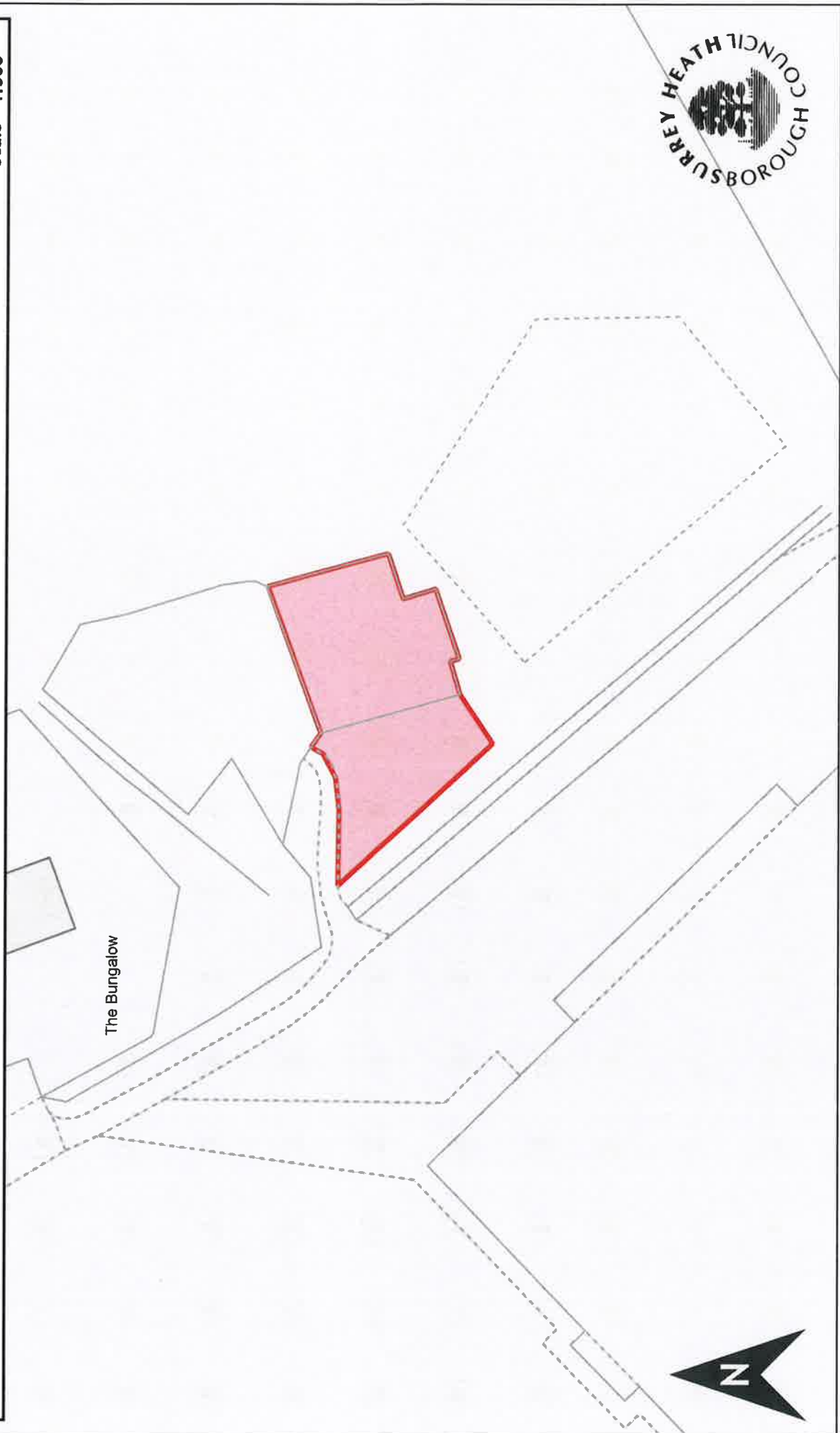
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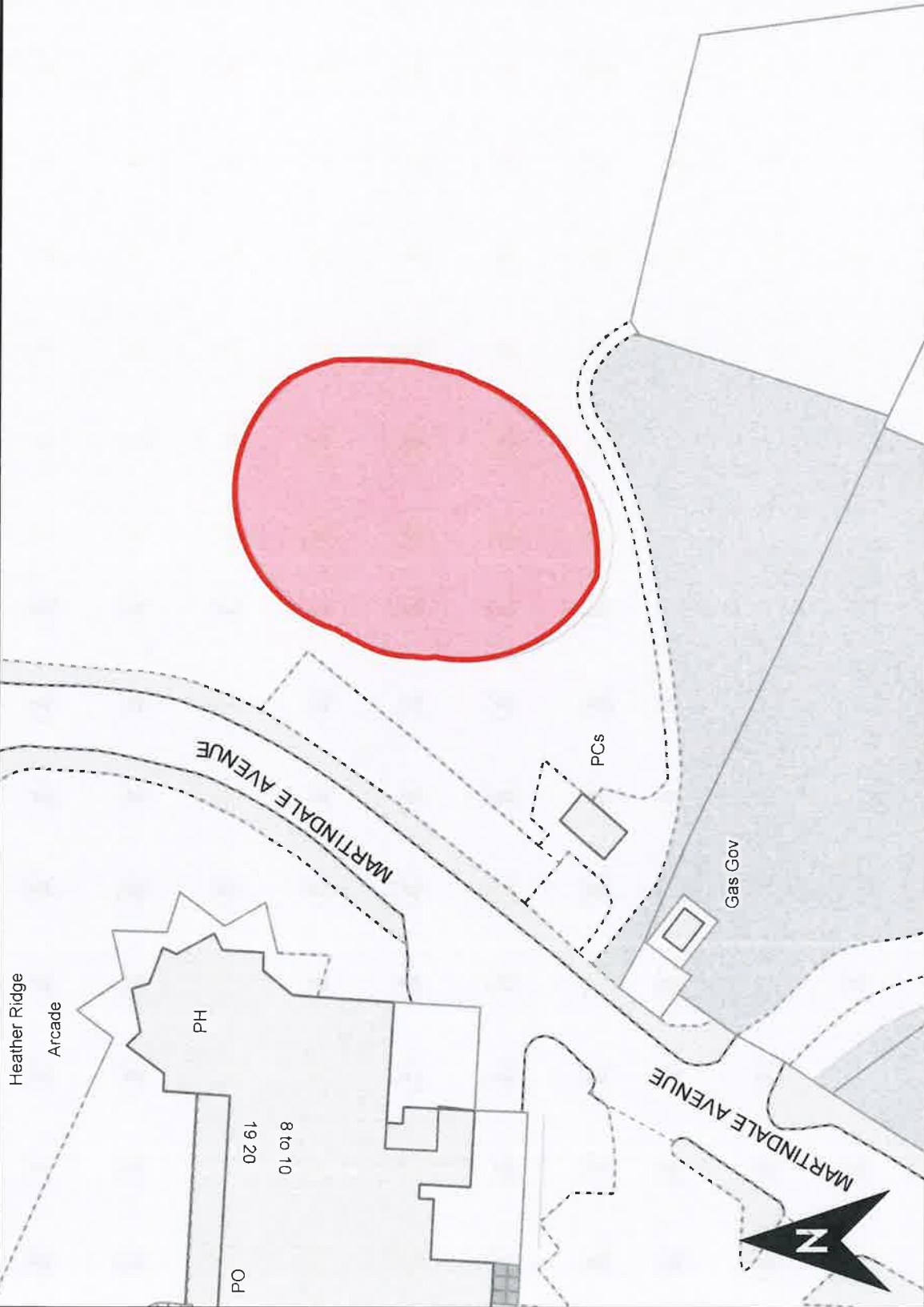
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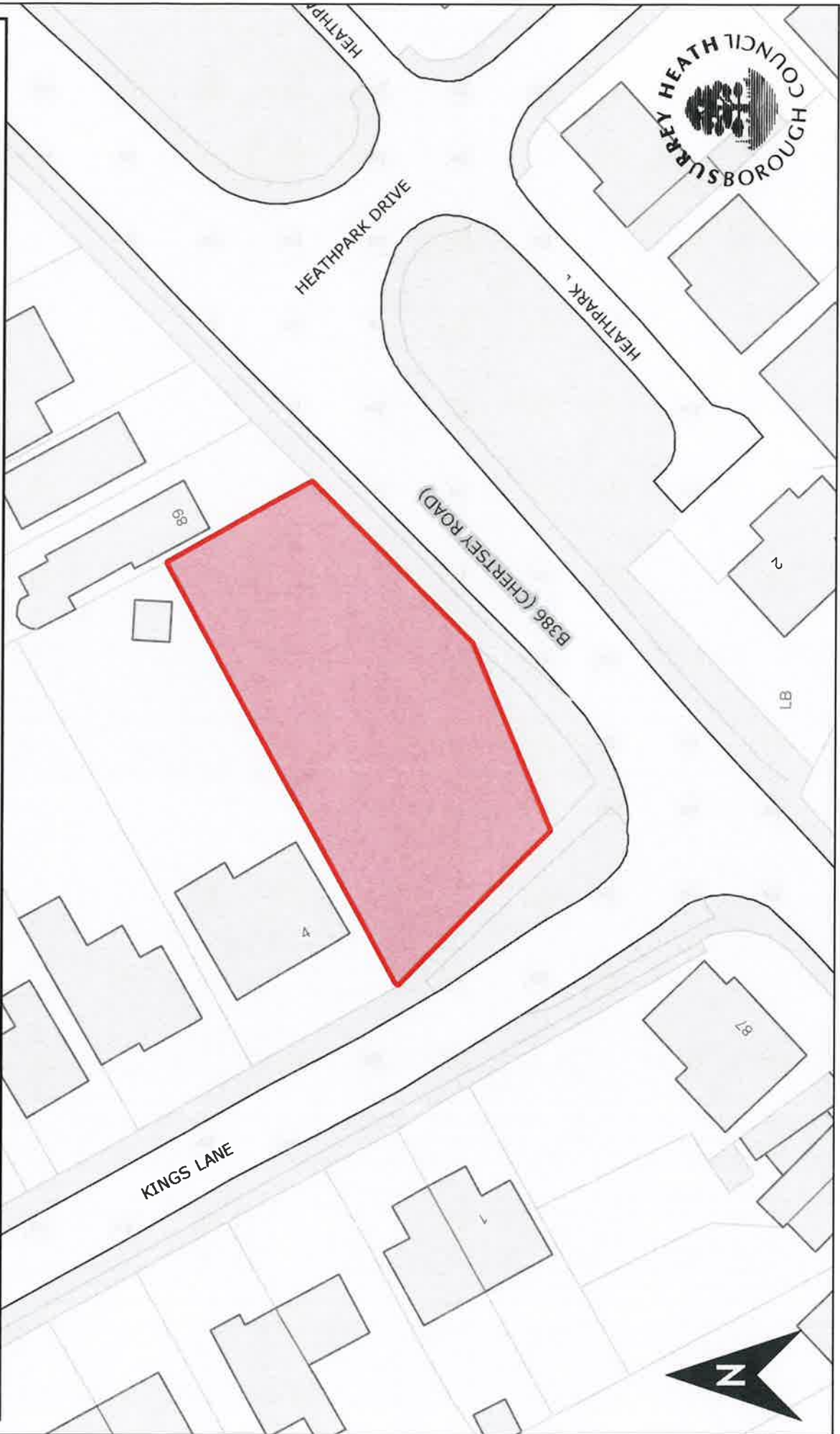
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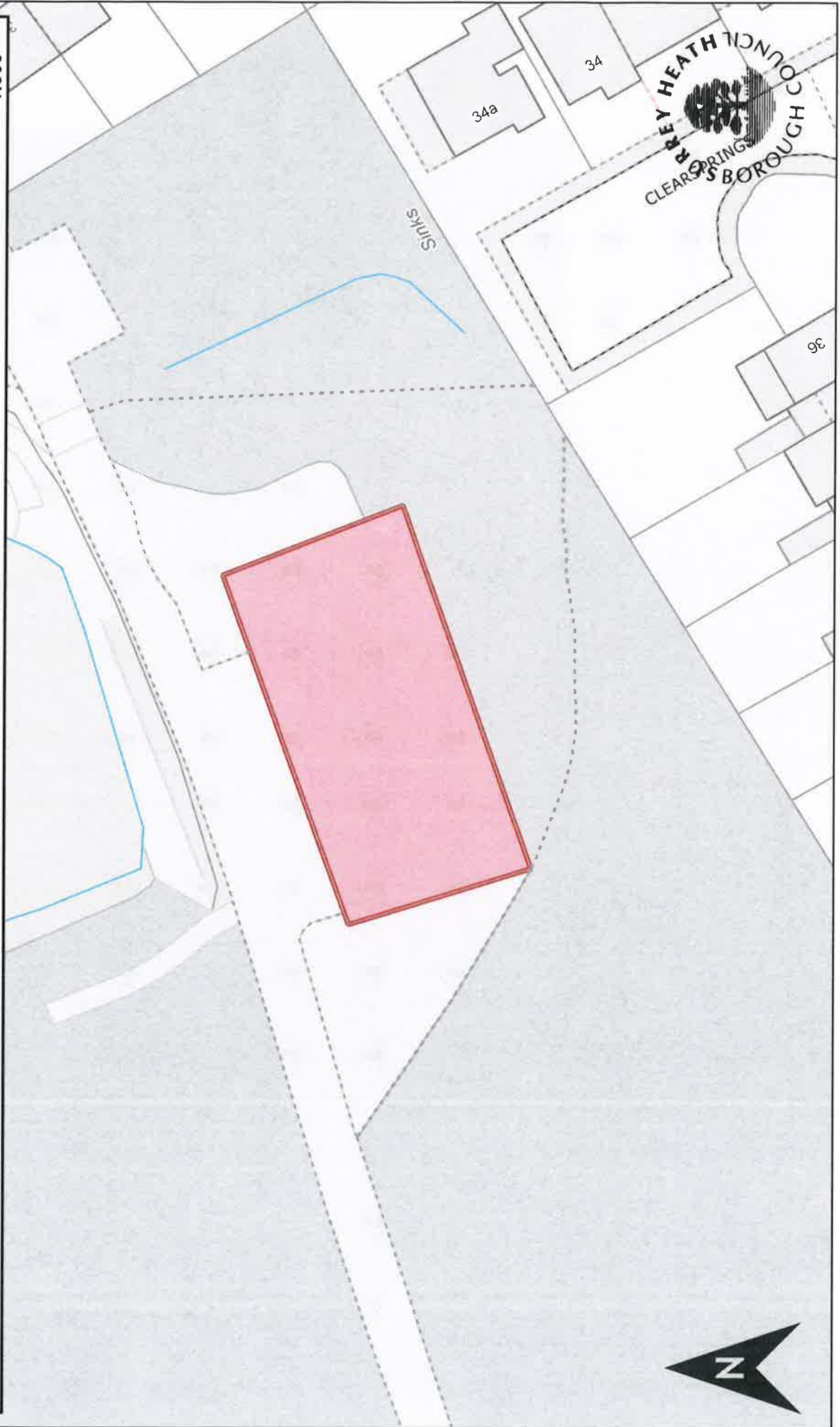
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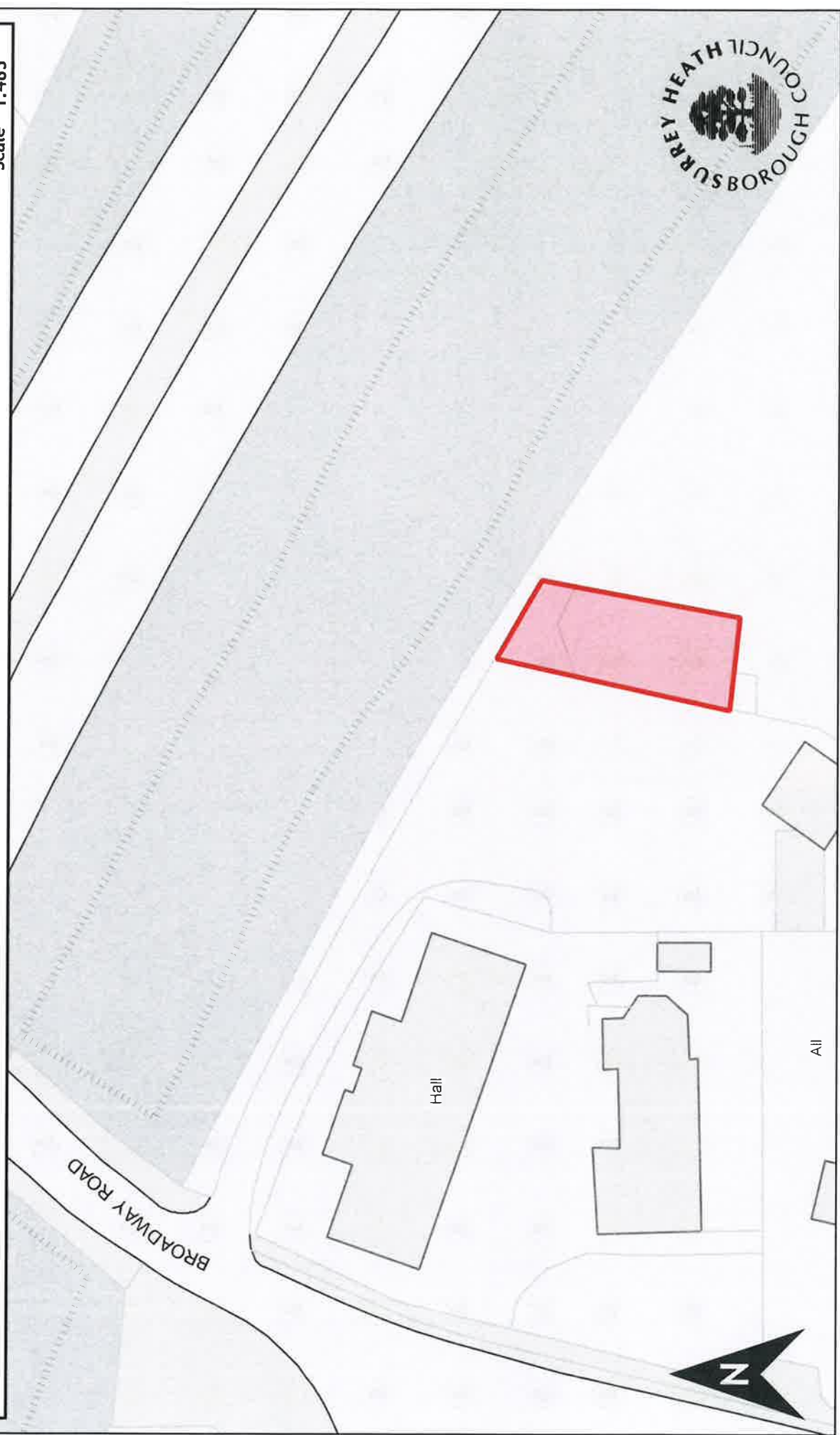
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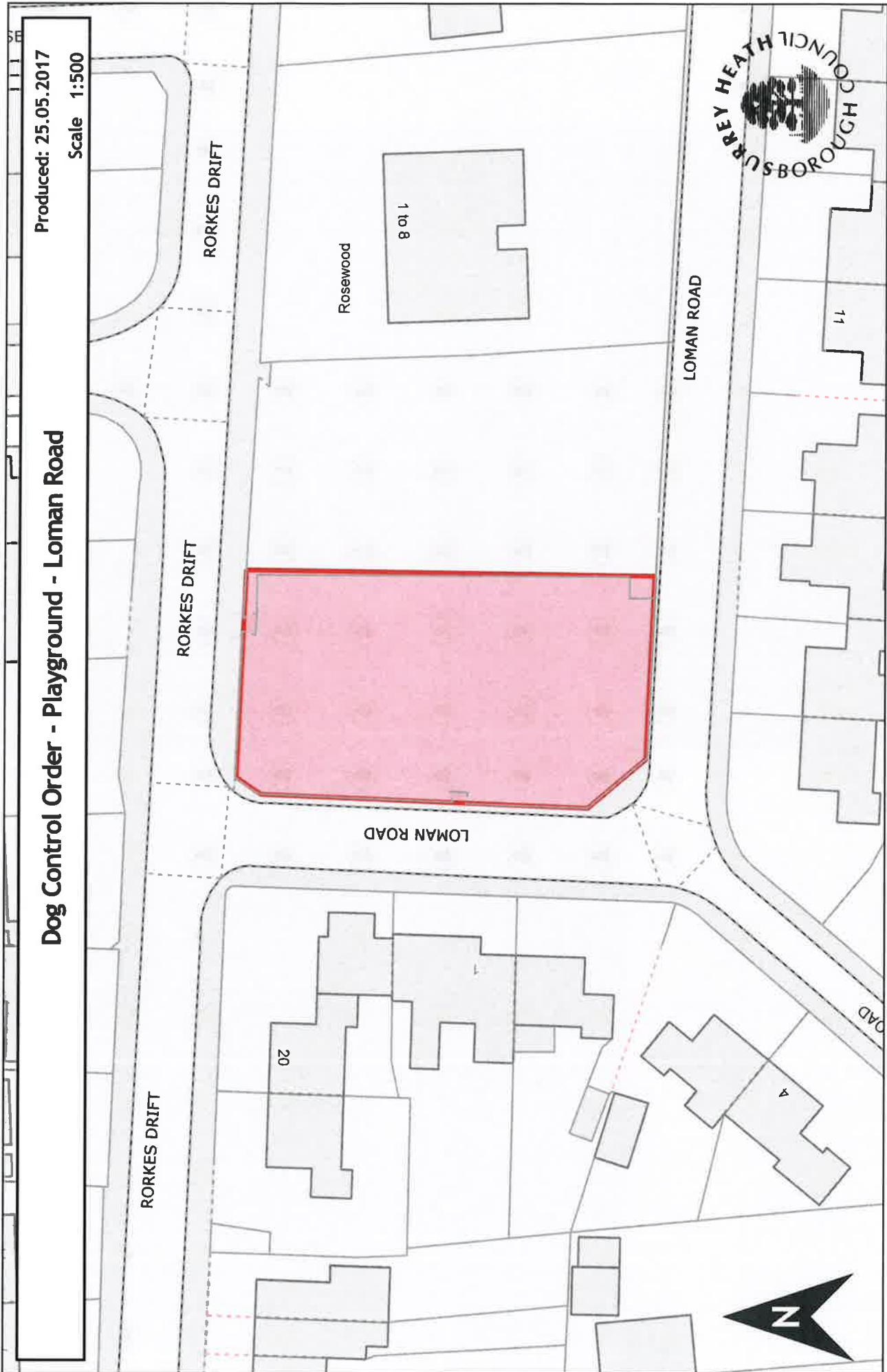
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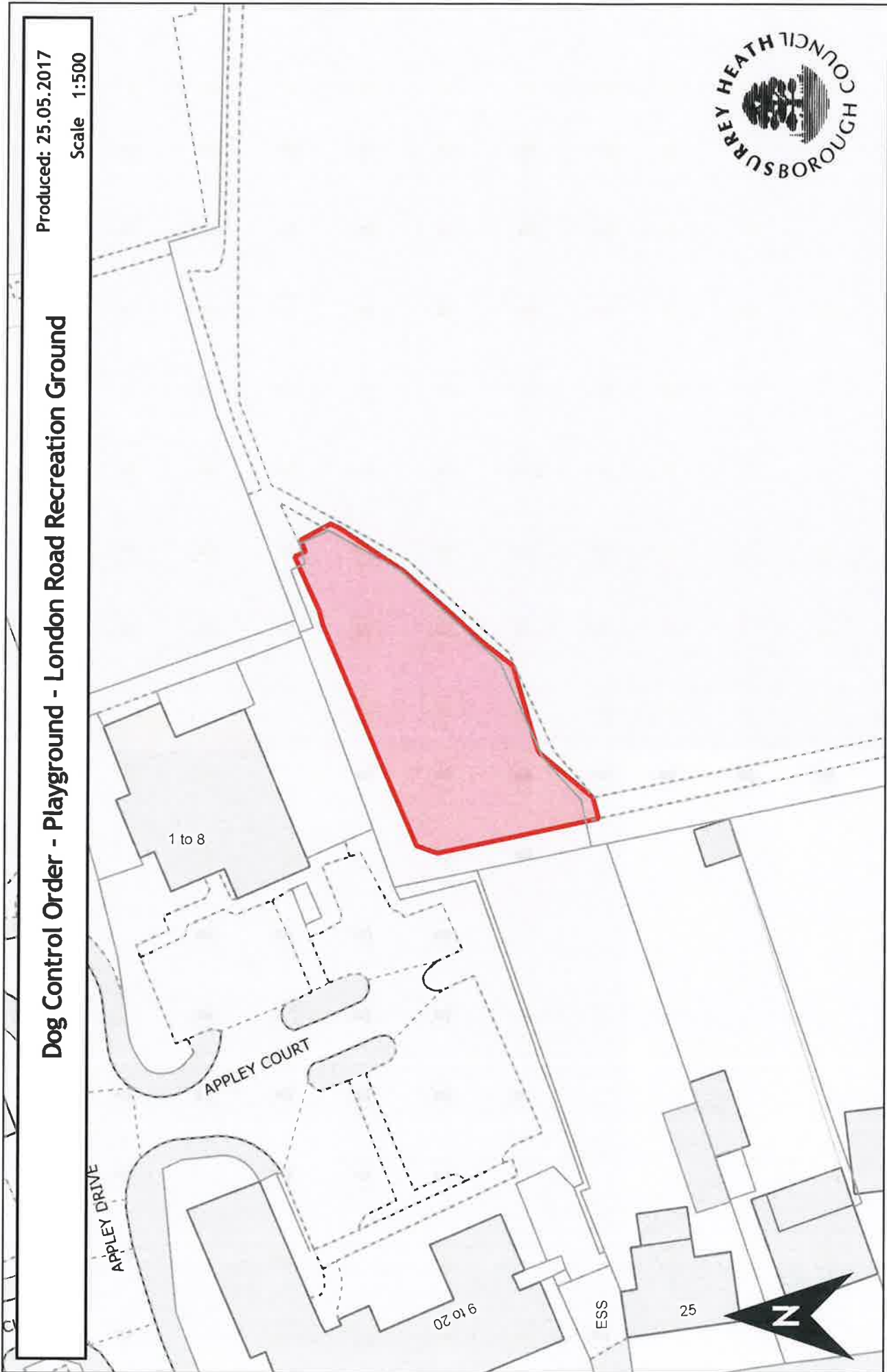
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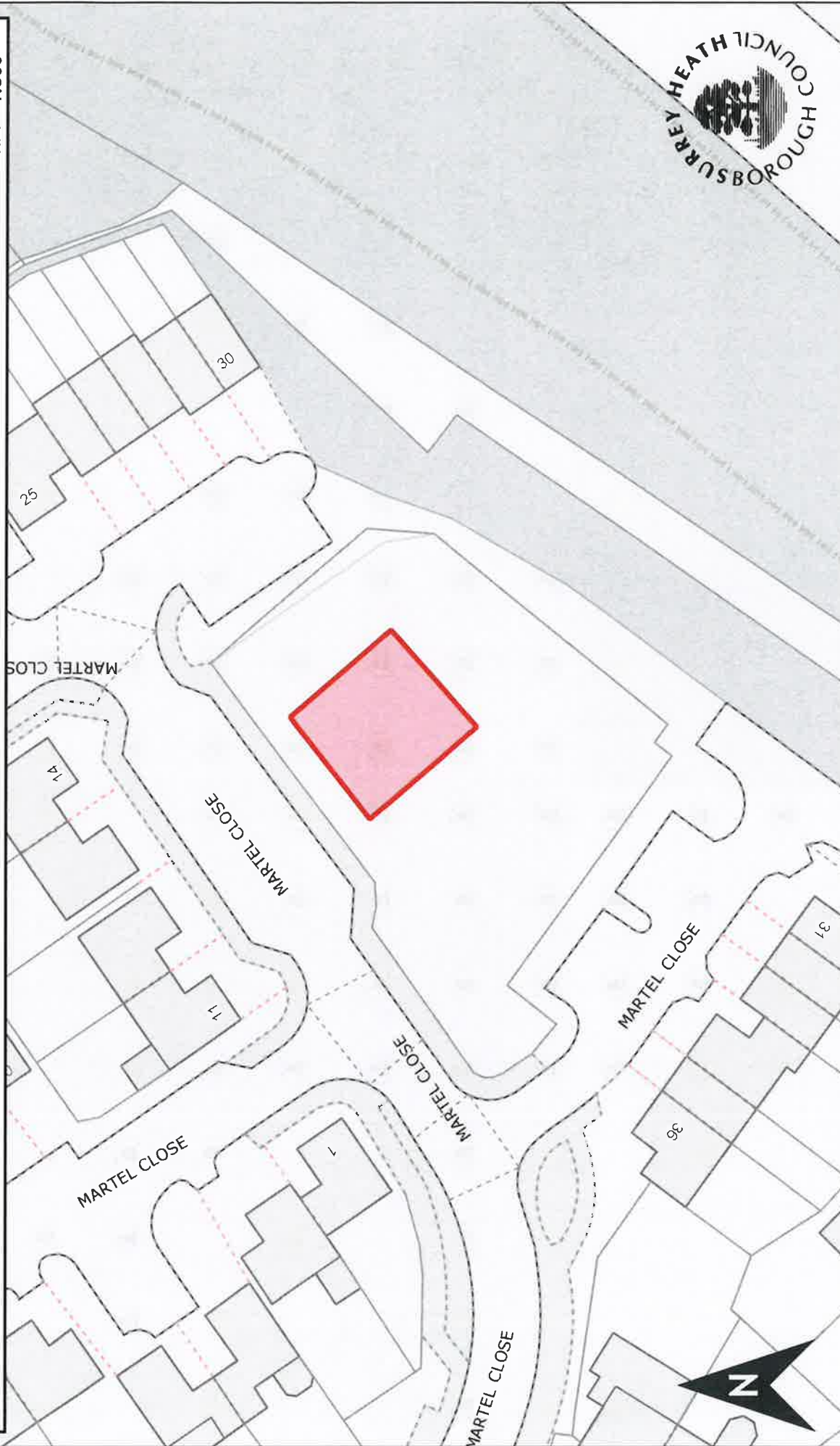
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Dog Control Order - Playground - Martel Close



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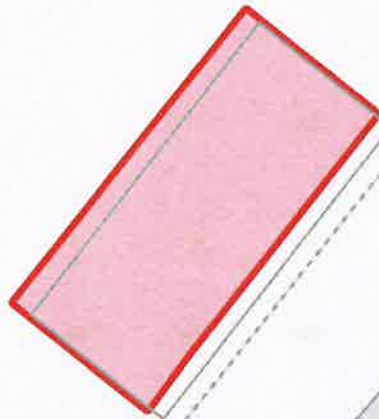
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Dog Control Order - Playground - Mytchett Recreation Ground

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Dog Control Order - Playground - Bracknell Road / Bracknell Close, Old Dean



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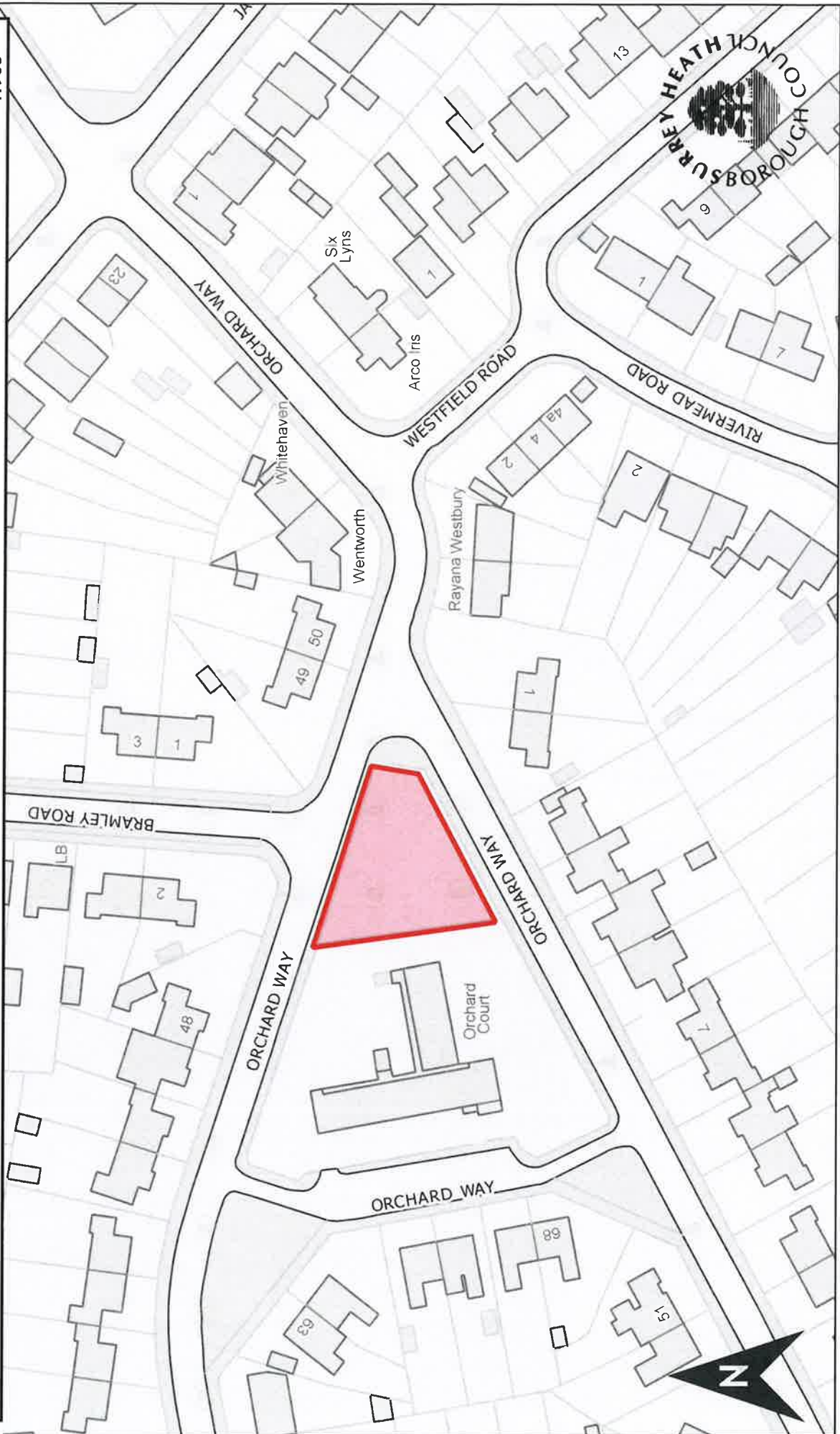
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Dog Control Order - Playground - Orchard Way



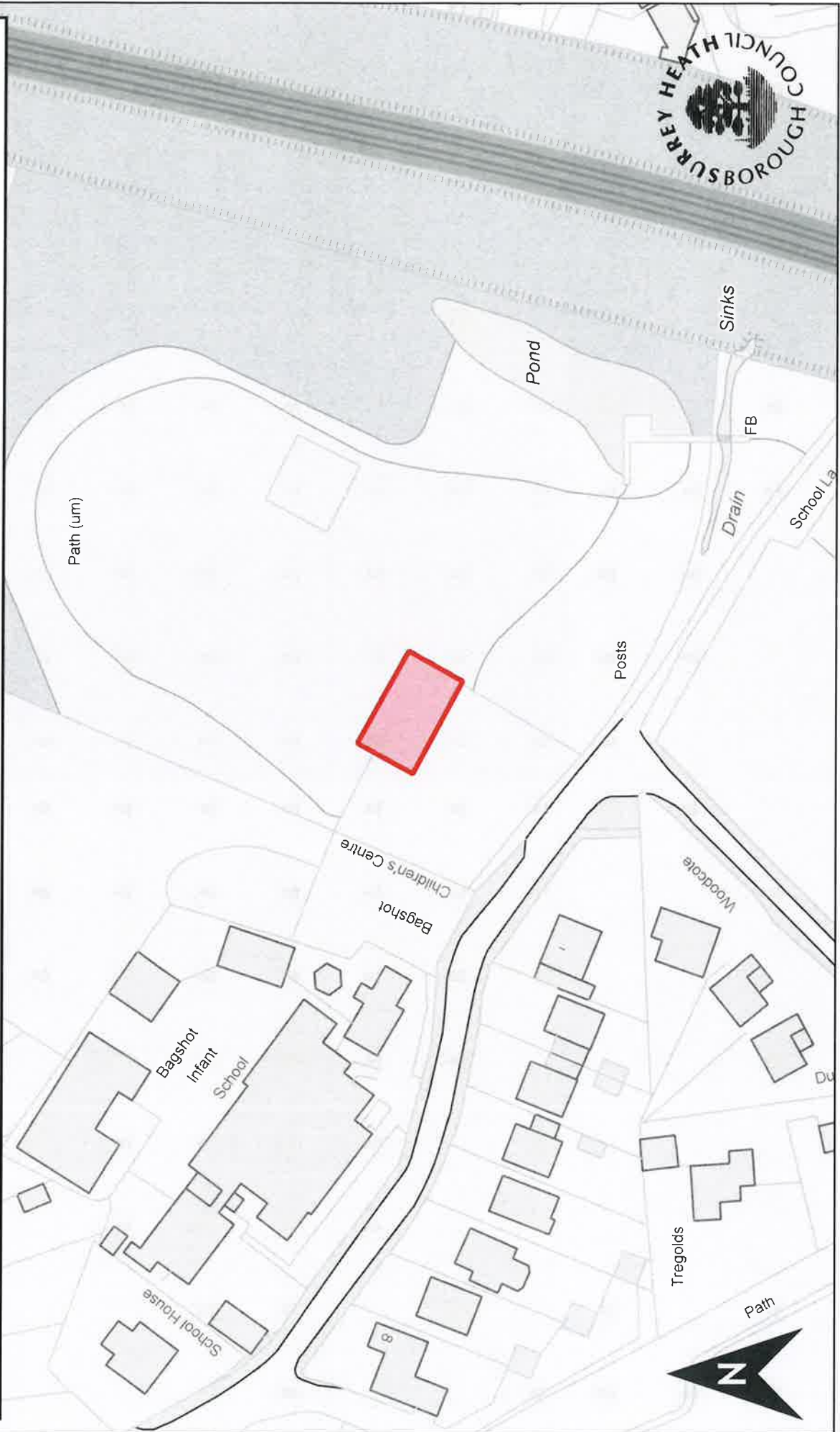
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Dog Control Order - Playground - School Lane Field



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Dog Control Order - Playground - Southcote Park



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Dog Control Order - Playground - Upland Road



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Dog Control Order - Playground - Watchetts Recreation Ground



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Dog Control Order - Playground - Whitmoor Road Playarea



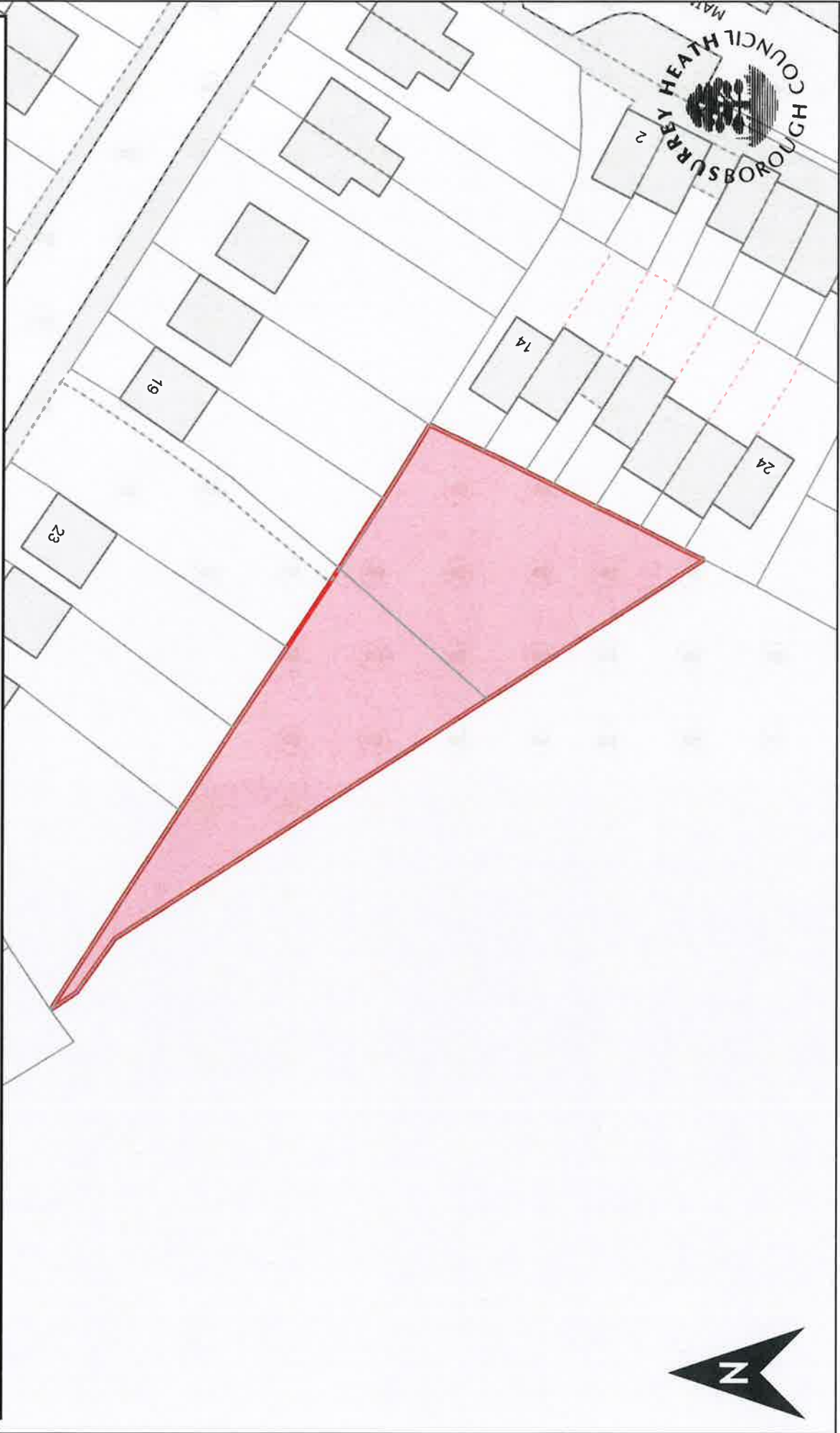
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Dog Control Order - Playground - Woodend Road



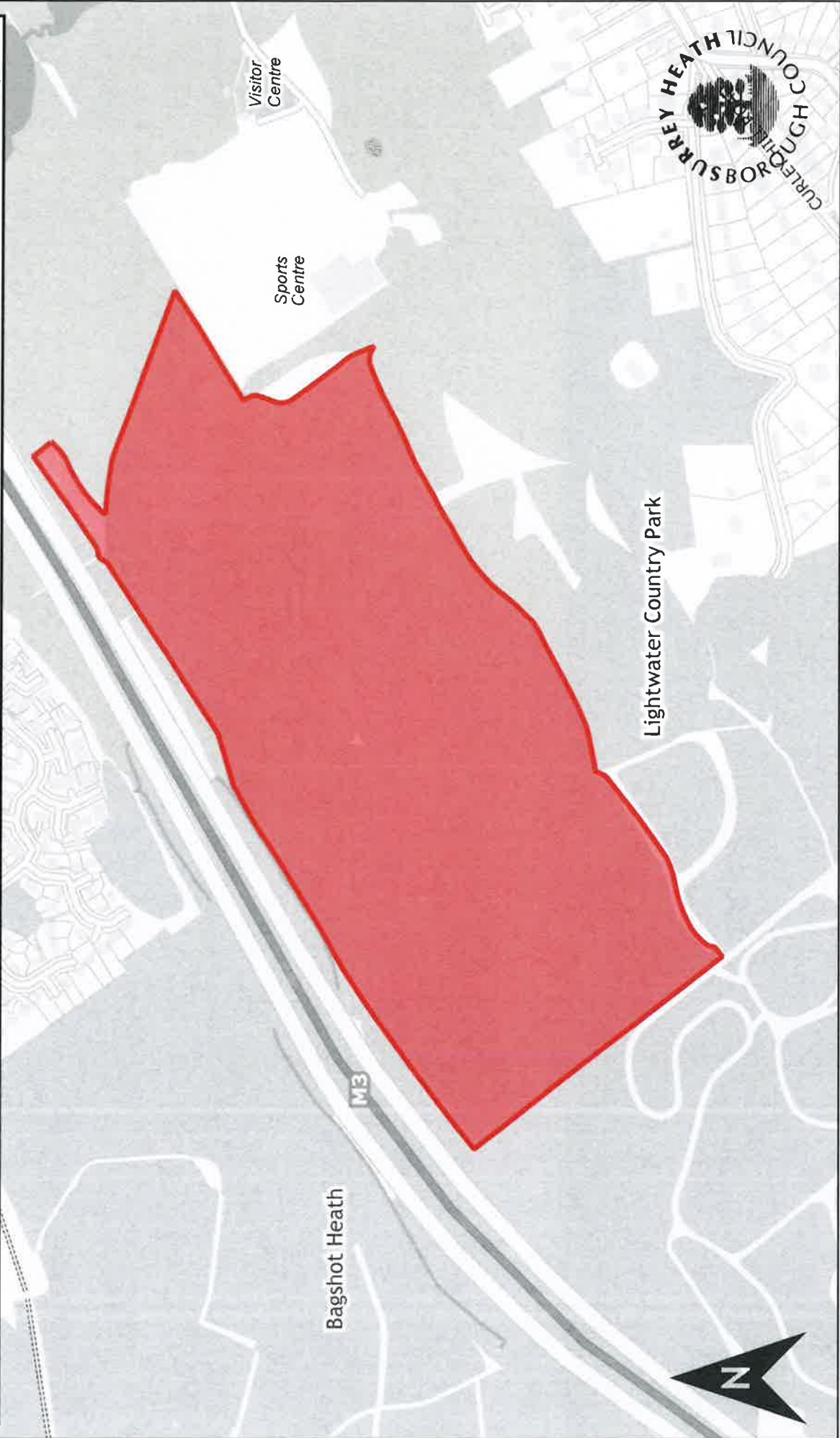
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Dog Control Order - Lightwater Country Park Bird Nesting Site Schedule 7 (1st March - 31st July)

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PSPO Consultation

Q 1. How did we consult?

A1. We have worked closely with Surrey Police, and the Surrey Heath Partnership in seeking their views on the proposal to continue. This was supported, we wrote to partner organisations in Surrey Heath and sought their feedback. We promoted in Heathscene, and using social media hosted an on-line consultation short questionnaire which was open from the 1 July to the 1 August.

Q 2. What responses have you received?

A.2 We have received 12 responses to the consultation of which 11 support the continuance. These include Windlesham Parish Council, Surrey County Council, The Hope Hub, Vivid Housing, and residents from Old Dean, Lightwater, Frimley and Camberley.

Key Partner Response below:

Surrey Police - T/ Inspector Sam Turner –

1. Psychoactive substances

This is an issue where guidance on tackling such issues indicates that use of a PSPO is an appropriate tactic to use. Simple possession is not an offence so currently unless possession with intent to supply is suspected there is little from a Policing perspective that could be completed. Quantifying the issue would be difficult to evidence. The nature of NPS also makes it a problematic area for officials to legislate against. The use of such substances has become more prevalent in society therefore I would support continuance of the prohibition.

2. Alcohol control zones

To maintain the current zones would align SHBC with Guildford for example and consistency towards antisocial drinking. Data re ASB and crime also support that these areas suffer disproportionately, and this is likely associated with alcohol. The designated areas are also associated with Licensed premises or areas likely to draw youth alcohol consumption in park areas. I support the current PSPO be continued.

Questionnaire Feedback

Feedback: 1.

I am in general agreement with the making of a Public Spaces Protection Order and the current order. However, I consider that SHBC does not currently make sufficient use of enforcement resources in relation to the order, nor sufficient use of the available CCTV systems to aid the effective and immediate deployment of

enforcement resources. I also think that some changes to the specified areas should be considered:

Alcohol should not be permitted either in or in close proximity to any children's playgrounds including the ones at Deanside and Bracknell Rd/ Wimbledon Rd, Camberley.

It is a feature of most of our playgrounds that seating is provided and then misused overnight with bottles, broken glass and rubbish scattered over the playground. If effective use is made of CCTV covering playgrounds and proper enforcement occurs, then the presence of broken glass and litter might constitute less of a nuisance to families wishing to use the playgrounds and other areas.

Changes to pavement licensing since the pandemic mean that some of the areas shown in the drawings attached to the current Order will need to be modified and it may be sensible to incorporate an easy to administer mechanism for doing so in the Order, in case more new pavement licenses are granted.

Response: 1

The CCTV service in Surrey Heath is presently undergoing a service review and your feedback is appreciated and will be considered as part of the ongoing review process.

We are working closely with Surrey Police who have not advised of evidence of excessive drinking within the vicinity of the playgrounds. Should we be able to evidence the need the Council can seek to amend PSPO to reflect further restriction.

Amendments have been made to the maps of the order thank you.

This feedback was received from one person.

Feedback: 2.

I think Councils have too much unregulated power to control our open spaces. PSPOs extend that unregulated power.

Response: 2.

The public open spaces within Surrey Heath are for all to enjoy, the PSPO seeks to promote responsible dog ownership, from a perspective of control and clearing up after dogs. The PSPO allows us to deal with complaints which cause alarm, harassment and distress and can pose a safety risk when dogs are uncontrolled, the PSPO allows agencies to proportionately ensure that the public open spaces are accessible to all.

Feedback: 3.

They have the potential to target and marginalise vulnerable groups in our society such as homeless people.

Response: 3

The proposals that link to those who are genuinely homeless purposely do not seek to marginalise, they are designed to encourage the seeking of help from the wide

range of Council support for homeless residents from Surrey Heath. We do, however, look to take action swiftly with those who are professional 'beggars' operated by organised groups.

Feedback: 4.

I have grave concerns that we might start to criminalise people who do not to be criminalised.

Response: 4.

The PSPO is designed to give warnings prior to any prosecution, as this legislation deals with low level ASB, if a perpetrator is vulnerable, we would try to work with them and help with advice and guidance to support and alleviate the behaviour that is impacting others.

Feedback: 5.

There has been no or little academic debate on these orders.

Response: 5.

The PSPO is part of the ASB Crime and Police Act 2014 and was subject to the debating process during the readings in both houses prior to royal assent. Surrey Heath is transparent with the range of orders being considered and their potential impact to retain inclusivity locally.

Feedback: 6.

I think this is a tool that is politically driven and poorly thought through. It is being used as a net widening tool by governments. Often these orders are localised. Lack of consistency. It is not approaching issues from a holistic perspective. I would question evidence is available in respect of demonstrating that they are an effective use of very limited resources.

Response: 7.

The orders are based upon consultation and designed to support community inclusivity in relation to public spaces we adopt a partnership approach mainly with Surrey Police, as we work to jointly enforce to maximise our local resources. If there are specifics that you can share, please email:

pspoconsultation2023.mailbox@surreyheath.gov.uk.

The feedback will be shared with the Surrey Heath MP.

Feedback: 7

Again I would ask what evidence do we have as to their impact on ASB / are they just the latest whim of government who are completely out of touch with reality?

Response: 7.

The PSPO is one of the tools that the wider ASB Crime and Policing Act 2014 introduced, these are designed specifically for open spaces and as a replacement for the former DPPO (Designated Public Place Orders) the order framework remains in the background and is only used when required, to allow for unencumbered freedom. This legalisation considers the victims perspective, and if an anti-social behaviour case has been closed, either the victim or a third party can seek for this to be

reviewed please follow this link for further information:

<https://www.surreyheath.gov.uk/community/community-safety/anti-social-behaviour-asb-case-review>

Surrey Heath Borough Council Executive

19 September 2023

Off Street Car Parking Service

Executive Portfolio Holder	Councillor Helen Whitcroft, Resident & Community Services
Lead Officer:	Nick Steevens, Strategic Director, Environment & Community
Report Author:	Julia Greenfield, Corporate Enforcement Manager
Key Decision:	Yes
Wards Affected:	All

Summary and Purpose

Car parking tariffs in Council owned car parks were last reviewed in 2022. Prior to this, tariffs in the multi-story car parks had remained unchanged since 2014 and the borough wide pay and display car parks since 2009.

As part of the Council's Base Budget Review completed in July 2023, the Executive agreed increases in parking tariffs to contribute to the delivery of the Council's base budget saving targets.

Since that time, it has become clear that based on current budget, the higher usage levels being seen across the Council's car parks should generate the income necessary to deliver the additional in-year target, without the need for these interim changes.

Instead, this reports sets out proposals for a more strategic and rounded review of the Council's car parks looking at income, tariff structures, levels of usage, future technology, maintenance and required levels of future investment.

Recommendation

The Executive is advised to RESOLVE that

- (i) the Council does not proceed with the original tariff proposals included in the Base Budget Review report considered by the Executive in July 2023;
- (ii) an overall parking strategy and action plan be developed for consideration by the Executive and to enable implementation in the new financial year; and

- (iii) the Performance and Finance Scrutiny Committee be asked for their input and feedback on the draft parking strategy and action plan ahead of formal consideration by the Executive.

1. Background:

- 1.1 Parking charges are used to cover the revenue costs of operating car parks and the capital expenditure required to maintain and improve them. In popular car parks charges also help encourage churn, which means that customers are more likely to find a parking space available for them when they need one.
- 1.2 The Council's parking service operates 15 off-street car parks across the borough's town and village centres to meet economic and community need. Currently, there is a charge for parking in 9 of these car parks, namely:
 - (i) Main Square Car Park
 - (ii) Knoll Road Car Park
 - (iii) Bagshot Car Park
 - (iv) Burrell Road Car Park
 - (v) Chobham Car Park
 - (vi) Watcetts Car Park
 - (vii) Yorktown Car Park
 - (viii) Wharf Road Car Park
- 1.3 Currently no car parking charges are associated with the use of the following car parks managed by Parking Services:
 - (i) Balmoral Drive Car Park
 - (ii) Chobham Place Woods Car Park
 - (iii) Martindale Avenue Car Park
 - (iv) Prior Road Car Park
 - (v) Wilton Road Car Park
 - (vi) Woodend Road Car Park
- 1.4 In addition there are a further six car parks managed by the Council's Recreation & Leisure service which are linked to open spaces within the Borough:
 - (i) Frimley Lodge Park Car Park
 - (ii) Lightwater Country Park Car Park
 - (iii) Frimley Green Recreation Ground Car Park
 - (iv) Mytchett Recreation Ground Car Park
 - (v) Windlemere Suitable Alternative Green Space (SANG) Car Park
 - (vi) Watchetts Recreation Ground Car Park
- 1.5 The Council relies on the income from parking charges to pay for the costs of providing car parks. This includes business rates, cleaning, equipment, revenue and capital investment in repairs and maintenance and the employment of Civil Enforcement Officers which are essential to the enforcement of the parking regulations.

2. Detailed Proposals:

- 2.1 The condition and quality of the Council's off-street car parks, including maintenance and cleanliness levels will be key issues to be explored in the car parking strategy.
- 2.2 Noting that only 9 of the 17 car parks managed by Surrey Heath currently charge for parking, prior to any changes in tariffs it is proposed that a full review of all Council-owned parking provision will be conducted.
- 2.3 The review will assist in the development of a car park strategy which will provide an all-encompassing vision for how Surrey Heath will manage its off-street parking provision. The strategy will reference and acknowledge other key policies and strategies such as the Five-Year Strategy and Climate Change Strategy and will outline the delivery of specific objectives for:
 - (i) Enhancing and improving the visual amenity of the councils car parks
 - (ii) The use of technology to enhance customer experience
 - (iii) Ensuring the right type of parking provision to reflect customer needs including feeling that car parks they are safe and easy to use
 - (iv) Reducing the impact on climate change
 - (v) Understanding future investment, repairs and maintenance needs including lifts, security, CCTV, lighting etc
 - (vi) Reviewing opportunities for a more business-like approach across all off-street car parks
 - (vii) A review of the impact of parking charges on customer behaviour
 - (viii) The feasibility of changes to parking charges and extending charges to other locations.

3. Potential impact of change

- 3.1 The 5% increase in parking charges agreed by Executive in July 2023 was projected to result in an estimated £51k of additional income in the current financial year. A delay in the introduction of these charges will have an impact on parking income however, it has become clear since the July Executive, that in-year income levels on Council car parks are higher than budgeted. If this trend continues for the remainder of the financial year, then it is likely that this year's agreed saving target for car parks will be met without the need for further action in the short-term.

4. Reasons for Recommendation:

- 4.1 Postponing any changes until a strategic review of off-street parking provision can be conducted will ensure that proposals for the Council's car parks, including proposals relating to tariffs and investment can be considered in the round within an overall strategic framework aligned to the delivery of the Council's priorities.

5. Proposal and Alternative Options:

- 5.1 The Executive could decide to continue with the original proposals including to increase the charges by 5% this financial year.
- 5.2 The Executive could decline to undertake a strategic review of its parking provision however this is unlikely to deliver the benefits of taking this more holistic and considered approach.

6. Contribution to the Council's Short Term Plan / Five Year Strategy

- 6.1 **Environment:** A wider review of parking provision will help to put car parks on a more financially sustainable footing and allow the Council to review further options for electric vehicle charging bays and other improvements to infrastructure that support reduction in carbon and climate change.
- 6.2 **Health & Quality of Life:** supporting the local community by ensuring that quality, convenient and safe parking is provided in our towns and villages.
- 6.3 **Economy:** supporting the local economy by ensuring customers have access to quality facilities across the borough and paying customers have access to a car parking space when and where they need it.
- 6.4 **Effective & Responsive Council:** Parking Services carries out regular consultations with the public to seek their views on how to improve our parking provision and we will continue to invest in new technology and maintenance to meet the requirements of our customers.
- 6.5 **Short-term Plan: The Council's Short-term Plan agreed at Executive in July included an action to** conduct root and branch review of the Council's finances. The new Executive oversee a route and branch review of the Council's finances through a robust base budget review process while identifying ways to deliver £0.5m of efficiencies. The development of a parking strategy will contribute directly to the delivery of these savings.

7. Resource Implications:

- 7.1 If agreed, the proposal will not increase parking revenue in the short term but will permit a more strategic and holistic approach to Council car parks.
- 7.2 The development of the Parking Strategy will be met from within existing staff resources.

8. Section 151 Officer Comments:

- 8.1 The Council is facing a budgetary gap which increases to over four million pounds by the end of the medium term financial strategy.

- 8.2 It is noted that the in-year savings target for car park income will be met by the favourable variance in increased volumes, which relieves the pressure to increase parking charges in the current year.
- 8.3 The base budget income targets for the Council's car parks were reduced by £426,000 to reflect the impact of the pandemic in the 2022/23. Indications are that usage levels are now close to pre-pandemic levels and this reduction will need to be reversed in the 2024/25 budget.
- 8.4 The Council will need to consider increasing charges in the next financial year in order to keep pace with the inflationary pressures it is facing in the costs of maintaining and servicing the car parks.

9. Legal and Governance Issues:

- 9.1 No matters arising.

10. Monitoring Officer Comments:

- 10.1 None relating to this report.

11. Other Considerations and Impacts:

Environment and Climate Change:

- 11.1 The Council has declared a Climate Emergency which seeks carbon neutrality across its own estate by 2030 and to support net zero across the borough by 2050. Transport is estimated to cause 46% of emissions in Surrey with a switch to more sustainable travel playing a key role in achieving net zero. With 17% of vehicles sold in the UK in 2022 being Electric, increasing revenue to cover maintenance and improvements in SHBC's car parks is intrinsic to the decarbonisation of the borough.
- 11.2 Whilst the shift to electric vehicles and more sustainable means of transport is advancing, internal combustion vehicles will continue to be used by many for years to come. Well managed car parks can help to tackle climate change by ensuring parking spaces are available when needed to help avoid queuing, avoidable journeys and associated congestion. Our car parks can also be an important link between essential private vehicle travel and key public transport centres, such as train stations. The Council's Parking Service will be investigating further options to encourage and incentivise the take-up and use of zero emission vehicles as part of its climate change commitments.

Equalities and Human Rights:

- 11.3 Providing safe, accessible and financially sustainable car parks, including dedicated spaces for Disabled Drivers, is key to ensuring that everyone in the community who needs to park their car is able to do so.

Risk Management:

- 11.4 The Council's parking strategy will need to carefully balance a number of risks. This includes ensuring that Surrey Heath Car Parks remain competitive compared to similar car parks in neighbouring boroughs. The Council also faces risks associated with significant inflationary pressures associated with the cost of operating car parks, and the level of future investment required to provide facilities that match customer needs and expectations. It is also important to explore the investment that will be necessary to minimise the carbon footprint of Council car parks, as well as minimise the environmental impact of the vehicles using the car parks. Linked to this, the Council will also need to consider the levels of churn in car parks to ensure that spaces are available at the right time for those needing to park

Community Engagement:

- 11.5 Ward Councillors will be consulted during the development of the strategy to ensure their views are taken into account to develop a better understanding of the needs and expectations of car park users and how best to approach the improvement off-street car parking provision.

Annexes:

None

Surrey Heath Borough Council
Executive
19th September 2023

Write off of Irrecoverable Bad Debts

Portfolio Holder:	Cllr Leanne Macintyre – Finance Portfolio Holder
Strategic Director/Head of Service	Bob Watson – Strategic Director Finance Customer Services
Report Author:	Robert Fox – Revenues and Benefits Manager
Key Decision:	No
Date Portfolio Holder signed off the report	
Wards Affected:	All wards

Summary and purpose

To approve the write-off of irrecoverable bad debts for Council Tax, Business Rates and Sundry Debtors over £1,500.

Recommendation

- (i) The Executive is advised to RESOLVE that bad debts totalling **£72,599.88** in respect of Council Tax, **£85,486.56** in respect of Non-Domestic Rates and **£3,555.86** in respect of Sundry Debts be approved for write off.
- (ii) The Executive is asked to note the removal of **32** sundry debts totalling **£24,357.65** that has been carried out under the scheme of delegated authority by the Strategic Director Finance and Customer Services; these debts are no longer recoverable under the Limitation Act 1980.

1. Background and Supporting Information

- 1.1 Surrey Heath Borough Council, Revenues Team have consistently maintained in year collection rates for Council Tax and Business Rates. For 2022/23 in year collection for Business Rates was 99.9% of the debit. For Council Tax in year collection was 98.4%
- 1.2 Whilst the Revenues Team maintain high collection rates, there are debts which cannot be recovered in full due to circumstances of the debtor.
- 1.3 Irrecoverable debts are put forward for write off twice in the financial year. This is the first report for the financial year.

- 1.4 Attached at **Annex A (Exempt)** is a schedule of bad debts for Council Tax and Business Rates, the individual amounts of which are greater than £1,500. Financial Regulations 6.6.2 requires that any bad debt in excess of £1,500 shall only be written off with the approval of the Executive.
- 1.5 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.6 The Council's enforcement agents have also been unable to recover the debts from the forwarding address obtained from the tracing undertaken and the debt is now considered irrecoverable. In the future if a Council Tax payer's address is found, the debt can be written back on for the debt to be pursued.
- 1.7 In respect of Council Tax a total of **£72,599.88** is being written off in the current financial year to date with the cost being shared between all preceptors. This compares with a total of £198,025.99 for 2022/23. The net collectable debt for 2023/24 is £101,421,845.20 and the amount written off represents 0.07% of the total collectable debt. The reasons for writing off are given in the attached annex.
- 1.8 In respect of business rates **£85,486.56** is being written off to date compared to £242,835.10 in total for 2022/23. The cost is shared amongst all the preceptors. The net collectable debt for 2023/24 is £49,000,829.05 and represents 0.17% of the total collectable debt. The reasons for writing off the balances are listed on attached annex.
- 1.9 During 2020, due to the recovery limitations imposed by the Government, the Council did not carry out normal recovery action on outstanding debts. This allowed the opportunity to carry out a cleansing exercise on old balances to trace them. Where all tracing options were exhausted, the service proposed them to write off, this increased the write off figure for 2020/21. Recovery on 2020/21 balances were also delayed and consequently any potential write offs will be delayed.
- 1.10 The continued collection of the Council Tax arrears has been achieved by judicious use of all the recovery options made available to us by the Council Tax (Administration and Enforcement) Regulations. The recovery options available including making special arrangements, direct deductions from a debtor's wages or benefits and in cases where all other options are not available or have failed, the use of Enforcement Agents.
- 1.11 On business rates, the Council will use all legal methods available to carefully to ensure that we maximise collection but also allow viable businesses to continue trading.
- 1.12 A two sundry debts individually at **£1,803.73** and **£1,748.13** are requested to be written off. The first balance was accrued by an individual who did not have access to public funds when the bed and breakfast homeless prevention

placement was made, so therefore was not able to meet her financial obligations. The second amount is an outstanding debtor that it has not proved possible to trace. As these debts both exceed £1,500, then the Executive is asked to consider and approve them for write-off action. The write off recommendation from the Housing service is at **Annex B1 (Exempt)** and from the Strategic Director Finance and Customer Services is at **Annex B2 (Exempt)**.

- 1.13 Under the Council's Constitution Part 4 Section H Para 6.6.1, the Strategic Director Finance and Customer Service has delegated authority to remove debts that are no longer considered legitimate debts. This delegated decision is detailed at **Annex C** and removes 32 debts to a combined value of £24,357.65. Details of the individual debts are at **Annex D (Exempt)**.

2. Reasons for Recommendation

- 2.1 These debts are deemed as irrecoverable after exhausting all available recovery methods therefore requesting for them to be written off. We then have a clear representation of all the remaining debts to collect.

3. Proposal and Alternative Options

- 3.1 It is proposed that the debts as set out in Annexes A and B, having been deemed irrecoverable, be written off. The only other option would be to leave them on the accounts which would show a false situation.
- 3.2 The write-offs under Annexes C,D and E are for noting having been approved under delegation.

4. Contribution to the Council's Five Year Strategy

- 4.1 N/A

5. Resource Implications

- 5.1 N/A

6. Section 151 Officer Comments:

- 6.1 In addition to the sundry debt listed above the Executive is advised that the Council's Strategic Director Finance and Customer Services has written off nine debts, all under £1,500, to the value of **£7,666.82**, under the delegation provided in the Constitution Part 4 Section H paragraph 6.6.2. These debts are listed for information purposes at **Annex E (Exempt)**.

7. Legal and Governance Issues

- 7.1 In accordance with the advice from the Information Commissioner's Office (ICO), personal details of the debtor's that are subject write-off can only be

made public if a full risk analysis as regards possible vulnerability has been undertaken. In cases being recommended for write-off the authority holds insufficient information as to the debtor's circumstances e.g. age group or possible disability, to perform a proper risk assessment and therefore all cases should remain on the confidential part of the agenda, listed under the Exempt Annexes A, B, D and E.

8. Monitoring Officer Comments:

8.1 None in addition to the matters raised within the report

9. Other Considerations and Impacts

Environment and Climate Change

9.1 N/A

Equalities and Human Rights

9.2 As some of the debtors maybe vulnerable, if any of their personal details were place in the public domain the Council could be subject to legal action.

Risk Management

9.3 As some of the debtors maybe vulnerable, if any of their personal details were place in the public domain the Council could be subject to legal action.

Community Engagement

9.4 N/A

Annexes

Annex A – list of the individual debts for write-off (Exempt – see below)

Annex B – sundry debt write-off form from Housing (Exempt – see below)

Annex C – Delegated decision form

Annex D – Debts deemed not legally collectable (Exempt – see below)

Annex E – Debts below £1,500 written off under delegation (Exempt – see below)

Exempt Annexes show the name of the debtor or business name and are not for publication

Background Papers

None

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

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Exclusion of Press And Public

Recommendation

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

<u>Item</u>	<u>Paragraph(s)</u>
13 (part)	1/3 (Information relating to any individual.) and (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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