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To: MEMBERS OF THE COMMUNITY SERVICES  
COMMITTEE  
Councillors Wren (Chair), Swann (Vice-Chair), Allen, Bilton,  
G.Black, Caulcott, S.Farr, Lee, North, O'Driscoll, Pinard and  
Shiner

for any enquiries, please contact:  
[customerservices@tandridge.gov.uk](mailto:customerservices@tandridge.gov.uk)  
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Substitute Councillors: Hammond, Montgomery, Moore and  
Robinson

C.C. All Other Members of the Council

8 June 2022

Dear Sir/Madam

## **COMMUNITY SERVICES COMMITTEE THURSDAY, 16TH JUNE, 2022 AT 7.30 PM**

The agenda for this meeting of the Committee to be held in the Council Chamber, Council Offices, Station Road East, Oxted is set out below. If a member of the Committee is unable to attend the meeting, please notify officers accordingly.

Should members require clarification about any item of business, they are urged to contact officers before the meeting. In this respect, reports contain authors' names and contact details.

If a Member of the Council, not being a member of the Committee, proposes to attend the meeting, please let the officers know by no later than noon on the day of the meeting.

Yours faithfully,

David Ford  
**Chief Executive**

## **AGENDA**

### **1. Apologies for absence (if any)**

### **2. Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

### **3. Minutes of the meeting held on the 17th March 2022 (Pages 3 - 26)**

To confirm as a correct record

**4. Minutes of the meeting held on the 26th May 2022** (Pages 27 - 28)

To confirm as a correct record

**5. To deal with any questions submitted under Standing Order 30**

**6. Public Toilets Update** (Pages 29 - 38)

**7. Grange Meadow Access Track Renewal Procurement Update** (Pages 39 - 42)

**8. Future Tandridge Programme - Community Services Service Review Update** (Pages 43 - 54)

**9. Tandridge Together Lottery and Community Fund** (Pages 55 - 66)

**10. Any urgent business**

To consider any other item(s) which, in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

## TANDRIDGE DISTRICT COUNCIL

### COMMUNITY SERVICES COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 17<sup>th</sup> March 2022 at 7:30pm.

**PRESENT:** Councillors Wren (Chair), Allen, Connolly, Crane, Hammond, Lee, Mansfield, North, O'Driscoll, Stamp, Bourne (Substitute) (In place of Swann) and Gaffney (Substitute) (In place of Caulcott)

**PRESENT (Virtually):** Councillor Swann

**ALSO PRESENT:** Councillor Gillman

**ALSO PRESENT (Virtually):** Councillors Lockwood and Mills

**APOLOGIES FOR ABSENCE:** Councillors Swann and Caulcott

The Chair paid tribute to the Projects Specialist, Nikki Tagg, who would shortly be leaving the Council after 6 years of employment. The Chair commented that Nikki had been a huge asset to the Council, handling complex situations with professionalism. Members thanked Nikki for her support of Members and wished her success in her new role. Members were also informed that Richard Coles would also shortly be leaving the Council and the Chair wished him well and thanked him for this work.

#### **280. MINUTES OF THE MEETING HELD ON THE 18TH JANUARY 2022**

These minutes were confirmed and signed as a correct record.

#### **281. TO DEAL WITH QUESTIONS SUBMITTED UNDER STANDING ORDER 30**

Questions had been submitted by Councillor O'Driscoll (2) and Councillor Crane (1). The questions and responses are provided at Appendix A to these minutes.

#### **282. PETITION - WARLINGHAM PUBLIC CONVENIENCE**

A petition was presented by Mr Perry Chotai, a Warlingham resident. The petition urged the Council to retain the public convenience in the centre of Warlingham, and to refurbish it to meet modern standards and facilitate efficient maintenance. The petition had 165 signatories.

On receipt of the petition, the Chair applied section 6(ii) of Standing Order 32 and the matter was referred to the next meeting of the Committee, where a report on the wider review of public conveniences would be considered.

## 283. COMMUNITY SERVICES COMMITTEE - 2022/23 BUDGET – TRANCHE 2 PRESSURE AND SAVINGS DISTRIBUTION

As explained during the previous cycle of meetings, the following approach had been taken to the allocation of pressures and savings to the respective policy committees as part of the 2022/23 budget setting process:

Tranche 1 – savings and pressures which were straightforward to allocate (these had been agreed by the respective policy committees during the previous cycle of meetings)

Tranche 2 – pressures regarding inflation (£174k), salary increments / National Insurance staffing costs (£193k) which were being held as ‘corporate items’, pending allocation to policy committees during the March / April 2022 cycle of meetings

Tranche 3 – the more complex cross-cutting savings (also being held as ‘corporate items’) which would require service reviews and business cases to ensure accurate distribution to policy committees during the June 2022 cycle of meetings.

A report was submitted which proposed that this Committee’s:

- share of Tranche 2 pressures be £76k as per Appendix B; and
- fees and charges be as per Appendix C.

The recommended fees and charges had, where appropriate, been uplifted by inflation.

In response to questions regarding budget distribution, Officers confirmed that:

- the movement from the Tranche 1 budget was made up of a virement, an increase in utility costs, contract inflation and income inflation. This figure had been built into the budget when agreed in February and the recommendation of the report was to reallocate this to the Community Services budget.
- car parking charges were not proposed to be increased in order to support local businesses.
- the Council only charged rent for using Westway Common where it was to be used for commercial activity. The Council did not charge rent where there was a community benefit.

**RESOLVED** – that:

- A. subject to further consideration by the Strategy & Resources Committee on the 7th April 2022 regarding the overall allocation of Tranche 2 pressures and savings, the revised 2022/23 net budget for the Community Services Committee at **Appendix B** be approved; and
- B. the uplifted Fees & Charges for the Community Services Committee (**Appendix C**) be approved.

## 284. COMMUNITY SERVICES Q3 2021-2022 PERFORMANCE REPORT

The Committee considered an analysis of progress against key performance indicators, together with an updated risk register for the third quarter of 2021/22.

Officers drew the Committee's attention to:

- KPI CS5 which, as agreed at the January meeting of the Committee, would continue to be reported although it did not reflect the performance of the environmental health team. Therefore, performance information submitted to the Tandridge & Mole Valley Environmental Health/Licensing Partnership Board had been included in Appendix A to the report.
- KPI CS10 included parking warnings issued. This was because warnings had been issued following the resumption of enforcement activities following the Covid-19 pandemic. However, warnings were no longer being used and only Penalty Charge Notices were being issued. As a result, warnings would not be included in the report figures in the future.
- In terms of assisted refuse and recycling collections, Community Officers checked whether these were still required. It was confirmed that these cost 10% more than normal collections. There were currently 1,930 assisted collections a week.

In response to observations from Members, it was confirmed that:

- As part of the service review, consideration would be given to offering enhanced street cleaning services to Parish Councils for a fee.
- Fly tipping incidents would continue to be provided to the Committee. In terms of prosecutions relating to fly tipping, since 2015/16 the Council investigated 24% of incidents. 5% of the total number of incidents resulted in a warning letter, and the prosecution rate was 1%. CCTV continued to be used in spots which experienced regular fly tipping incidents.
- Officers would raise concerns around the condition of the pool at Village Health Club, Caterham with Freedom Leisure.
- In terms of Risk CS7, the provision of street cleaning schedules would assist Members to be proactive in informing residents about how flooding can be prevented by enabling the street cleaning team to remove the build-up of silt on roads.
- In terms of Risk CS9, whilst it was necessary to include the risk of the rising cost of building materials, the value to the Community Services budget was not great enough to warrant a higher RAG rating. The risk was higher to the Housing Revenue Account.

- Flooding to sports pitches and the risk of loss of income would be recorded in the risk register in the future. Work was being done to consider options for drainage systems.
- The Committee noted the impressive recycling performance and requested that thanks be passed onto officers.

**RESOLVED** – that the Quarter 2 (2021/22) performance and risks for the Community Services Committee be noted.

## 285. COMMUNITY TENNIS UPDATE

The Committee considered a report which sought approval for an application to be submitted to the Department of Culture, Media and Sport (DCMS) for funding to improve the Council's public tennis courts.

The funding would be used to resurface two courts at Whyteleafe Recreation Ground. It would also be used to provide access control and a booking system at Whyteleafe and Queens Park which would give certainty to players allow coaching opportunities. It would be possible to charge coaches offering private lessons, and the Council may waive costs if coaching was free or low cost for local people.

It was confirmed that Multi-Use Games Areas (MUGAs) and private courts were not eligible for the funding.

The report also highlighted works being undertaken at other locations, which were funded through existing budgets.

Members made the following observations:

- Whilst the funding could not be used to improve the MUGA next to the two courts in Whyteleafe, the Council could consider utilising resources to improve the MUGA at this location.
- Wheelchair accessibility should be considered as part of future improvements

Councillor Gaffney moved an amendment that any proposal to implement charges for the use of public tennis courts be brought to the committee for decision. This was agreed.

**RESOLVED** – that:

- A. progress be noted and the Executive Head of Communities be authorised to:
  - i. apply for DCMS funding to seek improvements to the condition of the courts and access to play at Whyteleafe Recreation Ground and Queens Park, Caterham, including the operation of a nil fee booking model for general play, but to also generate income through charging for professional coaching; and
  - ii. keep under review the potential to charge for play at some peak times.
- B. any proposals to implement charges for the use of public tennis courts are to be brought to the Committee for decision.

## 286. ANIMAL WARDEN UPDATE

The Executive Head of Communities gave a verbal update on the animal warden service. A four month trial had commenced in August 2021 with one animal warden covering both Tandridge District and Mole Valley District as part of the shared environmental health service.

The out of hours arrangements were not affected during the trial. Animal licensing has been undertaken by the animal warden and environmental health technical officer. Where the animal warden had to prioritise, the environmental health technical officer had handled some work. In addition, the Council had support with stray dog collections from Valgrays Border Collie & Animal Rescue Centre.

The volume of work in 2021/22 had met or exceeded the volume of work carried out in the previous year. The trial demonstrated that it would be possible to maintain a satisfactory level of service with one animal warden, which would result in savings of £17.5k per annum.

In response to questions from Members, it was confirmed that:

- during the year to date, 62 notifications had been received that dogs were stray or lost and had been contained for collection by the animal warden.
- the Council had access to backup kennels if capacity was likely to be reached. However, there had been no indication that capacity was close to the limit.

Rising 8.45 pm

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**Community Services Committee – 17<sup>th</sup> March 2022****Agenda Item 4 – Questions submitted under Standing Order 30****1. Question from Councillor O’Driscoll**

Residents have expressed concern at some taxi drivers driving in an unsafe manner on Tandridge roads. I was out lately and I witnessed a Tandridge licensed taxi driver driving incredibly recklessly through Kenley and Whyteleafe, with them driving through a red temporary traffic light without stopping and going well above the speed limit.

As a Council, the message from licensing drivers that drive recklessly is that the Council condones it.

Residents should not tolerate dangerous driving from our taxi drivers in our District when vulnerable members of our community rely on taxi drivers to get them home safely. What steps can this Council take to ensure that our taxi drivers are safe drivers and is there material available to help our taxi drivers with continual development?

**Response from the Executive Head of Communities:**

*We have a good community of taxi drivers in Tandridge who have struggled during recent times due to a fall in demand for their business, especially fewer airport runs and regular school run contracts.*

*This incident which Cllr O Driscoll highlights is very rare. I would advise that reckless driving by any Licensed Hackney Carriage or Private Hire Driver is certainly not condoned by the Council. However, we do need to be made aware when these instances occur. There is a good reporting function on our website.*

*All applicants for either licence are subjected to a Driving Assessment that they must complete prior to being issued with their licence.*

*Once they become licensed drivers, they are expected to drive and behave in an appropriate manner at all times. When instances of reckless and/or dangerous driving occur they need to be reported to the Licensing Department for any action to be taken against the offending drivers. So, if we are not made aware of these issues we cannot take any further action against any individual driver. Details such as the Registration Number and/or the Hackney Carriage or Private Hire Plate Number should be provided as we will then be able to follow-up the report and call the driver in and put the allegation towards him/her.*

*For the traffic violations stated in the Councillor’s question, these would be a matter for the Police to pursue as the Council has no authority to deal with traffic offences such as these. If further action is taken by the Police then a review of the licence issued to the driver by the Council can occur.*

*A note will be included within the regular update email to all our licensed drivers reminding them of their responsibilities in relation to their driving standards and behaviour and the possible repercussions should they be found to be offending.*

**2. Questions from Councillor Crane**

Despite taking many positives from the Community Services Quarter3 Performance Report, I am concerned over one aspect of the report which is clearly lagging behind other areas.

I refer to that area which deals directly with the cleaning of roads, footpaths and public open spaces which come under the responsibility of TDC (CS4, Appendix A). The cleaning performance index for these areas seems to have been in steady decline since June 2021. Not surprisingly, this decline is now starting to reflect itself in complaints made to Councillors both directly and on social media. The only comment offered in the report to explain this decline is “the continuation of staff absence”. The use of the word “absence” concerns me. Please can I receive a more detailed explanation of this?

I also think there is potential for TDC to communicate more regularly and effectively with residents over the role they themselves can play in assisting the Council to effect an improvement. I refer specifically to issues such as sweeping or blowing leaves and other garden debris into kerbside gutters or sometimes just off of their property. This can lead to drains becoming blocked and in extreme cases, contribute toward flooding.

Please can Councillors be issued with a scheduled programme of litter collecting and street cleaning for those areas they represent such that they can assist in getting the message out to residents which may in turn assist operatives in matters such as less vehicles blocking their routes?

#### **Response from the Executive Head of Communities:**

*I must commend the streets team for all their hard work and commitment to provide a clean and safe environment for the residents of Tandridge District Council. Considering the area we cover I feel complaints are minimal and complaints we do receive, we try to address quickly. The drop in performance is only 2% over the quarters from April 2021.*

*In 2020 two members of staff were off and have subsequently left TDC employment on medical grounds. We haven't filled those positions and the work was distributed amongst the remaining teams without a change in scheduling.*

*Absence does play a part on this small team whether it be sickness or annual leave and to try and resolve issues we are now in the process of rescheduling and re-routing schedules as part of our service review. The eight weekly schedules are difficult to achieve and we are looking to schedule the work over an extra four weeks. This was discussed at the setting of the 2022/23 budget. In addition, we are changing the methodology and spreadsheets regarding the way we report street cleaning KPIs to give a more comprehensive balance of the work that will see all areas are checked fairly over a period of time. Once all this preparation work is completed it will be explained to Councillors in more detail.*

*On your second point, we have a standard letter we put through letterboxes regarding members of the public who are seen sweeping and blowing leaf fall off their properties onto the highway, which we will be adding to our webpages for next autumn.*

*We ask residents not to clear any part of their property of leaves by sweeping or blowing them into the street. The leaves will build up in the gutter and are likely to block drains, the leaves will disguise the edge of the footpath and road and so may cause trips or falls or damage to vehicles. They also compress to create a slippery surface.*

*To deliberately blow and therefore deposit leaf matter or debris onto the highway is an offence – an offender risks prosecution and possibly a civil action for damages should an accident occur due to their actions. Prosecution would be a matter for police but we will support in every single way we can.*

*We are unable to alter the cleaning schedule to deal with accumulation of leaves created in this way and a road would not be visited until the next scheduled visit, so it is important residents comply.*

*We have taken advantage of the Welcome Back Funding and funded additional activities to help keep our district clean and tidy. We have carried out extra cleaning and purchase supplies for litter angels who have been busy picking up litter in the District. We have ordered new bins for Hurst Green and Smallfield. We have organised the removal of Graffiti in Oakley Road and Waller Lane. We have been doing as much as we can and take advantage of any funding that we can.*

*Councillors can request a copy of the current schedules for those areas they represent please contact me for a copy. We put up signage a week prior to cleansing on roads we deem heavy with parked vehicles. Some owners take notice, but the clear majority just ignore the signs making mechanical sweeping very difficult and in turn the teams must sweep by hand making it very time-consuming. This can have an effect on the rest of a day's schedule.*

### **3. Question from Councillor O'Driscoll**

Residents in Westway and wider Caterham on the Hill have been in touch about the condition of the Town End Recreation Ground playground. The trampoline and big bucket swing have been broken for several weeks and the playground needs some TLC. Similar concerns have been raised about the playground at Whyteleafe Recreation Ground.

There are also concerns in other areas, such as Dormansland, where the gate into the play area is broken, often allowing dogs in around young children.

Will the Council take steps to fix the playground equipment at Town End and Whyteleafe and address the gate defect in Dormansland? And can the playground equipment in the rest of Tandridge be inspected to search for potential defects that could cause injury or harm?

#### **Response from the Executive Head of Communities:**

*Playgrounds are regularly inspected to ensure their safety. An external contractor carries out weekly checks on all playgrounds and a different, independent, contractor carries out an annual formal review of all sites. In addition, ad hoc visits are made by our Officers.*

*We are aware of the specific issues highlighted by Councillor O'Driscoll, all of which are on our repair programme. In most cases we are waiting for spare parts before the equipment can be fixed. The trampoline in Town End has had a number of problems and so we are looking to replace it with another piece of equipment.*

*A playground capital replacement programme is included in the Community Services budget. We are currently tendering for the replacement of 4 different sites across the district and plan to go out to tender for the replacement or improvement of up to another 6 more sites later in the year. There will be consultation processes in each case and advice passed to residents on the detailed timings.*

#### **Supplementary question from Councillor O'Driscoll:**

Please could we have more detail circulated to Members of the Committee about where the sights that are being tendered for are?

#### **Response from the Executive Head of Communities:**

*Yes, that will be passed on separately.*

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**Appendix B - Revenue Budget 2022/23****Community Services Budget**

	2021/22	2022/23	Movement £k	2022/23
	Updated Annual Budget £k	Tranche 1 Budget £k		Tranche 2 Budget £k
Salaries				
Car Parking-On Street	(100)	(14)	0	(14)
Car Parking-Off Street	(64)	(25)	7	(18)
Hackney Carriage/Private Hire	(18)	(18)	(1)	(19)
Leisure & Community Grants	290	290	0	290
Waste Services	2,263	2,117	134	2,251
Environmental Services	282	266	(5)	261
Cesspool Services	(36)	(36)	(1)	(37)
All Operational Services	(77)	(57)	(24)	(81)
Parks and Open Spaces	815	834	7	841
Streets & Public Conveniences	638	618	(41)	577
				0
<b>Community Services</b>	<b>3,993</b>	<b>3,975</b>	<b>76</b>	<b>4,051</b>

	Tranche 2:			
	Pay £k	Non Pay £k	Income £k	Net Budget £k
<b>Organisational:</b>				
Car Parking-On Street		106	(120)	(14)
Car Parking-Off Street		176	(194)	(18)
Hackney Carriage/Private Hire		69	(88)	(19)
Leisure & Community Grants		310	(20)	290
Waste Services	271	3,168	(1,188)	2,251
Environmental Services		392	(131)	261
Cesspool Services	72	148	(257)	(37)
All Operational Services	75	156	(312)	(81)
Parks and Open Spaces	335	856	(350)	841
Streets & Public Conveniences	556	259	(238)	577
<b>Community Services</b>	<b>1,309</b>	<b>5,640</b>	<b>(2,898)</b>	<b>4,051</b>

Note: Whilst updating the pay budgets, some posts have been aligned to reflect the current structure

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Community Services - Fees & Charges 2022-23

APPENDIX C

Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Proposed - Car Park Fees</b>						
<b>Ellice Road, Oxted</b>						
Mon - Fri 0 – 2 Hours	Free	Free	Free			
Mon - Fri 2 hrs – 3 Hours	3.00	3.00	0.0%			
Mon - Fri 3 hrs – 4 Hours	4.50	4.50	0.0%			
Mon - Fri >4 Hours	6.50	6.50	0.0%			
Saturday, Sunday & Bank Holidays	Free	Free	0.0%			
Long Term Permits p.a	546.50	546.50	0.0%			
				171,000	132,000	D
<b>Council Office, Oxted</b>						
Long Term Permits p.a	546.50	546.50	0.0%			
<b>Station Road, Whyteleafe - Upper Level</b>						
0-3 Hours						
3-4 Hours	1.20	1.20	0.0%			
4-5 Hours	2.60	2.60	0.0%			
5-6 Hours	3.70	3.70	0.0%			
Long Term Permits p.a	290.50	290.50	0.0%			
<b>Mill Lane - Commuter Car Park</b>						
Long Term Permits p.a	290.50	290.50	0.0%			
<b>Hill View - Caterham</b>						
Long Term Permits p.a	290.50	290.50	0.0%			

Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Woldingham Road, Woldingham</b>						
Before 9:15	4.00	4.00	0.0%			
After 9:15	2.10	2.10	0.0%	12,000	12,000	D
<b>Gun Pit Road, Lingfield</b>						
0-3 Hours	Free	Free	Free			
3-4 Hours	1.20	1.20	0.0%			
4-5 Hours	2.60	2.60	0.0%			
5-6 Hours	3.70	3.70	0.0%			
Long Term Permits p.a	290.50	290.50	0.0%			
<b>Town End, Caterham</b>						
0-3 Hours						
3-4 Hours	1.20	1.20	0.0%			
4-5 Hours	2.60	2.60	0.0%			
5-6 Hours	3.70	3.70	0.0%			
Long Term Permits p.a	290.50	290.50	0.0%			
<b>Whyteleafe Recreation Ground</b>						
Free stay limited to 3 hours						
Long Term Permits p.a	290.50	290.50	0.0%			
<b>Warlingham Green &amp; Manor Park, Whyteleafe</b>						
Free stay limited to 3 hours	Free	Free	0.0%			
<b>Infringements - District Wide (Statutory Charges as at 2018/19)</b>						
Penalty Notices (Fees set by Government)						
If paid within 14 working days						
General Parking (Fees set by Government)				)	)	
If paid within 14 working days				)	)	
No Permit (Fees set by Government)				)	)	
If paid within 14 working days				)	)	
Total Long Term Permits Budget information				33,600	33,600	D
Penalty Charge Notices - Off Street				16,500	16,500	D
Penalty Charge Notices - On Street				206,000	120,000	S
<b>Total Car Parking Income</b>				<b>439,100</b>	<b>314,100</b>	



Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Cemetery Fees</b>						
<b>Interments</b>						
Additional space in a purchased grave For one 183cm (6ft)						
Parishioner	582.00	606.50	4.2%			
< 7 Year Parishioner	1,165.00	1,214.00	4.2%			
Non Parishioner	1,735.00	1,808.00	4.2%			
For two 244cm (8ft)						
Parishioner	663.00	691.00	4.2%			
< 7 Year Parishioner	1,325.00	1,381.00	4.2%			
Non Parishioner	1,990.00	2,074.00	4.2%			
Interment of cremated remains in a previously purchased grave						
Parishioner	163.00	170.00	4.3%			
< 7 Year Parishioner	326.50	340.00	4.1%			
Non Parishioner	490.00	511.00	4.3%			
<b>New Burial Plots</b>						
For two 244cm (8ft)	1,990.00	2,074.00	4.2%			
<b>Cremated Remains</b>						
Purchase of plot for cremated remains (for 1,2, or 3 sets) Including the right to place a 30cm square memorial set flush to the ground and first inscription						
Parishioner	326.50	340.50	4.3%			
< 7 Year Parishioner	653.00	680.50	4.2%			
Non Parishioner	985.00	1,026.00	4.2%			
Interment of cremated remains						
Parishioner	163.00	170.00	4.3%			
< 7 Year Parishioner	326.50	340.00	4.1%			
Non Parishioner	490.00	511.00	4.3%			

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
Additional inscription on cremated plots						
Parishioner	41.00	42.75	4.3%			
< 7 Year Parishioner	81.50	85.00	4.3%			
Non Parishioner	122.50	127.50	4.1%			
The right to erect or place a Memorial on a purchased grave not exceeding 198X76X46cm (6'6L X 2'6W X18"H) with inscription						
Parishioner	240.00	250.00	4.2%			
< 7 Year Parishioner	480.00	500.00	4.2%			
Non Parishioner	715.00	745.00	4.2%			
extra for memorials exceeding 46cm (18") in height per 30cms (12") or part						
Parishioner	163.00	170.00	4.3%			
< 7 Year Parishioner	326.50	340.00	4.1%			
Non Parishioner	490.00	511.00	4.3%			
Each addition to the original memorial						
Parishioner	41.00	42.75	4.3%			
< 7 Year Parishioner	81.50	85.00	4.3%			
Non Parishioner	122.50	127.50	4.1%			
Scattering of Ashes in Garden of Remembrance	66.50	69.25	4.1%			
<b>Total Budgeted Income Cemetery</b>				<b>22,700</b>	<b>23,700</b>	<b>D</b>

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
<b>Cesspool Charges</b>						
Up to 1000 gals	120.50	125.50	4.1%			
1000 to 2000 gals	194.00	202.00	4.1%			
2000 to 3000 gals	276.00	288.00	4.3%			
3000 to 4000 gals	367.00	382.00	4.1%			
More than 4000 gals, charge per 1000 gals (or part there of)	90.00	94.00	4.4%			
Pipe lays requiring over 12 pipes, charge per pipe	4.60	4.80	4.3%			
Emergency Service - Normal Working Hours (within 2 days, subject to availability)						
Up to 1000 gals	188.50	196.50	4.2%			
1000 to 2000 gals	306.00	319.00	4.2%			
2000 to 3000 gals	449.00	468.00	4.2%			
Obstructed Access - Abort Charge	71.50	74.50	4.2%			
Additional Operative Charge	51.00	53.25	4.4%			
Charge per hour after first hour	102.00	106.50	4.4%			
<b>Total Budgeted Income Cesspool</b>				<b>257,000</b>	<b>257,000</b>	<b>D</b>
<b>Allotment Rents per 250 sq.m</b>	<b>80.50</b>	<b>84.00</b>	<b>4.3%</b>	<b>10,000</b>	<b>10,000</b>	<b>D</b>

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
<b><u>Hackney Carriage Fees</u></b>						
<b>See note below.</b>						
Hackney Carriage Drivers Badge	107.50	112.00	4.2%			
Hackney Vehicles	374.00	390.00	4.3%			
Knowledge Test- Initial	78.00	81.25	4.2%			
Knowledge Test- Subsequent Tests	42.50	44.25	4.1%			
Missed appointments	24.50	25.50	4.1%			
Private Hire Operators Licence 1-5 Vehicles	146.00	152.00	4.1%			
Private Hire Operators Licence 6-15 Vehicles	234.50	244.00	4.1%			
Private Hire Badge	74.50	77.75	4.4%			
Private Hire Vehicles	286.00	298.00	4.2%			
Change of vehicle during the plating year	69.00	72.00	4.3%			
Replacement vehicle (motorcycle) plates	20.50	21.50	4.9%			
Replacement driver's badge	7.65	8.00	4.6%			
Vehicle ReTest Fee	24.00	25.00	4.2%			
<b>Total Budgeted Income Hackney Carriages</b>				<b>87,600</b>	<b>87,600</b>	<b>D</b>
<b><u>Fees set by Government (for information only)</u></b>						
Authorised processes (Env Protection Act 1990)				7,300	7,300	S
Lotteries - initial fee						
Lotteries - subsequent annual fee						
Alcohol and Entertainment (Licensing Act 2003)				78,900	78,900	S
Amusements with Prizes (cash)						
Gambling Act - Up to a Statutory Maximum				13,600	13,600	D

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
<b>Environmental Health</b>						
Street Trading (12 Months)	791.00	824.00	4.2%	30,800	30,800	D
Street Trading (6 Months)	445.00	464.00	4.3%			D
Animal Boarding Establishment	300.00	313.00	4.3%			
Home Boarding	288.00	300.00	4.2%			
Doggy day care	288.00	300.00	4.2%			
Selling animals as pets	300.00	313.00	4.3%			
Dog breeding	300.00	313.00	4.3%			
Hiring out of horses	300.00	313.00	4.3%			
Animals for exhibition	300.00	313.00	4.3%			
Dangerous Wild Animals	287.00	299.00	4.2%			
Breeding of Dogs Establishment	184.00	192.00	4.3%			
Zoo Licences	573.00	597.00	4.2%			
1 Month Temporary Licence	71.00	74.00	4.2%			
Dog Control Return Fee	105.00	109.50	4.3%	0	0	D
Disconnection of Burglar/Car Alarms	216.00	225.00	4.2%	600	600	D
<b>Contaminated Land Search/Enquiry</b>						
Domestic Premises (per hour)	59.00	61.50	4.2%	0	0	D
Commercial Premises (per hour)	122.00	127.00	4.1%	0	0	

Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Scrap Metal Dealers Act</b>				0	0	D
Site licence renewal	423.00	441.00	4.3%			
Site licence variation to collector licence	182.00	190.00	4.4%			
Collector licence renewal	302.00	315.00	4.3%			
Collector licence variation to site licence	182.00	190.00	4.4%			
Change of name of licensee of site licence	60.00	62.50	4.2%			
Change of identity of sites in the authority's area contained in the licence	121.00	126.00	4.1%			
Change of site manager at each site	121.00	126.00	4.1%			
Change of collector's name	60.00	62.50	4.2%			
Copy of licence	31.00	32.25	4.0%			
<b>Electrolysis, Acupuncture &amp; Tattooing</b>						
Persons	154.00	160.50	4.2%			
Premises	281.00	293.00	4.3%	0	0	D
<b>Piercing / Temporary Tattoos</b>						
Persons	154.00	160.50	4.2%			
Premises	281.00	293.00	4.3%			
<b>Sex Shop</b>	8,979.00	8,979.00	0.0%			
<b>Total Budgeted Income Premises Licenses &amp; other various Environmental Licenses</b>				<b>131,200</b>	<b>131,200</b>	
<b>Queens Park Pavilion Charges</b>						
Badminton - per hour	12.50	13.00	4.0%			
Other Indoor Sports - per hour	23.00	24.00	4.3%			
10 or more bookings	19.50	20.25	3.8%			
Community Hire - per hour	23.00	24.00	4.3%			
Weekend Hire - Non Profit Making Bodies 4 Hours	179.00	186.50	4.2%			

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
Additional Charge per hour	30.50	32.00	4.9%			
Community Hire - per hour	23.00	24.00	4.3%			
Weekend Hire - Profit Making Bodies						
4 Hours	357.00	372.00	4.2%			
Additional Charge per hour	66.50	69.00	3.8%			
Tennis	Free	Free	0.0%			
Tennis Court Hire for Training - per hour	15.50	16.00	3.2%			
<b>Outdoor Sports Charges</b>						
Football, Rugby & Cricket						
Sports Pitch Bookings per game	92.00	96.00	4.3%			
Football Training Sessions	22.50	23.50	4.4%			
Senior	92.00	96.00	4.3%			
Junior	47.00	49.00	4.3%			
Mini - Football	22.50	23.50	4.4%			
Training Session	23.50	24.50	4.3%			
<b>Total Budgeted Income Indoor &amp; Outdoor Sports Facilities</b>				<b>28,600</b>	<b>28,600</b>	<b>D</b>
<b>Sports Clubs Clubs and Associations Leases / Rentals</b>	Various	Per Leases	Per Leases	<b>35,900</b>	<b>35,900</b>	<b>D</b>
<b>Annual Licences - Utilising the Councils Parks &amp; Open Spaces - licences commenced 1st January 2021</b>						
<b>Frequency up to an average of 4 sessions per week</b>						
1 to 2 Clients - maximum 2 clients	200.00	208.50	4.3%			
Small Class - maximum 10 clients	340.00	354.00	4.1%			
Large Class - Maximum 20 clients	650.00	677.00	4.2%			
<b>Frequency up to an average of 5 or more sessions per week</b>						
1 to 2 Clients - maximum 2 clients	350.00	365.00	4.3%			
Small Class - maximum 10 clients	510.00	531.00	4.1%			
Large Class - Maximum 20 clients	975.00	1,016.00	4.2%			
<b>Dog Walkers</b>	150.00	156.50	4.3%			
For Businesses requiring multiple licences the first licences shall be paid in full with a 20% discount applying to each subsequent licence thereafter				<b>0</b>	<b>0</b>	<b>D</b>

Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Fairs &amp; Circus Rental Westway Common</b>						
Charges per day when open						
Monday & Tuesday	408.00	425.00	4.2%	)	)	
Wednesday & Thursday	459.00	478.00	4.1%	)	)	
Friday, Saturday & Sunday	715.00	745.00	4.2%	)	)	
Charges per day when setting up / closing	153.00	159.50	4.2%	5,300	5,300	D
<b>Rent and Wayleaves</b>	Various	Per Leases	Per Leases	7,300	7,300	D
<b>Total Budgeted Income Sports, Clubs &amp; Groups</b>				77,100	77,100	
<b>Handyperson Charges</b>						
Benefit recipient (per hour) - General Fee	22.50	23.50	4.4%			
Not on benefit (for first hour) - General Fee	45.00	47.00	4.4%			
Not on benefit (for every 1/2 hour after first hour) - General Fee	22.50	23.50	4.4%			
Benefit recipient (per hour) - Plumbing Fee	26.00	27.00	3.8%			
Not on benefit (per hour) - Plumbing Fee	50.00	52.25	4.5%			
<b>Handyperson</b>				24,100	11,100	D
<b>Materials</b>				14,600	7,600	D
<b>Total Budgeted Income Handy person</b>				38,700	18,700	



Community Services - Fees & Charges	Gross Charges (incl VAT if applicable) Current Charges 2021-22 £	Proposed Gross Charges (incl VAT if applicable) 2022-23 £	Percentage Increase 2022/23 %	Budgeted Income 2021-22 £	Proposed Budget 2022-23 £	Statutory /Discretionary Service
<b>Waste Charges :</b>						
<b>Garden Waste Club</b>						
1st Year Subscription (includes additional £10 for bin delivery)	72.00	74.50	3.5%	)	)	D
2nd Onwards Subscription	62.00	64.50	4.0%	881,545	945,545	D
<b>Bulky Waste Charges</b>						
<b>No Subsidy</b>						
<b>Number of Items</b>						
1	39.00	41.00	5.1%	)	)	
2	45.00	47.00	4.4%	)	)	
3	51.00	53.00	3.9%	)	)	
4	57.00	59.00	3.5%	)	)	
5	63.00	66.00	4.8%	)	)	
<b>Subsidy</b>						
<b>Number of Items</b>						
1	19.50	20.50	5.1%	)	)	
2	22.50	23.50	4.4%	)	)	
3	25.50	26.50	3.9%	)	)	
				130,600	91,600	D
<b>General Waste Bins resale</b>						
140 litres	30.00	31.25	4.2%			
180 litres	35.00	36.50	4.3%			
240 litres	40.00	41.75	4.4%			
360 litres	70.00	73.00	4.3%	6,840.00	10,000	D

<b>Community Services - Fees &amp; Charges</b>	<b>Gross Charges (incl VAT if applicable) Current Charges 2021-22 £</b>	<b>Proposed Gross Charges (incl VAT if applicable) 2022-23 £</b>	<b>Percentage Increase 2022/23 %</b>	<b>Budgeted Income 2021-22 £</b>	<b>Proposed Budget 2022-23 £</b>	<b>Statutory /Discretionary Service</b>
<b>Contaminated Waste - per receptacle (cost + admin charge)</b>						
Return or Additional collection at Council request: emptying of 2-wheeled bin on a Saturday	63.39	66.50	4.9%	)	)	
Return or Additional collection at Council request: emptying of 4-wheeled bin on a Saturday	45.49	47.50	4.4%	)	)	
Return or Additional collection at Council request: collection of up to 5 Council branded refuse sacks on a Saturday	54.14	56.50	4.4%	)	)	
Return or Additional collection at Council request: emptying of caddy on a Saturday	54.41	56.50	3.8%	)	)	
Return or Additional collection at Council request: emptying of Assisted Collection from a 2-wheeled bin on a Saturday	69.32	72.50	4.6%	)	)	
Return or Additional collection at Council request: emptying of Assisted Collection from up to 5 Council branded refuse sacks on a Saturday	59.04	61.50	4.2%	)	)	
Return or Additional collection at Council request: emptying of Assisted Collection from a caddy on a Saturday (2021/22 admin costs = £10.00 and 2022/23 admin cost =£10.50)	59.34	61.50	3.6%	n/a	2,000	D
<b>School Recycling Collection</b>						
Charge is £/week/bin collected (VAT =Outside Scope of VAT)	n/a	11.00		n/a	25,000	D
<b>Total Budgeted Income Waste</b>				<b>1,018,985</b>	<b>1,074,145</b>	
<b>Total Community Services - Fees &amp; Charges</b>				<b>2,082,385</b>	<b>1,993,545</b>	

## TANDRIDGE DISTRICT COUNCIL

### COMMUNITY SERVICES COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 26<sup>th</sup> May 2022 at 8:52pm.

**PRESENT:** Councillors Bilton, Caulcott, S.Farr, Lee, North, O'Driscoll, Pinard, Shiner, Swann and Wren

**APOLOGIES FOR ABSENCE:** Councillors Allen and G.Black

#### 1. ELECTION OF CHAIR FOR 2022/23

**RESOLVED** – that Councillor Wren be elected Chair of the Committee for the 2022/23 municipal year.

#### 2. ELECTION OF VICE-CHAIR FOR 2022/23

**RESOLVED** – that Councillor Swann be elected Vice-Chair of the Committee for the 2022/23 municipal year.

#### 3. APPOINTMENT OF THE REGULATORY SUB-COMMITTEE FOR 2022/23

**RESOLVED** – that the Regulatory Sub-Committee be appointed as follows:

Independents and OLRG Alliance

Councillor Wren (principal member)

Liberal Democrats

Councillor Botten (principal member)

Conservatives

Councillor O'Driscoll (principal member)

*(In the event of one or more of the three principal members being unable to attend a hearing, their places shall be filled by selecting substitutes from the Community Services Committee.)*

Rising 8.53 pm

## Public Toilets Update

### Community Services Committee Thursday, 16 June 2022

Report of: Executive Head of Communities

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Purpose: For decision

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Publication status: Open

Wards affected: All

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#### **Executive summary:**

This report is to inform Committee of the current progress on the Public Toilets Review. This includes further research that has been undertaken and an update on the roadside toilet provision at the A25 in Oxted and A22 in Godstone.

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#### **This report supports the Council's priority of:**

Building a better Council

Providing the infrastructure and environment we need

**Contact officer** Jason Thomas Asset Management Specialist  
jthomas2@tandridge.gov.uk –

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#### **Recommendation to Committee:**

That the Committee notes the progress made to date and approve the permanent closure of the A22 toilet block with the land being returned to Surrey Highways and discussions to continue regarding the future of the building.

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## **Reason for recommendation:**

Provision of public conveniences is not a statutory service. Given the Council faces a significant financial challenge, Officers are exploring options to rationalise the public conveniences portfolio, retaining only those public conveniences that are on Council land and that are suitably located in areas of high footfall. Officers are also taking forward the closure of public conveniences where there is a high incidence of illegal activities and where sites are no longer financially viable due to poor physical condition.

The overall aim is to reduce ongoing revenue costs and to help the Council to achieve a balanced budget. Public conveniences that are well used will be retained and, where necessary, refurbished. Officers also wish to explore alternative options with other partners to improve provision.

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## **Introduction and background**

A report was approved by Committee on 18<sup>th</sup> January 2022 to introduce a review of the Council's portfolio of 12 public toilet blocks across the District.

## **Review of Existing Provision**

1. A design proposal has been received for the refurbishment of Ellice Road public toilets in Oxted. Ward Members views are being consulted prior to a full tender exercise taking place.
2. The public consultation on improvements to Queens Park went live on 18<sup>th</sup> May and will close on 24<sup>th</sup> June. All three options include improvements to public toilets.
3. Officers are in discussion with parties including Ward Members, Parish Councillors and the existing café tenant around future facilities at Whyteleafe Recreation Ground to include the potential to improve sports changing and public toilets provision.
4. Officers are exploring the use of a footfall monitoring exercise to actively monitor usage at seven sites. This data will be reviewed alongside data gathered from a study of water usage to provide accurate data on the frequency of usage at specific sites and to inform future decisions.
5. Officers have gathered information on options and approaches taken by other authorities that have performed similar reviews. This has been most notably through a request made via the Chartered Institute of Public Finance and Accountancy.
6. Information is also being gathered on local businesses that currently provide customer toilet facilities on their premises. This data will inform whether there is further scope to work in partnership with local businesses to increase public provision as described in the January report.

## **Public Conveniences on the A25 at Nags Hall and A22 at Godstone**

7. The report to Committee on 18<sup>th</sup> January mentioned the specific issues relating the roadside public conveniences at Surrey Highways laybys on both the A25 and A22.
8. Following the Committee resolution in January, the A25 toilets at Nags Hall near Oxted has remained closed. A contractor has now been appointed to remove this toilet block and reinstate the layby to standards agreed by Surrey Highways and the land will be returned to Surrey County Council.
9. With regard to the A22 toilets, Committee resolved in January that the '*...facilities remain open until such time as the need for any repairs make it financially unviable for the council to continue to do so...*'
10. Officers visited the site to report on condition of this toilet block on 17<sup>th</sup> May 2022. The report of the Lead Community Surveyor as attached at Appendix A expressed numerous concerns over the structural condition of the building. These included tree damage to the roof at the rear of the building, which has led to corrosion of the roof structure. The roof is now unsafe and not watertight. There is cracking and distortion evident to the brickwork, potentially due to the proximity of trees and tree roots. This has caused movement to the extent that of the external doors are not able to close correctly. This is particularly severe at the rear service door, which gives access for cleaning and maintenance and houses all of the mechanical and electrical equipment. This door cannot be fully closed and locked. There are also concerns with the safety of the electrical equipment, which is failing on a daily basis, probably due to water ingress.
11. The report concludes that '*There are a number of further investigations that could be sought but these would costly and not solve the problem. Specialist contractors would be required for crack stitching and steel fabrication of the known defects, these repairs would be extensive and expensive along with the ongoing maintenance of falling foliage and external decorations of the roof structure. Looking at the tree growing into the building and the corrosion on the roof, these issues are not recent but happening for several years...*' The final conclusion is that '*The best course of action would be to demolish the building.*'
12. Following this report, the Lead Community Surveyor was asked to give some baseline cost estimates for the surveys required and potential repair costs. These have been estimated to be in the region of £80,000. This is uneconomical and as expressed in the report, it may not be possible to sustain this building without considerable ongoing expenditure. The site was closed for safety reasons on 24<sup>th</sup> May 2022. The land on which the toilets are located is owned by Surrey Highways and the building is permitted under a licence granted by Surrey County Council on 9<sup>th</sup> November 1989. The licence remains until it is either surrendered or terminated.
13. These toilets have become increasingly a focus for public sex acts. Surrey Police have seen an increase in reported incidents and have increased patrols to attempt to deter this behaviour and have requested that the Council close this facility.

14. The cleaner has witnessed such activities on numerous occasions and has been threatened by alleged perpetrators causing great distress. All suspicious vehicles and incidents are being reported to Surrey Police. Since the beginning of March 2022, Officers have decided that all visits to the site must be accompanied. Vehicles that have been previously reported were witnessed waiting in the layby at the time of the surveyor's visit on 17<sup>th</sup> May.

### **Other Options Considered**

15. Officers have been in discussion with Surrey Highways regarding the provision of facilities at the A22. The surface of the layby is being assessed by Surrey Highways and other options have been suggested including the provision of electric vehicle charging. The provision of continued toilet facilities has been discussed, although Surrey Highways have not expressed an interest to date in funding new provision or maintenance. Discussions will continue.

16. The research, information gathering, consultation and monitoring activities described at paragraphs 2 to 7 will continue to inform the review and further updates will be provided at future committees once detailed recommendations are available.

## **Key implications**

### **Comments of the Chief Finance Officer**

In the context of continuing constraints on the Council's budget, and the likelihood of further reductions in funding in 2023/24 and beyond, every effort should be made to ensure that the portfolio of public conveniences remain financially viable to operate and provide value for money, in consideration of alternative provision. This report is an update on continuing discussions and options appraisal and, as such, has no direct financial implications. Continued investment in the operation, repair and refurbishment of public conveniences must be contained in line with approved budgets.

### **Comments of the Head of Legal Services**

The provision and maintenance of public toilets in public places is at the discretion of local authorities who have a power under section 87 of the Public Health Act 1936 to provide public conveniences, but no duty to do so. The decision as to whether or not to provide facilities and the extent of the provision provided is determined by each authority and balanced against other local service demands.



In reaching a decision, the Committee are advised to consider the options in context of the budget position and the need to make ongoing savings and achieve value for money, as well as proposed priorities and the impact on service users.

### **Equality**

The procurement of any new or refurbished facilities would have an Equality Impact assessment undertaken to ensure that the works are compliant and do not discriminate or disadvantage any protected groups.

### **Climate change**

The existing public conveniences are old and do not benefit from new technology and thermal insulation to reduce energy consumption. The redesign and refurbishment programme would incorporate materials, lighting and water systems that use less energy and minimise environmental impact.

### **Appendices**

Appendix A – Condition Report on A22 Toilets (to follow)

### **Background papers**

None

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## Condition Report - Toilets on A22

### Brief

The community surveyors were asked to assess the condition of toilets due to ongoing problems

### Survey Conditions

**Date:** Tuesday 17<sup>th</sup> May 2022

**Time:** 12.00

**Attendees:**

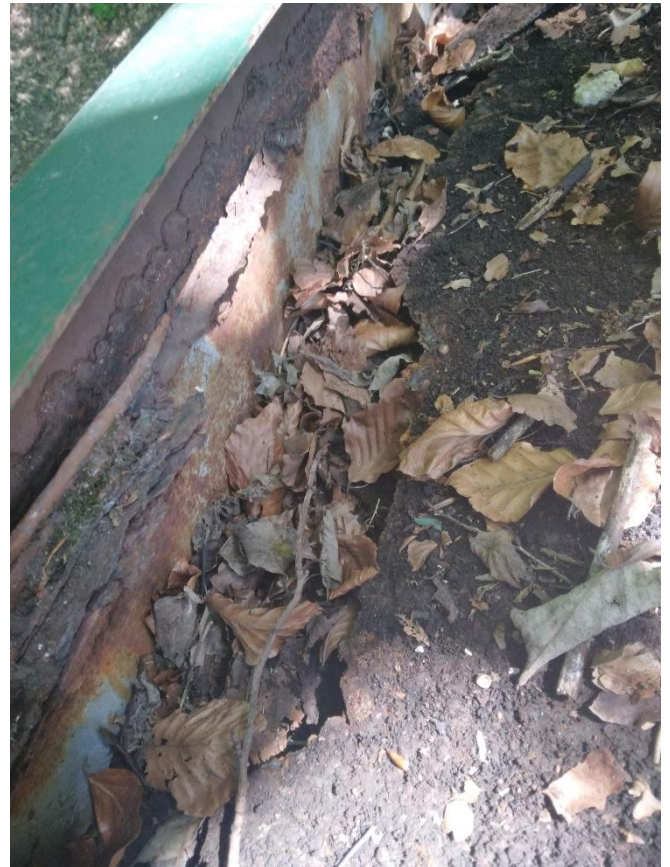
David Ball, Jason Thomas, Jim Lewthwaite, Lee Jenner, Aaron Simmons and Mark Robinson

**Weather Conditions:** Sunny Approx 25° C

### Fabric of the building

Roof – The roof is steel with an integral gutter, with central Perspex that allows natural light within.

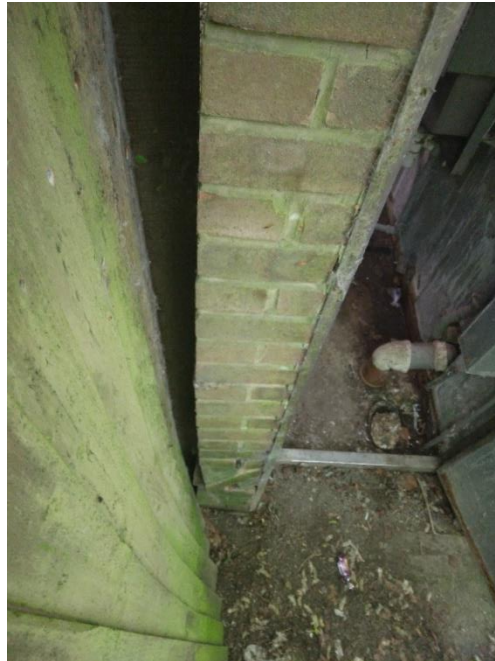
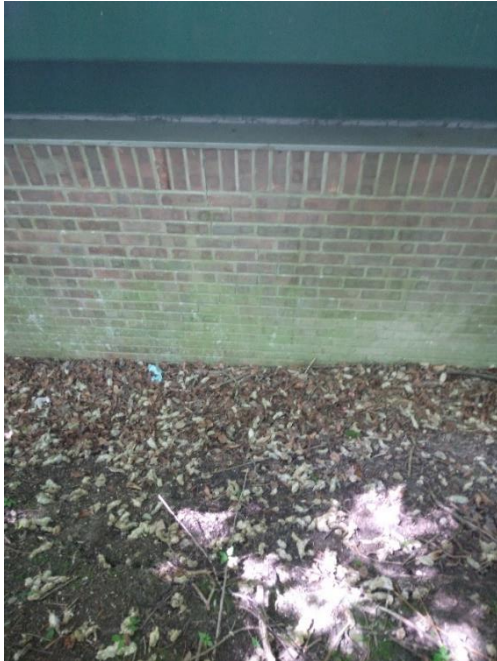
Due to the proximity to trees it would appear an outlet has been blocked in the past and caused water to sit in the integral gutter causing this to corrode and break



**Item 1** – The roof has corroded and is no longer watertight. The tree is growing around the structure exerting force onto the building.

Due to the unsafe structure no one is currently maintaining the leaves falling down, which is exacerbating the situation. There are a number of locations you can see rust around the outside of the roof structure, which need attention.

**Walls** – The walls are brick; the internals are clad in stainless steel. At the rear of the building down the middle there appears cracking, partially due to the proximity of the tree roots.



**Item 2** – At the rear of the building, there is a crack running down the middle. In the bottom right-hand corner, the brickwork is distorting at the bottom and top.



**Item 3** – The brickwork is also distorting at the top and the door no longer closes in this corner. Also, you can see the gaps at the tops of the door, how uneven the building is.



A structural engineer has not assessed the property as far as we are aware but due to the proximity of the tree/s this is not helping the building and its foundations. Due to the cladding, it is not possible to assess the internal condition of the brickwork.

Drainage – The drains run to a septic tank, which was being pumped out while we were onsite. David said quite often he has to rod through the drains due to blockages. Given the proximity to the trees we would assume there is quite a lot of root ingress. No CCTV has been carried out of the drains as far as we are aware.

### **Mechanical and electrical Services**

The survey of the mechanical elements was not extensive and did not include any testing of equipment. A more detailed survey by a qualified engineer is recommended.

The survey of the electrical elements was not extensive and did not include any testing of installations. A more detailed survey by a qualified electrician will be required. David did state that the electrics are faulty and every morning need resetting, this is probably due to the roof not being watertight.

### **Hazardous Material**

There is no asbestos survey for the building I told, so unclear if there is any asbestos present within.

### **Arboriculture**

An arboricultural assessment has not been made as far as we are aware on the surrounding trees

### **Conclusion**

There are a number of further investigations that could be sought but these would be costly and not solve the problem. Specialist contractors would be required for crack stitching and steel fabrication of the known defects, these repairs would be extensive and expensive along with the ongoing maintenance of falling foliage and external decorations of the roof structure. Looking at the tree growing into the building and the corrosion on the roof, these issues are not recent but happening for several years progressively getting worse. The best course of action would be to demolish the building.

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## **Grange Meadow Access Track & Car Park Renewal Procurement Update**

### **Community Services Committee Thursday, 16 June 2022**

Report of: Executive Head of Communities

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Purpose: For decision

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Publication status: Open

Wards affected: Bletchingley & Nutfield

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#### **Executive summary:**

This is an update on the plans for the renewal of the access track at Grange Meadow Recreation Ground, Bletchingley.

This report requests that Committee delegate authority to the Executive Head of Communities to tender for these works that are expected to be in excess of £169,000 and appoint the most suitable contractor.

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#### **This report supports the Council's priority of:**

Creating the homes, infrastructure and environment we need

Becoming a greener, more sustainable council

**Contact officer** Jason Thomas Asset Management Specialist

jthomas2@tandridge.gov.uk –

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#### **Recommendation to Committee:**

That Committee note the unforeseen delays to this project and delegate authority to the Executive Head for Communities to approve a contract subject to budget, normal procurement procedures and the Council's Contract Standing Orders.

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## **Reason for recommendation:**

Improvements are required to the surface quality and drainage of the access track and car park at Grange Meadow Recreation Ground, Bletchingley.

The current track that leads to an informal car parking area is constructed of type 1 loose gravel. The proposal is designed to improve access and parking provision for all users of Grange Meadow. These improvements are also included within the Action Plan of the Open Space Strategy, thereby supporting the aim of improving access to sports and recreation activities to all residents.

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## **Introduction and background**

1. The project was rejected for CIL funding on 24<sup>th</sup> November 2020. The minutes stated, *'While not disputing the need for the scheme, reservations about the proposal included a view that the works should be funded from the Council's capital programme (given that the Council owned the site)...'*
2. Committee agreed the provision of £250,000 within the capital budget 2021-22 to fund this project on 18th January 2021. The amount has been carried forward to the current financial year due to the previous delays. Surrey County Council has previously agreed to fund £10,000 of drainage improvements to the car park area.
3. The Council previously carried out a tender exercise that closed on 10th December 2021. Unfortunately, it was unable to make an award on that occasion due to the received tenders being over budget (£522,000 and £412,000 respectively).
4. Officers have since asked our consultants to make cost savings by revising the materials and including the reuse of spoil onsite. The revisions and original returns have been reviewed by a cost consultant and are expected to come in at or near to the original budget of £250,000.
5. The recreation ground is used by the general public for ad hoc recreation as well as organised activities through the Grange Meadow CIC, Bletchingley Rifle Club, Model Car Club, AELFA Arts Academy and Bletchingley Bowls Club. There is also a popular children's play area and adult outdoor gym. The skate park has recently been removed due to disrepair issues, however Officers are committed to providing a new facility for residents in the near future.

## **Condition of the Access Track and Car Park**

6. The access track at Grange Meadow has deteriorated in recent years. The surface of compacted type 1 hardcore which requires regular maintenance and topping up. This constant topping up of the surface has now covered the existing speed humps, therefore exposing the track and car park to instances of anti-social driving. The capacity of the track and informal car park to accommodate all users is currently limited owing to the poor condition of the



surfaces and lack of drainage. There are often days when several user groups require access simultaneously, and during village events when existing capacity is inadequate.

### **The Proposed Scheme**

7. The proposed scheme will use a low maintenance Grasscrete-type surface with a tanked permeable paving system for the main part of the track. For the car park area, it is proposed to formalise the parking arrangements over a fully permeable grasscrete-type surface. Officers will also be exploring improvements for disabled access and additional tree planting to improve permeability in the car park.
8. The proposed new access track is being designed to improve drainage capacity and alleviate flooding through the use of permeable surfaces. The surface water will be collected via a perforated pipe which will discharge into the existing gully near to the A25. Therefore, improving local surface drainage to both Grange Meadow and at the intersection with the A25. The revised scheme also reduces costs and improves surface water drainage by re-using waste to create new earth bunds to further alleviate flood risk. The scheme will also reinstate speed humps along the access track, to reduce vehicle speeds.

### **Support for the Improvements**

9. The project has support from Ward Members, Bletchingley Parish Council, Grange Meadow CIC (formerly Grange Meadow Sports Association) and Surrey County Council Flood Alleviation Team.
10. The track will improve access to the sports and recreational facilities that exist at Grange Meadow, which will in turn, improve the health outcomes of local people (physical and mental health and wellbeing).

### **Other Options Considered**

11. The do-nothing option is not a viable solution. The condition of the existing track limits access to the Recreation Ground, particularly in wet weather conditions when pot holes develop due to the poor surface condition and lack of adequate drainage. This in turn limits the size and scope of activities that can take place.
12. Historic re-topping of the surface has proved completely unsatisfactory. The lack of formally marked parking bays has caused capacity and safety issues that cause severe inconvenience and frustration for all users.
13. The new surface will help to alleviate these issues including adding new speeds hump to reduce anti-social driving and clearly marked parking bays to formalize parking and improve disabled access.

## **Key implications**

### **Comments of the Chief Finance Officer**

The recommendations in this report should enable officers to deliver the scheme in line with the approved capital budget. Reviewing the scope of the scheme to ensure that it is deliverable within budget is necessary given the wider context of increased costs in the construction industry. Any increases to scheme costs, unless funded externally, will add to borrowing costs at a time when the revenue budget is under significant pressure. This is likely to be exacerbated by further reductions in funding from 2023/24 onwards.

### **Comments of the Head of Legal Services**

There are no specific legal issues arising directly from this report, however good forward planning will ensure that procurement activity is done in a timely way, which will lead to better value for money. Notably, that delays to procurements may see price increases, particularly at times of high inflation. As well as compliance with the Council's Contract Standing Orders (internal procurement rules), the Council must ensure compliance with procurement law. The Procurement Board also has sight of all major procurements of the Council.

### **Equality**

The improvements will improve access for all users.

### **Climate change**

The improved drainage provided by this project will reduce surface water flooding incidents.

### **Appendices**

None

### **Background papers**

None

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## **Future Tandridge Programme – Community Services - Service Review Update**

**Community Services Committee Thursday, 16 June 2022**

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Report of: Chief Executive

Purpose: For information

Publication status: Open

Wards affected: All

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### **Executive summary:**

As part of the Future Tandridge Programme, each service will undergo a service review to consider opportunities for improvement, increased resilience, and financial sustainability. This report sets out progress to-date for a key review in Community Services.

Following the development of the scoping documentation for **Operational and Locality Services including Waste**, the Target Operating Model (TOM) Development Group has outlined an in-depth review of the services including grounds maintenance, street cleansing, arboriculture, which will explore alternative delivery models. The aim will be to identify a model which best delivers a high performing, resilient and reputationally strong, integrated service.

This report also outlines the key workstreams that will feed into the final business case together with an overview of the work which has already commenced.

The final business case will be brought to the September Community Services Committee.

The 2022/23 Tranche 2 budget (Community Services) report that was presented to this Committee on the 17 March 2022, stated that further reports would be brought to the June committee cycle setting out the extent to which unallocated 2022/23 savings (referred to as Tranche 3 and totalling £450k) would be delivered by each committee. This report confirms that no further savings will be allocated to the Committee in 2022/23. Instead, the report sets out an interim direction of travel outlining how Community Services will look to operate within expected budgetary constraints for 2023/24 and into the medium term. The 2023/24 budget will be subject to discussion and confirmation with committees as part of the budget process.

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**This report supports the Council's priority of:** Building a better Council/Supporting economic recovery in Tandridge.

**Contact officer:** Simon Mander (Localities Team Manager)

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## **Recommendation to Committee:**

That the report be noted.

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## **Reason for recommendation:**

To support the development of the business case with the aim of ensuring the best possible outcomes in terms of structure, staffing, resilience, value for money and Councillor/Officer engagement.

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### **1. Introduction and Background**

#### **1.1 Introduction**

- 1.1.1 As discussed at the last Community Services Committees on 18<sup>th</sup> January (Community Services Committee 2022/23 Draft Budget and Medium-Term Financial Strategy (MTFS)) and 17th March (2022/23 Tranche 2 budget (Community Services)), the Council has outlined how it intends to meet the significant financial savings targets to both deliver a balanced budget for 2022/23 and ensure sustainability in future years. The primary route for delivering long-term operational and financial sustainability of services is the Future Tandridge Programme and associated service reviews.
- 1.1.2 Officers have been undertaking work to develop and agree a scope for service reviews. Given the scale of change outlined for Community Services, it is the intention of Officers to present a full Business Case at the September Committee meeting. In the interim, this report is intended to highlight the direction of travel and the various options which will be considered over the next few months, and to gain feedback from Members.
- 1.1.3 To support this, several Key Lines of Enquiry have been developed and agreed by the Target Operating Model (TOM) Development Group, these include:
  - **KLE1:** Determining the best future position in the Council for Housing related services, currently delivered by Locality and Operational Services.

- **KLE2:** Based on the benchmarking of performance, analysis of the value for money (VFM) of the current service delivery arrangements, perform soft market testing to consider the future delivery arrangements through either direct delivery (in-house), arms-length management organisation (ALMOs) or through contractual arrangements with a third party.
- **KLE3:** Following on from KLE1, KLE2, and KLE3 develop a new target operating model for the integrated Locality and Operational Services.
- **KLE4:** Develop an implementation plan for the new target operating model.

## **1.2 Community Services Departmental Strategy**

- 1.2.1 This Committee is the Council's largest committee in terms of spend and is responsible for the Council's policies in respect of leisure, community grants, environmental health, licensing, waste and amenity management.
- 1.2.2 Following an extensive procurement process, a new contract for the recycling and refuse collection service commenced at the start of 2021/22. This contract was awarded to Biffa and seeks to improve efficiencies, provide new Council owned vehicles to deliver the service and improve recycling, carbon and particulate emissions rates.
- 1.2.3 The new contract brings a transfer of the ownership of the green waste service with increased control and income for the Council.
- 1.2.4 The administration of bulky waste has also been remodelled to improve efficiency with the addition of an on-line booking system while those unable to access the internet are still able to book by telephone. The take-up is currently lower than previously forecast and the 2022/23 budget includes a pressure of £39k to reflect this. All proposals aim for better rates of recycling and more efficient disposal of materials.
- 1.2.5 A priority for the Council's Operational Services team is street cleaning and graffiti. They ensure the towns and village centres are swept and ensure public safety is at the fore. A consideration of their working models is to be progressed in 2022/23 to ensure fair rotas over the service which operates over six days. The team also clear fly tipping across the District with the Localities team pursuing prosecutions.

- 1.2.6 Operational Services are responsible for both On and Off-Street Parking and Parking Enforcement. New Contract arrangements were re tendered for 2021/22. The improvement in efficiency of enforcement has led to a greater availability of spaces and improved safety especially for pedestrians. As experienced across many local authorities, income from parking has been significantly affected by the impact of Covid-19. Although income is anticipated to recover, it is still expected to be £125k less than pre-Covid19 levels in 2022/23. It is considered that this is likely to be a longer-term structural change linked to changes in behaviour and reductions in travel.
- 1.2.7 The Council maintains the District's Parks and many open spaces, keeping them open and accessible for public enjoyment. Services include grass cutting, hedge trimming, ditch clearance, landscaping works, tree surgery, footpath and car park maintenance. Work is evolving to look at improving biodiversity and to increase the benefits which can be offered by park pavilions and facilities.
- 1.2.8 An Open Space Strategy was approved on 9th March 2021 and implemented in 2021/22 following extensive consultation with residents, Parishes and other local interested parties to consider the use of the Council's parks and open spaces with a view to ensuring that the strategy captures and considers all the local community's and stakeholder requirements. This strategy pulls together options for our assets and how best to manage and improve them over five years through till 2026/27.
- 1.2.9 Community Services are also responsible for the Council's cemetery and handle all requirements of the unidentified deceased and National Assistance funerals in a sensitive and thorough manner. Work will be progressed regarding the Garden of Remembrance works over the next year. More burial plots are planned for earlier release to allow families to consider and organise their wishes.
- 1.2.10 The Council has a shared Environmental Health and Licensing service with Mole Valley District Council which commenced in 2017. Working together has seen advantages and shared efficiencies through access to specialist knowledge. The Team monitors Food Safety and Health and Safety at Work, licensing and residential premises to prevent public nuisance, maintain standards of public safety provides great benefits. The Team has risen to the extreme challenges seen in these past two financial years through the Covid-19 pandemic and has supported the wellbeing of the community by ensuring compliance with government guidelines.

## **2. Key workstreams**

### **2.1 Structure**

- 2.1.1 Initially, as part of the implementation of the interim, council-wide structure, which is being developed, it is proposed that Operations and Locality Services inc. waste, will be brought into a single service. This is in line with the responsibilities of the new Head of Operations and Contracts position.
- 2.1.2 As part of the business case development (see 2.2 and 2.3 below) a future structure will then be identified, drawing on the findings of these reviews.
- 2.1.3 In line with the current 'change policy', will be consulted with regarding any proposed changes. This will be supported by Human Resources and the relevant Service Heads/Line Managers.

### **2.2 Individual Services**

- 2.2.1 The following will be considered for Grounds Maintenance/Street Cleansing:
  - To baseline current service delivery, including current features and assets which are being maintained, the frequency to which maintenance tasks are delivered, and the quality to which they are performed. Benchmarking will be undertaken to identify current value for money.
  - To baseline current financial position to understand full cost of delivery, including impact of recharges and works performed for other areas e.g. Housing.
  - To rationalise service delivery: Grounds Maintenance is currently provided through a combination of internal and external delivery which includes several individual arrangements. Consideration will be given to how these services could be combined into a single delivery. This will be tested through soft market testing against the best in-house option.
  - To rationalise service management: Grounds Maintenance and Street Cleansing are currently managed by two separate Council teams. Consideration will be given to how services could be better integrated.

2.2.2 The following will be considered for Waste Services:

- The creation of a dedicated waste function for managing the service and for joint working with the Surrey Environment Partnership.
- Review the current approach to fly-tipping and re-focus services on clearance to reduce resource demands of investigation.
- Review continuation of Bring Bank services and how it may impact upon wider Waste Service.
- Review contractual arrangements for Clinical and Hazardous Waste to identify opportunities for streamlining through consolidating arrangements.

2.2.3 The following will be considered for Enforcement:

- Creation of a new Environmental Awareness and Enforcement function with a new policy for enforcement that targets resources more precisely to priorities.

2.2.4 The following will be considered for Localities:

- To consider the operational and financial benefits of tasks currently delivered through the Localities team and whether they deliver value for money through the current approach. This includes:
  - Administration support to ensure events in the District are carried out safely and are compliant to policies if on the Council's land.
  - Supporting the annual footfall count in town centres and the annual caravan count.
  - Facilitating access to Council buildings for meter changes and legionnaire testing.
  - Carrying out home visits to assist with Council Tax and Benefit enquiries, and visits to new builds for CIL or planning queries. Conducting home assessments for the Homes for Ukraine scheme. Dropping off additional keys to new housing tenants.
  - Checking on void properties and delivering notice to seek possession and other letters for housing related issues.
  - The removal of Council owned CCTV could be considered to mitigate replacement costs and in alignment to wider approach.



2.2.5 The following will be considered for Vehicle Maintenance:

- To review costs to baseline spend, and cross-charging to ensure fair allocation and full recovery.

2.2.6 The following will be considered for Parking:

- Review of the current delivery arrangements for enforcement to reduce costs and/or increase PCN income will be undertaken. Costs of enforcement will also be benchmarked to evidence Value for Money. This may lead to recommendations to alter the current arrangement with Sevenoaks District Council who deliver enforcement services on behalf of the Council.
- To consider strategy, and current sites which may release assets depending on strategic position to generate Capital Receipts.
- Annual market testing of fees and charges to inform strategy.

2.2.7 The following will be considered for Playgrounds:

- In alignment with Open Space Strategy, consider reconfiguration of play areas against newly developed play area strategy.

2.2.8 Staff will also, as part of the process, be engaged in terms of ideas for improvement, delivery etc.

## **2.3 Delivery Model**

2.3.1 Whilst all individual Services within Operations and Locality Services inc. Waste will be reviewed (See 2.2), the key line of enquiry (KLOE) to Business Case development will be the identification of a preferred delivery model for the Service which ultimately delivers best value. This will include all options for delivery including optimum in-house, arms-length management organisations (ALMOs), and outsourcing, to determine which would best deliver the required financial outcomes and service improvements.

2.3.2 To inform the above, the market will be engaged to discuss the attractiveness of combining some of the services currently delivered as separate contracts, including any recommendations, and possible savings which may result. Likewise, possible partners will also be engaged to understand partnership arrangements which could be progressed.

- 2.3.3 Proposals would be regularly discussed with key stakeholders including Members to gauge appetite and to highlight risks.
- 2.3.4 As part of the identification of a preferred delivery model for Grounds Maintenance and Street Cleansing a budget envelope will be set for the service that includes efficiencies and a reduction in current spend to be delivered. This would include consideration for the current frequency which tasks are completed which would be benchmarked against comparable councils. Alterations to the frequencies of works would then be recommended to facilitate financial savings and the impact for the members to consider as well as wider options.
- 2.3.5 All services will be reviewed, and proposals put forward, with the intention of delivering a reduction in cost, with the exception of the Waste contract. A significant saving was delivered at the inception of the contract in April 2021. As such, the working assumption is that the Biffa contract is unlikely to deliver further savings, but this will continue to be tested.
- 2.3.6 It should be noted that the outcomes of the delivery model review will be implemented in the medium term due to existing contract expiry dates in mid-2023 which would prohibit earlier implementation, therefore the delivery of the full delivery of savings will not commence until 2023/24. For example, the current Grounds Maintenance contracts are due to expire in September 2023.
- 2.3.7 Following the above, a demand modelling exercise will be completed to map proposed responsibilities throughout the Services for the various delivery models. The outcomes from this piece of work will inform decision making regarding the re-alignment of the team structure, job titles, reporting lines, capacity and resilience.

## **2.4 Dependencies**

- 2.4.1 As part of the Customer Services review, it is noted that several changes are proposed to the delivery of this service to ensure that the customer experience is improved, demand and queries are dealt with first time rather than creating further avoidable customer contact and efficiently processed by Operations and Localities. This is likely to have an impact on the delivery of the Operations and Localities in Waste Services moving forward. Engagement will be undertaken to ensure these changes and impacts are mapped.
- 2.4.2 The Localities team currently undertake several services on behalf of Housing and Regulatory Services, with several proposed being transferred back to Housing. Likewise, any alterations to the delivery of Cesspool, Grounds, and Street Cleansing Services will impact Housing. Any proposals will be shared accordingly.

2.4.3 Whilst the Community Surveyors and Housing Building Maintenance team are located within Operational Services, these Services will be reviewed as part of the Assets and FM review they are more closely aligned with these Services. The outcome of this review will be monitored.

## **2.5 Financial Impact**

2.5.1 As part of the scoping exercise, an opportunity for savings has been identified:

- In 2022/23 it is proposed to freeze the recruitment of one of the Locality Team Leaders who has retired whilst future service delivery options are explored. This will have an impact on elements of fly tipping enforcement in 2022/23. The saving would be c£30k one year which will remain within the Community Services Committee for 2022/23 and considered against the Committee's wider budget picture, including inflationary pressures and the impact of previously allocated vacancy factor savings.

2.5.2 As part of Business Case development, all Services will be reviewed from the starting point that the Council will need to deliver significant further savings from 2023/24 onwards, particularly given the impact of inflation and uncertain Government funding. A range of savings for each service will be considered as part of the 2023/24 budget process.

## **3.0 Risks**

### **3.1 Financial Risks**

3.1.1 Failure to get sign off from all key stakeholders for new service standards which would deliver savings against current budgets.

3.1.2 The requirement to fund different delivery arrangements necessitated by the new Environment Act, e.g., a free garden waste service, potential separate collection of different types of recyclates, etc.

3.1.3 Funding the impact of high indexation on the waste contract charges that are a contractual obligation the Council already has. NB this is a risk across all services especially ones that will be going out to tender in the next 24 months. The impact of high inflation is under review by Finance and Heads of Service and will be managed through monthly budget monitoring.

## **3.2 Operational Risks**

- 3.2.1 Failing to structure future contractual opportunities to attract market interest but ensuring the appropriate transfer of performance and commercial risk.
- 3.2.2 Having accurate asset data for Green Spaces and Street Cleansing to either design the new operating model for an integrated in-house service or tendering of services.
- 3.2.3 There is a risk that the outcomes of the other services reviews will have an impact on the ability to deliver core service delivery activities.
- 3.2.4 Staffing risk in that there will not be sufficient qualified individuals to deliver the outputs from the service reviews.

## **Key Implications**

### **4. Comments of the Chief Finance Officer**

- 4.1 The 2022/23 budget included £450k of savings (Tranche 3) to be allocated to committees in the June committee cycle. This report confirms that whilst the Operational and Locality Services review is expected to deliver savings in the medium-term, they will largely commence in 2023/24. Therefore, the Tranche 2 budget for 2022/23, approved by the Committee on 17<sup>th</sup> March 2022 will remain unaltered.
- 4.2 The medium-term financial outlook is likely to require significant further savings across the Council in 2023/24, particularly in light of inflationary pressures and uncertain Government funding. Whilst the allocation of savings to committees will be agreed through the budget process, it is inevitable that services will need to be delivered in a constrained financial envelope in future. There is an onus on the Council to demonstrate value for money from all its services, delivering to a clear and agreed specification. The service review process is the mechanism for testing that principle and setting out options to improve value for money.
- 4.3 This report sets a direction of travel which will deliver a reduction in the cost of the services and, subject to approval of the full business case by this Committee in September, contribute to the delivery of the 2023/24 savings requirement.

## **5. Comments of the Head of Legal Services**

- 5.1 It is prudent for the Council to undertake a comprehensive review of its service provisions and bring forward business cases that should deliver service efficiencies, security and wider transformational ambitions of the organisation. As a matter of public law, any proposal to close a facility or significantly change a service will require a reasonable period of engagement and consultation with those affected by such a proposal. It is important that the Council follows its own defined HR practices and procedures together with observing established employment law principles as part of this process in order to safeguard its position.
- 5.2 In addition to the legal requirements for robust consultation, the Council must ensure it complies with its duties under the Equality Act 2010. Under Section 1 of that Act the Council must, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

## **6. Equality implications**

- 6.1 The Council has specific responsibilities under the Equality Act 2010 and Public Sector Equality Duty. Part of this is to ensure that the potential effects of decisions on those protected by the equalities legislation are considered prior to any decision being made.
- 6.2 Section 149 of the Equality Act 2010, provides that a public authority must, in the exercise of its functions, have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the EA;
  - advance equality of opportunity between persons who share a relevant protected characteristic (as defined by the EA) and persons who do not share it;
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.3 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 6.4 Members should have due regard to the public-sector equality duty when making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome.

6.5 Given that the review is still within the early stages, it is too early to say whether the outcomes of the Key Lines of Enquiry will have an impact on residents or service delivery. As such, Officers will continue to monitor the business case process and will undertake Equality Impact Assessment where this is found to be appropriate.

## **7. Climate Change**

7.1 There are no direct impacts on environmental aspects in this budget report. Climate change implications will be assessed as part of any changes to Service provision through a business case process.

## **8. Background Papers**

18th Jan Community Services – Outline Final Budget

1st Feb Strategy & Resources - Outline Final Budget

10th Feb Council – Final Budget

17<sup>th</sup> March 2022/23 Tranche 2 budget (Community Services)

----- end of report -----

## **Tandridge Together Community Fund Grant Allocations**

### **Community Services Committee Thursday, 16 June 2022**

Report of: Executive Head of Communities

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Purpose: For decision

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Publication status: Open

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Wards affected: All

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#### **Executive summary:**

- This report is being brought to Committee for a decision on the timescales, process and criteria for small grant allocations in 2022/2023. These grants continue to play an important role in helping to support the health & wellbeing of some of the most vulnerable residents in the District.
  - It is proposed that the current process for allocating small grants continues and that the Tandridge Health & Wellbeing Board assess applications and recommend funding allocations. It is felt that this Board is best placed to provide a robust and objective assessment process for applications.
  - The small grants are allocated from the Tandridge Together Community Fund (TTCF) which is, in turn, funded by sales of tickets in the Tandridge Together Lottery. It is therefore important for the Committee to also monitor the progress of the lottery to ensure that there are adequate funds in the TTCF for future small grant allocations.
  - There had been a slight decline in lottery ticket sales over the past couple of years, but since January a number of new good causes have signed up to the lottery and a dedicated communications campaign has resulted in an increase in ticket sales. Officers are confident that there will be adequate funds in the TTCF to provide a minimum of £20,000 to allocate in small grants for the 2022/2023 process.
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**This report supports the Council's priority of:** Building a better Council

**Contact officer** Alison Boote, Executive Head of Communities  
aboote@tandridge.gov.uk

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### **Recommendations to Committee:**

For the allocation of small grants in 2022/2023:

- A. the application process to follow the timetable set out in paragraph 14
- B. the overall total budget for small grants to be determined in December 2022 based on the money in the Tandridge Together Community Fund. This will be a minimum of £20,000, with any shortfall being met from the Council's future budgets
- C. the criteria for assessing grant applications for the 2022/2023 process be as per Appendix B and
- D. the award of grants to be considered by a sub-group of the Tandridge Health & Wellbeing Board before being taken to the full Board in January 2023 to agree a formal recommendation. The recommendations to be submitted to the Executive Head of Communities for formal agreement.

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### **Reason for recommendation:**

- The recommended approach for the allocation of small grants is similar to previous years. Officers believe the Tandridge Health & Wellbeing Board is well positioned to carry out an objective and thorough review of applications and to provide the Executive Head of Communities with a clear recommendation.
- The proposed criteria have not significantly changed in the last few years. Each year the Council receives a good number of applications from a wide range of local organisations supporting all sections of the community. This year we received applications from both repeat and new applicants.

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### **Introduction and background**

- 1 The Council historically provided small grants to local organisations to carry out activities which supported residents throughout the District. The total value of the small grants provided was on average £20,000 per year.
- 2 The Tandridge Together Lottery was launched on 22<sup>nd</sup> February 2018. It was agreed at this Committee in 2018 that, as part of the Council's Medium Term Financial Strategy (MTFS), a gradual reduction in grant funding



provided by the Council would be replaced by funds raised from the lottery.

- 3 10 pence from every ticket sale in the Tandridge Together Lottery goes into the Tandridge Together Community Fund to be allocated as small grants. People purchasing tickets for the lottery have the option to nominate a good cause to receive another 50 pence. If no good cause is chosen, then 60 pence from the £1 ticket goes into the Community Fund. Approximately one third of people do not choose a good cause.
- 4 The amount within the Community Fund is constantly changing and increasing as people purchase tickets. Due to this uncertainty, it was agreed at the Community Services Committee in June 2019 that the minimum amount allocated in small grants should be £20,000 with the Council making up any shortfall, if necessary, from future budgets.
- 5 The Tandridge Health & Wellbeing Board (THWB) began assessing applications for small grants on behalf of TDC in 2018 and at the Community Services Committee in 2018 it was agreed that the THWB should continue to assess and recommend funding allocations on an annual basis.
- 6 The THWB membership consists of a wide range of partners including Surrey County Council, Health, Education, the voluntary sector and leisure organisations. The Board is chaired by a Councillor from the Council.

### **Agreed grant allocations for 2021/2022**

- 7 The applications for small grants opened between September and November 2021. A total of 38 applications were received from local voluntary and community organisations with applications requesting grants ranging from £145 to the maximum £2,000. The total amount requested was £66,984. This was slightly lower than the previous year when we had 47 applicants requesting £78,709.
- 8 A sub group of the Tandridge Health & Wellbeing Board met in December 2021 to review the applications and propose grant allocations. These were subsequently reviewed and agreed at the Health & Wellbeing Board meeting in January 2022.
- 9 Whilst assessing the grant applications, consideration was given to ensure grants were given to organisations supporting residents throughout all parts of the District. This year the focus was on initiatives which encouraged residents to start re-socialising in person following the many restrictions imposed during the pandemic.
- 10 The following 20 organisations were awarded a full or partial grant. A complete list with additional information is included in Appendix A.
  - Active Prospects

- Bletchingley Bowls Centre
- Bletchingley Skills Centre
- Bloomin' Arts Limited
- Caterham and District Round Table
- Citizens Advice Caterham & Warlingham
- Citizens Advice Oxted & District
- KAPOW (kids and parents of Outwood)
- Lingfield & District Flower Club
- Make a Scene
- Sight for Surrey
- St Peter & St Paul PTA
- Tatsfield Not So Young Club
- The Deacon Centre
- The Ryan MS Therapy Centre
- The Westway Centre
- The Woodhouse Centre
- Viewpoint Centre CIO
- YMCA East Surrey
- Young Epilepsy

### **Proposal for 2022/2023 small grant process**

- 11 The criteria for the allocation of small grants was reviewed by the Tandridge Health & Wellbeing Board at their meeting on 27th April 2022 It was agreed that the current criteria, included in Appendix B, was comprehensive and should continue to be used.
- 12 As in previous years, it is recommended that local organisations who have been successful in previous rounds of funding will be eligible to apply again in 2022/2023 if they meet the criteria.
- 13 It is also recommended that a maximum cap of £2,000 per application continues to apply.
- 14 The timescales of previous years have worked well and so the proposed timescales for the 2022/2023 process are:
  - Application forms to be made available from the beginning of September 2022
  - Deadline for the submission of applications end November 2022
  - Review of applications by sub-committee of Health & Wellbeing Board in December 2022
  - Recommendations referred to the Health & Wellbeing Board January 2023

- Applications determined by Executive Head of Communities in February 2022
- Decisions communicated to Community Services Committee in June 2023

### **Update on the Tandridge Together Lottery**

- 15 The Tandridge Together Lottery was launched in 2018. Tickets are £1 and there are weekly draws with a top prize of £25,000. To date there have been 1,143 winners of cash prizes including 1,018 winners of £25, 109 winners of £250, 15 winners of £2,000 and 1 winner of the £25,000 top prize.
- 16 Since its launch 173 good causes have signed up to the lottery, which is an increase from 169 good causes at the same time last year. The good causes range from school associations and local sports clubs to animal charities and those organisations supporting vulnerable residents.
- 17 The lottery saw a decline in ticket sales at the start of the pandemic, but after a dedicated marketing, campaign tickets sales have increased again since the start of the year. We currently have over 1,000 players purchasing over 2,000 of tickets per week.
- 18 Ticket sales have a direct correlation with the money received in the Community Fund and the number of small grants that the Council can provide.

<b>Financial Year</b>	<b>Contribution to Community Fund</b>
2018/2019	£33,643
2019/2020	£30,102
2020/2021	£26,418
2021/2022	£25,872

- 19 We are confident that at least £20,000 will be available in small grants for 2022/2023. The Council keeps a minimum amount of reserves in the Community Fund account to accommodate any in year funding shortfalls. Also if the Council decided to cease operating the Tandridge Together Lottery there would be sufficient funds to balance off, and close down, the lottery.

### **Other options considered**

- 20 If a sub-group of the Health & Wellbeing Board did not assess the applications, then either a group of Officers or a sub-group of the

Community Services Committee would need to be established. The number of applicants, the time required to review the applications and the potential sensitive nature of the requests would make it impossible for them to be reviewed during a formal Committee Meeting.

- 21 It was felt that the Tandridge Health & Wellbeing Board was best positioned to carry out the initial review and that District Members are represented to present their views.

## **Key implications**

### **Comments of the Chief Finance Officer**

It is anticipated that the recommendations of the report will be funded from the successful Tandridge Together Lottery funds which are collected each year. The lottery has continued to generate funds throughout the COVID 19 period and no contribution from TDC budgets has been required over the last four years. This should continue to be kept under review as, with a commitment to fund at least £20,000 of grants, any shortfall in lottery funding will need to be found from within the Community Services committee's budget envelope.

There are no capital implications contained within the recommendations.

### **Comments of the Head of Legal Services**

The Council has the power to award grants funded from the Tandridge Together Lottery Fund to organisations using its general power of competence in section 1 of the Localism Act 2011. In exercising the power, the Council must satisfy its public law duties. This means that in making the decision the Council must have taken into account only relevant considerations, followed procedural requirements, acted for proper motives and not acted unreasonably. The Tandridge Health & Wellbeing Board provides a consistent basis upon which grants are awarded and reviewed and is a clear statement of the criteria that the Council is applying when considering applications. Compliance is also essential if the Council is to defend any challenge to its decision-making process.

There are no other legal implications arising from this report.

### **Equality**

By continuing to provide financial support to voluntary sector organisations, we are able to support the elderly and most vulnerable residents within the district. There are no proposals within this report to reduce the levels of grants provided.

## **Climate change**

There are no significant environmental / sustainability implications associated with this report.

## **Appendices**

Appendix 'A' - 2021/2022 allocation of small grants

Appendix 'B' - proposed criteria for 2022 / 2023

## **Background papers**

None

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## **Appendix A: 2021/22 allocation of small grants**

	<b>Organisation</b>	<b>Amount allocated</b>	<b>Use of funds</b>
1	Active Prospects	£1,500	<i>Purchase of sensory equipment for care home in Caterham</i>
2	Bletchingley Bowls Club	£1,500	<i>Recruitment and retention programme for new members</i>
3	Bletchingley Skills Centre	£1,700	<i>Makaton lessons</i>
4	Bloomin' Arts Limited	£1,000	<i>Toward summer courses of creative workshops for people with learning / physical disabilities</i>
5	Caterham and District Round Table	£1,000	<i>Towards equipment for a 5-a-side football project for 18-45 year old men</i>
6	Citizens Advice Caterham & Warlingham	£1,500	<i>Funding for a specialist debt advisor</i>
7	Citizens Advice Oxted & District	£1,500	<i>Training for new volunteer advisers</i>
8	KAPOW (kids and parents of Outwood)	£1,500	<i>Towards refurbishment of the MUGA playing surface</i>
9	Lingfield & District Flower Club	£1,000	<i>Hosting series of workshops to boost interest in flower arranging</i>
10	Make a Scene	£1,680	<i>Free and assisted places for learning disabled young people and adults</i>
11	Sight for Surrey	£500	<i>Centenary coffee morning for current service users in Tandridge</i>
12	St Peter & St Paul PTA	£2,000	<i>Support families and children at risk throughout school holidays</i>
13	Tatsfield Not So Young Club	£145	<i>Pay for facilities to meet with members</i>
14	The Deacon Centre	£2,000	<i>Fund creative activity workshops for disabled service users</i>

15	The Ryan MS Therapy Centre	£2,000	<i>Fund group exercise classes to improve strength, balance and coordination</i>
16	The Westway Centre	£1,247	Purchase two loops to help people with hearing aids feel more confident
17	The Woodhouse Centre	£600	Purchase of a storage area for the Men-In-Shed's wood supply
18	Viewpoint Centre CIO	£500	Fund sessions using horses to help people with behavioural issues
19	YMCA East Surrey	£1,800	Fund adventure trips for children aged 5-11 with a range of disabilities and complex needs
20	Young Epilepsy	£1,200	Funding for books, games and arts & crafts in new health diagnostic suite.
		£25,872	



## **Appendix B: Proposed criteria for 2022/2023**

**1. Organisations must demonstrate that their activities meet one or more of the following objectives:**

The provision of support or services that:

- a. support people to be able to live independently for as long as possible.
- b. support people to improve their emotional and physical health.
- c. target services at under-represented and / or hard to reach groups.
- d. effectively safeguard people from abuse, neglect or poor treatment.
- e. reduce social isolation.
- f. help reduce reliance on alternative, higher cost state interventions.
- g. support and enable carers to carry on caring for as long as possible.

**2. The Council will exclude any applications that link to:**

- a. rent / lease costs.
- b. building maintenance.
- c. vehicle maintenance / running costs.

**3. Organisations must be able to demonstrate the impact that their project will have in terms of number of people to benefit and the outcomes that will be achieved.**

**4. Organisations, must demonstrate:**

- a. a genuine need for financial assistance.
- b. that they are financially sustainable.
- c. that they are fully constituted, with an equalities statement, health and safety policy and public liability insurance and bank account with two signatories.

**5. The Council must not be the sole contributor towards the activity in question (i.e. funding should also be forthcoming from the organisation itself and/or other sources).**

**6. National charities and organisations must demonstrate that the grant will be used to support the Health & Wellbeing of residents living in Tandridge.**

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