

# Public Document Pack

Simon Young, Solicitor  
Head of Legal and Democratic Services



## COMMUNITY AND WELLBEING COMMITTEE

Tuesday 24 January 2017 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Community and Wellbeing Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Barry Nash (Chairman)  
Councillor Tony Axelrod (Vice-Chairman)  
Councillor Rekha Bansil  
Councillor Kate Chinn  
Councillor Hannah Dalton

Councillor Jane Race  
Councillor Jean Steer  
Councillor Alan Sursham  
Councillor Peter Webb  
Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young'.

Head of Legal and Democratic Services

For further information, please contact Tim Richardson, 01372 732122 or [trichardson@epsom-ewell.gov.uk](mailto:trichardson@epsom-ewell.gov.uk)

### AGENDA

#### 1. QUESTION TIME

To take any questions from members of the Public.

**Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.**

#### 2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

**3. MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held 8 November 2016 (attached) and to authorise the Chairman to sign them.

**4. THE HARDSHIP FUND** (Pages 9 - 12)

This report sets out proposals to revise the current Home Improvement Agency Hardship Fund by combining it with the Disabled Facility Grant Hardship Fund. The fund would provide support to vulnerable residents who are at immediate risk of harm or hospitalisation.

**5. CORPORATE PLAN: PERFORMANCE REPORT TWO 2016 TO 2017** (Pages 13 - 28)

This report provides an update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan.

**6. AUTHORISATION FOR AUDIO VISUAL EQUIPMENT REPLACEMENT AT BOURNE HALL** (Pages 29 - 34)

This report summarises the significant issues and failings of the current audio visual provision at Bourne Hall and outlines a proposal for improvement.

**7. CAPITAL PROGRAMME 2017/18** (Pages 35 - 62)

This report proposes the 2017/18 capital programme and a provisional programme for 2018-20.

**8. FEES AND CHARGES 2017/18** (Pages 63 - 80)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2017.

**9. REVENUE BUDGET 2017/18** (Pages 81 - 88)

This report sets out the revenue estimates for income and expenditure on services in financial year 2017/18.

**10. OUTSTANDING REFERENCES** (Pages 89 - 92)

The references to Officers outstanding as at 24 January 2017.

**Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held  
on 8 November 2016**

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**PRESENT -**

Councillor Barry Nash (Chairman); Councillor Tony Axelrod (Vice-Chairman);  
Councillors Rekha Bansil, Kate Chinn, Hannah Dalton, Jane Race, Jean Steer,  
Alan Sursham, Peter Webb and Clive Woodbridge

In Attendance: Councillor David Reeve (Items 10 - 13 only), Councillor Humphrey  
Reynolds (Items 10 - 14 only) and Councillor Clive Smitheram (Items 10 -13 only)

Absent:

Officers present: Kathryn Beldon (Director of Finance and Resources), Ian Dyer (Head  
of Operational Services), Andrew Lunt (Head of Venues & Facilities), Simon Young  
(Head of Legal and Democratic Services), Russell Blackmur (Business Development  
Manager), Serena Powis (Community and Voluntary Sector Liaison Officer), Annette  
Snell (Housing Operations Manager) and Tim Richardson (Democratic Services Officer)

**10 QUESTION TIME**

No questions were asked or had been submitted by members of the public.

**11 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in items on this agenda.

**12 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 14 June 2016 were agreed  
as a true record and signed by the Chairman.

**13 VENUES REVIEW**

The Committee received a report produced by the Scrutiny Review Task Group  
with regard to its review of venues – Bourne Hall and Hook Road Arena. The  
Scrutiny Review Task Group's report had been approved by the Audit, Crime &  
Disorder and Scrutiny Committee at its meeting of 27 October 2016.

The Chairman and Vice-Chairman of the Audit, Crime & Disorder and Scrutiny  
Committee were in attendance, and provided the meeting with a verbal summary  
of the Scrutiny Review Task Group's report.

The Committee considered the report and the following matters were noted:

- a) Scrutiny Reviews of Epsom Playhouse and Ewell Court House. It was noted that the Scrutiny Review Task Group would undertake reviews of Epsom Playhouse and Ewell Court House during 2017.
- b) Bourne Hall Museum. It was noted that the Scrutiny Review Task Group had recommended that the Bourne Hall Museum should continue to be operated as it was under current arrangements, and felt that it was a valuable asset to the Borough. The Committee noted that it was not currently possible to accurately measure the number of visitors to the museum. The possibility of introducing a voluntary donation for visitors was raised.
- c) Bourne Hall catering contract arrangements. The Committee considered that confirmation of event and banquet catering arrangements for Bourne Hall was of great importance to the commercial success of the venue. Officers informed the Committee that it was intended to have new catering arrangements formalised and in place by April 2017.
- d) Bourne Hall kitchen refurbishment. The Committee was informed that works to refurbish the kitchen at Bourne Hall would cost £32,000 more than the initial estimate included within the committee report, of £50,000. The cost of the works were therefore estimated to be £82,000. The Committee was informed that this additional cost was due to the need to replace the wiring, extraction and drainage systems for the kitchen and undertake asbestos removal. It was noted that if the Committee supported the proposed refurbishment of the kitchen at £82,000, it would be necessary to request the Strategy and Resources Committee to approve the release of the additional funding required.

It was noted that if the refurbishment was approved, a formal tender exercise would be undertaken, and that the works would be project managed by the Council's Head of Venues and Facilities. It was anticipated that if approved, the works would begin in January 2017 and be completed by the end of February 2017.

Following consideration, the Committee:

- (1) Received the Report of the Scrutiny Review Task Group on Bourne Hall and Hook Road Arena (approved by the Audit, Crime & Disorder and Scrutiny Committee 11 October 2016);
- (2) Agreed to establish a working party comprising the Chairman and Vice Chairman of the Community & Wellbeing Committee and Officers to undertake any agreed further investigations into securing improvements at Bourne Hall and Hook Road Arena;
- (3) Supported the £82,000 refurbishment of the kitchen at Bourne Hall from the repairs and renewals fund as contained within the 2016/17 revenue budget and noted that the Strategy and Resources Committee would be requested to consider this release of funds;

- (4) Agreed to receive a fully costed business case identifying the funding sources for each project prior to the commencement of any improvement works at Bourne Hall.

#### 14 VOLUNTARY SECTOR GRANTS AND FUNDING 2017/18

The Committee received a report requesting its consideration of proposed support for voluntary organisations in 2017/18.

The following matter was considered:

- a) Changes to support provided by Surrey County Council to Carers of Epsom. Members of the Committee had been informed that Surrey County Council was considering a review of its support for Carers of Epsom. The Committee expressed its support for Carers of Epsom, and the services which it provided residents of the Borough. It was noted that the Chairman and Vice Chairman would write to Surrey County Council to express the Committee's support, and its concerns that services to residents could be adversely affected by the review.

Following consideration, the Committee:

- (1) Approved the proposed support for voluntary organisations in 2017/18, as detailed in Annexe 1 to the report.

#### 15 EAST SURREY OUTREACH SERVICE

The Committee received a report requesting approval to funding for the continuation of the East Surrey Outreach Service (e.S.O.S.) in 2017/18. Funding of up to £25,000 was requested for the continuation of the service.

The following matters were considered:

- a) Availability of external funding. The Housing Operations Manager informed the Committee that it was hoped that funding for the continuation of the service would be received from Government grant, as a fund of £10m had recently been announced. If such grant funding was received, it would reduce the funding required from the Council.
- b) Agreement of local authorities. The Committee noted that e.S.O.S. was currently funded by (and operated in) Mole Valley, Epsom and Ewell, Reigate and Banstead and Tandridge Boroughs/Districts. Each Council would consider whether it wished to continue to support the service. The Committee was informed that if an authority withdrew its support for e.S.O.S., Officers anticipated that the service would continue and would be reduced in size to operate only in those areas which provided funding.

Following consideration, the Committee:

- (1) Requested the Strategy and Resources Committee, as part of the 2017/18 budget setting process, to consider a growth bid in relation to the

2017/18 Budget of up to £25,000 to enable the ESOS Outreach Service to continue.

## 16 VENUES INCOME & SUBSIDY UPDATE - NOVEMBER 2016

The Committee received a report providing details on performance of the Council's venues, and a potential end-of-year outturn with regards to income and subsidy.

The following matters were considered:

- a) Consideration of venues income and subsidy updates in the future. Officers proposed that information regarding venues performance be directly provided to Members of the Committee via email and the "Members' Update" document in future, rather than as a Committee report. This would enable the information to be provided to Committee Members in a more timely manner.
- b) Ewell Court House steps. The Committee was informed that the steps onto the lawn area at Ewell Court House had still not been completed. Concern at this had been raised with the managing director of the contractor responsible for the works, and the importance of the works to the local community had been communicated. The contractor had undertaken to provide Officers with an emergency plan for completion of the works within the next 24 hours.

Following consideration, the Committee:

- (1) Noted the update in regards to the Venues income & subsidy.
- (2) Agreed that this report no longer be presented at each meeting of the Committee, and that information regarding venues income and subsidies instead be provided to Members on a quarterly basis via the quarterly monitoring report and Members' Update document.

## 17 BUDGET TARGETS FOR 2017/18

The Committee received a report informing it of the budget targets approved by the Strategy and Resources Committee, and seeking guidance on preparation of its service estimates.

It was noted that an entry for "Venues service review" (valued at £64,000) included in Table 1, paragraph 3.3 of the report should be removed from the list of savings for 2017/18.

Following consideration, the Committee:

- (1) Noted the implications of the budget targets approved by the Strategy & Resources Committee;

- (2) Supported the changes to services and savings identified in section 3.3 of the report and that these be included within the budget presented to the Committee in January 2017, subject to the item "Venues service review" (£64,000) being removed from the list;
- (3) Supported in principle the future savings options as set out in 3.4 of the report for further work and inclusion in the Medium Term Financial Strategy;
- (4) Endorsed the work streams as set out in 3.6 of the report;
- (5) Noted the approach to be taken in the identification of additional savings to be generated to address the Council-wide funding gap of £220,000 as identified in section 3.8 of the report.

#### 18 CORPORATE PLAN: PERFORMANCE REPORT ONE 2016 TO 2017

The Committee received a report providing an update against Key Priority Performance Targets for 2016/17.

Following consideration, the Committee:

- (1) Noted the performance reported in Annexe 1 to the report, and did not identify any areas of concern.

#### 19 OUTSTANDING REFERENCES

The Committee received and noted the outstanding references to Officers.

*The meeting began at 7.30 pm and ended at 9.02 pm*

COUNCILLOR BARRY NASH (CHAIRMAN)

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### **THE HARDSHIP FUND**

<u>Report of the:</u>	Head of Housing & Environmental Services
<u>Contact:</u>	Karen Ordoyno
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	Report to, and Minutes of, the meeting of the Social Committee held on 7 April 2011

### **REPORT SUMMARY**

**This report sets out proposals to revise the current Home Improvement Agency Hardship Fund by combining it with the Disabled Facility Grant Hardship Fund. The fund would provide support to vulnerable residents who are at immediate risk of harm or hospitalisation.**

### **RECOMMENDATION (S)**

- (1) That Committee agrees that a Home Improvement Agency Hardship Fund is established.**

*Notes*

## **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 Establishing a Hardship Fund would support the Key Priority of supporting our community by promoting a healthy and active lifestyle especially for the young and elderly. In this case, elderly and vulnerable residents could be provided assistance to enable them to stay warm or avoid harm in their home.

## **2 Background**

- 2.1 We have operated a Home Improvement Agency (HIA) since 2010. In April 2011 the Social Committee approved two new schemes:

- 2.1.1 i) a paid for service to project manage housing adaptations for residents who were not eligible to receive mandatory grant assistance and;

2.1.2 ii) a property charge on adapted properties which benefited from the mandatory grant programme.

2.2 The Committee agreed that funds from the two schemes be ring-fenced to the HIA Service or recycled into the Housing Grant programme.

2.3 The balance of funds is now at a level where it is feasible to implement a scheme to enable the recycling of the funds. It is therefore proposed that Committee agree to adopt a new HIA Hardship Fund.

### **3 Proposals**

3.1 It is proposed that a new Hardship Fund be introduced which would enable urgent assistance to be provided to vulnerable residents to avoid immediate risk to health and safety, or to avoid hospitalisation. The fund would not replace the existing Handyman Scheme, but would run alongside it. However, should funding for the Handyman Scheme cease which is a distinct possibility in 2017/18, then it could possibly be used to assist clients in exceptional cases.

3.2 The scheme would provide assistance where it has not been possible to secure funding through other channels or sources of funding for those on a means tested benefit. Works eligible under the scheme could include; contributing towards essential maintenance repairs; addressing extreme cold such as providing portable heating or boiler repairs and providing home security measures such as window and door locks to those considered at risk. In exceptional cases, the fund could assist clients who have a small contribution to make towards the mandatory Disabled Facilities Grant, but have no other source of income to meet the contribution.

3.3 The Licensing, Grants and HIA Manager would have discretion to approve grants up to £500, although it is expected that most works would not cost in excess of £200.

3.4 The Licensing, Grants and HIA Manager will monitor budgets periodically with the Service Accountant.

3.5 To apply for funding a resident would need to complete the same enquiry form currently used to apply for a Disabled Facilities Grant. The form requests information relating to any disability, finances and sign a declaration allowing the HIA to check receipt of any means tested benefit. There is also a section to complete relating to equal opportunities.

### **4 Financial and Manpower Implications**

4.1 Previously the Social Committee agreed in April 2011 that income generated via the HIA private works and property charges should be ring-fenced to the HIA Service and recycled into the housing grants programme. The scheme will be administered using existing staff resources.

4.2 **Chief Finance Officer's comments:** The existing HIA Hardship Fund has a balance of £5,734 which has been built up since April 2013 from fees on private Home Improvement Agency Works. There is also a Disabled Facilities Grant Hardship Fund which was set up to "recycle" DFG grant expenditure through the redemption of Charges on Property. The current balance on this account is £6,055.

4.3 Expenditure on the revised HIA Fund will be monitored to ensure it does not exceed the value of the funds held.

## 5 Legal Implications (including implications for matters relating to equality)

5.1 The Council has a general duty under the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.

Having 'due regard' means consciously thinking about the three aims of the general duty as part of the decision making process at all levels. This means that equality issues must influence the decisions the Council takes both as an employer and a deliverer or commissioner of services.

**Monitoring Officer's comments:** The Localism Act 2011 gives local authorities the power to do anything that individuals may do. This would include the establishment of a hardship fund. If a fund is established, the process for applying for a grant and the criteria against which the application will be assessed must be clear and applied to all applications to ensure the scheme is administered fairly.

## 6 Sustainability Policy and Community Safety Implications

6.1 None directly related to this report.

## 7 Partnerships

7.1 Existing partnership arrangements would not be impacted.

## 8 Risk Assessment

8.1 The Council's HIA was awarded The National Foundations Quality Mark in 2013, and the report commented on exploring ways to promote preventative work already being carried out, and the ways in which it could be expanded in future, and one of the recommendations was to consider a Hardship Fund. The Authority could be seen to be disregarding the recommendations should a Fund not be established.

8.2 The HIA can not continue to rely on external funding to deliver programmes such as the Handyman Scheme funded through Surrey County Council Adult Social Care, and the Hardship Fund would ensure that the most vulnerable residents continue to receive essential/urgent assistance.

**9 Conclusion and Recommendations**

- 9.1 It is recommended that the Committee agree to establish a HIA Hardship Fund, as detailed within this report.

**WARD(S) AFFECTED: (All Wards);**

**CORPORATE PLAN: PERFORMANCE REPORT TWO 2016 TO 2017**

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Adama Roberts
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Performance Report Two 2016 to 2017
<u>Other available papers</u> (not attached):	Corporate Plan 2016 to 2020

**REPORT SUMMARY**

**This report provides an update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan.**

**RECOMMENDATION (S)**

*Notes*




- (1) That the Committee considers the performance reported in Annexe 1 to this report, and identifies any areas of concern.**
- (2) That the Committee considers the actions that have been proposed or taken where performance is currently a concern as shown in table 3.1.**

**1 Background**

- 1.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.
- 1.2 The Corporate Plan sets out the Council's vision together with its four Key Priorities. The four Key Priorities are underpinned by 19 Key Priority Objectives and measured against 57 Key Priority Performance Targets.
- 1.3 The delivery of the Corporate Plan will be captured in the performance reports, which are based around Committee cycles and detail what will be done, what the Key Priority Performance Targets are and how these will be measured. The desired key outcomes have also been outlined in the Corporate Plan. An annual year-end report will be produced to highlight delivery against the Corporate Plan.

## 2 Corporate Plan: Delivery against Key Priority Performance Targets set

2.1 This report tracks the progress against the Key Priority Performance Targets previously agreed by the Committee. On the whole performance is good as shown in the table below.

Performance status		
Key to reporting status		Number
	On track/achieved	12
	Slightly off track, not a major concern or slippage	2
	Off track or unlikely to be achieved for projected year	2
<b>Total</b>		<b>16</b>

## 3 Actions identified for the Key Priority Performance Targets where performance is currently a concern

3.1 Red Key Priority Performance Target and remedial actions identified

Off track / not achieved	Actions identified to achieve targets
<b>Supporting our Community</b> Members to consider a review of the new Routecall arrangements	Review of Routecall is anticipated to take place in September 2017 due to slippage of target in implementing the Flexiroute Scheduling (this will be a one stop system for Meals on Wheels, Routecall and Community Alarm which will be implemented from April 2017).
<b>Round the Borough Hike – to have 70 participants (5% increase)</b>	Overall, 124 people registered for the event however, only 55 took part due to bad weather on the day.  A learning Curve from this year is that Key Priority Performance Targets need to focus directly around actions. In hindsight, it would have been more appropriate to concentrate on the number of registrations achieved which would not have been weather dependent. This will be taken on board next year when the new Key Priority Performance Targets for 2017/18 are agreed.

## 4 Financial and Manpower Implications

4.1 **Chief Finance Officer's comments:** None for the purposes of this report.

**5 Legal Implications (including implications for matters relating to equality)**

5.1 *Monitoring Officer's comments:* There are no legal issues relating to this report.

**6 Sustainability Policy and Community Safety Implications**

6.1 There are no particular community safety implications for the purpose of this report.

**7 Risk Assessment**

7.1 Actions have been identified for the Key Priority Performance Target where performance is currently a concern.

**8 Conclusion and Recommendations**

8.1 The Committee is requested to consider the performance reported, and identify any areas of concern.

8.2 The Committee is requested to consider the actions that have been proposed or taken for the Key Priority Performance Target where performance is currently of concern.

**WARD(S) AFFECTED: N/A**

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**Corporate Plan: Key Priority Performance Targets**  
**Community & Wellbeing Committee – Performance Report Two 2016/2017**




**Keeping our Borough Clean and Green**



**We will do this by:**


- Providing quality parks, nature reserves and other public spaces that are safe, pleasant and well maintained
- Accommodating sustainable development whilst protecting the green belt in accordance with Policy
- Introducing a premium weekly waste and recycling service as standard for all residents and encourage more household waste to be recycled
- Keeping the streets and public spaces clean and tidy
- Taking action to reduce graffiti, littering, flytipping, flyposting illegal, advertising and dog fouling

<p><b>KEY OUTCOMES</b></p> <ul style="list-style-type: none"> <li>• Management plans for all major parks and public spaces</li> <li>• Premium weekly recycling and waste service as standard for all residents introduced from Spring 2017</li> <li>• Recycling clubs with local schools</li> </ul>	<p><b>KEY SUCCESS MEASURES</b></p> <ul style="list-style-type: none"> <li>• External accreditation for our major parks and public spaces</li> <li>• Delivery of the Biodiversity Action Plan</li> <li>• Increase in recycled household refuse</li> <li>• Street cleanliness assessment</li> </ul>
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Performance status		
Key to reporting target status		Number
	On track/achieved	<b>12</b>
	Slightly off track not a major concern or slippage	<b>2</b>
	Off track or unlikely to be achieved for projected year	<b>2</b>
<b>Total</b>		<b>16</b>


Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Providing quality parks, nature reserves and other open spaces that are safe, pleasant and well maintained	Obtain external accreditation to recognise the quality of: <ul style="list-style-type: none"> <li>Alexandra Recreation Grounds</li> <li>Ewell Court Park</li> <li>Rosebery Park</li> <li>Epsom Common</li> </ul>	Head of Operational Service Ian Dyer	31 March 2017	<b>April to Sept:</b> Green Flags have been awarded to all of our submitted parks and open spaces as detailed in this target. In addition Nonsuch Park submitted an entry and has been awarded a South & South East in Bloom (SSEIB) silver for the first time; it missed silver gilt by one mark. Target achieved.	
	Produce an Operational Management Plan for: <ul style="list-style-type: none"> <li>Alexandra Recreational Ground</li> <li>Auriol Park</li> </ul>	Head of Operational Service Ian Dyer	31 March 2017	<b>April to Sept:</b> Plans for both Auriol and Alexandra have been completed. Both plans will be reported to the January committee meeting for approval.	
				<b>Oct to Dec:</b> Plans for both Auriol and Alexandra have been completed and awaiting committee approval.	
				<b>Jan to March:</b>	
	Continue to deliver: <ul style="list-style-type: none"> <li>The Local Biodiversity Action Plan (LBAP) and Management Plans for Horton Country Park and Hogsmill Local Nature Reserve</li> </ul>	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> The LBAP Working Group met on 31 August 2016 to assess progress on various actions. A detailed annual report will be prepared at the end of the calendar year as per previous years. The Horton Country Park Management Plan will be reported to the November meeting and the Hogsmill Local Nature Reserve Management Plan will be reported to the January meeting.	
				<b>Oct to Dec:</b> The LBAP Working Group met on 22 November 2016 to assess progress during 2016 and the annual report is due in January 2017. The Horton Country Park LNR management plan is now due to go to an early meeting in 2017 along with the Hogsmill LNR plan. They will include an assessment of the likely cost to the Council and the associated reliance on external funding sources to deliver the plans.	
<b>Jan to March:</b>					

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Round the Borough Bike – to have 135 participants (5% increase)</li> </ul>	Leisure Development Manager Sam Beak	31 May 2016	<b>April to Sept:</b> Round the Borough Bike took place on Sunday 15 May 2016. Overall, 278 people registered and 187 participants actually took part on the day. This is an increase of 46% compared to last year. Target achieved.	
	<ul style="list-style-type: none"> <li>Deliver Epsom &amp; Ewell entry into the Surrey Youth Games (SYG)</li> </ul>	Leisure Development Manager Sam Beak	31 July 2016	<b>April to Sept:</b> There were 523 young people from Epsom & Ewell registered for the SYG 2016. This compared to 494 in 2015. We had 20 volunteer coaches representing 15 local sports clubs and organisations who helped to deliver free taster sessions. Team Epsom & Ewell came 2 <sup>nd</sup> by one point and retained the Highest Team Entry Award for the 9 <sup>th</sup> consecutive year. Target achieved	

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>To deliver a programme of physical activities for older people</li> </ul>	Leisure Development Manager Sam Beak	31 March 2017	<b>April to Sept:</b> The Get Active 50+ programme has gone 'live' with the following activities available at subsidised rates for anyone over 50yrs: Bowls, Racketball, Dance & Exercise classes, swimming, golf, Boccia and Community Golf.	
				<b>Oct to Dec:</b> The first year of the Get Active 50+ programme ended in December. There was a delay across the County with getting the programme up and running but once live participation has been steady. A total of 187 individual residents getting involved in the programme in year 1. Planning for Year 2 has already begun. Target achieved.	
				<b>Jan to March:</b>	

## Supporting our Community – Key priority

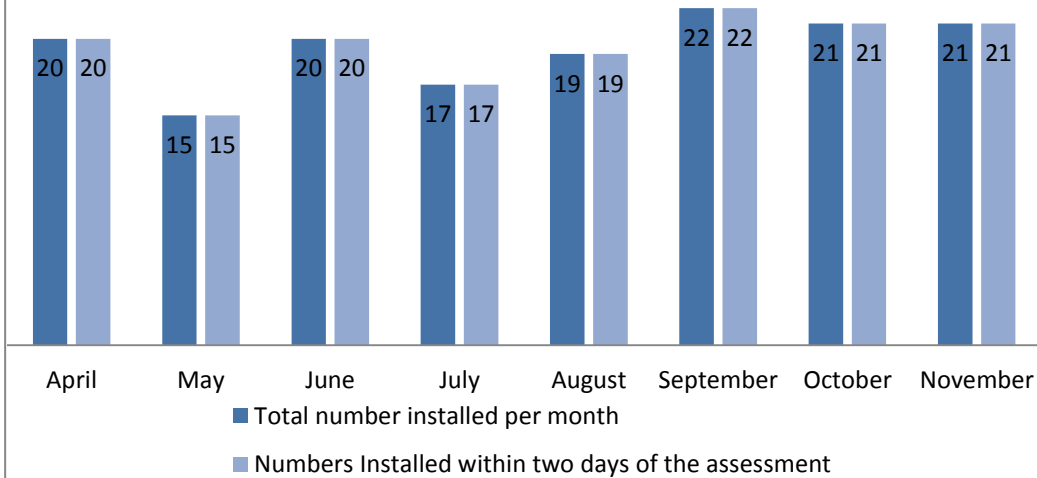
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Round the Borough Hike – to have 70 participants (5% increase)</li> </ul>	Leisure Development Manager Sam Beak	30 Sept 2016	<p><b>April to Sept:</b> Round the Borough Hike took place on Saturday 3 September 2016. Overall, 124 people registered and 55 participants actually took part. The low numbers on the day were due primarily to the bad weather forecast that afternoon which put many of the participants off. Feedback from those that did complete the Hike was very positive. Target has not been achieved.</p>	
	<ul style="list-style-type: none"> <li>Membership at the Epsom Centre to increase to at least 120 members</li> </ul>	Head of Venues & Facilities Andrew Lunt	31 March 2017	<p><b>April to Sept:</b> Membership of the centre now stands at 690 (a 237 increase; in December 2015 membership was 453). This rise is in part due to the closure of the Wells Centre. There have been 60 new members joining since April and numbers continue to rise, however the capacity of the building and the comfort of its users will place a natural limit on usage and membership levels.</p> <p><b>Oct to Dec:</b> Membership of the Longmead centre alone on March 31st 2016 was 436. Overall, 254 members were transferred from the Wells Centre. Year to date membership stands at 720. Since April, 90 new members have joined the centre.</p> <p><b>Jan to March:</b></p>	

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Members to consider a review of the new Routecall arrangements</li> </ul>	Head of Operational Services Ian Dyer	31 March 2017	<p><b>April to Sept:</b> The driver/technician post of multi skilled working has been in place and it is working efficiently and effectively within the new arrangements. Awaiting the outcome of the specification of the new vehicles within the transport project.</p>	
				<p><b>Oct to Dec:</b> Flexiroute Scheduling system has been purchased and the migration of data and the implementation of the system will commence in January 2017.</p> <p>The Flexiroute system will include Meals on Wheels Route Call and Community Alarm. It will be fully implemented from April 2017.</p>	
				<p>Once Flexiroute is implemented it will enable us to have a greater understanding of the Fleet required within Community Services and this will inform the outcome of the specifications of the new vehicles within the transport project.</p>	
				<p><b>Jan to March:</b></p>	

## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>Install community alarms within two days of the assessment</li> </ul>	Head of Operational Services Ian Dyer	31 March 2017	<b>April to Sept:</b> Overall, 99 new community alarms have been installed to date. September's figures are provisional. Membership now stands at 834.	<b>G</b>
				<b>Oct to Dec:</b> Year to date, 155 community alarms have been installed within two days of the assessment. Membership now stands at 847.	
				<b>Jan to March:</b>	

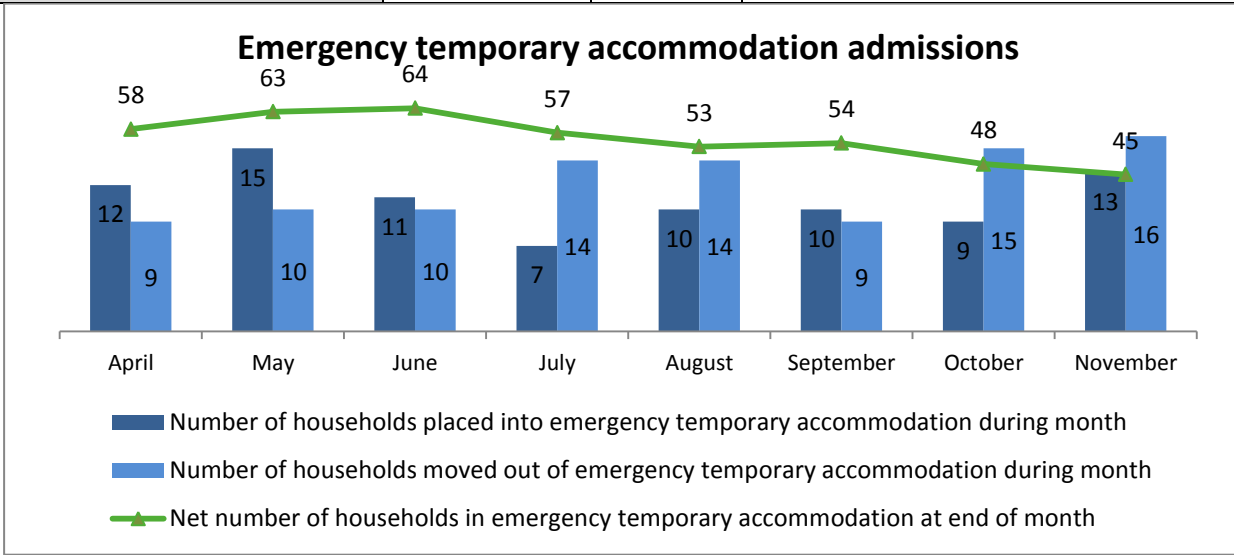
**Install community alarms within two days of the assessment**







## Supporting our Community – Key priority



Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable <b>homes</b>	<ul style="list-style-type: none"> <li>Have no more than 60 households living in emergency temporary accommodation</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> As at August, the number of households living in emergency temporary accommodation is 53. Of the 53, one is by choice; they were offered shared but preferred to stay in current accommodation.	<b>G</b>
				<b>Oct to Dec:</b> As at November 2016, the number of households living in emergency temporary accommodation is 45.	
				<b>Jan to March:</b>	




## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
	<ul style="list-style-type: none"> <li>Bring back at least three long term empty properties into use</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> The nine flats in Blenheim Road have been empty since 2014. Refurbishment will in effect bring all nine long term empty properties into use before the target date. So far, 19 properties have been secured through the Rent Deposit Scheme.	
				<b>Oct to Dec:</b> The Officer for Empty Properties Group is contacting owners of all 56 long term empty properties trying to encourage owners to bring the houses back into use. The nine flats in Blenheim Road are also currently being refurbished and are due to be brought back into use before 31 March 2017.	
				<b>Jan to March:</b>	
	<ul style="list-style-type: none"> <li>Provide nine additional units of temporary accommodation at Blenheim Road for occupation</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> Contractors have been appointed and work started on site. Transform Housing Association selected to manage properties and documentation agreed.	
<b>Oct to Dec:</b> Work on site includes a new gas supply, new insulated roof fitted, cavity walls insulated and internal works are progressing well. Issues overcome include sighting of ventilation extractor units and provision for disabled access on the ground floor. This project will be completed by March 2017.					
				<b>Jan to March:</b>	

## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>At least five households accommodated through the private sector leasing scheme by March 2017</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> Private Sector Leasing scheme is in the process of being established. Recruitment process has commenced.	
				<b>Oct to Dec:</b> Recruitment is due to take place in early January. A meeting has been set up with Trowers and Hamlins law firm to seek legal advice on the landlord leases, non-secure licences and implications for Housing Revenue Account (HRA).	
				<b>Jan to March:</b>	
	<ul style="list-style-type: none"> <li>Housing allocation policy to be fully implemented</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> Final stage of the Housing Allocation Policy is currently being implemented. The new housing register computer system, with on-line application form, went live on 01 September 2016. We are currently in the process of writing to 2220 applicants requesting that they reapply in order to be reassessed to check they meet the new qualification criteria and for banding. This will be completed by December 2016.	
				<b>Oct to Dec:</b> The reassessment of applications is still ongoing. The reason for the delay in sending out the reapplication letters is because the team were inundated with new housing to which they had to nominate homeless applicants to (NESCOT site, Teddington A, Bytes Building and Ethel Bailey Close) and this had to be prioritised, pushing back the reapplication process.	
				<b>Jan to March:</b>	

## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>Hold one event each quarter to promote services available to assist residents to remain in their homes</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> A wide range of promotion and awareness campaigns were undertaken - giving advice and information on the Home Improvement Agency (HIA), including: Three events to date, they are the Hub, High Street, Epsom; Attendance at a Carers of Epsom meeting; Several attendances at St Barnabas Church's weekly evening drop-in sessions.	
				<b>Oct to Dec:</b> Promotional activities continued in this quarter with three visits to The Hub, Epsom and weekly attendance at St Barnabas Church.	
				<b>Please note:</b> Whilst The Hub is closed due to a recent fire other venues and groups will be explored such as The Meeting Room which supports the homeless, vulnerable and socially isolated.	
				<b>Jan to March:</b>	

**AUTHORISATION FOR AUDIO VISUAL EQUIPMENT REPLACEMENT AT  
BOURNE HALL**

<u>Report of the:</u>	Head of Venues and Facilities
<u>Contact:</u>	Andrew Lunt
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices (attached):</u>	<u>Restricted Annexe 1</u> - List of hirers requiring the use of audio visual equipment. (This Annexe is not for publication by virtue of paragraph 3 of part 1 and paragraph 10 of part 2 schedule 12A to the Local Government Act 1972 (as amended))
<u>Other available papers (not attached):</u>	Bourne Hall Main Hall Reinstatement Report and Minutes, Leisure Committee June 2014.

**REPORT SUMMARY**

**This report summarises the significant issues and failings of the current audio visual provision at Bourne Hall and outlines a proposal for improvement.**

**RECOMMENDATION (S)**

**(1) That the Community and Wellbeing Committee supports the improvement work to the audio visual equipment at Bourne Hall and recommends that the Strategy and Resources Committee releases £16,687 from the repairs and renewals fund.**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 The use of the Main Hall and Banqueting Suite of Bourne Hall by community groups and businesses contribute to the Council's Key Priority of "Supporting our Community"
- 1.2 Should the proposed improvement work not be carried out, the number of community groups using Bourne Hall is likely to decrease.

## 2 Background

- 2.1 Bourne Hall has a sound system in the Main Hall and the Banqueting Suite. This system was installed over ten years ago and is no longer fit for purpose. Many of our regular hirers are experiencing constant audio related issues during their bookings and the manager is regularly fielding complaints from both hirers and staff. Income derived from hirers who also use the audio visual equipment is circa £85,000 and is detailed in Restricted Annexe 1 to this report (**please note: this Annexe is not for publication by virtue of paragraph 3 of part 1 and paragraph 10 of part 2 schedule 12A to the Local Government Act 1972 (as amended)**).
- 2.2 The speakers at the venue are of a very basic specification and are unable to deal with large outputs of sound which is a requirement of many of our current hirers.
- 2.3 The sound output is distorted; this is a frequent complaint from hirers using both rooms.
- 2.4 The sound system interferes with the hearing loop system in the banqueting suite, users wearing hearing aids regularly report humming and hissing from their hearing aids. A number of hirers regularly complain about the sound quality hearing aid users are experiencing during their events.
- 2.5 The sound systems in both the Main Hall and Banqueting Suite are also inter-linked. This means that if there is a problem with the sound in one of the rooms, the whole system is affected.
- 2.6 On numerous occasions, officers have set up and checked the equipment prior to an event. During the event, the system has stopped working. This causes disruption to the hirer during their booking and officer's time is taken up trying to resolve the issue, meaning they are unable to meet other demands required of them.
- 2.7 The numerous difficulties Bourne Hall has experienced with the sound system means that customers and staff no longer have confidence with the system. Venues staff are not qualified technicians and their ability to troubleshoot problems is limited. In most cases, there is no solution; this leaves hirers with a negative opinion of the venue.
- 2.8 In order to protect the income detailed in paragraph 2.1, above it is proposed to upgrade the current Audio Visual equipment and this work will entail the following:

- 2.8.1 The sound system needs to be split into two independent units. One unit to service the Banqueting Suite; controls to be accessible from the upper bar, the other unit to service the Main Hall. By making the systems independent of each other means that should an issue arise with one part of the system, it will not affect the other room.
- 2.8.2 All wiring needs to be updated as the current wiring has deteriorated over time.
- 2.8.3 Professional wireless microphone systems need to be installed within the Banqueting Suite and Main Hall, the receivers will have a unique channel which will avoid interference. This will also save officers a lot of set up time which will enable them to be able to undertake other duties.
- 2.9 Giving hirers the ability to be able to play sound through the sound system using their own device and be satisfied with the quality of audio output will improve our current hirers' experiences at the venue and will assist officers to attract new hirers. This is a requirement for many customers wishing to be able to provide their own music for weddings and parties.
- 2.10 The speakers need to be upgraded as they are currently unable to handle the sound requirements many of our hirers require.
- 2.11 With proposed changes to the catering provision at Bourne Hall, we will have the ability to be able to bring in more hirers which will result in more income for the venue. Having a fit for purpose sound system will enable officers to retain our current hirers and attract new business.
- 2.12 After receiving three quotations the above necessary work is estimated to cost £16,900.

### 3 Financial and Manpower Implications

- 3.1 In order to facilitate the improvements to the audio visual equipment £16,687 will need to be released from the repairs and renewals reserve. This money can be made available due to an underspend that occurred on the Bourne Hall main refurbishment project. During the specification process of the main hall project it was identified that the audio visual equipment would need to be replaced, however this element of work was not carried forward to ensure that project did not go over budget.
- 3.2 **Chief Finance Officer's comments** There is a balance of £16,687 currently on the repairs and renewals reserve that could be used to fund these works, subject to approval by S&R Committee. Any cost above this would need to be funded from revenue budgets.

**4 Legal Implications (including implications for matters relating to equality)**

4.1 **Monitoring Officer's comments:** Any procurement must be undertaken in compliance with Contract Standing Orders.

**5 Sustainability Policy and Community Safety Implications**

5.1 There are no identified sustainability and community safety implications

**6 Partnerships**

6.1 Bourne Hall is a well used facility utilised by a large number of community groups. A significant number of these groups rely on the availability of an efficient and working audio visual provision in the building.

6.2 Should this work not be carried out relationships with these groups will be detrimentally affected.

**7 Risk Assessment**

7.1 If the sound system is not upgraded and we continue to experience high levels of breakdown, it is likely that our hirers will leave and seek alternative venues. This will result in the building subsidy increasing.

**8 Conclusion and Recommendations**

8.1 That the Community and Wellbeing Committee support this project and recommend its approval by the Strategy and Resources Committee.

**WARD(S) AFFECTED: (All Wards);**



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
to the Local Government Act 1972.

AGENDA ITEM 6  
ANNEXE 1

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**CAPITAL PROGRAMME 2017/18**

<u>Report of the:</u>	Director of Finance & Resources
<u>Contact:</u>	Lee Duffy
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> - Proposed Capital Programme <u>Annexe 2</u> - Capital Appraisal forms for Bid 1 (Rosebery Park Pond Refurbishment) <u>Annexe 3</u> – Rosebery Park Pond proposed plan <u>Annexe 4</u> - Capital Appraisal forms for Bid 2 (Alexandra Recreation ground – Tennis & Basketball Court Refurbishment) <u>Annexe 5</u> - Capital Appraisal forms for Bid 3 (Disabled Facilities Grants)
<u>Other available papers (not attached):</u>	Financial Policy Panel papers 6 December 2016

**REPORT SUMMARY**

**This report proposes the 2017/18 capital programme and a provisional programme for 2018-20.**

**RECOMMENDATION (S)**

**That the Committee:**

- (1) Submits the Capital Programme for 2017/18 as identified in section 4 and 5 of this report to the Council for approval on 14 February 2017;**
- (2) Confirms that it supports all of the schemes included in the provisional programme for 2018-20 as identified in section 6 of this report;**
- (3) Notes that:-**
  - (a) schemes subject to external funding from section 106 and Government Grants only proceed when funding has been received;**
  - (b) schemes for 2018-20 are provisional pending an annual review of funds available for capital investment.**

*Notes*

## **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

1.1 The Council's Medium Term Financial Strategy includes the following in regards to investment in services:-

- Prioritise capital investment to ensure retained property is fit for purpose.
- Maximise the use of external funding opportunities to deliver improvements to the community infrastructure, including affordable housing.
- Maintain a minimum uncommitted level of capital reserves of £1 million.

## **2 Background**

2.1 The Capital Strategy was last agreed by the Council on 11 February 2016 at which time the capital programme was approved for 2016/17. Schemes for 2017-2019 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

2.2 The Financial Policy Panel provided the Capital Member Group (CMG) with a remit to guide the preparation of a capital programme for 2017-18. The Panel received details of capital bids on 6 December 2016 following an assessment of investment options by the CMG.

2.3 The Panel were advised that the proposed level of investment of £2.8 million over three years 2017/18 to 2019/20 would reduce the available capital reserves to £1.5 million at the end of this period. The proposed capital programme assumes funding from capital and revenue reserves, and government grants. Specific schemes may also be funded from other grants where successful bids are made.

2.4 The Panel's guidance relevant to this policy committee's recommendations was as follows:-

2.4.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.

2.4.2 Schemes identified in section 4 and 5 of this report, totalling £692,000, requiring £110,000 use of capital reserves and £582,000 externally funded from grants and S106 contributions, should be included in the capital programme, subject to support for the project appraisal by this Committee and subject to external funding being received before expenditure is committed.

### 3 Proposals

- 3.1 The Policy Committee is asked:-
- 3.1.1 To approve the proposed capital programme for 2017/18;
- 3.1.2 To agree the provisional programme for 2018-20.
- 3.2 The timing of the programme should be based on the ability to deliver with a realistic number of projects in any one year.
- 3.3 The budget assumes that interest earned on capital reserves will be used to help finance the revenue budget.
- 3.4 If all schemes in the proposed corporate capital programme for 2017/18 were to progress this would reduce the capital reserves to around £2.0 million and as a result there will be reduced funding available for service delivery. This is reflected in next year's estimates and the financial forecasts.

### 4 Core Programme 2017/18 Funded from Capital Reserves

- 4.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2017/18, subject to the Committee approving the project appraisals and the identification, where appropriate, of revenue funding.
- 4.2 The proposed core programme for 2017/18 funded from capital reserves is as follows:-

Capital Appraisal form reference	Scheme	Estimate 2017/18 (£'000)
Community & Wellbeing Bid 1	Rosebery Park Pond Refurbishment	110
	<b>Total schemes funded from capital reserves</b>	<b>110</b>

### 5 Capital Programme 2017/18 Externally Funded

- 5.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2017/18, subject to the external funding identified being available.
- 5.2 The proposed programme for 2017/18 externally funded is detailed in the table below. This table provides information on the level of funding to be received from external sources.

Capital Appraisal form reference	Scheme	External funding to be received in 2017/18 (£'000)	Funding
Community & Wellbeing Bid 2	Alexandra Recreation ground – Tennis & Basketball Court Refurbishment	47	S106 Developer Contributions
Community & Wellbeing Bid 3	Disabled Facilities Grants	535	DCLG Grant
	<b>Total externally funded schemes</b>	<b>582</b>	

5.3 It is proposed that these schemes are included within the capital programme subject to receipt of external funds and the identification of funding for any revenue implications within approved budgets.

## 6 Proposed Capital Programme 2018/19 to 2019/20

6.1 The provisional programme proposed for 2018-20 is:-

Bid Ref:	Scheme	2018/19 (£'000)	2019/20 (£'000)	Funding
Community & Wellbeing Bid 3	Disabled Facilities Grants	535	535	DCLG Grant
	<b>Total proposed capital programme 2017/18 to 2018/19</b>	<b>535</b>	<b>535</b>	

6.2 Bids for these schemes will be prepared and submitted to future Capital Member Group meetings for their support to be included within the capital programme for 2018/19 and 2019/20.

## 7 Financial and Manpower Implications

7.1 As highlighted in this report, any scheme not attracting full external funding will have a revenue budget impact.

7.2 The Committee will wish to ensure that the Council has the capacity to deliver the recommended schemes.

7.3 **Chief Finance Officer's comments:** All financial implications are included in the body of the report.

## **8 Legal Implications (including implications for matters relating to equality)**

8.1 A baseline criteria for schemes is 'Investment required to meet Health and Safety or other new legislative requirements' as identified in the project appraisals.

8.2 ***Monitoring Officer's comments:** There are no significant legal implications arising from this report. It is important when considering whether to approve capital schemes that the Council's legal obligations are considered. This appears to have been done in the preparation of the Capital Programme.*

## **9 Sustainability Policy and Community Safety Implications**

9.1 None for the purpose of this report.

## **10 Partnerships**

10.1 There are no schemes dependent upon partnership agreement or funding. Schemes may, subject to evaluation, involve partnership for procurement or service delivery.

## **11 Risk Assessment**

11.1 The CMG have used the Capital Strategy to balance the need for prioritised investment against a reducing level of capital reserves.

11.2 To help manage risks to the General Fund revenue account business case investment has been prioritised where it demonstrates a payback within 5 years or 7 years for renewable energy projects.

11.3 Funding has been identified to enable the delivery of the capital programme for 2017/18 and officers believe that there should be sufficient capacity to deliver these projects.

## **12 Conclusion and Recommendations**

12.1 A programme of £692,000, excluding any carry forward provisions from 2016/17, is recommended for this committee in 2017/18.

12.2 To agree the provisional programme for 2018 - 2020.

**WARD(S) AFFECTED:** All

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Community & Wellbeing Committee Proposed Capital Programme 2017/18 - 2019/20

	Original Budget 2017/18  £'000	Proposed Budget 2018/19  £'000	Proposed Budget 2019/20  £'000	Total Provision 2017/18- 2019/20  £'000
Rosebery Park Pond Refurbishment	110	0	0	110
Alexander Recreation Ground - Tennis & Basketball Court Refurbishment	47	0	0	47
Disabled Facilities Grants	535	535	535	1,605
<b>Total Social Committee</b>	<b>692</b>	<b>535</b>	<b>535</b>	<b>1,762</b>

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# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 2

**COMMITTEE & BID NUMBER**

Community & Wellbeing Bid 1
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**PROJECT TITLE**

Rosebery Park Pond Refurbishment
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**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Tony Foxwell
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**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p><b><u>Background</u></b></p> <p>The pond is collapsing due to water washing away under the paving around the perimeter of the pond. There is no foundation support or ties to lock the construction together. There are large pockets under the paving which could collapse at any moment.</p> <p>The Proposal given is basic repair to keep costs relatively low. Although liaison with the friends will be carried out prior to commencement, consultation at this stage would hinder the project and most likely increase costs.</p> <p>The construction is of a technical nature purely to repair damage and prevent further risk.</p> <p><b>Construction Proposal</b></p> <p>Set up site with fencing and welfare facilities to prevent public and vandals entering site. Excavate &amp; remove paving from perimeter of pond, relevel to new gradient. Apply new membrane liner and form concrete footing around perimeter. Provide and lay in concrete slurry new pebbles to form gradient of pond suitable for wildlife to enter and exit pond. Allow for all necessary wildlife protection, remove and lower pond water prior to commencement. Provide and install new interceptors and gratings to catch debris from pond and to take overflow of water</p> <p>Breakdown of costs                  Prelims and set set up, hoardings, welfare facilities £10,000                  Groundworks    £80,000                  Interceptors    £10,000                  Contingency     £10,000</p> <p>Have had a verbal budget price from contractor for groundworks. At this stage there is no time to prepare a comprehensive specification and drawings to enable accurate prices to be sort in the form of tenders. This would come at a later stage if the project is approved.</p>
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# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 2

Project outcomes and benefits	The Pond on completion will be repaired and safe with no further risk of collapse.
-------------------------------	--

## FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	110,000	Budget figure based on verbal estimate from contractor, with contingency included
b	Consultancy or other fees	0	Initial consultant investigations, drawings and report carried out under revenue budget
c	<b>Total Scheme Capital Costs (a+b)</b>	110,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	110,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)		
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	110,000	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2017/18 £	2018/19 £	2019/20 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	110,000	0	0

## REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	N/A
--	-----

# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 2

## CORPORATE PLAN 2016/20

<b>Is this investment linked to EEB's Key Priorities?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Yes, Keeping the borough Clean & green and Supporting our community
---	---

## TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	Feb 2017	May 2017
2	Further Approvals Needed	N/A	N/A
3	Tendering (if necessary)	May 2017	June 2017
4	Project start date	July 2017	
5	Project Finish Date		September 2017

## BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 2

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	
<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	
<b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes, if works are not carried out to rectify the collapse of the pond, there is a risk to public and wildlife, not to mention the councils reputation. The pond takes water from natural watercourses and ground water, not sure how the ground water will affect the situation if not contained within the pond
<b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so say how.	Yes, minimum scheme chosen, no fluffy bunnies.

## ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	Yes
--	-----

## PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	Yes, Keeping the Borough Clean & Green and Supporting our Community
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 2

## RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	
2	Are there any risks relating to the availability of resources internally to deliver this project	
3	Consequences of not undertaking this project	The pond will collapse further and may cause danger to public and wildlife. Risk of reputation of council if no action
4	Alternative Solutions (Other solutions considered – cost and implications)	

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	Yes, liaison with the friends of Rosebery park
--	--

<b>Ward(s) affected by the scheme</b>	Town Ward
---------------------------------------	-----------

### Accountable Officer Responsible for Delivery of the Scheme

Name and Signature ..... Date .....

### Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

**Capital Programme Review 2017-18  
Project Appraisal Form**

AGENDA ITEM 7  
ANNEXE 2

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**Accountable Officers for the revenue implications of the project**

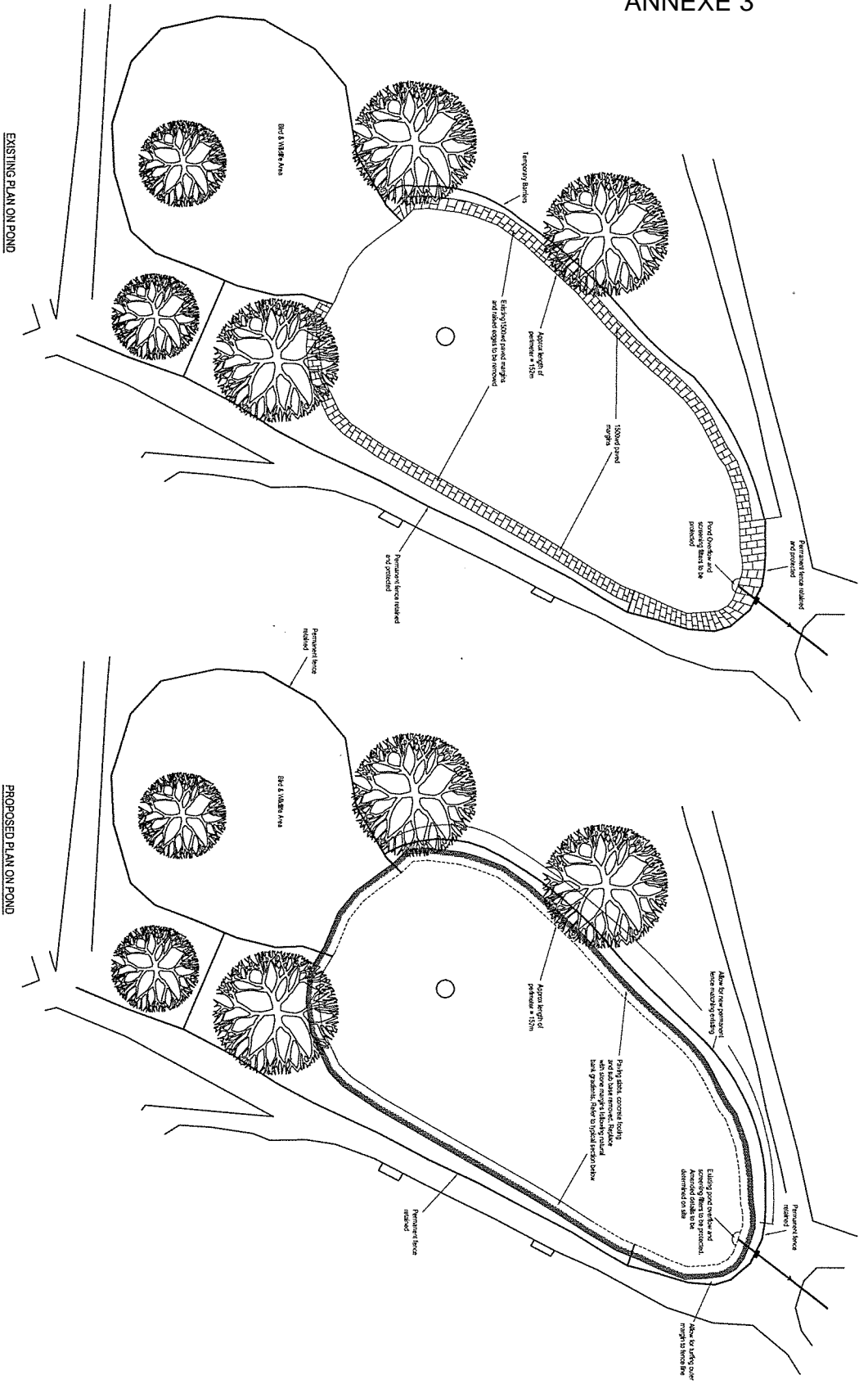
Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

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EXISTING PLAN ON POND

PROPOSED PLAN ON POND

TYPICAL SECTION THROUGH PROPOSED EDGING

SCALE  
1:500 NOT SCALE DRAWING. ALL DIMENSIONS SHALL BE VERIFIED ON SITE.  
EFFECTIVE DATE: 15/07/2019

 <p><b>GALABATHI HUNT PENNINGTON LTD</b> Consulting Engineers 26 Salsdon Way Chesham Surrey GU20 0BA 07700</p>	
<p>PROJECT <b>ROSEBERRY POND</b> <b>ROSEBERRY PARK, EPSOM</b></p>	
<p>TITLE <b>GENERAL ARRANGEMENT</b> <b>REFURBISHMENT OF POND EDGES</b></p>	
<p>DATE A1</p>	<p>SCALE 1:250, 1:200</p>
<p>1622803</p>	

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# Capital Programme Review 2017-18 Project Appraisal Form

AGENDA ITEM 7  
ANNEXE 4

**COMMITTEE & BID NUMBER**

Community & Wellbeing Bid 2
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**PROJECT TITLE**

The Resurfacing of 3 Tennis Courts and 1 Basketball Court at Alexandra Recreation Ground
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**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Ian Dyer, Tony Foxwell and Sam Beak
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**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	This bid is to resurface and re-line all three tennis courts and one basketball court. The fencing of the courts is not included as they are in good condition
Project outcomes and benefits	Alex Tennis Courts and Basketball Court have not been resurfaced for over 10 years. Commensurate with the life expectancy of a hard playing surface, cracks have appeared on the playing surfaces and all courts would now benefit from resurfacing to bring them back to optimum condition.

**FINANCIAL SUMMARY**

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	47,000	This figure taken from two quotations obtained by Officers in July 2016 the highest being £42,150 Therefore the £47,000 has a £5,000 contingency as time has elapsed since receiving the quotations
b	Consultancy or other fees	0	The contractors will be managed by internally
c	<b>Total Scheme Capital Costs (a+b)</b>	47,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	47,000	Officers have put forward a funding bid to SCC Improvement Fund for up to £30,000. The outcome to be confirmed in November 2016 therefore cannot be counted on until outcome result is known. The rest will be met from S106 contributions (outdoor sports facilities)
e	<b>Net Costs to Council (c-d)</b>	47,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	

# Capital Programme Review 2017-18 Project Appraisal Form

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g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	0	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	6,000	The new surface will have a life expectancy of 10 years, if there was a wish to have an annual renewal fund set-up for the 2027 for £60,000

Year	2017/18 £	2018/19 £	2019/20 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	47,000	0	0

### REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	There will be no implication as the cleansing and equipment needs of the courts are within revenue budgets
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### CORPORATE PLAN 2016/20

<b>Is this investment linked to EEBC's Key Priorities?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Making Epsom & Ewell an excellent place to live and work Supporting our community Managing our resources
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### TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	April 2017	April 2017
2	Further Approvals Needed	No	No
3	Tendering (if necessary)	June 2017 - obtain 3 new quotations	June 2017
4	Project start date	July 17	
5	Project Finish Date		Sept 2017

# Capital Programme Review 2017-18 Project Appraisal Form

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## BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	
<p><b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	

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<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so say how.</p>	<p>At present the severity of the surface cracks are not a health &amp; safety issue, but could quickly become a problem if no action is taken. A severe winter frost could increase the surface cracks and deem the surface unsafe to use which would result in closure to prevent slips, trips and falls. Lack of action could also give rise to litigation should anyone hurt themselves while using the courts.</p>
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## ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	tbc
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## PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	Yes - the surface of the courts will become a Health and Safety matter if not attended to
2	Investment Important to achieve Key Priorities.	To ensure the courts remain open for public use
3	Investment important to secure service continuity and improvement.	The investment will secure the service and improve the enjoyment of the use of the courts
4	Investment will assist but is not required to meet one of the baseline criteria.	

## RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risk to delivering
2	Are there any risks relating to the availability of resources internally to deliver this project	Officers will carry out the work of obtaining 3 new quotations appointing a contractor and manage the work carried out.
3	Consequences of not undertaking this project	If this project is not undertaken there is a reputational risk to the Council if the courts had to be close for Health and Safety reasons i.e. trips and falls from the cracks in the surface of the courts

**Capital Programme Review 2017-18  
Project Appraisal Form**

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4	Alternative Solutions (Other solutions considered – cost and implications)	Close and remove the court would be the only alternative solution, this would have a one off cost and take away on going costs for the Council although as the courts are highly used this option would not be popular with users of the park
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<b>Is consultation required for this project?</b> Please give details of the who with and when by.	No as this is replacing the surfaces
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<b>Ward(s) affected by the scheme</b>	College
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**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature .....Ian Dyer..... Date .....30/09/2016.....

**Whole life revenue costs of capital project**

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

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# Capital Programme Review 2017-18 Project Appraisal Form

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**COMMITTEE & BID NUMBER**

Community & Wellbeing Bid 3

**PROJECT TITLE**

DISABLED FACILITIES GRANT (DFG) PROGRAMME

**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

RACHEL JACKSON

**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	The Disabled Facilities Grant (DFG) is a mandatory grant which provides adaptations to enable vulnerable residents to remain in their home independently, thereby reducing the need for hospital services or sheltered housing. The project links to our Key Priority of Supporting our Community.
Project outcomes and benefits	The DFG is a mandatory grant, and provides adaptations to enable vulnerable residents to maintain independence and remain in their own homes, and can prevent the need for NHS services/hospitalisation and/or sheltered housing.  Provision of the DFG meets our statutory obligations.

**FINANCIAL SUMMARY**

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	535,000	
b	Consultancy or other fees		
c	<b>Total Scheme Capital Costs (a+b)</b>	535,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	535,000	In 2014/15 the Better Care Fund (BCF) was introduced which pools together £3.8 bn funds for health, social care and housing. For 2016/17 the DFG element was protected by way of a ring-fenced grant to each Local Authority, which resulted in £535K being allocated for the programme, no additional capital funding was allocated. The high level of funding was due to the fact that Surrey County Council were not allocated any funding under this scheme. It is expected that in 2016/17 SCC may have negotiated a portion of the payment of the BCF allocations, therefore at this stage the actual DFG allocation is unknown.

# Capital Programme Review 2017-18 Project Appraisal Form

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e	<b>Net Costs to Council (c-d)</b>	0	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	0	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2017/18 £	2018/19 £	2019/20 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	535,000	535,000	535,000

### REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	tbc
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### CORPORATE PLAN 2016/20

<b>Is this investment linked to EEBC's Key Priorities?</b> If so, say which ones and evidence how. How does project fit within service objectives?	The project links to our Key Priority of Supporting our Community.
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### TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	Ongoing	Ongoing
2	Further Approvals Needed	n/a	n/a
3	Tendering (if necessary)	n/a	n/a
4	Project start date	Ongoing	
5	Project Finish Date		Ongoing

# Capital Programme Review 2017-18 Project Appraisal Form

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## BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	<p>Yes. As above.</p>
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No.</p>
<p><b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes. There is a need to ensure that sufficient resources are made available to deliver the mandatory grant programme.</p>

# Capital Programme Review 2017-18 Project Appraisal Form

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<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so say how.</p>	<p>Yes, as above. Should the DFG programme not be delivered, there is a risk the Authority would be judicially challenged for failing to meet its statutory obligations.</p>
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## ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>No.</p>
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## PRIORITISATION

State which one of the four prioritisation categories are met and why.

1	<p>Investment essential to meet statutory obligation.</p>	<p>Yes. The DFG is a mandatory grant.</p>
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

## RISKS ASSOCIATED WITH SCHEME

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	
2	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>The budget is monitored closely on a monthly basis and to ensure the programme is delivered within the financial limits. In addition, the approved priority assessment scheme is implemented when necessary to ensure the most vulnerable applicants received assistance.</p>
3	<p>Consequences of not undertaking this project</p>	<p>As detailed within this appraisal.</p>

**Capital Programme Review 2017-18  
Project Appraisal Form**

AGENDA ITEM 7  
ANNEXE 5

4	Alternative Solutions (Other solutions considered – cost and implications)	None.
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<b>Is consultation required for this project?</b> Please give details of the who with and when by.	No, although a project is being undertaken Surrey-wide to review the DFG programme insofar as using the grant money more flexibly.
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<b>Ward(s) affected by the scheme</b>	All
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**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature **Rachel Jackson**  Date 22 September 2016

**Whole life revenue costs of capital project**

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

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**FEES AND CHARGES 2017/18**

Report of the: Director of Finance & Resources  
Contact: Jo-Anne Chang-Rogers/ Ian Dyer/Mark Berry/Andrew Lunt  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required: N/A  
Annexes/Appendices (attached): Annexe 1 – Committee Fees and Charges 17/18  
Other available papers: None

**REPORT SUMMARY**

**This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2017.**

**RECOMMENDATION (S)**

**(1) That, subject to the approval of Council, the Committee agrees the fees and charges for 2017/18 as set out at Annexe 1.**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

1.1 As set out in the revenue estimates report on this agenda.

**2 Background**

2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 14 February 2017. To enable the budget to be finalised, the Policy Committees are being asked to recommend fees and charges covering the services for which they are responsible.

2.2 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce the subsidy of the service or to contribute to an improved budget position.

2.3 There are a number of charges that are set externally of which the Council has no control or power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.

- 2.4 The budget guidelines agreed by Strategy and Resources included an overall increase in revenue from discretionary fees and charges of 3%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2013 the Committee agreed that the Director of Finance and Resources should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that the Director of Finance and Resources be permitted to set charges for one off services or items not included in the fees and charges schedule under delegated authority.

### **3 Proposals**

- 3.1 The proposed fees and charges for 2017/18 are set out at Annexe 1 to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% to 5% are set out below:

#### **3.1.1 Venues**

##### Playhouse

No increases to membership fees are proposed, pending the introduction of a revised membership scheme.

##### Bourne Hall

Increases to charges at Bourne Hall have been kept at below 3% where officers feel that a higher increase could result in a loss of hirers.

#### **3.1.2 Social Centres**

Fees have generally been increased between 3%-5%, although there are some variations due to rounding of charges and where officers felt that higher charges could be introduced without creating a reduction in demand.

#### **3.1.3 Parks**

Charges for permission to use small gazebos/tents in parks have been maintained at current levels. The purpose of these is to keep a record of numbers.



### **Sports Pitches**

Booking for junior courts have been maintained as a deterrent to vandalism.

#### **3.1.4 Local Nature Reserve**

Fees for annual guided walks were substantially increased last year and officers feel that to increase it again could discourage participation.

#### **3.1.5 Community Services**

##### Community Alarm

No increase is proposed to Community Alarm monthly standard charges as current charges represent market rates and officers consider that an increase in price per unit could potentially have an adverse effect on customer volume.

##### Wellness Centre Activities

It is proposed that a nominal charge be introduced for participation in sessions at the Wellbeing Centre to cover costs. These are currently funded by Personalisation and Prevention Partnership funding which will cease from March 2017.

##### Shopping Service

To remain competitive with the current market no increase to charges are proposed. EEBC already have the second highest fees of the Surrey boroughs.

##### Routecall

Dial a ride single fare has been increased to encourage bookings of return journeys. Excursion charges will be set to cover the cost of trips plus overheads.

##### Shopmobility

Changes to charges are proposed in line with a previous year benchmarking exercise across other districts. It is proposed that the annual fee is increased, which includes two hours use of equipment at each visit.

## **4 Financial and Manpower Implications**

- 4.1 The impact of the proposed fees and charges for services in 2016/17 is set out below.

	Increase in Income Budget Target (3%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes	Variation between Target and total change £'000
Social Centre Service	3	3	(11)	(11)
Community Services	12	7	(25)	(30)
Bourne Hall	6	4	(22)	(24)
Ebbisham Centre	4	4	(3)	(3)
Ewell Court House	3	3	0	0
Playhouse	5	5	(2)	(2)
Allotments	1	1	0	0
Parks & Open Spaces	5	6	(2)	(1)
<b>Total</b>	<b>39</b>	<b>33</b>	<b>(65)</b>	<b>(71)</b>

- 4.1 The charges proposed will generate an additional estimated income of £33,000. This has been taken into account in the budget to be presented to the Council next month.
- 4.2 Due to reduced volumes of lettings/hires in some services it is predicted that for 2017/18 there is £71,000 less budgeted income from fees and charges than was incorporated into the budget target.
- 4.3 The revised level of income has been included in the medium term financial strategy to help towards a balanced budget over the next 4 years. Detailed breakdown of the 17/18 budget can be found in the budget report included on this agenda.
- 4.4 **Chief Finance Officer's comments:** All financial implications are included within this report.

## 5 Legal Implications (including implications for matters relating to equality)

- 5.1 There are no specific issues arising from this report but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.
- 5.2 **Monitoring Officer's comments:** There are no legal issues arising from this report.

## 6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report.

## 7 Partnerships

- 7.1 None for the purposes of this report.

**8 Risk Assessment**

- 8.1 Income from services remains at risk due to the state of the economy. Charges have been set taking into account market conditions.
- 8.2 The continued delivery of Council services is dependent upon income generation, creating a risk to service delivery if charges are not set at levels that make a significant contribution to the Council's finances.

**9 Conclusion and Recommendations**

- 9.1 This report proposes new fees and charges for services with effect from 1 April 2017.
- 9.2 The impact of changes in fees and charges has been estimated and incorporated in the Committee's budget estimates 2017/18. If lower charges are agreed the Committee will be required to identify cost savings to enable the Council to meet its overall budget target.

**WARD(S) AFFECTED: N/A**

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Service: Venues  
 Service Manager: Andrew Lunt

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Playhouse</b>						
<b>Hire Commercial Rate</b>						
		Auditorium - Monday to Saturday 10:00 to 23:00	per hour	141.5	150	6.01%
		Auditorium - Monday to Saturday 23:00 to 10:00	per hour	291.5	300	2.92%
		Auditorium - Sunday/BHol 10:00 to 23:00	per hour	145.75	150	2.92%
		Auditorium - Sunday/BHol 23:00 to 10:00	per hour	291.5	300	2.92%
		Auditorium - Monday to Saturday 10:00 to 23:00	per hour	70	72	2.86%
		Auditorium - Monday to Saturday 23:00 to 10:00	per hour	140	144	2.86%
		Auditorium - Sunday/BHol 10:00 to 23:00	per hour	70	72	2.86%
		Auditorium - Sunday/BHol 23:00 to 10:00	per hour	140	144	2.86%
		Myers Studio - Monday to Sunday 10:00 to 18:00	per hour	34	35	2.94%
		Myers Studio - Monday to Sunday 18:00 to 23:00	per hour	44	45	2.27%
<b>Hire Standard Rate</b>						
		Auditorium - Monday to Saturday 10:00 to 23:00	per hour	98	101	3.06%
		Auditorium - Monday to Saturday 23:00 to 10:00	per hour	196	202	3.06%
		Auditorium - Sunday/BHol 10:00 to 23:00	per hour	98	101	3.06%
		Auditorium - Sunday/BHol 23:00 to 10:00	per hour	196	202	3.06%
		Members Bar	per hour	27	27	0.00%
		Myers Studio - Monday to Sunday 10:00 to 18:00	per hour	26.5	27.5	3.77%
		Myers Studio - Monday to Sunday 18:00 to 23:00	per hour	26.5	27.5	3.77%
<b>Membership Out of Borough Residents</b>						
		Adult	Per annum	21	21	0.00%
		Adult Couple	Per annum	29	29	0.00%
		Disabled	One off payment	15	15	0.00%
		Family (2 adults and all children under 16)	Per annum	34	34	0.00%
		Family Add ons (children only)	Per annum	6	6	0.00%
		Over 65	Per annum	15	15	0.00%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	6	6	0.00%
<b>Membership Residents</b>						
		Adult	Per annum	19	19	0.00%
		Adult Couple	Per annum	26	26	0.00%
		Disabled	One off payment	12	12	0.00%
		Family (2 adults and all children under 16)	Per annum	29	29	0.00%
		Family Add ons (children only)	Per annum	5	5	0.00%
		Over 65	Per annum	12	12	0.00%
		Student	Per annum	5	5	0.00%
		Unemployed (upon 6 monthly proof of unemployment)	6 months	5	5	0.00%

**Service: Venues**  
**Service Manager: Andrew Lunt**

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Playhouse</b>						
		<b>Other Charges</b>				
		Additional Technicians	Per hour	20	20.6	3.00%
		Basic Technical Facilities (Auditorium)	Per performance/rehearsal	105	108	2.86%
		Basic Technical Facilities (Myers)	Per performance/rehearsal	55	56.5	2.73%
		Box Office Set Up (Main Auditorium)	Per week	56	57.7	3.04%
		Box Office Set Up (Main Auditorium)	Per performance	25.6	26.4	3.12%
		Box Office Set Up (Myer's Studio)	Per week	14.5	15	3.45%
		Box Office Set Up (Myer's Studio)	Per performance	7.75	8	3.23%
		Change of Stage Format	Per performance/rehearsal	132.5	136.4	2.94%
		Credit Card Booking Fee	Per ticket	0.6	0.6	0.00%
		Digital Only Marketing Package	Per event	33.6	34.6	2.98%
		Follow Spot Operator	Per hour	15.75	16.2	2.86%
		Full Marketing Package	Per event	259	266.75	2.99%
		Grand Piano (With tuning)	Per performance/rehearsal	109	112.2	2.94%
		Myers Studio Full Marketing Package	Per event	220	226.6	3.00%
		Piano Tuning	Per item	100	103	3.00%
		Postage	per posting	1.25	1.3	4.00%
		Technical Equipment Package	Per performance/rehearsal	32.55	33.5	2.92%
		Technical Meeting Charge	Per hour	28	28.8	2.86%
		Ticket printing (Main auditorium)	Per performance	43	43	0.00%
		Ticket printing (Myers Hall)	Per performance	14.5	14.5	0.00%
		Ticket re-prints	per ticket	1.3	1.35	3.85%

**Service: Venues**  
**Service Manager: Andrew Lunt**

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Ebbisham</b>						
	Community Rate					
		Activity Half Hall	day rate	108.25	111.75	3.23%
		Activity Room	Per hour	21	21.75	3.57%
		Activity Room	day rate	128.25	132.5	3.31%
		Activity Half Hall	Per hour	17.75	18.5	4.23%
		Spa lounge	day rate	128.25	132.5	3.31%
		Spa Lounge	Per Hour	21	21.75	3.57%
	Standard Rate					
		Activity Half Hall	day rate	128.25	132.5	3.31%
		Activity Room	day rate	179.5	185	3.06%
		Activity Room	Per hour	29.75	30.75	3.36%
		Activity Half Hall	Per hour	21	21.75	3.57%
		Concourse Area 1, 2 or 3	Per Day	22.75	23.5	3.30%
		Concourse Area 1, 2 or 3	Per week	95.25	98.25	3.15%
		Glazing Panels	Per week	35	36.25	3.57%
		Slatwall Hire	Per 2 weeks	23.25	24.25	4.30%
		Spa Lounge	Per Hour	29.75	30.75	3.36%
		Sunday Opening	Flat Rate in addition to hourly rates	340	352	3.53%

Service: Venues  
 Service Manager: Andrew Lunt

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Bourne Hall</b>						
	Community Rate					
		Banqueting Suite	day rate	412	425	3.16%
		Main Hall	day rate	412	425	3.16%
		Main Hall or the Banqueting Suite Monday 08:00-Saturday 17:00	Per Hour	73.5	74	0.68%
		Main Hall or the Banqueting Suite Saturday 17:00-24:00	Per Hour	109	110	0.92%
		Other rooms	day rate	181.5	188	3.58%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room Monday	Per Hour	33.5	34	1.49%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room Saturday	Per Hour	51.5	52	0.97%
	Events (Off Peak Rates: Oct-March, Excl. Easter Weekend & December)					
		Large Room Half Day Event	8 hours	650	670	3.08%
		Large Room Part Day Event	5 hours	435	450	3.45%
		Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room	Per function	980	1010	3.06%
	Events (Peak Rates: April-Oct, Easter Weekend & December)					
		Large Room Half Day Event	8 hours	835	860	2.99%
		Large Room Part Day Event	5 hours	567	585	3.17%
		Wedding Full Day -12 Hours in 1 large room, 2 hours for a Ceremony Room	Per function	1230	1270	3.25%
	Standard Rate					
		All Rooms	Midnight to 08:00	180	188	4.44%
		Art Exhibitions	Per week (Or 20% of sales if greater)	134	138	2.99%
		Banqueting Suite	day rate	481	496	3.12%
		Gift/Craft fairs	Per week	250	250	0.00%
		Main Hall	day rate	481	496	3.12%
		Main Hall or the Banqueting Suite Monday 08:00-Saturday 17:00	Per Hour	85	86	1.18%
		Main Hall or the Banqueting Suite Saturday 17:00-24:00	Per Hour	127.5	128	0.39%
		other rooms	day rate	212.5	220	3.53%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room Monday	Per Hour	36.75	37	0.68%
		Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia Room Saturday	Per Hour	58.75	60	2.13%
		Sunday Opening	Flat Rate in addition to hourly rates	340	351	3.24%
		Wedding Fairs	Exclusive use of the Venue (Sunday)	1620	1670	3.09%
		Museum Club Sessions	per session	3.3	3.4	3.03%



Service: Venues  
 Service Manager: Andrew Lunt

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Ewell Court House</b>						
<b>Community Rate</b>						
		Ante room or Whist Room	Per 2 Hr Session	38.25	40	4.58%
		Ante room or Whist Room-charge for overstaying	Half Hourly	9.55	10	4.71%
		Lake Room or Committee Room	Per 2 Hor session	35.5	37	4.23%
		Lake Room or Committee Room-charge for overstaying	Half Hourly	8.9	9.25	3.93%
		Meeting Room	Per 2 Hr Sesson	43	45	4.65%
		Meeting Room-charge for overstaying	Half Hourly	10.75	11.25	4.65%
		Social Suite	Per 2 Hr session	59.4	62.25	4.80%
		Social Suite-charge for overstaying	Half hourly	14.85	15.5	4.38%
<b>Standard Rate</b>						
		Ante room or whist Room	Per hour	26.75	28	4.67%
		Ante Room or whist room - charge for overstaying	half Hourly	13.4	14	4.48%
		Bar Hire	Per Day	203.5	212	4.18%
		Celebratory Rooms - Fri Sat - Peak Rates ( April - September & Easter Weekend)	Per Day( 16 hours)	2,512.25	2,625	4.49%
		Celebratory Rooms - Fri Sat Sun Half Day-Peak Rates (April-September & Easter Weekend)	8 Hrs	1,240.25	1,313	5.83%
		Celebratory Rooms - Fri Sat Sun Part Day-Peak Rates (April-September & Easter Weekend)	5 Hrs	825.00	860	4.24%
		Celebratory Rooms - Sun - Peak Rates ( April - September & Easter Weekend)	Per Day( 14.5 hours)	2,276.72	2,380	4.54%
		Celebratory Rooms Mon -Thurs	Per Day( 16 hours)	n/a	2,010	new
		Celebratory Rooms - Mon - Thurs	8 Hrs	n/a	1,090	new
		Celebratory Rooms -Mon -Thurs	5 Hrs	n/a	650	new
		Celebratory Rooms - Mon -Thurs	Per Day( 14.5 hours)	n/a	1,675	new
		Celebratory Rooms - Fi Sat-Off Peak Rates (October-March, Excl. Easter Weekend)	Per Day( 16 hours)	1,920	2,010	4.69%
		Celebratory Rooms - Fri Sat Sun Half Day-Off Peak Rates (October-March, Excl. Easter Weekend)	8 Hrs	1,040	1,090	4.81%
		Celebratory Rooms - Fri Sat Sun Part Day-Off Peak Rates (October-March, Excl. Easter Weekend)	5 Hrs	550	650	18.18%
		Celebratory Rooms - Sun-Off Peak Rates (October-March, Excl. Easter Weekend)	Per Day( 14.5 hours)	1,600	1,675	4.69%
		Kitchen Hire	Per Day	241.75	250	3.41%
		Committee Room	Per hr( minimum 2 hr session)	23.85	25	4.82%
		Committee Room - Charge for Overstaying	Half Hourly	12	13	4.17%
		Meeting Room - Charge for Overstaying	Half Hourly	14.7	15	3.74%
		Social Suite	Per hr( minimum 2 hr session)	42.62	45	5.00%
		Social Suite - Charge for Overstaying	Half Hourly	21.3	22.25	4.46%

Service: Venues  
 Service Manager: Andrew Lunt

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Longmead Centre</b>						
<b>Community Rate</b>						
		Counselling Room - Monday to Friday 6pm-11pm	Per hour	15.5	16.5	6.45%
		Counselling Room - Monday to Friday 9am-6pm	Per hour	13.5	14.25	5.56%
		Counselling Room - Saturday and Sunday 6pm-11pm	Per hour	23.5	24.5	4.26%
		Counselling Room - Saturday and Sunday 9am-6pm	Per hour	15.5	16.5	6.45%
		Dining Room (50) - Monday to Friday 18.00 to 9.00	Per hour	22.5	23.5	4.44%
		Dining Room (50) - Monday to Friday 9.00 to 18.00	Per hour	21	22	4.76%
		Dining Room (50) - Saturday/Sunday 18.00 to 9.00	Per hour	31	32.5	4.84%
		Dining Room (50) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	22.5	23.5	4.44%
		Half Hall (60) - Monday to Friday 18.00 to 9.00	Per hour	17	17.75	4.41%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	14	14.75	5.36%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	17	17.75	4.41%
		Hall (120) - Monday to Friday 18.00 to 9.00	Per hour	25	26.25	5.00%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	23.5	24.5	4.26%
		Hall (120) - Saturday/Sunday 18.00 to 9.00	Per hour	35	36.75	5.00%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	25	26.25	5.00%
		Kitchenette	Per function	40	42	5.00%
		Park Lounge (50) - Monday to Friday 18.00 to 9.00	Per hour	22.5	23.5	4.44%
		Park Lounge (50) - Monday to Friday 9.00 to 18.00	Per hour	21	22	4.76%
		Park Lounge (50) - Saturday/Sunday 18.00 to 9.00	Per hour	31	32.5	4.84%
		Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	23	24	4.35%
		Small lounge (25) - Monday to Friday 18.00 to 9.00	Per hour	16	16.75	4.69%
		Small lounge (25) - Monday to Friday 9.00 to 18.00	Per hour	14	14.5	3.57%
		Small lounge (25) - Saturday/Sunday 18.00 to 9.00	Per hour	24	25	4.17%
		Small lounge (25) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	16	16.75	4.69%
<b>Standard Rate</b>						
		Counselling Room - Monday to Friday 6pm-11pm	Per hour	19.5	20.5	5.13%
		Counselling Room - Monday to Friday 9am-6pm	Per hour	16	16.75	4.69%
		Counselling Room - Saturday and Sunday 6pm-11pm	Per hour	25.5	26.75	4.90%
		Counselling Room - Saturday and Sunday 9am-6pm	Per hour	19.5	20.5	5.13%
		Dining Room (50) - Monday to Friday 18.00 to 9.00	Per hour	28.5	29.75	4.39%
		Dining Room (50) - Monday to Friday 9.00 to 18.00	Per hour	26	27.25	4.81%
		Dining Room (50) - Saturday/Sunday 18.00 to 9.00	Per hour	37.5	39.25	4.67%
		Dining Room (50) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	28.5	30	5.26%
		Half Hall (60) - Monday to Friday 18.00 to 9.00	Per hour	20	21	5.00%
		Half Hall (60) - Monday to Friday 9.00 to 18.00	Per hour	16.5	17.25	4.55%
		Half Hall (60) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	20	21	5.00%
		Hall (120) - Monday to Friday 18.00 to 9.00	Per hour	32.5	34.25	5.38%
		Hall (120) - Monday to Friday 9.00 to 18.00	Per hour	29	30.5	5.17%
		Hall (120) - Saturday/Sunday 18.00 to 9.00	Per hour	39.5	41.5	5.06%
		Hall (120) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	32.5	34	4.62%
		Kitchenette	Per function	40	42	5.00%
		Park Lounge (50) - Monday to Friday 18.00 to 9.00	Per hour	28.5	29.75	4.39%
		Park Lounge (50) - Monday to Friday 9.00 to 18.00	Per hour	26	27.25	4.81%
		Park Lounge (50) - Saturday/Sunday 18.00 to 9.00	Per hour	37.5	39.25	4.67%
		Park Lounge (50) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	28	29.5	5.36%
		Small lounge (25) - Monday to Friday 18.00 to 9.00	Per hour	20	21	5.00%
		Small lounge (25) - Monday to Friday 9.00 to 18.00	Per hour	16.5	17.25	4.55%
		Small lounge (25) - Saturday/Sunday 18.00 to 9.00	Per hour	26	27.25	4.81%
		Small lounge (25) - Saturday/Sunday 9.00 to 18.00 Min 2 hrs	Per hour	20	21	5.00%

**Service: Venues**

**Service Manager: Andrew Lunt**

Service	Description	Unit	2016/17	2017/18	% Change
<b>Social Centres</b>					
	Bathing service	Per occasion	9.5	9.9	4.21%
	Bathing Service (persons in receipt of Benefits)	Per occasion	5	5.25	5.00%
	Hairdressing (Multiple hairdressers)	Per day	38.5	40.25	4.55%
	Hairdressing (Multiple hairdressers)	Per half day	19.5	20.5	5.13%
	Hairdressing (Single hairdressers)	Per day	31.5	33	4.76%
	Hairdressing (Single hairdressers)	Per half day	16.5	17.25	4.55%
	Lunch club - Members	Per meal	4.4	4.6	4.55%
	Social Centre Membership - out of borough	Per year	18.8	20	6.38%
	Social Centre Membership - single person	Per year	9.8	10.25	4.59%
	Social Centre Membership (persons in receipt of Benefits)	Per year	5.5	5.75	4.55%
	Takeaway Food/Sandwiches - Members	Per item - up to	6.2	6.5	4.84%
	Weekday meal - Members	Per meal	4.4	4.6	4.55%
	Weekday meal - Non-Members	Per meal	4.8	5	4.17%

**Service: Countryside, Parks and Pitches**  
**Service Manager: Ian Dyer**

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Parks</b>						
<b>Building charges</b>						
		Auriol Park - Pavilion greater than 10 bookings	Per hour	16	16.5	3.13%
		Auriol Park - Pavilion less than 10 bookings	Per hour	21	21.75	3.57%
		Horton - New Room greater than 10 bookings	Per hour	12	12.5	4.17%
		Horton - New Room less than 10 bookings	Per hour	15.5	16	3.23%
		Other Park Pavilions greater than 10 bookings	Per hour	14	14.5	3.57%
		Other Park Pavilions less than 10 bookings	Per hour	17	17.6	3.53%
		Other Parks out of normal hours charge	Per hour	41	43	4.88%
<b>Allotments</b>						
		Allotment charge for use of water	Per sq m	0.05	0.05	0.00%
		Allotment rent	Per sq m	0.34	0.35	2.94%
		New agreement - mark out and offer	per plot (up to 80 sq m)	28.5	29.75	4.39%
<b>Parks</b>						
		Barbecue hire Up to 12 people, Mon-Fri (Minimum 2 hours)	Per hour	12.5	12.9	3.20%
		Barbecue hire Up to 12 people, Sat-Sun (Minimum 2 hours)	Per hour	17	17.5	2.94%
		Barbecue hire Up to 50 people, Mon-Fri (Minimum 4 hours)	Per hour	16.3	16.75	2.76%
		Barbecue hire Up to 50 people, Sat-Sun (Minimum 4 hours)	Per hour	25	26	4.00%
		Borough banner boards	Per board per week	69.5	70	0.72%
		Borough banner commercial	A4 poster on all boards per week	34	35	2.94%
		Permission to use small gazebo	small gazebo permission	12	12	0.00%
		Permission to use small tent	small tent permission	12	12	0.00%

**Service: Sports Pitches**  
**Service Manager: Ian Dyer**

Service	Description	Unit	2016/17	2017/18	% Change
<b>Pitches</b>					
Court Rec Astro Turf Multicage - Adults	April to September Mon-Fri from 15:00 hrs onwards	per hour	40.5	42	3.70%
	April to September Sat-Sun	per hour	42.5	44	3.53%
	Mon to Fri between 08:00 hrs to 15:00 hrs	per two hours	21.5	22.5	4.65%
	October to March Mon to Fri from 15:00 hrs onwards	per hour	42.5	44	3.53%
	October to March Sat to Sun	per hour	42.5	44	3.53%
	Court Rec Astro Turf Multicage - Juniors	April to September Mon-Fri from 15:00 hrs onwards	per hour	32	33
	April to September Sat-Sun	per hour	34	35	2.94%
	Borough Schools(term time) between 08:00 to 15:00	per day	20	20	0.00%
	Mon to Fri between 08:00 hrs to 15:00 hrs	Bookable by a responsible adult per day	20	20	0.00%
	October to March Mon to Fri from 15:00 hrs onwards	per hour	34	35	2.94%
	October to March Sat to Sun	per hour	34	35	2.94%
Cricket - Adults	Monday to Friday	Per match	81	83.5	3.09%
	Saturday and Sunday	Per match	142	146	2.82%
Cricket - Juniors	Monday to Friday	Per match	40	41.5	3.75%
	Saturday and Sunday	Per match	62	64	3.23%
Football - Adults	Monday to Friday	Per match	67	70	4.48%
	Saturday and Sunday	Per match	106	110	3.77%
Football - Juniors	Monday to Friday	Per match	33.5	34.5	2.99%
	Saturday and Sunday	Per match	52.5	54	2.86%
Mini Soccer - Juniors	Monday to Friday	Per match	20.7	21.5	3.86%
	Saturday and Sunday	Per match	29.7	30.7	3.37%

**Service: Country Side**  
**Service Manager: Mark Berry**

Service	Description	Unit	2016/17	2017/18	% Change
<b>Local Nature Reserve</b>					
	Countryside Team annual guided walk-adult	Per Walk	5	5	0.00%
	Countryside Team annual guided walk-child under 16	Per Walk	2.5	2.5	0.00%

**Service: Personal Social Services**

**Service Manager: Ian Dyer**

Service	Charged At	Description	Unit	2016/17	2017/18	% Change
<b>Personal Social Services</b>						
<b>Community Alarm</b>						
		Equipment not returned on discontinuance of service	Alarm and pendant	125	130	4.00%
		Key safe rental	Per month	2.55	2.65	3.92%
		Replacement of lost pendants	Per item	50	52	4.00%
		Sale of key boxes	Per item	50	52	4.00%
		Standard charge	Per person per unit per month	21.5	21.5	0.00%
		Standard Charge - mobile phone units	per person per unit per month	25	26	4.00%
		Standard charge (existing client in residential home)	Per person per unit per month	17.5	18	2.86%
<b>Meals on Wheels</b>						
		Delivery Service	Per sandwich	2.4	2.45	2.08%
		Delivery Service	Main Meal only	3.15	3.25	3.17%
		Delivery Service	Dessert only	1.15	1.2	4.35%
		Delivery service out of borough	Per sandwich	2.5	2.6	4.00%
		Delivery service out of borough	Main meal only	3.5	3.65	4.29%
		Delivery service out of borough	Dessert only	1.2	1.25	4.17%
		Shopping Service	Per occasion	6	6	0.00%
		Shopping Service - reduced charge	Per occasion	4.3	4.3	0.00%
<b>Route Call</b>						
		Day Centre Transport	Return	4	4.15	3.75%
		Dial-a-bus	Return	6	6.2	3.33%
		Dial-a-ride	Single	5.3	5.6	5.66%
		Dial-a-ride	Return	11	11.2	1.82%
		Excursions	Per excursion	as advised	as advised	0.00%
		Membership	Annual	14.5	14.65	1.03%
		Nursing Home adj Borough	Return	11	11.5	4.55%
		Out of Borough Hospitals	Return	20	21	5.00%
<b>Wellbeing Centre</b>						
		Activities at Wellbeing Centre	Per session		as advised	

**Service: Personal Social Services**  
**Service Manager: Joy Stevens**

Service	Description	Unit	2016/17	2017/18	% Change
<b>Shopmobility</b>					
	Annual membership (2 hours free equipment use per visit)	Annual	20	21	5.00%
	Corporate (e.g. nursing home)	Annual	75	78	4.00%
	Non members - Day rate (includes 2 hours use of equipment)	Per visit	5	5	0.00%
	Use of Scooter or Wheelchair in excess of 2 hours	Per hour	2	2	0.00%



**REVENUE BUDGET 2017/18**

Report of the: Director of Finance and Resources  
Contact: Kathryn Beldon/ Lee Duffy/Teresa Wingfield  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): None  
Other available papers (not attached): Budget Target Report 8 November 2016

**REPORT SUMMARY**

This report sets out the revenue estimates for income and expenditure on services in financial year 2017/18.

**RECOMMENDATION (S)**

**That the Committee recommends the 2017/18 service estimates for approval at the budget meeting of the Council on 14 February 2017.**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 The Medium Term Financial Strategy aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 1.2 The Service Plan for the Corporate Priority "Managing Resources" includes service targets designed to maintain a balanced budget.

**2 Background**

- 2.1 Government reductions in public sector funding, welfare benefit changes and the long term impacts of a weak economy continue to create pressure on Council finances and are likely to do so for the foreseeable future. The Council's budget strategy has been, as far as practical, to make operational and efficiency savings to minimise service reduction affecting residents.
- 2.2 The recommendation in this report is consistent with the Council's four year financial plan 2016-2020 and the Medium Term Financial Strategy.
- 2.3 The overall Council revenue budget target for 2017/18 was agreed by Strategy & Resources Committee on 27 September 2016 as follows:-

- Estimates are prepared including options to reduce organisational costs organisational costs by £556,000 to minimise the use of working balances and maintain a minimum working balance of £2.5m in accordance with the medium term financial strategy;
- That at least £200,000 in additional revenue is generated from an increase in discretionary fees and charges, based on minimum overall increase in yield of 3% in 2017/18;
- That a provision for 2017/18 pay award is made of £180,000 which represents 1% pay increase and 0.6% progression;
- That further efficiencies be identified to address the budget shortfalls of £220,000 in 17/18, £374,000 in 18/19 and £688,000 in 19/20;
- That the Capital Member Group seeks to limit schemes included within the capital expenditure programme that enable the retention of agreed minimum level of capital reserves.

2.4 The figures in this report are final and are representative of the local government finance settlement. Any changes to the service estimates should either be self-financing or produce a saving within the Committee's overall recommended budget.

2.5 The service estimates for this Committee are included in the draft Budget Book 2017/18 that will be made available to all Councillors.

### **3 Proposals**

3.1 No general allowance has been made for price inflation. Where increased costs are unavoidable efficiency savings have been identified to offset the additional costs.

3.2 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 3%, after making allowance for any further changes in service. Proposals have been included in a separate report on this agenda. Certain charges are being proposed at above-inflation levels, either to reduce service subsidy levels or to enable the Council to achieve a balanced budget.

3.3 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-

- The Budget Book contains the service estimates for 2017/18.
- All unavoidable cost increases and income reductions are reflected in the estimates.
- All operational savings identified to date are reflected in the base estimates.
- Recommended increases to fees and charges have been included within the Budget Book and the income estimates.

- All increases in charges are subject to approval by the Council.

#### 4 Revised Estimates 2016/17

- 4.1 Before considering the revenue estimates for 2017/18, this section provides a summary of the forecast outturn for the current financial year. Variations identified with on-going effects have been taken into account in preparing next year's budget.
- 4.2 The Council's probable revenue outturn for all Committees in 2016/17 anticipates an underspend of £96,000 over the full financial year. This would effectively mean a contribution to working balances at year end of £96,000, assuming that this level of underspend continues through to the end of the financial year at 31 March 2017. The Council's working balance currently stands at £3,171,000 before any further contribution is made in 2016/17.
- 4.3 Before considering estimates for 2017/18 this section provides a summary of the forecast for the current financial year. Variations identified have been taken into account in preparing next year's budget.
- 4.4 As can be seen from the table below, this specific Committee is forecasting a underspend variance of (£46,000) and the reasons for this are outlined in full in paragraph 4.8. This probable outturn is based on data upto quarter three in 2016/17 and is thus considered the most accurate data set within the current financial year.
- 4.5 The Committee's probable outturn (estimated net expenditure) for 2016/17 is included in the draft Budget Book on each cost centre page, with a detailed analysis on variations to original budget.
- 4.6 A summary of probable outturn for each service group is as follows:

SERVICE GROUP	PUBLISHED BUDGET 2016/17 £'000	CURRENT APPROVED BUDGET 2016/17 £'000	PROBABLE OUTTURN 2016/17 £'000	VARIATION FROM CURRENT BUDGET £'000
Housing	1,648	1,649	1,499	(150)
Personal Social Services	266	266	279	13
Social Centres	441	440	477	37
Support for Voluntary Organisations	206	206	191	(15)
Countryside, Parks & Open Spaces	1,952	1,956	1,972	16
Sports, Leisure & Cultural	1,432	1,433	1,486	53
Precepting & Levying bodies	322	322	322	0
<b>Total</b>	<b>6,268</b>	<b>6,272</b>	<b>6,226</b>	<b>(46)</b>

- 4.7 The current approved budget in the table above represents the published budget updated with authorised transfer of funds since the budget was approved in February 2016.
- 4.8 This Committee's probable outturn for 2016/17 is (£46,000) less than the current approved budget. The main reasons for the variations are detailed below:-
- 4.8.1 Homelessness (£150k favourable) – A variety of initiatives implemented to reduce the number of households in temporary accommodation is resulting in reduced revenue expenditure.
- 4.8.2 Sports, Leisure and Cultural (£53k adverse) – Income from lettings at Bourne Hall is currently under budget and lettings at Ewell Court House are not expected to reach target by year end.
- 4.8.3 Social Centres (£37k adverse) – This is due to expenditure on cleaning and building costs being higher than anticipated and reduced room hire capacity due to increased use of Longmead Centre by members.

## 5 Budget Proposals 2017/18

- 5.1 The service estimates are included in the draft Budget Book 2017/18, circulated to Councillors in January.
- 5.2 A summary of the Committee's revenue estimates for 2017/18 is set out below:

SERVICE GROUP	PUBLISHED BUDGET 2016/17 £'000	BASE POSITION 2017/18 £'000
Housing	1,648	1,629
Personal Social Services	266	280
Social Centres	441	503
Support for Voluntary Organisations	206	189
Countryside, Parks & Open Spaces	1,952	1,942
Sports, Leisure & Cultural	1,432	1,371
Precepting & Levying bodies	322	328
<b>Total</b>	<b>6,268</b>	<b>6,244</b>

- 5.3 The following table comprises a summary of the main changes to the Committee's proposed budget 2017/18 compared with the published budget for 2016/17.

<b>COMMUNITY AND WELLBEING COMMITTEE</b>	<b>BUDGET £'000</b>
<b>Published Budget 2016/17</b>	<b>6,268</b>
Net reduction in temporary accommodation & storage costs	(80)
Funding for East Surrey Outreach Service - homelessness	25
Net removal of contribution from Corporate Project Reserve	50
Ebbisham Centre Service Review Savings	(52)
Additional income from increased fees & charges	(33)
Residual part year staff and central costs – transfer of Cox Lane Traveller site to Surrey County Council	35
Bourne Hall lettings reduction & increased business rates	38
Net changes to Playhouse Catering arrangements	(31)
Increased letting income at EwellCourt House	(18)
Changes to notional rents & service charges – Voluntary Organisations	17
Net reduction SCC grant support–Routecall/Meals on Wheels	13
Reduced Social Centre letting income – including Wells	16
Vending machine and sports income at Pavillions	(10)
Net anticipated reduction in Routecall income	12
<b>Base Position 2017/18</b>	<b>6,244</b>

- 5.4 Detailed budget changes are shown in the Budget Book pages.
- 5.5 The fees and charges report on this agenda identifies areas where additional income can be generated.

- 5.6 The following comprises a summary of the impact of the proposed fees and charges for services.

<b>Service</b>	<b>Additional Income £'000</b>
Social Centre Service	3
Community Services	7
Bourne Hall	4
Ebbisham Centre	4
Ewell Court House	3
Playhouse	5
Allotments	1
Parks & Open Spaces	6
<b>Total</b>	<b>33</b>

## **6 Financial and Manpower Implications**

- 6.1 Consultation processes will be progressed should operational changes affect staffing levels or staff duties.
- 6.2 Any questions or queries with the Budget Book 2017/18 should be sent to relevant Officers in advance of this Committee meeting.
- 6.3 **Chief Finance Officer's comments:** Financial implications are contained within the body of this report.

## **7 Legal Implications (including implications for matters relating to equality)**

- 7.1 The Council will fulfil its statutory obligations and comply with its policy on equalities.
- 7.2 **Monitoring Officer's comments:** The legal issues are set out above.

## **8 Sustainability Policy and Community Safety Implications**

- 8.1 Whilst there are no particular implications for the Sustainability Policy or the Community Safety Strategy arising out of this report, the allocation of resources by the relevant policy committees will be needed to deliver actions in these areas of work.

## 9 Partnerships

9.1 Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

## 10 Risk Assessment

10.1 In preparing the revenue budget estimates officers have identified the main risks facing the Committee in delivering services within the budget. These budgets will require careful management during the year.

<b>Service</b>	<b>Risk</b>	<b>Budget Estimate 2017/18 £'000</b>	<b>Risk Management</b>
<b>Homelessness</b>	Risk: Medium Increase in number of households requiring temporary accommodation	£1,482	Proactive case management to prevent households becoming homeless where possible and to minimise time spent in temporary accommodation
<b>Homelessness</b>	Risk: Medium Reduced rental income following benefit changes and introduction of Universal Credit	(£532)	Frequent monitoring of rent account to identify arrears promptly. Early identification of households likely to be affected by changes
<b>Venues</b>	Risk: Medium Not reaching budgeted level of letting income from venue	(£986)	Promotion of venue hire. Close monitoring of lettings and income.

## 11 Conclusion and Recommendations

11.1 The Committee is asked to agree the service revenue estimates as set out in the draft Budget Book 2017/18

11.2 The Council will consider the budget at its meeting on 14 February 2017.

**WARD(S) AFFECTED: All**

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**OUTSTANDING REFERENCES**

Report of the: Head of Legal and Democratic Services  
Contact: Tim Richardson  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required: N/A  
Annexes/Appendices (attached): Annexe 1 – Outstanding References  
Other available papers (not attached):

**REPORT SUMMARY**

**This report lists the Committee's outstanding references as 24 January 2017.**

**RECOMMENDATION (S)**

**(1) That the outstanding references detailed in the Annexe be noted.**

*Notes*

**WARD(S) AFFECTED: All**

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COMMUNITY & WELLBEING COMMITTEE  
24 JANUARY 2017

The following references to Officers are outstanding as at 24 January 2017:-

Reference No.	Date of reference/item	Title and nature of report back	Officers	Report due	Position at last meeting	Current Position
1	Social Cttee 29/10/15 Min 19	Shopmobility (Consideration of a more detailed cost benefit analysis of this service)	Head of Customer Services & Business Support	November 2016	Report pending	Report to June 2017 Meeting.
2	Social Cttee 29/10/15 Min 24	Social Centres (Review of Mission Statement, re-launch and external funding)	Head of Venues & Facilities	November 2016	Report pending	Report to March 2017 Meeting.
3	Social Cttee 29/10/15 Min 25	Routecall (Developing and rebranding service)	Head of Operational Services	November 2016	Report pending	Report to March 2017 Meeting.
4	Community & Wellbeing Cttee 8/11/16 Min 13	Business case for improvement works to Bourne Hall	Head of Venues & Facilities	Future meeting	-	Report to future meeting

COMMUNITY & WELLBEING COMMITTEE  
24 JANUARY 2017

Annual reports

The Committee will receive the following reports annually:

<b>Date of Reference/item</b>	<b>Title and nature of annual report</b>	<b>Responsible Officer</b>	<b>Next report to be received</b>
26/03/12 Min 41	Pricing flexibility authorisation procedure – annual report	Head of Venues and Facilities	June 2017

Annual updates

Members of the Committee will receive the following information updates annually. These will be provided via email and Members Update.

<b>Title and nature of update</b>	<b>Responsible Officer</b>	<b>Month annual update will be provided each year</b>
Annual report on Allotments	Head of Operational Services	November
Annual report on Bourne Hall Museum	Head of Venues and Facilities	June