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TO THE CHAIRMAN AND MEMBERS OF THE **EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive to be held on Thursday, 11 July 2019 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. The broadcast will be stopped when the confidential/Part II item on the agenda is reached. Generally, the public seating areas are not filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed.

The Chairman of the meeting has the discretion to terminate or suspend filming, if in his/her opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming might infringe the rights of any individual.

As cameras are linked to the microphones, could Members ensure they switch their microphones on before they start to speak and off when finished and do not remove the cards which are in the microphones.

The agenda for the meeting is set out below.

RAY MORGAN
Chief Executive

AGENDA

PART I - PRESS AND PUBLIC PRESENT

1. Minutes

To approve the minutes of the meeting of the Executive held on 27 June 2019 as published.

2. Apologies for Absence

3. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

4. Declarations of Interest

To receive declarations of disclosable pecuniary and other interest from Members in respect of any item to be considered at the meeting.

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor A Azad, Councillor D Harlow and Councillor C S Kemp have declared a non-pecuniary interest in Agenda Items 6, 9 and 11 arising from their positions as Directors of the Thamesway Group of Companies.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston, Councillor G S Cundy and Councillor K Davis have declared a non-pecuniary interest in Agenda Item 8 arising from their Memberships of the Royal Horticultural Society.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, have declared a disclosable personal interest (non-pecuniary) in Agenda Items 6, 9 and 11 arising from their positions as Directors of the Thamesway Group of Companies.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, and the Head of Democratic and Legal Services, Peter Bryant, have declared a disclosable personal interest (non-pecuniary) in Agenda Item 8 arising from their Memberships of the Royal Horticultural Society.

Questions

5. To deal with any written questions submitted under Section 3 of the Executive Procedure Rules. Copies of the questions and draft replies will be laid upon the table.

Matters for Recommendation

6. Temporary Accommodation EXE19-041 (Pages 5 - 10)
Reporting Person – Louise Strongitharm
7. Woking Borough Council Street Naming and Numbering Policy EXE19-036 (Pages 11 - 34)
Reporting Person – Douglas Spinks

Matters for Determination

8. Royal Horticultural Society (Wisley) - Application for Financial Assistance EXE18-124 (Pages 35 - 68)
Reporting Person – Douglas Spinks
9. Equalities Annual Report - 2019 EXE19-018 (Pages 69 - 86)
Reporting Person – Ray Morgan

Exclusion of the Press and Public

10. The Chairman will move and the Vice-Chair will second:-

“That the press and public be excluded from the meeting during consideration of item 11 and 12 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

PART II – PRESS AND PUBLIC EXCLUDED

Matters for Recommendation

11. Temporary Accommodation EXE19-042 (Pages 87 - 90)

Reporting Person – Louise Strongitharm

Matters for Determination

12. Land Management EXE19-044 (Pages 91 - 240)

Reporting Person – Douglas Spinks

AGENDA ENDS

Date Published - 3 July 2019

For further information regarding this agenda and arrangements for the meeting, please contact Julie Northcote on 01483 743053 or email julie.northcote@woking.gov.uk



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EXECUTIVE – 11 JULY 2019

TEMPORARY ACCOMMODATION

Executive Summary

The Borough Council has a statutory duty to provide short-term emergency accommodation to any person presenting as homeless whilst enquiries are made. In recent years, the Council has become increasingly reliant on the use of Bed & Breakfast (B&B) accommodation to house those who are homeless. This accommodation is expensive and often outside the Borough.

A vacant site within Woking Town Centre has been identified for potential conversion into a new temporary accommodation scheme. It provides an ideal opportunity to deliver a specialised facility for use as temporary accommodation of between 25 and 30 units in a sustainable location within close proximity to an increasing number of centrally-located support services.

A review has also been undertaken of the Council's six current temporary accommodation schemes. This has identified that all the schemes are in need of urgent and significant investment to refurbish them to an acceptable standard. New Vision Homes has quoted £151,549 to renovate the interior communal areas and complete priority works to five of the properties.

The sixth temporary accommodation property at 37 St John's Road is in a particularly poor condition and has stood empty for 3 years. Given its out-of-town location and the substantial investment needed to bring it back into use, it is proposed that this property is sold for best consideration (estimated at £390,000) and the capital receipt be reinvested in the above projects.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the acquisition and conversion of a Woking town centre site for the use as temporary accommodation be approved for a total project cost of circa £4,600,000; and**
- (ii) the proposal to improve the housing standards of the Council's current temporary accommodation properties, at a total cost of circa £152,000, be approved to ensure that the provision is fit for purpose; and**
- (iii) the vacant property at 37 St Johns Road (formerly used as temporary accommodation) be disposed of and the capital receipt re-invested towards implementing recommendations (i) and (ii) above;**
- (iv) in the event that the acquisition of the identified site falls through, the Director of Housing, in consultation with the Portfolio Holder, be authorised to identify and proceed with the purchase of an alternative town centre site for use as temporary accommodation, providing the financial business case is broadly similar; and**

- (v) the Director of Housing be authorised to take all necessary actions to achieve the outcomes referred to in (i) – (iv) above.

Reasons for Decision

Reason: To enable the Council to provide good quality, local short-term accommodation to households facing homelessness in the Borough.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

Reporting Person: Louise Strongitharm, Director of Housing
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Contact Person: Giuseppe Amico, Housing Project Support Officer
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Hazel Craig-Waller, Corporate Client Manager (Housing)
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Portfolio Holder: Councillor Debbie Harlow
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Shadow Portfolio Holder: Councillor Liam Lyons
Email: cllrliam.lyons@woking.gov.uk

Date Published: 3 July 2019

1.0 Introduction

- 1.1 Woking Borough Council (the Council) has a statutory duty to provide short-term emergency accommodation to any person applying as homeless whilst enquiries are made.
- 1.2 In recent years, the Council has become increasingly reliant on the use of Bed & Breakfast (B&B) accommodation to house those who present as homeless. This accommodation is expensive and often outside the Borough. The introduction and enactment of the Homelessness Reduction Act (2017) in April 2018 has had a significant impact on the number of people who are presenting as homeless in the Borough.
- 1.3 There has been an increase in the numbers of households who are homeless in Woking, including families, single people, young people and people who are considered vulnerable. This trend is also reflected nationally and has become more challenging with the roll out of Universal Credit and the Homelessness Reduction Act 2017.
- 1.4 In 2018/19, there were 996 approaches made to the Council for housing advice and assistance compared to 619 the previous year, which shows the growing demand for support required by residents in the Borough. Homelessness applications and acceptances have also followed a similar upward trend.
- 1.5 At the end of March 2019, there were 24 households placed in B&B accommodation and 21 households living in the Council's existing temporary accommodation. In addition, a further 84 households are being temporarily housed in vacant properties within the Sheerwater Regeneration area, which will be demolished over the coming five years.
- 1.6 Since 2015/16, there has been a 34% increase in the length of time homeless households spend in B&B accommodation due to the lack of 'move on' options available. In 2018/19, a total of 4,989 B&B nights were purchased, compared to 3,932 in 2015/16. This form of accommodation is costly and does not provide a stable home for homeless households.
- 1.7 The Council's current temporary accommodation does not meet the current demand and in some cases, this means people are being housed outside of the Borough in B&B.

2.0 New Temporary Accommodation Proposal

- 2.1 A vacant site within Woking town centre has been identified for potential conversion into a new temporary accommodation scheme. It provides an ideal opportunity to deliver a specialised facility in a sustainable location within close proximity to an increasing number of centrally located support services. The details of the site acquisition (which is still under negotiation) are contained in the Part 2 Report later on this agenda.
- 2.2 The Council's vision is to create circa 25-30 self-contained units within one building where tenants will be able to live independently and get the support they need whilst more suitable and permanent accommodation is identified. The ground floor area will include an area where a Scheme Manager can manage the building and support residents.
- 2.3 Other authorities have taken a similar approach and have successfully reduced their reliance on B&B accommodation, including Haringey who have purchased vacant care home premises and office blocks for refurbishment and use as temporary accommodation.
- 2.4 Delivering more, good quality temporary accommodation in the local area is a key ambition of the Council. In the event that the acquisition of the identified site falls through, the Director of Housing, in consultation with the Portfolio Holder, will be authorised to identify and proceed with the purchase of an alternative town centre site for this purpose, providing the financial business case is broadly similar.

3.0 Works to Existing Temporary Accommodation

- 3.1 A review has been undertaken of the Council's six current temporary accommodation schemes. This has identified that all the sites (6) are in need of investment to refurbish them to a higher standard.
- 3.2 Following the review, New Vision Homes was asked to draft detailed work schedules to renovate the interior communal areas and to improve the shared facilities.
- 3.3 The total cost for these works (including provisional sums) is estimated at £151,549. This will cover the works to five of the properties. New Vision Homes will be responsible for the following:
- Surveying and specifying all works
 - Tendering works, issuing contracts etc.
 - All specification and procurement reporting to demonstrate clients' needs met and best value for money
 - Management of all site activities
 - Resident liaison before, during and after works
- 3.4 The sixth temporary accommodation property at 37 St John's Road is in a particularly poor condition and has stood empty for 3 years. Substantial investment would be required to bring it back into use. Given its out-of-town location, it is proposed that this property is sold for best consideration and the capital receipt be reinvested in upgrading the remaining five properties and the delivery of the new scheme. The property has been valued at circa £390,000.
- 3.5 It is proposed that a full strategic review of the Council's temporary accommodation portfolio be undertaken within 2 years of the opening of the new town centre scheme. If the new scheme proves successful, the Council could consider replacing its smaller temporary accommodation schemes with a further larger specialised facility.

4.0 Implications

Financial

- 4.1 The total project cost for the acquisition of the site and capital works to create the new temporary accommodation scheme are estimated at circa £4.6 million. The full cost breakdown is included in the Part 2 Report later on this agenda, as it includes commercially confidential information relating to the site acquisition (still under negotiation). The Part 2 Report should be taken into account when considering this Public Report but Members should avoid discussing the specific details of the site acquisition.
- 4.2 It is proposed that the new temporary accommodation facility once complete will be held in the general fund and managed by New Vision Homes alongside the rest of the Council's temporary accommodation portfolio.
- 4.3 The completed temporary accommodation units will be let at a weekly average cost of around £175 per week, compared to a B&B cost of £60-£110 per night. The annual net rental income (taking account of voids, management and maintenance costs) is estimated at approximately £160,000.
- 4.4 There will be a balance of around £200,000 from the sale of 37 St John's Road (after the refurbishment of the remaining 5 current temporary accommodation schemes) that will be

Temporary Accommodation

reinvested in the new scheme. However, the predominant funding source will be a loan on a 50 year annuity basis. For the purposes of this assessment, the assumed interest rate is 2.63%. The annual cost of the loan (interest and repayments) will be around £158,000.

- 4.5 The Council spent £526,386 on B&B accommodation in 2018/19, of which it recovered £163,117. The net cost of B&B placements in 2018/19 was therefore £363,269 (equivalent to £73 per night) and £102,000 over budget. This budget pressure is expected to remain or worsen if no action is taken to address the shortfall in short-term accommodation for homeless households.
- 4.6 The net rental income from the new scheme is expected to cover the loan repayments and will help relieve the pressure on the Council's B&B budget.
- 4.7 The total cost for New Vision Homes completing the refurbishment works to the remaining five existing temporary accommodation schemes (including provisional sums) is estimated at £151,549. This will be fully funded by the sale of 37 St John's Road, which has been valued at £390,000.

Human Resource/Training and Development

- 4.8 There are no human resources or training needs arising from this report.

Community Safety

- 4.9 Provision of a new and specialised facility for homeless people will make a positive contribution to improving community safety.
- 4.10 It is likely the new scheme will be of a sufficient scale to justify a full-time Scheme Manager, who will support tenants, as well as, ensuring issues which arise relating to anti-social behaviour, etc. are dealt with and resolved quickly.

Risk Management

- 4.11 The delivery of the new temporary accommodation units will be overseen by ThamesWey Developments Ltd and once complete, owned and managed in-house by Woking Borough Council. ThamesWey Developments Ltd will be responsible for all on-site risk management relating to the conversion works.
- 4.12 The refurbishment project of the existing temporary accommodation will be managed by New Vision Homes, on behalf of the Council. New Vision Homes will be responsible for all on-site risk management of these works.

Sustainability

- 4.13 The new scheme will provide a better standard of temporary accommodation than is currently available in the Borough.
- 4.14 New and improved temporary accommodation will also enhance Woking's social sustainability.

Equalities

- 4.15 The new temporary accommodation will enable the Council to meet the needs of more homeless households locally.

Safeguarding

Temporary Accommodation

4.16 The Council and its partner, New Vision Homes, will address all safeguarding issues in its operation of the new and refurbished premises.

5.0 Consultations

5.1 The Council's Portfolio Holder for Housing has been involved in identifying the future provision of temporary accommodation and has been consulted on this report.

5.2 The Housing Task Group has received a presentation on the current temporary accommodation offer and the concept of a new scheme.

REPORT ENDS

EXECUTIVE – 11 JULY 2019

WOKING BOROUGH COUNCIL STREET NAMING AND NUMBERING POLICY

Executive Summary

Officers have produced the first Street Naming and Numbering (SNN) Policy for Woking Borough Council.

The Town Improvement Clauses Act 1847 and the Public Health Act 1925 provide the statutory function to local authorities for the assignment of addresses to any property in the Borough. The guidelines set out in the SNN policy will benefit all residents and businesses when applying to register their property with the Council. It will also strengthen the Council's position in case of challenge.

The SNN policy aims to provide a clear and transparent approach to the address management and its decision making, whilst meeting requirements of the Equality Act 2010 section 149.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) **the Street Naming and Numbering Policy, attached at Appendix 1 to the report, be approved;**
- (ii) **the Street Naming and Numbering Policy be published on the Council's website; and**
- (iii) **the Green Infrastructure Manager, in consultation with the Portfolio Holder for Environment and Sustainability, be given delegated authority to approve future updates to the Street Naming and Numbering Policies to reflect new information.**

Reasons for Decision

Reason: To explain local Addressing requirements in compliance with national guidelines and, with delegated authority, to keep the SNN Policy up to date in the future.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

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Woking Borough Council Street Naming and Numbering Policy

Contact Person: Andrea Bollella, LLPG Officer
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Portfolio Holder: Councillor Kevin Davis
Email: cllrkevin.davis@woking.gov.uk

Shadow Portfolio Holder: Councillor Ken Howard
Email: cllrken.howard@woking.gov.uk

Date Published: 3 July 2019

Woking Borough Council Street Naming and Numbering Policy

1.0 Introduction

- 1.1 The Town Improvement Clauses Act 1847 and the Public Health Act 1925 provide local authorities with the statutory responsibility of naming and numbering any property in the Borough and updating the Local Land and Property Gazetteer (LLPG). This policy aims to supply specific guidelines on how to assign an address and give explanation when accepting or refusing a name proposed by either a developer or a member of the public.
- 1.2 The Street Naming and Numbering Policy has been created to provide clear guidelines for both residents and the Council. Having a policy in place will strengthen the Council's position in case of challenge.

2.0 Draft policy and its management

- 2.1 The SNN Policy, attached at Appendix 1, sets out how the Council will work with its partners to ensure a high quality approach to address management. It reflects the Council's aims and objectives to promote a fair and local distribution of naming and numbering. It also discusses the importance of location and a clear structure for addressing to ensure that future developments take good care when naming or/and numbering new dwellings, commercial and other property.
- 2.2 The SNN Policy document has been produced as a best practice guide, which will provide a concise and consistent approach to address management. It details how we deal with addressing related enquiries and it gives our stakeholders an understanding of how we manage the Woking Borough address data.
- 2.3 The document highlights questions that the Council faces on a daily basis to ensure our management processes are unified and our decisions are appropriately considered. It delivers an overview of our current procedures for every type of specific situation: renaming or renumbering properties in a new or existing street, numbering new properties, numbering conversions and other address regulations.
- 2.4 The document seeks to secure positive outcomes for the relationship between developers, residents and the Council. This is achieved by increasing awareness of the Council's management decision making amongst its stakeholders; highlighting the importance of correct addressing for the Emergency Services, and other external organisations, to locate a property as fast as possible in times of need; and creating opportunities to educate members of the public on the correct procedures to follow.

3.0 Next steps

- 3.1 Subject to the agreement of the Executive and Council, the adopted SNN policy will be published on the website. There is the potential to then promote the final document through the Council's various communications channels.

4.0 Implications

Financial

- 4.1 There are no financial implications associated with the proposed SNN Policy.

Human Resource/Training and Development

- 4.2 No additional training requirements arise from this document.

Woking Borough Council Street Naming and Numbering Policy

Community Safety

- 4.3 There are no Community Safety implications associated with the proposed Street Naming and Numbering Policy.

Risk Management

- 4.4 There are no risks associated with the proposed document.

Sustainability

- 4.5 There is no involvement with sustainability for the proposed document.

Equalities

- 4.6 There are no inequalities concerns associated with the proposal, a positive impact is anticipated as the policy intends to provide fairness and equality in naming/numbering decisions according to Equality Act 2010 section 149.

Safeguarding

- 4.7 There are no safeguarding implications.

5.0 Consultations

- 5.1 This is a technical policy for which public or stakeholder consultation is not appropriate, however the policy is in full accordance with the national guidelines (Data Entry Convention set by the national addressing authority, GeoPlace).
- 5.2 The Portfolio Holder has been consulted on the preparation of this report.

REPORT ENDS



Woking Borough Council Street Naming and Numbering Policy
V2.2
May 2019

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Appendices

[Appendix A](#) – 1847 Town Improvement Clauses Act, sections 64 and 65.
Public Health Act 1925, sections 17 to 19

Appendix B – Recommended suffixes.

[Appendix C](#) – [Street Name Plate Specification](#)

Appendix D – Distribution list for Street Naming and Numbering information.

[Appendix E](#) – [Street naming and numbering process flow chart](#)

[Appendix F](#) – [Map of the Woking Borough](#)

Key Points:

- Street naming and numbering is a statutory function of the Council.
- A map showing the areas the policy covers can be seen [here](#).
- Application forms are available on the Council's website www.woking.gov.uk
- For most applications the aim is to confirm official addresses within 6 weeks, however for large scale developments it may take longer.
- The policy clarifies how proposed property and street names are checked for suitability and explains why this is necessary.
- Following street naming and numbering, new addresses are added to the Council's address gazetteer and used in the Council's service delivery.
- Official addressing through street naming and numbering ensures properties and buildings are also registered with emergency services, utility companies and Royal Mail.
- Further information is available from the Council's street naming and numbering officer, telephone 01483 743873, email addressing@woking.gov.uk
- Information regarding new streets can be found in [section 3](#) of the policy.
- Information regarding naming and numbering new properties on existing streets, infill and conversions can be found in [section 4](#) of the policy.
- Information regarding naming or renaming properties in an existing street can be found in [section 4.3](#).

Author: Street Naming and Numbering Officer, Green Infrastructure, Woking Borough Council

Dated May 2019

Contact details: addressing@woking.gov.uk Telephone 01483 743873.

1. Introduction

1.1. Street naming and numbering (SNN) is a statutory function of local authorities (councils). As such, Woking Borough Council (the “**Council**”) has a legal responsibility to name and number streets and to approve and register official property addresses. Anyone wishing to change the name of their property or seeking to address a new property or name a new street should apply to the Council in writing.

1.2. Purpose and Scope

1.2.1. The purpose of the SNN Policy is to establish the correct process and rules for the following activities:

- Naming new streets and numbering properties on those streets.
- Naming and numbering new properties or sub-division of existing properties.
- Naming, renaming or renumbering existing properties.
- Renaming or renumbering existing streets.
- Amending addresses due to internal or external development work resulting in a change of access.

1.2.2. The SNN Policy provides developers and members of the public with a guide to the Council’s approach to the SNN function and its procedures. It also outlines the legal framework for operating the SNN function and the process undertaken for determining official street names, property names or numbers.

1.3. Legal Background

1.3.1 For street naming and numbering purposes, the Council has adopted Sections 64 and 65 of the Town Improvement Clauses Act 1847 and Sections 17 to 19 of the Public Health Act 1925. See [Appendix A](#).

1.3.2 Under the Acts, the Council controls the naming of streets and numbering of buildings within the Borough of Woking. The purpose of this control is to make sure that any new street names, building numbers and names are allocated logically to ensure that emergency service vehicles are able to speedily locate any address to which they may be summoned, in addition to the effective delivery of post services.

1.3.3 Any street naming and numbering related matter can only be undertaken by the legal owner of the property/dwelling/site development. In instances where the owner is unable to act or wishes to liaise someone else, a letter of authority is mandatory.

1.4. Delegation of SNN Function

1.4.1. The Officer appointed has the delegated authority for the street naming and numbering function within Woking Borough Council. This means that he or she can determine all applications

1.5. Postcodes

1.5.1. The Council is not responsible for allocating or maintaining postcodes, this is dealt with by Royal Mail.

1.5.2 Royal Mail will not assign a postcode to a new building without an instruction from the Council, this forms part of the SNN process. Postcodes are assigned to new or existing properties at the request of the local authority. For a building to be eligible for a postcode it has to be either:

- a residential property that is occupied, and meets the requirements of a secure mail delivery point so that it can be accessed safely for the delivery of post; or
- a bona fide business address that has clear signage displaying the business name, that is occupied during business hours and have a delivery point that is both secure and easily accessible for the delivery of post.

Please note that a letterbox on an uninhabited building/barn, fence or gate does NOT meet the criteria to be assigned a valid address/postcode and cannot be delivered post.

1.5.3. All queries relating to postcodes, postal sectors and postal districts should be made to Royal Mail Address Development Team:

Telephone: 08456 045060

Fax: 08456 054433

Email: addressdevelopment@royalmail.com

1.6. Definition of terms

The following terms are used in the remainder of this policy.

1.6.1. The term **Development** is defined as the construction, modification, or subdivision of any building which requires planning permission and results in the creation of a new addressable object. This does not include replacement properties.

1.6.2. A **Plot** is defined as an area of land, property or structure of fixed location having occupation, ownership or function.

1.6.3. A **Postal Address** is the official designation of the property. It indicates that the property has its own post box or letter box. The postal address is allocated a postcode and post town to assist with the delivery of mail and services such as utilities.

1.6.4. A **Site Plan** (also known as a **Block Plan**) is required for developments which will result in a new building or buildings and/or a new street. It should be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500). It should show the proposed development in relation to the site boundaries and other existing buildings on site, with the dimensions specified including those to the boundaries. It should show the direction north.

A site plan should also include the following:

- All buildings, streets and footpaths on adjoining land including access arrangements.
- Building outlines clearly labelled with plot numbers.
- The pedestrian entrance to the building(s) being clearly marked; which will be used for the correct assignment of street to the address.

1.6.5. **Infill** is defined as a development site which occurs either between two existing properties, at the end of a row of existing properties, or in the grounds of an existing property.

1.6.6. A **Conversion** is defined as a development which involves the internal and/or external modification of an existing building to create new properties.

1.6.7. The following terms will be used hereafter:

- **Applicant** – the person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets.
- **Agent** – a person or people acting on behalf of the applicant.
- **Council** – Woking Borough Council.
- **Borough** – the administrative area designated as the Borough of Woking.
- **SNN** – Street Naming and Numbering.
- **LLPG** – Local Land and Property Gazetteer. An address database maintained by the Council; also known as Address Gazetteer.
- **PAF** – Postal Address File. The address database owned and maintained by Royal Mail.
- **Property** – residential or commercial building.

1.7. Third Party Databases

1.7.1. Woking Borough Council has no responsibility for, or control over, the way that third parties manage their own address lists. After the Council and Royal Mail have updated their databases significant time can pass before third party address databases reflect these changes.

1.7.2. If you are receiving unwanted post, an option is to sign up to the Mail Preference Service. www.mpsonline.org.uk/consumer/register

2. How to apply for Street Naming and Numbering

2.1. All applicants are required to submit a completed e-form application to formally commence the SNN process. If this is not possible then a written/email application will be accepted. Where applicable, a site plan showing the extent of the new street and/or the position of all new properties must be submitted.

2.2. As per 1.3.3., the applicant must be the legal owner of the property or a letter of authority is mandatory.

2.3. Where applicable, an approved Building Regulation approval and/or planning permission must be recorded by the Council before a SNN application can be made. Applications can be made as soon as planning or building permission is received and early application is encouraged in order for addresses to be allocated as soon as possible.

2.4. E- form applications are on the Council's website www.woking.gov.uk/transport/streets/streetnaming

The application forms cover the scenarios below:

- Apply to name a new street and address the new properties within the new street.

[Naming and numbering a new street](#)

- Apply to change a house name or number on an existing address.
[Change a house name or number on an existing address](#)
- Apply to add a house name to an existing numbered address.
[Add a house name to an existing address](#)
- Apply for an address for a new property on an existing street.
[Apply for an address for a new infill property on an existing street](#)

3. Naming and numbering new streets

3.1. Street naming introduction

3.1.1 New streets will only be considered where five or more new properties form the development.

3.1.2. When naming and numbering new streets, the applicant or agent must complete an application form. [Naming and numbering a new street](#)

This requires the submission of a minimum of three street names in order of preference per new street. This will increase the chances of one of your preferred street names being approved. Following opportunities to offer further name proposals, if there are no acceptable proposed street names the Council will allocate a name and inform the applicant or Agent accordingly.

3.2. Street name consultation

3.2.1. Street names are checked against the LLPG to ensure that they are unique and distinctive within the Borough. Royal Mail's Address Development team is consulted to ensure they are original within the relevant postal areas.

3.2.2. Street names are referred to the local Ward councillors for approval or objection.
[List of local Ward councillors](#)

Once the SNN officer, Royal Mail, and the relevant local Ward councillors agree on the most suitable street name, the applicant will be informed.

3.2.3. To avoid a protracted consultation period it is recommended that the process is initiated as soon as possible after planning permission is granted and before the need for a name becomes urgent.

3.3. Street name guidelines

3.3.1. The Council, as the SNN Authority, has responsibility for the final approval of any street/property naming and numbering in the Borough.
Please consider the following guidance when suggesting a name for a street/property.

3.3.2. Names need to be unique in order to avoid confusion when searching for your street/property, for example: “20 Seven Foot Lane” sounds the same as “27 Foot Lane”

3.3.3. The Council generally prefer names with some connection to the site or area, either historical or geographical.

3.3.4. Royal Mail and the emergency services prefer original names and not ones where only the suffix has been changed. For example, if it is found that there is a Gresham Close within the Borough then Gresham Way may not be acceptable. Similar consideration will be given to streets in adjoining boroughs.

3.3.5. There is an abundance of street names which contain common tree species, i.e. Oak, Pine, Ash, etc. While we try not to discourage street names which comply with paragraph 3.3.1, please be aware that in this scenario it is possible that the name will not be accepted.

3.3.6. Street names which can be misinterpreted as offensive or aesthetically unsuitable must be avoided. Examples include Gasworks Street, Hoare Lane or Tip Lane.

3.3.7. Street names should be easy and straightforward to spell. This would help ensure that services are delivered quickly and efficiently.

3.3.8. Name with Royal connotations must obtain the consent of the Lord Chamberlain’s office; for example, if a name with any reference to the Royal Family or the use of the word ‘Royal’ is suggested.

3.3.9. The name of a living person must not be used. With the exception of names relating to the Royal Family, a person’s full name, whether they are living or deceased, can not be used to name a street. Surnames of deceased persons with a worthy local or historical connection to the area may be proposed for consideration.

3.3.10 The Council will only name a street or premises as a memorial to a person who has been deceased for more than 40 years. The individual must also have a significant and demonstrable connection to the area in question.

3.3.11. Where such a name is proposed and there are living descendants, the applicant must obtain the person’s family’s permission for the use of the name. A copy of the permission and a justification for using the name should accompany the application. Where the person is of exceptional prominence, for example holders of an Olympic gold medal, Nobel Prize or Victoria Cross, permission does not have to be given, although it is still desirable to make contact with the family.

3.3.12. Names proposed to commemorate a deceased person, who has no surviving relatives who knew them personally, do not need written permission sought from their descendants; the applicant should simply provide a justification of their suitability as a name.

3.3.13. Names taken from fictional people or places under copyright law, are not permitted to be used, unless written authorisation has been given by the author or their estate.

3.3.14. Names proposed must not lead to any political involvement or be open to accusations of political partiality. For example, naming a street after an active political figure, past or present, is not allowed.

3.3.15. The choice of names should give due regard to equalities legislation, and in particular to the Council's responsibilities under the Public Sector Equality Duty, created by the Equality Act 2010, section 149. The Council will not accept names which could be construed as being racist, sexist, homophobic or otherwise derogatory to any particular group.

3.3.16 It is important to avoid having two phonetically similar names within a postal area, and if possible, within a borough. For example, Churchill Street and Birch Hill Street could cause confusion when telling others the street name, especially in an emergency.

3.3.17 The Council will not adopt unofficial 'marketing' titles used by the applicant in the sale of new properties. These often do not comply with our policy on a number of counts and occupiers of such premises unfortunately can feel aggrieved by the 'loss' of a supposedly prestigious address and its replacement with something less desirable.

3.3.20. If you wish to make us aware of a marketing name, it will be recorded but used only for reference. Once the street name is adopted, the marketing name will be made redundant. It is strongly advised that the prospective buyers are made aware of the numbering schedule issued under SNN which will list their official address. See [Appendix B](#) for recommended street name suffixes.

3.3.21. No street name should be prefixed with "The".

3.3.22. The use of North, East, South or West (as in Alfred Street North) and Upper or Lower (as in Upper Charles Street) is only acceptable where the street is continuous and passes over a major junction and is accurate in its description of the street's location. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case, the street will be renamed.

3.3.23. All new streets must have appropriate street name plates erected. It is the responsibility of developer to cover the costs and arrange for the street name plates for the development site. Please see [Appendix C](#) for the name plate specification.

3.4. Numbering properties in a new street

3.4.1. The Council is responsible for assigning postal numbers to all new properties within the Borough. We will not consider having name-only properties on new streets. This is to ensure that services are delivered efficiently to the new properties.

3.4.2. If the development forms an entirely new street then numbering will be allocated with odd numbers on one side of the street (normally the left when entering from the principal street) and even numbers on the other.

3.4.3. Plot numbers are required for the allocation of postal numbers during the SNN process. It is strongly advised that the prospective buyers are told that plot numbers will not necessarily correspond to the final postal numbers.

3.4.4. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.

3.4.5. Numbers which have superstitious connotations such as 4, 7 and 13, will not be omitted when numbering a new street or block of flats.

3.4.6. In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.

3.4.7. The manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.

3.4.8. If a building has pedestrian/vehicular entrances in more than one street, then each entrance will be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house or building which has been divided.

3.4.9. In residential buildings (for example, blocks of flats) it is usual to give a street number to each building; each dwelling is then numbered internally. For example: Flats 1 – 25, 12 High Street, Horsell, Woking.

3.4.10. Legislation permits the use of numbers followed by letters. These are needed for instance, when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road, which is considered unacceptable. To avoid this each new house will be given the number of the old house with a suffix of either A, B, C or D etc. depending on the number of new builds.

3.4.11. For new houses in existing named only roads, it is essential that the house names are allocated using the street naming and numbering process described in this policy so that these are registered with the emergency services.

3.4.12. Where a new property has a number, it must be used and displayed. Where a name has been chosen in addition to a number, the number must always be included. The name cannot be regarded as an alternative to the number.

3.4.13. Where a named only house is addressed, the name should not repeat the name of that road or that of any other house or building in the area. House names should not be prefixed with 'The'.

4. Naming and numbering new properties

4.1. Numbering infill properties

4.1.1. When numbering new build properties formed from an infill development, the applicant is required to complete an e-form application. A link to the form can be found below. This should include a site plan indicating the position of all new properties. In the case of flats, floor plans must also be included with the application. All plans should indicate plot numbers.

4.1.2. As per 1.3.3., the applicant must be the legal owner of the property.

4.1.3. Postal numbers will be assigned based on the supplied site plan. The applicant will be sent a numbering schedule outlining the plot number and the corresponding

postal number. It is important to notify the SNN Officer of any changes or objections to the proposed numbering as early as possible and certainly prior to construction.

4.1.4. No infill property will be allocated a number with a suffix where the number relates to a property unrelated to the development.

4.1.5. The addresses will be added to the LLPG as 'under construction' and on the Postal Address File (PAF) as Not Yet Built (NYB). This ensures that the Council and Royal Mail are aware of the new addresses but that they are not ready to receive post or services. Once occupation is possible, the applicant should notify the Council which will then request Royal Mail to move the addresses to the live PAF; where addresses are available to persons and businesses.

4.1.6. Private garages and outbuildings will not be addressed

4.1.7. Completion of these applications is expected to be 4-6 weeks.

[Apply for an address for a new infill property on an existing street](#)

4.2. Numbering conversions

4.2.1. When converting a property into different units or plots, the applicant is required to complete an e-form application. A link to the form can be found below. If the new properties have communal access to the street such as flats or offices, they will be numbered, not lettered e.g. Flat 1, 55 or office 1, 55, not Flat A, 55 nor 55A. This indicates that the property is a flat or office and that it is accessed from within the building.

4.2.2. As per 1.3.3., the applicant must be the legal owner of the property.

4.2.3. If each new property within the conversion has its own access to the street then it will be numbered in line with sections 3.4.8 / 3.4.9 of the policy.

4.2.4. If the applicant or agent wishes to name a block of flats or add a name to a property converted into flats or offices then they must supply suitable names. The name will go through the process outlined in Section 4.3.

4.2.5. For recommended block names, please see [Appendix B](#).

4.2.6. Completion of these applications is expected to be 4-6 weeks.

[Apply for an address for a new infill property on an existing street](#)

4.3 Naming or renaming a property on an existing street

4.3.1. To name or rename an existing property, the applicant must complete an e-form application and be the legal owner of the property. A link to the form can be found below. New properties will only be given names instead of numbers when they are built on streets with existing name-only properties.

4.3.2 Anyone wishing to change the name of their named only house must apply to the Council.

4.3.3. The applicant is required to supply a minimum of three property names in order of preference. The names will first be checked against the LLPG. If it is found that an existing property already uses a proposed name in the same nearby area, it will be rejected.

4.3.4. The Council will consult with Royal Mail's Address Development Team on all property names. The applicant will be informed of the viable names before being asked to commit. If all names are rejected, the applicant will be asked to submit additional names.

4.3.5. Once the name has been accepted, the Council will notify Royal Mail of the change but it is the responsibility of the person requesting the change to notify Land Registry and all their personal contacts.

4.3.6. House names should not repeat the name of the street.

4.3.7. There are some streets within the Borough that consist solely of name-only properties. If you are building new properties or wish to change the name of your existing property on one of these streets it is important that it is officially registered by the Council in order that emergency services are notified.

4.3.8. Woking Borough Council will not remove the number from an existing numbered property. If a name is added to a property it will be held in addition to the number.

4.3.9. The name must be displayed in addition to the number but not instead. Both name and number must be clearly displayed and visible from the pedestrian approach and street. This includes commercial buildings and shopfronts.

4.3.10. Completion of these applications is expected to be 4-6 weeks.

[Apply to make a change to an existing address](#)

4.4. Renaming or renumbering existing streets

4.4.1. Renaming an existing street or renumbering properties within an existing street is to be avoided unless, in the Council's view, the benefits clearly outweigh the disadvantages.

4.4.2. Renaming or renumbering an existing street will only be considered when:

- There is confusion over a street's name and/or property numbering.
- The number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

4.4.3. Where renaming or renumbering of an existing street is requested, the Applicant needs to canvass existing residents to ascertain the level of support for the proposal. The Council requires support from a majority (51%) of the owners of the properties in question. The Council will consult the local ward councillors and independently canvass views from owners. Further consideration will then be made for the request.

4.4.4. The consultation process outlined in [Section 3.2](#) will be implemented before any agreement is given.

4.4.5. Due to the complexity and individual circumstances of each application, in this situation it is not possible to predict how long the process will take. Part of the process also involves a legal notice to be displayed for 21 days at the street start and end points to allow objections to be made to the Magistrates Court.

4.4.6. Applications should include full details of the reasons for the request and made:
by email to addressing@woking.gov.uk
or by post to:
Street Naming and Numbering, Green Infrastructure,
Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL.

All requests will be considered individually based on their own merits.

5.0 Further information

5.1. If you require further information on street naming and numbering please contact Woking Borough Council's SNN officer:
By email addressing@woking.gov.uk

Telephone 01483 743873

By post to:

Street Naming and Numbering, Green Infrastructure, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL

Appendix A

Legislation under which the Street Naming and Numbering function is undertaken.

The full Acts can be viewed using the links below. Please use the links to ensure you are viewing the most up to date versions. These extracts were taken in January 2018.

[Towns Improvement Act 1847](#)

Towns Improvement Clauses Act 1847 – Sections 64 and 65

Naming streets

And with respect to naming the streets and numbering the houses, be it enacted as follows:

64 Houses to be numbered and streets named.

The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [F20[F21£25]][F20level 1 on the standard scale] for every such offence.

65 Numbers of houses to be renewed by occupiers.

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [F22[F23£20]][F22level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expence thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

[Public Health Act 1925](#)

Public Health Act 1925 – Sections 17 to 19

Naming of Streets

17 Notice to urban authority before street is named.

(1)Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2)The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

(3)It shall not be lawful to set up in any street an inscription of the name thereof—

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

(b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [F1level 1 on the standard scale] and to a daily penalty not exceeding [F2£1].

(4)Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

18 Alteration of name of street.

(1)The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

(2)Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

(3)Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

(4)Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

(5). F3

19 Indication of name of street.

(1)The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2)If any person . . . F4, pulls down . . . F4 any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [F5level 1 on the standard scale] and to a daily penalty not exceeding [F6£1].

Appendix B – Recommended suffixes

The following street suffixes have been compiled to be in line other Street naming and numbering policies both within Surrey and nationwide. They should only be used where indicated.

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Grove (for residential roads)
- Lane (for residential roads)
- Mead (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Crescent (for a crescent shaped street only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Terrace (for a terrace of houses but not a subsidiary name within another street)
- Mews (officially a term for converted stables in a courtyard or lane but would be considered for most small developments)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Circus (for a large roundabout only)

All new pedestrian ways should be named as follows, either:

- Walk
- Path
- Way

The following suffixes should be avoided:

- End
- Cross
- Side
- View
- Park
- Meadow
- Wharf

Named blocks should end with one of the following:

- Mansions -other residential buildings
- House -residential blocks or offices
- Point -high residential blocks only
- Tower -high residential or office block

Appendix C– Street Name Plate Specification

Woking Borough Council Street Name Plate Specification.

	Woking Borough Council	
Local Authority:	(to include the Council's crest)	
Plates:	11 gauge aluminium. Plate only – no channels.	
Plate depth:	145mm, increased where required.	
Lettering height:	89mm Kindersley - Primary text 50mm Kindersley - 'LEADING TO' 75mm Kindersley - Secondary text* *Secondary text: Where two or more lines (multiple street names) letter height reduced to 50mm Kindersley	
Lettering colour:	Black	
Border size:	12.5mm	Border colour: Black
Background colour:	White	Reverse colour: Black
Symbols:	No through road symbol diag. 816.1. Pedestrian symbol, arrows may be added if required.	
Crest:	Yes – top left corner.	
Finish:	Class RA1 (Eng. Grade) PRINTED – G.R.F. to face.	
Drilling:	Drilling every 150mm for supports or 6 holes for wall fix.	
Strengthening:	Plates secured to 150mm x 30mm recycled plastic backboards with screws every 150mm. Screw heads capped with coloured PVC caps.	
Clips:	2 No M8 s/s bolts per post to attach backboard to support. Bolt head and nut recessed into plastic, nut head to be capped.	
Supports:	2 No. per assembly, 1350mm x 80mm x 80mm recycled plastic. Square ends, slanted tops. BACK MOUNTED.	
Support finish:	N/A	Support colour: Black

Additional guidance on siting, positioning and mounting is available on request. Contact addressing@woking.gov.uk or telephone 01483 743873.

Appendix D – Distribution List for Street Naming and Numbering Notifications.

The following organizations are notified by the SNN Officer on behalf of the Council:

Internal

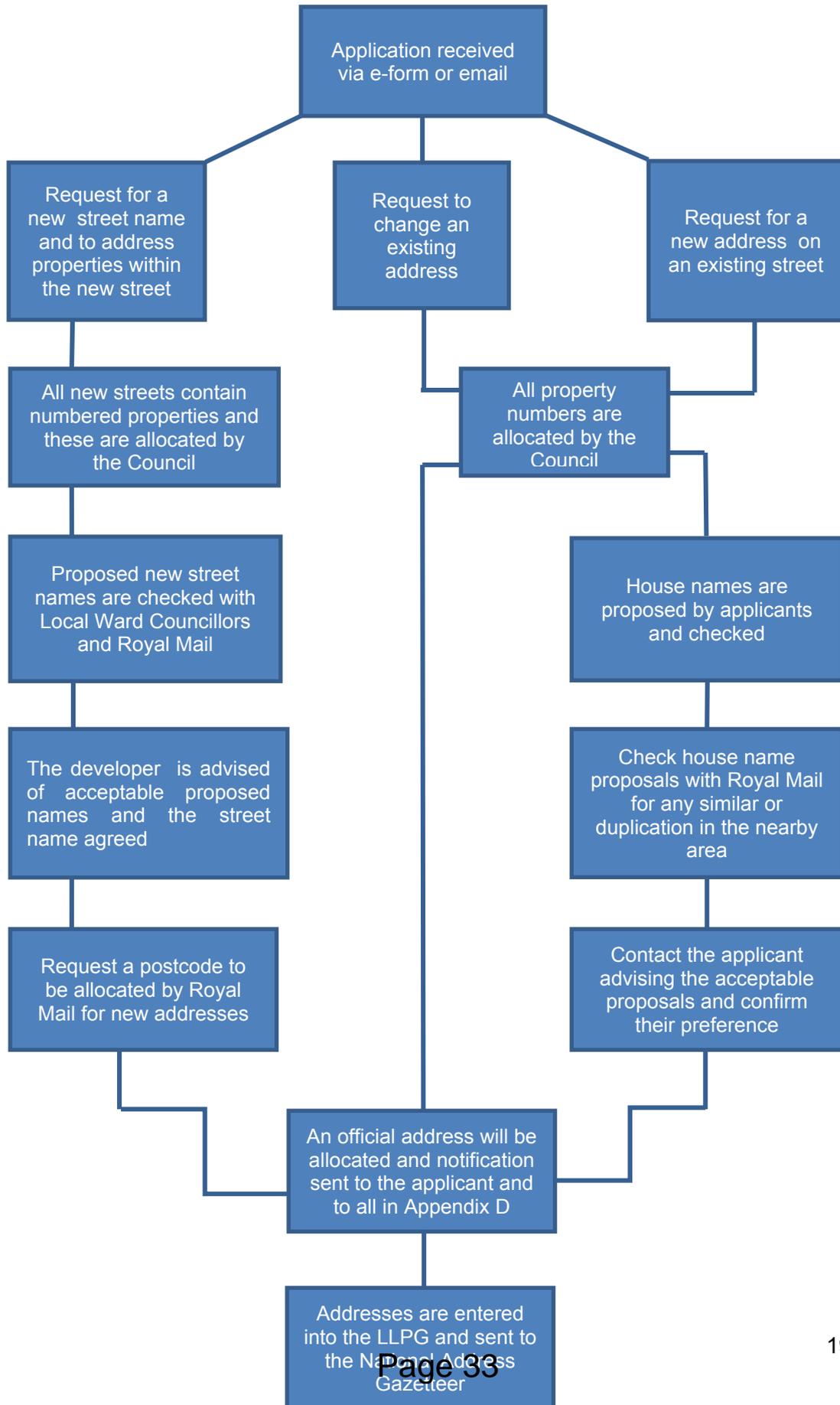
Development Management (Planning)
Building Control
Environmental Health
Landcharges
Housing
Council Tax and Non Domestic Rates
Electoral Services

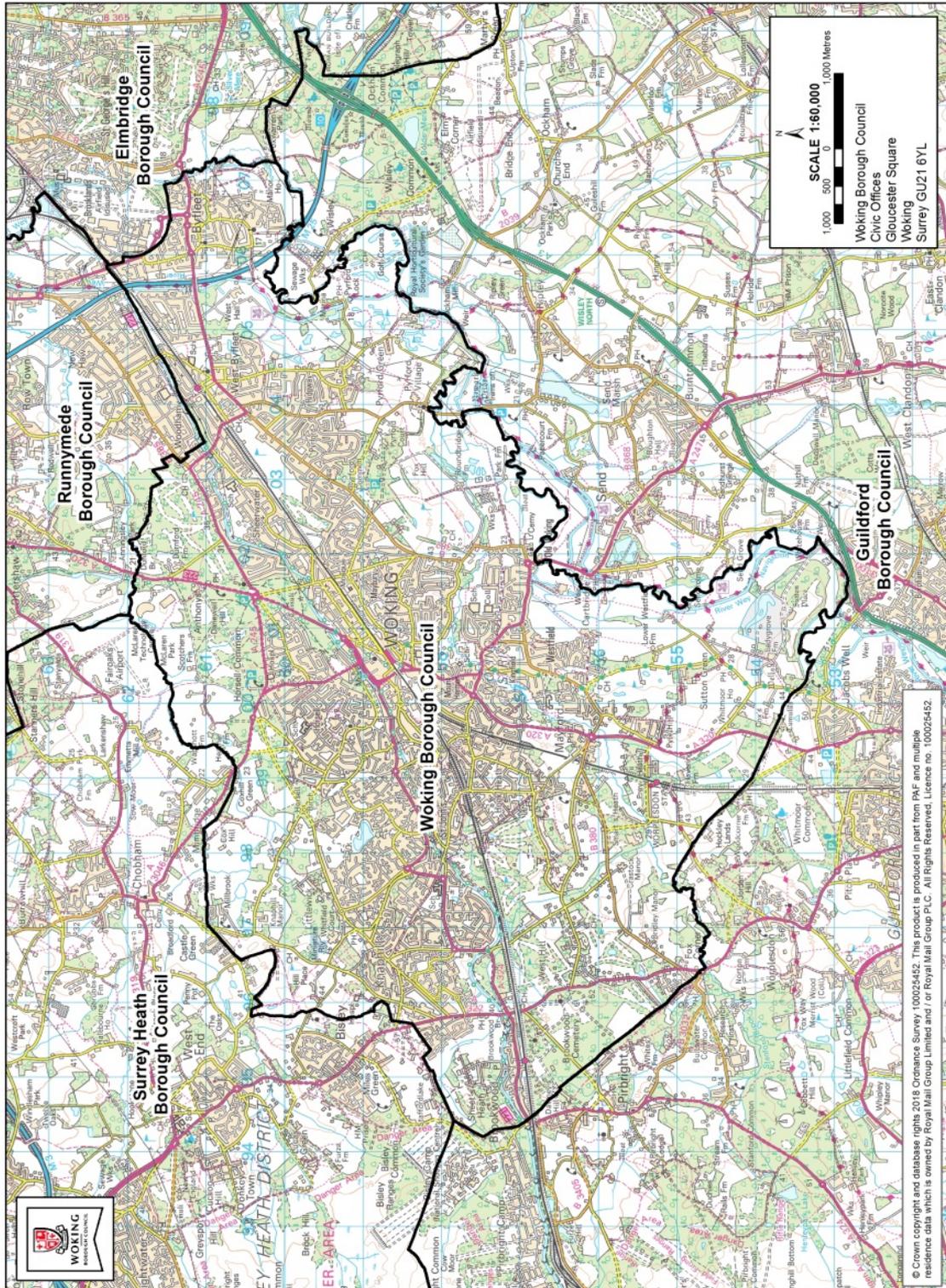
External

Royal Mail
Land Registry
Surrey Fire and Rescue
South East Coast Ambulance Service
Surrey Police
Affinity Water
BT Openreach
British Gas
Ordnance Survey
Valuation Office
GeoPlace National Address Gazetteer

Street Naming and Numbering
Process Flow Chart

Appendix E





EXECUTIVE – 11 JULY 2019

ROYAL HORTICULTURE SOCIETY (WISLEY) – APPLICATION FOR FINANCIAL ASSISTANCE

Declarations of Interest

Note: In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor David Bittleston, Councillor Graham Cundy and Councillor Kevin Davis will declare an interest in this application, arising from their Memberships of the Royal Horticultural Society. The interests are such that speaking and voting are permissible.

Note: In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, and the Head of Democratic and Legal Services, Peter Bryant, will declare a disclosable personal interest (non-pecuniary) in this application, arising from their Memberships of the Royal Horticultural Society. The interests are such that they will not prevent them from advising the Council.

Executive Summary

The original flagship garden, RHS Garden Wisley is a Grade II* listed garden of around 65 hectares of land of international historic, scientific, cultural and social importance. Established in 1903, Wisley is a living laboratory for experimentation and education in horticulture. The iconic listed Laboratory was purpose-built in 1907 to house RHS Science and the School of Horticulture.

The RHS Wisley is applying for grant support of £100,000 for the financial year 2019/20. The purpose of the funding is to go towards the build costs of the Centre for Horticultural Science and Learning. The Centre will completely transform their horticultural science, learning and public engagement, enabling them to deliver cutting-edge research, share scientific understanding with schools, universities and industry, and influence gardeners and communities across the UK to build a greener future. The Centre is part of a significant multi-million pound investment programme at Wisley that will have numerous benefits for the local area's economy and its communities. The total project cost is £34.4m and the Group has a fundraising target of £11.3m, with the RHS contributing £23.1m.

Memberships have been forecasted to increase from 499,278 (as of 1 August 2018) to 520,000 in 2019/20, and expect to reach 580,000 members by 2022/23. The number of visitors each year is expected to exceed by 1.4m (an increase of 28%). The current visitor experience does not fully cater for the needs and interests of all visitors, and risks undermining the RHS's long-term sustainability and ability to fund its charitable objectives. If the RHS does not make this major investment now, it risks the further deterioration in the condition of its built and collected heritage assets.

The developments at Wisley strongly support and align with all six themes of the Woking Community Strategy, as befitting Wisley's place as a significant local visitor attraction, and a national hub for horticulture. Wisley Garden is the 10th most visited visitor attraction in the country and therefore vital to the region. The developments at Wisley will have a significant impact on the local, regional and national economy by creating jobs for the site and the visitor economy.

In addition, the RHS has a number of community outreach teams which work with a wide range of local groups, societies and many local voluntary sector organisations which represent different user groups. For Woking, these include Home-Start, Woking Mind, Shah Jahan Mosque, Sheerwater Estates residents' groups, Sythwood Children's Centre, Sight for Surrey, Surrey Coalition for Disabled People, Thrive, The Wildlife Trusts and the WWF.

Royal Horticultural Society (Wisley) – Application For Financial Assistance

A Members' site visit to see and learn about the work RHS Wisley undertakes in the local community took place on 29 June 2019. A copy of the slide presentation given to those who attended is attached at Appendix 1.

Taking into account the consultee comments and immense community benefit of a new Centre for Horticulture Science as demonstrated to Members at the site visit, it is recommended that a grant of £100,000 be awarded to support the RHS Wisley with this project. The funding would be awarded from the Community Fund.

Special Justification

Whilst just beyond Woking's administrative boundary, RHS Wisley attracts and has substantial member representation amongst Borough residents and communities. Woking Borough Council and RHS Wisley have a strong and developing association, offering one another support for organisations' complementary and proactive environmental agendas, in particular helping to deliver the Council's Woking 2050 and Natural Woking strategies.

Over the past 12 months, particularly fruitful relationships have been developed by RHS's South and East Community Outreach team, based at Wisley, with the Council's Community Engagement and Green Infrastructure officers. This has brought forward the following projects delivering tangible and sustainable outcomes: to quality of life and well-being, through getting people out into nature, and helping residents understand what they can do for the natural environment and adapt to climate change:

- Bulb planting in communal areas and the Sheerwater Community Garden in Dartmouth Avenue, the latter linked to a horticultural student design competition which could look at other sites in the future
- RHS Community Outreach officers have met with New Vision Homes to explore opportunities;
- Informal horticultural advice assistance help to Green Infrastructure officers research greening opportunities;
- The RHS, Woking Local Action 21 and the Council partnered this year to present LA21's AGM, featuring headline presentations and an expert RHS and local panel on 'Gardening in a Changing Climate'.
- Participation in the Sheerwater Street Party, free trips to RHS Wisley for a number of families living within Sheerwater and its Incredible Edible event. In addition, the RHS is developing strong links with the local schools (Broadmere and Bishop David Brown) and the Mosque. Its support in the locality has helped to engage with local residents very positively by increasing the levels of interest and participation by volunteers, thus supporting the Council's over-arching Health and Wellbeing agenda.

The new Centre for Horticultural Science and Learning would open up many additional opportunities through which the RHS can engage with and benefit residents of Woking Borough. The proposed new gardens surrounding the building focus on health and wellbeing, World Food, edible plants and biodiversity, and would complement both the Council and LA21 agendas whilst reaching a more diverse audience.

The RHS's proposed new Centre for Horticultural Science and Learning is just outside of the Council's administrative boundary, however it will provide extensive additional opportunities for Woking residents to benefit from its excellent facilities, and taking into account the very significant community benefits it is proposed that the grant application be supported.

Royal Horticultural Society (Wisley) – Application For Financial Assistance

Recommendations	
The Executive is requested to:	RESOLVE That funding of £100,000 be awarded from the Community Fund towards to the cost the project to build the Centre of Learning and Science.
Reason for Decision	To enable the RHS to continue to grow and invest in the future of its members and horticultural science.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
Conditions	<p>Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> • Basic details should be recorded to include speakers address, mobile phone number & organisation details. • Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you? • Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event? • Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites. • How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Publicity. The Organisation to advise how the Council's support for the project has been publicised.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>

The Executive has authority to determine the above recommendations.

Background Papers:

2019/20 Application Form.

Royal Horticultural Society (Wisley) – Application For Financial Assistance

Reporting Person:

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Doug Davern, Democratic Services Officer
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Portfolio Holder:

Cllr Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

3 July 2019

Royal Horticultural Society (Wisley) – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>The Royal Horticultural Society (RHS) is the UK’s largest and best known horticultural charity, established in 1804 to inspire passion and excellence in the science, art and practice of horticulture. In 2013 the Charity launched a ten year, £160 million strategic investment programme with a vision to enrich everyone’s life through plants, build stronger, healthier and happier communities, and create better places to live.</p> <p>This decade of investment and development will enable increasingly diverse audiences to engage with the benefits of plants, gardens and gardening for human and environmental health; inspiring people to take action to protect the environment, addressing skills shortages and improving the status of UK horticulture.</p> <p>The original flagship garden, RHS Garden Wisley is a Grade II* listed garden of around 65 hectares of land of international historic, scientific, cultural and social importance. Established in 1903, Wisley is a living laboratory for experimentation and education in horticulture. The iconic listed Laboratory was purpose-built in 1907 to house RHS Science and the School of Horticulture.</p> <p>Although of significant heritage value, the Laboratory no longer provides adequate facilities for modern scientific research nor the right environmental conditions to safeguard internationally important collections. Due to space constraints there are no interpretation space in which to engage the public with their collections or scientific work.</p> <p>The future of gardening now depends on a major investment for the creation of a new national Centre for Horticultural Science and Learning. The Centre will completely transform the horticultural science, learning and public engagement, enabling the Organisation to deliver cutting-edge research, share scientific understanding with schools, universities and industry, and influence gardeners and communities across the UK to build a greener future.</p>
1.2 Employees	<p>967, comprising 412 FTE.</p> <p>The Charity is comprised of the following departments: Communications; Education, Fundraising and Communities; Finance; Gardens; Horticulture; Leadership Team; Members and Marketing; People (HR); Risk and Governance; Science and Collections; and IT.</p>
1.3 Volunteers	<p>314, whose roles sit across departments in Science and Collections (including the Library), Education and Learning, Visitor Services, Horticulture, Curatorial as well as Trials and Events. The average length of time a volunteer is involved at Wisley is 5 years, with some volunteers staying for over 25 years. As a result of the capital projects at Wisley around 200 new volunteering opportunities will be created.</p>
1.4 Clients/Users	<p>There were 1,138,481 visitors to RHS Garden Wisley in 2017. This was comprised of the following groups:</p> <p>RHS Members = 827,620 (72.7%) Children under 5 = 126,462 (11.1%) Paying Adults = 103,294 (9.1%)</p>

Royal Horticultural Society (Wisley) – Application For Financial Assistance

	<p>Other non-paying visitors = 44,496 (3.9%)</p> <p>Children over 5 = 22,387 (2.0%)</p> <p>Groups = 14,222 (1.2%)</p> <p>The Charity's business plan projects that the strategic investment programme will result in over 1.4 million visitors a year by 2024/25.</p>
<p>1.5 Members</p>	<p>499,287 (1 August 2018), comprising:</p> <p>146,543 male</p> <p>335,959 female</p> <p>11599 resident in Woking</p> <p>229 aged 0-5</p> <p>30 aged 6-10</p> <p>307 aged 11-18</p> <p>207,961 aged 19-65</p> <p>119,855 aged 65+</p> <p>(170,896 unknown age)</p> <p>Key membership statistics:</p> <ul style="list-style-type: none"> • 85% annual retention rate of members • 7 years average RHS membership • 30% are male and 70% are female • 22% aged 30-49, 68% aged 50+
<p>1.6 Sum Requested</p>	<p>£100,000 (Capital)</p>
<p>1.7 Project</p>	<p>The Society is applying for funding towards a new national Centre for Horticultural Science and Learning at RHS Garden Wisley. The Centre will completely transform their horticultural science, learning and public engagement, enabling them to deliver cutting-edge research, share scientific understanding with schools, universities and industry, and influence gardeners and communities across the UK to build a greener future. The Centre is part of a significant multi-million pound investment programme at Wisley that will have numerous benefits for the local area's economy and its communities.</p> <p>The new Centre for Horticultural Science and Learning will incorporate:</p> <ul style="list-style-type: none"> - Connected interpretation, linked digital engagement programmes and enhanced accessibility throughout the site to ensure visitors are better able to engage with horticulture, collections, and science and advisory work - A large public engagement atrium space showcasing how plants play a vital role in improving human and environmental health to a range of audiences - Bespoke learning studios with particular provision for secondary school students, further and higher education and lifelong learning - Three new horticultural science laboratories where cutting-edge research can be undertaken to investigate plant pests and diseases

Royal Horticultural Society (Wisley) – Application For Financial Assistance

	<p>and climate change mitigation, to provide critical advice for gardeners, the horticultural industry and government bodies</p> <ul style="list-style-type: none"> - Spaces where important historic collections (library, herbarium, archive) can be conserved in the correct conditions, and shared with the public, many for the first time <p>Three new gardens surrounding the building will focus on health and wellbeing, edible plants, and biodiversity. All three gardens will act as 'living laboratories' to support ongoing research, including citizen science projects that will engage visitors and help them understand the role that gardening plays in improving people's wellbeing, feeding the world and protecting wildlife.</p> <p>Planning permission was granted for the Centre for Horticultural Science and Learning in September 2016. The project is now at RIBA Stage 4 (detailed design) and a contractor is being appointed. Enabling infrastructure works and site clearance are in progress. With work on the build due to begin by summer 2019 with completion in summer 2020.</p> <p>The flagship Centre for Horticultural Science and Learning in Wisley is a £70m projects which incorporates three new major hubs within the garden. The development also includes a new re-imagined Welcome Building which unites all visitor facilities in one space, and transformation of the Grade II Listed Laboratory Building, opening this historic building to the public for the first time ever.</p> <p>Together, these new facilities will transform the effectiveness and impact of work at the RHS Wisley Garden, engaging a wider and more diverse audience. Guided by a site-wide access audit, an access plan and an audience development plan, they have identified the physical, social, intellectual and cultural barriers that need to be removed and actions that must be taken to remove barriers and increase access to Wisley for all audiences.</p>																												
<p>1.8 Cost breakdown:</p>	<p>The estimated total capital project costs for the Centre for Horticultural Science and Learning are £34.4m. A breakdown of the build costs is given below. The RHS is funding £23.1m of enabling works, planning costs, garden infrastructure relating to the building, development costs to RIBA Stage 3, professional fees, new staff offices, and café and catering fit-out costs.</p> <p>Capital Costs for the national Centre for Horticultural Science and Learning</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Build costs (Stage 4)</td> <td></td> </tr> <tr> <td>Atrium</td> <td>£2,062,000</td> </tr> <tr> <td>Herbarium</td> <td>£2,045,000</td> </tr> <tr> <td>Digitisation viewing room</td> <td>£149,000</td> </tr> <tr> <td>Library and archive</td> <td>£1,513,000</td> </tr> <tr> <td>Learning studios</td> <td>£1,194,000</td> </tr> <tr> <td>Activities and events space</td> <td>£2,771,000</td> </tr> <tr> <td>Diagnostic Lab</td> <td>£688,000</td> </tr> <tr> <td>Molecular research Lab</td> <td>£671,000</td> </tr> <tr> <td>Environmental research lab</td> <td>£562,000</td> </tr> <tr> <td>Other areas- offices, staff areas, plant, circulation etc</td> <td>£8,997,000</td> </tr> <tr> <td>Irrecoverable VAT</td> <td>£1,222,000</td> </tr> <tr> <td>Building enabling works</td> <td>£45,000</td> </tr> </tbody> </table>	Area	Cost	Build costs (Stage 4)		Atrium	£2,062,000	Herbarium	£2,045,000	Digitisation viewing room	£149,000	Library and archive	£1,513,000	Learning studios	£1,194,000	Activities and events space	£2,771,000	Diagnostic Lab	£688,000	Molecular research Lab	£671,000	Environmental research lab	£562,000	Other areas- offices, staff areas, plant, circulation etc	£8,997,000	Irrecoverable VAT	£1,222,000	Building enabling works	£45,000
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Royal Horticultural Society (Wisley) – Application For Financial Assistance

	Interpretation £916,000 Sub-total £22,835,000
	Landscape costs (Stage 3) Wildlife Garden £524,000 Wellbeing Garden £560,000 World Food Garden £594,000 Connecting areas between the three gardens £569,000 Professional fees and other costs £152,000 Sub total £2,400,000
	Other costs (fully funded by the RHS) Curatorial Hubs, enabling projects, planning and infrastructure £9,145,000 Total Capital Project Cost £34,379,000
1.9 Community Benefit	<p>The project marks a step change for the RHS as visitors become more deeply engaged in environmental learning, the Centre engages with new audiences, and scientific research and collections are showcased for the first time. As a result of the project the following outputs and outcomes are anticipated to be achieved by 2024.</p> <p><u>Outputs</u></p> <p>Annual visitor figures are expected to increase from 1.165m in 2017/18) to 1.494 million in 2024/25 (28% increase).</p> <p>The Charity aims that at least 250 new volunteers will participate in an enhanced and more diverse volunteering programme, which includes 22 new, more flexible, roles; acquiring new skills to support pathways into careers including horticulture, plant science, interpretation, and managing heritage attractions.</p> <p>There will be increased engagement with primary and secondary schools visiting Wisley, through repeat visits and longer term projects with schools. There is an expected increase in learning visits from 19,700 to 23,750 by 2022/23, including increasing secondary school students visiting from 1,300 to 3,500 per year.</p> <p>As well as focusing on the younger generation, another aim is to increase the number of adults attending lifelong learning courses from 800 in 2017/18 to 2000 in 2022/23 with a focus on increasing engagement in horticulture, increasing horticultural skills and creative arts skills linked to gardens.</p> <p>With new facilities for research, there is the opportunity to have in training 20 collaborative PhDs and will have supervised 10 MSc students with local and national universities by the end of 2024, more than doubling our research capacity.</p> <p>The project would assist the local economy by providing 59 FTE jobs directly at Wisley, with a further 81 FTE non-RHS jobs supported (indirect and induced impact) and approximately 200 construction jobs supported.</p> <p><u>Outcomes</u></p> <p>Visitors, particularly young people, will feel better connected to nature through greater awareness and knowledge of the science and practice of horticulture, the role of gardens and gardening in improving wellbeing, and the role of plants in improving urban environments.</p>

Royal Horticultural Society (Wisley) – Application For Financial Assistance

	<p>People’s perceptions of Wisley, the RHS and plants will have changed through more inclusive activities and enhanced interpretation for people of different cultures, ages, backgrounds, learning and access needs, and welcoming those who have never considered coming to the garden before.</p> <p>Gardeners across the UK will be better able to adapt to a changing world, identify and control pests and diseases, and improve their own living environments, as a result of increases in RHS scientific advances to enhance the global knowledge bank on gardening and garden plants.</p>
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2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £16.9m in the bank. The sum of £12m is reserved for funding of current RHS capital projects that are underway and they would maintain approximately £5m working capital for the operational business.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £94m against an anticipated expenditure of £88m, resulting in an anticipated surplus of £6m.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £102m against expenditure of £95m, resulting in a surplus of £7m. The sum of £152m was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	New application.

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<p>Yes (Charter and Bye-Laws)</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>N/A</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Tracey Haskins, Green Infrastructure Manager</u></p> <p>The grant application has been received from RHS Wisley for a £100,000 capital grant towards a new Centre for Horticulture Science</p>	

Royal Horticultural Society (Wisley) – Application For Financial Assistance

and Learning. Information required regarding green infrastructure and community benefit.

The expertise of RHS Wisley staff, and the quality of the Wisley Garden, are recognised both UK-wide and internationally; we are fortunate to have such a wonderful resource on our doorstep.

Whilst just beyond Woking's administrative boundary, RHS Wisley attracts and has substantial member representation amongst our Borough residents/communities.

Woking Borough Council and RHS Wisley have a strong and developing association, offering one another support for our complementary and proactive environmental agendas.

Over the last 12 months, particularly fruitful relationships have been developed by RHS's South and East Community Outreach team, based at Wisley, with the Council's Community Engagement and Green Infrastructure officers.

This has brought forward the following projects delivering tangible and sustainable outcomes: to quality of life and well-being, through getting people out into nature, and helping us help residents understand what they can do for the natural environment and to adapt to climate change:

- Bulb planting and the Sheerwater Community Garden, the latter linked to a horticultural student design competition which could look at other sites in the Borough in the future;
- RHS Community Outreach officers have met with Steve Charles of New Vision Homes to explore opportunities;
- Informal horticultural advice assistance help to Green Infrastructure officers research greening opportunities;
- RHS, Woking Local Action 21 and WBC have partnered this year to present LA21's forthcoming (15 November) AGM, featuring headline presentations and an expert RHS and local panel Q&A on the theme of 'Gardening in a Changing Climate'.

Working with RHS is helping us to deliver a number of our Woking 2050 (climate change) and Natural Woking (biodiversity and green infrastructure) strategies' objectives.

If the proposed new Centre for Horticultural Science and Learning is delivered, this could open up many additional opportunities through which RHS can engage with and benefit residents of Woking Borough through its work.

The proposed new gardens surrounding the building - focusing on health and wellbeing, World Food/ edible plants, and biodiversity – would complement both WBC and Woking LA21 agendas, whilst the focus on reaching a more diverse audience is welcomed.

Zafar Iqbal, Senior Community Engagement Officer

Over the last 12 months RHS's Community Outreach Team has been engaged with the following activities in Sheerwater in support of our work with residents in the area:

- Installation of community gardens designed by the RHS School of Horticulture on either side of the shopping parade on Dartmouth Avenue

Royal Horticultural Society (Wisley) – Application For Financial Assistance

	<ul style="list-style-type: none">• Bulb Plantings in communal areas• Participating in the Sheerwater Street Party• Free trips to RHS for families in the area• Incredible Edible event <p>In addition I am aware that RHS is developing strong links with the local schools (Broodmare and BDB) and the Mosque. Their support in the locality has helped to engage with the local residents very positively by increasing interest and participation by volunteers. Thus supporting WBC's Health and Well Being agenda/targets.</p> <p>RHS's proposed new Centre for Horticultural Science and Learning may just be outside of Woking Borough boundaries, it is likely to provide extensive additional opportunities for Woking residents to benefit from such excellent facilities.</p>
3.3 Assessment	<p>The RHS Wisley is applying for grant support of £100,000 for the financial year 2019/20. The purpose of the funding is to go towards to build of the Centre for Horticultural Science and Learning. The Centre will completely transform their horticultural science, learning and public engagement, enabling them to deliver cutting-edge research, share scientific understanding with schools, universities and industry, and influence gardeners and communities across the UK to build a greener future. The Centre is part of a significant multi-million pound investment programme at Wisley that will have numerous benefits for the local area's economy and its communities.</p> <p>Planning permission was granted for the Centre for Horticultural Science and Learning in September 2016. The project is now at RIBA Stage 4 (detailed design) and is currently in the process of appointing a contractor. Enabling infrastructure works and site clearance are in progress, with work on the build due to start by summer 2019 with completion in summer 2020.</p> <p>The Organisation highlights three reasons why the new Centre should be supported by Woking Borough Council.</p> <ul style="list-style-type: none">• Horticulture is important and undervalued <p>Although often overlooked, horticulture is critical to all our lives, and the benefits of growing plants are vast, from strengthening communities and building a more resilient society to supporting biodiversity, cooling cities, growing food, combating climate change, protecting against flooding and improving air quality.</p> <p>However, horticulture is at risk along with the benefits it can offer future generations. An increasing number of front gardens are being turned to paving or parking, there is a squeeze on public funding for community green spaces and our gardens and countryside are under threat from an influx of new and potentially devastating pests and diseases.</p> <ul style="list-style-type: none">• There is a pressing need for the project <p>Increasing environmental threats to our planet require a society-wide response, and these will not be met without engagement of the nation's gardeners, present and future. Our entire natural heritage is under threat unless we take this challenge seriously now – the new national Centre for Horticultural Science and</p>

Royal Horticultural Society (Wisley) – Application For Financial Assistance

Learning will act as a global knowledge hub for the public and horticulture industry alike to enable us to tackle these issues together.

A serious skills shortage threatens the horticulture industry, with knowledge of plants and gardening at risk due to lack of skills-sharing and low levels of interest in careers in botany, gardening and horticultural science. Many young people have a poor perception of the horticulture industry, and little knowledge or understanding of the benefits of gardening. As a result children and young people are becoming increasingly disconnected from the natural world, while also experiencing poorer physical health and emotional wellbeing. The need should be tackled urgently by safeguarding the social capital represented by the living heritage of our experienced gardeners. The Wisley project will build skills and knowledge across all audiences to address this. A visitor experience that does not fully cater for the needs and interests of all visitors, risks undermining the RHS's long-term sustainability and ability to fund its charitable objectives.

If the RHS does not make this major investment now, it risks the further deterioration in the condition of its built and collected heritage assets. The RHS cannot deliver its vision without support. To create the national Centre for Horticultural Science and Learning, the RHS will invest £23.1m but must secure an additional £11.3m from external funders.

- The project will be of multiple benefits to Woking residents

The developments at Wisley strongly support and align with all six Themes of the Woking Community Strategy, as befitting Wisley's place as a significant local visitor attraction, and a national hub for horticulture. Wisley Garden is the 10th most visited visitor attraction in the country and therefore vital to the region.

The developments at Wisley will have a significant impact on the local, regional and national economy creating jobs for the site, the visitor economy and our supply chain, including the UK's important horticulture industry.

In addition, the RHS has a number of community outreach teams which work with a wide range of local groups, societies and many local voluntary sector organisations which represent different user groups. For Woking, these include Home-Start, Woking Mind, Shah Jahan Mosque, Sheerwater Estates residents' groups, Sythwood Children's Centre, Sight for Surrey, Surrey Coalition for Disabled People, Thrive, The Wildlife Trusts and the WWF.

Taking into account the community benefit of a new Centre for Horticulture Science and Learning, it is recommended that a grant of £100,000 be awarded towards the project.

REPORT ENDS

RHS Wisley: Inspiring everyone to grow



Presentation for Woking Borough Council
Visit to RHS Wisley 29 June 2019

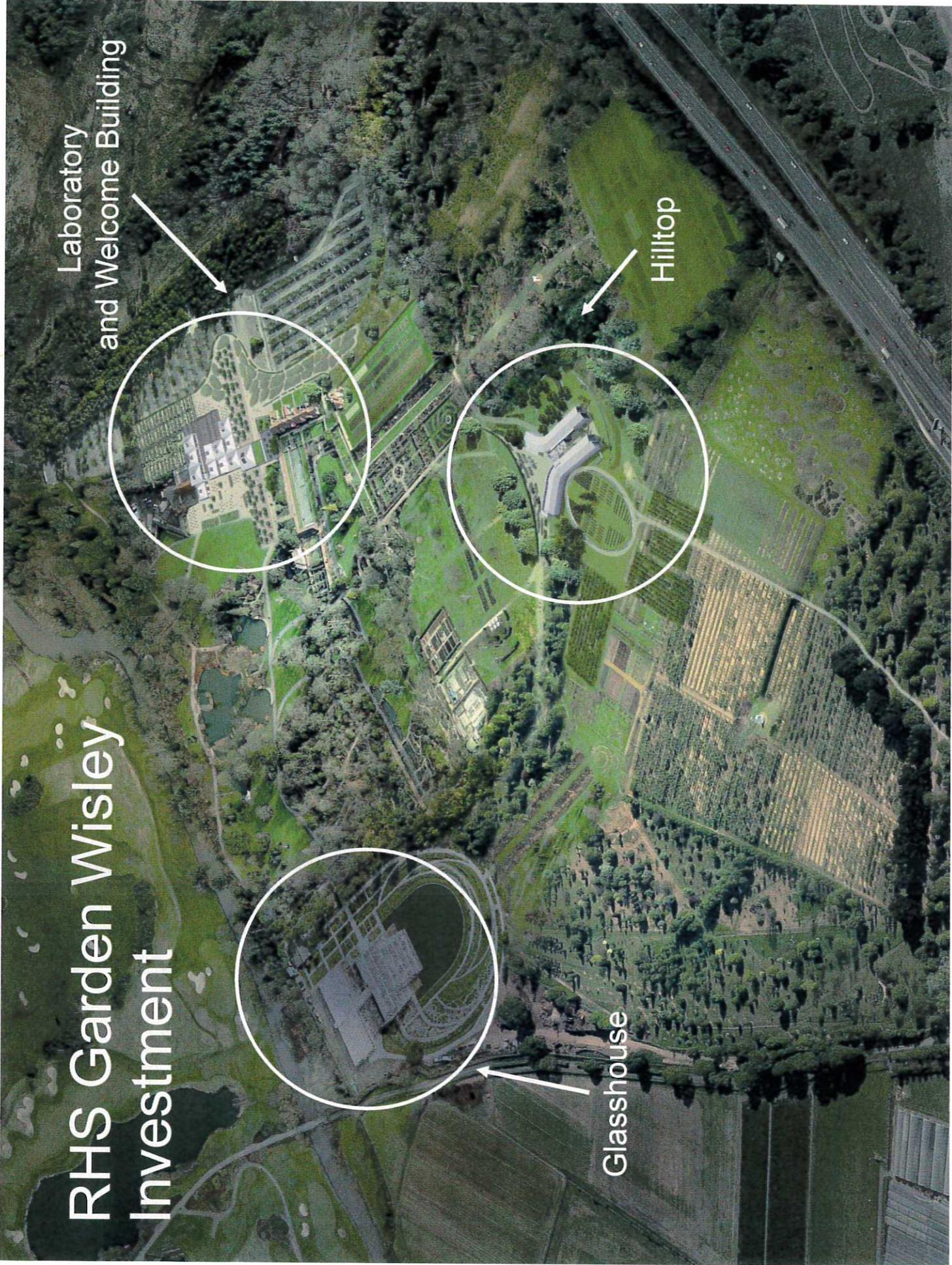
RHS National Investment Programme

- £160m 10 year investment in strategic projects to safeguard the future of horticulture in the UK
- £68m to be invested in Wisley to develop horticultural skills and knowledge, inspiring passion in people and promoting better understanding of the environmental, health and social benefits of growing plants



The RHS Vision:

to enrich everyone's life through plants and make
the UK a greener and more beautiful place



Laboratory
and Welcome Building

Hilltop

RHS Garden Wisley
Investment

Glasshouse

New facilities and attractions at Wisley:

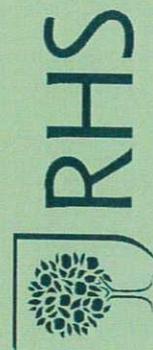
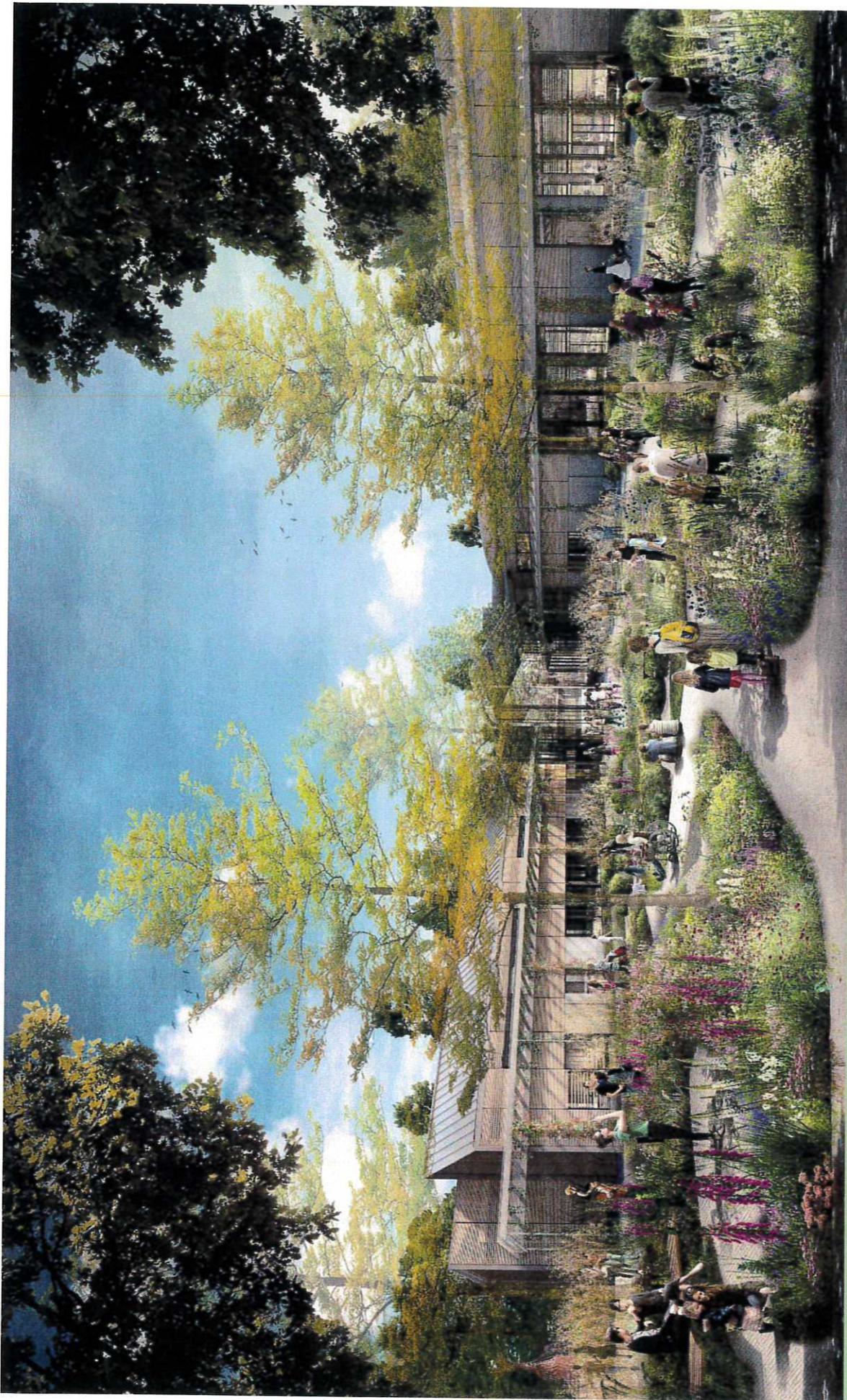
- New & reimagined buildings for learning and discovery, plus eating/drinking and relaxing.
- Integrated and much-improved interpretation
- Accessibility improvements throughout site
- Supporting the visitor economy – hospitality industry, transport providers, retail/ horticultural supply chain and skills development of local workforce.



Audience development work:

- Providing better understanding of current visitors
- Identifying and attracting new audiences
- Addressing needs/barriers for everyone
- Volunteering & community outreach (e.g. greening projects as in Sheerwater) ensures local engagement- partnership work and results in improved local environments.





Inspiring everyone to grow

Iconic new building: National Centre for Horticultural Science & Learning

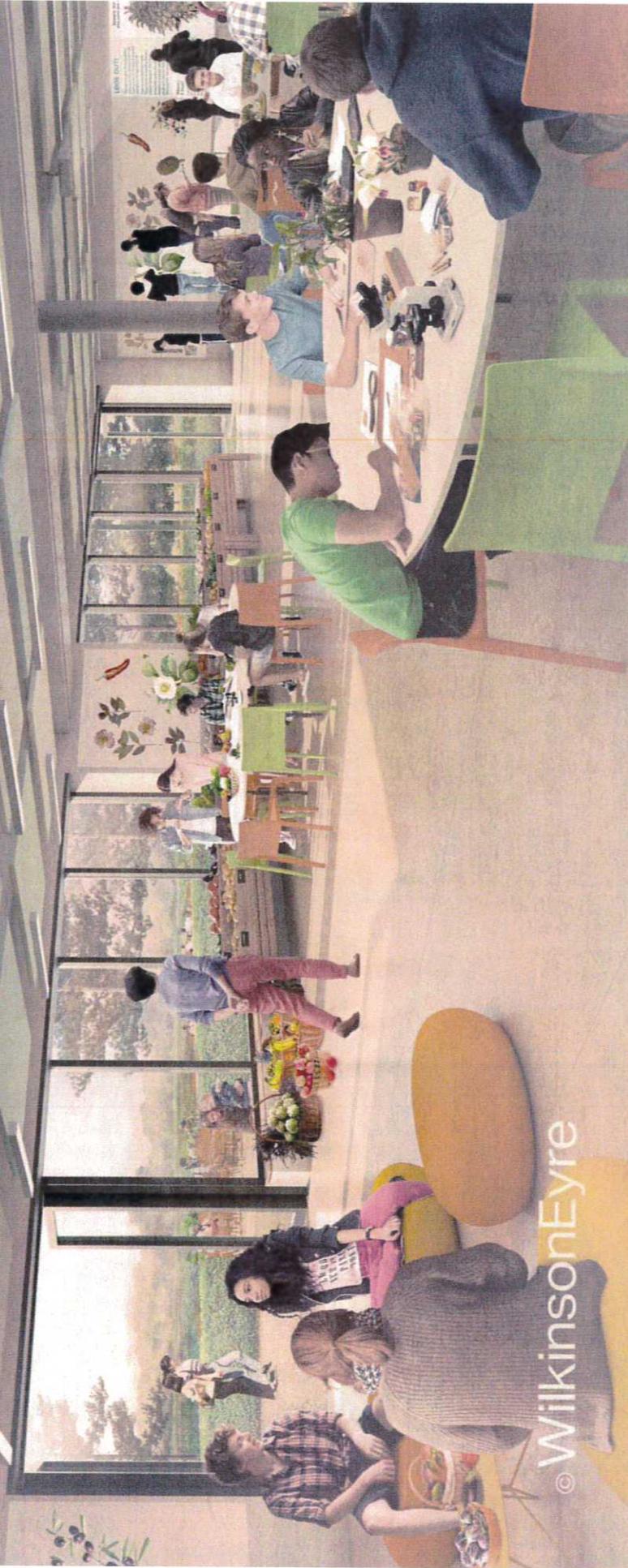


National Centre for Horticultural Science & Learning : recent build progress

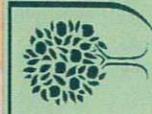


New Integrated Learning Spaces

Indoor and outdoor Learning Studios will enable revitalised secondary and adult learning programmes, apprenticeships and research (crucial for skills development to address horticultural skills crisis)



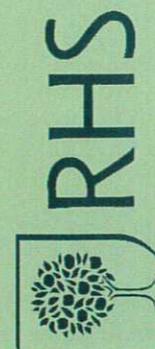
© WilkinsonEyre



Inspiring everyone to grow

RHS Skills Development & Learning Programmes

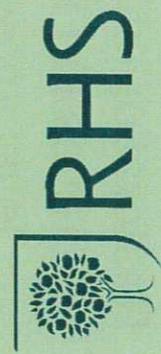
New purpose built facilities:
Laboratories, Seed Preparation Room,
Herbarium, Research Facilities, Library &
Digitisation Room



Inspiring everyone to grow

RHS Science & Research Programmes

Public are able to engage with and participate in important scientific work for first time

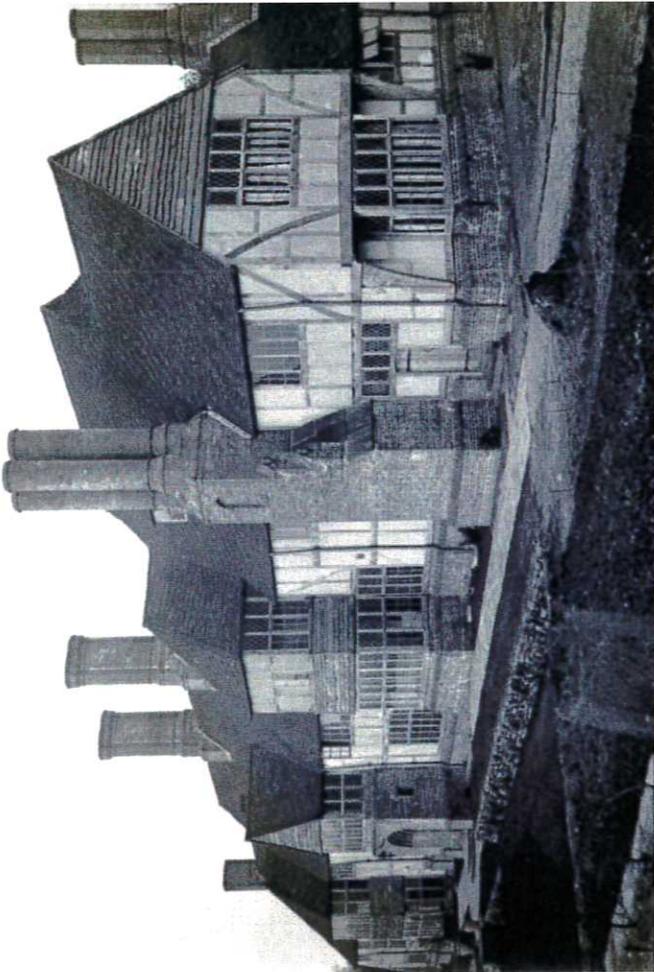


Inspiring everyone to grow

Hilltop Learning Gardens

Places to experiment, educate and engage visitors 'inspiring them to grow' in their homes and communities.

Restoration of the Grade II listed Laboratory building – the heart of RHS science, revealing both the building's Arts and Crafts and horticultural heritage with level access, engaging exhibitions and improved landscaping



“Everyone who sees the Laboratory will love it. The building is simple inside, but beautiful. It was built as a functional research and teaching space, yet it’s so thoughtfully designed, it’s astonishing. Enormous care and thought was given to every detail.”

- Philip Hughes, historic buildings conservation consultant



Laboratory

Historic core of Wisley opened to the public

- Wisley Green Travel Plan established
- RHS working up revised Sustainability Strategy and approach
- Sustainable features for new build (BREEAM Very Good Rating)
- New centre will facilitate collaborative research into the role of green infrastructure in developing a low carbon economy through plants.
- New facilities and digital programmes will support the RHS national campaigns to promote sustainability e.g. Greening Grey Britain and Campaign for School Gardening



Better for people, better for the planet

Warmth from the outside will be extracted by air source heat pumps to heat the Wisley building and hot water. This removes dependency on oil fired heating.



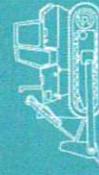
98% of construction waste recycled

The contractors for the build are engaged through the considerate constructor programme which means they give back to the community.

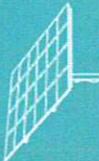


To safeguard and increase biodiversity

We're creating habitats that benefit wildlife and create jobs. This includes the planting of more than 400 trees and the installation of bat boxes, insect homes and bug hotels.



Photovoltaic (solar panels) will harness the sun's energy to provide renewable electricity across the new National Centre for Horticultural Science and Learning (opening in 2020).



Acoustic mitigation

On the new Centre we've been working with the local council to install the earth canopy from the roof of the A1.



Where possible and buildings previously existed we are returning areas to gardens and landscapes, open.



Environment control

For this new habitat and library the air conditioning utilises some of the most efficient systems available. It uses the essential means of free building structure, to create a low carbon environment for students.



Local supply chain

and local contractors, wherever possible - this is measured through an economic impact study.

Planting native trees wherever possible, including water back from the river. The water can be made available for irrigation of the garden for the future.



Rainwater is attenuated

whenever possible, including water back from the river. The water can be made available for irrigation of the garden for the future.



Green travel to help visitors, members, staff, and contractors walk Wisley by means other than single occupancy car.



8 new electric charging points



New taxi drop off point



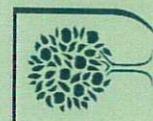
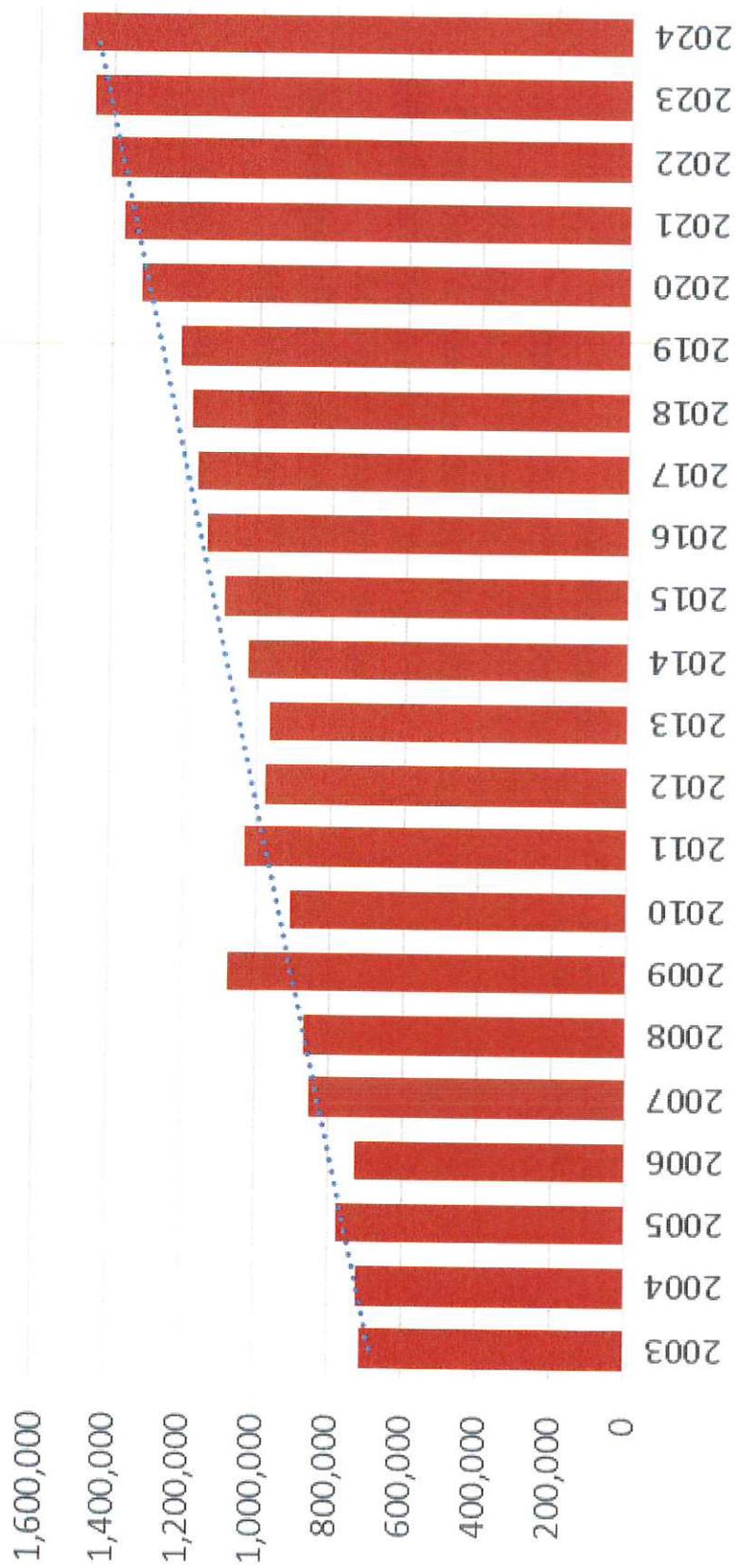
Cycle paths



Find out more: Visit the Exhibition Site Office
Growing Wisley for everyone

RHS Registered Charity No. 275094/020183

Wisley Visitor Numbers



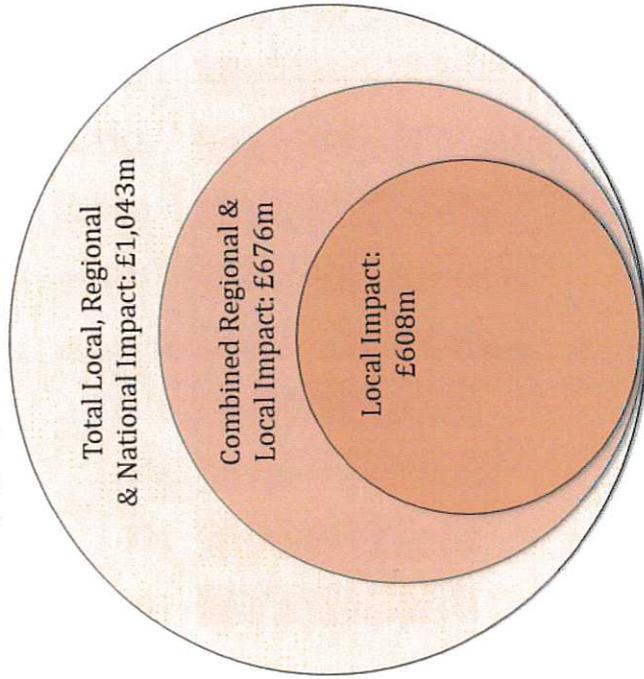
Inspiring everyone to grow

RHS

Projected **Growth in Visitor Numbers** achieved through the Wisley Investment Programme – additional 356,000 a year by 2024/25 (30% increase over project duration).

Independent Economic Study used to understand the impact of RHS Wisley operations and capital expenditure over the RHS's 10-year Strategic Investment Programme.

Total Amount Investment Generates for the Economy (projected, 2015/16 - 2024/25)



Methodology

- LM3 (NEF),
- Cambridge EIS with focus on key sectors: Accommodation, Retail, Transport, Catering and Leisure
- Volume, value and jobs

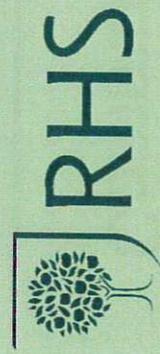
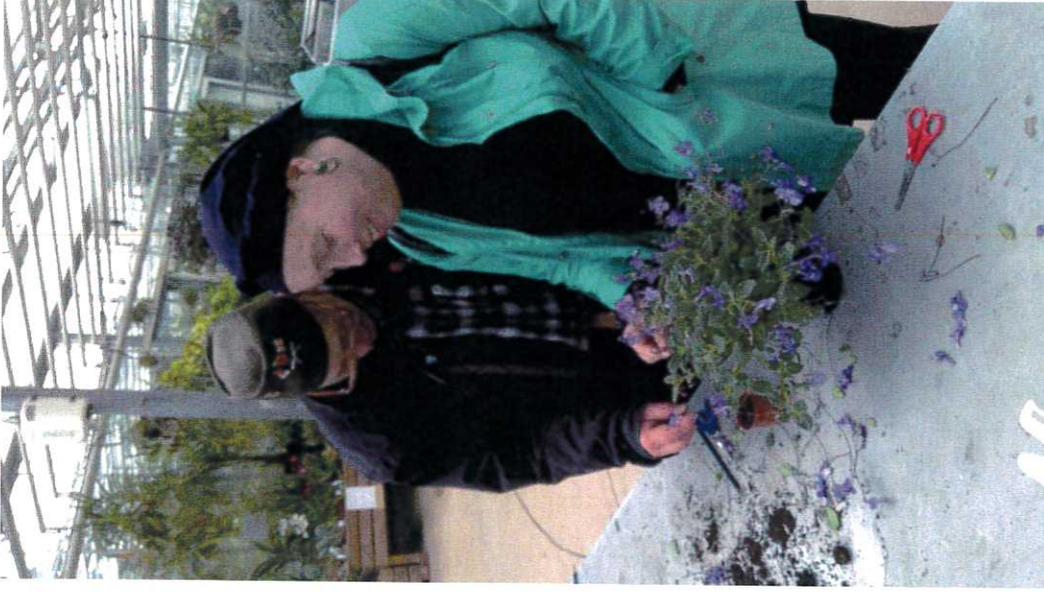
Employment

- Supporting 1,321 jobs
- 59 FTE jobs will be supported directly at Wisley, with a further 81 FTE non-RHS jobs supported in the wider economy and 204 construction related jobs supported through the capital works

© Counterculture Partnership
LLP October 2017



Economy boosted
Benefits and impact for locality



Inspiring everyone to grow

Activity Programme

Focus on audience development

Community engagement



Expansion of Community Outreach programme working with partner organisations to explore barriers to engagement, enabling RHS to welcome new groups to Wisley, whilst supporting communities in their own areas.

Sheerwater Community Gardens

RHS School of Horticulture helping through social action with local residents



Sythwood Children's Centre Syrian families growing workshop to launch their Community Growing project



Wisley Community Allotment

Shah Jahan Mosque Ladies group May 2018



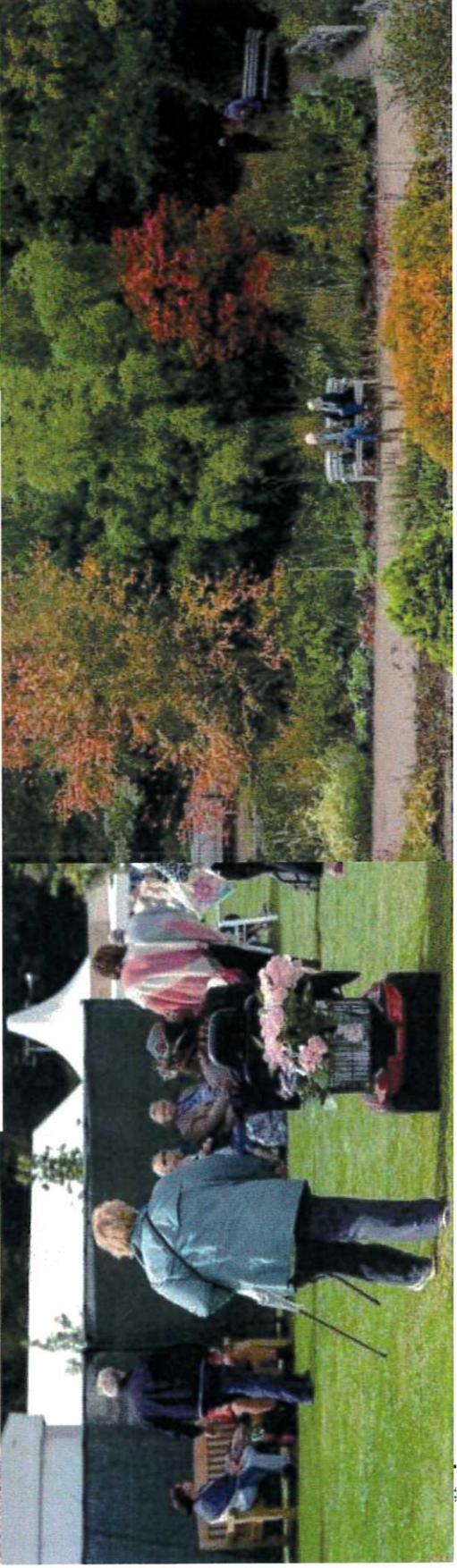
*“The garden of the world has no limits
except in your mind. Its presence is
more beautiful than the stars, with
more clarity than the polished mirror
of your heart.”*

**Lucy Bushill Mathews,
Shah Jahan Mosque**

Access



All elements of this project will see significant improvements to the **physical, cultural and intellectual accessibility** of RHS Wisley's buildings and gardens for all visitors, supported by ongoing consultation via the Wisley Access Forum





Any Questions?

EXECUTIVE – 11 JULY 2019

EQUALITIES ANNUAL REPORT - 2019

Executive Summary

This annual report seeks to inform the Executive of progress on the equalities agenda. It covers the period April 2018 to March 2019. The Equality Act 2010 brought together, harmonised and in some cases extended previous equality law. The aim of the legislation is to make it more consistent, clearer and easier to follow in order to make society fairer. The Act also sets out the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty ensures that all public bodies, including local authorities, play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

The Equality Duty covers the following protected characteristics; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty requires the Council to have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Having 'due regard' means consciously thinking about the three aims of the Equality Duty as part of the process of decision making. This means that consideration of equality issues must influence the decisions reached by the Council, e.g. how it acts as an employer, how it develops, evaluates and reviews policies, how it designs, delivers and evaluates services and how it commissions and procures from others.

Recommendations

The Executive is requested to:

RESOLVE That

the report be received.

Reasons for Decision

Reason: To meet the requirement to report on annual progress on the equality agenda.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: [Corporate Equality Scheme](#)
Sustainability Impact Assessment
Equalities Impact Assessment

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Date Published: 3 July 2019

1.0 Introduction

1.1 Woking Borough Council believes that the diversity of its population and workforce is one of its greatest strengths. Equality of opportunity and freedom from discrimination is a fundamental right and this Council has a duty to exercise leadership to promote this right. The Council intends to promote equality and prevent discrimination through its roles as:

- service provider;
- employer; and
- community leader.

1.2 The Council will follow best practice in all equality areas and work to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people who share protected characteristics and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

1.3 From April 2011 the Equality Act 2010 brought together all previous equality legislation and gave full protection to eight protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Some aspect of the legislation also covers marriage and civil partnership.

1.4 Success in mainstreaming equalities in the organisation is measured by The Equality Framework for Local Government, which was adopted by the authority in March 2009. The Framework is based on three levels of achievement, developing, achieving and excellent. The Council has been successfully verified by external assessment at 'Achieving' level.

2.0 Progress

2.1 The Public Sector Equality Duty (specific duties) requires all public bodies to:

- Annually publish information that shows how they have complied with the Equality Duty. This was published on the Council website in January.
- Set equality objectives for the organisation. Overarching objectives have been developed which are relevant to each of the equality groups covered by the Equality Act. They relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation and Borough (attached at Appendix 1).

2.2 The Equality and Wellbeing Working Group met quarterly, monitoring progress on the equality and wellbeing agenda. An annual Wellbeing Week is held in September, which promotes healthy lifestyles, physical and mental wellbeing.

2.3 A comprehensive programme of equality and wellbeing awareness has taken place over the year, covering issues such as homophobia, mental health awareness and Dementia Action Week and Carers Week. This included displays around the building, information on ewok+ and emails. Feedback has been very positive and the more subtle approach has definitely stimulated conversations, hopefully achieving our longer term objective of informing hearts and minds.

- 2.4 In addition monthly health and wellbeing themes have also been highlighted on ewok+, offering helpful advice and tips on how to look after yourself and effectively manage life and work. Themes have included healthy heart, benefits of walking, diabetes awareness and staying safe in the sun. Advice is also provided on how to achieve good mental health and wellbeing, including dealing with stress and obtaining a better work-life balance. The organisation has 4 trained Mental Health First Aiders and the Employee Assistance Programme is promoted regularly.
- 2.5 The equality agenda has been successfully mainstreamed throughout the organisation and the Council's priority is to ensure accessible services are available to the vulnerable sections of the local communities. Highlights for the year include the provision of support for Syrian refugees through New Vision Homes and The Family Support Service, continued support to vulnerable families via the Family Support Service; further development of services for people with dementia at the Wellbeing Centre (e.g. advice sessions, creative lunch and carers choir); continued work with the Woking Dementia Action Alliance (DAA) where the Council is working with a variety of stakeholders and partners to make the Borough Dementia Friendly (see Appendix 2).
- 2.6 Working relationships with community groups, providing support to those protected by equality legislation, continue to be developed. Outline, a local support group for the Lesbian, Gay, Bisexual and Transgender community, were supported in putting together information to mark International Day against Homophobia; Alzheimer's Society held some dementia awareness sessions for staff and Liaise Women's Centre actively participated in events such as Party in the Park and Refugee Week, worked on an upcycling project in Sheerwater and have started working with the Bengali community on Lakeview.
- 2.7 Equality monitoring figures are produced annually for employment, looking at areas such as workforce profile, appointments, training, promotion and discipline and grievance issues. These are broken down according to race, gender, disability, age, sexuality and religion and belief. These are detailed in Appendix 3.
- 2.8 From 6 April 2017 employers in Great Britain with more than 250 staff are required by law to publish annually its gender pay gap (mean and median averages) and the proportion of men and women in each quartile of the organisation's pay structure.

This year's report, covering the 12 months up to 31st March 2018, showed that the Council has a mean gender pay gap of 19.31% and a median gender pay gap of 16.20%. The mean gender pay gap nationally is now 17.9% according to the October 2018 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures. The figure is 17.7% for public sector employees. The median gender pay gap for the public sector is 19.4%. The main reason for Woking's gap is an imbalance of male and female colleagues across the organisation, the roles in which men and women work within the organisation and the salaries that these roles attract. The full report can be accessed at <https://www.woking.gov.uk/sites/default/files/documents/Jobs/Pay%20Policy%20Statement%202019%20to%202020.pdf>

The Council is committed to reducing its gender pay gap and an action plan has been developed to look at how best to achieve this, including carrying out further analysis of pay, reviewing recruitment processes, promoting flexible working options and development opportunities. The action plan can be accessed at <https://www.woking.gov.uk/sites/default/files/documents/Jobs/Pay%20Policy%20Statement%202019%20to%202020.pdf>

3.0 Future Plans

- 3.1 Across the organisation a huge amount of work is done to address the needs of the most vulnerable sections of the local communities and the equalities agenda has successfully been mainstreamed into service plans. In the current climate of scarce resources, partnership working with the statutory and voluntary sectors is increasingly important. Building the capacity of local voluntary and community organisations to support this is an essential part of ensuring this happens.

4.0 Implications

Financial

- 4.1 Equality work is mainstreamed into annual Service Plans and budgets allocated accordingly. In addition external funding is identified for specific projects as and when required.

Human Resource/Training and Development

- 4.2 Equality and Wellbeing Training is provided through Surrey Learn, a partnership of all Surrey local authorities. Internal awareness campaigns and training take place throughout the year. A Member awareness session is held annually.

Community Safety

- 4.3 As a crosscutting issue equalities impacts on all areas of the Council's work, including community safety. Work on areas such as community cohesion, anti-social behaviour, domestic violence and preventing extremism all contribute towards the community safety agenda.

Risk Management

- 4.4 The Council has statutory responsibilities to drive forward the equalities agenda, promote equality and eliminate discrimination. In the current economic climate, partnership working with the statutory and voluntary sectors is essential in delivering on these priorities. Continual progress in equalities will enable the Council to achieve its goal of helping the most vulnerable sections of the local community.

Sustainability

- 4.5 A Sustainability Impact Assessment has been completed.

Equalities

- 4.6 An Equality Impact Assessment has been completed.

Safeguarding

- 4.7 Due consideration has been given to the Council's corporate Safeguarding Policy when undertaking the Council's equalities agenda.

5.0 Consultations

- 5.1 Narrowing equality gaps and improving the life chances of different groups will require a pooling of evidence, resources and action planning. Working in partnership with the statutory, voluntary and community sectors will become increasingly important. Building and supporting the capacity of the voluntary/community sectors to enable this will be essential. The Council will have to become smarter at involving communities of interest in decision

making, service and workforce planning, particularly groups who may experience disadvantage and inequality.

REPORT ENDS

Equality Objectives:

Overarching objectives that have been developed for the council's Corporate Equality Scheme which are relevant to each of the nine equality groups covered by the Equality Act, relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation. The overarching objectives are to:

Tackle victimisation, harassment and discrimination

Take reasonable steps to ensure that residents, service users and employees are not unlawfully discriminated against and take appropriate action to prevent & tackle victimisation and harassment.

Improve access to services

Take reasonable steps to ensure that services are inclusive, responsive to risk, physically accessible and provided through the most efficient and effective channels available.

Close the gap in outcomes for citizens

Take reasonable steps to improve life chances for citizens by reducing outcome gaps that may exist within the Borough as well as those that may exist between the Borough and elsewhere.

Increase understanding and mutual respect between communities

Take reasonable steps to build stronger communities and promote good relations, both within and between communities.

Increase participation and engagement

Take reasonable steps to remove barriers that may exist to engagement and help residents (especially those who are under-represented) to participate in local decision making and influence local decisions.

Ensure equitable employment policies and practices

Provide equality of opportunity for all Council staff by ensuring all employment policies and practices, (concerning recruitment, retention, promotion, training and discipline), are designed to reflect and attract the communities that Woking serves.

Equality actions/achievements: 2018/19:

Living Well Week October 2018

Programme of events to celebrate and value the diversity of the borough of Woking under the Celebrate Woking umbrella, including Chinese New Year, Interfaith football tournament and Refugee Week. These events engage with local community groups, schools and the wider community, including working with a number of SEN (eg. The Park School, Freemantles, LinkAble and Surrey Choices).

Syrian Refugee Resettlement Programme – 41 families have arrived in Woking under the VPRS Scheme and are supported in areas including areas such as access to housing, benefits, education and employment. The programme is running very successfully and Woking's success at supporting families into employment has boosted both Surrey's and the SE region's figures. Currently Woking's employment figures are almost three times higher for Syrian refugees than the rest of the UK. Recently, a Syrian lady teamed up with a local Chef and organised, with a number of other Syrian women, to sell food at the Lighthouse at lunchtime to raise money for the project. This was a great success and will happen again as part of Refugee Week events.

Family Support Programme - 84 families were identified as having multiple and complex needs. Support focusses on parenting, housing, financial management, training and employment, healthy relationships and positive health and wellbeing.

Parking Standards Supplementary Planning Document (SPD) – The SPD sets out specific standards for disabled parking provision to serve various types of development.

Site Allocations Development Plan Document (DPD) – The DPD seeks to allocate specific sites to meet the accommodation needs of Travellers.

The Business Liaison Team, through its Woking Works partnership with select local firms and business organisations, delivered its first event on wellbeing, to coincide with Mental Health Awareness Week. The morning's event had a strong focus on mental health, and the links to productivity and the local economy, and practical tips for how employers can best support their teams. In addition, the benefits of good nutrition and exercise, and eye health, were covered by event sponsor, Nuffield Health Woking.

Continued to contract Surrey Choices' Growth Project team, who work with adults with learning disabilities, to undertake countryside management work at White Rose Lane Local Nature Reserve. Support of volunteer groups such as the Woodlanders (based in Horsell), and Westfield Common Volunteers (through SWT, and the GCN project).

Agreed new five year contract with AccessAble (formally Disabled Go) to provide on-line access guides for Woking. The company have rebranded and launched a new website to keep a breadth with advances in technology.

Started working with Surrey Choices EmployAbility service, which helps to find work placements, volunteer opportunities and paid work for disabled people, autistic people, those with sensory needs and those with mental health issues. Placements found in centres in the community and the Civic Offices. This is currently being developed to provide paid work.

Community Matters Partnership Project - an exciting, innovative business to community partnership project, run, driven and funded by local companies who want to support the health, happiness and wellbeing of local people in their community. There are currently 14 partners who have supported 8 projects over the year, both financially and in volunteer time. 84 volunteers have taken part in the various projects.

Sheerwater project group have been supporting a number of elderly people who are very isolated and have no support network to help them through the process of moving and setting up a new home. Using links with other agencies, have managed to help these tenants re-engage with the community and ensure that their standard of living and well-being is improved.

The Housing Standards team have recently worked with Landlords who have been unable to communicate with the Council due to language barriers. As a result of these issues landlords were unable to complete their Selective Licence applications which had been submitted with missing documentation. With the support of their local counsellor and the team issues have been resolved and applications validated and authorised.

The Woking Local Dementia Action Alliance (made up of over 30 local organisations) are working together to help enable Woking be recognised as a Dementia Friendly Borough. 6 Dementia Champions have been appointed to carry out the training and have held 8 sessions for the public over the year. This included a special session at the mosque for the Muslim community. Awareness raising activities were held during Dementia Action Week, including a 'relaxed' screening at the Ambassadors Cinema and a tea dance.

Woking is the first authority in Surrey to train and enable staff in all teams to complete carers prescriptions to help our carer residents get the help and support they need

Funding was awarded from the NW Surrey CCG to have a Falls Responder Service, enabling residents who are Careline clients to be picked up off the floor within an hour rather than wait 6-8 hours for an ambulance when they have simply fallen with no medical issues.

The category of referrals for the social prescribing team have been extended providing a range of non-medical support provided in the community to any adults over 18 years of age who need social, emotional and practical support. These may be adults who are vulnerable, feel isolated, have mental health issues etc.

Introduction of a trial Home2Home scheme whereby owner occupiers are assisted to move to more appropriate properties for their health care needs. Often elderly residents are living on their own, with no family and carers and simply need to move to a smaller, more manageable and appropriate property but do not have the capacity to organise with all the paperwork and stress.

Partnership project with Surrey Police, New Vision Homes and local charity to make improvements to the Walton Court area, including upgrade of lighting, CCTV, decorating and clearing of overgrown greenery.

Equalities Monitoring Data for the period 1/4/2018 – 31/3/2019

1. *Breakdown of all employees by:

*These figures are based on 420 employees; this includes all employees all on the payroll including casual employees who may only work very occasionally.

a) Ethnic background

Asian/ Asian British	36
Black/Black British	12
Chinese/Other	4
Mixed	3
White	319
Gypsy/Traveller	1
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	31
Not Known	8
Prefer not to say	6

b) Gender

Male	155
Female	265
Transgender	0
Prefer not to say	0

c) Declaration of Disability

Yes	19
No	381
Prefer not to say	17
Not Known	3

d) Age

Under 25	22
25 - 34	69
35 - 44	94
45 - 54	108
55 - 64	106
Over 65	21

e) Sexual orientation

Heterosexual/Straight	366
Bisexual	3
Gay or Lesbian	8
Prefer not to say	30
Not Known	13

f) Religion

Christian	209
Buddhist	1
Hindu	10
Jewish	1
Muslim	29
Sikh	1
No Religion	127
Other (Please specify)	5
Not Known	4
Prefer not to say	33

2. How many people belonging to each group applied to the Council for employment during the period?

a) Ethnic background

Asian/ Asian British	106
Black/Black British	60
Chinese/Other	9
Mixed	12
White	319
Gypsy/Traveller	0
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	27
Not Known	11
Prefer not to say	22

b) Gender

Male	208
Female	336
Transgender	0
Prefer not to say	10
Not Known	12

c) Declaration of Disability

Yes	33
No	526
Not known	0
Prefer not to say	7

d) Age

Under 25	94
25 - 34	145
35 - 44	128
45 - 54	124
55 - 64	61
Over 65	4
Not Known	10

e) Sexual orientation

Heterosexual/Straight	492
Bisexual	4
Gay or Lesbian	17
Prefer not to say	35
Not Known	17

f) Religion

Christian	204
Buddhist	6
Hindu	18
Jewish	1
Muslim	88
Sikh	5
No Religion	162
Other (Please specify)	17
Not Known	17
Prefer not to say	47

3. How many people belonging to each group applied for/received training during the period?

a) Ethnic background

BME	30
White	94
Prefer not to say	0

b) Gender

Male	62
Female	76
Transgender	0

c) Declaration of Disability

Yes	10
No	114
Prefer not to say	0

d) Age

Under 25	12
25 - 34	27
35 - 44	30
45 - 54	31
55 - 64	22
Over 65	2

4. How many people belonging to each group were promoted during the period?

a) Ethnic background

BME	0
White	8

b) Gender

Male	3
Female	5
Transgender	0

c) Declaration of Disability

Yes	0
No	8

d) Age

Under 25	0
25 - 34	4
35 - 44	1
45 - 54	2
55 - 64	1
Over 65	0

5. How many people belonging to each group "benefited or suffered detriment as a result of formal performance assessment procedures"?

None

6. How many people belonging to each group were involved in grievance procedures?

a) Ethnic background

BME	0
White	1

b) Gender

Male	0
Female	1
Transgender	0

c) Declaration of Disability

Yes	1
No	0

d) Age

Under 25	0
25 - 34	0
35 - 44	0
45 - 54	0
55 - 64	1
Over 65	0

7. How many people belonging to each group were the subjects of disciplinary procedures?

a) Ethnic background

BME	0
White	1

b) Gender

Male	1
Female	0
Transgender	0

c) Declaration of Disability

Yes	0
No	1

d) Age

Under 25	0
25 - 34	1
35 - 44	0
45 - 54	0
55 - 64	0
Over 65	0

8. How many people belonging to each group ceased employment with the Council during the period?

a) Ethnic background

Asian/ Asian British	4
Black/Black British	0
Chinese/Other	1
Mixed	0
White	35
Not Known	0
Gypsy/Traveller	0
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	4
Prefer not to say	2
Not Known	6

b) Gender

Male	26
Female	26
Transgender	0

c) Declaration of Disability

Yes	2
No	46
Prefer not to say	2
Not Known	2

d) Age

Under 25	5
25 - 34	12
35 - 44	12
45 - 54	6
55 - 64	11
Over 65	6

9. Carers

a) Ethnic background

BME	2
White	11

b) Gender

Male	1
Female	12
Transgender	0

c) Declaration of Disability

Yes	2
No	11

d) Age

Under 25	0
25 - 34	1
35 - 44	3
45 - 54	9
55 - 64	0
Over 65	0

10. Flexible Working Requests

Number received:	11
Number agreed:	11
Success rate %	100%

10. Return to Work from Maternity

Number returned:	9
Success rate:	100%

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