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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, 10 October 2019 at **7.30 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 11 July 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 11, 14 and 15 arising from their positions as Directors of the Thamesway Group of Companies.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston has declared a non-pecuniary interest in Agenda Items 9, 12, 14 and 15 arising from his position as a Director of Victoria Square Woking Limited.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston has declared a non-pecuniary interest in Agenda Items 14 and 15 arising from his position as a Director of Rutland Woking Limited.

In accordance with the Members' Code of Conduct, Councillor G S Cundy has declared a non-pecuniary interest in Agenda Items 14 and 15 arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, and Director of Housing, Louise Strongitharm, have declared a disclosable personal interest (non-pecuniary) in Agenda Items 11, 14 and 15 arising from their positions as Directors of the Thamesway Group of Companies.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, has declared a disclosable personal interest (non-pecuniary) in Agenda Items 9, 12, 14 and 15 arising from his position as a Director of Victoria Square Woking Limited.

In accordance with Officer Employment Procedure Rules, the Deputy Chief Executive, Douglas Spinks, has declared a disclosable personal interest (non-pecuniary) in Agenda Item 14 arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, and the Deputy Chief Executive, Douglas Spinks, have declared a disclosable personal interest (non-pecuniary) in Agenda Items 14 and 15 arising from their positions as Directors of Export House Limited.

In accordance with Officer Employment Procedure Rules, the Finance Director, Leigh Clarke, has declared a disclosable personal interest (non-pecuniary) in Agenda Items 11 and 14 arising from her position as a Director of Dukes Court Owner T S a r l.

In accordance with the Officer Employment Procedure Rules, the Finance Director, Leigh Clarke, has declared a disclosable personal interest (non-pecuniary) in Agenda Item 10 arising from (i) her husband having a small shareholding in Woking Football Club and (ii) a Council appointed director of Kingfield Community Sports Centre Limited.

In accordance with Officer Employment Procedure Rules, the Finance Director, Leigh Clarke, has declared a disclosable personal interest (non-pecuniary) in Agenda Item 10 arising from her position as a Director of Kingfield Community Sports Centre Limited.

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.

Notices of Motion

At its meeting on 25 July 2019, the Council referred the following Notices of Motion to the Executive for consideration.

6. Notice of Motion - Cllr I Johnson - Heathrow Rail Link EXE19-048 (Pages 5 - 6)
Reporting Person – Corporate Management Group
7. Notice of Motion - Cllr G Cundy - Introduce a planning policy to green new development over 15 storeys EXE19-049 (Pages 7 - 16)
Reporting Person – Corporate Management Group
8. Notice of Motion - Cllr A-M Barker - Fiery Bird Venue/Phoenix Cultural Centre EXE19-050 (Pages 17 - 18)
Reporting Person – Corporate Management Group
9. Notice of Motion - Cllr M Ali - Chairmanship of Oversight Panels EXE19-051 (Pages 19 - 20)
Reporting Person – Corporate Management Group
10. Notice of Motion - Cllr A-M Barker - Review of Kingfield development stadium capacities EXE19-052 (Pages 21 - 22)
Reporting Person – Corporate Management Group

Matters for Recommendation

11. Recommendation from Climate Change Working Group - Climate Emergency EXE19-112 (Pages 23 - 44)
Reporting Person – Douglas Spinks

Matters for Determination

12. Asset and Facilities Management Contract - Extension Proposals EXE19-083 (Pages 45 - 48)
Reporting Person – Douglas Spinks
13. Citizens Advice Woking - Business Plan Update EXE19-012 (Pages 49 - 60)
Reporting Person – Councillor David Bittleston

Performance Management

14. Performance and Financial Monitoring Information
Please bring to the meeting your copy of the Performance and Financial Monitoring Information (Green Book) August 2019.

15. Monitoring Reports - Projects EXE19-020 (Pages 61 - 80)
Reporting Person – Ray Morgan

Exclusion of the Press and Public

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

“That the press and public be excluded from the meeting during consideration of item 17 in view of the nature of the proceedings that, if members of the press and public were present during this item, 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

17. Land Management EXE19-115 (Pages 81 - 96)
Reporting Person – Douglas Spinks

AGENDA ENDS

Date Published - 2 October 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 – 10 OCTOBER 2019

NOTICE OF MOTION – CLLR I JOHNSON – HEATHROW RAIL LINK

Executive Summary

At its meeting on 25 July 2019, the Council referred the following Notice of Motion to the Executive.

Councillor I Johnson

“That this Council:

- 1) Notes the UK Government’s invitation in May 2019 for market-led proposals for a new rail link connecting Heathrow Airport from the south and Waterloo and Surrey/Hampshire and this Council’s long-term aspiration for a direct rail link to Heathrow Airport;
- 2) supports action to benefit the environment by minimising traffic and pollution by transferring journeys from road to rail;
- 3) welcomes the initiative of Heathrow Southern Railway to propose a project involving a direct rail link from Woking to Heathrow Airport including significant sections via tunnels to minimise environmental impact; and
- 4) asks the Council to write to the Member of Parliament for Woking to press the Secretary of State for Transport to expedite the process of approving a project and selecting a preferred developer, and to advise members when this has been done.”

Officer Comment

“Woking Borough Council has been a key advocate for a direct rail access to Heathrow that stops at Woking. Indeed the Council played a leading role in making the case for the then Airtrack proposal before it was abandoned mainly due to lack of funding. The Council has continued to make the case and had done so recently on the back of the consultation on the national policy framework for the Heathrow Airport expansion. In this regard, the Council welcomes the Government’s acknowledgement of the need to improve surface access to and from Heathrow as part of the infrastructure to support the proposed Heathrow expansion. It is however regrettable that the southern rail access is not being promoted as an integral part of the Heathrow expansion proposal and a pre-requisite to the operation of the expanded airport to be funded by Heathrow Airport Limited and Central Government. It is necessary that the delivery of the southern rail access is aligned with the implementation of the Heathrow expansion to avoid any intolerable traffic conditions for local residents and businesses. There is the risk that the delivery of the southern rail access would lag behind the Heathrow expansion if they are not delivered as an integrated package. Whilst the Government’s invitation for a market led proposal for the link is not entirely what the Council would have wanted, it is certainly a positive step forward towards achieving a long held objective of the Council.

There is no reason to doubt the capability of Heathrow Southern Railway Limited to deliver the project. However, it would be pre-mature for the Council to declare support for a particular bidder until it has had the opportunity to study the bid(s) in detail. The Government is yet to publish guidelines for the southern rail connection to Heathrow against which bids would be assessed. Officers understand that the publication of the guidelines could be soon. It will be helpful to wait and study the guidelines before deciding whether or not to support a particular bid.

Notice of Motion – Cllr I Johnson – Heathrow Rail Link

It should be noted for information that Officers have already met one of the consortiums who are seeking to submit a bid to deliver the project. Officers have also corresponded with the local Member of Parliament regarding the Council's continuing support for the southern rail access. In this regard, Council should support the motion except for bullet point (3) above for the reasons given."

Background Papers: None.

Reporting Person: Councillor Ian Johnson
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Douglas Spinks, Deputy Chief Executive
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Contact Person: Ernest Amoako, Planning Policy Manager
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Portfolio Holder: Councillor Graham Cundy
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Shadow Portfolio Holder: Councillor Graham Chrystie
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Date Published: 2 October 2019

EXECUTIVE – 10 OCTOBER 2019

NOTICE OF MOTION – CLLR G CUNDY – INTRODUCE A PLANNING POLICY TO GREEN NEW DEVELOPMENT OVER 15 STOREYS

Executive Summary

At its meeting on 25 July 2019, the Council referred the following Notice of Motion to the Executive.

Councillor G Cundy

“This Council should introduce a policy at the earliest opportunity whereby any new planning application for development over 15 storeys should have at least 20% of its total surface area as living wall, garden terrace or roof garden. Where the Council has ownership, control or interest this policy should be adopted prior to formal policy introduction as a matter of internal policy.”

Officer Comment

“The Council is committed to improving the environment and ensuring sustainable development across the Borough. In this regard, the principle of having a living wall, garden terrace or roof garden as part of development is supported. However, the notice of motion as drafted is too prescriptive and could be counterproductive to the objectives and benefits that the Council is seeking to achieve by integrating green infrastructure as essential part of development.

There are various types of green infrastructure that can successfully be integrated as part of development other than living walls, garden terraces or roof gardens depending on the nature and location of the development, which must not be ruled out. The appropriateness of the type of green infrastructure that could be integrated into development should depend on the individual merits of the development and its locational characteristics.

A policy that sets a threshold of over 15 storeys for it to apply gives the wrong message that green infrastructure should not be an essential part of development up to 15 storeys. There would be a significant number of development up to 15 storeys that could also benefit from green infrastructure, which the Council would find it difficult to secure because of the restrictions of such policy.

The requirement for 20% of the total surface area of development to be green walls etc. could present design and aesthetic challenges given that there might not be uniformity in the height of development in the area.

Living walls, garden terraces, and roof gardens require specialist products to thrive and maintain with added costs to development. It is highly likely that such a prescriptive policy will require a formal modification to the Core Strategy and an appropriate scrutiny at an examination to give developers and interested parties the opportunity to make representations. Unless the Council chooses to do so otherwise, the next review of the Core Strategy will be in October 2023 when this matter can be addressed.

The Council's development companies operate independently on commercial basis. It would be indefensible to impose such restrictions on them when challenged if it is not backed by an adopted local plan policy. The Council may therefore wish to have a dialogue with the companies to decide how best they can be incentivised to meet these prescriptive targets before the internal policy is introduced. This would mean having a clear understanding of the cost implications and how it would be funded.

Notice of Motion – Cllr G Cundy – Introduce a planning policy to green new development over 15 storeys

Members are reminded that the Council already has a robust policy on green infrastructure opportunities, which already promotes green walls and green roofs without being too prescriptive. Policy DM1 (Green infrastructure opportunities) of the Development Management Policies Development Plan Document (DPD) promotes green walls and green roof as examples of green infrastructure that can be incorporated into development. The policy can be applied to achieve the same objectives as the notice of motion if planning decisions take full account of its requirements. A copy of the policy is attached at Appendix 1 for information.

It is recommended that this matter is deferred and appropriately considered as part of the future review of the Core Strategy.”

Background Papers: None.

Reporting Person: Councillor Graham Cundy
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Date Published: 2 October 2019

3. Green Spaces Policies

Green Infrastructure opportunities

- 3.1** Green Infrastructure (GI) is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities. The Borough already contains a wealth of GI assets; these are the individual elements that form part of the green infrastructure networks, including, green spaces such as Woking Park, and individual trees and vegetation. Waterways such as Basingstoke Canal are GI assets but are also known as blue infrastructure. These existing GI assets, and new assets that come forward through development, can be harnessed in an integrated manner to maximise the economic, social and environmental benefits, including biodiversity and habitat enhancement, healthier lifestyles through improved access to green space, reduction of flood risk and mitigation and adaptation to climate change.
- 3.2** Core Strategy policies CS6 Green Belt; CS7 Biodiversity and nature conservation; CS8 Thames Basin Heath SPA; CS9 Flooding and water management; CS16 Infrastructure delivery; CS17 Open space, green infrastructure, sport and recreation; CS21 Design and CS24 on Woking's landscape and townscape, set out criteria to plan positively for the creation, protection, enhancement and management of networks of biodiversity and GI, and protect the Borough's special landscape. The following Development Management policy expands upon this strategic approach by setting out criteria for developers in terms of identifying opportunity areas for green infrastructure extension and enhancement.
- 3.3** This Development Management policy should be read in conjunction with policies DM2 Trees and Landscaping, and DM3 Facilities for Outdoor Sport and Outdoor Recreation, which also promote the provision of GI assets within development.

Policy DM1: Green Infrastructure Opportunities

Multifunctional Green Infrastructure Assets

New green infrastructure assets required to support development and the general community will be expected to be designed and located to maximize the range of green infrastructure functions and benefits.

Where proposals include new or enhanced green infrastructure assets, the applicant will be required to provide a statement detailing:

- (i) where new features will be located and, where relevant, how they may be accessed. A map should be provided of the existing and proposed green infrastructure on relevant sites; and
- (ii) the function of green infrastructure assets, what benefits they will bring (e.g. social, environmental, economic) and how proposals will contribute or integrate with the existing and/or proposed green infrastructure network; and
- (iii) management and maintenance arrangements that will be put in place to ensure the sustainable long-term care for the asset; and
- (iv) that the provision of any Suitable Alternative Natural Greenspace will not compromise the biodiversity value of Sites of Nature Conservation Interest.



Provided proposals are consistent with nature conservation objectives in other policies of the Development Plan for the area, the Council will support:

- (i) the creation of footpaths and 'cycle greenways';
- (ii) the provision of new green infrastructure assets within the Green Belt, including open space proposals and facilities for outdoor sport and outdoor recreation that preserve the openness of Green Belt which would improve public accessibility to open space and the countryside.

The provision of new or enhanced green infrastructure assets will be expected to take any reasonable opportunities to connect to, or enhance, the existing Green Infrastructure Network. Particular attention should be given to enhancing the green infrastructure opportunity areas that provides biodiversity benefits such as biodiversity opportunity areas (BOA) identified in Natural Woking: Biodiversity and Green Infrastructure Strategy and by Surrey Nature Partnership. The Council will encourage partnership working in the delivery of new or enhanced green infrastructure.

Development proposals which would result in significant harm to the broader green infrastructure network will only be considered if:

- (i) all reasonable alternative locations with less harmful impacts are demonstrated to be unsuitable; and
- (ii) the proposal incorporates measures to avoid the harmful impacts arising, sufficiently mitigate their effects, or, as a last resort, compensate for them; or
- (iii) the benefit arising from the development is of sufficient value to the overall objectives of the Development Plan to outweigh any harm caused.

The Council will work with Neighbourhood Forums where they may designate Local Green Space in their Neighbourhood Plans to ensure they are well integrated into the broader green infrastructure network. The management of development on designated Local Green Spaces should be consistent with paragraph 78 of the NPPF.

Reasoned justification

Multifunctional green infrastructure assets

6.4 The majority of the Green Infrastructure assets will be delivered by the Woking Borough Council using CIL, s106 agreements or other public sector funding (as set out in Core Strategy policy CS16). The Council will also work with local communities through Neighbourhood Plans to make sure that Green Infrastructure achieves maximum benefit to the Neighbourhood Area and in line with the strategic objectives of the Development Plan for the Area. There are various ways in which GI could be incorporated into proposals, for example, through the incorporation of the following connected features:

- trees and other vegetation such as hedgerows
- green walls and green roofs
- sustainable drainage systems (SuDS)
- open space and recreation areas.

3. Green Spaces Policies

Green Infrastructure opportunities

3.5 When considering the function and design of green infrastructure assets applicants should consider sustainability issues relevant to the development site, which new or enhanced GI might assist in addressing. Sustainability issues to consider include: the site's proximity to priority habitats and species, including Biodiversity Opportunity Areas (Core Strategy policies CS7 and CS8 contains further information on nature conservation issues); flood risk issues in and around the site; any nearby cycle, public rights of way; strategic green infrastructure routes; local access, or lack of it, to public open spaces, allotments and opportunities for local food growing. Further information is included in Natural Woking: Biodiversity and Green Infrastructure Strategy.

3.6 The Council recognises that open green space is a finite resource, and therefore considers the existing green space as important to retain and enhance. The NPPF states that planning authorities should plan positively to enhance the beneficial use of Green Belt (paragraph 81). This includes provision or improvements to access, recreational facilities, biodiversity and the enhancement of the landscape. The Green Belt is a multi-functional resource and the Council will support proposals that would enable improved access to it for the Borough's residents.

Green infrastructure network

3.7 Woking is generally well provided for in terms of good quality open spaces, and the coverage of the Green Belt means that many GI features are already, to some degree, connected. However, the Council recognises the need to strengthen linkages and connectivity and seeks new development to connect to, or enhance, existing GI assets. In order to achieve this, the Council is committed to mapping the existing strategic GI network, and identifying 'opportunity areas' where the network could be extended or enhanced. Natural Woking: Biodiversity and Green Infrastructure Strategy has been published by the Council to help achieve this objective, and should inform development proposals.

3.8 The Biodiversity and Green Infrastructure Strategy identifies and maps components of the Borough's ecological network, including international, national and locally designated sites of importance for biodiversity; wildlife corridors (such as waterways) and Biodiversity Opportunities Areas. The Strategy should be taken into account when preparing development proposals in order to both enhance connectivity between and minimise any adverse impacts to these biodiversity features.

Policy links

Woking Core Strategy – lead policy

- CS17: Open space, green infrastructure, sport and recreation

Other key Core Strategy policies

- CS6: Green Belt
- CS7: Biodiversity and nature conservation
- CS8: Thames Basin Heaths Special Protection Area
- CS9: Flooding and water management
- CS16: Infrastructure delivery
- CS21: Design
- CS24: Woking's landscape and townscape



Other Council/County strategy and policy

- Natural Woking: Biodiversity and Green Infrastructure Strategy (2016)
- Woking 2050: A Vision for a Sustainable Borough – Key Theme 4: The Great Outdoors (2015)

Other supporting guidance

- Woking Climate Change SPD (particularly Section 7)
- Woking Design SPD
- Natural England Green Infrastructure Guidance and Case Studies,
www.naturalengland.org.uk/ourwork/planningdevelopment/greeninfrastructure

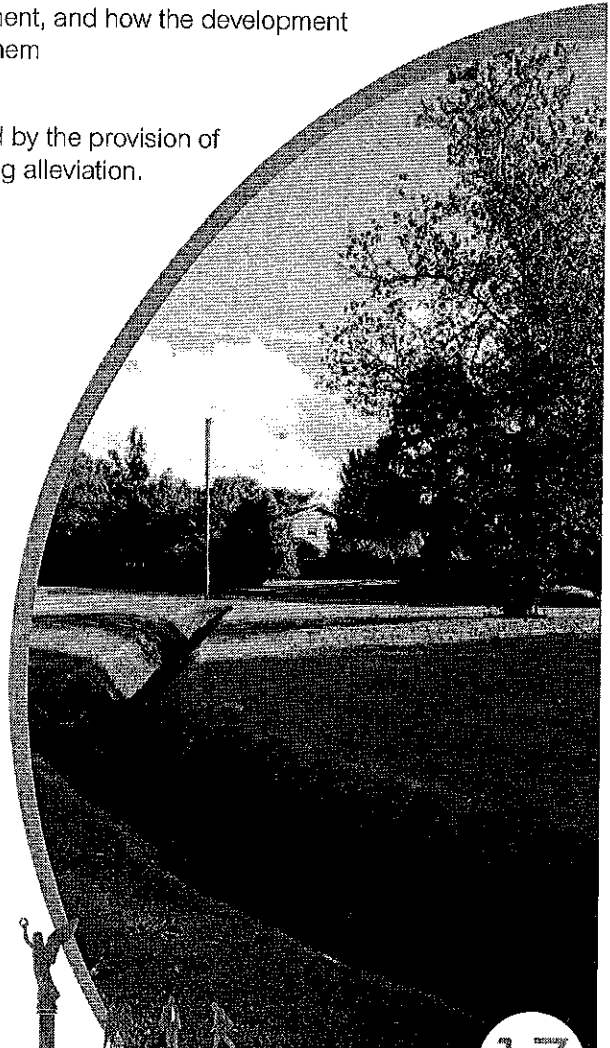
Application information

3.9 Full planning applications should be accompanied by a completed 'Climate Neutral Checklist', which includes prompts on Green Infrastructure such as the inclusion of Sustainable Drainage Systems (www.woking2027.info/supplementary/climatechangespd/cnc).

3.10 In addition, where new or enhanced GI is proposed and/or is required as part of a major development¹, the following information should be submitted:

- a description of any GI assets affected by the development, and how the development seeks to incorporate and/or enhance and/or conserve them
- a map of new GI assets
- a short statement of the functions and benefits achieved by the provision of the GI asset(s) e.g. wildlife habitat, surface water flooding alleviation.

¹ Where the number of dwellings to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5 hectares or more; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more.



3. Green Spaces Policies

Trees and landscaping

3.11 A range of Core Strategy policies set out the criteria for the provision of certain types of biodiversity and green infrastructure features and the circumstances when they should be included in development proposals. Policy CS7 Biodiversity and nature conservation requires development to contribute to the enhancement of existing biodiversity features and create new ones where appropriate. This includes trees and hedgerows, which make an important contribution to biodiversity. Policy CS16 Infrastructure delivery seeks to ensure that new developments provide the necessary infrastructure required for the development to be acceptable – this includes green infrastructure assets such as trees and hedgerows. Policy CS17 Open space, green infrastructure, sport and recreation requires new development to enhance the green infrastructure network in the Borough rather than creating additional pressures on it. Policy CS21 Design requires proposals to incorporate landscaping, including the retention of any trees of amenity value and other features. Policy CS24 Woking's landscape and townscape requires development proposals to provide positive benefits in terms of landscape character, and seeks to protect and encourage the planting of new trees where relevant.

3.12 In keeping with these strategic policies, it is considered that there are a number of more detailed criteria necessary to maintain existing trees and landscaping and related features and secure new provision in development schemes. This policy should be read in conjunction with policy DM1 Green Infrastructure Opportunities.

DM2: Trees and landscaping

Trees, hedgerows and other vegetation of amenity and/or environmental significance or which form part of the intrinsic character of an area must be considered holistically as part of the landscaping treatment of new development. When considering development proposals, the Council will:

- (i) support or consent to the removal of protected trees (TPO trees and trees within a Conservation Area) and/or proposals that would have detrimental impact on the health of protected trees only in exceptional circumstances and where there are over-riding planning benefits. In such cases full compensation will be required, in the form of suitable replacements and/or additional planting. Such compensatory measures will have to be to the satisfaction of the Council;
- (ii) make sure that where trees, hedgerows or other landscape feature are to be removed it is justified to the satisfaction of the Council and appropriate replacement planting will be required if it is safe and practical to do so and will enhance the quality of the development. Where the removal of trees is necessary in order to manage and maintain priority habitats, this should be demonstrated by the applicant;
- (iii) require landscape proposals for new development to retain existing trees and other important landscape features where practicable and include the planting of new trees and other planting to enhance the quality and character of the development and the general area;
- (iv) require any trees which are to be retained to be adequately protected to avoid damage during construction;
- (v) require adequate space to be provided between any trees to be retained and the proposed development (including impervious surfaces);



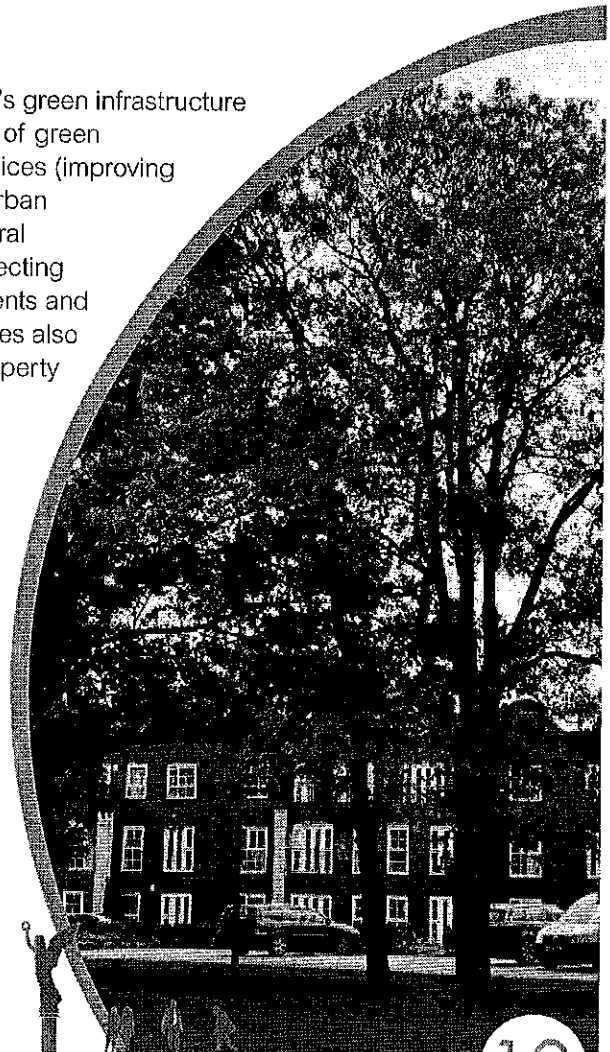
- (vi) support the incorporation of green walls and roofs in proposals, particularly within the urban environment, where appropriate in design and functional terms and which would not detract from the character of the area;
- (vii) require the design, size, species and placement of trees and other landscape features to take practicable opportunities to realise their multifunctional green infrastructure benefits as set out in Natural Woking: Biodiversity and Green Infrastructure Strategy, including:
 - connecting the development site to the surrounding green infrastructure network and wildlife habitats; and
 - assisting in providing shade and shelter to address urban cooling; and
 - assisting in reducing or mitigating run-off and flood risk on the development site; and
 - creating a strong framework of street trees to enclose or mitigate the visual impact of a development.

The Council will consider making Tree Preservation Orders and/or attach suitable Conditions or seek Legal Agreements to secure the proper future maintenance and management of existing trees and new planting where necessary.

Reasoned justification

3.13 Trees and woodland are a vital component of the Borough's green infrastructure network. As such, trees and woodland contribute to a host of green infrastructure benefits, including providing ecosystem services (improving air quality, storing carbon, energy savings, cooling rising urban temperatures); improving the quality of the visual and natural environment; enhancing biodiversity by creating and connecting habitats for wildlife; and increasing the well-being of residents and workers through access to natural green surroundings. Trees also deliver a whole host of other benefits such as boosting property values and improving personal wellbeing.

3.14 The Borough enjoys an especially rich legacy of trees and landscape features in its parks, gardens and open spaces which the Council aims to preserve and enhance, regardless of their public or private ownership, and even if they are not protected by a Tree Preservation Order or within a Conservation Area.



3. Green Spaces Policies

Trees and landscaping

- 3.15** When granting planning permission for development, the Council may require existing trees to be retained as a condition of planning permission. Where tree loss or damage is considered absolutely essential to allow for appropriate development, replacement planting of an appropriate species may be required to be provided. Where appropriate and practical, the Council will require that new development incorporates new trees and other planting that enhances the Borough's treescape and wider biodiversity, and thereby contributes towards the Borough-wide Green Infrastructure network. Whilst the benefits of trees are acknowledged, the Council is also aware that trees might not always be beneficial to some forms of biodiversity, and they need to be maintained to avoid potential danger to safety, property and amenity. This will be taken into account in planning decisions. It should be recognised that it is not simply a matter of tree provision: the selection of suitable species, size and soil volumes are also important considerations. The provision of appropriate underground structures – particularly in hard-surface areas – is essential to enable any planting to reach its long term potential. Arboricultural advice should be sought with the Council's Arboricultural Officer, including early pre-design discussion where relevant.
- 3.16** Protection of some hedgerows of historic or nature conservation importance is given through the Hedgerows Regulations 1997. However, garden hedgerows and removals associated with built development tend to be exempt from the Regulations. The Council will seek to mitigate the removal of hedgerows that are valued in the landscape, but do not meet the importance criteria of the Regulations. Planning conditions will therefore be used to secure or seek appropriate replacement of hedges associated with development.
- 3.17** Tree Preservation Orders (TPOs) protect trees for the benefit of public amenity, enjoyment and the environment. TPOs may apply to individual trees, groups of trees, areas or woods. Many trees in the Borough are protected by TPOs, and the Council will continue to make TPOs where trees of environmental importance are threatened.
- 3.18** Trees in Conservation Areas (not protected by TPOs) are also given special protection. Written notice will need to be submitted to the Council of any proposed works to any tree within a Conservation Area greater than 7.5cm in diameter (as measured at 1.5m above ground level) (or 10cm if thinning to help the growth of other trees). Written notice should be given at least six weeks before works are due to start. This allows the Council to make an inspection of the tree(s) and consider if a TPO should be made.
- 3.19** It is recognised that in some historic restoration schemes there may be some removal of trees. Exceptions will only be considered to this approach on sites where it is demonstrated that it is not physically possible to introduce replacement landscaping and planting.
- 3.20** Trees can be damaged during construction and it is important that preventative measures are taken in good time. The Council will consider attaching the appropriate conditions to prevent damage and ensure satisfactory arboricultural works in accordance with British Standard 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' (or any future equivalent).



Policy links

Woking Core Strategy – lead policy

- CS24: Woking's landscape and townscape

Other key Core Strategy policies

- CS7: Biodiversity and nature conservation
- CS16: Infrastructure delivery
- CS17: Open space, green infrastructure, sport and recreation
- CS21: Design

Other Council/County strategy and policy

- Woking Tree Strategy (forthcoming)
- Woking tree enforcement policy available at www.woking.gov.uk/planning/trees/treenfpol
- Natural Woking: Biodiversity and Green Infrastructure Strategy (2016)

Other supporting guidance

- Woking Borough Council's trees webpage, www.woking.gov.uk/planning/trees
- Protected trees: A guide to tree preservation procedures, www.gov.uk/government/uploads/system/uploads/attachment_data/file/244528/2127793.pdf
- BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations' (April 2012)

Application information

- 3.21** Where trees are present within the application site, or within close proximity to the site that could influence or be affected by the development (including street trees), information will be required about which trees should be retained and how they will be protected during construction works. Full guidance is provided in British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations' (or any future equivalent) on the tree survey, arboriculture implications assessment, and arboriculture methods statement (which would include a tree protection plan) that should be provided with an application.
- 3.22** Any landscape proposal submitted with an application should be of an appropriate scale (usually 1:100 or 1:200) showing:
- existing and proposed levels (with sections as necessary);
 - positions and depths of buildings and foundations, paved surfaces, drainage, and services (water, gas, electricity, telecommunications);
 - trees to be retained, numbered as on the tree survey; and
 - new planting (including the location, species and size of proposed trees and other significant planting).

EXECUTIVE – 10 OCTOBER 2019

NOTICE OF MOTION – CLLR A-M BARKER – FIERY BIRD VENUE/PHOENIX CULTURAL CENTRE

Executive Summary

At its meeting on 25 July 2019, the Council referred the following Notice of Motion to the Executive.

Councillor A-M Barker

“This Council supports the work of the Fiery Bird Venue/Phoenix Cultural Centre CIC and calls for a permanent space to be found for this project in Woking Town Centre.”

Officer Comment

“The Executive had already asked Officers to enter into discussions with Fiery Bird with a view to securing a permanent location within the Town Centre. These discussion are ongoing.”

Background Papers:	None.
Reporting Person:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk Ray Morgan, Chief Executive Email: ray.morgan@woking.gov.uk , Extn, 3333
Contact Person:	Rose Blackley, Arts Development Officer Email: rose.blackley@woking.gov.uk , Extn: 3696
Portfolio Holder:	Councillor Colin Kemp Email: cllrcolin.kemp@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ian Johnson Email: cllrrian.johnson@woking.gov.uk
Date Published:	2 October 2019

EXECUTIVE – 10 OCTOBER 2019

NOTICE OF MOTION – CLLR M ALI – CHAIRMANSHIP OF OVERSIGHT PANELS

Executive Summary

At its meeting on 25 July 2019, the Council referred the following Notice of Motion to the Executive.

Councillor M Ali

“The democratic system works best with checks and balances and distributed decision making as opposed to centralized and single source authority. As such it’s important that the chairs of the oversight panels including but not limited to Victoria Square and Sheerwater are elected by the councillors who are the members of the respective panel and shall as a recommendation not be the relevant portfolio holders. This serves democratic practices best.

Following the approval of this motion immediate election for the chairs of the oversight panels shall be held for the current year (irrespective of any past decisions) and there after every year follow the same pattern as the rest of the committees of the council for election of the chair.

This shall apply to existing and future panels.

In view of the recent meeting of Victoria Square, I request that this motion be determined by the full council now and not referred to the executive.”

Officer Comment

“Chairmen of Oversight Panels are elected by the Members of the respective oversight panel. Those Members should be free to elect the Member they consider is best suited to chair the Oversight Panel. This could be the Portfolio Holder for the project, so it would not be appropriate for there to be a standing recommendation that Portfolio Holders are not elected as Chairmen of Oversight Panels.”

Background Papers:	None.
Reporting Person:	Councillor Mohammed Ali Email: cllrmohammed.ali@woking.gov.uk Ray Morgan, Chief Executive Email: ray.morgan@woking.gov.uk, Extn, 3333
Contact Person:	Peter Bryant, Head of Democratic and Legal Services Email: peter.bryant@woking.gov.uk, Extn, 3030
Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Date Published:	2 October 2019

EXECUTIVE – 10 OCTOBER 2019

NOTICE OF MOTION – CLLR A-M BARKER – REVIEW OF KINGFIELD DEVELOPMENT STADIUM CAPACITIES

Executive Summary

At its meeting on 25 July 2019, the Council referred the following Notice of Motion to the Executive.

Councillor A-M Barker

“Council notes that a capacity of 5000 is sufficient for a football team to compete in League Two.

Council calls on officers to assess the effect on current proposals for development at Kingfield of stadium capacities at various levels between 6000 and 8000.”

Officer Comment

“The agreements between the Council and GolDev Woking Limited provided for the new stadium to have a capacity of 10,000. As part of the continuing discussions between the Council, Woking Football Club and GolDev, Officers asked GolDev to produce drawings showing capacities of 6,000, 7,000, 8,000 and 9,000. In order to accommodate a pitch size that could be used for rugby matches (in addition to football), the drawings for the planning application show a capacity of 9,026. These have been approved by the Council, as landowner (by the Head of Democratic and Legal Services under delegated authority). They will be considered by the Planning Committee, as part of the planning process.”

Background Papers:	None.
Reporting Person:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk Ray Morgan, Chief Executive Email: ray.morgan@woking.gov.uk , Extn, 3333
Contact Person:	Peter Bryant, Head of Democratic and Legal Services Email: peter.bryant@woking.gov.uk , Extn, 3030
Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Date Published:	2 October 2019

EXECUTIVE – 10 OCTOBER 2019

RECOMMENDATION FROM CLIMATE CHANGE WORKING GROUP –

CLIMATE EMERGENCY

Executive Summary

On 25 July 2019, the Council declared a 'climate emergency'. This recognises the continued priority the Borough gives to addressing global climate change, including biodiversity and habitat losses, through strong local commitment and most importantly actions. The Council has pledged to become carbon neutral by 2030 across its own estate and operations, to accelerate efforts in this regard.

At its meeting on 26 September 2019, the Climate Change Working Group received a discussion paper (attached at Appendix 1) that set out the meaning of carbon neutrality and the implications in terms of the Council's own pledge. To achieve the stated target, the Council needs to be able to accurately measure and account for all emissions associated with its estate and operations. The report recommended options for a baseline year from which to record emissions reductions. It also recommended a definition of what should constitute the Council's estate and operations.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the Climate Change Working Group's recommended public definition of carbon neutrality, set out below, be adopted and published on the Council's website:**

"On 25 July 2019, the Council pledged to become carbon neutral by 2030. It will reduce to zero any greenhouse emissions associated with its own estate and operations. Where any remaining emissions cannot be avoided, the Council will offset these through projects such as tree planting and maintain trade in renewable energy, thereby eliminating its contribution to climate change";
- (ii) the Climate Change Working Group's recommended definition of the Council's estate and operations - comprising all Council owned assets (as set out in paragraph 3.8 of the Climate Change Working Group Report at Appendix 1) - be adopted;**
- (iii) the Climate Change Working Group's recommended baseline year of 2018/19 for monitoring emissions be adopted;**

Recommendation from Climate Change Working Group – Climate Emergency

- (iv) in the longer term, the Council will develop plans for borough-wide emissions and adaptation actions to address the climate and ecological emergency, in so far as it is able to influence activities beyond its direct control, with the aim of carbon neutrality by 2050; and
- (v) the Planning Committee, having regard to the Parking Standards Supplementary Document, be requested to exercise its discretion wherever possible to permit zero or minimal parking provision in Woking Town Centre developments.

Reasons for Decision

Reason: The report outlines factors that are required to accurately measure the Council's continued progress towards carbon neutrality.

The items above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

Reporting Person: Douglas Spinks, Deputy Chief Executive
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Portfolio Holder: Councillor Kevin Davis
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Shadow Portfolio Holder: Councillor Ken Howard
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Date Published: 2 October 2019

Recommendation from Climate Change Working Group – Climate Emergency

1.0 Introduction

- 1.1 On 25 July 2019, the Council declared a 'climate emergency'. This recognises the continued priority the Borough gives to addressing global climate change, including biodiversity and habitat losses, through strong local commitment and most importantly actions. The Council pledged to become carbon neutral by 2030 across its own estate and operations.
- 1.2 At its meeting on 26 September 2019, the Climate Change Working Group made four recommendations that are essential to monitoring progress in achieving the target of the Council's estate and operations becoming carbon neutral by 2030, and Borough-wide by 2050.

2.0 Definitions and baselines

- 2.1 At its meeting on 26 September 2019, the Climate Change Working Group received a discussion paper that set out the meaning of carbon neutrality and the implications of the Council's own pledge (attached at Appendix 1). To achieve the stated target, the Council needs to be able to accurately measure and account for emissions associated with its estate and operations. The report recommended options for a baseline year from which to record emissions reductions and a definition of what should constitute the Council's estate and operations.
- 2.2 The Climate Change Working Group discussed and agreed its recommendations to the Executive on these three points. The Group also agreed that, after developing the Council's leadership to carbon neutrality of its estate and operations by 2030, the Council will work as far as is practicable towards Borough-wide carbon neutrality by 2050.
- 2.3 The Working Group recognised that, whilst working to meet these targets, the scale of the Council's estate and operations will vary over time. For example, as property assets are purchased or sold. Such changes will affect the Council's total annual greenhouse gas emissions and so these will be made clear when reporting, to ensure the emission additions/deductions associated with these changes are not counted when monitoring CO2 changes on Woking's journey towards carbon neutrality. The Executive is requested to make these recommendations to Council.
- 2.4 In furtherance of the pledge towards Borough-wide carbon neutrality by 2050, the Climate Change Working Group recognised the Council's commitment to developing a well-integrated community with a sustainable transport system which connects people to jobs, services and community facilities whilst minimising impacts on the environment. The Working Group recognised that parking and the promotion of alternative modes of sustainable transport is a key component of this particularly with regard to Woking Town Centre. The Council's Parking Standards Supplementary Planning Document (SPD) notes trends in reducing car ownership levels and the increasing use of public transport. It also notes that the Town Centre enjoys easy access to a wide variety of other transport means, employment opportunities and alternative parking arrangements. The Parking Standards SPD states that on-site parking provision below the minimum standard will be considered where fully justified and evidenced. The Climate Change Working Group feels that given access to alternatives to the private car, zero parking for Town Centre developments can be justified and should be supported by the Planning Committee going forward.
- 2.5 In new developments the Climate Change Working Group considers that occupiers be encouraged to participate in the Town Centre car club scheme, with automatic free enrolment for the first year for residential properties.

Recommendation from Climate Change Working Group – Climate Emergency

3.0 Implications

Financial

- 3.1 There will be costs associated with meeting the carbon neutral targets as set out in this report. The implications and funding will be considered in due course as detailed proposals are developed.

Human Resource/Training and Development

- 3.2 There are no human resource / training and development implications associated with this report.

Community Safety

- 3.3 There are no community safety implications associated with this report.

Risk Management

- 3.4 There are no risk management implications associated with this report.

Sustainability

- 3.5 This report outlines some initial decisions that are required to be made in order to embark on the target to become carbon neutral. As outlined in Appendix 1, achieving and maintaining carbon neutrality would bring an end to the Council's own contribution to climate change.

Equalities

- 3.6 There are no equalities implications associated with this report.

Safeguarding

- 3.7 There are no safeguarding implications associated with this report.

4.0 Consultations

- 4.1 The Climate Change Working Group was consulted at its meeting on 26 September 2019.

REPORT ENDS

CLIMATE CHANGE WORKING GROUP – 26 SEPTEMBER 2019

CLIMATE EMERGENCY**1.0 Introduction**

- 1.1 On 25 July 2019, the Council declared a 'climate emergency'. This recognises the continued priority the borough gives to addressing global climate change, including biodiversity and habitat losses, through strong local commitment and most importantly actions. The Council pledged to become carbon neutral by 2030 across its own estate and operations.
- 1.2 This followed a climate change statement that was made by the Portfolio Holder for the Environment, Cllr Davis and seconded by Cllr Ken Howard. The statement proposed that the Council should reaffirm its policies which in themselves recognise a climate emergency and that the Climate Change Working Group (CCWG) should be requested to bring forward proposals to accelerate the delivery of the Woking 2050 and Natural Woking strategies.
- 1.3 Cllr Will Forster's Notice of Motion at the same meeting requested the Council to:
 - Declare a Climate Emergency;
 - Pledge to make Woking Borough Council, its wholly-owned companies and contractors carbon neutral by 2030;
 - Call on the Government to provide the powers and resources to make the 2030 target possible;
 - Ask the Climate Change Working Group to oversee a plan to deliver the 2030 target and report to Full Council in 6 months on immediate and longer term actions to be taken.
- 1.4 The longer term outlook and aspiration will be to apply this to the whole borough but the Council will first look at what can be done across its own estate and operations. This will enable the Council to lead by example and help others on the road to carbon neutrality, earlier than the national 2050 target.
- 1.5 This discussion paper has three key aims:
 - a) To clarify what the Council is seeking to achieve whilst linking back to early ambitions around the Rio Summit and Sustainable Development Goals and our existing Woking 2050 action plan. Also, to highlight that this is about continuing and accelerating action – action on climate change is not something new for Woking Borough Council.
 - b) To identify broad actions on how carbon neutrality could be achieved. This will be followed up with greater detail and a matrix including estimated costs and emissions savings. See section 4.
 - c) To promote what the Council has been doing to date.

2.0 What does carbon neutrality mean?

- 2.1 Carbon neutral, net zero and zero carbon are three terms that are essentially interchangeable. This section explores what they mean and the implications in terms of the Council's own pledge. The glossary available at the end of this paper will assist in explaining some of the commonly used terms in the context of this discussion.
- 2.2 Greenhouse gases like carbon dioxide (CO₂) accumulate in the atmosphere from many sources. In basic terms, it is agreed that their emissions must be reduced to zero in order to stop their cumulative warming effect from increasing and to stabilise global temperatures. Meanwhile, some activities, such as planting trees and carbon capture/storage, actively remove CO₂ from the atmosphere. These active removals from the atmosphere help to offset any remaining emissions from the rest of the economy which may be harder to eliminate from some sectors. Essentially, carbon neutrality, or having a net zero carbon footprint is achieved by eliminating carbon emissions altogether and/or balancing any remaining emissions through carbon offsetting. This principle can be applied to carbon and greenhouse gases more generally.
- 2.3 On 27 June 2019, the UK adopted a target to bring all greenhouse gas emissions to net zero by 2050. The target was recommended by the Committee on Climate Change (CCC), the UK's independent climate advisory body, in its report published in May 2019. The new UK target replaces its previous commitment to reduce emissions by 80% by 2050 on 1990 levels.
- 2.4 As the Council embarks on carbon neutrality, it is important to understand its definition and what this means for our estate and operations. Given the UK target, it would be sensible to adopt the same definition of carbon neutrality from the CCC.
- 2.5 The UK's net-zero target covers **all greenhouse gases (GHGs) and all sectors**. The target is legislated as **100% reduction in GHGs from 1990**. This definition could be applied to the Council's own estate and operations. Essentially, net zero means that any emissions that cannot be avoided directly, can be offset. Section 4 outlines how officers will develop plans on how this could be achieved.
- 2.6 Achieving and maintaining net zero would bring to an end the Council's own contribution to climate change. This first stage of our declaration of a climate emergency concerns emissions associated with the use of our estate and in delivering our operations. It is important to note that this would not cover embedded carbon in buildings and materials, rather it is concerned with emissions "in use".

Suggested public definition of carbon neutrality for WBC

- 2.7 To clarify the Council's declaration, it is suggested a definition of carbon neutrality and explanation of what the Council plans to achieve, be published to our website:

"On 25 July 2019, the Council pledged to become carbon neutral by 2030. It will reduce to zero any greenhouse emissions associated with its own estate and operations. Where any remaining emissions cannot be avoided, the Council will offset these through projects such as tree planting and maintain trade in renewable energy, thereby eliminating its contribution to climate change."

3.0 Where are we now on the road to carbon neutrality?

- 3.1 The Council has long been committed to protecting the environment. Its first climate change strategy was adopted in 2002, although efforts began much earlier in 1990

implementing energy efficiency measures across the estate. Appendix 1 details the history of what the Council has achieved to date across its own estate.

- 3.2 In order to achieve carbon neutrality, we need to be able to accurately measure and account for emissions associated with our estate and operations. Each year, the greenhouse gas (GHG) emissions footprint of the Council is calculated. It takes into account the energy used to power its buildings and operations together with business mileage. The GHG report also details the proportion of energy provided via renewable or sustainable sources. The forthcoming report for the financial year 2018/19 will demonstrate where the Council's emissions are coming from and how they can be addressed as we push forwards to carbon neutrality.
- 3.3 If applying the UK definition of zero carbon i.e. 100% reduction in greenhouse gases (GHGs) from 1990, the emissions baseline year for the Council estate must be determined.

Determining a baseline year

- 3.4 As stated above, we need to be able to accurately measure and account for emissions associated with our estate and operations. Therefore a decision needs to be taken as to how to calculate the Council's baseline and from what year.
- 3.5 As shown in Appendix 1, the Council has long been committed to protecting the environment and has been proactive in its approach to energy and water efficiency across its estate and operations. This is also reflected in early energy efficiency reporting which began in the early 1990s. This reporting has evolved over the last 20 years and in its current format monitors GHG emissions from energy use across Council owned buildings. This is based on government reporting guidelines but is no longer a mandatory requirement.
- 3.6 Despite early actions and savings, early data cannot be verified and it is therefore not possible to use it to determine the baseline for achieving carbon neutrality. The Council estate has also grown significantly since the early 1990s. It is suggested therefore that the baseline year could be tied to 2015/16 which coincides with the start of GHG reporting in its current format.
- 3.7 However, officers are working on a comparison of the size of the Council's estate now against 2015/16. The estate is significantly bigger now which may affect the choice of baseline year. See Section 3.8 below.

Defining the Council estate and operations

- 3.8 As well as a baseline year, it is essential that we clearly define what is included in the Council estate and operations so we can accurately measure our impact year on year. There are three possible ways in which the estate could be determined:
 - **All Council owned assets – recommended definition.** This definition would by nature include Council owned properties that are outside of the Borough e.g. Thameswey properties in Pirbright, Milton Keynes etc. It would also include buildings that are owned by the Council but are used by other organisations e.g. Woking Shopping, Woking Fire Station, Dukes Court etc. Council owned housing properties, managed by NVH, would also be included. This definition would reflect the responsibility and influence that the Council has in terms of the carbon footprint associated with all buildings in its ownership.

This would however expand significantly the number of buildings against which we report on energy usage and would impact on the selection of 2015/16 as the baseline year which has a much smaller list of buildings. If this definition is chosen, it is suggested that a baseline year of 2018/19 is instead selected to align more closely with the current size of estate. Monitoring would therefore also have to start from 2018/19 and could not take account of previous savings or footprints.

Business mileage through the Enterprise car club and branch hires would also be included, as per current GHG reporting.

- **Council owned assets where the Council pays for energy usage.** This definition would therefore not include properties that are occupied by non-Council services or organisations and where the Council does not pay for energy usage e.g. Woking Shopping etc. This definition would therefore also exclude Council owned housing. It would represent buildings where we have direct influence in energy usage and energy spend.

Business mileage through the Enterprise car club and branch hires would also be included, as per current GHG reporting.

- **Council owned assets where the Council pays for energy usage plus Council owned housing.** This definition most closely represents the list of sites currently used in GHG reporting. Appendix 2 details the list of buildings that have been used in the Council's GHG report for the last three years. Business mileage through the Enterprise car club and branch hires is also included in current GHG reporting.

3.9 The Climate Change Working Group is asked to agree on the chosen baseline year and definition and seek to confirm this through a recommendation to the Executive at its 10 October 2019 meeting.

3.10 This will enable officers to determine the baseline year and estate more clearly. Officers are currently working on an exercise to bring together lists of buildings used in current GHG reporting with those held of all Council owned assets. This will enable officers to compile a definitive list of buildings which can be tailored according to the definition selected above.

4.0 How can we reach carbon neutrality for the Council estate in 2030?

4.1 [Woking 2050](#) sets out a vision guiding our collective efforts to create a sustainable borough by reducing our impact on the environment and how as a council we can lead by example. However, in order to achieve carbon neutrality, we need to identify what actions can be accelerated to eliminate the Council's contribution to climate change completely.

4.2 Some broad ideas on how this can be achieved, and thereafter maintained, are listed below (together with how it links to existing Woking 2050 themes and actions) but it will take working in partnership, as well as much financial and resource investment, to make them a reality.

4.3 A detailed plan will be prepared for the 3 December 2019 meeting of the Climate Change Working Group including costs and emissions savings.

	Area for action	Link to existing Woking 2050 theme and action plan
1	Review Woking 2050 for 2020 – “Woking 2030”? Incorporate a ten year plan to carbon neutrality.	New
2	Update Natural Woking for 2021 and ensure it continues to address the ecological aspects of the climate emergency declared. Incorporate aspects of biodiversity net gain.	New
3	Continue to work with Thamesway to decarbonise the energy supply for all Council buildings and operations and eliminate emissions directly through the supply of renewable / sustainable power sources.	Theme 5: What the Council is doing Action 37: Continue to work with partners to improve the energy efficiency and reduce the energy consumption of Council owned buildings and housing stock.
4	Continue to work with Thamesway to identify the potential for future trade in sustainable fuels such as biogas and renewables (e.g. wind energy) to further reduce the carbon footprint of the Council’s energy supplies.	Theme 5: What the Council is doing Action 38: Continue to work with partners to increase the proportion of renewable and sustainable energy consumption of Council owned buildings.
5	Continue to work with Thamesway and NVH to identify how net energy usage of our housing stock can be further reduced e.g. battery storage, solar thermal, etc.	Theme 1: Home is where the heart is Action 14: Continue to work with New Vision Homes in providing quality homes for residents that meet with frameworks such as the Housing Health and Safety Rating System. Theme 5: What the Council is doing Action 40: Through Action Surrey, encourage the adoption of energy efficiency measures and renewables to make Woking homes more efficient and more comfortable while also helping to tackle fuel poverty and reducing domestic carbon dioxide emissions.
6	Continue to reduce energy waste – return to our early energy efficiency programmes; conduct regular energy audits to identify smarter energy use and avoid wastage.	Theme 5: What the Council is doing Action 37: Continue to work with partners to improve the energy efficiency and reduce the energy consumption of Council owned buildings and housing stock.
7	Accelerate our work on sustainable transport to reduce further our transport emissions. Look to move fleets over to zero emission vehicles and further incorporate multi modal solutions including an expanded car club offering.	Theme 5: What the Council is doing Action 43: Work with partners to provide an integrated transport system that promotes lower carbon and healthy transport choices (for both Council business and for the wider community).
8	Explore further measures through the Council’s Staff Transport Plan to further encourage sustainable modes of transport (alternatives to the private petrol/diesel car) to/from work.	As above.
9	Continue to reduce waste and increase recycling across the Council estate.	Theme 5: What the Council is doing Action 49: Reduce and recycle the Council's own waste.
10	Continue to implement water efficiency savings across Council buildings.	Theme 5: What the Council is doing Action 45: Establish monitoring and targets for reduced water consumption in Council owned buildings.
11	Continue to work with our contractors e.g. Skanska and Emcor and through our procurement	Theme 5: What the Council is doing

	procedures to implement sustainable practices across our estate.	Action 48: Encourage sustainable procurement of goods and services used by the Council and its operations.
12	Develop an engaging public information programme to promote and raise awareness of what the Council is doing to address climate change locally and how the public can get involved. E.g. "Reduce and Rewild!"	Theme 5: What the Council is doing Action 51: Learning, education and awareness raising. Also links to Natural Woking and the strategy's 'Wild about Woking' principle.
13	Continue to work with community groups such as Woking LA21 to engage with the public on sustainability issues, including the Plastic Free Woking project.	As above.
14	Continue to expand the Refill Woking project and the number of bottle filling stations / drinking water fountains around the Town Centre and beyond. Also further steps to implement the Council's Single Use Plastic Policy.	Theme 1: Home is where the heart is Action 16: Raise awareness of schemes which enable Borough residents and visitors to reduce single use plastics Theme 5: What the Council is doing Action 53: Work through Council operations to identify how we can remove as much plastic as possible.
15	Work with Planning colleagues to reflect the climate and ecological emergency in guidance where practical and appropriate e.g. biodiversity net gain and the forthcoming review and day to day implementation of the Climate Change Supplementary Planning Document (SPD). Develop Planning guidance regarding the installation of technologies such as ground and air source heat pumps etc.	Theme 5: What the Council is doing Action 39: Encourage the adoption of standards promoting development that is more sustainable.
16	Woking to lead by example in its requirements for new homes.	Theme 5: What the Council is doing Action 39: Encourage the adoption of standards promoting development that is more sustainable.
17	Look for external funding opportunities to finance energy efficiency and renewables programmes across Council buildings.	New
18	Consider investment in a standardised environmental monitoring tool such as ISO14001 to secure our monitoring procedures and baselines. Thameswey Sustainable Communities Limited currently trialling this system for their own operations.	New
19	Where emissions cannot be eliminated, look to offset remaining emissions through tree planting and enhancing our natural greenspaces. Links to Natural Woking and the Council's Tree Strategy.	New
20	Develop a programme of awareness raising and staff / councillor engagement to ensure everyone takes ownership and contributes to reducing our carbon footprint.	Theme 5: What the Council is doing Action 51: Learning, education and awareness raising.

4.4 Officers will now develop more detailed plans, in consultation with Thameswey, to be considered by the Climate Change Working Group to deliver the 2030 target and then report to Full Council at its meeting on 13 February 2020 (and if required beforehand to the Executive on 6 February 2020) on the immediate and longer term actions to be taken. Section 6 outlines some key tasks and dates along this journey.

5.0 Adaptation

- 5.1 As well as reducing our emissions, we have a responsibility to ensure our strategies for addressing the ecological aspects of this climate emergency are robust. As part of the wider work to enact the climate emergency declaration, officers will ensure that actions through the Natural Working strategy are accelerated to continue to support our local species and habitats. See also section 6.

6.0 Timeline and key items for next steps

- 6.1 Officers are working collaboratively with Thamesway to align our work and develop deliverable plans to reach the carbon neutral goal.
- 6.2 As outlined in section 3, the GHG Report for 2018/2019 will provide the latest baseline information for energy use associated with the Council's estate and operations. Work to complete this report will be undertaken during September 2019.
- 6.3 Following this meeting of the Climate Change Working Group, officers will develop detailed plans on immediate and longer term actions to deliver the 2030 target to be considered by the Working Group. This will be tabled for discussion at its meeting on 3 December 2019. It is then proposed to report to Council at its meeting on 13 February 2020 (and if required to the Executive beforehand on 6 February 2020).
- 6.4 In the longer term, officers will develop plans for *Borough*-wide emissions and adaptation actions, noting our ability to influence activities to address the climate and ecological emergency beyond our direct control.

7.0 Implications

Financial

- 7.1 There are no financial implications associated with this report.

Human Resource/Training and Development

- 7.2 There are no human resource / training and development implications associated with this report.

Community Safety

- 7.3 There are no community safety implications associated with this report.

Risk Management

- 7.4 There are no risk management implications associated with this report.

Sustainability

- 7.5 This report outlines some initial decisions that are required to be made in order to embark on the target to become carbon neutral by 2030. As outlined above, achieving and maintaining carbon neutrality would bring an end to the Council's own contribution to climate change.

Equalities

- 7.6 There are no equalities implications associated with this report.

Safeguarding

7.7 There are no safeguarding implications associated with this report.

8.0 Conclusions

8.1 The Council has long been committed to protecting the environment, as demonstrated in Appendix 1. The climate emergency declared by the Council on 25 July 2019, recognised the continued priority the Borough gives to addressing climate change – both in terms of mitigation and adaptation. The declaration will require the acceleration of our existing Woking 2050 action plan.

8.2 In order to achieve carbon neutrality, we need to be able to accurately measure and account for emissions associated with our estate and operations. This report recommends options for a baseline year from which to record emissions reductions. It also recommends a definition of what should constitute the Council's estate and operations.

8.3 The declaration also gives an opportunity to promote what the Council has been doing to date and new projects on the horizon.

9.0 Recommendations

9.1 The Group is requested to

RECOMMEND to the Executive That

- (i) **the suggested public definition of carbon neutrality (at paragraph 2.7 of the report) be adopted and published on the Council's website;**
- (ii) **the Climate Change Working Group's preferred definition of the Council's estate and operations be adopted by the Executive at its meeting on 10 October 2019 (section 2 refers); and**
- (iii) **the Climate Change Working Group's preferred baseline year for monitoring emissions be adopted by the Executive at its meeting on 10 October 2019 (section 3 of the report refers).**

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

Background Papers: None.

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Date Published: 19 September 2019

REPORT ENDS

Glossary

Battery Storage	Refers to the storage of electrical energy created by photovoltaic panels (see below)
Biogas	A gas fuel derived from the decay of organic matter, as the mixture of methane and carbon dioxide produced by the bacterial decomposition of sewage, manure, waste or plant crops.
Carbon offsetting	The action or process of compensating for carbon dioxide emissions arising from industrial or other human activity, by participating in schemes designed to make equivalent reductions of carbon dioxide in the atmosphere.
Carbon neutral	Carbon neutrality, or having a net zero carbon footprint is achieved by eliminating carbon emissions altogether and/or balancing any remaining emissions through carbon offsetting. This principle can be applied to carbon and greenhouse gases more generally.
Climate neutral	An activity or action results in no overall contribution to climate change. See 'carbon neutral' and 'net zero' above.
Decarbonise	To reduce the amount of gaseous carbon released in or as a result of a process.
Embedded carbon	The greenhouse gas emissions from the manufacturing of a product, in terms of CO2 equivalent. These are calculated using a life cycle analysis of the production system.
Greenhouse gas	The greenhouse effect is the warming of Earth's surface and the air above it. It is caused by gases in the air that trap energy from the Sun. These heat-trapping gases are called greenhouse gases. The most common greenhouse gases are carbon dioxide, methane and nitrous oxide.
Net zero	Emissions are reduced to zero through a combination of their elimination and offsetting. See 'carbon neutral' above.
Renewables	A natural resource or source of energy that is not depleted by use, such as water, wind, or solar power.
Rio Summit	Held in June 1992, the Rio Earth Summit was the largest environmental conference ever held, attracting over 30,000 people including more than 100 heads of state. The Summit produced a number of outcomes including Agenda 21 and the Framework Convention on Climate Change.
Solar thermal	Solar energy is harnessed to produce hot water.
Sustainable Development Goals	On 1 January 2016, the 17 Sustainable Development Goals of the 2030 Agenda for Sustainable Development — adopted by world leaders in September 2015 at an historic UN Summit — officially came into force. They are considered a blueprint to achieve a better and more sustainable future for all by 2030.

Woking Borough Council's Emissions Reductions Activities

The Council has long been committed to protecting the environment. The list below highlights some key activities undertaken across the Council estate since 1990/91. This list focuses on emissions reduction activities.

1990/91	Council embarks on programme of energy efficiency works across its own estate.
1994	Woking Local Agenda 21 (now Woking Local Action 21) established.
1997/98	CHP and first phase of PV installed at Brockhill.
Feb 1999	Thameswey Ltd established.
July 1999	Thameswey Energy Ltd established.
2001	Second phase of PV installed at Brockhill.
2001	Queens Award for Enterprise.
March 2001	Woking CHP Energy Station officially opened.
Dec 2002	Climate Change Strategy adopted.
2003	Climate Neutral Development Guidance adopted.
March 2003	Cross political party Climate Change Working Group established.
June 2003	Woking Park Fuel Cell / CHP officially opened.
June 2005	Updated Climate Change Strategy adopted.
June 2005	First demonstration hybridlight commissioned.
March 2005	Beacon Council Status for Sustainable Energy.
Dec 2005	Low Carbon Leaders Award.
2006	First electric vehicle (EV) charging points installed in Town Centre car parks.
March 2006	Energy Saving Trust Fleet Health Check.
Autumn 2006	Enterprise Rent A Car Ltd car club introduced for Council business mileage.
March 2007	Beacon Status for Promoting Sustainable Communities through the Planning Process.
2008	Revised Climate Change Strategy adopted.
2008/9	Beacon Council Status for Tackling Climate Change.
2008/9	Woking BC partner with Enterprise Rent A Car Ltd to deliver a car club for business mileage reducing emissions and saving money on mileage claims.
2008-11	Cycle Woking programme.
2009	Action Surrey created as part of the Thameswey Group to give impartial energy advice to households, schools and businesses helping them save money and reduce CO2 emissions.
Mar 2012	Environmental Audit conducted by Cap Gemini.
2012/13	Expansion of electric vehicle charging points in Town Centre car parks. Ongoing.
Mar – Aug 2015	Electric vehicle pilot as part of the Council's car club arrangements.
Sept 2015	Woking 2050 – revised Climate Change Strategy adopted.
Jan/Feb 2018	Air quality monitoring tubes installed on Victoria Way at the junction with Lockfield Drive; at the former Toys R Us building; and at Victoria Arch junction.
Spring 2018	Plastic water bottles removed from Council Chamber meetings, china cups and glasses replaced plastic and paper cups in all meeting rooms. Segregated waste bins, including food waste, introduced into staff kitchens in Civic Offices.
Oct 2018	Diesel vehicles banned from Council lease car fleet.
2018/19	NVH invested £5.7m into the existing housing stock as part of the asset management programme. £500,000 of which was focused on improving the energy efficiency of blocks through external wall, cavity wall and loft insulation programmes.
Feb 2019	Electric vehicle position statement adopted and published on website.
April 2019	Thameswey's new energy centre on Poole Road received planning permission.
July 2019	Single Use Plastics Policy adopted.
July 2019	Climate emergency declared.

Defining the Council estate and operations

The tables below list the buildings that have been used in the Council's [GHG report](#) for the last three years. Business mileage through the Enterprise car club and branch hires is also included in the report.

It is important to note that the list of sites can be subject to missing data depending on meter readings for any given period. However, determining which sites should be monitored is the crucial step in defining our footprint.

Officers are currently working on an exercise to bring together lists of buildings used in current GHG reporting with those held of all Council owned assets. This will enable officers to compile a definitive list of buildings which can be tailored according to the definition selected for the Council estate and base year (see section 3).

Thameswey energy supplied sites

Town centre sites
Big Apple/H.G. Wells (gas and electricity)
Victoria Way Car Park (gas)
Civic Offices (gas and electricity)
Hollywood House (gas and electricity)
YPOD (gas and electricity)
Shoppers Car Parks (Red, Yellow, Blue, Brewery Road and Control Room) (electricity)
Residential / Community Sites
Bunyard Drive (gas and electricity)
Broadway House (gas and electricity)
The Vyne (gas and electricity)
Brockhill Retirement Home 1-51 (gas and electricity)
Goldwater Lodge (electricity)
Hampton Close (gas and electricity)
Hartshill Walk (gas and electricity)
Hoe Valley Community Centre (gas)
Lakeview Social Centre (gas and electricity)
Molloy Court (gas and electricity)
Monument Way WBC Depot (electricity)
Nightingale Court (gas and electricity)
Priors Croft (gas and electricity)
Petworth Court (gas and electricity)
Smith Court (gas and electricity)
Rokeby Court (gas and electricity)
Stream Close (gas and electricity)
St Mary's (gas and electricity)
Tudor Court/Walton Road (gas and electricity)
Woodlands House/Parkview (gas and electricity)
Woking Park Sites
Woking Park / Leisure Centre (gas and electricity)
Pool in the Park (gas and electricity)

Thameswey PV generation sites

Residential/community sites
Broadway House
The Vyne
Brockhill Retirement Home 1-51

Goldwater Lodge
Hampton Close
Hartshill Walk
Monument Way WBC Depot
Nightingale Court
Priors Croft
Petworth Court
Stream Close
St Mary's
Woodlands House/Parkview
Town centre sites
Albion Square Canopy
Civic Offices
Woking Park & Leisure Centre
Pool in the Park

Freedom Leisure Sites – all electricity unless otherwise indicated

Brookwood Country Park Pavilion (electricity and gas)
Brookwood Sports Pavilion
Byfleet Sports Pavilion
Goldwater Lodge
Sheerwater Rec Pavilion and floodlighting
Waters Park Sports Pavilion
St Peters Pavilion
West Byfleet Rec Pavilion
Wheatsheaf Sports Pavilion
Vyne Fields Pavilion, Alexandra Gardens
Kings Head Lane Pavilion
Alpha Road (New Monument) (electricity and gas)
Brookwood Farm (electricity and gas)

New Vision Homes Sites – Gas

For data protection purposes, the specific property numbers are not shown.

Alpha Road and Community Centre
Ash Close
Ash Road
Beechwood Road
Board School Road
Bonsey Lane
Bridge Close
Bridge Court
Brookfield
Bruce Close
Chertsey Road
Claredale
Claremont Avenue
Cobbetts Close
Colliers Close
Cresswell
Devon House
Eden Grove Road
Ferney Court
Frenchs Wells
Granville Road
Hammond Road
Hartshill Walk

Hassall Court
Hawthorn Road
Howards Road
Inkerman Way
Laburnum Road
Medhurst House
Moorcroft Centre
Nightingale Court
Nursery Road
Perrin Court
Princess Gardens
Pucks Hill
Quartermaine Avenue and House
Queen Mary Close
Rydens Way
Shires House
St Johns Road
St Marys Court
St Peters Close
Sundridge Road
Sunnyside
Sutton Avenue
Sythwood
The Studio
The Vyne
Thornash Way
Vale House
Victoria Road
Walton Court
Watercress Way
William Russell Court
Wilson Way

New Vision Homes Sites – Electricity

For data protection purposes, the specific property numbers are not shown.

Acorn Grove (L/Lords Supply)
Albert Drive
Alpha Road and Community Centre
Ash Close
Ash Road
Ashley Court
Ashwindham Court
Barnard Court
Beechwood Road
Birchwood Road
Blackmore Crescent
Board School Road
Bonsey Lane
Bridge Close
Bridge Court
Brookfield
Bruce Close
Bunyard Drive
Camphill Road (Bowls Pavilion)
Chertsey Road
Claredale
Claremont Avenue

Cobbetts Close
Codrington Court
Colliers Close
Cresswell
Dartmouth Avenue
Devon House
Devonshire Avenue
Eden Grove Road
Elmbridge Lane
Everest Court
Ferney Court
Forsyth Path
Frenchs Wells
Granville Road
Hammond Road
Hartshill Walk
Hassall Court
Hermitage Road
Highview
Howards Road
Inkerman Way
Kingslake Court
Laburnham Road
Loder Close
Medhurst House
Molloy Court
Moorcroft Centre
Nightingale Court
Nursery Road
Pares Close
Peacocks Walk St
Perrin Court
Princess Gardens
Priors Croft
Pucks Hill
Quartermaine Avenue and House
Queen Mary Close
Rainbow Court
Robertson Court
Rokeby Court
Sappho Court
Shires House
Spencer Close
St Andrews Close
St Johns Road
St Marys Court
St Peters Close
St Thomas Close
Stream Close
Sundridge Road
Sussex Road
Sutton Avenue
Sythwood
Thornash Way
Tracious Close
Vale Farm Road
Walton Court
Walton Road

Watercress Way
Wayside Court
William Russell Way
Willow Way
Wilson Way

EXECUTIVE – 10 OCTOBER 2019

ASSET AND FACILITIES MANAGEMENT CONTRACT – EXTENSION PROPOSALS

Executive Summary

The Asset and Facilities Management contract awarded to Skanska Rashleigh Weatherfoil Limited commenced on the 1st November 2013 for an initial four year period. A three year contract extension was awarded in October 2016 which extended the contract to the 31st October 2020.

Within the existing contract arrangement there is provision to extend the current contract for a further final period of up to 3 years (making a total contract period of 10 years). The Council has to notify the contractor of their intentions concerning a contract extension by the 31st October 2019.

The contractor is performing to a satisfactory standard; this is supported by the review of the monthly Key Performance Indicators, independent audits and the findings of the Woking Shopping occupier satisfaction survey.

The proposal before the Executive is to extend the current Asset and Facilities Management contract with Skanska Rashleigh Weatherfoil Limited until 31st October 2021 (a period of 1 year). This short extension will allow the Council the opportunity to consider future arrangements for this service and ensure a consistent service delivery when the Victoria Square Development opens.

Recommendations

The Executive is requested to:

RESOLVE That

in accordance with the Articles of Agreement between WOKING BOROUGH COUNCIL and SKANSKA RASHLEIGH WEATHERFOIL LIMITED dated 30th October 2013 it supports an extension to the Asset and Facilities Management Contract to engage the aforementioned contractor for a further period of one year commencing on the First day of November 2020 and ending on the Thirty-first day of October 2021.

Reasons for Decision

Reason: To maintain the delivery of Asset and Facilities Management services until the 31st October 2021.

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

Asset and Facilities Management Contract – Extension Proposals

Background Papers: None.

Reporting Person: Douglas Spinks, Deputy Chief Executive
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Contact Person: David Loveless, Building Services Manager (Service Manager)
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Portfolio Holder: Councillor Ayesha Azad
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Shadow Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Date Published: 2 October 2019

Asset and Facilities Management Contract – Extension Proposals

1.0 Introduction

- 1.1 The Asset and Facilities Management contract awarded to Skanska Rashleigh Weatherfoil Limited commenced on the 1st November 2013 for an initial four year period. A three year contract extension was awarded in October 2016 which extended the contract to the 31st October 2020.
- 1.2 Within the existing contract arrangement there is provision to extend the current contract for a further final period of up to 3 years (making a total contract period of 10 years).
- 1.3 Under the terms of the contract Woking Borough Council is required to notify the contractor by the end of October 2019 of their intentions concerning the award of contract extensions.
- 1.4 The value of the fixed price element of contract is circa £2.85 million per annum and includes facilities management services for Woking Borough Council's operational buildings and properties operated by Woking Shopping.

2.0 Contract Performance

- 2.1 The Service Manager's view is that the Asset and Facilities Management contract arrangement with the contractor has performed at a satisfactory standard as illustrated below.
- 2.2 Key Performance Indicators (KPI's) – The contract requires the contractor to review performance during the preceding month against KPI's for the main services provided. During the early years of the contract period the contractor repeatedly failed a number of KPI's. Through working with the Service Manager and implementing operational changes the contractor is now consistently achieving monthly KPI's levels for all key services.
- 2.3 Clients Audits – In early 2019 an independent health and safety audit was undertaken at Woking Shopping Properties. Across the three properties the audit scored an average of 86.3%. The audit identified several areas of improvement which the contractor has rectified with the support of the Service Manager. A follow up audit of these properties will be undertaken in early 2020.
- 2.4 Occupier Satisfaction Survey (Woking Shopping) – A recent occupier satisfaction survey commissioned by Woking Shopping also covered cleaning and maintenance services provided by Skanska. These services score 4.2 and 3.9 out of 5 respectively.

3.0 Conclusion

- 3.1 Based on the ongoing performance by Skanska Rashleigh Weatherfoil Limited of the Asset and Facilities Management contract, it is the view of Woking Borough Council officers that the contract should be extended by 1 year.
- 3.2 The award of a short extension will ensure a consistent service delivery when the Victoria Square Development opens whilst giving the Council the opportunity to consider alternative future arrangements for Facilities Management Services.

4.0 Implications

Financial

- 4.1 By awarding a 1 year extension this will negate any procurement costs that may have been required by letting the contract on the open market and as well as significant staff resource.

Asset and Facilities Management Contract – Extension Proposals

Human Resource/Training and Development

- 4.2 No human resource/training and development issues arising from this report.

Community Safety

- 4.3 No community safety issues arising from this report.

Risk Management

- 4.4 No risks have been identified arising from this report.

Sustainability

- 4.5 No sustainability issues arise from this report.

Equalities

- 4.6 No equality issues arise from this report.

Safeguarding

- 4.7 No safeguarding issues arise from this report.

5.0 Consultations

- 5.1 The Portfolio Holder has been consulted on the preparation of this report.

REPORT ENDS

EXECUTIVE – 10 OCTOBER 2019

CITIZENS ADVICE WOKING – BUSINESS PLAN UPDATE

Executive Summary

At its meeting on 13 December 2018, the Executive received the applications for financial assistance from local voluntary and charitable organisations as part of the Community Support Scheme 2019/20. An annual application was received from Citizens Advice Woking and the relevant resolution from the meeting is set out below:

“RESOLVED

- That (i) core funding of £180,000 be awarded to continue to support the core service of Citizens’ Advice Woking in 2019/20;
- (ii) funding of £11,500 be awarded to ensure the continuation of the Financial Capability programme in 2019/20;
- (iii) funding of £2,000 be awarded towards the costs of the Guildford County Court Help Desk in 2019/20;
- (iv) the Council continues to cover the service charge for the accommodation at Provincial House, which for 2019/20 will be circa £32,000;
- (v) Citizens Advice Woking be asked to submit a Business Plan to the Council setting out how it would work more effectively with the Council for consideration at the Executive on 7 February 2019, along with an update on progress against the Business Plan for receipt by the Executive at its meeting on 28 March 2019;
- (vi) the sum of £38,000 be ringfenced in the Community Fund until the Executive has determined whether the extra funding should be awarded to Citizens Advice Woking for the 2019/20 financial year;
- (vii) for future applications to the Community Support Scheme, Citizens Advice Woking be requested to complete the basic information within the Council’s application form and attach an annual Business Plan setting out its priorities and plans for the year ahead.”

Following minute item (v), the Executive received Citizens Advice Woking’s Business and Development Plan 2018-21 at its meeting on 7 February 2019, along with an Action Plan Supplement which had been prepared to expand the Business Plan following the feedback received from the Executive in December 2018. An extract from the minutes of the Executive held on 7 February 2019 is set out below:

“13. Citizens Advice Woking – Business Plan EXE19-009

Following consideration of an application for financial assistance from Citizens Advice Woking at the Executive on 13 December 2018, the Executive agreed that Citizens Advice Woking be asked to prepare a Business Plan setting out how it would work more effectively with the Council. The Leader drew attention to an updated and more detailed action plan which had been tabled at the meeting.

Citizens Advice Woking – Business Plan Update

The Leader advised that, given the significant level of support provided by the Council to Citizens Advice Woking, there was a need for oversight in order to ensure that the Council was achieving value for money. The Leader suggested that such oversight could be achieved by an annual briefing to Members from Citizens Advice Woking or could be undertaken by the Overview and Scrutiny Committee. Councillor Barker commented that this would not be appropriate.

In order to allow time for Citizens Advice Woking to work with the Council in a collaborative way, the Leader stated that an update against the Business Plan would be received by the Executive at its meeting on 12 September 2019, and not at the March Executive as originally planned.

RESOLVED

That the action plan be approved.”

In August 2019, Citizens Advice Woking provided the Council with an update on its progress against the approved Action Plan which is attached as Appendix 1.

The Action Plan contains five sections: A – Advice Services; B – Research & Campaigns; C – Promoting Citizens Advice Woking in the Community; D – Resources Strategy (Funding / People / Premises, Equipment and ICT); and E – Contingency Measures. Each section lists the agreed activities to be undertaken by the Organisation as part of its Business and Development Plan 2018-2021, along with updates setting out the position at July 2019 and outstanding work currently being progressed.

As part of the provision of Advice Services, an objective is to roll out and establish the Universal Credit Support Help to Claim (HTC) Service, for which a new HTC Advisor has been recruited and is reported to have made an excellent start with the service. All volunteers have completed training on Universal Credit and Citizens Advice Woking is part of the Community Partnership team operated by Woking Job Centre Plus, attending its quarterly meetings. In addition, work is being undertaken to consider how the numbers of calls answered by the Adviceline can be increased in light of the availability of volunteers, with the aim of recruiting and training twelve volunteers to become Advisors.

In particular, note should be taken of section D – Resources Strategy which contains the objective of strengthening the partnership with Woking Borough Council as the main funder of Citizens Advice Woking. The section sets out the substantive work taking place with the Council since the meeting of the Executive held on 7 February 2019 and includes reference to:

- meetings held with Woking Borough Councillors, including the Chairman of the Overview and Scrutiny Committee in July;
- joint working discussions taking place between the Housing Caseworker and New Vision Homes;
- a presentation from the Leader of the Council which provided the Organisation’s staff, trustees and volunteers with information on the Council’s strategic priorities including the Sheerwater Regeneration Project;
- quarterly meetings being held between the Organisation’s Chief Executive, the Council’s Housing Director and the Health and Wellbeing Manager;
- a fundraising Legal Walk having been held and raising £4,000 with the next event to be decided; and
- an update on applications for funding to external agencies.

The sum of £38,000 remains ringfenced in the Community Fund for the work of Citizens Advice Woking in the current financial year, as agreed by the Executive on 13 December 2018, pending the Executive receiving the attached update from Citizens Advice Woking and being satisfied with the progress contained within.

Citizens Advice Woking – Business Plan Update

Over the last 6 months, working arrangements between the Council and Citizens Advice Woking (CAW) have improved greatly. As well as regular meetings between CAW's Chief Executive, the Council's Housing Director and the Health and Wellbeing Manager, there have been topic-based meetings to improve processes and practices. The Council also gave a comprehensive presentation on the Sheerwater Regeneration Project to the CAW, which was extremely well-attended by CAW's paid-staff and volunteers.

It is therefore recommended that the sum of £38,000 should be released to CAW.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the update be noted; and
- (ii) the sum of £38,000 ringfenced in the Community Fund for Citizens Advice Woking towards its work during the 2019/20 financial year be released.

Reasons for Decision

Reason: To further strengthen relationships between Citizens Advice Woking and Woking Borough Council.

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

Background Papers:	None.
Reporting Person:	Councillor David Bittleston, Leader of the Council Email: cldr david.bittleston@woking.gov.uk
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Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Shadow Portfolio Holder:	Councillor Will Forster Email: cllrwill.forster@woking.gov.uk
Date Published:	2 October 2019



Citizens Advice Woking Update against the Action Plan submitted to the Executive for the Meeting on 7th February 2019

Introduction

At its meeting on 13th December 2018 the Executive resolved that Citizens Advice Woking be asked to submit an Action Plan setting out how it would work more effectively with the Council. This was considered by the Executive at its meeting on 7th February 2019 when it was determined that an update on its progress would be submitted and considered at its meeting on 12th September 2019.

In the meantime the sum of £38,000 is ring-fenced in the Community Fund until the Executive has determined whether the extra funding should be awarded for the 2019/20 financial year.

The Executive also decided that in future Grant rounds Citizens Advice Woking should submit a Business Plan setting out its plans and actions for the year ahead. In this years Business and Development Plan we have incorporated the Action Plan submitted to the Executive into this document. We thought the Executive would be interested to see the progress we have made in all areas of our Plan and are reassured the Council is achieving value for the money and support it awards to Citizens Advice Woking.

We submit our Trustee Board Minutes and Chief Executive Report to the Democratic Services Manager which contains a lot of information about what we are doing and how we are helping not only residents but other agencies within the Borough. We would be only too happy to send these to any other Councillors who would like to receive them on a regular basis. We would also welcome visits from any Councillors who would like to learn more about how we work.

Citizens Advice Woking Business and Development Plan 2019 - 20

A. Advice Services

Objective 2019 - 20	Activities	Update
1. To roll out and establish the Universal Support Help To Claim Service	1.1. Ensure the new HTC Adviser is fully inducted and trained to deliver the service	31 st July 2019 – The new HTC adviser has hit the ground running with the H2C service. She has worked incredibly hard to establish her own procedures and to ensure she is fully competent. We have ensured she has been fully inducted into the roll and are supporting her on a daily basis. The adviser has already become part of the Independent File Review Process with the welfare benefit team.
	1.2 Submit all quarterly financial and casebook reports by appropriate deadlines	31st July 2019 - The Q1 Financial Report for the HTC Service has been submitted
	1.3 Train all volunteer advisers to the required standard to ensure sure they are able to deliver the service	31st July 2019 - This is an ongoing process. All volunteers have undertaken UC training prior to the roll out of the H2C service. We have resources available including the support of the supervisors, the new HTC adviser and the management team. The new HTC adviser delivered an excellent presentation at the staff meeting to 40 volunteers.
	1.4 Work with referral partners to establish a strong working relationship	31st July 2019 – We are part of the Community Partnership team run by Woking JCP and attend the Quarterly Meetings. The new HTC advisers and the welfare benefit team have an extremely positive relationship with the Jobcentre staff.
2. To increase the number of calls answered by Adviceline	2.1 Prepare an analysis of the raw data to identify trends and needs	31st July 2019 – now we have committed to a 5% increase under the terms of our membership agreement we are looking at ways we can increase the numbers of volunteers on Adviceline May, June and July have been incredibly difficult because of the numbers of volunteers who have taken holiday so we have not always had 2 advisers on Adviceline which we need. The data shows we are still unable to answer 6 out of 10 calls which are made to the Line (although half of these are made out of hours). We are continuing to monitor the need against the numbers of volunteers we have available.

	2.2 Review the Adviceline training programme for all new trainees	31st July 2019 – This has been completed. We have reviewed the workforce development programme and ensured that every new trainee will have Adviceline training and be expected to spend some of their rota time answering the phone
3. To recruit and train 12 volunteers to become advisers	3.1 Update recruitment policy to confirm application and interview procedure for the recruitment of volunteers	31st July 2019 – This has been completed. We have our processes in place to ensure we continue to recruit throughout the year even if a training course is not due to start for several months. An example of this was publicity from Volunteers Week resulted in the recruitment of a new volunteer who will be a stand in receptionist until she can start training in September/October time

4. To expand the home visiting service	4.1 Write a home visiting policy to explain which clients come within this service and what services can be offered	31st July 2019 - This has not been achieved within the timescale set so needs to be pushed back to October 2019.
	4.2 Prepare a budget on the cost to CAW of providing an increased service	31 st July 2019 – Pushed back to October 2019
	4.3 Seek potential funding sources and make appropriate applications	31st July 2019 - Ongoing
5. To open an outreach service at the Bedser Hub	5.1 To find funding to support a paid 2 day a week caseworker post and make appropriate applications	31st July 2019 - Ongoing
6. To continue Guildford County Court Help Desk Project	6.1 To find funding and make appropriate applications	31st July 2019 – Funding for 2019 - 20 so far Woking B.C £2,000 Guildford B.C £6,500 OPCC £10,000

B. Research & Campaigns

Year 1 2019 -20	Objective	Action	Update
Running a Research & campaigns Team	Keep trustees informed of current budget spend and review annual budget.	Submit annual report to Trustees on budget spent 2017 - 18. Review the effectiveness of the Budget.	31st July 2019 - A budget of £500 was agreed last year. This has enabled travel expenses to attend R & C meetings, forums etc. for Carolyn and volunteers. We have also been able to award prizes for the volunteers at staff meetings and the AGM. Trustees agreed at 2 nd July TB Meeting to renew the Budget for 2019 - 20
Evidence & Research	Review current Training Programme	Review training programme for trainees	31st July 2019 – This has been completed

	for Trainees and offer on-going R&C training for advisers and ASS	Provide training in how to write a good EF at staff meeting	This was done at last Staff Meeting.
	Keep advisers updated on current Calls for Evidence	Include R&C update in CAW news How to write a good EF session at staff meeting	31st July 2019 – this is ongoing. We are also very pleased that one of our local calls for evidence has been taken up nationally. This was about the problems couples face when claiming UC and one has no recourse to public funds
	Ensure all Advisers and paid staff contribute at least one EF in a 12 month period	Remind all staff in CAW News, team briefings, staff meetings and appraisals.	31st July 2019 – We already have 75% of advisers who have completed an EF since April 2019
Campaigns	Devise and run a local campaign	Identify an “emerging issue” and devise a campaign Analyse the effectiveness and report on the results	31st July 2019 – As yet we have not decided on a local campaign
Involving clients and supporters	To increase awareness of research and campaign work with clients	Update website, facebook and use twitter Update posters in waiting room and interview rooms	31st July 2019 – We have not updated the website. We need to find someone with the relevant expertise to be able to do this. We do use twitter every week. We have not yet done this Completed
	Encourage advisers to discuss / inform clients of our R&C work	Adviser to discuss with client in the interview, wherever possible, and record discussion in Casebook. Consider the introduction of a standard paragraph to be emailed to client informing them of any R & C action carried out e.g. EF raised. Discuss / introduce at staff mtg Circulate newsletter	31 st July 2019 – We are concentrating on this in Q2
Influencing & Networking	Complete Stakeholder Analysis	Update the stakeholders analysis after May elections	31st July 2019 – This has now been completed
		Use relationship tool and Analyse the stakeholders to determine which relationships to pursue.	31st July 2019 – completed

Communication	Improve use of social media	Update website, Facebook and use twitter. Advertise topical subjects. e.g. Settled Status, Changes to Section 21 and Divorce laws, eligibility to council tax reduction	31st July 2019 – We are doing this as much as possible
		Include at least one R & C update in CAW news	31 st July 2019 – we have achieved this every week
	Improve liaison with local newspapers/radio	Establish contact with BBC local journalism contact	31st July 2019 – this is yet to be done.

C. Promoting CAW in the Community

Objective 2019 - 2020	Activities	Update
1 To promote CAW in the community by attending one public event a quarter	1.1 Establish which public events are suitable for CAW to attend	31st July 2019 – in addition to the attendance at the events in the CEO Report we held an event at the Library for Scams Week and had a stall at Byfleet Parish Day
	1.2 Book attendance, arrange resources and staff required	31st July 2019 – We are on the reserve list to have a stall at the Pride event in August

D. Resources Strategy

1. Funding

Action Plan Submitted to the Executive on 7th February 2019
(1.1 – 1.10)

Objective 2019 - 2020	Activities	Update
1 To strengthen the partnership with CAW's main funder, Woking B.C. to enhance delivery of the current service	1.1 CAW to distribute Trustee Board Meeting Minutes and CEO Report to wider distribution list within WBC.	31st July 2019 – The Minutes and Board Papers have been sent to the Democratic Services Manager.
	1.2 CAW Chair, Leader of Council and Chair of Grants Committee to meet annually before the submission of the Grant Application	31st July 2019 – At the time of writing we are hoping to meet w/c 2 nd September 2019
	1.3 CAW CEO to attend pre full WBC meeting to give a presentation on the work CAW is doing.	31st July 2019 – this has not been arranged
	1.4 CAW CEO to be invited by WBC Overview and Scrutiny Committee once every 12 months to report on delivery of service	31st July 2019 – CEO met with the Chair of the O&S Committee on 4 th July when this was discussed.
	1.5 WBC Executive	31st July 2019 – Cllr Harlow, Cllr Davis

	Committee to be invited to attend one or more advice sessions and to meet paid caseworkers to show how the service is delivered	and Cllr Azad have been in. CEO has also met recently with Cllr Leach
	1.6 To invite an Officer from one of the main departments (including from New Vision Homes) to attend an advice session and to meet with the relevant paid caseworkers to discuss ways of working together	31st July 2019 – Our Housing Caseworker has met with the New Vision Homes contract and income recovery managers to discuss ways of working together
	1.7 Increase the knowledge of all paid staff, Trustees and volunteers of key WBC strategic priorities, such as the Sheerwater Regeneration Project	31st July 2019 – The Presentation has now taken place
	1.8 Identify key WBC Officers in each of CAW's main advice areas to enable relationships to be built with CAW's relevant paid staff.	31st July 2019 – CEO has received the organisation chart for the Housing and Health and Well Being areas.
	1.9 Arrange Quarterly catch up meetings between Officers and relevant paid staff to ensure more effective working	31st July 2019 – CEO has a quarterly meeting in the diary to meet the Housing Director and the Health and Well Being Manager. We are alternating offices so they will both be coming into our offices in September to see how we work.
	1.10 An informal meeting to be arranged between CAW's housing caseworker and WBC housing team	31st July 2019 – This has now taken place. Our housing caseworker and CEO met with the new Housing Director and 8 of her staff.
To hold at least 2 fundraising events a year	2.1 Trustees to form a Fundraising Subcommittee to organise and oversee events	31st July 2019 – The Legal Walk has been completed (£4,000 was raised) but we need to decide on the next Fundraising idea.
3 To seek funding opportunities	4.1 Seek any new funding opportunity and make applications where appropriate	31st July 2019 – CEO has submitted an application to Access to Justice Therium Fund and Community Foundation for Surrey are also possibilities. This is being explored further

2. People

Objective 2019 - 2020	Activities	Update
To safeguard against work related stress	1.1 Undertake a risk assessment to identify the causes of work related stress and write a policy on how	31st July 2019 – This is in the early stages of development and aim is to complete by end of Q2

	this should be dealt with	
To implement a plan for the training requirement and developments of all paid staff and volunteers	2.1 review the workforce development and training plan	31 st July 2019 – this has been completed
Update the lone worker policy		31 st July 2019 – This will be completed by the end of Q2

3. Premises, Equipment and ICT

Objective 2019 - 2020	Activities	Update
1 To migrate CAW's email to Office 365	1.1 To obtain proposal and estimate of cost from Entegraty for the provision of this service	31 st July 2019 – the time estimate for this is October
	1.2 Report to the Trustee Board and seek approval for cost of Project	2 nd July 2019 – this will now be the November meeting
	1.3 Agree timetable for migration	31 st July 2019 – this will follow in the New Year.

E. Contingency Measures

Objective 2019 - 2020	Activities	Update
1 To make provision in the Accounts for the additional costs now associated with entering into the lease.	1.1 To make the appropriate adjustment in the Accounts	31 st July 2019 – this will be ongoing

EXECUTIVE – 10 OCTOBER 2019

MONITORING REPORTS - PROJECTS

Executive Summary

The Executive receives quarterly reports on the progress of projects in the interests of financial prudence and to ensure open and transparent corporate governance.

This report details the status of projects as at the end of August 2019, incorporating capital and revenue projects, and is attached at Appendix 1.

As requested by the Executive, the attached list includes only active projects and those closed during this reporting period. The agreed reporting protocol stipulates that projects overdue against the published end date will be classified as amber if the over-run is less than 25% of total project schedule and red if above this level.

The project management methodology includes a formal approval process to extend project timescales, where there are clear practical and business reasons to do so. Appendix 1 includes a column showing revised end date, reflecting application of the approval process. For completeness the original end date is retained on the report.

There are no specific areas for concern or action by the Executive.

Recommendations

The Executive is requested to:

RESOLVE That

the report be received.

Reasons for Decision

Reason: To monitor the position of active projects on SharePoint.

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

Background Papers: None.

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Date Published: 2 October 2019

1.0 Introduction

- 1.1 Attached at Appendix 1 is the report on projects at the end of August 2019 (produced from the SharePoint system).
- 1.2 All active projects continue to be included in the report for completeness. Members will note a number of projects are listed as showing delays in project being closed. This is to reflect the requirement that evaluation and closure of the project is necessary after it has been completed (normally after the defect period, which may be some time from completion of the actual delivery).
- 1.3 Projects completed during the period are included at the end of Appendix 1. These projects will be removed from the report next time it is published, as no further reporting is required on projects that have been formally closed.

2.0 Exceptional items

- 2.1 In accordance with Financial Regulations, the following projects are being reported to the Executive because project costs exceed the original or approved revised budget by the greater of £10k or 5%.
- 2.2 Project No. 10680. Horsell Village Improvements - Implementation Stage. Project has closed during reporting period, no other changes since the exception report at 13/07/17 Executive.
- 2.3 Project No. 10785. Leisure Management Contract Investment Scheme. No change since the exception report at 20/11/2014 Executive.
- 2.4 Project No. 10886. St Johns Memorial Hall. Project is over budget due to ongoing snagging issues that have now been resolved. Project has closed during reporting period.
- 2.5 Project No. 10906. Sheerwater Link Road. Project has closed during reporting period, no other changes since the exception report at the 21/07/2016 Executive.
- 2.6 Project No. 10911. Goldwater Lodge Fire Reinstatement Works. No change since the exception report at the 21/07/2016 Executive.
- 2.7 Project No. 10929. Muslim Burial Ground Peace Garden (Phase 2). Project has closed during reporting period, no other changes since first on the exception report at 10/09/2015 Executive.
- 2.8 Project No. 10930. Goldsworth Park Rec Public Toilets. No change since first on the exception report at 4/02/2016 Executive.
- 2.9 Project No. 20061. Export House - WC and Lift Lobby Upgrade - Floors 2-14. No change since first on the exception report at 11/02/2018 Executive.
- 2.10 Project No. 20126. Leisure Centre - Upgrade of External Cladding. The project is over budget as additional unforeseen asbestos works were required.
- 2.11 Project No. 20134. Pool in the Park Replacement Roof- Phase 4. The project is over budget as there were a number of hidden defects identified once work commenced. These included corroded steel work and inadequate fixings of the canopy that needed to be rectified before roofing works could commence.
- 2.12 Project No. 20139. 18-19 High Street Refurbishments. No change since first on the exception report at 13/07/17 Executive.

- 2.13 Project No. 20146. Leisure Lagoon Modernisation. No change since first on the exception at 27/06/2019 Executive.
- 2.11 Project No. 20152. Leisure Centre External Doors and Windows Rear Balcony. No change since first on the exception report at 01/20/2018 Executive.
- 2.12 Project No. 20182. Refurbishment of 6 floors at Export House. No change since first on the exception at 27/06/2019 Executive.

3.0 Implications

Financial

- 3.1 No implications. The project listing includes costs related to each project.

Human Resource/Training and Development

- 3.2 No implications.

Community Safety

- 3.3 No implications. Community Safety is considered for every project as part of Project Workbook completion.

Risk Management

- 3.4 No implications. Risk management is considered for every project as part of Project Workbook completion. The SharePoint system also enables risks to be captured and managed by the project manager for each project.

Sustainability

- 3.5 No implications. Sustainability is considered for every project as part of Project Workbook completion.

Equalities

- 3.6 No implications. Equalities is considered for every project as part of Project Workbook completion.

Safeguarding

- 3.7 No implications.

4.0 Consultations

- 4.1 The report has been compiled in consultation with Project Managers.

REPORT ENDS

Project Report (as at end of August 2019)

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
10206	Playground Improvements Phase 4	Amber	The Play Strategy has been agreed and priorities for improvements and refurbishments of play areas have been determined. A project brief for the final four sites to be refurbished will be developed this autumn. There is a risk that there will be further delays as funding releases rely on receipt of section 106 agreements. <u>The project is amber for budget as there was a slight overspend for additional works at Willow Way park.</u>	Amber	Green	Amber	Green	Arran Henderson	Geoff McManus	01/08/07	30/04/09	31/03/21	473,155	475,720
10207	SPA Interim Strategy	Green	Work is complete at Horsell Common under remit of Horsell Common Preservation Society. Footpath and boardwalk construction at White Rose Lane will now be considered under the Hoe Valley Flood Alleviation Scheme. All works at Brookwood Country Park have been completed, except interpretation boards, which will be completed alongside signage at Brookwood Farm SANG. Signage work will commence following the completion of the Brookwood Farm SANG.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/01/07	01/12/08	30/09/20	1,194,632	1,046,990
10221	Private Finance Initiative	Amber	Financial close was achieved on 15th November 2013 when the various contracts were entered into between Kier, Thames Valley, Surrey County Council and Woking. The Homes and Communities Agency has now confirmed the level of PFI Credits granted to be £36.5m. Kier started on site on 18 November 2013. Procurement of the contract is now complete and the project has now entered the operational phase. All of the 224 PFI houses are now occupied by families nominated from the Council's housing register. 147 private sale homes have now been completed. There are open spaces that are still to be handed over. <u>Project is amber for budget as although construction is complete, advisors are still required for outstanding issues. The project is over schedule as the early completion of the private sale wasn't achieved. The project is amber for risk as the Government announcement on Right to Buy may have an impact on the project.</u>	Amber	Green	Amber	Amber	Paola Capel-Williams	Ray Morgan	02/01/05	31/12/10	31/03/18	4,420,000	4,490,307

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
10297	Local Development Framework	Green	The Development Management Policies DPD has now been adopted and is now part of the Development Plan for the area. The revised timetable for the site allocations DPD was approved by Council on the 18th October 2018 and is now on the website. The DPD was submitted to the Secretary of State by July 2019. The Secretary of State has now appointed an inspector for the examination, and it is likely that the examination hearing will be in December.	Green	Green	Green	Green	Ernest Amoako	Douglas Spinks	01/04/10	01/12/14	30/06/20	389,550	378,728
10840	Goldsworth Park Recreation Ground and Lake Improvements-Feasibility Study	Green	Following the Playing Pitch Strategy it has been decided that there will no longer be additional football pitches included as part of the proposed improvements. Local residents, through the Goldsworth Park Community Association, have proposed a community led project to enhance the North Meadow where the pitches were originally proposed to go. The project team are currently awaiting a more detailed proposal from the Community Association before proceeding with the rest of the design proposal.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/01/15	31/07/15	31/03/20	11,434	2,095
10867	Gresham Mill SANG Proposal	Red	Landscape architects have produced a draft site master plan in line with Natural England's Suitable Alternative Natural Green Space (SANG) guidelines. <u>Project was on hold while awaiting further details regarding incorporating flood alleviation elements into the project. This is why the project is red.</u> This work would now be incorporated into the wider scheme, so this project can now close.	Green	Amber	Green	Red	Arran Henderson	Geoff McManus	01/09/12	01/12/13	01/12/17	14,000	10,789
10881	Civic Offices Accommodation Strategy	Red	The initial scope of the project has been achieved. All staff have now been relocated around the Civic Offices following the Corporate Restructure. This project is now ready to close. <u>The project is over schedule and slightly over budget as there was an increase in scope to include some work at the Community Centres.</u>	Green	Green	Amber	Red	Amanda Jeffrey	Douglas Spinks	01/10/12	31/08/13	31/03/17	275,000	276,748

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
10916	Hoe Valley Flood Alleviation and Enhancement Appraisal	Amber	A contractor has been appointed and outline design work has been completed. The Consultation began on the 18th September 2017, and closed on 30th October 2017. <u>The project is amber for budget as the hydraulic model for the Hoe Stream has had to be updated to allow the flood risk to be better understood and the scheme to be designed appropriately.</u> The model has been completed, but is now with the Environment Agency to be signed off.	Green	Amber	Amber	Green	Katherine Waters	Geoff McManus	01/04/16	31/10/17	31/07/20	600,000	624,938
10923	Woking Park Play Area	Green	Park is complete and opened in December 2014. Many of the outstanding issues have been resolved, a small amount of reinstatement work needs to be completed before the project can close.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/05/14	30/09/14	31/12/19	650,000	626,704
20011	Parking Notice Processing and Permit System Procurement	Red	The new system is now live. <u>The project is red as closure was delayed while waiting for the invoice from the contractors.</u> This invoice has now been received and the project is now ready to close.	Green	Green	Green	Red	Geoff McManus	Douglas Spinks	20/10/15	30/03/16	31/03/18	17,500	14,250
20019	Wether Farm SANG	Green	Land has been leased to the Council and leased back to Horsell Common Preservation Society to manage site as a Suitable Alternative Natural Green Space (SANG). All the financial and legal requirements have been completed. The SANG opened in January 2016, but the delivery of the SANG proposals will continue for the next five years.	Green	Green	Green	Green	Ernest Amoako	Douglas Spinks	31/10/14	31/10/19	n/a	1,749,856	1,707,071
20027	MWE Depot Boiler Replacement	Red	Project is red as has been delayed due to lack of resources. Project is now delayed until after winter 2019/20.	Green	Green	Green	Red	David Loveless	Douglas Spinks	19/06/15	30/10/15	30/10/17	50,000	1,806
20034	Integra Upgrade	Green	The majority of the implementation has now been completed. Further enhancements such as streamlining of paper based processes and the provision of online dashboards and management information are now being considered and implemented as appropriate within the original budget.	Green	Green	Green	Green	Chris White	Leigh Clarke	01/04/15	30/09/15	30/09/19	110,000	101,813

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20035	Personalisation and Prevention Partnership Fund	Green	The Personalisation and Prevention Partnership Fund (PPPF) project is working to keep local residents over 50 independent and living in their own homes as long as possible as well as enhancing their general wellbeing. In partnership with the Clinical Commissioning Group we are now offering a social prescribing referral service with all GP practices in the Borough. Work has begun to develop a show home at Brockhill displaying adaptations to enable people to stay in their homes.	Green	Green	Green	Green	Jade Buckingham	Julie Meme	31/12/12	31/12/17	31/03/20	690,000	628,000
20067	Developing a Favourable Conservation Status Licence	Green	The project was established working closely with Natural England. The Council's Strategic Organisational Licence, issued by Natural England, was renewed in autumn 2018. Major year three habitat improvement works were completed in February 2019. Pond 3 will be clay lined in September 2019. Annual surveys undertaken.	Green	Green	Green	Green	Tracey Haskins	Ray Morgan	31/08/15	31/03/21	n/a	181,000	117,365
20076	Woking Park Tennis Court Improvements	Amber	Works have been completed, however there are some defects with the tarmac on some of the courts. <u>Discussions are ongoing with the contractor and external consultant to agree appropriate remedial works. Project is over schedule due to this issue.</u>	Green	Green	Green	Amber	Michelle Melia	Emma Louise-Webb	01/09/18	30/11/18	30/06/19	143,039	134,945
20118	Bats Conservation	Red	Due to reprioritisation, Natural England cannot offer full support for the original bat scheme. <u>Project is red for this issue.</u> As part of the Natural Woking strategy and action plan, officers will develop in-house projects for bats and other Favourable Conservation Status species for consideration.	Green	Red	Green	Green	Lara Beattie	Ray Morgan	01/11/17	31/12/20	n/a	145,000	0
20120	Rainwater Gardens	Green	First pilot rainwater garden (RWG) completed successfully in Blackdown Close, Sheerwater, in February 2019. Review meeting held with contractors Farrans and project team. Further pilot locations to be identified. Small RWG to be installed outside Civic Offices by Victoria Way crossing imminently.	Green	Green	Green	Green	Lara Beattie	Ray Morgan	01/06/18	31/03/19	31/03/20	50,000	35,083
20122	CCTV Upgrade and New Control Room	Green	The design work for the new control room has commenced. Works are starting on site in October.	Green	Green	Green	Green	David Loveless	Douglas Spinks	24/06/19	31/03/20	n/a	2,175,000	0

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20124	Woking Integrated Transport	Green	The project is progressing well. The stats and utilities diversions are now complete and the link road has been developed and was opened to the public in early June 2017. The electricity sub-station and gas-governor relocations are complete. Phase 3, which includes the new bust stop and link road footway works, is now complete.	Green	Green	Green	Green	Faouzi Saffar	Ray Morgan	01/06/16	31/12/20	n/a	23,444,000	21,237,876
20149	Play Area and Skate Park Repairs	Green	Skate Park repairs, play area fencing replacement and removal of redundant equipment at Byfleet Rec have been completed. Remaining skate park works are due to be complete by the end of November.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/05/17	31/07/18	30/11/19	127,000	105,825
20159	Turf and Drainage Improvements at St Johns Lye Cricket Pitch	Green	Initial drainage work completed. Further works to ditch network are to take place over the autumn/winter. Some further work to the cricket outfield will also be undertaken during this period.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	25/03/18	31/10/18	31/07/20	21,225	9,275
20160	Car Park Enhancement	Amber	Hardware was installed last year. <u>Project is amber as was delayed due to available staff resources.</u> Hardware is now being tested in the live environment and the results of this work will serve to inform the wider car park management system procurement.	Green	Green	Green	Amber	Yvette Lanham/Hayley Hewitt Dutton	Geoff McManus	09/07/18	30/04/19	31/08/20	36,250	35,770
20169	Alternative Premises Plan	Green	Modifications to the Upper Gallery are now complete. Equipment has been installed and tested. This means that the Council has an enhanced level of resilience and can use the Upper Gallery at short notice as a command centre, with full access to data, should the Civic Offices be lost for any reason. The final element of the project that is outstanding is a feasibility study to determine the viability of locating a generator on-site.	Green	Green	Green	Green	Pino Mastromarco	Adele Devon	01/04/18	31/05/18	31/03/20	16,428	14,823
20171	Queen Elizabeth Gardens drainage and landscaping	Green	Initial works have been completed. However, some further works are required to properly reinstate the area following the dry summer in 2018. Final specification to be agreed and work should be completed before summer 2020.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/03/18	31/07/18	30/04/20	21,500	10,581

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20172	Open Housing Implementation	Green	Project is to replace the Capita Academy Housing System with Capita Open Housing. This will bring all Housing Management data together in one database and increase self service and mobile working. Phase one of the project is progressing; the system is mostly built and the project is due to go into user acceptance testing at the end of September. Timescales for the delivery of phase 1 have slipped, but delivery is still expected within the overall timescale for the project. Project is on budget.	Green	Green	Green	Green	Alison Cornacchia/Adele Devon	Ray Morgan	01/08/18	31/03/20	n/a	500,000	169,198
20180	Best Bar None 2018	Red	The Best Bar None scheme is complete, with 17 venues gaining accreditation. <u>Project is red to due to delay in closure.</u>	Green	Green	Green	Red	Chris Norrington	Douglas Spinks	01/03/18	30/11/18	31/12/18	17,500	4,852
20188	Community Matters Partnership Project	Amber	The project is progressing well. There was a successful launch event in January 2018 and there are now 11 partners involved in the Community Matters Partnership (CMP). A steering group has been set up and is being chaired by a local business. The website launched in February. The CMPs first Give and Gain day took place in July at Brockhill. <u>The project is amber as over budget due to a contractor being required for longer than planned. Project is now complete and ready close.</u>	Green	Green	Amber	Green	Sylvie Marshall	Ray Morgan	01/05/17	31/03/21	n/a	16,700	19,792
20193	Egress Implementation	Green	The system is now live and ready to close.	Green	Green	Green	Green	Jamie Archer	Adele Devon	20/08/18	31/08/19	n/a	86,265	28,755
20194	Entitledto Software Implementation	Amber	Project is to implement Entitledto software which provides a standardised framework for Officers to confidently and efficiently complete robust affordability assessments for housing customers. System has been purchased and rolled out. Project can now close. <u>Project is amber due to delay in closure.</u>	Green	Green	Green	Amber	Jacqui Dixon	Neil Coles	20/08/18	31/07/19	n/a	4,100	4,100
20196	Remote Working for Uniform	Amber	The Building Control hardware and application has been successfully rolled out. After initial testing Planning required some different hardware from the original specification. Currently the application is not supported on this hardware. Work is ongoing to determine if this will be possible in the near future, or if alternative hardware needs to be used. <u>Project is amber as delayed due to this hardware change.</u>	Green	Green	Green	Amber	David Edwards	Douglas Spinks	17/10/18	31/05/19	31/07/19	33,480	6,475

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20211	Additional Disabled Parking Bays at Woking Park	Red	Construction on the project finished at the end of August. The project is red as it was delayed because contractors couldn't get on site to begin works while some other building works were being completed.	Green	Green	Green	Red	George Chisenga	Geoff McManus	01/05/19	31/07/19	n/a	25,000	0
20219	Pool in the Park Structural Works-Phase 1	Green	Tenders have been returned for two of the three elements of the project. Subject to tender review works will start onsite in October.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/06/19	31/03/20	n/a	750,000	0

Projects at Practical Completion

10621	Ditch Restoration Smarts Heath	Green	The ditch restoration work is complete and all associated works were finished by December 2010. The final monitoring report has been submitted to Natural England who will sign-off project once on-going maintenance has been agreed.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	24/05/10	30/11/10	31/12/10	35,000	34,621
10634	Hoe Valley Main Scheme Construction Phases	Green	The defect and maintenance period has now expired on the Hoe Valley and the project has now entered the 12 year liability period and the Environment Agency has taken over the liability for the flood defence maintenance. The general park area is now included within the Council's public realm contracts.	Green	Green	Green	Green	Mark Rolt	Ray Morgan	06/07/10	31/12/15	n/a	43,700,000	23,879,257
10785	Leisure Management Contract Investment Scheme	Red	All works complete. Currently defects are being addressed following the 12 month retention period. Project is red as WBC and Freedom leisure are currently in discussions about what proportion of the project they should pay.	Green	Green	Red	Green	David Loveless	Douglas Spinks	01/11/11	30/04/13	n/a	1,565,047	1,664,753
10874	Rhoda McGaw Theatre Refurbishment Phase 1	Amber	All works are complete. Project is amber due to an overspend. Discussions with the consultant and contractor are underway to establish the specifics.	Green	Green	Amber	Green	David Loveless	Rose Blackley	01/01/13	01/12/13	n/a	328,000	340,122
10911	Goldwater Lodge Fire Reinstatement Works	Red	All works are now complete and project is in retention. Project is red as it finished over schedule due to an issue with the power supply serving the Goldsworth Park Community Associations Demise. Project is over budget due to a number of issues including a consultant providing an incorrect specification for the power supply and failing to include a soft play area. Other budget overspends were due to the discovery of unforeseen works including additional damage to steel frames and masonry.	Green	Green	Red	Red	David Loveless	Douglas Spinks	01/01/14	30/09/14	n/a	1,865,000	2,101,248

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
10929	Muslim Burial Ground Peace Garden- Phase 2	Red	Completion certificate was issued on 14/07/2015. Project is red as over budget due to a change of scope that has resulted in CCTV and services being included in the project. Closure documentation has been submitted for approval.	Green	Green	Red	Amber	Zafar Iqbal	Ray Morgan	01/04/14	30/06/15	n/a	213,168	281,144
10930	Goldsworth Park Rec Public Toilets	Red	Project is complete. The project is now in retention. Project is red as over budget for a number of reasons; these include the discovery of asbestos materials, additional drainage works and making good works identified following the initial demolition. Overspend will be covered by the contingency sum included within the 2015/16 Asset Management Plan.	Green	Green	Red	Green	David Loveless	Douglas Spinks	31/08/14	30/11/14	09/10/15	40,000	59,168
20005	Leisure Centre Roof Refurb Phase 4	Green	Project is now complete and in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	26/01/15	31/08/15	n/a	300,000	219,722
20012	Leisure Centre Roof Refurb Phase 3	Amber	Project is now complete and in retention. Project is amber as over budget due to unforeseen deck repairs following removal of old roof. The closure documentation has been completed for this project.	Green	Green	Amber	Green	David Loveless	Douglas Spinks	18/08/14	26/06/15	n/a	100,000	105,161
20014	Roof in the Park Replacement Fire Alarm	Green	Project is in retention. Inspection now needs to be done to identify any defects. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	29/08/14	31/03/15	30/04/15	100,000	54,115
20018	Civic Suite Refurbishment	Green	Project is complete and was retention, and now defects are being addressed.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/08/14	31/05/15	n/a	600,000	576,918
20033	Woking Park Replacement Bollards	Green	New bollards have been installed and project is now in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/06/15	30/09/15	n/a	16,500	15,617
20039	Leisure Centre Roof Refurb Phase 5	Green	Works are complete and project is in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/10/15	31/03/16	30/09/16	125,000	92,230

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20040	Hoe Valley School	Amber	The school has been handed over and is now operating. Sportsbox commenced operation with our contractor Freedom Leisure in early July 2018. <u>Project is amber for budget as there has been some additional costs to compensate Freedom Leisure for grass pitches not being available due to dry summer.</u> There was a safety audit on the crossing outside the school and additional works have been completed. There remains an ongoing issues regarding stones on the in field of the athletics track. Once this is resolved the project will close.	Green	Green	Amber	Green	Ian Tomes	Ray Morgan	01/06/15	31/05/18	n/a	44,680,000	44,830,691
20045	Horsell Allotment Amenity Hut	Green	Project is now complete. Final invoice being paid. Project will be closed once this has been done.	Green	Green	Green	Green	David Loveless	Geoff McManus	01/12/15	31/08/16	31/05/17	170,000	141,130
20056	Maybury Centre Replacement Boilers	Green	Project complete and in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/06/15	30/11/15	n/a	50,000	26,885
20057	Wynne Replacement Boiler	Green	Project is complete and project is ready to close. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/06/15	30/11/15	31/03/16	40,000	35,360
20058	Wolsey Place Service Desks A and B	Green	All works complete and defects are being addressed.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/08/16	30/11/16	n/a	450,000	438,163
20061	Export House- WC and Lift Lobby Upgrade- Floors 2-15	Red	Project is complete and defects will be addressed soon. <u>Project is red due to overspend resulting from the need for additional plastering works that were required once the existing wall finishes were removed.</u>	Green	Green	Red	Green	David Loveless	Douglas Spinks	01/09/16	30/04/17	n/a	489,302	519,695
20064	Civic Offices External Doors Replacement	Green	Project is now complete and ready to close. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/09/15	31/01/16	30/06/16	16,000	11,629
20068	Provincial House Ground Floor Refurbishment	Amber	Refurbishment is now complete and was handed over to Cote de Brasserie in April 2016. <u>Project is amber as it is over budget as the scope of this project was increased to include redecoration of all the common parts of the building including the staircase and the entrance hallway.</u> Project is amber due to slight delay in <u>authorisation.</u> This project is now complete and will be closed.	Green	Green	Amber	Amber	Ian Tomes (Mike Sheard, Moyallen)	Douglas Spinks	22/10/15	31/03/16	28/02/17	1,389,000	1,414,640

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20070	The Vyne and St Mary's External Works	Green	Works at both sites are now complete and defects are being addressed. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/02/15	31/08/15	31/12/15	35,000	28,873
20071	Leisure Centre Main Hall Replacement Air Handling Units	Amber	Project is complete and due to close. <u>Project is over budget as a additional vent needed to be replaced.</u> The closure documentation has been completed for this project.	Green	Green	Amber	Green	David Loveless	Douglas Spinks	01/09/15	31/03/16	n/a	90,000	90,978
20082	Lighting and Heating Improvements to Wolsey Place	Red	Project is complete and is now ready to close. <u>Project is red due to a delay in authorisation.</u>	Green	Green	Green	Red	Ian Tomes	Douglas Spinks	01/03/16	31/05/16	n/a	223,000	118,298
20084	Leisure Centre Roof Refurbishment - Phase 6	Amber	The roof is complete. <u>Project is amber as over budget due the need to relocate PV panels.</u> The closure documentation has been completed for this project.	Green	Green	Amber	Green	David Loveless	Douglas Spinks	01/11/15	31/03/16	31/07/16	230,000	236,388
20088	Leisure Centre CCTV Expansion	Green	CCTV cameras have been installed and commissioned. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/12/16	29/02/16	31/07/16	25,000	25,000
20089	Leisure Centre Security Fence Expansion	Green	Fence is now complete and project is ready to close. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/01/16	31/03/16	n/a	12,500	9,373
20100	Civic Offices Ground Floor Refurbishment	Red	Project is complete and in retention. <u>Project is red due to a decision to delay works as the tenant was not due to move in until February 2018. Project is amber for budget as capitalised staffing costs were not included in original approved budget.</u>	Green	Green	Amber	Red	David Loveless	Douglas Spinks	01/12/16	30/11/17	n/a	1,500,000	1,530,441
20106	Civic Offices Refurbishment of the 2nd Floor and Basement	Red	Work now complete. <u>Project is red due to delays caused by complications with Surrey Police access control and IT systems.</u> The Police moved in in January.	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/05/17	28/09/17	n/a	200,000	197,134
20109	New Entrance for Export House	Green	Project is complete and ready to close.	Green	Green	Green	Green	Ian Tomes	Douglas Spinks	01/07/16	24/12/16	21/01/17	914,820	639,953
20121	Leisure Centre Upgrade of the Main Sports Hall Lighting	Green	Work is complete; the new lighting is already generating energy savings and has received positive comments from the public. Waiting to receive final invoice, then project will be closed. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/08/16	31/10/16	31/03/17	60,000	49,953

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20126	Leisure Centre - Upgrade of external cladding	Red	Works are complete. <u>Project is over budget because there were additional asbestos works needed. Project is over schedule due to this issue and a delay in getting the project approved.</u>	Green	Green	Red	Red	David Loveless	Douglas Spinks	01/10/16	31/03/17	31/10/17	50,000	88,162
20131	Wolsey Place Shopping Centre - Replacement Roofs	Green	Project is complete and in retention.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/10/16	01/03/17	28/09/18	260,000	211,530
20132	Wolsey Place Shopping Centre Replacement of the Galley Lift	Red	<u>Project is red as there was a delay appointing the contractor and the works could not be commenced and completed before the Christmas retail period.</u> Works commenced in January and are now complete. Project is in retention.	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/10/16	30/09/17	n/a	80,000	78,377
20133	Pool in the Park - Replacement Roof Phase 3	Red	<u>Project is now in retention. A mechanical and electrical upgrade design needed to be finalised prior to this project commencing.</u> Project is red due to delays caused by this issue.	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/10/16	30/04/17	31/10/17	125,000	85,914
20134	Pool in the Park - Replacement of Phase 4	Red	<u>Works began on site in January and a number of hidden defects were identified, including corroded steal work and inadequate fixings of the canopy. This has led to a delay in the roofing works and an overspend. Works are now complete, subject to minor defects. Project is red due to delays and increased costs caused by this issue.</u>	Green	Green	Red	Red	David Loveless	Douglas Spinks	01/10/16	01/10/16	31/10/17	75,000	161,342
20135	Leisure Centre - Building Management System Upgrade	Amber	Survey and upgrade of the existing system is complete. Project is amber due to minor overspend. The closure documentation has been completed for this project.	Green	Green	Amber	Amber	David Loveless	Douglas Spinks	01/10/16	31/12/16	31/03/17	35,000	35,693
20136	St Marys - Replacement Roof Phase 1	Green	Project is now complete and is in retention. Significant underspend due to detailed investigation works during the design phase highlighting that roof was not in as poor condition as first thought. Project is complete and the closure documentation has been completed.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/10/16	31/03/17	n/a	25,000	7,123
20137	St Marys - Replacement Windows Phase 1	Green	Windows have been installed. Project is complete and now in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/10/16	31/03/16	31/03/17	24,000	23,814

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20139	18-19 High Street Refurbishments	Red	Marjorie Richardson Centre has opened and the project is in retention. <u>Project is over budget and over schedule as there were some additional unforeseen works needed including works to the roof and removal of asbestos.</u> Project is now ready to close.	Green	Green	Red	Amber	David Loveless	Camilla Edmiston	01/05/16	31/01/17	n/a	310,000	337,076
20146	Leisure Lagoon Modernisation	Red	Works are progressing on site. Flumes have been installed and opened. <u>The project is red for schedule because of concrete repairs and a delay in agreeing the terms of the loan between WBC and Freedom Leisure.</u> The terms of the loan have now been agreed.	Green	Amber	Red	Red	David Loveless	Ray Morgan	01/06/17	30/04/18	n/a	800,000	904,907
20150	West Byfleet Play Area Improvements	Green	New play equipment has been installed and opened to the public. Project now in retention.	Green	Green	Green	Green	Arran Henderson	Geoff McManus	01/05/17	31/10/17	30/06/19	60,000	59,719
20151	Pool in the Park Building Management System Works Phase 2	Green	New outstation has been installed and the performance of the system will be monitored over the next six months to ensure all equipment is operating efficiently. This project is ready to close and the closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/01/17	31/03/17	n/a	40,000	29,909
20152	Leisure Centre External Doors and Windows Rear Balcony	Red	Project is now complete. <u>Project is over budget due to identification of asbestos cladding which resulted in removal costs.</u> The closure documentation has been completed for this project.	Green	Green	Red	Green	David Loveless	Douglas Spinks	01/01/17	31/03/17	n/a	30,000	42,106
20153	Leisure Centre Entrance Doors	Green	The new doors and flooring have been installed. Project is now complete and is now in retention. The closure documentation has been completed for this project.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/01/17	10/04/17	n/a	25,000	17,406
20182	Refurbishment of 6 floors at Export House	Red	Works are complete and project is now in retention. <u>Project is amber for schedule because the scope of works changed and it took longer to award the tender than anticipated.</u>	Green	Green	Red	Amber	Ian Tomes	Douglas Spinks	15/02/18	30/09/18	n/a	260,000	278,164
20183	Business Incubator Kitchen Improvements	Green	All works are complete and project is now in retention.	Green	Green	Green	Green	David Loveless	Chris Norrington	01/11/17	31/05/18	31/07/18	25,930	20,153
20186	Woking Park-CCTV Installation	red	Project is now complete. <u>Project is red for schedule as there were issues with the fibre network which prevented a signal being sent back to Export House.</u> This has now been resolved.	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/12/17	31/05/18	n/a	235,000	160,360

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20187	Woking Park-WiFi Installation	Red	Project is now complete. <u>Project is red for schedule as there were issues with the fibre network which prevented a signal being sent back to Export House. This has now been resolved.</u>	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/12/17	31/05/18	n/a	250,000	176,714

Projects Closed During Reporting Period

10680	Horsell Village Improvements-Implementation Stage	Red	All the landscape and construction work has been completed and is now fully operational. <u>There were issues associated with the original construction work to the community buildings which has been dealt with under defect liability at the contractor's own cost. The project is red due to these schedule and budget implications.</u>	Amber	Amber	Red	Red	Mark Rolt	Ray Morgan	01/07/12	01/12/13	31/08/14	2,530,000	2,917,376
10805	Muslim Burial Ground Renovation	Amber	Project is complete and closed. <u>The project is amber as over budget due to additional works, i.e. restoration of the structure, that were not originally included in the budget.</u>	Green	Green	Amber	Amber	Zafar Iqbal	Ray Morgan	12/03/12	31/03/14	30/09/15	166,786	166,863
10886	Johns Memorial Hall	Red	Hall has been delivered to stakeholders. <u>Project is red due to timescale for snagging.</u>	Green	Green	Red	Amber	Mark Rolt	Ray Morgan	01/07/12	30/04/13	31/05/14	1,727,132	1,907,191
10901	Export House 2nd Floor Refurbishment	Green	Project was completed at the end of March 2013. Tenants occupied July 2013. The building is 95% full. Project is now closed.	Green	Green	Green	Green	Sam Marshall	Mark Rolt	01/10/12	31/03/13	n/a	425,000	424,904
10905	Relocation of Monument Way East Industrial Units	Red	Project is now complete and closed. <u>Project is red due to the delay resulting from the settling of the final account. Project is also slightly over budget.</u>	Green	Green	Amber	Red	Pino Mastromarco	Ray Morgan	01/12/12	31/08/13	n/a	2,250,000	2,267,149
10906	Sheerwater Link Road	Red	Project is complete and the road was open to traffic in December 2013. <u>Project is red due to delay in completion of the main snagging items. Project is also over budget due to unforeseen remediation works. Project is now complete.</u>	Green	Green	Red	Red	Pino Mastromarco	Ray Morgan	01/08/12	31/10/13	n/a	5,500,000	5,914,260
10929	Muslim Burial Ground Peace Garden- Phase 2	Red	Project is now closed. <u>Project is red as over budget due to a change of scope that has resulted in CCTV and services being included in the project.</u>	Green	Green	Red	Amber	Zafar Iqbal	Ray Morgan	01/04/14	30/06/15	n/a	213,168	281,144

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
20023	Lighting Upgrade Works	Amber	Installation is complete and closed. <u>Project is amber as was delayed while a decision was made on whether the Pool in the Park lighting would be incorporated into a project to refurbish the changing room.</u> The decision was made to include this lighting in the changing room upgrade.	Green	Green	Green	Amber	David Loveless	Douglas Spinks	01/04/15	31/12/15	31/08/16	55,000	28,487
20042	Sutton Green Flood Alleviation Investigation	Red	The investigation is now complete and the preferred alleviation option has been selected. The project is now closed and another project will be opened to implement the scheme. <u>Project is red due to delay in closure.</u>	Green	Green	Green	Red	Katherine Waters	Geoff McManus	31/10/14	31/12/16	30/04/18	40,200	39,971
20074	Leisure Centre Studio and ICT Hub Room Cooling	Green	Project is complete and final inspection has been completed.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/09/15	30/11/15	n/a	25,000	23,056
20075	Corporate Website redevelopment	Red	The new website went live on 14th November. <u>The project is red as overschedule as the migration from the historic website took longer than anticipated.</u> The project is now closed.	Green	Green	Green	Red	Andrew Gresham	Adele Devon	01/11/16	31/07/17	31/03/18	94,375	91,792
20090	Pool in the Park Replacement of External Doors and Windows	Amber	Project is complete and closed. <u>The project is amber for budget as when a site survey was completed it revealed a number of additional windows and doors that required immediate replacement.</u>	Green	Green	Amber	Green	David Loveless	Douglas Spinks	01/12/15	31/03/16	31/12/16	107,000	109,468
20123	Implementation of Moderngov	Red	Moderngov went live in April. <u>Project is red as more work was required than expected after issues with the system were identified and needed to be rectified.</u> Project is now further over schedule due to delay in closure.	Green	Green	Amber	Red	Frank Jeffrey	Peter Bryant	08/01/17	31/01/18	n/a	19,000	19,700
20127	Pool in the Park - Treatment of external structural elements	Red	After this project commenced issues were found with the flume tower project that resulted in a full structural survey of the building. Following this survey this project has been closed and the work will be incorporated into a larger structural repair project. <u>Project is red as was delayed while this decision was made.</u>	Green	Green	Green	Red	David Loveless	Douglas Spinks	01/10/16	31/03/17	31/10/17	75,000	0
20138	The Vyne - Replacement of Commercial Freezer	Green	Freezer has now been installed. Project now needs to be closed.	Green	Green	Green	Green	David Loveless	Douglas Spinks	01/10/16	01/10/16	28/02/17	7,500	7,097
20179	Celebrate Woking 2018-19	Amber	Project is now closed. <u>Project is amber due to delay in closure.</u>	Green	Green	Green	Amber	Riette Thomas	Douglas Spinks	01/01/18	31/03/19	n/a	150,000	63,120

Ref	Project Name	Overview	Overview Reason	Risks	issues	Budget	Schedule	Manager	Sponsor	Start Date	End Date	Revised End Date	Costs Planned (£)	Costs Actual (£)
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Green	Project is progressing according to agreed plans and targets and is within all tolerances.
Amber	Project contains areas of concern which are impacting on delivery and may need remedial action.
Red	Project is failing in one or more areas and is in need of immediate attention.
Revised End	Indicate that the Project Sponsor has authorised an extension to the schedule of a project. If a project exceeds its budget /timescale and a formal request for an extension to either is agreed, the rag flags will baseline against the revised budget/timescale.

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