

Addendum

Council

Dear Councillor,

Council - Thursday, 30 March 2023, 7.30 pm

I enclose, for consideration at the meeting of the Council to be held on Thursday, 30 March 2023 at 7.30 pm, the following reports which were unavailable when the agenda was published.

Mari Roberts-Wood
Managing Director

5. Public questions(Pages 3 - 6)

To consider any questions received from members of the public under Council Procedure Rule 2.14.

6. Questions by Members(Pages 7 - 16)

To consider any questions received from Members of the Council under Council Procedure Rule 2.15.

7. Recommendations(Pages 17 - 24)

To receive and consider the recommendations of the Council's Executive, Committees and Sub-Committees for decision, including:

Executive meeting held on 23 March 2023:

- Minute 72: Quarter 3 2022/23 performance Report
Related Committee agenda, reports and minutes are available [here](#).
- Minute 75: Risk Management Strategy 2023/24 – 2025/26
Related Committee agenda, reports and minutes are available [here](#).
- Minute 77: Council Chamber IT upgrade
Related Committee agenda, reports and minutes are available [here](#).

For enquiries regarding this addendum;

Contact: 01737 276182

Email: democratic@reigate-banstead.gov.uk

Published 29 March 2023



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Reigate and Banstead Borough Council

Meeting of Council 30 March 2023

Public Questions

Verbal responses to be given at the meeting			
	Question by	To be answered by	Subject
1.	10 th Redhill Guides	Councillor Mrs Bramhall, Executive Member for Neighbourhood Services	Litter bins
2.	10 th Redhill Guides	Councillor Biggs, Executive Member for Planning Policy & Place Delivery	Public Toilets
3.	Mr Edward (Jed) Dwight	Councillor Biggs, Executive Member for Planning Policy & Place Delivery	Surrey Hills Area of Outstanding Natural Beauty

Agenda Item 5

A representative of the 10th Redhill Guides will ask the Executive Member for Neighbourhood Services, Councillor Mrs Bramhall, the following question:

Question 1: Litter bins

Could the council provide more litter bins to help keep Redhill tidier?

Agenda Item 5

A representative of the 10th Redhill Guides will ask the **Executive Member for Planning Policy & Place Delivery, Councillor Biggs**, the following question:

Question 2: Public Toilets

As there are no public toilets in Redhill open 24-hours would it be possible to have some either in the memorial park or in Gloucester Road car park?

Agenda Item 5

Mr Edward (Jed) Dwight will ask the **Executive Member for Planning Policy & Place Delivery, Councillor Biggs**, the following question:

Question 3: Surrey Hills Area of Outstanding Natural Beauty

Many will be aware that the Surrey Hills Area of Outstanding Natural Beauty (or AONB) passes through the Borough of Reigate & Banstead, along the North Downs escarpment, and that Natural England has been tasked with the first review of the AONB's boundary since the AONB was designated in 1958.

Running between 7th March and 13th June, Natural England re now holding a "Public Consultation" on the proposed AONB boundary extensions and, noting that those proposals include areas such as Reigate Heath, Chipstead, Banstead and Netherne-on-the-Hill; I would like to ask the following questions:

- Does the Council fully support the currently proposed Surrey Hills AONB boundary extensions within the Borough of Reigate & Banstead?
- Arising from the "Public Consultation", if any amendments were proposed to include parts of the original "Areas of Search" that are presently excluded, would the Council fully support those amendments?
- What steps are the Council taking to notify individual home owners or land owners whose properties are situated within the currently proposed AONB boundary extensions?

Reigate and Banstead Borough Council

Meeting of Council 30 March 2023

Questions by Members

Verbal responses to be given at the meeting			
	Question by	To be answered by	Subject
1.	Councillor (James) King	Councillor Ashford, Executive Member for Community Partnerships	Antisocial Behaviour
2.	Councillor Booton	Councillor Lewanski, Executive Member for Corporate Policy & Resources	EV charging rollout
3.	Councillor Ritter	Councillor Schofield, Deputy Leader and Executive Member for Finance & Governance	Voter ID
4.	Councillor Essex	Councillor Archer, Executive Member for Investment & Companies	Cafes in Redhill and Reigate Parks
5.	Councillor Chandler	Councillor Archer, Executive Member Investment & Companies	Single Use Plastics
6.	Councillor Proudfoot	Councillor Brunt, the Leader of the Council, on behalf of Councillor Sachdeva, the Executive Member for Leisure & Culture	Promotion of the arts
7.	Councillor Sinden	Councillor Mrs Bramall, Executive Member for Neighbourhood Services	Commercial Recycling Services
Written responses to be given after the meeting			
8.	Councillor (James) King	Councillor Biggs, Executive Member for Planning Policy & Place Delivery	Woodhatch Road/A217/Prices Lane Junction and Road Maintenance

Agenda Item 6

Councillor (James) King will ask the **Executive Member for Community Partnerships, Councillor Ashford** the following question:

Question 1: Antisocial Behaviour

Recently there has been an increase in antisocial behaviour in South Park and Woodhatch where both graffiti and vandalism to private property are causing residents to have safety concerns and costing them significant amounts of money at a time when many cannot afford it.

Could the portfolio holder for community safety explain how this council is currently working with the police to prevent this from happening, and what more can be done by the Joint Enforcement Team and Joint Action Group?

Agenda Item 6

Councillor Booton will ask the **Executive Member for Corporate Policy and Resources, Councillor Lewanski**, the following question:

Question 2: EV charging rollout

The government has a target of installing 300,000 EV charge points by 2030. To aid this the government has rolled out several funding schemes. Current latest records show that nationally we are just 12% towards reaching the 300,000 target. Does this authority have a charge point strategy in place either for our Borough or through working with the County Council and if not, by when will one be in place? What work is being done in conjunction with the County Council to access funding for the borough to increase the number of EV charging points?

Agenda Item 6

Councillor Ritter will ask the **Deputy Leader and Executive Member for Finance & Resources, Councillor Schofield**, the following question:

Question 3: Voter ID

At a time when voter turnout for local elections in RBBC was as low as 29% in one ward last year and voters need to be encouraged to partake in democracy. Voter ID is the biggest change to the electoral process in decades, and it will affect voters in polling stations at the upcoming elections on 4th May.

It is therefore important that we have assurances that voters aren't being disenfranchised by this significant change. With that in mind, will the Returning Officer be gathering data on how many people are unable to vote at polling stations due to not having appropriate ID so that this data can be fed back to national government?

Agenda Item 6

Councillor Essex will ask the **Executive Member for Investment & Companies, Councillor Archer**, the following question:

Question 4: Cafes in Redhill and Reigate Parks

Please can you confirm when the cafes in Reigate Priory Park and Redhill Memorial Park will be reopened.

Agenda Item 6

Councillor Chandler will ask the **Executive Member for Investment & Companies, Councillor Archer**, the following question:

Question 5: Single Use Plastics

In light of the Council's public commitment to avoid Single Use Plastic please can you confirm that the catering premises contracted by the Council are committed to avoid the use of non-recyclable packaging.

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Councillor Proudfoot will ask the **Leader of the Council, Councillor Brunt**, on behalf of the **Executive Member for Leisure & Culture, Councillor Sachdeva**, the following question:

Question 6: Promotion of the Arts

With the arrival of a newly appointed Arts Development Officer at the Council I would like to ask if there could be greater provision of noticeboards on the High Streets of our towns. It would be an inexpensive means to amplify publicity for the activities of our very popular cultural societies. I for one would like to say that the 132 year old Redhill Sinfonia continues to be a cornerstone of my life and that the recognition by the Guinness Book of Records of my fellow Viola player, Anne Miller, for her 70 years world record of continuous playing is a significant contribution to the life of this Borough. Publicity is hard to achieve in the modern age with the demise of a newspaper culture and it is certain that noticeboards would make a major difference.

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Councillor Sinden will ask the **Executive Member for Neighbourhood Services, Councillor Mrs Bramhall**, the following question:

Question 7: Commercial Recycling Services

I am aware that the Council offers a charged service to collect recycling from local businesses. In these financially hard times would the council please consider reducing costs for charities and public sector organisations whom we collect rubbish from, including the NHS.

WRITTEN RESPONSES TO BE PROVIDED AFTER THE MEETING

Councillor (James) King will ask the **Executive Member for Planning Policy & Place Delivery, Councillor Biggs**, the following question:

Question 8: Woodhatch Road/A217/Prices Lane Junction and Road Maintenance

Surrey County Council has carried out some repairs to the Woodhatch Road/A217/Prices Lane Junction.

However, further much needed repairs are awaiting UK Power Networks to do some underground cabling work.

With respect to this junction, will the Portfolio Holder and the Borough Council please work with Surrey County Council to both encourage and ensure that UK Power Networks proceed as soon as possible with their planned works in this area? For example, could the Council please write UK Power Networks to urge a date to be put on these works.

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Recommendations from the Executive – 23 March 2023

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Quarter 3 2022/23 performance report

Executive Member for Corporate Policy and Resources, Councillor Lewanski, introduced the performance report and Key Performance Indicators (KPIs) up to the end of Quarter 3 (October to December 2022) (Annex 1).

The Deputy Leader and Executive Member for Finance and Governance also set out the Budget Monitoring forecasts (Annex 2 and 3) for the quarter and progress update on the Financial Sustainability Programme (Annex 4).

Councillor Lewanski told Executive that of the 10 KPIs reported on in Q3, eight were on target and two were off target. The two red-rated indicators were:

- KPI 3 – Staff turnover which was 18% which was higher than the target of 12%. This was due to a buoyant labour market following the low turnover of staff during the pandemic.
- KPI 10 – Recycling – a particularly dry summer had an impact on garden waste tonnage and collection levels were 53.9% against a target of 60%.

The report introduced KPIs planned for the 2023/24 financial year which were similar to the previous year. One new KPI was proposed on the number of accepted Stage 1 complaints received by the Council.

The Q3 performance 2022/23 reports were considered by the Overview and Scrutiny Committee at their meeting on 16 March 2023. Their observations were published as draft minutes in an Addendum to the Executive's agenda pack.

Visiting Members asked questions on the following KPIs:

- **KPI 3 Staff turnover and any areas of persistent vacancies.** Managing Director, Mari Roberts-Wood, noted that it was a competitive recruitment market currently. However, there was not a concentration of vacancies in one job area. The Council was also targeting potential applicants through social media, including LinkedIn, as well as exploring different types of advertising. A recent senior job advertisement had attracted over 90 applications.
- **Cost of living crisis framework and tracking reports.** A briefing session for Members had taken place and the data and insight team were continuing

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to track external indicators. Uptake of frontline intervention services is also tracked to make sure the Council was providing services most needed by residents. Consideration will be given to how best these contextual data sources can be reported to Overview and Scrutiny Committee.

- **KPI 10 Recycling percentages excluding garden waste** – it was confirmed by officers that this was provided in supporting information for the KPI. Councillor Lewanski highlighted that the Council was a high performer on recycling when measured against other local authorities.

O&S Vice-Chair Councillor Walsh commented on the positive reporting on KPI 6 (Net housing completions) and KPI 7 (Net affordable housing completions). He noted the response on KPI 3 on staff turnover which had been expected to rise and welcomed the action taken to increase staff retention.

Councillor Schofield, Executive Member for Finance and Governance, presented the Council's Revenue and Capital Budget position for Quarter 3 to the end of December. The projected full year outturn was forecast to be £18.532m against a management budget of £20.062m resulting in an underspend for the year of £1.530m (7.6%). Significant budget variances were set out in the report and chart on p167.

The full year Capital Programme forecast at the end of Q3 was £31.99m (55.6%) below the approved Programme for the year. The variance was a result of slippage in allocated investment for housing developments primarily due to related business cases that had not yet been fully developed.

Annex 3 to the report set out in-year Capital Programme approvals of £4.46m to reflect planned investment in housing and parking assets to be completed during 2023/24. These were fully funded through S106 funding and the Community Infrastructure Levy (CIL). This recommendation will be brought for approval to Full Council at its meeting on 30 March 2023.

Executive Members and Visiting Members made no further comments.

RESOLVED – that the Executive:

- (i) **Note the Key Performance Indicator performance for Q3 2022/23 as detailed in the report and Annex 1.**

- (ii) Approve the Key Performance Indicators to be reported on in 2023/24 as detailed in Annex 1.1; and**
- (iii) Note the Budget Monitoring forecasts for Q3 2022/23 as detailed in the report and at Annexes 2 and 3 and the progress update on the Financial Sustainability at Annex 4.**

Recommend to Council to:

- (iv) Approve the recommended £4.46m increase in the Capital Programme for investment in housing and parking assets, funded from Section 106 and Strategic Community Infrastructure Levy resources, that were approved during the quarter.**

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Recommendations from the Executive – 23 March 2023

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Risk Management Strategy – 2023/24 - 2025/26

Executive Member for Corporate Policy and Resources, Councillor Lewanski, introduced the Risk Management Strategy for 2023/24 to 2025/26 which was set out in Annex 1 of the report to Executive. The report recommended that the Executive endorse the strategy for approval at Full Council on 30 March 2023.

Councillor Lewanski told Members that the strategy, which is renewed every three years, set out the Council's approach to manage risk effectively. It explained how the Council identifies, assesses, manages and reports on the risks that it faces. The main changes proposed were:

- Inclusion of a corporate risk appetite statement to define the level of risk the Council was willing to accept and provide clarity and direction to risk management activities. The team had commissioned Zurich Resilience Solutions to assist with this work. Executive and Audit Committee Members had an input into this work. Zurich's opinion report was set out in Annex 2.
- Introduction of an assurance framework to document the principal risks faced by the Council and to map the corresponding controls – to be published annually.

Annex 3 set out a methodology document to provide greater detail about how the strategy will be implemented.

The proposed Risk Management Strategy and methodology was considered by the Audit Committee at its meeting in December. Councillor James King, Chairman of the Audit Committee told Executive Members that the work with Zurich and with officers had been very effective. Audit Committee Members had welcomed the opportunity to give their input and feedback on Zurich's work.

A Visiting Member asked if the quarterly monitoring of risk was sufficient.

Councillor Lewanski provided assurance that operational risks were reviewed regularly. Part of business as usual work was to monitor risks such as IT security on a day to day basis. Levels of risk can be raised if required.

RESOLVED – that the Executive:

- (i) Endorse the updated Risk Management Strategy 2023/24 - 2025/26.**
- (ii) Recommend to Council to approve the updated Risk Management Strategy 2023/24 – 2025/26 at its meeting on 30 March 2023.**

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Council Chamber IT upgrade

Deputy Leader and Executive Member for Finance and Governance, Councillor Schofield, introduced the Council Chamber IT upgrade report to the Committee. The report recommended to Full Council an increase of £0.150 million to the approved Capital Programme 2023/24 to 2027/28 to fund the upgrade of hybrid meeting and webcasting equipment in the New Council Chamber.

The Council had webcast its public Committee meetings since 2014 to increase accessibility, openness and provide opportunities for public engagement. The equipment was at the end of its lifetime and increasingly experiencing technical failures and overdue for replacement. The report and Annex 1 set out the business case for the project to ensure the local democratic process remained open and transparent for residents. Since 2021, the equipment had been used for hybrid meetings to make meetings accessible to those attending meetings remotely whether residents, Members or officers. This particularly helped those with families or caring responsibilities attend meetings virtually.

The upgrade also aimed to improve the user experience for operators so that the system was easier to set up and be more reliable as well as improve the audio and video quality. It would also provide an opportunity to consolidate support and maintenance contracts and identify potential savings.

The Leader said using the equipment had presented challenges during remote and hybrid meetings that took place during the pandemic. It was the right time to invest in updated equipment and software to provide ongoing transparency and support to those using the Reigate Town Hall Chamber.

There were no comments from Executive or Visiting Members.

RESOLVED – that the Executive:

- 1. RECOMMEND to Full Council to agree an increase of £0.150 million to the approved Capital Programme 2023/24 to 2027/28 to fund the upgrade of hybrid meeting and webcasting equipment in the New Council Chamber.**

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