

# Agenda

## Overview and Scrutiny Committee

Wednesday, 9 November 2022 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.



Members of the public may observe the proceedings live on the Council's [website](#).

### Members:

#### N. D. Harrison (Chair)

S. T. Walsh

H. Avery

M. S. Blacker

G. Buttironi

M. Elbourne

J. C. S. Essex

G. Hinton

A. King

N. C. Moses

S. Parnall

A. Proudfoot

R. Ritter

M. Tary

R. S. Turner

### Substitutes:

**Conservatives:** R. Absalom, J. Baker, Z. Cooper and J. P. King

**Residents Group:** G. Adamson, J. S. Bray and P. Harp

**Green Party:** J. Booton, P. Chandler, V. Chester, S. McKenna, S. Sinden and D. Torra

### For enquiries regarding this agenda;

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Reigate & Banstead  
BOROUGH COUNCIL  
Banstead | Horley | Redhill | Reigate



**Mari Roberts-Wood**  
Managing Director

**1. Minutes** (Pages 5 - 14)

To confirm as a correct record the Minutes of the previous meeting.

**2. Apologies for absence and substitutions**

To receive any apologies for absence and notification of any substitute Members in accordance with the Constitution.

**3. Declarations of interest**

To receive any Declarations of Interest (including the existence and nature of any Party Whip).

**4. Presentation on the Work of the Banstead Commons Conservators** (Pages 15 - 60)

To receive a presentation on the work of the Banstead Commons Conservators

**5. Organisation Portfolio Holders Update** (Pages 61 - 72)

To note the Portfolio Holders updates on the activities undertaken within the Organisation Portfolio service and policy areas and make any observations to the Executive.

**6. Overview & Scrutiny Work Programme Schedule 2022/23** (Pages 73 - 82)

To consider and agree any changes to the schedule for Overview and Scrutiny Committee's Forward Work Programme 2022/23 and to consider the Action Tracker from the previous meeting.

**7. Executive**

To consider any items arising from the Executive which might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Procedure Rules set out in the Constitution.

**8. Any other urgent business**

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

**(NOTE: Under the Committee and Sub-Committee Procedure Rules set out in the Constitution, items of urgent business must be submitted in writing but may be supplemented by an oral report.)**



### **Our meetings**

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



### **Streaming of meetings**

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



### **Accessibility**

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



**Notice is given** of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

## Minutes of a meeting of the **Overview and Scrutiny Committee** held at the **New Council Chamber - Town Hall, Reigate** on **Thursday, 13 October 2022 at 7.30 pm.**

**Present:** Councillors N. D. Harrison (Chair); H. Avery, M. S. Blacker, G. Buttironi, M. Elbourne, J. C. S. Essex, N. C. Moses, S. Parnall, A. Proudfoot, M. Tary, R. S. Turner, S. T. Walsh (Vice-Chair), R. Absalom (Substitute), P. Harp (Substitute) and S. Sinden (Substitute)

**Visiting Members present:** Councillors T. Archer, R. Biggs, M. A. Brunt, V. H. Lewanski and T. Schofield

### **21 Apologies for absence and substitutions**

Apologies for absence had been received for Councillor Ritter who was substituted by Councillor Sinden; Councillor Hinton who was substituted by Councillor Harp and Councillor A King who was substituted by Councillor Absalom. Councillor Walsh would be slightly late.

### **22 Minutes**

The minutes of the previous meeting held on 14 July 2022 were approved.

### **23 Declarations of interest**

There were no declarations of interest.

### **24 Quarter 1 2022/23 Performance Report**

The Committee received reports on the Council's performance for the first quarter of 2022/23 including Key Performance Indicator (KPI) reporting, as well as revenue and budget monitoring. The reports were due to go to the Executive on 20 October 2022.

The Portfolio Holder for Corporate Policy and Resources, Councillor Lewanski, introduced the KPI report by noting that the report outlined the performance of the Council from April to June 2022. Nine out of the ten KPIs were on target or within the agreed tolerance, the remaining red-rated KPI being recycling, which is reported one quarter in arrears. 52.4% had been achieved against a target of 60%, which had been set by the Joint Waste Management Strategy as a stretch target. However, the cumulative 21/22 performance of 55.6% was the highest recorded.

Members discussed and asked questions on the following areas:

# Agenda Item 1

Overview and Scrutiny Committee, Thursday, 13th October, 2022

**Recycling** – it was noted that the report stated that a reduction in residual waste per household continues to decrease to pre-pandemic levels, which may indicate that life is returning to normal. It was felt that this was an assumption, and the decrease could be attributed to residents' increased awareness of recycling. It was confirmed that the report says, "may indicate" and so could possibly be due to an increased awareness of recycling and levels would be monitored and reported on in future quarters.

**Street Cleaning** – Members noted that the levels for street cleaning and detritus were lower than other categories of local environment quality surveys. It was confirmed that all categories were on target at Grade B, but that graffiti, fly-posting and fly-tipping were exceeding the targets and were at Grade A.

**Affordable Housing** – Members requested a distinction between social rent and affordable rent. It was reported that there was no reliable information on a quarterly basis splitting social rent and affordable rent, as this was reconciled at the end of the year.

**Homelessness** – Members asked for a KPI for the cost of living. It was confirmed that this committee has the ability to review and recommend additional KPIs to the Executive annually and that data on this issue is currently monitored. The Executive Member for Corporate Policy and Resources and Managing Director would consider reporting on the cost of living issues following the meeting.

Members asked what steps are taken to support those who do not meet the support threshold for homelessness. It was confirmed that there were categories for prioritising need for homelessness support and those that did not meet the support threshold were supported in other ways including signposting, housing plan, help into private rented accommodation and other information and assistance.

The Deputy Leader and Portfolio Holder for Finance and Governance, Councillor Schofield, outlined the Revenue Budget and Capital Programme performance for Q1 2022/23. The projected full year outturn for the Revenue Budget was £19.558m against a management budget of £20.062m resulting in an underspend for the year of £504k (2.5%). Details of the more significant budget variances were set out as usual in the report.

The full year Capital Programme forecast at the end of Q1 of £37.42m was (45%) below the approved Programme for the year. The variance is as a result of £30.18m slippage and a £0.05m net underspend.

The reasons for the significant forecast slippage at this stage is purely because, while substantial budgets have previously been allocated for investment in Housing developments, the related business cases have not yet been developed. These will follow in due course as strategies are implemented in these areas. Details of other scheme variances were set out in the report. Councillor Schofield drew the Committee's attention to a typographical error on page 16 item 18 where "overspend" should read "underspend" regarding treasury investments.

An advance question had been received. The question and response can be viewed here:

[Document Advance Questions OS 13 October 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

# Agenda Item 1

## Overview and Scrutiny Committee, Thursday, 13th October, 2022

Members discussed and asked questions on the following areas:

**Investment income** – Members noted that forecast investment income had decreased to £3.9 million compared to £4.3 million in the previous year due to expired leases and asked whether the forecast would increase in the next quarter due to renewed leases. It was confirmed that the decrease had been due to voids many of which had now been filled.

**Service budgets** – Page 16 mentions lower staff costs for car parking and an underspend due to vacancies in the Planning Policy and Development team, Members asked what the impact on the budget will be when these vacancies are filled. It was reported that vacancies are not automatically filled and that there is a thorough vacancy approval process in place. In addition, Surrey County Council would be taking over responsibility for car parking on the highway in April 2023 and any staff in post at the transfer date would be TUPEd to Surrey County Council. The Council is therefore keeping some roles vacant or covering them on a temporary basis to ensure that these transfers are kept to a minimum.

It was also reported the bulk of the underspend for car parking was due to an increase in car parking revenue. Members noted that the budget for car parking income had been set on a precautionary basis, reflecting the uncertainty of recovery from COVID.

Members commented on the forecast shortfall of approximately £0.620 million in rental income and asked for a breakdown of the properties this relates to. It was reiterated that the data in the report was based on the situation at the end of June 2022; since then the situation had improved and currently there was only one significant vacant asset. It was confirmed that a breakdown would be provided to Members following the meeting.

**Government funding distribution** – Members asked whether the £415k grants balance would need to be repaid to the Government. It was confirmed that these funding streams, such as COVID-related funding and Ukrainian refugee funding, had been forward funded based on Government estimates and the unspent sums would need to be repaid to Government, following reconciliation. There would be some treasury income benefits from interest on holding this funding balance, however administering the funding was demanding on staff resource.

Members asked for an update on the approximate £1million energy rebates still to be paid to residents at the end of the quarter. It was confirmed that 95% of rebates had been paid to date and that the remaining outstanding payments were due in part to non-response from a small number of residents that were proving difficult to contact. A written update would be provided to Members following the meeting. Members further asked whether this performance included the discretionary payments. It was confirmed that this information would also be provided to Members following the meeting.

**RESOLVED** that the Committee:

1. Noted Key Performance Indicator (KPI) performance for Q1 2022/23 as detailed in the report and at Annex 1 and made observations to the Executive.
2. Noted the Budget Monitoring forecasts for Q1 2022/23 as detailed in the report and at Annexes 2 and 3 and made observations to the Executive.
3. Noted the update on the Financial Sustainability Programme (FSP) at Annex 4.

# Agenda Item 1

Overview and Scrutiny Committee, Thursday, 13th October, 2022

## 25 Annual Environmental Sustainability Strategy Progress Report

The Committee received an annual update on the work towards the objectives set out in the Council's Environmental Sustainability Strategy, adopted in July 2020.

Councillor Lewanski, Portfolio Holder for Corporate Policy and Resources, outlined the work that had taken place over the past year, challenges and next steps. In addition, the agenda pack included Annex 1 which set out the progress on Environmental Sustainability Strategy (ES Strategy) Actions and Indicators for 2021/22.

As well as carbon emission data, the priority topics were:

- The Council's own assets and buildings
- The Council's vehicle fleet
- Rolling out electric vehicle charging infrastructure; and
- Domestic retrofit

Several advance questions had been received. The questions and responses can be viewed here:

[Document Advance Questions OS 13 October 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

In addition, Members asked the following questions:

**Natural Environment: Ecological Enhancement** – Members commented that the planting of new trees was commendable but that some of these trees were dying due to lack of maintenance and watering and felt that a resource was necessary to care for the new trees. It was confirmed that residents were requested to water new trees and that the Council relied on residents' goodwill. Members observed that this was not feasible if the trees were well away from housing, such as in parks and open spaces. It was suggested by Members that new trees planted in these areas could be smaller trees which required less watering.

The Environmental Sustainability Strategy has an action encouraging trees removed due to new developments be relocated elsewhere in the borough; Members asked whether this practice was in actively place. It was confirmed that although this had occurred on a few limited occasions it was not regularly used and that this was an aspirational target.

**Energy and Carbon: Renewable Energy** – Members asked how retrofitting of homes was facilitated in older homes with solid wall construction. It was confirmed that retrofitting presented challenges and could not be made mandatory by the Council. However, there were several options available to residents including government grants such as the Sustainable Warmth Grant and officers asked Members to make their constituents aware of these grants. Options were not limited to cavity wall insulation, other options for solid wall construction homes were available such as external wall insulation, internal wall insulation, loft insulation and window and door insulation.



# Agenda Item 1

## Overview and Scrutiny Committee, Thursday, 13th October, 2022

Although noting that the number of upgraded properties was low compared to the total number of homes in the borough, Members commended officers for their work on raising awareness of and facilitating retrofitting and commented that there had been some significant successes.

Members enquired whether the Home Upgrade Grant would be applied for. It was confirmed that this grant was included in the Sustainable Warmth package.

**Effective Implementation: Communications** – Members asked how the Council communicates with residents regarding energy saving tips and similar information. It was reported that information is available on the Council website and through the Borough News publication regarding issues such as the Sustainable Warmth Grant and sign posting to other sources of information. The Council provides a wealth of communication pertaining to general ways of saving and works with the Surrey County Council Campaign, the voluntary sector, parish councils and food banks.

**Electrical Vehicle Charging** – Members noted that of 29 charging points in the Borough, only 7 are owned by the Council and were concerned that this number should be increased. It was confirmed that the Council is working on an agreement with Surrey County Council to provide further electric vehicle charging points.

Members asked for the full fleet review and the consultant survey of buildings to be shared. It was confirmed that the fleet review report would be shared following the meeting but that the survey of assets had not yet been completed – the key outcomes from this work would be shared when it had been finalised.

Members asked that future information more clearly shows progress against targets with an analysis of targets met, factors resulting in reductions and next steps to address challenges. It was reported that the Environmental Sustainability Strategy had been written pre-COVID and was due to be reviewed next year, and a carbon trajectory is in the process of being produced; officers would be happy to work with Members to adapt future reporting to be more specific during the upcoming review.

**RESOLVED** that the Committee:

1. Noted the Environmental Sustainability Strategy Annual Progress Report at Annex 1 and made observations to the Executive.

## 26 Local Plan - Local Development Scheme

The Committee received a report on the Local Plan – Local Development Scheme. Councillor Biggs, Portfolio holder for Planning Policy and Place Delivery, explained that the Local Plan Core Strategy was adopted in 2014 and, together with the 2019 Development Management Plan, is scheduled to run until July 2027, subject to a review in 2024. Beyond July 2027 it will become an out-of-date plan and therefore it is important work is started on a new Local Plan that will set out the vision and policies for development beyond 2027. It is a statutory requirement for Local Planning authorities to have an up-to-date Local Plan and will ensure that the Council remains a plan-led authority.

The first step in starting a new Local Plan is to agree a Local Development Scheme or LDS, which is the formal timetable setting out the key work programmes from evidence-gathering through to consultation, examination and then adoption.

# Agenda Item 1

## Overview and Scrutiny Committee, Thursday, 13th October, 2022

Executive and Full Council will be asked to authorise this in the next couple of weeks, together with the anticipated budget costs over the period. A new plan takes time to prepare. Much of this time will be used to prepare the evidence, engage with stakeholders, local communities, and Members, and prepare the policies. The Local Development Scheme in Appendix 1 of the report outlines how this will be achieved, by who and when. The LDS considers the risks associated with the programme and the types of mitigation measures to minimise these. Throughout the process, all Members will be provided a variety of opportunities to engage in the process, working with officers through the different issues, consider different options and agree the draft policies. This is just the start of the process.

Members asked the following questions:

Members asked what the advantages to a one-step plan are as opposed to a two-step plan, with particular reference to the Five-Year Land Supply. It was confirmed that the Council could choose either a one-step plan or a two-step plan. The detailed planning policies contained in the part two plan or Development Management Plan, such as the environmental policies, sustainability policies and biodiversity policies are those which set out how development should be carried out and would all be reviewed to consider up to date national policy, guidance, and legislation. This part of the two-step plan would take a similar amount of time to develop as a single plan and earlier implementation of such policies was an advantage of a single plan. The single stage plan would be less expensive than a two-step plan. With respect to the number of houses to be built, the Council could retain a number that it was comfortable with; the current number of 460 houses would remain until 2027.

Members felt that the contingency amount should only be used if absolutely necessary.

The Chair pointed out that other Surrey councils have taken a far longer time to develop their plans and would urge the Executive to ensure that the Council's plan was completed within the five-year period. He would also ask the Executive to consider if a two-step plan would present less risk in ensuring that the Council had an agreed housing target in place by the end of the current plan period in 2027.

Members noted that the housing land monitor for April 2022 was 8.72 years and that it was projected to be 5.40 in April 2023; if this trajectory continued, the available land would be used before 2027 and there was concern for the future of green belt land. It was confirmed that the housing monitor is a forecast prediction for the following year only and that large scale permissions could change the housing supply position. When published, the housing monitor anticipated the housing number for 2023 onwards based on 640 homes rather than the 460 stated in the Local Plan but has since been reverted to the 460 figure until 2027, following Council advice. It was also clarified that sustainable urban extensions are not green belt.

**RESOLVED** that the Committee:

1. Noted the Local Plan – Local Development Scheme as detailed in the Report and made observations to the Executive.

## 27 Partner and Shareholder Actions EXEMPT

The Committee received a report on Partner and Shareholder Actions. This report was due to go to the Executive on 20 October 2022.

# Agenda Item 1

## Overview and Scrutiny Committee, Thursday, 13th October, 2022

This report was exempt and was excluded from the webcast. This item was scrutinised more fully under part 2 due to the confidential nature of the discussion held.

**RESOLVED** that the Committee:

Considered the Partnership and Shareholder Actions report and made its observations to the Executive.

### 28 Constitution of the Budget Scrutiny Panel

Members noted the timetable and scope of the Budget Scrutiny Panel due to take place on 29 November 2022 to consider and respond to the draft Budget proposals for 2023/24 due to come to Executive on 15 November 2022.

The Committee agreed membership of the Budget Scrutiny Panel as Councillors Avery, Blacker, Elbourne, Essex, Harrison, A. King and Parnall.

All Members were welcome to attend the meeting.

**RESOLVED** that the Committee:

1. Agreed the membership of the Budget Scrutiny Review Panel and the timetable for scrutiny of the Budget for 2023/24 as set out in the report.
2. Agreed the scope of the Budget Scrutiny Panel's work.

### 29 Overview & Scrutiny Work Programme Schedule 2022/23

Members considered the Forward Work Programme 2022/23 for the Committee.

An additional meeting had been added for 9 November to accommodate items which had been scheduled for 13 October but had to be postponed due to carrying forward the business from the cancelled meeting on 8 September. These items were the presentation on the Work of the Banstead Common Conservators and the presentation from the Organisation Portfolio Holders.

**RESOLVED** that the Committee:

Noted its proposed Forward Work Programme 2022/23 and the action tracker.

### 30 Leader's Update

Members received an update from the Leader, Councillor Brunt about the ongoing activities and key work ahead for the Council.

Points to note included:

# Agenda Item 1

## Overview and Scrutiny Committee, Thursday, 13th October, 2022

- The Financial Sustainability Plan would reduce expenditure by approximately £2 million, ensuring that the Council makes best use of its assets and maximises income both inside and outside the Borough.
- Marketfield Way in Redhill continues to develop, with tenants beginning to move in from November. Most units had rental agreements in place.
- Cromwell Road housing development of 32 new homes would help to reduce the housing waiting list.
- A £4 million investment would be coming to the next Executive meeting to develop emergency and short-term accommodation locally, saving on costs for accommodating residents in temporary accommodation outside the Borough.
- CIL strategic funding applications had been submitted from organisations across the Borough, such as the YMCA, charities and East Surrey Hospital which would diversify the infrastructure delivered by CIL.
- Green spaces – work was underway for winter maintenance and Green Flag status had been retained by Memorial Park and Priory Park.
- A Leisure and Culture Strategy is being developed.
- The Refugee Support Team has been working to support Ukranian refugees and continues to support Syrian refugees.
- Cost of living support is in place for residents through food clubs, food banks, the Community Development Group and partnership work with East Surrey Place.
- Work continues on environmental sustainability and work will be taking place with local businesses to assist them to improve their environmental sustainability.

Members noted that strategic CIL is generated successfully from development due to the Local Plan and commended the Council on its good relationships with local charities and other local organisations.

Members asked whether there would be an investment zone in RBBC. It was confirmed that the Council had been approached regarding this issue but that it was not in a position to bid currently. However, the Council would continue to attract funding for projects which would benefit residents.

**RESOLVED** that the Committee noted the Leader's update.

### 31 Executive

It was reported that there were no items arising from the Executive that might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Procedure Rules.

### 32 Any other urgent business

There was no urgent business.

The meeting finished at 9.53 pm



## AN OVERVIEW OF BANSTEAD COMMONS CONSERVATORS

### INTRODUCTION

Banstead Commons Conservators have been invited to provide a presentation to the Overview & Scrutiny Committee on Wednesday 9 November 2022 to address the following:

*Review of the Work of the Banstead Common Conservators.*

*Focus of the review to be on the services required and delivered, and not costs arrangements.*

*The aim of the review is to see how improvements can be made to services.*

As landowners of Banstead Commons, Reigate and Banstead Borough Council and the Conservators are intrinsically connected. Following Brexit, the Conservators have been losing funding because of the withdrawal of the Single Farm Payment. This year we have been in discussions with the Council Leader regarding future funding and management priorities.

This document will provide you with an overview of Banstead Commons Conservators, our statutory duties and management prescriptions for Banstead Commons.

### THE CONSERVATORS

The Banstead Commons Conservators are a statutory body created in 1893 to regulate and manage the four sites that make up Banstead Common. At the request of the landowner, Reigate and Banstead Borough Council, Banstead Commons Conservators have agreed to carry out the appropriate maintenance and repair works on the Commons. The landowner contributes to the cost of this work.

There are eight Conservators who are appointed by Reigate and Banstead Borough Council (RBBC) and each has a three-year term of office. Two Conservators are appointed to represent the owners of the soil (principally RBBC) and these are usually serving Councillors. The remaining six appointments are made to represent members of the public. The applications are considered and appointments made by RBBC (as successors to the vestry of the parish of Banstead). Until this year, the existing Conservators played no part in the appointments. The posts are voluntary and unpaid.

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### THE COMMONS

The Commons form a strategically important part of the Green Belt, separating North Surrey from Greater London and make up approximately half of Reigate and Banstead Borough Council (RBBC) owned open space. They provide recreation for both the local population and visitors from further afield and are widely used for dog walking, horse riding and cycling.

They are an important part of the local landscape and are acknowledged as important wildlife habitats with nationally rare and unusual species of plants and animals. Banstead Downs and Park Downs are designated as Sites of Special Scientific Interest (SSSI) and Burgh Heath and Banstead Heath are Sites of Nature Conservation Interest (SNCI).

# Agenda Item 4



**Park Downs**, at 74 acres as well as being the smallest of the commons, it is also the quietest forming a south facing chalk slope to the north of Banstead Woods and is part of Chipstead Downs SSSI.

Park Downs is located in the Banstead Village ward and is adjacent to the Chipstead, Kingswood and Woodmansterne ward.

**Banstead Downs**, at 350 acres is an important open space both for its strategic importance as a buffer between suburban Sutton and Banstead Village, as a recreational area for residents of not only Banstead but also Sutton, Cheam and Carshalton and finally as an important chalk downland habitat having been designated a SSSI in 1955.

Banstead Downs is situated in Banstead Village and Nork wards.

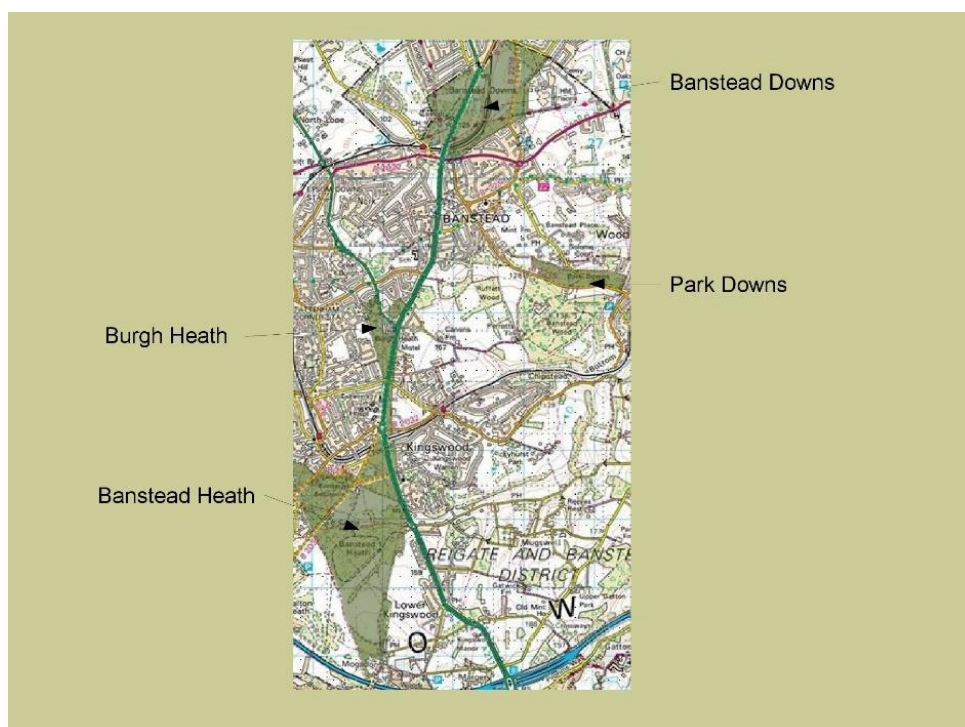
**Burgh Heath** situated adjacent to the A217, is surrounded by high density housing including the new Preston estate, hence it is an important green outlet for locals as well a busy thoroughfare. It is important for wildlife because of the four ponds.

The majority of Burgh Heath is situated in the Chipstead, Kingswood and Woodmansterne ward, with smaller sections within Tattenham Corner and Preston and Nork wards.

**Banstead Heath**, at 550 acres is the largest common, important as wildlife habitat (designated as a Site of Nature Conservation Importance SNCI) and is heavily used by walkers and horse riders and cyclists.

Banstead Heath is situated in the Lower Kingswood, Tadworth and Walton ward.

Overall, Banstead Commons consists of 1350 acres (550 hectares) of open space.





## **STAFF**

Our full staff team complement should consist of three full-time Keeper and one part-time Clerk:

The Clerk (part-time), the BCC's Manager, is responsible to the Conservators and oversees all operations and administrative duties of the Conservators.

The Senior Ranger promotes and implements the work programmes and weekly schedules for the day to day work and supervises the Keepers, in accordance with compliance and management prescriptions.

The Keepers perform the day-to-day tasks under the supervision of the Senior Ranger.

Note. The Conservators are at present operating a reduced operational staff team of one following two recent retirements and the uncertainty of funding. We are aiming to recruit a second member of staff in the next few months and would like a full staff complement by the end of the financial year, subject to agreements in funding.

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## **VOLUNTEERING AND PUBLIC ENGAGEMENT**

The Commons are widely used by the public for a wide range of informal activities including walking, horse riding, cycling, bird watching and visits by various natural history groups. In addition, more formal events include cricket and golf and occasional activities such as orienteering and school visits.

The public are kept informed of the various aspects of the Commons via a series of notice boards distributed around the Commons, our social media pages and by a dedicated web page ([www.bansteadcommonsconservators.co.uk](http://www.bansteadcommonsconservators.co.uk)). Whenever significant habitat management works take place on the Commons, such as conservation grazing and scrub clearance, notices are posted explaining the work so that visitors gain an understanding of our activities.

More specific interaction comes from dealings with local resident groups, local voluntary and wildlife groups, who are invited to Quarterly Meetings and are sent minutes of our meetings. For Banstead Heath, the largest and most widely used of the four areas of common, the BCC set up a Consultative Group, which has met regularly since 1998, to provide a two-way conduit for information and exchange of views with the various users of the common.

Other means of communication with the public include lectures to various local interest groups and stalls at community events. While it is not a primary measure of satisfaction it is of significance that there are very few complaints made about the Conservators or the way the land is managed either directly to the Conservators or to the Council. The feedback from residents and supporters at outside events is usually very positive.

In 2021 the Conservators introduced a programme of guided walks on the Commons. These have been well received by the local community, each walk has been fully booked and all have been highly regarded.

# Agenda Item 4



We are fortunate to have a network of volunteers who help to clear litter on the Commons, act as our eyes and ears on the ground and report concerns. This winter, we are looking to launch practical conservation volunteering on Banstead Commons and have applied for community grants to assist with the cost of hand tools and equipment.

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## **PREMISES, PLANT AND EQUIPMENT**

The Conservators own a depot which is situated on Walton Oaks Estate. The Depot is used to store equipment and acts as a workshop for our staff to carry out the basic routine maintenance on all the plant, equipment and materials.

The major items of plant and equipment are:

- Mitsubishi L200 – used for site inspections, rubbish clearance and transportation of tools.
- New Holland Agricultural Tractor (large)
- New Holland Agricultural Tractor (small)

Range of attachments for the tractors including:

- Ride on Mower
- Timberwolf Chipper used for clearing waste and providing wood-chips to stabilise and surface rides and paths
- Trailer
- Major Jungle Buster Destroyer used for scrub clearance
- Spearhead Topper x 2 large flails used for cutting ground vegetation for path, track and field cutting
- Cut n collector used for managing grassland areas
- Post Driver for boundary posts and for grazing compounds

In addition, there are numerous smaller power tools including, mowers, chain saws, brush cutters, which are all essential for effective land management.

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## **FUNDING**

The Conservators are a statutory body and not a registered charity. Our Act prevents us from raising income from Banstead Commons and any monies raised from the Commons, through leases, wayleaves and licencing, goes directly to the landowner, Reigate and Banstead Borough Council.

Up until recent years, Reigate and Banstead Council provided the Conservators with ninety percent of their funding, with the remainder coming from London Borough of Sutton, Countryside Stewardship grant and Highways Maintenance.

In 2001 we became eligible for and successfully applied for Single Farm Payment, this was an EU-funded grant. Slightly later, we successfully applied for a ten year DEFRA Higher Level Stewardship grant, which meant that RBBC were able to significantly reduce their contribution to the Conservators. In recent years, RBBC's contribution has covered just over half of our revenue costs with the remainder coming from the above two grants.





There have been significant changes to the way that rural payments are paid to farmers and landowners following Brexit. New pilot schemes have been launched; however, replacement grants are not available for common land until at least 2024 and are unlikely to be as generous as in the past.

With no significant external options until at least 2024, to be able to continue operating as we do now until then, BCC requires additional funding to support operational costs.

The Conservators are grateful for and welcome the current dialogue that we have with the Leader of the Council to address our funding deficit and future operations. We believe that this is an opportunity to establish a Service Level Agreement that addresses our points of difference, recognising that the statutory role is still very much relevant and cannot be dissolved.

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## IMPROVEMENTS TO SERVICES

Banstead Commons have been actively managed since the second world war. Recent management objectives focus on accessibility and enhancing visitor experience as well as ensuring the nationally rare habitats are in a favourable condition. Last year, Natural England awarded the parcels of land under Higher Level Stewardship a favourable citation which confirms specific features targeted in land management prescriptions are being met.

Over the past two years the Conservators have reviewed their operations to establish if there are improvements to be made to the services we provide. We have connected with and made comparisons against similar bodies operating in the South East. Whilst none are directly comparable due to landscapes, management priorities and staff structures, we have discovered that all are more expensive per acre than Banstead Commons Conservators.

It is worth noting that our research highlighted that in the absence of an inhouse operational team, management costs are likely to increase as we become reliant on contractors. In time, if the funding gap isn't addressed, this could have a significant detrimental impact on the effective and proactive management of Banstead Commons.

Areas identified for improvement are:

**Visitor engagement and accessibility.** The Conservators would like to introduce interpretation boards on each of the four commons and update and redesign our website.

**Development of Site Management Plans.** Legally, it is the landowner's responsibility to produce Site Management Plans. The Conservators have recently applied to the CIL Local Fund to work collaboratively with the Greenspaces Team and an external agency to develop Site Management Plans for each of the four sites. Site Management Plans will provide an overview of the ecology of each site and management prescriptions over a ten year period.

**Work collaboratively with local agencies and corporates.** The Conservators have started to connect with other agencies operating in the area such as the Surrey Hills Society and Farming in Protected

# Agenda Item 4



Landscapes programme to maximise funding opportunities, improve public engagement and introduce volunteer opportunities on Banstead Commons.

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## THE FUTURE

The priorities for the Conservators over the next three years are as follows:

- Formalise our funding and working relationship with Reigate and Banstead Borough Council through the development of a Service Level Agreement with a minimum of a five-year term.
- Develop Site Management Plans for each of the four sites. The Conservators recently applied to The CIL Local Fund for the commission of new Site Management Plans to be drawn up for each of the four sites that make up Banstead Commons.
- Update our website and design and install interpretation boards on all four of the Commons.
- Diversify funding and apply for grants to cover projects and specific habitat improvement as identified in the Management Plans.
- Organise a campaign to acknowledge our 130<sup>th</sup> Anniversary 2023.

The Conservators were established in 1893 and are part of the cultural and historical makeup of Banstead.

Our Act was formed to protect Banstead Commons from encroachment and development.

We celebrate our 130<sup>th</sup> Anniversary next year and plan to continue to protect and enhance Banstead Commons for future generations to enjoy and wildlife to thrive!

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*"Banstead Heath is simply spectacular."*

**Georgina Terry, Lead Adviser Surrey at Natural England**

*"I grew up in Banstead and am a bit gutted that I never knew such a wonderful place existed. Banstead Downs is a precious site with such floristic diversity. It was an amazing experience to see so many Chalkhill Blues and Brimstones. It was simply one of the best days ever that I've had butterfly spotting!"*

**Mrs Nicola Campana-Etheridge, Local Resident**

*"The appreciation of preserving what we have is becoming ever more important. Banstead Commons Conservators must be very proud of the work you do to encourage biodiversity on Banstead Downs. I would like to openly express this and share a few of the pictures I have taken this week."*

**Mr John Buckland, Local Resident**

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# **BANSTEAD COMMONS CONSERVATORS**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**BANSTEAD COMMONS CONSERVATORS**  
**Established by the Metropolitan Commons (Banstead) Supplemental Act 1893**

**REPORT FOR THE YEAR ENDED 31 MARCH 2022**

**MEMBERS FOR 2021/2022**

**Conservators Elected by Reigate and Banstead Borough Council as successors to the Vestry of the Parish of Banstead**

Mr. V.W. Broad (Chairman)  
Dr. J. H. Peacock  
Mr. D. Atkins  
Mr. I Mockford (from November 2021)  
Mr. J Mill  
Mr. N. Cull (Nominated by the London Borough of Sutton)

**Conservators Appointed by Reigate and Banstead Borough Council as owners of the soil**

Cllr. N. Moses  
Cllr. P. Harp

**Clerk**

Lucy Shea

**Warden**

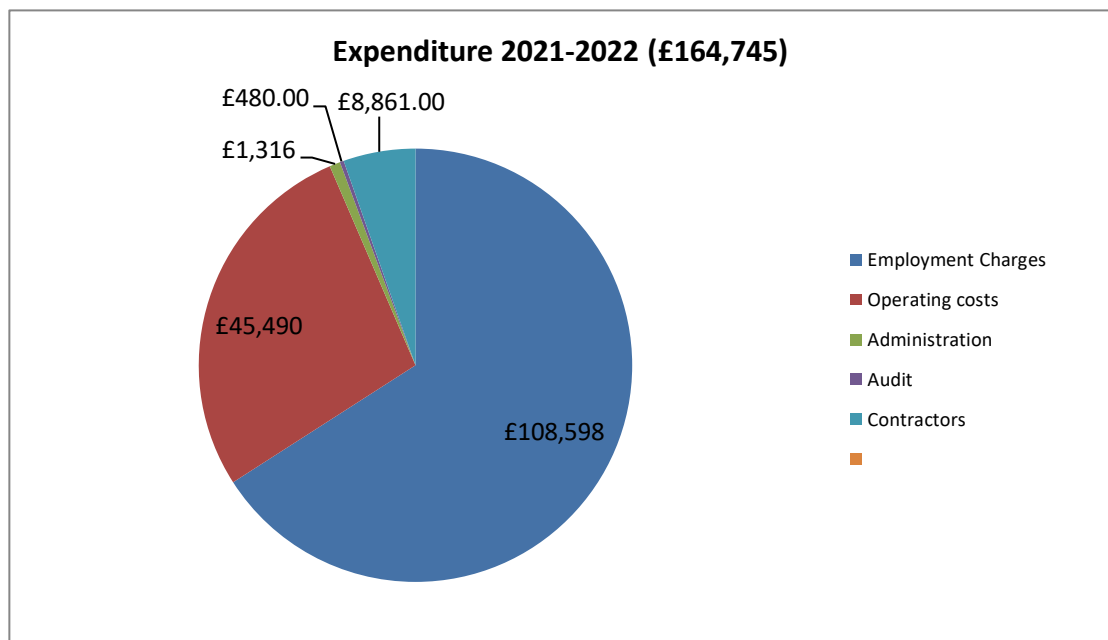
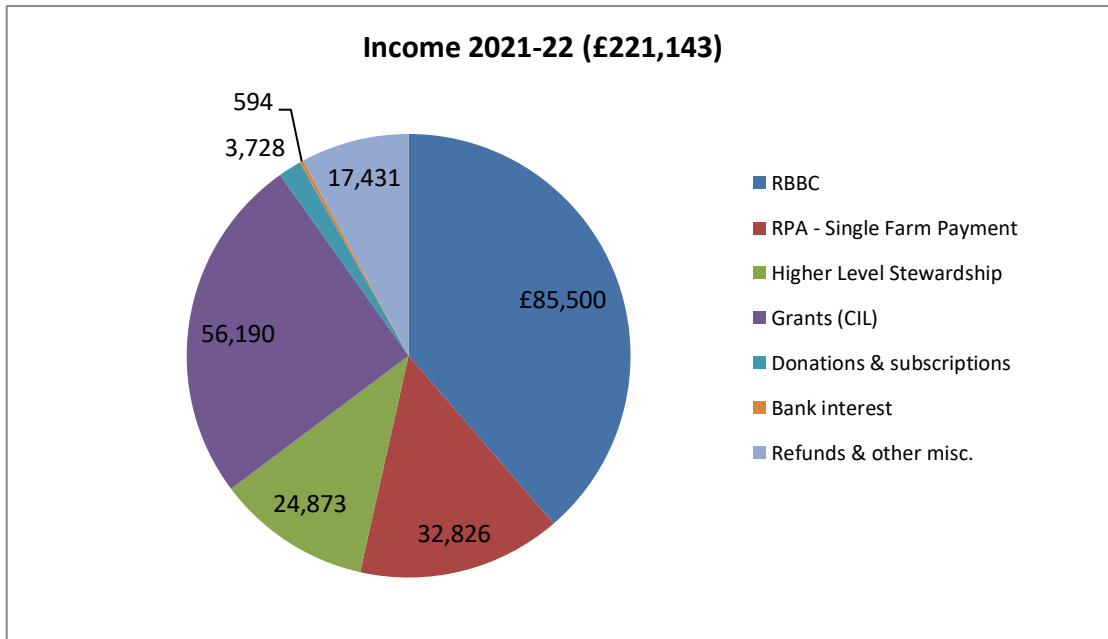
Richard Knights (retired in November 2021)

**Commons under the Management of the Conservators**

Banstead Heath	310 hectares
Banstead Downs	177 hectares – part SSSI
Burgh Heath	33 hectares
Park Downs	30 hectares – all SSSI

**ACCOUNTS AND FINANCE**

A copy of the Accounts for the year under review is attached (App. 'A'). The Conservators express their thanks to Reigate and Banstead Borough Council and others for their co-operation, financial and, in some cases, practical support.



We currently receive two operational grants from the Rural Payments Agency. One from Natural England Higher Level Stewardship for Grassland and Heathland management; the other from the Single Farm Payment, which was introduced under EU legislation for production or keeping the land in good agricultural and environmental condition. Following Brexit, the UK Government are incrementally reducing payments of the Single Farm Payment over the next three years and our grant will cease in 2025 resulting in a significant loss of income for the Conservators.

The operational grant provided by Reigate and Banstead Borough Council was £85,500 this year. The Conservators continue their dialogue with the Council regarding future funding.

The Conservators were successful in obtaining two grants from the Community Infrastructure Levy (CIL) fund. One was to carry out additional clearance and pond work on Burgh Heath and the other to contribute to the cost of a new tractor. We express our sincere thanks to Cllr. Mark Brunt and all the local ward Councillors for their support with the applications. In addition to the CIL funding, the Conservators privately sold their small tractor. The income of the sale will contribute to the cost of the new tractor, which is due to arrive in summer 2022.

Operational expenditure remains constant each year because our in-house team are experienced in Countryside Management and have an extensive knowledge on how best to maintain the various habitats and landscapes of Banstead Commons.

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## **ACKNOWLEDGEMENTS**

The Conservators appreciate the help and assistance received from Reigate and Banstead Borough Council and Natural England as well as the various local groups and individuals who organise formal and informal litter picking days on the commons.

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## **MANAGEMENT REPORT FOR THE YEAR 2021/2022**

We have now completed our ten-year Higher Level Stewardship agreement with Natural England which consisted of an agreed programme to improve and maintain certain aspects of the common such as the quality of chalk grassland on the Downs and regeneration of heather and control of bracken on Banstead Heath. Representatives from Natural England visited Banstead Heath, Park Downs and Banstead Downs in June. To quote “Banstead Heath is simply spectacular” and Park Downs, which are units four and seven of the Chipstead Downs Site of Special Scientific Interest (SSSI), was awarded the Favourable Conservation Status in the assessment. Natural England invited the Conservators to apply for a twelve-month extension which was accepted with appreciation.



Image: Representatives from Natural England looking over Park Downs.

As in the previous year, neither Park Downs nor Banstead Downs were grazed this winter. The grazing pen areas were included in the forage harvesting programme on these sites. This method of clearance is used on our chalk grassland sites as the growth is cut and arisings removed to help to reduce nutrients in the soil, which helps to increase species diversity and preserve the chalk downland which is a nationally rare habitat.

Dry weather in the winter enabled the team to commence scrub clearance and approximately 5,700 square meters of scrub was cleared on Park Downs to extend and restore the grassland. It will take this area between five to ten years to transition to rich calcareous grassland.



Image: Creating calcareous grassland. This area will transition within 5-10 years.

On Banstead Downs, as part of our efforts to maintain successional scrub, two areas of blackthorn were cleared and the area will be left to regenerate. The maintenance of previously cleared areas and opening of small 'windows' to create pockets of successional scrub helps to create niche habitats which supports the complex ecology of the site.

In February, Storm Eunice and Franklin hit the UK and caused havoc on the Commons and over fifty trees came down across the four sites. Clearance work along our boundaries, footpaths and bridleways was carried out systematically and dead wood left onsite. Deadwood is an important component of a woodland, it provides food and a place to hide for invertebrates which in turn helps to feed small mammals and birds.

The storms provided us with two large oak trees that were planked for furniture. Three new benches on the Commons will be installed in the summer. In addition to the benches, twenty four oak finger posts have been made from the timber which will be used to replace rotten marker posts on Banstead Downs.

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## MONITORING FLORA AND FAUNA

Volunteers with the Butterfly Conservation continue to monitor the butterfly populations on Banstead Downs and Park Downs. Banstead Downs was the first site in Surrey to have a butterfly transect and as a result, the Conservators have robust biological records dating back to 1986. The transect on Park Downs commenced in 1998. Whilst data has shown us there hasn't been a significant change in counted butterflies on either site, it does show fluctuations in the various species.

The British Trust of Ornithology continued to carry out their breeding bird survey on Banstead Heath which commenced in 1995.

The Conservators have increased the amount of reptile refugia places on Banstead Heath and records are submitted to Surrey Amphibian and Reptile Group. Next year, the Conservators would like to recruit a volunteer to regularly monitor the site.

Working together with a local volunteer who is a licenced BTO Bird Ringer and representative of Bisham Barn Owl Group, a barn owl box was installed on Banstead Heath and we hope to attract a breeding pair this Spring.

Sadly, anti-social behaviour continues to be a serious concern on the Chalk Spoils on Banstead Downs where volunteers from Plantlife have been monitoring the colonies of Early Gentian (*Gentianella anglica*) and Broad-leaved cudweed (*Filago pyramidata*) since 1995. Damage to this nationally important site last winter was significant.



Image: Chalk spoils on Banstead Downs (Feb 2022)

Banstead Commons Conservators would like to thank all the volunteers who give their time to collect valuable data related to the flora and fauna found on Banstead Commons and the various conservation bodies who manage the national recording schemes.

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## TREE PESTS AND DISEASES

Oak Processionary Moth (OPM) has extended its reach across Surrey and additional nests were reported on Banstead Downs this year; we are expecting OPM to arrive at our other sites in the foreseeable future. Due to the SSI designation on Banstead Downs the nests were removed manually, without any chemical treatment.

Ash Die-Back is widespread on Banstead Commons. Due to the escalating costs, as legal landowners, Reigate and Banstead Borough Council has stepped forward to support the removal of trees that are situated in areas of high risk along boundaries, footpaths and bridleways.



Image: Oak processionary moth nest



Image: Picture of the canopy on an Ash at Banstead Heath



## PUBLIC ENGAGEMENT

The Conservators launched their guided walk programme this year and we were delighted to welcome seventy walkers to six walks which were held on three of our sites, Banstead Heath, Park Downs and Banstead Downs, last summer.

Local Resident Associations and voluntary groups continue to give support to Banstead Commons Conservators and we were invited to give talks to eight groups and associations. Articles were supplied to nine different newsletters.

Social media continues to be the best medium to engage supporters. Our Facebook page currently has 1,152 followers and there are 179 Twitter followers. To maintain interest and a large following, we aim to post weekly on our social media pages and keep content relevant to Banstead Commons and its wildlife.

**BANSTEAD COMMONS CONSERVATORS**

### SPRING AND THE BANSTEAD COMMONS

The Banstead Commons Conservators are responsible for important natural areas on Kingswood's doorstep. We hope that this article by Lucy Shea will introduce the Conservators and will be the first of a series which will help us all to explore and understand the Commons better.




*Skylark on Banstead Heath*



*Footpath on Banstead Heath*

If there's one thing COVID has shown us, it is the greater appreciation of the simpler things in life – Nature and the Great Outdoors. Living in the Banstead area we are spoilt with beautiful green spaces on our doorstep, but did you know that Banstead Commons Conservators are responsible for the maintenance and upkeep of 550 hectares of the spaces we enjoy?

Formed under a Parliamentary Act in 1893 Banstead Commons Conservators were tasked to protect Banstead Commons from the activities of Lord of the Manor. Whilst society and the local area has changed greatly over the past 130 years, the role of the Conservators has remained essentially the same, to protect the integrity of the Commons from external pressures.

Banstead Commons consist of four main sites: Banstead Heath, Burgh Heath, Banstead Downs and Park Downs. Banstead Heath, bordered by Tadworth, Kingswood and Walton, is at 310 hectares the largest of the four sites and perhaps, the most varied. The site boasts a mosaic of different habitats – traditional heath, grassland meadow and secondary woodland – which is bursting with healthy invertebrate, mammalian and bird populations. A true jewel of the borough at all times of the year.

With Spring around the corner, Nature's calendar welcomes a burst of life on the Heath for residents to enjoy. The Millfield proudly boasts one of the largest nesting skylark populations in Surrey; throughout Spring and Summer you can take pleasure in their song flight as they rise almost vertically above the meadow and hover above the ground. The warmer and longer days awaken the resident Adder population who, if you are very quiet, can often be seen basking close to their hibernaculum. The landscape is a purple hue

The chalk grassland habitat found on Banstead Downs and Park Downs offer a different experience to the other sites with an explosion of spring flowers and the start of a continuing succession of butterflies through the year.

With approximately 30 miles of paths, permissive rides and bridleways to explore on Banstead Commons, we suggest you grab a packed lunch and see what you can discover on your next local adventure. Why travel further afield when there is so much to enjoy on your doorstep?

Banstead Commons Conservators plan to host Guided Walks over Banstead Heath this year. Follow us on Facebook for updates and events. For more information about Banstead Commons Conservators or our planned guided walks, please email [bansteadcommons@aol.com](mailto:bansteadcommons@aol.com)



**Lucy Shea**  
Clerk to the Conservators

**DAVID W. LEGG**  
TREE FELLING - TREE SURGERY - HEDGE CUTTING  
ROOT REMOVAL - GROUND CLEARING - FULLY INSURED

*Seasoned hardwood logs available* *Local Authority approved*



47 YEARS WORKING IN KINGSWOOD & SURROUNDING AREA. ADVICE AND ESTIMATES FREE. WILL PURCHASE AND REMOVE SUITABLE ROUND TIMBER  
20 Hampton Road, Earlswood, Redhill, Surrey RH1 5JE  
**TEL: 01737 766918**

Please mention KINGSWOOD VILLAGE VOICE when responding to adverts

16 MARCH 2021 MARCH 2021 17

Image: article printed by Kingswood Village Voice

Banstead Heath Consultative Group held regular meetings throughout the year under the chairmanship of Victor Broad. The Group has eleven members whose diverse interests include ornithology, archaeology, dog walking, rambling and riding and includes one individual among the membership who enjoys Commoners rights.

## FLY TIPPING, LITTERING AND ANTISOCIAL BEHAVIOUR

Sadly, antisocial behaviour on the commons continues to be a concern during all four of our seasons and motorised vehicles are often reported on Banstead Downs and Burgh Heath at the weekends. The Conservators have developed a dialogue with Surrey Police and the Police proactively patrol when there is any increased activity on a site.

Litter bins were installed by Reigate and Banstead Borough Council along New Road and Mill Road which has alleviated some of the issues with dog poo bags on the Common.

Fly tipping and litter persists across all four sites.



Image: Guided walk on the History & Countryside management of Banstead Heath

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## **STAFF AND HEALTH & SAFETY**

Our Warden of thirty years Richard Knights retired from his post at the end of November. Due to our concerns regarding future funding, a decision was made to leave the position vacant until the new financial year and until our discussions with Reigate and Banstead Borough Council concerning funding have progressed further.

Our two Keepers remain in post and have worked hard this winter to ensure our work programme was unaffected despite the reduced staff capacity. The Conservators would like to thank them for their commitment and hard work.

Risk assessments are reviewed, and minor adjustments made at the beginning of each new year and circulated to the operational team. New reporting procedures have been introduced this year to ensure the safety of our staff at work. No significant accidents were recorded.

The Conservators would again like to record their appreciation for the work put in by all employees in safeguarding, maintaining and improving the Commons, especially during a difficult year, in all areas of responsibility.

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## **THE FUTURE**

The biggest challenge facing the Conservators over the next five years is securing sufficient funding to enable our operational team to continue to provide effective site management on behalf of the landowners, Reigate and Banstead Borough Council.

The international pandemic has shown the local community just how important our greenspaces are to the health and wellbeing, both mental and physical, of residents. In addition to being a precious local amenity, Banstead Commons are nationally important sites for some of the UK's red listed and priority species.

This imparts significant responsibilities on the Conservators to preserve and protect each site and provides a timely reminder of the relevance the Conservators, and our Act, have in modern day society.

It will be our 130 year anniversary next year and we aim to continue our legacy for the next one hundred years to ensure future generations can enjoy Banstead Commons and its wildlife as we are able to do today.

Lucy Shea  
Clerk to the Conservators

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## Appendix A

**BANSTEAD COMMONS CONSERVATORS****RECEIPTS & PAYMENTS ACCOUNT  
for the year ended 31st March 2022**

	2021/2022	2020/2021
<b><u>RECEIPTS</u></b>	£	£
Reigate and Banstead Borough Council	£85,500.00	£88,600
CIL & other grants Grant	£56,190.00	£0.00
Higher Level Stewardship	£24,873.40	£25,316
Bank Interest	£594	£353
Refunds, other	£17,431	£1,040.00
RPA - Single Farm Payment	£32,826	£34,283.00
Fundraising, donations and subscriptions	£3,728	
	<u>£221,143</u>	<u>£149,592</u>
<b><u>PAYMENTS</u></b>		
Staff employment costs	£108,598	£119,555
Operating costs	£45,490	£26,655
Administration costs	£1,316	£1,743
Audit fee	£480.00	£480.00
Contractors / consultants	£8,861	£0.00
	<u>£164,745</u>	<u>£148,433</u>
<b>EXCESS OF RECEIPTS OVER PAYMENTS</b>	<u>£56,398</u>	<u>£1,159</u>
<b><u>OPERATING FUNDS</u></b>		
Opening balance	£175,723	£174,565
Movement in year	<u>£56,398</u>	<u>£1,159</u>
Closing balance	<u>£232,121</u>	<u>£175,723</u>
<b><u>ANALYSIS OF CLOSING BALANCE</u></b>		
Cash at bank (less outstanding liabilities)	£235,134	£176,982
Add prepayments	£2,880.00	£3,613
Less accruals/creds	-£5,892	-£4,871
<b><u>AVAILABLE AS WORKING CAPITAL</u></b>	<u>£232,121</u>	<u>£175,723</u>

Lucy Shea  
Clerk to the Conservators

## CASH BOOK

Balance at 31 March 2021	£176,981.72
Receipts at 31 March 2022	£221,142.8
	£398,124.52
LESS Payments as per cash book	162990.59
<b>TOTAL BANK ACCOUNTS</b>	<b>235,133.93</b>
LESS Year end accruals	5,892.33
<b>Cash Book Year End Total</b>	<b>£229,241.60</b>

## BANK

Certified Balances at 31 March 2022		
	TSB Extra	£133,018.64
	TSB Instant	£72,075.85
	TSB Instant	£30,039.44
		£235,133.93
LESS Outstanding cheques (schedule below)		£0.00
LESS Year end accruals		5,892.33
<b>Bank Year End Total</b>		<b>£229,241.60</b>

## Supporting schedules to Reconciliation

### Year end accruals

Shine Electrics	900.0
Software	146.40
Fuel card.	43.94
Spy Alarms	363.6
Pension	606.18
Reigate and Banstead Business Rates	3742.5
Bank charges	9.60
Mad4Tools	80.11

### Year end outstanding cheques

### Year end prepayments

Aston Lark Legal to 24/07/21	222.03
Aston Lark Agric Veh 25/07/21	933.04
Aston Lark Comm Veh 28/07/21	78.32
Aston Lark Combined 24/07/21	1251.58
Autoenroll fees	87.95
Sage Payroll	107.74
Royal Mail PO Box	199.23

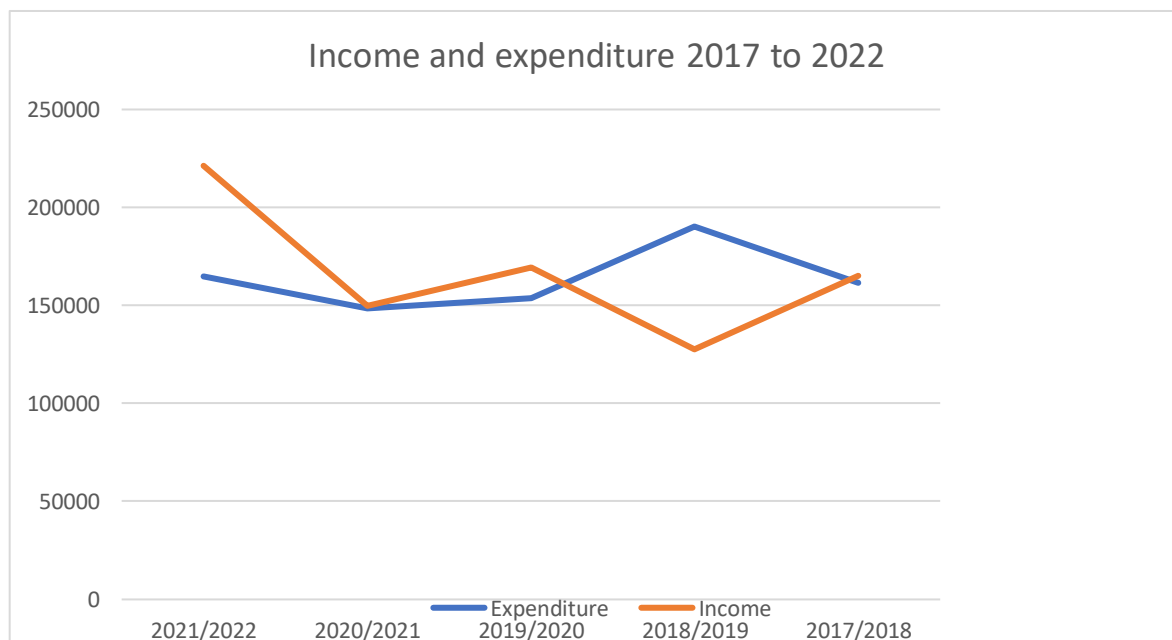
**£2,879.88**

## INCOME AND EXPENDITURE – 5 year overview

INCOME	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
RBBC	£85,500	£88,600	£85,500	£85,500	£85,500
RPA Single Farm Payment	£32,826	£34,283	£34,008	£33,974	£47,631
Higher Level Stewardship	£24,873	£25,316	£48,155	£6,218	£29,502
Donations & subscriptions	£3,728	£1,040			
Refunds & other misc.	£17,431		£1,295	£1,505	£2,325
Bank interest		£354	£531	£404	£45
Grants (CIL)	£56,190				
<b>TOTAL</b>	<b>£220,548</b>	<b>£149,592</b>	<b>£169,489</b>	<b>£127,601</b>	<b>£165,003</b>

Note. Increased income in the Financial Year 2021/2022 is a result of a CIL Local Grant and the sale of the old tractor. These funds (£40,310 CIL & £16,000 tractor sale) are restricted and will be spent purchasing a new tractor in the next financial year.

EXPENDITURE	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
Employment charges	£108,598	£119,555	£117,509	£114,209	£110,788
Operations	£45,490	£26,655.	£30,010	£31,979	£30,016
Administration	£1,316	£1743	£1,226	£1,131	£3,227
Audit	£480	£480			
Contractors & consultants	£8,861				
Capital expenditure			£2331	£40,497	£17,220
Misc.			£2701	£2,479.	£384
<b>TOTAL</b>	<b>£164,745</b>	<b>£148,432</b>	<b>£153,777</b>	<b>£190,295</b>	<b>£161,635</b>





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# Banstead Commons Conservators

Presentation to Reigate and Banstead Borough Council's  
Overview & Scrutiny Committee  
9 November, 2022



CHAPTER cvii.

An Act to confirm a Scheme under the Metropolitan Commons Acts, 1866 to 1878, relating to Banstead Downs, Banstead Heath, Burgh Heath, and Park Downs, in the parish of Banstead, Surrey. [29th June 1893.]

WHEREAS the Board of Agriculture have in pursuance of the Metropolitan Commons Acts, 1866 to 1878, duly certified a scheme for the establishment of local management with respect to Banstead Downs, Banstead Heath, Burgh Heath, and Park Downs, situate in the parish of Banstead, in the county of Surrey:

And whereas the said scheme is set forth in full in the report which was made by the said Board for the year ending the thirty-first day of December one thousand eight hundred and ninety-two, and which was duly laid before both Houses of Parliament:

And whereas by the said Metropolitan Commons Acts it is provided that any such scheme shall not of itself have any operation, but shall have full operation when and as confirmed by Act of Parliament, with such modifications, if any, as to Parliament seem fit:

And whereas it is expedient that the said scheme should be confirmed, subject to certain modifications:

Be it therefore enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:

1. The scheme for the establishment of local management with respect to Banstead Downs, Banstead Heath, Burgh Heath, and Park Downs, situate in the parish of Banstead, in the county of Surrey, certified by the Board of Agriculture, under their seal,

A.D. 1893.

29 & 30 Vict. c. 122.  
32 & 33 Vict. c. 107.  
41 & 42 Vict. c. 31.

Scheme in schedule confirmed.

36

# The Metropolitan Commons (Banstead) Supplemental, Act

Banstead Commons Conservators have been managing Banstead Commons since 1893.

The 1893 Act gave the Conservators total control of the commons (apart from shooting and fishing rights).

The 1893 Act did not provide the Conservators with any means of funding. Any income raised on the Commons goes to the landowner. The reason why our 1893 Act didn't put funding in place is because we were the first Commons protected by statute against the wishes of the land owner.

In 1955 Reigate District Council purchased the commons and it was agreed that the BCC would receive a grant to cover the operational costs of all aspects of policing and managing the Commons.



# A little bit of history

BCC manages 550 hectares – just under half the green spaces in the entire borough.



37

**1893** - Metropolitan Commons (Supplemental) Act that established the Conservators to protect the commons for the benefit of all. Banstead Urban Council who agreed to provide funds to enable the BCC to perform their duties.

**1955** - Reigate District Council purchased the commons and it was agreed that the BCC would receive a grant to cover the operational costs of all aspects of policing and managing the Commons.

**2005** - BCC was successful in obtaining funding via the Rural Payments Agency. RBBC started to reduce our grant to match, hence now they only fund half of our operational costs

**2005** - BCC become part of Core Funding programme and have to produce a business plan each year to justify our funding

**2015** – RBBC decide that we should be funded via an SLA

**2020** - During COVID lockdown our staff kept working, the unprecedented increase in footfall across the Commons as a result of the lockdown, whilst confirming the value and importance of the Commons to the local community, was associated with increased anti-social behaviour.

**1945** - After WWII, commoners ceased to exercise their rights and what had been open grassland and heath, started becoming secondary woodland.

**1955** Both Park Downs and Banstead Downs were recognised for their habitat importance and declared SSSIs

**2013** Higher Level Stewardship grant obtained from Natural England

**2019** - Brexit means we shall lose the RPA funding over the next seven years with no obvious replacement government funding.

**2021** – RBBC and BCC review current funding and relationship.



## Mission Statement & Objectives

**‘To protect and enhance the Commons and ensure free legal access for all to the Commons.’**

### **Management objectives**

The BBC management objectives fall into two distinct categories. Firstly those demanded by statute

1. To maintain and protect the integrity of the Banstead Commons
2. To ensure the free, legal and safe access of all to the Commons
3. To provide safe and healthy working environment for employees.
4. To maintain and improve status of SSSI (surrogate for RBBC)

Secondly, those related to the recognition of the commons as important amenity and activity areas for local residents and visitors from farther afield, together with recognition of the diversity of wildlife in these areas:

1. To maintain and improve the Commons as an amenity for all.
2. To maintain and improve the Commons as wildlife habitat.

It will be seen that they do not share equal priority in terms of management input. The statutory duties must take precedent at all times whether in terms of financial or physical considerations.

In undertaking our statutory duties, BCC has to be mindful of the following legislation and local policies:

- Metropolitan Commons (Banstead) Supplemental Act 1893
- Wildlife and Countryside Act 1981
- Conservation of Habitats and Species Regulations 2017
- Forestry Act 1967
- Highways Act 1980
- Road Traffic Act 1988
- Countryside and Rights of Way Act 2000 (CROW)
- Natural Environment and Rural Communities Act 2006
- Environment Act 2021



## A few statistics

- We protect and manage **550 hectares (1350 acres)** of common land – *that's just under half of the green spaces in the borough.*
- Two of our four sites are Sites of Special Scientific Interest and have prescriptive management duties.
- There are 16.96km statutory footpaths – 21.85km statutory bridleways – 8.5km permissive rides to maintain.
- On average, the Clerk responds to c.70 enquiries every quarter.
- Our operating budget is approx. £170,000 each year
- 40 • We manage an inhouse operational team which enables us to be efficient and nimble in operations.
- Banstead Downs was the first site in Surrey to have a butterfly transect. Active wildlife monitoring is happening on three of our sites and we hold biological records for each site.
- The Commons are home to at least nine of our priority species.
- We have 1000s of visitors on the Commons each and every month.

**The Conservators were established in 1893 and are part of the cultural and historical makeup of Banstead. Our archives date back to 1893.**

# Banstead Downs

- Total area 174 hectares (430 acres)
- Designated Site of Special Scientific Interest
- Statutory Footpaths 1.47 km (0.91 miles)
- Statutory bridleways 5.74 km (3.56 miles)
- Area of grassland 59.6 hectares

Banstead Downs is north-facing chalk downland site with interspersed scrub and areas of secondary woodland.

Banstead Downs was designated a Site of Special Scientific Interest in 1955 due to the flora and invertebrate species that can be found on site. The variety of habitats provide feeding and breeding grounds for a range of invertebrates and birds, and eleven species of invertebrate rare to Surrey have been recorded here.

Due to a Higher Level Stewardship grant from Natural England, compartments of Banstead Downs are under prescriptive management.



# Park Downs

- Total area 30 hectares (74 acres)
- Designated Site of Special Scientific Interest
- Statutory footpaths 2.26 km (1.4 miles)
- Permissive Bridleway 1.55 km (0.96 miles)
- Areas of grassland 13.4 hectares

Situated on the dip slope of the North Downs, Park Downs is a steep slope chalk grassland with associated scrub and secondary woodland. In 2021, the site was cited Favourable by Natural England. The grassland areas are bursting with biodiversity in the summer months. Park Downs has breath-taking views across Chipstead Downs SSSI.

Park Downs is under prescriptive management from Natural England.





# Burgh Heath

- Total area 37 hectares (92 acres)
- Footpaths 3.83 km (2.38 miles)
- Statutory bridleways 1.15km (0.71miles)
- Permissive bridleways 0.68 km (0.40 miles)
- Area of grassland 3.2 hectares

43

Nestled amongst high density housing, Burgh Heath is an important amenity for local residents and has extremely high visitor numbers at all times of the year.

Despite these factors, Burgh Heath still provides areas of woodland and woodland glades where relative peace and tranquillity can be found.

Burgh Heath has four ponds on site and there is a population of Great Crested Newts that breed in three of the ponds.



## Banstead Heath

- Total area 310 hectares (766 acres)
- Statutory footpaths 9.4 km (5.83 miles)
- Statutory bridleways 14.56 km (9.03 miles)
- Permissive bridleways 6.27 km (3.90 miles)
- Area of grassland 92 hectares

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At 310 hectares, Banstead Heath is the jewel in our crown with large open meadows with beautiful open vistas that change in colour as the seasons pass.

The Heath is popular with walkers and dog walkers and there is a network of well used paths. With eight miles of bridle paths and permissive rides on the Heath for riders to explore, horse riding is popular.

Millfield supports a healthy population of Skylarks and management of the unimproved grassland has remained the same for the past 100 years.



# Site Management



Habitat management



Park Downs: Creating calcareous grassland (approx. 5,700 sq meters). This area will transition within 5-10 years.



Banstead Downs: Creating successional scrub (approx. 500 sq. meters) as prescribed in our HLS



45

Topping, cut and collect and strimming

Bracken control and bramble clearance



Conservation grazing



Historical enclosures



Animal rescue



Safety signage & interpretation



Footpath & bridleway maintenance

Make and install furniture – including memorial benches.

# Flytipping & antisocial behaviour



We work together with local agencies and the emergency services to Police the Commons



# Back from the Brink Plantlife Site February 2022

Damage caused by motorised vehicles on the common



# Tree safety

48



Chalara Ash dieback

Oak Processionary Moth

Arboricultural work - 57 trees were cleared following the winter storms – that's approx. the same amount the RBBC Greenspaces Team dealt with.

The Conservators would like to give thanks and recognition to Reigate & Banstead Council for their financial assistance in managing Ash dieback and Oak Processionary Moth on Banstead Commons.

# Wildlife Monitoring & priority species



67

Adder (*Vipera berus*)



Species rich  
chalk downland



Small Blue Butterfly



Early Gentian  
(*Gentianella anglica*)



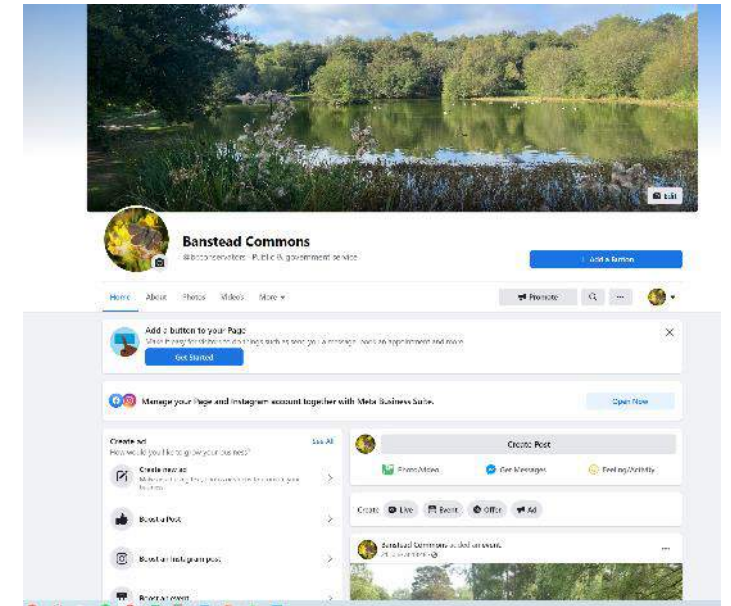
British Trust for  
Ornithology



Skylark (*Alauda arvensis*)

# Public Engagement

- Quarterly Meetings
- Consultative Group Meetings
- Guided Walks (just over 80 people attended walks this year)
- Talks to local community groups and organisations
- Social Media Pages
- Articles supplied to community newsletters
- Volunteer activities on the Commons



50







# Thank you to our volunteers!



Amy, Wildlife Monitor (Duke of Edinburgh Student)



John, Litter Hero, invasive species control and eyes and ears of Banstead Downs!



Leatherhead Youth Project, day of conservation volunteering



Toby, one of many of our Litter Heroes



# Methods of reporting

- Annual report
- Quarterly Meetings – *open to the public*
- Regular liaison meetings with RBBC's Countryside and Woodland Officer
- Annual walk on the Commons for borough Councillors
- Two Councillor representatives on the board of Conservators
- Bi-annual meetings with the Leader of the Council



# Recent Introduction of Technology

- Facebook , Instagram and Twitter social media.
- New accounting software enabling more accurate cost control and reporting.
- Drone technology allowing comparative land management.
- Introduction of GIS computer mapping capabilities.
- Vehicle tracker system being trialled.
- Updated and revised web site to be introduced (2023).

# Areas of conflict

## Congestion as water firm works around heath land MP blames group over A217 chaos

By Chris Madden  
@ChrisMadden

TRAFFIC congestion arising from roadworks on the A217 are the fault of a local conservation group, says an MP. Crispin Blunt hit out at the Banstead Commons Conservators, for opposing plans by Sutton and East Surrey Water to build a vital pipeline underneath Banstead Heath, forcing them, instead to work under the busy A217.

Mr Blunt, who represents Reigate, believes the group must take some responsibility for delays to drivers on the route, who face a hassle against three sets of roadworks for the next six months.

He told the Mirror: "Responsibility for this lies in the unfortunate opposition of Banstead Commons Conservators to Sutton and East Surrey Water's original plan. We now have a route under the A217 for this water main, which is a necessary local infrastructure.

"It takes hours of people's time, and the people will have to pay. People should understand where responsibility lies."

### Opposition

Last summer Sutton and East Surrey Water's original plan to build across the heath was met with opposition from the conservators - the managers of the route - due to a lack of information on how the heath would be affected.

In March this year, the group celebrated its victory as the water company announced it would not attempt to lay the pipeline across the commons in the face of opposition and a possible public inquiry.

Residents in the area echoed Mr Blunt's sentiments, saying the route under the heath would have been preferable.



OBJECTIONS: Protesters protest against Sutton and East Surrey Water's plans. Inset: MP Crispin Blunt

John Cole of Josephine Avenue said: "An alternative cheaper, quicker and more environmentally friendly route under the local heath could have been used."

"This would have avoided road waste going to highly expensive landfill sites and months of long and costly delays for Surrey's road users."

But the conservators say they are frustrated at Mr Blunt's comments, branding suggestions they are to blame as "disingenuous and unhelpful".

Chairman John Prusack told the Mirror: "We feel it is most disappointing that some are seeking to apportion blame for a decision made by the water company - as a body whose statutory

duty is to protect the common land in the borough."

He claimed the group had suggested a "number of viable alternative routes", but had received little communication from the water company.

Blunt remained unconvinced as the first two sets of roadworks and underpass. Viread Stephens, 32, from Reigate, who drives the route every day, said: "It is not the best option for us. All of this together is going to cause a problem."

Sutton and East Surrey Water says its initial proposal to cross the commons was influenced by informal discussions with the conservators. And despite meeting the requirements of the borough council, it was still unacceptable to the group.

The lack of ability for the Conservators to raise money has, in modern day governance, resulted in the unanticipated potential conflict of interest from having the landowner and Local Government Authority inheritor of the Banstead Vestry role both being represented through the council's Leader.

Carrying out our statutory duties on occasions brings us into direct conflict with the land owner and one of our main funders, Reigate and Banstead Borough Council.

The Conservators are currently working together with Reigate and Banstead Borough Council to draw up an agreement which recognises our point of difference and enables both organisations to work together to continue to ensure that Banstead Commons are protected and habitats enhanced both for future generations to enjoy and wildlife to thrive.



# Areas for improvement

Areas identified for improvement are:

- **Visitor engagement and accessibility.** The Conservators would like to introduce interpretation boards on each of the four commons and update and redesign our website.
- **Development of Site Management Plans.** Legally, it is the landowner's responsibility to produce Site Management Plans. The Conservators have recently applied to the CIL Local Fund to work collaboratively with the Greenspaces Team and an external agency to develop Site Management Plans for each of the four sites. Site Management Plans will provide an overview of the ecology of each site and management prescriptions over a ten year period.
- **Work collaboratively with local agencies and corporates.** The Conservators have started to connect with other agencies operating in the area such as the Surrey Hills Society and Farming in Protected Landscapes programme to maximise funding opportunities, improve public engagement and introduce volunteer opportunities on Banstead Commons.



# Our reputation...

*"Banstead Heath is simply spectacular."*

**Georgina Terry, Lead Adviser Surrey at Natural England**

*"I grew up in Banstead and am a bit gutted that I never knew such a wonderful place existed. Banstead Downs is a precious site with such floristic diversity. It was an amazing experience to see so many Chalkhill Blues and Brimstones. It was simply one of the best days ever that I've had butterfly spotting!"*

**Mrs Nicola Campana-Etheridge, Local Resident**

*"The appreciation of preserving what we have is becoming ever more important. Banstead Commons Conservators must be very proud of the work you do to encourage biodiversity on Banstead Downs. I would like to openly express this and share a few of the pictures I have taken this week."*

**Mr John Buckland, Local Resident**









**Thank you!**

# Agenda Item 5



<b>Signed off by</b>	Managing Director
<b>Author</b>	Marie Crabtree, Democratic Services Officer
<b>Telephone</b>	Tel: 01737 276657
<b>Email</b>	marie.crabtree@reigate-banstead.gov.uk
<b>To</b>	Overview and Scrutiny Committee
<b>Date</b>	Wednesday 9 November 2022
<b>Executive Member</b>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources, Portfolio Holder for Investment and Companies

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	(All Wards);

<b>Subject</b>	Organisation Portfolio Holder Updates
----------------	---------------------------------------

<b>Recommendations</b>
To note the Portfolio Holder Briefings on the work of the Organisation Portfolios, as set out in the report and presentation, and to provide any observations for consideration by Executive Members.
<b>Reasons for Recommendations</b>
To consider the progress of work in the services which form part of the Organisation Portfolios: Corporate Policy & Resources, Finance & Governance and Investment & Companies and receive a presentation and briefings from the three Portfolio Holders.
<b>Executive Summary</b>
This report and presentation provides an overview of the activities undertaken within the Organisation Portfolio service and policy areas in the municipal year 2022/23 to date.

<b>Key Information</b>
------------------------

# Agenda Item 5

## Executive Portfolios

1. Following the Annual Council meeting on 26 May 2022, the Leader of the Council appointed Executive Members for the municipal year 2022/23. Each Councillor within the Executive is allocated a specific portfolio responsibility, covering particular service and policy areas.
2. For operational purposes, these portfolios are aligned with the three themes set out in the Borough Council's Corporate Plan: *Reigate & Banstead 2025: Our Five Year Plan* – People, Place and Organisation.
3. The areas of responsibility of the **Organisation portfolio** are as follows:
  - Corporate Policy & Resources: Corporate Policy, Environmental Strategy, Performance Management, Risk, Project Management Office, IT, Organisational Development & HR, Customer Contact, Communications, Data & Insight.
  - Finance & Governance: Finance, Internal Audit, Procurement, Legal, Democratic & Elections, Council Tax, Business Rates, Counter Fraud, Corporate Debt Recovery, Revenue & Benefits Trading.
  - Investment & Companies: Commercial Agenda, Investment Acquisitions, Assets & Facilities.

## Overview and Scrutiny

4. As part of the Overview and Scrutiny Committee's role of holding the Executive to account, members of the Executive provide regular briefings to the Committee on their portfolios and key items of business within these areas.
5. To reflect the coordinated approach of the Executive Members (or Portfolio Holders), these briefings are presented by theme throughout the year. Portfolio Holders have an overview and objectives, covering the particular service and policy areas, grouped in the People, Place and Organisation themes. The Organisation Portfolio Holder briefings are the first briefing in the Municipal Year 2022/23; People Portfolio Holder briefings are scheduled to take place at O&S 19 January 2023 and Place Portfolio Holder briefings at O&S 16 March 2023.
6. Members of Overview and Scrutiny Committee are asked to receive the briefings provided and provide Advance Questions, observations, and comments to the Portfolio Holders. These will be considered to help inform future activities within these portfolios.

# Corporate Policy & Resources

63

Reigate & Banstead  
BOROUGH COUNCIL  
Banstead | Horley | Redhill | Reigate



# Information Technology

- The new IT Strategy was agreed by the Council in April and initially focuses on three objectives:
- **Cyber Security**
  - Training has been provided to all staff who access IT and to Council Members
  - Additional software and security systems have been deployed
  - A fully managed Cyber security service is being implemented
- **Disaster Recovery**
  - Business continuity plans have been improved across the Council
  - A fully managed Backup and Disaster Recovery solution is being procured
- **Telephony System**
  - A new MS Teams based system hosted in the cloud is currently being implemented
- **Additionally:**
  - Town Hall Data Centre virtual server environment has been replaced
  - CRM continues to be developed to enable the delivery of online transactions

64

# Projects & Performance

- **Performance:**

- 2021/22 year end: 10 out of 11 KPIs on target or within tolerance
- In-year improvements to contextual information to support member understanding of issues

- **Risk:**

69

- Improvements to information presentation, and informal sessions for AC members to support understanding
- Updated Risk Management Strategy later this year

- **Projects:**

- Regular dashboard reporting, shared with member
- Support for Financial Sustainability Programme and associated projects is ongoing

# Corporate Policy

- **Corporate Policy:**

- Year 2 Corporate Plan annual report published, along with Annual Equality Objectives report
- Policy support to deliver corporate priorities, including supporting Financial Sustainability Programme and associated workstreams

- **Environmental Sustainability**

- Comprehensive Annual Progress report provided to O&S in October
- Work continues to implement ES Strategy
- New member champion scheme



# Communications

- Support for major council activities including enactment of the civic protocol (Op Bridges) - the council's response to the passing of the late Queen Elizabeth II and the tail-end of Covid pandemic
- Comms support to deliver corporate priorities, including supporting Financial Sustainability Programme and associated workstreams, The Rise, community centre re-launch, environmental sustainability etc.
- Reputational management comms plus ongoing management of council's suite of internal and external communications channels (including web site, social media, Borough News etc.), to ensure the council can reach its diverse audiences, including non-digital ones

# Customer Contact

- Commencement of work to create a customer contact strategy for the council
- Project to introduce an ethos of (and supporting policy and practices) to learn from complaints
- Provision of customer contact service including:
  - 42,000 calls to Helpline
  - 16,000 calls for specific Services (pre-agreed)
  - Circa 2,600 repeat callers
  - 10,000 social media responses
  - Plus triaging FOI and complaints and dealing with circa 40 visitors a day to Reception

# Data & Insight

## Data & Insight

- Completion of Data Maturity Assessment and production of Data Improvement Plan (strategy)
- Support for corporate priorities, including Financial Sustainability Programme and associated workstreams, to inform and assist delivery
- Provision of data & insight to inform key council activities & projects including customer contact mapping (volume, trends - a precursor to customer contact strategy), process automation (FSP), workforce reporting and customer/resident insight (Harlequin and Environmental Sustainability)
- Conducted Tool & Technology review, resulting in plans to deploy and adopt PowerBI corporately
- Creation of a (draft) research & consultation toolkit for officers
- Formation of a Data Community, to help build workforce data capabilities

## Data Protection

- Staff training and Member training
- Information Governance Group revival

# Organisational Development & HR

## Strategy

The new draft OD&HR strategy (effective 22/23-26/27) has 5 themes, focusing on the following objectives:

### T1) Financial Sustainability & Workforce Planning

- To support the business through Financial Sustainability Planning and facilitating organisational change – providing timely and accurate workforce data, working with managers to identify opportunities and challenges and supporting them through the change processes.

### T2) Performance and Reward

- To ensure staff are incentivised, rewarded and motivated to deliver high performance. Ensuring that the council gets value for money and that process are fair and transparent.

### T3) Operational Excellence

- To Streamline HR & OD processes and clarifying the operating model. To deliver excellent HR, OD and payroll process. To effectively communicate policies and procedures to staff and managers.

# Organisational Development & HR

## Strategy (cont)

The new draft OD&HR strategy (effective 22/23-26/27) has 5 themes, focusing on the following objectives:

### T4) Culture, Equality & Inclusion

- To revisit the Great People = Engaged People vision post pandemic, look at hybrid ways of working. To ensure that managers are empowered to lead and manage staff and to ensure that RBBC is not only a fair, equitable and transparent employer, but also a great place to work.

### T5) Effective Use of Data

- To responsibly use our people data to proactively identify trends, ensure processes are fair and equitable and to ensure managers and stakeholders have timely and accurate information. To work with IT & Data insights to use improved reporting tools and software.

# Organisational Development & HR

## Hybrid Working

- Continues to be a theme for the organisation as we settle into the new 'normal' post COVID.
- Upgraded video conferencing equipment now allows for more remote meetings.
- Collaboration space now fully implemented for staff and members/mayoral areas now fully operational.
- Wider asset review will help shape a Hybrid Framework as part of our new ways of working.

# Reigate and Banstead Borough Council Overview and Scrutiny Committee Work Programme



Published:

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<b>9 November 2022</b>								
Marie Crabtree, Democratic Services Officer	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	<p><b>Review of the Work of the Banstead Commons Conservators</b></p> <p>Review of the work of the Banstead Commons Conservators, to include the powers and obligations set out in the 1893 Act of Parliament, the performance of the Conservators, and the development and execution of a management plan. Focus of the review to be on the services required and delivered, and not costs arrangements. The aim of the review is to see how improvements can be made to services.</p>	9 Nov 2022			Open	

Agenda Item 6

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Marie Crabtree, Democratic Services Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources, Portfolio Holder for Investment and Companies	Managing Director	<b>Organisation Portfolio Holder Updates</b>  Updates from Executive Members in Corporate Policy & Resources, Finance & Governance, Investment & Companies	9 Nov 2022			Open	
<b>8 December 2022</b>								
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	<b>Quarter 2 2022/23 performance report</b>  To receive an update on Q2 2022/23 performance	8 Dec 2022	15 Dec 2022		Open	
<i>Duane Kirkland, Head of Wellbeing and Intervention</i>	Portfolio Holder for Leisure and Culture	Strategic Head of Legal and Governance, Head of Paid Service, Chief Finance Officer	<b>Leisure and Culture Strategy</b>  To receive and consider the Council's first Leisure and Culture Strategy	8 Dec 2022	15 Dec 2022		Open	KEY



Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Tom Borer, Policy Officer, Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Investment and Companies	Head of Corporate Policy, Projects and Performance	<b>Commercial Strategy: Progress Update</b>  To provide members with a progress update about work aligned with the Council's commercial strategy and objectives	8 Dec 2022	15 Dec 2022		Part exempt	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Strategic Head of Legal and Governance	<b>Companies Performance Update - Winter 2022</b>  To receive an update on the Companies Performance to Winter 2022.	8 Dec 2022	26 Jan 2023		Part exempt	
<i>Marie Crabtree, Democratic Services Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	<b>Observations on Budget Proposals - Budget Scrutiny Panel Report</b>  Report from the Budget Scrutiny Panel - observations on the Budget Proposals (Service and Financial Planning 2023/24)	8 Dec 2022			Open	
<b>19 January 2023</b>								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Support,	Director of People, Head of Community Partnerships, Head of	<b>People Portfolio Holders Update</b>  Update from Executive Members of Housing & Support,	19 Jan 2023			Open	

75

Agenda Item 6

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Leisure and Culture	Wellbeing and Intervention	Leisure & Culture, Community Partnerships					
<i>Annette Wiles, Deputy Democratic Services Manager</i>	Leader of the Council	Strategic Head of Legal and Governance	<p><b>Calendar of Meetings 2023 - 2024</b></p> <p>To provide the calendar of meetings for the 2023 - 2024 municipal year for approval by Council.</p>	19 Jan 2023	26 Jan 2023	9 Feb 2023	Open	Agenda Item 6
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	<p><b>Review the Work of the Green Spaces Team</b></p> <p>to review the work of the Green Spaces Team in regard to the Countryside spaces in the Borough, and delivery of the Green Spaces work programme. For clarity, this excludes the Council's parks, gardens and play areas, work on highways verges and grassed areas, the spaces managed by the Banstead Commons Conservators and matters to do with Planning (Core Strategy and Development Management Plan). The aim of the review is to see how improvements can</p>	19 Jan 2023			Open	

76

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			be made to services.					
<b>23 February 2023</b>								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Community Partnerships	Director of People, Head of Community Partnerships	<b>Annual Community Partnership Scrutiny</b>  Annual "crime and disorder" scrutiny - Community Partnership	23 Feb 2023			Open	
<b>16 March 2023</b>								
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	<b>Quarter 3 2022/23 performance report</b>  To receive an update on Q3 2022/23 performance	16 Mar 2023	23 Mar 2023		Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Leader of the Council	Chief Executive	<b>Leader's Update (March 2023)</b>  Six-monthly update from the Leader to Overview and Scrutiny Committee	16 Mar 2023			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Economic Prosperity, Portfolio Holder for	Director of Place, Head of Economic Prosperity, Head of Neighbourhood	<b>Place Portfolio holders Update</b>  Update from Executive Members of Planning, Policy &	16 Mar 2023			Open	

Agenda Item 6

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Neighbourhood Services, Portfolio Holder for Planning Policy and Place Delivery	Operations, Head of Planning	Place Delivery, Neighbourhood Services, Economic Prosperity					
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Annual Report 2022/23</b>  Annual report from the Overview and Scrutiny Committee 2022/23	16 Mar 2023			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Annual Work Programme 2023/24</b>  Overview and Scrutiny's Forward Work Programme for the year ahead 2023/24	16 Mar 2023			Open	
<b>Pending</b>								
<i>Daniel Jones, Property Services Manager</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	<b>Asset Management Plan 2023-2028</b>  To approve the Council's Asset Management Plan 2023 -2028.				Open	KEY

Agenda Item 6

**Contact:** Democratic Services **Email:** [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk) **Telephone:** 01737 276812  
Address: Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH

Action tracker - Overview and Scrutiny Committee 2022/23

Meeting 2021/22	Subject and request	Action	Who	Status	Completed
14 July 2022	Item 5 Capital Investment Strategy 2023/24	<b>Table 2 Significant Assets at March 2022 (page 114)</b> - A Member queried whether Banstead car park and Reffels Bridge car park should appear in the list of assets.	Request to officers	Complete	<i>Response emailed to Members on 12 August 2022. Copy of response in Mod.Gov Library, link provided below.</i>
14 July 2022	Item 5 Capital Investment Strategy 2023/24	<b>Table 3 Gross Returns (page 116)</b> - Members asked for confirmation of the rent income that was received for Beech House before it was vacated.	Request to officers	Complete	<i>Response emailed to Members on 12 August 2022. Copy of response in Mod.Gov Library, link provided below.</i>
14 July 2022	Item 5 Capital Investment Strategy 2023/24	<b>Greensand and MRP (page 124)</b> - Members requested a written response to explain the impact for this authority of the current accounting treatment for impairments in comparison to the revised MRP proposals.	Request to officers	Complete	<i>Response emailed to Members on 12 August 2022. Copy of response in Mod.Gov Library, link provided below.</i>
13 October 2022	Item 4 Quarter 1 2022/23 Performance Report	<b>Homelessness</b> – Members requested reporting on the cost of living issues, the Executive Member for Corporate Policy and Resources and Managing Director would consider this following the meeting.	Request to officers	In progress	<i>Work is underway to collate a suite of cost of living data, which will be shared with Members in due course.</i>

13 October 2022	Item 4 Quarter 1 2022/23 Performance Report	<b>Service budgets</b> - Members commented on the forecast shortfall of approximately £0.620 million in rental income and asked for a breakdown of the properties this relates to.	Request to officers	Complete	<i>Response emailed to Members on 1 November 2022. Copy of response in Mod.Gov Library, link provided below.</i>
13 October 2022	Item 4 Quarter 1 2022/23 Performance Report	<b>Government Funding Distribution</b> - Members asked for an update on the approximate £1million energy rebates still to be paid to residents at the end of the quarter.	Request to officers	Complete	<i>Response emailed to Members on 1 November 2022. Copy of response in Mod.Gov Library, link provided below.</i>
13 October 2022	Item 4 Quarter 1 2022/23 Performance Report	<b>Government Funding Distribution</b> - Members asked whether the approximate £1million energy rebates still to be paid to residents at the end of the quarter included discretionary payments.	Request to officers	Complete	<i>Response emailed to Members on 1 November 2022. Copy of response in Mod.Gov Library, link provided below.</i>
13 October	Item 5 Annual Environmental Sustainability Progress Report	Members asked for the full fleet review report.	Request to officers	In progress	<i>The report will be circulated to Members.</i>

Written answers from 14 July can be found here - [Document Written Answers from OSC 14 July 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/2022/07/14/document-written-answers-from-osc-14-july-2022-reigate-and-banstead-borough-council)

Written answers from 13 October can be found here - [Document Written Answers from OSC 13 October 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

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