



Contact:

See individual reports

Members' briefing pack

Tuesday, 12 December 2023

Items in this briefing pack:

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1. Projects Update

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Members Briefing Pack



12 December 2023

Title	<i>Project Update</i>
Purpose of the report	To note
Report Author	<i>Daniel Dredge Sandy Muirhead</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>n/a</i>
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	For noting project activity and status and ongoing development of the project management site. For noting Shared Prosperity Fund Project Status
Reason for Recommendation	<i>Not applicable</i>

1. Summary of the report

1.1 This report provides an update on the active projects across Spelthorne. The report covers a wide range of projects, including technical infrastructure development, community programmes, and environmental initiatives. The report details the progress made on each project, the resources allocated, and the expected completion dates.

The report highlights the successful completion of a number of projects, including the launch of the new user portal, launch of an improved communication platform, FOI system and the procurement of waste and street cleansing vehicles. We're demonstrating value for money for residents by ensuring that resources are being used effectively and efficiently to deliver high-quality projects.

The report also discusses the challenges encountered in some of the ongoing projects, specifically 3rd Party delays.

1.2 Any further information on the projects listed should be requested directly from the project manager or sponsor.

1.3 The dashboard is intended to provide a comprehensive overview of Spelthorne's project portfolio, demonstrating the organisation's commitment to enhancing the well-

being of the community and the environment while ensuring that taxpayer money is being used responsibly.

1.4 Additional focus has been given to projects which have been initiated through the Shared Prosperity Fund (SPF) initiative.

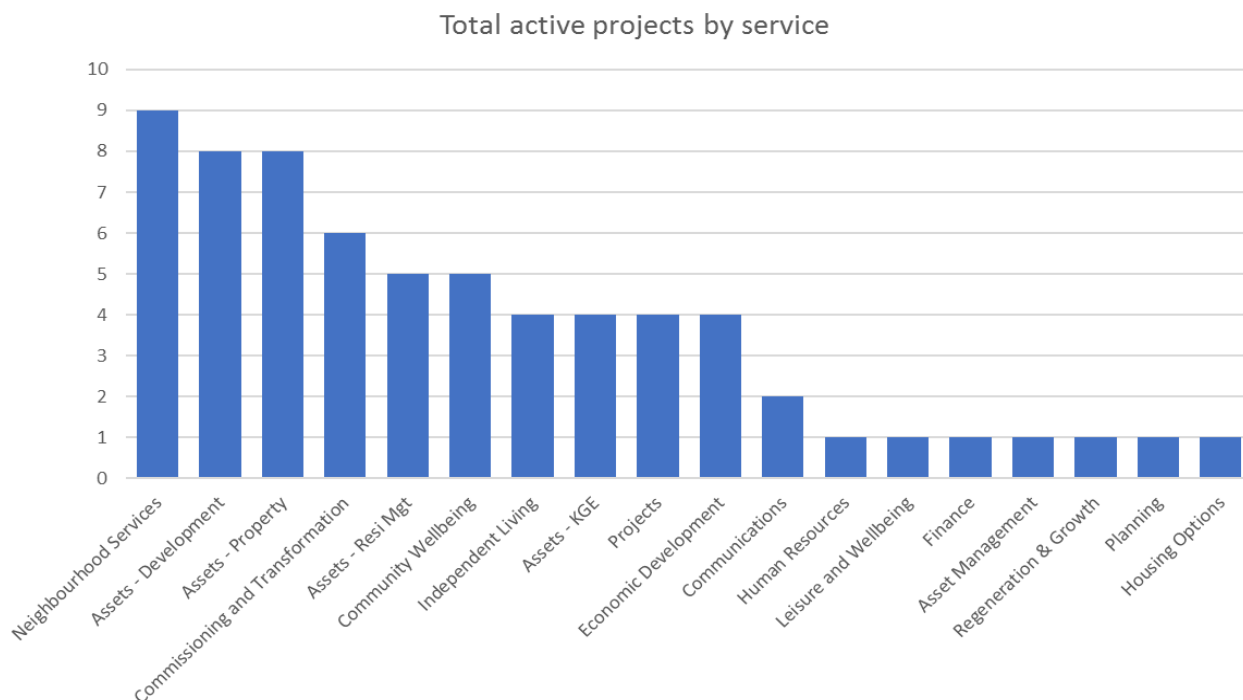
2. Key issues

2.1 The dashboard indicates there are currently 66 active projects in progress. Not including Asset projects or transformation activities the team are undertaking to improve process efficiency.

2.2 Background and update on Shared Prosperity Fund projects has been included **Appendix A**

2.3 Several projects were initiated by the projects team, as a result of the Continuous Service Improvement (CSI) work carried out across all services. This suggests that the team is proactively identifying areas where improvements or new initiatives are needed.

2.4 There are eight projects being driven by the Shared Prosperity Funds grant from DLHUC. Investing in economic development projects has the potential to benefit the local community.



2.5 Of the active projects, 95% are proceeding with a Green RAG indicator, representing that they are progressing as planned and are on track to meet their objectives.

2.6 3% of projects are proceeding with amber warnings, largely due to delays in 3rd party SLAs. This indicates that they are largely being impacted by external factors beyond the council's control.

2.7 The project with the red warning is: "GDPR – steps to compliance" The status of this project is driven by the following factors:

- Of the 66 Information Asset Registers (IARs) - which document the various services processing of personal data - most are overdue for

review, and many have outstanding actions that need to be actioned by their owners.

- There are many contracts/SLAs/MoUs/Data sharing agreements which are not compliant with requirements of the UK GDPR,
- Many services are not complying with their retention schedules,
- In June 2023 only 78% of staff were up to date with their yearly mandatory data protection training.

The lack of compliance with this legislation has resulted in a compensation claim of £15,000.

- Actions taken to address this were: Verbal Report given at the 10 October 2023 meeting regarding Mandatory Data Protection Training. Group Heads were asked to ensure that all staff completed their WorkRite training. Community Wellbeing have since reported that 96.6% of staff had completed the training with plans in place for the last 3 FTEs to complete. No information has since been provided from other Group Heads.

- 2.8 One member of the project team has received PRINCE2 project management accreditations since the last update. This is a positive development, as having accredited project managers on the team will help ensure that projects are managed effectively and efficiently.

The Project manager accreditations were earned through a certification programme which provided training and testing on project management skills and knowledge. Upon passing this assessment they are now recognised as certified project practitioners.

There are now 3 accredited project managers within the team.

Overall, this is a positive development for the council's project management capabilities and may lead to better outcomes for the projects being managed.

Two remaining members of the project team without this accreditation have been booked to attend training within the next 6 months.

- 2.9 Members are invited to scrutinise projects at their convenience through access to the Project Dashboard, which is accessible to anyone with a '@spelthorne.gov.uk' email address, through this link: [Project Dashboard](#) or by scanning this code on a Spelthorne issued phone or tablet.



- 2.10 Asset projects are currently reported through the 'Development and Investment Group' (DIG) and the Corporate Policy and Resources Committee. The Council has strengthened its governance arrangements to ensure that acquisitions are scrutinized, and development projects are monitored effectively.

3. Options analysis and proposal

3.1 n/a

4. Financial implications

4.1 Projects should not be initiated unless there is a clear business case and funding stream in place. These should be indicated at the project planning stage.

4.2 Project business cases include the procurement business case document as appropriate.

5. Risk considerations

5.1 n/a

6. Procurement considerations

6.1 Consultations with the Procurement team (procurement@spelthorne.gov.uk) occur regularly via joint team meetings, and any procurement considerations in projects are fully considered where appropriate.

7. Legal considerations

7.1 Many projects have some legal element especially if SLAs or contracts are required so consultation is required with the Legal team.

8. Other considerations

8.1 In order to ensure successful delivery of projects, it is imperative to allocate resources with the same level of attention as financial needs. This involves carefully considering relevant departments and services and making sure that the necessary skills are available to meet delivery deadlines.

8.2 Effective prioritisation of workloads is essential to engage key members of the delivery team and ensure deadlines are met within the current structure and working practices of the Council.

8.3 If resource availability poses a risk and threatens to impede the agreed delivery date, it is vital to escalate the issue and produce a revised implementation timetable to mitigate the potential impact.

9. Equality and Diversity

9.1 n/a

10. Sustainability/Climate Change Implications

10.1 A sustainability and social responsibility assessment tool has been created.

Appendix B

10.2 The purpose of the Impact Assessment Tool is to consider the wide range of possible impacts that a proposed project/policy could have on environmental criteria but also encourage review to explore opportunities to mitigate and reduce impacts if possible.

10.3 Completing this assessment as early as possible will help to design-in environmental considerations from the outset, improving efficiency and demonstrating climate accountability.

10.4 It is not expected that all projects will have a Green RAG rating, only that all opportunities to reduce impacts are considered.

10.5 By using this tool, we can work collectively to ensure projects and policies are meeting Council commitments to meet net zero targets as well as cross cutting corporate objectives.

10.6 This tool will be digitalised.

11. Timetable for implementation

n/a

12. Contact

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Background papers: *(These are unpublished papers upon which you have relied in preparing this report). If none state, There are none.*

Appendices:



Appendix A - SPF
Projects.docx



Appendix B -
Sustain and Social V

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Introduction

The UK Shared Prosperity Fund (UKSPF) supports the UK government's wider commitment to level up all parts of the UK. The UKSPF is a £2.6 billion Fund designed to succeed and improve upon EU structural funds. The UKSPF is not a direct replacement for EU structural funds. It improves on these funds by:

- focusing on UK priorities rather than policies dictated by the EU
- giving local areas a greater say in investments, by giving more direct accountability to elected local leaders

Money is distributed to places based on a funding allocation for 3 years. As a delegated fund, places empowered to identify and build on their own strengths and needs at a local level, focused on building pride in place and increasing life chances, and delivered through 3 investment priorities: **Communities and Place, Local Businesses and People & Skills.**

Communities and place:

Objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

Supporting local business:

Objectives:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
- Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation,

adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.

People and skills:

Objectives:

- Boosting core skills and support adults to progress in work, by targeting adults with no or low-level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers.
- Reducing levels of economic inactivity [footnote 1] through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/ offenders, people with substance abuse problems and victims of domestic violence).
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g. by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualification based and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.

Reports submitted to committee

A report went to CPRC in July 2022 which agreed the programme of projects and the financial split (see below).

[Agenda for Corporate Policy and Resources Committee on Monday, 11 July 2022, 7.00 pm - Spelthorne Borough Council](#) (item 73/22)

Application	Summary of project	Funding
Youth Hub	Support young people aged 18 – 24 – training opportunities, apprenticeship, help to get into education, workshops, work experience	£225k over 3 years 2022/23 - £25k 2023/24 - £100k 2024/25 - £100k
Bounce Back Street	Help unemployed low skilled older residents through a training programme, prepare them for the work market and help them to gain employment	£121.5k over 3 years 2022/23 - £13.5k 2023/24 - £54k 2024/25 - £54k
Business – growth	1-2-1 business advice, enhance skill set of business owners, increased business turnover, increased receipt of innovation grants	£154.7k over 3 years 2022/23 - £8.8k 2023/24 - £37.9k 2024/25 - £108k
Urban garden & food growth	'Incredible edible' network – education re food and transformation of areas into greener spaces, healthy lifestyles	£15k over 2 years 2022/23 - £13k 2023/24 - £2k 2024/25 - £0k
Climate change audit for businesses	Analysis of a business: energy usage, water usage, fuel usage and material usage – greener solution and reduced costs	£100k over 3 years 2022/23 - £30k 2023/24 - £35k 2024/25 - £35k
Upskill communities	To ensure community and voluntary groups gain confidence and are upskilled in order to	£83k over 3 years 2022/23 - £20k

to access grants	submit more successful bids to secure funding (i.e. Your Surrey fund)	2023/24 - £20k 2024/25 - £43k
Cultural kick starter Oast House consortium	Utilise the Oast House building in Staines-upon-Thames as a cultural facility, as well as a programme of community outreach in education and skills development.	£185k (£175k in year 3) 2022/23 - £10k 2023/24 - £0k 2024/25 - £175k
Cultural kick starter Community Hub	Utilise empty shopping units in Staines for youth engagement activity (skills development/cultural opportunities) and undertake outreach activities across the borough.	£105k over 3 years 2022/23 - £20k 2023/24 - £20k 2024/25 - £65k

Unfortunately, during the process, the government changed the financial goalposts which backloaded the £1m fund so that 88% of it is delivered in 2024/25.

CPRC received a further report in October 2022 where they agreed that notwithstanding the re-profiling of the receipt of monies it was still critical to deliver the original programme to the original timetable. It was therefore agreed that the business rates retention fund reserves would be used to ensure all the projects were carried forward. DLUHC were aware that this is our intention and have advised that this was acceptable.

[Agenda for Corporate Policy and Resources Committee on Monday, 10 October 2022, 7.00 pm - Spelthorne Borough Council](#) (item 112.22)

Funding approved by DLUHC

DLUHC approved the following funding:

Project	Priorities	Total	FY 22-23	FY 23-24	FY 24-25
Bounce Back Street and Youth Hub	People & Skills	£351,300	£0	£0	£351,300
Business Growth	Local Business	£154,700	£8,800	£37,900	£108,000
Urban garden and food growth	Communities & place	£14,600	£4,000	£4,000	£6,600
Climate Change Audit	Local Business	£101,600	£10,000	£17,000	£74,600
Upskill communities	Communities & place	£84,600	£7,186	£10,535	£66,879
Oast House and Cultural kick starter	Communities & place	£293,200	£10,000	£10,536	£272,664
		£1,000,000	£39,986	£79,971	£880,043

Benefits DLUHC have identified the projects will impact and deliver on are stated as interventions.

Project Name	Intervention
Bounce Back Street and Youth Hub	E33: Employment support for economically inactive people
Business Growth	E23: Strengthening local entrepreneurial ecosystems
Urban garden and food growth	E3: Creation of and improvements to local green spaces
Climate Change Audit	E29: Supporting decarbonisation & improving natural environment
Upskill communities	E11: Capacity building & infrastructure support local groups
Oast House and Cultural kick starter	E4: Enhancing existing cultural, historic & heritage institutions offer

Update on project progress by Project Managers

Bounce Back Street and Youth Hub:

Project will provide for foundation course, links young unemployed with employers, levers in apprenticeship levy to help people into work.

June 2023:

Secured tenancy on current building and leasing the shop in the Elmsleigh Centre from November paying full rent and service charge. New works coach supervisor started 1st June, another starting in the next two weeks, a third will be going from temp to perm July 23. Posts have been covered by banks and temp staff in the interim.

September 2023:

2 work coaches employed, 1 more work coach being recruited, team of volunteers providing support to work coaches, Retention jobs fare held, 'Better futures' program kick-started in conjunction with Dnata, 'I choose local scheme' launch in next few months, Jobs board for local jobs set up, bespoke 1-to-1 training for over 45s set up.

Business Growth:

Businesses will be supported with the development of Business Growth Plans and access to innovation grants. The project will lever in support from Royal Holloway University and the LEP, providing local businesses with access to RHUL's research and innovation, knowledge transfer programmes through their Enterprise Hub, and the LEPS package of free business coaching to high growth businesses, access to specialist sector support and referral pathways to Innovate UK and other programmes to support growth and innovation.

This project would be delivered in partnership with Runnymede Borough Council which will allow potential savings through economy of scale as well as cross-fertilise businesses through opportunities provided for businesses from both Boroughs to network together and share ideas.

The funding would pay for the provision of a business coaching company to provide expert advice and support for small and medium sized businesses. Each borough would be allotted 1 day a week to channel businesses for 1-to-1 mentorship and support, with multiple sessions available for each business.

There would also be £80k available per Borough to provide innovation grants between 2023 and 2025. Access to that grant would be via the business 1-1 support scheme where the operator appointed would evaluate the strength of the business applying and having carried out due diligence through checks on bank statements / Companies House etcetera, make a recommendation for an innovation grant for consideration by the relevant Borough.

June 2023:

Tender pack was released on Monday and start date is 1st September.

September 2023:

CPG awarded contract. Research phase initiated, courses being designed, course literature being developed, designing marketing literature, launch expected next month for businesses.

Urban garden and food growth:

The allocation of funds to enable Spelthorne borough council (SBC) to be an actor in the creation and adoption of a community urban garden and food growth project in association with Spelthorne based volunteer group Talking Tree.

The project would build on the existing 'Incredible Edible' network. Incredible edible is an organisation that enables communities to implement community led food growing patches, provides education as to the importance of locally grown produce and aids in transforming urban landscapes into greener, more practical spaces.

It will enable local people of all ages and abilities to volunteer and get involved in growing fresh produce right in the urban centres and community hubs of Spelthorne. The benefits of this on the local community could be profound.

The project's funds would help support the sourcing of physical infrastructure. This will primarily consist of wooden planters placed in urban centres, community centres and schools. In addition to these planters will be the equipment required to tend to the gardens such as trowels and forks, coupled with all the seeds and saplings for garden growth. Talking Tree would be the actor responsible for management of the project.

Additionally, it would support talks and events detailing the benefits of locally grown produce on the environment, economy and society. Implementation of urban community led food gardens would benefit both local communities and the continued positive evolution of urban spaces in Spelthorne. Community workshop on Tuesday the 7th of March, more information following this meeting will be available.

June 2023:

Community Group has been established, site for first urban food garden secured, site clearance starting mid-June funding will be required for planters, tools, soil and plants.

September 2023:

Project Manager changed. New project manager to join in mid-September to carry project forward.

Climate Change Audit:

The conducting of an audit of climate change impacting activities within SMEs within the borough. Working with a contractor, each business will receive a 1 to 1 meetings and site visit where energy, water, fuel and bills are reviewed to assess the usages. Recommendations will be given, and the overall data will be shared with SBC economic development team to aid in the direction of future funding activities.

June 2023:

3 contractors have been identified and met. An identical project brief has been shared with each, we are now awaiting the proposals of which will be scored against a set of criteria, to be determined.

September 2023:

Decision was made to go for a full-fledged procurement process given the value of the contract. Currently undergoing tendering process which should be completed by the end of the month.

Upskill communities:

Following initial meetings with VSNS they have initiated the process of recruiting a dedicated Fundraising and Grant Application Advisor for Spelthorne. The deadline for applications was the 12 June 2023. There was limited interest, and they are looking to extend the deadline to 3rd July to ensure they get the right candidate. It's hoped the successful candidate will be in post in the next couple of months. We are also in the process of drawing up and SLA with Legal services.

Solette Sheppardson, Chief Executive of VSNS, said of the initiative "To the best of my knowledge SBC are the only boroughs and districts that have directly shared prosperity funding with the Voluntary Sector. I would like to express my gratitude to the council for your commitment to the Sector and supporting local voluntary organisations in this way."

September 2023:

VSNS are advertised the post having not found a suitable candidate the first time around. They have had a lot more interest the second time and are in the process of conducting interviews.

Oast House and Cultural kick starter:

Oast House:

June 2023:

Following the recent local election the report looking at options for the future of the Grade II listed Oast House has been put back to a committee meeting in July and may be subsequently deferred to the subsequent meeting subject to further consultation with the Chair of CPRC.

The report sets out three options incorporating differing mixes of commercial and community-based space and seeks the permission of the committee to go out to public consultation. The intention is that the outcome of the consultation will be reported back to CPRC who would then advise on the preferred option at which stage a business case would be developed. The £10,000 SPF allocation in year 1 will be used to help pay for the consultation and consultant fees to develop the business case.

September 2023:

On the 11 September, in response to rising interest rates and significant construction inflation, the Corporate Policy & Resources Committee voted to suspend Spelthorne Borough Council's housing development programme.

The development of the grade II listed Oast House was intended to be funded in part by the wider residential development of the Kingston Road site. As such the CPRC report mentioned in June 2023 has been put on hold along with the project for the time being.

The listed building is not watertight, and investment is required in any event to ensure that it doesn't deteriorate further over the winter.

Shared Prosperity Fund (SPF) monies could potentially be re-allocated to assist with these costs; however, this would ultimately need to be approved by Members and DULHC and demonstrate how this will benefit the wider community in the long run. A commitment to use the building for the benefit of the wider community may be sufficient to satisfy this.

We are also currently exploring alternative grant funding routes to redevelop the listed building. Officers have met with Arts Council England (ACE). Whilst there are funds available for capital projects, these projects can take a number of years to come to fruition and are usually with arts organisations that have an established and demonstratable relationship with ACE already.

ACE have identified Spelthorne as a priority area and a separate SPF allocation is being used specifically to help develop the arts locally. Whilst we remain hopeful that we will be able to secure grant funding in the long run it is increasingly unlikely that this will be able to be taken forward in the time frames set out in the Shared Prosperity Fund bid (by end March 2025).

Cultural Kickstarter:

June 2023:

To get the ball rolling we met with Surrey Arts, Staines BID, and have committed a portion of funding to put on the following events. We intend to consult visitors to these events to inform the programme of activities going forward. A bottom-up rather than top-down approach to ensure we deliver artistic activities that people want to engage with:

- Following a consultation exercise with young people from the Phoenix Project £2,012 has been committed to fund an artist, Becci Kenning (Art in Transit), to work with 15 young people over two dates to create an art installation which will be displayed as part of the Surrey Youth Arts and Culture Festival referenced below. The young people taking part come from Ashford Youth Club and the theme of the installation will be about 'Where is it we are seeking to go' literally or figuratively. What 'direction' are our young people seeking? Their destinations will be part of a large colourful totem inspired signpost.
- £4,000 match funding to organise a Youth Arts event on Saturday 1 July in Staines. The festival is a partnership event in collaboration with Surrey Arts and Surrey Library Service (both part of SCC), Visit Staines (Staines BID), The Elmsleigh Centre, Spelthorne Youth Hub. I've attached the press release for the festival. The festival includes free "have a go" activities

including: Djing, Stop motion animation, Dance, Music, Art, Fashion, Textiles, Acting, Gaming, Creative Writing, Clay modelling and more. The event is supported by University of Surrey, University of Creative Arts, Pinewood Film Studios, Amazon Film Studios, CCSkills, Royal Holloway University and will also include talks by artists and authors and musicians.

In the lead up to the event Surrey Arts have also been visiting local schools to deliver assemblies to talk about the importance of art and culture and the positive health benefits they have as well as possible career paths that the arts can lead to:

<https://www.surreycc.gov.uk/culture-and-leisure/culture/festivals>

<https://www.surreycc.gov.uk/culture-and-leisure/culture/festivals/staines>

- £4,000 match funding to fund an Outdoor Theatre Season in Staines Town Centre:

https://www.visitstaines.co.uk/event_category/outdoor-theatre/

As of 6 June, the following tickets had been booked:

- A Bee Story, 29
- We All Wobble, 24
- Peter Rabbit, 32
- Wind in the Willows, 32
- Gravity and Circus Skills are non-ticketed.

Against an initial outlay of £10,012 we have drawn in match funding of £8,000.

Looking forward I'm also considering two other initiatives the first to extend dance classes for children that took part in the Specsavers Surrey Youth Games (SSYG). The SSYG adopted a new direction in 2022 with the aim of targeting the most deprived children and inactive participants, aiming to inspire a lifelong interest in sport and physical activity, hence why it now includes dance.

Funding for Craft Club outreach classes at community centres including Stanwell Events. These are also building on relationships built with the library service who will provide literacy packs at these sessions too. Proposals for both these initiatives are being prepared by my team.

September 2023:

The Summer activities proved a great success.

The Surrey Youth Arts and Culture Festival was well received. The Festival took place on Saturday 3 July. This was a partnership initiative with Surrey Arts, Staines BID, Spelthorne Youth Hub and Surrey Libraries.

Over the course of the day some 230 young people took part in a range of free activities and talks introducing them to opportunities in the creative industries.

An assessment of the event is currently being produced to help inform future initiatives. We intend to explore the possibility of repeating the event in 2024.

The Open Air Theatre season put on in partnership with Visit Staines (Staines BID) had some 900 free tickets to performances and "sold" 892. Many more people came and watched from outside the perimeter and where there was capacity, they were allowed in. Add in the non-ticketed events with Motionhouse and Patches Circus Skills and this figure is closer to 1500. The initiative has helped us to establish strong collaborative partnership with Visit Staines and we are exploring the possibility of collaborating on future arts and culture initiatives.

To this end we have agreed to contribute £2,000 towards a Christmas parade and Carol concert as part of their winter programming. These align closely with the council's and intended use of the Shared Prosperity Fund allocation aims and objectives of showcasing local arts and engaging people with them, bringing the community together and providing activities for a range of ages. This is part of a wider programme of cultural events that they are seeking funding and sponsorship for adding to the local offer. Detail of additional funding this has helped to attract will be captured in due course.

In June we reported that on the back of the success of the dance classes put on as part of Specsavers Surrey Youth Games we were considering using SPF to fund the continuation of the classes in Stanwell. This was subsequently approved.

The Dance classes can take up to 26 in each class and there are two sessions a week at Stanwell Youth Centre catering for different age groups on the same evening. The funding has enabled the project to secure additional match funding from DCMS Million Hours Fund that will enable the initiative to run throughout the year with a break for Christmas. The classes will run every week for two years.

Our new Arts and Cultural Development Manager joined the team at the start of July 2023 and has made an immediate impact.

She has been busy building links with local arts groups and partners including Shepperton Studios, Spelthorne Youth Hub, Staines BID, local arts groups and schools. She is also working towards re-establishing a Spelthorne Arts Partnership and she has implemented an arts consultation to gauge the views of residents.

The results of the arts consultation will be used to inform an arts strategy going forward as well as identifying the types of projects that communities want to see. This will in turn inform the programme of activities that we work in partnership to put on over the remaining term of the SPF funding up to March 2025.

We have also:

- engaged with Arts Council England and are in discussions with them to identify projects and secure additional funding going forward.
- Initiated talks to introduce an arts trail across the borough



The purpose of the Impact Assessment Tool is to **consider the wide range of possible impacts** that a proposed project/policy could have on environmental criteria but also encourage review **to explore opportunities to mitigate and reduce impacts if possible**.

Completing this assessment as early as possible will help to design-in environmental considerations from the outset, improving efficiency and demonstrating climate accountability.

It is not expected that all projects will have a Green RAG rating, only that all opportunities to reduce impacts are considered.

By using tool we work collectively to ensure projects and policies are **meeting Council commitments to meet net zero targets** as well as cost cutting corporate objectives.

[Please complete the following before moving to the Environment tab](#)

Project Name

Name of Officer

Date

Environmental Impacts

1. Greenhouse Gases (GHGs)

How will this proposal impact levels of GHG emissions? Consider:

- Fossil fuels used to heat homes or drive vehicles
- Methane released by livestock or waste processes
- Fertilisers or agricultural activities
- Industrial refrigeration and air-conditioning processes

[Why does this matter?](#)

a. Please specify the impact your project will have on GHGs:
Slightly reduce GHGs released

b. Will this impact last beyond the delivery phase of the policy/project?
No

c. Will this have an impact beyond the intended location of the policy/project?
No

d. Please explain why you have selected the above answers/ detail expected impacts:
Reason

2. Air Quality

How will this proposal impact the level of pollutants in the air? Consider:

- Outdoor air pollution (e.g. exhaust fumes, particles from brake and tyre erosion, burning wood, industrial activity)
- Indoor air quality (e.g. mould, damp, gases/chemicals from building materials, cooking emissions, fuel use, stoves)

[More info](#) [Why does this matter?](#)

a. Please specify the impact your project will have on air pollution:
Slightly decrease air pollutants

b. Will this impact last beyond the delivery phase of the project?
Yes

c. Will this impact air quality beyond the intended delivery location of the project?
Yes

d. Please explain why you have selected the above answers/ detail expected impacts:
Reason

3. Energy Use

What impact will this proposal have on the total amount of energy needed? This includes the energy needed to heat homes and buildings, and power machinery, vehicles, appliances or equipment. Consider:

- building design (e.g. insulation, shading, natural light)
- energy efficiency (e.g. efficient appliances, LEDs, switching to heat pumps),
- shorter in-use hours (e.g. shorter travel time, scheduled heating),
- behaviour changes (e.g. turning off lights, computers, taps).

[More info](#)

a. Please specify the impact your project will have on energy use:
Slightly increase energy use

b. Will this impact last beyond the delivery phase of the project?
No

c. Will this impact energy use beyond the delivery location of the project?
Yes

d. Does this project use fossil fuels (e.g. gas, oil, coal) or renewables (e.g. wind, solar)?
Fossil fuels

e. Please explain why you have selected the above answers/ detail expected impacts:
Reason

4. Sustainable Transport

How will this proposal support a transition from unsustainable transport (such as private petrol cars) to sustainable alternatives? Consider:

- Active travel (e.g. walking, scooting, and cycling).
- Public transport (e.g. buses and trains).
- Electric vehicles.
- Provision of vehicles and infrastructure (e.g. charging points, bike racks, cycle lanes, pedestrian crossings)

[More info](#)

a. Please specify the impact your project will have on sustainable transport:
Significantly encourage the use of sustainable transport

b. Will this impact last beyond the delivery phase of the project?
No

c. Will this impact sustainable transport beyond the delivery location of the project?
Yes

d. Please explain why you have selected the above answers/ detail expected impacts:
sd

5. Biodiversity and Healthy Ecosystems

How will this proposal impact plants, animals and microorganisms in the district? Consider:

- A range of habitats (e.g. woodland, grassland, ponds, living walls, green roofs, gardens)
- Protecting key species (e.g. doing bat surveys before approving a project or event)
- Soil and waterway health (e.g. low levels of pollutants, construction and sewerage discharges, use of pesticides)

a. Please specify the impact your project will have on biodiversity:
Significantly reduce biodiversity by reducing or replacing existing habitat(s)

b. Will this impact last beyond the delivery phase of the project?
No

c. Will this impact biodiversity beyond the intended delivery location of the project?
No

d. Please explain why you have selected the above answers/ detail expected impacts:
Reason

6. Climate Change Adaptation

How will the proposal impact our ability to withstand future climate change impacts, such as heat waves, cold, drought, flooding, and water shortages. Climate change adaptation includes:

- physical infrastructure (e.g. flood defences, shading),
- natural measures (e.g. green roofs and reforestation),
- financial support (e.g. for housing retrofit), and behaviour change (e.g. conserving water and using less energy).

[More info](#)

a. Please specify the impact your project will have on adaptation to climate change:
Slightly decrease adaptation

b. Will this impact last beyond the delivery phase of the project?
Yes

c. Will this impact adaptation beyond the delivery location of the project?
Yes

d. Please explain why you have selected the above answers/ detail expected impacts:
1991

Need Help?

The greenhouse gases are (a) Carbon Dioxide, released when fossil fuels (coal, gas, oil) are burnt, (b) Methane, primarily released by livestock and waste processes, (c) Nitrous Oxide, primarily comes from fertilisers for agriculture, (d) Fluorinated Gases, produced by industrial refrigeration and air-conditioning processes. High levels of these gases have led to the greenhouse effect, causing average temperatures to rise and the climate to change.

Does your project relate to or involve any of the following?

Likely to reduce GHG emissions:

- Improving insulation in buildings
- Replacing gas/oil boilers with air-source heat pumps
- Encouraging public transport, walking, cycling
- Reducing the amount of waste produced
- Reducing use of petrol or diesel vehicles

Likely to increase GHG emissions:

- Construction
- Road closures with detours increase travel time
- Temporary relocation of a service (if further away)
- Increase in energy use of a building
- Replacing grassland/woodland with agriculture

Need Help?

This factor refers to the level of pollutants in the air, such as particulate matter, carbon monoxide, ozone, nitrogen dioxide and sulphur dioxide. As traffic is the main cause of air pollution in the UK, particular consideration should be given to whether this project/policy will increase the length or number of car journeys, either permanently or temporarily.

Does your project relate to or involve any of the following?

Likely to reduce air pollutants:

- Removing fossil fuel fires and stoves (i.e. log burners)
- Reducing use of petrol or diesel vehicles
- Improving ventilation in buildings

Likely to increase air pollutants:

- Road closures which increase standing (idling) traffic
- New industrial or construction sites
- Increasing the amount of vehicles on roads

Need Help?

This is about the impact your project/policy will have on the total amount of energy needed and used to power our lives. Reducing our energy demand is an important step towards meeting our climate targets and includes the energy to heat homes and buildings, power machinery and vehicles, and use appliances or equipment.

Does your project relate to any of the following?

Likely to reduce energy use:

- Installing LED lighting
- Behaviour change - switching off equipment
- Renewable energy generation
- Improving insulation of buildings

Likely to increase energy use:

- Opening a new service, such as a cafe
- Extending service opening hours
- New machinery
- Increasing room temperature with gas heating

Need Help?

This factor is about whether this project or policy will support a transition from unsustainable transport to sustainable alternatives. It can also include preparing for future changes in travel such as locating services within a 15-minute walking or cycling radius or adding wiring for EV chargers in new-builds.

Does your project relate to or involve any of the following?

Likely to encourage sustainable transport:

- Moving services closer to communities
- Increasing public transport options
- Improving cycling and walking infrastructure
- Installing cycle racks or offering bike repairs

Likely to discourage sustainable transport:

- Reducing bus services
- New diesel fleet vehicles
- Improving access to car parks
- Closing cycle paths

Need Help?

This factor is about the impact your project/policy might have on the plants, animals, fungi and microorganisms in the district. Impacts can be direct (e.g. a new development being built on natural land, converting fields to grassland or putting up bird and bat boxes) or indirect (e.g. increased noise and light pollution, rubbish being left behind after an outdoor event, or fertiliser run-off into rivers).

Does your project relate to any of the following?

Likely to have positive impacts:

- Wildflower meadows
- Adding bird/bat boxes or creating ponds
- Litter picking
- Creating hedgerows or planting trees

Likely to have negative impacts:

- Increasing noise or artificial light levels
- Outdoor events in the short term
- Increasing fertiliser, pesticide or other chemical use
- Reducing green space or interrupting a wildlife corridor

Need Help?

A project or policy can also encourage maladaptation if it does not consider future climate impacts or increases future risk of climate impacts (e.g. a new highly-glazed, energy intensive building risks occupants overheating, or building on flood plains).

Does your project relate to any of the following?

Likely to have positive impacts:

- Flood defences
- Artificial and natural shading
- Natural flood management (SuDS and trees)
- Insulating buildings
- Awareness campaigns

Likely to have negative impacts:

- New fossil fuel heating (gas boilers, oil boilers)
- Infrastructure on flood plains
- Increasing energy demand (heating or electricity)
- Removal of natural cooling (e.g. shading trees)

Social Impacts

1. Food

How will this proposal support access to healthy and affordable food? Consider:

- physical access (e.g. how close to allotments, supermarkets, markets, restaurants people are)
- financial access (i.e. whether food is affordable to people)

More info Why does this matter?

A. Please specify the impact your project will have on food:

Specifically promote healthy and/or affordable food

B. Will this impact last beyond the delivery phase of the project?

No

C. Will there be an impact on food beyond the delivery location of the project?

Yes

D. Briefly explain why you chose these options:

2. Health & Wellbeing

How will this proposal provide equal chances for people to live a healthy life and impact mental and physical health?

Consider:

- access to services
- quality of housing
- air pollution

More info

a. Please specify the impact your project will have on health:

Not applicable/No impact

b. Will this impact last beyond the delivery phase of the project?

No

c. Will this impact on health and wellbeing beyond the delivery location?

Yes

d. Briefly explain why you chose these options:

3. Built Community

How will the project impact physical space and affect the health and wellbeing and sense of place in local communities?

Consider:

- links to other places (e.g. cycle paths, roads, bus stops)
- green spaces (e.g. parks, trees, gardens)
- spaces to meet (e.g. parks, community halls, allotments)

More info

a. Please specify the impact your project will have on the built community:

Not applicable/No impact

b. Will this impact last beyond the delivery phase of the project?

Yes

c. Will this impact on built community beyond the delivery location of the project?

Yes

d. Briefly explain why you chose these options:

4. Cultural Community

What impact will this proposal have on the social and cultural resources of our communities? Consider:

- direct provision of services
- supporting residents or local groups (e.g. events, opportunities to meet and develop networks)
- cultural activities (e.g. cinema, museums, galleries, libraries, leisure)

More info

a. Please specify the impact your project will have on culture:

Slightly reduce social or cultural resources or support

b. Will this impact last beyond the delivery phase of the project?

Yes

c. Will this impact on social and cultural resources beyond the delivery location?

Yes

d. Briefly explain why you chose these options:

5. Accessibility

How will this proposal improve access or present barriers to access? Consider:

- physical barriers (e.g. access for disabled people, lack of safe routes or transport options)
- digital barriers (e.g. broadband connection, online skills)
- social barriers (e.g. location, language)
- financial barriers (e.g. costs are too high)

More info

a. Please specify the impact your project will have on accessibility:

Risk of some barriers to access

b. Will this impact last beyond the delivery phase of the project?

No

c. Will this impact accessibility beyond the delivery location of the project?

No

d. Briefly explain why you chose these options:

6. Equity

How will this proposal ensure fair and just treatment of all members of the community? Consider whether this project/policy will have an impact on any group based on the following protected characteristics:

- age, race, religion, disability, pregnancy/treatments
- gender, sex, and sexual orientation

a. Please specify the impact your project will have on equity:

Some groups differentially impacted

b. Will this impact last beyond the delivery phase of the project?

Yes

c. Will this impact equity beyond the delivery location?

No

d. Briefly explain why you chose these options:

Need Help?

Access to healthy and varied food is key for health. Local food grown in sustainable ways is key for the environment. Issues such as 'food deserts', access to food banks or community fridges, redistribution of food, and the ability to grow one's own food are considered here

Does your project relate to or involve any of the following?

Likely to promote access: **Likely to impede access:**

- A community food bank
- An affordable restaurant in a local car
- A new supermarket near local centre
- Subsidised meals
- Increased food costs
- Shop closures
- Changing agricultural land or allotments to houses

Need Help?

Health and wellbeing is about providing an equal chance for people to live a healthy life and supporting factors that positively impact on mental and physical health. Factors impacting health could be: access to services, quality of housing, air

Does your project relate to any of the following?

Likely to improve health & wellbeing: **Likely to impede health & wellbeing:**

- New medical centre or service
- Improved access to cycle infrastructure
- Housing stock repairs
- Access to green spaces
- Closing a leisure centre
- Persistent noise disturbances
- Relocating/closing a social service
- Increased traffic

Need Help?

This is about the impact your project/policy might have on the physical space which influences the health and wellbeing and sense of place in local communities. A well-designed community has good links to other places which can be accessed

Does your project relate to any of the following?

Likely to have a positive impact **Likely to have a negative impact**

- Improving access to green spaces
- New walkways or cycle paths
- Improved bus services
- Improving community buildings
- Closing a leisure centre
- Closing community centres
- Roadworks

Need Help?

This is about the impact your project/policy might have on the social and cultural resources of communities. This includes: direct provision of services; access to funding (e.g. crowd funding initiatives, crowdfunding); supporting residents or local groups and cultural activities. Social and cultural resources encourage inclusion and community empowerment and can include commercial and community-led activities. Impacts affecting community could be either long-term or temporary.

Does your project relate to any of the following?

Likely to have a positive impact **Likely to have a negative impact**

- A community event
- Raising awareness of available resources
- Closing of a community space
- Reduced opening hours of a community/cultural space

Need Help?

This is about whether your project/policy improves opportunities for access or if it presents any barriers to access. Barriers to access can increase isolation, loneliness, and negatively impact wellbeing

Does your project relate to any of the following?

Likely to improve access: **Likely to reduce access:**

- Location accessible on foot, by bus, and by car
- Forms available online and in person
- Making recordings available where appropriate
- Resources in multiple languages
- Availability of an interpreter
- Location only accessible by car
- Forms only available online, or only in person
- Increasing costs (subscription, fees, fares etc.)
- Use of PDF's for information

Need Help?

Equity is the fair and just treatment of all members of a community, with a particular focus on support for groups who have historically suffered discrimination. It is important to reduce the risk of discrimination through safeguards and ensure equal opportunity resulting from a project/policy

We use community impact assessments so that we can:

- take into account the needs, experiences and circumstances of those groups of people who use (or don't or can't) use our services
- identify any inequalities people may experience
- think about the other ways in which we can deliver our services which will not lead to inequalities
- develop better policy making, procedures and services

