



Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707177
DX: 32722 Camberley
Web Site: www.surreyheath.gov.uk

Department: Democratic Services
Division: Corporate
Please ask for: Katharine Simpson
Direct Tel: 01276 707157
E-Mail: democratic.services@surreyheath.gov.uk

To: The Members of the **Thames Basin Heaths Joint Strategic Partnership Board**

Dear Councillor,

A meeting of the **Thames Basin Heaths Joint Strategic Partnership Board** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Friday, 20 April 2018 at 10.30 am**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

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| 1 Apologies for Absence | |
| 2 Minutes of Previous Meeting | 1 - 6 |
| To receive the minutes of the meeting of the Thames Basin Heath Joint Strategic Partnership held on 7 December 2017. | |
| 3 Investment Strategy Working Group Update | 7 - 8 |
| To consider a report setting out a proposed way forward for the development of an investment strategy for the Thames Basin Heath Strategic Partnership. | |
| 4 Wealdon Judgement: Natural England Response and Future Advice | |
| To receive a presentation on the response from Natural England on the outcomes of the Wealdon Judgment. | |
| 5 Natural England's Response to Local Plans and Sustainable Alternative Natural Green Space (SANGS) Availability and Advice | |
| To receive a presentation from Natural England on Local Plans, advice on the availability of SANGS and improvements to the A3/M25. | |

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| 6 | Strategic Access Management and Monitoring Project Update | 9 - 24 |
| | To receive an update on the Strategic Access Management and Monitoring project. | |
| 7 | Financial Report | 25 - 32 |
| | To receive a report providing an update on the financial position of the Thames Basin Heaths Strategic Access Management and Monitoring (SAMM) project. | |
| 8 | Any Other Business | |
| | <ul style="list-style-type: none">• Planning Delivery Fund Grant | |
| 9 | Date of Next Meeting | |

**Thames Basin Heaths Joint Strategic Partnership Board
7 December 2017**

Present:

Members:

| | |
|----------------------------|---|
| Councillor Moira Gibson | Surrey Heath Borough Council (Chairman) |
| Councillor Brian Adams | Waverley Borough Council |
| Councillor Graham Chrystie | Woking Borough Council |
| Councillor Jonathan Glen | Hampshire County Council |
| Councillor Mike Goodman | Surrey County Council |
| Councillor David Hilton | Royal Borough of Windsor & Maidenhead |
| Councillor Gail Kingerley | Runnymede Borough Council |
| Councillor James Radley | Hart Borough Council |
| Councillor Angus Ross | Wokingham Borough Council |
| Councillor Martin Tennant | Rushmoor Borough Council |
| Councillor Chris Turrell | Bracknell Forest Council |

Advisory Board Members:

| | |
|-----------------|------------------------------------|
| Ken Anckorn | Surrey Wildlife Trust |
| Katie Breach | Natural England |
| Ann Conquest | Natural England |
| Jennifer Wadham | Hampshire County Council (Finance) |

Officers:

| | |
|----------------|------------------------------|
| Julie Gil | Bracknell Forest Council |
| Louise Piper | Rushmoor Borough Council |
| Paul Druce | Surrey County Council |
| Jane Ireland | Surrey Heath Borough Council |
| Andy Glencross | Wokingham Borough Council |

Apologies:

| | |
|-------------------------------|---------------------------|
| Councillor Richard Billington | Guildford Borough Council |
| Councillor Karen Randolph | Elmbridge Borough Council |
| Marc Turner | Natural England |

1 Minutes of Last Meeting and Matters Arising

RESOLVED that the minutes of the meeting of the Thames Basin Heath Joint Strategic Partnership Board be agreed as a correct record subject to the following amendments:

Minute 7 Paragraph 1

The paragraph's final sentence be amended to read 'However, at least three authorities (Mole Valley, West Berkshire and Basingstoke and Dead) were potentially looking at housing within the SPA's buffer zone.'

Minute 7 Paragraph 2

The paragraph's first sentence be amended to read 'Any housing development within an SPA buffer zone should generate SAMP contributions.'

2 Strategic Access Management and Monitoring Project Update

The Board considered a report providing an update on the Strategic Access Management and Monitoring (SAMM) Project. The report summarised the project's activities and achievements since the Board's last meeting and included updates on: staffing and recruitment, warden activity, SANG Visitor Surveys, access to SPA land, educational work and monitoring activities.

Staffing

It was reported that at the end of August 2017 two year round wardens had taken up posts elsewhere. A recruitment exercise had successfully filled one vacancy and the second vacancy had been backfilled by extending the contract of one seasonal warden for the remainder of the winter season. A second recruitment exercise to fill this post would run concurrently with the recruitment of seasonal wardens early in 2018.

Education was considered a key contributory factor to the SPA's success and it had been proposed that a full time education officer be appointed to provide additional support to the existing Education and Communication Co-ordinator and enable the expansion of the SAMM educational programme. It was expected that the Education Officer would receive a salary in the region of £30,000 and, if the post was approved, the recruitment process would start in July 2018.

SANG Visitor Surveys

Wardens continued to monitor visitor awareness of the SPA. To facilitate the collection and analysis of data and information gathered from visitor surveys six tablet devices had been purchased and work was underway to develop the 2018 visitor surveys.

Access to SPA Land

New access agreements with Surrey Heath Borough Council, Surrey Wildlife Trust and Horsell Common Preservation Society had been signed. The new agreements extended access arrangements for the full lifetime of the Natural England hosting period and meant that all access agreements were now aligned with the same end date.

Work to negotiate an access agreement with the Ministry of Defence had progressed well. The draft agreement was aligned with national objectives and agreements and was expected to be signed on the 9th January 2018.

Communications, Promotions and Events

Work to review and expand the content of the Thames Basin Heaths Partnership website was underway. Additional content including a calendar of events, downloadable resources and links to the volunteering pages of partner websites would be available from early 2018.

The Greenspace on Your Doorstep booklet continued to be popular and a new print run of 2000 booklets had been delivered for distribution and work was underway to review and update its content.

The 2016 Guided Walks Trial was expanded successfully to include walks in Riverside Nature Reserve, Larks Hill, Chantry Wood, Buckhurst Meadows and Brookwood Country Park. Social media had been actively used during Keep Britain Tidy's Love Parks week promote sites across the Thames Basin Heath area.

The Communication and Education Officer had led three school visits for primary schools in the Crowthorne area. The pupils had participated in an interactive classroom session and had then been taken on a field trip to learn about the heathland habitat and the species that it supported. The visits had been well received and it was hoped that these visits would continue.

SANGS Monitoring

In order to better understand visitor numbers so that promotion and monitoring work could be improved it was requested that all local authorities reintroduce the practice of recording SANGS data for their own areas. The SANG Project Manager would then collate the information gathered into a single annual report on the Strategy. If the proposal was approved, local authority officers would be formally tasked with collecting this data at a meeting in early January 2018. The data collected would then be used to inform the SAMM project of any new summer SANG surveys that needed to be carried out and allow for more accurate budgeting.

Arising from Members' questions and comments the following points were noted:

- It was requested that future reports set out warden activity by site.
- Commercial dog walkers using the SPA was a growing concern and wardens were working to build up relationships with this group and private individuals walking large numbers of dogs to encourage responsible dog ownership
- Wardens currently engaged informally with visitors to the SAPA however work was taking place to improve the quality of these interactions.
- The Partnership was supportive of the desire to increase the educational remit of the SAMM project however it was agreed that more detail of the proposed new Education Officer post was required before a formal decision could be made on whether to proceed with the appointment.
- It was agreed that an update on the impact of digital marketing and awareness raising activities would be provided at the Board's next meeting.

RESOLVED that;

- i. The contents of the Strategic Access Management and Monitoring project report be noted.
- ii. The SANGS data collection exercise, as set out in the report's annex, be approved.
- iii. A decision on the recruitment of an Education Officer be deferred to the Board's next meeting to enable more information about the post's terms of reference and governance arrangements to be provided.

3 Proposed M25/M3 Wisley Interchange Improvements

The Board was given an update on Highway England's proposals to improve the M3/M25 road interchange at Wisley.

It was reported that Highway England's preferred option was Option 14: an elongated roundabout with dedicated left turn lanes, and this would form part of the public consultation period that would commence in early 2018. Once the consultation period had closed the final proposals would be submitted to the Planning Inspectorate for approval for a decision in 2019. It was expected that, if approved, construction would start in 2020 and take approximately 24 months.

Natural England would be participating fully in the next stage of the planning process when all the necessary and detailed mitigation work and enhancement measures that would be required would be considered. It was agreed that Natural England would be asked to share their response to the consultation with the Board.

If approved Option 14 would result in the loss of 8 hectares of SPA land. In addition it was expected that there would be an impact on local air quality however this could be offset by the improved traffic flow.

It was acknowledged that whilst the improvements would help in the short term, modelling had shown that the interchange would reach capacity by approximately 2030.

RESOLVED that:

- i. the M3/M25 Interchange improvements be added as a standing agenda item to future meetings of the Joint Strategic Partnership Board.
- ii. Natural England be asked to share their response to the consultation with the Board

4 Financial Report

The Joint Strategic Partnership Board considered a report setting out the financial position of the Thames Basin Heaths Strategic Access Management and Monitoring project. The report included details of the project's current financial position as well as a projected financial position for the three years to 31 March 2020.

It was reported that as at 31 March 2017, the Endowment Fund stood at £4.387million and a further £797,868 was held in the maintenance fund to pay for project expenditure. It was projected that a further £2.057million would be added to the Endowment Account during the 2017/18 financial year giving an anticipated year-end total of £6.444million.

The Board was informed that the projected income for the 2017/18 financial year was significantly higher than had been predicted at the Board's previous meeting, £2.939million compared to £1.614million, due to increased income projections for Hart District Council and Woking Borough Councils.

The projected costs had increased by £4,000 to £451,000 since the previous outturn. This increase included a £20,000 increase in staffing costs caused by pay inflation, additional staff training and an increase in rent following the move to new office premises.

The Board noted the report and congratulated Natural England for consistently managing to stay within their budget whilst meeting the Committee's expectations.

5 Investment

The Board held a discussion on the best way to develop an investment strategy to ensure that the best returns were obtained from the money held by the Partnership.

It was acknowledged that the Committee would need to obtain independent financial advice before any investment decisions were made. It would also be necessary to develop both short and long term investment objectives and parameters to ensure that a coherent investment strategy was maintained. It was agreed that a small working party would draft short and long term investment objectives and these would be circulated to members for approval before the Board's next meeting.

RESOLVED that:

- i. The Local Government Association be approached for advice on the most appropriate procedure to follow in order to obtain independent financial advice.
- ii. Councillor Glen, Councillor Goodman and Councillor Hilton to meet with Jennifer Wadham to develop draft investment objectives.

6 Any Other Business

Wealdon Judgment

The Group expressed disappointment at the lack of information from Natural England concerning the recent Wealdon Judgement.

In view of the fact that a number of the local authorities would be submitting their Local Plans to the Planning Inspectorate in the first half of 2018 and the judgment could have implications for these plans it was agreed that a preliminary briefing would be sought from Natural England on the matter as a matter of urgency and a full report would be requested for the Board's next meeting.

Local Plans

It was reported that during Local Plan consultation periods, Natural England had been submitting objections based on local authorities being unable to demonstrate sufficient SANGS for a ten to fifteen year period. This stance was at odds with recent rulings from the Planning Inspectorate which took the view that a lack of identified SANG capacity should not be considered as being a showstopper. It was agreed that Natural England would be asked to provide an update on their approach to Local Plans and future provision of SANGs at the Board's next meeting.

7 Date of Next Meeting

It was agreed that the next meeting of the Thames Basin Heaths Joint Strategic Partnership Board would take place in February 2018.

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|------------------------|---|
| Decision Maker: | Thames Basin Heaths Joint Strategic Partnership Board |
| Date: | 20 April 2018 |
| Title: | Thames Basin Heaths Financial Statement |
| Report From: | Investment Strategy Steering Group |

Contact name: Councillor Glen, Councillor Goodman, Councillor Hilton

jonathan.glen@hants.gov.uk

Tel: **Email:** mike.goodman@surreycc.gov.uk

cllr.hilton@rbwm.gov.uk

1. Recommendations

It is recommended that:

- 1.1 The Joint Strategic Partnership Board (JSPB) approves the investment objectives as set out in section 4 of this report.

2. Executive Summary

- 2.1. The purpose of this report is to set out the principles for investing the funds held within the Endowment Fund of the Thames Basin Heaths. Those investment objectives can then be discussed with an Independent Financial Advisor to develop an investment strategy, which will be brought back to the JSPB for further approval.
- 2.2. The proposed investment objectives are set out in section 4 of this report.

3. Background and Context

- 3.1. Tariff income for the Thames Basin Heaths is collected from developers by the Local Planning Authorities (LPAs) and passed to the Administrative Body. This tariff income is used to fund current project expenditure (the Maintenance Account) and to accumulate sufficient balances to fund future project expenditure and the cost of long term maintenance and protection of the SPA (the Endowment Account).
- 3.2. As at the 31st March 2017, the balance held within the Endowment Account was £4.387m, and is anticipated to increase to £6.831m at the end of March 2018. The account is currently receiving interest at a rate of 0.25% per annum.
- 3.3. Under the terms of the SAMM agreement (section 5.3) the JSPB is given responsibility to review the value and performance of the Endowment Fund on a regular basis and

provide direction to the Administrative Body as to when, how and from whom the services of an Independent Financial Advisor are to be procured.

- 3.4. At the JSPB meeting on 7th December 2017, it was agreed that a small working group comprising of Councillor Glen, Councillor Goodman and Councillor Hilton would meet to develop draft short and long term investment objectives, for approval by the JSPB.
- 3.5. Those objectives could then be discussed with an independent financial advisor (IFA), who would be asked to advise on a recommended mix of investment types and specific funds that would meet the requirements.
- 3.6. This investment strategy would then be put before the JSPB for final approval.

4. Proposed investment objectives

- 4.1. The working group met on 26th January and agreed the following draft investment objectives be proposed to the JSPB for approval:
 - 1) Approximately £1million should be kept in cash in the Maintenance Account, to fund projected expenditure for a period of two years.¹
 - 2) The primary aim would be to generate income, rather than capital growth.
 - 3) The investment should have the lowest risk possible.
 - 4) A target rate of return on investment should be calculated using the current balance held within the Endowment Account, plus a reasonable assumption of the future income (as provided by the Partners) to give a target percentage rate of return required to meet projected costs in perpetuity.
 - 5) The IFA would be asked to advise on a recommended mix of investment types anticipated to meet that target rate of return at the lowest risk, and specific funds that would meet these requirements.
 - 6) The JSPB should acknowledge that the target rate of return will vary, depending on actual income and expenditure, and that the target percentage rate of return may not be achieved. In either of those circumstances it would be necessary to review and revise the investment strategy, and/or to review and revise the planned expenditure accordingly.

¹ This is to minimise the risk as far as possible of being forced to sell investments to fund ongoing expenditure at an unfavourable rate and potentially incurring exit costs. It would also allow for longer term investments to be made.

THAMES BASIN HEATHS
JOINT STRATEGIC PARTNERSHIP BOARD

Date: 28th March 2018

Subject: SAMM Project update

Report of: Strategic Access Management and Monitoring (SAMM) Project

Recommendations:

- To NOTE the contents of the report on SAMM project activity
- To APPROVE the recruitment of an education officer in August 2018

Purpose of the Report:

To provide the JSPB with an update on SAMM project activity since the last meeting in December 2017.

Summary

This paper sets out for Members the SAMM project's activities and achievements since the last meeting in December 2017.

1. SAMM project staffing and recruitment

Seasonal wardens

- 1.1 After a successful recruitment program involving 12 interviews, 7 new seasonal wardens started with the SAMM project on 1st March making up a total of 6 FTE between them. The team has been working hard together to familiarize the new wardens with the role and the sites over the last month.

<https://www.facebook.com/thamesbasinheathspartnership/posts/704295096361292>

Year round wardens

- 1.2 The post for the vacancy for a fixed term appointment was advertised and 4 candidates were interviewed. None of the candidates achieved the criteria necessary for the role, so this post was offered as an additional short term (STA) contract. Unfortunately one of the STA candidates was unable to start with the project on their first day. The post has been partially backfilled by one of the year-round wardens increasing their hours to full time, but there remains a 0.5FTE shortfall which will be recruited as soon as is practicable.
- 1.3 In July 2018 the SAMM project would like to appoint a full time education officer to support the existing education and communication coordinator to deliver more school visits. The project would like to extend the provision of educational sessions to school children on the species that live on heathland, the important features of the habitat, and threats to the Annex 1 bird species from humans. This fits in well with the Year 6 curriculum of food

chains and habitats and extends the pilot project which was very well received by schools participating in the pilot project taken over from BBOWT. Children are our future and messages around behavior change are well received if children are engaged in the first instance and the messages are then readily accepted by older family members. The associated costs of a recruitment are set out in the project bid. The appointment of an education officer will also allow the project to maximize the opportunity of the space available at Heather Farm to provide education to non-school groups. Approval is sought from the JSPB board for a recruitment in summer 2018.

2. Wardening and Delivery

2.1 The project currently provides a warden service on the SPA seven days a week from 07.30 to 19:00 (daylight hours permitting).

SPA Wardening

2.2 The updated warden output for the project for 2017/18 is set out below. The following tables set out the number of hours of warden activity delivered on the SPA during the period November 2017- February 2018

| | | |
|----------|----------------------------|--------|
| November | Total hours wardened | 314.25 |
| | Number of interactions | 681 |
| | Number already spoken to | 240 |
| | Leaflets handed out | 716 |
| | Number of Dogs | 543 |
| | Number of Dog Walkers (5+) | 10 |
| | Average spoken to | 35.24% |

| | | |
|----------|----------------------------|--------|
| December | Total hours wardened | 248.75 |
| | Number of interactions | 481 |
| | Number already spoken to | 250 |
| | Leaflets handed out | 388 |
| | Number of Dogs | 260 |
| | Number of Dog Walkers (5+) | 7 |
| | Average spoken to | 51.98% |

| | | |
|---------|----------------------------|--------|
| January | Total hours wardened | 135 |
| | Number of interactions | 282 |
| | Number already spoken to | 112 |
| | Leaflets handed out | 243 |
| | Number of Dogs | 211 |
| | Number of Dog Walkers (5+) | 4 |
| | Average spoken to | 39.72% |

| | | |
|----------|----------------------------|--------|
| February | Total hours wardened | 175.25 |
| | Number of interactions | 319 |
| | Number already spoken to | 82 |
| | Leaflets handed out | 400 |
| | Number of Dogs | 265 |
| | Number of Dog Walkers (5+) | 6 |
| | Average spoken to | 29.33% |

2.3 The tables above show the total of hours wardened, the number of interactions undertaken during those hours, the number of people already spoken to, the number of leaflets handed out, the number of dogs with the people/groups spoken to, and the number of dog walkers with five or more dogs. The number of people already spoken to, and the percentage of total interactions which were with people already spoken to provide an indication of how many site users have been made aware of site sensitivities through previous interactions with the warden team.

2.4 The number of hours wardened reduces during the winter months due to several factors: More partnership working is undertaken, days are shorter and colder, SANG surveys are undertaken and preparation for the summer season is completed.

- 2.5 The level of interactions is expected to be lower during the autumn/winter than in the spring and summer due to the sites being quieter, and there being fewer sensitivities on the SPA during this period. The number of leaflets handed out is also lower than in the spring and summer, as the majority of our literature relates to the ground nesting bird sensitivities on the SPA, which is less relevant outside the bird breeding season.
- 2.6 Individuals with large numbers of dogs are likely to be commercial dog walkers, which are considered to be a growing problem on the Special Protection Area (SPA), so their numbers are included above.
- 2.7 The “number of people already spoken to” figure provides the project with an indication of the level of saturation that has been achieved. In 2017 (Jan-Dec) the average percentage of people on the SPA who have been previously made aware of the project, and its key messages, is 38.3%, with this figure rising to an average of 40.3% of people during the sensitive period.
- 2.8 The tables also show the number of dogs walked by the people spoken to by wardens: This was, on average, around 1 dog per interaction (although an interaction may be a group rather than an individual). The number of dog walkers with five or more dogs provides a suggested level of commercial dog walkers interacted with, although some will be individuals who just own a large number of dogs. The highest number in any single month in 2017 was August when 52 dog walkers with 5 or more dogs were spoken to. (However it is feasible that these could be the same people spoken to twice)
- 2.9 To summarise, during 2017 the project delivered 5978 hours of wardening on the SPA, handed out 9824 pieces of literature and spoke to 11,741 people or groups who had 11,587 dogs.

SANGs Visitor Surveys

- 2.10 A new methodology was recommended by Footprint Ecology to undertake the 2017 winter SANG surveys using an app called SNAP, hosted on iPads. The recommendation was that this would facilitate easier and more accurate data collection, be user friendly and remove the need for data to be transferred from paper to digital form once the surveys had been completed, hence being more efficient and removing error due to multiple data handling. This recommendation was taken forward and 6 i-Pad devices were purchased in December 2017 to facilitate this.
- 2.11 The team took the iPad survey methodology and questions that had been used last year by the Urban Heaths Partnership in Dorset and re-formatted the survey to suit our sites. The survey changed from our previous year’s format: free form answers were replaced with tick boxes making the survey easier to answer and analyse and questions were reformatted. The running order was also changed so that the survey flowed as a conversation with site users and ensure that it was around 5 minutes in length. Then Footprint Ecology set up the software for the survey, which was then rolled out to the wardening team in the second week of January.

2.12 The team and the public found the survey very user friendly and also much more efficient at collecting the data than in previous years. Despite the late start to the survey season due to the delay in procuring iPads, getting the survey set up, and very inclement winter weather, the team completed 7 full SANG surveys (18 hours on each) in 8 weeks before the sensitive period began in March.

2. Access to SPA



3.1 On Tuesday 9th March Lieutenant Colonel Dickie Bishop – Commander Service Delivery Training South East. (Comd SD Trg SE) and Natural England Area Manager Andy Smith signed the agreement to allow the SAMM project wardens access to the military training estate on the TBH SPA. The agreement is the first of its kind nationally and Defence Infrastructure colleagues and the SAMM team are working effectively together to implement this on the ground. This will allow the team to engage with users of over 50% of the SPA so is a groundbreaking and very exciting development.

3.2 To facilitate this, the SAMM wardens attended a training safety brief on 9th March hosted at the Pirbright training centre by Mark Sumner, Access & Recreation Advisor (Environmental Support & Compliance Team) with the Defence Infrastructure Organisation (DIO). We had a safety brief by Tom Greely, Senior Training Safety Marshal, and Lieutenant Colonel Mark Ludlow – Training Safety Officer (Security and Access) South East (TSO(S&A)SE) briefed us on the issues and challenges that the DIO face in undertaking military training on the sites locally, given their proximity to an expanding population. Sarah Jupp, Ecologist DIO Environmental Support gave us an insight into the challenges of combining military training with ecological, access and site management considerations given the huge amount of very special wildlife that the MoD sites support.

- 3.3 The SAMM project manager, Ann Conquest is meeting with the Crown Estate in conjunction with Des Sussex from NE on to discuss with them the possibility of SAMM wardens accessing Crown estate land as part of a wider land management agreement with NE on 9th April.
- 3.4 The SAMM wardens have worked in conjunction with site managers throughout late February and March to place new signs up across a large proportion of sites on the SPA, including MoD sites.

4 Communications, Promotion and Events

- 4.1 The Thames Basin Heaths Partnership website can be accessed at www.tbhpartnership.org.uk and continues to receive positive feedback. We are currently reviewing the website and additions to content are being finalized, to include a calendar of events, downloadable resources and links to partner websites as well as a dedicated page for our Heathland Hounds initiative.
- 4.2 Our Communication and education officer is in the final stages of producing a new leaflet for the project, planned to be going to press just after Easter. This has been produced in consultation with our AMMP members, who have provided valuable feedback.
- 4.3 Our 'Heathland Hounds' project continues to grow, with a leaflet promoting the group being produced late last year and more focused pit stops, including joint pit stops with local Guildford dog warden Pete Burnage, which were very well received by the public. <https://www.facebook.com/groups/HeathlandHounds/permalink/950153261799633/>
- 4.4 The project has been developing links with the South Downs National Park initiative, Take the Lead Campaign, to share ideas, tools and best practice to maximize public engagement opportunities. The project manager, Comms officer and Heathland Hounds lead all visited the South Downs partnership on 24th January to explore how we can share resources. This will result in direct cost savings and maximize the effectiveness of the SAMM project.

- 4.5 We ran themed pitstops on over the Christmas period : wreath making at Chobham and Wisley, offering a perfect opportunity to engage with site users in an informal way and spreading our messages whilst having a bit of fun and spreading some Christmas cheer.



- 4.6 Our team also been visiting and updating the SANG database we hold in order to promote SANGs effectively. We have produced several Facebook posts, including this one for Bramshot Farm, Hart's newly opened SANG <https://www.facebook.com/thamesbasinheathspartnership/posts/679928935464575> which had over 7000 hits, due to being shared on local community social media sites. This contributed in a doubling of visitors to the page according to the people counter from around 500 to 1000 per week for 6 weeks following the post. A small informal survey conducted on

site revealed that more than half of the visitors spoken to had heard of the new SANG through this social media promotion. Other users cited seeing the brown signs on their way to nearby sites such as Fleet Pond and finding out through word of mouth.

- 4.7 We also have other positive feedback on our Website and Facebook presence. For instance, users cite that they have found the sites due to seeing articles online, often quoting the message that they chose to come following this information. A user of Chobham Water Meadows had seen that this was a place where she could walk which was less sensitive for ground nesting birds; a user at Ether Hill SANG had found it through a social media post. Many users also give feedback that they have tried other sites in the Greenspace on Your Doorstep leaflet or say they have come to pitstops through our social media promotion of them.
- 4.8 We had a very successful evening to thank the TBH birds surveyors at Heather Farm, which was well attended and built some useful relationships between surveyors and site managers, thus improving the overall feedback and management for the TBH birds on site. It also built links with academic contacts, with potential for university research into the approach.
- 4.9 We also had a morning of training with Natalie Light – dog behavior specialist - at Heather Farm on 16th March. AMMP project partners also attended. The training focused on how to engage and interact positively with dog owners and how to behave safely around dogs.

5. School Based Education

The project manager has been in touch with numerous local education providers to gather information to support and inform the bid to JSPB for an education officer. The organizations contacted were local AMMP members as well as South Downs National Park Authority, Dorset County Council and a Local Forest School leader. We have summarized this in the supporting documents.

6. SPA and SANGs Monitoring

Automatic people counter installation

- 6.1 9 New Chambers radiobeam sensors have been procured by the SAMM project with an expected delivery date of end March 2018. These sensors will replace faulty or unreliable sensors already installed and the project are working closely with Footprint Ecology to ensure that the sensors are placed effectively across the SPA following the analysis of the 2016 sensor data.

Car Park Counts

- 6.2 The Project continues to undertake monthly car park transects across the SPA area, and the project is now in the third year of undertaking this work.

- 6.3 The second 12 months of car park transect data collection were completed in December 2017, and Footprint Ecology will be commissioned to undertake an analysis of this data in Summer 2018.

SANGs monitoring information

- 6.4 In order to produce an annual report, and to inform SANGs promotion and monitoring, the SAMM project asked Local Authorities re-introduce the practice of recording SANGs data for their own borough, so that the SAMM project manager can collate SAMM, SANG information and bird data to produce an annual report on the strategy. LAs and SANGs managers have also been asked to provide people counter data to the project, which will be used to aid on-site promotion and monitoring in conjunction with site managers. The SAMM project asked Local Authorities for this data at the JSPB Officers meeting in early January 2018 and the data is currently being collected. At the time of writing, 8 of the 11 Local Authorities had responded, with a revised deadline of 20th April 2018.

7. Other rather exciting news



- 7.1 In January 2018, the Project took delivery of 3 new branded lease vans, which now provide us with a great opportunity not only to maximize our visibility on the SPA, increasing awareness of the project, but also allow us to take full use of the project gazebos, including a newly purchased set of gazebos for the third van with less logistical juggling. This will also help us to develop our pitstops to be even more engaging to the public, especially where we are providing fresh engagement materials with repeat uses. These vans are already being noticed - . We are in discussion with AMMP partners about how these vans can be best used logistically to ensure an even coverage of livery and pitstop opportunities across the whole of the area.
- 7.2 Following negotiation and signing of the licence agreement, the SAMM project moved into the new office at Heather Farm in early January 2018. The office move went smoothly and the telecoms and office infrastructure are now in place and fully operational. This has already presented excellent opportunities for partner working and networking, allowing us to put people at the heart of what we do.



Education Officer Bid to JSPB- March 2018
Thames Basin Heaths SPA Strategic Access
Management and Monitoring Project

Background

In Schedule 3, Part 1 of the SAMM delivery agreement, the JSPB committed the SAMM project to undertake the following key objectives:

- i. Finalising and securing implementation of mechanism for collecting developer contributions from Local Authorities and redistributing them to the Project;
- ii. Promotion of new access opportunities for local people (SANGs);
- iii. Monitoring of Planning Permissions granted;
- iv. Monitoring of visitor use of SANGs and SPA;
- v. Monitoring of Annexe 1 birds on SPA sites;
- vi. Analysis and reporting on monitoring data;
- vii. Provision of an SPA-wide on-the-ground wardening service to support and supplement existing management mechanisms;
- viii. Provision of an education programme;
- ix. Appropriate branding of strategic access management;
- x. Creation of new volunteering opportunities (within the monitoring process);
- xi. Demonstration of best practice for strategic access management of visitors and visitor infrastructure, particularly where the supply of open space is heavily dependent on protected areas.

At this stage in the project we have an opportunity to develop provision of education more extensively than we have been able to provide to date, due to increased income and forecast reduction in capital expenditure, as the capital assets of the project are now largely built.

Budgetary considerations:

The annual salary costs of an education officer at an appropriate grade to attract the right candidate will be £32,700. This has been pro-rated in the first year, as the officer will only be in post for 9 months of the F/Y if starting in post in August. There would be a projected increase in Travel and Subsistence costs of £2000 per year, an increase of £8000 in NPRC the first two years to cover training, accreditation and non-salary staffing costs. This has been split equally between the financial years as these costs are likely to be more front loaded. There is a projected increase in £6000 over two years to Programme spend. This has been split 40:60 as it is likely that educational resources will take time to develop and therefore back-loaded. The post will run to March 2020 on a fixed term appointment, to the end of the NE hosting agreement, so any financial risk of approving this post only affects 2018/19 and 2019/20 financial years. The associated costs of approving this post are set out in the following table:

| Scenario | Forward forecast | | | |
|--|---------------------------------------|--------------------|--------------------|--------------------|
| | Original 2017/18 figure from Jan 2017 | 2017/18 | 2018/19 | 2019/20 |
| Basic SAMM programme (as currently operated) | | | | |
| Salary | £298,878.00 | £317,087.66 | £300,189.18 | £304,989.78 |
| T&S | £41,093.00 | £40,952.63 | £42,100.00 | £42,100.00 |
| NPRC | £10,098.00 | £30,700.61 | £22,100.00 | £22,100.00 |
| Programme | £65,350.00 | £49,724.39 | £61,350.00 | £45,550.00 |
| Hosting and assoc. | £11,581.00 | £11,581.00 | £11,581.00 | £11,581.00 |
| | £427,000 | £450,046.29 | £437,320.18 | £426,320.78 |

| Enhanced programme with dedicated Education officer, recruited July 2018 | Forward forecast With Education officer | | | |
|--|---|--------------------|-----------------|--|
| | 2017/18 | 2018/19 | 2019/20 | |
| Salary | £317,087.66 | £324,714.18 | £337,689.78 | |
| T&S | £40,952.63 | £43,600.00 | £44,100.00 | |
| NPRC | £30,700.61 | £26,100.00 | £26,100.00 | |
| Programme | £49,724.39 | £63,350.00 | £49,550.00 | |
| Hosting and assoc. | £11,581.00 | £11,581.00 | £11,581.00 | |
| | £450,046.29 | £469,345.18 | £469,021 | |

In establishing a need for this post, the SAMM project canvassed local organisations and those further afield to determine the need for and scope of this proposed post.

A summary of the findings is appended.

Governance

The project will apply for the The Learning Outside the Classroom (LOtC) Quality Badge to ensure that we comply with this nationally recognised indicator of good quality educational provision and effective risk management. We will also follow National guidance for the management of outdoor learning <https://oeapng.info/>

The purpose of the Learning Outside the Classroom Quality Badge is to help schools identify good quality and safe provision, and to reduce red tape when planning educational visits. It incorporates existing safety standards for all types of activity and combines learning and safety into one easily recognisable accreditation for all organisations providing learning outside the classroom experiences <http://lotcqualitybadge.org.uk/quality-indicators-in-detail>

Terms of Reference

The Education officer will:

- report directly to the SAMM project manager and follow all Natural England staff policies and procedures.
- apply to the Council for Learning Outside the Classroom to join their badge accreditation scheme
- ensure risk assessments and safeguarding procedures are in place
- make contact with local schools, partners and community groups to offer curriculum based education provision, primarily for KS2 and KS3 children.
- obtain feedback from schools and partners to feed back to the JSPB and provide information to shape and evolve the programme.

The SAMM project manager will:

- Manage the education officer under the Natural England Performance management system
- Report back to the JSPB on number of schools and community groups engaged with and feedback received.

Appendix 1

ALL local AMMP group members spoken to are very supportive of this bid and some have already identified how we could work together in partnership to achieve common goals of offering community and schools education on the importance of the SPA birds and education around the effects of disturbance to these species and their habitat by man.

Local Heathland Education Provision

Surrey Wildlife Trust

They are currently not delivering any education that is specifically heathland related. They have their own education centre for other forms of environmental education, which schools visit. They do not go into schools. Surrey WT also has an 'Outreach Team' that focus on teacher training rather than leading visits for children.

Not free (chargeable)

Quality control: Awarded the Learning Outside the Classroom (LOtC) Quality Badge Route 2
<http://www.surreywildlifetrust.org/news/2015/04/13/surrey-wildlife-trust-awarded-learning-outside-classroom-quality-badge-route-2>

<http://www.surreywildlifetrust.org/outdoor-learning/schools>

BBOWT

Currently no heathland education programme. BBOWT did run a five year funded heathland education project which finished in 2016, which was then handed over to us in 2017. This now forms the Thames Basin Heaths Partnership's education programme, and has been run using the same format.

BBOWT visited around three schools per year in the Crowthorne area, carrying out both classroom and heathland sessions. This was mainly for KS2, but also involved on KS3 science club. Funding covered both the sessions and coach transport to Wildmoor Nature Reserve.

HIWWT

On the mainland, HIWWT deliver a very small amount of heathland education through their partnership with SDNPA on the Heathlands Reunited Project (see above). Again, this would be in the form of a John Muir award.

On the Isle of Wight, HIWWT offer educational visits to their Bouldnor Forest site under HLS, which includes visiting a heathland restoration area (it involves Forest Schools type activities, and they only touch on heathlands). They do not charge for these visits as payment comes through HLS for each visit. They only offer site visits, with no indoor classroom sessions. Education sessions are promoted at local events and information is also available on their website.

They have two members of staff who work full time on delivering education on the Isle of Wight. Education is banded into three projects; beach visits, adult visits to Bouldnor Forest (for adults who have been experiencing poor mental health), and school pupil visits to Bouldnor Forest (for Special Educational Needs/ underachieving pupils etc.). Quality control through feedback forms. Awarded the Learning Outside the Classroom (LOtC) Quality Badge.

Hampshire County Council

Do carry out environmental education, but not specifically to heathland. Ad-hoc and tailored to the teacher's/ group leader's needs. Not free – chargeable.

Mostly badge groups (i.e. scouts and brownies), plus a few schools. Last year this amounted to 4 schools and 9 other organisations. Includes activities such as minibeast hunts, pond dipping etc. Can be tailored to curriculum e.g. life cycles.

<https://www.hants.gov.uk/thingstodo/countryside/education>

HCC local staff are very supportive of this bid and they would like to work with us to explore providing the following:

Address the problem with fires (arson) on the Common (heaths): a big issue, particularly during school holidays (it's no coincidence that fires and Easter/summer holidays tally!). The Fire Service and Police no longer have officers specifically employed to target school liaison. HCC used to attend school assemblies and speak to hundred plus children at a time, but no longer have the resource to do this.

Family activities/workshops worked well in the past, but HCC struggled with not having anywhere to run them.

After school clubs/ Health walks (teenagers?)/ Ornithological club (inc SPA birds) Young dog walkers (promoting responsible dog ownership at young age)

They are currently recruiting a commons and community liaison officer, offering an excellent opportunity to liaise in delivering some of the above.

Heathland Conservation Society:

HCS has joined a new local initiative called Surrey Heath 'Natural Borough' and The TBH Partnership to become involved especially as it has a strong educational element.

The Heathland Conservation Society have expressed full support for this bid.

Forest Schools:

Local forest school provide chargeable services, either funded privately or through school's PPA cover or free school meals budget which caters for disadvantaged pupils.

Sessions are led outdoors in practical and creative tasks for a range of ages and teach EYFS curriculum skills such as communication and language, physical skills, social and social/ emotional development as well as life and KS1/2 curriculum based skills and environmental awareness. This is tailored to individual requirements or run as a programme for families.

RSPB

Have Visitor Experience staff who cover non curriculum type stuff like fun activity clubs aimed different ages - aiming to enthuse children about nature, they also organise events on the reserves as well as many other aspects of visitor experience.

Also a schools side and schools outreach, so either go into schools or schools come to reserves and they deliver curriculum based materials. Schools outreach service is chargeable.

Provision covers all of the primary KS. Also have secondary school children taking part in Dof E at reserves, as well as regular volunteering and work experience.

Local RSPB staff were very supportive of the SAMM project extending the education provision across the SPA by the recruitment of an education officer

Other Heathland education provision:

South Downs National Park Authority

The SDNPA is only involved with heathland education through its 'Heathlands Reunited' project, which is a five year HLF funded project.

The Heathlands Reunited Project is made up of 11 partner organisations; these organisations share the educational responsibility for this project. Between all of the organisations the target is to involve four schools per year across the partnership. Jonathan Dean just coordinates. No classroom sessions are offered, but there are outdoor heathland sessions, all of which are packaged into the class achieving a John Muir Award.

All educational activities are funded through HLF, which includes transport and staff time (including school staff time).

Different ages are catered for, but it is predominantly KS2, with some KS3.

Uptake from schools is quite low. Jonathan Dean contacted around 40 schools; only around 9 schools expressed an initial interest with only four schools taking it forward and getting involved.

Quality control: this education project receives feedback by sending out evaluation forms to the schools. However, Jonathan noted that only around 20-30% are completed and returned.

Urban Heaths Partnership (Dorset) – model similar to proposed provision.

Delivers education to a list of target schools but also deliver to anyone who makes a request for education. This includes students from preschool, where we concentrate on environmental engagement, Primary schools with National Curriculum related activities

linked to Science or Geography and Secondary Schools with an Arson Courtroom Drama and Science related activities. These schools are across Bournemouth Poole and Dorset.

The number of staff working on this is one full time member of staff and one part time assistant 2 days a week.

Field work is based on heath or school grounds as well as classroom sessions and is free. It covers all ages although greatest uptake by primary for Heathland fieldwork. It is promoted by Emails, flyers and active phone calling.

There is good uptake with the vast majority of target schools worked with each year and other requests

Delivery lead is an experienced qualified teacher with experience across the age range so from recruitment point of view that probably deals with immediate quality control. Assistant has worked at an FSC for the past 10 yrs. Always seek verbal feedback from teachers, hand out teacher and student feedback forms after sessions.

Schools arrange own transport. All target schools in walking distance from the Heath.

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| | |
|-------------------------|---|
| Committee/Panel: | Thames Basin Heaths Joint Strategic Partnership Board |
| Date: | 20 th April 2018 |
| Title: | Thames Basin Heaths Financial Statement |
| Report From: | Administrative Body |

Contact name: Jenny Wadham, Principal Accountant, Hampshire County Council

Tel: 01962 847193

Email: jennifer.wadham@hants.gov.uk

1. Executive Summary

- 1.1 This report presents an update to the Joint Strategic Partnership Board (JSPB) on the financial position of the Thames Basin Heaths Strategic Access Management and Monitoring (SAMM).
- 1.2 The report includes the actual financial position at the 31st March 2017, and the projected financial position for the three years to 31st March 2020, to assist the Board in making their decision on whether financial advisors should now be appointed to invest some or all of the funds held within the Endowment Account.
- 1.3 As at 31st March 2017, the balance in the Endowment Fund was £4.387m, and a further £797,868 was held in the Maintenance Fund, to pay for project expenditure. It is projected that a further £2.444m will be added to Endowment Account in the 2017/18 financial year, giving an anticipated total of £6.831m available to be invested.
- 1.4 Based on current projections of income and expenditure, the balance on the Endowment Fund would increase to £9.055m by 31st March 2020, whilst the balance on the Maintenance Fund is expected to increase to £1.425m in the same period.

2. Financial Position

- 2.1. The financial position as at 31st March 2017 is summarised in the table in Appendix 1, with the projections for the current financial year to 31st March 2018 in Appendix 2. A more detailed summary of the projected income for the year to 31st March 2018 is shown in Appendix 3.
- 2.2. The balance in the Endowment Fund at the end of March 2017 was £4.387m, and it is projected that a further £2.444m will be added to the Endowment Fund in the 2017/18 financial year, giving a balance of £6.831m at the end of March 2018.
- 2.3. This is based upon projected income receivable in 2017/18 of approximately £3.492m, to add to the £6.573m total income received by the Administrative Body to 31st March

2017. This income has been set against costs of £1,388,207 to March 2017, with costs of £470,000 projected for the 2017/18 financial year.

- 2.4. The projected income for the 2017/18 financial year of £3.492m is an increase on the £2.939m reported at the previous JSPB meeting. This is primarily due to increased projections for Bracknell Forest Borough Council and Hart District Council, with the forecast income for these two authorities now £163,000 and £1.060m higher respectively than the original budgeted levels.
- 2.5. The projected costs for 2017/18 have increased by £19,000 since the previous JSPB meeting to £470,000. This is £23,000 higher than the original budgeted costs of £447,000, consisting of £38,500 higher staffing costs, offset by £15,500 lower spend on project costs.
- 2.6. The higher staffing costs are mainly as a result of pay inflation (£13,000), previously omitted staff actuals (£7,000), additional staff training (£2,500), an increase in rent following the move to new office premises at Heather Farm (£4,000), office move and telecoms setup (£2,500), room hire, uniform and health & safety equipment (£2,500), and spend on mobile devices to facilitate the SANG survey work and increased warden productivity (£7,000).
- 2.7. The reduction in project costs is due to a lack of eligible SANG sites during the summer 2017 for the surveys (£25,000), and an underspend on promotions, events and workshops due to staff sickness (£4,000), offset by additional spend on people counters (£7,500) and GPS personal safety devices (£5,500).
- 2.8. The balance in the Maintenance Account at 31st March 2017 net of expenditure incurred and paid to date was £797,868. A net contribution to the Maintenance Account of £577,583 is projected in 2017/18, increasing the expected balance to £1,375,452 at the end of March 2018. Any balance remaining on the Maintenance Fund after all costs have been paid may be transferred to the Endowment Fund.

3. Projected Financial Position for the 2018/19 and 2019/20 Financial Years

- 3.1. The projected financial position for the 2018/19 and 2019/20 financial years is shown in Appendix 4.
- 3.2. In the SAMM business plan it was envisaged that approximately £1.6m annual tariff income would be required to meet the ongoing expenditure costs, whilst allowing for 70% of total income to be transferred to the Endowment Fund to ensure the financial sustainability of the SAMM in perpetuity. The projected tariff income for the 2018/19 and 2019/20 financial years is £1.7m and £1.5m respectively, based on information provided by each of the partners.
- 3.3. The SAMM business plan also allowed for expenditure of approximately £500,000 per annum on an ongoing basis. Actual ongoing expenditure is expected to be in the

region of £460,000 per annum, based on current approved staffing and activity levels, with approximately £20,000 every four years for the SPA visitor survey.

- 3.4. In previous years, actual annual expenditure has not reached these levels, primarily because fewer wardens have been recruited than initially planned. The project is currently at full approved staffing levels of six full time and six seasonal workers, a communication officer and a project manager.
- 3.5. Based on the current projections of income and expenditure, the Endowment Fund balance is expected to increase over the next three financial years to £9.055m by March 2020, as shown in Appendix 5. The balance within the Maintenance Fund is expected to increase to £1.425m, and as stated above, this could be transferred to the Endowment Fund, but does provide assurance that should actual income fall below projected levels, full staffing levels and therefore delivery can be maintained.

4. Investment of funds in the Endowment Account

- 4.1. Tariff income is collected by LPAs and passed to the Administrative Body. This tariff income is used to fund current project expenditure (the Maintenance Account) and to accumulate sufficient balances to fund future project expenditure and the cost of long term maintenance and protection of the SPA (the Endowment Account).
- 4.2. Under the terms of the SAMM agreement (section 5.3) the JSPB is given responsibility to review the value and performance of the Endowment Fund on a regular basis and provide direction as to when, how and from whom the services of an Independent Financial Adviser are to be procured.
- 4.3. The SAMM agreement envisaged the management of the balance in the Endowment Fund to be undertaken by an Independent Financial Adviser, to maximise the return achieved within the investment guidelines set by the JSPB.
- 4.4. Fund balances are currently held by the Administrative Body, receiving interest at a rate of 0.25%. Under the terms of the SAMM agreement, the Administrative Body is required to pay interest at not less than 0.25% below the Bank of England base rate, with that base rate currently standing at 0.5% since November 2017.

5. Recommendations

- 5.1. It is recommended that:
 - The current financial position and projected financial position for the three financial years to 31st March 2020 is noted.
- 5.2. If deemed appropriate, the Board is asked to provide direction as to how and from whom the services of an independent financial advisor are to be procured.

Appendix 1 - Financial Summary to 31 March 2017

| Income | Cumulative to 2014/15 £ | 2015/16 £ | 2016/17 £ | Total £ |
|--------------------------------------|--|----------------------|----------------------|--------------------|
| Bracknell Forest BC | 287,230 | 201,542 | 729,955 | 1,218,727 |
| Elmbridge BC | 45,557 | 50,483 | 151,164 | 247,204 |
| Guildford BC | 469,325 | 177,310 | 147,644 | 794,279 |
| Hart BC | 422,559 | 208,010 | 99,197 | 729,766 |
| Runnymede BC | 64,260 | 132,930 | 88,200 | 285,390 |
| Rushmoor BC | 197,210 | 144,881 | 142,761 | 484,852 |
| Surrey Heath BC | 401,960 | 135,781 | 90,017 | 627,758 |
| Waverley BC | 108,326 | 31,261 | 71,338 | 210,925 |
| Windsor & Maidenhead RB | 101,292 | 28,372 | 13,249 | 142,913 |
| Woking BC | 388,916 | 62,691 | 45,461 | 497,068 |
| Wokingham BC | 411,097 | 57,799 | 825,511 | 1,294,407 |
| Interest | 13,366 | 13,059 | 12,991 | 39,416 |
| Total Income | 2,911,098 | 1,244,119 | 2,417,488 | 6,572,705 |
| Expenditure | | | | |
| Project Co-ordinator Natural England | 26,058 | 0 | 0 | 26,058 |
| Project costs Natural England | 530,281 | 236,629 | 420,758 | 1,187,669 |
| Administration fee Natural England | 29,000 | 20,320 | 10,160 | 59,480 |
| Financial Administration HCC | 75,000 | 20,000 | 20,000 | 115,000 |
| Total Expenditure | 660,339 | 276,949 | 450,918 | 1,388,207 |
| Net Income/(Expenditure) | 2,250,759 | 967,170 | 1,966,570 | 5,184,498 |

Appendix 2 – Projected Financial Summary for the year to 31 March 2018

| 2017/18 | Budget | Actuals to end of January | Outturn Forecast | Variance to Budget |
|---------------------------------|------------------|---------------------------|------------------|--------------------|
| Income | £ | £ | £ | £ |
| Bracknell Forest BC | 248,904 | 411,810 | 411,810 | 162,906 |
| Elmbridge BC | 19,360 | 59,253 | 70,000 | 50,640 |
| Guildford BC | 170,000 | 137,227 | 170,000 | 0 |
| Hart DC | 32,100 | 1,092,495 | 1,092,495 | 1,060,395 |
| Runnymede BC | 47,754 | 88,250 | 88,250 | 40,496 |
| Rushmoor BC | 281,788 | 190,490 | 281,788 | 0 |
| Surrey Heath BC | 142,676 | 232,584 | 232,584 | 89,908 |
| Waverley BC | 0 | 71,553 | 71,553 | 71,553 |
| Windsor & Maidenhead RB | 27,720 | 2,131 | 27,720 | 0 |
| Woking BC | 193,158 | 461,009 | 501,412 | 308,254 |
| Wokingham BC | 450,296 | 415,390 | 524,486 | 74,190 |
| Interest | 20,000 | 0 | 20,000 | 0 |
| Total Income | 1,633,756 | 3,162,193 | 3,492,099 | 1,858,343 |
| Expenditure | | | | |
| Natural England Staff Costs | 350,069 | 294,951 | 388,741 | 38,672 |
| Natural England Project Costs | 65,350 | 29,724 | 49,724 | (15,626) |
| Natural England Admin Fee | 11,581 | 10,160 | 11,581 | 0 |
| HCC Admin Fee | 20,000 | 20,000 | 20,000 | 0 |
| Total Expenditure | 447,000 | 354,836 | 470,046 | 23,046 |
| Net Income/(Expenditure) | 1,186,756 | 2,807,357 | 3,022,052 | 1,835,296 |

Appendix 3 – Detailed Income Summary

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| | Previous years | 2017/18 | | | | | Variance |
|-------------------------|------------------|------------------|------------------|------------------------|----------------|------------------|------------------|
| | | Budget | Actuals to date | Notified contributions | Forecast qtr 4 | Projected total | |
| | £ | £ | £ | £ | £ | £ | £ |
| INCOME | | | | | | | |
| Bracknell Forest BC | 1,218,727 | 248,904 | 411,810 | 0 | 0 | 411,810 | 162,906 |
| Elmbridge BC | 247,204 | 19,360 | 59,253 | (7) | 10,754 | 70,000 | 50,640 |
| Guildford BC | 794,279 | 170,000 | 137,227 | 0 | 32,773 | 170,000 | 0 |
| Hart DC | 729,766 | 32,100 | 1,092,495 | 0 | 0 | 1,092,495 | 1,060,395 |
| Runnymede BC | 285,390 | 47,754 | 88,250 | 0 | 0 | 88,250 | 40,496 |
| Rushmoor BC | 484,852 | 281,788 | 190,490 | 0 | 91,298 | 281,788 | 0 |
| Surrey Heath BC | 627,758 | 142,676 | 232,584 | 0 | 0 | 232,584 | 89,908 |
| Waverley BC | 210,925 | 0 | 71,553 | 0 | 0 | 71,553 | 71,553 |
| Windsor & Maidenhead RB | 142,913 | 27,720 | 2,131 | 0 | 25,589 | 27,720 | 0 |
| Woking BC | 497,068 | 193,158 | 461,009 | 40,403 | 0 | 501,412 | 308,254 |
| Wokingham BC | 1,294,407 | 450,296 | 415,390 | 178,279 | (69,183) | 524,486 | 74,190 |
| Interest | 39,417 | 20,000 | 0 | 0 | 20,000 | 20,000 | 0 |
| Total Income | 6,572,705 | 1,633,756 | 3,162,193 | 218,675 | 111,231 | 3,492,099 | 1,858,343 |
| Maintenance Fund | 2,186,075 | 490,127 | | | | 1,047,630 | |
| Endowment Fund | 4,386,631 | 1,143,629 | | | | 2,444,469 | |

Appendix 4 – Projected Income and Expenditure 2017/18 to 2019/20

| Income | Previous years £ | Projected 2017/18 £ | Projected 2018/19 £ | Projected 2019/20 £ |
|---------------------------------|------------------------|---------------------------|---------------------------|---------------------------|
| Bracknell Forest BC | 1,218,727 | 411,810 | 122,850 | 415,170 |
| Elmbridge BC | 247,204 | 70,000 | 35,000 | 25,000 |
| Guildford BC | 794,279 | 170,000 | 170,000 | 45,246 |
| Hart BC | 729,766 | 1,092,495 | 130,427 | 130,427 |
| Runnymede BC | 285,390 | 88,250 | 59,185 | 35,875 |
| Rushmoor BC | 484,852 | 281,788 | 395,369 | 338,578 |
| Surrey Heath BC | 627,758 | 232,584 | 110,000 | 0 |
| Waverley BC | 210,925 | 71,553 | 0 | 0 |
| Windsor & Maidenhead RB | 142,913 | 27,720 | 56,595 | 56,595 |
| Woking BC | 497,068 | 501,412 | 193,158 | 193,158 |
| Wokingham BC | 1,294,407 | 524,486 | 379,508 | 235,261 |
| Interest | 39,417 | 20,000 | 25,000 | 25,000 |
| Total Income | 6,572,705 | 3,492,099 | 1,677,091 | 1,500,309 |
| Total Expenditure | 1,388,207 | 470,046 | 457,320 | 446,321 |
| Net Income/(Expenditure) | 5,184,499 | 3,022,052 | 1,219,771 | 1,053,989 |

Appendix 5 – Projected Endowment Fund Balance

| | 2016/17 Actuals £ | 2017/18 Projected £ | 2018/19 Projected £ | 2019/20 Projected £ |
|--------------------------------|----------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Income | 2,417,490 | 3,492,099 | 1,677,091 | 1,500,309 |
| 70% to Endowment Fund | 1,693,909 | 2,444,469 | 1,173,964 | 1,050,217 |
| 30% to Maintenance Fund | 723,581 | 1,047,630 | 503,127 | 450,093 |
| Expenditure | 450,918 | 470,046 | 457,320 | 446,321 |
| Maintenance Fund: | | | | |
| Balance brought forward | 525,205 | 797,868 | 1,375,452 | 1,421,259 |
| Transfer from/(to) income | 272,663 | 577,583 | 45,807 | 3,772 |
| Balance carried forward | 797,868 | 1,375,452 | 1,421,259 | 1,425,031 |
| Endowment Fund: | | | | |
| Balance brought forward | 2,692,722 | 4,386,631 | 6,831,100 | 8,005,064 |
| Transfer from/(to) income | 1,693,909 | 2,444,469 | 1,173,964 | 1,050,217 |
| Balance carried forward | 4,386,631 | 6,831,100 | 8,005,064 | 9,055,280 |