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Friday, 1 January 2016

To: The Members of the **EXECUTIVE**
(Councillors: Moira Gibson (Chairman), Richard Brooks, Mrs Vivienne Chapman,
Colin Dougan, Craig Fennell, Josephine Hawkins and Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 12 January 2016 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

1. Apologies for Absence

2. Minutes

3 - 6

To confirm and sign the minutes of the meeting held on 10 November 2015 (copy attached).

3. Declarations of Interest

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

4. Questions by Members

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in

accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

5.	Revenue Grants 2016/17	7 - 22
6.	Response to Cross Rail 2 Consultation	23 - 28
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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 10
November 2015**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	- Cllr Josephine Hawkins
+ Cllr Colin Dougan	+ Cllr Charlotte Morley

+ Present

- Apologies for absence presented

In Attendance: Cllr Chris Pitt

40/E Minutes

The minutes of the meeting held on 29 September 2015 were confirmed and signed by the Chairman.

41/E Surrey Local Strategic Statement

The Executive was informed that the Localism Act and the National Planning Policy Framework (NPPF) required public bodies to undertake Duty to Co-operate on planning issues which crossed administrative boundaries.

On 16 July 2014 Surrey Leaders had agreed to meet as the Surrey Strategic Planning and Infrastructure Board to provide a vehicle for co-operation and joint working between local authorities in Surrey on strategic planning issues. The Terms of Reference of the Board and the Memorandum of Understanding (MoU) on how local authorities would work together to prepare a Local Strategic Statement, which had been considered by Surrey Leaders and Surrey Chief Executives, were noted.

The MoU detailed the type of evidence gathering and technical work that would require joint working and set out an agreed methodology. This included undertaking a Strategic Housing Market Assessment and consideration of constraints such as the Thames Basin Heaths SPA and flooding. It also set out the need for an up to date picture of the Green Belt, which could include future reviews of the Green Belt.

The Executive noted that the advice set out in the NPPF stated that Green Belt boundaries should only be altered in exceptional circumstances. This should be through the preparation or review of a Local Plan and not as a matter arising from a requirement of a Local Strategic Statement. It was therefore considered that, in signing up to the Local Strategic Statement, it should be made clear that any such review in Surrey Heath would be undertaken in line with this advice. An accompanying letter would be sent setting out the Borough's position on this matter.

The preparation of a Local Strategic Statement would be undertaken by the Surrey Planning Officers Association and would set out common priorities on strategic matters that can be used to demonstrate Duty to Co-operate.

RESOLVED

- (i) to agree the Terms of Reference of the Surrey Strategic Planning Infrastructure Board;**
- (ii) that the Leader be authorised to sign the Memorandum of Understanding which sets out how the Surrey Local Authorities will work together towards preparing a Local Strategic Statement for Surrey;**
- (iii) to agree to the preparation of a Surrey Local Strategic Statement subject to the proviso that within Surrey Heath a review of the Green Belt would only be undertaken through a Local Plan review where the need for such a review of Green Belt had been demonstrated; and**
- (iv) that the Executive Head of Regulatory be authorised to work with the Surrey Planning Officers Association on the preparation of a Local Strategic Statement.**

42/E Waste Regulations 2011

The Executive was reminded that the Waste Regulations 2011 required any organisation which collected waste to comply with the waste hierarchy and collect paper, metal, plastic and glass by separate collection, by January 2015, unless it was not necessary to 'facilitate or improve recovery' and it was not technically, environmentally and economically practicable to do so.

It was reported that, as the Waste Regulations were complicated and there was much uncertainty around how to comply with them, a 'Route Map' had been developed to help local authorities assess their compliance; this had been used by the Surrey Waste Partnership (SWP) as a basis for assessing the compliance of each Waste Collection Authority (WCA). The compliance modelling had been carried out by Surrey County Council using data supplied by participating WCAs.

The results of the assessment had indicated that separate collections were not necessary to facilitate high quality recycling of the four key materials. Although they were technically practicable, they were neither economically nor environmentally practicable. The current system delivered by the Council appeared to be operating in accordance with the waste hierarchy. The report did not recommend any changes to the format of the current collection system to ensure compliance with the Waste Regulations.

The assessment had also identified areas where the Council could influence changes in order to reduce the environmental impact of its current system; these would be explored by Surrey County Council, as the Waste Disposal Authority, when a new contract was let in 2018.

RESOLVED to

(i) note that

a. the results of an assessment of the Council's waste collection service indicate that separate collections are not necessary to facilitate high quality recycling of the four key materials;

b. whilst separate collections were technically practicable, they were neither economically nor environmentally practicable; and

(ii) retain the current comingled recycling service.

43/E Surrey Heath Waste Action Plan

At its meeting on 7 April 2015 the Executive had adopted the Joint Municipal Waste Management Strategy Revision 2 (2015) which had been produced by the Surrey Waste Partnership.

The Executive noted the targets which had been selected to measure success of the Strategy. In order to meet these ambitious targets each authority had been asked to produce a Waste Action Plan, which would be regularly monitored by the Surrey Waste Partnership.

It was reported that, at 58%, Surrey Heath remained the best performing authority in Surrey for the proportion of waste recovered, recycled and composted. However, as with most authorities, the recycling rate had started to fall and major interventions would be needed in order to raise recycling rates. A number of factors were considered to have contributed to a fall in rates, including the Environment Agency's ban on the composting of Highway Leaves, a lack of knowledge of what could be recycled, a fall in recycling values, and an increase in bin contamination.

The Executive was advised that the Surrey Heath Waste Action Plan 2015/16 would largely be funded from recycling performance awards the Council had received for 2012/13 and 2013/14 which had totalled £83,266. This sum formed part of a carry forward agreed in July 2015.

RESOLVED that the Surrey Heath Waste Action Plan 2015 to 2020, as attached at Annex A to the agenda report, be approved.

44/E Revised Key Priorities

The Executive was reminded that the 2020 Corporate Strategy was due to be reviewed by March 2016. In line with this, the first area to be revised was the Council's Key Priorities. The project plans which sat under each priority, which would demonstrate how each priority would be delivered, were being developed.

The updated Key Priorities were noted. It was felt that it was important to retain specific reference to improving train and bus services in the Key Priorities. The Executive therefore agreed to include the action point relating to working closely with train and bus providers, which was currently included in Key Priority 2, in the revised Key Priority 1.

RESOLVED to adopt the Council's revised Key Priorities, as set out at Annex A to the agenda report, as amended.

45/E Economic Development Strategy Update

The Executive was reminded that, at its meeting on 11 November 2014, it had agreed the Council's Economic Development Strategy and its actions plans.

Members noted the progress that had been made in the previous 12 months in relation to the action plans, in particular the work that had been carried out with local Business Associations, a Business Advice Clinic for start-up businesses, and the work with Camberley Central Job Club.

RESOLVED to note the Economic Development Strategy update, and request a further update in 2016.

Chairman

Revenue Grants 2016/17

SUMMARY

The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2016 to 31 March 2017.

Portfolio - Transformation; and Business

Date signed off: 23 November and 18 December 2015

Wards Affected

All

Recommendation

The Executive is asked to consider the applications received and to allocate revenue grants for the period 1 April 2016 to 31 March 2017 from the Fund as appropriate.

1. Resource Implications

- 1.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council's behalf.
- 1.2 Annex A provides a breakdown of these organisations' funding requests. The table compares the funding requested against the grant awarded for 2015/16 and in certain cases shows the percentage of funding requested against annual running costs. The table also shows the in-kind financial support given to the organisations plus the amount of grant that Officers propose is awarded.

2. Key Issues

- 2.1 The Council values the work undertaken by our voluntary organisations enormously. In order to function, these organisations need to be able to anticipate a level of financial commitment by the Council. Despite the Council's ongoing commitment to these organisations, in the current economic climate no guarantees are available that the current funding levels will be able to be met in future years.
- 2.2 New service level agreements were introduced in April 2013. The agreements set out targets and outcomes to be achieved throughout the year and are summarised in Annex B. Officers use the agreements to monitor the performance of organisations throughout the year. Quarterly monitoring reports are provided by the organisations based upon the targets in the service level agreements. Grant payments are only made after a successful monitoring report is received.
- 2.3 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage and work together in the statutory, community, voluntary and faith sectors.

- 2.4 The support of voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to organisations, or to withdraw funding for some or all of the grants. The following funding options are therefore presented as part of this report.

3. Supporting Information

Citizens Advice Surrey Heath

- 3.1 Citizens Advice Surrey Heath (CASH) is open from 10am-4pm, Monday – Thursday plus 2 x 3 hour weekly outreach sessions in Bagshot and Chobham. The organisation helps people from within the community to resolve their legal, money and other problems. It does this by providing free, confidential, impartial and independent advice to clients and by exercising a responsible influence on the development of social policies and services to ensure citizens do not suffer through lack of knowledge or an inability to express their needs effectively. A new website was launched in January 2015 from which enquiries can be made, this combines with the established delivery of information and advice through face to face meetings at the CASH premises behind Camberley Library, by phone or when necessary home visits. In April 2015 CASH piloted an advice service via webchat plus an email service, with funding from the Government Department for Business, Innovation and Skills which can be accessed Monday to Friday 9am-5pm, which has provided additional support with the client numbers seeing a considerable increase year on year. Costs are estimated at £176,323 in 2016/17. The reserves at 31 March 2015 were £134,109; this is an increase of £10k from 2014.

It is recommended that a grant of £80,000 is approved, subject to the delivery of the service level agreement, and that the Portfolio Holder be asked to monitor the local situation and any potential impact in relation to the Money Advice Service, and other changing trends within local demand and service provision.

Voluntary Support North Surrey

- 3.2 Voluntary Support North Surrey (VSNS) provides a support service for voluntary organisations in both Surrey Heath and Runnymede. (Surrey Heath organisations total 320.) VSNS has kept two separate office locations in Camberley and Chertsey with the two offices sharing back office functions. One of the roles of VSNS is to develop and promote volunteering which totalled 324 placements for the year ending 31st March 2015. Also, over the past years this organisation has strengthened its services around advice, governance and training on quality standards and funding information. Over the past year this has boosted funds to local organisations of £250,000. This combined with assisting over 170 organisations in providing specific information, guidance and training i.e. charity law.

VSNS also administers the vetting and barring service for local voluntary organisations, which is a crucial safeguarding need within our community. Over the past year the organisation has become the representative of the

voluntary sector on the Urgent Care Boards and Integrated Care Agenda to enable this sector to deliver local plans based upon areas of need. VSNS has achieved a 95% satisfaction rating from an independent survey of their members.

The service level agreement includes development work within areas of deprivation i.e. the Old Dean and St Michael's wards, and support for the Surrey Heath Show. The corporate volunteering and engagement programme continues to gain momentum this year with local businesses, supporting 32 community events which has involved 650 corporate volunteers from Eli Lilley, Johnsons Wax, Premier Inn, Enterprise Rent-a-car, M+S Brooklands, ADP and British Airways.

VSNS has sought an increase in grant this year based upon the services provided, and has advised that they are unable to continue to provide the deliverables outlined within the existing service level agreement without an increase to cover the staffing, office and parking costs. It is expected that the costs in 2016/17 will be £266,500. The VSNS board have agreed that from 2017 the organisation will operate with a balanced budget, and will reduce their staff levels accordingly. The accessible reserves at 31 March 2015 are £9,130, and a further £224,000 is available through a draw down scheme held by Surrey Community Foundation *from which £150k is ring fenced*.

VSNS are now located in the Ian Goodchild Centre, along with Surrey Heath Age Concern amongst other groups. The partners have entered into a 5 year lease from October 2014 which provides a reducing scale rental subsidy over this period starting with 100% subsidy in year 1, this reduced in October 2015 to 90%, with a total reduction to a 60% subsidy in year 5. The organisation is also liable to pay a service charge which has resulted in net increases in their costs.

It is recommended that a grant of £30,000 is approved, an increase of £5,030 on the current year, subject to the delivery of an agreed service level agreement, with the specific terms to be delegated to the Transformation Portfolio Holder.

Surrey Heath Age Concern

- 3.3 With the support of approximately 65 volunteers and three part-time members of staff, Surrey Heath Age Concern (SHAC) is able to deliver a range of services for those aged 50+ within Surrey Heath.

The tea room located within Camberley town centre has recently been refurbished with the funds provided by a £7,157 legacy of a former client. This is supported by 28 volunteers who operate from Monday – Saturday 9-3pm.

SHAC provides a telephone information service and a visiting and befriending service for older house bound residents. The visiting and befriending service relies upon 37 volunteers that undertake on average 100 visits per month. The newly launched tea and chatter sessions in May 2015, are now very popular with two groups operating in Camberley and Frimley. The soon to be launched

“Tea and Tech” sessions will offer classes in the tea rooms that encourage older people to learn new technology. This is in-conjunction with the Barclays Digital initiative.

SHAC is not affiliated to Age UK and acts independently of the national organisation. Costs are expected to be £42,000 in 2016/17. The organisation recorded £111,018 in reserves at 31 March 2015, which is a reduction of £37,976 from the previous year.

The council re-instated the revenue grant from 1st April 2015 based upon a revised service level agreement, which is outlined in Annex B. During this period Surrey Heath Age Concern has demonstrated considerable progress in achieving most targets set within the scope of this agreement.

It is recommended that a grant of £10,000 is awarded, subject to the continued delivery and expansion of the visiting and befriending service provided to combat loneliness in the elderly, and for an clear strategy to be implemented around respite care within Surrey Heath.

Camberley Central Job Club

- 3.4 This organisation was set-up approximately 3 years ago and it provides training and support to local people who are unemployed. Within Surrey Heath at present there are approximately 215 people who are in receipt of Job Seekers Allowance. The Job Club has suggested that this figure is set to increase through the hidden need and pending demand that will be brought about by the Universal Credit due to be implemented in a phased roll-out in February/March 2016.

At present Camberley Central Job Club is open on a Monday and Friday mornings providing general sessions of support and one to one assistance, referrals are taken from the Job Centre Plus, local children’s centres and self-referrals.

From October 2015 the club launched a 5 week course ‘Job Search Programme’ based upon local need and developed by the volunteers who run this organisation. This will benefit around 100 people over the next year, and this element attracted a council Community Fund Grant of £1500 awarded in October 2015.

In both September 2015 and 2014, 70 clients were using the services offered. The club would like to introduce greater resilience to the organisation as at present it is solely reliant upon volunteers who operate and develop the service. It is proposed to introduce a part-time member of staff for approximately one day a week for a fixed 12 month contract who will provide a central administrative support service.

The other area of expansion focuses around recruitment and training of volunteers to meet this demand and will lead, in future years, to providing an outreach service to cover other areas of high need within Surrey Heath. The total applied for is £9,950 which will cover the costs of room hire £2250,

Administration £4,000, Training £3,500, and business advice at Basepoint £250, the overall operational costs are estimated at a cost of £13,300.

Funding for the room hire costs has been previously provided by Surrey Community Foundation for a 12 month period.

It is recommended that a grant of £5,000 is approved to help fund staff costs, subject to monitoring via a service level agreement with the specific terms to be delegated to the Transformation Portfolio Holder.

Tringhams, West End

- 3.5 The Tringhams group supply care to the elderly of West End, Chobham, Lightwater, Windlesham, and now Bisley (due to the closure of Butts). Clients are collected from their homes and taken to Tringhams Hall where they are provided with a hot meal, various activities and outings, refreshments and newspapers, two days a week. With the Bisley day centre closing in July 2014 Tringhams took over this operation on a Tuesday from September 2014. Since this time the regular number of clients using the service has declined with an average falling from 22 per week to 17 at West End, and 12 to 10 in Bisley.

Costs are expected to total £45,755 in 2016/17, of which £23,655 is attributed to salary costs. Tringhams currently has a total reserve of £31,591 as at 1 April 2015 plus a further £33,605 which is ring fenced to fund a new mini-bus. Tringham's have forecast an overall loss of £5,000 from operating the Bisley (Tuesday) service. A funding bid has been submitted to Surrey Community Foundation to bridge the shortfall. If this is unsuccessful the Trustees advise that the closure of this (Tuesday) Bisley provision may be necessary.

Discussions are ongoing with SHBC Community Services in relation to a joint transport service, which will utilise the ring fenced reserve for the new bus fund.

It is recommended that a grant of £15,000 is approved, subject to the delivery of the service level agreement with the specific terms to be delegated to the Transformation Portfolio Holder which will focus upon increasing the existing client numbers.

Basingstoke Canal Authority

- 3.6 The Basingstoke Canal Authority (BCA) manages and maintains the 32 mile long canal which serves Mytchett, Deepcut, and Frimley and Camberley. It provides a unique facility for improving the quality of life of local residents, giving unrestricted access to open space and leisure opportunities for the community. There are 4.2 million residents within a 60 minute drive of the canal and 700,000 within a 30 minute drive. It is estimated that 30% of Surrey Heath residents were assisted by the organisation in the past 12 months, but there is no accurate information. The reserves for the BCA at 31/3/15 were £336,474.

In 2016/17 the grant will contribute towards meeting the organisations strategic priorities:

- **Ensure the Basingstoke Canal is accessible, welcoming and safe.**

A robust set of policies, procedures and work programmes to ensure safety for canal staff, users and local residents.

- **Achieve economic benefits around tourism and financial sustainability**

A viable canal generating local economic, social and environmental benefits. A robust capital investment programme leading to medium term financial sustainability.

- **Improve biodiversity and landscape, and achieve SSSI target condition**

Consider the biodiversity needs integral to other functions on the canal ensuring a balance of needs working towards an overall improvement in SSSI condition.

- **Improve the supply and management of water to sustain navigation and biodiversity**

Continue with research to find additional sustainable water supplies for the canal and embrace technology to better monitor and predict management and change.

- **Engage the community in understanding and appreciating the canal**

Develop a Basingstoke Canal identity which can be advertised across the network in a variety of media.

- **Develop volunteering opportunities**

Provide an inclusive and wide range of opportunities for outdoor learning, training and involvement in the canal.

- **Repair and improve structures to a standard that is long term and sensitive to heritage and environment**

An Asset record, backed up by a programme of regular monitoring and inspections to inform annual work programmes and longer term financial planning.

It is recommended that a grant of £10,000 be approved, subject to the delivery of the service level agreement.

Blackwater Valley Countryside Partnership

- 3.7 The Blackwater Valley Countryside Partnership (BVCP) restore and manage the Blackwater Valley's Countryside to maximise its value for outdoor recreation, landscape, wildlife and healthy living by involving and co-ordinating the work of local authorities, communities and landowners. It is estimated between 5,000 and 10,000 Surrey Heath residents benefit from the partnership annually but there are no exact figures.

In 2016/17 the BVCP aims to:

- **Strategic development of the Blackwater Valley**
Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites.
Manage the Hawley Meadows/Blackwater Park SANG and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites.
Review Blackwater Valley strategy and business plan.
- **Community involvement**
Organise and lead 150 conservation projects within the Valley for local volunteers, involving 1,500 people, at least 15 projects involving 80 people in Surrey Heath.
Work with Blackwater Valley Countryside Trust and site owner to carry out reed bed restoration project in Surrey Heath to contribute Surrey BAP targets
- **Financial**
Work to partnership budget as agreed by BVCP members committee with at least £120,000 raised additional to core LA contributions.
Value of volunteer activity in direct support of BVCP activities anticipated to be £150,000. Work to the value of £10,000 will be undertaken on sites within Surrey Heath Borough.

The reserves for the BVCP at 31/3/15 were £98,993.

It is recommended that a grant of £10,000 be approved, subject to the delivery of the service level agreement.

Surrey Heath Sports Council

- 3.8 Surrey Heath Sports Council's function is to promote sport in the borough by financially supporting and encouraging participation for residents across all sports recognised by Sport England. The Sports Council works alongside key partners such as National Governing Bodies, the County Sports Partnership, Active Surrey and local schools.

To date in 2015/16, £2,400 has been allocated to grant recipients, with the treasurer confirming that the group expects to award at least a further £1,100 across the remaining meetings in this financial year based on applications it has received.

In 2016/17 it is proposed to continue to offer 3 types of grants:

1. Talented Athletes – 8 grants of £250 will be awarded to athletes competing at county level (and above) to assist with the financial burden of elite competition
2. Coaching – 8 grants of £125 will be awarded towards applicants undertaking coaching qualifications with a view to delivering sports coaching in Surrey Heath.
3. Hardship Bursary – 10 bursaries of £50 will be awarded to people who meet one of the criteria of being in receipt of Job Seekers Allowance, Incapacity Benefits or Free School Meals.

The balance at Bank as at 31st October 2015 was £5,846.60

It is recommended that a grant of £3,500 is approved, subject to the delivery of the service level agreement.

Surrey Heath Arts Council

- 3.9 The purpose of the Surrey Heath Arts Council is to facilitate cultural development within the Borough by aiding individuals and groups within the Borough to develop their cultural activities within the community.

The Surrey Heath Arts Council had reserves of £4,110 at year end March 2015. (This excludes their Bursary Account which holds circa £29,000 for the specific purpose of funding Bursaries to assist individual students who are seeking to pursue a professional career in the arts. The bursaries are provided only from the interest on the fund; the capital cannot be reduced.)

In 2014/15 the Arts Council administered grants worth £1,950.

In 2016/17 the Arts Council aims to:

- Initiate an “Arts Inspirational Day” to include workshops and presentations related to the cultural activities within the borough
- To explore developments which will be created by the Arts Inspirational Day
- To continue to explore the best way forward regarding the Arts Council website

It is recommended that a grant of £1,400 is approved, subject to the delivery of the service level agreement.

4. Options

- 4.1 4.1 The Executive has the option to;
- i) Fund the organisations in line with the “2016/17 Proposals” column in Annex A, subject to the delivery of their service level agreements;
 - ii) Fund the organisations applications at a greater or lesser percentage of their requested sums;
 - iii) Not fund any of the organisations.

5. Proposals

- 5.1 It is proposed to fund each grant request at Annex A at the levels highlighted under the “2016/17 Proposals” column, subject to the delivery of the service level agreements.

6. Corporate Objectives and Key Priorities

6.1 The funding of voluntary organisations allows the Council to meet its objectives to:

- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
- Understanding and supporting local voluntary groups.
- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

7. Equalities Impact Assessment

7.1 The organisations support vulnerable people with information, advice and/or funding and increase participation in activities to improve social inclusion.

8. Officer Comments

8.1 The proposals as set out in Annex A will maintain the Council's commitment to recently grant funded organisations. Despite this ongoing commitment, in the current economic climate no guarantees are available that the current funding levels will be able to be met in 2017/18.

Annexes	Annex A. Grant application summary & proposal
Background papers	Application Forms
Author/contact details	Ben Sword, Community Engagement Officer Jayne Boitout Community Partnership Officer
Head of Service	Daniel Harrison - Executive Head of Business and Louise Livingston - Executive Head of Transformation,

Consultations, Implications and Issues Addressed

	Required	Consulted	Date
Resources			
Revenue	✓	✓	
Capital	N/A		
Human Resources	N/A		
Asset Management	N/A		
IT	N/A		
Other Issues			
Corporate Objectives & Key Priorities	✓	✓	
Policy Framework	N/A		
Legal	N/A		
Governance	N/A		

Sustainability	N/A		
Risk Management	N/A		
Equalities Impact Assessment	✓	✓	
Community Safety	N/A		
Human Rights	N/A		
Consultation	N/A		
P R & Marketing	N/A		

Version: V3

ANNEX A - Grant Application, Summary & Proposals

Organisation	Grant Use	2015/16 GRANT AWARD	Grant Request 16/17	% of Annual Overall Running Costs	2016/17 PROPOSALS	Other Council in-kind benefits for the year ending 31/03/15
Surrey Heath Citizens Advice (CASH)	Helps people from within the community to resolve their legal, money and other problems.	80,000	110,000	62.4%	80,000	Offices £18,500 Car parking £2,074
Voluntary Support North Surrey	The service has a number of roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	24,970	38,000	14.3%	30,000	Offices £9,225 Car parking £6,957
Surrey Heath Age Concern	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	10,000	10,000	23.8%	10,000	Tea room 10,000 Car parking £2,604
Tringhams, West End	Transport to and from lunch and activities for 60+ in Bisley, West End, Chobham, Lightwater & Windlesham	19,000	24,000	52.5%	15,000	Not applicable
Camberley Central Job Club	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	Nil	9,950	74.8%	5,000	Council office options to be explored during the year.
Sub Total (Page 1)		£133,970	191,950		£140,000	£49,360

Organisation	Grant Use	2015/16 GRANT AWARD £	Grant Request 2016/17	% of Annual Overall Running Costs	2016/17 PROPOSALS £	Other Council in-kind benefits for the year ending 31/03/15
Basingstoke Canal Authority	Revenue support in maintaining facilities.	10,000	26,283	3.8	10,000	Not Applicable
Blackwater Valley Countryside Partnership	Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley	10,000	10,000	3.1	10,000	Not Applicable
Surrey Heath Sports Council	Distribution of small grants locally to gifted and talented athletes and coaches	3,500	3,500	100	3,500	Not Applicable
Surrey Heath Arts Council	Distribution of grant aid to promote the arts in the borough	1,400	1,400	100	1,400	Not applicable
Sub – total (page 2)		£24,900	41,183		24,900	
TOTAL (Page 1 & 2)		£158,870	233,133		164,900	

Annex B: Service Level Agreements – The Outcomes to Date (2015/16)

Organisation	Service Level Agreement	Achievements
Citizens Advice Surrey Heath	To deliver the business development plan 2014-16:	All front line services achieved as per the business development plan.
Voluntary Support North Surrey	<p>To support the projects in the areas of Old Dean and St Michaels.</p> <p>To support the delivery of the Surrey Heath Show.</p> <p>To maintain a service that is accessible from a Surrey Heath Location 5 days a week.</p> <p>To deliver the outcomes specified within the SCC partnership funding agreement.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p>
Surrey Heath Age Concern	<p>To review the visiting and befriending service to meet the local need and remove all waiting lists during the year.</p> <p>To investigate a respite care service that meets local demand.</p> <p>To recruit new trustees as necessary to strengthen the board.</p> <p>To seek out new funding streams and make a minimum of 4 funding applications</p> <p>To demonstrate examples of improved efficiencies when possible and to work</p>	<p>Reviewed with the waiting lists reduced slightly. Referral numbers from Jan-Oct 2015 = 42.</p> <p>In progress at present, SHAC Board to consider in January 2016.</p> <p>Achieved</p> <p>Achieved</p> <p>Ongoing</p>

	in partnership with Age UK and Age UK Surrey	
Tringhams, West End	<p>Safe and secure transport to and from home. Increase alternative income streams to reduce financial dependency.</p> <p>Operational management and delivery of the day centre. Retain an average attendance at 26 clients per day for the 2 day a week service. To evaluate the costs of operating at Bisley one day a week and meet this level during the year.</p> <p>Continue to work with Surrey Heath and or other partners to assist with the provision of transport services with the aim to maximise efficiency and capacity in meeting the demand from the community served.</p>	<p>Achieved.</p> <p>Achieved with fundraising for the year of £ 9124.98</p> <p>Not achieved – Tringhams has 22 clients on the books with attendance averaging 16 for the past 4 months.</p> <p>Not achieved, Bisley has 16 clients on the books, of which the average attendance is 10. The club requires 16 to break even, the forecasted loss for the year is £5,000, and the club has applied to Surrey Community Foundation to bridge the gap. If the application does not succeed the club are looking to close this service.</p> <p>The council provided approximately 50% of the transport service, until September/October 2015. Discussions are underway with SH Community Services to formalise other options which if agreed could be implemented from April 2016.</p>
Camberley Central Job Club	New Application – No SLA in place yet	
Basingstoke Canal Authority	<ul style="list-style-type: none"> Ensure canal is well maintained and safe for users and neighbours 	Achieved – projects include Major renovation of towpath between Frimley Lodge Park and the Canal Centre (£74,000) and Hard bank protection from the swing bridge at the canal centre to Mytchett Place Road Bridge

	<ul style="list-style-type: none"> • Provide an attractive and wide ranging volunteer programme • Provide opportunities for outdoor learning and involvement • Create an environmentally sustainable resource and entity • Monitor feedback to improve services 	<p>(£74,000).</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Ongoing</p>
Blackwater Valley Countryside Partnership	<p>Work with partners including The Council's planners and leisure officers to manage the Hawley Meadows/Blackwater Park SANG so that capacity increases match allocations. Review and attempt to reduce costings. Produce annual report.</p> <p>Organise and lead 150 conservation projects involving 1600 volunteers with at least 10 projects involving 100 people in Surrey Heath.</p> <p>Work with the Blackwater Valley Countryside Trust and site owner to carry out reed bed restoration project in Surrey Heath to contribute towards Surrey BAP targets .</p>	<p>Ongoing – A lot of time was spent working with Surrey County Council to prepare the 'Better Connectivity' project which will see a surfaced path for the full length of the site. This is aimed to be completed in 2015/16 but is weather dependent. Weekly visits have been made to the site to keep it litter free and paths mowed.</p> <p>Achieved – volunteers and community groups completed 167 practical projects, the most achieved by the organisation in any one year.</p> <p>Ongoing</p>

Surrey Heath Sports Council	<p>Assist 8 talented sports people especially at County level and above with financial support up to £250.</p> <p>Assist those living and coaching in Surrey Heath by subsidising coaching courses up to £125 for 8 people.</p> <p>Provide up to 10 hardship bursaries of £50 to people with financial barriers to participation in sport.</p>	<p>Achieved – 8 people have been supported so far in 2015/16 with one more round of grants still to be assessed in January.</p> <p>Ongoing</p> <p>Ongoing</p>
Surrey Heath Arts Council	<p>Invest in a new Surrey Heath Arts Council logo and website to generate more applications for grants and bursaries</p> <p>Research and facilitate the organisation of Surrey Heath Short Film Competition and Festival</p> <p>In association with Rushmoor BC, support Murray Rowlands in efforts to arrange drama workshops with view of full amateur stage production in 2015</p>	<p>Ongoing – A new Arts Council website has successfully been designed, but is not yet fully operational</p> <p>Not Achieved – this has been replaced by the proposal of an “Arts Inspirational Day”</p> <p>Not Achieved – Despite Surrey Heath Art Council’s attempts to support, these sessions took place solely in Rushmoor.</p>

Response to Cross Rail 2 Consultation

Summary

Officers are seeking endorsement from Executive to the response sent to the Cross Rail 2 Consultation. The response is set out in Annex 1 of this report. The response supports in general Cross Rail 2.

Portfolio - Regulatory

Date Portfolio Holder signed off report: 11 December 2015

Wards Affected

ALL

Recommendation

The Executive is advised to resolve to endorse the response set out in the letter at Annex 1 of this report as the Council's formal response to the Cross Rail 2 consultation.

1. Resource Implications

- 1.1. There are no resource implications beyond that provided for within the agreed budget for 2015/2016.

2. Key Issues

- 2.1 A key issue for rail services in Surrey Heath is the constrained capacity on the South West Main Line which has implications to the Windsor line service from Guildford to Ascot which serves Bagshot, Camberley and Frimley.
- 2.2 Cross Rail 2 could deliver further South West Main Line capacity which could deliver released capacity for the Bagshot, Camberley and Frimley route and released capacity at Ash Vale. Both these options help Surrey Heath's ambitions to seek an improved service to Waterloo.
- 2.3 Surrey Heath Borough Council has had positive input both into the Surrey Rail Strategy produced by Surrey County Council and Network Rails Wessex Route Study. The Council's Executive have previously agreed Surrey Heath's position on both these studies. The Wessex Route Study identifies priority interventions, including the Woking grade separation which will improve capacity on the South West Main Line.
- 2.4 Surrey Heath Borough Council supports the provision of the Woking Grade Separation and Woking Platform capacity work. Provision of the flyover could improve connectivity of Windsor line trains to the South West Main Line to Woking and London which could allow for a faster journey times to Waterloo with an improved waiting time at Ash Vale. Any proposal to terminate Cross Rail 2 services at Woking should not

have a detrimental impact on the benefits from the proposed Woking flyover.

- 2.4 Surrey County Council, as part of the Surrey Rail Strategy, has appointed Arup to undertake an assessment of Cross Rail 2 and Surrey Heath has commented on the scope of the Arup report and has had regard to the report in the consultation response to Cross Rail 2. The report recognises the potential of Cross Rail 2 in releasing capacity on the South West Main Line and the benefit of release capacity for stations within Surrey, including the Camberley line.
- 2.5 The Arup report recognises that the Camberley route is not directly linked to the main line and the need for a grade separated connection. A separate Feasibility Study on the Sturt Cord option is being undertaken by Arup and will be reported to a future Executive.
- 2.6 It is noted that the consultation states that Cross Rail 2 could support the delivery of 200,000 new homes across London and the wider south east. It will be for the plan making process to determine the level of development within Surrey Heath rather than it be determined by Cross Rail 2. Development would need to have regard to the constraints which the Borough faces such as Green Belt, flood risk and other infrastructure capacity issues.

3. Options

- 3.1 The options for the Executive to consider are:-
- (i) To **AGREE** the response set out in the letter at Annex 1 of this Report as the Council's formal response to the Cross Rail 2 consultation.
 - (ii) To **AGREE** the response set out in the letter at Annex 1 of this Report as the Council's formal response to the Cross Rail 2 consultation and any additional comments which the Executive may wish to make.
 - (iii) To **NOT AGREE** the response set out in the letter at Annex 1 of this Report.

4. Proposals

- 4.1 It is proposed to submit the consultation response attached as Annex 1 following Executive agreement.

5. Supporting Information

- 5.1 None.

6. Corporate Objectives and Key Priorities

- 6.1 Underpins Objective 1 to make Surrey Heath an even better place where people are happy to live.

6.2 Underpins Objective 2 to sustain and promote the local economy so that our people can work and do business across Surrey Heath by promoting improvements to local transport and infrastructure.

6.3 Underpins Objective 3 to build and encourage communities where people can live happily and healthily.

7. Consultation

15.1 The consultation ran until 8 January 2016.

8. PR and Marketing

16.1 Consultation was advertised on the Council's website.

Annexes	Annex 1 - Officer response to Cross Rail 2 Consultation
Background Papers	
Author/Contact Details	Jane Ireland – Planning Policy and Support Manager Jane.ireland@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue		
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal	✓	
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	

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Crossrail2
Transport for London

December 2015

Dear Sir /Madam

Cross Rail 2 Consultation

Thank you for consulting Surrey Heath Borough Council on the proposals for Cross Rail 2. Having regard to the consultation documents and fact sheets the following officer comments are made. Officers will be seeking the Council's Executive endorsement for these comments at the Executive meeting on the 12th January 2016.

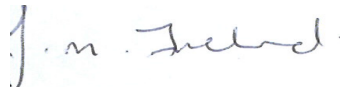
Surrey Heath Borough Council supports the proposal of Cross Rail 2 in principle. Cross Rail 2 could deliver further South West Main Line capacity which could deliver released capacity for the Bagshot, Camberley and Frimley route and released capacity at Ash Vale. Both these options help Surrey Heath's ambitions to seek an improved service to Waterloo.

Surrey Heath Borough Council has had positive input into Network Rails Wessex Route Study. The Council's Executive has previously agreed Surrey Heath's position on this study. The Wessex Route Study identifies priority interventions, including the Woking grade separation which will improve capacity on the South West Main Line.

Surrey Heath Borough Council supports the provision of the Woking Grade Separation and Woking Platform capacity work. Provision of the flyover could improve connectivity of Windsor line trains to the South West Main Line to Woking and London which could allow for faster journey times to Waterloo with an improved waiting time at Ash Vale. Any proposal to terminate Cross Rail 2 services at Woking should not have a detrimental impact on the benefits from the proposed Woking flyover.

It is noted that the consultation states that Cross Rail 2 could support the delivery of 200,000 new homes across London and the wider south east. It will be for the plan making process to determine the level of development within Surrey Heath rather than it be determined by Cross Rail 2. Development would need to have regard to the constraints which the Borough faces such as Green Belt, flood risk and other infrastructure capacity issues.

Yours sincerely



Planning Policy and Conservation Manager
Surrey Heath Borough Council

Surrey Heath Local Development Framework – Authorities Monitoring Report 2014/15

Summary

To consider the Local Plan Authorities' Monitoring Report 2014/15 for the purpose of making the document publically available at the Council offices and on the Council's website.

Portfolio: Regulatory

Date Portfolio Holder signed off report: 11 December 2015

Wards Affected

All

Recommendation

The Executive is advised to resolve that the Surrey Heath Local Plan Authorities Monitoring Report be approved for the purpose of making the document publically available at the Council offices and on the Council's website.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2015/16.

2. Key Issues

- 2.1 The Surrey Heath Authorities Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced and planning authorities must publish this information direct to the public at least yearly.
- 2.2 The purpose of the AMR is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met.
- 2.3 This AMR monitors the period from 1st April 2014 to 31st March 2015.
- 2.4 The Core Strategy and Development Management Policies Development Plan Document 2011-2028 (CSDMP) was adopted in February 2012. Many of the targets and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Therefore, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. In addition, it will take some time for the effects of the new policies in the CS&DMP DPD to become apparent. However, these indicators still serve to provide a useful

baseline which can be built upon as the new policies begin to take effect.

- 2.5 The CSDMP set a target to build 3,240 new homes between 2011 and 2028. This equates to 191 units per year. From 2011 – March 2015 the Council has delivered 710 homes which represents an under delivery of 52 homes over the four monitoring years. The Council's ability to meet the targets for new homes relies largely on overcoming restrictions imposed by the Thames Basin Heaths SPA. The Council continues to work on delivering SANG land and it is anticipated that this will allow more housing to come forward in the later stages of the plan period. The Council has permitted more development than has been delivered.
- 2.6 A housing trajectory has been prepared, based on the Strategic Housing Land Availability Assessment (SHLAA) 2014. This suggests that (subject to adequate SANG being available) the Council can demonstrate an adequate supply of sites to meet housing need based on current CSDMP targets to the end of the plan period (2028).
- 2.7 Over the plan period to date, 73% of all housing completions were on Previously Developed Land (PDL), against the CSDMP target of 60%. The Borough Council will continue to ensure the most effective use of land is made wherever possible.
- 2.8 Over the plan period to date around 5% of completed dwellings were affordable housing, against a CSDMP target of 35%. However the new policies have only been in place for 3 years and it will take some time for their effects to become fully apparent. Previous developments such as the Notcutts site in Bagshot delivered 50% on-site affordable housing which is above the percentage targets set out in the Core Strategy. This demonstrates that some development sites can help to balance under delivery of affordable housing in others. It is also important to note that a significant quantity of applications now come through as prior notifications for the conversion of offices to residential accommodation. These prior notifications applications means there is no incentive or requirement for developers to provide affordable housing.
- 2.9 The Council has sought to ensure environmental protection standards are met across the Borough and has generally performed well on the environmental indicators monitored.
- 2.10 Over the plan period to date there has been a net gain in employment floorspace in Core Employment Areas, with no net gain or loss of Employment floorspace in the designated Core Employment Areas during the monitoring year. However, across the Borough as a whole there has been a net loss of Employment and Retail floorspace. Initially, this was a reflection of the economic downturn, but more recently it is probably a result of the changes to Permitted Development Rights which allow for the change of use of offices to

residential under prior notification rather than through the planning applications process. Policies in the CSDMP and the recently adopted Camberley Town Centre Area Action Plan aim to address the issues of losses of employment and retail floorspace. However, further recent amendments to permitted development rights may make this more difficult to control and monitor.

- 2.11 The Camberley town Centre Area Action Plan (CTCAAP) was adopted in July 2014, midway through the monitoring year. Objectives in the CTCAAP have been set out in this report's monitoring structure and will continue to be monitored in future AMRs as monitoring data for the relevant objectives becomes available.

3. Options

- 3.1 The Executive has the following options in respect of the AMR

- (i) to **AGREE** the AMR, or
- (ii) to **NOT AGREE** the AMR.

4. Proposals

- 4.1 It is proposed that the AMR as circulated be approved for publication

5. Supporting Information

- 5.1 None

6. Corporate Objectives And Key Priorities

- 6.1 The AMR reports progress in implementing Development Plan Documents and monitors performance against the policies of the adopted Core Strategy and Development Management Polices (CSDMP) and in future, also the Camberley Town Centre Area Action Plan (CTCAAP). The polices in the CSDMP have been produced to take forward the vision set out in the Council's Sustainable Community Strategy and the Council's key corporate objectives.

7. Policy Framework

- 7.1 The Planning and Compulsory Purchase Act was enacted on 28th September 2004. Section 35 of the Act required local planning authorities to make an annual report to the Secretary of State about the implementation of their local development scheme and whether the policies in the local development documents are being achieved.

8. Legal Issues

- 8.1 As set out in S.35 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) the Council is required to publish an Authorities Monitoring Report at least yearly. This must be made available online and in the Council offices.

9. Consultation

9.1 The Authorities Monitoring Report (AMR) is a statutory requirement which monitors the Council's achievements against the objectives of the Local Plan. The AMR must be made available to the public at the Council's offices and by publication on the Council's website. There is no requirement for consultation to be undertaken on the document.

9.2

Annexes	None
Background Papers	Annual Monitoring Report 2014/15
Author/Contact Details	Christopher Kirk Christopher.kirk@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	01/12/15
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	01/12/15
Policy Framework		
Legal	✓	01/12/15
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	01/12/15

Review Date:

Version:

The Council Tax Base and the Local Council Tax Support Scheme

Summary

To approve the Council Tax Base and Council Tax technical changes for 2016/17.
To review the Local Council Tax Support Scheme for 2016/17 including the level of support given to parishes as compensation.

Portfolio - Finance

Date signed off: 22 December 2015

Wards Affected

All

Recommendation

The Executive is asked to

- (i) NOTE the calculations of the tax base in Annexes A to F summarised below:

	Band D Equivalent Properties
Bisley	1,513.05
Chobham	1,928.94
Frimley and Camberley	23,382.72
West End	2,013.81
Windlesham	8,051.68
Surrey Heath Borough Council	36,890.20

- (ii) NOTE that the changes to Council Tax discounts made by Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2016/17;
- (iii) RESOLVE that £19,943 be given to Parishes in 2016/17 to offset the effect on the tax base of the Local Council Tax Support scheme;
- (iv) RESOLVE that the final setting of the Tax Base be delegated to the Executive Head of Finance; and
- (v) RECOMMEND to Full Council that the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, is amended to remove the award of a Family Premium for any new claims or new births after 31 March 2016.
- (vi) RECOMMEND that at the Executive Head of Finance make any further minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income and applicable amount calculation it

remains in line with Housing Benefit changes introduced by legislation.

- (vii) RECOMMEND that the that incomes and applicable amounts and non-dependant deceptions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.

Resource Implications

1. Surrey Heath Borough Council is legally required to set its Council Tax Base for 2016/17 by 31st January 2016.
2. The 2016/17 Council Tax for this Borough will be set at the Council meeting on 24th February 2016.
3. The increase in the tax base of 289.70 equivalent Band D properties will generate an additional £61,500 in income, based on the current Band D council tax charge.
4. Central Government has stated that money is provided to compensate parishes for the loss of income from the Local Council Tax Support Scheme (LCTSS). However this is included within the overall settlement and so is not separately identified. Last year the Council agreed to reduce the money paid over to parishes in line with the overall percentage reduction in government funding. Ministers have stated that they expect no reduction in the grant that is paid over to parishes and so for this reason it is recommended that the payment made last year of £19,943.44 be unchanged.

Key Issues

Technical changes to Council Tax

5. Technical changes to Council Tax were introduced from April 2013 under the Local Government Finance Act 2012 which meant that Councils were empowered to set a number of changes to Council Tax discounts and exemptions as well as introduce a premium for long term empty properties.
6. The table below sets out the permitted range of relief categories, the exemption set in 2015/16 and the proposed relief for 2016/17 is unchanged.

Category	Permitted changes	2015/16 Reliefs	Proposed 2016/17 relief
Empty Homes in need of or undergoing major repair or structural alterations	Discount of up to 100% for 12 months	No discount from day one	No change
Empty Homes	Discount of up	100%discount	No change

that are unoccupied and substantially unfurnished	to 100% for any period	for the first 28 days a property remains unoccupied and substantially unfurnished.	
Furnished Homes not occupied as anyone's main home	Can discount up to 10%	No discount from day one	No change
Long term empty houses (over 1 year)	Discount of up to 50% for one year and ability to set a premium after 2 years	No discount and 50% premium on properties empty more than 2 years	No change

7. The reducing of exemptions for empty properties has encouraged property owners to bring these back in to occupation sooner.
8. The biggest single discount given on Council Tax is the "Single person's discount" which gives a reduction of 25% on Council Tax for those properties with one occupier. This ability to vary this discount has been retained by Government and so cannot be varied by local councils.

Local Council Tax Support Scheme

9. On 1 April 2013 the Council introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit, for working age claimants. The new scheme operates as a Council Tax discount and Councils were able to vary the value of discount on Council Tax granted to working age claimants. Pensioner claimants were protected and continued to receive help towards their council tax based on regulations set by Central Government.
10. The funding given by Government to fund the new scheme was insufficient to pay the full cost of granting all claimants 100% discount. Members took the view when setting the scheme in January 2013 that the cost of the LCTSS should not fall on local tax payers and so set the discount level at 70% for working age claimants, rather than the 100% previously, subject to a number of specific exemptions for defined vulnerable groups.
11. Members also agreed to put £10,000 into a hardship fund for individual cases for 2015/16.
12. An increasing number of hardship payments are being refused as the current procedural guidance requires there to have been council tax benefit in payment as at 31 March 2013. The demand for hardship payments is low but it is recommended that the guidance be amended to

remove the reference to the necessity of there having been entitlement to council tax benefit as at 31 March 2013.

13. A separate grant of £419k was received from the Government to fund the scheme in 2013/14. This however was included within the overall support grant for 2014/15 and for 2015/16 is not separately identifiable. It is anticipated that the loss of income to the borough will amount to £416k in 2016/17 as a result of the discount given for the LCTSS. Given that overall government funding is being reduced it is likely that the reduced grant paid will not meet the cost of the LCTSS. If reductions in funding continue it is likely that the scheme may have to be reviewed in 2016/17 with a view to increasing the amounts claimants pay from the existing 30% to 40% however this will need to be balanced against claimant's ability to pay any additional council tax.
14. On 2 December 2015 the Department for Communities and Local Government launched a review into how local Council Tax support schemes are working across the country which closes 12 January 2106. In considering changes to our local scheme the findings of this review will be referred to.
15. It is recommended that the scheme remains unchanged for 2016/17 but the scheme may have to change for 2017/18 in the light of government funding changes when known.
16. For ease of administration it is important that there is alignment in respect of treatment of income and calculation of applicable amounts between housing benefit and the local council tax support scheme. Each year the Government makes minor changes to their scheme to reflect uprating of benefits etc. In order that the housing benefit and LCTSS remain aligned the Executive Head of Finance has delegated authority to make such minor changes as may be necessary to the LCTSS for all types of claimant.

Support to Parishes

17. The introduction of the LCTSS in April 2013 had the effect of reducing the Council Tax base since it operated as a discount rather than a benefit.
18. In order to recognise the effect that this would have on parishes the Government provided a grant to Councils in 2013/14 to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This amounted to £22,923. The grant was again provided in 2014/15 as it was not separately identifiable the Council agreed to reduce the parish element by 13% in line with the overall reduction in funding received by the Council
19. It is proposed that no reduction be made in the current financial year and that the situation be reviewed again in 2016/17 in the light of further anticipated Government funding reductions. This will also mean that

Parishes will not have to increase their precepts in 2016/17 just to cover any grant reduction. The level of support is shown in the table below:

Parish/Town	Support given in 2014/15	Support for 2015/16	Support for 2015/16
Bisley	1,334.30	1,334.30	1,334.30
Chobham	2,962.87	2,962.87	2,962.87
Frimley and Camberley	8,116.98	8,116.98	8,116.98
West End	1,591.65	1,591.65	1,591.65
Windlesham	5,937.64	5,937.64	5,937.64
TOTAL	£19,943.44	£19,943.44	£19,943.44

Options

20. The Executive can accept, amend or reject any part of the proposal. It should be noted that the Council has a statutory duty to determine its Tax Base by 31st January 2016.

Proposals

21. It is proposed that the Executive:

- (i) note the calculations of the tax base in Annexes A to F summarised below;

	Band D Equivalent Properties
Bisley	1,513.05
Chobham	1,928.94
Frimley and Camberley	23,382.72
West End	2,013.81
Windlesham	8,051.68
Surrey Heath Borough Council	36,890.20

- (ii) note that the changes to Council Tax discounts made by Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2016/17;
- (iii) resolve that £19,943 be given to Parishes in 2016/17 to offset the effect on the tax base of the Local Council Tax Support scheme;
- (iv) resolve that the final setting of the Tax Base be delegated to the Executive Head of Finance; and
- (v) Recommend to Full Council that the Executive Head of

Finance be delegated to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation.

- (vi) Recommend to Full Council that incomes and applicable amounts and non-dependant deceptions are updated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.
- (vii) Recommend to Full Council that the current guidance for discretionary hardship awards be amended to remove the reference to the necessity to have been in receipt of council tax benefit as at 31 March 2013
- (viii) Recommend to Full Council that a sum of £10,000 be made available in 2016/17 for discretionary hardship awards

Supporting Information

- 22. Attached in Annexes A to F of this report are detailed breakdowns of the calculations of the Tax Base for each part of the Borough, i.e. the 4 parishes and the urban area of Frimley and Camberley. In addition Annex F includes a breakdown of the calculation of the Tax Base for the whole area. The format of the Annexes meets statutory requirements.
- 23. The Annexes assume that there will be no change to the discounts and exemptions given nor to the LCTSS.
- 24. The Executive should note that Tax Base calculation, which must be calculated for each area of the Borough for bands A to H, reflects the following:
 - a) The number of chargeable properties on the Listing Officer's Valuation List, as adjusted for exempt properties and disabled relief which have been granted.
 - b) Discounts where there are only one or no residents in a property. The figures reflect the position as at 5 October 2015.
 - c) The Ministry of Defence will be making a contribution in respect of its properties which are exempt under Council Tax. The equivalent number of properties is added into the Frimley and Camberley calculations.
 - d) No change is anticipated in the number of discounts given during 2016/17.
 - e) The losses on collection allowance remains at 1.5% to reflect the current economic situation, an allowance for the LCTSS and seeks to avoid creating a deficit on the collection fund.

Corporate Objectives and Key Priorities

25. By setting the tax base and thus raising the correct level of Council Tax the Council is able to support all its corporate objectives.

Legal Issues

26. There is a statutory requirement to set the Council Tax Base by the 31st January 2016 in accordance with the Local Government Finance Act 1992.

Risk Management

27. If the tax base is not set then this would delay the budget setting and billing for 2016/17.

Equalities Impact

28. No discernible impact has been identified over and above those noted and dealt with when the LCTSS was introduced in April 2013.

Annexes A – F	Council Tax Base calculations
Background Papers	None
Author/Contact Details	Robert Fox – Revenues and Benefits Manager robert.fox@surreyheath.gov.uk
Head Of Service	Kelvin Menon – Executive Head of Finance

Consultations, Implications and Issues Addressed

	Required	Consulted
Resources		
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
Other Issues		
Corporate Objectives & Key Priorities		
Policy Framework		
Legal	✓	✓
Governance	✓	✓
Sustainability		
Risk Management	✓	✓
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

2016_17									
BISLEY	BANDS								TOTAL
	A	B	C	D	E	F	G	H	
1.Total number of dwellings on the Valuation List	4	61	191	331	315	330	155	5	1392.00
Number of dwellings exempt	0	0	1	0	3	2	2	0	8.00
2. Adjusted number of chargeable dwellings	4	61	190	331	312	328	153	5	1384.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	1	4	1	1	2	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	1	4	1	1	2	0	
3. Adjusted number of chargeable dwellings	4	61	191	334	309	328	154	3	1384.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	2	44	74	86	72	50	16	0	86.00
Number of dwellings in line 3 entitled to a 50% discount	0	0	0	0	0	0	0	0	0.00
4. Adjusted number of chargeable dwellings	3.5	50.0	172.5	312.5	291.0	315.5	150.0	3.0	1298.00
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	0	0	0	0	0	0	0	0.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	0	1	0	1	0	0	0	2.00
5. Adjusted number of chargeable dwellings	3.5	50.0	171.5	312.5	290.0	315.5	150.0	3.0	1296.00
Reduction in taxbase as a result of local council tax support	0.01	4.34	17.59	14.77	5.36	2.46	2.01	0.00	46.5
6. Adjusted number of chargeable dwellings	3.49	45.66	153.91	297.73	284.64	313.04	147.99	3.00	1,249.46
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	2.3	35.5	136.8	297.7	347.9	452.2	246.7	6.0	1525.1
Adjustment for expected new properties at Band D									11
Less									
Allowance for loss on collection of 1.5%									23.04
MOD PROPERTIES									0.00
Tax Base after adjustment									1,513.05

ANNEX B

2016_17									
CHOBHAM	BANDS								TOTAL
	A	B	C	D	E	F	G	H	
1.Total number of dwellings on the Valuation List	54	51	138	477	364	262	254	163	1763.00
Number of dwellings exempt	3	2	3	12	4	1	1	1	27.00
2. Adjusted number of chargeable dwellings	51	49	135	465	360	261	253	162	1736.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	3	1	1	1	0	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	3	1	1	1	0	0	
3. Adjusted number of chargeable dwellings	51	49	138	463	360	261	252	162	1736.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	10	29	88	141	96	60	45	26	123.75
Number of dwellings in line 3 entitled to a 50% discount	0	0	0	1	0	0	1	0	2.00
4. Adjusted number of chargeable dwellings	48.5	41.8	116.0	427.3	336.0	246.0	240.3	155.5	1611.25
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	1	0	1	1	1	2	0	2	8.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	0	0	0	1	1	0	1	3.00
5. Adjusted number of chargeable dwellings	49.0	41.8	116.5	427.8	335.5	246.0	240.3	155.5	1612.25
Reduction in taxbase as a result of local council tax support	9.11	18.15	37.86	45.55	8.74	5.14	0.86	0.00	125.4
6. Adjusted number of chargeable dwellings	39.89	23.60	78.64	382.20	326.76	240.86	239.39	155.50	1,486.84
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	26.6	18.4	69.9	382.2	399.4	347.9	399.0	311.0	1954.3
Adjustment for expected new properties at Band D									4
Less									
Allowance for loss on collection of 1.5%									29.37
MOD PROPERTIES									0.00
Tax Base after adjustment									1,928.94

ANNEX C

2016_17										
Frimley and Camberley	BANDS									
	@	A	B	C	D	E	F	G	H	TOTAL
1. Total number of dwellings on the Valuation List	0	402	1610	4302	6739	3991	2908	3277	117	23346.00
Number of dwellings exempt	0	35	32	210	125	184	59	34	11	690.00
2. Adjusted number of chargeable dwellings	0	367	1578	4092	6614	3807	2849	3243	106	22656.00
Number of chargeable dwellings subject to disabled reduction	0	1	2	15	31	19	14	22	5	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	1	2	15	31	19	14	22	5	0	
3. Adjusted number of chargeable dwellings	1	368	1591	4108	6602	3802	2857	3226	101	22656.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	1	240	867	1512	1905	785	413	395	3	1530.25
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0	3	1	2	2	2	4	7	0	21.00
4. Adjusted number of chargeable dwellings	0.75	306.5	1373.8	3729.0	6124.8	3604.8	2751.8	3123.8	100.3	21115.25
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	0	10	3	1	0	2	1	0	17.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	0	4	22	19	6	7	3	0	61.00
5. Adjusted number of chargeable dwellings	1	307	1,375	3,709	6,106	3,599	2,746	3,121	100	21062.75
Reduction in taxbase as a result of local council tax support	0.73	96.43	396.27	399.19	408.30	70.66	24.64	9.95	0.00	1,406.17
6. Adjusted number of chargeable dwellings	0.02	210.07	978.48	3,309.31	5,697.95	3,528.09	2,721.11	3,111.30	100.25	19,656.58
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	0	140.0	761.0	2941.6	5698.0	4312.1	3930.5	5185.5	200.5	23169.3
Adjustment for expected new properties at Band D										100
Less										
Allowance for loss on collection of 1.5%										349.04
MOD PROPERTIES										462.50
Tax Base after adjustment										23,382.72

ANNEX D

2016_17									
West End	BANDS								TOTAL
	A	B	C	D	E	F	G	H	
1.Total number of dwellings on the Valuation List	23	37	86	275	561	455	262	18	1717.00
Number of dwellings exempt	3	2	1	1	3	2	0	0	12.00
2. Adjusted number of chargeable dwellings	20	35	85	274	558	453	262	18	1705.00
Number of chargeable dwellings subject to disabled reduction	0	0	0	0	3	2	1	0	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	0	0	3	2	1	0	0	
3. Adjusted number of chargeable dwellings	20	35	85	277	557	452	261	18	1705.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	8	24	47	83	112	51	33	3	90.25
Number of dwellings in line 3 entitled to a 50% discount	0	0	0	0	0	0	0	0	0.00
4. Adjusted number of chargeable dwellings	18.0	29.0	73.3	256.3	529.0	439.3	252.8	17.3	1614.75
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	1	1	0	0	1	0	0	0	3.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	0	0	1	2	0	0	0	3.00
5. Adjusted number of chargeable dwellings	18.5	29.5	73.3	255.3	527.5	439.3	252.8	17.3	1613.25
Reduction in taxbase as a result of local council tax support	2.38	10.14	11.17	10.48	10.81	3.10	0.92	0.00	49.00
6. Adjusted number of chargeable dwellings	16.12	19.36	62.08	244.77	516.69	436.15	251.83	17.25	1,564.25
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	10.7	15.1	55.2	244.8	631.5	630.0	419.7	34.5	2041.5
Adjustment for expected new properties at Band D									3
Less									
Allowance for loss on collection of 1.5%									30.67
MOD PROPERTIES									0.00
Tax Base after adjustment									2,013.81

2016_17									
Windlesham	BANDS								TOTAL
	A	B	C	D	E	F	G	H	
1.Total number of dwellings on the Valuation List	90	303	1014	1736	1376	1713	1002	183	7417.00
Number of dwellings exempt	8	3	10	15	6	12	7	2	63.00
2. Adjusted number of chargeable dwellings	82	300	1004	1721	1370	1701	995	181	7354.00
Number of chargeable dwellings subject to disabled reduction	0	0	5	10	3	7	2	1	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	0	5	10	3	7	2	1	0	
3. Adjusted number of chargeable dwellings	82	305	1009	1714	1374	1696	994	180	7354.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	33	201	484	557	375	287	106	17	515.00
Number of dwellings in line 3 entitled to a 50% discount	0	0	0	1	0	0	2	1	4.00
4. Adjusted number of chargeable dwellings	73.8	254.8	888.0	1574.3	1280.3	1624.3	966.5	175.3	6837.00
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	2	2	1	4	1	2	4	3	19.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	3	3	6	1	2	2	1	18.00
5. Adjusted number of chargeable dwellings	74.8	252.8	885.5	1,570.3	1,279.8	1,623.3	966.5	175.8	6828.50
Reduction in taxbase as a result of local council tax support	20.75	61.17	111.40	86.08	30.25	12.28	4.47	0.99	327.39
6. Adjusted number of chargeable dwellings	54.00	191.58	774.10	1,484.17	1,249.50	1,610.97	962.03	174.76	6,501.11
Ratio to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	36.0	149.0	688.1	1484.2	1527.2	2327.0	1603.4	349.5	8164.3
Adjustment for expected new properties at Band D									10
Less									
Allowance for loss on collection of 1.5%									122.61
MOD PROPERTIES									0.00
Tax Base after adjustment									8,051.68

ANNEX F

2016_17										
Surrey Heath	BANDS									
	@	A	B	C	D	E	F	G	H	TOTAL
1. Total number of dwellings on the Valuation List	0	573	2062	5731	9558	6607	5668	4950	486	35635.00
Number of dwellings exempt	0	49	39	226	153	199	76	44	14	800.00
2. Adjusted number of chargeable dwellings	0	524	2023	5505	9405	6408	5592	4906	472	34835.00
Number of chargeable dwellings subject to disabled reduction	0	1	2	20	45	30	25	27	8	
Number of dwellings effectively subject to council tax for this band by virtue of disabled relief	1	2	20	45	30	25	27	8	0	
3. Adjusted number of chargeable dwellings	1	525	2041	5530	9390	6403	5594	4887	464	34835.00
Number of dwellings in line 3 entitled to a single adult household 25% discount	1	293	1165	2205	2772	1440	861	595	49	2345.25
Number of dwellings in line 3 entitled to a 50% discount including Annexes	0	3	1	2	4	2	4	10	1	27.00
4. Adjusted number of chargeable dwellings	0.75	450.3	1749.3	4977.8	8695.0	6042.0	5376.8	4733.3	451.3	32476.25
Number of dwellings in line 4 classed as empty and being charged the Empty Homes Premium	0	4	13	5	6	3	6	5	5	47.00
Number of dwellings in line 4 classed as empty and entitled to 28 day 100% discount	0	0	8	26	26	11	10	5	1	87.00
5. Adjusted number of chargeable dwellings	0.8	452.3	1747.8	4954.3	8672.0	6032.5	5369.8	4730.8	452.8	32412.8
Reduction in taxbase as a result of local council tax support	0.73	128.67	490.07	577.14	565.18	125.82	47.61	18.20	0.99	1,954.4
6. Adjusted number of chargeable dwellings	0.02	323.58	1,257.68	4,377.11	8,106.82	5,906.68	5,322.14	4,712.55	451.76	30,458.34
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
7. Total number of band D equivalents after allowance for council tax support	0	215.7	979.0	3891.6	8106.8	7218.1	7687.5	7854.2	901.5	36854.4
Adjustment for expected new properties at Band D										128
Less										
Allowance for loss on collection of 1.5%										554.74
MOD PROPERTIES										462.50
Tax Base after adjustment										36,890.20

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Quarterly Financial Monitoring

Summary

To inform Executive as to the position of the Council Finances as at 30th September 2015.

Portfolio - Finance

Date signed off: 10 November 2015

Wards Affected

All

Recommendation

The Executive is advised to **NOTE the Revenue, Treasury and Capital Position for the first half of 2015/16.**

1. Introduction

- 1.1 This is the second quarter monitoring report against the 2015/16 approved budget, which provides an update on the Revenue, Treasury and Capital budget position as at 30 September 2015 and an early view for the financial year.

2. Resource Implications

Revenue Budget

Services

- 2.1 Overall services expect to be £250,000 under budget at the end of the year due to:
- £50,000 underspend on the Business portfolio;
 - £280,000 underspend on Community portfolio;
 - £174,000 additional income in Corporate property.
 - Offset by £250,000 savings target included within the original budget
- 2.2 The Council set itself a strategy of generating additional income and has been particularly successful in this regard in relation to property whereby an investment in property is generating a return in excess of the cost of borrowing. This is clearly an area in which there is more potential provided the right investments can be found.

Interest Received

- 2.3 Despite the expected income being increased by £100k in 2015/16 budget the Council is on track to exceed this amount. A list of investments is shown in Annex B.

Wages and Salaries

- 2.4 It is estimated that there will be an underspend of £77k on wages and salaries at the end of the year based on expenditure to date. This has been achieved by managing vacancies in line with service requirements.

Capital Budget

- 2.5 There is a total capital programme for the year of £19.773m. Of this £17.289m has been spent during the year so far. The bulk of this has been spent on property acquisition with other sums being spent on air conditioning, computer software, car parks and disabled facilities grants.
- 2.6 The properties acquisitions have all been funded through borrowing from the Public Works Loans Board and/or the Local Enterprise Partnership.

Debtors

Sundry Debts

- 2.7 Sundry debts include all debts except those relating to benefits. At the 30th September debts there were invoices totalling £606k unpaid. This is a small reduction against the £627k outstanding last quarter.
- 2.8 Of the total due £218k relates to one invoice for Surrey County Council for recycling credits due in year. The second largest element, £80k, relates to invoices for temporary housing costs which are being chased.

Housing Benefit Debts

- 2.9 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. At the 30th September 2015 the balance was £643k which is an increase of £33k compared to the last quarter. Although £57k was recovered in cash or through benefits a further £139k was raised in invoices for new overpayments generated by fraud investigation or claimant information.

3. Options

- 3.1 Members can accept and note the report or reject it.

4. Proposals

4.1 It is proposed that the Executive is advised to NOTE the Revenue, Treasury and Capital Position for the first half of 2015/16.

5. Corporate Objectives and Key Priorities

5.1 This item addresses the Councils Objective of delivering services efficiently, effectively and economically.

6. Sustainability

6.1 Budget monitoring and financial control are important tools in monitoring the financial sustainability of the Council.

7. Risk Management

7.1 Regular financial monitoring enables risks to be highlighted at an early stage so that mitigating actions can be taken.

8. Officer Comments

8.1 None in addition to the matters raised above.

Background papers	None
Author/contact details	Kelvin Menon - Executive Head of Finance Kelvin.menon@surreyheath.gov.uk
Head of Service	As above

Consultations, Implications and Issues Addressed

	Required	Consulted	Date
Resources			
Revenue	✓		
Capital			
Human Resources			
Asset Management			
IT			
Other Issues			
Corporate Objectives & Key Priorities			
Policy Framework			
Legal			
Governance			
Sustainability			
Risk Management			
Equalities Impact Assessment			
Community Safety			
Human Rights			
Consultation			
P R & Marketing			

Annex A

Detail on the Revenue Budget Position at 30th September 2015

1. The revenue budget was approved by members in February 2015. In previous years services heads have been asked to review their expenditure to date and predict whether there would be any variance to budget at the end of the year.
2. This year using the new financial system a new approach has been adopted where actual expenditure for the period under review is compared to the budget to date. Services spread or “profile” their budget over the year depending on when they anticipate income and expenditure to happen.
3. Differences between actual and the profiled budget to date can happen because:
 - Timing - Expenditure has not been incurred in the period it was predicted to have occurred when the budget profiling was set. In this case the profiling can be adjusted to take account of these timing issues in future month and the differences should reverse over the remainder of the year
 - Overspend/underspend – There is an underlying reason as to why actual expenditure is at variance to the budget i.e. Income being less than predicted or expenditure being higher. These differences may be permanent unless corrective action is taken to bring the actual figures in to line with the budget.
4. Services were asked to review compare their actual results to the profiled budget for the first quarter and where there was a variance over £25k to indicate whether this is due to a timing issue for which the budget profile needs adjusting or whether it indicates a potential risk of a year-end variance.
5. The results by portfolio are shown below:

Business Portfolio

Profiled Budget £564k, Actual £710k, Accounting variance £146k under budget

6. Major areas with variances over £25k:

Area	Value	Main Reason	Type of difference	Corrective action
CPE/CPZ	£31k under budget	Penalty notice income above budget	Timing due to budget profile	None

Theatre	£200k over budget	Income not meeting budget	£100k due to profiling of the programme but income likely to be £100k under budget at year end	See note below
Car Parks	£50k under budget	Increased income	Increased usage of car. Likely to be £75k up at year end	
Arena	£30k over budget	Invoicing of income	Likely to be £70k up at the end of the year.	None

7. In respect of the theatre specifically the Executive Head of Business states that it is difficult to predict the final year end outturn as the majority of the Theatre's income is over the winter period, including Panto and top selling shows. New initiatives, such as the bar, have been undertaken to reduce any deficit – early indications are that this is being successful. It is therefore anticipated that a significant proportion of this difference will be made up.

Community Services Portfolio

Profiled Budget £2,013k, Actual £1,810k, Accounting Variance £203k under budget

8. Major areas with variances over £25k:

Area	Value	Main Reason	Type of difference	Corrective action
Community Transport	£43k over budget	Shortfall in grant income	Timing – will be received	None
Recycling	£100k over budget	Shortfall in recycling credits processed	Timing – anticipate will be £41k under budget at year end.	None
Waste	£150k under	Reduction in contractor	Expect to be £140k under	None

	budget	costs	budget at year end	
Street Cleaning	£139k under budget	Savings on contractor costs	Expect to be £100k under budget at year end	None
PPP Funding	£40k under budget	Underspend due to timing	Will be on budget at year end	None

Financial Services Portfolio

Profiled Budget £887k, Actual £115k, Underspend variance £772k

9. Major areas with variances over £25k:

Area	Value	Main Reason	Type of difference	Corrective action
NNDR	£60k over budget	No summons fee income in ledger	Timing – will be entered as sitting in revenues system	None – budget will be met
Counter Fraud Fund	£60k under budget	Grant received not budgeted for	Will be spent over the year	None
Housing benefits	£790k under budget	Timing of benefit payments against grant receipts	Timing	None

10. At the moment no overall variance is anticipated for the year end

Regulatory Portfolio

Profiled Budget -£195k, Actual -£357k, Underspend variance -£162k

11. For the period so far there are underspends in Homelessness (£56k), due to low demand, Local Plan review work (£70k), as local plan has review has been deferred, and appeals (15k). In addition there is addition income from land charges (£43k). This has been offset by a fall in planning income of £71k The remainder of the differences is due to timing of works in areas such as drainage etc.

12. It is anticipated that at the end of the year planning applications could be £150k down unless a large application is received however this is offset by a £50k saving on consultants, £50k saving on housing costs and £50k additional income on land charges.

Transformation Portfolio

Profiled Budget £1,391k, Actual £1,380k, Variance £11k underspend

13. No significant affect yearend outturn is predicted at the moment.

Corporate Portfolio

Profiled budget £393k, Actual £385k, Variance £8k underspend

14. No effect on yearend outturn is predicted at the moment.

Legal and Property Services

Profiled budget £714k, Actual £334k, Variance £380k underspend

15. Difference arises because of £40k of staffing costs for building control committed but not paid. £248k re gross rents on new acquisitions not in budget and £91k variance on public offices due to savings on rent and timing of costs.
16. At year end it is predicted that there will be additional net income from property of £140k and a saving on business rates of £34k

Annex B

INVESTMENTS as at 30th September, 2015		
Lloyds Bank Call Account		501,661
Goldman Sachs Bank		2,000,000
	Total Banks	2,501,661
Debt Management Office		0
Nationwide Building Society		2,000,000
	Total Building Society	2,000,000
Icelandic Banks		676,779
	Total Banks, Building Societies and DMO	5,178,440
Greater London Authority		2,000,000
Lancashire County Council		1,500,000
The London Borough of Islington		2,000,000
Glasgow City Council		2,000,000
	Total Local Authorities	7,500,000
AAA Rated MM Fund - Aberdeen (SWIP)		2,956,200
AAA Rated MM Fund - Blackrock		2,000,595
AAA Rated MM Fund - CCLA		1,000,000
AAA Rated MM Fund - Insight		1,002,581
AAA Rated MM Fund - Standard Life (Igris)		2,000,000
	Total Money Market Funds	8,959,376
CCLA Property Fund		2,080,885
M & G Investments - Global Dividend Fund		833,883
M & G Investments - Strategic Corp Bond Fund		1,951,156
Threadneedle - Global Equity Income Fund		932,386
Threadneedle - Strategic Bond Fund		1,925,175
	Total Longer Term Investments	7,723,484
	Total Invested (excluding the NatWest SIBA)	29,361,300
NatWest SIBA		1,300,158
	Total Invested (including NatWest SIBA)	30,661,459
War Stock		13
	Total Invested (Including SIBA & War Stock)	30,661,472

Response to consultation on proposed changes to national planning policy

Summary

This report sets out the response to the Government's consultation on proposed changes to national planning policy. The consultation began on Monday 7th December and ends on Monday 25th January.

The proposed changes to national planning policy concern housing delivery and relate specifically to affordable housing, density around commuter hubs, new settlements, starter homes and development on brownfield land and small sites. The consultation also seeks views on transitional arrangements for the introduction of changes to policy. The consultation document is available to view in the Members Room or online at:

<https://www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes>

Whilst the principle of increasing the density of development around commuter hubs and supporting sustainable new settlements is generally welcomed, concerns have been raised in respect to other elements of the consultation proposals. The full response is set out at Annex 1 of this report.

Portfolio - Regulatory

Date Portfolio Holder signed off report: 23rd December 2015

Wards Affected

All

Recommendation

The Executive is advised to resolve that the response set out at Annex 1 of this report be the Council's formal response to the DCLG consultation on changes to national planning policy.

1. Resource Implications

- 1.1. There are no resource implications beyond that provided for within the agreed budget for 2015/2016.

2. Key Issues

- 2.1 DCLG is consulting on a range of proposed changes to National Planning Policy that are intended to support housing delivery. The key themes addressed within the consultation include affordable housing, higher density development around commuter hubs, new settlements, brownfield land, small sites and starter homes. Comments are also sought in respect of transitional arrangements for the introduction of new policy. The proposals and associated responses are set out in brief below, with the full response contained at Annex 1.

- 2.2 To support access to home ownership, the consultation proposes to amend the definition of affordable housing to include a wider range of low cost home ownership options, some of which may not recycle subsidy or be subject to 'in perpetuity' restrictions. Such a change could, subject to how it is implemented, undermine the Councils ability to meet all of the development needs of the area. As such it has been suggested that if this amendment is introduced, any such products should be classed as intermediate products.
- 2.3 Proposals to provide greater national policy support for new settlements and higher density development within the vicinity of 'commuter hubs' have generally been welcomed. It has however been suggested that the definition of 'commuter hubs' requires further clarification. It has also been agreed that national planning policy should not set out a minimum density requirement for development around commuter hubs.
- 2.4 Concern has been raised with respect to proposals to strengthen existing planning policy for brownfield sites (including the delivery of starter homes on unviable or underused land in employment, retail, leisure and non-residential institutional uses) and sites of under 10 units. It is considered that existing policy adequately supports the principle of the redevelopment of such sites whilst allowing a suitable degree of flexibility to resist schemes where there are overriding conflicts with the Local Plan or NPPF that cannot be mitigated.
- 2.5 A number of the consultation proposals would affect the countryside and Green Belt, including:
- Encouraging more efficient use of brownfield sites within the Green Belt;
 - Increasing policy support for the development of small sites immediately adjacent to settlement boundaries;
 - Using rural exception sites to deliver starter homes; and,
 - Allowing local communities to allocate sites for starter homes in the Green Belt through neighbourhood plans.
- 2.6 Whilst the principle of using brownfield sites within the Green Belt more efficiently has been generally welcomed, objections have been raised with respect to the other proposals set out above. It is considered that these could affect the capacity of the Council to meet its development needs and could undermine existing Green Belt policy set out within the NPPF.
- 2.7 The Government also sets out an intention to introduce a housing delivery test to identify areas where there is a significant under-delivery of housing; where a significant under-delivery of housing is identified, the Government suggests action should be taken to address the matter. Under the current consultation, it is suggested that Councils considered to be significantly under-delivering should allocate additional sites through a Local Plan review or Area Action Plan (AAP).

Concerns have been raised in response to this aspect of the consultation, including:

- The test does not include a mechanism to identify reasons for significant under-delivery, which may vary from place-to-place and could be linked to factors outside of the planning process;
- The root cause of significant under-delivery needs to be identified and action tailored accordingly. A 'one size fits all' approach is unlikely to be successful; and,
- Development Plan Documents are not delivery documents and as such, allocating additional sites does not guarantee that they will come forward.

2.8 The Government suggests that the proposed changes to national planning policies may mean that Councils will need to review their local affordable housing policies. Accordingly they suggest a transitional period of 6 – 12 months prior to the introduction of the new national policies, to allow Councils to undertake a partial review of their Local Plan policies. In response, it has been suggested that a 6 – 12 month period is insufficient to allow such a review to take place when taking into account evidence gathering needs, Planning Inspectorate resources and the possibility of some Authorities having to review more than affordable housing policy (where newer evidence suggests that other Local Plan policies are out of date).

3. Options

3.1 The options for the Executive to consider are:-

- (i) To **AGREE** the response on the consultation on changes to national planning policy as set out in Annex 1 of this report.
- (ii) To **AGREE** the response on the consultation on changes to national planning policy as set out at Annex 1 of this report and any additional comments which the Executive may wish to make.
- (iii) To **NOT AGREE** the response on the consultation on changes to national planning policy as set out at Annex 1 of this report and elect to withdraw the consultation response.

4. Proposals

4.1 It is proposed to submit the consultation response attached at Annex 1 by the 25th January 2016 deadline.

5. Supporting Information

5.1 None.

6. Corporate Objectives and Key Priorities

6.1 The proposals may affect the Council's ability to achieve Objective 2 by reducing the Council's capacity to maintain adequate employment floor space.

7. Policy Framework

7.1 The existing policy framework is contained within the National Planning Policy Framework 2012 (NPPF) and associated Planning Practice Guidance (PPG). The consultation relates to changes to the NPPF.

8. Equalities Impact

8.1 Within the consultation response, concerns have been raised that changes to the definition of affordable housing may affect the Councils ability to adequately discharge its duty to households excluded from work through long term illness and disability.

9. Consultation

9.1 The Government consultation runs between the 7th December 2015 and the 25th January 2016.

Annexes	Annex 1 - Officer response to the Department for Communities and Local Government consultation on changes to National Planning Policy.
Background Papers	'Consultation on proposed changes to national planning policy' (2015) Department for Communities and Local Government
Author/Contact Details	Kate Baughan – Senior Planning Officer kate.baughan@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue		
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal	✓	
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		

Resources	Required	Consulted
Consultation		
P R & Marketing	✓	

Review Date:

Version: 1st Draft

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BY EMAIL

[Insert Date]

Dear Sirs,

RE: CONSULTATION ON PROPOSED CHANGES TO NATIONAL PLANNING POLICY

Thank you for the opportunity to respond to the above consultation. Surrey Heath Borough Council has now had the opportunity to consider the proposals and has the following comments to make.

Affordable housing

Q1. Do you have any comments or suggestions about the proposal to amend the definition of affordable housing in national planning policy to include a wider range of low cost home ownership options?

Although the principle of amending the definition of affordable housing to include a broader range of products is supported in principle, Surrey Heath Borough Council would take this opportunity to raise concerns that the amendment of the national planning policy definition of affordable housing to include products that do not have 'in perpetuity' restrictions or that do not recycle subsidy will undermine the Councils' ability to meet the development needs of the area (NPPF Para.14) and to plan for a mix of housing that meets needs of different groups in the community (NPPF Para.50).

More specifically, such an amendment could compromise the capacity of the Council to support the delivery (where appropriate) of sub-market rented homes which are essential for low income families and households excluded from work due to long term illness or disability. The Council may also struggle to discharge its duty to homeless households. Many such households are currently excluded from any form of homeownership and need the safety net of an affordable rented home, particularly in Surrey Heath where an income in the region of £60,000 per annum is required to purchase one of the cheapest properties within the Borough.

In the event that DCLG is still minded to make such an amendment to the definition of affordable housing, it is strongly advised that time-limited products be classed as intermediate products. This will ensure that the balance between rented and intermediate homes identified by Councils within Local Plans is not distorted and will allow the Authority the best opportunity to continue to deliver affordable housing in accordance with evidenced local need.

Q2. Do you have any views on the implications of the proposed change to the definition of affordable housing on people with protected characteristics as defined in the Equalities Act 2010? What evidence do you have on this matter?

Notwithstanding the concerns expressed above in respect of whether, following changes to the definition of affordable housing as set out within national planning policy, the Authority will be able to meet the needs of households excluded from work due to long term illness or disability, we have no further comments to make.

Increasing residential density around commuter hubs

Q3. Do you agree with the Government's definition of commuter hub? If not, what changes do you consider are required?

Surrey Heath supports the principle of increasing residential density around commuter hubs. Notwithstanding this, it is considered that part 'b' of the definition of a commuter hub is somewhat unclear. Surrey Heath Borough Council would also raise concerns with the reference to places which 'could' have a frequent service in the future. Were this to remain within the definition, high levels of development may be encouraged in locations which may not ultimately benefit from a frequent service. In mind of this, Surrey Heath would suggest the definition be revised to read:

"a commuter hub is a public transport interchange (rail, tube or tram) which benefits from a frequent service and where people can board or alight to continue their journey by other public transport or on foot"

Any such growth locations should have fully funded infrastructure requirements in place.

Q4. Do you have any further suggestions for proposals to support higher density development around commuter hubs through the planning system?

Surrey Heath Borough Council has no further suggestions for proposals to support higher density development around commuter hubs through the planning system.

Q5. Do you agree that the Government should not introduce a minimum level of residential densities in national policy for areas around commuter hubs? If not, why not?

It is agreed that the Government should not introduce a minimum level of residential densities for areas around commuter hubs. Development should reflect the character of an area and should not have a detrimental impact on existing communities.

Supporting new settlements, development on brownfield land and small sites, and delivery of housing agrees in Local Plans

Q6. Do you consider that national planning policy should provide greater policy support for new settlements in meeting development needs? If not, why not?

It is agreed that national planning policy should provide greater policy support for new settlements in meeting development needs; however any additional policy support should seek to ensure that any new settlement is capable of providing sufficient infrastructure to meet the needs of the new settlement without detriment to existing communities.

Q7. Do you consider that it would be beneficial to strengthen policy on development of brownfield land for housing? If not, why not and are there any unintended impacts that we should take into account?

Existing national and local planning policy is already exceptionally supportive of the principle of the redevelopment of brownfield sites (under the presumption in favour of sustainable development), whilst allowing a suitable degree of flexibility to resist schemes where there are overriding conflicts with the Local Plan or NPPF that cannot be mitigated. On consideration of the existing policy and the limited information provided on how the policy would be strengthened, Surrey Heath Borough Council does not currently consider that it would be beneficial to strengthen policy on development of brownfield land for housing.

Notwithstanding the above, if DCLG is still minded to strengthen policy on development of brownfield land for housing, it should ensure that there is no detrimental impact on the ability of communities to comment on schemes and that land in operative economic use is not lost through the process.

Q8. Do you consider that it would be beneficial to strengthen policy on development of small sites for housing? If not, why not? How could the change impact on the calculation of the local planning authorities' five-year land supply?

Existing national and local planning policy is already exceptionally supportive of the principle of the redevelopment of brownfield sites of any size (under the presumption in favour of sustainable development), whilst allowing a suitable degree of flexibility provided to resist schemes where there are overriding conflicts with the Local Plan or NPPF that cannot be mitigated. It should be noted that smaller sites are often more constrained, owing to their size and the nature and proximity of surrounding uses; as such, schemes on smaller sites often require careful assessment. It is not envisaged that an additional Policy specifically for smaller brownfield sites would bring any further certainty to the decision making process without risking the approval of inappropriate schemes.

The Council would also take this opportunity to raise concerns with respect to the Government's intention to make clear that proposals for the development of small sites immediately adjacent to the settlement boundary should be supported where sustainable. Settlement boundaries have been carefully established through the Local Plan process; such an approach would undermine the purpose of defined settlement boundaries and devalue the Local Plan process. It should also be recognised that the cumulative impact of such an approach could sanction the unplanned and unwelcome sprawl of settlements beyond their

planned boundaries. This could be particularly detrimental for settlements inset within the Green Belt, where Local Authorities have taken great care to define clear, readily recognisable boundaries that will not need to be altered at the end of the development plan period (NPPF Para.85). In the event that such boundaries are eroded, the Green Belt itself could be undermined, with Authorities needing to revisit the question of whether land on the rural/urban cusp continues to meet the purposes of the Green Belt (Paragraph 80) on a regular basis.

It is not considered that the introduction of a policy supporting the development of small sites for housing would have any significant impact upon how the Council's five year land supply is calculated.

Q9. Do you agree with the Government proposal to define a small site as a site of less than 10 units? If not, what other definition do you consider is appropriate, and why?

Surrey Heath has no comments to make in respect of the Government proposal to define a small site as a site of less than 10 units.

Q10. Do you consider that national planning policy should set out that local planning authorities should put in place a specific positive local policy for assessing applications for development on small sites not allocated in the Local Plan?

The Council does not agree that national planning policy should require local planning authorities to put in place a specific positive local policy for assessing applications for development on small sites not allocated in the Local Plan. As noted above, existing national and local planning policy is already exceptionally supportive of the principle of the redevelopment of brownfield sites of any size (under the presumption in favour of sustainable development), whilst allowing a suitable degree of flexibility provided to resist schemes where there are overriding conflicts with the Local Plan or NPPF that cannot be mitigated. Introducing such a requirement may bring further complexity to the existing Policy context.

Q11. We would welcome your views on how best to implement the housing delivery test, and in particular:

- *What do you consider should be the baseline against which to monitor delivery of new housing?*
- *What should constitute significant under-delivery, and over what time period?*
- *What steps do you think should be taken in response to significant under-delivery?*
- *How do you see this approach working when the housing policies in the Local Plan are not up-to-date?*

It is agreed that the baseline against which delivery is considered should be data within Authority Monitoring Reports against Local Plan targets, with assessment made over a five year period.

In respect of steps that should be taken in response to significant under-delivery, Surrey Heath Borough Council considers that it will be essential to identify the root cause of under-delivery so that measures can be tailored accordingly. Causes of under-delivery will undoubtedly vary from place to place and in many instances may be linked to factors outside of the planning process. As such, it is not considered that a 'one size fits all' approach to addressing significant under-delivery will yield success in all cases.

Concern is particularly expressed in relation to the suggested approach set out within Paragraph 33 of the consultation document, which proposes that Councils identify additional sustainable sites, potentially through a new AAP or a partial or complete Local Plan review, in response to significant under-delivery. The success of such an approach would be reliant upon the allocation of sites being the issue in itself, Councils having the resources to undertake the necessary work and additional sites being deliverable. For Authorities where planning permissions have been granted but are not being built out, or where land availability is the root cause of significant under-delivery the allocation of additional sites will not have any significant impact. Above all, it should be remembered that the Local Plan is not a delivery document; allocating additional sites does not guarantee that they will be delivered.

It is thus strongly suggested that the 'housing delivery test' be re-purposed to identify why, as well as where significant under-delivery may be occurring. Once the Government has been able to identify overarching issues giving rise to significant under-delivery, targeted proposals can be developed that are more likely to succeed in addressing significant under-delivery.

In respect of how the Authority sees this approach working when housing policies in the Local Plan are not up-to-date, we note that non-demonstration of a five year housing land supply makes a local plan out of date. The ability to demonstrate a five year housing land supply can change on a day to day basis – this creates an exceptionally uncertain planning environment for Local Authorities, the public and developers alike and detracts from the overall aim of delivering housing. Surrey Heath Borough Council would suggest that this could be addressed by taking housing numbers and supply outside of the Local Plan and into a separate document that is more flexible and responsive to changing circumstances. Local Plans should deal with the spatial approach to delivery. This would help speed delivery of both Local Plan and would remove some of the barriers to delivering housing.

Q12. What would be the impact of a housing delivery test on development activity?

In its proposed form, it is not envisaged that a housing delivery test would have any significant impact upon housing delivery.

Supporting delivery of starter homes

Q13. What evidence would you suggest could be used to justify retention of land for commercial or similar use? Should there be a fixed time limit on land retention for commercial use?

It is considered that an Employment Land Review would, in combination with annual monitoring, be the best vehicle to justify the retention of land for commercial use. Although Surrey Heath Borough Council would broadly support the principle of requiring Local Authorities to adopt a policy with a clear limit on the length of time that a commercial or employment land should be protected if unused, it is considered essential that land within designated Employment Areas are safeguarded and that the marketing evidence requirements to justify the loss of commercial land are sufficient to allow a robust assessment to be made of any proposed loss.

Q14. Do you consider that the starter homes exception site policy should be extended to unviable or underused retail, leisure and non-residential institutional brownfield land?

The Council does not agree that the starter homes exception site 'policy' should be extended to unviable or underused retail, leisure and non-residential institutional brownfield land. This may affect the Councils capacity to secure schemes that meet the full development needs of the area.

Q15. Do you support the proposal to strengthen the starter homes exception site policy? If not, why not?

The 'starter homes exception policy' is set out within a Ministerial Statement, Planning Practice Guidance, and a separate Guidance note. It is not set out within the NPPF. It is suspected that this may give rise to confusion in respect of the status of the 'Policy'. This should be rectified. Notwithstanding the rationalisation of the existing Policy within the NPPF and Planning Practice Guidance, no further steps should be taken to strengthen the starter homes exception site policy as this may affect the Councils capacity to secure schemes that meet the full development needs of the area. If the interpretation of this 'policy' has created uncertainty for applicants, it is suggested that pre-application discussions with determining authorities are pursued.

Q16. Should starter homes form a significant element of any housing component within mixed use developments and converted unlet commercial units?

Surrey Heath does not consider that starter homes should form a significant element of any housing component within mixed use developments and converted unlet commercial units; this should remain at 20% so that the Council can continue to strive to meet the full development needs of the area.

Q17. Should rural exception sites be used to deliver starter homes in rural areas? If so, should local planning authorities have the flexibility to require local connection tests?

Surrey Heath does not consider that rural exception sites should be used to deliver starter homes in rural areas. This aspect of Planning Policy seeks to make an exception from normally restrictive housing policy in order to allow the provision of affordable housing 'in perpetuity' in locations where access to affordable market housing is, and is likely to continue to be, extremely limited. Starter Homes are not an 'in perpetuity' product and as such, the benefit they hold for rural communities will undoubtedly be very limited, with no capacity to meet affordable housing needs into the future. It is also suggested that the provision of starter homes on rural exception sites is likely to reduce opportunities to provide other 'in perpetuity' products in locations where they are most needed.

Q18. Are there any other policy approaches to delivering starter homes in rural areas that you would support?

Surrey Heath Borough Council has no further suggestions in respect of other policy approaches to delivering starter homes in rural areas.

Q19. Should local communities have the opportunity to allocate sites for small scale starter home developments in their Green Belt through neighbourhood plans?

Surrey Heath Borough Council does not consider that small scale starter home developments should be allocated in the Green Belt (irrespective of the initiating party) unless allocation is preceded by an appropriate Green Belt Review. Current Green Belt policy is generally robust and well established. In line with current Policy, it is unlikely that the provision of starter homes (as time-limited affordable housing products) would constitute very special circumstances by which harm to the Green Belt could be outweighed. To broaden the scope of Green Belt Policy in order to sanction the erection of starter homes on greenfield Green Belt sites would represent a significant erosion of well-established Planning Policy and would undermine the purposes of the Green Belt as defined in Paragraph 80 of the NPPF.

Q20. Should planning policy be amended to allow redevelopment of brownfield sites for starter homes through a more flexible approach to assessing the impact on openness?

Surrey Heath Borough Council generally supports the principle of using brownfield sites within the Green Belt more efficiently, but would suggest that any amendments to policy should remain sufficiently flexible as to allow sites to be assessed on a site-by-site basis.

Transitional arrangements

Q21. We would welcome your views on our proposed transitional arrangements.

The principle of putting in place transitional arrangements to allow local authorities to review their affordable housing policies is supported in principle. However the suggested transitional period of 6 – 12 months is considered to be too short to carry out the necessary evidence gathering, consultation and associated administration that even a partial review would necessitate. Furthermore, it is recognised that if undertaking a partial review of Local Plan policies, Authorities will need to ensure that relevant and up to date evidence underpins the Policies that are not proposed to be changed; such a requirement is likely to be extremely time consuming and may ultimately lead to many Councils having to undertake full reviews of their Plans. This would undoubtedly take longer than 1 year. Surrey Heath would also question whether the Planning Inspectorate would have adequate capacity to deal with a significant increase in the number of partial reviews arising from the proposals.

General questions

Q22. What are your views on the assumptions and data sources set out in this document to estimate the impact of the proposed changes? Is there any other evidence which you think we need to consider?

Surrey Heath Borough Council has no comments to make in respect of the assumptions and data sources set out within the consultation document.

Q23. Have you any other views on the implications of our proposed changes to national planning policy on people with protected characteristics as defined in the Equalities Act 2010? What evidence do you have on this matter?

Surrey Heath Borough Council has no other views on the implications of the proposed changes to national planning policy on people with protected characteristics as defined in the Equalities Act 2010.

Yours sincerely,