

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 7 June  
2016**

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+ 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 Rodney Bates and Cllr Chris Pitt

**96/E Minutes**

The open and exempt minutes of the meeting held on 19 April 2016 were confirmed and signed by the Chairman.

**97/E Renewal of Camberley town centre Business Improvement District**

The Executive considered a report on the proposed renewal of the Camberley Town Centre Business Improvement District (BID) and a recommendation from the Camberley Town Centre Future Management Working Group that the Council votes 'Yes' for a further 5 years of the BID.

Members noted that the Council had a liability to the BID through a 1.5% levy on its property within the BID area. Whilst this would vary depending on the Council's property portfolio, the contribution in 2016 was £10,086.29.

The Council administered the billing and collection of BID levies, for which the Authority received £5,000 per annum, and provided further officer support through media and marketing, Greenspace and Economic Development teams.

Members supported the proposal to support a further 5 years of the BID and agreed that the Chief Executive be asked to vote on the Council's behalf in accordance with Executive's decision.

**Resolved, that**

- (i) The recommendations of the Camberley Town Centre Future Management Working Group be accepted;**
- (ii) The Council record a Yes vote in support of a further 5 years of the Camberley Business Improvement District; and**
- (iii) The Chief Executive be asked to cast the Council's vote in accordance with the Executive's decision.**

**98/E Expressions of Interest to the Local Enterprise Partnership**

The Executive considered a report detailing proposed expressions of interest for funding from the Enterprise M3 Local Enterprise Partnership (LEP) for 2 projects in the Borough, including an addendum providing additional consideration of the risks involved.

Members noted that bids to the LEP required matched funding. For the Camberley Town Centre Public Realm and High Street improvements, 50% of the funding would come from the LEP, with this Council and Surrey County Council each contributing 25%. However, the Yorktown and Watchmoor public transport improvements proposals had been submitted by Surrey County Council in conjunction with the Yorktown and Watchmoor Business Association. They would each fund 25% if the bid was successful, with the LEP covering the remainder.

The LEP would levy a 1% administration fee on all grant projects taken forward to the business case stage. Given that there was no guarantee that the LEP would deliver on all projects where business cases were submitted, there would be a risk to the Council as the 1% share would need to be paid regardless of the success of the Town Centre bid.

Members noted that, on a notional bid of £6 million, the Council's match funding element would be £1.5 million, with the administration fee at £15,000, but the administration fee and match funding elements of the transport project would be met by Surrey County Council and Stagecoach.

**Resolved to**

- (i) note the bids being presented to the Local Enterprise Partnership; and**
- (ii) agree, in principle, to make a funding contribution to the Camberley Town Centre Public Realm and High Street improvements, if they are approved by the LEP.**

**99/E Design Review to Assist with Determination of Strategic Planning Applications**

The Executive considered a report proposing the use of a design review panel to consider housing schemes in excess of 50 dwellings (Gross) and those where the new floor area exceeded 10,000 square metres (Gross). The report proposed the use of Design – South East as the appointed body responsible for the reviews and to recover the costs of the design review panel from the applicants. It also proposed that the protocol on how this would operate in practice should be agreed at officer level.

Members noted the success of the piloted work on the Princess Royal Barracks, Deepcut, which had been well received by both developers and officers. The threshold for major projects had not been defined by the Government as each local authority was considered to have different local requirements and issues, but the proposal to include schemes in excess of 50 dwellings or 10,000 square metres, was considered appropriate for Surrey Heath.

**Resolved, to agree to**

- (i) **the use of a design review panel with the indicative threshold set at housing schemes in excess of 50 dwellings (gross); and, any other developments where the new floor area exceeds 10,000 sq metres (gross);**
- (ii) **appoint Design- South East (D-SE) as the appointed body responsible for review; and,**
- (iii) **the applicant paying for the design review panel service and for a protocol as to how this will work in practice to be agreed at officer level.**

**100/E Allocation and Expenditure of Planning Infrastructure Contributions (PIC)**

The Executive received a report recommending the allocation and expenditure of specific funds, received via planning obligations as part of Section 106 Agreements and Unilateral Undertakings, collected from development schemes in the Borough for specific categories of work.

Whilst the report identified a number of projects and indicated how the funds required linked back to developments generating the income, Members agreed that this report and the proposal therein required further consideration.

**Resolved, that the report be deferred to a later meeting to allow further consideration.**

**101/E Fixed Penalty Notice (FPN) Policy for Environmental Offences**

The Executive considered a report seeking authority to issue Fixed Penalty Notices for fly tipping. Members noted that, under the Environmental Protection Act 1990, Councils could introduce fixed penalty notices for fly tipping, up to a maximum of £400 for each incident of fly tipping.

The Executive noted that the report had recommended a lower fee for early payment of the fine. However, given the severity of the impact of fly tipping on local communities, the Community Portfolio Holder proposed an amendment to the recommendation to remove this option.

Consideration was given to widening the scope for allocating funds collected through such fines, but it was noted that DEFRA guidance specified that this should be used for prevention, detection and investigation of future offences.

The Council had previously placed messages in Heathscene, highlighting issues around fly tipping, including responsibility for third party tipping. Members agreed that this message should be reinforced through Heathscene and web page messages.

**Resolved to**

- (i) **Set a fixed penalty of £400, with no reduction for early payment, in accordance with the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016;**
- (ii) **Delegate to Executive Head of Community, in consultation with the Portfolio Holder for Community, the ability to vary all environmental Fixed Penalty Notice charges in accordance with legislation; and**
- (iii) **Agree that revenue raised from fixed penalty notices be used on prevention, detection and investigation of future offences.**

## **102/E Appointment of Members to Outside Bodies 2016/17**

The Executive considered a report seeking Member nominations to outside bodies where the activities of those bodies were seen as a priority for the Council.

Members noted an addendum providing proposed nominations. The list included a proposal that the Council should not nominate to:

- (i) The Accent Housing Group – it was noted that a number of housing associations were now operating in the borough and that the nomination was to the Local Customer Services Committee rather than the Board; and
- (ii) Blackwater Valley Joint Local Authorities Group – This group had not met for a number of years.

Members agreed that the decision not to nominate to the Accent group should be the subject of a review in 12 months, which would consider how the Council could best support housing association residents.

The Executive noted that Annex B, in the addendum, should be amended to reflect that there were no vacancies to consider in the Frimley Fuel Allotments Charity as 4 year appointments were made this charity and all representatives were current.

### **Resolved that**

- (i) **No appointments be made to Accent Group (subject to review in 12 months) or the Blackwater Valley Joint Local Authorities Group; and**
- (ii) **Appointments to outside bodies be agreed as indicated below:**

<u>Organisation</u>	<u>Representative 2016/17</u>
Accent - Local Customer Services Cttee	<i>No representative proposed</i>
Basingstoke Canal Joint Mgmt. Cttee	<i>Cllr David Lewis, Cllr Nick Chambers (sub)</i>
Blackwater Valley Advisory Committee for Public Transport	<i>Cllr Paul Ilnicki, Cllr Valerie White, Cllr Chris Pitt (sub), Vacancy (sub)</i>

Blackwater Valley Countryside Partnership	<i>Cllr David Lewis, Cllr Wynne Price</i>
Blackwater Valley Joint Local Authorities Group	<i>No representative proposed</i>
Briars Centre Management Committee	<i>Cllr Rebecca Jennings-Evans</i>
Camberley Town Football Club – Observer	<i>Cllr Valerie White</i>
Chobham Common Liaison Group	<i>Cllr Pat Tedder, Cllr Victoria Wheeler</i>
Citizens Advice Bureau Management Committee	<i>Cllr Robin Perry</i>
Collectively Camberley Ltd	<i>Cllr Richard Brooks</i>
Community Noise Forum	<i>Cllr Rebecca Jennings-Evans, Cllr Conrad Sturt</i>
Deepcut Village Assoc.	<i>Cllr Paul Deach</i>
Fairoaks Airport Consultative Cttee	<i>Cllr Pat Tedder</i>
Farnborough Aerodrome Consultative Committee	<i>Cllr Josephine Hawkins, Cllr Robin Perry (sub)</i>
Frimley Community Centre Mgmt. Cttee	<i>Cllr Bruce Mansell</i>
Frimley Fuel Allotments Charity	<i>Cllr Paul Deach, Cllr Edward Hawkins, Cllr Paul Innicki, Cllr Bruce Mansell</i>
Heatherside Community Centre Council	<i>Cllr Paul Innicki, Cllr Jonathan Lytle (sub)</i>
Heathrow Airport Consultative Cttee	<i>Cllr Charlotte Morley, Cllr Robin Perry (sub)</i>
Henry Smith Charity (4 year appointments)	<i>Cllr Chris Pitt, Cllr Bruce Mansell, Cllr Ian Sams</i>
Joint Waste Collection Services Committee	<i>Ex-officio - Cllr Mrs Vivienne Chapman Cllr Valerie White (sub)</i>
Local Government Association - General Assembly	<i>Leader of the Council – Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Miss Gomms Trust	<i>Martin Goodway, Cllr Chris Pitt, Cllr Joanne Potter, Rev Russell, Cllr Pat Tedder Cllr Nick Chambers</i>
Mytchett Community Association General Committee	<i>Cllr Craig Fennell, Vacancy (sub)</i>
<u>Organisation</u>	<u><i>Representative 2016/17</i></u>
Parking and Traffic Regulation outside London Adjudication Joint Committee	<i>Cllr Craig Fennell, Cllr Paul Deach (sub)</i>
RELATE North East Hants and Borders	<i>Cllr Katia Malcaus Cooper</i>

South East Employers	<i>Cllr Josephine Hawkins, Cllr Chris Pitt (sub)</i>
South East England Councils	<i>Leader of the Council -Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Surrey Climate Change Partnership Member Group	<i>Cllr Mrs Vivienne Chapman</i>
Surrey County Playing Fields Assoc.	<i>Cllr Victoria Wheeler</i>
Surrey Energy and Sustainability Partnership	<i>Cllr Mrs Vivienne Chapman</i>
Surrey Heath Age Concern	<i>Cllr Ruth Hutchinson</i>
Surrey Heath Arts Council	<i>Cllr Edward Hawkins, Cllr Ian Cullen, Cllr Ian Sams</i>
Surrey Heath Duke of Edinburgh Award Forum	<i>Cllr Jonathan Lytle</i>
Surrey Heath Local Area Committee	<i>Cllr Rodney Bates, Cllr Vivienne Chapman, Cllr Josephine Hawkins, Cllr Paul Innicki, Cllr Rebecca Jennings-Evans, Cllr Valerie White, Cllr Alan McClafferty (sub), Cllr Robin Perry (sub)</i>
Surrey Heath Partnership	<i>Leader of the Council – Cllr Moira Gibson Cllr Vivienne Chapman (Portfolio Holder)</i>
Surrey Heath Sports Council	<i>Cllr Craig Fennell (Portfolio Holder), Cllr Charlotte Morley, Cllr Max Nelson, Cllr Victoria Wheeler</i>
Surrey Heath Youth Focus	<i>Cllr Paul Deach, Cllr Ruth Hutchinson</i>
Surrey Leaders Group	<i>Cllr Moira Gibson</i>
Surrey Police and Crime Panel	<i>Cllr Charlotte Morley</i>
Surrey Waste Partnership	<i>Cllr Mrs Vivienne Chapman</i>
Voluntary Support North Surrey	<i>Cllr Paul Deach, Cllr Darryl Ratiram (sub)</i>

(Note: In accordance with the Council's Members Code of Conduct, Councillor Rodney Bates declared a non-pecuniary interest as he was a Community Trustee of the Frimley Fuel Allotments Charity.)

### **103/E Appointment of Executive Working Groups**

The Executive considered a report proposing the appointment of 4 working groups, their terms of reference, the number and allocation of seats and the appointment of Members to those seats and as substitutes.

**Resolved to appoint the following Working Groups with terms of reference and numbers, as indicated in the Executive report and membership (including substitutes) as indicated below:**

- **The Camberley Theatre and the Arena Leisure Centre Working Group (7)**

**Members** – Councillors Ian Cullen, Craig Fennell, Rebecca Jennings-Evans, Edward Hawkins, Ian Sams, Pat Tedder and Valerie White.

**Substitutes** – Councillors Bruce Mansell, Jonathan Lytle and Victoria Wheeler.

- **The Camberley Town Centre Future Management Working Group (7);**

**Members** – Councillors Rodney Bates, Richard Brooks, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle and Max Nelson.

**Substitutes** - Councillors Nic Chambers, Robin Perry and Ruth Hutchinson.

- **The Digital Services Working Group (7)**

**Members** – Councillors Dan Adams, David Allen, Paul Deach, Colin Dougan, Jonathan Lytle, Victoria Wheeler and Valerie White.

**Substitutes** – Councillors Rodney Bates, Wynne Price and Ian Sams.

- **The Equality Working Group (7).**

**Members** – Councillors Bill Chapman, Josephine Hawkins, Ruth Hutchinson, Paul Ilnicki, Katia Malcaus Cooper, Ian Sams and Valerie White.

**Substitutes** – Councillors Nic Chambers (plus one Conservative vacancy) and Pat Tedder.

Chairman