

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 12 July  
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, Cllr Chris Pitt and Cllr Pat Tedder

**1/E Minutes**

The minutes of the meeting held on 7 June 2016 were confirmed and signed by the Chairman.

**2/E Council Finances as at the 31 March 2016**

The Finance Portfolio Holder presented a report on the position of the Council's finances as at 31 March 2016. He noted that the report provided the 'first view' as to the outturn and that figures could change as a result of the final accounts processes.

Members noted that the Council had come in under budget, due to a mix of investment in property, better pricing on contracts, reduced staffing costs, including shared work with other authorities, and continued improvement in waste collection and recycling.

**Resolved, that the Revenue, Treasury and Capital Position as at 31<sup>st</sup>  
March 2016 be noted.**

**3/E Requests for Carry Forward of Unspent Budget from 2015/16 to 2016/17**

The Executive received a report seeking authority to carry forward unspent budget from 2015/16 to 2016/17, in line with financial regulations.

The carry forwards fell into 2 brackets:

- (i) Those arising from underspends; and
- (ii) Those arising government grants, where they have been received to late in the year to be spent.

The carry forwards would result in £303,658 being charged against the general fund reserves in 2016/17.

**Resolved, that the budget carry forwards for 2016/17, totalling £303,658, as set out at Annexes A and B to the Executive report, be approved.**

**4/E Review of the Corporate Capital Programme 2015/16 and Report on Capital Prudential Indicators for 2015/16**

The Finance Portfolio Holder reported on the capital outturn for 2015/16 and sought approval for any carry forward of budgets into the 2015/16 Capital Programme. He included a breakdown of the actual performance against the 2015/16 capital prudential indicators.

Members noted the intention to borrow to acquire assets to assist with economic development and regeneration, provided that the assets would generate a return adequate to service any required loans.

**Recommended to Council that**

- (i) the carry forward budget provision of £1.161 million from 2015/16 into 2016/17 be approved;**
- (ii) the revised 2016/17 Capital Programme of £2.706 million be noted; and**
- (iii) the final capital prudential indicators for 2016/17 be noted.**

**5/E Expenditure on Professional Advisors**

The Executive received a report detailing expenditure on professional advisors for the Year 2015/16. It was noted that, in common with other smaller Borough Councils, this Authority had to buy in expertise as needed, when the requisite skills were not retained in-house and it was uneconomic to have in-house resources.

**Resolved, that expenditure on professional advisors, for the year 2015/16, be noted.**

**6/E Amendment to the Council's adopted Community Infrastructure Levy Regulation 123 List footnote**

The Council's Community Infrastructure Levy (CIL) came into effect in December 2014. The accompanying Regulation 123 list set out the types of Infrastructure which would be funded or part funded through CIL, including shared Suitable Alternative Natural Greenspace (SANG).

The Regulatory Portfolio Holder proposed an amendment to the footnote to the Regulation 123 List to clarify the approach to CIL exempt residential uses so that these types of developments could discharge their requirement under the Habitats Regulations.

Members noted that payment for management and maintenance of SANG could be collected outside of CIL by use of a Unilateral Undertaking, as it did not fall within the definition of infrastructure.

**Resolved, that an amendment be made to the Regulation 123 List footnote to ensure CIL exempt residential development can meet the requirements of the Conservation of Habitats and Species Regulations 2010 by contributing to the management and maintenance of SANG.**

**7/E Council's Response to Guildford Borough Council's Proposed Submission on its Local Plan**

The Regulatory Portfolio Holder reminded Members that, following the Executive meeting in September 2014 a letter of objection had been sent on Guildford Borough Council's Draft Borough Local Plan: Strategy and Sites.

Guildford Borough Council had now begun consultation on the Proposed Submission Local Plan Strategy and Sites document. This document had addressed many of the concerns raised in the earlier consultation.

However there was a continuing concern regarding the removal of the Pirbright Barracks and Keogh Barracks from the Green Belt, particularly as there had been no Duty to Co-operate discussions on these sites.

The report appended a proposed consultation response, set out in a letter at Annex 2 to the officer's report, as the Borough's formal representations on the draft Guildford Local Plan.

Members were informed that the consultation on the document had commenced on 6 June and the closing date for comments would be 18 July 2016.

**Resolved, that the letter contained in Annex 2 to the Executive report be submitted as Surrey Heath Borough Council's formal representations to the Draft Guildford Borough Local Plan: Strategy and Sites consultation.**

**8/E Review of the Housing Allocation Policy and Tenancy Strategy**

The Executive considered a report containing recommendations for changes to the Housing Allocation Policy and Tenancy Strategy to ensure that they were fit for purpose in meeting housing need in the Borough.

The Regulatory Portfolio Holder emphasised that minor amendments were being proposed to ensure that any points learned in the previous year were incorporated to improve operations. There was no change proposed to the Tenancy Strategy.

The Executive noted concerns that measures taken to target any abuse of processes did not have a knock-on effect on other tenants/residents. It was noted that there was an ability within the policy to exercise discretion and the impact of the changes would be kept constantly under review, with any issues being brought back to the Executive. It was also emphasised that the proposed changes would have no impact on the Council's commitments under the Community Covenant.

**Resolved, that**

- (i) the changes proposed to the Housing Allocation Policy be adopted with effect from 1<sup>st</sup> September 2016; and**
- (ii) no changes be made to the Tenancy Strategy and it be subject to continued review on an annual basis in line with best practice.**

#### **9/E Review of progress on the Council's Homelessness Strategy**

The Executive considered a report outlining progress on the Council's Homelessness Strategy, the current position in relation to this area of work and seeking endorsement of the work programme proposed for the Housing Service over the next 12 months.

The Regulatory Portfolio Holder acknowledged the increase in rough sleeping in the Borough and noted that a real time survey had already commenced to develop an understanding of how the Council could address this. She also noted Members' concerns that any impacts of welfare reform be under constant review and the need for a policy on harassment and illegal eviction to be developed.

#### **Resolved, that**

- (i) progress on the Action Plan in the Homelessness Strategy be noted; and.**
- (ii) the Homelessness Strategy be updated to include the actions proposed in the officer's report.**

#### **10/E Camberley Town Centre Christmas Event**

The Business Portfolio Holder presented a report proposing that a Christmas event be held in the Camberley Town Centre, at the London Road Recreation Ground. This would consist of a "real ice" skating rink and associated seasonal market stalls along with signage to connect the event to the key Town Centre access points.

It was proposed that the event be delivered by an independent event company which had been selected following a tender process. They would carry the vast majority of the financial risk.

It was considered that the event would help promote Camberley as a destination of choice for seasonal eating, shopping and recreation, encouraging shoppers and other footfall to the Town Centre.

The proposal was subject to licensing and planning applications and it was noted that there might be a need to install a different power supply to the Pavilion in the Recreation Ground, though this would be cheaper and more environmentally friendly than the alternative of using generators.

Members welcomed the extensive consultation with affected residents and received assurances that discussions were being held with the Highways Authority to limit any negative traffic impacts on shopping.

The Executive noted concerns on the need to ensure that there was no negative impact on Town Centre businesses, particularly in the period of uncertainty following the European Union Referendum. It was emphasised that the Council would focus on providing a successful event, managing accessibility of Camberley Town Centre and ensuring community safety. Environmental Health Officers would monitor noise levels and impact on residents and Town Centre businesses had already expressed an interest in having stalls on the site.

### **Resolved**

- (i) to agree that, subject to successful applications for both Licensing and Planning permission, a winter ice rink and Christmas fair event be held on London Road Recreation Ground in December 2016 to promote the Town Centre, delivered by “Event By Event”;**
- (ii) that a budget of £10,000 be made available from the Town Centre fund to provide any additional Council related costs linked to the event;**
- (iii) that the project delivery be delegated to the Executive Head of Business, in consultation with the Portfolio Holder and local Ward Members; and**
- (iv) that, after the event, a further report be brought back to the Executive recommending a way forward for future events, following review and consultation with residents and local members.**

### **11/E Wilton Road Car Park**

The Business Portfolio Holder reported that, as part of the Surrey Heath Parking Strategy, the management of all car parks was reviewed annually. Following a recent review and customer feedback, he proposed the reduction of the maximum stay on Wilton Road to 5 hours, except for permit holders, with no return for the remainder of the day, except for permit holders. This would provide customers with greater access to this car park and local facilities.

The car park had 80 spaces and 5 disabled bays, but was being used by several commercial businesses for all day parking to support their own business interests, rather than to support local trade or facilities. This often conflicted with short stay visitors who wished to use local facilities and impacted in particular on the Recycling Centre and the Indoor Bowls Club.

The Executive noted Members' concerns on the need to ensure that the proposed changes would have no impact on the St Georges Estate. Councillor Fennell gave assurances that any impacts would be kept under review. He also reminded

Members that the proposed changes would be the subject of a public consultation, which would include businesses on the Estate. Any concerns arising from the consultation would be reported back to the Executive.

**Resolved, that the maximum stay on Wilton Road car park be reduced to 5 hours, except for permit holder and no return, except for permit holders for all day.**

#### **12/E Frimley Lodge Park Car Park**

As indicated at Minute 11/E, the Council had recently completed the annual review of its car parks. The Business Portfolio Holder presented a report proposing that specified parking areas be introduced in Frimley Lodge Park. This would form part of the Council's Off Street Parking Order, with a view to increasing safety and ambulance access, reducing problems caused by congestion and reducing environmental damage caused by irresponsible parking.

Whilst the success of Frimley Lodge Park was welcomed, the Executive recognised that there was a need both to increase parking on site and improve parkers' habits. Traffic flow data was being collected and improvements were planned for the internal roads in the Park.

Noting Members' concerns on consultation, Councillor Fennell reported that the proposed changes would be the subject of consultation which would include Park users. Officers would ensure that the Frimley Green Scouts, Frimley and Mytchett Society and St Michael's Church would be included in that consultation.

**Resolved, that**

- (i) specified parking areas be introduced at Frimley Lodge Park by including Frimley Lodge Park in the Borough of Surrey Heath Off Street parking order; and**
- (ii) the authority to introduce these changes be delegated to the Executive Head of Business, in consultation with the Business Portfolio Holder.**

#### **13/E Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
14/E	3
15/E	3

Note: Minutes 14/E and 15/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**14/E Lease of Deepcut Village Hall**

The Executive considered a report regarding a proposed lease for the Deepcut Community Centre and agreed appropriate actions thereon.

**15/E Review of Exempt Items**

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**Resolved, that the agenda report and minute remain exempt until the completion of the lease negotiations.**

Chairman