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Friday, 1 July 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 July 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

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## AGENDA

Pages

### Part 1 (Public)

**1. Apologies for Absence**

**2. Minutes**

**3 - 10**

To confirm and sign the open minutes of the meeting held on 7 June 2016 (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.

<b>5.</b>	<b>Council Finances as at the 31 March 2016</b>	<b>11 - 20</b>
<b>6.</b>	<b>Requests for Carry Forward of Unspent Budget from 2015/16 to 2016/17</b>	<b>21 - 24</b>
<b>7.</b>	<b>Review of the Corporate Capital Programme 2015/16 and Report on Capital Prudential Indicators for 2015/16</b>	<b>25 - 30</b>
<b>8.</b>	<b>Expenditure on Professional Advisors</b>	<b>31 - 34</b>
<b>9.</b>	<b>Amendment to the Council's adopted Community Infrastructure Levy Regulation 123 List footnote</b>	<b>35 - 40</b>
<b>10.</b>	<b>Council's Response to Guildford Borough Council's Proposed Submission on its Local Plan</b>	<b>41 - 50</b>
<b>11.</b>	<b>Review of the Housing Allocation Policy and Tenancy Strategy</b>	<b>51 - 60</b>
<b>12.</b>	<b>Review of progress on the Council's Homelessness Strategy</b>	<b>61 - 70</b>
<b>13.</b>	<b>Camberley Town Centre Christmas Event</b>	<b>71 - 76</b>
<b>14.</b>	<b>Wilton Road Car Park</b>	<b>77 - 80</b>
<b>15.</b>	<b>Frimley Lodge Park Car Park</b>	<b>81 - 84</b>
<b>16.</b>	<b>Exclusion of Press and Public</b>	<b>85 - 86</b>

**Part 2  
(Exempt)**

<b>17.</b>	<b>Lease of Deepcut Village Hall</b>	<b>87 - 92</b>
<b>18.</b>	<b>Review of Exempt Items</b>	

To review those items or parts thereof which can be released as information available to the public.

**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

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**Council Finances as at the 31<sup>st</sup> March 2016**

**SUMMARY**

**To inform Executive of the position of the Council Finances as at the 31<sup>st</sup> March 2016**

<b>PORTFOLIO</b>	Finance – Cllr Richard Brooks	24th May 2016
<b>WARDS AFFECTED</b>	All	

**RECOMMENDATION**

**The Executive is advised to NOTE the Revenue, Treasury and Capital Position as at 31<sup>st</sup> March 2016.**

**1. KEY ISSUES**

**1.1** This is the fourth quarter monitoring report against the 2015/16 approved budget, which provides an update on the Revenue, Treasury and Capital budget position as at 31<sup>st</sup> March 2016.

**1.2** The report provides a “first view” as to the outturn and the figures are likely to change as a result of the final accounts process. However as things stand the Council has done well in that overall operationally it has come in under budget. This is due to a number of factors such as:

- The Council has invested in property, such as St George’s Industrial Estate, in accordance with Key Priority Two in order to generate income to use on services;
- Services have worked hard at getting better pricing on contracts and services. Waste and recycling have been particularly successful in this and negotiated a £150k reduction in contract costs;
- Staffing costs have been managed and have come in below budget corporately even after taking account of the staff vacancy margin;
- The council has sold it’s services to other local authorities to generate income;
- The Council continues to do exceptionally well in persuading residents to recycle which is not only good for environment but saves money for the council and SCC;
- Increasing the use of shared staff with other Councils. Examples include community services and procurement;
- Back office costs continue to be reduced through software rationalisation, more efficient staffing and moves to less expensive customer contact; and
- Increased income generation from services such as parking and parks which illustrates the returns delivered from investment in those services such as the new parking machines and the 3G pitch.

**1.3** Whilst the majority of services have done well, there are still a few which have found the year challenging:

- Whilst the economy is doing well planning income has fallen due to the extension of permitted development rights by Government. This means

that a significant share of the smaller building projects (extensions etc.) no longer need a planning application and therefore no longer attract a fee. They do however generate costs due to the fact that they still need to be monitored and potentially enforced by the Council. This inevitably leads to increased costs and falling income. Fortunately some of this loss has been offset by an increase in land charges search fees due to the upturn in the economy – however this income may soon also disappear as the Government proposes to privatise the Land Registry.

- Whilst the Theatre has made great efforts in reducing its costs base its main challenge continues to be attracting audiences. This has had a detrimental impact on its income and hence the financial performance of the theatre overall. Despite this, the actual financial performance of the theatre is only slightly behind the original business plan and steps are being taken to promote the theatre more widely and to change the programme to make it more attractive.
- The 2014/15 audit proved to be particularly challenging due to the transfer to a new computer system which brought to light a number of historical accounting issues. This has led to a potential increase in audit fees and is currently subject to negotiation with the auditors.

- 1.4 It should be noted that some of the underspend, particularly if it relates to grants, will be carried forward in to next year. This will form part of a separate report to Executive.

## 2. RESOURCE IMPLICATIONS

### Revenue Budget

#### Services

- 2.1 This draft outturn for services is shown in the attached Annex. This is before any changes due to movements in asset values, pensions and final accounting adjustments and is intended to give a high level view of services' performance.

#### Wages and Salaries

- 2.2 At the year end there is an overall underspend on wages of £74k. This is after allowing for the vacancy margin of £279k. The Council has worked hard in keeping staffing costs within budget overall despite increasing pressure on wages from the private sector. This is a particular issue in areas such as planning and property where it is becoming increasingly difficult to attract staff.

### Capital Budget

- 2.3 Capital spend this year is significantly higher than in previous years due to the Council deciding to take practical steps to support two of its key priorities as follows:
- In support of Key Priority 1 the Council purchased Ashwood House during the year. This significant town centre landmark has been empty for a number of years and in need of regeneration but the private sector had been unable to deliver this. The Council, by purchasing it, is able not only to bring it back in to use again by providing housing but also to achieve spin off benefits by improving the public realm around Princess Way.

- Key Priority 2 emphasises that the Council will invest to support the local economy in Surrey Heath. St George's Industrial Estate provides valuable space to small businesses which is at a premium in the borough. Proposed changes to permitted development rights can put such premises at greater risk of conversion to housing. The Council purchasing this has not only safeguarded employment but furthermore has generated an income, over £200k before interest, to support vital council services.
- Key Priority 2 emphasises the need to bring economic development to Surrey Heath. Key to this is the provision of housing and this can only happen if there is adequate SANGS land provided to mitigate against the potential impact on the SPA. The Council, using money lent by the LEP, acquired land in Chobham to use as a SANG. This will enable housing to be delivered in the eastern part of the borough thereby boosting the local economy.

2.4 All three of the schemes above had to be financed by borrowing which the Council entered in to for the first time this year. Total debt so far amounts to £17.9m and has been funded by the Public Works Loans Board and the LEP. It is clear that the Council will need to borrow more money if it is to further its regeneration and economic development aspirations as well as securing an income flow for the future. This will of course be subject to sound business cases.

### **Treasury Investments**

2.5 The council on the advice of its treasury advisors diversified its investment portfolio about 18 months ago. This change has resulted in interest from investment being £483k for the year which is significantly above the budgeted figure of £300k and the £241k last year. Most of this income has come from floating investment funds where their value can go up as well as down. Although these investments are designed to be held for the longer term they can be cashed in at any time. Had this happened at the 31<sup>st</sup> March 2016 then the Council would have realised a loss on investment of £97k which even so is significantly less than the interest these investments have generated. During discussions with our treasury advisors they advised that we should continue to hold these funds as they represent a good investment for the medium to longer term.

2.6 A list of investments held at the 31<sup>st</sup> March is shown in Annex B

### **Debtors**

#### Sundry Debts

2.7 Sundry debts include all debts except those relating to benefits. At the 31<sup>st</sup> March 2016 these amounted to £396k compared with £337k at the same date last year. Although on first sight this looks like an increase it should be noted that of the £396k outstanding this year £143k relates to property invoices for the March quarter which was not the case at the end of last year. Most of these have been paid since the year end. Hence if this is allowed for on a like for like basis overall debts have fallen.

#### Housing Benefit Debts

- 2.8 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. At the 31st March 2016 the balance was £637k compared to £609k last year. During the year £182k was collected, an increase of 12% on the last year, but more invoices were also issued. In terms of debts outstanding Surrey Heath has the one off the lowest levels of benefit debt in the County. In addition, Surrey Heath recovered 79% of the value of debts raised in year, compared with 58% in Guildford and 51% in Elmbridge making it the best performer in the county.

### **3. OPTIONS**

- 3.1 The report is for noting only.

### **4. PROPOSALS**

- 4.1 It is proposed that the Executive is advised to NOTE the Revenue, Treasury and Capital Position for the period to 31<sup>st</sup> March 2016.

### **5. SUPPORTING INFORMATION**

- 5.1 None

### **6. CORPORATE OBJECTIVES AND KEY PRIORITIES**

- 6.1 This item addresses the Council's Objective of delivering services efficiently, effectively and economically and demonstrates through investment that Key Priority 2 is supported.

### **7. SUSTAINABILITY**

- 7.1 Budget monitoring and financial control are important tools in monitoring the financial sustainability of the Council.
- 7.2 Key services are being maintained despite financial constraints

### **8. RISK MANAGEMENT**

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

### **9. OFFICERS COMMENTS**

- 9.1 This high level report on controllable spend shows that the Council has managed to come in under budget despite a number of pressures. This has been achieved through reductions in support costs, shared services and keener contracting as well as a drive to generate further income, either by the services themselves or through investment in income generating assets. This is something the Council will need to do more of as the fiscal screw continues to be tightened and demand continues to increase.
- 9.2 The overall outturn, which will reflect the pension deficit, asset charges and other accounting differences will be presented in the financial statements which are due to be published on the 30th June 2016.

<b>ANNEXES</b>	<b>A - Detail on the Revenue Budget Position at 31<sup>st</sup> March 2016</b> <b>B - Investments as at 31 March 2016</b> <b>C - Capital Report 2015/16</b>
<b>BACKGROUND PAPERS</b>	Monthly service and salary budget monitoring reports held in Finance
<b>AUTHOR/CONTACT DETAILS</b>	Kelvin Menon Executive Head of Finance <a href="mailto:Kelvin.menon@surreyheath.gov.uk">Kelvin.menon@surreyheath.gov.uk</a>
<b>HEAD OF SERVICE</b>	Kelvin Menon Executive Head of Finance <a href="mailto:Kelvin.menon@surreyheath.gov.uk">Kelvin.menon@surreyheath.gov.uk</a>

### CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

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

Review Date:

Version:

## **Detail on the Revenue Budget Position at 31<sup>st</sup> March 2016**

Services are asked to explain significant variances between their profiled budget and actual expenditure to date. They were then asked to predict what the year end variance to budget will be.

The statements below show the budget position as at the 31<sup>st</sup> March 2016. This does not include any recharges for movement in asset values or for pension deficit contributions. These have been excluded as they are not in the control of the services themselves.

### **Corporate Service**

*Budget for year £1.483m, Actual £1.456m Underspend £27k*

Corporate have had an interesting year the highlight of which were the combined election in May 2015 and are pleased to report that they have managed to finish under budget. Savings have been achieved in a number of areas but principally reductions in printing costs and consultation costs

### **Legal and Property Service**

*Budget for year £100k, actual £162k Underspend £62k*

Building control has performed especially well coming in at £40k under budget due to increased income. Corporate property rents have been challenging but the returns from the purchase of St Georges Industrial Estate have helped.

### **Regulatory**

*Budget for year £2.179m, actual £1.872m, underspend £307k*

There have been significant underspends in areas such as the Surrey Heath Local Plan, Supporting People and Homelessness some of which will be carried forward in to next year to reflect the fact that either there is still work to be done or unspent grants to be carried forward. Development control suffered from a reduction in planning fees mainly caused by an extension of permitted development rights brought in by the Government. It is hoped that these rights will not be extended further as this will increase the financial pressure on this service.

### **Transformation**

*Budget for year £958k, actual £900k, underspend £58k*

Expenditure on community and community safety grants came in significantly lower than anticipated. In addition there were savings in software costs as licences were rationalised. Transformation expenditure incurred mainly related to work on plans for the redevelopment of Camberley town centre.

### **Business**

*Budget for year £556k, actual for year £971k, variance £415k*



Business has had a good year in areas such as parking, parks and open spaces, the museum and the Arena have all come in under budget in the main, due to increased income but also through better cost control. The Camberley Theatre continues to be challenging with, income being £450k under budget. Despite this overall the net performance of the theatre is just short of that set out in the business plan 2 years ago.

### **Community**

*Budget for Year £4.50m, Budget £3.918m, Underspend £582k*

The Community Service has had a great year achieving underspends in many areas. Recycling and Waste alone have come in almost £300k under budget due to lower costs in particular a reduction in the contract costs skillfully negotiated by the service during the year. This better contracting also managed to save almost £70k in street cleansing as well. The use of shared staff in a number of areas has reduced overheads and the push to get more people to use older people's services has increased income.

### **Finance**

*Budget £2.018m, actual £1,992m underspend £25k*

Finance has achieved savings in cost of collection of council tax and business rates. Housing benefits realised an underspend due to better recoveries and lower costs. The main area with a potential overspend is external audit due to the issues experienced last year referred to in the report and hence the potential additional external audit fees this may result in.

## Annex B

### INVESTMENTS as at 31<sup>st</sup> March 2016

	£
National Counties Building Society	1,000,000
Nationwide Building Society	2,000,000
<b>Total Building Society</b>	<b><u>3,000,000</u></b>
 Icelandic Banks	 676,779
<b>Total Banks, Building Societies and DMO</b>	<b><u>3,676,779</u></b>
 Glasgow City Council	 2,000,000
Greater London Authority	2,000,000
Lancashire County Council	1,500,000
The London Borough of Islington	2,000,000
<b>Total Local Authorities</b>	<b><u>7,500,000</u></b>
 AAA Rated MM Fund - Aberdeen (SWIP)	 2,966,626
AAA Rated MM Fund - Blackrock	0
AAA Rated MM Fund - CCLA	0
AAA Rated MM Fund - Insight	1,005,923
AAA Rated MM Fund - Standard Life (Ignis)	3,000,000
<b>Total Money Market Funds</b>	<b><u>6,972,549</u></b>
 CCLA Property Fund	 2,119,085
M & G Investments - Global Dividend Fund	944,211
M & G Investments - Strategic Corp Bond Fund	1,976,256
Threadneedle - Global Equity Income Fund	1,041,965
Threadneedle - Strategic Bond Fund	1,925,765
<b>Total Longer Term Investments</b>	<b><u>8,007,282</u></b>
 <b>Total Invested (excluding the NatWest SIBA)</b>	 <b><u>26,156,610</u></b>
 NatWest SIBA	 1,456,672
 <b>Total Invested (including NatWest SIBA)</b>	 <b><u><u>27,613,281</u></u></b>

## Annex C

## Capital Report 2015/16

	B/Fwd From 2014/15	General Fund Adjustments	Approved Bids 2015/16	Total 2015/16 Programme	Current Spend & Commitments	Funds Available	C/Fwd 16/17 Budgets
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Finance</b>							
Property Acquisition Strategy	1,790	-	-	1,790	377	1,413	1,413
Doman Rd Depot Improvements	-	-	-	-	1 -	1	-
Ashwood House	7,155	-	-	7,155	7,108	47	-
St Georges	8,000	-	-	8,000	8,378 -	378 -	378
<b>Sub Total</b>	<b>16,945</b>	<b>-</b>	<b>-</b>	<b>16,945</b>	<b>15,864</b>	<b>1,081</b>	<b>1,035</b>
<b>Transformation</b>							
Civica Financial System	48	-	-	48	18	30	30
<b>Sub Total</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>48</b>	<b>18</b>	<b>30</b>	<b>30</b>
<b>Business</b>							
Main Square Refurbishments	56	24	-	80	79	1	-
PIC Monies	132	-	-	132	5	127	127
Camberley Park & Obelisk	59	-	-	59	17	42	42
Wellington Park	20	-	-	20	-	20	20
Heatherside Rec Ground	-	14	-	14	14	0	0
Deanside Diamond Ridge Woods Picnic Area	35	-	-	35	-	35	35
Frimley Lodge 3G Pitch	-	-	-	-	19 -	19 -	19
Lightwater CP Visitor Centre	70	-	-	70	41	29	29
Theatre Air Conditioning	-	-	38	38	36	1	-
<b>Sub Total</b>	<b>372</b>	<b>38</b>	<b>38</b>	<b>447</b>	<b>211</b>	<b>236</b>	<b>234</b>
<b>Community</b>							
Disabled Grants	-	-	500	500	355	145	-
Maintenance	-	-	25	25	16	9	-
Adaptions	-	-	-	-	4 -	4	-
Community Bus	-	36	-	36	36	0	-
<b>Sub Total</b>	<b>-</b>	<b>36</b>	<b>525</b>	<b>561</b>	<b>411</b>	<b>150</b>	<b>-</b>
<b>Corporate</b>							
Public Web Portal	51	-	-	51	39	12	12
Telephone System	25	-	-	25	-	25	25
Surrey Heath House Air Conditioning	38	-	-	38	36	1	-
<b>Sub Total</b>	<b>114</b>	<b>-</b>	<b>-</b>	<b>114</b>	<b>76</b>	<b>38</b>	<b>37</b>
<b>Regulatory</b>							
Sangs	1,394	-	-	1,394	995	399	259
<b>Sub Total</b>	<b>1,394</b>	<b>-</b>	<b>-</b>	<b>1,394</b>	<b>995</b>	<b>399</b>	<b>259</b>
<b>GRAND TOTAL OF ALL SCHEMES</b>	<b>18,873</b>	<b>73</b>	<b>563</b>	<b>19,508</b>	<b>17,574</b>	<b>1,934</b>	<b>1,595</b>

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## Requests for Carry Forward of Unspent Budget from 2015/16 to 2016/17

### Summary

To seek authority to carry forward unspent budget from 2015/16 to 2016/17 in line with Financial Regulations.

### Portfolio - Finance

Date Portfolio Holder signed off report: 6<sup>th</sup> June 2016

Wards Affected - All

### Recommendation

The Executive is advised to APPROVE the budget carry forwards for 2016/17 totalling £303,658 as set out at Annexes A and B.

#### 1. Resource Implications

- 1.1 Any amount carried forward is effectively a charge to the General Fund for the year in which it is spent. Therefore if all of the carry forwards were approved this would result in a £303,658 being charged against general fund reserves in 2016/17.

#### 2. Key Issues

- 2.1 The Financial Regulations state that where the total budget carry forward requests exceed £25,000 they must be approved by Executive.
- 2.2 Carry forwards fall in two categories as follows:
  - 1) Those which arise from budget underspends in the previous year, which are as a result of works being deferred into the current year. These are shown in Annex A and total £174,065.
  - 2) Those that arise from the receipt of Government Grants which due to accounting rules have been recognised as income when received provided all the conditions for its original grant have been met. However some grants are received too late in the year to be spent and therefore requests are made to carry these forward so they can be spent in the following year. These are shown in Annex B and total £129,593.

#### 3. Options

- 3.1 The Executive can:
  - 3.1.1 Accept any or all of the budget carry forwards as listed; or
  - 3.1.2 Reject any or all of the budget carry forwards as listed; or
  - 3.1.3 Amend any or all of the budget carry forwards as listed.

#### 4. Proposals

- 4.1 The Executive is asked to APPROVE the budget carry forwards for 2016/17 as listed in Annexes A and B.

#### 5. Supporting Information

5.1 Budget holders were asked to complete a form for each carry forward request in which they had to demonstrate that:

- 1) Capacity – They had adequate capacity in the service to use this budget without affecting in year service delivery and objectives.
- 2) Capability – They were able to do the work actually in the year.
- 3) Committed – The Council was committed to do this work and also explain why it had not been done in the prior year.

## 6. Corporate Objectives And Key Priorities

6.1 Budgetary control supports the Objective of providing services better faster and cheaper.

<b>Annexes</b>	<b>Annex A and B – List of carry forwards and supporting information.</b>
<b>Background Papers</b>	<b>Carry Forward Requests</b>
<b>Author/Contact Details</b>	<b>Sarah Parmenter Ext 7265 Sarah.Parmenter@surreyheath.gov.uk</b>
<b>Exec Head of Service</b>	<b>Kelvin Menon Ext 7257 Kelvin.Menon@surreyheath.gov.uk</b>

### Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	12 May 2016 (CEO)
Capital	N/A	
Human Resources	N/A	
Asset Management	N/A	
IT	N/A	
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	12 May 2016 (CEO)
Policy Framework	N/A	
Legal	N/A	
Governance	N/A	
Sustainability	✓	12 May 2016 (CEO)
Risk Management	N/A	
Equalities Impact Assessment	N/A	
Community Safety	N/A	
Human Rights	N/A	
Consultation	N/A	
P R & Marketing	N/A	

**ANNEX A – Carry Forwards relating to work deferred in to following year**

<b>Service</b>	<b>Officer</b>	<b>Value Requested</b>	<b>Budget Under Spends Reason Requested</b>
Consultation	Kate Noviss	£11,000	For consultation with residents on Camberley Town centre which will increase during 2016/17. The work has been planned during 2015/16, but will carried out and the expenditure incurred, during 2016/17
Recycling	Tim Pashen	£17,355	Additional resource to implement the Waste Action Plan for 7 months. This will supplement the work of the existing team who are committed to the Joint Waste Contract
Contact Centre	Richard Payne	£15,000	Enhancements in service delivery are planned for 2016/17, including additional functionality with the telephone solution and the carry forward is therefore required to support this development
Planning Policy	Jenny Rickard	£48,500	Work on Camberley Town Centre, including Public Realm Works
Planning Policy	Jenny Rickard	£21,131	The Open Space and Playing Pitch Strategy was started in 2015/16, but works will continue into 2016/17 due to the nature of the study and the start of the cricket season
Arena Leisure Centre	Leigh Thornton	£16,587	New contract commences in April 2016 and urgent works are required to the swimming pool and boiler. The costs are contractually attributable to SHBC and the works will be carried out in early 2016/17
Transformation	Kelvin Menon	£20,000	Funding for Ice rink deferred from 2015/16
Street Furniture	Kelvin Menon	£7,256	There was an earmarked budget for replacement of two bus shelters in 2015/16, and both the Leader and Portfolio Holder agreed to the works, but they will now be carried out in 2016/17
Parks and Open Spaces	Leigh Thornton	£5,566	To contribute towards the cost of extending the Greenspace GIS Officer for a further 6 months to enable a complete GIS capture of all the Grounds Maintenance contract requirements
Planning Appeals	Jenny Rickard	£11,670	Carry forward of underspent consultants budget for appeals and legal challenge on site determined in 2015/16 at West End
<b>TOTAL</b>		<b>£174,065</b>	

**ANNEX B – Carry Forwards relating to unspent Grants**

<b>Unspent Grant Carry Forwards</b>			
<b>Service</b>	<b>Officer</b>	<b>Value Requested</b>	<b>Reason Requested</b>
Housing Services	Clive Jinman	£15,938	DCLG Grant used for a number of projects and interventions for individual residents to prevent homelessness and therefore reduce spending on bed and breakfast
Housing Services	Clive Jinman	£2,144	For IT Upgrades in order to meet the new regulations in respect of the Housing Register
Housing Services	Clive Jinman	£21,882	DCLG ring fenced grant funding to provide deposit bonds and rent in advance loans for single homeless households. This is self- funding in that income from loans must be returned to the “pot” to be re-issued to another case.
Housing Services	Clive Jinman	£23,129	Grant Funding for “Team Around the Person Project” to cover salaries and on-costs. This is a forwarded funded project to Dec 16 and the full funding was received in 2015/16
Greenspace	Leigh Thornton	£3,900	Grant income received, originally £21,000 for the Windle Valley Memory Garden. This is year two of the project and the funding is required to continue running the garden
Parks and Open Spaces	Leigh Thornton	£3,071	Remainder of insurance claim income for the renovation and repair of Old Dean Recreation Pavilion. These funds are required to complete the works
Counter Fraud	Kelvin Menon	£59,529	DCLG, ring fenced, grant received during 15/16 as part of a successful SCC led counter fraud bid. It is envisaged the new team will be more pro-active in investigating all types of fraud and the grant is required to enable this to happen.
<b>TOTAL</b>		<b>£129,593</b>	



## Review of the Corporate Capital Programme 2015/16 and Report Capital Prudential Indicators for 2015/16

### Summary

To report on the capital outturn for 2015/16 and to approve any carry forward of budgets into the 2015/16 Capital Programme and  
To report on the actual performance against the 2015/16 capital prudential indicators.

<b>Portfolio</b>	Finance	Date signed off : 13 June 2016
<b>Wards affected</b>	N/A	

### RECOMMENDATION

The Executive is advised to **RECOMMEND** 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 ;
- (iii) the final capital prudential indicators for 2016/17 be noted.

#### 1. Resource Implications

- 1.1 The Prudential Code for Capital Finance in Local Authorities requires that actual capital expenditure during the year is reported to members. For 2015/16 this was £17.581 million.
- 1.2 The budget impact of these schemes was considered and approved when the schemes were incorporated into the capital programme.
- 1.3 If the recommendation is approved the loss of investment interest on the £1.661m carry forward sum at current rates would be £25,000 per annum.
- 1.4 The Capital Reserves available for capital expenditure amounted to £493k at 31<sup>st</sup> March 2016. An additional £9 m is held in the revenue capital fund which could be used to support capital expenditure as well as supporting revenue expenditure in the future. Some of the expenditure is also funded by grant and external contributions.
- 1.5 The Council will borrow to acquire assets to assist with economic development and regeneration provided that the assets generate a return adequate to service the loan and any Minimum Revenue Payment.

## **2. Key Issues**

- 2.1 The schemes detailed in Annex 'A' reflect a number of larger projects agreed by the Council throughout the year.
- 2.2 The Council in accordance with the Prudential Code is required to report it's performance against the actual capital prudential indicators for 2015/16 (set in February 2015) and these are detailed in Annex 'C'.

## **3. Options**

- 3.1 The Executive, where no contractual commitments are identified, has the option of agreeing all of these carry forwards, amending them or rejecting them.

## **4. Proposals**

- 4.1 It is proposed that Executive RECOMMENDS to COUNCIL that
- (i) the carry forward budget provision of £1.661 million from 2015/16 into 2016/17 be approved ;
  - (ii) the revised 2016/17 Capital Programme of £2.706 million be noted;
  - (iii) the final capital prudential indicators for 2015/16 be noted.
- 4.2 It is proposed that the 2016/17 Corporate Capital Programme be set at £2.706m to take account of prior year carry forward budgetary provision.
- 4.3 The Executive is asked to note the performance against the actual 2015/16 capital prudential indicators and comment as necessary.

## **5. Corporate Objectives and Key Priorities**

- 5.1 Corporate Objective – Providing services better, faster and cheaper.

<b>Annexes</b>	<b>Annex A – Monitoring statement. Annex B – Background notes on carried forward capital schemes Annex C - Capital Prudential Indicators.</b>
<b>Background papers</b>	<b>None</b>
<b>Author/contact details</b>	<b>Kelvin Menon – Executive Head of Finance</b>
<b>Head of service</b>	<b>Kelvin Menon – Executive Head of Finance</b>

## CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

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

## Annex A

## CAPITAL OUTTURN 2015/16 AND CAPITAL ESTIMATES 2016/17

	B/Fwd From 2014/15	General Fund Adjustments	Approved Bids 2015/16	Total 2015/16 Programme	Current Spend & Commitments	Funds Remaining	C/Fwd 16/17 Budgets	Approved Budget 2016/17	Revised approved Budget 2016/17
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Finance</b>									
Property Acquisition Strategy	1,790	-	-	1,790	755	1,035	1,035		1,035
Doman Rd Depot Improvements	-	-	-	-	1	1	-		-
Commercial Property development St Georges	7,155	-	-	7,155	7,108	47	47	375	422
	8,000	-	-	8,000	8,000	0	0		0
<b>Sub Total</b>	<b>16,945</b>	<b>-</b>	<b>-</b>	<b>16,945</b>	<b>15,864</b>	<b>1,081</b>	<b>1,082</b>	<b>375</b>	<b>1,457</b>
<b>Transformation</b>									
Civica Financial System	48	-	-	48	18	30	30		30
<b>Sub Total</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>48</b>	<b>18</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>30</b>
<b>Business</b>									
Main Square Refurbishments	56	24	-	80	79	1	-		-
PIC Monies	132	-	-	132	5	127	127		127
Camberley Park & Obelisk	59	-	-	59	17	42	42		42
Wellington Park	20	-	-	20	-	20	20		20
Heatherside Rec Ground	-	14	-	14	14	0	0		0
Deanside Diamond Ridge Woods Picnic Area	35	-	-	35	-	35	35		35
Frimley Lodge 3G Pitch	-	-	-	-	19	19	-		-
Lightwater CP Visitor Centre	70	-	-	70	41	29	29		29
Theatre seating	-	-	-	-	-	-	-	90	90
Theatre Air Conditioning	-	-	38	38	36	1	-		-
<b>Sub Total</b>	<b>372</b>	<b>38</b>	<b>38</b>	<b>447</b>	<b>211</b>	<b>236</b>	<b>252</b>	<b>90</b>	<b>342</b>
<b>Community</b>									
Disabled Grants	-	-	500	500	362	138	-	545	545
Maintenance	-	-	25	25	16	9	-		0
Adaptions	-	-	-	-	4	4	-		0
Community Bus	-	36	-	36	36	0	-		0
<b>Sub Total</b>	<b>-</b>	<b>36</b>	<b>525</b>	<b>561</b>	<b>418</b>	<b>143</b>	<b>-</b>	<b>545</b>	<b>545</b>
<b>Corporate</b>									
Public Web Portal	51	-	-	51	39	12	12		12
WIFI Upgrade	-	-	-	-	-	-	-	35	35
Telephone System	25	-	-	25	-	25	25		25
Surrey Heath House Air Conditioning	38	-	-	38	36	1	-		0
<b>Sub Total</b>	<b>114</b>	<b>-</b>	<b>-</b>	<b>114</b>	<b>76</b>	<b>38</b>	<b>37</b>	<b>35</b>	<b>72</b>
<b>Regulatory</b>									
Sangs capital Works	1,394	-	-	1,394	995	399	259		259
<b>Sub Total</b>	<b>1,394</b>	<b>-</b>	<b>-</b>	<b>1,394</b>	<b>995</b>	<b>399</b>	<b>259</b>	<b>-</b>	<b>259</b>
<b>GRAND TOTAL OF ALL SCHEMES</b>	<b>18,873</b>	<b>73</b>	<b>563</b>	<b>19,508</b>	<b>17,581</b>	<b>1,927</b>	<b>1,661</b>	<b>1,045</b>	<b>2,706</b>

## Background notes on carry forward Capital Schemes

<b>Capital Scheme</b>	<b>Purpose</b>	<b>Reason for carry forward</b>
<b>Investment Property Acquisition</b>	To acquire property in accordance with the property acquisition strategy	Council is seeking to acquire further property in 2016/17
<b>Commercial property development</b>	To pay for redevelopment of Pembroke and Ashwood House	Scheme to be brought forward in 2016/17
<b>Civica Financial System</b>	New financial system	Additional modules to be installed in 2016/17
<b>Planning Infrastructure contributions capital schemes</b>	Upgrading play equipment and community facilities	Works to be commenced in year depending on receipt of additional PIC funds
<b>Camberley Park</b>	Renovation of obelisk	Linked to a wider LEKR scheme
<b>Wellington Park</b>	Playground improvements	To be completed in 2016/17
<b>Lightwater visitors centre</b>	Café and education centre	To be completed in 2016/17
<b>Deanside Diamond ridge</b>	Tree works and picnic area	To be completed in 2015/16
<b>Public web portal</b>	Upgrade to web	To be completed in 2016/17
<b>Phone system upgrade</b>	Upgrade to call management system	To be completed in 2016/17
<b>SANGS capital works</b>	Upgrade to land purchased to make it in to a SANGS	To be done in 2016/17

## PRUDENTIAL INDICATORS - CAPITAL ACTUALS 2015/16

## Financing and Capital Prudential Indicators

	2014/15 Actual	2015/16 Original Estimate	2015/16 Actual	
Capital Expenditure	£3.371 m	£12.108 m	£17.581 m	The Council acquired additional investment property over the year in furtherance of Key priority 1 and 2
Capital Financing Requirement as at 31 <sup>st</sup> March	£1.6m	£10.152 m	£18.101 m	The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a measure of the Council's debt position. The Council has spent or committed any residual capital receipts and will have to fund part of this year's programme and any future schemes by internal or external borrowing.
Ratio of Financing Costs to Net Revenue Stream	-2.07%	-3.46%	0.05%	This is an indicator of affordability and is the ratio of the Council's General Fund capital financing costs to its net revenue budget in percentage terms. The Council's ratio is almost zero as investment income supports roughly covers financing costs.
Impact of Capital Investment Decisions on Council Tax (Band D)	£0.52	£1.48	£1.17	This indicator sets out the estimated impact on Council Tax at band D of the loss of investment interest as a consequence of funding the capital programme from capital receipts

## **Expenditure on Professional Advisors**

### **Summary**

To report to Members on the Expenditure on Professional Advisors for the year 2015/16.

### **Portfolio and Date Consulted**

Finance – 5/6/2016

### **Wards Affected**

All

### **Recommendation**

The Executive is advised to NOTE the expenditure on Professional Advisors for the year 2015/16.

#### **1. Resource Implications**

- 1.1 The total expenditure for the year was £402k all of which came out of existing budgets.

#### **2. Key Issues**

- 2.1 Expenditure has been incurred to “buy in” specialist services. In common with many smaller district councils, Surrey Heath has to buy in professional expertise “as needed” when it does not have these skills in house and it is uneconomic to have them.

#### **3. Options**

- 3.1 The Executive is only being asked to note the report.

#### **4. Proposals**

- 4.1 The Executive is advised to NOTE the expenditure on Professional Advisors for the year 2015/16.

#### **5. Supporting Information**

- 5.1 None

#### **6. Corporate Objectives And Key Priorities**

- 6.1 Professional advisors have been used to support all of the council’s key priorities.

#### **7. Policy Framework**

- 7.1 N/A.

#### **8. Legal Issues**

- 8.1 None.

## 9. Officer Comments

9.1 Only expenditure greater than £500 is included in the report.

<b>Annexes</b>	<b>Expenditure on Professional Advisors 2015/16</b>
<b>Background Papers</b>	<b>None</b>
<b>Author/Contact Details</b>	<b>Kelvin Menon Executive Head of Finance Tel 01276 707257 kelvin.menon@surreyheath.gov.uk</b>
<b>Head of Service</b>	<b>As above</b>

## Consultations, Implications And Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	
Capital		
Human Resources		
Asset Management		
IT		

<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

**Review Date:**

**Version:**



**PROFESSIONAL ADVISERS >£500 APRIL 2015 TO MARCH 2016**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>£</b>
ABA RESEARCH	Camberley Retail Study	11,750
ARL TRAINING	asbestos survey Ashwood	1,445
ARLING CLOSE	Treasury Advisors	8,000
ASPECT ECOLOGY	Ecological Planning Advice	2,695
BERWIN LEIGHTON	advice on Parking machine contract	2,254
BEVAN BRITAIN	Treasury advice	536
BOUNDARY EXPERT	Boundary advice	18,556
CAPITA	final SFRA strategy	3,105
CGMS	Retail advice on Notcutts	7,750
CIPFA BUSINESS	Finance advice	600
COUNSELS AND LEGAL FEES	Planning advice	14,858
COUNSELS FEES	Licencing Matter	1,950
DIXON SEARLE	Viability advice for planning	8,400
EVERSHEDS	General advice re mall	1,500
FOOTPRINT ECOLOGY	Sangs advice	1,525
GURNEY CONSULTING	Building Control plan checking	2,767
HR ADVISOR	HR advice	750
HURST WARNE	Property advice re St Georges	1,320
IAN MCCOLL AND ASSOC	Checking Building Control Applications	2,160
IDOX	Computer consultancy	11,400
IMPERIAL CIVIL ENFORCEMENT SOLUTIONS	Server Move	1,950
IVY LEGAL	Enforcement Review	8,000
JLT SPECIALITY	Insurance Broker fee	3,000
KNIGH KAVANAGH	Open Space Study, playing pitches, indoor built facilities	34,886
LUTRA CONSULTANCY	Software consultancy to develop C++ for GIS	1,000
MATCH TECH	Contract Planner	1,904
MONTAGU EVANS	Camberley Town Centre project advisor	84,000
MONTAGU EVANS AND OTHERS	Master planning fees	50,000
MONTAGU EVANS AND OTHERS	Recharged consultants for valuations, parking, cost plans	20,500
MONTAGU EVANS AND OTHERS	Recharged consultants for ashwood House	20,741
OT PRACTICE	Occupational Therapy assessment	6,900
PEOPLE AND PLACES	Parking study for Frimley	3,350
PEOPLE AND PLACES	signage Audit	3,350
READING AGRICULTURAL	agricultural advice	2,000
RICHARD DAVIES	ISO Audit	975
SOFT CAT	Microsoft 1 day consultancy	900
SPRINGBOK ENTERPRISES	IT Migration consultancy	22,200
SURREY COUNTY PENSIONS	IAS19 Pension calculation	912
SURREY WILDLIFE TRUST	Ecological Planning Advice	5,352
SWORD CHATTERIS	Computer consultancy	5,879
THE RURAL PLANNING PRACTICE	advice on application	650
TROWSE AND HAMLINS	Planning advice	1,588
VEALE WASBOROUGH	advice on Corporate Structures	6,270
WAVERLEY BOROUGH COUNCIL	Historic Buildings advice	6,505
WILKS HEAD EVE	Property valuations	6,490
		<b>402,623</b>

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**Amendment to the Council’s adopted Community Infrastructure Levy Regulation 123 List footnote**

**Summary**

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 will be funded or part funded through CIL, this includes shared Suitable Alternative Natural Greenspace (SANG).

Officers are seeking 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 can discharge their requirement under the Habitats Regulations.

Payment for management and maintenance of SANG can be collected outside of CIL by use of a Unilateral Undertaking as it does not fall within the definition of infrastructure.

**Portfolio Regulatory**

**Date Portfolio Holder signed off report June 13<sup>th</sup> 2016**

**Wards Affected**

All

**Recommendation**

The Executive is advised to RESOLVE:

- (i) That an amendment is 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.

**Resource Implications**

**1.1** There are potential resource implications if the Management and Maintenance payment for SANGS cannot be collected from CIL exempt development. If proposals for residential development under Permitted Development are unable to satisfy the Habitats Regulations this could also have an impact on the Council’s ability to seek New Homes Bonus.

**2. Key Issues**

**2.1** All development within the Borough, which provides additional residential units, has to provide or contribute to avoidance measures to mitigate the impact of such development on the Thames Basin Heaths SPA. This is to ensure that requirements of the Habitats Regulations 2010 for such development can be met. The avoidance measure is through the provision or contribution to SANG, including the management and maintenance of SANG in perpetuity, which, for the purpose of the funding calculation only, is deemed to be at least 80 years.

- 2.2 The provision of SANG, by virtue of the inclusion of the element of the land acquisition cost, is considered to be infrastructure and as such it is included in the Council's Regulation 123 List.
- 2.3 The Executive in July 2015 resolved that an interim SANGs charge of £112.50 (Gross Internal Area) be levied to cover the maintenance and management cost of SANGS from CIL exempt residential development and that an additional footnote be added to the Regulation 123 List, to ensure that residential development could meet the requirements of the Conservation of Habitats and Species Regulations 2010 by contributing to the management and maintenance of SANGs.
- 2.4 The Housing and Planning Act 2016 requires the delivery of starter homes, which will be CIL exempt. In addition the changes to the General Permitted Development Order 2015 makes the change of use of empty B1 offices to residential permanent, previously it had been expected to end in 2016. The Council will not be able to seek contributions to SANG through CIL from these types of development. In addition there are other types of development for change of use to residential that are also CIL exempt but will still need to meet the Habitats Regulation Requirements. These are:

- Applications where less than 100 sq. m of net residential floorspace is created;
- Any conversions to residential where no additional floorspace is created, including:
  - Retail/hotel/agricultural conversions to residential;
  - Office to residential through planning permission where the applicant can demonstrate that the building or part of the building has been in office use for a 6 month period within the last 3 years
  - Regulation 73 applications for conversions to Houses of Multiple Occupancy;
- Applications for sub-division of 1 dwelling in to 2 or more separate dwellings;
- Self / custom build

NB Partial losses of SANG monies can occur where only part of an application is CIL liable.

- 2.5 The extent of the exemption is such that there is now a risk that the Council will be unable to collect sufficient funds for the management and maintenance of SANGs in the Borough in perpetuity. The Council, as the Competent Authority, would have to conclude that such development could not meet the Habitats Regulations Assessment thus preventing the delivery of new homes to meet the Borough's Housing need and in particular lower cost homes that would benefit first time buyers.

- 2.6 In order for this change of use to be able to meet the requirements of the Habitats Regulations 2010, it is recommended that the Council amend the footnote of the Regulation 123 List to include the uses listed above. The Regulation 123 list with the additional amendment is appended at Annex 1.

### **3. Options**

- 3.1 The Options are as follows:

- (i) That an amendment be made to the footnote of the Regulation 123 List to explain the interim charge and ensure that residential development provided can meet the requirements of the Conservation of Habitats and Species Regulations 2010 by contributing to the management and maintenance of SANG;
- (ii) That the above option is not agreed.

### **4. Proposals**

- 4.1 It is proposed that an amendment is made to the footnote of the Regulation 123 list to include those uses set out in Paragraph 2.4 of this report so that an interim charge for the management and maintenance of SANG can be applied.

### **5. Supporting Information**

- 5.1 A copy of the Regulation 123 List with the proposed amendment is appended to this Report.

### **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.

### **7. Policy Framework**

- 7.1 The ability to set a CIL charge is set out in the Planning Act 2008 (as amended) and Community Infrastructure Levy Regulations 2010 (as amended). A CIL Charging Schedule sits alongside the Local Plan, although it does not form part of the statutory development plan.

<b>Annexes</b>	Annex 1 - CIL Charging Schedule Regulation 123 List
<b>Background Papers</b>	Nil
<b>Author/Contact Details</b>	Jane Ireland- Planning Policy Manager <a href="mailto:jane.ireland@surreyheath.gov.uk">jane.ireland@surreyheath.gov.uk</a>
<b>Head of Service</b>	Jenny Rickard – Executive Head of Regulatory

### Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	2 <sup>nd</sup> June 2016
Capital	✓	2 <sup>nd</sup> June 2016
Human Resources		
Asset Management	✓	2 <sup>nd</sup> June 2016
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	2 <sup>nd</sup> June 2016
Policy Framework		
Legal	✓	2 <sup>nd</sup> June 2016
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

**Review Date:**

**Version:** 1

**Surrey Heath Borough Council  
Community Infrastructure Levy: Regulation 123 List**

The following list of infrastructure projects may be funded or part funded through the Community Infrastructure Levy (unless otherwise stated).



- 1) Shared Suitable Accessible Natural Greenspace (SANG) – Shared SANG includes SANG provided for development which cannot secure its own SANG solution<sup>1</sup>
- 2) Open Space (with the exception of Shared or On-Site SANG) which is not directly related to a development<sup>2</sup>
- 3) Local Transport Projects and Pedestrian Safety Improvements which are not directly related to a development<sup>2</sup>.
- 4) Play Areas & Equipped Playing Space which are not directly related to a development<sup>2</sup>.
- 5) Indoor Sports & Leisure Facilities which are not directly related to a development<sup>2</sup>.
- 6) Community Facilities not directly related to a development<sup>2</sup>.
- 7) Waste & Recycling not directly related to a development<sup>2</sup>
- 8) Strategic Transport Projects<sup>2</sup>

Flood Defence & Drainage Improvements which are not directly related to a development<sup>2</sup>

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<sup>1</sup> Development sites which cannot provide their own SANG solution will contribute to shared SANG solutions by way of a CIL payment. Development which is required to provide its own bespoke SANG solution will continue to be secured by S106 obligations in line with CIL Regulations 122 & 123. Nothing in this footnote overrides the Borough Council's obligations as the competent authority for the purposes of its duties under the Conservation of Habitats & Species Regulations (2010).

<sup>2</sup> Provision, improvement, replacement, operation or maintenance to reduce the incremental impact of development on off-site infrastructure which is not provided or required as avoidance/mitigation on or near individual development sites. This Regulation 123 List excludes projects for infrastructure which are directly related to an individual site i.e. on or near site infrastructure to avoid/mitigate impact arising from that site. The Borough Council may apply CIL, continue to seek S106 obligations, or a mix of S106 and CIL, toward on or near site infrastructure in line with the Infrastructure Delivery SPD and in accordance with Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended).

**NOTE:** To enable the delivery of new residential units through the permitted development rights as set out in the (General Permitted Development) (England) Order 2015 (or as subsequently amended) and the Housing and Planning Act 2016, or other anticipated changes to legislation the Council will require such development to contribute toward the cost of the ongoing management and maintenance of SANG through a Unilateral Undertaking. This is to meet the requirements of the Conservation of Habitats and Species Regulations,

The Council will levy a contribution of £112.50 per square metre for the new residential (Use Class C3) floorspace created. This is the management and maintenance cost of SANG

The types of development affected include:

Starter Homes;

Change of Use of B1 office to residential;

Applications where less than 100 sq m of net residential floorspace is created;

Self / custom build homes;

Any conversions to residential where no additional floorspace is created, including:

- Retail/hotel/agricultural conversions to residential;
- Office to residential through planning permission where the applicant can demonstrate that the building or part of the building has been in office use for a 6 month period within the last 3 years;
- Regulation 73 applications for conversions to Houses of Multiple Occupancy.

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**Response to Guildford Borough Council's proposed Submission Local Plan**

**Summary**

Following Executive in September 2014 a letter of objection was sent on Guildford Borough Council's Draft Borough Local Plan: Strategy and Sites. A copy of this letter is appended to this report at Annex 1.

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

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

Members are requested to consider the proposed consultation response set out in the letter at Annex 2 of this report as the Borough's formal representations on the draft Guildford Local Plan.

Consultation on the document commenced on the 6<sup>th</sup> June and the closing date for comments is the 18<sup>th</sup> July 2016.

**Portfolio - Regulatory**

**Date Portfolio Holder signed off report June 13<sup>th</sup> 2016.**

**Wards Affected**

All

**Recommendation**

The Executive is advised to RESOLVE that the letter contained in Annex 2 be authorised as Surrey Heath Borough Council's formal representations to the Draft Guildford Borough Local Plan: Strategy and Sites consultation.

**1. Resource Implications**

1.1 There are no resource implications beyond that provided for within the agreed budget for 2016/17.

**2. Key Issues**

2.1 Surrey Heath Borough Council objected to the 2014 consultation on the Draft Guildford Local Plan- Strategy and Sites. The objections are set out in the following paragraphs. Officer's now consider that these objections have been addressed in the 2016 consultation document.

2.2 However the 2016 Proposed Submission Local Plan removes Pirbright Barracks and Keogh Barracks from the Green Belt. These sites are adjacent to Surrey Heath and there has been no Duty to Co-operate discussions regarding these sites. In addition the sites have no alternative designation other than major developed sites. Officers

consider that an objection should be raised regarding the lack of duty to co-operate in respect of the removal of these sites from the Green Belt and to seek clarification of future uses for these sites.

2.3 The previous objections raised were:

- **Lack of supporting evidence-** the 2016 Local Plan is now supported by full evidence base and as such the objection no longer remains.
- **Identifying Full Objectively Assessed Housing Needs and housing targets-** The 2016 Local Plan identifies and seeks to meet their need in full and as such the objection no longer remains.
- **Strategic growth location in the Blackwater Valley –** The 2016 Local Plan recognises the importance of Ash/Tongham area's role in Guildford and the Blackwater Valley. There is recognition of the need to maintain this areas separation from other settlement areas. The Green Belt is also to be extended in this area and as such the objection no longer remains.

### 3. Options

- 3.1 The Executive can AGREE the letter in Annex 2 as the Council's response to the Proposed Submission Guildford borough Local Plan: Strategy and Sites 2016 consultation.
- 3.2 The Executive can AGREE the letter in Annex 2 with modifications as the Council's response to the Proposed Submission Guildford borough Local Plan: Strategy and Sites 2016 consultation.
- 3.3 The Executive can NOT AGREE the letter in Annex 2 and make no response to the Proposed Submission Guildford borough Local Plan: Strategy and Sites 2016 consultation.

### 4. Proposals

- 4.1 To send a letter in response to the consultation on the Proposed Submission Guildford Local Plan: Strategy and Sites document setting out the Council's concern over the removal of Pirbright Barracks and Keogh Barracks from the Green Belt.

### 5. Supporting Information

- 5.1 Guildford Borough Proposed Submission Local Plan: Strategy and Sites June 2016.

### 6. Corporate Objectives And Key Priorities

Responding to Guildford Borough on its draft Local Plan consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are cross boundary sites and matters of strategic importance between the boroughs.

### 7. Policy Framework

- 7.1 Making a representation on the draft Guildford borough Local Plan: Strategy and sites will enable Surrey Heath to formally draw Guildford's attention to concerns it has in relation to the emerging policy framework in Guildford.

<b>Annexes</b>	Annex 1 Letter of Objection September 2014 Annex 2 letter setting out Council's response June 2016
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Jane Ireland Ext 7213 Jane.ireland@surreyheath.gov.uk
<b>Head of Service</b>	Jane Ireland

**Consultations, Implications and Issues Addressed**

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	7 June 2016
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	7 <sup>th</sup> June 2016
Policy Framework		
Legal	✓	7 <sup>th</sup> June 2016
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	7 <sup>th</sup> June 2016
P R & Marketing	✓	7 <sup>th</sup> June 2016

**Review Date:**

**Version: 1**

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## Annex 1:

### Letter to Guildford Borough Council on its draft Local Plan Consultation 2014



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**Our Ref:**  
**Your Ref:**  
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Planning Policy  
Planning Services  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB  
United Kingdom

9 September 2014

Dear Sir/Madam,

### **Draft Guildford Borough Local Plan – Strategy and sites consultation**

Thank-you for the opportunity to comment on the 2014 Draft Guildford borough Local Plan: strategy and sites and supporting documentation. Surrey Heath Borough Council wishes to make the following comments on the draft Plan and supporting documentation:

#### ***Supporting evidence base***

There are important pieces of the evidence base for the draft plan which are not in place, or which have been prepared subsequent to the plan development. A key example of this is the lack of an up-to-date SHMA for the Housing Market Area (HMA) that Guildford falls within. This means that the policies in the draft plan have been developed independently of the evidence base. This is of concern for Surrey Heath as it is not possible to assess whether or not the policies are soundly based and likely to adversely affect Surrey Heath.

#### ***Identifying Full Objectively Assessed Housing Needs and housing targets***

The housing policy evidence base consists of an out-dated SHMA, a more recent SHMA that is just focussed on Guildford and a housing topic paper. An up-to-date SHMA is not in place

for the Housing Market Area that Guildford has recently confirmed it falls into. The Housing Topic Paper identifies and justifies a housing target for the borough derived from the existing SHMA documents in the space of just a single sentence.

As a result of the lack of evidence and poor justification, Surrey Heath cannot assess whether Guildford have done all possible to meet its own full objectively assessed housing needs, either within its own boundaries, or via HMA partners. Surrey Heath is therefore unable to determine whether housing needs in Guildford will be pushed across the boundary into the other Blackwater authorities – including Surrey Heath.

### ***Strategic growth location in the Blackwater Valley***

Ash, Ash Vale and Tongham are part of the much wider Aldershot Built up Area which extends over a number of local authorities, including Surrey Heath. According to the ONS it is the 29<sup>th</sup> largest urban area in England and Wales. This area is often referred to as the Blackwater Valley urban area and its presence in the western area of Guildford Borough is significant component of the spatial pattern of development in the Borough. It would be useful for the Borough wide strategy (set out in Policy 2 of the draft Plan) to acknowledge this significant urban area and set out the future directions for it in the context of the Guildford spatial strategy.

The Guildford borough Key diagram indicates that the Blackwater Valley urban area lying within Guildford is identified for significant further development, along with the countryside immediate around.

Policy and information relating to those areas of the Blackwater Valley and immediate surroundings lying within Guildford is set out in a number of locations throughout the draft Local Plan and Surrey Heath found it difficult to identify and pull together as a coherent picture.

Policy 11 indicates land around Ash and Tongham will be designated as a strategic location for growth. Although this seems to be the main policy relating to development in the western side of the borough it has not been developed to:

- explain what the vision is for this side of the Borough, including its relationship with the rest of Guildford and the Blackwater Valley.
- Identify the type of development envisaged for the area;
- identify the strategic designation on a map;
- identify what quantum of development is expected to be developed in the area, and
- explain what specific development principles future development in the strategic growth area would be expected to follow.

This lack of detail and obscurity has made it difficult for Surrey Heath to assess the impacts of Guildford's policy proposals on its interests and the wider Blackwater Valley.

### ***Duty to Co-operate***

Surrey Heath considers the planning of development and infrastructure in the Blackwater Valley urban area to be an important strategic matter. Plan policies relating to this area should be the outcome of on-going, constructive and continuous engagement between the local authorities whose areas fall within the Blackwater Valley.

The draft Guildford Local Plan proposes a strategic growth location within the wider Blackwater Valley area but it has not acknowledged the potential cumulative cross border impacts or set the policy in the wider Blackwater Valley context. No attempts have been made by Guildford to undertake partnership working on this matter with Surrey Heath, or the other Blackwater Valley authorities as a group. This approach to the Blackwater Valley is not considered to be meeting the Duty to Co-operate responsibilities or delivering good place making.

Guildford and Surrey Heath have several cross boundary sites – Keogh Barracks, Bisley and Deepcut. The Plan makes no mention of this relationship or the future direction for these sites. It is important that the plan-making process of both Surrey Heath and Guildford recognise these sites and that engagement and dialogue in relation to them is constructive and on-going.

In light of the above concerns, Surrey Heath **object** to the draft Local Plan as currently drafted.

This Council would welcome the opportunity to engage with Guildford via the Duty to Co-operate processes with a view to resolving these concerns and thus facilitating sound and effective plan making for both Councils.

Yours sincerely

Surrey Heath Borough Council

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## Annex 2 Draft Response letter July 2016



**Surrey Heath Borough Council**  
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Planning Policy  
Planning Services  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB  
United Kingdom

12<sup>th</sup> July 2016

Dear Sir/Madam,

### **Guildford Borough Proposed Submission Local Plan – Strategy and sites consultation**

Thank you for the opportunity to comment on the 2016 Guildford Borough Proposed Submission Local Plan: Strategy and Sites document and supporting documentation. Surrey Heath Borough Council wishes to make the following comments on the draft Plan and supporting documentation.

Surrey Heath Borough Council is pleased to note that most of the objections made to the 2014 Draft Guildford Local Plan consultation have been addressed. To this end Surrey Heath Borough Council no longer raise objections to the lack of evidence base, the identification of full objectively assessed housing need and the strategic growth location in the Blackwater Valley.

Surrey Heath Borough Council does raises and objection regarding the lack of duty to co-operate with respect of removing both Pirbright Barracks and Keogh Barracks from the Green Belt. As set out in our 2014 response Surrey Heath indicated that it is important that the plan-making process of both Surrey Heath and Guildford recognise these sites and that engagement and dialogue in relation to them is constructive and on-going.

In addition Surrey Heath Borough Council is concerned that no other land designation appears to be given to the areas to be removed from the Green Belt. The sites are described as major previously developed sites inset from the Green Belt in Paragraph 4.3.15 of the Submission Local Plan. This leaves the status of these sites quite unclear with no policy direction as to how they could be developed in the future. Pirbright is a large site and sits immediately adjacent to the Council's strategic housing site at Deepcut. Keogh Barracks abuts Surrey Heath.

In light of the above concern, Surrey Heath **objects** to the Local Plan as currently drafted.

The Council would welcome the opportunity to engage with Guildford via the duty to co-operate processes with a view to resolving these concerns and thus facilitating sound and effective plan making.

Yours sincerely

Surrey Heath Borough Council

## Review of the Housing Allocation Policy and Tenancy Strategy

### Summary

To consider recommendations for changes to the Housing Allocation Policy and Tenancy Strategy to ensure that they are fit for purpose in meeting housing need in the Borough.

### Portfolio - Regulatory

Date Portfolio Holder signed off report 9<sup>th</sup> June 2016

### Wards Affected

All

### Recommendation

The Executive is advised to resolve

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

### 1. Resource Implications

- 1.1 There are no resources implications to make the proposed changes.

### 2. Key Issues

- 2.1 The Council is required to have a mechanism in place to prioritise households for the social housing that becomes available. This is necessary as demand is always greater than supply.
- 2.2 The Allocation Policy is a mixture of legislative requirement and regulation, with regard to relevant case law and statutory guidance. Within this framework local authorities have discretion for setting priorities and systems that meet local circumstances.
- 2.3 It has been recognised that not only should Allocation Policies address need they should be transparent and demonstrate fairness so that they promote community cohesion.
- 2.4 The Council is required to have a Tenancy Strategy in place setting out how social housing tenancies in the Borough are managed to make best use of the housing stock.
- 2.5 While Registered Providers (housing associations) are required to have regard to the Tenancy Strategy they do not have to follow it. Realistically this means that as all the Registered Providers operate across a number of local authority areas they have their own Tenancy

Polices rather than have to manage a number of tenancy regimes across a number of areas.

- 2.6 The Council's Tenancy Strategy advocates flexible tenancies (i.e. tenancies for a fixed term based on need and regularly reviewed rather than 'tenancies for life'). This has not been adopted by Accent, the biggest social housing provider. However, the Government has indicated regulation may be brought forward to impose flexible tenancies in the sector.

### **3. Options**

- 3.1 The Executive can accept, amend or add to the proposed changes to the Allocation Policy detailed in Annex A.
- 3.2 The Executive can note the review of the Tenancy Strategy or make recommendations for changes.

### **4. Proposals**

- 4.1 The Executive adopts the changes to the Allocation Policy proposed in Annex A with effect from 1<sup>st</sup> September 2016.
- 4.2 The Executive notes the review of the Tenancy Strategy, with no changes at the current time.

### **5. Supporting Information**

- 5.1 There are always more people looking for social housing than tenancies available and with limited new rented housing being delivered the supply of relets must be allocated, and seen to be allocated fairly (Table 1 shows the number of properties that have become available and the number of people that have applied to the Housing register over the last four years).

Table 1

	2011/12	2012/13	2013/14	2014/15	2015/16
Properties available	186	121	175	120	112
New applications	855	702	429	225	533

- 5.2 It is also important that where definitions are open to interpretation that the Council is clear on meaning and how an assessment is made to both ensure consistency and prevent challenge.
- 5.3 In reviewing the Allocation Policy the following issues were identified:
- 5.3.1 While people can establish a connection to the Borough through employment to be eligible to join the housing Register it has come to

officers attention that a small number of applicants are obtaining employment to meet this criteria but leaving that employment when housed.

- 5.3.2 The Homelessness Legislation has the concept of 'intentionality', i.e. a deliberate act that causes homelessness, and with this comes a reduced housing duty. Some applicants give up secure accommodation and move into a temporary arrangement without making a homeless application but apply to the Housing Register. Due to the temporary nature of their accommodation and the fact that it is usually overcrowded they often get high priority and are housed ahead of statutory homeless households. These households are often visible and vocal within the community and their re-housing seen to be unjust and 'queue jumping' to others with a housing need.
- 5.3.3 A number of homeless households believe that as they have been accepted as homeless they have an entitlement to a housing association tenancy. This means that they are uncooperative with housing options that would either prevent their homelessness before it happens or securing other settled housing once in temporary accommodation. This is unfair on those applicants who are actively engaged in trying to resolve their housing need.
- 5.4 In respect of the Tenancy Strategy, as noted above, Registered Providers do not have to follow its steer and in addition to that there may be legislation pending that will change the tenancy regime in social housing.

## **6. Corporate Objectives And Key Priorities**

- 6.1 Ensuring the best use of the housing stock and meeting individual housing need is an important part of *protecting the general health and wellbeing of the community through our services*, part of Objective 3 of the Corporate Plan: *We will build and encourage communities where people can live happily and healthily.*

## **7. Policy Framework**

- 7.1 The Allocation Policy and Tenancy Strategy are statutory requirements governed by legislation, statutory guidance and regulation with elements of local discretion to allow local authorities to shape schemes to meet local need.

## **8. Equalities Impact**

- 8.1 The Allocation policy and Tenancy Strategy have been subject to Equality Impact Assessments and the proposals do not affect those original assessments.

## **9. Consultation**

- 9.1 The Allocation Policy is a joint Policy with Accent Group and a consultation meeting has been held to agree the proposed changes.
- 9.2 Changes agreed will be published on the Home Choice pages of the Council's website.

<b>Annexes</b>	<b>Annex A – Proposed changes</b>
<b>Background Papers</b>	<a href="#">Allocation Policy</a> <b>Tenancy Strategy</b>
<b>Author/Contact Details</b>	<b>Clive Jinman – Housing and Homelessness Manager</b>
<b>Head Of Service</b>	<b>Jenny Rickard – Executive Head of Regulatory</b>

**Consultations, Implications and Issues Addressed**

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

**Review Date:**

**Version:**

Annex A

Allocations Policy – Amendments in red

Ref	Issue	Proposed change	Policy aim	Impact on applicants
1	Redefining ‘settled employment’ as a qualifying criteria	<p>Current:</p> <p><i>5.2 ....The Council has deemed the following people ineligible:</i></p> <p><i>a. those who do not have a connection to the Borough through residence of 3 out of five years in accommodation of choice or settled employment of at least 16 hours per week based in the Borough or a close family member (father, mother, brother, sister or adult child) who is in settled accommodation in the Borough and there is an evidenced need to move to provide or receive care or support;</i></p> <p>Proposed:</p> <p><i>5.2 ....The Council has deemed the following people ineligible:</i></p> <p><i>a. those who do not have a connection to the Borough through residence of 3 out of five years in accommodation of choice or settled</i></p>	<p>To stop applicants taking employment to secure access to social housing. This change follows feedback from applicants who are doing this and advising they will give up work after securing a tenancy.</p> <p>It is hoped that a longer period in employment will remove the link between getting a local connection through a job to get housing and the job itself, so encourage applicants to remain in employment.</p>	<p>This will impact on a small number of applicants currently on the Housing Register. This will be managed by allowing them to remain qualifying but checking at nomination that they meet the new definition.</p> <p>Future applicants will have to meet the new definition.</p>

		<p><i>employment of at least 16 hours per week based in the Borough <b>that has been continuous for 12 months</b> or a close family member (father, mother, brother, sister or adult child) who is in settled accommodation in the Borough and there is an evidenced need to move to provide or receive care or support;</i></p>		
2	<p>Adding clarity to the family association criteria</p>	<p>Current:</p> <p><i>5.2 ...The Council has deemed the following people ineligible:</i></p> <p><i>a. those who do not have a connection to the Borough through residence of 3 out of five years in accommodation of choice or settled employment of at least 16 hours per week based in the Borough or a close family member (father, mother, brother, sister or adult child) who is in settled accommodation in the Borough and there is an evidenced need to move to provide or receive care or support;</i></p> <p>Proposed:</p> <p><i>5.2 ...The Council has deemed the following people ineligible:</i></p>	<p>To clarify how needs are evidenced to ensure transparency in the assessment of qualification against this criteria)</p>	<p>This will not impact on any current applicants as it reflects in policy how assessments have been carried out in practice.</p>



		<p>a. <i>those who do not have a connection to the Borough through residence of 3 out of five years in accommodation of choice or settled employment of at least 16 hours per week based in the Borough that has been continuous for 12 months or a close family member (father, mother, brother, sister or adult child) who is in settled accommodation in the Borough and there is an evidenced need to move to provide or receive care or support (examples of evidence will include receipt of the higher rate care element of DLA, PIP or equivalent or receipt of Carers Allowance).</i></p>		
3	Worsening circumstances	<p>Proposed addition:</p> <p>5.2 ....<i>The Council has deemed the following people ineligible:</i></p> <p><i>f. those who have deliberately worsened their circumstances to secure social housing or with an expectation that social housing will provide them with a home when they have not sought to provide for themselves. A period of suitable, settled accommodation is needed before re-application will be considered.</i></p>	<p>To stop people surrendering accommodation and moving to the area with the expectation that the Council will provide accommodation.</p> <p>A common scenario is for applicants to move with relatives in the area where the accommodation is</p>	<p>This will only effect a small but persistent number of households who try to misuse the system.</p>

			<p>insecure and they are often overcrowded giving them a high priority on the Housing Register.</p> <p>Allocations to such applicants are quite often visible within the community and cause resentment and a lack of trust in the Allocation Policy.</p>	
4	Non-cooperation with housing options	<p>Proposed addition:</p> <p><i>5.2 ....The Council has deemed the following people ineligible:</i></p> <p><i>g. those who are homeless or at risk of homelessness who do not consider other options (this will include refusing to view or deliberately undermining rented or other housing options) and those who are homeless who do not engage with support to secure settled accommodation (this will include seeking accommodation and participation in training or other programmes of support)</i></p>	<p>A social housing tenancy is not the solution to all housing issues although a small minority will seek this option at the expense of others, including saving their current home.</p> <p>It is important in meeting the wider housing needs of the community that individual residents are active participants in exploring all the options available and have a responsibility to engage</p>	<p>If all the options are not explored it distorts the demand for social housing and adversely impacts on those with the least options and the highest housing need.</p> <p>This change will benefit those with the greatest need and tackle the misconception that there is a 'right' to</p>

			with the Housing Options Team in finding a solution.	a 'council' home.
5	Updates	<p>Proposed addition:</p> <p><b>12 General Information</b></p> <p>New</p> <p>12.10 The Housing Services Manager, after consultation with the Portfolio Holder, has authority to update the Policy to reflect current practice and make administrative changes where this does not alter the substance of the Policy.</p>	<p>Allow the policy to be up to date without unnecessary Member time in administrative changes.</p> <p>Examples include the terminology such as 'housing associations' became 'Registered Social Landlords', and now 'Registered Providers', or where organisations, practice or services mentioned in the Policy change (e.g. welfare benefits), or where clarification is needed (e.g. Ref 2 above).</p>	No impact on applicants



## Review of progress on the Council's Homelessness Strategy

### Summary

To consider progress on the Council's Homelessness Strategy, consider current position in relation to this area of work and endorse the work programme proposed for the Housing Service over the next 12 months.

### Portfolio: Regulatory

Date Portfolio Holder signed off report 9<sup>th</sup> June 2016

### Wards Affected All

### Recommendation

The Executive is advised to resolve

- (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 this report.

## 1. Resource Implications

- 1.1 The Council has legal duties to provide accommodation for certain homeless households and this incurs a cost, even after a charge is passed onto the household assisted.
- 1.2 The Council has received a grant from the Department of Communities and Local Government (DCLG) over a number of years specifically for use in activities to prevent homelessness. The use of this grant has demonstrated that investing in services and activities that prevent homelessness offers both a better outcome for individual residents and families while also providing a saving to the Council.
- 1.3 In 2015/16 two Surrey authorities each had in excess of 100 households in bed and breakfast, with a third getting as high as 68 households. This had led to reported expenditure of over £1 million in one authority on bed and breakfast. Net cost in Surrey Heath has remained under £60,000 in each of the last two years.
- 1.4 All actions in the Strategy can be delivered within the Housing Services Budget or with the use of DCLG grant.

## 2. Key Issues

- 2.1 There is an increase in homelessness both nationally and regionally demonstrated by an increase in homeless applications to local authorities, an increase in rough sleeping and an increased use of bed

and breakfast (including the unprecedented use by some Surrey authorities).

- 2.2 There has been a shift in the main reason for homelessness from young families being excluded by their parents to people losing a home in the private rented sector, and at the same time there has been an increasing focus on using the private rented sector to source settled homes to prevent homelessness.
- 2.3 Welfare reform has had an impact on families in the Borough and the further reform due to be implemented will continue to impact on residents' ability to access and maintain accommodation.
- 2.4 Locally there has been limited delivery of affordable rented homes which places a reliance on re-lets in the existing social housing stock to meet the housing need of residents.
- 2.5 During the life of the Homelessness Strategy the Council will have to monitor and seek to mitigate not just continuing welfare reform but also other new policies such as the extended right to buy, cuts in support services due to Surrey County Council budget settlement and housing association rents decreasing and possibly for there to be no new affordable rented homes built as policies supporting homeownership are prioritised.
- 2.6 The Government has introduced a 'Gold Standard' for homelessness services setting out 10 Local Challenges aimed at supporting local authorities to improve their frontline housing services and increase opportunities for early intervention and the prevention of homelessness. The Council is working towards that standard.

### **3. Options**

- 3.1 The Executive can accept, amend or add to the actions detailed in Annex A.

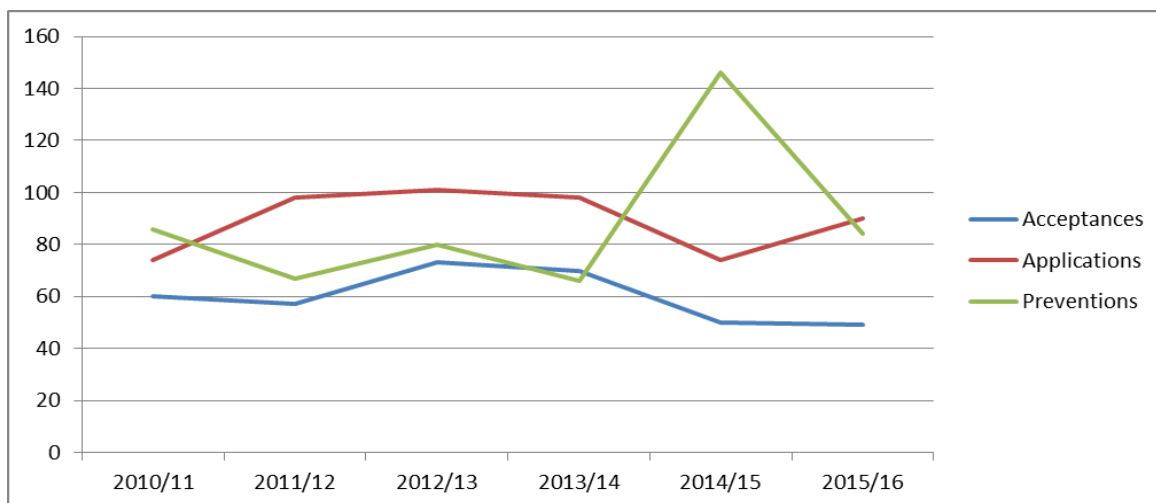
### **4. Proposals**

- 4.1 To recognise the progress made to date in the Homelessness Strategy 2015-18; and
- 4.2 agree that the actions identified in the review of the Strategy be added to the Action Plan.

### **5. Supporting Information**

- 5.1 In spite of upward trends in statutory homelessness nationally and regionally the Council has maintained homeless duties accepted at a steady level mainly due to continued success in preventing homelessness as demonstrated in Figure 1.

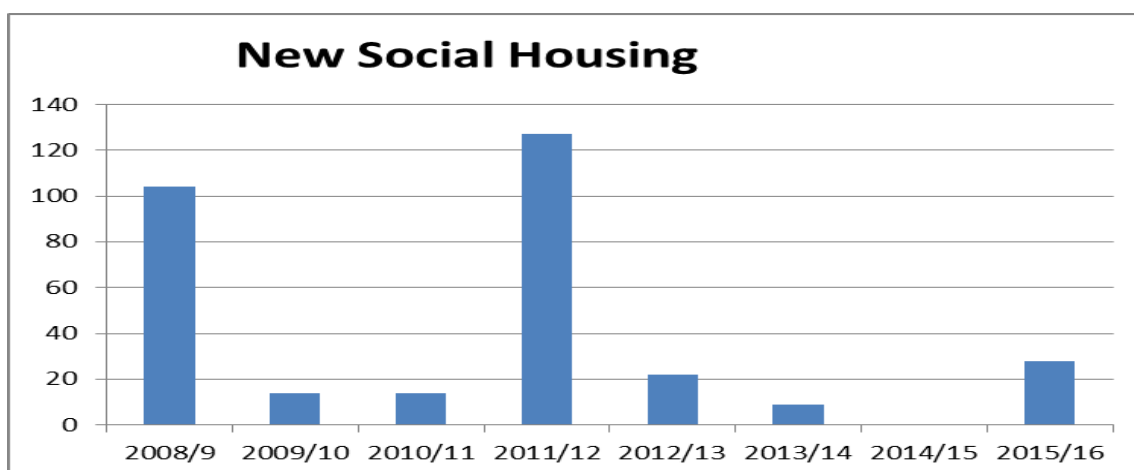
Figure 1



5.2 While there has been this success with statutory homeless households at the same time rough sleeping has increased in the Borough with the annual estimate required by DCLG confirming 18 rough sleepers on 11<sup>th</sup> November 2015, compared with 4 the previous year, 0 in 2013 and 2 in 2012. Further work is underway to identify the individuals and their needs.

5.3 There has been no significant social housing delivery for three years, with no new affordable homes delivered in 2014/15 and just 5 rented and 15 shared ownership homes in 2015/16 (delivery detailed in figure 2). Social rented homes are needed to meet housing need in a planned way to prevent homelessness and also to re-house those households who become unavoidably homeless.

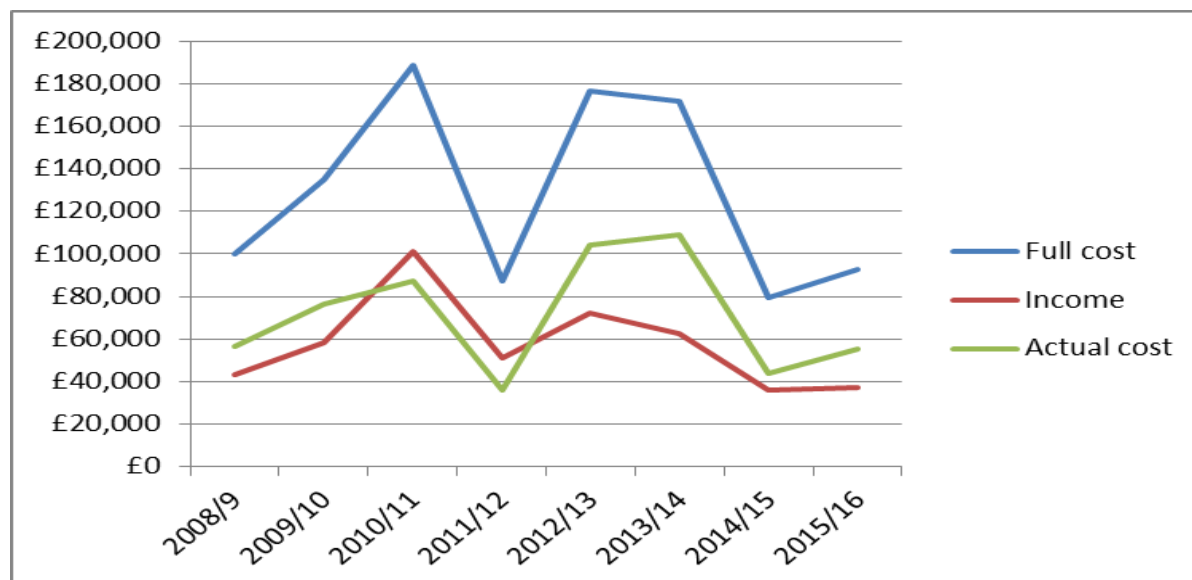
Figure 2



5.4 During the last year the Housing Service has had a number of successes in delivering the aims of the Strategy including:

5.4.1 A focus on homeless prevention and a low level of bed and breakfast use, resulting in savings to the Council as well as better outcomes for residents using the service. The cost of bed and breakfast (gross and net is detailed in Figure 3);

Figure 3



5.4.2 A programme of pre-tenancy training for young families in temporary accommodation was devised covering housing options, money management, tenancy management, basic home maintenance and cooking on a budget. The sessions were delivered in partnership with Accent Group, Frontline Debt Advice, and the Welcome Project;

5.4.3 Joint training on Universal Credit for Council Officers, housing providers and the voluntary sector was delivered in November by a specialist trainer;

5.4.4 A successful bid was made for DCLG grant funding to work with single homeless households and a Team Around the Person Co-ordinator employed with this funding to work across Surrey Heath and Runnymede. The project recognises that homeless people have multiple needs and uses the Family Support model to bring together a team of relevant professionals to address their needs in a co-ordinated way;

5.4.5 The Housing Options Service has undergone and passed a Diagnostic Peer Review as part of the Gold Standard process. This involved officers from partner authorities spending three days on-site and one day offsite looking at both the strategic and policy approach the Council has to dealing with homelessness and at the experience and outcomes housing customers have. The Peer Review scored the Council against a number of factors, with the highest score being achieved for the quality of officers' interaction with residents. The review highlighted



both good practice and areas the Council can seek to improve on. The successful score achieved confirms that a good all round homelessness service is being delivered and this allows the Council to start submitting evidence to achieve the Gold Standard; and,

- 5.4.6 With DCLG grant the Council jointly funded a specialist Money Advice service at Surrey Heath CAB with Accent Group in for a 5<sup>th</sup> year in 2015/16.
- 5.5 In delivering this work some actions in the Strategy have not been completed, including:
  - 5.5.1 Promoting landlord accreditation as a way of improving standards in the private rented sector, especially amongst accidental and non-professional landlords;
  - 5.5.2 Developing a Harassment and Illegal Eviction Policy;
  - 5.5.3 Reviewing the web content on housing options to allow residents to be able to help themselves in meeting their housing needs, including an 'options wizard' to give advice targeted to residents individual circumstances;
  - 5.5.4 Setting up 'pathway' arrangements with partner agencies to ensure that people with special needs or a need for specialist housing have clear options in moving towards independence or meeting their housing needs.
- 5.6 These actions have been reviewed and are still relevant so will be included in the coming years work plan.
- 5.7 In reviewing current challenges the following work has also been identified:
  - 5.7.1 Further changes to welfare will impact on residents housing, notably the roll out of Universal Credit that will effect residents across tenures and will also require supporting private landlords understand the changes, and the benefit cap which will especially impact larger families in private rented housing as well as some in housing association homes. The Surrey Heath Welfare Reform Partnership will be reconvened bringing together social landlords, Job Centre Plus, Surrey Heath and Heathlands CABx and officers from Housing Services and the Benefits Team to ensure a co-ordinated approach;
  - 5.7.2 The increase in rough sleeping requires a new approach and a multiagency and multi-sector meeting was held early in March to establish the best approach locally and to develop a jointly owned and locally driven action plan. A local group has been established to look at delivering day services for homeless people in Surrey Heath;
  - 5.7.3 The contradictory nature of the private rented sector in it being both the greatest source of homelessness as well as the main way of housing

households at risk of homelessness requires new work to engage with landlords to settle and maintain people in suitable homes in the sector; and,

- 5.7.4 A commitment is required to carry out the relevant work and submit the evidence to meet the Gold Standard.

## **6. Corporate Objectives And Key Priorities**

- 6.1 Tackling homelessness and the causes of homelessness is an important part of *protecting the general health and wellbeing of the community through our services*, part of Objective 3 of the Corporate Plan: *We will build and encourage communities where people can live happily and healthily.*

## **7. Policy Framework**

- 7.1 The Council is required by the Homelessness Act 2002 to review homelessness and the availability of housing and services available for people at risk on homelessness in its district and to produce a strategy to address the issues identified.
- 7.2 The Council's current Homelessness Strategy runs to 2018 although best practice and guidance advise that it should be regularly reviewed.

## **8. Legal Issues**

- 8.1 The Council has met its duty in publishing a Homelessness Strategy.

## **9. Risk Management**

- 9.1 Should there be a big increase in statutory homelessness this will lead to additional spending on bed and breakfast accommodation. The Strategy seeks to mitigate this through preventative work although a lack of new affordable rented homes in the pipeline the ability to move people on who become homeless could lead to a silting up of temporary accommodation and increased B&B use.
- 9.2 While there is no statutory duty to provide everyone who is homeless with a home, an increase in rough sleeping could impact on other services (health, Police, etc.), potentially lead to ASB issues if it includes street drinking and begging and could lead to reputational damage to the Council if the need is not seen to be being addressed.

## **10. Equalities Impact**

- 10.1 An Equalities Impact Assessment was completed at the time the current Strategy was published.

<b>Annexes</b>	<b>Annex A: Proposed actions for the Homelessness Strategy</b>
<b>Background Papers</b>	<a href="#"><u>Homelessness Strategy</u></a>
<b>Author/Contact Details</b>	<b>Clive Jinman – Housing and Homelessness Manager</b>
<b>Head Of Service</b>	<b>Jenny Rickard – Executive Head of Regulatory</b>

**Consultations, Implications and Issues Addressed**

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

Annex A

Priority area	Action	Outcomes	Lead	Comments / review
Welfare Reform	<p>Reconvene the Surrey Heath Welfare Reform Partnership to co-ordinate work on the roll out of Universal Credit and other reforms in the pipeline.</p> <p>Partnership will include SHBC, housing providers, CABx and Job Centre Plus with other organisations bought in as needed.</p>	<p>Residents receive targeted advice and support through changes to mitigate any negative outcomes (e.g. accruing arrears) and support positive choices (e.g. better money management, and moving into work or training).</p> <p>Work will minimise duplication across agencies and ensure a consistent message to residents.</p>	Housing Services Manager	Previous success of the Partnership included visits to all residents affected by the first benefit cap to give tailored advice.
Rough Sleeping	To analyse data from for the 2015 rough sleepers count	To understand who is sleeping rough in Surrey Heath, the reasons, and possible options for addressing individual need.	Housing Options Team Leader	
	To hold an event for statutory and voluntary sector partners	To identify needs and possible options for rough sleepers in the Borough, including the resources agencies are able to commit to the issue.	Housing Services Manager	It is hoped that this work can be led by others with the Council's support after the initial event

		Establishment of a multi-agency Forum or Group that will develop and deliver a local action plan around this issue		
	To consider future funding for the Team Around the Person Project	External funding identified to continue the Team Around the Person Project	Housing Services Manager  Runnymede BC	
	Support the delivery of day services for homeless households	Support third sector partners in identifying a suitable service for residents who are homeless or threatened with homelessness to minimise rough sleeping in the Borough	Housing Services Manager	
Maximising housing options in the Private Rented Sector	Introduce a more formalised approach to working with local landlords	Increased access to private sector homes through a better understanding of why landlords work with the Council and developing a 'menu' of support options for landlords that meet their business needs.	Lettings Negotiator	
Meeting the Gold Standard	Submit evidence to meet the bronze standard by September 2016, and Silver by 2017.	External verification of standards within the Council's housing Service as well as access to continuous improvement tools.	Housing Services Manager	

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## **Camberley Town Centre Christmas Event**

### **Summary**

It is proposed to hold a Christmas event in Camberley Town Centre at London Road Recreation Ground. This will 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. The event will be delivered by an independent event company who have been selected following a tender process. They will carry the vast majority of the financial risk. It is considered that the event will help promote Camberley as a destination of choice for seasonal eating, shopping and recreation.

### **Portfolio: Business**

**Date Consulted: 21 June 2016**

### **Wards Affected**

**Town, St Michaels**

### **Recommendation**

The Executive is advised to resolve

- (i) TO AGREE that a winter ice rink and Christmas fair event is held on London Road Recreation Ground, from 1 December 2016 to 1 January 2017, to promote the Town Centre, delivered by “Event By Event”, and subject to successful applications for both Licensing and Planning permission;
- (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 is 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 is brought back to executive recommending a way forward for future events, following review and consultation with residents and local members.

### **1. Resource Implications**

- 1.1 The main event costs will all be covered by an event company, Event by Event. This includes the ice rink, stalls, site support, staffing and a significant part of the marketing budget. They will cover any losses with a view to the event turning in to a profit making one in years 2 – 5.
- 1.2 Expectation is that the Year 1 event may break even, with a view to running at profit in future years. Reasonable support costs should be provided by the Council, including road signage, extra Civil Enforcement Officer patrols and some site support costs. It is anticipated that an allowance of £10,000 should be made available

from the Town Centre Events budget.

- 1.3 Internal marketing resource will also be required, but this will largely be at nil cost to the Council (apart from Staff time) being based on existing social media, heathscene, theatre brochure and other platforms.

## **2. Key Issues**

- 2.1 It is proposed to hold an ice rink and associated Christmas Fair on London Road Recreation Ground, based mainly on the Tennis Courts and former putting green areas. The event will take place for 4 weeks through December 2016.
- 2.2 The event is aimed at a quality market, with a Victorian feel and supported by traditional fairground rides and stalls.
- 2.3 An illuminated and well signed trail will lead users to the venue from key points in the Town Centre. Parking will be encouraged at Main Square Car Park. It is anticipated that the event will contribute significantly to the Town's Christmas offer, encouraging families to stay longer and shop. The nearest similar rinks are at Winchester or Windsor, providing opportunity for Camberley to provide a unique seasonal offer in the local area.
- 2.4 A Christmas fair, in wooden stalls, will be held in the Recreation Ground as part of the event. This will sell seasonal products as well as food and beverage. Local businesses will be given opportunities to take up stalls.
- 2.5 The project is being developed in partnership with a professional events company. The event will be supplied fully staffed, maintained and serviced. The company will also carry out extensive marketing.
- 2.6 Event by Event are highly experienced in delivering large scale public events on a commercial basis, this includes ice rinks and winter fairs as well as concerts, fireworks and sports events.
- 2.7 All tickets sales will be via card machine to minimise cash handling. Pre-booking will be encouraged using a dedicated Web page.
- 2.8 A Lodge will provide skate change as well as a café and bar area. Alcohol sales will take place (subject to licensing) and will form part of the financial sustainability of the event.
- 2.9 Extensive local consultation has taken place, with a large public meeting for local residents held in April 27<sup>th</sup> (80 attendees) and the establishment of a small core working group which met on 8<sup>th</sup> June. Local Ward Councillors attended both.
- 2.10 A traffic and parking management plan has been produced to minimise impact on local roads. Free parking at the Council's Town Centre car parks will be offered for participants to encourage vehicles to keep away from the event area.
- 2.11 A Licensing Application to the Council is imminent. Planning permission is required and an application is expected in June. The event is subject to approval under both of these applications.



- 2.12 A Safety Advisory Group (SAG) involving Council, EHOs, Licensing and Blue Light Services was held on May 25<sup>th</sup>. No objections were received and a number of useful suggestions made.

### **3. Options**

- 3.1 The Executive can agree to:
  - 3.1.1 Proceed with the event as described
  - 3.1.2 Suggest changes to the event
  - 3.1.3 Choose not to proceed with the event

### **4. Proposals**

- 4.1 It is proposed that the Executive agrees that the Christmas Ice Rink event to proceed, subject to successful Planning and Licensing applications.
- 4.2 That a sum of £10,000 is identified within the Town Centre budget to support infrastructure and other Council related costs required to support the event.
- 4.3 That the event is reviewed, in consultation with local members and residents, and a further report is presented to Executive in early 2017 regarding future similar events.

### **5. Supporting Information**

- 5.1 The ice rink will be a “real ice” facility, providing a higher quality offer than the “plasticised” versions often used. Up to 120 skaters can be accommodated at a time.
- 5.2 The Victorian changing pavilion in the Park will form a key part of the set-up, adding a traditional feel to the proceedings.
- 5.3 Skate Hire and changing areas will all be provided as part of the rink hire, along with suitably experienced staff.
- 5.4 The associated fair will include seasonal stalls and refreshments.
- 5.5 It is anticipated that 10 x 1 hour sessions per day will take place, with the first starting at 11.00am and the last finishing at 9.00pm.
- 5.6 The Ice Rink will be located in the Recreation Ground on the tennis courts.

### **6. Corporate Objectives And Key Priorities**

- 6.1 This project supports the Corporate priority for developing and enhancing Camberley as a destination of choice.
- 6.2 Furthermore it contributes to making Surrey Heath a great place to live.
- 6.3 The financial modelling indicated this event will also be an example of business efficiency, providing a great, high profile event at little or no cost to the Council.

### **7. Legal Issues**

- 7.1 Licensing and Planning permission will be required for the event.

### **8. Governance Issues**

- 8.1 All financial matters will be carried out under strict audit guidelines. The Event company were appointed following a thorough tender process in consultation with advisors from Woking Borough Council.

## **9. Risk Management**

- 9.1 All financial risk for the event is being carried by Event by Event.
- 9.2 There are reputational risks to the Council associated with the event. However this is being mitigated through thorough local consultation and engagement.
- 9.3 A Safety Advisory Group meeting has been held in relation to the event and met with a satisfactory response.

## **10. Equalities Impact**

- 10.1 Equipment to allow users of less physical ability or low confidence are supplied as part of the ice rink package.

## **11. Community Safety**

- 11.1 Concerns have been raised by local residents over drunk and disorderly behaviour. All measures possible are being taken to mitigate these, working closely with the event company and other relevant agencies.

## **12. Consultation**

- 12.1 Local Ward and Town Ward Councillors have been consulted. A large public meeting was held for local residents on April 27<sup>th</sup>, attended by the Chief Executive, Council Officers, Ward Members and 80 local residents. A number of issues of concern were identified and a small core working group of local members and residents has been established to create a smooth passage for the event. This first met on 8<sup>th</sup> June.

## **13. PR And Marketing**

- 13.1 This event provides excellent opportunity to promote Camberley Town Centre as a destination of choice for Christmas shopping.
- 13.2 Combined with other recent events (Freedom of the Borough for the RMA, Tour of Britain) it continues to develop the identity of Camberley as a place where exciting things happen.

<b>Annexes</b>	<b>Nil</b>
<b>Background Papers</b>	<b>None</b>
<b>Author/Contact Details</b>	<b>Leigh Thornton</b> <b>Leigh.thornton@surreyheath.gov.uk</b>
<b>Head Of Service</b>	<b>Daniel Harrison – Executive Head of Business</b>

### **Consultations, Implications And Issues Addressed**

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	
Capital		
Human Resources		
Asset Management		
IT		

<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

**Review Date:**

**Version:**

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## Wilton Road Car Park

**Summary** As part of the Surrey Heath Parking Strategy, the management of all car parks is to be reviewed annually. The recommendation in this report is as a result of the latest review of the operation, condition and customer feedback on our car parks.

The proposal is to reduce the maximum stay on Wilton Road to 5 hours, except for permit holders, and no return, except for permit holders for all day. This will provide customers with greater access to this car park and local facilities.

**Portfolio:** Business – Cllr Craig Fennell

**Date Portfolio Holder signed off report:** 21 June 2016

**Wards Affected:** Watchetts Ward

### Recommendation

The Executive is advised to RESOLVE 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.

#### 1. Resource Implications

- 1.1. Advertising costs will be approximately £800, with amendments to existing signage at £100. These costs will be met from existing budgets.

#### 2. Key Issues

- 2.1 Wilton Road car park is a free car park with a maximum stay of 18 hours and has 80 spaces with 5 disabled spaces.
- 2.2 Several commercial businesses use Wilton Road car park for all day parking to support their own business interests. These vehicles are not parked to support local trade or facilities, but use the car park for free all day parking which often conflicts with short stay visitors who wish to use local facilities.
- 2.3 Consultation has taken place with the Camberley Indoor Bowling Club who agree that the proposed changes meet their requirements as much as possible within the limitations of the car park.
- 2.4 The introduction of a Maximum Stay 5 Hours, No Return, except permit holders, will stop all day parking and will ensure that parking for short stay visits up to 5 hours is maximised.

- 2.5 Sufficient permits will be provided to the Camberley Indoor Bowling Club free of charge, and commuter permits will be available at a cost of £300 per annum.

### **3. Options**

- 3.1 The Executive has the option to:

- (i) Resolve to accept the introduction on Wilton Road car park of a maximum stay 5 hours, except permit holders, and no return, except permit holders for all day; or
- (ii) Resolve not to accept the proposal.

### **4. Proposals**

- 4.1 The Executive approves the recommendations in this report.

### **5. Supporting Information**

- 5.1 The proposed change to Wilton Road car park will need to be advertised in the local paper and within Wilton Road car park along with the Statement of Reasons. Parking Services would aim to resolve any initial objections received.
- 5.2 Any unresolved objections to the advertised changes will be reported to Executive for resolution with supporting information.

### **6. Corporate Objectives And Key Priorities**

- 6.1 Key Priority 2: To assist with the improvement of economic growth for Surrey Heath.
- 6.2 Key Priority 4: Working with partners and the community to keep Surrey Heath a clean, green and safe place for the continued wellbeing of our borough.

### **7. Policy Framework**

- 7.1 The Council reviews the management of the car parks and tariffs on an annual basis.

### **8. Legal Issues**

- 8.1 All changes will adhere to the requirements of the Road Traffic Regulation Act 1984.

### **9. Governance**

9.1 All unresolved objections to the advertisement of any changes will be referred back to the Executive.

## 10. Consultation

10.1 Camberley Indoor Bowling Club have been asked for their views on their customers' requirements.

## 11. PR And Marketing

11.1 There are opportunities for positive PR around these changes highlighting Parking Services support of Camberley Indoor Bowling Club and Surrey Heath BC's commitment to listen to the public and improve services.

## 12. Officer Comments

12.1 The introduction of a 5 hour limit with no return will improve access to a sports and social club which provides specific sporting and leisure activities for a wide age group, especially older people.

<b>Annexes</b>	Nil
<b>Background Papers</b>	Nil
<b>Author/Contact Details</b>	Eugene Leal, Parking Team Leader Extn 7479 eugene.leal@surreyheath.gov.uk
<b>Head of Service</b>	Daniel Harrison

## Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
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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Frimley Lodge Park Car Park

As part of the Surrey Heath Parking Strategy, the management of all car parks is to be reviewed annually. The recommendation in this report is as a result of the latest review of the operation, condition and customer feedback on our car parks.

The proposal is to introduce specified parking areas in Frimley Lodge Park. This is with a view to increasing safety and ambulance access, reducing problems caused by congestion and reducing environmental damage caused by irresponsible parking.

**Portfolio:** Business – Cllr Craig Fennell

**Date Portfolio Holder signed off report:** 7 June 2016

**Wards Affected:** Frimley Green

**Recommendation**

The Executive is advised to RESOLVE 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.

**1. Resource Implications**

- 1.1. Advertising costs will be approximately £800 and on-site signage will cost £500.

**2. Key Issues**

2.1 Frimley Lodge Park has 3 main car parking areas. There is further capacity on some of the road verges around the park. An overflow parking area is opened up at busy times. The park is extremely successful and, at peak times, severe congestion occurs, largely through irresponsible parking. This creates “one way” areas, blocks access gates and reduces sight lines for the many users. Of particular concern is the fact that many areas of the park become inaccessible to ambulances.

2.2 Historically, the Frimley Green Scouts and St Andrews Church both use the Park’s main car park. In recent years the Parks weekly Parkrun event has grown rapidly and it is not unusual to have 3-400 runners on a Saturday morning – most of whom drive to the Park. The model railway “in steam” days

are also very popular and, when combined with a busy summers day, will maximise the car park use situated adjacent to the model railway.

- 2.3 A full programme of winter football, will also maximise car park use and lead to obstructive parking. However it should be noted that poor parking is often the result of laziness, with sports participants (and their supporters) often trying to park next to a certain football pitch rather than in a designated car park. Football is a main activity held in the Park that could require the presence of an ambulance so good parking is essential.
- 2.4 We have received many anecdotal complaints over the years about poor parking and the resulting congestion. We have also had formal written complaints from user groups.
- 2.5 The regularising of parking areas will assist in preventing parking in certain areas or in a manner so as to cause obstructions and as a last resort enforcement will help alleviate these problems.

### **3. Options**

- 3.1 The Executive has the option to:
  - (i) Resolve to accept the introduction of controlled parking at Frimley Lodge Park and including the park area in the Borough of Surrey Heath Off Street parking order
  - (ii) Resolve not to accept the proposal.

### **4. Proposals**

- 4.1 The Executive approves the recommendations in this report.

### **5. Supporting Information**

- 5.1 The proposed introduction of specified parking areas in Frimley Lodge Park will need to be advertised in the local paper and within the park along with the Statement of Reasons. Business Services would aim to resolve any initial objections received.
- 5.2 Any unresolved objections to the advertised changes will be reported to Executive for resolution.

### **6. Corporate Objectives And Key Priorities**

- 6.1 Key Priority 2: To assist with the improvement of economic growth for Surrey Heath.
- 6.2 Key Priority 4: Working with partners and the community to keep Surrey Heath a clean, green and safe place for the continued wellbeing of our borough.

## 7. Policy Framework

7.1 The Council reviews the management of the parks on an annual basis.

## 8. Legal Issues

8.1 All changes will adhere to the requirements of the Road Traffic Regulation Act 1984.

## 9. Governance

9.1 All unresolved objections to the advertisement of any changes will be referred back to the Executive.

## 10. Consultation

10.1 Frimley Lodge Model railway have, in particular, requested these changes. The issue was discussed informally at the Surrey Heath Football Forum.

## 11. PR And Marketing

11.1 There are opportunities for positive PR around these changes and in particular about improving the Park experience for users. It is important that the message is handled correctly.

## 12. Officer Comments

12.1 The introduction of specified parking areas at Frimley Lodge will improve parking practise, enhance safety, resolve congestion issues and improve user relations.

<b>Annexes</b>	
<b>Background Papers</b>	Nil
<b>Author/Contact Details</b>	Leigh Thornton, Business Services Manager Extn 7163 leigh.thornton@surreyheath.gov.uk
<b>Head of Service</b>	Daniel Harrison

## Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Legal	✓	✓
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment	✓	✓
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	✓

**Review Date:**

**Version:**

**EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDATION**

The Executive is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
17	3
18	3

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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