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Friday, 23 December 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, 10 January 2017 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

1. **Apologies for Absence**

2. **Minutes**

3 - 12

To confirm and sign the open minutes of the meeting held on 6 December 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.

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|-----------|---|----------------|
| 5. | Revenue Grants 2017/18 | 13 - 30 |
| 6. | Camberley Crown Post Office Consultation | 31 - 34 |
| 7. | Exclusion of Press and Public | 35 - 36 |

**Part 2
(Exempt)**

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| 8. | Exempt Minutes | 37 - 38 |
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To confirm and sign the exempt minutes of the meeting held on 6 December 2016 (copy attached).

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|------------|---|----------------|
| 9. | Procurement of Developer for Ashwood House and Pembroke House | 39 - 44 |
| 10. | Reference from the Performance and Finance Scrutiny Committee - Member Call-in | 45 - 52 |

- | | | |
|------------|-------------------------------|--|
| 11. | Review of Exempt Items | |
|------------|-------------------------------|--|

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 6
December 2016**

+ 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 David Allen, Cllr Rodney Bates, Cllr David Mansfield and Cllr Chris Pitt

50/E Minutes

The open and exempt minutes of the meeting held on 9 November 2016 were confirmed and signed by the Chairman.

51/E Questions by Members

In response to a question from Councillor Rodney Bates, the Leader confirmed that, at its meeting on 10 January 2017, the Executive would be considering a response to the consultation on the relocation of Camberley Post Office.

52/E Arena Leisure Centre

The Executive considered a report outlining a proposed process for the replacement of the Arena Leisure Centre and seeking approval for funding the process. The current Arena contract had been extended in March 2016 for a further three years and was therefore due to expire in March 2019.

Members were informed that Condition Surveys undertaken by Hampshire County Council in 2012 had identified a need for £1.1m of structural, mechanical and engineering services work to be undertaken over the next ten years to maintain the Arena's existing service offer. Mechanical plant was likely to need replacing in five years at an estimated cost of approximately £500,000.

It was reported that an assessment of alternative sites for a new Centre had been undertaken; however, the Arena's existing site at Grand Avenue was considered to support the best business facility solution.

The cost of a new leisure facility was expected to be in the region of £10m - £15m, depending upon the type of facility procured and how any associated risks were shared with an operator. It was, therefore, proposed to develop a business case with a view to appointing an external provider to deliver, in partnership, a new self-funding leisure facility through a design, build, operate and maintain (DBOM) contract.

The project would be managed in-house with the assistance of a Member Task and Finish Group and aided by external expertise where necessary to engage in the procurement process with operators. It was intended to appoint an industry specialist to ensure that the services within the facility were the most current and would continue to protect the commercial resilience of the centre. The consultant would also provide advice on likely build costs. A budget of £95,000 was therefore sought to cover these costs. It was advised that this sum was considered to be conservative.

The Task and Finish Group's proposed Terms of Reference were noted. It was agreed that the Task and Finish Group would have 9 members, comprising 7 Conservative Group members and 2 Others Group Members; Group Leaders undertook to advise their nominations after the meeting.

RESOLVED

- (i) that the Council develops a business case with a view to appointing an external provider to deliver, in partnership, a new self-funding leisure facility through a design, build, operate and maintain (DBOM) contract;**
- (ii) to agree to the appointment of a suitable external consultant to facilitate and support the business case and procurement strategy;**
- (iii) to allocate £95,000 from reserves to cover the cost of this external expertise as well other associated legal, quantity surveying and consultation costs; and**
- (iv) to establish a member "task and finish" working group, with Terms of Reference as set out at Annex A to the agenda report, to report back to the Executive with a recommendation by June 2017.**

Note: It was noted for the record that Cllr Rodney Bates declared that members of his immediate family lived within the vicinity of the Arena Leisure Centre.

53/E Wilton Road Car Park – Consideration of Objection to the introduction of proposed Parking Places Order

The Executive was reminded that, at its meeting on 12 July 2016, it had agreed to reduce the maximum stay on Wilton Road Car Park to 5 hours except for permit holders, with free permits being provided for members of Camberley Indoor Bowling Club and a charge of £300 for an annual permit for other car park users.

An Off Street Parking Places Order had been advertised on 7 September 2016, following which an objection had been received. Members noted the objection, which had been received from an employee at a business on a nearby Business Park.

It was recognised that the changes had been introduced to address the use of Wilton Road Car Park by several businesses for all day parking to support their own business interests. Those vehicles used the car park for free all day parking, which often conflicted with short stay visitors who wished to use local facilities. The

introduction of a Maximum Stay 5 Hours, No Return, except permit holders, would stop all day parking and would ensure that parking for short stay visits up to 5 hours was maximised.

The Executive discussed a proposal to further consider introducing permits for local businesses and their employees. It was, however, felt that this would be disproportionate when compared to other car parks within the borough.

RESOLVED that the maximum stay on Wilton Road Car Park be reduced to 5 hours, except for permit holder and no return, except for permit holders for all days.

54/E The Council Tax Base and the Local Council Tax Support Scheme

The Executive received a report on the setting of the Council Tax Base for 2017/18 which reviewed the changes to Council Tax made in 2013/14 and the Local Council Tax Support Scheme (LCTSS) introduced in April 2013.

Members noted that there had been an increase in the tax base of 427.84 which would generate an additional income of £82,400 based on the current Band D council tax charge. The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

Technical changes to Council Tax had been introduced from April 2013 under the Local Government Finance Act 2012 which meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties.

On 1 April 2013 the Council had introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit, for working age claimants. The new scheme operated as a Council Tax discount and the Council was able to vary the value of discount on Council Tax granted to working age claimants. Pensioner claimants were protected and would continue to receive help towards their Council Tax, based on regulations set by Central Government.

The funding given by Government to fund the new scheme was insufficient to pay the full cost of granting all claimants 100% discount. Members had taken the view, when setting the scheme in January 2013, that the cost of the LCTSS should not fall on local tax payers and so had set the discount level at 70% for working age claimants, subject to a number of specific exemptions for defined vulnerable groups. Members had also agreed to put £10,000 into a hardship fund for individual cases for 2016/17.

The Council Tax Support Exceptional Hardship fund, as introduced from 1 April 2013 had a requirement that Council Tax Support must be in payment in the week in which an Exceptional Hardship fund award is made, or the applicant must have been in receipt of Council Tax Benefit on 31 March 2013. The current conditions included the criterion that Exceptional Hardship awards could be made to those in receipt of Council Tax Benefit as of 31 March 2013. It was considered that the passage of time has made this reference obsolete.

The Executive was therefore asked to recommend that the wording be amended to: "Council Tax Support must be in payment, or have been in payment, in the financial year which an award is sought, to ensure the Exceptional Hardship awards can be made to those meeting the set criteria."

In 2013/14, a separate grant of £419,000 had been received from the Government to fund the scheme. This however had been included within the overall support grant from 2014/15 onwards and was not separately identifiable. Members were reminded that in 2017/18 the Revenue Support Grant would be reduced to zero and, therefore, it was reasonable to assume that there would be no governmental support for funding the LCTSS. As a result, the Scheme may need to be reviewed with a view to increasing the amounts claimants pay from the existing 30%; this, however, would need to be balanced against claimants' ability to pay any additional council tax.

For ease of administration, it was important that there was alignment in respect of treatment of income and calculation of applicable amounts between housing benefit and the local council tax support scheme. Each year the Government made minor changes to its scheme to reflect uprating of benefits etc. In order that the housing benefit and LCTSS remained aligned, it was proposed that the Executive Head of Finance be authorised to make such minor changes as may be necessary to the LCTSS for all types of claimant.

The introduction of the LCTSS in April 2013 had had the effect of reducing the Council Tax base since it operated as a discount rather than a benefit. In order to recognise the effect that this had on parishes, the Government had provided a grant in 2013/14 to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This had amounted to £22,923. The grant had again been provided in 2014/15 but, as it had not been separately identifiable, the Council had agreed to reduce the parish element by 13% in line with the overall reduction in funding received by the Council. It was proposed that no reduction be made in the current financial year and that the situation be reviewed again in 2018/19 in the light of further anticipated Government funding reductions. This would also mean that Parishes would not have to increase their precepts in 2017/18 just to cover any grant reduction.

Members noted that the Performance and Finance Scrutiny Committee had considered establishing a Working Group to look at the impact of welfare changes. It was suggested that, if this Working Group was established, it could review whether people in need were accessing the Hardship Fund and also consider whether the Scheme might need to change in 2018/19 in view of expected government funding.

RESOLVED

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

Band D Equivalent Properties

Bisley	1,566.16
Chobham	1,960.49
Frimley and Camberley	23,664.75
West End	2,027.92
Windlesham	8,098.72

Surrey Heath Borough Council 37,318.04

- (ii) to note that the changes to Council Tax discounts made by Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2017/18;
- (iii) that £19,943.44 be given to Parishes in 2017/18 to offset the effect on the tax base of the Local Council Tax Support scheme; and
- (iv) that the final setting of the Tax Base be delegated to the Executive Head of Finance.

RECOMMENDED to Full Council that

- (i) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2017/18;
- (ii) bullet point 7 of the background at Section 1 of the Council Tax Exceptional Hardship Policy be amended to state that Council Tax Support must be in payment, or have been in payment, in the financial year which an award is sought, to ensure the Exceptional Hardship awards can be made to those meeting the set criteria;
- (iii) the Executive Head of Finance be authorised to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation; and
- (iv) incomes and applicable amounts and non-dependant deductions be uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.

55/E Appointment of External Auditor

The Executive was informed that the Council was required to have an external audit, which must be conducted by one of the firms approved by the Government.

As part of disbanding the Audit Commission, the Government had novated external audit contracts to Public Sector Audit Appointments (PSAA) on 1 April 2015. The audits had been due to expire following conclusion of the audits of the 2016/17 accounts, but could be extended for a period of up to three years by PSAA, subject to approval from the Department for Communities and Local Government.

In October 2015 the Secretary of State had confirmed that the transitional provisions would be amended to allow an extension of the contracts for a period of one year. This meant that, for the audit of the 2018/19 accounts, it would be necessary for authorities to either undertake their own procurements or to opt into the appointed person regime.

It was likely that a sector wide procurement conducted by PSAA would produce better outcomes for the Council than any procurement it undertook by itself or with a limited number of partners. Use of the PSAA would also be less resource intensive than establishing an auditor panel and conducting its own procurement. The approach was supported by the Local Government Association and over 200 Councils had signified their interest.

RECOMMENDED to Full Council that the Council opts into the appointing person arrangements made by Public Sector Audit Appointments for the appointment of external auditors.

56/E Community Infrastructure Levy

The Executive considered a report detailing the amount of Community Infrastructure Levy (CIL) received between 1 April and 30 September 2016.

The Council was required to pass a proportion of CIL receipts to Parish Councils. The proportion of CIL receipts was 15%, capped at £100 per existing council tax property per year, or 25% uncapped where there was a Neighbourhood Plan in place. It was noted that at that time no Neighbourhood Plans had been adopted. A payment of £8,190.00 had been made to Windlesham Parish Council on 28 October 2016.

In June 2015 the Executive had agreed that, in line with the parished areas, 15% of CIL collected would be available to spend for non-parished areas. It was noted that the amounts collected to date were as follows:

- Parkside - £17,604.00
- St Michaels - £1,323.00
- Town - £31,515.31
- Watchetts - £2,781.00

A list of schemes for which this CIL money, together with any remaining Planning Infrastructure Contributions, would be submitted to the Executive in March 2017 for consideration.

RESOLVED to note

- (i) the CIL monies received; and
- (ii) that the 15% of CIL funds from Parish areas received for the reporting period 1st April 2016 -30th September 2016 was transferred on 28th October 2016 to those Parish Councils where development has occurred, as required by the legislation

57/E Surrey Heath Local Development Framework – Authorities Monitoring Report 2015/16

The Executive considered the Surrey Heath Authorities Monitoring Report (AMR) which had been produced in line with the requirements set out in the Localism Act 2011, which stated that a report must be produced and planning authorities must publish this information direct to the public at least yearly. The AMR reported on the period from 1st April 2015 to 31st March 2016.

The purpose of the AMR was to provide details of the actions which had been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan had been achieved, and to identify any solutions and changes where targets were not being met.

Concern was expressed that, over the plan period to date, around only 5% of completed dwellings had affordable housing, against a Core Strategy and Development Management Policy target of 35%. Officers undertook to provide further information in relation to the completed developments with over 10 units and why the target had not been achieved.

In relation to the missed Gypsy and Traveller pitches target, it was suggested that this would be considered as part of the Local Plan review.

RESOLVED that the Surrey Heath Local Plan Authorities Monitoring Report, as set out at Annex A to the agenda report, be approved for the purpose of making the document publically available at the Council offices and on the Council's website.

58/E Camberley Town Centre Working Group

The Executive was reminded that the Camberley Town Centre Working Group, as currently constituted, had been set up solely to deal with the Camberley Town Centre Business Improvement District.

Members were informed that, as the elections for the BID had now been completed, it was proposed that the Terms of Reference for this working group be amended to enable it to consider proposals to improve and promote the High Street Camberley.

RESOLVED that the Terms of Reference for the Town Centre Working Group be amended as set out in Annex 1 of the agenda report.

59/E Council Finances as at the 30th September 2016

The Executive considered a report detailing the Council's finances at 30 September 2016.

It was reported that in that quarter £1,929,000 had been spent on capital projects, of which the largest share, £945,000 had been spent on the acquisition of commercial properties. Other significant expenditure had been £464,000 on Disabled Facilities Grants, which had attracted additional grant income from Surrey County Council.

Sundry debts, at 30 September 2016, amounted to £884,000, which compared with £610,000 for the same period the previous year. It was, however, noted that £181,000 of this related to new quarterly billing for industrial estate properties, where the processing method was under review, and that SANGS payments were now being processed via the debtor's system, which would continue to distort ongoing debt levels.

The Housing Benefit debts balance was £629,000 at 30 September 2016, similar to the previous quarter.

It was noted that, although parking income had increased by 6% compared to the same period the previous year, it had not achieved the 11% target in the budget; it was, however, considered that this target could be achieved by the end of the financial year.

RESOLVED to note the Revenue, Treasury and Capital Position as at 30th September 2016.

60/E Treasury Management Mid-year Report for 2016/17

The Executive noted the Treasury Management performance for 2016/17 as at 30th September 2016 and compliance to-date with the Prudential Indicators for 2016/17.

RESOLVED to note the Treasury Management Mid-Year report 2016/17.

61/E Exclusion of Press and Public

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

Minute	Paragraph(s)
50/E (part)	3
62/E	3
63/E	3

Note: Minute 62/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

62/E Renewal of the Lease of the Mytchett Bowls Club, Hamesmoor Road

The Executive made decisions in relation to the renewal of the lease for Mytchett Bowls Club.

63/E Review of Exempt Items

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

RESOLVED that minute 62/E and the associated agenda report remain exempt until the completion of the lease negotiations.

Chairman

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Revenue Grants 2017/18**Summary**

The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2017 to 31 March 2018.

Portfolio - Transformation; Business

Date signed off: 22/11/2016

Wards Affected

All

Recommendation

The Executive is asked to consider the applications received and to allocate revenue grants for the period 1 April 2017 to 31 March 2018 from the Fund as appropriate.

1. Key Issues

- 1.1 The Council values the work undertaken by its voluntary organisations enormously. In order to function, these organisations need to be able to anticipate a level of financial commitment by the Council. Despite the Council's ongoing commitment to these organisations, in the current economic climate no guarantees are available that the current funding levels will be able to be met in future years.
- 1.2 During the course of the last year, the External Partnerships Select Committee has invited a number of the revenue grant funded organisations to its meetings to explore their fundraising strategies and future financial sustainability. Whilst most organisations are working hard to safeguard their future financial sustainability, a number of positive recommendations were made and have been implemented. For example, Tringhams Lunch Club has teamed up with Surrey Heath Age Concern to cross reference clients and enhance transport opportunities.
- 1.3 New service level agreements were introduced in April 2013. The agreements set out targets and outcomes to be achieved throughout the year and are summarised in Annex B. Officers use the agreements to monitor the performance of organisations throughout the year. Quarterly monitoring reports are provided by the organisations based upon the targets in the service level agreements. Grant payments are only made after a successful monitoring report is received.
- 1.4 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage and work together in the statutory, community, voluntary and faith sectors.
- 1.5 The support of voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to

organisations, or to withdraw funding for some or all of the grants. The following funding options are therefore presented as part of this report.

2. Supporting Information

Citizens Advice Surrey Heath

- 2.1 Citizens Advice Surrey Heath (CASH) is open from 10am-4pm, Monday – Thursday plus 2 x 3 hour weekly outreach sessions in Bagshot and Chobham, and from a partnership arrangement with Citizens Advice Woking phone calls are diverted between both bureaux with from 9-5pm Monday – Friday. The organisation helps people from within the community to resolve their legal, money and other problems. Over the past year the Bureau has seen an increase in homelessness, debt relief orders, and rent arrears enquiries, with the highest volume of enquiry relating to employment support allowance. The client numbers each month has remained static from September 2015 to 2016, at 27. The service of an Independent Living Adviser is to be retained until 31st March 2017 and fundraising continues to extend this fixed term employment beyond this time. Other service areas include: Local Assistance Fund and Health Watch Surrey which is commissioned by Surrey County Council, plus the Veterans Listening Project, Pension Wise, Besom Foodbanks, and Local Solicitor Support. The total income derived this year from providing additional services is £42,554 which has helped to deliver such a robust local provision. Costs are estimated at £146,444 in 2017/18 which reflects a decrease in costs of £29,879 from the staff savings made. There is also an increase of £13,509 in unrestricted reserve levels which are now at £111,430.

It is recommended that a grant of £80,000 is approved, subject to the delivery of an agreed service level agreement.

Voluntary Support North Surrey

- 2.2 Voluntary Support North Surrey (VSNS) provides a support service for voluntary organisations in both Surrey Heath (which total 320) and Runnymede this includes governance, training, specialist funding advice, and it works in partnership with groups located within the Old Dean, St Michaels, and the Surrey Heath Show etc.

VSNS develop and promote volunteering which has provided 293 placements for the year ending 31st March 2016.

The organisation works hard to communicate the services and support offered with 580 emails are sent weekly providing the latest information available, amongst other awareness building initiatives.

VSNS also administers a vetting and barring service for local voluntary organisations, and for the year ending 31/3/2016, 315 checks were undertaken.

The corporate volunteering and engagement programme continues to gain momentum this year with local businesses, supporting 40 team challenges,

which involved 598 volunteers from Enterprise Rent-a-car, ADP, British Gas, Salesforce, GSK, P&G, Toshiba, F5, and Shell.

It is estimated that the costs in 2017/18 will be £241,500 (a reduction of £25,000 from last year). The VSNS board have achieved their aim of operating with a balanced budget from 2017 by reducing their staff levels accordingly. The accessible reserves at 31 March 2016 are £9,130, and a further £178,455 is available through a draw down scheme held by Surrey Community Foundation from which £150k is ring fenced.

VSNS are located in the Ian Goodchild Centre, along with Surrey Heath Age Concern and Camberley Care amongst other groups. The partners have entered into a 5 year lease from October 2014 which provides a reducing scale rental subsidy over this period starting with 100% subsidy in year 1. From October 2016 this reduced to 80%, with a total reduction to a 60% subsidy in year 5 (2020). The organisation is also liable to pay a service charge which has resulted in net increases in their costs.

It is recommended that a grant award of £30,000 is approved, subject to the delivery of an agreed service level agreement.

Surrey Heath Age Concern

- 2.3 With the support of approximately 67 volunteers and three part-time members of staff, Surrey Heath Age Concern (SHAC) is able to deliver a range of services for those aged 50+ within Surrey Heath.

The recently refurbished tea rooms now rebranded 'The Rainbow Cafe' offers an extended menu in Camberley town centre. It is supported by a part-time manager and 30 volunteers who operate this from Monday – Saturday 9-3pm. The addition of WIFI this has provided the perfect base for the introduction of 'Tea and Tech' whereby older clients have an opportunity to receive free training in modern technology, which is delivered by a local volunteer. From January 2017 a new service of Tea and Memories will be introduced at the café the aim is to help those affected by dementia, with the project costs being awarded by Vinci.

SHAC continues to provide a telephone information service which receives between 10-15 calls for assistance per month.

The visiting and befriending service is available for older house bound residents, and this relies upon 37 volunteers that provide on average 100 visits per month. There has been a sharp increase in demand with the V&B waiting list being closed in the summer 2016 to new referrals.

To manage this situation SHAC has introduced a priority service based upon the needs of the client. The waiting list is now at 41 for high priority clients. SHAC has sought funding from the SHCCG with the aim to increase the staff resource to deal with the higher community demand of this service, as the vast majority of referrals originate from the SHCCG; to date this has been unsuccessful.

With the introduction of the 'Tea and 'range of services, clients who are on the V&B waiting list are automatically offered the most suitable version to attend if possible.

SHAC is not affiliated to Age UK and acts independently of the national organisation. Costs are expected to be £46,000 in 2017/18. The organisation recorded £101,562 in reserves at 31 March 2016, which is a reduction of £9,456 from the previous year.

It is recommended that a grant of £10,000 is approved, subject to the delivery of a service level agreement that will include re-opening the V&B waiting list to new clients.

Camberley Central Job Club

2.4 This organisation was revenue grant funded for the first time from 1st April 2016, following it being started approximately 4 years ago. Its aim is to provide training and support to local people who are unemployed. Within Surrey Heath in September 2016 there are approximately 305 people who are in receipt of out of work benefits, from which approximately 250 receive Job Seekers Allowance. The partial introduction of Universal Credit has not seen the predicted increase in number, but the statistics do remain static for those in need where the contraction of the benefit system gives no choice but to seek employment.

A key deliverable within the Service Level Agreement in 2016/17 was to employ an admin officer this was achieved on the 1st October 2016.

The Job Club are open on a Monday and Friday mornings providing a general sessions of support, and one to one assistance relating to CV writing, and confidence building, referrals are taken from the Job Centre Plus, local children's centres and self-referrals.

In September 2016 the total clients who had used the services year to date had increased to 93. During this same month a total of 25 who were registered, 21 were unemployed and 4 were already employed and looking to change.

An estimated total number of people who have found employment through the Club is a minimum of 8, although the club believe the true figure is higher, (during this next year the newly appointed admin officer will improve upon the data collection).

The overall costs forecasted for 2017/18 is estimated at £12,960 from which £6,000 are staff costs, and with St Mary's church introducing a room hire charge from January 2017 increases the annual rental charges to £2,750.

With the delay in the appointment of the administration officer there is a saving from the grant award in 2016/17 of £2,500.

It is recommended that a grant of £7,000 is approved to help fund staff costs, subject to the delivery of an agreed service level agreement.

Tringhams, West End

- 2.5 Tringhams provides a care service to the elderly of West End, Chobham, Lightwater, Windlesham, and Bisley. Following the closure of The Butts Centre in Bisley in July 2014 the Tringhams group took over the responsibility of providing the service for one day a week. Due to the low client numbers it was agreed to close this service from April 2016, this despite every effort made to increase client numbers.

The existing two day a week service located in West End offers to clients a transport facility to the centre where they are provided with a hot meal, various activities and outings, refreshments and newspapers. In 2015 the client numbers dropped to 17 and since that time the organisation have worked hard to introduce this service to new clients, with the numbers now increasing to an average of 22 per session.

The centre has reduced its total operating costs from last year by £10,905 to £34,850. Tringhams currently has a total reserve of £34,218 at the 31st March 2016 which has increased by £2,627 from the previous year and a ring fenced transport fund of £40,054.

Tringhams operate their transport service and utilise the SHBC dial-a-ride scheme when required.

It is recommended that reduced grant of £13,000 is approved, (consultation has already been undertaken with Tringhams). The grant is subject to the delivery of the service level agreement.

Basingstoke Canal Authority

- 2.6 The Basingstoke Canal Authority (BCA) manages and maintains the 32 mile long canal which serves Mytchett, Deepcut, and Frimley and Camberley. It provides a unique facility for improving the quality of life of local residents, giving unrestricted access to open space and leisure opportunities for the community. BCA also runs a campsite to raise additional revenue income for the canal as well as seasonal events.

The vision for the Basingstoke Canal is to create a thriving natural environment for wildlife and public enjoyment and a vibrant recreation and heritage resource. This vision seeks to unlock the potential economic contribution of the Canal and its corridor and to become a focal point for increased community and volunteer involvement and use.

There are 4.2 million residents within a 60 minute drive of the canal and 700,000 within a 30 minute drive. It is estimated that 30% of Surrey Heath residents have benefitted from the organisation in the past 12 months, but there is no accurate information. The reserves for the BCA at 31/3/16 were £402,028.

A figure of £26,283 is being requested as per the Basingstoke Canal Authority's formula designated in the Memorandum of Agreement but Surrey Heath Borough Council has awarded £10,000 for a number of years.

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

Blackwater Valley Countryside Partnership

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

BVCP also work with the environment agency to identify improvements to the river Blackwater to reduce the risk of flooding and improve water quality, in addition to working with Surrey CC to improve cycle pedestrian routes in Surrey Heath and the adjacent districts.

The reserves for the BVCP at 31/3/16 were £108,644.

The SHBC Business Services Manager has been consulted based on their long-term experience working with the organisation. The original purpose for the Blackwater Valley Partnership was to enhance the degraded landscape of the river valley and promote its use to the local community. Over the last 30 years this work has been highly successful with many targets achieved and the Valley now providing an attractive well used facility.

Increasingly, the emphasis of the work of the Partnership has been to move towards non-core funded projects on the periphery of the Valley and in particular to the delivery of SANGS funded projects.

Within the BVCP annual report (2016), there are few mentions of core works taking place in Surrey Heath borough for public benefit, which the grant awarded by SHBC is meant to support.

At a meeting of the External Partnerships Select Committee in September 2016, BVCP acknowledged that the funding of non-essential services was coming under increasing pressure across the whole of the public sector. BVCP expressed concerns that if one public sector body ceased their funding contributions, whilst it might be possible to fill the gap in the short term it could set a precedent which would result in other public sector bodies withdrawing funding and the Partnership becoming unsustainable.

It is recommended that a reduced grant of £5,000 be approved, subject to the delivery of the service level agreement.

Surrey Heath Sports Council

- 2.8 Surrey Heath Sports Council's function is to promote sport in the borough by financially supporting and encouraging participation for residents across all sports recognised by Sport England. The Sports Council works alongside key

partners such as National Governing Bodies, the County Sports Partnership, Active Surrey and local schools.

Surrey Heath Sports Council is requesting support to the value of £3,500. In 2015/16, they were awarded £1,500 out of the requested figure of £3,500 due to the low amounts of grants awarded in the previous year.

This issue appears to have been addressed as the number of grant recipients has increased this year, largely credited to better promotion of the scheme. The Sports Council's latest annual financials show £3,617 has been awarded to 18 recipients, more than the requested figure for 2017/18 of £3,500.

The balance at Bank as at 31st October 2016 was £4,829.10

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

Surrey Heath Arts Council

- 2.9 The purpose of the Surrey Heath Arts Council is to facilitate cultural activities for all age groups throughout the borough. The Arts Council offers small grants to individuals and not-for-profit organisations in addition to the experiences and expertise from its members.

Across their accounts, the Surrey Heath Arts Council had reserves of £5,800 at year end March 2016. (This excludes their Bursary Account which holds circa £28,500 for the specific purpose of funding Bursaries to assist individual students who are seeking to pursue a professional career in the arts. The bursaries are provided *only* from the interest on the fund; the capital cannot be reduced.)

Although they were unable to deliver their "Arts Inspirational Day" event, the Arts Council administered grants worth £1,945 in 2015/16. A figure of £1400 is being requested to enable the Surrey Heath Arts Council to continue to offer small grants and support to individuals and not-for-profit groups for cultural activities.

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

3. Resource Implications

- 3.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council's behalf.
- 3.2 Annex A provides a breakdown of these organisations funding requests. The table compares the funding requested against the grant awarded for 2016/17 and in certain cases shows the percentage of funding requested against annual running costs. The table also shows the in-kind financial support given to the organisations plus the amount of grant that Officers propose is awarded.

4. Options

4.1 The Executive has the option to;

- i) Fund the organisations in line with the “2017/18 Proposals” column in Annex A, subject to the delivery of their service level agreements;
- ii) Fund the organisations applications at a greater or lesser percentage of their requested sums;
- iii) Not fund any of the organisations.

5. Proposals

5.1 It is proposed to fund each grant request at Annex A at the levels highlighted under the “2017/18 Proposals” column, subject to the delivery of the service level agreements.

6. Corporate Objectives and Key Priorities

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

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

7. Equalities Impact Assessment

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

8. Officer Comments

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

ANNEXES	Annex A. Grant application summary & proposal
BACKGROUND PAPERS	Application Forms
AUTHOR/CONTACT DETAILS	Ben Sword, Commercial and Community Development Manager Jayne Boitout Community Partnership Officer
HEAD OF SERVICE	Daniel Harrison, Executive Head of Business and Louise Livingston, Executive Head of Transformation,

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

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

Review Date:

Version: V3

ANNEX A - Grant Application, Summary & Proposals

Organisation	Grant Use	2016/17 GRANT AWARD	Grant Request 17/18	% of Annual Overall Running Costs	2017/18 PROPOSALS	Other Council in-kind benefits for the year ending 31/03/16
Surrey Heath Citizens Advice (CASH)	Helps people from within the community to resolve their legal, money and other problems.	80,000	101,000	69.0%	80,000	Offices £18,500 Car parking £2,775
Voluntary Support North Surrey	The service has a number of roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	30,000	30,000	12.4%	30,000	Offices £9,225 Car parking £7871
Surrey Heath Age Concern	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	10,000	10,000	22.0%	10,000	Tea room 10,000 Car parking £2,654
Tringhams, West End	Transport to and from lunch and activities for 60+ in Bisley, West End, Chobham, Lightwater & Windlesham	15,000	15,000	43.0%	13,000	Not applicable
Camberley Central Job Club	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	5,000	9,950	75.0%	7,000	Council office options to be explored during the year.

Sub Total (Page 1)		£140,000	165,950		£140,000	£51,025
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Organisation	Grant Use	2016/17 GRANT AWARD £	Grant Request 2017/18	% of Annual Overall Running Costs	2017/18 PROPOSALS £	Other Council in-kind benefits for the year ending 31/03/16
Basingstoke Canal Authority	Revenue support in maintaining facilities.	10,000	26,283	3.3	10,000	Not Applicable
Blackwater Valley Countryside Partnership	Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley	10,000	10,000	2.1	5,000	Not Applicable
Surrey Heath Sports Council	Distribution of small grants locally to gifted and talented athletes and coaches	1,500	3,500	100	3,500	Not Applicable
Surrey Heath Arts Council	Distribution of grant aid to promote the arts in the borough	1,400	1,400	100	1,400	Not applicable
Sub – total (page 2)		£22,900	41,183		19,900	
TOTAL (Page 1 & 2)		£162,900	233,133		159,900	

Annex B: Service Level Agreements – The Outcomes to Date (2016/17)

Organisation	Service Level Agreement	Achievements
Citizens Advice Surrey Heath	To deliver the business development plan 2016-18:	All front line services achieved as per the business development plan.
Voluntary Support North Surrey	<ul style="list-style-type: none"> • To deliver the 2016-18 Business Plan and provide updates should this change throughout the year. • To continue to work in areas of deprivation by supporting community groups to sustain their development in key areas being the Old Dean and St Michael's wards. To undertake a watching brief and feedback to the council at these meetings if council staff are not available. • To support the organisation and operation of the Surrey Heath Show. • To promote awareness of the services offered by VSNS, by attending a minimum of 6 community events. • To maintain an office base within Surrey Heath that is available from 9-4pm, Monday to Friday. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

	<ul style="list-style-type: none"> To embed a community fundraising strategy that builds the organisations financial independence 	Working towards, now operating a balance budget
Surrey Heath Age Concern	<ul style="list-style-type: none"> To continue to develop the visiting and befriending service by undertaking a review of the provision, focussing upon: resources, efficiency, effectiveness and meeting the client needs; To meet all the targets set out in the 2016/17 Business Plan; To embed a clear strategy around how to meet local changing demand; To continue to recruit new trustees as necessary and to encourage greater involvement by developing specialisms based upon experience and training; To seek out other funding streams and make a minimum of 6 applications per year; To demonstrate examples of improved efficiencies when possible and to work in partnership with Age UK, Age UK Surrey and other local charities that increase capacity and reduce overhead costs; Acknowledge the support of the Council in all its publicity; Maintain audited accounts to be provided as requested by the Council; and To introduce a community fundraising strategy, that builds financial independence for the Provider with the aim of minimising the dependency upon future Council funding by 31 	<p>A new V&B strategy was introduced from April 2016 based upon recruitment of volunteers to deal with the peak in demand. In order to continue the service to the existing clients the V&B service is closed to new referrals, with a waiting list of 41 high need clients, which are offered the 'Tea and' range of services as an interim measure.</p> <p>Working towards. Ongoing.</p> <p>Achieved</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Working towards</p>

	March 2017.	
Tringhams, West End	<ul style="list-style-type: none"> • A safe, secure and compliant transport service to and from home, and to the Centre for local clients; • To retain an option to work with Surrey Heath to provide the transport services; • Care and support, Hot Meals, Tea, Coffee and Biscuits; • Ongoing assessment of the activities and to introduce new programmes to meet the changing demands e.g. services for isolated men, and other external visits as appropriate; • It is noted the withdrawal of the Butts Service from 1st April 2016, and subsequently agreed that by 31st March 2017 client numbers at West End will be at a minimum of 20 people per day; • Acknowledge the support of the Council in all its publicity; • Maintain audited accounts, copies to be provided to the Council; • To introduce a community fundraising strategy, that builds the organisational financial independence 	<p>Achieved.</p> <p>Achieved</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved – Tringhams has an average attendance per session of 22 clients.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Working towards</p>
Camberley Central Job Club	<ul style="list-style-type: none"> • To introduce the central administration role by the 31st May 2016. • That all communications are polite and professional to the council staff and councillors. • To continue to provide employment training for those in high 	<p>Achieved on the 1st October 2016.</p> <p>Achieved.</p> <p>Achieved.</p>

	<p>need within Surrey Heath, and to work with the JCP in supporting those who have been unemployed for the longest periods.</p> <ul style="list-style-type: none"> • To increase the client numbers from 70 to 110. • To increase the management group to a minimum number of 7. • To comply with all legal and good practice governance responsibilities. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. • To further develop a community fundraising strategy, that builds the organisational financial independence. 	<p>Not Achieved, present client numbers advised at 25. Not Achieved although advised that it will be met by 31/03/2017. Working towards.</p> <p>Achieved.</p> <p>An auditor has confirmed the accounts presented are correct. Working towards.</p> <p>Regular funding bids are made.</p>
Basingstoke Canal Authority	<ul style="list-style-type: none"> • Provide an attractive accessible and engaging experience for the users • A restored (functioning) navigation and land based recreation resource, with a viable year round water supply • Ensure canal is well maintained and safe for users and neighbours • Provide an inclusive and wide ranging volunteer programme • Provide opportunities for outdoor learning and involvement 	<p>Achieved</p> <p>Ongoing</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

	<ul style="list-style-type: none"> • Create an environmentally sustainable resource and entity • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Blackwater Valley Countryside Partnership	<ul style="list-style-type: none"> • Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites. • Manage the Hawley Meadows/Blackwater Park SANG and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites. • Organise and lead 150 conservation projects within the Valley for local volunteers, involving 1,500 people, at least 15 projects involving 80 people in Surrey Heath. • Work with Blackwater Valley Countryside Trust and site owner to carry out reed bed restoration project in Surrey Heath to contribute Surrey BAP targets • Work to partnership budget as agreed by BVCP members committee with at least £120,000 raised additional to core LA contributions. • Value of volunteer activity in direct support of BVCP activities to be £150,000. Work to the value of £10,000 will be undertaken on sites within Surrey Heath Borough. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the 	<p>On Target</p> <p>On Target</p> <p>Achieved</p> <p>On Target</p> <p>On Target - It is anticipated income raised in addition core contributions will exceed £200,000.</p> <p>Working Towards – slightly below target rate</p> <p>Achieved</p> <p>Achieved</p>

	Council	
Surrey Heath Sports Council	<ul style="list-style-type: none"> • Assist talented sports people especially at County level and above with financial support • Assist those living and coaching in Surrey Heath by subsidising coaching courses • Provide hardship bursaries to people with financial barriers to participation in sport. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Achieved</p> <p>Achieved</p> <p>Working towards</p> <p>Achieved</p> <p>Achieved</p>
Surrey Heath Arts Council	<ul style="list-style-type: none"> • Initiate an “Arts Inspirational Day” to include workshops and presentations related to the cultural activities within the borough • To explore developments which will be created by the Arts Inspirational Day • To continue to explore the best way forward regarding the Arts Council website • Acknowledge the support of the Council in its publicity. • Maintain audited accounts to be provided as requested by the Council. 	<p>Not achieved. Did not go ahead due to poor response from partner organisations.</p> <p>Not achieved</p> <p>Working towards – web developer secured for next year</p> <p>Achieved</p> <p>Achieved</p>

Consultation on the Relocation of Camberley Post Office

Summary

On 23 November 2016 the Post Office published initial proposals to relocate Camberley Post Office to within the curtilage of WH Smith, High Street, Camberley.

The Executive is asked to review and agree the Council's proposed response to the consultation as set out in the letter at Annex A of this report.

Portfolio: Leader

Date Portfolio Holder signed off report: 15 December 2016

Wards Affected: All

Recommendation

The Executive is asked to RESOLVE that the response to the consultation on the relocation of Camberley Post Office, as set out at Annex A to this report, be submitted to the Post Office.

1. Key Issues

- 1.1 Camberley Post Office is currently located on Princess Way, Camberley. The Post Office is consulting on proposals to relocate the Post Office to within the curtilage of WH Smiths, which is located on the High Street, Camberley.
- 1.2 The Consultation process started on 23 November 2016 and will close on 16 January 2017. If the proposals are adopted, the relocation will be effective from March 2017.
- 1.3 The Media and Marketing team have published the consultation on Surrey Heath Borough Council website and are encouraging residents and businesses to respond to the consultation via social media.

2. Resource Implications

- 2.1 There are no resource implications as a result of responding to the consultation.

3. Options

- 3.1 The Executive can agree or amend the draft response to the consultation. Alternatively, the Executive can decide not to submit a response on behalf of the Council.

4. Proposals

- 4.1 It is proposed that the Executive reviews the draft response at Annex A and comment accordingly.

Annexes	Annex A – Consultation response
Background Papers	Request for response from the Post Office
Author/Contact Details	Kate Noviss – Media and Marketing Manager kate.noviss@surreyheath.gov.uk
Head of Service	Richard Payne – Executive Head of Corporate

Consultations, Implications and Issues Addressed

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



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Mr R Gale
General Manager Directly Managed & WHSmith Networks
Camberley Crown Post Office

11 January 2017

Dear Mr Gale,

Consultation on the Relocation of Camberley Post Office

Thank you for the opportunity to comment on the proposals to relocate Camberley Post Office from Princess Way Camberley to WHSmith, High Street, Camberley.

The Officers and Members of Surrey Heath Borough Council would like to raise the following concerns and comments;

Service Provision

- Given the stature of the Post Office in Camberley the same services need to be retained, including self-serve tills with members of staff offering assistance.
- Given the fact that smaller Post Office stores have seen a service reduction following their relocations (Chobham, Camberley Old Dean and Windlesham to give a few examples); the main Post Office in Camberley therefore currently offers more services to a wider audience as other stores have either closed or been drastically reduced. The new location will need the facility to cope with these additional requirements.

Demand

- At a time when the Council is investing heavily in Camberley town centre to regenerate and provide more services for residents and visitors the Post Office should be planning on how to benefit from expected additional service demands. The proposed location will need capacity to cope with a rise in demand.
- The new location will need the facility to cope with the demand throughout the year and at key times throughout the day. There are lengthy queues at the Post Office at certain times of the day, the new location provides a great opportunity to improve management of the delays.
- Camberley and its surrounding areas continue to expand with more homes being built, and therefore more residents moving to the area. 450 new homes are currently planned for Camberley so the demands on the Post Office will therefore increase over time.

Accessibility

- Whilst the proposed location offers step-free access and could therefore accommodate wheelchairs the store will need an improved layout to ensure customer access.
- We are aware of residents' concerns over the proposed move of the Post Office, particularly how a planned change would be communicated to elderly residents who may find accessing services from villages outside of the town centre challenging.
- There are often queues in WHSmith – these will need to be managed to ensure there is no impact on accessing Post Office services.

I trust the Post Office will look favourably on the Council's submission and look forward to hearing the results of the public consultation. We will be writing to you on this issue separately as your current landlord.

Yours sincerely,

Moira Gibson
Leader of the Council

Karen Whelan
Chief Executive

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>
8	3
9	3
10	3
11	3

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

Agenda Item 9.

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