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Friday, 24 March 2017

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, 4 April 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 - 8

To confirm and sign the open minutes of the meeting held on 7 March 2017 (copy attached).

3. Declarations of Interest

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

4. Questions by Members

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

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

- | | | |
|-----------|--------------------------------------|----------------|
| 5. | Community Fund Grants | 9 - 16 |
| 6. | Pay Settlement 2017/18 | 17 - 20 |
| 7. | Exclusion of Press and Public | 21 - 22 |

**Part 2
(Exempt)**

- | | | |
|-----------|-----------------------|----------------|
| 8. | Exempt Minutes | 23 - 24 |
|-----------|-----------------------|----------------|

To confirm and sign the exempt minutes of the meeting held on 7 March 2017 (copy attached).

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 7
March 2017**

- 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 Lewis and Cllr Chris Pitt

82/E Minutes

The minutes of the meeting held on 7 February 2017 were confirmed and signed by the Chairman.

83/E Questions by Members

Councillor David Allen requested further information in relation to a question he had asked at the Council meeting on 22 February 2017, concerning Big Data and The Internet of Things.

Councillor Rodney Bates received a response to a question about a press release concerning the future of Heritage Services and the Surrey Heath Museum.

84/E Five Year Strategy and Annual Plan 2017/18

The Executive considered the Annual Plan for 2017/18 and reviewed the updated Five Year Strategy.

Some Members raised concerns that aspects of the Annual Plan were too vague and were consequently difficult to measure. It was noted that the documents would be reviewed at the Performance and Finance Scrutiny Committee meeting on 22 March 2017. Members were also reminded that the Executive would receive a separate report on the end of year performance in due course.

**RESOLVED to agree the updated Five Year Strategy and the
Annual Plan for 2017/18.**

85/E Allocation and Expenditure of Planning Infrastructure Contributions

The Executive considered a report requesting 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 Surrey Heath for specific categories of works.

Members were reminded that Planning Infrastructure Contributions (PIC) must be spent in accordance with the Council's Developer Contributions Supplementary Planning Document 2011, which had been adopted by the Executive in October 2011. The categories under which the collection of infrastructure contributions could be made were noted.

Contributions collected for libraries and transport were allocated and spent by Surrey County Council on identified new transport infrastructure and library facilities. The contributions made on the remainder of the PIC categories were held and overseen by this Council; the agreed tariff scheme for these categories required that the majority of the sums raised were spent on equipped play space, with reduced proportions spent on the other identified category areas. The monies collected under PIC could not be used for the general maintenance of existing play space sites.

The Executive was advised that inspections of all parks had been undertaken, with Health and Safety inspections conducted and usage patterns taken into account. From this work, 11 projects had been identified for progression and would be funded by contributions already collected. It was reported that the equipment would be guaranteed for 10 years.

RESOLVED that

(i) the following projects be carried out and funded by funds collected through Planning Infrastructure Contributions:

- Briar Avenue, Lightwater – Equipped Play space
- Cheylesmore Drive, Heatherside – Equipped Play Space
- Chobham Road Recreation Ground, Frimley – Equipped Play Space
- Evergreen Road, Parkside – Equipped Play space
- Frimley Lodge Park, Frimley Green – Equipped Play space
- Lightwater Country Park, Lightwater – Equipped Play space
- Loman Road, Mytchett & Deepcut – Equipped Play space
- London Road Recreation Ground, St Michael's – Equipped Play space
- Old Dean Recreation Ground, Old Dean – Equipped Play space
- Borough Wide – Replacement Notice Boards
- Watchmoor Reserve, Watchetts – Environmental Improvements; and

(ii) the implementation of the individual schemes be delegated to the Executive Head of Business after consultation with the Business and Finance Portfolio Holders.

RECOMMENDED to Council that the Capital Programme for 2017/18 be increased by £613,000.

86/E Draft Residential Design SPD Consultation

The Executive considered a document entitled Residential Design Guide Supplementary Planning Document (SPD), Regulation 13 Consultation Draft. The SPD set out principles to help ensure that the Borough received high quality new residential development to create attractive and well-functioning environments in which people were happy to live. The SPD covered the whole of the Borough including town centres, and rural and urban areas; it would be flexible enough to be applicable to the full range of residential scales, from small householder projects right up to the creation of large areas of new urban fabric.

The 2017 Design Guide would replace the Borough's following design guidance for residential development:

- Residential Development in Settlement Areas – Development Control Guidelines Supplementary Planning Guidance, 2002
- Design for House Extensions Leaflet; undated

Both of these documents were now dated as they had been prepared under an earlier legislative regime. In addition, these documents did not deal with the detail and scope of residential design covered by the proposed 2017 Residential Design Guide.

Members were reminded that, at present, the key Local Plan policies relating to residential design were DM9 of the CS&DMP DPD and TC11 of the Camberley Town Centre AAP. Both policies set out a series of high level non-specific design principles to guide all forms of development in the Borough. The SPD would provide detailed and specific guidance for residential development based on these more general principles.

The Executive was advised that the purpose of the SPD was to give guidance to the development industry, the Council, and the public on how to ensure that good design was achieved in new residential development in the borough. It was intended that the SPD would enable the Council to effectively defend its decisions at appeal on matters relating to the design of residential developments.

The Draft SPD would be released for public comment in March 2017 and subject to a five week consultation period.

RESOLVED that the Draft Residential Design Guide Supplementary Planning Document – Regulation 13 Consultation, as attached at Annex A to the agenda report, be approved for public consultation.

87/E Draft Statement of Community Involvement Consultation

The Executive was reminded that, in October 2016, the Local Development Scheme for the production of a new Local Plan had been agreed. The Statement of Community Involvement (SCI), which set out how the Council would involve the community in both the preparation of the Local Plans and associated Development Plan Documents, would form part of the Local Plan.

The previous SCI had been adopted in May 2012. This revised SCI had taken into account changes in legislation and guidance since this date, in particular in

relation to Duty to Co-operate requirements, changes around Neighbourhood Planning, and updated community contacts.

The updated SCI would be subject to a period of public consultation, following which the Executive would be asked to adopt a final version.

The Regulatory Portfolio Holder and officers undertook to consider alternative wording where the SCI referred to 'hard to reach groups'.

RESOLVED that the draft Statement of Community Involvement (SCI), as attached at Annex A to the agenda report, be published for a six week consultation process.

88/E Council Finances as at 31st December 2016

The Executive noted the Council's financial position at 31 December 2016.

Members were advised that, in relation to the Revenue Budget, the Council was anticipated to come in approximately £100,000 under budget, excluding the £200,000 overall savings target. Once income from the Mall and associated properties, which had not been budgeted for, was taken into account there was likely to be a surplus.

At the end of the third quarter, nearly £123m had been spent or committed on capital projects, of which £122m had been spent on property acquisition, principally The Mall, 45-51 Park Street, Camberley, and Albany Park; these purchases supported the Council's Key Priorities 1 & 2.

Analysis carried out by the Council's advisors indicated that investment income was likely to be £100,000 higher than had been budgeted.

The Housing Benefits debt balance at 31 December 2016 was £649,000, compared with £669,000 at the end of the previous quarter.

At 31 December 2016, Sundry Debts amounted to £1.149m, compared with £1.002m for the same period the previous year. It was reported that debtors had risen due to property rents from recent acquisitions being invoiced in December but paid in January.

RESOLVED to note the Revenue, Treasury and Capital Position as at 31st December 2016.

89/E Camberley International Festival 2017

The Executive was reminded that the Camberley International Festival had been launched in 2016 as part of Camberley Theatre's 50th Anniversary celebrations, which had proved successful. Members noted plans for a second festival to take place in June 2017.

RESOLVED to note the proposal for the second Camberley International Festival in June 2017.

90/E Write Off of Irrecoverable Revenues Bad Debts

The Executive considered a report proposing the write off of irrecoverable revenue bad debts over £1,500.

Members noted a schedule of bad debts for both Council Tax and Business Rates and were advised that, although bad debts were written off, the debtors would be pursued should that possibility arise in the future.

RESOLVED that bad debts totalling £32,111.48 in respect of Council Tax and £185,161.30 in respect of Non-Domestic Rates to be written-off in 2016-17.

91/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)
92/E	3
93/E	3

Note: Minute 92/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.

92/E Lease of Car Park Space Adjacent to Citizens Advice Bureau and Office Space within the Ian Goodchild Centre

The Executive made decisions in relation to the lease of Car Park space adjacent to the Citizens Advice Bureau and office space within Ian Goodchild Centre.

93/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

- (i) Annex A, to Item 8 - Write off of Irrecoverable Revenues Bad Debt, remains exempt; and**
- (ii) Subject to any necessary consultation, minute 92/E and the associated agenda report remain exempt until the completion of lease negotiations.**

Chairman

Community Fund Grant Applications

Summary:

To consider grant applications to the Council's Community Fund Grant Scheme received by 31 December 2016.

Portfolio: Corporate (Cllr Josephine Hawkins)

Date Signed Off: 20 March 2017

Wards Affected: All

Recommendation

The Executive is asked to consider awarding a grant to the applicants from the Council's Community Fund Grant Scheme.

1. Key Issues

- 1.1 To qualify for a grant from the Community Fund, applications must meet the Council's objectives from our 5 Year Strategy and must demonstrate a benefit to the local community. All awards are made at the discretion of the Executive. Each of the applicants is a not for profit organisation. Each project recommended for a grant must be well planned with a sound financial basis.
- 1.2 Information on the Community Fund Grant scheme is provided on the Council's website and articles are regularly published in the Council's Heathscene magazine promoting recent successful awards. The scheme is further promoted by Voluntary Support North Surrey to ensure greater involvement and wider representation from voluntary groups in the Borough.
- 1.3 All decisions on grant awards rest with the Executive. The Executive can also add conditions to the awarding of any grants as it sees fit.

2. Surrey Community Buildings Grants Scheme

- 2.1 The Surrey Community Buildings Grant Scheme is managed by Surrey Community Action on behalf of Surrey County Council. Surrey Heath Borough Council has agreed to be part of the scheme whereby applicants can apply to both the Borough Council and County Council for three-way, equal match funding for the same project.
- 2.2 The application from West End Bowls Club included in this report seeks a funding award towards extending their club house. It is recommended that the application is deferred until two formal quotations for the works can be provided. The Surrey Community Buildings Grant Scheme has also rejected the bid in its current form.

3. Resource Implications

- 3.1 The Council has its own Community Fund from which it provides grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.
- 3.2 There are two submission deadlines each year namely 30 June and the 31 December. This report includes the applications received by 31 December 2016.
- 3.3 The Member Panel met on 2 February 2017 and recommended two applications were supported and one was deferred. An analysis of each of the three bids is included in Annex A.
- 3.4 The total amount requested from the three applications total £33,734. However, the Panel recommends a total spend of £6,484 at this meeting. The summary information is included in Annex B. No payments are made until after evidence is submitted that the work is completed.

4. Options

- 4.1 4.1 The Executive has the option to;
- i. Fund the organisations in line with the proposed amount in Annex B;
 - ii. Fund the organisations to a greater or lesser amount of their requested sum;
 - iii. Not fund the organisations.

5. Proposals

- 5.1 It is proposed that the Executive agree the proposed awards set out in Annex B from the Community Fund Grant Scheme.

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

7.1 The Community Grant Fund has been equality impact assessed.

Annexes	Annex A – Summary of Bids Annex B – Proposed Grant Awards
Background Papers	Application Forms
Author/Contact Details	Sarah Groom, Transformation Team Manager sarah.groom@surreyheath.gov.uk
Service Manager	Louise Livingston - Executive Head of Transformation

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

Resources	Required	Consulted
Revenue	N/A	
Capital	✓	✓
Human Resources	N/A	
Asset Management	N/A	
IT	N/A	

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

Review Date:

Version:

Annex A – Summary of Bids

Applicant: Windlesham and Camberley Camera Club (W&CCC)

Project: To purchase a replacement Digital Projector

Grant requested: £1,484

Project cost: £2,969.65

The Windlesham and Camberley Camera Club was founded in 1935 as a constituted club and has a membership of 73 who meet weekly at St Pauls Church, Camberley.

The club also supports local events such as the Surrey Heath Show and provides displays and information relating to techniques and examples of pictures from local talented photographers. The group also hold photographic competitions within the club, and have participated in and hosted inter-club competitions both in and for the South of England and nationally. Since the introduction of digital photography many of the competitions now involve the use of projected digital images.

The existing digital projector is now 6 years old and requires replacement as it has developed an unrepairable image misalignment issue. The club operates within the guidance and good practice of the Photographic Alliance of Great Britain (PAGB) who have recently changed the image specification which leads to the existing projector also being obsolete. The impact of this is that the club are unable to host competitions.

This application seeks a contribution of 50% towards the cost of a replacement digital projector together with a protective storage case.

Recommendation: To award a grant of £1,484.

Applicant: Chobham Village Hall Charity

Project: To rebuild and resurface the Car Park

Grant requested: £7,250

Project cost: £14,500

This Charity originated in 1988 to manage the popular traditional village hall which has kitchen facilities, a large hall, stage, smaller rooms, and car parking facilities for 52 cars. A wide variety of events are hosted both regularly and on an ad hoc basis, including Agricultural and Horticultural shows, weekly country markets, Women's Institute meetings, badminton, bridge clubs, weddings and other social events. On average the weekly usage numbers are 250.

This project focuses upon making the existing car park safe and free from flooding. The impact of this relating to increased business and user numbers will be minimal as it will be part of the overall improvement to this site. A funding application has been made to Chobham Parish Council, with the outcome unknown and with no further applications being made to contribute towards the project costs. The balance will be met from the existing Charity's reserves.

The applicant has confirmed that a serving trustee has the relevant experience and knowledge to project manage this work. If supported, the works are planned to be carried out in the summer of 2017.

Recommendation: To award a grant of £5,000.

Applicant: West End Bowls Club

Project: To extend the existing clubhouse to meet the increasing club membership numbers.

Grant requested: £25,000

Project cost: £210,000

West End Bowls Club is a lawn bowling club, located in Rosewood Way, with well-maintained facilities, bowling greens and a membership of approximately 95 bowlers and 40 social members. The club supports bowling at all levels from absolute beginners to skilled players that compete in Area, County and National Competitions.

The members share responsibility for the running, maintenance and upkeep of the club. The membership has increased and outgrown the club house since it started in 1996, when at that time it was designed to accommodate 50 people.

This application seeks a contribution towards extending the size of the club house to enable the increased membership to be accommodated. The outcome of this project would enable the club an opportunity to use the facilities for a full 12 months within the year, by the introduction of short mat bowls. At present the bowling greens are used only for 6 months of the year.

The club has approached local community groups to invite them to use the facilities, these include: U3A, Parish Council, and Gordon's School. At present Web care and Bisley Short Mat Bowls club use the club house to host meetings. It is estimated that 250 people use the facilities per month, with this expected to increase to 415 per month following the completion of this project.

The club have applied to a number of other funding streams which include: London Marathon Charitable Trust, £150,000: Surrey Community Buildings Scheme £36,000 (which is rejected as it does not meet the criteria): Sport England, and Biffa where applications are in process. An interest free loan is available from Bowls England for £20,000, and to date confirmed funds awarded from applications are: £1,000 from a SCC Councillor Award. The club are also working hard to raise funds, and have pledged £30,000 as goods in kind, but this is not substantiated at this time.

The £4,000 additional income results in a 50 year payback time.

Planning permission was awarded in 2016 with a project cost estimated at £210,000. The costs are not confirmed as the tender process is scheduled for spring 2017.

Recommendation: To defer the application until two quotations have been received.

Annex B – Proposed Grant Awards

Organisation	Project Details	Full Project Cost £	Amount Requested £	Amount Proposed £
Windlesham and Camberley Camera Club	To purchase a replacement digital projector	£2,970	£1,484	£1,484
Chobham Village Hall Charity	To rebuild and resurface the existing car park	14,500	£7,250	£5,000
West End Bowls Club	To extend the Clubhouse facilities	£210,000	£25,000	Deferred. Awaiting quotes
TOTAL		£227,470	£33,734	£6,484

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Pay Award 2017/18

Summary

To report on the pay award for 2017/18.

Portfolio Corporate

Date Portfolio Holder signed off report: 27 March 2017

Wards Affected – n/a

Recommendation

The Executive is asked to recommend to Full Council a 2% pay award for 2017/18, to be funded from within the existing salaries budget.

1. Key Issues

- 1.1 It is proposed that a 2% cost of living rise for 2017/18 is awarded to staff. This will be funded from existing budgets.
- 1.2 A number of points have been considered when deciding the value of this cost of living rise:
 - What other councils in the surrounding area are paying:
 - 6 councils in Surrey have agreed a 2% increase in pay for 2017/18, an increase on the 1.5% offered by many of the Surrey councils for 2016/17. Surrey Heath's pay increase for 2016/17 was 1%.
 - In the private sector the projected pay increases are as follows:
 - Professional Services 3%
 - Tech 2.9%
 - Retail 2.7%
 - General Industry 2.8%
 - How the Council ensures it remains an employer of choice and continue to provide excellent service to the Community
 - It is becoming increasingly difficult to attract candidates with the skills that are also sought after in the private sector
 - UK inflation rate has risen to 1.6%, the highest rate since July 2014.
- 1.3 If a cost of living rise is agreed it will be back dated to the 1st April 2017.

2. Resource Implications

- 2.1 The proposed changes to the salary budget will be funded from within existing budgets. A provision of 2% was included in the 17/18 budget.

3. Options

- 3.1 To recommend Full Council that a 2% cost of living is awarded to staff, this is in line with the provision in the 17/18 budget.
- 3.2 Or the proposed cost of living rise could be rejected.

4. Proposals

- 4.1 It is proposed that the Executive recommends to Full Council that a 2% cost of living is awarded to staff this is in line with the provision in the 17/18 budget.

5. Supporting Information

- 5.1 None

6. Corporate Objectives And Key Priorities

- 6.1 We deliver our services better, faster and cheaper.

7. Policy Framework

- 7.1 As detailed in the Pay Policy Statement.

8. Risk Management

- 8.1 Not applicable

9. Equalities Impact

- 9.1 To be discussed.

10. Consultation

- 10.1 Staff Representatives wrote to all staff informing them of the proposed pay award and they were given the opportunity to comment.
- 10.2 Proposed award discussed at JSCG and it was agreed the proposal should be recommended to the Executive to Full Council to agree.

11. PR And Marketing

- 11.1 Not applicable

Annexes	Annex A – New Salary Scales for 2017/18
Background Papers	
Author/Contact Details	Belinda Tam HR Manager(Interim) Beinda.tam@surreyheath.gov.uk
Head of Service	Louise Livingston, Executive Head of Transformation Louise.livingston@surreyheath.gov.uk

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓CMT
Capital		
Human Resources	✓	✓

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

Review Date:

Version:

SURREY HEATH BOROUGH COUNCIL

SALARY SCALES

WITH EFFECT FROM 01 APRIL 2017
(increase of 2% from last award)

SH1		SH2		SH3		SH4	
SCP	£	SCP	£	SCP	£	SCP	£
1.2	12371	2.7	15829	3.11	19599	4.15	23115
1.3	13160	2.8	16752	3.12	20389	4.16	24307
1.4	13947	2.9	17707	3.13	21165	4.17	25485
1.5	14741	2.10	18795	3.14	21939	4.18	26619
1.6	15275	2.11	19329	3.15	22472	4.19	27153

SH5		SH6		SH7		SH8	
SCP	£	SCP	£	SCP	£	SCP	£
5.19	27810	6.23	32521	7.28	38139	8.33	43877
5.20	28990	6.24	33698	7.29	39481	8.34	45430
5.21	30151	6.25	34845	7.30	40820	8.35	46992
5.22	31328	6.26	36039	7.31	42134	8.36	48571
5.23	31861	6.27	36571	7.32	42667	8.37	49107

SH9	
SCP	£
9.37	50283
9.38	51916
9.39	53550
9.40	55181
9.41	55714

SH20 HEAD of SERVICE	
SCP	£
20.101	58148
20.102	60351
20.103	63272
20.104	66196
20.105	69133

SH21 EXECUTIVE HEAD	
SCP	£
21.106	72075
21.107	75017
21.108	77960
21.109	81111
21.110	84264

SH22 CHIEF EXECUTIVE	
SCP	£
22.201	106826
22.202	110657
22.203	114490
22.204	118321

Human Resources - April 2017

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

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