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Friday, 9 June 2017

To: The Members of the **EXECUTIVE**
(Councillors: Moira Gibson (Chairman), Richard Brooks, Mrs Vivienne Chapman,
Colin Dougan, Craig Fennell, Josephine Hawkins, Alan McClafferty and
Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on Tuesday, 20 June 2017 at 5.30 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 - 4

To confirm and sign the minutes of the meeting held on 4 April 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. End of Year Performance Plan	5 - 24
6. Quarter 4 Finance Report	25 - 32
7. Reference from Performance and Finance Scrutiny Committee	33 - 36
8. Public Space Protection Orders	37 - 52
9. Response to Hart Borough Council's Local Plan	53 - 60
10. Appointments to Outside Bodies	61 - 70
11. Appointment of Executive Working Groups	71 - 80
12. 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:

Item	Paragraph(s)
13	3
14	3
15	3

Part 2 (Exempt Items)

13. Update on Town Centre Acquisitions	81 - 86
14. Proposal to Invest in the Refurbishment of the Mall Camberley Shopping Centre	87 - 102
15. Review of Exempt Items	

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 4 April
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 and Cllr Chris Pitt.

94/E Mr Kevin Cantlon

The Executive was informed of the sad loss of Kevin Cantlon, the Council's Economic Development Officer, who had died unexpectedly on Monday 3 April 2017. The profound sadness of the Frimley Business Association to this news was reported and Members were advised of the Association's deep gratitude for the significant contribution he had made to its establishment and development.

Members were invited to participate in a moment of contemplation.

95/E Minutes

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

96/E Community Fund Grants

The Executive considered 3 grant applications to the Council's Community Fund Grant Scheme. Members considered each application, noting the impact that each project would have and the reserves held by each organisation.

The Executive received a detailed breakdown of the remedial works planned at the Chobham Village Hall and noted that the application from the West Ends Bowls Club had not been fully completed and lacked the requisite 2 quotes for the work planned.

It was noted that the level of reserves held by applicants to the Community Grants Scheme were not factored in when considering awards from the scheme and it was suggested by some Members that this should be included in the criteria for assessing any future awards.

RESOLVED

- (i) **that the following grants be awarded from the Council's Community Fund Grant Scheme:**

<u>Applicant</u>	<u>Project</u>	<u>Grant Award</u>
Windlesham and Camberley Camera Club	To purchase a replacement digital projector	£1,484
Chobham Village Hall Charity	To rebuild and resurface the existing car park	£5,000

- (ii) to defer the application from West End Bowls Club for a contribution towards the extension the Clubhouse facilities, pending the submission of quotes.

97/E Pay Settlement 2017/18

The Executive considered a report on a proposed pay award to Council staff for 2017/18.

The proposed award, supported by the Joint Staff Consultative Group, was for a 2% cost of living increase across all grades, which would be met from within existing budgets.

RECOMMENDED a 2% pay award for 2017/18, to be funded from within the existing salaries budget.

Note: Councillor Richard Brooks declared a Disclosable Pecuniary Interest, as his wife was employed by the Council and left the Council Chamber during consideration of the report.

Chairman

2016/17 End of Year Report

Summary:

This 2016/17 End of Year Report summarises the performance of the Council against corporate objectives, priorities and success measures for 1st April 2016 – 31st March 2017.

Portfolio: Cllr Colin Dougan (Transformation)

Consulted: 8 June 2017

Wards Affected: All

Recommendation

The Executive is asked to note the 2016/17 End of Year Report and make any comments or suggestions as appropriate.

1. RESOURCE IMPLICATIONS

- 1.1 This report summarises the performance of the Council against the Annual Plan for 1st April 2016 – 31st March 2017. The full report is set out in Annex A. There are no financial implications arising from this report.
- 1.2 This End of Year report demonstrates the Council's continued commitment to improving the management of its performance to achieve the Council's Five Year Strategy.

2. ADDITIONAL INFORMATION

- 2.1 The Five Year Strategy sets out the Council's vision and objectives. It also includes a number of longer term key priorities in addition to the Council's ongoing service delivery.
- 2.2 The Annual Plan includes an overview of the vision and objectives from the Five Year Strategy but states the outputs and success measures that will be delivered in 2016/17 in support of our longer term direction. For each of the Council's key priorities under the headings of Place, Prosperity, Performance and People, the Annual Plan demonstrates the Council's commitment to our longer term Strategy, to keep us on track.

Objectives
- 2.3 A selection of achievements against the objectives over the year have included the following:
 - 2.3.1 The Council acquired the Capital & Regional's interest in the Mall shopping centre together with other properties on the London Road Block (LRB) site for a total of £86m. Subsequently the Council also acquired the freehold of House of Fraser and NatWest Bank on Park Street. The primary purpose for these acquisitions was to give the Council control of large areas of the town centre, thereby making it easier to bring forward the council's regeneration aspirations and overall objectives for the Council's key priority. In addition

these purchases will generate £2.1m before loan repayments to support services.

- 2.3.2 The Council has selected Berkeley Homes to be its partner in developing Ashwood House and Pembroke House and work is progressing well towards a planning application being submitted this summer.
- 2.3.3 The Council implemented a permanent night time closure of the High Street, Camberley on Wednesday, Friday and Saturday nights. The Order was made following a 3-year pilot which saw crime and disorder in the town centre fall by 50%.
- 2.3.4 Surrey Heath remains the highest performing authority in Surrey for recycling and is the fourth highest authority in the Country.
- 2.3.5 In order to support economic development and regeneration, the Council purchased property to the value of £121m during the year, the majority of which was in the town centre. These properties are budgeted to contribute £2.9m before loan repayments to the Council's budget.
- 2.3.6 As a result of the investment strategy followed, the Council has managed to achieve a surplus of £140k against budget for investment income and a saving of £600k against budget in borrowing costs.
- 2.3.7 The Surrey Heath Business awards attracted 32% more applicants this year compared to last year for the 6 awards on offer. This reflects its increasing popularity year on year.
- 2.3.8 The refurbished Lightwater Visitors' Centre and Café opened in autumn 2016. It generates income of £5000 p.a for the Council as well as providing a learning/meeting/community space in this well-loved park.
- 2.3.9 In the Spring 2017 the Council agreed a borough wide play area improvement scheme to the value of over £650,000 to be implemented over the next three years.
- 2.3.10 The Council delivered high quality community events including the Frimley Lodge Live Music Festival, Camberley International Festival, outdoor theatre and Camberley on Ice.
- 2.3.11 The Council over the past year identified and implemented a number of new income and efficiency generating opportunities which are detailed in the End of Year report.
- 2.3.12 The Council worked with four local Council's to deliver the new Joint Waste Partnership and appointed Amey as the new contractor to provide the waste and recycling collection service and street cleansing service from 2017/18. The contract will commence in Surrey Heath in February 2018 and is estimated to provide annual savings to the Council of £330K.

Success Measures

- 2.4 Achievements against the success measures this year have included:
 - i. An average of 97% of contact centre customers rated their satisfaction as good or excellent, compared to the quarterly target of 90%;
 - ii. An average of 96% of Food businesses had 'Scores on the door' of 3 or over compared to the quarterly target of 95%;
 - iii. 31833 meals were served to residents at home, compared to the annual target of 28500 ,there was an increase by 11% of meal deliveries in the first six months post relaunch;
 - iv. The average amount of days per quarter to process Housing Benefit/Council Tax Benefit claims was 7 days, compared to a quarterly target of 15;
 - v. The collection rate for Council Tax was 99.4% and was 98.8% for Non-domestic rates;
 - vi. The average occupancy of Camberley town centre car parks was 58% against the quarterly target of 55%

2.5 Success measures that did not meet their targets included:

- i. The average number of households living in temporary accommodation per quarter was 44 compared to a quarterly target of 30. While the number of homeless applications remains steady and the number of homeless preventions increased in 2016/17 from 84 to 129 there is not as high a level of supply of new affordable homes in the Borough to meet demand. That is why the Council needs to deliver more homes to affordable standards to contain the costs of this function for the future. The lost benefit to the community of not providing affordable housing is not just reflected in the number of families in temporary accommodation now but in the fact that each affordable home provided adds to the stock that will meet the future housing needs of residents.
- ii. An average of 85% of complaints per quarter were responded to, compared to a quarterly target of 90%. This response level needs to improve. Due to their nature, some complaints require detailed and extensive investigation before a full response can be made. This can lead to complaints taking over the target of 10 working days to respond. In most circumstances the complainant is written to and advised that the complaint will take longer to respond to. To improve this position for 2017/18 A robust monitoring system has been put in place which will alert the relevant Executive Head to the fact that target time for a response is due and that a 'holding reply' is required, if they cannot meet the initial deadline.
- iii. The total amount of annual journeys by community bus was 22147, compared to the annual target of 24000. The reason for the shortfall was due to the fact that the target was on the assumption that we have 5 drivers per day when in reality for a short period of time the Council had to work with 3. This is being rectified by increasing our pool of casual drivers. Operating with an average of 3 vehicles per day, should on the face of things mean a decrease in numbers against previous achievements, however the service has reviewed the use of its vehicles to maximise the potential of the assets available (time, drivers and vehicles) resulting in only a modest decrease. This demonstrates a significant improvement in the service delivery. Community are also keen to introduce electronic vehicle trackers to enhance our performance in real time, allowing for more up to the minute journey bookings.
- iv. An average of 64.5% of minor applications were processed per quarter compared to a quarterly target of 65%. During Q2 and Q3 the process was affected by long term staff sickness and difficulties in staff recruitment in this profession which is a national problem. Significant recovery has been made in Q4 with 75.8% of applications being processed within the 65% target. This is an area where we would like to make significantly better progress in 2017/2018. Transformation will be looking at process and improvement opportunities when the new Arcus system is fully operational.

3 OPTIONS

3.1 The Executive has the option to;

- i. Agree the Report in Annex A;
- ii. Amend the Report in Annex A;
- iii. Not agree the Report in Annex A.

4 PROPOSALS

4.1 It is proposed that the Executive note the End of Year report and make any comments or suggestions as appropriate.

5 CORPORATE OBJECTIVES AND KEY PRIORITIES

5.1 The End of Year report sets out all the corporate objectives, priorities and success measures that meet the 5 Year Strategy.

Annexes	Annex A – 2016/17 End of Year Report
Background Papers	Annual Plan 2016/17 Five Year Strategy
Author/Contact Details	Jacinta Stevens, Senior Organisational Development Officer 01276 707263
Service Manager	Louise Livingston, Executive Head of Transformation 01276 707403

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

Resources	Required	Consulted
Revenue	N/A	
Capital	N/A	
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:

END OF YEAR REPORT 2016/17



Foreword

Our vision is to make Surrey Heath an even better place to live, work and play. This End of Year Report for 2016/2017 details our achievements and performance outcomes.

2016/2017 has been an excellent year. In November the Council took a strategically important decision to acquire Capital & Regional's interests in Camberley Town Centre and other key sites. These acquisitions enable us to have control of our own town centre's future, bring forward our regeneration ambitions for Camberley and support economic development. We have selected Berkeley Homes as our development partner for Ashwood House and Pembroke House, so that much-needed housing can be delivered in the area.

Our property investment has generated additional revenue of over £2.9m, and we have made savings of £600k on borrowing costs this year.

Our work in collaboration with four local Councils on the new Joint Waste Partnership will bring in annual savings of £330,000 to the Council, whilst the service will continue to keep our place clean, green and safe - and keep us one of the highest recycling authorities in the country; a hugely positive legacy for future generations.

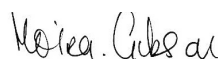
Our work to engage businesses and provide a networking platform for local enterprise was evident at our Business Breakfast events and recent Business Awards. These events enabled us to further support local business growth and development.

In Spring 2017 we agreed a Borough-wide play area improvement scheme to the value of over £650,000, which will be implemented over the next three years. We have introduced a broad range of activities for the whole community including walking football for the over 50s. In Community Services our crucial work to support an ageing population continues, improving services for the elderly. We also implemented a permanent closure of Camberley's High Street on Wednesday, Friday and Saturday nights. The Order was made following a 3-year pilot which saw crime and disorder in the town centre fall by 50%. These are just a few of the initiatives running to help provide spaces and activities for the whole community to enjoy.

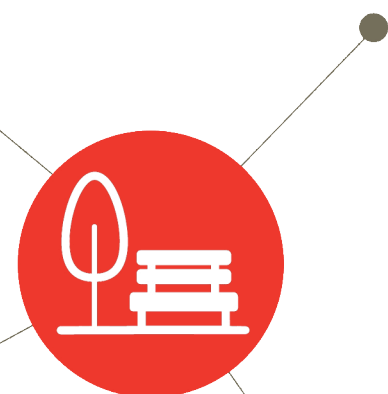
This report provides more details on our performance as well as our success measures against the objectives we set ourselves for the year.



Karen Whelan
Chief Executive



Councillor Moira Gibson
Leader of the Council



Place

Objective

To make Surrey Heath an even better place to live

Priorities

- To deliver an improved Camberley Town Centre with better accessibility
- To improve waste and recycling
- To ensure the Borough's open spaces are well maintained and sustainably managed

In 2016/17 we said we would:

- Work with partners to progress regeneration plans for the London Road frontage.
- Continue to buy property to regenerate the town centre.
- Deliver improved car parking - including a business plan for a proposed car park on the A30.
- Secure a partner to develop housing at Ashwood House.
- Support the Business Improvement District to promote the town centre.
- Promote the town centre through a series of events, notably Camberley on Ice.
- Implement a permanent night time closure of the High Street.
- Provide higher quality services by taking on responsibility for maintaining verges and roundabouts across the Borough.
- Reduce household waste and maintaining recycling rates above 63%.

Our achievements this year are:

- The Council acquired the Capital & Regional's interest in The Mall Shopping Centre together with other properties on the London Road Block (LRB) site for a total of £86m in November 2016. Subsequently the Council also acquired the freehold of House of Fraser and NatWest Bank on Park Street. The primary purpose for these acquisitions was to give the Council control of large areas of the town centre thereby making it easier to bring forward the Council's regeneration aspirations. In addition these purchases will generate £2.1m before loan repayments to support services. Professional property management and asset management agents were appointed who developed a business plan to bring forward a number of projects, which included the refurbishment of the centre, new branding, and lettings. This also included an outline strategy for the LRB. Proposals for the LRB have been commissioned from our advisors given that the Council now has control of most of the land interests. This may include a mix of new car parking provision, housing and retail.



Place

- Contactless payment was launched in February 17 and in the first month accounted for 7% of all payments rising to 11% in March (approximately 3,000) and is still rising. Cashless payments have gone from zero three years ago (when chip and pin was introduced) to 33% of total transactions. Cashless payments are much faster than cash and so reduce queuing time for customers. This also means there is less cash to process, leading to lower cash handling costs.
The resurfacing of level 5 in Main Square Car Park, to the same standard as Level 4, will continue to help reduce queuing to get into the car park as the wider bays enable quicker parking. The newly painted surface also improves the aesthetics of the car park and has been welcomed by car park users. Given the success of this work a proposal will be put forward to agree funding for the remaining three levels to be resurfaced in the same way. In addition a further proposal will be submitted to install LED lighting throughout the car park which not only provides better illumination but also reduces energy costs by 60-70%. The milestones for the LRB site have affected the proposal for a new car park. The proposal will form part of the review of the LRB site and work on exploring options for the redevelopment of the site is currently ongoing.
- The Council has selected Berkeley Homes to be its partner in developing Ashwood House and Pembroke House. The schemes have been developed for both properties. Public consultation has been carried out. Berkeley Homes have been carrying out their due diligence and the legal documents have been progressed. Agreement has also been reached with Surrey County Council (SCC) regarding practical issues such as relocation of the bus stops. The concrete ramp and existing canopy will be removed as part of the works. New public realm works will be put in place following removal of the scaffolding. This will be the first phase of public realm works for the town centre along Pembroke Broadway and the footpath through to Princess Way.
- The Council supported the renewal of the Business Improvement District (Collectively Camberley) for a further 5 years and this was successful. The Council delivered a number of events during the year to support the town centre. These were the Queen's 90th Birthday picnic on 11th June, Camberley International Festival from 1st – 11th June, Olympic Sports Market on 13th August and Camberley on Ice throughout December. The Queen's 90th Birthday Picnic in London Road Rec was attended by approximately 500 local residents.
Camberley International Festival took place across numerous venues including town centre bars. Participation/audience was estimated to be in the region of 1,000 while the event also generated a great deal of positive media and social media coverage for the town.
The Olympic Sports Market was held on Park Street during a busy Saturday in August. Camberley on Ice attracted 12,000 visitors and 7,000 paying skaters.
- The Council implemented a permanent night time closure to vehicles on the High Street on Wednesday, Friday and Saturday nights. "The Surrey County Council High Street (D3512) Camberley (PROHIBITION OF TRAFFIC) Order 2016" was made on the 8th November 2016. This prohibits traffic on the High Street Camberley from 2130 hrs every

Place

Wednesday, Friday and Saturday to 0400 hrs the following day. The Order was made following a 3-year pilot which saw crime and disorder in the town centre fall by 50%. This is largely due to pedestrians not been confined to the pavements. Closing the road to vehicles has also stopped the anti-social driving which previously occurred on the High Street at night. The Police are fully supportive of the closure and it forms part of their policing policy for the town.

- SHBC took on responsibility for all SCC verges, roundabouts and weed killing from April 2017 and as a result has improved the service that had been delivered by SCC, by increasing the number of urban cuts to 8p.a from the previous 6p.a and rural cuts to 3p.a from the previous 2 p.a. There will also be 2 weed sprayings p.a. Combining what was the county service with our own grass cutting services means that a more consistent service can be delivered across the Borough resulting in all verges cut to the same level at the same time. Unfortunately the funding initially promised by SCC to the Borough to take this on is likely to reduce by 36% in 2018/19 which will only cover the cost of 4 urban cuts, 2 rural cuts and 1 weed spray. If the current level of service is to be maintained around £35,000 of extra funding will be required.
- The total amount of household waste generated per household in Surrey Heath has reduced. In 2016/2017 it was 824.66 kg/household/year compared with 835.82 kg/household/year in 2015/2016. Surrey Heath remains the highest performing authority in Surrey for recycling and is the fourth highest authority in the country. The predicted recycling rate for 2016/2017 is 62%. This is slightly lower than the target of 63%. The shortfall was largely due to the increase in the number of flatted properties in Surrey Heath. Work is currently underway to introduce innovative solutions for recycling from flats as well as reducing contamination. Surrey Heath has been appointed as the administering authority for the Joint Waste Contract. A centralised team has been set up to manage the contract with all waste staff employed by the partner authorities being transferred to Surrey Heath. All staffing costs continue to be paid by the partner authorities.



Prosperity

Objective

To sustain and promote our local economy so that people can work and do business across Surrey Heath

Priorities

- To maximise returns on our investments and deliver construction led growth across the Borough
- To support economic development through the delivery of the Economic Development Strategy Action Plans

In 2016/17 we said we would:

- Buy property for regeneration and investment.
- Review our investments; ensuring maximum return and minimal risk.
- Support housing and business property development.
- Work with the Government to identify publicly owned land for redevelopment.
- Host the Surrey Heath Business Awards to showcase businesses in the Borough.
- Promote Surrey Heath as a business relocation opportunity.
- Deliver applications to the Local Enterprise Partnership for funding to support the local economy.

Our achievements this year are:

- In order to support economic development and regeneration the Council purchased £121m of property during the year of which the majority was in the town centre. These properties alone are budgeted to contribute £2.9m before loan repayments to the Council's budget. In addition having control of the town centre this should remove some of the barriers to regeneration – one of the models being considered is a development company. Further property investment will be needed in the coming years to address the funding cuts the Council faces if services are to be maintained.
- As a result of the investment strategy followed, the Council has managed to achieve a surplus of £140k against budget for investment income, and a saving of £600k against budget in borrowing costs. In March the Council used its investments to pay down some of its debt and is working with its advisors to reduce risks on borrowings from interest rate changes.



Prosperity

- The Council has worked hard during the year with developers to bring forward housing. During the year the Council tax base increased by 427. The Council invested in facilities at its SANGs land in Chobham to enable it to be used to bring forward new homes in the Borough. The Council was also awarded capacity funding by Government to support its proposal to develop a “Garden Village” in the Borough which would not only deliver housing but also the associated infrastructure.
- The Council has continued to work with Government to bring forward surplus MOD land for redevelopment. However, changing priorities within the MOD (outside the Council's control) have affected the progress of this project during the year, but work is still ongoing.
- The Surrey Heath Business Awards attracted 32% more applicants this year compared to last year, which reflects its increasing popularity year on year. Over 150 delegates attended the awards event on the 31st March 2017 and there was widespread reporting in the local media. This event is always oversubscribed.
- The Council has worked to promote the Borough as a place for business over the past year. It has proved difficult to attract substantial new businesses to the Borough due to the lack of land for commercial development however the Borough does have one of the highest rates of small business start-ups in the country with 36 new businesses and 95% satisfaction rate. It is also growing a reputation in certain niche industries such as IT and pharmaceuticals.
- The Council has submitted funding applications to the Local Enterprise Partnership (LEP) and has got through the first stage - it has to now submit business cases for each bid during 2017/18. The Council is seeking £5m towards highway improvements in Camberley Town Centre and £6m towards the Public Realm work in the town centre. Several of these schemes are dependent on match funding from this Council as well as Surrey County Council, which is facing financial problems. Post election, it is unclear whether LEP funding will continue, or if the Government will introduce a new mechanism for infrastructure investment to improve outcomes. The Council received a £2m LEP loan for the Chobham Water Meadows, £5m contribution subject to matched funding for the Meadows gyratory and an £8m loan towards Ashwood House.



Performance

Objective

To deliver effective and efficient services better and faster

Priorities

- To change the way we work
- To maximise use of the buildings we own
- To increase partnership working

In 2016/17 we said we would:

- Deliver a plan for management of the Arena Leisure Centre.
- Identify commercial opportunities to increase income and support the Council's future sustainability.
- Review services to deliver value for those living and working in Surrey Heath.
- Work in partnership with other authorities and the public and private sectors to deliver increased benefits to businesses and residents.
- Appoint a contractor for Joint Waste Collection service and shared contract management team.
- Work with other Boroughs to reduce fraud.
- Use space in Surrey Heath House more efficiently; promote agile working for staff to increase the number of tenants and provide residents with a one stop shop for public services.

Our achievements this year are:

- In March 2017 the Council agreed to the establishment of a Member Working Group to consider procurement options for the Arena Leisure Centre. This group is tasked with putting forward a recommendation to the Executive in July 2017.
- The Council over the past year identified and implemented a number of new income and efficiency generating opportunities including:
 - The leasing of part of the IGC and Knoll Road car park to South Central Ambulance Service, this will generate £25,000 income p.a;
 - The opening of a new café at Lightwater Country Park, this will generate £5,000 per income p.a;
 - Foot Golf, which started in March 2017 at Frimley Lodge Park, estimated income is likely to be £3,000-£4,000 in the first year;
 - The introduction of day fishing licenses at Lightwater Country Park, estimated income is £5,000 p.a;



Performance

- Launched Home Safe Service helping patients discharged from hospital settle back in at home by offering our community services such as community alarms and Meals at Home. An initial 17 Home Safe packs have been distributed and this has resulted in three referrals of which one client has taken up our community alarm service and two have taken up both the community alarm and Meals at Home service. If all 17 packs result in referrals they have the potential of increasing the community alarm income by £4,280 p.a and meals at home by £17,000 p.a;
- The Council increased the number of Meals at Home by 11% in the last 6 months, which has the potential of increasing income by £5,000 to £7,000 p.a;
- The Council purchased £121m of property during the year and these properties alone are budgeted to contribute £2.9m (before loan repayments) to the Council's budget;
- Reviewed three of the Council's seven departments to ensure our services continue to offer value for money for the residents and businesses of Surrey Heath;
- Invested in a new box office booking system for the Theatre which has already resulted in over 50% of ticket sales being online. The system has been also been integrated into the Council's contact centre enabling staff there to sell tickets.



- The Council has worked with, Project Five and Surrey Chambers of Commerce to provide an advice service for new businesses. This is a bespoke complimentary service tailored for start-up businesses, this year 36 businesses have participated with 95% satisfaction rate. The Joint Waste Partnership with Elmbridge, Woking and Mole Valley has appointed a contractor, Amey, with the service having gone live in June 2017. We have been working with Woking Borough Council to deliver the Council's Environmental Health service. The partnership with Runnymede in Family Support and Community Services continues to thrive with new services being delivered to the community including Home Safe and an improved Meals at Home service. The proposed business case for Building Control Partnership did not deliver a strong mandate however work continues to see if a different model would deliver the required benefits.

Performance

- Worked with four local Councils to deliver the new Joint Waste Partnership and appointed Amey as the new contractor to provide the waste and recycling collection service and street cleansing service from 2017/18. The contract will commence in Surrey Heath in February 2018 and is estimated to provide annual savings to the Council of £330K. The contract and final Inter-Authority Agreement was signed on 26th May 2017. The contract commenced in Elmbridge on 3rd June 2017.
- During 16/17 the Counter Fraud and Corporate Enforcement Team have: identified £23,500 of incorrect Single Person Discount through a data matching exercise. Successfully prosecuted 11 waste related cases resulting in £5,831 in costs. The team issued 18 Fixed Penalty notices for a raft of environmental offences generating an income of £2,055. The team worked with Surrey Police and Parish Councils to move on 4 separate illegal incursions in a timely manner.
- The ground floor of Surrey Heath House continues to provide a multi-agency customer hub with the Council, Police, Job Centre Plus and Surrey Disabled People Partnership, all delivering face to face services. Greater collaboration between staff across the agencies means a better all-round service can be offered to customers. We are currently exploring options of shared services with the Job Centre Plus. The Council has introduced a new digital system to improve customer service and service delivery in planning, licensing, waste and recycling, environmental health and building control. This has also been coupled with new cloud technology for email and a document management system which introduces a more efficient way of working, resulting in staff being able to access their email & files from any device and from any location.



People

Objective

To build and encourage communities where people can live happily and healthily

Priorities

- To work with partners and the community to keep Surrey Heath a clean, green and safe place
- To work with partners to deliver the Sustainable Community Strategy Action Plan
- To deliver the Surrey Heath Health and Wellbeing Action Plan with the Surrey Heath Clinical Commissioning Group and Surrey County Council

In 2016/17 we said we would:

- Maintain a range of services to help vulnerable people live independently in their homes and reduce the numbers living in isolation.
- Provide support to people with dementia and their carers.
- Develop a wider range of housing options to meet housing need.
- Increase success for homelessness prevention; maintain low levels of homelessness cases and B&B use.
- Open the visitor centre in Lightwater Country Park to provide space for school groups and a café.
- Expand the range of activities on offer in our parks.
- Develop a programme for the refurbishment of play areas across the Borough.
- Continue to deliver high quality community events such as Frimley Lodge Live, Camberley International Festival and Outdoor Theatre.
- Support the Olympics with events around the Borough.
- Work with sports clubs to increase sports participation.
- Extend the Workplace Wellbeing Charter to businesses across the Borough.

Our achievements this year are:

- The proportion of people over the age of 85 years in Surrey Heath is growing faster than any other district in Surrey. It is predicted that between 2015 and 2025 this group will have increased by 60% compared to 40% for Surrey as a whole. Although numbers in the older age groups are relatively small, this group are more intensive users of health and social care. They are also more likely to experience social isolation and/or loneliness. The services provided by the Council help to meet these needs as well as generating additional income to the Council. These include:
 - Around the clock emergency assistance through our community alarm and telecare service.
 - Accessible community transport to locations around the Borough and beyond.
 - A GPS Location Service for supporting vulnerable residents of all ages and with a wide range of disabilities, health issues etc.
 - Hot meals delivered ready to eat at the door every day of the week (including Christmas Day).
 - Activities, friendship and hot meals at our Windle Valley Centre.



People

All services have continued to move forward and have been developed over the year. An example of the success of this is the rebranding and relaunching of Meals at Home resulting in an increase in meal deliveries of 11% in the first month post relaunch. In order to promote services to residents, all services have been rebranded and new literature reflects the new approach to delivery of services. In addition, the Borough's website has been updated to mirror the changes made to paper copy literature and we have increased the number of online referral forms for service requests.

- There are currently around 1,100 people in Surrey Heath with dementia. By 2020 this number is estimated to increase by 45%. Increasingly people with dementia are living for much longer in the community, and that will mean that more customers to businesses in Surrey Heath, and potential customers of the Council, will have dementia. In order to meet this challenge we have continued to participate in the Dementia Strategy Board. Surrey Heath Contact Centre staff; a number of other front line staff; and Members have been trained as "dementia friends".
 - The Saturday Club continues to operate in Bagshot for people with dementia and their carers. All staff and volunteers have been trained as dementia friends.
 - The Arena is offering a valuable service to people with dementia. The Arena staff have been trained as dementia friends and are part of the Dementia Action Alliance (DAA) for Camberley.
 - Windle Valley Day Centre and its services are also working towards becoming a member of DAA for Bagshot.
 - A number of businesses in Bagshot/Camberley are also working towards becoming members of the DAA.
- The Team Around the Person project was extended, providing support to rough sleepers with multiple needs. The work delivers positive outcomes for vulnerable residents while providing cost benefits for other services such as health, social care and the police. The number of households who had their homelessness prevented increased from 84 to 129 (only the second time in 10 years that we have assisted over 100 households in one year). This equates to 2.5 households a week avoiding homelessness through our work. In spite of the cost of B&B increasing and, due to benefit restrictions the cost passed onto residents placed being capped, the net cost of B&B increased by just £2,000 on the 2015/16 costs. Work started at the end of the year with Ethical Lettings, a not for profit letting agency, who source affordable tenancies in the private sector. This work will be developed further in 2017/18 to increase options for residents at risk of homelessness.
- The refurbished Lightwater Visitors' Centre and Café opened in autumn 2016. It generates income of £5,000 p.a for the Council as well as providing a learning/meeting/community space in this well-loved park. This links to the new nature and heritage activities and events that we will be introducing in the coming year including the development of a forest school, which will provide local schools with the opportunity to get their children out of the classroom and into our parks and greenspaces to develop their learning.

People

- The Council now offers a very broad range of activities for the whole community including: Increased choice of nature and heritage walks, walking football for the over 50s, doorstep sports (taking sports to the community) and Foot Golf at Frimley Lodge to name a few. Walking football has seen a 100% participant increase in the last year, with 56 monthly participants compared to 28 in 2016. The Council is working in partnership with Eikon and Streetgames for Doorstep sport. We have delivered doorstep sport to 111 young people in 2016/17, 32 of them new starters. Out of the 111 young people engaging in the Old Dean outreach programme, 75% of those attending live on the Old Dean estate and the majority of these young people are in high risks groups for becoming NEET (Not in Employment, Education or Training).

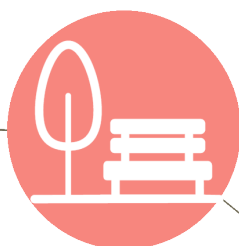


Walking football

- In Spring 2017 the Council agreed a Borough-wide play area improvement scheme to the value of over £650,000 to be implemented over the next three years.
- The Council delivered high quality community events including the Frimley Lodge Live Music Festival, Camberley International Festival, outdoor theatre and Camberley on Ice. Frimley Lodge Live 2016 attracted attendance of more than 3,000, Camberley International Festival participation/audience was estimated to be around 1,000, the outdoor theatre in Frimley Lodge Park attracted an audience of approximately 300, and Camberley On Ice attracted 7,000 paying skaters and 12,000 visitors.
- The Council held a special “good luck” civic reception for two of the Borough’s Judo Olympians in July which was attended by a broad cross section of the local community including voluntary groups, sports organisations, youth groups and local businesses. The reception recognised the endeavour of a number of Borough residents who had been selected to represent the country at the Rio Olympics. A special recognition award was given to the two Olympians in attendance. The Olympic Sports Market Day was a community event held on Park Street in Camberley and involved numerous sports clubs and sports related businesses providing a range of sport/health related activities free of charge on a busy Saturday in August.

People

- The Council supported local clubs to increase sports participation, examples of these include:
 - Support from the Council for Quays Wake and Water Ski club and Farnborough Fins enabled them to access Sport England's "Sportivate" funding, which allowed them to run free or subsidised coaching programmes for 11-25 year-olds who were not considered to be particularly 'sporty'. This programme helped both clubs attract new members which in turn helped with club sustainability.
 - The Council enabled Camberley Town Youth FC to successfully launch the only "girls-only" football team in the Borough, which resulted from Surrey Youth Games coaching sessions. Previously, girls only had the option of joining mixed teams with boys – and while this isn't necessarily an issue, FA research has found that girls are more likely to play and stick with football when in a girls-only setting, particularly as they move into older age groups. The team have been playing in an under 11 league all season. The Surrey Heath Sports Council also supported both coaches within the team by paying for 50% of their respective coaching qualifications.
 - The Council supported The Festival of Sport which ran from 8th August – 12th August 2016 and featured 13 taster sessions put on by local clubs, including Bowls, Table Tennis, Rounders, Archery, Dance and more.
 - The Council ran a "Club Conversations" event which was attended by around 15 local sports clubs. Key discussion points such as applying for external funding and marketing to new members were discussed, with a presentation given by Bagshot Tennis Club to their peers. We recruited 3 new members to Surrey Heath Sports Council from the event.
- The Council promoted the Workplace Wellbeing Charter to businesses across the Borough and achieved the Commitment Award for ourselves and the Surrey Heath NHS Clinical Commissioning Group.



Additional Success Measures

In addition to the various projects outlined in the plan we said we would measure success by these indicators which focus on matters of particular interest to residents.

Place	Target	Q1	Q2	Q3	Q4
• Percentage of Household Waste sent for Recycling, Reuse and Composting	63% Q	61%	62%	62%	62%
• Occupancy of Camberley Town Centre car parks	55% Q	55%	57%	60%	59%
• Percentage of food premises achieving 3 stars or above	95% Q	97%	97%	96%	96%

Prosperity	Target	Q1	Q2	Q3	Q4
• Increase in Council Tax Base (No. of Properties)	35,787 Q	35,851	35,906	35,978	36,051
• Increase in Business Rates base (No. of Properties)	2,589 Q	2,584	2,556	2,556	2,642
• Percentage of minor planning applications determined within 8 weeks (National Target)	65% Q	68.8%	55.6%	57.9%	75.8%
• Percentage of major planning applications determined within 13 weeks (National Target)	60% Q	66.7%	92.3%	75.0%	77.8%

Performance	Target	Q1	Q2	Q3	Q4
• Time taken to process benefit claims (Days)	15 Q	6	9	9	4
• Percentage of complaints responded to within target	90% Q	88%	100%	71%	82%
• Collection rate for Council Tax Per Quarter	100% A	29.6%	28.2% (57.8%)	27.7% (85.5%)	13.9% (99.4%)
• Collections rate for Business Rates Per Quarter	100% A	29.8%	27.3% (57.1%)	25.8% (82.8%)	15.9% (98.8%)
• Percentage of payment transactions where the customer has self served	30% Q	31%	31%	34%	35%
• Customer satisfaction rating of good/ excellent to exceed 90%	90% Q	93%	98%	99%	99%

People	Target	Q1	Q2	Q3	Q4
• Number of users of the Arena Leisure centre	500,000 A	180,584	128,007 (308,591)	119,556 (428,147)	125,112 (553,259)
• Sports pitch income for the year	£110,000 A	£13,821	£24,341 (£38,162)	£41,654 (£79,816)	£51,925 (£131,741)
• Number of journeys by community bus in a year	24,000 A	5,664	5,459 (11,123)	5,783 (16,906)	5,241 (22,147)
• Number of Meals at Home served in the year	28,500 A	6,448	7,266 (13,714)	8,758 (22,472)	9,361 (31,833)

Key

A = Annual
Q - Quarterly

Comments and Feedback

We always welcome comments, suggestions and feedback (critical or otherwise) on our plans and the way we write our documents and communicate them.

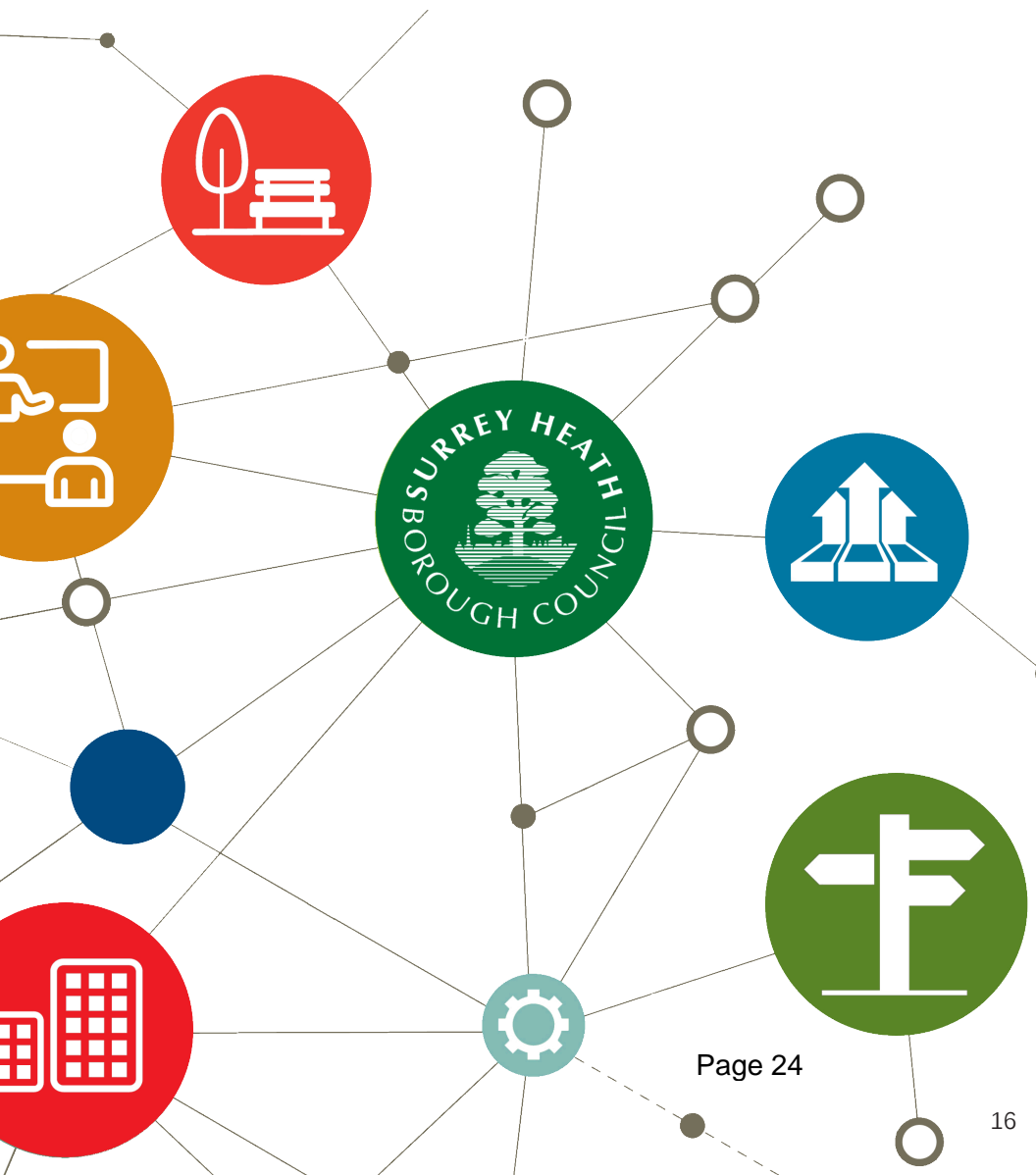
- You can email our Customer Contact centre at enquiries@surreyheath.gov.uk
- You can drop written comments off at our main office
Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD
- You can telephone our Customer Contact Centre on **01276 707100**
- You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website www.surreyheath.gov.uk
- Stay in touch with us via Twitter and Facebook



@surreyheath



SurreyHeath



Council Finances as at the 31st March 2017

SUMMARY

To provide the Executive with a high level view as to the Financial Performance for the year 2016/17

PORTFOLIO	Finance – Cllr Richard Brooks	Signed off: 15 th May 2017
WARDS AFFECTED	All	

RECOMMENDATION

The Executive is advised to NOTE the report.

1. KEY ISSUES

- 1.1 This report covers the entire financial year to the 31st March 2017. Although a lot of work is still ongoing in respect of the financial statements, as these do not have to be completed until the 30th June 2017, the purpose of this report is to give members a high level view as to the financial performance of services for the year highlighting significant variances against budget. The figures reported in this report only include controllable costs. Costs relating to asset charges and pensions, which will form part of the overall financial outturn, have been excluded.
- 1.2 Overall the Council has had a successful year with controlled spending in many areas and additional income. In addition there are surpluses on Business Rates and Council Tax which will benefit the Council in future years.
- 1.3 The final accounts will be published on the Council's website by the 30th June 2017, then audited and finally submitted to members by the 30th September 2017.

2. RESOURCE IMPLICATIONS

Revenue Budget

- 2.1 A review of actuals against budget which have generated a variance greater than £20k at the end of the year is shown in the attached Annex A. It can be seen that most areas have come in under budget.

Capital Budget

- 2.2 At the end of the year £122.8m had been spent on capital expenditure of which £121.8 was spent on property acquisition. More detailed information will be included in the Capital Outturn and Carry Forwards Report which is due to come to Executive in July.

Treasury Investments

- 2.3 The Council currently has £10.3m invested in a variety of banks, building societies and funds. On the advice of our treasury advisers the Council's investments were reduced in order to reduce the Council's borrowing exposure. From analysis done by our advisers the Council has managed to achieve a combined 2.56% return for the last quarter which is well above the Local Authority average of 1.14%. At the year end investment income was £478k which is £178k above budget. Going forward interest returns will be significantly lower than budget given the much reduced investment balance however this will be offset in savings in interest paid due to reduced borrowings.
- 2.4 In 2016/17 Surrey Heath sold its remaining Icelandic investments. Overall out of the original £4m borrowed £4.05m has been recovered representing 101% of the principal.

A list of investments held at the 31st March 2017 is shown in Annex B

Borrowing

- 2.5 The Council has borrowed £119m to fund property acquisitions. Based on the advice of our Treasury advisers £17.4m is made up of longer term loans from the Public Works Loans Board with the remainder being shorter term loans from other local authorities.

3. Debtors

Sundry Debts

- 3.1 Sundry debts include all debts except those relating to benefits. At the 31st March 2017 these amounted to £852k compared with £1.149m for the same period last year.

Housing Benefit Debts

- 3.2 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. At the 31st March 2017 the balance was £653k compared with £649k at the end of the last quarter. During the last 3 months £86k was collected and £90k of new debts were raised. 31 debtors, or around 10% of the total, account for almost half of the debt.

4. OPTIONS

- 4.1 The report is for noting only.

5. PROPOSALS

- 5.1 It is proposed that the Executive is advised to NOTE the report

6. SUPPORTING INFORMATION

- 6.1 None

7. CORPORATE OBJECTIVES AND KEY PRIORITIES

7.1 This item addresses the Council's Objective of delivering services efficiently, effectively and economically.

8. RISK MANAGEMENT

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

BACKGROUND PAPERS	None
AUTHOR/CONTACT DETAILS	Kelvin Menon Executive Head of Finance Kelvin.menon@surreyheath.gov.uk
HEAD OF SERVICE	Kelvin Menon Executive Head of Finance Kelvin.menon@surreyheath.gov.uk

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

	Required	Consulted	Date
Resources			
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			

Review Date:

Version:

Summary Information on the Revenue Budget Position at 31st March 2017

Most of the revenue accounts have now been closed so the outturn on an individual service level can now be reviewed. The figures provided to services and reported below exclude pensions (deficit payments and past years) and asset charges as these are not controllable by service managers.

The tables below list significant variances against budget greater than £20k together with an explanation. “+” denotes favourable and “-“ denotes adverse. The figures shown include wages costs as these have now all been charged to individual services. Although there are a significant number of underspends some of these will be carried forward in to next year and these will form the basis of a report to Executive in July.

Finance

Function	Variance	Notes
Counter Fraud fund	+£57k	This is the remainder of an anti-fraud grant and will be carried forward
Cost of collection - Ctax	+£26k	Increase in summons income
Housing Benefits	+£245k	Recoveries not budgeted for and lower level of claims

Interest received was £178k more than the budget

Interest paid was about £675k under budget due to the use of short term borrowing on the advice of our treasury advisors. This will be placed in to an interest equalisation reserve until such time as the borrowing is fixed for a longer time period

Transformation

Function	Variance	Notes
Economic Development	+£22k	Grant of £20k not budgeted for – c/f
Revenue Grants	+£37k	Underspend on grants awarded
Community Safety Partnership	+£74k	Underspend on CSP grant expenditure

Corporate

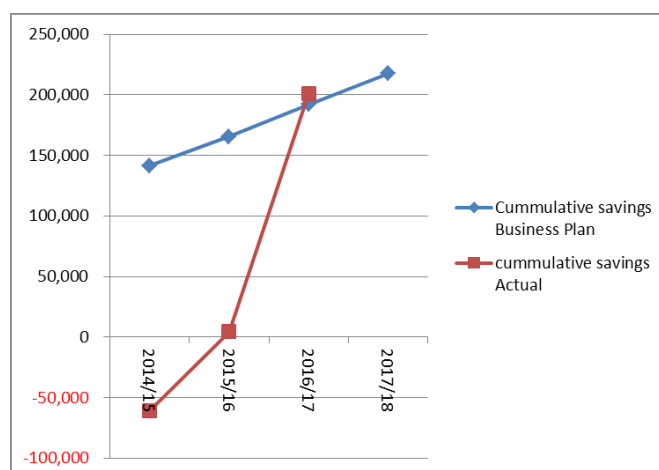
Function	Variance	Notes
Members	+£62k	Saving on wages and recharges
Electoral Registration	+£46k	Wages, additional grant recharges
Public Relations	-£28k	Salaries and recharges

Business

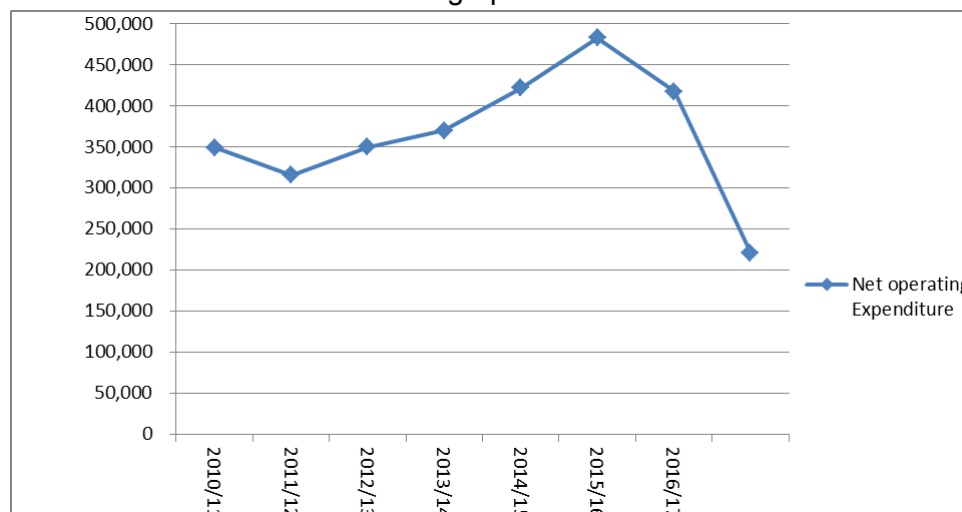
Function	Variance	Notes
Theatre	-£250k	Theatre performance down against budget but in fact actual performance has improved by almost £200k

		compared to actuals last year. See graphs below
Leisure Marketing	+£23k	Reduction in marketing costs
Car Parks	-£102k	Income not reaching budget actual was slightly higher than the previous year
Parks and open spaces	-£21k	Increase in maintenance costs greater than increase in income.
New leisure facility	+£95k	Budget will be carried forward

Despite making a loss against the budget the theatre has exceeded its target of cumulative savings against the base year of 2014/15 as compared with the original business plan as per the graph below:



The theatre has closed the gap by almost £200k in this year alone meaning that the total subsidy excluding support recharges, asset value movements and restructuring costs was £221k as shown in the graph below:



Regulatory

Function	Variance	Notes
Planning Applications	+£62k	Income up on budget and lower salary costs
Development advice	-£25k	Income higher than budget
Planning Appeals	-£48k	Appeals costs up – this figure may rise

		for accrued costs
Surrey Heath Local Plan	+£173k	£90k grant and underspend on consultants to be carried forward
One public estate	+£194k	Grants received which will be carried forward
Homelessness	+£106k	Savings on rent, wages and overheads
Supporting people	+£25k	Savings on recharges

Legal and Property

Function	Variance	Notes
Building control – fee related	+£31k	Increase in income
Corporate Land Management	+£155k	£136k relates to maintenance which will be transferred back to reserves
St Georges Industrial	+£52k	Rent and service charges up
Ashwood House	-£171k	Rent shortfall due to vacant unit
Albany Park	+£321k	Property purchased in year but not budgeted for

Community

Function	Variance	Notes
SCC recycling grant	+£98k	£100k SCC grant to be c/f
Noise pollution	+£47k	Underspend on wages
Recycling and Waste	+£62k	Reduction in contractor costs
Street Cleaning	+£42k	Reduction in contractor costs
Windle Valley	-£25k	Income down and wages up
PPF fund	+£30k	To be transferred back to reserves

Other items

There is the corporate savings target of £197k which needs to be subtracted from any gains as this was budgeted for but unallocated during the year.

The Town Centre investments will make a contribution to the bottom line as they were purchased in year but not budgeted for.

The Collection fund for Business rates has a surplus of £3.5m and Council Tax £2.3m of which a proportion will come back to the Council in future years to contribute to the budget.

Investments as at 31st March 2017

	£	£
<u>Fixed Short Term Investments</u>		
Coventry Building Society	2,000,000	
Glasgow City Council	2,000,000	
Lancashire County Council	2,000,000	
Total Fixed Short Term		6,000,000
<u>Banks</u>		
Natwest Bank Business Reserve (SIBA)	2,295,134	
Total Banks		2,295,134
<u>Longer Term Investments</u>		
CCLA Property Fund	2,053,609	
Total Longer term investments		2,053,609
Total Investments		10,348,743

Annex C

CAPITAL MONITORING 2016/17 QUARTER 4

	B/Fwd From 2015/16	General Fund Adjustments	Approved Bids 2016/17	Total 2016/17 Programme	Current Spend & Commitments	Variance and carry forwards
	£'000	£'000	£'000	£'000	£'000	£'000
Legal						
Property Acquisition Strategy	1,035	-	-	1,035	427	609
Ashwood House	47	-	375	422	407	15
C & R Camberley TC	-	-	86,216	86,216	86,216	0
House of Fraser	-	-	18,754	18,754	18,754	0
Albany Road	-	-	16,075	16,075	16,075	0
Sub Total	1,082	-	121,420	122,502	121,878	624
Transformation						
Civica Financial System	30	-	-	30	2	28
Wifi Surrey Heath House	-	-	35	35	-	35
Cloud	-	37	75	112	34	78
Sub Total	30	37	110	177	36	141
Business						
Main Square Refurbishments	-	-	165	165	106	59
PIC Monies	127	-	-	127	30	97
Camberley Park & Obelisk	42	-	-	42	-	42
Wellington Park	20	-	-	20	-	20
Deanside Diamond Ridge Woods Picnic Area	35	-	-	35	-	35
Lightwater CP Visitor Centre	29	-	-	29	22	7
Theatre Seating	-	-	90	90	92	- 2
Deepcut Community Centre	-	-	-	-	40	- 40
Sub Total	253	-	255	508	290	218
Community						
Disabled Grants	-	-	600	600	509	91
Maintenance	-	-	20	20	23	- 3
Adaptions	-	-	5	5	3	2
Sub Total	-	-	625	625	535	90
Corporate						
Public Web Portal	12	-	-	12	5	7
Telephone System	25	-	-	25	-	25
Sub Total	37	-	-	37	5	32
Regulatory						
Openspace works	259	-	-	259	105	154
Sub Total	259	-	-	259	105	154
GRAND TOTAL OF ALL SCHEMES	1,661	37	122,410	124,108	122,850	1,258

Reference from Performance and Finance Scrutiny Committee - Council's Planning Enforcement Function

Summary

At its meeting on 22 March 2017, the Performance and Finance Scrutiny expressed concern in relation to past performance of and the contribution going forward, of the Planning Enforcement function. The Committee proposed that the Executive review this function, focussing, in particular, on resource and budgetary implications, with an objective of substantially improving the service.

Chairman, Performance and Finance Scrutiny Committee

Wards Affected	All
-----------------------	-----

Recommendation

The Executive is asked to note the concerns of the Performance and Finance Scrutiny Committee in relation to the Planning Enforcement function and to review the function, focussing in particular, on resource and budgetary implications, with the objective of substantially improving the service.

1. Key Issues

1.1 In consideration of the functions underpinning the Regulatory Portfolio, Members of the Performance and Finance Scrutiny Committee raised concerns in relation to the Planning Enforcement function, in particular that it was viewed as being less than satisfactory and that this arose from the following:

- (i) The workload/extensive number of enforcements covered by one Enforcement Officer; including the number/extent of outstanding enforcement issues;
- (ii) The workload of the Council's Arboricultural Officer;
- (iii) The way in which enforcement is prioritised for different types of enforcement;

1.2 It was noted that the Council had, as part of a restructure, reduced the number of enforcement officers. This was, in part, reflected in the priorities set in the Local Enforcement Plan in September 2014 (Minute38/E refers). To address this, the service had sought support from Corporate Enforcement Officers and the Council's Contact Centre, making the best use of resources across the Council, and would continue to review the support available from planning officers. A new ICT system would also allow officers to access Council systems whilst out on site and the input of the Contact Centre could be further developed.

- 1.3 Whilst recognising recent developments to assist the enforcement function, Members expressed continued concerns that insufficient resources were seriously impacting on this service, with many issues receiving low or no priority, leading to enforcement being viewed as less than satisfactory.

2. Resource Implications

- 2.1 The Performance and Finance Committee is asking the Executive to review resource and budgetary implications, to support a substantial improvement that Members believed was necessary for the Service. Any resource/financial implications would depend on the Executive's decisions thereon.

3. Officer Comment

- 3.1 The Chief Executive has listened to the recording of the debate regarding planning enforcement performance and resources discussed at the meeting. It was not totally clear what Members were asking for. A number of the statements made were anecdotal and it is felt were made as a result of having received contact from aggrieved residents.
- 3.2 Views on the performance of some developers was mentioned by Members. It is the opinion of the Chief Executive that these concerns are not universal and are only relevant in a small number of cases.
- 3.3 The Executive will be aware that prior to and since the debate, senior officers have been monitoring the planning enforcement position. The Chief Executive has been directly involved in a number of high profile cases, analysing the issues and working closely with officers to establish where processes can be improved. A new corporate enforcement team has been set up to bolster the resource for all enforcement areas. This team has not been operating long enough to establish what level of difference they are making, however it should be recognised that there have been some very detailed cases that have naturally impacted disproportionately on resources at times.
- 3.4 Resourcing for this function considered purely on the debate at Scrutiny is not necessarily objective evidence as it is based on a number of individual cases raised by residents. It was reported that there were 110 cases of enforcement outstanding. This is not unusual nor is it considered a significantly high workload as cases can range from simple letters before action to complex inquiries or injunctions. To increase officers on the basis of the number of outstanding issues is not a reliable enough indicator.
- 3.5 As the officer dealing with Stage 3 complaints, it is very common for the Chief Executive to receive complaints that are planning and indeed planning enforcement related. By its nature this service is one of the most emotive areas of Council business. Councillors will often hear about issues because residents expect a speedy resolution which is,

regrettably, not always possible. Equally, although it is deemed as a complaint it does not necessary make it a viable planning enforcement case and much of the work and time involves trying to explain to residents why cases are not enforceable.

- 3.6 Issues often relate to 3 important factors. Firstly, timely communication, secondly speed of decision making and thirdly, confidence of decision making. The level of resource may well, at times, be a factor but it is not the most significant one.
- 3.7 The new corporate enforcement team, as well as the Contact Centre, have been tasked with supporting the planning enforcement service. How we deal with enforcement cases can be further monitored through the new computer system which has more information and monitoring functionality available to track the progress of cases.
- 3.8 In essence, as Head of Paid Service, the Chief Executive would like the staff to be given more time to allow the new processes and wider corporate resources to bed in over the next year before considering the need to increase the level of resource.

4. Options

- 4.1 The Executive can decide to note the Committee reference, instigate a review of resource and budgetary implications or decide that a review is not required at this time.

Annexes	None
Background Papers	Performance and Finance Scrutiny Committee minutes for the Meeting held on 22 March 2017
Author/contact details	Andrew Crawford – Democratic and Electoral Services Officer andrew.crawford@surreyheath.gov.uk
Head of Service	Richard Payne – Executive Head of Corporate

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Public Space Protection Orders (PSPO's)

Summary:

To approve the draft Public Space Protection Orders (PSPO's) for consultation.

Portfolio: Cllr Mrs Chapman (Community)

Date Approved: 3rd May 2017

Wards Affected: All

Recommendation

The Executive is asked to approve the draft Public Space Protection Order.

1. RESOURCE IMPLICATIONS

The funding for this project was approved by the Surrey Heath Partnership in October 2016 to cover the estimated costs of £8,000 that will be required to undertake the implementation of the new order.

2. Key Issues

- 2.1 In 2004 the Council implemented the current DPPO (Designated Public Protection Orders) which covered areas in Camberley town centre, Old Dean, St Michaels, Heatherside and Frimley Green Recreation Ground. This provided Surrey Police with the powers to seize alcohol or issue fines when appropriate.
- 2.2 The Anti-Social Behaviour, Crime and Policing Act 2014 received Royal Assent on 13 March 2014, and the Designated Public Place Orders have been replaced with Public Space Protection Orders.
- 2.3 The existing DPPO legislation will cease to have effect on the 14th October 2017. The new Public Space Protection Orders replace a number of existing orders and will be used in dealing with low level anti-social behaviour.
- 2.4 Councils are the Responsible Authority for implementing the new PSPO's which must be reviewed at least every three years.
- 2.5 A PSPO can include a number of restrictions and requirements. The Anti-Social Crime and Policing Act 2014 has superseded existing public space legislation relating to controlled alcohol zones, psychoactive substances, begging and responsible dog ownership in Surrey Heath.
- 2.6 The Executive at its meeting on the 4th October 2016 approved an initial consultation plan which took place between 17th October and 17th January 2017. Full details of the outcome are available as Annex 2.

- 2.7 The Council sought responses from various partners including Surrey Police, community representatives and organisations which may be affected by the proposals.
- 2.8 The Executive is asked to approve the draft Public Space Protection Order as attached at Annex 1. It reflects the outcomes of the public consultation.
- 2.9 The enforcement of the Public Space Protection Order will be jointly managed by the Council's Corporate Enforcement Team, Environmental Services, Community Safety team, Greenspace team, and Surrey Police.

3. ADDITIONAL INFORMATION

- 3.1 A questionnaire was publicised using a variety of tools and techniques with the aim of maximising the response: the tools included, publishing information within the Autumn 2016 edition of Heathscene, a dedicated web-page on the council website, four drop in sessions on Saturday's in November and January, social media and twitter feeds, and the 'Talk Surrey Heath Live' events. The Council website recorded 2,334 hits during this period.
- 3.2 A total of 259 responses were received, giving overwhelming support to all areas that the Council are considering implementing in the proposed Order. A total of 60% of the responses originated from GU15 and GU16 postcodes, and a 54% participation from those aged 55 plus within our community. The questionnaire gave each respondent the choice of supporting the proposal, not supporting or being unsure. An opportunity to feedback suggestions was provided and all responses were carefully considered by the project team

4. OPTIONS

- 4.1 The Executive has the option to
 - i) Agree the draft Public Space Protection Order for public consultation
 - ii) Amend the draft Public Space Protection Order for public consultation
 - iii) Not agree the draft Public Space Protection Order for public consultation

5. PROPOSAL

- 5.1 The Executive is asked to;
 - i. Approve the draft Public Space Protection Order for public consultation;
 - ii. to authorise that the Executive Head of Community to consider any comments arising from the public consultation in consultation with the Portfolio Holder for Community, and to make the Order unless there are any significant issues arising from the further consultation.

6. CORPORATE OBJECTIVES AND KEY PRIORITIES

- 6.1 We will build and encourage communities where people can live happily and healthily.
 - Using the green space we have to its best possible advantage by creating sporting and leisure opportunities for all.

- Helping older and vulnerable people to live independently and remain in their homes for as long as possible.
- Protecting the general health and wellbeing of the community through our services, our health promotion and community development work.
- Engaging with young people to help improve and sustain their leisure opportunities whilst encouraging them to take responsibility.
- Delivering with partners the Sustainability Community Strategy Priority action plans to improve: community safety, transport, health, children and young people and economic wellbeing.

7. EQUALITIES IMPACT

7.1 An equality impact assessment has been completed.

Annexes	1 – Draft Public Space Protection Order 2 - Details of the initial consultation
Background Papers	1- Proposed PSPO location maps hard copies available within the members room 2 Initial Consultation – Community FAQ's and Questionnaire.
Author/Contact Details	Jayne Boitout, Community Partnership Officer 01276 707464
Service Manager	Louise Livingston , Executive Head of Transformation 01276 707403

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

Resources	Required	Consulted
Revenue	N/A	
Capital	N/A	
Human Resources	N/A	
Asset Management	N/A	
IT	N/A	
Surrey Heath Partnership Budget	Approved Oct 16	

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

Review Date:

Version:

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Annex 1

SURREY HEATH BOROUGH COUNCIL

THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PUBLIC SPACES PROTECTION ORDER (SURREY HEATH) 2017

Notice is hereby given that Surrey Heath Borough Council (“the Council”) proposed the following Public Spaces Protection Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”)

1. This order shall come into operation on the 14th October 2017 and shall have effect for 3 years thereafter unless extended by further orders under the Council’s statutory powers.
2. The Order relates to all public places within Surrey Heath shown edged red on the attached plans (in annex 1).
3. The Council is satisfied that the conditions set out in Section 59(2) of the Act have been met namely that anti-social behaviour and criminal activities have been carried out within the restricted areas. Through the use of intoxicating and psychoactive substances, begging and irresponsible dog ownership/control. These activities have a detrimental affect on the quality of life of those in the locality, and it is likely that these activities will be carried out within that area and can have such an effect.
4. The Council is also satisfied that the conditions set out in Section 59(3) of the Act have been met. Namely, that the effect or likely effect of the activities are unreasonable and justify the restrictions imposed by this Order and that it is in all circumstances expedient to make this order for the purpose of reducing crime/and or anti-social behaviour in a public place.

BY THIS ORDER

Definitions

‘public place’ under S74 (1) of the Act means any place to which the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

‘interested person’ means an individual who lives in the restricted area or who regularly works in or visits that area.

‘Authorised Persons’ includes an Authorities Officer of the Council, Police Constables, Police Community Support Officers or other persons authorised by the Council.

‘psychoactive substance’ any substance which is capable of producing a psychoactive effect in a person if by stimulating or depressing the person’s central nervous system it affects the person’s mental functioning or emotional state and is not included in the list of exempted substances.

‘exempted substances’ are those listed in schedule 1 of the Psychoactive Substances Act 2016 or its successor. (controlled drugs, medicinal products, alcohol, nicotine and tobacco products, caffeine/caffeine products and food)

‘loitering’ to remain in any one place with no apparent purpose.

Prohibitions

The activities described below are hereby prohibited:

1. Persons shall not within the Restricted Areas:
 - A. Continue to drink alcohol: when asked to stop by an authorised person or
 - B. Fail to surrender any alcohol in their possession when asked to do so by an authorised person.

2. Persons shall not within the Restricted Areas:
 - A. Continue to ingest, inhale, inject, smoke or otherwise use psychoactive substances when asked by an authorised person to stop or
 - B. Fail to surrender any psychoactive substance in their possession, when as to do so by an authorised person.
 - C. Psychoactive Substance is given the following definition (which includes Drugs that are commonly referred to as Legal Highs): Substances with the capacity to stimulate or depress the central nervous system.
 - D. Exemptions shall apply in cases where the substances are used for a valid and demonstrable medicinal use, are cigarettes (tobacco) or vaporisers or are food stuffs regulated by food health and safety hygiene.

3. Persons shall not within the Restricted Area will not sit or loiter, in a public space as to actively beg, to include: verbal, non-verbal, written or non-written requests for goods, money or donations unless they are authorised at an appropriate location.

4. Persons shall not within the Restricted Areas:
 - A. Allow access to dogs in children's play areas.
 - B. Allow access to any more than 4 dogs per owner/walker.
 - C. Allow dogs off leads.
 - D. Refuse at the request of an authorised person to place a dog on a lead.
 - E. Refuse to take full responsibility of the dog/s within their control that defecates at any time on land to which the public or any section of the public has access and fails to remove the faeces.

Fixed Penalty Notice and Offences

1. It is an offence for a person without reasonable excuse to engage in any activity prohibited by this order.
2. In accordance with section 63 of the Act, a person found to be in breach of this Order by refusing to surrender alcohol to an authorised person is liable on summary conviction to a fine not exceeding level 2 on the standard scale which is currently £500.
3. In accordance with Section 67 of the Act, a person found to be in breach of this Order other than by refusing to surrender alcohol to an authorised person is liable on summary conviction to a fine not exceeding level 3 on the standard scale which is currently £1000.
4. An authorised person may issue a Fixed Penalty Notice to anyone he or she believes has committed an offence. The amount of the Fixed Penalty Notice shall be £100. The penalty can be reduced if paid within 10 days otherwise the full penalty will be due. If you do not pay the penalty within 15 days you may be prosecuted.

THE COMMON SEAL of}
SURREY HEATH BOROUGH COUNCIL]

Annex 1

Was here unto affixed this {--- day of -----}
In the presence of:}

Solicitor to the Council

DRAFT

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1. PSPO Consultation Outcome

2. Background

3. PSPOs were introduced in October 2014 by the Antisocial Behaviour, Crime and Policing Act 2014 and are designed to deal with a particular nuisance or problem in a particular area (a public space) that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. The PSPO's replaced the former Designated Public Place Orders (DPPO's).
4. The existing DPPO areas remain enforceable until 14th October 2017 these include Camberley town centre, Old Dean, St Michaels, Heatherside, and Frimley Green Recreation ground. The Surrey Heath Executive and Partnership approved the consultation plan outlined in September 2016, which introduced a Borough wide exercise from the 17th October – 17th January 2017.
5. Borough Councils are the lead agencies for making the new PSPO's which are different in nature to the previous legislation. A project team is working together to oversee this which includes: Surrey Police, SHBC Legal Services, Environmental Services, Business (Green Spaces), Corporate Enforcement and Community Safety.

6. The Consultation

7. The promotion included publicising in the Autumn/Winter edition of the Borough Council's magazine Heath scene which was distributed to every household in Surrey Heath in late November 2016. There are dedicated web pages on the Council's website with general information relating to the project, maps, and prior to the closing date a questionnaire was available for completion on line, or printed copies could be sent. There were also 4 drop-in sessions throughout the Borough during November and January, this was combined with social media, twitter feeds and The Talk Surrey Heath Live events all which all helped to galvanise a good awareness and response.
8. All locations relating to the above are detailed within the background paper P1.
9. This provided a result from which a total of **259 responses were received**, with an overwhelming support for the changes to the proposals. The questions and feedback are detailed below. The Council website hit for this period totalled 2,334.
10. **Timescales.** The council will analyse the feedback to the consultation with the outcomes being publicised following ratification by the council Executive on the 6th June 2017. The new PSPO's will be implemented by the 13th October 2017.

11. The Questions and Feedback

a. Q 1 Street Drinking and Psychoactive Substances (Formerly known as Legal Highs)

- b. This order will not mean that it is an offence to drink alcohol in a public space,
- c. But it is an offence if you fail to comply with a request by an authorised council officer or Police Officer to cease drinking or surrender alcohol within the designated areas.
- d. The order extends to include a measure that aims to stop people using psychoactive substances, formerly known as legal highs. This is due to the evidence as to the impact of these substances can have on our health. There have been local incidences where people have taken these substances and

they have been in need of immediate medical help. Generally these substances are not designed for human consumption and the effects of taking them have led people to behave in a very erratic manner which is often seen as anti-social. Please note this does not include tobacco or prescription medicine.

e. These areas included:

Frimley Green Recreation Ground
 Heather Ridge Arcade
 Southwell Park Road to Surrey Avenue
 Old Dean Shopping Parade
 Camberley Town Centre

f. The questionnaire gave an option to support, not support or don't know, and for an opportunity to share views on why this decision.

Q1: Yes	No	Don't Know	Total
219	26	14	259

12. Summary of Comments received:

Want all parks to be controlled by the alcohol zone x 2	This action will help people to feel safer and not intimidated by antisocial behaviour especially late at night if you are a female on your own x 2
Want the Obelisk and surrounding area included within this zone x 8	If it is not an offence to drink alcohol how will the use of the power be targeted? What controls will be in place to stop it being misused against certain individualsx1
Would like Camberley Railway and Car Park included x 7	How will the power stop the use of psychoactive drugs, especially those that are simply a pill? Surely it is a criminal act that should be dealt with or a medical emergency, if it does not add anything then is this new power necessaryx1
Would like Crabtree park included x2	Would like Southcote Park Included x 5
Would like the whole of Heatherside Park including the hardstanding where the mobile library parks, as well as the arcade, and the public toilets, and the carpark behind the community centre x 7	Would like Frimley Lodge Park to introduce alcohol and drug banning orders x 10
These seem like sensible restrictions x1	I do not think that PSPO's are an appropriate way to legislate for public spaces x 1
Include Camberley Park attracts, ASB drunken and drug related problems x 5	I have noticed an increase in drunken and drug related behaviour x 2
Include London Road Recreation Ground	Camberley Town Centre x 12.

x 6	
Include Frimley Green Recreation Ground x 4	Include Chobham Road Rec x 4

13. Answers to the questions above, can be found on the separate FAQ information within the background papers.

14. Working Group Recommendation

- a. It is, suggested from the consultation that the PSPO’s areas are categorised **as two areas that relate to either alcohol or psychoactive drugs, to enable the new order to reflect the individual priorities and hot spots in Surrey Heath.**
- b. The suggestion is based upon feedback and a statement (to follow) received from Surrey Police that for the whole of Surrey Heath a blanket cover is introduced that does not permit the use of psychoactive drugs (as in line with dog fouling with it being an offence). The alcohol control zones will be classified separately and will include:
 - Frimley Green Recreation Ground
 - Southwell Park Road to Surrey Avenue
 - Old Dean Parade
 - Camberley Town Centre, Camberley Town Park and the Obelisk, Camberley Railway Station and Car Park.
 - Martindale Avenue, to be amended to include the toilet block, plus the hardstanding for cars on the recreation ground, the play area and Skate Park, shops and car park.
 - London Road Recreation Ground
 - Chobham Road Recreation Ground
 - Southcote Park
 - Frimley Lodge Park

15. Q.2 Begging.

- a. In recent months Camberley town centre has witnessed an increase in begging and homelessness. We would encourage those who are genuinely homeless to contact the council housing needs team for help and assistance. The council is considering introducing measures that will deter begging in the shaded areas of Camberley Town Centre only. This measure outlined is that no one will be able to make verbal, non-written or written requests for goods money or donations, unless they are authorised at an appropriate location e.g. authorised charity collections. In some instances, we are aware of some who have relocated to Camberley to beg while they have accommodation elsewhere.
16. Begging is a criminal offence that dates back to the Vagrancy Act of 1824 and our intention is to introduce a more current restriction, due to the limitations under the Act and it not being relevant to the present time. This will apply to Camberley Town Centre only.
17. The PSPO sought feedback on introducing measures that will deter begging in Camberley Town Centre

a. The responses received are outlined as follows:

Q:2 Yes	No	Don't Know	Total
203	31	25	259

b. Summary of Comments:

Regular harassment of the drunken man who sits by Barclays Bank in Camberley High Street x 7.	I have noticed more begging in the Town Centre, we need to focus on the people who come from this area and do not live outside it x 4
Money should not be given directly to homeless people x 2	What responsibility is the All Night Café taking for bringing in homeless from other areas.
Increase in people begging and sleeping in doorways x 2.	We must stop this power being misused against certain individuals. X 1
It's a good idea to be able to offer support to homeless people x 2.	If there are already powers that can be used as a last resort, what are these Powers and why are they not useable now x 1.
There are many circumstances and genuine reasons for people to be begging, you cannot apply a one fit for all policy. There is no need for this to be imposed as begging in these areas is not a major problem which justifies a need to impose such a measure.	

c. Answers for the above questions can be found in the FAQ's within the background papers.

18. Working Group Recommendation:

- a. This proposal is not designed to criminalise the homeless its aim is to fulfil the statutory responsibilities to those who are genuinely vulnerable.
- b. There is no legal definition of 'aggressive begging ' distinct from non-aggressive begging the action is either begging being implicit by certain actions, someone sitting in a doorway with a hat or container placed easily for people to drop money in to , or someone asking for money.
- c. The order proposes to prohibit anyone in making verbal, non-written, or written requests for goods money or donations unless they are authorised at an appropriate location e.g. authorised charity collections.
- d. Begging is a criminal offence that dates back to the Vagrancy Act of 1824. This legalisation can only be enforced if we have a location to direct people to within Surrey Heath. The nearest hostel location is outside of the Borough.
- e. The PSPO proposal is to trigger a process, starting with a referral of the

- f. Homeless person to the council outreach service to ascertain if we are able to provide the support required.
- g. The effect of the order will also introduce a more current restriction that will assist Surrey Police with a framework in which to operate. No fixed penalty notices will be issued to genuinely homeless people.
- h. It is recognised that this is a sensitive area; the council and Surrey Heath Partnership will work with all agencies to deliver the statutory responsibility in providing the current advice, guidance and support to local homeless people.

Q.3 Encourage Responsible dog owners/walkers who use the councils 35 parks and greenspace areas to ensure their dogs are under control, on a lead when necessary, a maximum of 4 dogs per walker/owner, and to clear up their dog faeces.

- i. We are seeking to implement control orders within all parks and countryside areas within the council’s ownership. The power extends beyond the Byelaws made by the council under section 164 of the Public Health Act, 1875. The new powers will enable the enforcement team to issue fixed penalty notices to those who do not comply.
- j. We also seek to introduce PSPO’s in all 35 Parks and greenspaces relating to responsible dog owners and walkers. Frimley Green Recreation ground will be part of both control orders.

19. Question 3 Comments

Add the public toilets at Heatherside and the whole of that park area, shop and car park.	We must encourage responsible dog ownership.
Add Bagshot Green Bagshot Play Field Association Area Camberley High Street Camberley Theatre In front of Camberley Library Chobham Ridges Frimley Green – The Square Lightwater Square, Pine Ridge Golf Course Keswick Drive Lightwater Meadow The Briars France Hill Drive Firwood Drive Park Street Windlesham Field of Remembrance Windlesham Arboretum The houses West of Kings Ride Wellington Park	People must clear up after their dogs – the council must provide sufficient bins to dispose of this – a number also asked for bins to be provided to discard faeces properly.
Add in all public highways within Surrey Heath x26	A number of people feedback that they have been bitten by dogs that

	were out of control and others praised the well behaved and good control of dogs by their owners.
Include carpark stair wells as they are often used as urinals.	People who fail to follow the rules do a major disservice to other residents.
Add in all surrounding areas and roads to the parks.	Not sure about the random number of 4 dogs for one person, as an individual uncontrolled dog could be a greater risk than a number who are well trained and under control.
How to monitor professional dog walkers, paid permits was suggested.	Must make sure that if these powers are introduced that the council and Police have the staff to enforce.
We have standard by laws within all the council parks and countryside, why are we not able to continue to use this legalisation? Irresponsible dog owners represent such a small percentage of the overall population; it seems unfair that these restrictions are imposed on all.	How will the designated off lead areas for dogs be protected in our parks. It is unclear how the proposed enhanced dog controls will serve residents, in particular females.

20. Working Group Recommendation:

- a. From the consultation it is suggested that the dog control order is extended to cover all Public Highways within the Borough of Surrey Heath.
- b. The Council where possible will ensure there are sufficient bins for dog owners to dispose of dog faeces, and where possible suitable Tikspac units will be placed nearby.

Agenda Item

Title: Response to Hart District Council's Draft Hart Local Plan- Strategy and Sites

Summary

Hart District Council has published its Draft Local document for consultation. Consultation runs until Friday 9th June.

The document is the first stage of the production of the Hart Local Plan. It sets out the approach to allocating sites for housing in Hart district to 2032. Hart, along with Rushmoor Borough Council, forms the Housing Market Area and the Functional Economic Area for Surrey Heath.

The Report is for Members to note the response submitted.

Portfolio

Date Portfolio Holder signed off report 10th May 2017

Wards Affected

All

Recommendation

The Executive is asked to NOTE the response set out in the letter at Annex 1 as Surrey Heath Borough Council's formal representations to the Hart District Council's Draft Local Plan.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2017/18.

2. Key Issues

- 2.1 The Draft Hart Local Plan Strategy and Sites sets out the preferred approach that Hart District Council will take in delivering housing in Hart to 2032.
- 2.2 Hart, along with Surrey Heath and Rushmoor, forms a Housing Market Area. There is a requirement for the Housing Market Area to meet the Objectively Assessed Housing Need for that area as set out in the Strategic Housing Market Assessment for the area. In the first instance this should be within each individual housing area.
- 2.3 Surrey Heath is severely constrained in terms of available land for housing development, primarily through the Thames Basin Heaths Special Protection Area (SPA) and the need to provide avoidance measures in respect of the impact of housing on the SPA. The Borough also has large areas of MOD operational land and Green Belt. It is therefore unlikely that Surrey Heath will be able to meet the Objectively Assessed Housing Need identified for the Borough. It is necessary to raise this issue with our Housing Market Area partners as they

prepare their Local Plans to ensure that the identified housing need can be met within the Housing Market Area.

2.4 The combined Surrey Heath, Hart and Rushmoor area is also identified as a Functional Economic Area and it is necessary that the authority’s plan for future demand. The Hart Draft Local Plan seeks to regenerate existing employment areas to meet future need. This reflects Surrey Heath’s approach to meeting future employment needs.

2.5 With regard to retail the draft Local Plan proposes the provision of an additional circa 4,000 square metres (net) of comparison retail floorspace and circa 6,000 square metres of convenience floorspace (net) within Fleet Town Centre. It is considered that this level of retail growth will not have a detrimental impact on Camberley Town Centre or on district centres in Bagshot and Frimley.

3. Options

3.1 The Council is asked to NOTE the response sent to Hart District Council as the Council’s response to the Draft Hart Local Plan Strategy and Sites document.

4. Proposals

4.1 That the report and letter are noted.

5. Supporting Information

5.1 Draft Hart Local Plan Strategy and Sites document April 2017.

6. Corporate Objectives And Key Priorities

6.1 Responding to the Draft Hart Local Plan Strategy and Sites consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are matters of strategic importance between the boroughs.

7. Policy Framework

7.1 Making a representation on the Draft Hart Local Plan Strategy and Sites document will enable Surrey Heath to formally draw Hart’s attention to comments it has in relation to the emerging policy framework for Hart.

Annexes	Annex 1 letter setting out Council’s response June 2017
Background Papers	None
Author/Contact Details	Jane Ireland Ext 7213 Jane.ireland@surreyheath.gov.uk
Head of Service	Jenny Rickard

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	3 rd May 2017

Agenda Item**Agenda Item**

Resources	Required	Consulted
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	<u>3rd May 2017</u>
Policy Framework		
Legal	✓	<u>3rd May 2017</u>
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	<u>3rd May 2017</u>
P R & Marketing	✓	<u>3rd May 2017</u>

Review Date:**Version: 1**

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Daniel Hawes
Planning Policy Manager
Hart District Council
Harlington Way
Fleet
GU51 4AE

8th June 2017

Dear Daniel

Draft Hart Local Plan Strategy and Sites Regulation 18 Consultation

Meeting Housing Need in the Housing Market Area

Thank you for consulting Surrey Heath Borough Council on the draft Local Plan. This letter is the Council's formal response to the consultation.

Surrey Heath Borough Council recognises that there is a requirement to undertake Duty to Co-operate in producing Local Plans, particularly within the Housing Market Area, to ensure delivery of the Objectively Assessed Housing Need (OAHN) for the Housing Market Area.

The recently published Strategic Housing Market Assessment for HMA comprising Surrey Heath, Hart and Rushmoor sets out the OAHN for the Housing Market Area. Surrey Heath Borough Council supports the approach set out in your Spatial Strategy that you will be able to meet the OAHN for your area over the Plan period.

You will be aware through previous discussions and our Duty to Co-operate letter dated the 19th January 2017, that Surrey Heath Borough Council is in the early stages of preparing a new Local Plan. The Council continues to develop a broad range of appropriate evidence to enable it to make robust decisions in respect of the extent that the Plan is able to meet the OAHN for Surrey Heath. Surrey Heath Borough Council will continue to engage with our Housing Market Area partners as this evidence base develops.

Currently the Council's most recent Strategic Land Availability Assessment (July 2016) indicates that there will be a shortfall of land within the Borough to deliver the Council's

Great Place • Great Community • Great Future

OAHN. Over the course of developing the Local Plan the Council will consider spatial strategies that could reduce this shortfall.

However as a Borough, Surrey Heath is severely constrained in terms of available land by the Thames Basin Heaths Special Protection Area and the avoidance measures necessary to ensure housing development meets Habitats Regulations Assessment. In addition the Borough has large areas of operational MOD land and Green Belt designation. It is therefore unlikely that Surrey Heath will be in a position to meet the OAHN for the Borough.

The Council is formally requesting that Hart recognise in developing their spatial strategy and policies to deliver housing that these are flexible enough to meet any demonstrated unmet need arising in Surrey Heath.

Surrey Heath supports the approach set out in paragraph 97 of the Draft Hart Local Plan to work with HMA partners to support and plan for any potential unmet housing needs.

Employment

Surrey Heath supports the approach set out in Draft Hart Local Plan in respect of providing for employment needs, within the Functional Economic Area, by the regeneration of existing employment sites.

Retail

Surrey Heath notes the proposed provision of circa 4,000 square metres of comparison goods floor area and 6,000square metres of convenience goods floor area in Fleet Town Centre , which is identified as a Major District Centre and considers that this will not have a detrimental impact on Camberley Town Centre, which is identified or the Borough's district centres in Bagshot and Frimley.

Surrey Heath Borough Council also wishes to continue dialogue with Hart in respect of housing and other Local Plan matters as the Draft Plan progresses.

Yours Sincerely

Jane Ireland
Planning Policy and Conservation Manager
Policy and Conservation
Surrey Heath Borough Council
Knoll Road
Camberley
GU15 3HD
01276 707100

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Appointment of Members to Outside Bodies 2017/18

Summary

To make appointments to outside bodies for the 2017/18 municipal year.

Portfolio: Leader

Date Portfolio Holder signed off report: Signed off by Deputy Leader 1 June 2017

Wards Affected: All

Recommendation

The Executive is advised to resolve

- (i) to make appointments to the outside bodies listed at Annex A; and
- (ii) that attendance by the appointed members at meetings of the bodies listed at Annex A be regarded as approved duties in accordance with the Members Allowances Scheme.

1. Resource Implications

- 1.1 Under the Members' Allowance Scheme Members are entitled to claim travelling expenses to meetings of outside bodies for journeys in excess of 3 miles. The only expense relating to these appointments is the payment of travelling allowances which can be met by the existing budget.

2. Key Issues

- 2.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 2.2 It had been agreed at the meeting of the Executive on 7 June 2016 that Members would not nominate a representative to the Accent Group but it should be subject to a review in 12 months, to consider how the Council could best support housing association residents.
- 2.2 The Council wishes to monitor the activities of these organisations through the Council's representatives during the year. Its aim is to judge, for the 2016/17 municipal year, whether it is appropriate, given the Council's corporate priorities and the many calls on councillors' time, to make appointments to certain outside bodies.
- 2.3 Councillors who are appointed to represent the Council on an outside body for the 2017/18 municipal year will be requested to keep the relevant portfolio holder apprised of the activities of that organisation.

- 2.4 A brief description of the purpose of each of the organisations, and the role of a Member appointed to that organisation, is available on the Council's website.
- 2.5 It is Council policy not to appoint representatives to outside bodies where no councillor has expressed an interest in being appointed or where the activities of the organisation concerned are not a priority for the Council.
- 2.6 The list of Outside Bodies is attached at Annex A. Nominations to these bodies will be circulated at the meeting.

3. Options

- 3.1 The Executive has the option to make appointments to the outside bodies set out at Annex A or not make to some or any of the appointments.

4. Proposals

- 4.1 The Executive is asked to appoint representatives to the bodies set out at Annex A.

5. Local Government Act 1972 - Approved Duties

- 5.1 The outside bodies referred to at Annex A meet the requirements of the Council's Members Allowances Scheme in respect of an approved duties for the payment of travelling expenses.

Annexes	Annex A – list of outside bodies for 2017/18. Annex B – List of Nominations
Background Papers	None
Author/Contact Details	Lee Brewin – Democratic and Electoral Services Officer Lee.brewin@surreyheath.gov.uk
Executive Head of Service	Richard Payne - Executive Head - Corporate

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓
Capital		
Human Resources		
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		
P R & Marketing		

Appointment of Representatives to serve on Outside Bodies

<u>Organisation</u>	<u>Number of Representatives</u>	<u>Current representative 2016/17</u>
Basingstoke Canal Joint Management Committee	One plus one sub	<i>Cllr David Lewis Cllr Nick Chambers (sub)</i>
Blackwater Valley Advisory Committee for Public Transport	Two plus two subs	<i>Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (sub) Vacancy (sub)</i>
Blackwater Valley Countryside Partnership	Two	<i>Cllr David Lewis Cllr Wynne Price</i>
Briars Centre Management Committee	One	<i>Cllr Rebecca Jennings-Evans</i>
Camberley Town Football Club – Observer	One	<i>Cllr Valerie White</i>
Chobham Common Liaison Group	Two	<i>Cllr Pat Tedder Cllr Victoria Wheeler</i>
Citizens Advice Bureau Management Committee	One every two years	<i>Cllr Robin Perry</i>
Collectively Camberley Ltd	One	<i>Cllr Richard Brooks</i>
Community Noise Forum	Two	<i>Cllr Rebecca Jennings-Evans Cllr Conrad Sturt</i>
Deepcut Village Association	One	<i>Cllr Paul Deach</i>
Fairoaks Airport Consultative Committee	One	<i>Cllr Pat Tedder</i>
Farnborough Aerodrome Consultative Committee	One plus one sub	<i>Cllr Josephine Hawkins Cllr Robin Perry (sub)</i>
Frimley Community Centre Management Committee	One	<i>Cllr Bruce Mansell</i>
Frimley Fuel Allotments Charity(4 year appointments)	Four Trustees No vacancies this year.	<i>Cllr Paul Deach Cllr Paul Ilnicki Cllr Bruce Mansell Cllr Robin Perry</i>
Heatherside Community Centre Council	One plus one sub	<i>Cllr Paul Ilnicki Cllr Jonathan Lytle (sub)</i>
Heathrow Airport Consultative Committee	One plus one sub	<i>Cllr Moira Gibson Cllr Robin Perry(sub)</i>
Henry Smith Charity (4 year appointments)	Three Trustees No vacancies this year	<i>Cllr Chris Pitt (to 2019) Cllr Bruce Mansell(to 2020) Cllr Ian Sams (to 2020)</i>
Joint Waste Collection Services Committee	Community Portfolio Holder	<i>Ex-officio - Cllr Mrs Vivienne Chapman Cllr Valerie White (sub)</i>

Local Government Association - General Assembly	One plus one sub	<i>Leader of the Council – Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Miss Gomms Trust (4 year appointments)	Six Trustees No vacancies this year	<i>Martin Goodway (to 2018) Cllr Chris Pitt (to 2020) Cllr Joanne Potter (to 2020) Rev Russell (to 2020) Cllr Pat Tedder (to 2018) Cllr Nick Chambers (to 2019)</i>
Mytchett Community Association General Committee	One plus one sub	<i>Cllr Craig Fennell Vacancy (sub)</i>
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	One plus one sub – no vacancies this year	<i>Cllr Craig Fennell (to 2019) Cllr Paul Deach (sub)(to 2019)</i>
RELATE North East Hants and Borders	One	<i>Cllr Katia Malcaus Cooper</i>
South East Employers	One plus one sub	<i>Cllr Josephine Hawkins Cllr Chris Pitt (sub)</i>
South East England Councils	One plus one sub	<i>Leader of the Council - Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Surrey County Playing Fields Association	One	<i>Cllr Victoria Wheeler</i>
Surrey Energy and Sustainability Partnership	Executive Appointment	<i>No representation made</i>
Surrey Heath Age Concern	One	<i>Cllr Ruth Hutchinson</i>
Surrey Heath Arts Council	Three	<i>Cllr Edward Hawkins Cllr Ian Cullen Cllr Ian Sams</i>
Surrey Heath Duke of Edinburgh Award Forum	One	<i>Cllr Jonathan Lytle</i>

Surrey Heath Local Area Committee	Six plus two subs	<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	Two	<i>Leader of the Council – Cllr Moira Gibson Cllr Vivienne Chapman (Portfolio Holder)</i>
Surrey Heath Sports Council	Four	<i>Cllr Craig Fennell (Portfolio Holder) Cllr Charlotte Morley Cllr Max Nelson Cllr Victoria Wheeler</i>
Surrey Heath Youth Focus	Two	<i>Cllr Paul Deach Cllr Ruth Hutchinson</i>
Surrey Leaders Group	Leader of the Council	<i>Cllr Moira Gibson</i>
Surrey Police and Crime Panel	One	<i>Cllr Charlotte Morley</i>
Surrey Waste Partnership	Community Portfolio Holder	<i>Cllr Mrs Vivienne Chapman</i>
Voluntary Support North Surrey	One plus one sub	<i>Cllr Paul Deach Cllr Darryl Ratiram (sub)</i>

Appointment of Representatives to serve on Outside Bodies

<u>Organisation</u>	<u>Number of Representatives</u>	<u>Representatives 2016/17</u>	<u>Proposed representative 2017/18</u>
Basingstoke Canal Joint Management Committee	One plus one sub	<i>Cllr David Lewis Cllr Nick Chambers (sub)</i>	
Blackwater Valley Advisory Committee for Public Transport	Two plus two subs	<i>Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (sub) Vacancy (sub)</i>	
Blackwater Valley Countryside Partnership	Two	<i>Cllr David Lewis Cllr Wynne Price</i>	
Briars Centre Management Committee	One	<i>Cllr Rebecca Jennings-Evans</i>	
Camberley Town Football Club – Observer	One	<i>Cllr Valerie White</i>	
Chobham Common Liaison Group	Two	<i>Cllr Pat Tedder Cllr Victoria Wheeler</i>	
Citizens Advice Bureau Management Committee	One (every two years) Vacancy this year	<i>Cllr Robin Perry</i>	
Collectively Camberley Ltd	One	<i>Cllr Richard Brooks</i>	
Community Noise Forum	Two	<i>Cllr Rebecca Jennings-Evans Cllr Conrad Sturt</i>	
Deepcut Village Association	One	<i>Cllr Paul Deach</i>	
Fairoaks Airport Consultative Committee	One	<i>Cllr Pat Tedder</i>	
Farnborough Aerodrome Consultative Committee	One plus one sub	<i>Cllr Josephine Hawkins Cllr Robin Perry (sub)</i>	
Frimley Community Centre Management Committee	One	<i>Cllr Bruce Mansell</i>	
Frimley Fuel Allotments Charity(4 year appointments)	Four Trustees No vacancies this year.	<i>Cllr Paul Deach Cllr Paul Ilnicki Cllr Bruce Mansell Cllr Robin Perry</i>	
Heatherside Community Centre Council	One plus one sub	<i>Cllr Paul Ilnicki Cllr Jonathan Lytle (sub)</i>	

Heathrow Airport Consultative Committee	One plus one sub	<i>Cllr Charlotte Morley Cllr Robin Perry (sub)</i>	
Henry Smith Charity (4 year appointments)	Three Trustees No vacancies this year	<i>Cllr Chris Pitt Cllr Bruce Mansell Cllr Ian Sams</i>	
Joint Waste Collection Services Committee	Community Portfolio Holder	<i>Ex-officio - Cllr Mrs Vivienne Chapman Cllr Valerie White (sub)</i>	
Local Government Association - General Assembly	One plus one sub	<i>Leader of the Council – Cllr Moira Gibson Cllr Richard Brooks (sub)</i>	
Miss Gomms Trust (4 year appointments)	Six Trustees No vacancies this year	<i>Martin Goodway Cllr Chris Pitt Cllr Joanne Potter Rev Russell Cllr Pat Tedder Cllr Nick Chambers</i>	
Mytchett Community Association General Committee	One plus one sub	<i>Cllr Craig Fennell Vacancy (sub)</i>	
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	One plus one sub – no vacancies this year	<i>Cllr Craig Fennell Cllr Paul Deach (sub)</i>	
RELATE North East Hants and Borders	One	<i>Cllr Katia Malcaus Cooper</i>	
South East Employers	One plus one sub	<i>Cllr Josephine Hawkins Cllr Chris Pitt (sub)</i>	
South East England Councils	One plus one sub	<i>Leader of the Council -Cllr Moira Gibson Cllr Richard Brooks (sub)</i>	
Surrey County Playing Fields Association	One	<i>Cllr Victoria Wheeler</i>	
Surrey Energy and Sustainability Partnership	Executive Appointment	<i>No representation made</i>	
Surrey Heath Age Concern	One	<i>Cllr Ruth Hutchinson</i>	
Surrey Heath Arts Council	Three	<i>Cllr Edward Hawkins Cllr Ian Cullen Cllr Ian Sams</i>	

Surrey Heath Duke of Edinburgh Award Forum	One	<i>Cllr Jonathan Lytle</i>	
Surrey Heath Local Area Committee	Six plus two subs	<i>Cllr Rodney Bates Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Paul Ilnicki Cllr Rebecca Jennings-Evans Cllr Valerie White Cllr Alan McClafferty (sub) Cllr Robin Perry (sub)</i>	
Surrey Heath Partnership	Two	<i>Leader of the Council – Cllr Moira Gibson Cllr Vivienne Chapman (Portfolio Holder)</i>	
Surrey Heath Sports Council	Four	<i>Cllr Craig Fennell (Portfolio Holder) Cllr Charlotte Morley Cllr Max Nelson Cllr Victoria Wheeler</i>	
Surrey Heath Youth Focus	Two	<i>Cllr Paul Deach Cllr Ruth Hutchinson</i>	
Surrey Leaders Group	Leader of the Council	<i>Cllr Moira Gibson</i>	
Surrey Police and Crime Panel	One	<i>Cllr Charlotte Morley</i>	
Surrey Waste Partnership	Community Portfolio Holder	<i>Cllr Mrs Vivienne Chapman</i>	
Voluntary Support North Surrey	One plus one sub	<i>Cllr Paul Deach Cllr Darryl Ratiram (sub)</i>	

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Appointment of Executive Working Groups

Summary

To appoint working groups of the Executive, to determine the allocation of seats to these bodies and to endorse the Terms of Reference.

Portfolio: Leader

Date signed off: 1 June 2017 – Deputy Leader

Wards Affected: Not applicable

Recommendation

The Executive is advised to RESOLVE to

- (i) establish Executive Working Groups for the Municipal Year 2017/18 as considered appropriate;
- (ii) determine the number of seats and the allocation of those seats;
- (iii) appoint members and substitute members to the working groups on the nomination of the Group Leaders; and
- (iv) adopt Terms of Reference for each of the Working Groups.

1. Resource Implications

1.1 There are no additional resource implications arising from this report.

2. Options

2.1 The Executive has the options to

- (a) establish and appoint members and substitute members to working groups in 2017/18 or not to establish any;
- (b) endorse the Terms of Reference with or without amendments.

3. Proposals

3.1 As working groups of the Executive there is no legal requirement for these groups to be politically balanced, although in the past they have been so.

3.2 The Leader proposes that the following Working Groups be established for 2017/18:

Group	No of Seats
The Camberley Theatre and the Arena Leisure Centre Working Group	7
Camberley Town Centre Working Group	7
Digital Services Working Group	7
Equality Working Group	7
Local Plan Working Group	10

- 3.3 The Executive is asked to agree the establishment of the above Working Groups, the number and allocation of seats and the appointment of substitutes in accordance with Substitution Rules at Part 4 of the Constitution.
- 3.4 The proposed Terms of Reference for the Working Groups are attached at Annex A.
- 3.5 The nominations of the Group Leaders to these working groups will be laid on the table at the meeting if available.

Annexes	Annex A – Terms of Reference of Working Groups
Background Papers	None
Author/Contact Details	Jane Sherman – Democratic Services Manager jane.sherman@surreyheath.gov.uk
Executive Head Of Service	Richard Payne – Executive Head of Corporate

Consultations, Implications and Issues Addressed

	Required	Consulted
Resources		
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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The Camberley Theatre and the Arena Leisure Centre Working Group

Terms of Reference

The Camberley Theatre and the Arena Leisure Centre Working Group is a Working Group of the Executive.

Membership

The Group will be politically balanced and will be made up of 7 members comprising 6 members from the Conservative Group and 1 member from the Others Group.

The Chairman of the Working Group will be the Business Portfolio Holder.

Overall Aim

- To consider and make recommendations to the Executive in relation to
 - the performance of the Camberley Theatre
 - ~~the future options for the Arena Leisure Centre~~

Key Objectives

- In relation to the Camberley Theatre
 - To receive the report of the Venue Manager in relation to the operation of the Theatre.
 - To receive reports on the budgets and financial targets of the Theatre
 - To review and make recommendations in relation to the charging structure and rates of hire of the Theatre and other fees and charges.
 - To consider and make recommendations for special projects relating to the Theatre.
- ~~In relation to the Arena Leisure Centre~~
 - ~~To receive reports on and make recommendations to the Executive on possible options for future Leisure Centre provisions.~~

Meetings

The Working Group will meet 3 times a year.

Camberley Town Centre Working Group

Terms of Reference

The Camberley Town Centre Working Group is a Working Group of the Executive.

Membership

The Group will be politically balanced and will be made up of 7 members comprising 6 members from the Conservative Group and 1 member from the Others Group.

The Chairman of the Working Group will be the Finance Portfolio Holder.

Overall Aim

To consider and make recommendations to the Executive on future improvements to the High Street in Camberley Town Centre that promote and support the role of the High Street in any future regeneration proposals.

Key Objectives

- To review proposals for initiatives and improvements to the High Street that support its role within the town centre and make recommendations to the Executive accordingly
- To review other opportunities for public realm improvements on the High Street
- To agree a strategy for events and publicity promoting the High Street.

Meetings

The Working Group will meet as and when needed.

Digital Services Working Group

Terms of Reference

The Digital Services Working Group is a Working Group of the Executive.

Membership

The Group will be politically balanced and will be made up of 7 members comprising 6 members from the Conservative Group and 1 member from the Others Group.

The Chairman of the Working Group will be the Transformation Portfolio Holder.

Overall Aim

- To consider and make recommendations to the Executive in relation to maximising the use of digital services.

Key Objectives

- To support the Executive in researching what technology could help and enhance Camberley, Frimley and Bagshot.
- To maximise the effectiveness of Social Media for the benefit of the Council, councillors and their communities.
- To look at marketing through Social Media to inform residents more effectively.
- To consider how the Council can work more efficiently through Social Media in the future.
- To consider more effective ways the Council could develop the Digital by Default agenda and how it supports the minority who will never use an online service.
- To research income generation opportunities from the use of technology.

Meetings

The Working Group will meet a 3 times a year.

Equality Working Group

Terms of Reference

The Equality Working Group is a Working Group of the Executive

Membership

The Group will be politically balanced and will be made up of 7 members comprising 6 members from the Conservative Group and 1 member from the Others Group.

The Chairman of the Working Group will be the Corporate Portfolio Holder.

Overall Aim

To demonstrate high level commitment to equality and diversity including employment within the Council and services provided to the whole community.

Key Objectives

- To monitor the progress made in embedding Equality and Diversity within the Council and reaching the 'Achieving' Level of the Equality Framework for Local Government.
- To make recommendations to the Executive to move the equality and diversity process forward where necessary.

Meetings

The Working Group will meet three times a year or when needed.

Local Plan Working Group

Terms of Reference

The Local Plan Working Group is a Working Group of the Executive.

Membership

The Group will be politically balanced and will be made up of 10 members comprising 8 members from the Conservative Group and 2 non-Conservative Group members, with at least one member of the Executive.

The Chairman of the Working Group will be the Regulatory Portfolio Holder.

Overall Aim

- To consider and make recommendations to the Executive, and the Council, in relation to the Local Development Scheme and other documents with a view to the adoption of the *Surrey Heath Local Plan*.

Key Objectives

- To keep under review the timetable for the preparation of documents, as set out in the Local Development Scheme.
- To consider background evidence studies and their implications for policies.
- To consider the approach to consultation, the responses received to key documents and the implications for policies.
- To progress a review of the Community Infrastructure Levy should this be required as a result of the Local Plan Review
- To consider main development site opportunities and more detailed site specific guidance in the form of Supplementary Planning Documents.
- To consider what other Local Development Documents and Supplementary Planning Documents are required, as necessary.

Meetings

The Working Group will meet as required.

A minimum of 2 Councillors must be present at a meeting.

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of the Local Government Act 1972.

Agenda Item 13.

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