

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 11 July
2017**

+ Cllr Moira Gibson (Chairman)

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|-----------------------------|--------------------------|
| + Cllr Richard Brooks | + Cllr Josephine Hawkins |
| + Cllr Mrs Vivienne Chapman | + Cllr Alan McClafferty |
| + Cllr Colin Dougan | + Cllr Charlotte Morley |
| + Cllr Craig Fennell | |

+ Present

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt and Cllr Ian Sams

15/E Minutes

The open and exempt minutes of the meeting held on 20 June 2017 were confirmed and signed by the Chairman.

16/E Questions by Members

The Leader responded to 2 questions from Councillor David Allen in relation to

- (i) a request for any documents referred to in Executive reports to be hyperlinked including, where relevant, reference to the specific section of the document, and where the document is exempt, a link to be emailed to Members separately; and
- (ii) an article in The Times Newspaper on 11 July 2017 relating to Local Authorities' investment in commercial properties.

17/E Public Realm Bid to the Local Enterprise Partnership

The Executive was reminded that, in July 2016, the Council had submitted an Expression of Interest to the EM3 Local Enterprise Partnership (LEP) for funding of public realm within Camberley Town Centre. The LEP had agreed that, subject to a successful business case, the funding bid for Surrey for this round of bidding would be the Surrey Heath bid for the public realm improvements. The Expression of Interest had sought funding of £3.5m from the LEP, with a local contribution of £1m.

Members were asked to consider the funding of the local contribution towards the Public Realm Scheme. It was recognised that developer contributions would be sought to fund these schemes but, in order to enable the works to proceed quickly, initially all of the funding would need to come from the Council.

It was reported that the Council had £700k in Community Infrastructure Levy and Section 106 contributions which could be used in Camberley Town Centre to fund

this work. The remaining money would need to be funded from reserves or Public Works Loan Board borrowing.

The Public Realm scheme would provide improvements, including pedestrian priority, within the High Street and improvements to part of Princess Way and to Knoll Walk.

RECOMMENDED that

- (i) Local contributions funding of up to £1,000,000 be agreed for the Public Realm bid scheme; and**
- (ii) contributions be phased over 2017/18 and 2018/19, with payment to be made upon commencement of the works.**

18/E The Borough of Surrey Heath (Off Street Parking Order) 2017

The Executive considered a report seeking authority to revoke the existing Borough of Surrey Heath (Off-Street Parking Places) Order 2003 and replace it with a new Borough of Surrey Heath (Off-Street Parking Places) Order 2017. The new Order would introduce a 'No Return within 2 hours' restriction in 4 Pay and Display Car Parks and introduce a Parking Places Order on St Georges Road Car Park, Camberley.

There were four Pay and Display Car Parks in the borough which offered free parking for up to two hours: Bagshot Car Park, Burrell Road Car Park in Frimley, Chobham Car Park, and Watchetts Road Car Park in Camberley. Motorists wishing to stay for longer than 2 hours were expected to pay the relevant tariff, up to £2.50 for all day parking.

Members were informed that instances had been reported of customers misusing the 2 hour free parking facility by returning to the car park every 2 hours and obtaining another free 2 hour parking ticket, thereby receiving free parking for longer than the 2 hours and not paying the appropriate tariff for their stay. Officers had received requests from businesses in Chobham asking for this to be addressed and advised that the policy should be consistent across the Car Parks.

The Executive was informed that St Georges Road car park was owned by the Council, with access in to the car park controlled by E & J Ground Rents, Winchester. E&J Ground Rents controlled access to ensure that only permitted vehicles parked in the private permit bays within the service area.

The control system for this car park had been out of operation for several years, although it was reported that the barrier had recently been reinstated. As a result of this situation, parking in the unregulated service area had become uncontrolled, unsightly and had resulted in the deterioration of the upkeep of the grassed areas and commercial waste facilities.

It was advised that introducing a Parking Places Order on St Georges Road Car Park would enable Parking Services to install parking bays to control where

vehicles are parked. This would also ensure access for waste vehicles and ensure the grassed areas were kept clear and tidy.

The Borough of Surrey Heath (Off-Street Parking Places) Order 2017 would be subject to a 4 week consultation period, being advertised in both the local press and the car parks, after which the Executive Head of Business, in consultation with the Business Portfolio Holder, would be authorised to consider any objections arising from the public consultation.

RESOLVED to

- (i) implement a 'No Return within 2 hours' restriction in the pay and display car parks;**
- (ii) introduce a parking places order in St Georges Road car park in that all vehicles must park within the marked bays;**
- (iii) implement the Borough of Surrey Heath (Off-Street Parking Places) Order 2017; and**
- (iv) authorise the Executive Head of Business, in consultation with the Business Portfolio Holder, to consider any objections arising from the public consultation.**

19/E Requests for Carry Forward of Unspent Budget from 2016/17 to 2017/18

The Executive considered a report seeking authority to carry forward unspent budget from 2016/17 to 2017/18, in line with financial regulations.

Carry forwards fell into two categories:

- (i) Those which arose from budget underspends in the previous year, which were a result of works being deferred into the current year.**
- (ii) Those which arose from the receipt of Government Grants which were received too late in the year to be spent.**

The carry forwards would result in £444,686 being charged against general fund reserves in 2017/18.

RESOLVED that the budget carry forwards for 2017/18 totalling £444,686, as set out at Annexes A and B to the agenda report, be approved.

20/E Surrey Heath Heritage Service

The Executive was informed that a consultation had commenced to ascertain the community's view on how local Heritage Services would be delivered in future. It was proposed that the new re-focused service would commence April 2018. Members noted a number of the options being considered for the re-focused

service. It was also noted that the fixed service based at Surrey Heath House currently averaged 1 to 2 visitors per day.

In order to allow the Heritage Team to consult and develop a modernised Heritage Service, there would not be active exhibitions from October 2017. Concerns about this decision were expressed by some Members who suggested that the retention of current arrangements should not be discounted and should be included as a consultation option.

It was emphasised that, once the consultation had concluded, a further report with proposals for a re-focused service would be considered by the Executive.

RESOLVED

- (i) to note that a consultation process seeking community opinion on what it would like from its Heritage service has commenced;**
- (ii) that, in order to allow staff to undertake a thorough consultation, no active exhibitions will take place during the consultation; and**
- (iii) a further report with proposals for a new re-focused service be brought to the Executive following the conclusion of the consultation.**

21/E Statement of Community Involvement

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

The SCI was an update to the 2012 SCI and took into account changes in legislation and guidance since 2012. The changes to the SCI related to Duty to Co-operate requirements, updated community contacts, and changes around Neighbourhood Planning.

Following a consultation, there had been two minor changes to the SCI, namely increased references to the use of social media in how the Council would consult with the community, and reference included in the introduction to the fact that the SCI contained a number of technical references.

RESOLVED to adopt the Council's Statement of Community Involvement, as attached at Annex A to the agenda report.

22/E Response to Guildford Borough Council's Updated Draft Local Plan Consultation

Guildford Borough Council had published an updated Draft Local Plan document for consultation. The consultation was being carried out between 9 June and 24 July 2017. The consultation sought comments on a number of changes to the Draft Local Plan, which had originally been consulted on in the summer of 2016.

Members considered the proposed consultation response as this Council's formal representation on the Proposed Submission Local Plan Document.

RESOLVED that the letter contained in Annex 1 to the agenda report be agreed as the Council's formal representation to the updated Draft Local Plan Consultation.

Note: In accordance with the Members' Code of Conduct Councillor Rodney Bates declared a pecuniary interest as he was employed by Guildford Borough Council and left the Council Chamber during the consideration of the item.

23/E Response to Rushmoor Borough Council's Draft Submission Local Plan consultation

The Executive was informed that Rushmoor Borough Council had published its "Draft Submission" Local Plan document for consultation. The Consultation was being carried out between 9 June and 21 July 2017.

Members considered a proposed consultation response as the Borough's formal representations on the "Draft Submission" Local Plan Document.

RESOLVED that the letter contained in Annex 2 to the agenda report be agreed as the Council's formal representation to the Rushmoor "Draft Submission" Local Plan document.

24/E Exclusion of Press and Public

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

| Minute | Paragraph(s) |
|--------|--------------|
| 25/E | 3 |
| 26/E | 3 |
| 27/E | 3 |

Note: Minutes 25/E and 26/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

25/E Leisure Facility Procurement Options

The Executive made decisions in relation to the procurement route for future leisure provision within Surrey Heath.

26/E Main Square Multi-Storey Car Park Capital Improvements

The Executive made decisions and recommendations to the Council in relation to improvements to Main Square Multi-Storey Car Park and the consequential funding of these works.

27/E Review of Exempt Items

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

RESOLVED that minutes 25/E and 26/E and the associated agenda reports remain exempt for the present time, but the decisions be made public.

Chairman