**Surrey Heath Borough Council**

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Friday, 29 December 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 Surrey Heath House on Tuesday, 9 January 2018 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

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**AGENDA**

**Pages**

**Part 1**
**(Public)**

**1. Apologies for Absence**

**2. Minutes** **3 - 10**

To confirm and sign the minutes of the meeting held on 5 December 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.** | **Revenue Grants 2018/19** | **11 - 30** |
| **6.** | **Update on the Surrey Pension Fund** | **31 - 36** |
| **7.** | **Community Infrastructure Levy** | **37 - 42** |
| **8.** | **Surrey Heath Local Development Framework – Authorities Monitoring Report 2016/17** | **43 - 136** |
| **9.** | **Tenancy Strategy Review** | **137 - 154** |
| **10.** | **Response to Surrey County Council's Surrey Draft Waste Local Plan consultation** | **155 - 160** |
| **11.** | **Economic Development Strategy Update** | **161 - 174** |
| **12.** | **Exclusion of Press and Public** | **175 - 176** |


**Part 2**
**(Exempt)**


**13. Redevelopment options for 63 High Street, Bagshot, Surrey (report to follow)**

**14. Review of Exempt Items**


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

**Minutes of a Meeting of the Executive held at Surrey Heath House on 5 December 2017**

+ Cllr Moira Gibson (Chairman)

| | | | |
|---|---|---|---|
| + | 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 Dan Adams, Cllr Rodney Bates, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr Jonathan Lytle, Cllr Katia Malcaus Cooper, Cllr David Mansfield, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Ian Sams and Cllr Valerie White

**63/E Minutes**

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

**64/E Questions by Members**

No questions were received from Members.

**65/E Joint Waste Mobilisation Costs and Garden Waste Collection Services**

The Executive was informed that the mobilisation of the Joint Waste Contract would require additional one-off expenditure, which mainly related to marketing and communication costs but also included some Contract Management Office set up costs. It was proposed to fund this cost from the Recycling /Refuse Equalisation Fund.

Members were reminded that the current household waste and street cleansing contractor, Biffa Municipal, operated a subscription based kerbside garden waste service on behalf of the Council. There were currently 11,000 subscribers to the service. The bins were owned by Biffa.

The contract would expire on 5 February 2018, following which a subscription garden waste service would be delivered by the new service supplier, Amey Municipal. Biffa had agreed to sell the bins used by the current subscribers to the Council at a cost of £10 per bin plus VAT. Any new customers thereafter would be provided with a wheeled bin directly from Amey Municipal.

It was estimated that a budget of £110,000 would be required for this purchase, which would be offset by the subscription fees charged to the customers. The proposed charge for a fortnightly garden waste service for a 240 litre wheeled bin had been set at £40 a bin per annum. The fee would include provision and delivery of the bin.

The Executive received exempt information on the legal negotiations in progress in relation to the purchase of the garden waste bins from Biffa Municipal.

**RESOLVED to**

**(i) approve expenditure from the Recycling/Refuse Equalisation Fund of up to £90,000 as a contribution towards the mobilisation costs for the joint waste contract; and**

**(ii) amend the 2017/2018 fees and charges to introduce a charge of £40 for a fortnightly garden waste collection service from a 240 litre wheeled bin from the kerbside; the fee to include the provision and delivery of a 240 litre wheeled bin.**

**RECOMMENDED to Council an amendment to the capital programme for the purchase of garden waste bins at an estimated cost of £110,000; the increased expenditure to be funded from subscription fees charged to the customers.**

**66/E The Council Tax Base and the Local Council Tax Support Scheme**

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

Members noted that there had been an increase in the tax base of 222.58 which would generate an additional income of £39,700 based on the current Band D council tax charge. The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

Technical changes to Council Tax had been introduced from April 2013 under the Local Government Finance Act 2012 which meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties. Members noted that, in his Autumn Statement, the Chancellor had announced the ability to amend the current empty property premium to a maximum of 100% from the current maximum of 50%. If the Council wished to adopt this measure, it would need to be agreed by the Council at its meeting in February 2018.

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

The funding given by Government to fund the new scheme was insufficient to pay the full cost of granting all claimants 100% discount. Members had taken the view, when setting the scheme in January 2013, that the cost of the LCTSS should not fall on local tax payers and so had set the discount level at 70% for working age

claimants, subject to a number of specific exemptions for defined vulnerable groups. Members had also agreed to put £10,000 into a hardship fund for individual cases.

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

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

Members were reminded that in 2017/18 the Revenue Support Grant had be reduced to zero and, therefore, it was reasonable to assume that there would be no governmental support for funding the LCTSS. As a result, it was considered likely that the Scheme may need to be reviewed with a view to increasing the amounts claimants pay from the existing 30%; this, however , would need to be balanced against claimants’ ability to pay any additional council tax.

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

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

**RESOLVED**

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

**Band D Equivalent Properties**

| | |
|---|---|
| **Bisley** | **1,587.78** |
| **Chobham** | **1,969.27** |
| **Frimley and Camberley** | **23,871.57** |
| **West End** | **2,020.58** |
| **Windlesham** | **8,091.42** |
| **Surrey Heath Borough Council** | **37,540.62** |

**(ii) to note that the changes to Council Tax discounts made by Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2018/19;**

**(iii) that £19,943.44 be given to Parishes in 2018/19 to offset the effect on the tax base of the Local Council Tax Support scheme;**

**(iv) that the final setting of the Tax Base be delegated to the Executive Head of Finance.**

**RECOMMENDED to Full Council that**

**(i) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2018/19;**

**(ii) the Council Tax Exceptional Hardship Policy be amended to state that Council Tax Support must be, or have been, in payment in the financial year which an award is sought;**

**(iii) the Executive Head of Finance be delegated to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation; and**

**(iv) incomes and applicable amounts and non-dependant deductions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**

## 67/E Council Finances as at 30 September 2017

The Executive noted the Council's finances as at 30 September 2017.

**RESOLVED to note the report.**

## 68/E Treasury Management Mid-year Report 2017/18

The Executive noted the Treasury Management Service's performance at 30 September 2017 and the compliance with Prudential Indicators.

**RESOLVED to note the report.**

## 69/E Response to South Western Railway's December 2018 timetable consultation

The Executive considered a draft response to South Western Railway's consultation on the proposed changes to train services in the December 2018 timetable. The consultation would close on Friday 22 December 2017.

It was agreed that, in relation to the Camberley to Waterloo section of the response, a minor amendment be made to refer to passengers with restricted mobility. It was further agreed to emphasise that the Camberley to Guildford journey times would be roughly similar to using the Blackwater to Guildford service, which would include any travel time from Camberley to Blackwater Station.

**RESOLVED to agree the response set out in the letter at Annex 1 of this report, as amended, as the Council's formal response to South Western Railway's consultation on the changes to the train services in the December 2018 timetable**

## 70/E 2018 Parliamentary Boundary Review

The Executive considered a draft response from the Council to the Boundary Commission for England's consultation on revised proposals for new parliamentary constituency boundaries. The deadline for the consultation was 11 December 2017.

Members were advised the proposals included moving the current Windlesham Ward from the Surrey Heath Constituency to the Windsor Constituency. It was noted that, as a result of the recent local boundary review, the Windlesham Ward would not exist in its current form from May 2019.

Members reviewed the draft response and agreed to add further wording to the representation, specifically that the Boundary Commission's original proposal to include Crown Wood ward from the Bracknell Constituency to the Windsor Constituency should be adopted.

It was also commented that some residents appeared to support the proposal for reasons which were not related to Parliamentary constituencies, including school admission matters and association with the Royal Borough of Windsor and Maidenhead.

**RESOLVED to agree the response to the Boundary Commission for England's consultation, as set out at Annex A to the agenda report, as amended.**

## 71/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) |
|---|---|
| 65/E | 5 |
| 72/E | 3 |
| 73/E | 3 |
| 74/E | 3&5 |

**72/E High Street Public Realm Improvements Update**

The Executive was reminded that in October 2017 the Council had submitted a bid to the Enterprise M3 Local Economic Partnership for £3.5m as a contribution towards the improvement of the public realm in High Street, Knoll Walk and Princess Way. It was reported that the bid had been successful.

Members were also reminded that, in July 2017, the Executive had approved a recommendation to contribute £900k from developers' contributions and income from Community Infrastructure Levy towards this project, should the bid be successful.

The funding would enable the Council to move towards the next phase of the development, which would include procuring the detailed design including selection of materials & street furniture and public art, securing S278 agreements to enable the Council to carry out the works to further engaging with the public and Town Centre retailers, and procuring the main construction contractor.

The Executive expressed its thanks to Mrs Jane Ireland for all her work in securing this successful bid.

**RESOLVED that**

**(i) up to £900k from current and future CIL and section 106 contributions be used on the High Street Public Realm Improvements; and**

**(ii) authority be delegated to the Executive Head of Regulatory in consultation with the Leader, to take forward the delivery of the High Street Public Realm Improvement Project.**

**RECOMMENDED to Council that a Capital scheme be approved for £4.4m for the High Street public realm.**

**73/E London Road Block Redevelopment**

The Executive was informed that, following the acquisition of the Mall in 2016, the Council had reviewed the options for taking forward proposals for the London Road Block.

Members were reminded that, at the Executive meeting on 22 October 2013, authority had been granted to the Chief Executive to proceed with a Development Agreement and all associated documentation to deliver the project. At this time,

£500,000 had been agreed to be funded out of the capital reserve, for the fees associated with advising the Council on the negotiations of any joint venture arrangement.

The funding had been returned to reserves on the advice of external audit, whilst the project was on hold during the acquisition of the Mall. Members were informed that, following advice from the Council's advisors, Montagu Evans, the costs were expected to be in the region of £600,000.

Members also considered draft sketches of the site, which were purely indicative concepts on which feasibility work had been based, and provided feedback which would be used to inform the development of the proposals.

**RECOMMENDED to Full Council that the budget of £600,000 from the Capital Revenue Reserve be reinstated in order to fund professional fees in relation to the proposed redevelopment of the London Road Block.**

**74/E Review of Exempt Items**

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

**RESOLVED that**

**(i) Minute 65/E be made public, with the exception of any matters relating to legal negotiations;**
**(ii) Minute 72/E and the associated agenda report be made public; and**
**(iii) Minute 73/E and the associated agenda report be made public, but all discussions concerning the draft plans for the site remain exempt for the present time.**

Chairman

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**Revenue Grants 2018/19**

**Summary**

**The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2018 to 31 March 2019.**

**Portfolio -** Corporate
Date signed off: 4 December 2017

**Wards Affected**
All

**Recommendation**

**The Executive is asked to consider the applications received and to allocate revenue grants for the period 1 April 2018 to 31 March 2019 from the Fund as appropriate.**

## 1. Resource Implications

1.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council's behalf.

1.2 Annex A provides a breakdown of these organisations funding requests. The table compares the funding requested against the grant awarded for 2018/19 and in certain cases shows the percentage of funding requested against annual running costs. The table also shows the in-kind financial support given to the organisations plus the amount of grant that Officers propose is awarded.

## 2. Key Issues

2.1 The Council values the work undertaken by our voluntary organisations enormously. In order to function, these organisations need to be able to anticipate a level of financial commitment by the Council. Despite the Council's ongoing commitment to these organisations, in the current economic climate no guarantees are available that the current funding levels will be able to be met in future years.

2.2 New service level agreements were introduced in April 2013. The agreements set out targets and outcomes to be achieved throughout the year and are summarised in Annex B. Officers use the agreements to monitor the performance of organisations throughout the year. Quarterly monitoring reports are provided by the organisations based upon the targets in the service level agreements. Grant payments are only made after a successful monitoring report is received.

2.3 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage and work together in the statutory, community, voluntary and faith sectors.

2.4 The support of voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to organisations, or to withdraw funding for some or all of the grants. The following funding options are therefore presented as part of this report.

## 3. Supporting Information

Citizens Advice Surrey Heath

3.1 Citizens Advice Surrey Heath (CASH) is open from 10am-4pm, Monday – Thursday plus a 3 hour weekly outreach session in Bagshot, the Chobham outreach operation has been changed to an appointment only, due to the low numbers of people attending. The existing partnership arrangement with Citizens Advice Woking diverts all phone calls from the bureaux on a Friday from 9-5.

The organisation helps people from within the community to resolve their legal, money and other problems.

Over the past year the funding that provided dedicated resource for the webchat and email was withdrawn and this has seen an impact upon the daily average of clients seen, which has dropped from 27 to 20 as volunteers now fit this in to their normal role. To help mitigate the delay in receiving this service, the Bureau has worked to increase the number of volunteers, and the first of the newly trained staff will be available from November 2017.
Other service areas include: Local Assistance Fund and Health Watch Surrey which is commissioned by Surrey County Council, plus the Veterans Listening Project, Pension Wise, Besom Foodbank referrals, and Local Solicitor Support. The total income derived this year from providing additional services is £42,554.
Total costs are estimated at £160,782 in 2018/19 which reflects an increase of £14,338. There is also an increase of £1,295 in unrestricted reserve levels which were recorded at £112,725 on the 31/03/17, however the Charity Commission suggests as good practice that a minimum of 6 months operating costs are retained which are estimated at £80,000.

It is suggested that a grant of £80,000 is approved, subject to a service level agreement to include an increase of the daily client numbers to a minimum of 27, and implementation of a reserves policy.

As a benefit in kind the office facilities are provided which is valued at £18,500 per annum and their car parking facilities for staff and volunteers.

Voluntary Support North Surrey

3.2 Voluntary Support North Surrey (VSNS) provides a support service for voluntary organisations in Surrey Heath (which totals 400+) Runnymede, and from April 2017 the district of Spelthorne was added. The staffing levels to provide the service equates to 7 FTE, and this supports the not for profit organisations which includes all governance related issues, training, and

specialist funding advice: VSNS actively engages with partnership working with many organisations, some of which provide additional funding steams such as the Integrated Care Service lead by the Surrey Heath Clinical Commissioning Group.

VSNS also develop and promote volunteering opportunities and this has provided a minimum of 140 placements in Surrey Heath for the year ending 31st March 2017.
The organisation works hard in providing a good communication platform of the services and support with 800+ emails being sent weekly providing the latest information available, amongst other awareness building initiatives.
VSNS also administers a vetting and barring service for local voluntary organisations, and for the year ending 31/3/2017, 73 checks locally in Surrey Heath were undertaken.

The corporate volunteering and engagement programme continues to grow building good relationships with local business, such as Costa, Costco, ADP, Enterprise, and Collectively Camberley.

The costs estimated for the financial year 2018/19 are £361,145 a considerable increase of due to the service expansion from the previous year, and the funds will be agreed with Spelthorne to cover the additional cost. The VSNS board now operate a balanced budget which provides security for the organisation and its staff.

The accessible reserves at 31 March 2017 are £9,130, and a further £178,455 is available through a draw down scheme held by Surrey Community Foundation from which £150k is ring fenced.

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

VSNS are located in the Ian Goodchild Centre, along with Surrey Heath Age Concern and Camberley Care amongst other groups. The partners have entered into a 5 year lease from October 2014 which provides a reducing scale rental subsidy over this period starting with 100% subsidy in year 1. From October 2017 this reduced to 70% (a cost to the organisation of £1227.50), with a benefit in kind for this year valued at £7,175 plus £2,350 attributed to parking costs.

Surrey Heath Age Concern

3.3 With the support of approximately 74 volunteers and three part-time members of staff, Surrey Heath Age Concern (SHAC) delivers a range of services for those aged 50+ within Surrey Heath.

The Rainbow Cafe offers refreshments, cakes, sandwiches and jacket potatoes in Camberley town centre. It is supported by a part-time manager and 30 volunteers who operate this from Monday – Saturday 9-3pm. Income from the café has increased by around 20% from the wider range of refreshments and food sold.

From January 2017 a Tea and Memories service was introduced at the café for those suffering with dementia. This has proved to be very popular, with many letters being received from local patrons. The costs to provide this were initially donated by Vinci. SHAC are now introducing a nominal cost to cover the costs.

The visiting and befriending service is available for older house bound residents, and this relies upon a minimum of 45 volunteers that provide on average 164 visits per month. Following the introduction of the Integrated Care Service from the SH Clinical Commissioning Group (SHCCG), this charity has experienced an increase in demand of the V&B service. The Manager, Gill Gibson has worked hard to recruit new volunteers to try to meet the additional service requirements. Funding bids have been made to the SHCCG to provide resources, to date without success. To manage this situation a priority service based upon the needs of the client, but still has a waiting list of 39.
With the introduction of the 'Tea and 'range of services, clients who are on the V&B waiting list are automatically offered the most suitable version to attend if possible.

SHAC is not affiliated to Age UK and acts independently of the national organisation. Costs are expected to be £55,500 in 2018/19, which represents an increase of £9,500, this is attributed to increasing the staff resources to cover the demand of the services provided. The organisation recorded £96,709 in reserves at 31 March 2017, which is a reduction of £4,853 from the previous year.
SHAC will be changing their status to a Charitable Incorporated Organisation (CIO) from the 1st April 2018 and from this date will be known as Surrey Heath Age Concern CIO.
The organisation is working on a 5 year strategy focussing upon driving away loneliness for isolated older people. During a presentation to the Council's External Partnership meeting in September 2017 the organisation asked for consideration to be given to extending the Rainbow Café lease agreement.

It is recommended that a grant of £10,000 is approved, subject to a service level agreement and for discussions to commence in relation to extending the Rainbow Cafe lease.
The Rainbow Café annual lease has a benefit of £10,000, plus a further £2,850 in car parking for staff and volunteers.

Camberley Central Job Club

3.4 This organisation has received revenue funding since 1st April 2016. Its aim is to provide training and support to local people who are unemployed. Within Surrey Heath for the period June-September 2017 there were 355 people recorded as receiving unemployment benefits (source: Nomis). The numbers have increased slightly by directly comparing from last year (50) but the predicted steep increase in numbers from the partial introduction of Universal Credit has not occurred.

The Job Club are open on a Monday and Thursday morning at High Cross Church where general sessions of support, and one to one assistance relating to CV writing, and confidence building, referrals are taken from the Job Centre Plus, local children's centres and self-referrals.
In September 2017 the total clients who had used the services year to date was recorded at 73 which is a year on year reduction of 20: however on the 18th October the organisation worked in association with Frimley Health NHS Trust and Camberley Job Centre to host a 'Caring Conference and Job Fair' at Frimley Park Hospital where throughout the day 120 people seeking work in the Care Market attended and had an opportunity to meet with 22 potential employers from local care homes.
The outcome so far is that 8 claimants have received job offers, 3 were invited to further interviews and local companies such as Mears Care, 0041ccentra 24 are now hosting sessions at the Job Centre to recruit local people to the vacancies they have.

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

The overall costs forecasted for 2017/18 is estimated at £11,470 from which £5,000 relate to administrator costs, and £3,000 for room hire charges, with other costs linked to the operation. The club ran at a surplus of £1,700 for the 6 months to September 2017, with reserves at an estimated £2,000. Without a revenue grant the organisation would be unable to continue.

It is recommended that a grant of £7,000 is approved to enable the organisation to develop other funding strategies to contribute to the ongoing costs: and to provide accurate information to the number of jobs gained from the support received which is integral to the 2018/19 Service Level Agreement. The council do not provide any benefits in kind to this organisation

Tringhams, West End

3.5 Tringhams provides a care service to the elderly of West End, Chobham, Lightwater, Windlesham, and Bisley. The existing two day a week service located in West End offers to clients a transport facility to the centre where they are provided with a hot meal, various activities and outings, refreshments and newspapers. In 2015 the client numbers dropped to 17 and then increased to an average of 22 in 2016, this year has seen a slide back to an average of 18. Strenuous efforts are being made to attract new regular clients, and a men's service has been piloted and has been popular with 3 attending, this is estimated to increase to 6, and this will be offered twice a quarter, which it is hoped will see an increase on the regular twice weekly service. Other initiatives relating to working with local doctor surgeries, and adult social care are being developed to increase attendance.

The centre continues to reduce its operating costs (by a further £1,850) to £33,000 the salaries attributes 50% of the overall running costs. The organisation fundraised £3,294 throughout the year, which contributes to the

income. The unrestricted reserve has increased during the year by £1,788, to £36,006, with a ring fenced transport fund of £40,054.

The team leader will be retiring at Christmas, with a successor actively being recruited at present to ensure of a smooth transition in January 2018.

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

It is recommended that a grant of £13,000 is approved, and will be subject to a service level agreement relating a minimum average attendance of 22 people per session. The council do not provide any benefits in kind to this organisation.

Basingstoke Canal Authority

3.6 The Basingstoke Canal Authority (BCA) manages and maintains the 32 mile long canal which serves Mytchett, Deepcut, and Frimley and Camberley. The canal is a highly visible natural feature through Surrey Heath, improving the quality of life of local residents by giving unrestricted access to open space and leisure opportunities. The canal centre based in Mytchett also acts as a local tourist attraction providing historical interest with a range of events and activities for the public.

There are 4.2 million residents within a 60 minute drive of the canal and 700,000 within a 30 minute drive. It is estimated that 30% of Surrey Heath residents have benefitted from the organisation in the past 12 months (through activities such as dog walking, canoeing, running to keep fit etc.) but there is no accurate information. The SHBC section is a highly populated area of the canal with a high number of visits to the canal centre and Frimley Lodge Park areas.

Other benefits provided include a hugely diverse ecological benefit (the widest in England and Wales according to the BCA), the ability to manage water levels and take preventative action before storms, prevention of canal leaks onto the railway and a large volunteer programme – over 60 ‘lengthsmen’ walk a section of the canal every week and can be called upon in an emergency.

Recent work local to the borough includes the replacement of lock gates at Deepcut and soft bank protection near to the lakeside complex (costing £105k) including the introduction of ‘dog steps’.

The reserves for the BCA at 31/3/17 were £486,309.

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

Blackwater Valley Countryside Partnership

3.7 The Blackwater Valley Countryside Partnership (BVCP) restore and manage the Blackwater Valley’s Countryside to maximise its value for outdoor

recreation, landscape, wildlife and healthy living by involving and co-ordinating the work of local authorities, communities and landowners. It is estimated between 5,000 and 10,000 Surrey Heath residents benefit from the partnership annually but there are no exact figures.

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

Following a reduction in grant award from £10k in 2016/17 to £5k in 2017/18, BVCP have stressed that the partnership is able to co–ordinate projects across political boundaries, raise funds and support partners and community organisations to carry out work, so that a great deal more can be achieved to benefit residents of the Valley than by any one partner working in isolation. If the partnership did not exist, the vast majority of work would still need to be carried out but at each individual partner's expense. BVCP argue that investing in the partnership provides best value for money through economy of scale.

While over £2million has been paid by SHBC in relation to Hawley Meadows SANGS, this money sits with Hampshire County Council to look after the site in perpetuity. Only the interest on this figure can be used by Blackwater Valley Countryside Partnership and even then this is restricted to the Hawley Meadows site and can only be spent on items which are classed as above and beyond 'usual' works.

The balance on the reserve account at 31/3/17 was £105,833. As a minimum, a balance equivalent to three months of forecasted operating costs (£73k) should be held in reserves should the Partnership ever be wound up.

Surrey County Council has given notice that they will be withdrawing their income contribution from 2018/19, reducing anticipated contribution from local partners to £86,272.

BVCP have some issues regarding publicity of their work and communication with residents. Despite being relatively active on social media, the organisation has not had a functioning website for a number of months (although the charitable arm of the partnership, the Blackwater Valley Countryside Trust has a visible presence). This is something which has been highlighted by SHBC officers, who will continue to support BVCP to address this.

In light of the additional financial pressure on BVCP and the potential cost to the borough if the partnership were to fold, it is recommended that a grant of £10,000 be approved subject to the delivery of the service level agreement.

Surrey Heath Sports Council

3.8 The function of Surrey Heath Sports Council is to promote sport in the borough by financially supporting eligible residents (via the awarding of grants) and encouraging participation across all sports recognised by Sport England. The

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

The Sports Council are requesting support to the value of £3,500, in line with their 17/18 award. The Sports Council awarded £3,517.50 in grants in the previous year.

Although the Sports Council have been successful in awarding grants to support the borough's elite athletes and aspiring coaches, there were no awards made under the "hardship grant" criteria which is designed to support those who find cost a barrier to participate in sport.

This issue is acknowledged within the Sports Council's application, alongside a very brief plan of action to increase the amount of hardship grants in the coming year through targeted marketing and working closer with partners such as Surrey Heath Borough Council's Family Support service.

The balance at bank as at 31st October 2016 was £6,577.

It is recommended that a grant of £3,500 be approved subject to the delivery of the service level agreement, including encouragement to increase the number of hardship grants.

Surrey Heath Arts Council

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

Although they were unable to meet one of their SLA objectives – to host an event at Camberley Theatre - the Arts Council administered grants worth £1900 in 2016/17, £500 more than the £1400 they were awarded by Surrey Heath Borough Council.

The Arts Council propose to be more active next year by supporting and sponsoring more community events that promote the arts.

A figure of £1400 is being requested to enable the Surrey Heath Arts Council to continue to offer small grants and support to individuals and not-for-profit groups for cultural activities.

It should be noted that Surrey Heath is one of the only boroughs or districts in Surrey not to have an Arts Development Officer, meaning the role of the Arts Council has an increased importance in supporting the arts within the local community.

The grants account balance at 31st March 2017 was £3,065.

It is recommended that a grant of £1400 be approved, subject to the delivery of the service level agreement.

## 4. Options

4.1 The Executive has the option to;

i) Fund the organisations in line with the “2018/19 Proposals” column in Annex A, subject to the delivery of their service level agreements;

ii) Fund the organisations applications at a greater or lesser percentage of their requested sums;

iii) Not fund any of the organisations.

## 5. Proposals

5.1 It is proposed to fund each grant request at Annex A at the levels highlighted under the “2018/19 Proposals” column, subject to the delivery of the service level agreements.

## 6. Corporate Objectives and Key Priorities

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

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

## 7. Equalities Impact Assessment

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

## 8. Officer Comments

8.1 The proposals as set out in Annex A will maintain the Council’s commitment to recently grant funded organisations. Despite this ongoing commitment, in the current economic climate no guarantees are available that the current funding levels will be able to be met in 2019/20.

| | |
|---|---|
| **Annexes** | **Annex A - Grant application summary & proposal**<br>**Annex B – Service Level Agreements** |
| **Background Papers** | Application Forms |
| **Author/contact details** | Jayne Boitoult - Community Partnership Officer<br>Jayne.boitoult@surreyheath.gov.uk<br>Ben Sword - Commercial and Community Development Manager<br>Ben.sword@surreyheath.gov.uk |
| **Head of service** | Louise Livingston, Executive Head of Transformation<br>Daniel Harrison, Executive Head of Business |

**Consultations, Implications and Issues Addressed**

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

**ANNEX A - Grant Application, Summary & Proposals**

| Organisation | Grant Use | 2017/18 GRANT AWARD | Grant Request 18/19 | % of Annual Overall Running Costs | 2018/19 PROPOSALS | Other Council in-kind benefits for the year ending 31/03/17 |
|---|---|---|---|---|---|---|
| **Surrey Heath Citizens Advice (CASH)** | Helps people from within the community to resolve their legal, money and other problems. | **80,000** | 96,190 | 60.0% | **80,000** | Offices £18,500<br>Car parking<br>no specific cost |
| **Voluntary Support North Surrey** | The service has a number of roles including developing volunteering, providing advice on governance and funding for voluntary organisations. | **30,000** | 30,000 | 12.4% | **30,000** | Offices £7,175<br>Car parking<br>£2,350 |
| **Surrey Heath Age Concern** | Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service. | **10,000** | 12,500 | 22.7% | **10,000** | Tea room<br>10,000<br>Car parking<br>£2,850 |
| **Tringhams, West End** | Transport to and from lunch and activities for 60+ in Bisley, West End, Chobham, Lightwater & Windlesham | **13,000** | 15,000 | 45.4% | **13,000** | Not applicable |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Camberley Central Job Club** | Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work | **7,000** | 12,000 | 100% | **7,000** | Not applicable |
| **Sub Total (Page 1)** | | **£140,000** | **165,950** | | **£140,000** | **£40,875** |

| Organisation | Grant Use | 2017/18 GRANT AWARD £ | Grant Request 2018/19 | % of Annual Overall Running Costs | 2018/19 PROPOSALS £ | Other Council in-kind benefits for the year ending 31/03/17 |
|---|---|---|---|---|---|---|
| **Basingstoke Canal Authority** | Revenue support in maintaining facilities. | 10,000 | 26,283 | 3.5% | **10,000** | Not Applicable |
| **Blackwater Valley Countryside Partnership** | Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley | 5,000 | 10,000 | 3.9% | **10,000** | Not Applicable |
| **Surrey Heath Sports Council** | Distribution of small grants locally to gifted and talented athletes and coaches | 3,500 | 3,500 | 100% | **3,500** | Not Applicable |
| **Surrey Heath Arts Council** | Distribution of grant aid to promote the arts in the borough | 1,400 | 1,400 | 100% | **1,400** | Not applicable |
| **Sub – total (page 2)** | | **£19,900** | **£41,183** | | **£24,900** | |
| **TOTAL (Page 1 & 2)** | | **£159,900** | **£207,133** | | **£164,900** | |

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

| Organisation | Service Level Agreement | Achievements |
|---|---|---|
| Citizens Advice Surrey Heath | To deliver the business development plan 2016-18: | All front line services achieved as per the business development plan. |
| Voluntary Support North Surrey | • To deliver the 2016-18 Business Plan and provide updates should this change throughout the year. | Achieved. |
| | • To continue to work in areas of deprivation by supporting community groups to sustain their development in key areas being the Old Dean and St Michael's wards. To undertake a watching brief and feedback to the council at these meetings if council staff are not available. | Achieved. |
| | • To support the organisation and operation of the Surrey Heath Show. | Achieved. |
| | • To promote awareness of the services offered by VSNS, by attending a minimum of 6 community events. | Achieved. |
| | • To maintain an office base within Surrey Heath that is available from 9-4pm, Monday to Friday. | Achieved |
| | • Acknowledge the support of the Council in all its publicity. | Achieved |
| | • Maintain audited accounts to be provided as requested by | Achieved |

| | | |
|---|---|---|
| | the Council.<br><br>• To embed a community fundraising strategy that builds the organisations financial independence | Working towards, now operates a balance budget |
| Surrey Heath Age Concern | • To continue to develop the visiting and befriending service by undertaking a review of the provision, focussing upon: resources, efficiency, effectiveness and meeting the client needs;<br><br>• To meet all the targets set out in the 2016/17 Business Plan;<br><br>• To embed a clear strategy around how to meet local changing demand;<br>• To continue to recruit new trustees as necessary and to encourage greater involvement by developing specialisms based upon experience and training;<br>• To seek out other funding streams and make a minimum of 6 applications per year; | SHAC have worked to retain the volunteer's numbers and the V&B strategy offers alternatives such as the Tea and chatter services. The organisation re-opened the service to new referrals in April 2017. Many are referred from the Integrated Care Service operated by the SHCCG resulting in a waiting list of 39 clients which for those who are high need can lead to a delay of a few weeks or so to provide the one to one service requested.<br><br>Yes.<br><br>Progressing.<br><br>Achieved |

| | | |
|---|---|---|
| | • Acknowledge the support of the Council in all its publicity;<br>• Maintain audited accounts to be provided as requested by the Council; and<br>• To introduce a community fundraising strategy, that builds financial independence for the Provider with the aim of minimising the dependency upon future Council. | Achieved.<br><br>Achieved.<br><br>Achieved. |
| Tringhams, West End | • A safe, secure and compliant transport service to and from home, and to the Centre for local clients;<br>• To retain an option to work with Surrey Heath to provide the transport services;<br>• Care and support, Hot Meals, Tea, Coffee and Biscuits;<br>• Ongoing assessment of the activities and to introduce new programmes to meet the changing demands e.g. services for isolated men, and other external visits as appropriate;<br>• Client numbers to be at a minimum of 22 people per day;<br>• To pilot a service for men.<br>• Acknowledge the support of the Council in all its publicity;<br>• Maintain audited accounts, copies to be provided to the Council;<br>• To introduce a community fundraising strategy, that builds | Achieved.<br><br>Achieved<br><br>Achieved.<br><br>Achieved.<br><br>Not Achieved – average client attendance 18 per session.<br>Achieved<br><br>Achieved.<br><br>Achieved.<br><br>Working towards £3,294 raised |

| | | |
|---|---|---|
| | the organisational financial independence to raise £4,000 this year. | |
| Camberley Central Job Club | • To continue to provide employment training for those in high need within Surrey Heath, and to work with the JCP in prioritising the support for those who have been unemployed for the longest periods.<br><br>• To provide accurate information from 1st April 2017 relating to the clients through using the job club have found any type of work: the data will extrapolate information of those who have found paid work and aim to achieve 70 people by the year end: the first report being received by the 30th June 2017.<br><br>• To engage with 67% of clients who are registered as receiving unemployment benefits within Surrey Heath.<br><br>• To comply with all legal and good practice governance responsibilities.<br><br>• Acknowledge the support of the Council in all its publicity.<br><br>• Maintain audited accounts to be provided as requested by the Council.<br><br>• To further develop a community fundraising strategy, that reduces the financial dependence from the council. | Achieved.<br><br>No, working towards.<br><br>Yes<br><br>Achieved.<br><br>Achieved.<br><br>An auditor has confirmed the accounts presented are correct.<br>Working towards.<br><br>Working towards. |
| Basingstoke Canal Authority | • Ensure the Basingstoke Canal is accessible, welcoming and safe | Achieved |

| | | |
|---|---|---|
| | • Improve biodiversity and landscape, working towards favourable SSSI condition<br>• Improve supply and management of water to sustain navigation and biodiversity<br>• Engage the community in understanding and appreciating the canal<br>• Develop volunteering opportunities<br>• Monitor feedback to improve services<br>• Acknowledge the support of the Council in all its publicity.<br>• Maintain audited accounts to be provided as requested by the Council | Working towards (always ongoing)<br>Working towards (always ongoing)<br>Achieved<br>Achieved<br>Achieved<br>Achieved<br>Achieved |
| Blackwater Valley Countryside Partnership | • Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites.<br>• Manage the Hawley Meadows/Blackwater Park SANG and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites.<br>• Organise and lead 150 conservation projects within the | On Target - Proposals for 2 sites written, 1 now at planning application stage. Working with Land Trust on 2 other potential SANGs<br>Achieved, see annual reports<br>Achieved |

| | | |
|---|---|---|
| | Valley for local volunteers, involving 1,500 people, at least 15 projects involving 80 people in Surrey Heath.<br>• Work to partnership budget as agreed by BVCP members committee with at least £120,000 raised additional to core LA contributions.<br>• Value of volunteer activity in direct support of BVCP activities to be £150,000. Work to the value of £10,000 will be undertaken on sites within Surrey Heath Borough.<br>• Acknowledge the support of the Council in all its publicity.<br>• Maintain audited accounts to be provided as requested by the Council | Achieved - £250,000 raised additional to core partnership contributions.<br>Partially Achieved – value of volunteer activity organised by BVCP was £208,000.<br>Value of volunteer work within in Surrey Heath £8,500.<br>Achieved<br>Achieved |
| Surrey Heath Sports Council | • Assist talented sports people especially at County level and above with financial support<br>• Assist those living and coaching in Surrey Heath by subsidising coaching courses<br>• Provide hardship bursaries to people with financial barriers to participation in sport.<br>• Acknowledge the support of the Council in all its publicity.<br>• Maintain audited accounts to be provided as requested by | Achieved<br>Achieved<br>Not achieved (working towards)<br>Achieved<br>Achieved |

| | | |
|---|---|---|
| | the Council. | |
| Surrey Heath Arts Council | • Award grants to individuals and organisations connected with the arts so they can develop their work<br>• To stage an event at Camberley Theatre to bring together arts organisations within the borough<br>• Promote award schemes to residents through social media and development of new web site<br>• Acknowledge the support of the Council in its publicity.<br>• Maintain audited accounts to be provided as requested by the Council. | Achieved<br>Not achieved<br>Achieved<br>Achieved<br>Achieved |

**Update on the Surrey Pension Fund**

**Summary**
The Surrey Pension Fund held its Annual General Meeting in November 2017 and this paper is to update Executive on the membership and performance of the fund and to highlight any issues going forward.

**Portfolio - Finance**
**Date Signed Off: 14 December 2017**

**Wards Affected**
**All**

**Recommendation**

The Executive is advised to NOTE and comment on the contents of the report

## 1. Resource Implications

1.1 Pension contributions are a significant financial commitment for the Council. In 2017/18 employer contributions are in excess of £2m of which £800k are to fund pension deficits.

## 2. Key Issues

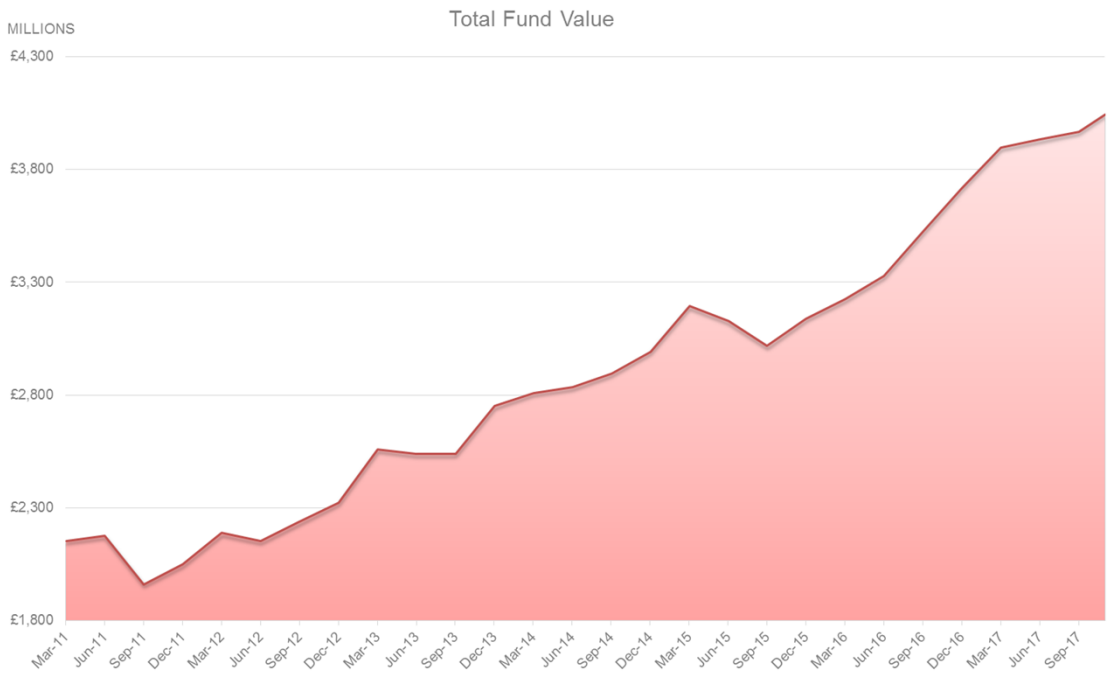
2.1 The Surrey Pension Fund is managed and administered by Surrey County Council on behalf of all Districts, the County and a number of other organisations. All of the figures given in this report are for the fund as a whole and not just for Surrey Heath.

Membership

2.2 At the end of March 2017 there were 99,986 members in the fund of which 34,298 were active, 24,025 pensioners and 41,573 deferred. This is an overall increase of 12% compared to 2015.

Market Value of the Fund

2.3 The fund was valued at £4.044bn on the 14th November 2017. This compares with £2bn in 2011 and reflects the unbroken increase in equity markets since then. Although difficult to predict it is likely that there will be some sort of correction over the next 6 months and steps are therefore being taken to consolidate some of these gains.




Investment Performance and Strategy

2.4 The investment performance of the fund is shown in the attached table. In can be seen that the fund has exceeded its benchmark growth for both the 5, and 10 year periods.

| | Surrey Pension Fund % | Surrey Benchmark % |
|---|---|---|
| 2016/2017 | 18.2 | 17.0 |
| 2015/2016 | -0.8 | -0.9 |
| 2014/2015 | 12.3 | 11.9 |
| 2013/2014 | 8.6 | 7.1 |
| 2012/2013 | 14.7 | 11.6 |
| 2011/2012 | 1.9 | 3.3 |
| 2010/2011 | 8.9 | 8.2 |
| 3-Year (annualised) | 10.0 | 9.3 |
| 5-Year (annualised) | 10.6 | 9.4 |
| 10-Year (annualised) | 6.6 | 6.1 |

2.5 The fund is diversified amongst a number of different asset classes as can be seen in the table below:

| | Target Allocation 30 September 2017 % | Actual Allocation 30 September 2017 % |
|---|---|---|
| Multi Asset Credit | 4.4 | 3.5 |
| Investment Grade Credit | 5.3 | 4.3 |
| Index-Linked Gilts | 5.5 | 4.9 |
| Unconstrained | 2.4 | 1.9 |
| **Total Bonds** | **17.6** | **14.6** |
| | | |
| UK Equity | 27.5 | 26.5 |
| Overseas Equity | 32.3 | 32.9 |
| **Total Equity** | **59.8** | **59.4** |
| | | |
| Property | 6.2 | 5.9 |
| Diversified Growth | 11.4 | 9.9 |
| **Total Alternatives** | **17.6** | **15.8** |
| | | |
| **Private Equity** | **5** | **5.3** |
| | | |
| **Cash and Other** | **0** | **4.9** |
| | | |
| **TOTAL** | **100** | **100** |

Funding Update

2.6 Due in the main to investments performing so well and the additional payments made the deficit has reduced significantly over the last few years as is evidence by the table below. In fact given the current performance of the stock market the fund is likely to be fully funded at the current time.

| | Full Actuarial Valuation 31/03/2010 | Full Actuarial Valuation 31/03/2013 | Quarterly Valuation 31/03/2014 | Quarterly Valuation 31/03/2015 | Full Actuarial Valuation 31/03/2016 | Quarterly Valuation 30/09/2017 |
|---|---|---|---|---|---|---|
| Liabilities | £2,699m | £3,538m | £3,523m | £4,245m | £3,892m | £4,075m |
| Assets | £1,944m | £2,559m | £2,808m | £3,194m | £3,213m | £3,966m |
| Deficit | £755m | £979m | £715m | £1,051m | £680m | £109m |
| | | | | | | |
| Funding Level | 72.0% | 72.3% | 79.7% | 75.2% | 82.6% | 97.0% |

Outlook for the 2019 valuation and contribution rates from 2019/20

2.7 The fund is due to have its triennial actuarial review at the 31st March 2019. Although this is only a few days after Brexit it is assumed that any impact of Brexit will have already been discounted by the markets long before then. Given the current performance of the fund and the long term view taken by the actuaries it is unlikely that contributions will

increase as a result of the next review. However this will depend on what happens to global equities in that period.

Pooling of Funds

2.8 The Government has mandated that pension funds be pooled in order to reduce admin costs and Surrey is part of a larger Borders to Coast pension fund which will manage £35.9bn of funds across 14 difference council areas. Details are shown in the table below. Given the size of the fund investment will be carried out in house thereby saving the cost of external fund managers. Any profits will then be reinvested in the fund.

| | | | |
|---|---|---|---|
| Bedfordshire Pension Fund | £1.7bn | SOUTH YORKSHIRE PENSIONS AUTHORITY | £6.3bn |
| Cumbria County Council | £2.0bn | Sheffield City Region COMBINED AUTHORITY | £0.2bn |
| Durham County Council | £2.3bn | Surrey Pension Fund | £3.2bn |
| ERPF East Riding Pension Fund | £3.7bn | Teesside Pension Fund | £3.2bn |
| Lincolnshire COUNTY COUNCIL Working for a better future | £1.8bn | Tyne and Wear Pension Fund Administered by South Tyneside Council | £6.4bn |
| North Yorkshire County Council | £2.4bn | WARWICKSHIRE pension fund | £1.7bn |
| NORTHUMBERLAND Northumberland County Council | £1.1bn | BCPP | £35.9bn |

## 3. Options

3.1 The Executive is only asked to note the contents of the report.

## 4. Proposals

4.1 It is proposed that the Executive NOTES the report COMMENT as appropriate.

## 5. Supporting Information

5.1 The Surrey Pension Fund AGM report available on the Surrey County Council website.

## 6. Corporate Objectives And Key Priorities

6.1 The funding of pensions is a key part of the budget and therefore can influence all of the council's key priorities.

## 7. Policy Framework

7.1 The Councils is required to be a member of the fund and to comply with any funding directions.

## 8. Legal Issues

8.1 The Council is a member together with other organisations of the Surrey Pension Fund. All members underwrite the liabilities of the fund irrespective of where they arise.

## 9. Governance Issues

9.1 The Districts nominate representatives to sit on the Pensions Board.

## 10. Sustainability

10.1 Not Applicable.

## 11. Risk Management

11.1 The fund is advised by actuaries and investment advisors with a view to minimising financial risk within the fund.

## 12. Officer Comments

12.1 None.

| | |
|---|---|
| **Annexes** | **None** |
| **Background Papers** | **None** |
| **Author/Contact Details** | **Kelvin Menon**<br>**Kelvin.menon@surreyheath.gov.uk** |
| **Executive Head of Service** | **Kelvin Menon – Executive Head of Finance** |

# 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 | | |

| Other Issues | Required | Consulted |
|---|---|---|
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | | |

**Review Date**:
**Version**:

**Community Infrastructure Levy**

The Council has been collecting CIL funding since the Charging Schedule came into effect on the 1st December 2014.
The CIL Regulations require that the Council, as the collecting authority, pay money over to the parishes, decide how to use that money and to publish its CIL income and expenditure.
The Council received a total of £1, 333,529.40 for the reporting period 1st April – 30th September 2017.
A breakdown of the CIL receipts received is shown in Appendix 1, attached to this report.

**Portfolio: Finance**
**Date Portfolio Holder signed off report: 21 December 2017**

**Wards Affected**
All

**Recommendation**
The Executive is advised to
(i) NOTE the CIL monies received.
(ii) AGREE that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated income within their wards; and
(iii) AGREE that the remaining CIL contributions held by the Council be retained for spending to support key priorities

## 1. Resource Implications

1.1 CIL includes a contribution toward the cost of administration of the scheme. At this time the monies raised are covering the cost of administration.

## 2. Key Issues

2.1 Section 106 payments are now increasingly being replaced by Community Infrastructure Levy contributions.

2.2 In respect of monies collected to date, Appendix 1 lists CIL monies collected from sites by parish and ward in the period 1st April 2017 - 30th September 2017. It also sets out how the CIL money is apportioned out according to the priorities in the Section 123 List in particular for SANGs and parishes.

2.3 The expenditure of CIL is governed by regulations. Thus payments must be reported half yearly to Executive and payments to parishes must be made half yearly, the Council has no discretion in this. The Council is also required to report on levy income and spending on its website on 31st December each year.

2.4 No neighbourhood plans have been adopted and thus no more than 15% of CIL collected within parishes and wards is payable. The payment to parishes,

in the absence of a neighbourhood plan, is currently capped at £100 per annum for each existing Council tax dwelling. Payments to parishes' payable on 30th September 2017 were as follows.

a. Windlesham £11,418.00
b. West End £2,385.57
c. Bisley £8,844.00

2.5 In March 2015, the Executive agreed that as with the parishes a 15% proportion would be available to spend for non-parished areas according to local priorities. Whilst, the amount of money available to spend remains low at this time there may be small scale projects within these areas that would benefit.

## 3. Options

3.1 The options for the Executive to agree are:

(i) To agree that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated within their wards.

(ii) To not agree that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated within their wards.

(iii) To agree that that the remaining CIL contributions held by the Council be retained for spending to support key priorities

(iv) To not agree that that the remaining CIL contributions held by the Council be retained for spending to support key priorities.

3.2 The Executive is asked to agree options (i) and (iii).

## 4. Proposals

4.1 In accordance with the Executive resolution in March 2015, it is suggested that that the Ward Councillors for the non-parished areas now be asked to submit suggestions and bids for projects in their areas to be funded from the 15% of CIL collected in those areas. Ward Councillors can also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects. The amount collected in the reporting period 1st April 2017 – 30th September 2017 within these areas is as follows:

- Frimley £2,222.10
- Heatherside £8,146.44
- Town £395.17

4.2 Local projects will then be put forward to the Executive for agreement for funding in 2017/18 in combination with any projects taken forward from any remaining Planning Infrastructure Contributions.

## 5. Supporting Information

5.1 Income from CIL has slowly started to increase, since the CIL Charging Schedule was introduced in December 2014. In addition, the levy is only payable on development which creates net additional floor space, where the gross internal area of new build exceeds 100 square metres.

5.2 However, it is anticipated that CIL income will continue to increase in the next coming year.

5.3 A total of £1,333,529.40 has been collected for the reporting period 1st April – 30th September 2017.

5.4 Of the total amount collected for this period, 1st April- 30th September 2017, £1,300,118.12 is retained by the Council, with £1,244,576.25 payable to SANGS.

5.5 This money would be used to repay the £2million loan to Surrey Heath Borough Council by the L.E.P. for the purchase of the SANGS at Chobham.

## 6. Corporate Objectives And Key Priorities

6.1 PLACE - to make Surrey Heath an even better place where people are happy to live.

6.2 PROSPERITY - to sustain and promote the local economy so that our people can work and do business across Surrey Heath by promoting improvements to local transport and infrastructure.

## 7. Policy Framework

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

## 8. Legal Issues

8.1 The legislation requires that that 15% of CIL funds received are transferred to a Parish Council where development has occurred in that area. Payment commenced on 28th October 2015 and six monthly periods thereafter.

## 9. Governance Issues

9.1 Governance arrangements surrounding the transfer of CIL revenue to Surrey County Council for those projects prioritised by Surrey Heath BC which are to be delivered by the County will need to be agreed at a future date.

## 10. Sustainability

10.1 CIL will enable the Borough Council to direct funding to those projects which it believes best meet the needs of the local community and to support a sustainable community with the Borough.

## 11. Risk Management

11.1 If the housing targets set out in the Council's Core Strategy are not delivered then this would have financial implications in respect of the amount of CIL which would be raised. In addition the prior consent regime takes development outside of CIL, the government is proposing to extend this regime. Thus whilst it is anticipated that CIL will raise 4.5 million pounds to 2018, the emerging changes to legislation may reduce this amount.

| | |
|---|---|
| **Annexes** | Annex 1 - List of CIL Income 01/04/2017 – 30/09/2017 |
| **Background Papers** | |
| **Author/Contact Details** | **Steven Appleby**<br>**steven.appleby@surreyheath.gov.uk** |
| **Head of Service** | **Jenny Rickard – Executive Head of Regulatory** |

**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 | | |

**Review Date**:
**Version**:

**Annex 1**

Community Infrastructure Levy (CIL) Income received 1st April 2017 – 30th September 2017

| Application No | Address | CIL Admin (5%) | Neighbourhood (15%) | SANGS | CIL Main Fund | CIL Status |
|---|---|---|---|---|---|---|
| 16/0679 | Land South East of 4-14 (Evens), Kings Road, West End<br><br>Residential development of 35 dwellings comprising of 8 four bedroom, 10 three bedroom, 10 two bedroom houses and 3 two bedroom and 4 one bedroom flats. | | (West End) | £296,375.00 (Chobham Woods/ Station Road) | | Pay by Instalment (1st Instalment) |
| 16/0554 | Land South of 24-46 (Evens), Kings Road and 6 & 9 Rose Meadow, West End<br><br>Application for the approval of reserved matters pursuant to outline planning permission (SU/14/0532) for the erection of 84 dwellings (incl 8 one bed flats,34 two bed houses, 28 three bed houses and 14 four bed houses. | | (West End) | £814,412.50 (Chobham Woods/ Station Road | | Pay by Instalment (1st Instalment |
| 16/0116 | 11, Benner Lane, West End<br><br>Erection of two four-bedroom two – storey detached dwellings with shared access following the demolition of the existing dwelling. | £795.00 | £2,385.57 (West End) | £9,036.25 (Chobham Woods/ Station Road | £3,686.98 | Completed 08/05/2017 (All monies received) |
| 16/1030 | Land North East of 11, Frimley Green Road, Frimley<br><br>Detached two bedroom bungalow with associated parking and access from Frimley Green Road. | £740.70 | £2,222.10 (Frimley) | £10,287.50 (Chobham Woods/ Station Road) | £1,563.70 | Completed 23/06/2017 (All monies received) |
| 16/1114 | The Cottage, Hatton Hill Windlesham<br><br>Two detached two storey dwellings. | £3,806.00 | £11,418.00 (Windlesham) | £43,250.00 (Chobham Woods/ Station Road) | £17,646.00 | Completed 14/09/2017 (All monies received) |

| | | | | | | |
|---|---|---|---|---|---|---|
| 16/0961 | 325, Guildford Road, Camberley<br><br>Erection of 6 three bedroom dwellings in the form of a pair of semi - detached houses and a terrace of two storey houses with accommodation in the roof and 6 two bed and 3 studio flats in the form of a 3 storey block. | £2,948.00 | £8,844.00 (Bisley) | £33,500.00 (Chobham Woods/ Station Road) | £13,668.00 | Completed 03/08/2017 (All monies received) |
| 16/0722 | 210, Upper Chobham Road, Camberley<br><br>Redevelopment of land to the rear of 208 and 210 Upper Chobham Road to erect 2 detached 3 bedroom houses with detached single garages. | £2,715.48 | £8,146.44 (Heatherside) | £37,715.00 (Chobham Woods/ Station Road) | £5,732.68 | Completed 18/04/2017 (All monies received) |
| 16/0141 | 80, Kings Ride & Land at 80, Kings Ride, Camberley<br><br>Erection of a two storey, two bedroom dwelling with associated parking and garden area, erection of a new porch and demolition of existing conservatory and outbuilding. | £131.72 | £395.17 (Town) | | £2,107.61 | Completed 30/06/2017 (All monies received) |
| **TOTALS** | | **£11,136.90** | **£33,411.28** | **£1,244,576.25** | **£44,404.97** | |

**OVERALL TOTAL - £1, 333,529.40**

**Surrey Heath Local Development Framework – Authorities Monitoring Report 2016/17**

**Summary**
To consider the Local Plan Authorities' Monitoring Report 2016/17 for the purpose of making the document publically available at the Council offices and on the Council's website

**Portfolio: Regulatory Services**
**Date Portfolio Holder signed off report: 2 January 2018**

**Wards Affected**
All

**Recommendation**
The Executive is advised to resolve that the Surrey Heath Local Plan Authorities Monitoring Report be **approved** for the purpose of making the document publically available at the Council offices and on the Council's website

## 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 Surrey Heath Authorities Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced and planning authorities must publish this information direct to the public at least yearly.

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

2.3 This AMR monitors the period from 1st April 2016 to 31st March 2017.

2.4 The Core Strategy and Development Management Policies Development Plan Document 2011-2028 (CSDMP) was adopted in February 2012. Many of the targets and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Therefore, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. In addition, it will take some time for the effects of the new policies in the CSDMP DPD to become apparent. However, these indicators still serve to provide a useful

baseline which can be built upon as the new policies begin to take effect.

2.5 The CSDMP set a target to build 3,240 new homes between 2011 and 2028. This equates to 191 units per year. From April 2011 – March 2017 the Council has delivered 1,241 homes which exceeds the cumulative CSDMP annualised target over the six monitoring years by 95 dwellings. However, the December 2016 Strategic Housing Market Assessment (SHMA) set an objectively assessed housing need (OAHN) requirement of 6,876 dwellings to be completed in Surrey Heath over a period of 18 years from 2014-2032, equating to 382 dwellings per annum.

2.6 The amount of homes delivered in Surrey Heath from 2014-17 has not met the required OAHN over the three monitoring years covered by the SHMA period. The Council's ability to meet the targets for new homes relies largely on overcoming restrictions imposed by the Thames Basin Heaths SPA. The Council continues to work on delivering SANG land and it is anticipated that this will allow more housing to come forward over the corresponding plan/SHMA period. It is also notable that the Council has permitted more development than has been delivered. Over a three year period from 2012 to 2015, the Council has permitted 2,506 dwellings. Over the same period, only 511 dwellings have been delivered. Furthermore, during the monitoring year, the Council permitted 640 dwellings whilst only 226 have been delivered. This shows that the development industry is not always delivering the dwellings that have been granted permission by the Council. In addition, these sites hold SANG capacity, which has implications for the Council's ability to mitigate for new applications as they come forward.

2.7 Over the plan period to date, 77% of all housing completions were on Previously Developed Land (PDL), against the CSDMP target of 60%. The Borough Council will continue to ensure the most effective use of land is made wherever possible.

2.8 Over the plan period to date around 6% of completed dwellings were affordable housing, against a CSDMP target of 35%. It is notable that previous developments such as the Notcutts site in Bagshot delivered 50% on-site affordable housing and during the monitoring year, the Children's Centre site in Frimley delivered 46% on-site affordable housing. Both of these completed developments have delivered significantly above the percentage targets set out in the Core Strategy. This demonstrates that some development sites can help to balance under delivery of affordable housing in others. It is also important to note that a significant quantity of applications now come through as prior notifications for the conversion of offices to residential accommodation. Such applications do not have the requirement for developers to provide affordable housing.

2.9 In addition, Government issued a Written Ministerial Statement indicating that affordable housing should not be sought on sites of 10 units or less, which was subsequently included within the National Planning Policy Guidance (PPG). This hinders delivery of affordable housing in the Borough. Furthermore, developers can put forward viability arguments that can limit the amount of affordable housing a site can deliver. However, the delivery of larger sites granted permission, such as the examples mentioned above, help provide affordable housing and this will continue to be reported in future Authority Monitoring Reports.

2.10 The Council has sought to ensure environmental protection standards are met across the Borough and has generally performed well on the environmental indicators monitored. The percentage of waste sent for reuse, recycling and composting at 62% over the plan period is well above the target of 40%. The target output of $CO_2$ emissions is required to be incrementally reduced to 34% below 1990 levels by 2020. The most recently available monitoring data demonstrates that Surrey Heath has already reached a 33.4% decrease of $CO_2$ emissions (within the scope of Local Authorities) from 1990 levels.

2.11 Over the plan period to date, there has been a net gain in employment floorspace in Core Employment Areas. However, across the Borough as a whole there has been a net loss of Employment and Retail floorspace. Initially, this was a reflection of the economic downturn, but more recently it is considered more likely to be a result of changes to Permitted Development Rights which allow for the change of use of offices to residential accommodation under prior notification rather than through the planning application process. Policies in the CSDMP and the Camberley Town Centre Area Action Plan (CTCAAP) aim to address the issues of losses of employment and retail floorspace. However, further amendments to Permitted Development Rights continue to make this more difficult to control and monitor.

2.12 The Camberley Town Centre Area Action Plan (CTCAAP) was adopted in July 2014. Objectives in the CTCAAP have been set out in a sub section of the AMR report, and are monitored separately from the CSDMP indicators.

2.13 The CTCAAP requires a target figure of 41,000sqm (gross) comparison and convenience retail floorspace to be completed in Camberley Town Centre over the AAP period. The amount of gross comparison and convenience retail floorspace completed during AAP period to date is 2,976sqm. It is recognised that the CTCAAP was recently adopted and major developments are phased over the full duration of the AAP period. Therefore, current figures do not provide an accurate representation of how the target amount of floorspace is being met. The indicative phasing of AAP sites comprising retail development is indicated for later in the AAP period, which should increase delivery of retail floorspace in subsequent monitoring years.

Notwithstanding this, an increase of 423sqm retail floorspace was completed in Camberley Town Centre during this monitoring year.

2.14 No net loss of community, cultural or leisure facilities has occurred within Camberley Town Centre during the AAP period to date, which meets the objective to retain an excellent range of leisure, cultural and community facilities. Housing delivery at the sites allocated in the AAP has already taken place in Camberley Town Centre, with 61 C3 residential units and 92 C2 (care home) units completed at allocated sites. Furthermore, 61 C3 dwellings were under construction at the end of the monitoring year and approval has since been granted for 116 C3 residential units, also at sites allocated in the AAP. This demonstrates a good level of progress against the required development target of 200 homes in Camberley Town Centre over the entire AAP period.

## 3. Options

3.1 The Executive has the following options in respect of the AMR:

(i) to **AGREE** the AMR, or
(ii) to **NOT AGREE** the AMR.

## 4. Proposals

4.1 It is proposed that the AMR as circulated be approved for publication

## 5. Supporting Information

5.1 None

## 6. Corporate Objectives And Key Priorities

6.1 The AMR reports progress in implementing Development Plan Documents and monitors performance against the policies of the adopted Core Strategy and Development Management Polices (CSDMP) and the Camberley Town Centre Area Action Plan (CTCAAP). The polices in the CSDMP have been produced to take forward the vision set out in the Council's Sustainable Community Strategy and the Council's key corporate objectives.

## 7. Policy Framework

7.1 The Planning and Compulsory Purchase Act was enacted on 28th September 2004. Section 35 of the Act required local planning authorities to make an annual report to the Secretary of State about the implementation of their local development scheme and whether the policies in the local development documents are being achieved.

## 8. Legal Issues

8.1 As set out in S.35 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) the Council is required to publish an Authorities Monitoring Report at least yearly. This must be made available online and in the Council offices.

## 9. Consultation

9.1 The Authorities Monitoring Report (AMR) is a statutory requirement which monitors the Council's achievements against the objectives of the Local Plan. The AMR must be made available to the public at the Council's offices and by publication on the Council's website. There is no requirement for consultation to be undertaken on the document.

| | |
|---|---|
| **Annexes** | **Annual Monitoring Report 2016/17** |
| **Background Papers** | None |
| **Author/Contact Details** | Christopher Kirk – Senior Planning Officer<br>Christopher.kirk@surreyheath.gov.uk |
| **Head of Service** | Jenny Rickard – Executive Head of Regulatory |

**Consultations, Implications and Issues Addressed**

| **Resources** | **Required** | **Consulted** |
|---|---|---|
| Revenue | ✓ | 04/12/2017 |
| Capital | | |
| Human Resources | | |
| Asset Management | | |
| IT | | |
| **Other Issues** | **Required** | **Consulted** |
| Corporate Objectives & Key Priorities | ✓ | 04/12/2017 |
| Policy Framework | | |
| Legal | ✓ | 04/12/2017 |
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | ✓ | 04/12/2017 |

**Review Date**:
**Version**:

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Great Place • Great Community • Great Future

# SURREY HEATH BOROUGH COUNCIL

# LOCAL PLAN 2011-2028

## Authorities' Monitoring Report (AMR) 2016-2017

December 2017

www.surreyheath.gov.uk/residents/planning/planning-policy

## FOREWORD

The Surrey Heath Authorities Monitoring Report (AMR) monitors the period 1st April 2016 to 31st March 2017. It sets out the progress achieved in implementing the Local Development Plan and performance against the policies of the Surrey Heath Core Strategy and Development Management Policies Development Plan Document 2011-2028.

In line with the Localism Act 2011 the AMR has to be made publically available at least yearly.

For further information please contact the Planning Policy and Conservation Team at:

Planning Policy and Conservation Team
Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD

Telephone: 01276 707100
E-mail: planning.policy@surreyheath.gov.uk

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## EXECUTIVE SUMMARY

The Surrey Heath Authorities Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced, and planning authorities must publish this information direct to the public at least yearly.

The purpose of this Report is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met.

This AMR monitors the period from 1st April 2016 to 31st March 2017.

In February 2012, the Surrey Heath Core Strategy and Development Management Policies Development Plan Document (CSDMP) was adopted to replace the Surrey Heath Local Plan 2000. Progress against the policies in the CSDMP will therefore be the focus of this report.

**The Progress of the Local Development Scheme**

The Local Development Scheme (LDS) sets out a programme of Development Plan Documents (DPDs) the Council will produce. The LDS sets out when the work for the DPDs will be carried out, when each of the DPDs will be available for public consultation, the anticipated date for adoption, and review date of the DPDs. The Council's current LDS was approved by the Council's Executive in December 2012. An updated LDS to cover the period 2016-2019 was agreed by Executive in October 2016. The Camberley Town Centre Area Action Plan (CTCAAP), Community Infrastructure Levy Charging Schedule and Infrastructure Delivery Supplementary Planning Document were adopted in July 2014.

**The Review of Existing Local Plan Policies**

Based on the monitoring data available, the Council is performing well in a number of areas, in particular environmental protection / biodiversity, green infrastructure and sustainability / climate change. Areas where targets have not been met over the plan period to date include affordable housing and some employment and retail indicators.

It should be noted that the CSDMP was adopted in 2012 and many of the targets and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Because of this, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. In addition, it will take some time for the effects of the new policies to become apparent as much of the new development completed in the current monitoring year will have been determined in line with previous (now superseded) policy objectives. For this reason, many of the performance indicators in this report will not present a true picture of how well the Local Plan policies are performing. However, these indicators still serve to provide a useful baseline which can be built upon as the new policies begin to take effect.

**Camberley Town Centre Area Action Plan (CTCAAP)**

The CTCAAP was adopted in July 2014. In addition, a supplementary masterplanning and public realm planning document which adds details to the policies in the AAP was adopted in April 2015.

It should be noted that the AAP was only adopted in 2014 and therefore many of the targets and objectives set out in the planning document are designed to be achieved over the duration of the plan period and as such, it is not yet possible to monitor many of these indicators. In some cases, the housing targets set out in the document have already been partially achieved through prior notification applications for conversions from offices to residential accommodation. Irrespective of this, sites identified for residential development in the AAP are still on track to come forward within the anticipated timescales.

The table below sets out performance against each individual indicator monitored in this report. A system of colour coding is used to indicate whether each target is being met.

| |
|---|
| Target fully met |
| Target partially met |
| Target not met |
| No Target or data unavailable |

Summary of performance against Core Strategy and Development Management Policy 2012 indicators

| Policy Area | CSDMP Indicator | Target Met? (Brief comments provided where target not met) | Pa n |
|---|---|---|---|
| **Housing** | % New dwellings on Previously Developed Land | **Yes** | 2 |
| | New dwelling accessibility to services | **No – Inparticular, location of strategic health facilities and secondary schools limit ability to direct development to these specific areas and have much wider catchments than shown in this target, including areas outside of Surrey, in Hampshire & Berkshire** | 2 |
| | Housing completions by settlement | **Partially** | 2 |
| | Net additional dwellings | **Partially** | 2 |
| | Housing Trajectory | **Partially** | 2 |
| | Rural Exception Dwellings Completed | **No target** | 2 |
| | Implementation of the Local Plan 2000 Housing Allocation Sites | **Partially** | 2 |
| | Affordable Housing Completions | **No – Limited ability to provide affordable housing as office to residential conversions have no incentives for provision and it cannot be sought on sites of 10 units or less** | 3 |
| | Affordable Housing type and size | **Partially** | 3 |
| | Net additional Gypsy pitches | **No – Sites to be identified through new Local Plan** | 3 |
| **Biodiversity** | Change in area of biodiversity importance | **Yes** | 3 |
| | Condition status of SPA, SAC and SSSI's | **Partially** | 3 |
| | Visitor number surveys for SPA/SAC | **Yes** | 3 |
| | Condition status of SNCI's and LNR's (Local) | **No – Primarily a land management issue and outside of planning control. Surrey Wildlife Trust undertake surveys of the sites** | 3 |
| **Infrastructure** | Infrastructure projects completed | **Partially** | 3 |
| **Local Character** | Archaeological finds | **No target** | 4 |
| | Local list | **No target** | 4 |
| **Green Infrastructure** | Green Belt, Countryside and Settlement Designations | **Yes** | 4 |
| | SANGs implemented | **Yes** | 4 |
| | Loss of open space or recreational areas | **Yes** | 4 |
| **Sustainability and climate change** | Waste Recycling | **Yes** | 4 |
| | CO2 emissions | **Yes** | 4 |
| | Renewable Energy Generation | **No target** | 5 |
| | Number of developments complete with SUDS measures | **Yes** | 5 |
| | Planning permissions - Environment Agency advice on flooding | **Yes** | 5 |

| | | | |
|---|---|---|---|
| **Travel** | Dwelling and B Class floorspace accessibility (bus) | **Yes** | 5 |
| | Dwelling and B Class floorspace accessibility (rail) | **No – improving over plan period but limited rail coverage in many parts of Borough** | 5 |
| | Travel plan implementation | **Data unavailable** | 5 |
| **Employment & Retail** | Employment floorspace completions | **No – partially due to the impact of General Permitted Development Order Prior Notification completions for B1a office to C3 residential conversions.** | 5 |
| | Employment floorspace PDL | **No – due to two specific large sites completed on non-PDL.** | 5 |
| | Employment Land Available | **Yes** | 5 |
| | Town, District and Local Centre Retail Development | **Yes** | 5 |
| | Percentage of units in A1 use in district and local centres | **Partially** | 5 |
| | B Class floorspace outside of Core Employment Areas and Camberley Town Centre | **N/A– no target** | 6 |
| **Community** | Community and Cultural facilities gained or lost by type | **N/A – no target** | 6 |
| | New open space provided | **No relevant applications** | 6 |

| Theme | Camberley Town Centre Area Action Plan Indicator | Performance to Date – Is the target being met? | P n |
|---|---|---|---|
| **A vital and viable shopping centre** | Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period | **Partially - Additional convenience floorspace has been achieved during the monitoring year** | 6 |
| **A range of cultural and leisure facilities offered** | Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period | **Yes** | 6 |
| **A thriving employment centre** | No target - contextual | **N/A – no target** | 6 |
| **A place to live** | Aim to deliver at least 200 new dwellings over AAP period with 35% as affordable | **Partially** | 6 |
| **A well connected, accessible town centre** | Number of travel plans implemented in association with major developments in CTC over AAP period | **Partially** | 6 |
| **A clean, high quality centre** | 40% of waste sent for reuse, recycling and composting over AAP period | **Yes** | 6 |

| | | | |
|---|---|---|---|
| | No exceedance of Air quality Strategy targets of 30µgm$^{-3}$ in CTC | **N/A – Air quality monitoring station closed 2012** | |
| **A safe, attractive centre** | Complete all public realm improvements identified in Public Realm Strategy by end of AAP period | **Yes – on track. Public realm improvements commenced** | 6 |
| **AAP Sites** | | | |
| **London Road Block Site** | Commencement of major redevelopment scheme at London Road Block in 2016/17 with 21,000 sqm gross retail floorspcace to be completed | **N/A – Commencement not required in monitoring year** | |
| **Camberley Station Site** | Commencement of improvements to Camberley Rail Station & Transport Interchange.<br>No. of market and affordable dwellings completed at site | **N/A – Commencement not required in monitoring year** | 6 |
| **Land at Park Lane Site** | No. of market and affordable dwellings completed at site over AAP Period – target of 100 net units | **Yes** | |
| **Pembroke Broadway North** | Commencement of major redevelopment scheme at Pembroke Broadway North pre 2020 | **Yes - on track. Redevelopment scheme granted planning approval** | |
| **Land East of Knoll Road Site** | Number of market and affordable dwellings completed – target of 80 net units over AAP Period. Total leisure/community/cultural floorspace completed and amount of open space created or enhanced at land East of Knoll Road over AAP Period | **Yes – residential units on track** | 6 |
| **Magistrates Court Site** | Commencement of development by end of 2016 and number of market and affordable dwellings completed at site | **Yes – Development at Kings Court commenced** | |

# 1 INTRODUCTION

**The requirement for an Authorities' Monitoring Report**

1.1 The Authorities' Monitoring Report (AMR) has been published in line with Section 113 of the Localism Act 2011. The AMR is an annual report which provides information on how a Local Authority is implementing their Local Development Scheme and how policies in their Local Development Documents are being achieved. The Local Development Plan Documents monitored in this report are the Core Strategy and Development Management Policies DPD (CSDMP), saved policies of the Local Plan 2000 and to some extent, the Camberley Town Centre Area Action Plan (CTCAAP). These can be viewed on the Council's website at: http://www.surreyheath.gov.uk/residents/planning/planning-policy/surrey-heath-local-plan

1.2 A AMR must contain the following information:

- Review actual progress in terms of Local Development Document preparation against the timetable and milestones in the Local Development Scheme
- Assess the extent to which policies in the Local Development Plan are being implemented. Where policies are not being implemented, explain why and set out steps to be taken to ensure that the policy is implemented, amended or replaced;
- Identify the significant effects of implementing policies in the Local Development Documents and whether they are intended and set out whether policies are to be amended or replaced.
- Provide details of any neighbourhood development orders or neighbourhood development plans;
- If CIL is in place then the AMR must contain details of the total CIL receipts for the reported year, the total CIL expenditure for the reported year and summary details of CIL expenditure during the reported year
- Provide details of any co-operation with another local planning authority, County Council or body or other body or person in line with the "Duty to Cooperate" as set out in Section 110 of the Localism Act.

**Structure of the Report**

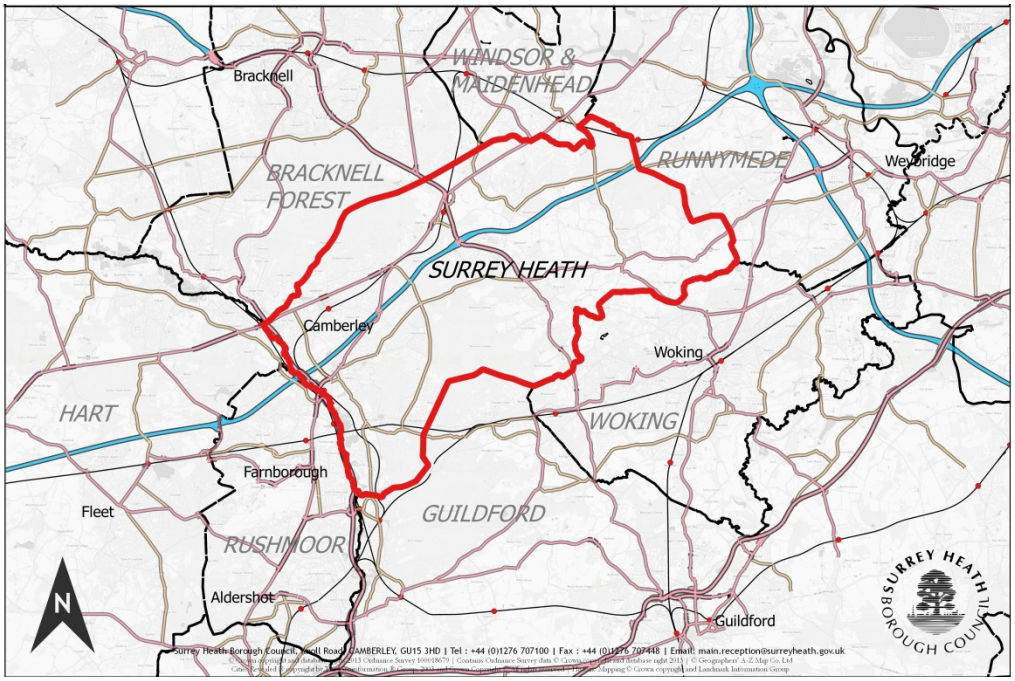
1.3 The Authorities' Monitoring Report is divided into the following sections

**Section 2** sets out the key characteristics, issues, challenges and opportunities in the Borough. **Section 3** sets out the progress to date of and implementation of the Council's Local Development Documents. **Section 4** sets out how policies in the Core Strategy and saved policies from the 2000 Surrey heath Local Plan are being implemented. **Section 5** monitors the implementation of the Camberley Town Centre Area Action Plan (CTCAAP) objectives and sites, where feasible at this early stage.

# 2 KEY CHARACTERISTICS OF THE BOROUGH

2.1 Surrey Heath lies in the north-west corner of Surrey and adjoins the counties of Berkshire and Hampshire. The western half of the Borough is mainly urban in character and comprises Camberley, Frimley, Frimley Green, Mytchett and Deepcut. Camberley is the main centre within the Borough. The eastern half of the Borough is mostly countryside but includes the settlements of Bagshot and Lightwater, and the villages of Bisley, Chobham, West End and Windlesham. Major towns around the Borough include Bracknell (14km away), Guildford (26km), Reading (27km) and Woking (17km). In total the Borough covers an area of some 9,507 hectares.

**Figure 1: The Location of Surrey Heath Borough**




2.2 The ONS Annual Mid-year Population Estimates revealed a population of 88,387 in mid-2016, 49.5% of which were male and 50.5% female. Since 2001, the population has increased by 10.1%.

2.3 Just over 90% of the population of Surrey Heath is defined within a white ethnic group (84.95% white British), with a number of other ethnic groups making up the remaining 10% population. The largest of these groups is the Asian or Asian British group at 6.2%.

2.4 In comparison with other Surrey districts and the national average, Surrey Heath has a younger age profile. However, since the 2001 census the proportion of older residents in Surrey Heath has increased more quickly than in other Surrey Authorities – the 65+ age group has seen an increase of 54% compared to a Surrey wide increase

of 27%, and the 85+ age group has increased by 77% against a Surrey wide increase of 42%.

2.5 According to the 2011 Census, the average household size in Surrey Heath is 2.52 people per household (compared to 2.48 in 2001). There were 34,733 households within the borough in 2011, an increase of 6.07% since 2001.

2.6 According to the 2001 Census, 45.78% of the housing stock within Surrey Heath comprises detached houses as compared to 33.15% overall in Surrey and 22.43% in England. There are high levels of owner occupation (76.82%) compared to the national average 63.34%

2.7 An Office for National Statistics (ONS) data release[1] identified the median price paid for residential property in the Borough as being £395,000 in March 2017. This represents an increase of the median price paid in Surrey Heath of 36% since 2013.

**Economy**

2.8 Surrey Heath has a high standard of living[2] and rates as one of the most attractive places in the country to live. The Borough has an excellent leisure offer with a range of golf courses, bridleways, tennis courts, cricket, football and rugby pitches; good lakes for fishing and water sports as well as the country's National Rifle Centre at Bisley.

2.9 Over 4,000 companies are registered to do business in Surrey Heath, including national and international companies such as Merrill Lynch, Siemens, Novartis, Eli Lilly and Frazer Nash. The largest employer in the Borough is Frimley Park Hospital employing over 4,000 staff, and contains the biggest Accident and Emergency facility in Surrey. The Ministry of Defence (MOD) remains a major landowner and employer in the Borough.

2.10 The percentage of the working age population in receipt of Jobseekers Allowance was 0.7% in March 2017. This compares against 1.2% in the South East and 1.9% in Great Britain. Surrey Heath has relatively high levels of economic activity, with 77.0% of its population in employment (Apr 2016 to Mar 2017). This compares against South East figures of 77.7% and a national figure of 74.2%[3] over the same period. During the period April 2016 to March 2017, Surrey Heath had an unemployment rate of 3.2% of the economically active population which was lower than the Surrey, southeast and England and Wales averages of 3.4%, 3.8% and 4.7% respectively.

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[1] Office for National Statistics - House Price Statistics for Small Areas http://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/housepricestatisticsforsmallareas

[2] Halifax quality of life survey

[3] Nomis Official Labour Market Statistics – Local Authority Profile: https://www.nomisweb.co.uk/reports/lmp/la/1946157335/report.aspx#tabeinact

2.11 Overall, Surrey Heath has low levels of deprivation. The English Indices of Deprivation 2015 measures the extent of deprivation in all Lower Super Output Areas (LSOAs)[4] which is used to derive deprivation at Local Authority level. All 326 Local Authorities are also ranked (derived from the scores across all of the LSOAs in each authority) with 326 being the least deprived and 1 being the most deprived. Surrey Heath was ranked 285, which indicates that the Borough is in the 20% least deprived Local Authorities in the country. However this is significantly lower than in the English Indices of Deprivation 2010, where Surrey Heath was ranked 324 of 326 Local Authorities.

2.12 The Indices of Deprivation 2015 analyses the level of deprivation in each of the 32,844 LSOAs in England. The LSOAs are scored on various criteria[5] and then ranked in terms of their score, with 32,844 being the least deprived and 1 being the most deprived. This exposes areas of masked relative deprivation in Surrey Heath, with two LSOAs in the Borough ranking amongst the 30% most deprived in England, at 8,214 (in Old Dean ward) and 9,411 (in St Michael's ward), both in Camberley. In contrast, almost half of the LSOAs in Surrey Heath are amongst the 10% least deprived in England, with 29 of the 55 LSOAs in the Borough ranking in the top 10% least deprived.

**Transport**

2.11 There are almost equal flows of commuters entering and leaving the Borough each day. Rail services from Bagshot, Camberley and Frimley are slow, with few trains direct to central London and as such, usage by local people is at a low level. Rail connections to other towns in the Blackwater Valley are varied, with direct trains from Camberley to Frimley, Aldershot and Ash Vale, but no rail links to Farnborough. The absence of a regular, fast London service means many local residents drive out of the Borough to Brookwood, Farnborough or Sunningdale to join "main-line" services to London Waterloo. Bus services are improving from centres like Camberley supported by "Quality Bus Partnerships," but the service frequency can be uneven from the rural villages and absent altogether at weekends.

2.12 The major road network within the Borough comprises the M3 motorway, the A30, A322, A325 and A331 (Blackwater Valley Relief Road). The A322 provides a link from the M3 to the M4 and the A331 provides a link from the M3 to the A31 and subsequently the A3. In recent years, the M3 had suffered from heavy peak time congestion. This in turn often led to congestion on the local road network, particularly when accidents occurred. In June 2017, Highways England completed a major scheme to transform the M3 into a Smart Motorway from Junction 2 to 4a, covering the

[4] Super Output Areas are a geography for the collection and publication of small area statistics. There are currently two layers of SOA, Lower Layer Super Output Area (LSOA) and Middle Layer Super Output Area (MSOA).

[5] Income (22.5%), Employment (22.5%), Health and Disability (13.5%), Education, Skills and Training (13.5%), Barriers to Housing and Services (9.3%), Crime (9.3%), Living Environment (9.3%)

entire stretch of the motorway in Surrey Heath. This involved converting the hard shoulder into a 4th running lane, allowing a capacity increase of 33%, and therefore helping to alleviate congestion. However, congestion does remain an issue on some local roads in peak hours. Surrey Heath has the highest rate of car ownership in Surrey with 1.68 cars per household in 2011[6]. This compares to the Surrey average of 1.51 and the average across England of 1.16.

**Biodiversity**

2.13 The Borough contains extensive areas of heathland which are recognised as being of national and international importance. The sites recognised as being of international importance are: the Thames Basin Heaths Special Protection Area (SPA) and the Thursley, Ash, Pirbright and Chobham Special Area of Conservation (SAC). The Thames Basin Heaths SPA provides breeding and wintering habitats for rare bird species, including the Nightjar, Woodlark and Dartford Warbler. The Special Area of Conservation consists of important dry and wet cross-leaved heath. In addition, the Borough contains a number of Sites of Nature Conservation Importance which were identified following surveys by Surrey Wildlife Trust and recognise wildlife of county or regional value. There is a need to ensure that development and human activity within the Borough does not adversely affect these areas.

2.14 To ensure that residential development does not adversely affect the integrity of the Thames Basin Heaths SPA, Surrey Heath BC, along with the other local authorities in the Joint Strategic Partnership Board and Natural England have adopted an avoidance strategy based on the provision of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring plans (SAMM). To this end the Council adopted the Thames Basin Heaths Special Protection Area Supplementary Planning Document (January 2012). This document along with Polices CP14 a and CP14b in the adopted Core Strategy set out the Council's approach to avoiding harm caused by new residential development. For sites up to 100 dwellings, this is by contributing to SANG within the borough, subject to distance from a SANG. For sites of 100 dwellings and above SANG should be provided on-site.

2.15 At March 2016, the Council had adopted a new SANG at Chobham Meadows, in the east of the Borough, providing capacity for 960 additional dwellings. Furthermore, the Council has obtained a share of the Bracknell Forest owned Shepard's Meadows SANG. This is located to the northwest of Camberley and will support housing delivery for 500 dwellings. There is limited capacity at a previously established SANG, Hawley Meadows.

[6] Census 2011, accessed through ONS

# 3 PROGRESS OF THE LOCAL DEVELOPMENT PLAN

**Timetable and Milestones**

3.1 The Local Development Scheme 2012 (LDS) sets out the documents the Council will produce as part of the Local Plan. It also sets out a timetable for the preparation and review of these documents. The LDS can be viewed at: http://www.surreyheath.gov.uk/residents/planning/planning-policy/planning-and-supplementary-planning-documents/local-development

3.2 Table 1 below sets out the progress of the Local Plan Documents set out in the LDS 2012, and also the progress of supplementary planning documents produced.

3.3 The Council at Executive in October 2016 agreed an updated LDS to cover the period 2016-2019. Progress on this LDS will be reported in future AMRs once timetabled milestones fall within the monitoring year period.

# PROGRESS OF THE LOCAL DEVELOPMENT PLAN

**Table 1 Progress on the LDF**

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| Local Development Scheme (LDS) | A programme for the preparation of the Local Development Framework (Local Plan). | LDS agreed in June 2010, most recent update December 2012 | N/A | An updated LDS to cover the period 2016-2019 was approved in October 2016. |
| Statement of Community Involvement (SCI) | Standards and approach to involving stakeholders and the community in the production of all Local Development Documents and planning applications. | Adoption: February 2006. (Update published May 2012) | N/A | A revised SCI was adopted in May 2012 |

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| Core Strategy and Development Management Policies Development Plan Document (DPD) (CSDMP) | Provides the vision for the future development of Surrey Heath until 2028 and will set out the key policies against which all development proposals will be assessed. | ✓ Adoption: February 2012 | Yes | Completed |
| Site Allocations DPD | To identify sites allocated for development or identified for other policy reasons. | ✓ Pre-production phase: Spring 2011<br>✓ Issues and Options: Jan 2013<br>• Pre-submission consultation: Aug 2014<br>• Submission: Jan 2015<br>• Pre-hearing meeting: July 2015<br>• Hearing: May 2015<br>• Adoption: October 2015 | No | This document is no longer being proceeded with. It will be replaced by a boroughwide Local Plan, to be produced in line with the Local Development Scheme approved in 2016. |

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| Camberley Town Centre Area Action Plan (AAP) | Sets out the Council's approach to the future development and Strategy for Camberley Town Centre. | Revised issues, options and preferred proposals – February 2012<br>Pre-submission consultation: March 3013<br>• Submission: June 2013<br>• Hearing: November 2013<br>• Adoption: February 2014 | Slight delay | Adopted July 2014 |
| Infrastructure Delivery DPD | Addresses the implementation of the Community Infrastructure Levy (CIL) and developer contributions. | • Issues and Options: December 2012<br>• Presubmission consultation: April 2013<br>• Submission: June 2013<br>• Hearing: October 2013<br>• Adoption: February 2014 | Slight delay | The CIL charging schedule and Infrastructure DPD adopted July 2014. |

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| West End Village Design Statement SPD | Sets out design principles against which new development will be considered in recognition of the local distinctiveness of West End. | Adopted SPD: August 2016 | N/A | Completed |
| Deepcut SPD | The SPD represents the chosen strategy for managing the future development of Deepcut. | Adopted SPD: September 2011 | N/A | Completed |
| Developer Contributions SPD | Sets out the mechanism whereby planning obligations will be sought from planning permissions. | Adopted SPD: December 2011 | N/A | Completed |
| Thames Basin Heaths Special Protection Area SPD | The SPD sets out the approach that Surrey Heath Borough Council will take to avoiding harm to the Special Protection Area as a result of new housing development. | Adopted SPD: January 2012 | N/A | Completed |

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| Local Heritage Assets SPD | The purpose of this SPD is to provide the methodology and criteria for identification of buildings, structures and sites of local importance. | Adopted SPD: May 2012 | N/A | Completed |
| Western Urban Area Character SPD | Provides detailed policy guidance on character issues. | Adopted SPD: May 2012 | N/A | Completed |
| Validation of Planning Applications SPD | Sets out the requirements for planning applications in order for them to be considered valid and capable of determination. | Draft SPD: February 2008<br>Adopted SPD – June 2008 | N/A | Completed. This has now been superseded by the Local Validation List adopted 2014. |
| Lightwater Village Design Statement SPD | Sets out design principles against which new development will be considered in recognition of the local distinctiveness of Lightwater. | Draft SPD: July 2007<br>Adopted SPD – October 2007 | N/A | Completed |

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

| Title Of Document | Subject of Document | Stages in Preparation Completed at 31/03/2012 | LDS Target Met? | Next Stage |
|---|---|---|---|---|
| Yorktown Landscaping Strategy SPD | This document was prepared with the framework set by the Surrey Heath Local Plan 2000 and the Yorktown Strategy which gives guidance on how landscaping in new development can assist in the regeneration of the Yorktown Core Employment Area and the Residential Enhancement Area to the west of Frimley Road. | ✓ Draft SPD: November 2006.<br>✓ Adopted SPD – April 2008 | N/A | Completed |

**Local Development Order and Neighbourhood Development Order or Neighbourhood Development Plan**

3.3 No Local Development Orders have been adopted in the monitoring period under section 61A of the Town and Country Planning Act 1990. At 31st March 2017 there were also no Neighbourhood Development Orders under preparation. Although no Neighbourhood Development Plans have yet been prepared, a Neighbourhood Plan Area application for Chobham was approved by Executive Committee in November 2013. A public consultation on a Deepcut Neighbourhood Forum and Neighbourhood Plan Area application took place in June and July 2014 and this was approved by Executive in October 2014. The Windlesham Ward was designated as a Neighbourhood Plan Area on 27th January 2015.

**Community Infrastructure Levy**

3.4 The Community Infrastructure Levy (CIL) has, in the majority of cases, replaced developer contributions through S106 planning obligations. CIL is a tariff system based on pounds per square metre of net additional development. Tariffs are set out in a CIL charging schedule and priority funding is set out in the Regulation 123 List. CIL has been implemented from 1st December 2014. Over the course of the monitoring year, the total boroughwide CIL income received was £833,343.70. In line with the CIL regulations, 15% of CIL funds from parished areas received over the monitoring year has been transferred to those Parish Councils where development has occurred. These amounts are as follows:

**Chobham:** £1,948.20

**Windlesham:** £8,190.60

The Borough Council continues to consult with unparished areas regarding the spending of any CIL recipients in such localities. The amount spent in unparished localities is also 15% of the overall CIL payments made.

**Duty to cooperate**

3.5 In November 2011 the Localism Act introduced provisions to enable the removal of the regional tier of planning. In its place, Section 110 of the Act imposed a duty on local planning authorities and other prescribed bodies to co-operate in relation to the preparation of planning documents as far as they related to strategic matters. Strategic matters are defined as sustainable development or use of land that would have a significant impact on at least 2 planning areas. Following the introduction of the Duty to Corporate in 2011 Surrey Heath has been involved in, and undertaken, a range of activities relating to fulfilment of the duty. These have included:

- Meetings with neighbouring local authorities and other prescribed bodies to explore the nature of strategic issues.

- On-going partnership working
- On-going involvement with a range of sub-regional bodies
- Preparation of a Duty To Co-operate report on the Camberley Town Centre Area Action Plan

Details of the Council's Duty to Co-operate activities in the period April 2016 to March 2017 are contained in **Appendix 1** of this AMR.

**Self-Build and Custom Housebuilding**

3.6 In accordance with the Self-Build and Custom Housebuilding Act 2015, Surrey Heath Borough Council maintains and regularly updates a Register to help determine the demand for self-build and custom housebuilding in Surrey Heath. The Register is publicised on the Council's website where individuals or groups can apply to be included on it - (www.surreyheath.gov.uk/residents/planning/planning-policy/self-build-custom-housebuilding). This provides the Council with a record of individuals and groups who are interested in building their own homes within the local area. During the monitoring year 2016-17, 148 new entrants were added to Surrey Heath's Self-Build and Custom Housebuilding Register. However, not all of these entrants had an identifiable local connection to Surrey Heath or the wider Housing Market Area. All 148 of the entrants registered as individuals, and no groups were added to the Register during the monitoring year.

# 4 MONITORING POLICIES IN THE SURREY HEATH LOCAL PLAN

4.1 In February 2012 the Surrey Heath Core Strategy and Development Management Policies DPD (CSDMP) was adopted to replace the Local Plan 2000. However, a small number of Local Plan 2000 policies remain "saved" until such time as they will be replaced by policies contained in forthcoming Development Plan Documents.

4.2 This Authorities Monitoring Report (AMR) monitors the objectives and policies of the Surrey Heath Local Plan, namely the Core Strategy and Development Management Policies Development Plan Document (CSDMP - adopted 2012), the objectives of the Camberley Town Centre Area Action Plan (CTCAAP, adopted 2014) along with a small number of extant saved policies from the Surrey Heath Local Plan 2000. The monitoring indicators used reflect those in the CSDMP Monitoring Framework and the CTCAAP Monitoring Framework as set out in Appendix 1 of the Core Strategy and Appendix 2 of the CTCAAP respectively.

4.3 The structure of the monitoring section closely follows that of the CSDMP monitoring framework and follows the structure of the CTCAAP framework by assessing thematic areas and specifically allocated sites. Each set of monitoring indicators is grouped within an overarching objective. Colour coding is used (as shown below) to allow the reader to see at a glance how well the policies are performing. If a monitoring indicator is not reported in the AMR this will be set out, with reasons, in the main report.

| |
|---|
| Target fully met |
| Target partially met |
| Target not met |
| No Target or data unavailable |

## Delivering Sustainable Development

### Objective 1: To promote and deliver sustainable development in the Borough

**CSDMP Delivery Policies:** CP1, CP2, CP11, CP12, DM7, DM8, DM9, DM10

**Indicator: New and converted dwellings on Previously Developed Land within plan period**

**Target:** Achieve 60% of all new and converted dwellings on PDL within plan period

**Performance: Target MET**

**Analysis**: In 2016/17, 60.4% of completed dwellings were on previously developed land. Over the plan period to date (2012 – 2017), 77.3% of completed dwellings were on previously developed land. The CSDMP target is therefore being met.

**Indicator: Percentage of dwelling completions within 5 minute walk time or 400m walking distance of a designated employment area, retail centre, GP, Hospital, Primary School, Secondary School or Major Health Centre**

**Target:** Aim to achieve 60% across all categories within plan period

**Performance: Target NOT MET**

**Analysis:**
Percentage of completed housing development (net) within 400m walk of services over Plan Period (2012-17):

| GP | Hospital | Primary School | Secondary School | Major Health Centre[7] | Designated Employment Area[8] | Retail Centre[9] |
|---|---|---|---|---|---|---|
| 14.4% | 0.8% | 8.5% | 0.0% | 2.6% | 40.4% | 64.0% |

As the table above demonstrates, the target of 60% of completions within 400m of facilities has been met in only one category, retail centres. At 40.4%, a significant proportion of completions over the plan period are within proximity of designated employment areas. This is a significant increase from earlier in the plan period, demonstrating that more recent completions are located closer to such services. In the case of other facilities, it should be noted that there is only one hospital and one major health centre in Surrey Heath (Frimley Park Hospital and Camberley Health Centre).

[7] Major health centre defined using space standard of 83.3 sqm as set out in Surrey Heath Borough Council Infrastructure Needs Assessment 2011.
[8] Camberley Town Centre and Core Employment Areas as defined on the Local Plan Proposals Map
[9] Camberley Town Centre, District and Local Centres and Neighbourhood Parades as defined on the Local Plan Proposals Map

Frimley Park has a large catchment area extending beyond the Borough's boundaries, into Hampshire and Berkshire, and it is therefore unfeasible for all residential development in the Borough to be located within 400m of this. Further, there are 4 secondary schools in Surrey Heath, most of which cover the western urban area of the borough. As such it may continue to be difficult to meet the hospital, major health centre or secondary school indicators in the future.

**Indicator: Number of dwellings completed by settlement location**

**Target:** Achieve percentage of completions in line with Policy CP3 of the Core Strategy

**Performance: Target PARTIALLY MET**

**Analysis:**

Housing completions by settlement 2011-2017:

| | Plan period 2011-2025 target | | 2016/17 completions (net) | | 2011-2017 completions (%) | |
|---|---|---|---|---|---|---|
| | % | No. | % | No. | **%** | No. |
| Bagshot | **10** | 270 | 2 | 6 | 14 | 177 |
| Bisley | **2** | 45 | 7 | 16 | 7 | 91 |
| Camberley | **31** | 860 | 38 | 85 | 48 | 595 |
| Chobham | **2** | 55 | 2 | 4 | 1 | 13 |
| Deepcut | **45** | 1235 | 5 | 12 | 5 | 58 |
| Frimley | **4** | 120 | 42 | 96 | 15 | 187 |
| Frimley Green | **1** | 20 | 0 | 1 | 0 | 2 |
| Lightwater | **1** | 40 | 1 | 2 | 5 | 55 |
| Mytchett | **2** | 55 | 1 | 2 | 3 | 43 |
| West End | **1** | 20 | 0 | 0 | 0 | 4 |
| Windlesham | **1** | 20 | 2 | 4 | 2 | 18 |
| TOTAL | 100 | 2740 | 100 | 226 | 100 | 1241 |

Over the plan period to date there has been a relative over delivery (in percentage terms) of housing in some areas of the Borough. In most such cases, the apparent over delivery can be accounted for generally by specific large developments in each settlement, namely Notcutts at Bagshot and the former Clewborough House School and former Children's centre sites in Frimley. Camberley has seen additional development in the form of numerous large office to residential conversions through Prior Approval under the General Permitted Development Order (GPDO) 2015. The apparent over delivery in Bagshot is already beginning to plateau since earlier monitoring years and it is anticipated that this will continue as the plan period progresses. It is also expected that the same trend will be demonstrated in Frimley, in future monitoring years. Similarly, the apparent under delivery at Deepcut can be accounted for by the expected redevelopment of Princess Royal Barracks which is anticipated to deliver some 1,200 homes from the delayed date of 2019 onwards.

## Housing Delivery

### Objective 2: To provide sufficient housing to meet the Borough's needs without causing harm to areas of importance for biodiversity

**CSDMP Delivery Policies**: CP3, DM5 and Saved Local Plan 2000 Delivery Policies: H3, H6, H8.

**Indicator: Net additional dwellings for reporting year**

**Target:** Policy CP3 of the CSDMP sets out an overall requirement of 3,240 dwellings to be completed between 1st April 2011 to 31st March 2028. Annualised Housing Requirements April 2011-March 2028 = 191 dwellings (3,240 divided by 17 years).

In December 2016, an updated Hart Rushmoor Surrey Heath Strategic Housing Market Assessment (SHMA) was published. The SHMA sets out an objectively assessed housing need (OAHN) requirement of 6,876 dwellings to be completed in Surrey Heath over the 18 year period from 2014-2032. This equates to an annualised housing requirement of 382 dwellings in the Borough.

**Performance against the target: Target PARTIALLY MET**

**Analysis:**
Net housing completions for reporting year:

| CSDMP Annualised Target | Annualised OAHN | 2016-17 net completions |
|---|---|---|
| 191 | 382 | 226 |

The delivery of housing in the monitoring year exceeds the CSDMP annual target figure of 191. Taking into account cumulative completions for the plan period to date, an average of 207 units per year have been delivered. This demonstrates that the annualised Core Strategy target for net additional dwellings has now been exceeded both during the monitoring year and over the plan period to date.

However, the delivery of 226 dwellings during the monitoring year falls short of the annualised OAHN figure of 382. The OAHN target has therefore not been met either during the monitoring period, or over the SHMA period to date. Appendix 5 lists all housing units completed during the monitoring year.

**Indicator: Housing Trajectory**

**Target:** The National Planning Policy Framework (NPPF) indicates that Local Plans should make provision for 15 years' supply of housing[10]. This is assessed against both the annualised housing target of 191 units set out in the CSDMP as well as the housing target of 382 dwellings per annum

[10] The NPPF also requires the Council to demonstrate a 5 housing land supply (plus 5% buffer).

set out in the Hart Rushmoor Surrey Heath 2016 SHMA.

**Performance against the target: Target PARTIALLY MET**

**Analysis:** The Council has produced a housing trajectory for the period 2014-2032 which includes past and estimated future housing completions on an annual basis. This is shown in Appendix 2 and reflects the housing trajectory applied in the 2017 Strategic Land Availability Assessment (SLAA). Although the SLAA is a separate document to the AMR, the study has a base date of 31st March 2017 and therefore the trajectory used is an accurate reflection of future housing projections at the end of the monitoring year. The current housing trajectory demonstrates an adequate supply of sites to meet the Core Strategy housing delivery targets over the plan period. It also shows that there are insufficient sites to meet Surrey Heath's OAHN figure of 382 dwellings per annum over the same period.

However, during the monitoring year, the Council has permitted more residential units than have been delivered. Below is a table that summarises the number of dwellings permitted and completed in the specified period.

Housing Permission sand Completions During Monitoring Year:

| | **Monitoring Year:** 01/04/16 – 31/03/17 |
|---|---|
| **Total Permissions (net)** | 640 |
| **Total Completions (net)** | 226 |

As shown in the table above, the number of dwellings permitted far exceeds the number delivered during the monitoring year. Furthermore, these permitted residential applications hold SANG capacity. This has implications for the Council's ability to mitigate for further additional dwellings, as new residential applications come forward.

**Indicator: Number of rural exception dwellings completed by location within AMR year and within Plan Period**

**Target:** No Target

**Performance against target: N/A**

**Analysis:** No rural exception sites have been delivered in the current monitoring year or the plan period to date. However, permission has been granted for a rural exception site at Former Little Heath Nurseries, Burr Hill Lane, Chobham, for 35 affordable dwellings and construction at the site has commenced. Rural exception sites will continue to be monitored in subsequent AMRs.

**Local Plan 2000 Indicator: Implementation of the Housing Allocation Sites**

| Site | Target | Completions 31/03/2017 |
|---|---|---|
| Sergeants Mess, Bellew Road, Deepcut | 25 | 0 |
| Alma-Dettingen Barracks, Deepcut (phase 2) | 145 | 197 |
| Grange Nurseries/ No 11 Coleford Bridge Road and Linsford Bungalow, Mytchett | 38 | 44(41); 3 not started[11] |
| Notcutts Nursery and Woodside Cottage, Bagshot | 150 | 182 |
| 83 College Ride, Bagshot | 30 | 0 |
| Dyckmore, Streets Heath, West End | 10 | 0 |
| Salisbury Terrace, Mytchett | 16 | 2 |
| Whitehill Farm, Kings Ride, Camberley | 10 | 10 |
| **TOTAL (net)** | **424** | **432** |

**Analysis:**
The majority of the Local Plan 2000 Housing Allocation sites have now been built and the expected total number of units on these sites has been exceeded. Of those that have not yet been developed, the Sergeants Mess will come forward as part of the release of the Princess Royal Barracks site. 83 College Ride, Whitehill Farm and Dyckmore are within the 400m zone of the SPA where Natural England advise mitigation for C3 (residential) use is not acceptable. However, Dyckmore and Whitehill Farm now have permissions for C2 (residential institution) use care homes that are currently under construction and will contribute toward addressing overall housing need in Surrey Heath. Land at Woodside Cottage, Bagshot is known to still be available and an application for 40 new dwellings at the site is currently under consideration.

The Camberley Town Centre Area Action Plan (CTC AAP) was adopted in July 2014 and contains a number of allocated sites for housing and other uses.

[11] 19 gross (17 net) completed, with 3 permitted units outstanding at Grange Nurseries.

# MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

## Objective 3: Provide housing that meets the need of all sections of the community

CSDMP Delivery Policies: CP5, CP6, CP7, DM6

**Indicator: Gross affordable housing completions and number of net completions as a percentage of total housing completions**

**Target:** See table below.

**Performance against target: Target NOT MET**

**Analysis**:

| | 2016-2017 net completions (no.) | 2016-2017 net completions (%) | Plan Period to Date net completions (no.) | Plan Period to Date net completions (%) | CSDMP Target (% of total completions) |
|---|---|---|---|---|---|
| **All Affordable Housing** | 30 | 13 | 77 | 6 | 35 |
| **Intermediate** | 29 | 12 | 64 | 5 | 17.5 |
| **Affordable Rented** | 1 | 1 | 13 | 1 | 17.5 |

The NPPF (Annex 2) defines affordable housing as,
*"Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing."*

Over the plan period to date, around 6% of housing completions overall have been affordable, which is below the CSDMP target. It is also notable that there is not an even split between Intermediate and Affordable Rented housing. This is partially due to a single redevelopment scheme in Chobham, where existing Affordable Rented housing was demolished and replaced with a mixture of Intermediate and Affordable Rented dwellings, resulting in a net loss of dwellings overall. It is also expected that there will be some delay before impacts of the new policies contained within the CSDMP are fully reflected in completions data.

**Indicator: Percentage of affordable and market units completed by type and size**

**Target:** Aim to achieve a range of housing types as set out below

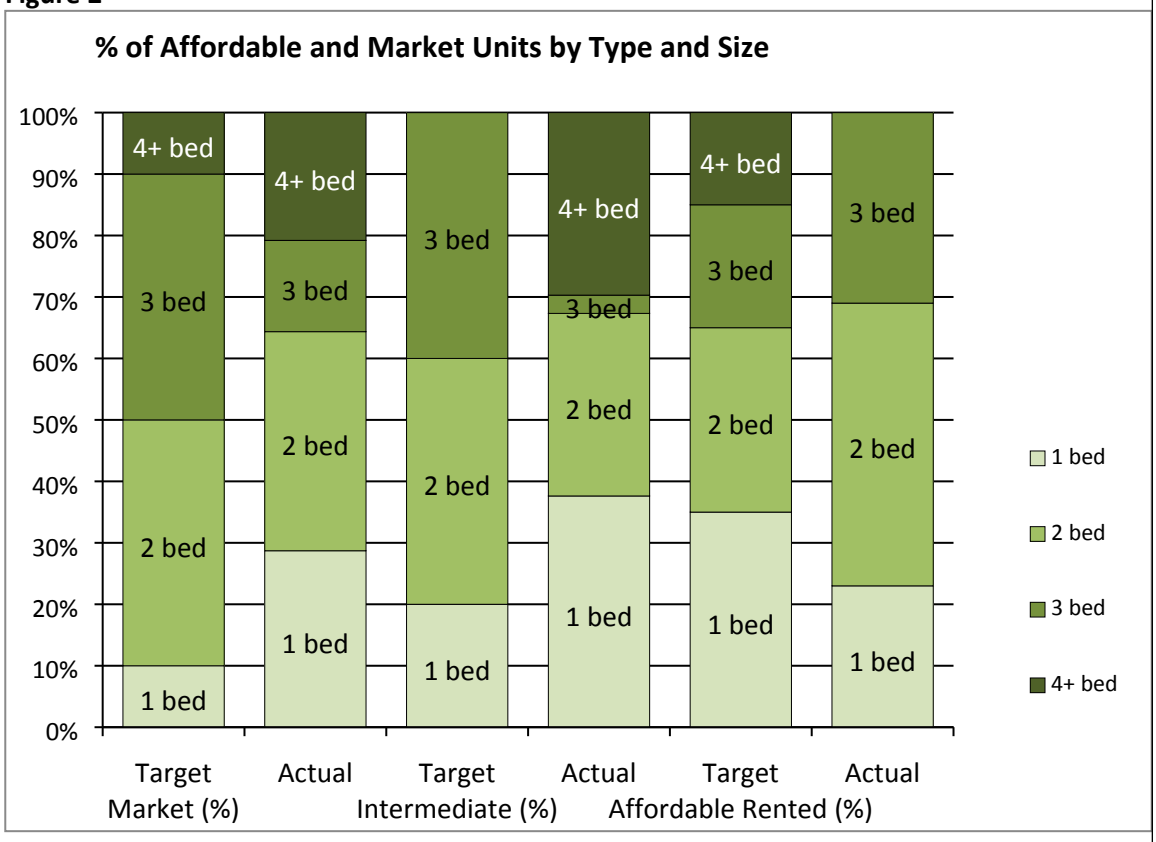
| | Market (%) | Intermediate (%) | Social Rented (%) |
|---|---|---|---|
| 1 bed | 10 | 20 | 35 |
| 2 bed | 40 | 40 | 30 |
| 3 bed | 40 | 40 | 20 |
| 4+ bed | 10 | 0 | 15 |

**Performance against the target: Target PARTIALLY MET**

**Analysis:**
Housing delivery plan period to date (2012-2017):

| | Market (%) | Intermediate (%) | Social Rented (%) |
|---|---|---|---|
| 1 bed | 29 | 38 | 23 |
| 2 bed | 36 | 30 | 46 |
| 3 bed | 15 | 3 | 31 |
| 4+ bed | 21 | 30 | 0 |

**Figure 2**



The target range of housing type and tenure has not been fully met, but has incrementally improved over the course of the plan period, indicating that the relevant policies are gradually taking effect. In the market housing category, a spread of housing sizes has been achieved, with an equal balance between larger and smaller dwellings. A range of housing sizes has also been achieved in the Intermediate Affordable housing category. Although the proportion of 3 bed units is noticeably lower than the target percentage, combined 3 and 4 bed units closely resemble the target. There is a relatively even spread of Affordable Rented dwellings between 1-3 bedrooms, but as Figure 2 demonstrates, there is a lack of larger 4+ bed Affordable Rented dwellings.

**Indicator: Net additional Gypsy and Traveller pitches**

**Target:** Policy CP7 of the CSDMP states that the borough will seek to provide 19 Gypsy and Traveller pitches by 2027.

**Performance against target: Target NOT MET**

**Analysis:** Since the date of adoption of the Surrey Heath Local Plan (2012) up until 31st March 2017 no additional Gypsy pitches had been provided.

## Princess Royal Barracks

**Objective 4: Through the regeneration of the Princess Royal Barracks site, to deliver a sustainable rural community set within a high quality built and natural environment**

CSDMP Delivery Policies: CP4

A hybrid application for the redevelopment of the Princess Royal Barracks site as a major residential-led development totalling 1,200 new dwellings was approved in April 2014. The anticipated start date for this development is 2019 and therefore the indicators will not be monitored until that time.

## Biodiversity

**Objective 5: Protect and enhance biodiversity within the Borough including sites of local importance for biodiversity and aim to deliver Surrey Biodiversity Action Plan (BAP) Targets**

CSDMP Delivery Policies: CP14A & B

**Indicator: Change in area of biodiversity importance**

**Target:** Maintain 100% land area of all designated sites

**Performance against the target: Target MET**

**Analysis:** There have been no additions or deletions to any designations of biodiversity importance in 2016/17. The target has therefore been met.

**Indicator: Condition of SPA, SAC and SSSIs**

**Target:** Currently data is only available on the condition status of SSSIs. However in Surrey Heath, the area covered by SSSIs corresponds with the area covered by the Thames Basin Heaths SPA. All land designated as SAC also falls inside the SSSI boundary. The Government's Public Service Agreement (PSA) target was to have 95% of the SSSI area in favourable or recovering condition by 2010. The Surrey Nature Partnership (SNP) has produced policy statements for Biodiversity Opportunity Areas (BOAs) throughout the county, including 5 within Surrey Heath which correspond with the SPA, SAC and SSSIs in the Borough. These Policy Statements are based upon the national Biodiversity 2020 Strategy and contain targets relating to the condition of the SSSIs which prescribe a percentage of the area that should be in favourable condition. Natural England conducts continual surveys of SSSIs to determine the condition of these areas. Therefore, the SNP targets can be measured against the information provided in these surveys, as detailed below.

**Performance against target: Target PARTIALLY MET**

**Analysis:**

Condition of Sites of Special Scientific Interest at March 2017[12]

| SSSI | Surrey Nature Partnership (SNP) Target (%) | % of site in Favourable Condition | % of site in Unfavourable Recovering Condition | On track for SNP 2020 target? |
|---|---|---|---|---|
| Ash to | 50% to achieve favourable | 45.66% | 53.37% | ✓ |

[12] Source: https://designatedsites.naturalengland.org.uk/

| | | | | |
|---|---|---|---|---|
| Brookwood Heaths | condition by 2020 | | | |
| Basingstoke Canal | 50% to achieve favourable condition by 2020 | 16.63% | 10.40% | x |
| Broadmoor to Bagshot Woods and Heath | 75% to achieve favourable condition by 2020 | 70.22% | 29.23% | ✓ |
| Chobham Common | 50% to achieve favourable condition by 2020 | 31.15% | 68.85% | - |
| Colony Bog to Bagshot Heath | 50% to achieve favourable condition by 2020 | 83.79% | 15.55% | ✓ |

The SNP Policy Statement targets are generally on track to be met, with the notable exception of the Basingstoke Canal SSSI. Colony Bog to Bagshot Heath SSSI has demonstrated significant improvement and the target of 50% of the site in a favourable condition has been achieved, with 83.79% now in a favourable condition. The condition of SSSIs is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable position is uncertain and relies largely on Natural England working with landowners. However, the Council will endeavour to work with authorities such as Natural England and the Surrey Wildlife Trust to help address what can be done in the particular designated areas that are currently not meeting targets.

**Indicator: Visitor number surveys for SPA/SAC**

**Target:** No increase in visitor numbers over plan period

**Performance against the target: Target MET**

**Analysis:**
Results of 2012/13 SPA visitor survey:

| Access Point | Number of people entering SPA, August 2005 | Number of people entering SPA, August 2012 or 2013 | % change between 2005 and 2012/13 |
|---|---|---|---|
| Chobham Common (staple Hill) | 38 | 68 | 79% |
| Sandpit Hill, Lightwater | 100 | 161 | 61% |
| Mytchett Place Road, Mytchett | 112 | 159 | 42% |
| Top of Kings Ride, near Camberley Town Centre | 116 | 127 | 9% |
| Chobham Road, Chobham Common | 124 | 128 | 3% |
| Top of Bracknell | 84 | 80 | -5% |

| | | | |
|---|---|---|---|
| Road, Old Dean Estate, Camberley | | | |
| Lightwater Country Park, Lightwater | 242 | 112 | -54% |
| **Total** | **816** | **835** | **2.3% increase** |

Natural England commissioned a visitor survey of the Thames Basin Heaths SPA that took place over 2012 and 2013. The results of this can be assessed against the baseline figures of a previous survey in August 2005. In order to maintain a consistent approach, only the results from the borough's seven access points surveyed in 2005 have been compared with those that were resurveyed.

The results from the 2012/13 survey demonstrate an additional nineteen people entered the SPA in Surrey Heath, when compared to the 2005 survey. This resulted in a 2.3% increase in the number of visitors recorded in 2012/13 when compared to the number recorded in 2005. A report commissioned by Natural England[13] states that a 10% increase in the total count of visitors should be attributed to either location specific factors or unquantifiable sampling variation. Consequently, the 2.3% increase in SPA visitors in the borough is not considered to be a significant increase and falls well within the remit of what could be expected by chance. Therefore, these results provide no significant evidence that overall visitor numbers have either increased or decreased at the surveyed sites since 2005. No further visitor surveys have been conducted since the 2012/13 survey. Once another survey has been commissioned and conducted, the information for this indicator will be updated in future monitoring years.

**Indicator: Condition status of SNCIs**

**Target:** Maintain 100% of local sites in favourable condition over plan period

**Performance against the target: Target NOT MET**

**Analysis:**
Condition status of SNCIs

| Site Condition based on 2011/12 surveys | Number of sites | % of sites |
|---|---|---|
| Favourable | 28 | 51% |
| Unfavourable | 2 | 4% |
| Unfavourable – Recovering | 5 | 9% |
| Unfavourable – Declining | 9 | 16% |
| Permission to resurvey not granted | 11 | 20% |

The condition of SNCIs is not assessed on an annual basis. Evidence is acquired from surveys

[13] Source: http://publications.naturalengland.org.uk/publication/4514481614880768
Natural England Commissioned Report NECR136: Results of the 2012/13 visitor survey on the Thames Basin Heaths Special Protection Area (SPA). First published February 14th 2014.

undertaken by the Surrey Wildlife Trust and SNCIs in the borough have not been resurveyed since previous monitoring years. Therefore the information may not accurately reflect the current situation. This will be updated in future monitoring reports, once the information becomes available. The Council will liaise with the surveying body to help establish when it is anticipated that the surveys will next be updated.

The 2011/12 survey demonstrates that the target has not been fully met, with only 51% of sites currently in a favourable condition. However, this matter is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable condition is uncertain and relies largely on the actions of landowners. The Borough Council will continue to use planning policies to avoid adverse impacts from additional development where this is appropriate.

## Infrastructure

**Objective 6: Ensure that new development contributes to environmental, infrastructure and service improvements and minimises impacts upon both the natural and built environment**

CSDMP Delivery Policies: CP2, CP12, DM9

**Indicator: Infrastructure projects completed during AMR year**

**Target:** To achieve delivery in line with Infrastructure Delivery Plan

**Performance against the target: Target PARTIALLY MET**

**Analysis:**
Progress of projects phased in 2013 Infrastructure Delivery Plan

| Scheme | Indicative Phasing | Completed or in line with indicative phasing | Not committed within indicative phasing |
|---|---|---|---|
| Replacement of Portesbery Road Primary School with new build facility | 2013/2015 | Completed 2015 | |
| Increase capacity at Bisley C of E Primary School | 2013 | Completed 2013/14 | |
| Additional shared SANG for 146 people (61 units) | 2013-2018 | Swan Lakes - Capacity: 194 (80 units). Hawley Meadows - Additional capacity: 386 (154 units). completed 2014 | |
| Modernisation of Burrell Road Play Area | 2013 | Completed 2013 | |
| London Road Recreation Ground PHASE | 2013 | Completed 2013 (received | |

| | | | |
|---|---|---|---|
| 2 refurbishment works | | additional information) | |
| Provision of new timber play area at Southcote Park | 2013 | Completed 2013 | |
| Increase capacity at Watchetts Recreation Ground and provision of new play equipment | 2013 | | Completed 2016 |
| Increase capacity at Frimley Green Recreation Ground | 2013 | Completed 2013 | |
| Toucan crossings, cycle crossing at Watchmoor Park | 2012/13 | Completed 2013 | |
| Improvements to Meadows Roundabout to relieve congestion and improve accessibility | 2016 | | Secured.<br>Not commenced |
| Realignment and refurbishment of B3411 Frimley Road/ A30 London | 2016 | | Secured.<br>Not commenced |
| New Bracebridge - A30 London Road link | 2016 | | Secured.<br>Not commenced |
| Off-carriageway pedestrian and cycle route along A331 | 2016 | Completed Spring 2017 | |
| Four bus lay-bys on the A331 | 2016 | | Secured.<br>Not commenced |
| Toucan crossings on The Meadows shopping Centre accesses | 2016 | | Secured.<br>Not commenced |
| Blackwater Valley Route cycle route | 2013-18 | Completed Spring 2017 | |
| Junction improvements to A30 London Road/Knoll | 2017 | | LEP funding secured.<br>Not commenced |

| | | | | |
|---|---|---|---|---|
| support delivery of the Camberley Town Centre AAP, reduce congestion and improve accessibility | Road/Kings Ride | | | |
| | A30 London Road/Park St | | | |
| | Knoll Rd/Portesbury Rd | | | |
| | High St/Portesbury Rd, Pembroke Broadway | | | |
| | A30 London Rd between town centre and Meadows gyratory | | | |
| | A cycle network along A30 London Rd/Knoll Rd/Portesbury Rd/ Pembroke Broadway/Charles St | | | |
| **Schemes committed/completed as indicated** | | | **10** | **7** |

In February 2013 an Infrastructure Delivery Plan for the period 2013-28 was introduced. This document was produced in order to support the delivery of the Surrey Heath Local Plan; in particular, development identified in the Core Strategy & Development Management Policies DPD and Camberley Town Centre AAP. Infrastructure projects from the IDP that are shown to take place in 2013-18 have not been included in the performance data unless already under construction or complete, as they have a further year of their indicative phasing period.

The target has partially been met. Overall, 10 projects have been completed within their indicative phasing period or early and 1 was

completed behind schedule. A further 6 projects have been secured but not yet commenced. These projects rely on external organisations for delivery and therefore the Council has little influence in fulfilling their date of commencement.

**Appendix 3** sets out a list of infrastructure projects included in the 2010 Infrastructure Delivery Plan which have now been completed.

## Local Character

**Objective 7: Ensure that new development respects the essential character of the local area, including historic structures and environment**

CSDMP Delivery Policies: CP2, CP12, DM9

**Indicator: Housing Quality – Building for life assessments**
No suitable schemes were assessed against these criteria during the monitoring year.

**Indicator: Number and details of archaeological finds within areas of high archaeological potential and within development sites of 0.4ha or above**

**Target:** No target – contextual

**Performance against the target: N/A – no target**

**Analysis:** During the monitoring period there were some discoveries of archaeological features within areas of high archaeological potential and sites above 0.4ha in size. These have been compiled in the table below.

| Date | App no. | Site | Policy | Work completed | Results/ Summary of Archaeology found |
|---|---|---|---|---|---|
| 26/04/16 | 16/0323 | Land North of Beldam Bridge Road, West End, | 0.4ha | DBA produced, evaluation recommended – in progress | |
| 28/04/16 | 16/0389 | Little Heath Nursery, Burr Hill Lane, Chobham | 0.4ha | Desk Based Assessment Trial Trench evaluation | The evaluation involved the excavation of six trial trenches across the site. No archaeological finds or features were revealed, although a thick buried former topsoil indicates that the site was likely part of the wider heath, and possibly wetland, although no preserved organics were encountered which may have indicated potential for environmental archaeological analysis. |
| 08/06/16 | 15/1062 | Princess Royal Barracks, Brunswick | 0.4ha | DBA and Geotech work already completed at | |

| | | | | | |
|---|---|---|---|---|---|
| | | Road, Deepcut, (Reserved Matters for Infrastructure (Spine Road), Central SANGS, and Village Green ) | | outline permission. Further evaluation recommended – in progress. | |
| 13/06/16 | 16/0554 | Land South of 24-46 (Evens), Kings Road, West End | 0.4ha | Desk Based Assessment produced. Evaluation recommended – fieldwork pending | |
| 23/06/16 | 16/0609 | Land North West of 36 to 48 Frimley High Street, Frimley | AHAP | Watching brief recommended – not yet commenced | |
| 04/07/16 | 16/0581 | Netherfield, Church Road, Windlesham, | AHAP | none | |
| 01/09/16 | 16/0678 | Bovingdon Cottage and Cattery, Bracknell Road, Bagshot, | 0.4ha | Heritage Statement Recommended evaluation – not yet commenced | |
| 01/09/16 | 15/0445 | Land North & East of Malthouse Farm 70, Benner Lane, West End, | 0.4ha | Evaluation: reported. Excavation ongoing | 33 trench evaluation revealed features including mainly ditches and gullies, but also a number of small pits, postholes, a hollow-way and at least one medieval/post-medieval furrow.<br>In **Trench 2** a small pit produced a considerable assemblage of Late Bronze Age pottery, worked flint<br>and animal bone. Even though **Trenches 28** and **32** did not produce dateable finds, some of the gullies, including at least two roundhouse drip gullies, as well as postholes and pits, would suggest Iron Age settlement activity. Further evidence of ditches in **Trenches 29**, **31** and **33**, |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | perhaps representing enclosures beyond and enclosing the round houses. To the south of this a Late Iron Age/Roman pit was recorded (**Trench 23**) truncated by a later substantial ditch or holloway.<br><br>Full excavation later in 2017 confirmed the Iron Age occupation site, and this is due to be fully reported in 2018 following post excavation analysis. |
| 24/10/16 | 16/0947 | Orchard Cottage, Sheperds Lane Windlesham, | 0.4ha | DBA received, evaluation recommended – not yet undertaken | |
| 25/10/16 | 15/0590 | Heathpark Wood, Heathpark Drive, Windlesham | 0.4ha | DBA completed. Evaluation recommended – not yet undertaken. | |
| 03/11/16 | 16/0945 | Windlesham Garden Centre, London Road, Windlesham, | 0.4ha | DBA received. Recommended evaluation – not yet undertaken. | |
| 12/12/16 | 16/1123 | Flexlands, Station Road, Chobham, Woking, | 0.4ha | DBA produced, no further work recommended | n/a |
| 12/01/17 | 16/1207 | Windlemere Golf Club, Windlesham Road, West End, | 0.4ha | DBA produced. Eval recommended – not yet undertaken | |
| 16/01/17 | 16/0679 | Land South East of 4-14 (Evens), Kings Road, West End,. | 0.4ha | Desk Based Assessment. Trial trench evaluation | Four evaluation trenches were excavated in March 2017. These revealed shallow sandy stratigraphy and that any previously existing archaeological remains would likely have been significantly truncated by the vegetation growth and former uses of the site. No further work was required and the archaeological condition discharged. |
| | 15/0909 | St Lawrences Church, High | AHAP | Archaeological Monitoring | No in situ burials or burial vaults were seen. Aside |

| | | | | | |
|---|---|---|---|---|---|
| July 2016 | | Street, Chobham | | (Watching Brief) | from small amount of disarticulated human bone, no other archaeological deposits/features or finds were recorded, possibly due to former truncation of archaeological horizons by the construction of the church hall. |
| March 2017 | 14/0800 | The Ridgewood Centre, Frimley | 0.4ha | Archaeological evaluation and building recording | A further three trenches were excavated in February/March 2017, all revealed a sequence of contaminated late post-medieval/modern made ground deposits directly overlying the truncated natural geology. No significant archaeological finds or deposits were identified. No further archaeological work was required.<br><br>A programme of building recording created a record of the sanatorium/hospital buildings prior to their demolition or conversion. A short summary of the building history is to be published in a local history journal. |

**Indicator: Number of buildings and structures maintained, added or deleted from the local list**

**Target:** No target – contextual

**Performance against the target: N/A – no target**

**Analysis:** In 2016/17 there have been no additions or deletions to the local list. A review of the local list is currently underway. Existing local heritage assets are being assessed in order to determine whether all should remain on the local list. Work is also being conducted to identify whether it is necessary to add any local heritage assets to the list. The results of this study will be provided in subsequent AMRs when the information is fully updated.

## Environment

### Objective 8: Maintain and Protect the Countryside and Green Spaces in settlement areas and provide an integrated green infrastructure network

CSDMP Delivery Polices: CP1, CP13, DM4, DM15, DM16

**Indicator: Amount of land in Surrey Heath designated as Settlement, Countryside Beyond the Green Belt or Green Belt**

**Target:** Achieve no net loss of Green Belt land

**Performance against the Target: Target MET**

**Analysis:** In 2016/17 and over the plan period there has been no change to Green Belt, Countryside or Settlement Area designations. During the monitoring year, planning approval has been granted at Little Heath Nurseries adjoining the edge of the Chobham settlement area as a rural exception site. This is in accordance with paragraphs 54 and 89 of the NPPF. Permission for rural exception sites does not result in any amendments to Green Belt boundaries. The target has therefore been met.

**Indicator: Amount of land (ha) implemented as SANGs during AMR year and plan period**

**Target:** 8ha per 1,000 net new population

**Performance against Target: Target MET**

**Analysis:**
The table below shows all SANG sites implemented since the start of the plan period.

| Date of Implementation | Name of SANG site | Total discounted SANG area (ha) | Total SANG capacity (people) | Total SANG capacity (dwelling) |
|---|---|---|---|---|
| Jul 2014 | Hawley Meadows | 3.1 | 386 | 154 |
| Oct 2015 | Chobham Meadows | 23.5 | 2400 | 960 |
| Dec 2015 | Share of Shepherds Meadow | 9.6 | 1200 | 500 |

During the previous monitoring year, the Council was able to acquire further capacity by implementation of a new SANG at Chobham Meadows, Station Road, Chobham. This SANG provides capacity for 2,400 people, equivalent to 960 dwellings. In addition, the Council has a Memorandum of Understanding (MoU) with Bracknell Forest Borough Council, for the use of capacity at Shepherd Meadows SANG. This enables avoidance measures for 1,200 persons capacity, equivalent to 500 dwellings.

In summary, all net new residential dwellings permitted in Surrey Heath Borough must be assigned against an existing SANG. As no net new dwellings have been permitted without SANG provision being made, it is considered that the target has been met. The Council is continually looking for opportunities to further increase SANG capacity for the Borough.

**Indicator: Amount of open space or recreational areas lost to other uses**

**Target:** Aim to achieve no greater loss than 10% over plan period

**Performance against target: Target MET**

**Analysis:** In the plan period to date there have been no planning applications permitted which are expected to lead to the loss of green spaces or recreational areas. Consequently, defined green space designations have not been altered and the target has therefore been met.

## Climate change

**Objective 9: To support the development of a waste strategy that improves levels of recycling and minimises waste production**

CSDMP Delivery Policies: DM9

**Indicator: Percentage of waste sent for reuse, recycling and composting**

**Target:** 40% of waste sent for reuse, recycling and composting per annum

**Performance against target: Target MET**

**Analysis:** In 2016/17, 62.4% of waste was sent for reuse, recycling and composting. It should be noted that this is currently a draft figure that is subject to agreement through auditing by Surrey County Council and Waste Data Flow. This will be confirmed later in the year. The overall average for the plan period to date is 62.01%. The target has therefore been met.

## MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

**Objective 10: To minimise impact on climate change and to minimise the effect of climate change upon the Borough through a reduction of greenhouse gas emissions and adoption of more environmentally friendly technologies and practices.**

CSDMP Delivery Policies: CP2, DM7, DM8, DM9, DM10

**Indicator: Carbon Dioxide Emissions (kilotonnes)**

**Target:** Reduce $CO_2$ emissions to 34% below 1990 levels by 2020 (1990 baseline: 670 kilotonnes)

**Performance against the target: target MET (within the scope of Local Authorities)**

**Analysis:** The latest statistical release for $CO_2$ emissions by Local Authority Area is from statistics published by the Department of Energy and Climate Change[14]. Data is currently only available for the years 2005-2015. The figures are released annually and with each update, previous figures are invariably adjusted. This makes it difficult to monitor the indicator with complete consistency. The $CO_2$ emissions data taken from the June 2017 release are as follows for Surrey Heath.

Level of $CO_2$ Emissions for Surrey Heath by calendar year

| Year | $CO_2$ Emissions (kilotonnes) | Actual Reduction of 1990 baseline (%) | Incremental reduction (%) required to meet 34% in 2020 |
|---|---|---|---|
| 1990 | 670 | 0% | 0% |
| 2015 | 572.4 | 14.6% | 28.3% |
| 2015 (within the scope of Local Authorities) | 446 | 33.4% | 28.3% |
| 2020 | 442.2 required | N/A | 34.0% |

[14] *https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-2015* - Department of Energy & Climate Change: statistical release, June 2017

**Figure 3: % Reduction of $CO_2$ Emissions in Surrey Heath Since 1990**

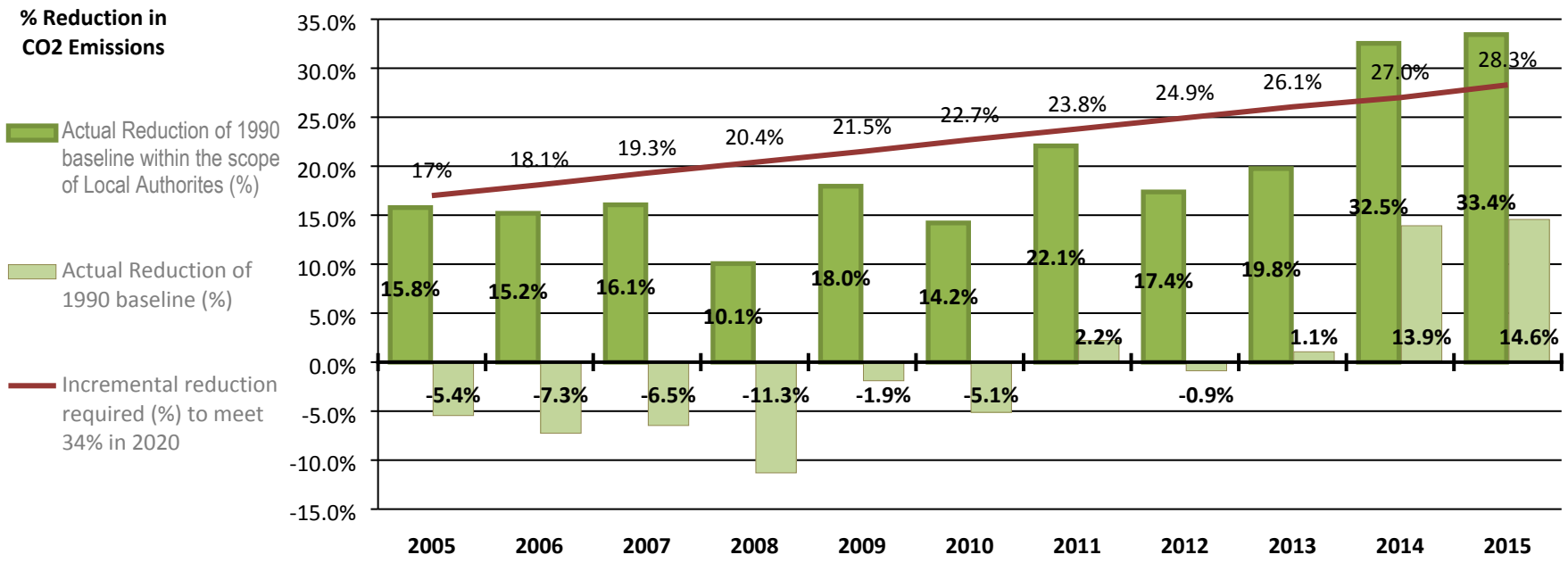



Figure 3 demonstrates that within the scope of influence of Local Authorities (namely Surrey County Council and Surrey Heath Borough Council), there has been a reduction of 224 kilotonnes $CO_2$ emissions in the latest statistical release year, from the 1990 base rate of 670. This is a 33.4% reduction of 1990 levels. The overall reduction of 1990 base levels is 14.6% at 2015. These figures can be set against an incrementally derived target reduction of 28.3% at 2015 in order to meet the 2020 target of a 34% reduction. Overall, there has been a general trend toward a reduction of $CO_2$ emissions in the Borough since 2005, when recorded data is published from. At 33.4%% in 2015, the reduction of emissions in Surrey Heath within the scope of Local Authorities is above the 28.3% reduction required to be on track to sufficiently meet the target of a 34% reduction in 2020. However the overall reduction of emissions not accounting only for that within the scope of Local Authorities was 14.6% in 2015, which is significantly below the 28.3% incremental requirement. For the purpose of monitoring this target, Surrey Heath's performance is being measured and consequently, it is considered within the scope of Local Authorities. Therefore, the target has been met.

**Indicator: Number of buildings permitted to prescribed standards for energy and water efficiency**
This indicator is dealt with under building regulations and is therefore not reported in the AMR

**Indicator: Renewable energy generation**

**Target:** No target

**Performance against the target: N/A NO TARGET**

**Analysis:** No relevant schemes were permitted or completed during the monitoring year.

**Indicator: Number of developments completed with SUDS measures implemented**

**Target:** Achieve SUDS in all development where flood risk identified

**Performance against the target: Target MET**

**Analysis:** All schemes where additional dwellings were created have a form of SUDS incorporated, as a requirement. In particular, schemes within areas of potential flood risk.

**Indicator: Number of planning permissions granted contrary to Environment Agency advice on flooding and water grounds**

**Target:** 0% of all applications to be granted contrary to EA advice

**Performance against the target: Target MET**

**Analysis:** In 2016/17 no planning applications were approved contrary to Environment Agency advice. The target has therefore been met.

## Travel and Transport

**Objective 11: Improve travel choice and transport services to encourage sustainable travel patterns and, in particular, reduce reliance on the car**

CSDMP Delivery Policies: CP1, CP11, DM11

**Indicator: Percentage of dwellings or B class floorspace completed within 400m or 5 minute walk time of a half hourly bus service in urban areas and within 800m or a 10 minute walk time of an hourly bus service in rural areas**

**Target:** To achieve 80% of all development over plan period

**Performance against the target: Target MET**

**Analysis:**

B class floorspace completions - plan period 2012-2017

| | Total B class floorspace completed (net)[15] | B class floorspace completed within 400m/ 5 min walk of bus stop (urban) | B class floorspace completed within 800m/ 10 min walk of bus stop (rural) | % B class floorspace completed within prescribed distance of bus stop |
|---|---|---|---|---|
| Urban | 2038 | 2038 | n/a | 100.00% |
| Rural | 3525 | n/a | 3091 | 87.69% |
| **Total** | **5563** | **2038** | **3091** | **92.20%** |

Dwelling completions – plan period 2012-2017

| | Total dwellings completed (net)[16] | Dwellings completed within 400m/ 5 min walk of bus stop (urban) | Dwellings completed within 800m/ 10 min walk of bus stop (rural) | % Dwellings completed within prescribed distance of bus stop |
|---|---|---|---|---|
| Urban | 1001 | 947 | n/a | 94.60% |
| Rural | 61 | n/a | 55 | 90.16% |
| **Total** | **1062** | **947** | **55** | **94.35%** |

As shown in the tables above, the target of 80% has been met for net dwelling completions for both B class floorspace and housing completions. Taking account of *all* completed development, B class floorspace and dwellings combined as a percentage provides **93.3%** without any weighting being applied to dwellings, despite them totalling a significantly larger floorspace than the B class completions. Therefore, the target has been met.

[15] Only applications where there has been a net gain in B-class floorspace have been included in these calculations

[16] Only applications where there has been a net gain in dwellings have been included in these calculations

**Indicator: Percentage of dwellings or B class floorspace completed within a 10 minute walk time or 800m of a rail service (local)**

**Target:** To achieve 50% over plan period

**Performance against the target: Target NOT MET**

**Analysis:**

| Plan period to date (2012-2017) | Development falling within 10 min walk / 800m of rail service | Development Total across Plan Period | % Development falling within 10 min walk / 800m of rail service |
|---|---|---|---|
| B class floorspace completions (sq.m) | 890 | 5563 | **16.0%** |
| Dwellings (no. units) | 304 | 1062 | **28.6%** |

The target of 50% has not been met. However, the overall percentage for no. of dwellings within 800m of a rail service has increased from the previous monitoring year. The percentage of employment floorspace within 800m of rail stations has decreased this monitoring year, as relevant B use class applications have not been within this target distance. It is worth noting that whilst there are 3 railway stations in the Borough, they are all located on the western side of Surrey Heath, which restricts the likelihood of delivering a large quantity of development within close proximity of them. Furthermore, much of the western urban area falls outside of their 800m radius.

**Indicator: Number of travel plans implemented in association with major developments**

**Target:** Aim to achieve travel plans in 50% of all major developments

**Performance against the target: Unable to determine**

**Analysis:** The following list provides details of applications with Travel Plans that are either being implemented or that Surrey County Council (SCC) has commented on, during the monitoring year 2016-17:

**Travel Plans Being Implemented**

| Development | Details | TP date | Status |
|---|---|---|---|
| Eli Lilly | General expansion of site | 2001 | Monitoring report dated 2016 submitted to SCC. Eli Lilly choose to submit monitoring voluntarily, even though they are no longer required to do so for planning reasons. Many travel planning measures |

| | | | |
|---|---|---|---|
| | | | continue to be implemented here. |
| Frimley Park Hospital | A staff car park at Lyon Way was built in 2012 to ease pressure on car parking and the local road network. | Apr 2013 | Although no monitoring reports have been received, there has been contact between the Travel Plan Co-ordinator and SCC. A Staff Travel Guide 2016 has been produced, which describes the many ways travel planning is implemented here. |
| Connaught Junior School | In September 2015, Connaught Junior took another bulge class in Yr3 to meet the high demand for junior places in the area. The school is expanding from a 3FE to a 4FE junior school. | Oct 2015 | Jan 17 – travel plan monitoring report submitted to SCC. This included a forward plan. |

**Travel Plans Received by SCC for Comment**

| Development | Details | Reason for submission of travel plan |
|---|---|---|
| SU/10/0537 | 12-16 Park Street + 191 London Road, Camberley (Premier Inn) | To discharge condition |
| SU/14/0532 | Land south of 24-46 Kings Road, West End - 84 dwellings | Accompanied Reserved Matters application |
| SU/16/0681 | Pinewood, College Ride - 69 care home | Accompanied an application |
| SU/14/0869 | 60 bed care home at 12 Streets Heath, West End | To discharge condition |
| SU/16/0947 | 88 bed care home at Orchard Cottage, Shepherds Lane, Windlesham | Accompanied an application |
| SU/16/0962 | Plot A, Trade City | Accompanied an application |

The Council continues to seek travel plans in consultation with Surrey County Council – implementation is monitored by the County Council and it has not been possible to gather the data required to fully monitor this indicator.

## Employment and Retail

**Objective 12: Maintain the economic role of the Borough within the Western Corridor and Blackwater Valley sub-region**

CSDMP Delivery Policies: CP8, DM1, DM2, DM3, DM13

Saved Local Plan 2000 Policies: E6, E8

**Indicator: Total amount of additional employment floorspace by type**

**Target:** Achieve no net loss of employment floorspace over plan period

**Performance against the target: Target NOT MET**

**Analysis:**
Additional employment floorspace completed across borough (net)

| | A1 (sqm) | A2 (sqm) | A3 (sqm) | A4 (sqm) | A5 (sqm) | B1(a) (sqm) | B1(b) (sqm) | B1(c) (sqm) | Mixed Across B1 (sqm) | B2 (sqm) | B8 (sqm) | B mixed (unable to split) (sqm) | Mixed Across >1 Use Class (sqm) | D1 (sqm) | D2 (sqm) | Total (sqm) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2016-17 (net) | -418 | 39 | -1255 | 0 | -106 | -1342 | 0 | 879 | 0 | 919 | 444 | 0 | 1910 | 0 | -335 | 735 |
| Plan Period (2012-17) (net) | -1945 | 203 | -131 | -270 | 15 | -9108 | 0 | 382 | -141 | 1381 | 1335 | 4962 | 2128 | 1418 | -4574 | -4345 |

## MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Core Employment Areas B class floorspace completions 2016-17 and Plan Period 2012-17

| | B1a (sqm) | B1b (sqm) | B1c (sqm) | Mixed Across B1 (sqm) | B2 (sqm) | B8 (sqm) | B Mixed (unable to split) sqm | Total (sqm) |
|---|---|---|---|---|---|---|---|---|
| 2016-17 Completed floorspace (gross) | 0 | 0 | 0 | 0 | 248 | 3436 | 0 | 3684 |
| 2016-17 Completed floorspace (net) | 0 | 0 | -248 | 0 | 31 | -250 | 0 | -467 |
| Plan Period (2012-17) (gross) | 0 | 0 | 0 | 248 | 495 | 5338 | 5210 | 11291 |
| Plan Period (2012-17) (net) | 0 | 0 | -466 | 248 | 278 | 641 | 4962 | 5663 |

The target has not been met, an overall net loss of 4345 square meters employment floorspace across the plan period to date. However, there has been an overall net gain of 735 square meters employment floorspace in the monitoring year. It should be noted that the large majority of the reduction in floorspace falls within a B1a use class. These losses are largely a result of the expansion of the General Permitted Development Order (GPDO) to include Class J, Part 3, allowing prior notifications for a change of use from Class B1a (office) to Class C3 (dwelling houses). As such, the Borough Council has been unable to prevent the loss of employment floorspace falling within a B1a use class. Excluding B1a to C3 losses, the Council would have in fact gained a figure of 2242 square meters of B use class floorspace during the monitoring year 2016-17.

Within the Core Employment Areas there has been a net loss in B class floorspace during the monitoring year, but an overall net gain over the Plan Period. This is in line with the objectives of CSDMP policy CP8.

**Indicator: Total amount of employment floorspace on previously developed land by type**

**Target:** Achieve 80% of employment development on PDL over plan period

**Performance against the target: Target NOT MET**

**Analysis:**
% Completed B class floorspace on PDL in the Plan Period to date (figures include only those applications where there has been a net gain in employment floorspace)

| | B1a | B1c | B2 | B8 | Mixed Across B | Total Employment Floorspace |
|---|---|---|---|---|---|---|
| 2012-17 plan period sqm PDL | 820 | 0 | 492 | 0 | 726 | 2038 |
| 2012-17 plan period sqm non-PDL | 0 | 1127 | 888 | 1585 | 0 | 3600 |
| 2012-17 plan period % sqm PDL | 100% | 0% | 36% | 0% | 100% | 36% |

As set out in the previous indicator, there has been a net loss in employment floorspace during the plan period to date. Therefore, in order to assess performance against the PDL target, the above table considers solely those applications where there has been a net gain in overall floorspace. On this basis, over the plan period to date, 36% of the total floorspace completed was on PDL. The target of 80% has therefore not been met. This is due to two relatively large developments completed on non-PDL land during the 2012-13 and 2016-2017 monitoring years. Aside from these two developments, 100% of the total employment floorspace has been completed on PDL.

**Indicator: Employment Land Available**

**Target:** Maintain sufficient land to meet demand

**Performance against the target: Target MET**

**Analysis:** An Employment Land Review of the Functional Economic Area (FEA) which includes Hart District, Rushmoor Borough and Surrey Heath Borough was undertaken during the monitoring year and an update was published in December, 2016. The results of the study demonstrated that overall, across the FEA there is a sufficient supply of employment land required to meet current and future projected employment forecasts.

**Indicator: Total amount (gross) and percentage of retail floorspace completed in town centres, edge of centre locations and outside centres**

**Target:** Achieve 75% of town centre uses within Town, District and Local centres over plan period

**Performance against the target: Target MET**

**Analysis:**
Total amount of retail floorspace completed in Plan Period (2012-2017)

| | Gross (net) new floorspace completed (sqm) PLAN PERIOD | % total gross retail floorspace PLAN PERIOD |
|---|---|---|
| Town/District/Local Centres | 2928 (-1164) | 77% |
| Edge of Town/District/Local Centres | 0 | 0% |
| Outside Centres | 890 (-257) | 23% |

In terms of gross completions for new retail floorspace, 77% has been achieved in the borough's Town/District/Local centre locations with 0% in edge of centre locations and 23% outside of centres over the plan period. Therefore, the target has been met.

**Objective 13: Promote the role of Camberley Town Centre as a secondary regional centre and as a safe and attractive retail, cultural and entertainment centre with a high quality of environment**

CSDMP Delivery Policies: CP8, CP9, CP10

Saved Local Plan 2000 Delivery Policies: TC1, TC2, TC4-10, TC12-22

**Please note that objectives related to Camberley Town Centre are now monitored from the policies, indicators and targets within the Camberley Town Centre Area Action Plan (CTCAAP), which was adopted in July 2014. These policies are monitored in Section 5 of this report, following the monitoring of the local plan policies.**

## District and Local Centres

**Objective 14: Maintain the role of Bagshot and Frimley as district centres for local shops, services and community facilities and protect these uses elsewhere in the Borough**

CSDMP Delivery Policies: CP9, DM12

**Indicator: Percentage of units in A1 use over plan period in Bagshot primary shopping area (frontage), Bagshot secondary shopping frontage, Frimley primary shopping area (frontage), Frimley secondary shopping frontage and Neighbourhood parades (frontage)**

**Target:** Maintain or achieve 75% of units as A1 in primary shopping areas and 50% of units as A1 in all other frontages

**Performance against the target: Target PARTIALLY MET**

**Analysis:**
Total number of occupied retail (A use class) units in comparison with number and percentage of A1 units for Bagshot and Frimley primary shopping areas, and in all other shopping frontages

| | Total Number of Units in Retail Frontage | Number of A1 Units in Retail Frontage | % of A1 Retail Units in Retail Frontage |
|---|---|---|---|
| Bagshot and Frimley Primary Shopping Areas | 54 | 33 | 61% |
| Combined Bagshot and Frimley Secondary Shopping Areas and Other Retail Frontages | 230 | 120 | 52% |

A survey was undertaken in April and May 2017 to identify the types of units that were in use in the borough's district and local centres, and neighbourhood parades. The results of this survey are included as Appendix 4. The 2017 survey demonstrated that 61% of the primary shopping areas in Bagshot and Frimley are in A1 retail use, compared to the CSDMP target of 75%. The borough's other retail frontages including Bagshot and Frimley's secondary shopping areas, as well as all of the local centres and neighbourhood parades were demonstrated to have 52% of units in A1 retail use, which exceeds the CSDMP target of 50% of units in A1 use. The target has therefore been partially met, overall.

It is also necessary to take into account that amendments made to the General Permitted Development Order in 2013[17] now mean that smaller A1 units (<150 sqm) can be temporarily changed to A2, A3 or B1 without the need for planning permission. Furthermore, Under Schedule 2, Part 3, Class M of the Town and Country Planning (General Permitted Development) Order, this has been extended to enable conversions from an A1 use to C3 dwellinghouses, subject to prior approval. The effect that this will have on the Council's ability to deliver Policy DM12 in the long term remains to be seen.

[17] The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013

## Objective 15: Identify sites on which employment use should be maintained and growth encouraged

CSDMP Delivery Policies: CP8, DM13

**Indicator: Amount of (gross) B Class floorspace permitted or lost to other uses outside of Core Employment Areas and Camberley Town Centre**

**Target:** No target

**Performance against the target: NO TARGET**

**Analysis:** B class floorspace permitted and completed outside of Camberley Town Centre and Core Employment Areas, Plan Period 2012-17

| | B1a | B1b | B1c | Mixed Across B1 | B2 | B8 | B Mixed (unable to split) | Total |
|---|---|---|---|---|---|---|---|---|
| **Permitted** (gross) Plan Period 2012-17 (sqm) | 13,095 | 8805 | 0 | 0 | 738 | 3436 | 134 | 26,208 |
| **Permitted** (net) Plan Period 2012-17 (sqm) | -19,674 | 8,244 | -1449 | 0 | -892 | -1,923 | 0 | -15,694 |
| **Completed** (gross) Plan Period 2012-17 (sqm) | 3,365 | 0 | 1,127 | 0 | 1103 | 694 | 0 | 6,289 |
| **Completed** (net) Plan Period 2012-17 (sqm) | -4,456 | 0 | 848 | -269 | 1103 | 694 | 0 | -2,080 |

Over the plan period to date, in terms of completed gross new floorspace there has been a gain of 6,289 sqm B class floorspace outside of Core Employment Areas and Camberley Town Centre, of which 3,365 is in a B1a use class. However, overall there has been a net loss of completed employment (B class) floorspace outside of these areas. During the monitoring year, the net loss of B class floorspace has been entirely within the B1a use class. This is, in part due to recent changes to permitted development rights (in particular in relation to the conversion of B1 office use to C3 residential) which have made loss of office floorspace more difficult to manage. Meanwhile, during the monitoring year, there have been net gains in completed B1c, B2 and B8 use floorspace.

## Community

**Objective 16: Support the community through: protection from crime and the fear of crime, reflection of cultural diversity, improved facilities for health, well-being and life-long learning**

CSDMP Delivery Policies: CP2, CP10, CP12, DM9, DM12, DM15

**Indicator: Total floorspace (net square metres) for community and cultural facilities gained or lost by type during AMR year and Plan Period**

**Target:** No target

**Performance against the target: NO TARGET**

**Analysis:**
Community and cultural facilities gained or lost

| | Educational Facilities (sqm) | Healthcare Facilities (sqm) | Places of worship (sqm) | Leisure Facilities (sqm) | Total (sqm) |
|---|---|---|---|---|---|
| **2016-17 (net)** | 0 | 0 | 0 | 335 | 335 |
| **Plan Period to date (2012-17) (net)** | 758 | 446 | 214 | -3094 | -2486 |

The borough has lost 2,486 sqm of community and cultural facilities over the Plan Period to date. The loss is due solely to one large application which was completed during the 2015-16 monitoring year. The demolition of leisure facilities and completion of new B class employment floor space was implemented at Lyon Way Industrial Estate, a designated Core Employment Area. It therefore accords with the CSDMP to reclaim a function falling within a B use class in that location. Notwithstanding the loss of leisure facilities during the previous monitoring year, there have been net gains in all other community and cultural facilities over the Plan Period to date, and during the monitoring year.

**Indicator: Amount of new open space provided on major housing development (ha)**
No relevant schemes were completed during the monitoring period

## Leisure and Culture

### Objective 17: Provide and support high quality leisure and cultural facilities that are accessible to all

CSDMP Delivery Policies: CP2, CP4, CP10, CP12, CP13, DM14, DM15, DM16

**Indicator: The monitoring for this objective is included within Objectives 8, 13 and 16.**

# 5 MONITORING POLICIES IN THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN

## Camberley Town Centre Area Action Plan

5.1 The CTC AAP was adopted in July 2014. As such, there is little relevant information for monitoring at this early stage in the period covered by the AAP. However, objectives are monitored and reported where evidence is demonstrable, and subject to allocated sites' phasing.

5.2 The structure of this section aims to follow the CTCAAP framework, in a summarised tabular format which provides information relating to how well the policies in each thematic area of the AAP are performing. Each objective is grouped within an overarching theme, derived from the AAP framework. The colour coding system used to monitor performance in the CSDMP section is also applied here.

**Figure 4: Surrey Heath – Context of the AAP within the Borough**

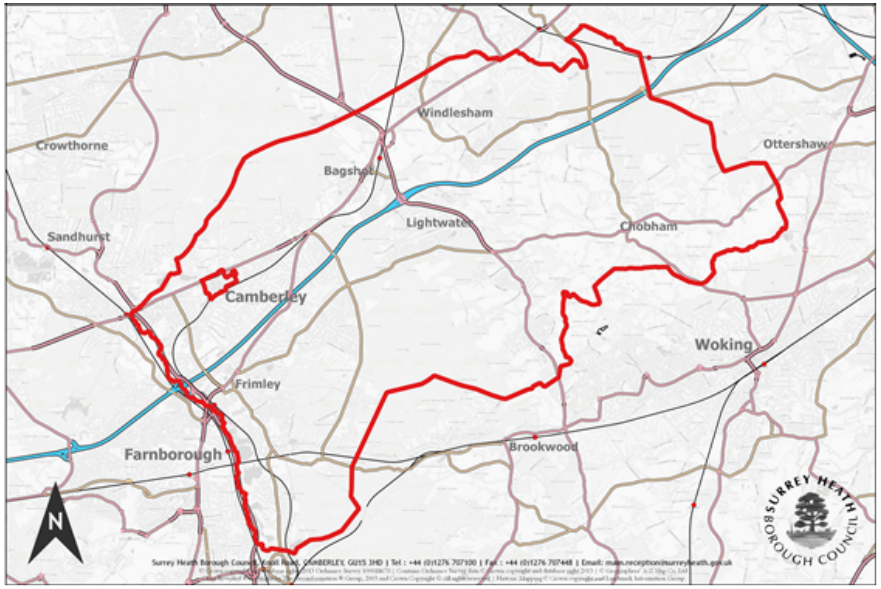
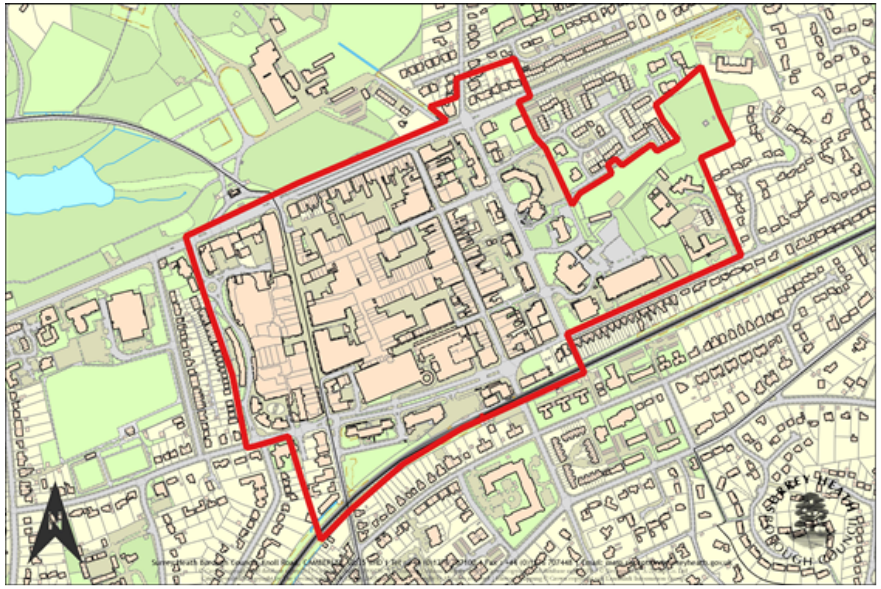



**Figure 5: The Camberley Town Centre AAP Boundary**



## Area Action Plan Themes and Objectives

| Theme | Objective | CSDM & AAP Delivery Policies | Relevant Targets | Performance Summary | On Target? |
|---|---|---|---|---|---|
| **A vital and viable shopping centre** | **1: Ensure Camberley town centre continues to be a vital and viable shopping facility which meets the needs of its catchment population and to enable the improvements and any increases in floorspace needed to achieve this** | **CSDM:** CP8, CP9, CP10, CP12. **AAP:** TC2, TC3, TC13 | Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period | The AAP was adopted in 2014 and the period runs until 2028. Therefore, there has not yet been a completion of major development over both the monitoring year and the AAP period to date for which to measure this target against. However, additional convenience floorspace has been completed during the monitoring year. | - |
| **A range of cultural and leisure facilities offered** | **2: Provide an excellent range of leisure, cultural and community facilities to meet the needs of the local population** | **CSDM:** CP10, CP12, DM14, DM16. **AAP:** TC6. | Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period | 0.0sqm net loss of community, cultural or leisure facilities has taken place in CTC over both the monitoring year and the AAP period to date | ✓ |
| **A thriving employment centre** | **3: To maintain Camberley town centre's role as an employment centre** | **CSDM:** CP1, CP8, CP10 **AAP:** TC5, TC7, TC8 | No target - contextual | | / |
| **A place for people to live** | **4: To enhance Camberley town centre's role as a residential area including the provision of new homes** | **CSDM:** CP1, CP3, CP5, CP6, CP10, CP14B **AAP:** | Aim to deliver at least 200 new dwellings over AAP period with 35% as | The AAP was adopted in 2014 and the period runs until 2028. However, 61 homes have already been delivered on the AAP allocated sites to date. A care home containing 92 units | - |

| | | | | | |
|---|---|---|---|---|---|
| | | TC4, TC14, TC15, TC16, TC17, TC18, TC19, TC20 | affordable | has also been completed during the monitoring year. These permissions consist of sheltered accommodation and a care home, and therefore, affordable delivery is currently at 0 in the AAP area.<br>At the Land East of Knoll Road site, permission has been granted for 35 dwellings which were under construction at the end of the current monitoring year. An application has now been submitted at the Pembroke Broadway North site for 116 homes. Overall, this demonstrates good progress against the target of 200 homes. Other sites that incorporate residential accommodation are phased to come forward later in the AAP period. | |
| **A well connected, accessible town centre** | **5: To improve accessibility within and to the town centre by all means of transport** | **CSDM:**<br>CP10, CP11, CP12, DM11<br>**AAP:**<br>TC7, TC8, TC9 | Number of travel plans implemented in association with major developments in CTC over AAP period | Due to the recent adoption of the AAP, there has not yet been the completion of major developments in the AAP area to date and as a result, travel plans have not yet been implemented. A framework travel plan has been submitted as part of a large application in Park Street, Camberley, to comprise Restaurants, a drinking establishment and a 95 bedroom hotel. The major application for 116 dwellings at Pembroke Broadway North includes a travel plan as an accompanying document. | - |
| **A clean, high quality centre** | **6: To improve environmental quality and enhance the character of the town centre and protect** | **CSDM:**<br>CP2, CP10, CP12, CP13,CP14A, DM7, DM9, DM10, DM17 | 40% of waste sent for reuse, recycling and composting over AAP period. | Monitored through Core Strategy targets – 62.4% achieved during 16/17 and 62.01% over the AAP period to date. | ✓ |

| | | | | | |
|---|---|---|---|---|---|
| | **the amenity and character of the surrounding residential areas** | **AAP:** TC11, TC12, TC13 | No exceedance of Air quality Strategy targets of 30µgm$^{-3}$ in CTC | Camberley Air Quality Monitoring Station was located outside of the town centre, at Castle Road, adjacent to the M3. It closed August 2012 – information for CTC air quality is therefore currently unavailable | / |
| **A safe, attractive centre** | **7: To provide a well-managed, safe and attractive town centre** | **CSDM:** CP2, CP10, CP12, CP13, DM9, DM10, DM11, DM17 **AAP:** TC1 | Complete all public realm improvements identified in Public Realm Strategy by end of AAP period. | On target. The AAP was adopted in July 2014 – public realm improvements have already commenced in Camberley's shopping centre, The Square. | ✓ |
| | | | No target. Number of crimes recorded in Camberley Town Centre can still be measured[18] | No. of crimes committed within 0.25 mile radius of Camberley Town Centre 01/04/16 – 31/03/17 (monitoring year period) = **811** There were **900** crimes recorded over the same period during the previous monitoring year 2015/16. | / |

## Area Action Plan Allocated Sites

| AAP Site | Phasing | Delivery at 31/03/2017 |
|---|---|---|
| **London Road Block** | Commencement in 2016/2017 | Development at the site has not yet been commenced. However, The Square shopping centre has now been acquired by the Council and its refurbishment is being carried out. |
| **Camberley Station** | Commencement post 2020 | No required commencement in monitoring year |
| **Land at Park Lane** | Specific phasing not stated - 100 dwellings over AAP Period | Number of C3 residential dwellings completed: **61** (net)<br>Number of C2 care home units completed: **92** (net)<br>Total no. of units provided on site: **153** |

[18] Information provided at: http://www.ukcrimestats.com/Postcode/gu153sl

| | | |
|---|---|---|
| **Pembroke Broadway North** | Commencement pre- 2020 | No required commencement in monitoring year. However, an application for 116 C3 residential units has been permitted for Ashwood House, at this site. |
| **Land East of Knoll Road** | Specific phasing not stated - 80 dwellings over AAP Period | **31** (net) dwellings under construction at Former Camberley Police Station site. The remaining area of allocated site remains to come forward |
| **Magistrates Court** | Commencement of development by 2016 | Development commenced at Kings Court on this site for **30** (net) C3 residential units. |

## Completed Floorspace in Camberley Town Centre

**Retail, employment and leisure floorspace completions within the boundaries of the CTC AAP during the monitoring year and over the plan period**

Town Centre Uses: Floorspace completions within the boundary of Camberley town Centre, 2016-17 and Plan Period 2012-17

| | A1 (sqm) | A2 (sqm) | A3 (sqm) | A4 (sqm) | A5 (sqm) | B1a (sqm) | B1b (sqm) | B1c (sqm) | Mixed B1 | B2 (sqm) | B8 (sqm) | D1 (sqm) | D2 (sqm) | Mixed Across >1 Use Class (sqm) | Total (sqm) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Gross new floorspace completed 2016-17 | 400 | 0 | 0 | 0 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 423 |
| Net floorspace completed 2016-17 | 211 | 0 | 0 | 0 | 23 | -503 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -269 |
| Gross new floorspace completed Plan Period 2012-17 | 802 | 1151 | 258 | 0 | 346 | 25 | 0 | 0 | 0 | 0 | 0 | 176 | 0 | 218 | 2976 |
| Net floorspace | -1192 | 1119 | -146 | 0 | 262 | -4973 | 0 | 0 | -120 | 0 | 0 | 176 | 0 | 218 | -4656 |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| completed Plan Period 2012-17 | | | | | | | | | | | | | | | |

**Analysis:** There has been a net loss of floorspace for town centre uses in Camberley town centre, both in the AMR year 2016-17 and over the Plan Period 2012-17. However, during the monitoring year, there has been a net gain in A use class retail floorspace in the town centre. The loss of B1a floorspace during the monitoring year was a result of a single application for the conversion of offices to residential accommodation under prior approval, through the General Permitted Development Order. Policies relating to town centre uses in Camberley town centre are contained within the CTC AAP. However, as this document was recently adopted in July 2014, their effects are not likely to become apparent at this early stage in the document's plan period.

## APPENDIX 1: DUTY TO CO-OPERATE

Activities undertaken in the year ending 31st March 2017

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| **Hart District Council and Rushmoor Borough Council** | Undertaken work to determine Housing Market Area. Undertaking joint Strategic Housing Market Assessment (SHMA) in line with Government guidance.<br>Joint consultation on methodology and draft SHMA and stakeholder workshop held | On-going | Joint working under duty to co-operate has led to housing market area being defined and the production of a SHMA in December 2014. Member liaison group set up and meetings held An updated SHMA has been produced in December 2016. Letters were sent to Hart and Rushmoor indicated Surrey Heath will not be able to meet all of its OAHN. |
| **Hart District Council and Rushmoor Borough Council** | Undertaken work to determine Functional Economic Area. Undertaking joint Employment Land Review (ELR) in line with Government guidance. Joint consultation on methodology on site assessment undertaken. | On-going | Joint working under duty to co-operate has led to functional economic areas being defined and a joint ELR being produced in June 2015 which was updated in December 2016. |
| **Bracknell Forest District Council** | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. On -going discussion in respect of using capacity of SANG within Bracknell Forest to provide avoidance measures for residential development in Surrey Heath. Agreement to use this has been reached and sites are being allocated to Shepherds Meadow SANG. |
| **Camberley Town** | A partnership of public and private sector organisations | On-going | Surrey Heath plays an active role in the CIC. |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| **Centre Community Interest Company (CIC)** | that have an active interest in the town and are dedicated to improving the town's economy, attracting businesses, inward investment, residents and visitors. | | |
| **Collectively Camberley** | Camberley Town Centre is a Business Improvement District (BID). | On-going | Member of BID |
| **Joint Strategic Partnership Board** | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| **Enterprise M3 Local Economic Partnership** | Surrey Heath is part of the Enterprise M3 LEP which looks at the strategic management of resources to achieve economic growth.<br><br>Have successfully submitted BIDs for Local Growth Fund during 2014 | On-going | Information sharing. Leader of the council is one of the 16 Members of the Enterprise M3 Board.<br><br>Have received funding for highway improvements, SANG and purchase of a building for housing. |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | On-going | Information sharing. Decision-making on joint working projects at officer level. |
| **Guildford Borough Council** | Have been involved in Duty to Co-operate meetings in respect of SHMA for Guildford | On going | Will help inform Guildford's Plan making |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Meeting to explore strategic/cross boundary issues | 23 Nov 2012 | Agreement on strategic issues between 2 authorities |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | On-going | Information sharing. Decision-making on joint working projects at officer level. |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Responded to Proposed Submission Local Plan (Reg 19) Consultation and updated Local Plan Consultation | On-going | Will help inform the Local Plan process. |
| **Hampshire County Council** | Joint working on SANG – Hawley Meadows | On-going | Management of SANG and delivery of housing development in the Borough through it. |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Have consulted on both joint SHMA and ELR methodologies and on 2016 SHMA update. | On-going | Outcomes of consultation have informed production of the SHMA. |
| **Highways Agency** | Meetings to further joint working on M3 study and hard shoulder running | January 2014 | Low noise surfacing to be used on all lanes. Joint community involvement |
| **Hart District Council** | See above for working on Joint SHMA and Employment Land Review with Surrey heath , Hart and Rushmoor | On-going | Agreement on strategic issues between 3 authorities |
| | Joint working on SANG – Hawley Meadows | On-going | Management of SANG and delivery of housing development in the Borough through it. Have negotiated additional capacity from Hart |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | | |
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| | Joint work to undertake cross boundary Water Cycle Study | Completed 2016 | Will help in the production of Local Plan documents |
| **Natural England** | Joint Strategic Partnership Board (JSPB). Regular meetings of Local authority representatives and Natural England | On-going | Information sharing, decision taking and management of JSPB. |
| | Regular consultation in connection with development proposals, new SANG & SAMM contributions | On-going | Information sharing and decision taking in relation to nature conservation and SANG. |
| **Planning Working Group** | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| **Royal Borough of Windsor and Maidenhead** | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| **Runnymede Borough Council** | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning | On-going | Information sharing. Decision-making on joint working projects at officer level. |

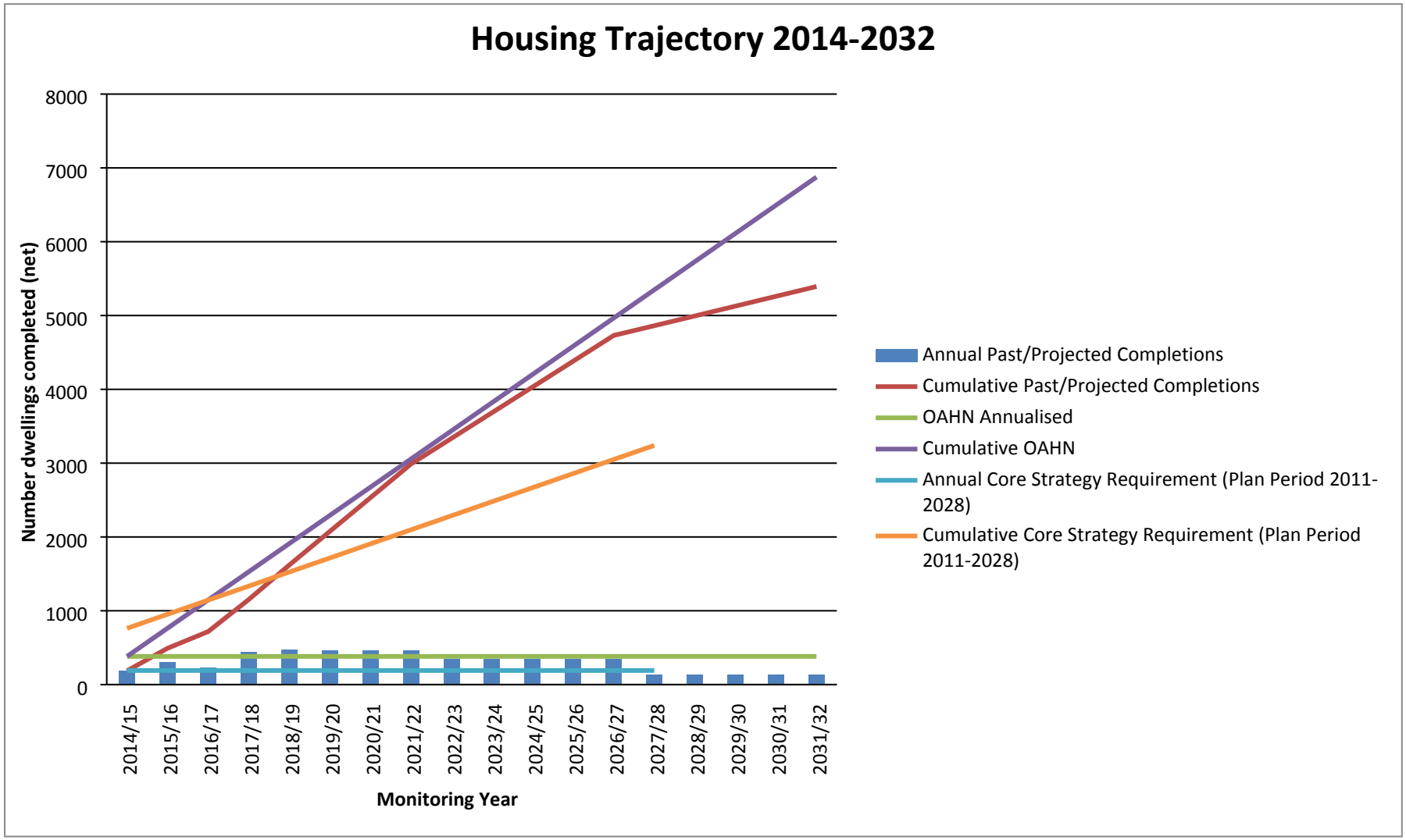
| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | officers. | | |
| | Meeting to explore strategic/cross boundary issues including Runnymede's SHMA | On-going | Will help inform Runnymede's SHMA |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Responded to Issues and Options Local Plan (Reg 18) Consultation | On-going | Will help inform the Local Plan process. |
| **Rushmoor Borough Council** | Joint working on SANG – Hawley Meadows | On-going | Management of SANG and delivery of housing development in the Borough through it. |
| | See above for working on Joint SHMA and Employment Land Review with Surrey heath , Hart and Rushmoor | On-going | Agreement on strategic issues between 3 authorities |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | On-going | Information sharing. Decision-making on joint working projects at officer level. |
| | Joint work to undertake cross boundary Water Cycle Study | Completed 2016 | Will help in the production of Local Plan documents |
| **Surrey County Council** | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | On-going | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | On-going | Information sharing. Decision-making on joint working projects at officer level. |
| | Regular meetings and discussions on a variety of planning policy topics including transport, education, | On-going | Information sharing and assistance in creation of evidence base and formulation of policy. |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | travellers, SPA and SANG. | | |
| | Have successfully worked with Surrey CC to submit bids for LEP Local Growth Fund during 2014 and 2016 | On-going | Have received funding for highway improvements, SANG and purchase of a building for housing.<br><br>Working with Surrey CC on future round of bids |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Joint Highway post established in May 2016 | On-going | Will help in the production of Local Plan documents |
| | Work undertaken with Highways Officers regarding traffic modelling for new Surrey Heath Local Plan | On-going | Will help in the production of Local Plan documents |
| | Joint working on Surrey Infrastructure Study | On-going | Will help in the production of Local Plan documents |
| **Surrey Heath Partnership** | Single body that brings together different parts of the public sector as well as the business, community and voluntary sectors to work together for the benefit of the community of Surrey Heath. | On-going | Information sharing and assistance in creation of evidence base and formulation of policy |
| **Surrey Planning Officers Association** | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | On-going | Information sharing. Decision-making on joint working projects at officer level. |
| **Transport for Surrey** | Brings together those involved in transport such as bus and rail operators, local councils and Surrey Police to co-ordinate transport activities in the county. | On-going | Information sharing and input into preparation of transport evidence base |
| **Transport for Surrey Heath** | Partnership project which aims to deliver improved transport solutions within the borough. | Meets 3-4 times a year | Information sharing and input into preparation of transport evidence base |
| **Waverley Borough Council** | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | | |
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | Bi-monthly | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | Monthly | Information sharing. Decision-making on joint working projects at officer level. |
| | Periodic meetings to explore potential for cross-boundary SANG | On-going | - |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Responded to Pre-submission Local Plan (Reg 19) Consultation | On-going | Waverley examination in public currently in progress |
| **Woking Borough Council** | Worked with Woking on determining the most suitable Housing Market Areas for both Surrey Heath and Woking | Mar 2014 | Has informed where most relevant Housing Market Areas are which have informed production of the SHMA for Surrey Heath , Hart and Rushmoor. |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |
| | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers. | Bi-monthly | Information sharing. Recommendations on joint working made to SPOA. |
| | Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers. | Monthly | Information sharing. Decision-making on joint working projects at officer level. |

| Organisation | Nature of Co-operation in yr to 31st March 2017 | Date | Outcome |
|---|---|---|---|
| | Periodic meetings to explore potential for cross-boundary SANG | On-going | - |
| | Joint working to produce cross boundary Strategic Flood Risk Assessment | Completed 2015 | Will help in the production of Local Plan documents |
| **Wokingham Borough Council** | Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England. | On-going | Information sharing, decision taking and management of approaches to TBH SPA and JSPB. |
| | Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA. | On-going | Outcomes of consultation have informed production of the SHMA. |

## APPENDIX 2: HOUSING TRAJECTORY



## Housing Trajectory 2014-2032 – net completion figures

| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Net Additions - Past** | 187 | 305 | | | | | | | | | | | | | | | | |
| **Net Additions - Reporting Year** | | | 226 | | | | | | | | | | | | | | | |
| **Net additions - windfall allowance including Prior Notifications** | | | | | 33 | 33 | 33 | 34 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| **Net Additions - small Sites Under Construction** | | | | 25 | 25 | | | | | | | | | | | | | |
| **Net Additions - small Sites Unimplemented** | | | | 8 | 8 | 22 | 21 | 21 | | | | | | | | | | |
| **Net Additions - SLAA Sites Under construction** | | | | 57 | 57 | 57 | 57 | 57 | | | | | | | | | | |
| **Net Additions - SLAA Sites Unimplemented** | | | | 223 | 222 | 222 | 222 | 222 | | | | | | | | | | |
| **Net Additions - other SLAA sites** | | | | 123 | 122 | 122 | 122 | 122 | 338 | 338 | 337 | 337 | 337 | 122 | 122 | 122 | 121 | 121 |
| **Year total** | **187** | **305** | **226** | **436** | **467** | **456** | **455** | **456** | **349** | **349** | **348** | **348** | **348** | **133** | **133** | **133** | **132** | **132** |
| **OAHN Housing Target - Cumulative** | 382 | 764 | 1146 | 1528 | 1910 | 2292 | 2674 | 3056 | 3438 | 3820 | 4202 | 4584 | 4966 | 5348 | 5730 | 6112 | 6494 | 6876 |
| **Cumulative completions** | 187 | 492 | 718 | 1152 | 1619 | 2075 | 2531 | 2988 | 3336 | 3684 | 4032 | 4381 | 4730 | 4862 | 4994 | 5127 | 5260 | 5393 |

## APPENDIX 3: COMPLETED PROJECTS FROM THE 2010 INFRASTRUCTURE DELIVERY PLAN

| Scheme/Status | Need for Scheme | Requirements of Scheme | Cost | Lead Delivery Agency | Indicative Phasing | Funding Arrangements | Funding Gap | Contingency |
|---|---|---|---|---|---|---|---|---|
| **Health** | | | | | | | | |
| Frimley Park Hospital | Modernisation and expansion of site. | Modernise A & E department, redevelop front of site and redevelop radiology. 2nd Catheterisation Lab | £18.3m | Frimley Park Hospital Trust | Planning application 10/0476 granted<br><br>Application 10/0574 under consideration | Frimley Park Hospital Trust | None identified | Project Complete |
| **Social & Community Infrastructure - Education** | | | | | | | | |
| Replacement of Portesbury Road Primary School | Additional education infrastructure | Replace Portesbury Road school with new build facility at a new site | £10m | SCC | 2013/2014 | Funding secured | None | Project complete |
| **Green Infrastructure** | | | | | | | | |
| Notcutts SANGS | TBH SPA mitigation for Notcutts development | Creation of new SANGS to serve Notcutts development | Provided on-site by developer | Developer & SHBC | 2010-2012 | S106 | None | Project Implemented |

| Scheme/Status | Need for Scheme | Requirements of Scheme | Cost | Lead Delivery Agency | Indicative Phasing | Funding Arrangements | Funding Gap | Contingency |
|---|---|---|---|---|---|---|---|---|
| Clewborough House/Burrow Hill SANGS | TBHSPA mitigation for 60 dwellings at Burrow Hill | Creation of SANGS and adoption by SHBC | Provided on-site by developer | Developer & SHBC | 2010-2012 | S106 | None | Project Complete |
| Hawley Meadows & Blackwater Valley SANG shared between Surrey Heath, Hart & Rushmoor (31ha) | TBH SPA mitigation | Access improvements to car park and paths, improvements to signage, upgraded woodland management, part funding for new assistant ranger post | | Hants CC, SHBC, RBC, HDC | 2010-2011 | S106 | None if tariff set at right level | Project Implemented |
| **Open Space & Recreation** | | | | | | | | |
| Children's play facilities at Windlesham playing fields, School Lane | Off-site facilities for Notcutts development | Provision and maintenance of equipped children's play equipment and facilities | £95,000 | SHBC & Windlesham PC | 2010-2012 | S106 | None | Project Complete |
| Heatherside Recreation Ground | Increase provision of informal youth recreation | Create village green with skate park, upgrade and relocate children's play | £150,000 | Safer Surrey Heath Partnership | 2010-2011 | Surrey Heath Crime & Disorder Reduction Partnership | None. Funding secured | Project Complete |

| Scheme/Status | Need for Scheme | Requirements of Scheme | Cost | Lead Delivery Agency | Indicative Phasing | Funding Arrangements | Funding Gap | Contingency |
|---|---|---|---|---|---|---|---|---|
| | facilities in Heatherside, Camberley | area | | | | | | |
| **Transport** | | | | | | | | |
| Traffic Management scheme at Notcutts Development, Bagshot | Highway Improvements | Provision of traffic signal controlled junction from new Nottcutts Development and London Road (A30) with provision of pedestrian and cycling facilities | Provided on-site by developer | Developer and SCC | 2010-2012 | S106 | None | Project Complete |
| Replacement Bus Stops for Notcutts Development | Public Transport | Provision of two replacement bus stops with shelters on London Road | Provided on-site by developer | Developer and SCC | 2010-2012 | S106 | None | Project Complete |
| Footway/cycleway scheme at Notcutts Development | Highway Improvements | Provision of shared footway/cycleway between Notcutts site and Lambourne Drive, Bagshot | Provided on-site by developer | Developer & SCC | 2010-2012 | S106 | None | Project Complete |
| Off-site drainage | Environmental | Off-site drainage | £10,000 | SCC & | 2010-2012 | S106 | None | Project |

| Scheme/Status | Need for Scheme | Requirements of Scheme | Cost | Lead Delivery Agency | Indicative Phasing | Funding Arrangements | Funding Gap | Contingency |
|---|---|---|---|---|---|---|---|---|
| works for Nottcutts development | improvements | requirements | | SHBC? | | | | Complete |
| Shared cycleway/footway, Old Bisley Road | Improve pedestrian and cycle links to Pine Ridge Golf Centre | Install shared pedestrian/cycle route along north side of Old Bisley Road between The Maultway and Edgemoor Road | £20,000 | SCC | Dependent upon implementation of planning application 08/0550, but considered to be 2010-2015 | S106 | None identified | Project Complete |
| Upgrade of footpath, provision of Real Time bus display including provision of radio control station for Real Time information Design to be scoped | Highway improvements and public transport for Notcutts development | Upgrade footpath between Guildford Road and Bagshot Rail Station. Provision of Real Time bus display information and radio control station for Real Time | £40,000 | SCC | 2010-2012 | S106 | None | Upgrade complete. Real Time Display secured |
| Improved street lighting Design to be scoped | Highway improvements | Provision of improved street lighting on Chapel Lane for Notcutts development | £12,700 | SCC | 2010-2012 | S106 | None | Project Complete |

| Scheme/Status | Need for Scheme | Requirements of Scheme | Cost | Lead Delivery Agency | Indicative Phasing | Funding Arrangements | Funding Gap | Contingency |
|---|---|---|---|---|---|---|---|---|
| **Community Infrastructure** | | | | | | | | |
| Children's centre, Old Dean, Camberley (identified in draft action plan for SCS) | Improve existing children's centre | Extend existing children's centre | | SCC | 2010-2011 | | | Project Complete |

## APPENDIX 4: UNITS IN USE - DISTRICT, LOCAL & NEIGHBOURHOOD CENTRES

| Centre | Designation | A1 Units in use | A2 units in use | A3 units in use | A4 units in use | A5 units in use | Sui Generis | Vacant units | Total |
|---|---|---|---|---|---|---|---|---|---|
| Bagshot | Primary Shopping Area | 10 (45%) | 3 | 2 | 0 | 1 | 2 | 4 | 22 |
| Bagshot | Secondary Shopping Area | 7 (39%) | 1 | 2 | 2 | 3 | 1 | 2 | 18 |
| Frimley | Primary Shopping Area | 23 (72%) | 3 | 4 | 0 | 0 | 0 | 2 | 32 |
| Frimley | Secondary Shopping Parade | 13 (43%) | 8 | 0 | 1 | 4 | 2 | 2 | 30 |
| Bisley | Local Shopping Centre/Parade | 3 (100%) | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Camberley - Beaumaris Parade | Local Shopping Centre/Parade | 2 (67%) | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Camberley - Old Dean Parade | Local Shopping Centre/Parade | 6 (42%) | 0 | 1 | 0 | 2 | 0 | 5 | 14 |
| Camberley - London Road/Frimley Road Parade | Local Shopping Centre/Parade | 3 (33%) | 0 | 3 | 0 | 1 | 1 | 4 | 12 |
| Camberley - Watchetts Parade | Local Shopping Centre/Parade | 8 (44%) | 1 | 4 | 0 | 4 | 1 | 0 | 18 |
| Chobham | Local Shopping Centre/Parade | 17 (61%) | 2 | 3 | 2 | 0 | 1 | 3 | 28 |
| Chobham – Chertsey Road | Local Shopping Centre/Parade | 3 (60%) | 0 | 1 | 0 | 1 | 0 | 0 | 5 |
| Deepcut | Local Shopping Centre/Parade | 3 (42%) | 0 | 3 | 0 | 1 | 0 | 0 | 7 |
| Frimley - Farm Road Parade | Local Shopping Centre/Parade | 3 (50%) | 0 | 0 | 0 | 2 | 0 | 1 | 6 |
| Frimley – Heatherside | Local Shopping Centre/Parade | 5 (55%) | 1 | 1 | 0 | 1 | 1 | 0 | 9 |
| Frimley Green | Local Shopping | 9 (45%) | 5 | 1 | 0 | 4 | 1 | 0 | 20 |

| Centre | Designation | A1 Units in use | A2 units in use | A3 units in use | A4 units in use | A5 units in use | Sui Generis | Vacant units | Total |
|---|---|---|---|---|---|---|---|---|---|
| | Centre/Parade | | | | | | | | |
| Lightwater | Local Shopping Centre/Parade | 14 (64%) | 3 | 1 | 0 | 4 | 0 | 0 | 22 |
| Mytchett | Local Shopping Centre/Parade | 9 (60%) | 0 | 2 | 0 | 2 | 1 | 1 | 15 |
| Windlesham | Local Shopping Centre/Parade | 10 (71%) | 1 | 1 | 0 | 0 | 0 | 2 | 14 |
| West End | Local Shopping Centre/Parade | 5 (83%) | 1 | 0 | 0 | 0 | 0 | 0 | 6 |

## APPENDIX 5: HOUSING COMPLETIONS 2016-2017

| Location | Planning Reference Number | No. Units Permitted | | Address | No. units in application completed to 31 March 2017 | | No. units under construction at 31 March 2017 | | No. units not commenced at 31 March 2017 | | Units Completed in Period 1 April 2016 - 31 March 2017 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Gross | Net | | Gross | Net | Gross | Net | Gross | Net | Gross | Net |
| BAGSHOT | 2013/0049 | 4 | 4 | Land to the rear of 3 Elizabeth Avenue, GU19 5NX | 4 | 4 | 0 | 0 | 0 | 0 | 4 | 4 |
| | 2013/0346 | 1 | 0 | 15 High Street, GU19 5AG | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2014/0771 | 2 | 2 | Little Paddock Swift Lane, GU19 5NH | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 2 |
| BISLEY | 2013/0379 | 3 | 2 | Cherry Trees 1 Chatton Row, GU24 9AP | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 2 |
| | 2015/0035 | 110 | 110 | Former Bisley Office Furniture Site, 17 Queens Road, GU24 9BJ | 14 | 14 | 82 | 82 | 14 | 14 | 14 | 14 |
| CAMBERLEY | 2013/0428 | 4 | 4 | Land at Hunts Lane, GU15 2QN | 4 | 4 | 0 | 0 | 0 | 0 | 4 | 4 |
| | 2013/0430 | 15 | 15 | 3 High Street, GU15 3QU | 15 | 15 | 0 | 0 | 0 | 0 | 15 | 15 |
| | 2013/0680 | 1 | 1 | 2 Brackendale Close, GU15 1HP | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2014/0780 | 1 | 1 | 69 London Road, GU15 3UG | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2014/0973 | 4 | 1 | 21-25 Tekels Park, GU15 2LF | 4 | 1 | 0 | 0 | 0 | 0 | 4 | 1 |
| | 2014/1051 | 1 | 1 | 6 Prior Road, GU15 1DA | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2015/0015 | 6 | 5 | 55 The Avenue, GU15 3NF | 6 | 5 | 0 | 0 | 0 | 0 | 6 | 5 |
| | 2015/0020 | 1 | 1 | 5 Bristow Road, GU15 2SU | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2015/0209 | 1 | 0 | 27 Brackendale Close, GU15 1HP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2015/0330 | 25 | 25 | 3 Knoll Road, GU15 3SY | 24 | 24 | 0 | 0 | 1 | 1 | 24 | 24 |
| | 2015/0397 | 1 | 0 | 11 Tekels Avenue, GU15 2LA | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2015/0433 | 16 | 12 | 4 Frimley Road, GU15 3BA | 16 | 12 | 0 | 0 | 0 | 0 | 16 | 12 |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2015/0475 | 1 | 1 | 5 Vale Road, GU15 3DR | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2015/0660 | 5 | 5 | 116 London Road, GU15 3TJ | 5 | 5 | 0 | 0 | 0 | 0 | 5 | 5 |
| | 2015/0716 | 8 | 8 | Marlborough House, 82 Park Street, GU15 3NY | 8 | 8 | 0 | 0 | 0 | 0 | 8 | 8 |
| | 2015/0759 | 3 | 2 | Greenways, 7 Prior End, GU15 1JW | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 2 |
| | 2016/0211 | 3 | 3 | 333 London Road, GU15 3HQ | 3 | 3 | 0 | 0 | 0 | 0 | 3 | 3 |
| | 2016/0970 | 2 | 1 | Ridge End Cottage Crawley Ridge, GU15 2AL | 2 | 1 | 0 | 0 | 0 | 0 | 2 | 1 |
| CHOBHAM | 2010/0786 | 2 | 0 | Westcroft Park, Windlesham Road, GU24 8SN | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| | 2014/0939 | 1 | 0 | Galleed, 76 Chertsey Road, GU24 8PJ | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2014/1012 | 3 | 2 | 2 Chertsey Road, GU24 8NB | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 2 |
| | 2015/0545 | 2 | 2 | 38 High Street, GU24 8AA | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 2 |
| DEEPCUT | 2014/0366 | 13 | 12 | Metropole Social Club, 25 Deepcut Bridge Road, GU16 6QX | 13 | 12 | 0 | 0 | 0 | 0 | 13 | 12 |
| FRIMLEY | 2013/0374 | 63 | 63 | Children's Centre, 5 Church Road, GU16 7AD | 63 | 63 | 0 | 0 | 0 | 0 | 63 | 63 |
| | 2014/0800 | 100 | 100 | The Ridgewood Centre Old Bisley Road, GU16 9QE | 23 | 23 | 16 | 16 | 61 | 61 | 23 | 23 |
| | 2015/0144 | 10 | 10 | Cedar House Cedar Lane, GU16 7HZ | 10 | 10 | 0 | 0 | 0 | 0 | 10 | 10 |
| LIGHTWATER | 2015/0991 | 1 | 1 | Land rear 48-50 Guildford Road, GU18 5SD | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| MYTCHETT | 2013/0713 | 2 | 2 | 72 Mytchett Road, GU16 6EZ | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 2 |
| WEST END | 2015/0353 | 1 | 0 | 3 Birch Lane, GU24 9QB | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2015/0583 | 1 | 0 | Green Hedges Brentmoor Road, GU24 9NW | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| WINDLESHAM | 2014/0378 | 1 | 0 | Meadow Cottage School Road, GU20 6PA | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2014/0648 | 1 | 0 | Faraway Snows Paddock, GU20 6LH | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | 2014/1066 | 1 | 1 | 26 Kings Lane, GU20 6JQ | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2016/0277 | 1 | 1 | Windlesham Court Cottage & Windlesham Court House London Road, GU20 6LJ | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | 2016/0320 | 2 | 1) | 49 Bosman Drive, GU20 6JN | 2 | 1 | 0 | 0 | 0 | 0 | 2 | 1 |
| | 2016/0608 | 1 | 1 | April Meadow Westwood Road, GU20 6LW | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |

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**Tenancy Strategy**

**Summary**
To renew the Tenancy Strategy as required by Section 150 of the Localism Act 2011

**Portfolio - Regulatory**
**Date Portfolio Holder signed off report: 2 January 2018**

**Wards Affected**
All

**Recommendation**

The Executive is advised to RESOLVE to adopt the reviewed Tenancy Strategy for the period to March 2021 as required by the Localism Act 2011.

## 1. Resource Implications

1.1 There are no resource implications in adopting the Tenancy Strategy.

## 2. Key Issues

2.1 The Localism Act 2011 introduced a new tenancy regime for the social housing sector, replacing the idea of 'tenancies for life' with the ability for Local Authorities and Registered Providers to grant fixed term tenancies (referred to as flexible tenancies).

2.2 All Local Housing Authorities are required to have a Tenancy Strategy in place even when they themselves are not landlords.

2.3 The Tenancy Strategy is required to set out the Council's expectations for social landlords in relation to:

- the kinds of tenancy they will grant;
- where tenancies are for a fixed term, the length of tenancies;
- the circumstances under which they will grant tenancies of a particular type; and,
- the circumstances under which a new tenancy may or may not be granted at the end of the fixed term, either in the same property or a new property.

2.4 Registered Providers must have regard to the Council's Tenancy Strategy however they are not required to adhere to it.

2.5 In reviewing the current Strategy it was found to still be relevant and no changes are recommended.

## 3. Options

3.1 The Council is required to have a Tenancy Strategy in place as set out in the Localism Act 2011.

## 4. Proposals

4.1 To adopt a Tenancy Strategy that advocates the use of flexible tenancies and sets out the Tenancy regime Registered Providers should have regard to in setting their own Tenancy Polices and letting homes in Surrey Heath in order to make best use of the housing stock in meeting local needs.

4.2 That the Council through this Strategy advocate tenancies of 7 years for the majority of new tenants in order to balance best use of the housing stock with providing residents with security and helping to build sustainable communities.

4.3 In exceptional circumstances a tenancy may be granted for two years, this being for homeless households and single people under 25. Such tenancies would be linked to a support package.

4.4 To ensure the best use of the housing stock the Strategy advocates not renewing tenancies where the tenant is able to move to the intermediate or private sector, or where there has been behaviour that demonstrates a failure to take responsibility either as a tenant or as a community member.

## 5. Supporting Information

5.1 The Tenancy Strategy has been developed against a high demand for social housing with a limited supply both of re-lets and new build accommodation.

## 6. Corporate Objectives And Key Priorities

6.1 The Tenancy Strategy supports the Council's objective to build and encourage communities where people can live happily and healthily.

6.2 The Strategy also supports the aims of the Homelessness Strategy, most notably to ensure there is sufficient accommodation for those who are or may become homeless, including reducing the use of bed and breakfast and inappropriate temporary accommodation.

## 7. Policy Framework

7.1 There is a duty within the Localism Act 2011 for local authorities to adopt a Tenancy Strategy and keep it under review.

## 8. Equalities Impact

8.1 An Equalities Impact assessment was been completed for the original Strategy and has bene reviewed as part of this process.

## 9. Consultation

9.1 In developing a Tenancy Strategy the Council is required to consult with all Registered Providers in the area and was carried out when the initial Strategy was adopted in 2012.

9.2 The Registered Providers operating in Surrey Heath are: Accent, A2 Dominion, Vivid (formerly Sentinel), Thames Valley Housing Association, London and Quadrant, Hanover Housing, Transform Housing and Support and Stonham.

| | |
|---|---|
| **Annexes** | **Annex A: Tenancy Strategy** |
| **Background Papers** | |
| **Author/Contact Details** | **Clive Jinman – Housing and Homelessness Manager** |
| **Head of Service** | **Jenny Rickard – Executive Head of Regulatory** |

**Consultations, Implications and Issues Addressed**

| **Resources** | **Required** | **Consulted** |
|---|---|---|
| Revenue | ✓ | 5/12/17 |
| Capital | | |
| Human Resources | | |
| Asset Management | | |
| IT | | |
| **Other Issues** | **Required** | **Consulted** |
| Corporate Objectives & Key Priorities | ✓ | 5/12/17 |
| Policy Framework | | |
| Legal | ✓ | 5/12/17 |
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | ✓ | 5/12/17 |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | | |

**Review Date**:
**Version**:

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# Surrey Heath Tenancy Strategy 2018 - 2021

## 1. Introduction

The Localism Act 2011 set out a new duty for local housing authorities to develop and adopt a Tenancy Strategy.

The new duty comes against a background of a new tenancy regime that introduces 'flexible tenancies' that can be for a fixed term and a new rent regime that allows rents of up to 80% of market rents to be charged by developing Registered Providers (housing associations).

Until this change council and housing association tenancies were granted to meet an immediate housing need, such as homelessness or overcrowding, which may then change overtime resulting in under occupied homes or homes occupied by tenants who could afford to buy a home or rent privately. At the same time others with an unmet need wait on housing registers for homes to become available.

Registered Providers are now able to grant shorter tenancies of at least five years, or as short as two years in exceptional circumstances.

The Council welcomes this new flexibility as a way of meeting need and making the best use of the local housing stock.

## 2. Overview

The Tenancy Strategy is required to set out the Council's expectations for landlords in relation to:

- The kinds of tenancy they will grant;
- Where tenancies are for a fixed term, the length of tenancies;
- The circumstances under which they will grant tenancies of a particular type; and,
- The circumstances under which a new tenancy may or may not be granted at the end of the fixed term, either in the same property or a new property.

Surrey Heath Borough Council's Tenancy Strategy is a mixture of statutory requirement and response to an assessment of local need. It sits alongside the Joint Allocation Policy and the Homelessness Strategy with the aims, of:

- Making the best use of the local affordable housing stock;
- Meeting individual need and supporting residents; and,
- Promoting sustainable communities.

As this new duty is introduced at a time of many other changes, not least welfare reform the Tenancy Strategy will be reviewed on an annual basis. The Council will seek to ensure that the Strategy meets its wider objectives and supports the aims of Homelessness Strategy.

As required, in developing a Tenancy Strategy the Council has consulted with Registered Providers in the area. Although not a requirement the Council also consulted with residents on the central issues of length of tenancies and rents.

## 3. Local Context

Surrey Heath is an attractive mix of urban and rural environments. It is one of the safest districts in the safest County in England. Much of the rural part of the Borough is within the green belt and it includes extensive areas of heath and woodland and habitats for endangered bird species. These sites have been identified as part of the Thames Basin Special Protection Area which means that Surrey Heath is restricted in the development of new housing.

This means that demand for properties is high and this is reflected in high property prices. While levels of home ownership are high at over 80% pressure is put on the private rented and affordable housing sector by those unable to finance access to home ownership.

Access to the private rented sector for those on low incomes has also become more difficult due to changes to housing benefit that came into effect in April 2011.

The supply of affordable rented homes is limited while demand is high and it is therefore important that the stock that is available is used to its full potential to provide homes for those in housing need at the time at which they have that need.

## 4. Links with the Council's Priorities

The Council's 2020 Strategy outlines its vision, aims, objectives, values and key performance targets for 2010 - 2020. This Tenancy Strategy supports the Council's objectives:

- We want to make Surrey Heath an even better place where people are happy to live.
- We will build and encourage communities where people can live happily and healthily.

In seeking to better manage the available housing stock the operation of this Strategy also supports the objectives of the Councils Homelessness Strategy, most notably:

- To prevent homelessness and increase the choices available to those who are or may become homeless.
- To ensure there is sufficient accommodation for those who are or may become homeless, including reducing the use of bed and breakfast and inappropriate temporary accommodation

## 5. Working with Registered Providers

As the Council has no housing stock of its own the affordable housing in the Borough is owned and managed by Registered Providers (commonly known as housing associations). Details of the Registered Providers operating in Surrey Heath, along with their stock profiles, can be found at Annex A.

The Council will encourage Registered Providers to adopt the approach set out in this Strategy when letting homes in the Borough. Where a different approach is taken the Council will expect to see that Registered Providers have Tenancy Policies that demonstrate a detailed understanding of their stock profile in the Borough, including how it relates to the wider social housing stock, and how they can meet the needs of their tenants including promoting mobility, supporting aspiration and tackling underoccupation and overcrowding.

Registered Providers looking for support for developing new homes in the Borough would be expected to adopt the tenancy regime set out in this Strategy when letting those homes.

## 6. Types of Tenancies to be Offered

In this section the Council sets out the types of tenancy it expects to be offered, along with the reason for this approach.

The Council supports the use of probationary tenancies and tenancy terms referred to below would start after the initial probationary period has ended.

**Supported Housing and Temporary Accommodation**

| Type of tenancy | Reason |
|---|---|
| Open to provider | The majority of schemes will be funded with an expectation that residents will move on within two years, although the defining factor for a move should be the resident's readiness to move to independent living.<br>In recognition of the need to manage these types of housing for the benefit of residents and to ensure move on to independent living the Council will support Providers assessment of tenure requirements detailed in their Tenancy Policies. |

**Sheltered Housing for Older People**

| Type of tenancy | Reason |
|---|---|
| Assured tenancies | Older people moving to sheltered housing need to feel secure in their new homes and support is in place to respond to any care, support or housing needs that may arise. |

**General needs housing**

General needs housing refers to the homes that are available to rent: a mixture of flats, houses and bungalows ranging from bedsits to four bedroom homes. The number and types of homes in the general needs housing stock at the time of writing this Strategy are detailed in Annex A.

Those moving into this housing come from different housing situations and with different needs. An approach has therefore been taken to look at tenancy type in terms of the type of applicant being offered a home.

| Tenant | Type of tenancy | Reason |
|---|---|---|
| Transferring tenants | Equivalent of current tenure | Protected by law |
| Housing Register applicants | 7 year flexible tenancy | It is important for sustainable communities that new tenants see their homes as settled.<br><br>There must also be stability for landlord and too short a period would lead to an increased administration burden and potentially increased costs through change of tenancy works, voids and legal action. |
| Homeless households | 2 year flexible tenancy | The Council considers that the most exceptional housing circumstance is that of homelessness and is committed to preventing it where possible and ensuring accommodation is available if it does happen.<br><br>Those accepted as homeless need the right support to move-on from that situation and to look at their housing needs going forward.<br><br>The Council can discharge its housing duty by offering a suitable tenancy in the private sector that runs for at least two years.<br><br>This Strategy brings the discharge of the housing duty into the social sector in line with the private sector provision. In both cases the Council is committed to supporting households who have experienced the upheaval of homelessness into the right housing options to move on to settled lives. See Annex B for the Homelessness Pathway.<br><br>The Council also wishes to use this opportunity to |

| | | |
|---|---|---|
| | | break the perceived link between homelessness and securing a tenancy with a tailored approach to ensure that homeless households receive the right housing and support, not automatic access to a long term solution for a presenting issue. |
| Young people under 25 (excluding care leavers i.e. those young people previously looked after by Social services) | 2 year flexible tenancy | The Council recognises the importance of encouraging young people to take responsibility for their lives in order to become active and contributing citizens. It is therefore important that they are not prevented from the opportunity to engage in employment, education and training because of their housing situation. When housing is provided the Council expects young people to maximise the chance this provides. (see Annex C for the Young Persons Housing Pathway)<br><br>Studies repeatedly find that care leavers are over represented in rough sleeping and prison populations and will be offered 7 year tenancies in recognition that a settled environment is required to establish an independent life for these young people. |

7. Further tenancies

Many tenancies will continue after they have been reviewed but the Council considers that the following factors would lead to a further tenancy not being granted:

| Factor | Detail | Reason |
|---|---|---|
| Income | Total income of the household is over £60,000<br><br>Threshold to be reviewed annually | Tenants with this level of income have the means to enter the private rented and intermediate markets, or purchase privately. |
| Capital | Capital of £50,000<br><br>Threshold to be reviewed annually | Tenants with this level of capital have the means to enter the private rented or intermediate markets. |
| Tenancy record | The tenant has failed to maintain the responsibilities of the tenancy agreement through persistent rent arrears, failure to maintain the property or anti-social behaviour. | Tenants enjoy certain rights as tenants but they also take on responsibilities. Those who fail to fulfil their responsibilities through not paying rent, not maintaining the property or causing nuisance to their neighbours are a financial and administrative burden on their landlord and have a negative impact on their communities. This at a time when others with a |

| | | |
|---|---|---|
| | | housing need are waiting for a home.<br><br>If tenants are not willing to take responsibility for the home they are provided, even when support has been provided, the Council does not believe that they should continue to enjoy the benefit of a social housing tenancy when demand is so high. |
| Adapted housing | Where a disabled member for whom adapted housing was provided, or major adaptation carried out, is no longer part of the household and there is a need for that accommodation. | To ensure that best use is made of adapted housing.<br><br>Where a disabled family is no longer a part of the household and the family wish to move the Council and landlord will actively seek to facilitate a move with no loss of tenure. |
| Underoccupation | Where the property is now under occupied by one bedroom or more. | To ensure the best use of the housing stock.<br><br>Where the tenancy would have continued had the underoccupation not occurred a further tenancy can be offered in a smaller property. |
| Community impact | Where the tenant, or a member of the tenants household, is guilty of anti-social or criminal behaviour that has an adverse impact on the wider community. | If tenants are not willing to act in a reasonable way in the community the Council does not believe that they should continue to enjoy the benefit of a social housing tenancy when demand is so high. |
| People under 25 | The tenant is a young person on a fixed two year tenancy who has not worked or undertaken training or education for a period of 6 months prior to the tenancy end date. | To maximise the benefit of the housing stock for young people when demand is high and support available to make the most of the opportunity. |

The Council recognises even when the above criteria apply there could be exceptional circumstances in which it would be unreasonable to expect someone to move and a further period could be allowed. As theses circumstances will be highly

individual it is not possible to produce a definitive list and each situation will be assessed on its merits and considering all supporting evidence.

8. What happens when a further tenancy is not granted?

It is not the Council's intention that this Tenancy Strategy should lead to homelessness. The Council takes a housing options approach in meeting local housing need and will work with Registered Providers to develop a tailored pathway with all tenants whose tenancies will come to an end due to one of the above factors.

The range of options will include but are not limited to:

- Assistance to moving to the private rented sector or intermediate rented scheme;
- Referral for low cost homeownership schemes; and,
- The grant of a further tenancy in a more appropriate property.

The advice tenants received about what to expect from an allocation of tenancy and the options, both short and longer term, will start at the time an application is made for housing to ensure that there is clarity about how housing need is met in Surrey Heath.

If a tenancy is being ended notice will be served at least 6 months in advance of the end date and work will start with tenants on their options. Tenants will be provided with reasons why the tenancy is being ended and will be advised of the landlord's appeals process.

It is expected that landlord will notify the Council of tenancies that are not being renewed.

The Council will work with Registered Providers and other local agencies to ensure that both tenants and those advising tenants are aware of the options and have access to the right advice and assistance to achieve a positive housing outcome.

9. Rent Levels

Affordable rent is a tenure introduced by the government. This tenure allows social landlords to charge a rent of up to 80% of local market rent on new homes built as part of the Affordable Homes programme, and on some homes converted to Affordable Rent when they are empty.

This new rent level is designed to bring increased funding for the development of new homes and can only be used by those Registered Providers who are part of the Affordable Homes programme.

The Council is concerned that rents set at 80% of market rents will be unaffordable for those on low incomes, and inhibit the ability of those with aspirations for home ownership to save for deposits. It is noted that a number of authorities and

Registered Providers, in recognising this affordability issue, are restricting affordable rents to certain size properties or capping at a percentage lower that 80%.

*The Council expects Affordable Rents to be kept within Local Housing Allowance (LHA) levels on the initial letting. Registered Providers are also encouraged to ensure that headroom is allowed when setting the rent that takes into account the different increase mechanisms for rent and LHA i.e. the Provider should be able to demonstrate that the rent will remain within LHA levels for coming years.*

Annex A – Stock position/ letting info/ etc

Annex B – Homelessness Pathway

Annex C – Young Persons Pathway

Annex A

Housing Stock at 1/12/17

**Housing association rented properties by bedroom size and ward**

| | 1 bed | 2 bed | 3 bed | 4 bed | Sheltered | **Total** |
|---|---|---|---|---|---|---|
| Bagshot | 103 | 110 | 77 | 3 | 23 | **316** |
| Bisley | 18 | 13 | 20 | 4 | 0 | **55** |
| Chobham | 60 | 42 | 69 | 6 | 10 | **187** |
| Frimley | 129 | 95 | 180 | 1 | 0 | **405** |
| Frimley Green | 16 | 17 | 46 | 0 | 47 | **126** |
| Heatherside | 0 | 14 | 1 | 0 | 27 | **42** |
| Lightwater | 44 | 54 | 20 | 2 | 0 | **120** |
| Mytchett & Deepcut | 28 | 55 | 51 | 0 | 47 | **181** |
| Old Dean | 111 | 220 | 409 | 21 | 70 | **831** |
| Parkside | 0 | 8 | 22 | 1 | 32 | **63** |
| St Michaels | 71 | 130 | 144 | 1 | 32 | **378** |
| St Pauls | 0 | 0 | 0 | 0 | 0 | **0** |
| Town | 41 | 47 | 29 | 3 | 0 | **120** |
| Watchetts | 69 | 136 | 138 | 7 | 17 | **367** |
| West End | 33 | 6 | 14 | 0 | 0 | **53** |
| Windlesham | 27 | 14 | 19 | 0 | 0 | **60** |
| **Total** | **750** | **961** | **1239** | **49** | **305** | **3304** |

**Housing association rented properties by landlord**

| **Landlord** | **No. of homes** |
|---|---|
| A2dominion | 110 |
| Accent Peerless | 2880 |
| Hanover | 74 |
| London & Quadrant | 7 |
| Sentinel | 132 |
| Thames Valley (includes properties in Ash) | 92 |
| Stonham (includes shared supported housing) | 5 |
| Transform | 9 |

**Lettings information**

New tenancies by property size

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|---|---|---|---|---|
| **1 bed** | 49 | 43 | 42 | 32 |
| **2 bed** | 67 | 56 | 45 | 51 |
| **3 bed** | 33 | 35 | 19 | 34 |
| **4 bed** | 3 | 0 | 0 | 0 |
| **Sheltered** | 35 | | | |

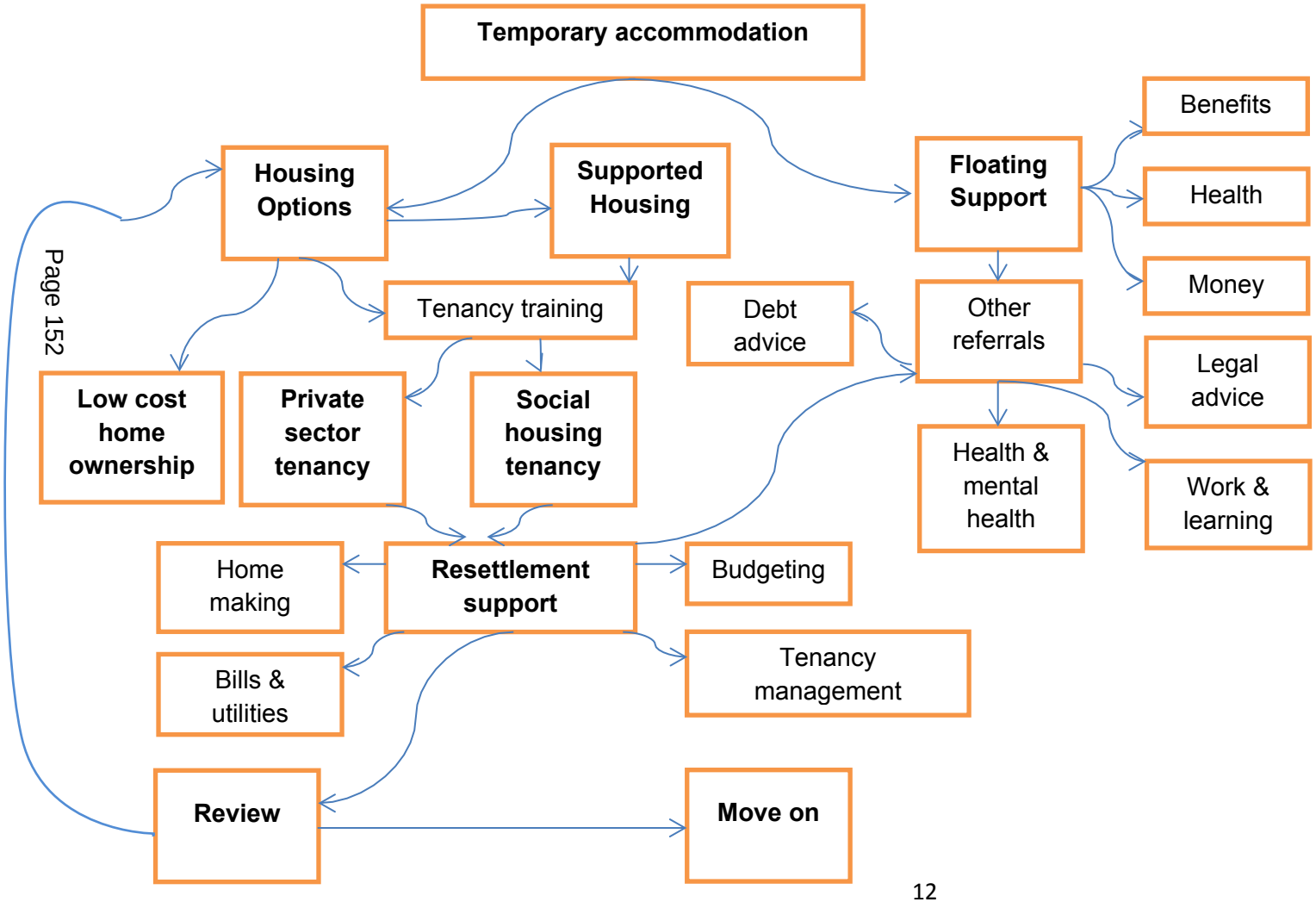
**Housing register**

Applicants by bedroom entitlement as at 1/12/17

| | No. of applicants |
|---|---|
| **1 bed** | 250 |
| **2 bed** | 144 |
| **3 bed** | 84 |
| **4 bed** | 16 |
| **5 bed** | 4 |

Annex B

Homelessness Pathway

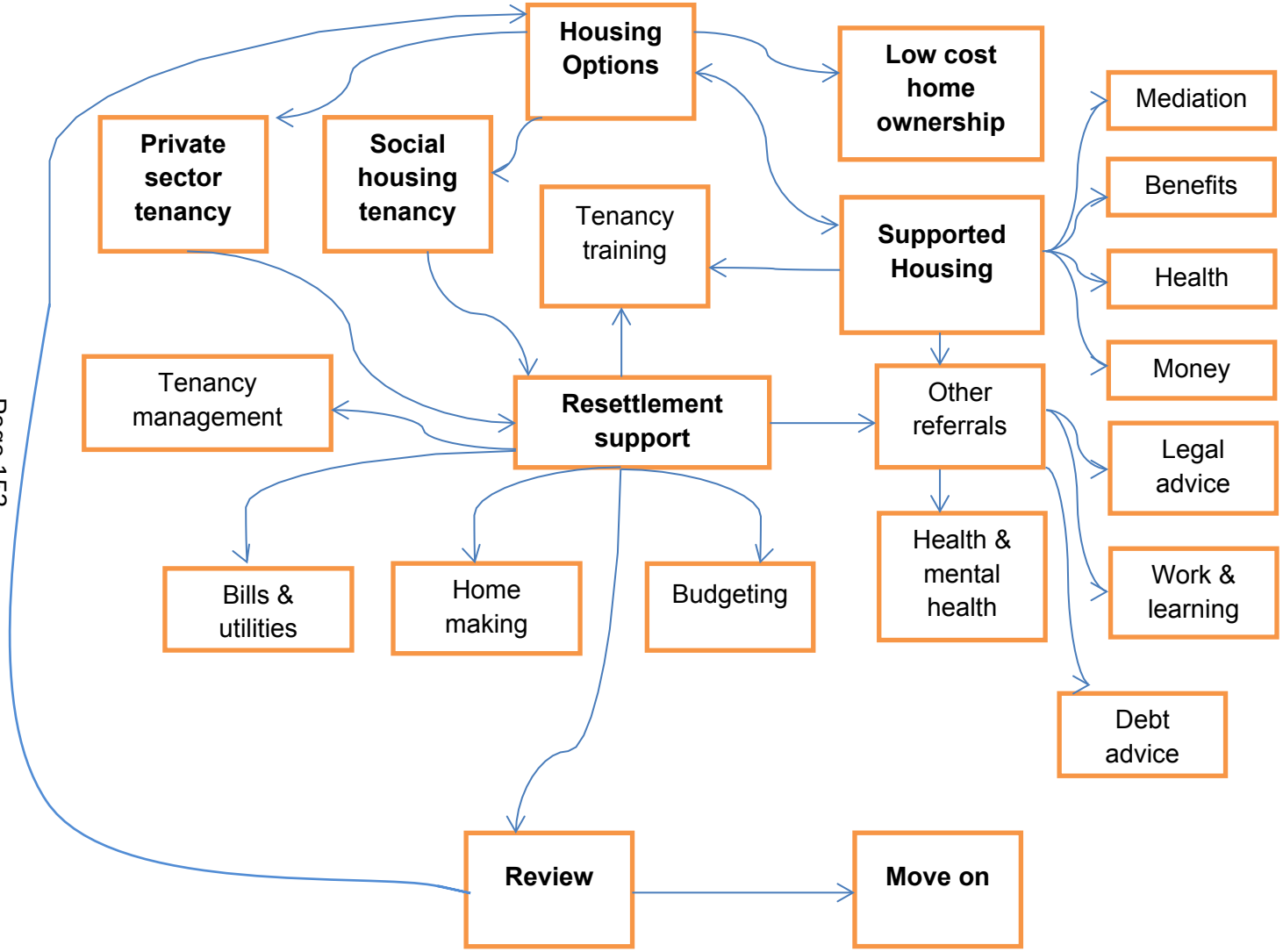



Providing a roof may end roofless but it takes a home to end of homelessness, and a home is more than the bricks and mortar. Families and individuals who find themselves homeless should not be expected to follow a single route but should be supported to move on from the experience to work towards meeting not just their housing needs but their other aspirations.

Homelessness ends in a settled, safe environment with residents who can access the services they need in order to achieve independent and contributing lives in our community.

Annex C Young Persons Pathway

Young Persons Pathway




Young people who have priority for housing have often had to deal with other issues such as family or relationship breakdown, poor mental health, worklessness or drug/alcohol problems.

Providing a roof may end the immediate housing issue but it takes a home to end of homelessness, and a home is more than the bricks and mortar. Young people who are housed should are at the start of their adult lives and should be supported to move on towards meeting not just their housing needs but their other aspirations.

Providing a settled, safe environment with the right support should be the start young people need in order to achieve independent and contributing lives in our community.

**Response to Surrey County Council's Surrey Draft Waste Local Plan consultation**

**Summary**

The report sets out the response to Surrey County Council's consultation on the Surrey Draft Waste Local Plan 2018. The consultation began on Wednesday 1st November 2017 and ends on Wednesday 7th February 2018.

The Surrey Draft Waste Local Plan has implications for future waste management infrastructure within Surrey Heath and for air pollution and traffic associated with waste management infrastructure proximal to the Borough's Eastern border. The consultation document and annexes are available online at: www.surreycc.gov.uk/newwasteplan

Whilst there are no shortlisted sites within Surrey Heath, objections are raised in respect of the Surrey Waste Local Plan making provisions for the possibility of waste related development to be located on established employment sites. The sites shortlisted for the delivery of waste management infrastructure are generally welcomed, but it is noted that appropriate measures will need to be taken to mitigate the potential impacts of two sites shortlisted that are close to the Borough's Eastern border, due to the possible implications for air quality and transport.

**Portfolio: Community**
**Date Portfolio Holder signed off report: 18 December 2017**

**Wards Affected**
ALL

**Recommendation**
The Executive is advised to RESOLVE to agree the response set out in the letter at Annex 1 of this report as the Council's formal response to Surrey County Council's consultation on the Surrey Draft Waste 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 Surrey County Council is consulting on the content of the draft spatial strategy, draft policies and proposed sites, as well as the revised vision and objectives within the Surrey Draft Waste Local Plan. The content relating to Surrey Heath Borough Council concerns policy changes and the shortlist of sites proposed for the delivery of waste management infrastructure.

2.2 Regarding changes to policy within the Surrey Waste Local Plan (SWLP), officers have considered the proposals from a Surrey Heath

perspective and raise the following key points:

- Surrey Heath Borough Council raises an objection to the new SWLP making provisions, through Policy 11, for the possibility of waste related development being located on established employment sites. Locating waste related development in such areas could have a significant detrimental impact on established areas of employment in the Borough.

2.3 Regarding the shortlisted sites proposed for the delivery of waste management infrastructure, officers have considered the proposals from a Surrey Heath perspective and raise the following key points:

- The sites shortlisted for delivery of waste management infrastructure are generally welcomed.
- It is noted that with regard to two of the sites shortlisted in the draft SWLP (Land at Martyrs Lane, Woking, and Land adjacent to Trumps Farm, Kitsmead Lane, Longcross), appropriate measures will need to be taken by Surrey County Council to ensure that the potential impacts on transport networks and air quality in the East of Surrey Heath Borough Council are mitigated. Specifically, the potential for increases in road vehicle emissions to impact upon air quality, thereby affecting the sensitive habitats on the Thames Basin Heath Special Protection Area.

## 3. Options

3.1 The options for the Executive to consider are:-

(i) To **AGREE** the response on the consultation for the Surrey Draft Waste Local Plan as set out in Annex 1 of this report.

(ii) To **AGREE** the response on the consultation for the Surrey Draft Waste Local Plan as set out in Annex 1 of this report and any additional comments which the Executive may wish to make.

(iii) To **NOT AGREE** the response on the consultation for the Surrey Draft Waste Local Plan as set out in Annex 1 of this report.

## 4. Proposals

4.1 It is proposed to submit the consultation response attached at Annex 1 by the 7th February 2018 deadline.

## 5. Corporate Objectives And Key Priorities

5.1 The proposals may affect the Council's ability to achieve the Objective for Prosperity, with changes in policy having the potential to affect the Council's capacity to support the local economy.

## 6. Policy Framework

6.1 The consultation process Surrey Heath is responding to will have implications for employment sites within the Borough and conflicts with Policy CP8 of the Core Strategy.

## 7. Other Matters

7.1 In relation to governance, sustainability, risk management, equalities impact, human rights, community safety, consultation, PR and Marketing there are no matters arising from this consultation by Surrey County Council.

## 8. Consultation

8.1 The Surrey Draft Waste Local Plan runs between 1st November 2017 and 7th February 2018.

| | |
|---|---|
| **Annexes** | Annex 1 - letter to Surrey County Council's Planning and Development Services |
| **Background Papers** | None |
| **Author/Contact Details** | Keiran Bartlett – Planning Officer<br>Keiran.bartlett@surreyheath.gov.uk |
| **Head of Service** | Jenny Rickard – Executive Head of Regulatory |

**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 | | |

**Review Date**:
**Version**:

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Planning and Development Service
Room 385 County Hall,
Penrhyn Road
Kignston upon Thames
KT1 2DW

10 January 2018

Dear Sir/Madam,

**Surrey Heath Borough Council's response to Surrey Draft Waste Local Plan 2018.**

Thank you for the opportunity to comment on the Surrey Draft Waste Local Plan consultation. This letter is the Council's formal response.

Surrey Heath Borough Council has had the opportunity to consider proposals and has the following comments to make.

Surrey Heath Borough Council objects to the new Surrey Waste Local Plan (SWLP) making provisions, through Policy 11, for the possibility of waste related development being located on established employment sites. Locating waste related development in such areas could have a significant negative impact on employment areas within the Borough, undermining their primary purpose.

The Council acknowledges the importance of sites shortlisted for delivery of waste management infrastructure in Surrey. The Council generally welcomes the sites shortlisted for delivery of waste management infrastructure. However, we note that with regard to Land at Martyrs Lane, Woking, and Land adjacent to Trumps Farm, appropriate measures will need to be taken by Surrey County Council to ensure that the potential impacts on transport networks and air quality in the East of Surrey Heath Borough Council are mitigated. Specifically, the potential for increases in road vehicle emissions to impact upon air quality, thereby affecting the sensitive habitats on the Thames Basin Heath Special Protection Area.

The Council would seek for the names of shortlisted sites in Policy 10 and Annex 1 of the Draft Waste Local Plan to be consistent with those in Annex 1 and Annex 2 of the Site identification and Evaluation Report, with specific reference to three sites at Kitsmead Lane, Longcross (RU02A, RU02B and RU02C).

Yours sincerely

Cllr Moira Gibson
Leader of the Council
Surrey Heath Borough Council

Karen Whelan
Chief Executive
Surrey Heath Borough Council

**Economic Development Strategy Update**

**Summary:** The Executive agreed the Council's Economic Development Strategy (the Strategy) in 2014. Further, that it should receive an annual update on progress against its action plans. This Report is the 2017 update

**Portfolio: Transformation**

**Signed off by Portfolio Holder: 12 December 2017**

**Wards Affected:** All

**Recommendation**

The Executive is advised to comment as appropriate, note the content and ask for a further update in 2018.

## 1. Resource Implications

1.1 Since the economic downturn in 2008/09 local authorities have increasingly been raising the levels of direct support they provide to their local business communities. The advent of business led Local Enterprise Partnerships (LEP), the introduction of Government incentive schemes permitting greater retention locally of business rates, as well as changes to the Non Domestic Rating system and the financing of local government in general planned over the coming years are all drivers for councils to play a more prominent role in assisting local economies.

1.2 The Council's Five Year Strategy sets out 4 priorities, one of these priorities is 'Prosperity', it states that 'We will support and promote our local economy so that people can work and do business across Surrey Heath'. The Economic Strategy has been produced to help facilitate the Council's Five Year Strategy.

## 2. Summary

2.1 The Strategy identifies three principal economic objectives. These are:

**a) A sustainable place to live, work, shop and play**

**b) A great place for business to flourish**

**c) A great place for people to succeed**

2.2 Each objective has corresponding actions and action plans setting out projects relevant to each of the three main areas. The Action Plan is appended as Annex 1 of the Report.

2.3 The Executive is asked to note that the Strategy is for the long term. This means not all actions will have started as yet, or where they have started may be in the early stages of development.

## 3. Key Issues

3.1 Annex 1 set's out the progress against the Strategy action plans and should be read in conjunction with this report. This Key Issue section seeks to highlight some of the main areas of economic development work over the past twelve months since the last update and comment on some of the future Government funding changes which are set to influence this area.

Open for Business

3.2 2017 has seen the continued development of positive cooperative inter-department relationships as part of the 'one team' approach; and actively working with the LEP and colleagues at Surrey County Council. This has seen recent success with the Local Enterprise Partnership awarding a £3.5million grant that will be used to improve the public realm of Camberley High Street.

3.3 Open for Business continues to be a positive collaboration between the Council and business a number of events took place this year to promote this approach including; the Business breakfast, Business awards and the Camberley Expo.

3.4 The Kevin Cantlon Shop Front Improvement Grant Scheme was approved this year and will also benefit small local retail businesses. Work has also continued with Yorktown & Watchmoor Park and Frimley Business Associations.

Local Government Funding and Economic Development

3.5 The Council is awaiting details from central Government of a Surrey bid to be a pilot scheme in respect of retention of Business Rates.

3.6 Being a Pilot means that 100% of *growth* is retained within Surrey not 100% of all rates collected. However from work done Surrey as an area could still benefit by up to £28m by becoming a pilot.

3.7 The Government has stated that applicants for a Pilot must show how being in a pilot will help with 2 particular aims which are firstly increasing financial stability of Councils and secondly supporting economic development.

3.8 If the pilot goes ahead we will work collaboratively with the rest of Surrey to ensure bids are put forward for infrastructure schemes and one off projects that will further develop Surrey Heath from the £20million 'Surrey Investment Pot'.

2017 and Strategy Review

3.8 The Strategy action plans have been fully updated for the purposes of this report. As the Strategy moves into its third year it will be timely to review it to ensure it remains relevant to corporate priorities (as set out in the five year strategy) and reflective of the national picture. For example:

- The Government has triggered Article 50 and begin the process of the UK's withdrawal from the European Union.

- The Council has brought The Square (the Mall) to ensure economic growth and to help Camberley achieve LEP step up town status and make a destination of choice. The town centre was promoted at REVO & MIPIM

demonstrating the investment being made into the town to potential new retailers.

- The Council also has greater ownership of the London Road Block and the Economic Development team has taken a lead role in actively promoting this site to potential investors at REVO and MIPIM.

- The Council has also purchased St George's Industrial Estate and Albany Park Business Park.

- The Council has submitted and had approved a bid to the LEP for improvements in Camberley Town Centre. The bid set out the potential economic benefits that could come from public realm improvements.

- The Council, working in partnership with Surrey CC and Hampshire CC were successful in getting LEP funding to deliver cycle and pedestrian improvements along the A331 to provide a safe link from Blackwater Station to Watchmoor and Yorktown Business Parks.

## 4. Options

4.1 The Executive has the option to comment on the report and note it.

4.2 The Executive has the option to comment on the report and recommend other actions.

## 5. Proposals

5.1 It is proposed that the Executive comments on and notes the report.

## 6. Supporting Information

6.1 The full Economic Development Strategy is available on the internet. http://www.surreyheath.gov.uk/sites/default/files/documents/business/economic-development/EDSFinalv2November2014.pdf

## 7. Corporate Objectives And Key Priorities

7.1 Five Year Strategy – Prosperity Objective – 'We will support and promote our local economy so that people can work and do business across Surrey Heath'.

- Work with partners to support our urban and rural economy through strategic development planning and economic growth
- Support local businesses by encouraging economic development and improvements to local transport and other infrastructure
- Encourage inward investment by promoting Surrey Heath as a great place to live and work

## 8. Policy Framework

8.1 Supports the Council's policy objective to work with and support the local business community.

## 9. Legal Issues

9.1 No legal issues identified.

## 10. Governance

10.1 The Strategy cuts across a number of service areas and will be overseen by the Portfolio Holder for Transformation.

## 11. Risk Management

11.1 Minimal risk as the Council is committed to supporting business as set out in the Five Year Strategy and Annual Plan.

## 12. Human Rights

12.1 No issues identified.

## 13. Consultation

13.1 Consultation was carried out at the time the Strategy was developed, but not for this update report.

## 14. PR And Marketing

14.1 The Council has maximised the publication of its Strategy and the work delivered and will continue to do so.

## 15. Officer Comments

15.1 This is the third annual update of the Strategy on the anniversary of its approval by the Executive. Progress has been made in working with the business community and enhancing the Council's role in supporting the local economy. Work will continue on a daily basis in this vein.

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| **Annex 1** | Updated action plans |
| **Background Papers** | Economic Development Strategy |
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**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 | | |

| Resources | Required | Consulted |
|---|---|---|
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | ✓ | |

**Review Date**: October/November 2018

**Version**: 3

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Annex 1: Economic Development Strategy Update – October 2017

| Milestone | Description | Timescales | Started/ Not Started | Current Position |
|---|---|---|---|---|
| **Economic objective: A sustainable place to live, work, shop and play** | | | | |
| Exploiting Growth Prospects. Camberley step-up town transformational actions. | The development of sites in the north, east, and west of Camberley, to include a Cultural Quarter, Square expansion and London Road Frontage | Key Priority 1 for the Council – long term to 2028 | Started | • Working closely with Planning Policy and Investment & Development internally on the economic aspects of delivering the Council's number one priority 'Place'.<br>• The council has purchased the Square (formerly the Mall) and has taken more control of the London Road Block with approximately 80% land assembly on this site. Economic Development taken a lead role promoting both the Square and the London Road Block at both REVO & MIPIM speaking to both potential investors and potential new retailers<br>• Bid submitted to the LEP for Local Growth Funding by Planning Policy which include public realm enhancements and a Camberley High Street regeneration plan. Grant of £3.5 million awarded in December 2017 |
| Nurturing thriving villages. | A village enhancement programme through a combination of action planning and neighbourhood planning | 2017/18 and longer term | Started | • Working specifically with the villages mentioned in the economic development strategy; Frimley (see below), Bagshot and Deepcut (see below). Looking into the prospect of setting up an association in Frimley Green.<br>• Bagshot – Continuing to work with the |

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| | The enhancement of the commercial viability of Frimley in the longer term | On going | Started | Bagshot Society on measures from its village plan relating to the economic prosperity of the High Street.<br>• The Council continues to work with the now established Frimley Business Association.<br>• The parking review also formed an evidence base for drafting a bid to the County Council's 'secondary towns' fund for money to buy hanging baskets etc. to brighten up the High Street and boost its commercial appeal. As a result of the grant they received a silver Britain in Bloom award.<br>• Working with planning policy to look at ideas of how improvements can be made to Frimley. Discussions taking place with SCC on how highway improvements could help enhance and improve economic prospects for Frimley.<br>• The business association is recognised as an official consultee for planning applications relating to the village. |
| Planning for the Future. Accommodating employment growth and promoting sustainable urban development | The active promotion of principal employment sites. | On going | Started | • LEP bid submitted specifically to boost trading conditions on the Yorktown and Watchmoor estates.<br>• Using the Open for Business approach, as set out in the main report, to introduce companies to developers, developers to companies and companies to other companies regarding potential land or property collaborations.<br>• Working with Watchmoor Park owners |

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| | | | | to develop an inward investment strategy for the site. |
| | A workshop with commercial and residential agencies of all sizes to convey Council priorities | Ongoing | Started | • Rather than a workshop the approach taken has been to attend a number of breakfast meetings, networking events etc. to convey the Council's approach, and Open for Business in particular. |
| | Filling/renewing business parks including improving access to Watchmoor and Yorktown Business Parks | Long term | Ongoing | • This bid described below has not yet been approved but still working with the LEP to see if it can be included in the wider strategic Golden Grid bid. Worked with the Yorktown and Watchmoor Business Association to develop a transport bid to the LEP for Local Growth Funding. The project is to develop a new rush hour bus route from the train stations at Camberley, Blackwater and Farnborough to make Camberley more attractive to inward investors seeking to move out of London and surrounding areas. Buses would be coordinated with train time arrivals with through tickets available so that commuters can quickly be conveyed from train to bus, to work in the shortest time possible. |
| Planning for the Future. Accommodating employment growth and promoting sustainable | Exploitation of the business potential of Deepcut | Long term | Started | • Continuing to work with the business association and neighbourhood forum to influence developers to increase the employment opportunities on the new |

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| urban development | | | | development.<br>• In particular, provision of a start up or small business hub.<br>• Also to consider 'live/work' homes which would facilitate greater home working. |
| Stimulating the Visitor and Creative Economy | Working to attract high profile major events: | Ongoing | Ongoing | • The Council works closely with Collectively Camberley who operate a number of high profile events throughout the year.<br>• The Council has laid on number of events to help promote Camberley including the International Festival , Camberley carnival and the Christmas events including an ice rink in the town centre. |
| | Measures to attract 'creatives' into the Borough. Work with Collectively Camberley on a plan encouraging local independents/creative businesses to locate | 2017/18 | Ongoing | • FRAMES business group continues with tech based 'meet ups' with the aim of gaining Camberley a reputation amongst tech/digital/virtual reality/gaming companies as a place where these companies are aware of and would consider being based in the future. |
| | Regeneration of key leisure assets and development of a continuous green space along the Blackwater Valley | 2017/18 | Completed | • Working with local businesses and Surrey CC has provided cycle and footpath upgrades along the Blackwater Valley path, and particularly from Blackwater train station to the business parks at Yorktown and Watchmoor. An event took place this summer with the |

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| | | | | business parks to promote the opening. Hampshire still upgrading part of the scheme |
| **Economic objective: A great place for business to flourish** | | | | |
| Small Business Growth Programme | The development of a small business growth programme and working with neighbouring Boroughs | 2016/17 | Started | • The Council's small business support is based around its highly successful Business Clinics offered to new and start up companies in the Borough and delivered in conjunction with Surrey Chambers of Commerce and Project Five.<br>• 36 businesses attended Surrey Heath business start-up clinics two-thirds were sole traders and the other third employs or plans to employ up to 5 staff members. These businesses markets covered a wide range of categories (graphic design, health and beauty, retail, business services). |
| Open for Business | A suite of business support measures for existing businesses | Ongoing | Started | • We have met with over 20 businesses under the open for business banner. The Aim of OfB is to try and achieve something positive for the businesses whilst successfully navigating the system in a proper and legitimate manner. The open dialogue established with the businesses helps handle difficult situations and allows for efficient resolution of issues or disputes with positive outcomes.<br>• There are currently 2655 business properties in the area up nearly 100 from 2558 last year. Collection rate remains steady with a 0.1% rise from 2016/17. |

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| | | | | • The software package CoStar is also used to provide contacts with up to date property information and can search for premises to meet the requirements of a contact. |
| Sci:Tech Sector Development | Exploiting opportunities in the engineering, pharmaceuticals, IT and health sectors. The Council will work with companies in key sectors to help them realise their growth aspirations | Ongoing | Started | • See 'Creative Economy' above. Good contacts have been maintained with companies the Council has previously worked with in these sectors, such as Frazer Nash, Siemens etc.<br>• Specific assistance has been given to companies in the health sector and one will be bringing forward a project for consideration.<br>• However, more specific sector based work could be done and it remains an aim for the coming year. |
| Export Development, Inward Investment | Working with UKTI to boost propensity to export and actively encourage inward investment. The Council will ensure businesses are aware of the core offer from UKTI | 2017/18 | Started | • The number of companies identifying themselves as exporters in Surrey Heath is relatively low. However, a number of these could be 'hidden exporters' and actually exporting without particularly classifying themselves in that way.<br>• Lord Lieutenant of Surrey came to the Business Breakfast in September and introduced local businesses to the Queens Awards for Enterprise which is also recognised internationally which helps an organisation looking to export.<br>• More specific sector based work could be done and it remains an aim for the coming year. |
| **Economic objective: A great place for people to succeed** | | | | |

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| Shared Prosperity and Matching Talent | Employability and recruitment measures to dovetail new developments<br><br>Enabling employers to articulate and access appropriate available skills support | 2017 | Started | • Early discussions have taken place with Surrey SATRO and Job Centre Plus in these areas. As stated in the report certain strategy themes have been overtaken by other priorities, with this being one of them. Engagement with these groups will recommence as soon as time allows.<br>• However, more specific sector based work could be done and it remains an aim for the coming year. |
| Deepening Military Connections | Deepening local ties through the Military Covenant<br><br>Leading an LEP wide programme with two parts (a) employment transitions for ex-military personnel and military (b) a local sub-contracting programme | 2016-2018 | Started | • In 2015 the Council investigated employment opportunities locally for ex-services personnel. It was found that there were a number of groups and support measures in place already, therefore the Council did not feel it needed to progress any particular measures of its own, other than the support it already provides to the Military Covenant.<br>• In 2016 the Council adopted a Reservist's Policy to support employees.<br>• The Council aims to achieve the MoD Employers Recognition Scheme in 2017. |
| Aspirations and Awareness | Promoting apprenticeships, STEM (Science, Technology, Engineering and Maths) and IAG activities jointly with Surrey County Council and others | 2016 | Started | • The Council is looking into setting up a scheme which see's the development of an old building but will also include an apprenticeship scheme that trains a number of individuals in the construction industry.<br>• Early discussions have taken place with Surrey SATRO and Job Centre Plus in these areas. As stated in the report |

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| | Raising the profile of local career opportunities through, for example, inspiring events | 2016 | Ongoing | certain strategy themes have been overtaken by other priorities, with this being one of them. Engagement with these groups will recommence as soon as time allows.<br><br>• The Council continues to attend the annual Tomlinscote Careers Fair. |
| Addressing Pockets of Worklessness | A series of measures including: support for young people NEET, job clubs/measures, and training packages for the unemployed potentially with other Boroughs | 2016/17 | Started | • The Council has started to revenue fund the Camberley Job Club.<br>• Through the Surrey Heath Partnership the Council works with the Youth Support Service to engage with young people not in education, employment or training. |

**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 |

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