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Friday, 23 February 2018

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, 6 March 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

AGENDA

Pages

Part 1 (Public)

1. Apologies for Absence

2. Minutes

5 - 16

To confirm and sign the open minutes of the meeting held on 6 February 2018 (copy attached).

3. Declarations of Interest

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

4. Questions by Members

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

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

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|------------|---|----------------|
| 5. | Annual Plan 2018/19 | 17 - 24 |
| 6. | Community Fund Grants | 25 - 36 |
| 7. | Surrey Heath Heritage Service | 37 - 42 |
| 8. | Response to the London Heathrow Airport Expansion Public Consultation | 43 - 54 |
| 9. | Response to the Department of Transport's Proposals for the Creation of a Major Road Network consultation | 55 - 62 |
| 10. | Response to the Bracknell Forest Council Local Plan Consultation | 63 - 68 |
| 11. | Response to Hart District Council's Draft Local Plan Strategy and Sites 2016-2032 - proposed submission version document | 69 - 80 |
| 12. | Appointment of Data Protection Officer pursuant to the GDPR | 81 - 84 |
| 13. | Council Finances as at 31 December 2017 | 85 - 92 |
| 14. | Motion Referred from the Council | |

To consider the approach to the following motion, which was referred to the Executive without discussion by the Council at its meeting on 21 February 2018:

"This Council notes with sadness that there are many children within the borough that are experiencing poverty including a third of all children within Old Dean. As a result, this Council requests officers bring forward a report to the Executive within the next 6 months outlining practical steps that the Council could consider in order to help address this issue in partnership with others."

- | | | |
|------------|--|-----------------|
| 15. | Write Off of Irrecoverable Bad Debt | 93 - 98 |
| 16. | Exclusion of Press and Public | 99 - 100 |

**Part 2
(Exempt)**

- | | | |
|------------|--|------------------|
| 17. | Exempt Minutes | 101 - 102 |
| | To confirm and sign the exempt minutes of the meeting held on 6 February 2018 (copy attached). | |
| 18. | Review of Exempt Items | 103 - 104 |

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

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 6
February 2018**

+ 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

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Bill Chapman, Cllr Jonathan Lytle, Cllr Robin Perry and Cllr Chris Pitt

86/E Minutes

The open and exempt minutes of the meeting held on 9 January 2018 were confirmed and signed by the Chairman.

87/E General Fund Estimates 2018/19

The Executive noted that, whilst it was for the Council to decide upon the level of Council Tax set, the Executive could make a recommendation.

The budget had been prepared on the assumption that Council Tax would be increased by 2.97% being just under the maximum permitted without requiring a referendum.

The Net Cost of Services for 2018/19 had increased compared to last year. This was due in part to one off items such as grounds maintenance funded from commuted sums and the implementation of the Waste Contract funded from reserves. However there had also been increases in payroll and contract costs due to the high level of inflation.

However the Council was still able to achieve a balanced budget due to higher income from Council Tax and Business Rates and an increase in income from the Council's property investments.

Wages and salaries had increased this year due to not only investment in staffing as the Council moved in to new areas, but also due to pressures driven by inflation on wages costs and recruitment. An amount had also been included within the budget for an annual pay increase.

Members received a summary of the budget. It was noted that a number of fees and charges had been increased and approved in accordance with financial regulations. These changes had been reflected within the proposed budget.

The Government had announced that they would approve an increase in planning fees in 2018/19, if not sooner, but this had not been reflected in the budget.

2018/19 marked the 3rd year of the 4 year local Government Settlement announced in 2015. Based on past experience it was likely that the settlement for 2018/19 would be in line with this Settlement and would mean that the Council would receive nothing in 2018/19.

The Council was due to have to pay £933k of "Negative Tariff" back to the Government in 2019/20. However the matter of a "Negative Tariff" had been recognised as an issue by the Minister and would be looked at in the coming year. The Government had also announced a technical consultation "Fair Funding" which might impact future Council funding as it sought to redistribute funding across the country.

The provisional figures announced on 19 December 2017 had been used in this budget. These were expected to be confirmed shortly.

The Government had consulted again during the year on making further changes to the New Homes Bonus (NHB). This had included increasing the "floor", for which no bonus was paid and further restricting payments on houses granted on appeal or without a local plan. The Government announced that, in order to provide certainty, no changes would be made for 2018/19. However the changes already made, such as reducing payments from 6 to 4 years and the 0.4% floor, was making NHB a less attractive incentive for housing delivery.

The Executive was advised that expenses totalling £816k were being charged directly to reserves. The General Fund was estimated to be at least £2m at the end of 2018/19 if the budget was delivered as proposed.

RECOMMENDED to Council that

- (i) the 2018/19 General Fund Revenue Budget of £11,058,933 as set out in Annex A to the agenda report, be approved; and**
- (ii) the support grant for parishes to compensate them for the effects of the local council tax support scheme be unchanged for 2018/19 compared to 2017/18.**

RESOLVED to note that

- (iii) the budget contains £816,390 chargeable to reserves as per paragraph 10 of the agenda report;**
- (iv) a minimum revenue provision of £1.353m was required to repay debt;**
- (v) there was no Revenue Support Grant from Government to support services;**

- (vi) £200,000 for a pay increase had been included within the budget;**
- (vii) the provisional NNDR baseline of £1,508,666 and the final settlement would be reported to Council at its meeting on 21st February 2018;**
- (viii) that the Council is a member of the Surrey Business Rates pilot consisting of Surrey County Council and all Surrey Districts;**
- (ix) that a full report, setting out Council Tax proposals for 2018/19 would be presented to Council on 21st February 2018;**
- (x) that further savings and income generation through investment would be required as a result of anticipated reductions in Government funding and funding the capital programme in the future; and**
- (xi) that the increase in the tax base from new housing delivered an extra £47,000 a year in Council Tax.**

88/E Treasury Strategy 2018/19

The Executive received a report detailing the proposed Treasury Management Strategy and the Treasury Management Indicators for 2018/19, plus the Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table.

The report fulfilled the Council's legal obligation under the Local Government Act 2003 to have regard to both the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice, and the Department for Communities and Local Government Guidance on Local Authority Investments.

The Council invested and borrowed large sums of money and was, as a result, exposed to financial risks which included the revenue impact of changing interest rates and the loss of part or all invested funds. The successful identification, monitoring and control of risk were, therefore, central to the Council's Treasury Management Strategy.

In accordance with the CLG Guidance, any changes required to the approved Treasury Management Indicators and Strategy would be reflected in future reports for the Executive and the Council to consider.

The budget for investment income in 2018/19 was £160,000 calculated as a average return of 1.1% on a £14.5m portfolio. £2.2m had been budgeted for interest payments calculated as average cost of 2% on a debt of £111m. These figures were influenced by changes to interest rates, levels of debt and investment funds.

The proposed Corporate Capital Programme for 2018/19 – 2019/20 would need to be funded by borrowing or out of revenue due as the Council did not hold any capital receipts.

RECOMMENDED to Council the adoption of

- (i) the Treasury Management Strategy for 2018/19 as set out in the agenda report;**
- (ii) the Treasury Management Indicators for 2018/19, as set out at Annex C to the agenda report; and**
- (iii) the Minimum Revenue Provision policy statement and estimated Minimum Revenue Provision payment table, as set out at Annex F to the agenda report.**

89/E Corporate Capital Programme 2018/19 – 2020/21

The Executive received details of the proposed 2018/19 Capital Programme, as shown in Annex A to the agenda report. The Council no longer held any surplus capital receipts. As a result, only in-year receipts could be offset against the proposed spend. Annex C to the agenda report showed that it would not be possible to fund the current Capital Programme from capital receipts and that existing revenue and/or borrowing would have to be used.

Within the 2018/19 Capital programme there was an amount of £3.2m relating to refuse vehicles which had been transferred from the 2017/18 capital programme as the expenditure would not be incurred until Summer 2018.

Additional capital receipts might be realised from the sale of Council assets and if this was the case they would be applied against capital spend thereby reducing borrowing.

The Revenue Capital Fund was estimated to be about £9.145m at 31 March 2018 and could be used to support the Capital Programme if required. However, this would reduce the amount of reserve available to support revenue expenditure and hence the General Fund in the future. The Council had undertaken borrowing during 2017/18 to fund significant property acquisitions and was prepared to do this again, should the need arise.

Additional capital schemes might be brought during the year for the Executive and Council to consider. These might result in a change to the Prudential Indicators, the Capital Financing Requirement and the Minimum Revenue Payment. If this was the case those changes would be reported to the Executive and Council.

The Finance Portfolio Holder undertook to respond by email to questions relating the London Road Recreation Ground Disabled Access Improvements and the Camberley Theatre Conferencing Facilities Schemes.

RECOMMENDED to Council that

- (i) the new capital bids for £8.584m, as set out at Annex A to the agenda report, for 2018/19, be approved and incorporated into the Capital Programme;
- (ii) the Prudential Indicators, as set out below and explained at Annex D to the agenda report, including the MRP statement, for 2018/19 to 2020/21 in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities 2011, be approved.

Prudential Indicator	2018/19 Estimated £000	2019/20 Estimated £000	2020/21 Estimated £000
Capital Expenditure	8,584	2,270	630
Capital Financing Requirement	150,000	150,000	148,000
Ratio of net financing costs to net revenue stream	5.14%	2.61%	2.65%
Incremental impact of investment decisions on Band D council Tax	1.61	9.40	0.43
Operational Boundary	185,000	185,000	185,000
Authorised Limit	190,000	190,000	190,000

RESOLVED to note

- (iii) that the Capital Financing Requirement for the Council as at 31 March 2019 was estimated to be £150m and as such a Minimum Revenue Payment of £1.369m was required;
- (iv) the provisional Capital Programme for 2019/20 and 2020/21; and
- (v) the available capital receipts forecast shown, as set out at Annex C to the agenda report.

(Note: Subsequent to the meeting it was confirmed that reference to the London Road Recreation Ground Disabled Access Improvements had been included in error as the scheme had been incorporated in the Capital Programme for 2017/18.)

90/E Potential Expansion of the Joint Waste Collection Contract

The Executive considered a recommendation from the Joint Waste Collection Services Committee (JWCSC) to approve the admission of Tandridge District Council into the existing joint waste collection arrangements of Elmbridge Borough Council, Mole Valley District Council, Surrey Heath Borough Council and Woking Borough Council (the Partner Authorities).

Members were reminded that the Joint Contract had been procured so as to enable all other Surrey district and borough councils to have the opportunity to join

during the life of the contract should they so wish. There was a mechanism set out in the Joint Contract which governed how this would happen. The Inter Authority Agreement made it clear that the decision to admit a new authority rested with the existing Partner Authorities and should only occur where it was lawful to do so, there was a positive benefit to the Partner Authorities, and the new joiner contributed towards the costs of the initial procurement, mobilisation and set up of the Joint Contract through a joining fee or other benefit.

The JWCS, at its meeting on 15th January 2018, had resolved to recommend to the Partner Authorities that, on the basis no existing partner was financially disadvantaged, should Tandridge District Council's Stage 3 price demonstrate good value and it requested admission to the Joint Contract, then the request should be approved.

It was noted that there would be no immediate benefits to the partner authorities from Tandridge District Council joining the partnership other than savings in management costs. However, there were very real medium to long term benefits as the admission of Tandridge would enable a further step to be taken in the creation of a single waste entity to deliver all of Surrey's waste.

Tandridge would reimburse the existing partner authorities to ensure they were no worse off from them joining through a system of direct payment from Tandridge to the original partners.

The Executive was advised that any further requests to join the joint waste collection arrangements would be considered on their merits.

RESOLVED that, on the basis that no existing partner be financially disadvantaged, should Tandridge District Council's Stage 3 price demonstrate good value and it requests admission to the Joint Contract, then the request should be approved.

91/E Air Quality Feasibility Study

The Executive was reminded that, at its meeting on 3 October 2017, it had received a report on the Air Quality Feasibility Study which this Council, Rushmoor and Guildford Borough Councils were required to undertake along the A331 Blackwater Valley Road. The study would explore a range of options to ensure compliance with air quality objectives in the shortest time possible.

The Government had initially allocated £50,000 to each of the authorities. However following submission of a proposal from the partner authorities, a further grant payment of £600,000 would be paid to this Council, which was leading on the procurement for the study. The study would be carried out in conjunction with Guildford and Rushmoor Councils and working with Defra; the Highways Agency and Surrey County Council Highways Authority.

RESOLVED to undertake a feasibility study to explore a range of measures to ensure compliance with the air quality objectives in the shortest time possible, with the cost of the study to be funded

from a grant of £600,000 paid to this Council under Section 31 of the Local Government Act 2003.

(Note: It was noted for the record that Councillor Rodney Bates declared that he was an employee of Guildford Borough Council.)

92/E Home Assistance Policy

The Executive was informed that the Department for Communities and Local Government allocated Local Housing Authorities funding to deliver a capital Disabled Facilities Grant Programme. The funding was placed into the Better Care Fund and the Clinical Commissioning Groups and Adult Social Care then made decisions on how the funding would be allocated.

The allocation for this Council had increased from approximately £300,000 in 2016/17 to £660,000 in 2017/18. A similar sum was expected in 2018/19

In order to protect funding from the Better Care Fund it was essential that the Council could deliver fast and flexible services to residents in a way that met the health and social care agenda, and that services were embedded in the local health and social care offer. The Home Assistance Policy identified the assistance which the Council could offer vulnerable homeowners, owners and tenants of privately and socially rented accommodation, and disabled adults and children to repair, improve or adapt their homes. It outlined the eligibility criteria and the terms on which assistance may be provided.

Priority funding would be offered to applicants of mandatory Disabled Facilities Grants. All other forms of assistance were discretionary and were therefore subject to the availability of funding.

Members referred to the eligibility criteria where under occupancy might exclude applicants from attracting grant funding. Whilst it was accepted that a framework was necessary, Members asked that the criteria be interpreted leniently in order to ensure the best possible outcome for the applicant.

RESOLVED that the Home Assistance Policy, as set out at Annex A to the agenda report, be adopted.

93/E Local Connection Eligibility Testing for the Self-Build and Custom Housebuilding Register

It was reported that, in accordance with the Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016), the Council must maintain and regularly update a Self-Build and Custom Housebuilding Register. The Regulations also allowed the Council to set local eligibility criteria in the form of a Local Connection Test.

Due to the various environmental constraints impacting Surrey Heath, availability of land for development was under significant pressure and provided an ongoing challenge for the Borough. It was therefore important to ensure that any land, which was suitable and available, was utilised efficiently. The number of plots that

the Council must grant for the purposes of self-build was likely to impact the availability of land for achieving the Council's objectively assessed development needs. It was, therefore, considered that the application of a Local Connection Test for eligibility to the Council's Self-Build Register would help to ensure plots were only granted for residents with a strong local connection to Surrey Heath, and that suitable land remained available for other types of residential development in the Borough.

The Executive considered the Local Connection Test, as set out at Appendix 1 of the agenda report. Members were of the opinion that, because of the scarcity of suitable land in the Borough, the qualification for entry to the Register should be residency or employment in the Borough for a period of at least 24 months.

It was proposed that a Local Connection Test for entry onto the Self-Build and Custom Housebuilding Register be released for a 4 week non statutory consultation period. Following the consultation, the Local Connection Test would be incorporated within the existing Self-Build application.

RESOLVED that

- (i) the Local Connection Test, as set out at Appendix 1 of the agenda report, be amended to require applicants to the Surrey Heath Self-build and Custom Housebuilding Register to have been resident or employed in the Borough for a period of at least 24 months;**
- (ii) a 4 week non-statutory public consultation be undertaken on the introduction of a Local Connection Test, as set out in Appendix 1, as amended;**
- (iii) the Local Connection Test be incorporated within the Self-Build application form.**

94/E Response to the Mayor of London's Draft New London Plan

The Mayor of London was consulting on the Draft New London Plan which would provide the spatial development strategy for Greater London from 2019-2041. The Plan included Strategic Infrastructure Priorities for the Wider South East including the North Downs Line and the South West Main Line, both of which were in close proximity to Surrey Heath. Although the Draft New London Plan aimed to accommodate all of London's projected growth within its boundaries, the Mayor of London was seeking willing partners beyond London to explore if there was potential to accommodate further growth in sustainable locations outside of the Capital.

RESOLVED to agree the response to the Mayor of London's Draft New London Plan, as set out at Appendix 1 of the agenda report.

95/E Response to Runnymede Borough Council's Draft Local Plan (Regulation 19) consultation

Runnymede Borough Council had published its Draft Local Plan document for consultation. The document was the last stage in the production of the Runnymede Local Plan and as such the consultation was the final opportunity to comment on the Plan before it was submitted to the Planning Inspectorate.

It set out the approach to be taken to development in Runnymede Borough up to 2030, including the DERA north and south sites in Longcross, now known as 'Longcross Garden Village'.

RESOLVED that the letter at Annex 1 to the agenda report be agreed as the Council's formal representation to the Runnymede Draft Local Plan (Regulation 19) document.

96/E Reference from Performance and Finance Scrutiny Committee – Review of the Impact of Benefits Reforms on Surrey Heath Borough Council and Borough Residents

At its meeting on 12 July 2017, the Performance and Finance Scrutiny had considered a report from a Task and Finish Group looking at the impact of welfare/benefits reforms on the Council and the Borough's residents. A further report, revising a number of the recommendations, had been considered by the Committee at its meeting on 6 December 2017.

The Committee had agreed to advise the Executive to take a number of actions which could potentially mitigate the impact of these changes.

The Executive considered the actions proposed and noted that the Task Group Members had identified the following key local needs:

- (i) An increase in the number PCs available to welfare benefit applicants, and the number of local locations where access would be possible;
- (ii) An increase in the number of PC and benefit competent advisors who could help applicants complete claim forms;
- (iii) An increase in the number of advisors (must be qualified) who could help with debt counselling;
- (iv) Better local access to short term loans to those left without support between date of claim and date of approval and receipt of grant; and
- (v) An increase in the number of one bedroom properties available for social rent.

The Scrutiny Committee had supported the Task and Finish Group proposal that the best way to meet the identified needs and address was to facilitate a stronger working relationship with and provide an increased level of financial support to specialist local charities, particularly given the expertise which existed in the community, which could assist in this complex area of work.

RESOLVED that

- (i) the Department of Works and Pension (DWP) be urged to work more closely with the Council**

- (a) to mitigate the impact of the benefit reforms on the residents of the Borough;
 - (b) to ensure that there is adequate provision of computer facilities internet access and advisors across the Borough to support the wider introduction of Universal Credit and other changes to the welfare system;
- (ii) in relation to computer facilities, internet access, and advisor support, that
- (a) the list of sites will be refreshed, and widely publicised to the relevant audience;
 - (b) this exercise be repeated on a six monthly basis;
 - (c) in the event that this exercise indicates a shortage of available sites and/or personnel, alternative options, including the involvement and closer collaboration with local charities in the relevant sectors to be considered.
- (iii) the work done by the Surrey Credit Union in supporting residents in the Borough be noted and supported;
- (iv) the closer working relationship and joint working initiatives between the Camberley Job Centre and the Council be noted and supported; and
- (v) the Local Plan Working Group be asked to take full account of the indicated increased need for one bedroom properties, when developing the Plan;

The Executive NOTED that the External Partnership Select Committee be requested to include Boom and DWP on its future work programme.

97/E Pay Policy Statement 2018/19

Members were reminded that Section 38(1) of the Localism Act 2011 required the Council to update its Pay Policy Statement on an annual basis.

RECOMMENDED to Full Council that the Surrey Heath Borough Council Pay Policy Statement 2018/19, as attached at Annex A to the agenda report, be approved.

98/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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)
86/E (part)	3
99/E	3
100/E	3

Note: Minute 99/E is a summary of a matter considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time.

99/E Lease of the Camberley Lawn Tennis Club, Southcote Park, Camberley

The Executive made decisions relating to the grant of a Lease to Camberley Lawn Tennis Club, Southcote Park, Portsmouth Road, Camberley.

100/E Review of Exempt Items

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

RESOLVED that Minute 99/E and the associated agenda report remain exempt until completion of lease negotiations.

Chairman

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Annual Plan 2018/19

Summary:

To approve the Annual Plan for 1 April 2018 to 31 March 2019.

Portfolio: Leader

Date Signed Off: 26 February 2018

Wards Affected: All

Recommendation

The Executive is asked to agree the wording for the Annual Plan for 2018/19

1. Resource Implications

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

2. Current Position

2.1 The Annual Plan includes an overview of the vision and priorities from the Five-Year Strategy and states the outputs and success measures that will be delivered in 2018/19 for each of the key priorities. These priorities are presented under the headings of Place, Prosperity, People and Performance. The Annual Plan therefore demonstrates the Council's commitment to achieving the Five-Year Strategy. The draft version of the wording for 2018/19 Annual Plan is presented for approval and is contained in Annex A, the style and format will be presented at the Executive meeting.

3. Performance Reporting

3.1 Progress against the Annual Plan is presented in a mid-year and end of year performance report. These reports are presented to the Executive and Performance and Finance Scrutiny Committee every six months. Monitoring of the Annual Plan in this way ensures accountability and allows the Council to illustrate the on-going strength and continuously improving performance of the Council, against the pre-set performance indicators targets.

3.2 The style of the Annual Plan has evolved over recent years as Officers strive to find the most effective and useful format for the public and Members to use. The current style is designed to ensure the links are made between the Council's longer term objectives, into the deliverables that are effective within a yearly time scale.

3.3 The key priorities can change from year to year as various projects or key stages within projects are delivered. Ongoing service delivery is monitored using the success measures contained in the Annual Plan.

4. Options

4.1 The Executive has the option to;

- i. Approve the 2018/19 Annual Plan set out in Annex A;
- ii. Approve the 2018/19 Annual Plan in Annex A with amendments; or
- iii. Not approve the 2018/19 Annual Plan.

5. Proposals

5.1 It is proposed that the Executive approve the 2018/19 Annual Plan attached as Annex A.

6. Corporate Objectives and Key Priorities

6.1 The Annual Plan sets out the success measures and outputs that will meet the Five-Year Strategy vision and objectives.

7. Equalities Impact

7.1 The Plan itself has not been assessed, as each individual project or work area is subject to an equality impact assessment as appropriate.

8. Risk Management

8.1 It is recognised that a number of the projects for 2018/19 may require specialist resources. Risk assessments will be completed and costings for the resource will be built into the individual business cases.

Annexes	Annex A – 2018/19 Annual Plan
Background Papers	None
Author/Contact Details	Jacinta Stevens - Senior Organisational Development Officer Jacinta.stevens@surreyheath.gov.uk
Service Manager	Louise Livingston, Executive Head of Transformation

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓

Resources	Required	Consulted
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		

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Place

In 2018/19 we will:

- Create vibrant and high quality public spaces using the £3.5 million Local Enterprise Partnership Grant, starting with the refurbishment of the High Street and Princess Way.
- Continue with the refurbishment of The Square Shopping Centre in Camberley.
- Select a development partner for the London Road Development Area (along the A30 between Park Street and High Street).
- Start the redevelopment of Ashwood House into 116 apartments ready for occupation by the end of 2020.
- Improve the customer experience of Main Square Car Park by installing energy efficient LED lighting and resurface levels 1, 2 & 3.
- Award a contract for the delivery of a quality new leisure facility on Grand Avenue, Camberley.
- Work with developers to deliver the first 215 homes on the Deepcut site.
- Work collaboratively with the Police, Health and other key partners to maintain Surrey Heath as a safe place to live, work and enjoy.

Prosperity

In 2018/19 we will:

- Invest in property acquisitions where they are shown to be sound investments to sustain delivery of services for the Council.
- Support new and existing local businesses in Surrey Heath to develop their aspirations for growth.
- Promote the Kevin Cantlon Shop Front Improvement Grant Scheme to local businesses across the Borough to enable them to have a stronger sense of identity and enhance commercial values.
- Look at the potential for developing a start-up space for budding new enterprises.

- Promote Surrey Heath as a prosperous location to retain and attract new businesses.
- Continue to submit bids to the One Public Estate to promote publicly owned land for redevelopment.
- Consult the public on the issues and options relating to the long term development of the Borough as set out in the Local Plan.

People

In 2018/19 we will:

- Help residents to keep fit and healthy by promoting, smoking cessation; physical fitness; healthy weight; diabetes prevention, summer and winter wellness and by providing access to community-based services and voluntary sector activity.
- Pilot a dementia day care service at Windle Valley Centre, to support carers and those needing care.
- Support older and vulnerable people to remain independent in their homes by providing a range of flexible home improvement services.
- Work with community organisations to support single homeless people and those at risk of homelessness.
- Improve facilities at Lightwater Country Park for school and community groups.
- Refurbish play areas across the Boroughs parks and recreation grounds.
- Deliver high quality events and activities including; Frimley Lodge Live, Go-Tri, Camberley International Festival and Camberley Carnival.
- Develop and grow “Young Ambassadors” to promote sporting activity and Volunteer Programmes to support heritage and conservation.
- Assess the Borough’s sports facilities to ensure they meet current and future needs.

Performance

In 2018/19 we will:

- Improve digital access to services, making them more accessible and efficient to all.
- Review the customer experience through consultations with the public.
- Continue to provide residents with a one stop shop for public services in Surrey Heath House.
- Maximise every opportunity to better use our land and buildings.
- Identify commercial opportunities to increase income and support the Councils future sustainability.
- Complete the roll out of the Joint Waste contract across the partnership area.
- Work in partnership to reduce waste, increase recycling and reduce waste management costs.
- Conduct a polling place review in line with the outcomes of the Boundary Commissions for England's Electoral review.
- Work in partnership with other authorities and the public and private sectors to reduce costs and deliver increased benefits to businesses and residents.

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Community Fund Grant Applications

Summary:

To consider grant applications to the Council's Community Fund Grant Scheme received by 31st December 2017.

Portfolio: Corporate

Date Signed Off: 20/02/2018

Wards Affected: All

Recommendation

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

1. Key Issues

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

2. Resource Implications

- 2.1 The Council has its own Community Fund from which it provides grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.
- 2.2 There are two submission deadlines each year namely 30 June and the 31 December. This report includes the applications received by 31st December 2017.
- 2.3 The Portfolio Holder reviewed seven applications on the 20 February 2018 and recommended that four applications are supported, with two to be declined and one to be deferred. An analysis of each of the bids

is included in Annex A. Details the supported applications are located in Annex B, and Annex C contains the bids that are declined/ deferred.

- 2.4 The total amount requested from the seven applications total **£46,814**. However, it is recommended a total spend of **£12,981** is awarded from an existing reserve of **£253,193 as at 31st March 2017**. The summary information is included in Annex B. No payments are made until after evidence is submitted that the work is completed.

3. Options

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

4. Proposals

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

5. Corporate Objectives and Key Priorities

- 5.1 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.

6. Equalities Impact

- 6.1 The Community Grant Fund has been equality impact assessed.

Annexes	Annex A – Summary of Bids Annex B – Proposed Grant Awards Annex C – Deferred/Declined Bids
Background Papers	Application Forms
Author/Contact Details	Jayne Boitoult - Community Partnership Officer jayne.boitoult@surreyheath.gov.uk
Service Manager	Louise Livingston - Executive Head of Transformation

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

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

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

Review Date:

Version:

Annex A – Summary of Bids

Applicant: Sparklers CIO

Project: To provide 10 school holiday playgroups for children with special needs within Surrey Heath.

Grant requested: £1,481.25

Project cost: £1,975.27

This is a newly established organisation, with an aim to provide holiday playgroups for children and young people with special needs and their families. The groups are located within the Frimley Green area, and the sessions are provided without charge to both the children, young people and family members: 78% of those who attend live within the Surrey Heath area.

The school holiday playgroups will be provided over the Easter holiday, May and October half terms, plus the summer and Christmas breaks. An average attendance per session is 35, with referrals being received from military families, Home Start, Multi-Agency Safeguarding Hub (MASH), and SCC early help.

There are presently 7 families on the waiting list, and during 2017, a total of 476 people accessed this newly formed service.

The application seeks the funding for: sensory equipment, DBS and training for volunteers, plus the running cost which includes refreshments, biscuits, room hire and volunteer expenses.

Recommendation and rationale: To award a grant as requested to cover the one off costs to deliver this service. This will relate to the clients (78%) who live within the Surrey Heath and will include funding for: sensory equipment, DBS checks and training for volunteers.

Applicant: Camberley Cricket Club

Project: To replace the outside benches and tables used by members, visitors and club hirers.

Grant requested: £1,750

Project cost: £3,500

Camberley Cricket Club is an established facility with a playing membership which totals 178, plus 63 social members: on average 80% of the members live within the Surrey Heath area.

A capital investment fund was set up in 1996 following the sale of land, which is now occupied by housing development of Pavilions End, adjacent to the club's ground in Upper Verran Road.

These funds were used to build a new pavilion and clubhouse at a cost of approximately £720,000. The balance of the sale proceeds are maintained in long term fixed deposits which provide a reducing annual income to the club.

The club house provides a good facility for club members and the community groups and individuals who are able to privately hire: regular user groups include U3A, and rotary club. The site is accessible to those who are club member's private hirers of the clubhouse.

In 2017, the club destroyed many tables and benches as they were old and unsafe, and this application seeks the funds necessary to replace them.

The Council have provided support in 2015, with a grant towards a groundsman shed and equipment of £5475 and in 2016 for a contribution towards a new lift in the clubhouse amounting to £5,000.

Recommendation and rationale: Following careful consideration of this application, it is recommended that the Executive declines to award a grant as it is felt this project is more suited to a community fundraising event for which the Council is happy to offer advice and guidance on this.

Applicant: Camberley Society

Project: To contribute to the costs of hosting CAMFEST 2018.

Grant requested: £ 5,913

Project cost: £11,827

The Camberley Society is organising CAMFEST which is an all-inclusive, free community arts and crafts festival that will show case sculpture, static art, ceramics, craftwork and the performing arts from the 29th June – 1st July 2018. The Society's overarching aim is to retain the local diversity of amateur organisations that " makes arts accessible to all" in Camberley.

The event is to be hosted in four locations:

1. The Council Chamber, will host a display of table top art and sculpture in many different forms. Committee rooms 1 and 2, to host lace makers and quilter demonstrations.
2. High Cross Church will be the hub of the event and will host the organisers admin; there will be a range of table top workshops available, and a major art piece is being worked on possibly a digital video wall beside the main café, with the a programme of performing arts being hosted throughout the days.
3. Camberley Theatre will feature the arts and crafts associated with the countryside and biodiversity, and will be located in the function room, it will host unmanned displays during the days, and can be used for further workshops dependent upon demand.
4. A marquee to be erected on the lawn in front of the Council Offices.

The costs attributed to this project comprise of £2,685 in venue hire costs, £4,746 to hire display panels, £2,546 publicity, and £1,750 for insurance, workshops and VIP receptions.

This is an ambitious project that the Council is supporting by providing the space inside and outside the Council Offices, without charge.

The strategy is to attract and inspire a whole range of talented local amateur groups to come forward to show case their specialist art forms to encourage people to take up some form of art pursuit in providing a range of art, music and performance designed to attract all age groups locally. The concept is simply for the community by the community, making it accessible to all. There is no charge to exhibit, or attend, and the applicant is wholly reliant upon fundraising to cover the event cost.

A number of bids have been made with the outcome awaited, and the Society has confirmed it will contribute £500. It is confirmed that the event will be scaled back to fit the funds available.

It is not intended to be an annual event, but consideration by the organisers is being given to hosting every 2-3 years.

Recommendation and rationale: The Council is supportive of the event and it is recommended to award a grant of up to £1,000 to meet the project costs; this is in addition to the offer to provide one of the main host locations without charge, which is valued at approximately £1,500.

Applicant: St Marys Nursery Camberley

Project: To transform the former bowling green at Watchetts Recreation Ground in to an exciting outdoor play area for children to explore.

Grant requested: £25,000

Project cost: £50,000

As a local not for profit organisation, the Nursery is eligible for a grant in accordance with the Community Fund Grants criteria. The Charitable Incorporated Organisation relocated to the former bowls club site on 15th December 2017 from St Mary's Church Hall. This was phase one of the project, and phase two which is the subject of this application seeks funding support to provide a new outdoor play area for the up to 45 children, which is the maximum permitted for the building. The Nursery has 7 members of staff, of which 4 are F/T and 3 are P/T.

The nursery is open to children aged between 2-5, with the 3 & 4 year olds being entitled to 15 hours per week of Early Years Free Entitlement (EYFE). The new extended 30 hours is also available for working parents of 3 & 4 year olds, and this is linked to a qualifying eligibility criteria.

The nursery is generally open from 8am - 4pm, Monday - Friday and also provides a safe place for out of hours visitation. Its clientele includes children with special needs, English as an additional language and children in need. The service provided is fully inclusive and offers vital family support to the most vulnerable within the Surrey Heath area, but particularly the wards of St Michaels, Watchetts and Town.

A SCC County Councillor Allocation of £3,000 has been pledged, together with a host of other applications made to Waitrose, Fluor, Laing Family Trust and many others: the play area can be installed in phases as the funding is secured.

This project will enable the children to explore, learn and develop, and will be available for other users of Watchetts Recreation Ground when the nursery is not in use.

The nursery has a 20 year lease from the Council, it is anticipated that the project will last for this period of time, and future maintenance costs will be met by the applicant.

Recommendation and rationale: To agree in principle the award a grant of up to £10,000, subject to consideration of the Nursery's accounts, with the decision delegated to the Executive Head of Transformation in consultation with the Leader of the Council and Portfolio Holder.

Applicant: Surrey Youth Focus

Project: To deliver Youth Social Action 'Youth Soup' project

Grant requested: £1,995

Project cost: £3995

This new idea would enable young (aged 14-24) people within Surrey Heath an opportunity to become involved with their peers to suggest and or deliver

improvements within our local community. The delivery takes the form of a Dragons Den type of approach where young people pitch their ideas to an influential cross sector audience and the winner receives a £40 award and each entrant receives £20 to develop their idea.

The applicant seeks a 50% contribution towards the operating costs, of which most £3,625 is allocated to their staff/management costs which are charged at £250 per day. The applicant is not contributing to the costs of the project and is wholly reliant upon grant awards.

The event is supported by SCC Councillor Mrs Morley who has agreed to contribute £928 from the remainder of her individual Councillor allocation.

Specific long term outcomes overlap with other similar initiatives, such as the National Citizenship Awards.

The scheme has operated in other Surrey areas, which include: Farnham, Epsom, and others planned in Guildford and Reigate in March 2018, with outcomes relating to mentoring, volunteering and campaigning for mental health awareness, bullying:

Recommendation and rationale: It is suggested that consideration be given to an award a grant of up to £500 that will meet the costs to cover the prizes and/or invite a further application which clearly defines the outcomes of this project which overlap with other initiatives such as the National Citizenship Award Scheme.

Applicant: The Hope Hub

Project: To provide seed funding to set up the Hope Hub

This project focuses upon assisting homeless people, those at risk of homelessness and those who sofa surf, who are unemployed and vulnerable.

Within Surrey Heath there is not currently a service to address the mixed needs and this initiative aims to bridge the gap by providing a central drop off point which will enable beneficiaries and agency partners to provide weekly support which can consist of: health clinic, mental health, frontline debt support, job club, housing, DWP and voluntary support.

The Hope Hub is a newly formed independent charitable Incorporated Organisation. This concept focuses upon a service around the person, with the initiative being supported by the Council, but is a stand- alone organisation which consists of partners from local faith organisations.

The organisation is presently seeking a central Camberley location in which to base their operation and this application seeks the necessary funds to set-up for the first operating year, by purchasing items, and contributing towards costs such as dishwasher, microwave, laptops, printers, safe, chairs, and general office tables etc.

Grant requested: £9,175

Project cost: £18,350

Recommendation and rationale: To defer the application for confirmation from the Executive Head of Regulatory that this fits into the Council's strategic plan with regard to meeting the needs of homeless people.

Applicant: The Community Matters Partnership

Project: To clear the balancing pond at Balmoral Drive, Paddock Hill.

This project aims to complete the work undertaken in 2017, with the co-operation of the Council's Greenspace team to complete the clearance of the balancing pond at Balmoral Drive.

The applicant seeks the costs to hire a digger and clear the pond, which will enable the re-introduction and minimise the risk of localised flooding.

Following consultation with the Council's drainage engineer it is confirmed that:

The pond itself is located within SHBC land but Thames Water have the ongoing management responsibilities for the pond area as it is part of their attenuation system (surface water balancing system) for the Balmoral Drive estate drainage.

In the past the Council has spent time, where clearances are co-ordinated with local voluntary groups as last year, but it is the responsibility of Thames Water.

Grant requested: £1,500

Project cost: £2,000

Recommendation and rationale: To decline the application on the basis that it falls outside the scope of the grant awards but to ask the relevant Portfolio Holder to write to Thames Water in support of it funding the necessary costs to complete this project.

Annex B – Proposed Grant Awards

Applicant	Project Details	Project Cost £	Amount Sought £	Amount Proposed £	Suggested Conditions
Sparklers CIO	To provide 10 holiday playgroups for children, young people and families with special needs	£1,975.27	£1,481.25	£1,481.25	To award to users who live within Surrey Heath as per the application
Camberley Society	To launch CAMFEST 2018	£11,827	£5,913	£1,000	Refer to rationale and reason
St Mary's Nursery Watchetts	To provide a new play area	£50,000	£25,000	£10,000	To ensure the wider community have access when the facilities are closed
Surrey Youth Focus	To deliver Youth Social Action 'Youth Soup' project.	£3,995	£1,995	£500	As outlined in the rationale and reason
TOTAL		£67,797	£34,389	£12,981	

Annex C – Deferred and Declined Awards

Applicant	Project Details	Project Cost £	Amount Sought £	Amount Proposed £	Suggested Conditions
Camberley Cricket Club	To replace old and unsafe outside benches and chairs	£3,500	£1,750	Decline	Refer to rationale and reason
The Hope Hub	To enable the purchase or equipment for this new service that provides a day time support for those who are homeless	£18,350	£9,175	Defer	Refer to rationale and reason
The Community Matters Partnership	To clear out the balancing pond at Paddock Hill Frimley Green, to reduce the risk of localised flooding	£2,000	£1,500	Decline	Refer to rationale and reason.
Sub-Total		£23,850	12,425	Zero	
TOTAL		91,647	£46,814	£12,981	

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Surrey Heath Heritage Service

Summary

Surrey Heath Heritage Service exists to preserve, manage and document the local heritage and natural history of the Borough of Surrey Heath which is delivered via a combination of exhibitions in its Surrey Heath House location and a programme of outreach work and activities. Visitor numbers to the Surrey Heath House location are decreasing; however the results of a recent survey indicate that there still exists a strong appetite for Heritage activities and events in the Borough. This reports seeks approval to adopt changes to the Heritage Service that see it move away from static exhibitions situated in Surrey Heath House to a more outward facing, integrated service that takes local Heritage to the community.

Portfolio - Business

Date Portfolio Holder signed off report: 19th February 2018

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE to

- (i) adopt the proposed changes to the current heritage service; and
- (ii) adopt a mission statement, which allows the Council to seek formal accreditation for its Heritage Service.

1. Resource Implications

- 1.1 The heritage team facilitated the consultation which concluded at the end of 2017. Museum users and non- users were targeted and asked for their opinions on what they are looking for from a heritage service; the full list of consultees can be seen in Annex 1.

2. Key Issues

- 2.1 424 surveys were completed and returned. The key outcomes from the consultation were;
 - 37% of people who had visited the museum had only done so once, a further 28% had only visited four times or more.
 - When asked what services would encourage them to attend more frequently, 70% said talks/guided tours/hosted sessions and workshops.
 - The most popular topics were local history, archaeology, famous local people, natural history and reminiscence.

- 65% of respondents asked for increased marketing to let them know about exhibits, events, walks and talks would encourage them to attend more frequently.
 - Most people would check for events, walks, talks using the internet or looking in the library. Very few checked borough boards
 - 72% of all respondents were over the age of 55.
- 2.2 Surrey Heath House Museum walk-up visitor figures have been declining over the last few years and especially since the opening of the Heritage gallery in the centre of Camberley.
- 2.3 The numbers of people attending our hosted events, walks and talks continue to be popular with ever-growing numbers. Many of the walks and events have to be booked in advance and incur attendance fees.
- 2.4 The museum was moved into Surrey Heath House as a temporary measure in 1986, with the permanent display walk-through remaining unchanged.
- 2.5 The museum has limited physical external presence in the council offices and is reliant on marketing the service as it has very little walk-up trade.

3. Proposal

- 3.1 A range of options for future arrangements for the heritage service and specifically for the Museum have been explored with a number of stakeholders. These have ranged from discontinuing the heritage service to maintaining the status quo and many variables in between. The outcomes of which identified the following:
- There is public and member support for the Surrey Heath heritage service.
 - It should continue to run events, workshops, walks and talks throughout the year.
 - There should be an annual exhibition in a Camberley Town Centre location during school summer holidays.
 - Regularly changing displays should be positioned in the Council's busy Contact Centre to promote the service and forthcoming events allowing the current Museum location to close.
 - Create a new website that will not only promote activities, walks etc. but will allow the Heritage Service to make the catalogue and parts of the collection more accessible and available for enthusiasts and researchers on- line.
 - Appointments will continue to be available for researchers to come in to view items and/or research aspects of the collection.
 - Outreach work with schools and other community groups would continue. This will help reach and engage with new customers, local schools and groups from other established service areas.

- 3.2 To raise awareness of the changing service, there will be a number of opportunities for cross/team working. For example; the talks will be held in the theatre, the historic walks will be within the walks brochure, some of the workshops will be held in the council's parks and other sites such as Windle Valley and the Council Chamber.
- 3.3 The Heritage team will re-locate from the current site to join the wider Business team in Surrey Heath House. Furthermore, the Business team is exploring relocating the collection to alternative council owned storage freeing up some of the current storage areas for alternative use.
- 3.4 The service will continue to pursue a professional accreditation for the service and collection. To do so the service must adopt a future mission statement to allow for the accreditation and having consulted with local history societies, other heritage services and stakeholders the proposed mission statement would be;
- 'Surrey Heath Heritage services exist to preserve, manage and document the heritage of this Borough. We will promote our unique heritage via public exhibitions, events outreach and research access.'
- 3.5 Work to rebrand and relaunch the service is being undertaken by the media and marketing team so that there will be a new fresh look and feel for the service.

4. Options

- 4.1 The Executive is asked to resolve
- (i) to agree to adopt the changes proposed for the heritage service;
 - (ii) to agree to adopt elements of the proposed changes;
 - (iii) to agree and confirm the mission statement to allow the collection and service to seek formal accreditation.
 - (iv) to retain the Heritage Service in its current format.

5. Corporate Objectives and Key Priorities

- 2.3 This is supported within the priority for People where we are looking to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

6. Consultation

- 6.1 The consultation was carried out by the Heritage team attending community events, local groups, schools and local interested parties. The consultation is also published on the council web site.

7. PR And Marketing

- 7.1 The Media and Marketing team are working closely with the Heritage service to promote forthcoming exhibitions, events and workshops.
- 7.2 The Media and Marketing team will be instrumental in helping to deliver the new website so that the collection can be researched and viewed on-line.

Annexes	Annex 1 – Consultees
Background Papers	None
Author/Contact Details	Sue McCubbin – Recreation and Business Manager Sue.McCubbin@surreyheath.gov.uk
Head of Service	Daniel Harrison – Executive Head of Business

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 – Consultation

An equality impact assessment was completed as part of this process.

Consultation advertised by,	Reaching
Email list distribution	Local history groups, Friends of Surrey Heath Museum Nadfas, U3A, WI, all Parish Council's, West End History Society, Churches Together. Parent Mail in local schools and colleges.
Placed on Websites	Camberley Society website, Surrey Heath Resident's Network, Lightwater Blog, Bagshot Village, Chobham Society, St.Saviours Valley End Blog, Collectively Camberley. Mytchett, Frimley Green and Deepcut Society.
Press Released to local media	Sent to all and appeared in Camberley News, live interview on BBC Radio Surrey and Surrey TV.
Events	Surrey Heath Museum held 5 consultation events from May to Dec and Senior Heritage Officer spoke at Heritage Gallery and Surrey Heath Local History Club. Also stand at Surrey Heath Show

Target – users and non-users	
Sure Start Centres	Emailed all
Churches and Mosques	Sent to St. Michaels's who sent it out on their email and Churches Together.
Disability Initiative	Emailed
Parish Councils	Emailed and asked to put poster on notice board
Community Groups	Emailed all groups in Surrey Heath and asked to place on websites or email member. Also left in Heritage Gallery in town and Senior Heritage Officer spoke at Surrey Heath History Group meeting and Heritage Gallery.
Councillors	Emailed all and invited to attend 'Behind the Scenes' consultation event.
SHBC Staff	Emailed all and invited to attend 'Behind the Scenes' consultation event.
Care Homes	Emailed all and introduced in Reminiscence Sessions.
Schools & Colleges	Emailed in May and in September.
Nurseries	Emailed all in May
Businesses	Collectively Camberley emailed to businesses and SHBC Media & Marketing retweeted museum Facebook post.

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Response to the London Heathrow Airport Expansion Public Consultation

Summary

This report sets out the response to the Heathrow Airport's consultation on airport expansion and airspace change. The consultation began on Wednesday 17th January and ends on Wednesday 28th March. The consultation is split into two sections. The first section presents Heathrow's options and proposals to expand the airport on the ground and build a third runway. The second section considers the design of future airspace, in response to Heathrow's expansion. Consideration is given to the proposed options put forward and their impact on Surrey Heath.

Portfolio: Special Projects

Date Portfolio Holder signed off report: 12 February 2018

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 London Heathrow Airport's consultation on airport expansion and airspace change.

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 London Heathrow Airport is consulting on plans for its future expansion and development of a third runway. There are two parts to this consultation:

- Part 1 relates to the physical changes on the ground needed to build a new north west runway and operate an expanded airport;
- Part 2 relates to potential principles Heathrow will apply when designing the new airspace required for an expanded airport.

At this stage, future flight path options have not yet been developed.

- 2.2 Officers have considered the consultation material for the expansion of London Heathrow Airport in order to identify the key issues, from Surrey Heath's perspective.

Part 1 – Airport Expansion

Third Runway

- 2.3 The consultation presents three options for the positioning of Heathrow's third (North West) runway. Whilst the Council does not specify a preferred option for the runway's positioning, it is considered desirable that a finalised option is selected as soon as is practicable, in order to provide clarification and certainty for the affected communities.

M25 Realignment

- 2.4 The consultation describes proposals for the realignment of the M25 through tunnelling under the proposed new runway. Residents of Surrey Heath are likely to be impacted by these proposals, as the M25 is a key strategic route within relative proximity of the Borough. The Council recognises the benefits of completing works to the M25 that are adjacent to the existing road, and acknowledges that this proposal would be likely to minimise disruption to traffic, during its construction period.
- 2.5 Of the two options presented for how the realignment of the M25 will be configured, it is considered that the inclusion of collector-distribution roads parallel to the M25 (Option AB2) would be desirable, in view of the potential safety benefits arising from the separation of the 6 lanes on each carriageway of the M25. However, the signage for collector-distribution roads should be clear and well displayed, and updated information pertaining to the proposed reconfiguration should be provided for satellite navigation systems.

Surface Access Strategy

- 2.6 The consultation sets out London Heathrow's proposed Surface Access Strategy, which aims for at least 50% of surface access passengers arriving or departing from Heathrow to be by public transport, by 2030, rising to at least 55% by 2040. These targets could achieve wider benefits in reducing congestion on the surrounding road network, as well as improvements to air quality, for which Surrey Heath can provide support. It is considered that the intention to retain the cap on Heathrow's existing number of on-site parking spaces, at 42,000, will help minimise increases in road traffic and corresponding pollutants.

Southern Rail Link

- 2.7 The consultation advises that work with stakeholders will be undertaken to support the development of a new direct rail link to Heathrow from the south. This could provide connections to the South Western Railways Network, thus improving rail connectivity to the stations in Surrey Heath. These proposals would benefit residents of Surrey Heath with improved rail access to Heathrow Airport and the possibility of reduced journey times and fewer station transfers.

Furthermore, improved rail access could help to decrease the overall number of motor vehicle journeys, providing relief to the M3 and contributing to air quality improvements in the Borough.

- 2.8 The consultation proposes the development of a Modal Hub to consolidate freight operations. Of the options presented, it is considered the most beneficial is to position the proposed Hub alongside the Southern Rail Link and cargo centre, thus minimising road traffic on the M25 and roads surrounding Heathrow.

Air Quality

- 2.9 The consultation outlines Heathrow's aim to incentivise airlines to upgrade their fleet, providing cleaner, quieter aircraft and incentivising the more efficient operation of aircraft on the ground, which is considered to be of benefit to Surrey Heath. However, in determining Heathrow's air quality management, concerns are raised in respect of the existing air quality of Surrey Heath's highways network. This includes the A331 in the west of Surrey Heath, where exceedances of the annual mean NO₂ limit value have been identified through Defra's air quality modelling, and an Air Quality Management Area which is in place on the M3 between junctions 3 and 4a. Regard should be had to this in Heathrow's future approach to air quality and emissions, generated from both ground and air traffic.

Loss of Housing in Heathrow's Surrounding Communities

- 2.10 The consultation explains that the planned expansion of Heathrow will result in a loss of housing in certain communities close to the airport. The Council anticipates that any loss of housing arising from Heathrow's expansion would need to be addressed through new residential development to compensate for the loss, to ensure the objectively assessed needs of the relevant Housing Market Area(s) are met. If the loss of housing is addressed as a wider strategic issue, the Council considers that it should not impact housing requirements beyond the Heathrow and Slough Travel to Work Area, which does not include Surrey Heath, as indicated in Figure 13.1 of the consultation document, 'Our Emerging Plans'.
- 2.11 It is important to emphasise that Surrey Heath is subject to numerous environmental constraints and contains large areas of the Thames Basin Heaths Special Protection Area (TBH SPA) and its 400 metre buffer zone, within which residential development cannot be permitted. In addition, the rest of the Borough is entirely within 5km of this designated area. There are also large areas of MOD land and the majority of the eastern half of the Borough is designated Metropolitan Green Belt. This impacts Surrey Heath's ability to meet its own identified housing need and accordingly limits the Borough's capacity to consider addressing unmet need arising from other authorities.

Part 2 - Airspace Change

- 2.12 The fundamental components for airspace change contained within Heathrow's consultation are proposed as future airspace design principles. These principles have been considered from Surrey Heath's perspective, as follows:

Principle 1: Flight Paths

- 2.13 Three flight path options have been presented by Heathrow (Options A-C). Option A would concentrate flight paths within very specific areas, possibly resulting in frequent overflights for areas that were previously unaffected, and Option C seeks to share the routes over a wider area, potentially impacting a greater number of communities in Surrey Heath. Option B is considered most desirable, as this ensures that additional areas that have not previously experienced regular aircraft noise, such as Surrey Heath, would not be impacted, as far as possible.

Principle 2: Urban and rural areas

- 2.14 Two options (A and B) are presented for airspace over urban and rural areas. It is recognised that both options have benefits and disbenefits. The Council seeks to emphasise that much of Surrey Heath's rural landscape contains habitats of international importance, principally the Thames Basin Heaths Special Protection Area. Consideration should be given to these designated areas, which are home to wild bird species protected by UK and EU law, as designated in the EU Birds Directive. An important consideration for these habitats is air quality, and consequently, the Council requests that future flight paths should have due regard to these designations.

Principle 3: Urban areas

- 2.15 The consultation presents two options for flight space over urban areas. The Council recognises the merits and detriments of both Option A – designing flight paths over parks and open spaces in settlements, avoiding residential areas, and Option B – designing flight paths over residential areas, avoiding open spaces. It is therefore considered that a balanced approach should be taken to future flight paths, in the interests of communities who enjoy visiting local green spaces, but also residents who reside within settlements.

Principle 4: Noise and Emissions

- 2.16 The Council considers it will be necessary to balance the additional journey times and distances against the number of people benefiting from reductions in overhead noise. Where flight paths are not excessively extended or altered, the benefits generated for communities may be found to outweigh the harm of additional journey times and fuel burn.

Principle 5: Technology and Innovation

- 2.17 Heathrow have set out their aim to work in partnership with airlines to secure investment for older aircraft, and utilise Performance Based Navigation. These initiatives are considered to be of benefit to Surrey Heath.

Principle 6: Night flights

- 2.18 The consultation outlines Heathrow's commitment to encourage only the newest and quietest planes to fly in and out of the airport, particularly during the night period. Heathrow also resolves to continue minimising land charges for quieter aircraft at night, as an incentive. Both of these measures are supported by the Council. In addition, the Council supports Heathrow's pledge that the majority of future flights to the airport will be between the hours of 7am and 11pm, and the proposed extension of a night time flight ban from 5 hours to 6.5 hours. However, the Council objects to Heathrow's preferred ban period of 11pm to 5:30am. It is considered that, in the interests Surrey Heath's residents' quality of life, a ban period covering the morning hours from 12:00am to 6:30am would be more desirable.
- 2.19 Surrey Heath Borough Council have also requested to be notified of the outcome of this consultation and to be kept informed of future consultations on Heathrow, in respect of its expansion and changes to airspace

3. Options

- 3.1 The options for the Executive to consider are:-
- (i) To **AGREE** the response to the London Heathrow Airport Expansion Consultation as set out in Annex 1 of this report.
 - (ii) To **AGREE** the response to the London Heathrow Airport Expansion Consultation 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 to the London Heathrow Airport Expansion Consultation 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 28th March 2018 deadline.

5. Corporate Objectives And Key Priorities

- 5.1 The proposals may affect Objective 1 of the Corporate Plan - *Making Surrey Heath an even better place where people are happy to live by*

ensuring that Surrey Heath's interests are fully considered in respect of future air quality, aircraft related noise, and the surrounding road and rail networks.

6. Policy Framework

6.1 The consultation process Surrey Heath is responding to will have implications for the wider strategic infrastructure networks in both Surrey Heath and areas in closer proximity to Heathrow Airport. The proposed expansion of Heathrow Airport is most likely to impact Surrey County Council's future Transport Plans, and may affect environmental policies in Surrey Heath's emerging Local Plan.

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 London Heathrow Airport.

8. Consultation

8.1 Heathrow Airport's consultation on airport expansion runs between 17th January 2018 and 28th March 2018.

Annexes	Annex 1 - letter to London Heathrow Airport Link to the Heathrow Expansion Public Consultation – https://www.heathrowconsultation.com/
Background Papers	None
Author/Contact Details	Christopher Kirk Ext 7212 Christopher.kirk@surreyheath.gov.uk
Head of Service	Jenny Rickard

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		

Resources	Required	Consulted
Human Rights		
Consultation	✓	
P R & Marketing		

Review Date:

Version:

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Freepost LHR EXPANSION CONSULTATION

29th January 2018

Dear Sir/Madam,

Heathrow Expansion Public Consultation

Thank you for the opportunity to comment on the London Heathrow Airport Expansion and Airspace Change Consultation. This letter is the Council's formal response.

Part 1 - Airport Expansion

The Council has reviewed the three options presented in respect of the positioning of Heathrow's third (North West) runway. Whilst the Council does not specify a preferred option for the runway's positioning, it is considered desirable that a finalised option is selected as soon as is practicable, in order to provide clarification and certainty for the affected communities.

Section 2.4 of the consultation illustrates the proposed realignment of the M25 through tunnelling under the proposed new runway. Residents of Surrey Heath are likely to be impacted by these proposals, as the M25 is a key strategic route within relative proximity of the Borough. The Council recognises the benefits of completing works to the M25 that are adjacent to the existing road, and acknowledges that this proposal would be likely to minimise disruption to traffic, during its construction period.

Of the two options presented for the configuration of the M25's realignment, the Council considers that the inclusion of collector-distribution roads parallel to the M25 (Option AB2) would be most desirable. This is in view of the safety benefits arising from the separation of the six lanes on each carriageway of the M25, providing two sets of three lanes in each direction. It is considered that this would reduce the potential for motor traffic accidents arising from vehicle movements. However, the Council wishes to emphasise that should Option AB2 be progressed, clear and well displayed overhead signage for both the M25 and collector-distribution roads should be provided, to ensure motorists are given advance notice of junctions and destinations, delineated by the relevant lane. Correspondingly, it is considered that updated information pertaining to the proposed reconfiguration of the M25 is provided for satellite navigation systems, to ensure any amendments to the road layout are promptly supplied to motorists.

The Council acknowledges that wider benefits may be provided by London Heathrow's proposed Surface Access Strategy. In particular, it is recognised that the target for at least 50% of surface access passengers to use public transport for arrival or departure from Heathrow by 2030 (rising to 55% by 2040), could alleviate congestion on the surrounding road network, and correspondingly, bring about improvements to air quality. In respect of ongoing parking provision at London Heathrow, the Council supports Heathrow's commitment not to increase pollutants arising from road traffic related to journeys to and from the airport. It is considered

that the intention to retain the cap on the existing number of parking spaces, at 42,000, will help minimise increases in road traffic and corresponding pollutants.

The Council is fully supportive of proposals to introduce a Southern Rail Link from Heathrow Airport, providing connections to the South Western Railways Network. This would benefit residents of the Borough, with improved rail access from Surrey Heath to Heathrow and the possibility of reduced journey times and fewer station transfers. Furthermore, improved rail access could help to decrease the overall number of motor vehicle journeys, providing relief to the M3 improvements to the air quality Surrey Heath. The proposed development of a Modal Hub to consolidate freight operations is also supported by the Council. The Council's preference is for Option B, which would position the proposed Hub alongside the Southern Rail Link and cargo centre, thus minimising road traffic on the M25 and roads surrounding Heathrow, generated from both freight and passenger journeys.

Heathrow's aim to incentivise both the more efficient operation of aircraft on the ground and the upgrade of airlines' fleet, providing cleaner, quieter aircraft is welcomed by the Council. However, the Council requests that in preparation of Heathrow's future approach to air quality, the current position of air quality at Surrey Heath's highways network is given full consideration. This includes an Air Quality Management Area in place on the M3 between junctions 3 and 4 in the Borough, and the A331 in the west of Surrey Heath, where exceedances of the annual mean NO₂ limit value have been identified through Defra's air quality modelling. Regard should be had to this in Heathrow's future approach to air quality and emissions, generated from both ground and air traffic.

The consultation outlines how the planned expansion of London Heathrow will result in a loss of housing in certain communities adjoining the airport. The Council anticipates that any loss of housing arising from Heathrow's expansion would need to be addressed through new residential development to compensate for the loss, to ensure the objectively assessed needs for the relevant Housing Market Area(s) are met. If the loss of housing is addressed as a wider strategic issue, the Council considers that it should not impact housing requirements beyond the Heathrow and Slough Travel to Work Area, which does not include Surrey Heath, as defined in Figure 13.1 of the consultation document, 'Our Emerging Plans'.

Furthermore, Surrey Heath is subject to numerous environmental constraints and contains large areas of the Thames Basin Heaths Special Protection Area (TBH SPA) and its 400 metre buffer zone, within which residential development cannot be permitted. In addition, the rest of the Borough is entirely within 5km of this designated area. There are also large areas of MOD land and the majority of the eastern half of the Borough is designated Metropolitan Green Belt. This impacts Surrey Heath's ability to meet its own identified housing need and accordingly limits the Borough's capacity to consider addressing unmet need arising from other authorities.

Part 2 - Airspace Change

The fundamental components for airspace change contained within the Heathrow Expansion Consultation are future airspace design principles. The principles consider options for the design of future airspace, in association with Heathrow's future expansion.

Principle 1: Flight Paths

The Council has considered the three Flight Path options presented by Heathrow and considers Option B as the preferred approach to future flight paths. Option B ensures that additional areas that have not previously experienced regular aircraft noise, such as Surrey Heath, would not be impacted, as far as possible. This is considered preferential to Option A which would concentrate flight paths within very specific areas, possibly resulting in frequent overflights for areas that were previously unaffected, and Option C which seeks to share the routes over a wider area, potentially impacting a greater number of communities in Surrey Heath.

Principle 2: Urban and rural areas

The two options presented in the consultation in relation to airspace over urban and rural areas have been reviewed by the Council, and it is recognised that there are benefits and disbenefits in both approaches. Much of the eastern part of Surrey Heath, which is closer in proximity to Heathrow than the west of the Borough, is rural. Much of Surrey Heath's rural landscape contains habitats of international importance, principally the Thames Basin Heaths Special Protection Area. Consideration should be given to these designated areas, which are home to wild bird species protected by UK and EU law, as designated in the EU Birds Directive. An important consideration for these habitats is air quality, and consequently, the Council requests that future flight paths should have due regard to these designations.

Principle 3: Urban areas

The Council recognises the merits and detriments of the two options presented: Option A – designing flight paths over parks and open spaces in settlements, avoiding residential areas, and Option B – designing flight paths over residential areas, avoiding open spaces. It is therefore considered that in the interests of communities who enjoy visiting local green spaces, but also reside within settlements, a balanced approach should be taken to future flight paths.

Principle 4: Noise and Emissions

The Council considers a pragmatic approach should be taken where balancing communities affected by noise, and emissions released as a result of avoiding overflying communities. It will be necessary to balance the additional journey times and distances against the number of people benefiting from reductions in overhead noise. Where flight paths are not excessively extended or altered, the benefits generated for communities may be found to outweigh the harm of additional journey times and fuel burn.

Principle 5: Technology and Innovation

The Council supports Heathrow's aim to work in partnership with airlines, ensuring they invest in older aircraft, and utilise Performance Based Navigation.

Principle 6: Night flights

Heathrow's commitment to encourage only the newest and quietest planes to fly in and out of the airport, particularly during the night period, is welcomed by the Council. The resolution to continue minimising land charges for quieter aircraft at night as an incentive is also supported by the Council. In addition, the Council supports Heathrow's pledge that the majority of future flights to the airport will be between the hours of 7am and 11pm, and the proposed extension of a night time flight ban from 5 hours to 6.5 hours. However, the Council objects to Heathrow's preferred ban period of 11pm to 5:30am. It is considered that, in the interests Surrey Heath's residents' quality of life, a ban period covering the morning hours from 12:00am to 6:30am would be more desirable than Heathrow's suggested ban period.

Surrey Heath Borough Council wish to be notified of the outcome of this consultation and to be kept informed of future consultations on Heathrow in respect of its expansion and changes to airspace.

Yours faithfully,

Cllr Moira Gibson
Leader of the Council
Surrey Heath Borough Council

Karen Whelan
Chief Executive
Surrey Heath Borough Council

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Response to the Department of Transport’s Proposals for the Creation of a Major Road Network consultation

Summary

The report sets out the response to the Department of Transport’s consultation on the Proposals for the Creation of a Major Road Network. The consultation began on Wednesday 23rd December and ends on Monday 19th March. The consultation documents can be found at: <https://www.gov.uk/government/consultations/proposals-for-the-creation-of-a-major-road-network>

Proposals for the creation of a Major Road Network (MRN) have implications for road networks within the Borough, creating a new funding mechanism that could benefit economically important local authority roads. The indicative MRN map provided as part of the consultation includes the A331, A322 and A319 (Bagshot Road).

The proposals for the creation of MRN are generally welcomed. However, some concerns are raised in respect of the detail of proposals and the need for greater clarity before the proposals are implemented.

Portfolio: Special Projects

Date Portfolio Holder signed off report: 01/02/2018

Wards Affected

ALL

Recommendation

The Executive is advised to RESOLVE that the response set out in the letter at Annex 1 of this report be agreed as the Council’s formal response to the Department of Transport’s consultation on the Proposals for the Creation of a Major Road Network.

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 Department of Transport is consulting on proposals for the creation of a Major Road Network. The indicative Major Road Network (MRN) maps provided with the consultation documents include three roads within the Borough, namely the A331, A322 and A319 (Bagshot Road).

2.2 The proposals are part of a wider package of proposals and studies aiming to improve standards and performance on road networks which includes the M25 South West Quadrant (M25 SWQ) Strategic Study.

2.3 Both the Core Principles and the proposed criteria for defining the MRN are welcomed. However, concerns are raised in respect of the use of Average Annual Daily Flow (AADF) to define the MRN, which may not adequately reflect longer term trends in traffic flows on local ‘A’ roads. Moreover, concerns are raised over the inclusion of the A319 in the indicative MRN; the A319 passes through Chobham High Street where road width is restricted by

listed buildings and a 7.5 tonne weight restriction exists. As such, the road is not suitable for large vehicles and options to increase capacity are very limited. Consideration will need to be given to local specificities in identifying roads for inclusion in the MRN.

- 2.4 With regard to Investment Planning for the MRN, greater clarity is required on the proposed framework, including how evidence will be gathered, disseminated and used.
- 2.5 The document outlines that MRN schemes will only be considered for funding if they are in excess of £20 million, up to a maximum of £100 million, which is generally welcomed. However, it is suggested that thresholds should be reviewed every five years, when the MRN is reviewed, to account for inflation. Moreover it is noted that proposals may require local authorities to contribute to the final cost of MRN funded schemes, however it is unclear how this would operate.
- 2.6 Regarding the eligibility and investment assessment criteria for MRN, the criteria (which are based upon the overarching objectives surrounding the MRN) is welcomed. However, it is unclear as to how these criteria will be applied during investment assessments and this will need to be clarified before the MRN is implemented.

3. Options

- 3.1 The options for the Executive to consider are:-
 - (i) To **AGREE** the response on the consultation for the Proposals for the creation of a Major Road Network as set out in Annex 1 of this report.
 - (ii) To **AGREE** the response on the consultation for the Proposals for the creation of a Major Road Network 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 Proposals for the creation of a Major Road Network 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 19th March 2018 deadline.

5. Corporate Objectives And Key Priorities

- 5.1 The proposals may affect the Council's ability to achieve the Objective for prosperity by impacting the Council's capacity to encourage improvements to local transport.

6. Policy Framework

- 6.1 The consultation process Surrey Heath is responding to will have implications for the Borough's accessibility and therefore may impact on the Council's ability to meet Objective 5 of the Camberley Town Centre Area Action Plan and Objective 1 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 Proposals for the Creation of a Major Road Network consultation runs between 23rd December 2017 and 19th March 2018.

Annexes	Annex 1 - letter to the Department for Transport
Background Papers	None
Author/Contact Details	Keiran Bartlett - Planning Officer 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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Service Regulatory
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7 March 2018

MRN Consultation
Department for Transport
2/15 Great Minster House
33 Horseferry Road
London
SW1P 4DR

Dear Sir/Madam,

Surrey Heath Borough Council's response to the Proposals for the Creation of a Major Road Network consultation.

Thank you for the opportunity to comment on the Proposals for the Creation of a Major Road Network consultation. This letter is the Council's formal response.

The Council welcomes proposals for the creation a Major Road Network (MRN) and the specific new funding scheme. The Council notes that the new MRN funding could potentially assist a number of roads in the Borough. Surrey Heath Borough Council has an excellent record for attaining funding for infrastructure, and welcomes the opportunity to access funding for significant improvements to major roads within the Borough.

The Council welcomes the six core principles outlined within the consultation document, noting the importance placed upon creating a consistent network with a coordinated investment programme that brings about improvements in standards and performance across the network.

The Council generally welcomes the proposed criteria for defining the MRN network. However, the Council raises concerns with regard to the quantitative criteria used to identify the initial set of roads to be considered for inclusion in the network. Specifically, the use of Average Annual Daily Flow (AADF) may not adequately reflect longer term trends in traffic flows on local 'A' roads. For example, AADF may be skewed by road works which significantly alter traffic patterns on local road networks. In Surrey Heath, the M3 Smart Motorway and the associated road works significantly impacted traffic patterns on roads within the Borough in recent years. Therefore, taking a snap shot of AADF over a one year period is unlikely to be representative of longer term traffic patterns. As such, the Council considers it appropriate to base the quantitative criteria on a five year average of AADF to better reflect traffic conditions and account for extraneous variables such as road works. This would align with proposals to review the MRN every five years. Moreover, it is considered appropriate to review this data every five years, rather than two years suggested in the proposals.

The Council notes the inclusion of the A319 in the indicative MRN provided as part of the consultation. One of the proposed Core Principles of the MRN is to strengthen links between the MRN and the Strategic Road Network (SRN). Therefore, the Council does not consider it appropriate for the A319 to be included in the MRN. This is because the road passes directly through Chobham High Street where the roads width is restricted by listed buildings and a 7.5 tonne weight restriction exists. As such, the road is not suitable for large vehicles and options to increase capacity are very limited. Consequently, the Council notes that criteria used to define the MRN will need to give consideration to local specificities such as these. The Council is surprised that the A30 has not been included in the indicative MRN, constituting a significant arterial route in the Borough, but without having access to the data used to identify the indicative MRN, it is difficult to comment any further.

With regard to investment planning, the Department of Transport will need to clarify details surrounding Regional Evidence Bases (REBs) before proposals are implemented. Specifically clarity is required on how regional groups will be formed, how responsibilities for developing REBs will be distributed within regional groups, the time frame in which REBs will need to be developed and not only how, but by whom REBs will be presented to the Department for Transport for consideration. Surrey Heath would expect that the REB process will be an efficient one that stands the test of local authority Plan periods. Moreover, it is expected that the process will not be burdensome for local authorities, constituting additional work within current capacity constraints.

It is noted that the regional groups may not cover the entirety of individual roads identified within the MRN. Clarification is therefore sought on how this would be approached to ensure that strategic objectives are not compromised. If improvements to individual roads are not treated holistically, congestion may simply be relocated to another point on a road, rather than relieving congestion and associated issues along a roads entirety.

The Council generally welcomes the funding thresholds outlined in the document. However, the Council suggests that the thresholds are reviewed when the MRN is reviewed every five years to account for inflation. It is noted that proposals include the requirement, where works are delivered by local authorities, for local contributions towards the final cost of the scheme. The Council seeks clarification on what this contribution would constitute, and how this contribution would be distributed across regional groups.

The Council generally agrees with the MRN Eligibility and Investment Assessment outlined in the document. The Council agrees with the list of schemes that would be eligible for funding, and recognises that this will ring-fence funding for major improvements to roads defined as part of MRN. However, the Council seeks clarification on how proposals will be assessed against the criteria, for example how many criterion would a proposal need to satisfy in order to attain funding, as well as the weight that would be placed on each criterion during investment assessments.

Surrey Heath Borough Council will continue to engage with proposals and studies which aim to improve standards and performance across the road network.

Yours faithfully,

Jane Ireland
Planning Policy Manager
Surrey Heath Borough Council

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Response to Bracknell Forest Council's Draft Local Plan (Regulation 18) Consultation

Summary

Bracknell Forest Council has published its Draft Local Plan document for consultation. The Consultation began on the 8th February and runs until the 26th March 2018.

The document sets out the approach to be taken to development in Bracknell Forest up to 2034, including new sites that will be allocated to meet the Borough's housing needs and the future approach to development in Bracknell town centre. The Draft Plan is the second of three consultation stages that Bracknell Forest Council will undertake in preparation of their new Local Plan. As such, there will be further opportunity for Surrey Heath to make comments before Bracknell Forest submit the final version of their Local Plan to the Planning Inspectorate.

Members are requested to consider the proposed consultation response set out in the letter at Annex 1 of this report as Surrey Heath's formal representations on the Draft Local Plan document.

Portfolio - Regulatory

Date Portfolio Holder signed off report: 13 February 2018

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE that the letter contained in Annex 1 be authorised as Surrey Heath Borough Council's formal representation to Bracknell Forest's Draft Local Plan (Regulation 18) document.

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 Bracknell Forest Council's current consultation seeks comments on their Draft Local Plan, which will cover a plan period from 2016-2034. Once adopted, the Local Plan will replace the 2002 Bracknell Forest Borough Local Plan and the 2008 Core Strategy. However, the 2013 Site Allocations Plan will continue to form part of Bracknell Forest's Local Plan.

2.2 Together, the Draft Bracknell Forest Local Plan and the adopted Site Allocations Plan will provide the framework to guide the level and location of development in Bracknell Forest Borough up to 2034. The

Plan will also include detailed policies to be used in determining planning applications for development.

- 2.3 Paragraph 14.4.5 of the Draft Local Plan sets out opportunities to meet future comparison goods needs through developing further sites on the edge of Bracknell town centre. Officers raise concerns in respect of this, emphasising that the approach to future provision of comparison goods floorspace in Bracknell town centre should ensure it does not result in a change to Bracknell's classification in the retail hierarchy.
- 2.4 The Draft Local Plan seeks to meet an Objectively Assessed Need (OAN) of 12,060 new homes over an 18 year period from 2016-2034. Officers are satisfied that Bracknell Forest Council and its partner authorities within the Western Berkshire Housing Market Area (HMA) have agreed to work collaboratively to consider how to meet housing need within their HMA, and are not seeking to address any of their OAN figure outside of this area.
- 2.5 The A322 forms part of the Government's proposed Strategic Road Network and passes through both Bracknell Forest and Surrey Heath Borough. Officers draw attention to this and welcome opportunities to work with Bracknell Forest Council regarding any potential future improvements to the route.

3. Options

- 3.1 The Executive has the following options:
- i) AGREE the response set out in the letter (Annex 1) and to submit this as the Council's formal response to the Bracknell Forest Draft Local Plan Consultation.
 - ii) AGREE the response set out in the letter (Annex 1) and to submit this as the Council's formal response to the Bracknell Forest Draft Local Plan Consultation with modifications; or
 - iii) NOT AGREE the response to the Bracknell Forest Draft Local Plan Consultation.

4. Proposals

- 4.1 Members agree to send the letter of response to Bracknell Forest Council's Draft Local Plan Consultation set out in Annex 1.

5. Supporting Information

- 5.1 The Bracknell Forest Draft Local Plan, February 2018.

6. Corporate Objectives And Key Priorities

- 6.1 Responding to the Bracknell Forest Draft Local Plan consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are matters of strategic importance between the Boroughs.

7. Policy Framework

- 7.1 Making a representation on the Bracknell Forest Draft Local Plan will enable Surrey Heath to formally draw Bracknell Forest Council's attention to comments it has in relation to the document.

Annexes	Annex 1: Response to the Bracknell Forest Draft Local Plan (Regulation 18) Consultation – February 2018
Background Papers	Bracknell Forest Draft Local Plan 2018 https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/draft-bracknell-forest-local-plan/consultations
Author/Contact Details	Christopher Kirk - Senior Planning Officer Christopher.kirk@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: 1

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Local Plan Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
Berkshire
RG12 1JD
United Kingdom

7 March 2018

Dear Sir/Madam,

Draft Bracknell Forest Local Plan (Regulation 18) Consultation

Thank you for the opportunity to comment on the 2018 Draft Bracknell Forest Local Plan Consultation. Surrey Heath Borough Council wishes to make the following comments.

Retail

Surrey Heath Borough Council raise concerns in respect of the approach set out in paragraph 14.4.5 of the Draft Bracknell Forest Local Plan regarding opportunities to meet future comparison goods needs by developing further sites on the edge of Bracknell town centre. Any future approach to comparison goods floorspace provision in the town centre would need to ensure that this did not result in a change to Bracknell's classification in the retail hierarchy.

Housing

The Council acknowledges that the Draft Bracknell Forest Local Plan seeks to meet an Objectively Assessed Need (OAN) of 12,060 new homes over an 18 year period from 2016-2034. Officers are satisfied that Bracknell Forest Council and its partner authorities within the Western Berkshire Housing Market Area (HMA) have agreed to work collaboratively to consider how to meet housing need within their HMA, and are not seeking to address any of their OAN figure outside of this area.

Transport

The A322 forms part of the Government's proposed Strategic Road Network. The route passes through both Bracknell Forest and Surrey Heath Borough. Surrey Heath Borough

Council would welcome the opportunity to work with Bracknell Forest, with regard to any potential future improvements to this route.

The Council welcomes continued collaboration between Bracknell Forest Council and Surrey Heath Borough Council, in respect of the progress and content of both authorities' emerging Local Plans.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Jane Ireland".

Jane Ireland
Planning Policy and Conservation Manager
Surrey Heath Borough Council

Response to Hart District Council’s Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document

Summary

Hart District Council has published its “Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version” document for consultation. The Consultation began on the 9th February and runs until the 26th March.

The document is the last stage in the production of the Hart Local Plan and as such the consultation is the final opportunity to comment on the Plan before it is submitted to the Planning Inspectorate. It sets out the approach to be taken to development in Hart District up to 2032.

Hart, along with Rushmoor, forms the Housing Market Area and the Functional Economic Area for Surrey Heath.

Members are requested to consider the proposed consultation response set out in the letter at Annex 1 of this report as the Borough’s formal representations on the Local Plan Document.

Portfolio- Regulatory

Date Portfolio Holder signed off report: 19 February 2018

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE that the letter contained in Annex 1 be authorised as Surrey Heath Borough Council’s formal representation to the Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document.

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 In May 2017, Hart District Council published an initial “Draft Local Plan Strategy and Sites 2011-2032” document, which was subject to a six-week consultation period. Surrey Heath responded to the Consultation and a copy of the response is provided at Annex 2.

2.2 The “Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version” document sets out the approach that Hart District Council will take in delivering housing (and other

development) in Hart to 2032. The current consultation is the final opportunity to comment on the plan before it is submitted to the Planning Inspectorate.

- 2.3 Hart, along with Surrey Heath and Rushmoor, forms a Housing Market Area. There is a requirement for the Housing Market Area to seek to meet the housing need for that area. In the first instance each Authority should seek to meet their identified housing need within their own area; however, where this is demonstrably unachievable, efforts should be made to accommodate any unmet housing need elsewhere within the Housing Market Area.
- 2.4 Surrey Heath is severely constrained in terms of available land for housing, owing to the presence of Thames Basin Heaths Special Protection Area, large areas of operational MOD land and Green Belt land. As a result, Surrey Heath is unlikely to be able to meet its full housing need. As such, In the Council's response to the "Hart Draft Local Plan Strategy and Sites 2011-2032" Regulation 18 consultation, the Council requested that Hart's spatial strategy and policies to deliver housing be sufficiently flexible to meet any demonstrated unmet need arising in Surrey Heath.
- 2.5 In response to the current consultation, Surrey Heath note that Hart District Council's housing target has reduced from 485 dwellings per annum (as set out in the preceding consultation document) to 388 dwellings per annum. Notwithstanding this, it is recognised that this change has been made with regard had to the introduction by the Government of a proposed standard method for calculating local authorities' housing need. Hart's indicative figure in the Government consultation is 292 dwellings per annum and as such, whilst the current consultation document provides for a lesser quantum of development than set out in the earlier "Hart Draft Local Plan Strategy and Sites 2011-2032" Regulation 18 consultation, the current consultation document proposes a considerably higher amount of housing than the indicative Government figures for Hart. It is also noted that the current consultation document commits to planning for a new settlement in order to meet longer term development needs.
- 2.6 Surrey Heath Borough Council is persuaded that these measures, together with the proposed monitoring framework and commitment to joint working between Hart, Rushmoor and Surrey Heath set out within the current consultation document (also enshrined in the Statement of Common Ground recently completed between the authorities to underpin the Rushmoor Local Plan), will ensure that any demonstrated unmet need arising from Surrey Heath can be addressed elsewhere within the Housing Market Area.
- 2.7 The combined Surrey Heath, Hart and Rushmoor area is also identified as a Functional Economic Area and it is necessary that the authorities plan for future demand. Surrey Heath supports the approach set out in the Hart Local Plan Strategy and Sites 2016-2032 Proposed

Submission Version in respect of providing for employment needs within the Functional Economic Area; this reflects the approach set out within the Draft Hart Local Plan Regulation 18 consultation.

- 2.8 Surrey Heath supports the approach set out in the Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version in respect of providing for retail needs, which generally reflects the approach set out within the Draft Hart Local Plan Regulation 18 consultation. It is considered that this will not have a detrimental impact on Camberley Town Centre or the Borough's district centres in Bagshot and Frimley.

3. Options

3.1 The options are to:

- (i) Agree the response set out in the letter (Annex 1) and to submit them as the Council's formal response to the Hart District Council's Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document consultation.
- (ii.) To agree the response set out in the letter (Annex 1) with any additional comments from Executive and to submit them as the Council's formal response to the Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document consultation.
- (iii.) To not agree the response.

4. Proposals

4.1 That the report and consultation response are noted.

5. Supporting Information

5.1 The Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document.

6. Corporate Objectives And Key Priorities

6.1 Responding to the Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are matters of strategic importance between the Boroughs.

7. Policy Framework

7.1 Making a representation on the Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document consultation will enable Surrey Heath to formally draw Hart's

attention to comments it has in relation to the Hart District Council Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document.

Annexes	Annex 1: Surrey Heath Borough Council’s response to Hart District Council’s Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document consultation; Annex 2: Surrey Heath Borough Council’s response to Hart District Council’s initial “Draft Local Plan Strategy and Sites 2011-2032” document.
Background Papers	Hart District Council’s Draft Local Plan Strategy and Sites 2016-2032 – proposed submission version document
Author/Contact Details	Kate Galloway – Planning Policy Team Leader kate.galloway@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	<u>13/02/18</u>
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	<u>13/02/18</u>
Policy Framework		
Legal	✓	<u>13/02/18</u>
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	<u>13/02/18</u>
P R & Marketing	✓	<u>13/02/18</u>

Review Date:

Version: 1



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

13th March 2018

Dear Daniel,

Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version Consultation

Thank you for consulting Surrey Heath Borough Council on the Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version. This letter is the Council's formal response to the consultation.

Meeting Housing Need in the Housing Market Area

Surrey Heath Borough Council recognises that there is a requirement to undertake Duty to Co-operate in producing Local Plans, particularly within the Housing Market Area, to ensure that housing needs for the Housing Market Area are met.

You will be aware through previous discussions and correspondence under Duty to Cooperate that Surrey Heath Borough Council is in the process of preparing a new Local Plan. Surrey Heath has undertaken a broad portfolio of work to support the development of the new Local Plan, which currently indicates the Borough to have an unmet need of 1,483 units against the 2016 Strategic Housing Market Assessment and 943 units against the Government's proposed standard method for calculating local authorities' housing need.

Surrey Heath anticipates that ongoing work throughout the Plan making process will allow the Council to identify further opportunities to reduce the shortfall; however the Borough is severely constrained in terms of available land, owing to the presence of Thames Basin Heaths Special Protection Area, large areas of operational MOD land and Green Belt. At this stage therefore, it appears extremely unlikely that this shortfall will reduce significantly.

As such, in the Council's response to the Draft Hart Local Plan Regulation 18 consultation, the Council requested that Hart's spatial strategy and policies to deliver housing be sufficiently flexible to meet any demonstrated unmet need arising in Surrey Heath.

Surrey Heath note that Hart District Council's housing target has reduced from 485 dwellings per annum (as set out within the Draft Hart Local Plan Regulation 18 consultation document) to 388 dwellings per annum, as set out in the current Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version consultation document. Notwithstanding this, it is recognised that this change has been made with regard had to the introduction by the Government of a proposed standard method for calculating local authorities' housing need. Hart's indicative figure in the Government consultation is 292 dwellings per annum and as such, whilst the current Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version consultation document provides for a lesser quantum of development than set out in the Draft Hart Local Plan Regulation 18 consultation document, the consultation proposes a notably higher amount of housing than the indicative Government figures for Hart. Surrey Heath also recognises that the Proposed Submission Version consultation document commits to planning for a new settlement at Murrell Green/Winchfield, in order to meet longer term development needs.

Surrey Heath Borough Council is persuaded that these measures, together with the proposed monitoring framework and commitment to joint working between Hart, Surrey Heath and Rushmoor set out within the current Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version consultation document (also enshrined in the Statement of Common Ground recently completed between the three authorities to underpin the Rushmoor Local Plan), will enable any demonstrated unmet need arising from Surrey Heath to be addressed elsewhere within the Housing Market Area.

Employment

Surrey Heath supports the approach set out in the Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version in respect of providing for employment needs within the Functional Economic Area, which generally reflects the approach set out within the Draft Hart Local Plan Regulation 18 consultation.

Retail

Surrey Heath supports the approach set out in the Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version in respect of providing for retail needs, which generally reflects the approach set out within the Draft Hart Local Plan Regulation 18 consultation. It is considered that this will not have a detrimental impact on Camberley Town Centre or the Borough's district centres in Bagshot and Frimley.

In view of the above, Surrey Heath considers the Hart Local Plan Strategy and Sites 2016-2032 Proposed Submission Version to be sound, subject to the continuation of joint working with Hart and the wider Housing Market Area to identify opportunities to address any demonstrated unmet need arising from Surrey Heath within the Housing Market Area.

Yours Sincerely,

Kate Galloway
Planning Policy and Conservation Team Leader
Planning Policy and Conservation

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

31st May 2017

Dear Daniel

Draft Hart Local Plan Strategy and Sites Regulation 18 Consultation

Meeting Housing Need in the Housing Market Area

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

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

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

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

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

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

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

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

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

Employment

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

Retail

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

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

Yours Sincerely

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

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Appointment of Data Protection Officer pursuant to the GDPR

Summary

The General Data Protection Regulation requires all public authorities to appoint a Data Protection Officer by statute. This report proposes the appointment of the Head of Legal Services as the Data Protection Officer.

Portfolio: Transformation

Date Portfolio Holder signed off report: 22 February 2018

Wards Affected: All

Recommendation

The Executive is advised to RESOLVE that the Head of Legal Services be appointed as the Data Protection Officer in accordance with the General Data Protection Regulation.

1. Key Issues

- 1.1 The General Data Protection Regulation (GDPR) is the new data protection framework for the EU and will apply in the UK from 25 May 2018. It replaces all current data protection legislation, including the Data Protection Act 1998.
- 1.2 The GDPR regulates how data is processed and sets out a wider definition of personal data than currently. The overall aim of the GDPR is to improve transparency, accountability and governance. The Council will have to be clear with residents and others what data it is collecting and what is done with it. The Council will be liable for any breach of the GDPR and must make sure there are proper controls in place to protect personal data.
- 1.3 The GDPR requires all public authorities to appoint a Data Protection Officer. It is therefore proposed that the Head of Legal Services be appointed the Data Protection Officer to satisfy this requirement.

2. Resource Implications

- 2.1 There are no resource implications. The appointment will be assimilated into the Head of Legal Services' duties. The Information Governance Manager will assist with carrying out data protection work as part of her duties.

3. Options

- 3.1 The Executive has the options to agree, reject or change the proposal.

4. Proposals

4.1 It is proposed that the Executive agree that the Head of Legal Services be appointed the Data Protection Officer in accordance with the GDPR.

5. Supporting Information

5.1 The DPO responsibilities are defined in Article 39:

- To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws;
- To monitor compliance with the GDPR and other data protection laws including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits;
- To be the first point of contact for supervisory authorities and for individuals whose data is processed.

5.2 The employer must ensure that:

- The DPO reports to the highest management level of the organisation
- The DPO must operate independently and is not dismissed or penalised for performing their task
- Adequate resources are provided to enable the DPO to meet their GDPR obligations.

5.3 Over the last few months preparations have been underway for the advent of the implementation of the GDPR by the Information Governance Manager. A Project Plan has been produced which has been based upon the guidance issued by the Information Commissioner. From this, an Information Asset Database has been produced which includes information about assets kept, where it is kept, ownership, retention and disposal. All staff are required to attend training sessions so that they are aware of their obligations under the GDPR. Training for members will be held in March. The Information Security Policy has also been updated ready to issue to all staff.

5.4 There is still much to do including making the appointment of the DPO. For instance, the ICO advises that a review should be carried out of the contracts register and that contractual provisions should be updated to reflect the changes in the GDPR; updating Privacy Notices/Fair processing statements. There is a greater emphasis on documentation to demonstrate mitigation of any risk and have a defence in the event of a breach.

6. Corporate Objectives And Key Priorities

6.1 PERFORMANCE: we will deliver effective and efficient services better and faster.

7. Legal Issues

7.1 The GDPR clearly places new legal obligations on the Council. The Council is preparing for this in a structured way in accordance with the guidance issued by the Information Commissioner.

8. Governance

8.1 The Council will need to comply with the requirements of the GDPR and the new Data Protection Act when it receives Royal Assent.

9. Risk Management

9.1 Failure to comply with the GDPR can place the Council at risk of a substantial fine, including failing to notify the ICO of a breach within a 72 hour period as well as a fine for the breach itself.

9.2 The level of fines is set quite high: up to 10 million Euros or 2% of annual turnover, whichever is the greatest for level 1 fines and up to 20 million Euros or 4% of annual turnover for level 2 fines. Failure to appoint a DPO is also technically a breach.

10. Consultation

10.1 No formal consultation is required. However the Council will need to advise the public on how their data will be treated in future.

Annexes	None
Background Papers	None
Author/Contact Details	Karen Limmer, Head of Legal Services Karen.limmer@surreyheath.gov.uk
Head of Service	

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: 22 January 2018

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Council Finances as at 31 December 2017

Summary

To inform the Executive of the position of the Council Finances as at the 31 December 2017.

Portfolio - Finance

Date signed off: 26 February 2018

Wards Affected

All

Recommendation

The Executive is advised to NOTE the Revenue, Treasury and Capital Position as at 31 December 2017.

1. Key Issues

- 1.1 This is the third quarter monitoring report against the 2017/18 approved budget, which provides an update on the Revenue, Treasury and Capital budget position as at 31 December 2017.
- 1.2 At this stage in the year, the year-end outturn position can be forecast with more accuracy. We are forecasting to be on budget at net expenditure level and after taking account of savings in borrowing costs we are forecasting an £1m underspend the end of the financial year. The underspend will be placed in an interest equalisation reserve at year end. This report is intended to give an update as to where services currently are against profiled budget for the third quarter.

2. Resource Implications

Revenue Budget

- 2.1 Actuals against Budget for the 3rd quarter are shown in the attached annex. Corporately it is forecasted that there will be an underspend of £1m at the end of the financial year. Individual service variances are included in Annex A.

Capital Budget

- 2.2 At the end of the third quarter, £3.791m has been spent on capital projects. The largest element has been £2.3m on renovation works at the Square, £518k on the purchase of a property in Doman Road. A payment of £163k was made as final settlement for the acquisition of the Square, £58k carrying out works at the Main Square Car Park plus £48k purchasing new Sang's land at Chobham. The remainder has been spent on renovation grants, refurbishment of Windle Valley Day Centre and smaller projects.

- 2.3 One project is to be removed from the 2017/18 capital programme and one project is to have its budget revised. The refuse vehicle project worth £3.2million has been delayed and the purchase of the vehicles will not now take place till the summer of 2018. As a result the project has been removed from the 2017/18 programme and transferred to the 2018/19 capital programme. The Southwood Business Park project will be removed from the programme.

Treasury Investments

- 2.4 The Council currently has £18m in cash investments and £111m in borrowings. On the advice of the Council's Treasury Advisers, cash investment of £95m has been borrowed from other public bodies on a short term basis with the remainder on longer term arrangements from the Public Works Loans Board. Cash investments were sold during the year to repay debt and, although this has affected interest rate returns, it is more than offset by the reduction in interest that would have been payable.

Debtors

Sundry Debts

- 2.5 Sundry debts include all debts except those relating to benefits. During December 2017 a number of large value invoices were issued with subsequent payments being received in January 2018. Taking into account the above timing difference and the debts being collected by monthly instalments actually leaves £876k to be collected. At the same period last year the debt stood at £1.1m therefore the level of debt will be kept under observation but is not a major concern at this stage.

Housing Benefit Debts

- 2.6 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. The Table below shows the movement in the balance over the last 12 months

	Mar-17	Jun-17	Sep-17	Dec-17	Total
Debtors b/f	648,412	657,250	648,073	648,619	648,412
Cash repayments	-36,749	-36,353	-47,331	-61,407	-181,840
Deductions from Benefits	-50,004	-81,136	-37,734	-35,539	-204,413
New overpayment debts	95,591	108,312	85,611	66,435	355,949
Debtors c/f	657,250	648,073	648,619	618,108	618,108

The level of debt has reduced over the past 3 months by £31k due to increased recovery of overpayment debts and a reduction in new debts being raised during the quarter.

Of the £618k outstanding, 50% are on a payment plan, and the remainder are being chased. It is worth noting that out of the total 300 individual debts the 3 largest each owe over £20k, with a further ten individuals each owing over £10k which amounts to over 40% of the total balance and that these are on payments plans, which typically can last for many years.

3. Options

3.1 The report is for noting only.

4. Proposals

4.1 It is proposed that the Executive is advised to NOTE the Revenue, Treasury and Capital Position for the period to 31st December 2017 and agree the proposed changes to the 2017/18 capital programme.

5. Supporting Information

5.1 None

6. Corporate Objectives and Key Priorities

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

7. Sustainability

7.1 Budget monitoring and financial control are important tools in monitoring the financial sustainability of the Council.

7.2 Key services are being maintained despite financial constraints

8. Risk Management

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

9. Officers' Comments

9.1 The report covers the third quarter of the year and based on performance so far, there are no significant issues to cause concern at the moment.

Background Papers	none
Author/contact details	Adrian Flynn - Chief Accountant Adrian.Flynn@surreyheath.gov.uk
Head of Service	Kelvin Menon - Executive Head of Finance

Consultations, Implications and Issues Addressed

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

Review Date:

Version:

Detail on the Revenue Budget Position at 31st December 2017

Services are asked to explain significant variances between their profiled budget and actual expenditure to date and comment on areas of concern.

The statements below show the actual position against profiled budget as at the 31st December 2017 excluding pensions, redundancy and asset recharges. These have been excluded as they are not in the control of the services themselves.

Budget for the Period	Actual for the Period	Year end Out turn forecast
£8,732,000	£6,208,000	-£1,000,000

Corporate Service

Budget for period £1.145m, Actual for Period £1.132m.

Year-end Outturn Forecast £29k favourable variance.

There is a underspend on electoral registration of £47k as a result of IER grant being received in 2017/18 and a carry forward from 2016/17.

The remaining favourable and adverse variances cover a variety of remaining cost centres within the Corporate Portfolio.

Legal and Property Service

Budget for period £-77k, actual for period £-1.166m.

Year-end Outturn Forecast £100k adverse variance.

Most of the adverse variance is caused by the vacancy of the former BHS store on the ground floor of Ashwood House. Works will be carried out during the residential build which will enable additional floors and flats to be added giving a better overall financial return from the redevelopment. New lettings will be put in place. The loss of rent and overspends on building maintenance plus NDR is £330k, offset by commercial property and London road rental income. Public Offices electricity and gas are overspending as a result receiving bills relating to 2016/17 being paid in the current year, the overspend is reduced in part by a reduction in service charges. The outturn forecast takes into account an underspend on salaries due to vacant posts, changes in structure and vacancy margin.

Regulatory

Budget for period £2.048m, actual for period £1.662m.

Year-end Outturn Forecast £269k favourable variance

Planning applications Income is exceeding the budget by £35k, while Planning appeals is £45k underspent due to reduced expenditure on Consultants. Homelessness is £160k underspent due to a late grant received from Government – this will be the subject of a report to Executive. The remaining favourable variances cover a variety of remaining cost centres within the Regulatory portfolio. The outturn forecast takes into account an underspend on salaries due to vacant posts, changes in structure and vacancy margin.

Transformation

Budget for period £1.339m, actual for period £1.313m.

Year-end Outturn Forecast £22k adverse variance

Software licences will be overspent by £160k due to the budget not being increased for several years to take account of inflation. Corporate training will be overspent by £20k due to having no budget for the apprentice levy payment along with an £8k overspend on recruitment due to the increased difficulties in recruiting staff. The remaining small adverse variances cover a variety of the remaining costs centres within the transformation portfolio. The outturn forecast takes into account an underspend on salaries due to vacant posts, changes in structure and vacancy margin..

Business

Budget for period £527k, actual for period £930k.

Year-end Outturn Forecast £370k adverse variance

The Theatre is forecasted to have a £114k overspend. There has been improved overall performance over the year to date, resulting in increased income from shows, hiring of rooms etc but these have been offset by an overspend on Artist fees. The pantomime which completed its run at the end of the 3rd quarter was a success with increased income levels and reduced production costs. The second is parking which is forecasted to be £221k overspent where due to a revaluation the rateable values have increased threefold which have resulted in the business rates payable been higher than budget. These new rateable values are being appealed against. Parking

income is also down on budget. The outturn forecast takes into account an underspend on salaries due to vacant posts, changes in structure and vacancy margin.

Community

Budget for period £3.360m, Actual for period £3.254m.

Year-end Outturn Forecast £4k favourable variance.

Recycling will show a favourable variance of £100k over the year due to increased garden waste tonnage plus a higher recycling credit per tonne due to changes in the financial payment transfers since the budget was set and savings in contractor and equipment costs. Refuse will be £46k underspent at year end due to lower contractor costs and property growth which has been offset in part by a contribution to JWS to mobilise and manage the joint contract.

Community transport will be overspent by £48k largely due to overtime and acting up payments to cover staff sickness and staff vacancies. There has been a fall in income due to reductions in funding from the County Council and journey's being taken. Going forward the new Community Transport Manager is identifying new income opportunities and is looking to reduce maintenance costs by moving to a new contractor. The outturn forecast takes into account an overspend on salaries, due to agency staff covering vacant posts and staff sickness.

Finance

Budget for period £1.742m, actual for period £1.633m.

Year-end Outturn Forecast on Budget.

There are some savings on Council Tax collection where there has been increased recovery of legal costs awarded along with some small saving on Corporate management, but these have offset by an overspend on salaries due to agency staff covering vacant posts, staff sickness.

Strategic Property Development

Budget for Period – £1.352m actual for period -£2.550m.

Year-end Outturn Forecast £1.190m favourable variance

There a number of small favourable variances that cover a variety of cost centres within the Strategic property development area. The outturn forecast takes into account an underspend on salaries due to vacant posts, changes in structure and vacancy margin.

Savings of £1m have been made on the interest paid on our borrowings, by borrowing from other local authorities at reduced rates of interest. At year end

these savings will be transferred to an interest equalisation reserve until the Council's loans have been fixed.

Write Off of Irrecoverable Revenues Bad Debts

Summary

To approve the write-off of irrecoverable revenues bad debts over £1,500

Portfolio - Finance

Date signed off: 26 February 2018

WARDS AFFECTED

All

RECOMMENDATION

The Executive is asked to RESOLVE that bad debts totalling £48,120.97 in respect of Council Tax and £272,543.68 in respect of Non-Domestic Rates to be written-off in 2017-18.

1. Resource Implications and Key Issues

- 1.1 Attached at Annex A is a schedule of bad debts for Council Tax and Business Rates, the individual amounts of which are greater than £1,500. Financial Regulation 26.1 requires that any bad debt in excess of £1,500 shall only be written-off with the approval of the Executive.
- 1.2 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.3 The Council's enforcement agents (bailiffs) have also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt is now considered irrecoverable.
- 1.4 In respect of the Council Tax write offs, the Council bears 13% of the total, namely £6,255.73. The precepting authorities bear the remainder of the costs. In respect of the business rate write offs, the Council bears 40% of the total, namely £109,017.47.
- 1.5 To put into context the value of the debts that are being submitted for write off, this needs to be compared to the net collectable debits for 2017/18, which are:

Council Tax	£ 66.5m therefore write off is 0.072% of the net collectable debit for 2017/18
Business Rates	£ 39.4m therefore write off is 0.69% of the net collectable debit for 2017/18
- 1.6 The Council Tax arrears as at 31 March 2017 for all years from 1993 were £1.8m. During 2017/18 we have collected over £481k to reduce the previous all year arrears to £1.321m.

- 1.7 The reduction in the Council Tax arrears has been achieved by the judicious use of all the recovery options made available to us by the Council Tax (Administration and Enforcement) Regulations. The recovery options available include making special payment arrangements, direct deduction from a debtor's wages or benefits and in cases where all other options are not available or have failed the use of Enforcement Agents.
- 1.8 Business Rates had arrears of £809k as at 31 March 2017. Monitoring arrears on Business Rates is affected by the addition to the list of new properties on a retrospective basis.
- 1.9 Previous year arrears, excluding fluctuations due to rateable value changes, have reduced by £132k. Again, we use all the legal methods available to us carefully to ensure that we maximise collection but allow viable businesses to continue trading. All previous years arrears excluding credits held are £677k.
- 1.10 An exercise has been carried out this year to identify older business rates debts that now need to be put forward for write off as all methods to recover these older debts have now been exhausted. In addition debts were identified that could have been submitted for write off in previous years.

2. Options

- 2.1 The debts are now deemed to be irrecoverable and therefore should be written off. The only other option would be to leave them in the accounts which would show a false situation.

3. Proposals

- 3.1 It is proposed that the debts as set out in Annex A, having been deemed irrecoverable, be written off.

4. Supporting Information

- 4.1 Attached in Annex A is a listing of the individual debts for write-off showing the name of the debtor, year the debt arose, the reason for the write-off and the amount of the debt.

5. Legal Issues

- 5.1 In accordance with advice from the Information Commissioner's office personal details of debtors subject to write-off can only be made public if a full risk analysis as regards possible vulnerability has been undertaken. In all cases being recommended for write-off the authority holds insufficient information as to the debtor's circumstances e.g. age group or possible disability, to perform a proper risk assessment and therefore all cases should remain on the confidential part of the agenda.

6. Risk Management

6.1 As some of these debtors may be vulnerable, if any of their personal details were placed in the public domain the Council could be subject to legal action.

7. Human Rights

7.1 See Paragraph 6.1

8. Officer Comments

8.1 None in addition to the matters raised above.

Annexes	Annex A Council Tax Write-offs and NDR Write-offs
Background papers	None
Author/contact details	Robert Fox – Revenues and Benefits Manager robert.fox@surreyheath.gov.uk
Head of Service	Kelvin Menon – Executive Head of Finance Kelvin.menon@surreyheath.gov.uk

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

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

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

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EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION

The Executive is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
15 (part)	1
17	3
18	1

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