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Friday, 8 June 2018

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

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on Tuesday, 19 June 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		3 - 8
	To confirm and sign the open minutes of the meeting held on 8 May 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.

5.	End of Year Performance Report 2017-18	9 - 26
6.	Council Finances as at 31 March 2018	27 - 34
7.	Community Infrastructure Levy	35 - 42
8.	Response to Runnymede Borough Council's Draft Local Plan 2030 (Regulation 19) Part 2 consultation	43 - 50
9.	Exclusion of Press and Public	51 - 52
	Part 2 (Exempt)	
10.	Exempt Minutes	53 - 54
	To confirm and sign the exempt minutes of the meeting held on 8 May 2018 (copy attached).	
11.	Performance of the Major Property Acquisitions	55 - 62
12.	Lease renewal of the Old Dean Bowling Club	63 - 68
13.	Review of Exempt Items	69 - 70
	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 Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 8 May 2018**

+ Cllr Moira Gibson (Chairman)

- + Cllr Richard Brooks
- + Cllr Mrs Vivienne Chapman
- Cllr Colin Dougan
- + Cllr Craig Fennell

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Paul Deach and Cllr Chris Pitt

122/E Minutes

The minutes of the meeting held on 3 April 2018 were confirmed and signed by the Chairman.

123/E Questions by Members

Councillor Mrs Vivienne Chapman responded to a question from Cllr Rodney Bates regarding the efforts being made by the Council to reduce the use of plastics within the borough. The Leader also undertook to review the Council's use of plastic bottles in the Council Chamber.

124/E Consultation on the Issues and Options/Preferred options Draft Local Plan (Regulation 18 Consultation)

The Council was in the first stages of producing a new Local Plan to cover the period 2016-2032. This Plan would replace the current adopted Core Strategy and the Camberley Town Centre Area Action Plan, in addition to saved policies of the Surrey Heath Local Plan 2000.

The first stage was the Issues and Options/Preferred Options and set out the Council's preferred approach to developing Local Plan policies to cover a number of topics: housing, employment, retail, infrastructure, Green Belt and countryside, heritage and design and local area policies, along with possible alternative approaches.

Members noted the statutory requirement to consult on this stage of the Local Plan (Regulation 18 consultation) and the accompanying Sustainability Appraisal for a period of no less than 6 weeks and agreed to extend this to an 8 week consultation period. It was intended to run the consultation from early June 2018.

RESOLVED that

- (i) an eight week consultation be held on the Issues and Options/Preferred Options draft Local Plan document, as attached at Annex 1 to the agenda report; and
- (ii) an eight week consultation be held on the Sustainability Appraisal on the Issues and Options/Preferred Option draft Local Plan document, as attached as Annex 2 to the agenda report.

125/E Local Development Scheme update

The Executive was reminded that all local authorities had to produce a Local Development Scheme (LDS). The LDS set out which planning documents the Council expected to produce over a three year period.

The Council's last LDS had been produced in 2016. Members considered an updated version to reflect amended timescales for the production of the Local Plan.

RESOLVED that the Local Development Scheme (LDS) covering the period 2018-2021, as set out at Annex 1 to the agenda report, be agreed.

126/E Appointment of Executive Working Groups

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups appointed. Members noted the nominations submitted by the Group Leaders.

RESOLVED that

- (i) the Working Groups detailed below be established;
- (ii) the Terms of Reference, as amended and attached to the Executive report, be agreed;
- (iii) the number and allocation of seats on each working group be as indicated below; and
- (iv) members and substitute members be appointed to the Working Groups for 2018/19, as listed below:

Camberley Theatre	Cllrs Ian Cullen, Craig Fennell, Edward Hawkins, Paul Ilnicki, Ian Sams, Valerie White, John Winterton and Pat Tedder (Cllr Victoria Wheeler as substitute)
Camberley Town Centre	Cllrs Rodney Bates, Richard Brooks, Mrs Vivienne Chapman, Edward Hawkins, Paul Ilnicki and Robin Perry (Cllrs Colin Dougan and Ruth Hutchinson as substitutes)

Equality	Cllrs Nick Chambers, Bill Chapman, Moira Gibson, Josephine Hawkins, Ruth Hutchinson, Charlotte Morley and John Winterton (Cllr Rodney Bates as substitute)
Local Plan	Cllrs Richard Brooks, Bill Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, Alan McClafferty, Adrian Page, Conrad Sturt, Pat Tedder and Victoria Wheeler (Cllrs David Allen and Ruth Hutchinson as substitutes)

127/E Appointments to Surrey Leaders' Group Outside Bodies

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2018/19. It was reported that no members had expressed an interest in being appointed to any of the vacant positions.

RESOLVED to not make any nominations to the vacancies on Surrey Leaders' Group Outside Bodies.

128/E Appointment of Members to Outside Bodies 2018/19

The Executive considered a report seeking appointments to outside bodies for the 2018/19 municipal year, following consultation with Group Leaders.

Members noted that no appointment would be made to South East Employers as the Council's membership of this organisation would end in November 2018.

It was reported that the Heathrow Airport Consultative Committee was now called Heathrow Community Engagement Board.

RESOLVED that

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

<u>Organisation</u>	<u>Representative</u> <u>2018/19</u>
Basingstoke Canal Joint Management Committee	<i>Cllr David Lewis</i>

Blackwater Valley Advisory Committee for Public Transport	<i>Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (Sub) Vacancy (sub)</i>
Blackwater Valley Countryside Partnership	<i>Cllr Chris Pitt Cllr David Lewis</i>
Briars Centre Management Committee	<i>Cllr John Winterton</i>
Camberley Town Football Club – Observer	<i>Cllr Valerie White</i>
Chobham Common Liaison Group	<i>Cllr Pat Tedder Cllr Victoria Wheeler</i>
Citizens Advice Bureau Management Committee	<i>Cllr Robin Perry</i>
Collectively Camberley Ltd	<i>Cllr Richard Brooks</i>
Community Noise Forum	<i>Cllr Rebecca Jennings-Evans Cllr Conrad Sturt</i>
Deepcut Village Association	<i>Cllr Paul Deach</i>
Fairoaks Airport Consultative Committee	<i>Cllr Pat Tedder</i>
Farnborough Aerodrome Consultative Committee	<i>Cllr Josephine Hawkins Cllr Chris Pitt (Sub)</i>
Frimley Community Centre Management Committee	<i>Cllr Bruce Mansell</i>
Frimley Fuel Allotments Charity(4 year appointments)	<i>None to be made in 2018</i>
Heatherside Community Centre Council	<i>Cllr Paul Ilnicki Cllr Jonathan Lytle (Sub)</i>
Heathrow Community Engagement Board (previously Heathrow Airport Consultative Committee)	<i>Cllr Charlotte Morley Cllr Robin Perry (Sub)</i>
Henry Smith Charity (4 year appointments)	<i>None to be made in 2018</i>
Joint Waste Collection Services Committee	<i>Cllr Mrs Vivienne Chapman Cllr Josephine Hawkins (Sub)</i>
Local Government Association - General Assembly	<i>Leader of the Council – Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Miss Gomms Trust (4 year appointments)	<i>Martin Goodway Cllr Pat Tedder</i>
Mytchett Community Association General Committee	<i>Cllr Craig Fennell Cllr Joanne Potter (Sub)</i>

Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	<i>Cllr Craig Fennell</i> <i>Cllr Paul Deach (sub)</i>
RELATE North East Hants and Borders	<i>Cllr Katia Malcaus Cooper</i>
South East England Councils	<i>Leader of the Council -Cllr Moira Gibson</i> <i>Cllr Alan McClafferty (sub)</i>
Surrey County Playing Fields Association	<i>Cllr Victoria Wheeler</i>
Surrey Heath Age Concern	<i>Cllr Chris Pitt</i>
Surrey Heath Arts Council	<i>Cllr Edward Hawkins</i> <i>Cllr Ian Cullen</i> <i>Cllr Ian Sams</i> <i>Cllr John Winterton (Sub)</i>
Surrey Heath Duke of Edinburgh Award Forum	<i>Cllr Jonathan Lytle</i>
Surrey Heath Local Area Committee	<i>Cllr Vivienne Chapman Cllr Josephine Hawkins</i> <i>Cllr Paul Ilnicki</i> <i>Cllr Rebecca Jennings-Evans</i> <i>Cllr Valerie White</i> <i>Cllr Jonathan Lytle (sub)</i> <i>Cllr John Winterton (sub)</i> <i>Cllr Pat Tedder</i>
Surrey Heath Partnership	<i>Leader of the Council – Cllr Moira Gibson</i> <i>Cllr Mrs Vivienne Chapman (Portfolio Holder)</i>
Surrey Heath Sports Council	<i>Cllr Craig Fennell (Portfolio Holder)</i> <i>Cllr Charlotte Morley</i> <i>Cllr Max Nelson</i> <i>Cllr Victoria Wheeler</i>
Surrey Heath Youth Focus	<i>Cllr Paul Deach</i> <i>Cllr Ruth Hutchinson</i>
Surrey Leaders Group	<i>Cllr Moira Gibson</i>
Surrey Waste Partnership	<i>Cllr Mrs Vivienne Chapman</i>
Voluntary Support North Surrey	<i>Cllr Paul Deach</i> <i>Cllr Josephine Hawkins (Sub)</i>

129/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)
130/E	3
131/E	3

Note: Minute 130/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

130/E Acquisition of Property

The Executive made decisions in relation to the acquisition of property within the borough.

131/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 130/E and the associated agenda report remain exempt, but the decision be made public following the completion of negotiations.

Chairman

End of Year Performance Report 2017/18

Summary:

This 2017/18 End of Year Report summarises the performance of the Council for the last 12 months against the corporate objectives, priorities and success measures laid out in the Annual Plan for 2017/18.

Portfolio: Transformation

Date signed off: 4 June 2018

Wards Affected: All

Recommendation

The Executive is asked to RESOLVE to note the 2017/18 End of Year Report and make any comments or suggestions as appropriate.

1. Resource Implications

1.1 There are no financial implications arising from this report.

2. Key Issues

2.1 The attached report summarises the Council's end of year performance and progress against the Annual Plan, which was agreed by the Executive on 7 March 2017.

2.2 This End of Year report demonstrates the Council's continued commitment to improving the management of its performance to achieve the Council's Five Year Strategy.

2.3 Monthly meetings are in place with all Executive Heads of Service to monitor performance. Any areas of concern can be addressed promptly and reported, by exception, to the Corporate Management Team.

3. Proposals

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

Annexes	Annex A – 2017/18 End of Year Report
Background Papers	Annual Plan 2017/18 Five Year Strategy
Author/Contact Details	Jacinta Stevens, Senior Organisational Development Officer Jacinta.stevens@surreyheath.gov.uk
Service Manager	Louise Livingston - Executive Head of Transformation

ANNUAL PLAN

2017/18

END OF YEAR REPORT



Foreword

In March 2017 we published our Annual Plan for 2017/18 and our vision for making Surrey Heath an even better place to live, work and enjoy. This End of Year Report details our achievements and performance outcomes over the last 12 months.

Under our **Place** objective you will see that we have made excellent progress in bringing forward our regeneration plans for Camberley Town Centre. The first phase of The Square Shopping Centre refurbishment has been completed and the final phase of the spectacular refurbishment will be completed later this year. Planning permission has been granted on Ashwood House, which will be transformed into 116 high quality flats and as a result of preparatory work, the London Road Development Site will be in a position to appoint a development partner this year. These projects will bring a revitalised place to live, work and socialise for Camberley's residents and visitors.

Our work to help deliver improvements to the High Street is making significant progress, we have received £3.5 million of funding to improve the roads and pavements of this historic street. We have launched The Kevin Cantlon Shopfront Improvement Grant Scheme as part of our **Prosperity** objective and continued to work with Local Business Associations across the Borough.

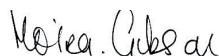
We have arranged some excellent events for the whole community, our **People**, to enjoy. These include the Camberley International Festival, Camberley Carnival, Go-Tri, Surrey Heath Show, participation in Surrey Youth Games, Outdoor Theatre in Frimley Lodge Park, Ice Skate Camberley, Watchetts Festival of Sport and Frimley Lodge Live Music Festival, as well as numerous nature and heritage walks and workshops. We have invested £40,000 into the Windle Valley Centre to make it dementia friendly and we continue to deliver hot meals 365 days of the year to older and vulnerable residents.

The Joint Waste Solutions partnership, under our **Performance** objective, will realise savings of £336,000, whilst keeping our place clean, green and safe as we strive to continue to be one of the highest recycling authorities in the Country.

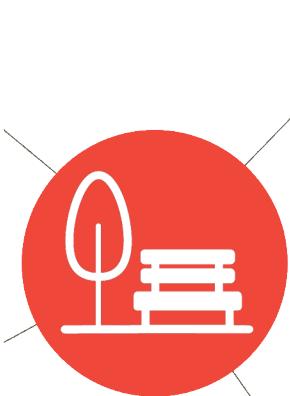
This report provides more details on our performance as well as our success measures against the objectives we set ourselves for the year.



Karen Whelan
Chief Executive



Councillor Moira Gibson
Leader of the Council



Place

Objective

To make Surrey Heath an even better place where people are happy to live

Priorities

- To deliver an improved Camberley Town Centre
- To promote high quality building and design standards across the Borough
- To reduce waste and increase the proportion of waste recycled and recovered.
- To provide quality leisure facilities

In 2017/18 we said we would:

- Take forward the refurbishment and rebranding of the Mall shopping centre in Camberley.
- The Mall Shopping Centre was rebranded in September and is now called The Square. The new branding has been well received and is used on all publicity material for the centre both with customers and prospective retailers.
- The first phase of the refurbishment on Grace Reynolds Walk was completed to time and under budget. Most of the work took place outside of opening hours to minimise disruption to retail trade. The refurbishment has had a positive impact with footfall up 5.1% year on year. Work has already commenced on the next phase.
- Commence redevelopment of Ashwood House in Camberley into high quality development and aim to maximise the uses on the ground floor.
- Contracts were exchanged in September 2017 with Berkeley Homes to provide 116 high quality apartments at Ashwood House.
- Planning Permission was granted in January 2018 and the initial enabling works, including moving bus stops and ramps has started. The former BHS unit will support the construction works for the next couple of years. Public Realm works are being planned as part of the wider scheme mentioned below.
- Commence redevelopment of Pembroke House on the Frimley Road to provide affordable housing.
- Contracts were exchanged in September 2017 with Berkeley Homes to provide 25 affordable homes at Pembroke House.
- Planning Permission was granted in January 2018 with work due to commence later this year.
- Bring forward proposals for the redevelopment of Camberley's 'London Road Block' including an outline planning application.
- Following high level feasibility work and discussions with potential developers, the Council has decided to go to the market to deliver a mixed use development for this key Town Centre site and is seeking a development partner. The procurement process commenced in June 2018 after a lot of preparatory work.

Place

- Improve the public spaces across the town centre starting with Princess Way and the High Street.
- The Council was awarded £3.5m of Local Enterprise Partnership funding in December 2017. This, together with an additional £900K from the Council, is being used to improve the public realm in the High Street. Design consultants have now been appointed. Following further work with local businesses and other organisations over the summer, contractors will be appointed with a view to work commencing on site in early 2019.
- Bring forward proposals for the Arena Leisure Centre.
- Following an assessment of possible future options for the centre during the year, the Executive agreed to tender for a DBOM (design, build, operate and maintain) contract for the Leisure Centre. The tender process commenced in November 2017 and is on track for a new contract to be in place by April 2019.



**THE
SQ**
CAMBERLEY

Prosperity

Objective

We will support and promote our local economy so that people can work and do business across Surrey Heath

Priorities

- Work with partners to support our economy through strategic development planning and economic growth
- Encourage inward investment
- Support local businesses by encourage improvements to local transport and infrastructure.
- Encourage new developments to strengthen the local economy



In 2017/18 we said we would:

- Use borrowing to generate investment returns to support services which contribute to economic growth in Surrey Heath.
- The Council borrowed £2.1m for the first phase of "The Square" refurbishment and this was delivered under budget. The next phase costing £4.1m commenced at the end of the financial year and will be completed in 2018. This investment has resulted in key tenants, such as Waterstones, renewing their leases.
- The Council has considered 42 properties for acquisition during the year and made offers on seven. However none of these were purchased as the Council was outbid.
- The Council has continued to pursue its interest rate strategy and this has resulted in interest savings of around £1m over the year. During the year £50m of the Council's borrowings were placed on a future fixed-rate in order that the Council can continue to benefit from low short term rates and not be exposed to future interest rate risk.
- Review the Local Plan and produce an 'Issues and Options' document for public consultation.
- Due to changes in legislation the Issues and Options document had to be amended and was therefore delayed until May 2018. Public consultation will take place in June and July.
- Work to increase residential development across the Borough.
- In 2017/18 planning permission was granted for 879, net new dwellings. This includes the first 215 units at Princess Royal Barracks Deepcut and 140 dwellings at Heathpark Drive Windlesham. The council tax base increased by 222 during the year. The Council has sought to acquire further SANGS land to facilitate development in the middle of the Borough. Funding from Government through "One Public Estate" has been used to consider the potential for a "Garden Village" in the east of the borough to meet future housing needs.
- Refresh the Economic Development Strategy.
- The updated Economic Development Strategy will go to the Executive for approval on 17th July 2018.

Prosperity

- The aim of this document is to inform the community and businesses inside and outside the Borough that we are Open for Business and investing in our Place to create a vibrant and sustainable place for growth and prosperity for our business, residents and employees.
- Promote Surrey Heath as a location for companies to invest in.
- The Council has worked during the year to strengthen links with major employers across the Borough understanding their needs in order to secure their presence in Surrey Heath.
- The Surrey Heath Business Awards and the Surrey Heath Expo provide a valuable opportunity for showcasing businesses in the Borough as well as networking and new business.
- The Council is working with Invest Surrey and commercial agents to bring new businesses into the Borough.
- The Council has promoted the Borough at a number of local and national events with a particular focus on attracting interest and investment for redevelopment sites in Camberley.
- Work with Camberley High Street stakeholders to help deliver improvements to the High Street.
- The Council conducted a consultation with High Street businesses to understand their needs for High Street Public Realm improvements. In addition, the "Kevin Cantlon Shopfront Improvement Grant Scheme" has received a lot of interest from High Street businesses, with one grant agreed and others considered. The scheme will be promoted further in 18/19.
- Press for a positive outcome from our Local Enterprise Partnership (LEP) funding bids and work up plans for the delivery of the projects to improve the Camberley area transport and roads.
- The Council was successful in bidding for £3.5m of Local Enterprise Partnership (LEP) grant funding towards a £4.4m scheme of improvements to Camberley High Street. This funding is in addition to LEP grants already agreed for changes to the Meadows Roundabout. Surrey Heath is one of the most successful bidders for LEP funding in Surrey.
- Encourage and support Surrey County Council to deliver the A30 road improvements and the Meadows roundabout works.
- The Council employed its own highways engineer to speed up delivery of the Meadows roundabout improvements, as Surrey County Council (SCC) could not provide the resources needed for this crucial project. All plans and surveys have now been completed with works scheduled to commence in Summer 2018. A project for works to improve the A30, led by SCC, has been approved by the LEP.
- Work with Business Associations across the Borough to develop projects to deliver improvements.
- The Council has continued to meet with Local Business Associations to understand their needs and address local issues. During the year the Council has worked with the Frimley, York Town and Watchmoor Business Associations to keep them informed of the improvements works on the Meadows Gyratory and to try and minimise the impact. Links are also being made with the Lightwater and Bagshot Business Associations and the Chobham Business Club to understand their issues and to promote the Kevin Cantlon Shopfront Improvement Grant Scheme.

People

Objective

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

Priorities

- To work with partners to improve health and wellbeing
- Support older and more vulnerable people to live independently and remain active
- Use our parks and countryside to enhance sporting and leisure opportunities
- Address housing needs within the community



In 2017/18 we said we would:

- Work with partners to promote the health and wellbeing of our residents and encourage delivery of activities that promote sport and healthy living.

The Council has worked closely with Surrey County Council, Surrey Heath CCG and Frimley Health STP to improve the health and wellbeing of residents in the widest sense. Successes for the Surrey Heath include:
- The award of a £60,000 contract over 2-years to provide a 'Wellbeing Prescribing Service'. This provides a suite of wellbeing initiatives designed to help people with social; emotional; and practical needs.
- Investing £40,000 in the Windle Valley Centre to make it dementia friendly and a more attractive environment for guests.
- Provide a new Homesafe service which provides an alarm and meals service to enable older and vulnerable residents to be discharged from hospital sooner. This benefits both the residents and the hospital.
- Continuing to deliver 40,000 hot meals every year (including Christmas Day) to older and vulnerable residents and expanding this service to include choice of menu and the option of a supper tray.
- Providing over 20,000 journeys to residents each year who cannot use public transport to enable them visit day centres and clubs to reduce social exclusion for older residents.
- Promoted healthy living by participating in a number of joint campaigns.
- Pilot a new dementia respite day care service at the Windle Valley Centre.
- The Council invested £40,000 into Windle Valley in order to make it more dementia friendly, including the colours and textures of the walls, flooring and furniture. This will enable us to move forward with proposals to provide a dementia day care service.
- We have extended our day care service to offer two emergency respite places which can include people living with dementia. On average 40 residents use the Windle Valley Centre 5-days/ week.
- Deliver a new Young Ambassadors programme to encourage community involvement and leadership in young people.
- Seven Young Ambassadors were successfully recruited to promote the 2017 Surrey Youth Games and to act as positive role-models for other young people in the Borough.

- Encourage an increase in the number of volunteers delivering sport and health related activities and events.
- A new webpage advertising SHBC volunteering opportunities has been developed and is live on the Council's website. Six new volunteers were successfully recruited to support the Borough's first "Go-Tri" triathlon event in September 2017.
- Re-evaluate and operate our sports facilities to best meet changing customer needs.
- The Council is working to develop a strategy based on future demand as a result of the re-evaluation process. But we have worked with residents and organisations to encourage greater participation in sport. Examples include working with the Lawn Tennis Association to encourage more residents to use park tennis facilities by improving tennis court booking and some refurbishment of tennis courts in 2018/19.
- Expand Camberley Youth Theatre and Community Arts Programme.
- Camberley Theatre has been successful in being chosen as the only Surrey based venue to be part of a joint project with Surrey Arts and Take Art, to develop theatre for early years audiences. Participation in the theatre's youth theatre has increased by over 30% and the theatre continues to be used by a wide range of local youth groups such as dance schools. The Camberley International Festival in June 2017 featured a range of local musicians and filmmakers.
- Consult on and develop a new Healthy Home Strategy addressing how homes meet the needs of our residents.
- During the year the Council approved 100 grants to help older and vulnerable people to remain independent in their homes. This included the provision of over £600k in grants enabling houses to be adapted but also wider support and advice linked to other community services. Working with partners at SCC and SHCCG the Council has been able to provide flexible discretionary assistance under the themes of Priority; Protect; Prevent and Promote.
- In order to increase efficiency and provide joined up services the Housing Service was restructured during the year. The new team now delivers the requirements of the Homelessness Reduction Act and the changed funding mechanism for disabled adaptations and home improvements.
- Deliver a programme of high quality community events.
- Over 10,000 individuals have enjoyed the extensive and diverse programme of community events put on by the Council during the year. This included the Camberley Carnival, Go-Tri Triathlon, Frimley Lodge Live – an outdoor music festival, Watchetts Festival of Sport, Theatre in the Park, Camberley International Festival and Ice Skate Camberley.



People

Case Studies

People Case Study - April 2017

Derek is 82 years old and wants to live independently. He has dementia and has a tendency to walk off without telling anyone. His granddaughter was concerned that one day something awful may happen to him.

Derek was referred for Surrey Heath Borough Council's GPS Location Service, following an incident where he walked from his home in Camberley towards the M3 motorway. Community Services staff visited and showed Derek and his family how the GPS device works. The family were told that Derek can press the button on the device if he gets lost or confused when out. This alerts the 24-hour monitoring centre whose staff will speak to him via the pendant to reassure him, identify his location and contact the family to get him safely back home.

In addition, a 'safe zone' was agreed. This established a perimeter within which Derek can travel freely and safely. If he goes outside this, the monitoring centre is alerted, and they will identify his location, contact the family, and monitor him until he can be safely taken home.

His granddaughter said; "A couple of weeks after being fitted with the GPS alarm my grandfather got on a bus to Farnborough, meaning he went out of his 'safe zone.' A member of the public also noticed the GPS pendant, so pressed the button to get him some help. The monitoring centre contacted me and we got him safely home, unharmed. Since having the GPS pendant, it's been a huge weight off our minds that my grandfather's whereabouts can be identified easily and quickly if we have any concerns."

Having the monitoring centre take the alerts means we don't have to constantly worry, as we know they will contact us if he needs help. The GPS means my Grandfather has been able to maintain his independence, dignity and freedom, and given us peace of mind.

We're so grateful to the team for providing such a valuable service."

Louise – on behalf of her grandfather Derek



People Case Study - October 2017

"My mother-in-law first used Surrey Heath Borough Council's Community Services team a few years ago when she started to go to the Windle Valley Centre – a day centre in Bagshot for older residents. Since then, she's had a Community Alarm installed, has started having Meals at Home delivered and uses the Community Transport Service to get out and about.

We found out about all these services from a local voluntary organisation who recommended we get in touch. It was really easy - just a phone call was needed, and now you can enquire online as well, making it even simpler.

The support we've had from the team is excellent. The meals delivered are good quality and piping hot – Mum's favourite dish is veggie sausages in onion sauce. Yum! The daily visit means Mum even gets a welfare check, so if she is unwell one of the drivers will contact us and let us know, or even call emergency services.

Mum uses the transport to go to the Windle Valley Centre three days a week. The friendly drivers pick her up from her door, help her get on and off the bus and take her home afterwards, making sure she gets back inside the house safely. At the Centre she does all sorts of activities – her favourite is the knitting class and she does a weekly chair-based exercise class too to help her stay fit.

The services the Council provide are so valuable to families such as ours. We have been able to go away without worrying; Mum's occupied, spending time with others and not left alone at home all the time. When she is at home, we know she's as safe as can be and if she needs help her community alarm means it's there at the touch of a button."

Sue – on behalf of her Mother-in-Law

People Case Study - June 2017

"I first heard about the Surrey Youth Games from my big brother who took part in Judo. First of all, I was in the Tag Rugby team for Surrey Heath five years ago. Since then I have done squash, badminton and two years of touch-tennis. I was asked to be a Young Ambassador to promote the games around my school, Kings International College, Camberley. I spoke to all the students at Kings during assemblies, I put posters up around the school and I wrote to the parents too. A record number of students from Kings took part in the Games that year. I won a gift voucher for all my hard work, and even better, I won a trophy and became the Youth Ambassador of the Year! The Surrey Youth Games is an amazing way to try out new sports. The Finals at the Surrey Sports Park in Guildford is fantastic, especially as my touch-tennis team won the bronze medal two years running!".

Morgan – Youth Ambassador for the Surrey Youth Games

People Case Study - December 2017

"We've just been to Ice Skate Camberley. Lovely staff, really great with my children...I would definitely recommend to others! Thank you."

Tina – 2017 Ice Skate Camberley Customer

Performance

Objective

To deliver effective and efficient services better and faster

Priorities

- To improve digital access to services and provide excellent customer care
- Adapt the way we work to meet changing needs and challenges
- To work collaboratively with partners in all sectors
- Maximise use of buildings and land we own



In 2017/18 we said we would:

- Continue to improve digital access to services, making them more accessible and efficient to all.
- The Council has continued to improve the website to help inform residents and give access to services.
- Theatre tickets can be purchased online and the number of residents and businesses who have signed up for e-billing and business rates has continued to increase.
- The Council has invested in new software to enable better tracking and management of Freedom of Information requests.
- Internally the Council has started to move documents and records to a Cloud based system. This has enabled more efficient working as a single document can be accessed and worked on by several people at once. In addition, information can be quickly accessed from any location, which assists with business continuity, as well as reducing the need to invest in and maintain expensive computer hardware and storage.
- Review our asset management plan to ensure we maximise every opportunity to better use our land and buildings including Surrey Heath House.
- During the year the Council identified a number of potential sites which could be suitable for development. These are now being reviewed by external advisors.
- The Council has rented car park space to the Surrey Ambulance service generating an extra £4,000 in additional income.
- The Council was successful in securing funding from Government 'One Public Estate' to develop plans for an integrated development in Knoll Road combining a number of public services.
- Become the administering authority for the joint waste contract and establish a centralised office to manage the joint waste contract and the non-statutory functions of the Waste Disposal Authority.
- Surrey Heath was appointed the Administering Authority for the joint waste contract serving Elmbridge, Woking, Surrey Heath, and Mole Valley. All the waste client teams TUPE'd from the partner authorities and integrated in to a single team based at Surrey Heath under the name of Joint Waste Solutions (JWS). Surrey Heath has

Performance

provided accommodation, services and professional assistance to JWS, all of which are charged. Following discussions with SCC during the year their non-statutory functions such as publicity, waste reduction and recycling credits will be integrated into the JWS team in 2018/19.

- Commence the joint waste contract with our partners
- On 25th May 2017, after an extensive and detailed procurement exercise, a joint waste contract was awarded to Amey Municipal to cover waste collection and street cleaning in Woking, Surrey Heath, Elmbridge and Mole Valley. Collectively the new contract will save over £2.5m a year with Surrey Heath saving £336k.
- The service commenced as planned in Elmbridge in June; Woking in September; and Surrey Heath in February 2018. It is due to commence in Mole Valley in August 2018. There were some issues with the implementation in Elmbridge these were much reduced in Surrey Heath and the transfer of core waste service of dry recycling; residual waste; and food waste has gone relatively smoothly. There were some problems associated with the administration of the garden waste service. As lead authority Surrey Heath has committed significant staff time to the implementation and management of the contract and worked closely with the contractor to resolve the outstanding problems.



- Make parts of the Doman Road Depot available to the joint waste contractor to generate additional income to the Council.
- The waste contract is operating from the Doman Road Depot. This includes the use of the offices; workshops; weighbridge and bulking shed. A rental charge is made to the partner authorities for use of the depot allocated to the waste contract. In 2018/2019 this will be about £100k additional income to the Council.
- Install a new corporate and guest wireless network in Surrey Heath House to support agile and efficient working.
- A new wireless network has been installed in Surrey Heath House. This allows staff to use mobile devices throughout the building enabling more agile working and reduce printing for meetings. In addition, visitors are able to access free WIFI

Performance

in the Council offices making it easier for them to access information.

- Deliver efficient governance arrangements by successfully implementing the outcomes of the Boundary Commission for England's Electoral Review.
- Final recommendations of the commission were laid before Parliament and agreed in December 2017. A polling place review has now commenced to consider the most appropriate location for voters to vote in the new Wards with recommendations to go to Council in Autumn 2018 ready for elections in May 2019.
- Implement a new Performance Management framework to drive services to be more efficient.
- The Council's performance framework ensures accountability for achieving objectives as set out in the Annual Plan and Five Year Strategy. New service plans have been introduced as well as a competency framework to improve the way performance is monitored. An Organisation Development role has been appointed to ensure a focus on performance throughout the organisation.
- Continue to explore alternative ways to deliver our services more efficiently.
- The Council has strengthened its relationship with existing partners in waste, environmental health and older people services to provide resilience and efficiencies. The move to new cloud-based technologies has supported joint working by enabling staff to work in any location.
- Continue to identify commercial opportunities to increase income and support the Council's sustainability.
- The Council has introduced a number of new services including extending the meals at home service – generating an additional £10,833 income and new community alarm services – generating an additional £5,350 income. By taking on responsibility as lead authority for JWS the Council is able to recharge some of its costs to partner authorities. Individual teams have sold their services to other Councils and public bodies. Income has been increased from assets, such as letting space to the Surrey Ambulance Service, and the Council is working up plans to develop some of its own sites.
- The Council has continued to invest and deliver investment into Camberley Town Centre to support the economy of the town and to increase the returns over time from its land holdings. The Council has been unsuccessful during the year in property investment, however this was because the prices or risks were too high. Further acquisitions will be considered in the coming year.



Additional Success Measures

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

Place	Target	Q1	Q2	Q3	Q4	Average
• Percentage of Household Waste sent for Recycling, Reuse and composting	63% Q	62%	62%	63%	62%	62.25%*
• Occupancy of Camberley town centre car parks	55% Q	53%	54%	58%	56.90%	55%
• Percentage of food premises achieving 3 stars or above	95% Q	96.62%	96.10%	97.09%	96.50%	97%

* Although, we have not met the target of 63% for the proportion of waste recycled, Surrey Heath was the highest performing authority in Surrey and the 4th highest performing authority in England

Prosperity	Target	Q1	Q2	Q3	Q4	Average
• Increase in Council Tax Base	35,787 Q	36,143	36,229	36,249	36,293	36,229
• Increase in Business Rates Base	2,589 Q	2,655	2,656	2,670	2,669	2,663
• Percentage of minor planning applications determined within 8 weeks*	65% Q	83%	90%	87%	91%	88%
• Percentage of major planning applications determined within 13 weeks*	60% Q	89%	91%	85%	93%	88%

People	Target	Q1	Q2	Q3	Q4	Total (per annum)
• Number of users of the Arena Leisure centre (Annual target)	500,000 A	121,071	125,062	£107,594	113,887	467,614**
• Sports pitch income (Annual target)	£110,000 A	£18,577	£20,863.66	£45,851	£58,832	£144,124
• Number of journeys by community bus in a year (Annual target)	24,000 A	5,166	6,806	5,473	4,908	24,251
• Number of Meals at Home served in the year (Annual target)	28,500 A	9,596	9,853	9,886	9,890	39,225

** The drop in figures is a result of the aging facility does not attract the same level of interest; the attraction of other leisure facilities outside of borough and the arrival of budget gyms locally.

Performance	Target	Q1	Q2	Q3	Q4	Total (per annum)
• Time taken to process benefit claims (number of days)	15	6.4	9.7	7.7	7.0	7 days
• Percentage of complaints responded to within target	90%	90%	88%	100%	100%	94%
• Collection rate for Council Tax (Annual target)	100%	29.34%	57.4%	85.47%	99.22%	99%
• Collections rate for Business Rates (Annual target)	100%	30.35%	57.1%	82.16%	99.48%	99%
• Percentage of transactions that take place on line	30%	34%	35%	32%	36%	34%
• Customer satisfaction rating of good/excellent to exceed 90%.	90%	100%	100%	100%	100%	100%

Key

A Annual

Q Quarterly

Green On track or above

Amber Within 5% of target

Red Between 6% - 10% of target

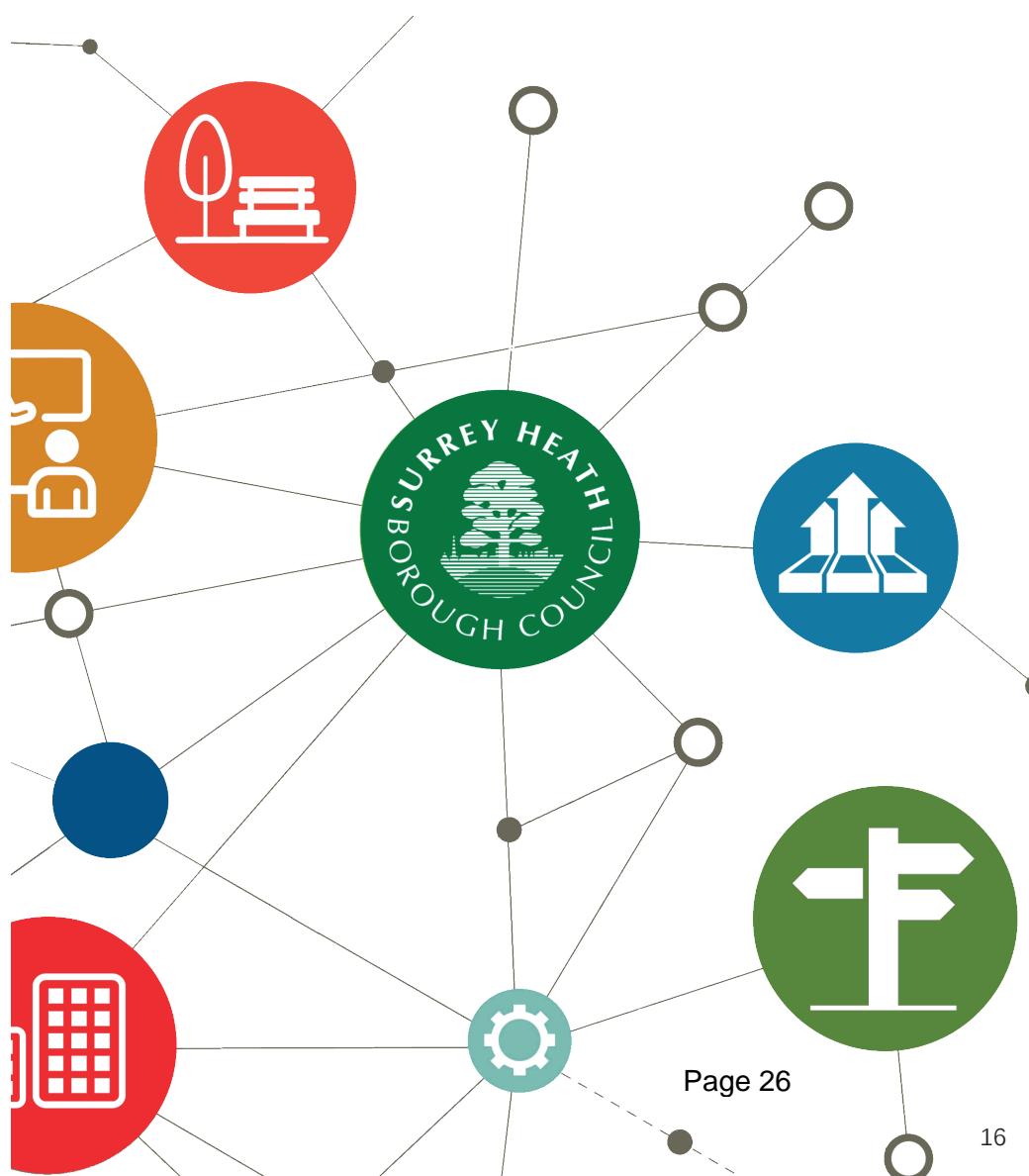
Comments and Feedback

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

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

 @surreyheath

 SurreyHeath



Council Finances as at 31 March 2018

Summary

To provide the Executive with a high level view as to the Financial Performance for the year 2017/18

Portfolio - Finance

Date signed off: 25th May 2018

Wards affected

All

Recommendation

The Executive is advised to NOTE the report.

1. Key Issues

- 1.1 This report covers the entire financial year to the 31st March 2018. The purpose of this report is to give members a high level view as to the financial performance of services for the year highlighting significant variances against budget. The figures reported in this report only include controllable costs. Costs relating to asset charges and pensions, which will form part of the overall financial outturn, have been excluded.
- 1.2 Whilst overall the Council has had a successful year with controlled spending and additional income in many services some, such as Business, have performed less well. Despite this the level of subsidy given is reducing overall and work is being done improve this further.
- 1.3 The Statement of Accounts was published on the Council's website 1 month faster than last year on the 31st May 2018. These will be audited during June/July 2018 for final completion by the 31st July 2018. This is 2 months earlier than last year.

2. Resource Implications

Revenue Budget

- 2.1 A review of actuals against budget which have generated a variance greater than £20k at the end of the year is shown in the attached annex. The vast majority of areas have come in under budget although most significant positive variances are either due to grants being received at the end of the year or work being deferred. These will be carried forward in to 2018/19 subject to the agreement of members in July.

Capital Budget

- 2.2 At the end of the year £4.6m had been spent on capital expenditure of which £3.2m was spent on property acquisitions and refurbishment of the Square. More detailed information will be included in the Capital Outturn and Carry Forwards Report which are due to come to Executive in July.

Treasury Investments

- 2.3 The Council currently has £14m invested in a variety of banks, building societies and funds. This made a return of £160k which was £135k below budget. The reason for this was because £17m of investments were redeemed after the budget was set, on the advice of our Treasury advisers, thereby reducing debt and interest paid. The 2018/19 budget has been amended to reflect the reduced Income.
- 2.4 A list of investments held at the 31st March 2018 is shown in Annex B

Borrowing

- 2.5 The Council has borrowed £119m to fund property acquisitions. Based on the advice of our Treasury advisers £17m is made up of longer term loans from the Public Works Loans Board with the remainder being shorter term loans from other local authorities.

3. Debtors

Sundry Debts

- 3.1 Sundry debts include all debts except those relating to benefits. At the 31st March 2018 these amounted to £2.1m compared with £852K for the same period last year. The increase of £1.2m relates to joint waste recharges to the other three partners which were raised in late March and have now been paid. If you strip out the additional JWS invoices then the level of debts at year end are comparable to the previous period.

Housing Benefit Debts

- 3.2 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. At the 31st March 2018 the balance was £636k compared with £618k at the end of the last quarter. During the last 3 months £81k was collected and £99k of new debts was raised. 19 debtors, or around 6% of the total, account for almost half of the debt.

4. Officer Comments

- 4.1 Overall this has been a good year for Surrey Heath. With a couple of exceptions virtually every service has come in on or under budget. Services have monitored their spend over the year and worked to keep within budget. Although the surpluses at first sight appear to be large

many of these are due to Government grants being received towards the end of the year for on-going projects. In addition some work has not been completed in the year due to phasing and so will be carried forward. These carry forwards will be subject to Executive agreement in July. The Council has taken the opportunity of putting some surpluses, such as those on interest and rents, in to reserves to smooth over future potential variances.

5. Options

- 5.1 The report is for noting only.

6. Proposals

- 6.1 It is proposed that the Executive is advised to NOTE the report.

7. Supporting Information

- 7.1 None

8. Corporate Objectives and Key Priorities

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

9. Risk Management

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

Annexes	Annex A - Summary Information on the Revenue Budget Position at 31st March 2018 Annex B- Investments as at 31st March 2018 Annex C – Capital Monitoring
Background Papers	None
Author/contact details	Adrian Flynn - Chief Accountant Adrian.Flynn@surreyheath.gov.uk
Head of Service	Kelvin Menon - Executive Head of Finance

Summary Information on the Revenue Budget Position at 31st March 2018

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

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

Finance

Function	Variance	Notes
Counter Fraud fund	+£57k	This is the remainder of an anti-fraud grant and a carry forward request will be made at year end.
Corporate Management and Policy	-£37k	Increase in the overall corporate bad debt provision.
Cost of collection - Ctax	+£51k	Increase in income and lower recharge and supplies and services costs.
Housing Benefits	+£141k	Recoveries better than budgeted for and lower level of claims

Interest received was £135k lower than the budget

Interest paid was about £1.9m under budget due to the use of short term borrowing on the advice of our treasury advisers. This will be placed in to an interest equalisation reserve until such time as the borrowing is fixed for a longer time period.

Transformation

Function	Variance	Notes
Economic Development	+£43k	Salaries & Supplies/Services under budget.
Revenue Grants	+£124k	Underspend on grants awarded. A request to carry forward the £100k Kevin Canton fund was made at year end.
ICT	+£25k	Savings on Supplies and Services and Income greater than budget.

Corporate

Function	Variance	Notes
Electoral Registration	+£52k	Additional grant received and carried forward from previous year (2016/17).

Business

Function	Variance	Notes
Theatre	-£180k	Despite making a loss against budget the theatre has improved significantly compared to previous years and has exceeded the 2014 business case target for 17/18.
Car Parks	-£275k	Income did not meet stretch target for 17/18 plus unforeseen increase in business rates payable (circa £100k, currently being challenged).
Leisure Grants	+£24k	Lower Employee, Premises & Supplies and Services costs.
Arena Sports Centre	-£61k	Income not reaching budget levels, Emergency building repairs and maintenance.
New leisure facility	+£89k	A carry forward request was made at year end.

Regulatory

Function	Variance	Notes
Planning Applications	+£87k	Income up on budget due to increase in fees and lower recharge costs, offset by higher cost of supplies/services.
Development advice	+£25k	Income higher than budget and lower recharge costs.
Planning Appeals	+£94k	Lower supplies/services costs mainly around consultants and also timing of appeals moving in to 2018/19
Chobham Flood Alleviation Scheme	+£31k	Residual of grant awarded. A request to carry forward was made at year end.
Surrey Heath Local Plan	+£135k	Grant Income and underspend on consultants and salaries. Local plan work now being done in 2018/19A request to carry forward was made at year end.
One public estate	+£373k	Grants received for future work and a carry forward request was made at year end.
Homelessness	+£213k	Savings on rent, grants paid,

		overheads and income higher than budget. Some of this underspend was requested to be carried forward at year end.
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Legal

Function	Variance	Notes
Building control – fee related	+£50k	Increase in income & lower salary and supplies and services expenditure.
Corporate Land Management	+£77k	Lower premises costs and recharges, plus increased Income offset by increased Ashwood House costs.
London Road	+£53k	Increase in Income.
Public Offices	+£35k	Increase in Income.

Investment & Development

Function	Variance	Notes
Regeneration	+£88k	Lower Salary and consultant costs.
Strategic Property Development	+£160k	Lower Salary and general supplies and services costs.
Town Centre Investment	+£1.2m	Increased Income recognised due to a change in accounting treatment – this will be transferred in to a rent equalisation reserve.

Community

Function	Variance	Notes
SCC recycling incentive grant	+£25k	Increased grant received. A carry forward request was made at year end.
Waste	+£60k	Reduction in contractor costs
Recycling	+£74k	Increased sales and recycling credits, plus savings in rent offset by increased expenditure and purchase of Green Waste bins.
Community Transport	-£49k	Increased Salary Costs, plus a fall in income due to a loss in grant income.

Carry forward requests are subject to a separate report which will come to executive in July 2018.

Business rates and Council Tax

Business rates and Council tax had amongst the highest collection rates in the country at 99.5% and 99.2% respectively.

Annex B

Investments as at 31st March 2018

	£	£
Fixed Short term Investments		
Glasgow City Council	<u>2,000,000</u>	
Total Fixed Short Term		2,000,000
 Banks		
Nat West Business Reserve		
SIBA	<u>100,069</u>	
Total Banks		100,069
 AAA Rated Money Market Funds		
Blackrock	2,752,000	
CCLA	1,000,000	
Legal and General	3,000,000	
Standard Life Investments	<u>3,000,000</u>	
Total Money Market Funds		9,752,000
 Long Term Investments		
CCLA Property Fund	<u>2,151,135</u>	
Total Long Term Investments		2,151,135
 Total Investments		<u>14,003,204</u>

Annex C

Capital Monitoring 2017/18 Quarter 4		General	Approved	Total	Current	
	B/Fwd from 2016/17	Fund Adjustments	Bids 2017/18	2017/18	Spend & Programme Commitments	Variance & Carry Forwards
	£'000	£'000	£'000	£'000	£'000	£'000
Legal						
Property Acquisition Strategy	666	0	0	666	3	663
Ashwood House	15	0	865	880	432	448
Doman Road	0	0	512	512	518	-6
Windermere Golf Club	0	0	1200	1200	4	1196
Sub Total	681	0	2577	3258	957	2301
Investment and Development						
The Square Refurbishment	0	0	6200	6200	2301	3899
High Street Public Realm						
Improvements	0	0	300	300	186	114
Acquisition of the Square	0	0	0	0	164	-164
Sub Total	0	0	6500	6500	2651	3849
Transformation						
Civica Financial System	28	0	0	28	17	11
Cloud	78	0	0	78	50	28
Wifi Surrey Heath House	35	0	0	35	35	0
Sub Total	141	0	0	141	102	39
Business						
Main Square Refurbishments	59	0	670	729	76	653
Knoll Road Lifts	0	0	80	80	66	14
Pic Monies	97	0	0	97	2	95
Camberley Park & Obelisk	42	0	0	42	26	16
Wellington Park	20	0	0	20	67	-47
Lightwater CP Vistors Centre	7	0	0	7	2	5
Deanside DR Woods Play Area	35	0	0	35	4	31
Pic Monies Feb 2017	0	0	613	613	8	605
London Road Rec	0	0	21	21	0	21
Deepcut Community Centre	0	0	0	0	56	-56
Sub Total	260	0	1384	1644	307	1337
Community						
Garden Waste Bins	0	0	110	110	112	-2
Windle Valley Day Centre	0	0	35	35	48	-13
Dog Warren Van	0	0	10	10	0	10
Community Bus	0	0	40	40	0	40
Sub Total	0	0	195	195	160	35
Corporate						
Telephone System	25	0	0	25	0	25
Sub Total	25	0	0	25	0	25
Regulatory						
Openspace Works	154	0	48	202	52	150
Renovation Grants	0	0	630	630	396	234
Sub Total	154	0	678	832	448	384
Grand Total of All Schemes	1261	0	11334	12595	4625	7970

Community Infrastructure Levy

The Council has been collecting CIL funding since the Charging Schedule came into effect on 1 December 2014.

The CIL Regulations require that the Council, as the collecting authority, pay money over to the parishes, decide how to use that money and to publish its CIL income and expenditure.

The Council received a total of £3, 273,040.92 for the reporting period 1st October 2017 – 31st March 2018.

A breakdown of the CIL receipts received is shown in Appendix 1, attached to this report.

Portfolio: Finance

Date Portfolio Holder signed off report: 25 May 2018

Wards Affected

All

Recommendation

The Executive is advised to RESOLVE

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

1. Resource Implications

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

2. Key Issues

- 2.1 Section 106 payments are now increasingly being replaced by Community Infrastructure Levy contributions.
- 2.2 In respect of monies collected to date, Appendix 1 lists CIL monies collected from sites by parish and ward in the period 1st October 2017 - 31st March 2018. It also sets out how the CIL money is apportioned out according to the priorities in the Section 123 List in particular for SANGs and parishes.

- 2.3 The expenditure of CIL is governed by regulations. Thus payments must be reported half yearly to Executive and payments to parishes must be made half yearly, the Council has no discretion in this. The Council is also required to report on levy income and spending on its website on 31st December each year.
- 2.4 No neighbourhood plans have been adopted and thus no more than 15% of CIL collected within parishes and wards is payable. The payment to parishes, in the absence of a neighbourhood plan, is currently capped at £100 per annum for each existing Council tax dwelling. Payments to parishes' payable on 31st March 2018 were as follows.

- a. Chobham £10,685.40
- b. West End £182,030.00

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

3. Options

- 3.1 The options for the Executive to agree are:

- (i) To agree that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated within their wards.
- (ii) To not agree that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated within their wards.
- (iii) To agree that the remaining CIL contributions held by the Council be retained for spending to support key priorities
- (iv) To not agree that the remaining CIL contributions held by the Council be retained for spending to support key priorities.

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

4. Proposals

- 4.1 In accordance with the Executive resolution in March 2015, it is suggested that the Ward Councillors for the non-parished areas now be asked to submit suggestions and bids for projects in their areas to be funded from the 15% of CIL collected in those areas. Ward Councillors can also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects. The amount collected in the reporting period 1st October 2017 – 31st March 2018 within these areas is as follows:

- Mytchett £24,950.63
- Parkside £46,879.15
- St Pauls £ 5,994.00
- Town £36,558.00

4.2 Local projects will then be put forward to the Executive for agreement for funding in 2018/19 in combination with any projects taken forward from any remaining Planning Infrastructure Contributions.

5. Supporting Information

- 5.1 Income from CIL has started to increase since the CIL Charging Schedule was introduced in December 2014. The levy is only payable on development which creates net additional floor space, where the gross internal area of new build exceeds 100 square metres.
- 5.2 It is anticipated that CIL income will continue to increase in the next coming year.
- 5.3 A total of £3,273,040.92 has been collected for the reporting period 1st October 2017 – 31st March 2018.
- 5.4 Of the total amount collected for this period, £584,936.08 is retained by the Council, with £2,381,007.66 payable to SANGS.

6. Corporate Objectives And Key Priorities

- 6.1 PLACE - to make Surrey Heath an even better place where people are happy to live.
- 6.2 PROSPERITY - to sustain and promote the local economy so that our people can work and do business across Surrey Heath by promoting improvements to local transport and infrastructure.

7. Policy Framework

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

8. Legal Issues

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

9. Governance Issues

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

10. Sustainability

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

11. Risk Management

- 11.1 If the housing targets set out in the Council's Core Strategy are not delivered then this would have financial implications in respect of the amount of CIL which would be raised. In addition the prior consent regime takes development outside of CIL, the government is proposing to extend this regime.

Annexes	Annex 1 - List of CIL Income 01/10/2017 – 31/03/2018
Background Papers	
Author/Contact Details	Steven Appleby steven.appleby@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

APPENDIX 1

Community Infrastructure Levy (CIL) Income received 1st October 2017 – 31st March 2018

Application No	Address	CIL Admin (5%)	Neighbourhood (15%)	SANGS	CIL Main Fund	CIL Status
14/1041	21-33 York Road, Camberley Erection of 7 two/three storey houses, demolition of 1 dwelling with refurbishment of 6 two storey houses.	£7,740.00	£23,220.00 (Town)	£107,500.00 (Chobham Woods/Station Road)	£16,340.00	Completed 28/11/2017 (All monies received)
15/0445	Land North & East of Malthouse Farm, 70,Benner Lane, West End Erection of residential development to provide 95 dwellings (incl 5 one bed,25 two bed,32 three bed and 33 four bed units)		(West End)	£1,061,000.00 (Chobham Woods/ Station Road		Pay by Instalment (1 st Instalment rec'd 26/01/2018) (SANG Payment)
15/0664	87, Middle Gordon Road, Camberley Erection of two storey building to provide 6 two bed flats following demolition of existing house.	£4,446.00	£13,338.00 (Town)		£2593.50	Completed 11/01/2018 (All monies received) (paid by instalment)
16/0220	Pankhurst Farm, Bagshot Road, West End Erection of 4 two storey detached dwellings following demolition of existing buildings.	£3410.00	£10,230.00 (West End)	£38,750.00 (Chobham Woods/ Station Road)	£15,810.00	Completed 12/02/2018 (All monies received)
16/0246	Land adjacent to 1 Mytchett Road, Mytchett Erection of a detached 4 bed 2 storey dwelling.		£4695.30 (Mytchett)		£2258.70	Completed 23/03/2018 (All monies received) – (paid by instalment)
16/0298	44,Middlemoor Road, Camberley Erection of two storey 3 bed end of terrace dwelling.		(Frimley)	£9,240.00 (Shepherds Meadow)		Pay by Instalment (Payment received 31/01/2018)

16/1123	Flexlands, Station Road, Chobham Erection of 8, 2 bed and 6, 3 bed dwellings & communal pavilion following demolition of existing buildings.	£3,561.80	£10,685.40 (Chobham)	£40,475.00 (Chobham Woods/ Station Road)	£16,513.80	Completed 15/11/2017 (All monies received)
17/0202	Land North of Beldam Bridge Road, West End. Application for the approval of reserved matters pursuant to outline planning permission 16/0323 for the erection of 85 dwellings.	£67,221.00	£171,800.00 (West End)	£763,875.00 (Chobham Woods/ Station Road)	£341,524.00	Completed 28/12/2017 (All monies received)
17/0207	The Ravens Ravenswood Drive, Camberley Detached two storey dwelling and detached garage.	£1,998.00	£5,994.00 (St Pauls)	£27,750.00 (Chobham Woods/ Station Road)	£4,218.00	Completed 08/11/2017 (All monies received)
17/0317	Camberley Heath Golf Club Golf Drive, Camberley Erection of split-level 2/3 storey building comprising 12 apartments including rooms in roofspace following demolition of bungalow.	£15,626.38	£46,879.15 (Parkside)	£198,627.50 (Shepherds Meadow)	£51,394.68	Completed 19/12/2017 (All monies received)
17/0558	Grange Bungalow Linsford Lane Mytchett Erection of 2 four bed two storey semi-detached dwellings, 1 four bed detached dwelling and 2 three bed semi-detached dwellings following demolition of existing bungalow.	£6,751.77	£20,255.33 (Mytchett)	£84,500.00 (Chobham Woods/ Station Road)	£23,528.45	Completed 30/11/2017 (All monies received)

17/0745	12,London Road, Bagshot Erection of a three storey building to provide 6 two bed maisonettes and 3 two bed flats following demolition of commercial buildings		(Windlesham)	£49,290.16 (Chobham Woods/ Station Road)		Pay by Instalment (1 st Instalment received 15/02/2018) (SANG Payment)
			£110,754.95	£307,097.18	£2,381,007.66	£474,181.13

OVERALL TOTAL - £3,273,040.92

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Response to Runnymede Borough Council's Draft Local Plan 2030 (Regulation 19) Part 2 consultation

Summary

Runnymede Borough Council published a Draft Local Plan document for consultation in January and February 2018.

In light of representations made during this Regulation 19 consultation and the publication of additional evidence base documents, a revised Draft Local Plan (Part 2) document has been produced and accordingly, a final round of public consultation is currently underway. The consultation began on the 18th May and runs until the 29th June.

The purpose of this second round of consultation on Runnymede's Draft Local Plan is to allow comments on the amendments which have been made since the last round of public consultation earlier this year, before the Plan is submitted to the Planning Inspectorate. The Plan sets 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'.

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 Draft Runnymede 2030 Local Plan Part 2 Document.

Portfolio - Regulatory

Date Portfolio Holder signed off report: 23rd May 2018

Wards Affected

Windlesham and Chobham

Recommendation

The Executive is asked to RESOLVE that the letter at Annex 1 to the agenda report be agreed as Surrey Heath Borough Council's formal representation to the Draft Runnymede 2030 Local Plan (Part 2) Document.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2018/19.

2. Key Issues

- 2.1 Runnymede Borough Council published a Draft Local Plan document for consultation in January and February 2018. In light of representations made during the Regulation 19 consultation and the publication of additional evidence base documents, a revised Draft Local Plan (Part 2) document has been produced and accordingly, a final round of public consultation is currently underway. The

consultation on Runnymede's Draft Local Plan (Part 2) began on the 18th May and runs until the 29th June, and is the final opportunity to comment on the Plan before it is submitted to the Planning Inspectorate.

- 2.2 The Runnymede Draft Local Plan (Part 2) sets out the approach that Runnymede Borough Council will take to delivering housing (and other development) in Runnymede to 2030, including the DERA north and south sites in Longcross, now known as 'Longcross Garden Village'.
- 2.3 The current Draft Local Plan (Part 2) consultation sets out that DERA (Longcross Garden Village) would be expected to deliver development comprising up to 79,025sqm of employment floorspace with associated retail and community facilities, in addition to around 1,700 dwellings. This is consistent with proposed quantum of employment and residential development at Longcross Garden Village contained within the previous version of the Draft Runnymede Local Plan, which was consulted on in January and February 2018.
- 2.4 In response to Runnymede's previous Draft Local Plan Regulation 19 consultation held in January and February, Surrey Heath was satisfied that Runnymede's Draft Local Plan took previous comments into account in respect of additional modelling to address transport impacts and improvements to the A320. Surrey Heath Borough Council remains satisfied that these comments have been considered in Runnymede's Draft Local Plan (Part 2) and through the publication of the A320 Corridor Study Final Report as part of Runnymede's updated evidence base. Runnymede has worked collaboratively with Surrey Heath Borough Council, Woking Borough Council and Surrey County Council to produce the A320 feasibility study, which assesses the impact of strategic growth on the A320 and gives recommendations on how to address the impacts. The recommendations include junction improvements at three junctions on the A320 between the M25 Junction 11 and Woking, and working with Highways England to explore how additional growth will be addressed at Junction 11 of the M25, with the A320 (St Peter's Way).
- 2.5 Surrey Heath recognised in response to Runnymede's previous Draft Local Plan Regulation 19 consultation that the possible provision of a Junction (2a) of the M3 to allow separate entry and exit for local traffic to and from the motorway at the B386 Longcross Road overbridge had been considered as part of the Longcross Infrastructure and Viability Assessment. The Assessment concluded that such a scheme is unlikely to be feasible. Notwithstanding this, Surrey Heath maintains its position that provision of a Junction (2a) is necessary and would welcome the opportunity to discuss this further with Runnymede Borough Council.
- 2.6 In view of the above, Officers consider that the Runnymede Borough's Draft Local Plan (Part 2) is sound, subject to the continuation of collaborative working between Runnymede Borough Council, Surrey

Heath Borough Council, Woking Borough Council and Surrey County Council in respect of highways matters.

3. Options

3.1 The options are to:

- (i) Agree the response set out in the letter (Annex 1) and to submit this as the Council's formal response to the Runnymede Draft Local Plan (Part 2) 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 Runnymede Draft Local Plan (Part 2) consultation.
- (ii.) To not agree the response.

4. Proposals

4.1 To send a letter in response to the consultation on the Runnymede Borough Council Draft Local Plan (Part 2).

5. Supporting Information

5.1 The Runnymede Draft Local Plan (Part 2), May 2018.

6. Corporate Objectives And Key Priorities

6.1 Responding to the Runnymede Draft Local Plan (Part 2) 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 Runnymede Draft Local Plan (Part 2) will enable Surrey Heath to formally draw Runnymede's attention to comments it has in relation to the Runnymede Draft Local Plan.

Annexes	Annex 1: Response to the Runnymede Draft Local Plan (Regulation 19) Part 2 consultation – June 2018 Annex 2: Response to the Runnymede Draft Local Plan (Regulation 19) consultation – January 2018
Background Papers	Runnymede Draft Local Plan 2018 (Part 2)
Author/Contact Details	Chris 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	✓	<u>23/05/2018</u>
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	<u>23/05/2018</u>
Policy Framework		
Legal	✓	<u>23/05/2018</u>
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	<u>23/05/2018</u>
P R & Marketing	✓	<u>23/05/2018</u>

Review Date:

Version: 1



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The Policy and Strategy Team
Runnymede Borough Council
Civic Centre
Station Road
Addlestone
KT15 2AH
United Kingdom

20 June 2018

Dear Sir/Madam,

Runnymede Draft Local Plan (Part 2) Consultation

Thank you for the opportunity to comment on the Draft Runnymede 2030 Local Plan (Part 2) Consultation. Surrey Heath Borough Council wishes to make the following comments.

Surrey Heath Borough Council remains satisfied that the Draft Local Plan (Part 2) takes into account the Council's earlier comments in respect of the need to address both local and strategic transport impacts through further modelling work and improvements to the A320 to deal with strategic growth within the area. Surrey Heath welcomes the publication of the A320 Corridor Study Final Report as part of Runnymede's updated evidence base, which has assessed the impacts of strategic growth on the A320 and puts forward recommendations on how to address these impacts.

As in the Council's previous response to the Runnymede Draft Local Plan consultation held in January and February 2018, Surrey Heath recognises provision of a Junction (2a) of the M3 to allow separate entry and exit for local traffic to and from the motorway at the B386 Longcross Road overbridge has been considered through the Longcross Infrastructure and Viability Assessment. The Council notes that taking account of preliminary cost estimates and Highway's England's current policy position, the scheme is unlikely to be feasible. Surrey Heath maintains its position that the provision of a Junction (2a) is necessary and would welcome the opportunity to discuss this further with Runnymede Borough Council.

In view of the above, Officers consider that the Runnymede Borough's Draft Local Plan (Part 2) is sound, subject to the continuation of collaborative working between Runnymede Borough Council, Surrey Heath Borough Council, Woking Borough Council and Surrey County Council in respect of highways matters.

Yours faithfully

Planning Policy and Conservation Manager
Surrey Heath Borough Council



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The Policy and Strategy Team
Runnymede Borough Council
Civic Centre
Station Road
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KT15 2AH
United Kingdom

6th February 2018

Dear Sir/Madam,

Runnymede Draft Local Plan consultation

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

Surrey Heath is satisfied that the Draft Local Plan takes the Council's earlier comments in respect of the need to address both local and strategic transport impacts through further modelling work and improvements to the A320 to deal with strategic growth within the area. In this respect, Surrey Heath welcomes the opportunity to continue to work collaboratively with Runnymede Borough Council, Woking Borough Council and Surrey County Council to progress an A320 feasibility study to assess the strategic growth in these areas on the A320.

Surrey Heath Borough Council also recognises that Runnymede have, through the Longcross Infrastructure and Viability Assessment, considered the potential provision of a restricted access Junction (2a) of the M3 to allow separate entry and exit for local traffic to and from the West at the B386 Longcross Road over bridge and notes that such a scheme is unlikely to be feasible, taking account of preliminary cost estimates and Highway's England's current policy position in respect of such a scheme. Notwithstanding this, the Council would welcome the opportunity to engage further with Runnymede regarding the provision of a restricted access Junction, should circumstances change in the future.

In view of the above, Officers consider that the Runnymede Borough's Draft Local Plan is sound, subject to the continuation of collaborative working between Runnymede Borough Council, Surrey Heath Borough Council, Woking Borough Council and Surrey County Council in respect of highways matters.

Yours faithfully

J. n. Ireland.

Jane Ireland
Planning Policy and Conservation Manager
Surrey Heath Borough Council

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>
10	3
11	3
12	3
13	3

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By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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Arrangements) (Access to Information) (England)
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Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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