

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

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt, Cllr Valerie White and Cllr John Winterton

37/E Minutes

The open and exempt minutes of the meeting held on 1 August 2017 were confirmed and signed by the Chairman.

38/E Questions by Members

The Leader received questions from Councillor David Allen in relation to the number of customers parking in the Main Square Car Park in comparison to the previous year, and the use of the Glide App in Council Car Parks.

39/E Residential Design Guide Supplementary Planning Document

The Executive considered a Residential Design Guide Supplementary Planning Document (SPD). The SPD would provide additional guidance to policies in the Surrey Heath Core Strategy and Development Management Policies Development Plan Document, which had been adopted in 2012.

Members were reminded that, at its meeting in March 2017, the Executive had agreed to a five week consultation on a draft SPD. The consultation had been carried out between 22 March and 28 April 2017, during which time comments had been received from 14 respondents. Minor amendments had been made to the SPD following the consultation.

RESOLVED to adopt the Residential Design Guide, as set out at Annex A to the agenda report, as a Supplementary Planning Document in accordance with Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

40/E Refurbishment of Windle Valley Centre

The Executive was reminded that the Windle Valley Centre offered a range of activities and services for older residents of the borough. The Centre opened 5-days a week for its core care services. In addition, the Saturday Club operated

every Saturday afternoon, offering older residents, carers and the cared for a chance to relax and enjoy themselves through interaction and entertainment. In 2015 the Centre had been extended to provide a Wellbeing Centre, which provided help and advice to people with dementia and their carers.

Members were informed that the main Centre had not received any major refurbishment for at least 20 years. It was suggested that the carpet, furniture and furnishings were in need of replacement and, importantly, the colour and fabric of the walls, floors and furnishings did not render the centre dementia friendly. It was also noted that providing a modern, safe and comfortable centre for users was important for the financial viability of the Centre.

The estimated cost of the work was £35,000, which included the cost of a designer to ensure that the decoration, flooring, furniture and furnishings were suitable for users who were living with dementia. The work would be funded from the Personalisation Prevention and Partnership Fund, which had been received from Surrey County Council as part of a 5 year programme between 2012 and 2017.

RESOLVED that the proposal to refurbish the Windle Valley Day Centre be agreed.

RECOMMENDED to Council that the Capital Programme be amended by the total sum of £35,000 based on the estimated costs for refurbishing the Windle Valley Day Centre, the costs to be funded from the Personalisation, Prevention and Partnership Fund.

41/E Response to the Mayor of London's Transport Strategy

The Executive considered a response to the Mayor of London's Transport Strategy consultation, which closed on 2 October 2017.

RESOLVED to agree the response to the Mayor of London's Transport Strategy, as set out at Annex A to the agenda report.

42/E Business Rates Relief Schemes

The Executive was informed that, in his Spring Budget, the Chancellor had announced 3 new Business Rates Reliefs for businesses most affected by the April 2017 revaluation. These were:

- Supporting Small Business – ensuring that no business losing small business rates relief or rural rates relief as a result of the revaluation would face an excessive increase in bills;
- Local Discretionary Fund – a £300m fund to be distributed to the hardest hit businesses under locally designated criteria; and
- Relief for Pubs – a £1,000 rebate for all pubs with a rateable value of under £100,000.

The Small Business Rates Relief scheme and the Pubs Business Rates Relief scheme would be fully funded by the Government provided the relief was awarded

in line with the criteria. Each local authority would set its own Local Discretionary Fund scheme, which would be reimbursed by way of a section 31 grant or as a deduction on the NNDR 3 return. Members noted the grants the Council would receive, as follows:

- 2017/18 £219,000
- 2018/19 £106,000
- 2019/20 £44,000
- 2020/21 £6,000

The Government had set some broad eligibility criteria for the Local Discretionary Business Rates Relief scheme, but the level of relief had been left to individual Councils to determine; if the level of relief awarded was greater than the level of grant, that additional cost would fall on the Council. In order to prevent this, the proposed scheme had been designed so that the whole grant, less a 2.5% top slice for contingencies, would be divided equally amongst all eligible ratepayers. Guidance on whether underspends from one year could be carried forward was awaited.

RECOMMENDED to Full Council that

- (i) the Supporting Small Businesses Business Rates Relief Scheme, Local Discretionary Business Rates Relief scheme and the Pubs Business Rates Relief Scheme as set out in Annexes A to C of the agenda report be approved;**
- (ii) the Executive Head of Finance in consultation with the Portfolio Holder for Finance be authorised to make changes to the scheme arising out of the consultation with major preceptors; and**
- (iii) the Executive Head of Finance, in consultation with the Portfolio Holder for Finance, be authorised to make changes to the schemes to ensure that the costs remain fully funded by Government and do not fall on the Council.**

43/E Council Finances as at the 30th June 2017

The Executive received a report detailing the Council's financial position at 30 June 2017.

Members considered the revenue position for the first quarter of 2017/18 and were advised that there were no areas of concern at present. In that quarter £840k had been spent on capital projects, the largest element of which had been £512k on the purchase of a property in Doman road and a final payment of £279k as final settlement on the Mall. The remainder had been spent on renovation grants and smaller projects.

The Executive noted that sundry debts amounted to £1,146,000, although £292,000 related to car park season tickets and help line fees being paid by instalments; £481,000 related to invoices raised at the end of June for rent and recycling.

RESOLVED to note the Revenue, Treasury and Capital Position as at 30 June 2017.

44/E Exclusion of Press and Public

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

Minute	Paragraph(s)
37/E (part)	3&7
45/E	3
46/E	3
47/E	3
48/E	3

Note: Minutes 45/E, 46/E and 47/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

45/E Acquisition of Land for use as Suitable Alternative Natural Greenspace (SANG) at north of Station Road Chobham

The Executive made decisions in relation to the acquisition of land north of Station Road, Chobham for use as Suitable Alternative Natural Greenspace.

46/E Lease of the Briars Centre, Briar Avenue, Lightwater, Surrey

The Executive made decisions concerning the awarding of a lease for the Briars Centre, Briar Avenue, Lightwater.

47/E Christmas Events in Camberley

The Executive made decisions in relation to Christmas events to be held in Camberley in 2017.

48/E Review of Exempt Items

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

RESOLVED that

- (i) **minute 45/E and the associated agenda report remain exempt until the completion of necessary legal procedures;**

- (ii) minute 46/E and the associated agenda report remain exempt until the completion of necessary legal procedures; and**
- (iii) the decision at minute 47/E be made public following a Press Release but any financial and contractual information remain exempt for the present time.**

Chairman