

**Minutes of a Meeting of the Executive
held on 17 January 2023**

+ Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	- Cllr Rebecca Jennings-Evans
- Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Sharon Galliford, Cllr Edward Hawkins, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

74/E Minutes

The minutes of the meeting held on 6 December 2023 were confirmed and signed by the Chairman.

75/E Questions by Members

The Leader undertook to respond to Councillor Sharon Galliford on whether the Council held information on how much electricity was used by 5G masts.

In response to a question from Councillor Rodney Bates on the progression of the adoption of Fairtrade Status, the Economic Development & Transformation Portfolio Holder, Councillor Shaun Garrett, advised that further information on costs was being sought. The item would be progressed once this information had been clarified and reported to Members before the end of the Council term.

The Leader referred to a question he had received from Councillor Victoria Wheeler concerning the delay to the Local Plan, which had been due the changes to National Planning Policy announced by the Government. Clarification was also sought on the anticipated timescale for publishing the Regulation 18 Gypsy & Traveller consultation and associated documents. It was advised that the Local Plan Working Group would be considering the outcome of the consultation at its meeting on 2 February 2023, at which time it would review the information that could be made public. The Executive would also be receiving a report at its March meeting setting out the revised timetable for adopting the new Local Plan.

76/E Revenue Grants 2023/24

The Executive considered a report detailing recommendations for revenue grant payments to voluntary organisations for the period 1 April 2023 to 31 March 2024, including the three organisations identified for ring-fenced funding for that period. It was noted that, in January 2022, it had been agreed that for the 2023/24 financial year the funding for the ring-fenced organisations, namely Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership and the Basingstoke Canal Authority, would be allocated from the Containment Outbreak Management Fund.

Members were advised that it was not proposed to award a grant to Catalyst Support as the organisation had advised that it was confident that the identified project could be funded from another source. In addition, it was not proposed to award a grant to Surrey Heath Sports Council as the organisation had not awarded any grants in 2022/23 and would be carrying forward this unspent fund to the next financial year. In response to concerns raised about the reduction in funding for Voluntary Support North Surrey it was advised that the organisation currently had healthy reserves there was confidence that there would not be any consequential impact on the Council's services.

The Executive was informed that, given the growing pressure arising from homelessness in the borough and the Hope Hub's key role in supporting the Council's homeless response, it was proposed to increase its grant for 2023/24 to £40,000. Furthermore, it was agreed to ringfence the organisation's funding for a three year period, from 1 April 2023.

Members were informed that, in accordance with the decision of the Executive in January 2022, all non-ringfenced revenue grant recipient organisations had been advised that, due to budget restrictions, the Council was not able to guarantee financial support through a revenue grant scheme beyond 31 March 2023. It was agreed that notice would be given to Basingstoke Canal Authority and Blackwater Valley Countryside Partnership that the Council was not able to commit at that time to continue revenue funding beyond 31 March 2024.

RESOLVED that

(i) the following Revenue Grants for 2023/24 be awarded to:

- a. Surrey Heath Citizens Advice (CASH) – £80,000;**
- b. Basingstoke Canal Authority - £10,000;**
- c. Blackwater Valley Countryside Partnership - £10,000;**
- d. Surrey Heath Age Concern - £10,000;**
- e. Camberley Central Job Club - £6,000;**
- f. The Hope Hub - £40,000;**
- g. Voluntary Support North Surrey - £20,000;**
- h. VSNS-Time to Talk - £10,000;**

(ii) the other in-kind benefits provided to organisations be noted;

(iii) no grant awards to be made to Catalyst Support and Surrey Heath Sports Council;

(iv) from 1 April 2023, the Hope Hub be classified as ringfenced organisation for a three-year period;

(v) Notice to be given to Basingstoke Canal Authority and Blackwater Valley Countryside Partnership that the Council is not able to commit at this time to continue revenue funding beyond 31 March 2024;

- (vi) all grants be subject to Service Level Agreements; and**
- (vii) the decision of the Executive on 19 January 2022 to use remaining funds from the Containment Outbreak Management Fund (COMF) to meet the Revenue Grant costs for the three ringfenced organisations:2023/24, for Citizens Advice Surrey Heath (£80,000); for Basingstoke Canal Authority (£10,000); and for Black Water Valley Countryside Partnership (£10,000) be noted.**

Note: The following declarations of interest were reported:

- (i) It was noted for the record that Councillor Rodney Bates declared that his sister worked for Catalyst Support, but was not involved in the project included in the organisation's application;
- (ii) In accordance with the Members' Code of Conduct, Councillor Sarah Jane Croke declared a non-pecuniary interest as she assisted with Surrey Heath Age Concern;
- (iii) In accordance with the Members' Code of Conduct, Councillor Shaun Garrett declared a non-pecuniary interest as he was the Council's representative on Surrey Heath Age Concern;
- (iv) In accordance with the Members' Code of Conduct, Councillor Edward Hawkins declared a non-pecuniary interest as he was Surrey County Council's representative on Blackwater Valley Countryside Partnership; and
- (v) It was noted for the record that Councillor Alan McClafferty declared that he and his wife were no longer involved with Surrey Heath Age Concern.

77/E Outcome of Executive Decisions Called-In and Considered by the Performance & Finance Scrutiny Committee

The Executive considered referrals from the Performance & Finance Scrutiny Committee relating to decisions it had made that had subsequently been called-in. The decisions concerned the settlement of property dilapidations and additional contributions to Collectively Camberley Ltd to fund events in Camberley Town Centre, made at meetings on 18 October 2022 and 15 November 2022 respectively.

In relation to the settlement of property dilapidations, the Performance & Finance Scrutiny Committee had not objected to the Executive's decision to accept the sum of money as full and final settlement of dilapidation payments, but had focussed its discussions on the use of the monies and the Council's inspections of leased property. These recommendations were endorsed by the Executive.

The recommendations on the additional contributions to Collectively Camberley were reviewed and it was agreed to endorse the Committee's recommendations concerning the capital expenditure and consulting with partners on the proposed events. It was also recognised that there was no support for the proposed night-time economy event and it was therefore agreed not to fund that proposed activity.

However, the Executive decided to progress its original decision to delegate authority to spend the proposed contributions for the remaining additional events, upon the receipt of a costed business case.

RESOLVED that

- (i) In relation to the called- in decision at minute 55/ E – Settlement of Property Dilapidations:**
 - a) The £12,000 offered by the parent organisation should be used solely for the refurbishment of the building. In the event that the Council made a decision, within 12 months of this meeting, not to progress the refurbishment the building then the £12,000 should be ring fenced to be used for projects for young people in the Borough with priority being given to those projects which fell within the ward in which the building was located;**
 - b) The Council’s inspection regime for leased properties should be reviewed to ensure that all properties were subject to regular inspections;**

- (ii) In relation to the called- in decision at minute 59/ E – Council Contributions to Collectively Camberley Ltd.:**
 - a) the decision to add a supplementary estimate of £5,000 to the current capital programme to provide a capital grant to Collectively Camberley Limited be progressed;**
 - b) the decision at minute 59/E to agree a one-off revenue grant to Collectively Camberley Ltd. of up to £50,000 for additional events be confirmed;**
 - c) authority be delegated to the Strategic Director of Environment & Community in consultation with the Economic Development & Transformation Portfolio Holder to award the revenue grant, subject to the provision of a costed business case;**
 - d) the Police and any other relevant partner agencies in Camberley be consulted on the proposals before they are progressed; and**
 - e) no additional funding be provided for the provision of the night-time economy event proposed in the original agenda report.**

Note: In accordance with the Members’ Code of Conduct Councillor Shaun Garrett declared a non-pecuniary interest as he was the Council’s appointed representative on the Board of Collectively Camberley Ltd.

78/E SEP 2025 - A partnership approach to waste prevention and recycling

The Executive considered a report seeking approval on the partnership approach to waste prevention and recycling in Surrey for the next three years through the adoption of the Surrey Environment Partnership's SEP 2025 Strategy. The Strategy sought to provide a clear strategic direction for the Surrey Environment Partnership until 2025 to help manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

It was agreed that further clarification would be sought on the processing of food waste.

RESOLVED that the SEP 2025 be adopted, as set out in the approach document in Annex 1 to the agenda report.

79/E Procurement of a New Car Park Management System

The Executive was informed that that a new car park control and management system would need to be procured and installed by 2 June 2024. The current automatic number plate recognition (ANPR) car park control and management system had been installed on 2 June 2014 with a maximum contract for maintenance and software support of 10 years. The planned timetable for the procurement process and selection of a new contractor was noted.

Members discussed the report and emphasised a need to retain payment options for members of the public without access to mobile phone technology, including cash payment facilities. It was also advised that, whilst the technology for introducing varied charging for different sections of the car park might not yet be fully available and potentially expensive to implement, opportunities for further exploring this would be included in the procurement process.

RESOLVED that an Invitation to Tender be issued for a new ANPR car park control and management system for Main Square and Knoll Road multi-storey car parks in February 2023.

80/E Exclusion of Press and Public

In accordance with Regulation 4 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 Local Government Act 1972 as set out below:

Minute	Paragraph(s)
81/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
82/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

81/E Redevelopment of Property

The Executive considered a detailed report setting out the proposals for the redevelopment of one of the properties in the Council's ownership and endorsed the recommendations. The proposed budget was discussed and it was agreed to make additional financial provision of £5,000, to ensure that the Council had access to the necessary spatial planning expertise.

RESOLVED that

- (i) the recommendations set out in the exempt agenda report be agreed; and**
- (ii) officers be asked to include the growth bid outlined in the agenda report, as amended, in the 2023/24 budget.**

82/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 the decision at minute 81/E and associated agenda report remain exempt for the present time.

Chairman