

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 17  
March 2015**

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+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Colin Dougan
+ Cllr Keith Bush	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley

+ Present

In Attendance: Cllr Rodney Bates, Cllr Edward Hawkins and Cllr Chris Pitt

**112/E Minutes**

The minutes of the meeting held on 24 February 2015 were confirmed and signed by the Chairman.

**113/E Joint Waste Procurement - Draft Specification**

The Executive was reminded that, at its meeting on 3 December 2013, it had resolved that the Council jointly procure a new waste collection and street cleansing contract with a number of other local authorities in Surrey.

The Inter Authority Agreement (IAA) had delegated approval of a Procurement Strategy and the Contract Tender Evaluation Model to the Joint Waste Collection Services Committee. The Procurement Strategy for the contract had been approved by the Joint Waste Collection Services Committee on 1 September 2014 and the Contract/Tender Evaluation Model on 1 December 2014.

It was reported that the Surrey Joint Waste Collection Services Committee had considered the draft specification at its meeting on 29 January 2015. The committee had resolved that the draft specification be referred back to partner authorities, in accordance with the IAA, with a recommendation that it be approved.

Members considered a summary of the draft specification. It was noted that this remained a draft specification until such time as the contract was awarded. The contract award and final specification would be brought back to the Executive for approval in June 2016.

The Executive was informed that in October and November 2014 a consultation had been carried out on the current and future waste collection service. Members noted the results of this survey, in particular in relation to residents' views on future collection times.

It was noted that the draft specification provided that the contractor would not have its performance measured by indicators such as the percentage of household waste recycled or composted. The Council would, however, continue to measure this information.

**RESOLVED that**

- (i) the draft specification, as recommended by the Surrey Joint Waste Services Committee and summarised at Annex A of the agenda report, be approved; and**
- (ii) the Executive Head of Community, following consultation with the Community Portfolio Holder, be authorised to make minor amendments following the progress of the draft specification through the Executives of partner authorities.**

**The Executive noted that the final specification, contract management arrangements, and award of the contract would be brought back to Executive for decision at a later date.**

**114/E Use of Shepherd Meadows, Sandhurst, as Suitable Alternative Natural Greenspace**

The Executive was informed that there remained the need for additional SANG in the Borough if the Council's Core Strategy housing target, including the residential development identified in the Camberley Town Centre Area Action Plan (AAP), was to be met. Members considered an opportunity to enter into a Memorandum of Understanding (MoU) with Bracknell Forest Borough Council in respect of the uses of land at Shepherd Meadows SANG to allow avoidance impact measures for residential development in Surrey Heath.

Bracknell Forest Borough Council had identified that there was sufficient SANG capacity at Shepherd Meadows to mitigate developments both within Bracknell Forest and to provide capacity for 500 dwellings within Surrey Heath. Use of Shepherd Meadows SANG would provide capacity for all the sites identified in the AAP, as well as for other residential development in the Borough.

It was emphasised that the provision and management of this site as SANG would be entirely funded through developer contributions paid as the SANG element of the Council's Community Infrastructure Levy (CIL). Bracknell Forest Borough Council as landowner and manager would act as the fund administrator to ensure management and maintenance of the site.

The level of contribution to be paid to Bracknell Forest Borough Council had been set at £1,963 per person, below Surrey Heath's CIL calculation of £2,000 per person, which had been used to set the SANG element of the CIL Charging Schedule. This element of the CIL Charging Schedule could only be used for SANG provision and not for any other infrastructure. Contributions could therefore be met through future CiL receipts.

It was reported that this Council would supply the CIL contributions collected at intervals to be agreed through the Memorandum of Understanding. Bracknell Forest Borough Council would report back to this Council on an annual basis as to how the monies had been spent.

The Executive expressed its thanks to Bracknell Forest Borough Council for the opportunity to use the land at Shepherds Meadows as SANG.

**RESOLVED that**

- (i) the Council enters into an agreement under a Memorandum of Understanding with Bracknell Forest Borough Council for the use of the existing SANG land at Shepherd Meadow Sandhurst to provide SANG capacity for 500 dwellings within Surrey Heath; and**
- (ii) the Head of Legal Services, in consultation with the Portfolio Holder, be authorised to sign the Memorandum of Understanding.**

**115/E Annual Plan 2015/16**

The Executive considered the Annual Plan for 2015/16. The Annual Plan demonstrated the Council's commitment to achieving the 2020 Strategy objectives.

It was recognised that the Plan would be reviewed in the new Municipal Year, following the Borough Council elections.

**RESOLVED to approve the Annual Plan for 2015/16.**

**116/E Community Fund Grant Applications**

The Council's Community Fund Grant Scheme provided grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. The Executive considered applications for grants which had been submitted by 3 December 2014.

The Executive considered the applications and agreed to approve requests from Camberley Cricket Club, Frimley Green Village Hall, and Parity for Disability. However, Members expressed concerns that Parity for Disability had clients in the Rushmoor and Hart areas but neither Rushmoor Borough Council nor Hart District Council had contributed to the project.

Members considered applications from Camberley Central Job Club for the delivery of training for post-18 age group, and from R-U-Able for a new cycling pilot for adults with learning disabilities. It was agreed to reject the application from Camberley Central Job Club as the project details had been incomplete, had not contained any estimates, and the scope was unclear. It was also agreed to refuse the application from R-U-Able as the application was not complete and would require additional funding not yet secured. Officers would continue to work with these organisations to assist them by other means.

The Executive discussed applications from Deaf Plus and Holy Trinity Church in West. It was felt that, in relation to Deaf Plus, the Council would consider making a lesser grant which better reflected the percentage of users which came from the

borough. Members also felt that, whilst Holy Trinity Church's application was not clear on the wider community benefit of the project, if it resubmitted an application which better demonstrated a community benefit, the Council would consider awarding a grant for the project. It was therefore proposed that these organisations be invited to resubmit their applications, taking into account these points.

**RESOLVED that**

- (i) the following grants be awarded from the Council's Community Fund Grant Scheme:**
  - a. £5,866 be awarded to Camberley Cricket Club to demolish the old grounds man's shed and replace it with a new secure garage for the grounds maintenance equipment;**
  - b. £6,600 be awarded to Frimley Green Village Hall to replace the dilapidated external storage unit and provide external disabled access;**
  - c. £10,500 be awarded to Parity for Disability to purchase furnishings and equipment for the new centre opening for Mytchett;**
  
- (ii) the following applications be refused**
  - a. Camberley Central Job Club's application for £1,850 towards the delivery of training for post 18 age group;**
  - b. R-U-Able's application for £7,563 towards a new cycling pilot for adults with learning disabilities;**

**for the reasons set out at Annex C to the agenda report; and**
  
- (iii) Holy Trinity Church and Deaf Plus be invited to resubmit their applications, taking into account the points raised at the meeting, as set out above; and**
  
- (iv) following receipt of resubmitted applications from Holy Trinity Church or Deaf Plus, the Executive Head of Transformation be authorised, in consultation with the Leader and the Corporate Portfolio Holder, to determine the award of any Community Grant to those organisations.**

Note: Cllr Bush declared that he was providing the design, supervision and management for the project in respect of the application from Holy Trinity Church, West End, and left the room during the consideration of the item.

## **117/E Write Off of Irrecoverable Revenues Bad Debts**

In accordance with Financial Regulation 26.1, the Executive considered the writing off of bad debts for Council Tax totalling £25,240.16 and Non-Domestic Rates (NDR) totalling £12,166.34, the individual amounts of which were greater than £1,500.

All of the debts had been subject to the relevant recovery action and tracing enquiries had been undertaken. The Council's bailiffs had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debts were now considered irrecoverable.

It was noted that in respect of the Council Tax write offs, the Council bore 13% of the total, namely £3,281. The precepting authorities bore the remainder of the costs. In respect of the NDR write offs, the Council bore 40% of the total, namely £4,866. It was noted that, compared to the net collectable debits for 2014/15, the proposed write-off represented 0.042% for Council Tax and 0.033% for NDR.

**RESOLVED that bad debts totalling £25,240.16 in respect of Council Tax and £12,166.34 in respect of Non-Domestic Rates to be written-off in 2014-15.**

## **118/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)

119/E 3

120/E 3

Note: Minute 119/E is a summary of matters considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time.

## **119/E Acquisition of Property**

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

This item was considered in accordance with Regulation 11 - Case of Special Urgency. The decision was considered to be urgent and could not reasonably be deferred because of contractual requirements. The decision was exempt by reason of Schedule 12A of the Local Government Act 1972, paragraph 3, because it related to the financial affairs of the authority. The Chairman of the Performance and Audit Scrutiny Committee, Cllr John May, had agreed that the making of the decision was urgent, could not reasonably be deferred and should be considered in the exempt part of the meeting.

## **120/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) Annex A at Agenda Item 9 remain exempt; and**
- (ii) Minute 119/E remain exempt until the completion of negotiations and the sale.**

Chairman