

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 16 June
2015**

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Paul Innicki, Cllr David Mansfield, Cllr Robin Perry, Cllr Chris Pitt and Cllr Valerie White

6/E Minutes

The minutes of the meeting held on 26 May 2015 were confirmed and signed by the Chairman.

7/E Appointment of Executive Working Groups

RESOLVED

- (i) **to establish the following Executive Working Groups for the Municipal Year 2015/16 as indicated below;**

<u>Group</u>	<u>No of Seats and Allocation to Political Group</u>	<u>Members</u>
Camberley Theatre and the Arena Leisure Centre Working Group	7 6 – Conservative Group 1 – Others Group	<p> Cllr Ian Cullen Cllr Craig Fennell Cllr Rebecca Jennings-Evans Cllr Edward Hawkins Cllr Ian Sams Cllr Pat Tedder Cllr Valerie White </p> <p> <u>Substitutes</u> Cllr Victoria Wheeler </p>
Camberley Town Centre Future Management Working Group	7 6 – Conservative Group 1 – Others Group	<p> Cllr Rodney Bates Cllr Richard Brooks Cllr Mrs Vivienne Chapman Cllr Colin Dougan Cllr Edward Hawkins Cllr Jonathan Lytle Cllr Max Nelson </p> <p> <u>Substitutes</u> Cllr Ruth Hutchinson </p>
Digital Services Working Group	7 6 – Conservative Group 1 – Others Group	<p> Cllr Dan Adams Cllr David Allen Cllr Paul Deach Cllr Colin Dougan Cllr Jonathan Lytle Cllr Victoria Wheeler Cllr Valerie White </p> <p> <u>Substitutes</u> Cllr Rodney Bates </p>
Equality Working Group	7 6 – Conservative Group 1 – Others Group	<p> Cllr Bill Chapman Cllr Josephine Hawkins Cllr Ruth Hutchinson Cllr Paul Ilnicki Cllr Katia Malcaus Cooper Cllr Ian Sams Cllr Valerie White </p> <p> <u>Substitutes</u> Cllr Pat Tedder </p>

(ii) that the Conservative Group substitutes be reported to a future meeting; and

- (iii) to endorse the Terms of Reference of the Working Groups, as set out at Annex A to the Agenda Report.

8/E Appointment of Members to Outside Bodies 2015/16

The Executive considered a list of outside bodies in respect of which the Council had been invited to appoint representatives for the 2015/16 municipal year, together with the Group Leaders' nominations to these positions.

In addition to the Outside Bodies the Council had appointed representatives to in 2014/15, it was agreed to appoint Members to Collectively Camberley Ltd, the Community Noise Forum, and Heathrow Airport Consultative Committee.

RESOLVED that the representatives shown be appointed for the 2015/16 municipal year to serve on the bodies as set out below:

<u>Organisation</u>	<u>2015/16 appointments</u>
Accent Group - Local Customer Services Committee	Cllr Colin Dougan
Basingstoke Canal Joint Management Committee	Cllr David Lewis Cllr Nick Chambers (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (sub)
Blackwater Valley Joint Local Authorities Group	Cllr Moira Gibson Cllr Mrs Vivienne Chapman (sub)
Blackwater Valley Countryside Partnership	Cllr David Lewis Cllr Wynne Price
Briars Centre Management Committee	Cllr John Winterton
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr Robin Perry
Collectively Camberley Ltd	Cllr Richard Brooks
Community Noise Forum	Cllr Rebecca Jennings-Evans Cllr Conrad Sturt
Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Pat Tedder

Farnborough Aerodrome Consultative Committee	Cllr Josephine Hawkins Cllr Robin Perry (sub)
Frimley Community Centre Management Committee	Cllr Bruce Mansell
Frimley Fuel Allotments Charity(4 year appointments)	Cllr Paul Deach Cllr Edward Hawkins Cllr Paul Ilnicki Cllr Bruce Mansell
Heatherside Community Centre Council	Cllr Paul Ilnicki Cllr Jonathan Lytle (sub)
Heathrow Airport Consultative Committee	Cllr Moira Gibson Cllr Charlotte Morley (sub)
Henry Smith Charity (4 year appointments)	Cllr Chris Pitt
Joint Waste Collection Services Committee	Cllr Mrs Vivienne Chapman Cllr Valerie White (sub)
Local Government Association - General Assembly	Cllr Moira Gibson Cllr Richard Brooks (sub)
Miss Gomms Trust (4 year appointments)	Cllr Nick Chambers
Mytchett Community Association General Committee	Cllr Craig Fennell
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	Cllr Craig Fennell Cllr Paul Deach (sub)
RELATE North East Hants and Borders	Cllr Katia Malcaus Cooper
South East Employers	Cllr Josephine Hawkins Cllr Chris Pitt (sub)
South East England Councils	Cllr Moira Gibson Cllr Richard Brooks (sub)
Surrey Climate Change Partnership Member Group	Cllr Mrs Vivienne Chapman
Surrey County Playing Fields Association	Cllr Pat Tedder/ Cllr Victoria Wheeler

Surrey Heath Age Concern	Cllr Ruth Hutchinson
Surrey Heath Arts Council	Cllr Ian Cullen Cllr Edward Hawkins Cllr Ian Sams
Surrey Heath Duke of Edinburgh Award Committee	Cllr Jonathan Lytle
Surrey Heath Local Area Committee	Cllr Rodney Bates Cllr Mrs Vivienne Chapman Cllr Josephine Hawkins Cllr Paul Ilnicki Cllr Rebecca Jennings-Evans Cllr Valerie White Cllr Alan McClafferty (sub) Cllr Robin Perry (sub)
Surrey Heath Partnership	Cllr Moira Gibson Cllr Mrs Vivienne Chapman
Surrey Heath Sports Council	Cllr Craig Fennell Cllr Charlotte Morley Cllr Max Nelson Cllr Victoria Wheeler
Surrey Heath Youth Focus	Cllr Paul Deach Cllr Ruth Hutchinson
Surrey Leaders Group	Cllr Moira Gibson
Surrey Waste Partnership	Cllr Mrs Vivienne Chapman
Voluntary Support North Surrey	Cllr Darryl Ratiram Cllr Paul Deach

9/E Highways Bids to the Local Enterprise Partnership

In March 2014 the Enterprise M3 Local Enterprise Partnership (LEP) had submitted a series of bids for infrastructure improvements which had been prepared by the counties and districts across the area. The schemes for improvements to the A331/A30 (Meadows Gyratory) and London Road (A30) at Camberley Town Centre had been approved and were now moving forward to design and implementation stage.

Members were reminded that the Department of Communities and Local Government Funding required a proportion of funding to be provided by local partners. The Executive, at its meeting on 2 December 2014, had agreed in principle local contributions funding for the 2 highway bid schemes. Contributions were now being sought for a total contribution from this Council of £1,625,000 toward these schemes.

Developer contributions would be sought to fund those schemes but to enable the works to proceed quickly, initially all of the funding would have to come from the Council. There was a risk that future developer contributions would not meet the whole cost of these works.

Members were advised that borrowing was not permitted to fund this expenditure and the funding would therefore need to come from the Council's reserves.

It was noted that, in respect of the London Road (A30) scheme, Members had previously been asked to agree the funding in principle on the basis that the local contribution would be sought, in its entirety, through developer funding associated with the redevelopment scheme for the London Road block; in the event of funding being insufficient, the Council would be asked to consider whether to fund a local contribution. However, the LEP funding for this scheme had come forward earlier than expected and as a result there was no scheme within the town centre from which developer contributions could be sought at that time.

RECOMMENDED that

- (i) local contributions funding of up to £1,625,000 be agreed for the following highway bid schemes:**
 - A30/A331 (Meadows Gyratory) in 2015/16 – 2016/17**
 - London Road (A30) Camberley Town Centre Highway Improvements in 2016/17 – 2017/18**
- (ii) contributions be phased over 2015/16 and 2016/17, with payment to be made upon commencement of the works; and**
- (iii) any cost overruns on these two schemes would not be funded by the Council.**

10/E Community Infrastructure Levy Charging Schedule - Prioritising Infrastructure Projects, Governance Arrangements and Neighbourhood Engagement

The Executive was reminded that the Community Infrastructure Levy (CiL) was a mechanism to secure financial contributions from development towards infrastructure in and around the Borough. The Council's Community Infrastructure Charging Schedule had been adopted by the Council in July 2014 and was implemented from 1 December 2014.

The CiL Charging Schedule was accompanied by the Council's Regulation 123 list, which set out the list of infrastructure projects and/or types to be funded through CiL. The Regulation 123 List had been agreed by the Executive on 1 July 2014.

The Executive was informed that the Council would need to set up a governance system for the distribution and prioritisation of CiL receipts. The Community Infrastructure Levy Regulations set out a duty on the Council as the Charging Authority to pass a proportion of CiL receipts to Parish Councils. This proportion

only related to development which had taken place within the parished area. The proportion of CiL receipts was 15% capped at £100 per existing council tax property per year or 25% uncapped where there was a Neighbourhood Plan in place.

For un-parished areas the Council would need to consider how it engaged with local communities to spend the 15% or 25% element of CiL and agreed that consultation would be carried out with the local Ward Councillors. Members noted that developments might on occasion affect other Wards and agreed that in such cases the appropriate Ward Councillors would also be consulted.

It was reported that the Council would need to set up a governance system for the distribution and prioritisation of CiL receipts. It was therefore proposed that a Panel comprising the Leader, the Finance Portfolio Holder, the Chief Executive and the Section 151 Officer be established to recommend prioritisation of projects and CiL receipts to the Executive for determination.

RESOLVED that

- (i) a governance system, as set out in the above, be established to prioritise those infrastructure projects set out in the Council's Regulation 123 List; and**
- (ii) the Executive consult with the appropriate Ward Members in unparished areas regarding the neighbourhood funding element of CiL.**

11/E Mobile Home Park Fees

The Executive was informed that new legislation had been introduced to enable local authorities to set fee levels for the licensing, renewal of licences and inspection of mobile home parks. The new licensing arrangements were designed to enable local authorities to monitor site licence compliance more effectively thereby ensuring residents' health and safety was better protected.

Adopting a Licence Fee Policy would allow the Council to recoup its costs in managing the application, amendment and transfer of caravan licences, and allow it to charge an annual fee for the inspection of sites.

Guidance published by the Department for Communities and Local Government had been taken into account in the development of the Council's Fee Policy. Three neighbouring authority's fee levels had also been reviewed in order to ensure consistent local practice.

There were currently only two relevant mobile home sites in the Borough, both of which were located in Mytchett.

RESOLVED to adopt the Mobile Home Park Fees Policy, as set out at Annex A to the agenda report, to be introduced from the 2015/16 Financial Year.

12/E End of Year Performance Report 2014/15

The Leader presented a report on the end of Year Performance data for 2014/15. The detailed performance report, attached at Annex A to the agenda report, illustrated the achievements of the Council against performance indicators, corporate key priorities and annual milestones.

It was reported that 83% of corporate key priorities had been met, 91% of all service milestones had been met and 85% of performance indicators had met or exceeded their targets.

Whilst there had been notable successes, a number of challenges had been experienced that had slowed or delayed delivery. In relation to the Council's number one corporate key priority, Camberley Town Centre, it was reported that, where the Council had total control of the area of work it had delivered its target; however, where it had been reliant on third parties it had taken longer than planned.

It was suggested that it would be useful for Members to receive a briefing on the projects associated with Camberley Town Centre.

RESOLVED to note the Council's Performance for 2014/15.

13/E Consultation on Business Improvement Districts

The Executive considered a proposed response to the Department of Communities and Local Government's consultation on changes to Business Improvement Districts (BID). The consultation was based upon a review which had been carried out in 2014.

Members were reminded that Camberley's BID, Collectively Camberley, had been established in 2012 and was due for renewal in 2016.

The response to the question concerning whether BIDs should be required to provide individual notification of the outcome of the ballot to all affected business was discussed. It was agreed that the response to this question should state that the BID ballot notification should provide an opportunity for businesses to supply an email address at which they can receive a link to the ballot results, and state that the results would otherwise be published on the BID and the Council's websites.

RESOLVED to approve the response to the consultation on changes to Business Improvement Districts, as set out at Annex A to the agenda report, as amended.

Chairman