

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 7  
March 2017**

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- Cllr Moira Gibson (Chairman)

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|-----------------------------|--------------------------|
| + 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 David Lewis and Cllr Chris Pitt

**82/E Minutes**

The minutes of the meeting held on 7 February 2017 were confirmed and signed by the Chairman.

**83/E Questions by Members**

Councillor David Allen requested further information in relation to a question he had asked at the Council meeting on 22 February 2017, concerning Big Data and The Internet of Things.

Councillor Rodney Bates received a response to a question about a press release concerning the future of Heritage Services and the Surrey Heath Museum.

**84/E Five Year Strategy and Annual Plan 2017/18**

The Executive considered the Annual Plan for 2017/18 and reviewed the updated Five Year Strategy.

Some Members raised concerns that aspects of the Annual Plan were too vague and were consequently difficult to measure. It was noted that the documents would be reviewed at the Performance and Finance Scrutiny Committee meeting on 22 March 2017. Members were also reminded that the Executive would receive a separate report on the end of year performance in due course.

**RESOLVED to agree the updated Five Year Strategy and the  
Annual Plan for 2017/18.**

**85/E Allocation and Expenditure of Planning Infrastructure Contributions**

The Executive considered a report requesting the allocation and expenditure of specific funds received via planning obligations as part of Section 106 Agreements and Unilateral Undertakings collected from development schemes in Surrey Heath for specific categories of works.

Members were reminded that Planning Infrastructure Contributions (PIC) must be spent in accordance with the Council's Developer Contributions Supplementary Planning Document 2011, which had been adopted by the Executive in October 2011. The categories under which the collection of infrastructure contributions could be made were noted.

Contributions collected for libraries and transport were allocated and spent by Surrey County Council on identified new transport infrastructure and library facilities. The contributions made on the remainder of the PIC categories were held and overseen by this Council; the agreed tariff scheme for these categories required that the majority of the sums raised were spent on equipped play space, with reduced proportions spent on the other identified category areas. The monies collected under PIC could not be used for the general maintenance of existing play space sites.

The Executive was advised that inspections of all parks had been undertaken, with Health and Safety inspections conducted and usage patterns taken into account. From this work, 11 projects had been identified for progression and would be funded by contributions already collected. It was reported that the equipment would be guaranteed for 10 years.

**RESOLVED that**

**(i) the following projects be carried out and funded by funds collected through Planning Infrastructure Contributions:**

- Briar Avenue, Lightwater – Equipped Play space
- Cheylesmore Drive, Heatherside – Equipped Play Space
- Chobham Road Recreation Ground, Frimley – Equipped Play Space
- Evergreen Road, Parkside – Equipped Play space
- Frimley Lodge Park, Frimley Green – Equipped Play space
- Lightwater Country Park, Lightwater – Equipped Play space
- Loman Road, Mytchett & Deepcut – Equipped Play space
- London Road Recreation Ground, St Michael's – Equipped Play space
- Old Dean Recreation Ground, Old Dean – Equipped Play space
- Borough Wide – Replacement Notice Boards
- Watchmoor Reserve, Watchetts – Environmental Improvements; and

**(ii) the implementation of the individual schemes be delegated to the Executive Head of Business after consultation with the Business and Finance Portfolio Holders.**

**RECOMMENDED to Council that the Capital Programme for 2017/18 be increased by £613,000.**

The Executive considered a document entitled Residential Design Guide Supplementary Planning Document (SPD), Regulation 13 Consultation Draft. The SPD set out principles to help ensure that the Borough received high quality new residential development to create attractive and well-functioning environments in which people were happy to live. The SPD covered the whole of the Borough including town centres, and rural and urban areas; it would be flexible enough to be applicable to the full range of residential scales, from small householder projects right up to the creation of large areas of new urban fabric.

The 2017 Design Guide would replace the Borough's following design guidance for residential development:

- Residential Development in Settlement Areas – Development Control Guidelines Supplementary Planning Guidance, 2002
- Design for House Extensions Leaflet; undated

Both of these documents were now dated as they had been prepared under an earlier legislative regime. In addition, these documents did not deal with the detail and scope of residential design covered by the proposed 2017 Residential Design Guide.

Members were reminded that, at present, the key Local Plan policies relating to residential design were DM9 of the CS&DMP DPD and TC11 of the Camberley Town Centre AAP. Both policies set out a series of high level non-specific design principles to guide all forms of development in the Borough. The SPD would provide detailed and specific guidance for residential development based on these more general principles.

The Executive was advised that the purpose of the SPD was to give guidance to the development industry, the Council, and the public on how to ensure that good design was achieved in new residential development in the borough. It was intended that the SPD would enable the Council to effectively defend its decisions at appeal on matters relating to the design of residential developments.

The Draft SPD would be released for public comment in March 2017 and subject to a five week consultation period.

**RESOLVED that the Draft Residential Design Guide Supplementary Planning Document – Regulation 13 Consultation, as attached at Annex A to the agenda report, be approved for public consultation.**

## **87/E Draft Statement of Community Involvement Consultation**

The Executive was reminded that, in October 2016, the Local Development Scheme for the production of a new Local Plan had been agreed. The Statement of Community Involvement (SCI), which set out how the Council would involve the community in both the preparation of the Local Plans and associated Development Plan Documents, would form part of the Local Plan.

The previous SCI had been adopted in May 2012. This revised SCI had taken into account changes in legislation and guidance since this date, in particular in

relation to Duty to Co-operate requirements, changes around Neighbourhood Planning, and updated community contacts.

The updated SCI would be subject to a period of public consultation, following which the Executive would be asked to adopt a final version.

The Regulatory Portfolio Holder and officers undertook to consider alternative wording where the SCI referred to 'hard to reach groups'.

**RESOLVED that the draft Statement of Community Involvement (SCI), as attached at Annex A to the agenda report, be published for a six week consultation process.**

#### **88/E Council Finances as at 31st December 2016**

The Executive noted the Council's financial position at 31 December 2016.

Members were advised that, in relation to the Revenue Budget, the Council was anticipated to come in approximately £100,000 under budget, excluding the £200,000 overall savings target. Once income from the Mall and associated properties, which had not been budgeted for, was taken into account there was likely to be a surplus.

At the end of the third quarter, nearly £123m had been spent or committed on capital projects, of which £122m had been spent on property acquisition, principally The Mall, 45-51 Park Street, Camberley, and Albany Park; these purchases supported the Council's Key Priorities 1 & 2.

Analysis carried out by the Council's advisors indicated that investment income was likely to be £100,000 higher than had been budgeted.

The Housing Benefits debt balance at 31 December 2016 was £649,000, compared with £669,000 at the end of the previous quarter.

At 31 December 2016, Sundry Debts amounted to £1.149m, compared with £1.002m for the same period the previous year. It was reported that debtors had risen due to property rents from recent acquisitions being invoiced in December but paid in January.

**RESOLVED to note the Revenue, Treasury and Capital Position as at 31st December 2016.**

#### **89/E Camberley International Festival 2017**

The Executive was reminded that the Camberley International Festival had been launched in 2016 as part of Camberley Theatre's 50<sup>th</sup> Anniversary celebrations, which had proved successful. Members noted plans for a second festival to take place in June 2017.

**RESOLVED to note the proposal for the second Camberley International Festival in June 2017.**

**90/E Write Off of Irrecoverable Revenues Bad Debts**

The Executive considered a report proposing the write off of irrecoverable revenue bad debts over £1,500.

Members noted a schedule of bad debts for both Council Tax and Business Rates and were advised that, although bad debts were written off, the debtors would be pursued should that possibility arise in the future.

**RESOLVED that bad debts totalling £32,111.48 in respect of Council Tax and £185,161.30 in respect of Non-Domestic Rates to be written-off in 2016-17.**

**91/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)
92/E	3
93/E	3

Note: Minute 92/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.

**92/E Lease of Car Park Space Adjacent to Citizens Advice Bureau and Office Space within the Ian Goodchild Centre**

The Executive made decisions in relation to the lease of Car Park space adjacent to the Citizens Advice Bureau and office space within Ian Goodchild Centre.

**93/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, to Item 8 - Write off of Irrecoverable Revenues Bad Debt, remains exempt; and**
- (ii) Subject to any necessary consultation, minute 92/E and the associated agenda report remain exempt until the completion of lease negotiations.**

Chairman