

## SURREY HEATH BOROUGH COUNCIL

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

20 February 2013

To: The members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber at Surrey Heath House on Thursday 28 February 2013 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

**Please note that this meeting will be recorded.**

Yours sincerely

Karen Whelan

Chief Executive

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### 1. Minutes

To approve as a correct record, the minutes of the meetings of the Council held on 5 December 2012 and 22 January 2013.

### 2. Apologies for Absence

### 3. Mayor's Announcements

### 4. Leader's Announcements

### 5. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

### 6. Questions from Members of the Public

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules)

### 7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

**8. Council Tax and Budget 2013/14**

To approve the Council's Budget and Council Tax for the Financial Year 2013/14 – report attached.

**9. Setting of Council Tax for 2013/14**

To consider and to determine the statutory calculations required in respect of Council Tax and to set the Council Tax for each band for each part of the Borough for the financial year commencing on 1 April 2013 and terminating on 31 March 2014 – report attached.

**10. Executive, Committees and Other Bodies**

To receive the open minutes of the following bodies (minutes reproduced in the attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Executive – 4 December 2012, 8 January, 29 January and 19 February 2013

8 January 2013

**72/E Provided Car Scheme**

**RECOMMENDED** that, subject to the following amendments, the Council's proposed car user policy and the compensation rates for non-eligible staff, as attached at Annex A to the Executive agenda report, be approved

- (i) the introduction of one mileage rate fixed at the HMRC approved rate, currently 45p; and
- (ii) the use of the vehicle be restricted to the employee and their partner, or only with express permission of the Executive Head of Finance, to another family member living with the employee.

(This recommendation is the subject to a separate report at Item 12 of this agenda.)

29 January 2013

**80/E Corporate Capital Programme 2013/14 to 2015/16**

**RECOMMENDED**

- (i) that the new capital bids for £1.393k in Annex A to the agenda report, for commencement in 2013/14, be approved, and that the schemes be incorporated into the Capital Programme;
- (ii) that the Prudential Indicators explained in Annex D to the agenda report for 2013/14 to 2015/16, in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities, 2011 be approved;

- (i) to note the Capital Financing Requirement for this Council as at 31 March 2013 was estimated to be £nil and as such no Minimum Revenue Payment was required;
- (ii) to note the provisional capital programme for 2014/15 and 2015/16; and
- (iii) to note the available capital receipts forecast shown in Annex C to the agenda report.

**81/E Treasury Management Strategy Report 2013/14**

**RECOMMENDED that**

- (i) the Treasury Management Strategy for 2013/14 including the changes to investment criteria and limits shown at Annex A to the agenda report, as amended, be adopted; and
- (ii) the Treasury Management Indicators for 2013/14 at Annex B to the agenda report be adopted.

**83/E Proposed Submission Camberley Town Centre Area Action Plan**

**RECOMMENDED that**

- (i) the Report of representations received on the Revised Issues and Options Camberley Town Centre Area Action Plan be noted;
- (ii) the Proposed Submission Camberley Town Centre Area Action Plan accompanied by the Sustainability Appraisal and Habitats Regulations assessment be published for public consultation;
- (iii) following public consultation and providing that no materially significant objections to soundness have been received, the Executive Head of Regulatory be authorised to submit the Proposed Submission Camberley Town Centre Area Action Plan and supporting documents including the consultation response to the Secretary of State; and
- (iv) in the event of either the consultation response raising materially significant objections to the soundness of the Camberley Town Centre Area Action Plan or changes being made to national planning policy which have the same effect, then the Executive Head of Regulatory in consultation with the Portfolio holder be authorised to defer submission to the Secretary of State.

19 February 2013

**86/E General Fund Estimates 2013/14**

**RECOMMENDED that**

- i) the 2013/14 General Fund Revenue Budget of £10,624,387 as set out in Annex H to the Executive agenda report be approved;

- ii) in accordance with the resolution made by Executive on 8 January 2013 under the freedoms given in the Local Government Act 2012 and relevant statutory instruments made thereunder the Council shall with effect from 1 April 2013 set the following changes and discounts for the purposes of Council Tax;
- (1) apply full council tax with no discount on homes that are in need of, or undergoing, major repair work or structural alteration;
  - (2) apply full council tax with no discount in respect of unoccupied and substantially unfurnished properties from the first day the property becomes unoccupied and substantially unfurnished;
  - (3) reduce to zero the council tax discount for furnished properties not occupied as a main home;
  - (4) charge an empty homes council tax premium of 50% on properties left empty for more than two years; and
  - (5) apply full council tax with no discount on repossessed vacant homes.

The Executive also noted

- (i) the projected outturn for 2012/13;
- (ii) that the budget contains one off items of £325,000 chargeable to reserves as per paragraph 12 of the Executive agenda report;
- (iii) the savings required depending on the level of Council Tax set;
- (iv) the provisional Revenue Support Grant and NNDR allocation of £2,784,616 and the final allocation would be reported to Council at this meeting;
- (v) the use of £450,000 of the New Homes Bonus to support the budget;
- (vi) the Council Tax base for 2013/14 of 35,840.22; and
- (vii) the financial implications of the Council Tax Freeze offer being made by the Government.

#### **89/E Post Entry Training Scheme**

**RECOMMENDED** that the revised Post Entry Training Scheme, as attached at Annex A to the Executive agenda report, to include revisions to the repayment process and procedural amendments, be adopted.

#### **90/E Learning and Development Strategy**

**RECOMMENDED** that the revised Learning and Development Strategy, as attached at Annex A to the Executive agenda report, be adopted.

**91/E The People Strategy**

**RECOMMENDED** that the revised People Strategy, as attached at Annex A to the Executive agenda report, be adopted.

**92/E Re-location Policy**

**RECOMMENDED** that

- (i) the Relocation Policy be withdrawn as from 1 April 2013;
- (ii) the budget for the scheme be retained for 2013/14 to fund previously agreed relocation expenses.

**93/E Pay Policy Statement 2013/14**

**RECOMMENDED** that, subject to the inclusion of reference to apprentices, the proposed Surrey Heath Borough Council Pay Policy Statement 2013/14, as attached at Annex A to the Executive agenda report, be adopted.

**94/E Leisure Capital Expenditure**

**RECOMMENDED** that

- (i) £40,000 of capital be made available for the refurbishment works at Frimley Lodge Pavilion;
  - (ii) £70,000 of capital be made available for improvements to Lightwater Country Park Visitor Centre;
  - (iii) £22,280 of capital be made available for the replacement of the Play Area at Burrell Road.
- (b) Planning Applications Committee – 17 December 2012, 14 January and 11 February 2013

11 February 2013

**103/PA DERA North Co-ordination Agreement**

**RECOMMENDED** that the Development Manager, in consultation with the Chairman of the Planning Applications Committee, be authorised to enter into the Regulation 65 (1) b and 2 Coordination agreements with Runnymede Borough Council in respect of the planning application (No. 12/0688) for the site at DERA North, Cobham Lane, Longcross, Chertsey, KT16 0EE.

- (c) Appointments Committee – 30 November 2012
- (d) Community Services Scrutiny Committee – 13 December 2012 and 5 February 2013
- (e) External Partnerships Select Committee – 15 January 2013

- (f) Joint Staff Consultative Group – 17 January 2013
- (g) Performance and Audit Scrutiny Committee (Audit) - 23 January 2013
- (h) Performance and Audit Scrutiny Committee (Scrutiny) - 23 January 2013
- (i) Licensing Committee – 30 January 2013

**11. Governance Working Group**

To consider the report of the Executive Head of Corporate in relation to the recommendations of the Governance Working Group – report attached.

**12. Provided Car Scheme**

To consider the report of the Head of Human Resources in relation to the adoption of a revised Provided Car Scheme – report attached.

**13. County Divisional Boundaries – Review of Polling Districts and Polling Places**

To consider the report of the Electoral Registration Officer following changes to County Divisional Boundaries

**14. Statutory Officers**

To consider the attached report relating to the appointment of Statutory Officers

**15. Portfolio Holder's Question Time**

The Transformation Portfolio Holder, Councillor Colin Dougan to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Transformation Portfolio are attached).

**16. Exclusion of Press and Public**

The Mayor to move "That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 17 and 18 below on the ground that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act."

**17. Exempt Minutes**

To receive the exempt minutes (reproduced in the attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5.