



**Surrey Heath Borough
Council**

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Friday, 23 September 2016

To: The Members of the **EXECUTIVE**
(Councillors: Moira Gibson (Chairman), Richard Brooks,
Mrs Vivienne Chapman, Colin Dougan, Craig Fennell, Josephine Hawkins and
Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 4
October 2016 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

**Part 1
(Public)**

- | | |
|---------------------------------|--------------|
| 1. Apologies for Absence | |
| 2. Minutes | 3 - 6 |

To confirm and sign the minutes of the meeting held on 6 September
2016 (copy attached).

3. Declarations of Interest

Members are invited to declare any interests they may have with
respect to matters which are to be considered at this meeting.
Members who consider they may have an interest are invited to
consult the Monitoring Officer or the Democratic Services Officer prior
to the meeting.

4. Questions by Members

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

5. Public Space Protection Orders	7 - 12
6. Local Development Scheme Update	13 - 16
7. Home Improvement Agency and Disabled Facility Grants	17 - 22
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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 6
September 2016**

+ 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 Mansfield and Cllr Chris Pitt

27/E Minutes

The minutes of the meeting held on 2 August 2016 were confirmed and signed by the Chairman.

28/E Community Fund Grants

The Executive considered a report detailing grant applications to the Community Fund Grants Scheme from organisations within the Borough and recommendations on what could be an appropriate award in respect of each application.

Applications had been received from the following organisations:

- (i) All Saints Church, Lightwater - The grant application was for £24,690 towards a project to improve the kitchen and toilet areas, costing £74,071. It was proposed that a grant be made in the sum of £15,000, but that this should be subject to matched funding being provided respectively by Surrey County Council and the applicants;
- (ii) Camberley Cricket Club – The Club had applied for a grant of £12,750 against an overall project cost of £25,550 to supply and fit a replacement disabled lift. It was considered that the Club had sufficient reserves to meet a greater element of the costs involved and it was recommended that a grant be made in the sum of £5,000.
- (iii) Windlesham Bowls Club – The grant application was for £25,000 against an overall cost of £61,903, to extend the club house facilities by 4 metres. Members noted that applications had also been made to other granting bodies and it was recommended that a grant of £5,000 be made, subject to the applicants being able to raise the remaining funds required to complete the project.
- (iv) Deepcut Village Centre – The Deepcut Village Association had submitted a grant application for £20,000 to part pay the conversion of the changing rooms and shower facilities into a small hall at a cost of £110,880.

The Executive was reminded that the Council currently held S106 Planning monies collected for the Alma Dettingen development and noted that legal advice had indicated that the project met the criteria for use of this funding. Members agreed that, whilst they were supportive of the project, any decision of awarding a grant should be deferred until after the consideration of allocation of S106 funding later in the year.

RESOLVED that

- (i) the following grants be awarded from the Community Fund Grant Scheme:**
 - a. £15,000 be awarded to All Saints Church Hall to replace the kitchen and toilet facilities, subject to the match funding by Surrey County Council and the applicant under the Surrey Community Buildings Grant Scheme;**
 - b. £5,000 be awarded to Camberley Cricket Club to supply and fit a replacement disabled lift within the clubhouse;**
 - c. £5,000 be awarded to Windlesham Bowls Club to extend the club house facilities by 4 metres; and**
- (ii) the decision on the application from Deepcut Village Association for £20,000 towards the conversion of the existing changing rooms and showers into a small hall be deferred until after the consideration of the expenditure of S106 monies by the Executive.**

29/E Council Finances as at 30 June 2016

The Executive received a report on the position of the Council's finances as at 30 June 2016, representing the first quarter of 2016/17.

Members were advised that, at the end of the first quarter, expenditure on wages was under budget but was underachieving against the vacancy margin, which was being monitored.

It was reported that £264,000 had been spent on capital projects that quarter, with notable spending of £162,000 on disabled facilities grants, £34,000 on computer software and £50,000 on property development. All expenditure was within budget.

Members noted that, due to low interest rates, it continued to be difficult to increase returns on the Council's treasury investments. The Council was, however, on track to achieve its budgeted investment income for the year.

Sundry debts at 30 June 2016 amounted to £664,000, which compared with £622,000 for the same period the previous year. However, £224,000 of these debts related to community alarms and parking season tickets, which were

invoiced at the start of the year and consequently appeared as debts but were paid by instalments throughout the year. The balance of Housing Benefit Debts was £636,000 at 30 June 2016.

RESOLVED to note the Revenue, Treasury and Capital Position as at 30th June 2016.

30/E Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2015/16

The Executive received a report which provided a summary of the Council's treasury management performance in 2015/16 and demonstrated compliance with the 2015/16 Prudential Indicators.

It was reported that the Council's Treasury Advisors, Arlingclose, had recommended that the Council make a change to its Treasury Strategy to enable it to place more of its funds with a single fund manager. It was recommended to increase the limit of £3m per manager in "any group of pooled funds under the same manager" to £5m; this would enable the Council to take advantage of funds which performed well.

RESOLVED to note the report on Treasury Management including compliance with the 2015/16 Prudential Indicators

RECOMMENDED that

- (a) compliance with the Prudential Indicators for 2015/16 be noted; and**
- (b) the Investment Limits for "Any Group of Pooled Funds under the same Management" in the 2016/17 Treasury Strategy be changed from £3m to £5m.**

31/E Business Rates Reform - Fair Funding Review

The Executive considered a draft response to the Government's consultation on Fair Funding review in respect of Business Rates.

RESOLVED to

- (i) endorse the draft consultation response, as attached at Annex A to the agenda report; and**
- (ii) delegate authority to the Portfolio Holder for Finance the completion and submission of the final response to the Government.**

32/E Self-Sufficient Local Government: 100% Business Rates Retention

The Executive considered a draft response to the Government's consultation on 100% Business Rates Retention.

Members noted the proposed response and agreed that the response to Question 18 should be strengthened.

RESOLVED to

- (i) endorse the draft consultation response as attached at Annex A to the agenda report; and**
- (ii) delegate authority to the Portfolio Holder for Finance for the completion and submission of the final response to the Government.**

Chairman

Public Space Protection Orders (PSPO's)

Summary:

To replace the Designated Public Protection Orders (DPPO) with Public Space Protection Orders (PSPO) by the 14th October 2017.

Portfolio: Cllr Mrs Chapman (Community)

Date Approved: 8/9/16

Wards Affected: All

Recommendation

The Executive is asked to support the consultation plan introducing New Public Space Protection Orders within Surrey Heath.

1. RESOURCE IMPLICATIONS

The funding for this project will be sought from the Surrey Heath Partnership in October 2016 to cover the estimated costs of £8,000 that are required to undertake the consultation and implementation cost of the new orders.

2. Key Issues

- 2.1 In 2004 the Council implemented the current DPPO (Designated Public Protection Orders) areas in Camberley town centre, Old Dean, St Michaels, Heatherside and Frimley Green Recreation Ground. This provides Surrey Police with the powers to seize alcohol or issue fines when necessary.
- 2.2 The Anti-Social Behaviour, Crime and Policing Act 2014 introduced in October 2014, has replaced the Designated Public Place Orders with Public Space Protection Orders.
- 2.3 The existing DPPO areas are currently enforceable until the 14th October 2017, thereafter to continue to enforce these powers will require new PSPO's to be consulted and implemented.
- 2.4 Councils are the responsible authorities for making the new PSPO's which are different in nature to the previous legislation and they operate in a broader format meeting the local need, but has a maximum time limit of 3 years.
- 2.5 A single PSPO can include a multiple number of restrictions and requirements within one order. It is suggested that the new Anti-Social Crime and Policing Act 2014 be considered to expand the existing area around controlled alcohol zones (as 2.1 above), and utilise the wider powers to enforce emerging problems such as intoxicating substances (formerly legal highs), to deter begging in Camberley town centre only and enhance the dog control powers within the 35 designated park and green spaces areas within Surrey Heath. Full details are available as a background paper P1.

- 2.6 The Council has a responsibility to consult with working level leads from Surrey Police, our community partners and organisations that are affected by the proposals. The consultation plan is available as a background paper.

3. ADDITIONAL INFORMATION

- 3.1 A project team is working together to oversee this project. It includes, Surrey Police, SHBC Legal Services, Environmental Services, Business, Enforcement and Community Safety.
- 3.2 Prior to implementation of all new PSPO's being proposed, the Council has a duty to consult with the community.
- 3.3 The questionnaire outlines the main areas of PSPO consultation that is selected from the priority areas outlined by Surrey Police and the source of complaints received by the council. The consultation is proposed to be undertaken for the 3 months starting from 17th October 2016 – 17th January 2017.
- 3.4 The actual consultation plan includes promotion in the Autumn/Winter edition of the Council's magazine Heath Scene delivered to every household within Surrey Heath. With dedicated web pages on the Council's internet site with general information relating to the project, maps, FAQ questions, a questionnaire that will be available to complete on line, and a direct phone number to deal with any other questions. This will be combined with a social media and twitter feed presence to galvanise a good response.
- 3.5 The project team will also jointly devise information to be used on a permanent display and promote in the museum to encourage further awareness and feedback. We have also arranged to be present at the Surrey Heath Neighbourhood Watch meeting in November which has attendance from all areas within Surrey Heath to enable further consultation opportunities.
- 3.6 The enforcement of the Public Space Protection Order will be jointly managed between Surrey Police and the Council's Enforcement team, the details to be agreed post consultation.

4. OPTIONS

- 4.1 The Executive has the option to;
- i. To support the consultation exercise relating to the new Public Space Protection Order;
 - ii. Suggest further amendments to the Public Space Protection Order consultation plan;
 - iii. Not support the Public Space Protection Order implementation.

5. PROPOSALS

- 5.1 It is proposed that the Executive agree the proposed Public Space Protection consultation as set out at Annex A.

6. CORPORATE OBJECTIVES AND KEY PRIORITIES

6.1 We will build and encourage communities where people can live happily and healthily.

- Using the green space we have to its best possible advantage by creating sporting and leisure opportunities for all.
- Helping older and vulnerable people to live independently and remain in their homes for as long as possible.
- Protecting the general health and wellbeing of the community through our services, our health promotion and community development work.
- Engaging with young people to help improve and sustain their leisure opportunities whilst encouraging them to take responsibility.
- Delivering with partners the Sustainability Community Strategy Priority action plans to improve: community safety, transport, health, children and young people and economic wellbeing.
-

7. EQUALITIES IMPACT

7.1 An equality impact assessment has been completed.

Annexes	A – Consultation Plan
Background Papers	Anti-Social Behaviour Crime and Policing Act 2014 – Public Space Protection Orders P1 Area
Author/Contact Details	Jayne Boitout, Community Partnership Officer 01276 707464
Service Manager	Louise Livingston, Executive Head of Transformation 01276 707403

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

Resources	Required	Consulted
Revenue	N/A	
Capital	N/A	
Human Resources	N/A	
Asset Management	N/A	
IT	N/A	
Surrey Heath Partnership Budget	Applied	

Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal	✗	✗
Governance		
Sustainability		

Other Issues	Required	Consulted
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	✓

Review Date:

Version:

PSPO Consultation Plan

Introduction

- 1 We are consulting on the introduction of a Public Spaces Protection Order (PSPO) to tackle low level antisocial behaviour within Surrey Heath.
PSPOs were introduced in October 2014 by the Antisocial Behaviour, Crime and Policing Act 2014 and are designed to deal with a particular nuisance or problem in a particular area (a public space) that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone.

Present Situation

- 2 In Camberley town centre, Old Dean, St Michaels, Heatherside, Frimley Green Recreation ground we have existing alcohol control powers in place, which have enable Surrey Police to enforce appropriately when necessary. These orders will expire in October 2017.

The Local Priority Areas and Issues

- 3 The issues that highlighted are within Surrey Heath are:

Street drinking.

This does not mean that it is an offence to drink alcohol in a public space, but it is an offence if you fail to comply with a request by an authorised council officer or Police Officer to cease drinking or surrender alcohol within the designated areas outlined on the maps attached.

Psychoactive substances (Formerly known as Legal Highs).

There is evidence as to the impact psychoactive substances can have on our health. There have been incidents where people have taken these substances and they have been in need of immediate medical help. Many of these substances are not intended for human consumption, and the effects of taking them have led people to behave in a very erratic manner which is often seen as anti-social. Intoxicating substances are defined as substances with the capacity to stimulate or depress the central nervous system.

Begging.

In recent months Camberley town centre has witnessed an increase in begging and homelessness. We would encourage those who are genuinely homeless to contact the council housing needs team for help and assistance. The council is considering introducing measures that will deter begging in the shaded areas of Camberley Town Centre only. This measure outlined is that no one will be able to make verbal, non-written or written requests for goods money or donations, unless they are authorised at an appropriate location e.g. authorised charity collections. In some instances, we are aware of some who have relocated to Camberley to beg while they have accommodation elsewhere.

Begging is a criminal offence that dates back to the vagrancy act of 1824 and our intention is to introduce a more current restriction.

Encourage Responsible dog owners/walkers who use the councils 35 parks and greenspace areas to ensure their dogs are under control, on a lead when necessary, a maximum of 4 dogs per walker/owner, and to clear up their dog faeces.

We are seeking to implement control orders within all parks and countryside areas within the council's ownership. The power extends beyond the Byelaws made by the council under section 164 of the Public Health Act, 1875. The new powers will enable the enforcement team to issue fixed penalty notices to those who do not comply.

The consultation

4 This will canvas local opinion on the plans to introduce the Public Spaces Protection Orders in the key locations where alcohol, psychoactive substances (formerly known as legal highs) that can result in anti-social behaviour. These locations are: Camberley Town Centre, Old Dean, St Michaels, Frimley Green Recreation ground and Heatherside.

We also seek to introduce PSPO's in all 35 Parks and greenspaces relating to responsible dog owners and walkers. Frimley Green Recreation ground will be part of both control orders.

We are also seeing an emerging local issue relating to begging in Camberley Town Centre, and would like to utilise the powers available to sensitively deal with this growing issue.

All locations relating to the above are detailed within the background paper P1.

We will ask:

- A whether you agree with the proposals
- B If there are any alterations that can be made to areas in which the PSPO's are planned
- C what impacts the order may have on the area or local people

The PSPOs are centred on improving and protecting the local area for the people of Surrey Heath whether you live or visit or work here.

The questionnaire is designed to be fully inclusive with a completed equality assessment.

All opinions are valued in helping shape the future of Surrey Heath.

Timescales:

5. The council will analyse the feedback to the consultation with the outcomes being publicised in late spring 2017 following ratification by the council. The new PSPO's will be implemented by October 2017.

Title: Local Development Scheme update

Summary: Local Authorities have to produce a Local Development Scheme (LDS), which sets out what future planning documents the Council will be producing within a three year period. The Council last published an LDS in 2012.

The Housing and Planning Act 2016 sets out a requirement for Local Authorities to have an up to date LDS in place.

Officers are seeking Executive approval on the updated LDS appended at Annex 1 of this report.

In addition it is proposed that a Local Plan Working Group be set up to oversee progress on the Local Plan Review.

Portfolio: Regulatory

Date Portfolio Holder signed off report: 23 September 2016

Wards Affected: All

Recommendation

The Executive is advised to **RESOLVE** that:

- i. the Local Development Scheme (LDS) covering the period 2016-2019 be agreed, and
- ii. that a Local Plan Working Group be set up to oversee the work on the Local Plan Review.

1. Resource Implications

- 1.1 There are no resource implications arising beyond those allowed for within the 2016/17 budget.

2. Key Issues

- 2.1 All Local Authorities have to produce an up to date Local Development Scheme (LDS). The LDS sets out the planning documents the Council expects to produce over three year period. The Council's last LDS was produced in 2012.
- 2.2 The Housing and Planning Act, which came into force in May 2016, requires local authorities to have an up to date LDS. The Secretary of State can intervene to put an LDS in place where the current one is out of date.
- 2.3 An up to date Local Development Scheme has been produced which sets out the Local Plan documents the Council expects to produce over the next three years.

3. Options

3.1 The Executive has the following options;

- (i) AGREE the Local Development Scheme 2016-2019 as proposed and the setting up of a Local plan Working Group .
- (ii) AGREE the Local Development Scheme 2016-2019 with modifications and the setting up of a Local plan Working Group.
- (iii) NOT AGREE the Local Development Scheme 2016-2019 or the setting up of a Local Plan Working Group

4. Proposals

4.1 It is proposed that Option (i) be agreed. That is the Local Development Scheme 2016-2019 as circulated with this Report and that a Local Plan Working Group be set up to oversee the progress of work on the Local Plan Review and report back to the Executive. A proposed Terms of Reference for the Working Group is appended as Annex 1.

5. Corporate Objectives And Key Priorities

5.1 Identifying Local Plan documents to be produced will help deliver the Council's objectives of making Surrey Heath a better place where people are happy to live, sustain and promote our local economy and build healthy communities.

6. Policy Framework

6.1 All of the documents identified in the LDS work programme must be in reflect the policy guidance provided by the National Planning Policy Framework.

7. Legal Issues

7.1 None arising at this time.

Annexes	Annex 1 terms of reference for Local Plan Working Group
Background Papers	None
Author/Contact Details	Name: Jane Ireland Ext 7213 Jane.ireland@surreyheath.gov.uk
Head of Service	Jenny Rickard

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal	✓	
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	
P R & Marketing		

Review Date:

Version:

Local Plan Working Group

Terms of Reference

The Local Plan Working Group is a Working Group of the Executive.

Membership

The Group will be politically balanced and will be made up of 7 members comprising 6 members from the Conservative Group and 1 member from the minority groups, with at least one member of the Executive.

The Chairman of the Working Group will be the Regulatory Portfolio Holder.

Overall Aim

- To consider and make recommendations to the Executive, and the Council, in relation to the Local Development Scheme and other documents with a view to the adoption of the *Surrey Heath Local Plan*.

Key Objectives

- To keep under review the timetable for the preparation of documents, as set out in the Local Development Scheme.
- To consider background evidence studies and their implications for policies.
- To consider the approach to consultation, the responses received to key documents and the implications for policies.
- To progress a review of the Community Infrastructure Levy should this be required as a result of the Local Plan Review
- To consider main development site opportunities and more detailed site specific guidance in the form of Supplementary Planning Documents.
- To consider what other Local Development Documents and Supplementary Planning Documents are required, as necessary.

Meetings

The Working Group will meet as required.

A minimum of 2 Councillors must be present at a meeting.

Title Home Improvement Agency and Disabled Facility Grants

Summary

To authorise the spending of additional Disabled Facility Grant Funding (DFG) and agree funding for the Case Officer within the Home Improvement Agency (HIA) following the withdrawal of Surrey County Council Revenue Funding

Portfolio: Community

Date Portfolio Holder signed off report: 15th September 2016

Wards Affected: All

Recommendation

The Executive is advised to resolve

- (i) Authority is given to spend the additional Disabled Facility Grant (DFG) allocation received from the Department of Communities and Local Government; and,
- (ii) The Case Officer within the Home Improvement Agency (HIA) be funded from 1st October 2016 to 31st March 2017 from additional fees generated from the increased DFG spend.

1. Resource Implications

- 1.1 The proposal will reduce capital contribution by approximately £200,000 in 2016/17.
- 1.2 The proposal will increase revenue funding by £15,000 in 2016/17 however this will be funded by increased fee income of approximately £26,000.

2. Key Issues

- 2.1 The Council has received an increased capital allocation to deliver Disabled Facilities Grants in 2016/17 and authority is required to spend this additional allocation.
- 2.2 The Council has received a 50% cut in revenue funding in 2016/17 from Surrey County Council. This funding was previously Supporting People funding and is used to fund a Case Officer within the Council's internal Home Improvement Agency.

- 2.3 The Case Officer role is essential to support older and disabled people in a holistic way to maintain their independence in the home and help them through the application process for a DFG.
- 2.4 As the capital spend on DFGs will increase with the additional funding there will also be a corresponding increase in fee income. It is proposed that this additional income could be used to fund the Case Officer for the second half of 2016/17, replacing the lost Surrey County Council grant.
- 2.5 While there is a clearly stated Government policy that DFG allocations be passported to the Local Housing Authority for this work it is un-ringfenced within the Better Care Fund and an underspend or redirection of funding is likely to weaken arguments to maintain the full allocation coming to the Council in future years.

3. Options

- 3.1 Executive can give authority to spend the additional allocation of Disabled Facility Grants and fund the Case Officer from the increased fee income, or suggest an alternative use for the funding.

4. Proposals

- 4.1 To authorise the spending of the additional Disabled Facility Grant allocation;
and,
- 4.2 To fund the Case Officer from additional fee income during the period 1st October 2016 to 31st March 2017.

5. Supporting Information

- 5.1 The Council has been allocated additional funding for Disabled Facility Grants. Expectations were for an allocation of approximately £300,000 and £600,832 has been allocated.
 - 5.1.1 The Council, to meet mandatory obligations in providing DFGs, will use capital receipts in 2016/17 and internal or external borrowing in subsequent years. The borrowing will be repaid in full in the year following the spend by a charge to the General Fund of the full amount of the borrowing and any interest incurred in securing it. The additional allocation will alleviate this requirement.
- 5.2 For a number of years the Council has received revenue funding of £30,000 p.a. from Surrey County Council to pay for a Case Officer within the Home Improvement Agency. Due to pressures on Surrey County Council budgets this grant has been cut by 50% in 2016/17 and will not be available in 2017/18.
- 5.3 The current and proposed budget positions can be seen in Table 1.

Table 1

2016/17	DFG Allocation	SHBC capital contribution	SCC revenue funding	Anticipated fee income	Revenue cost for Case Officer
Current budget position	£315,000	£205,000	£15,000	£56,000	£0
Proposed budget position	£600,832	£0	£0	£82,000	£15,000

6. Corporate Objectives And Key Priorities

- 6.1 As part of the Five Year Strategy the Council is committed to *'build and encourage communities where people can live happily and healthily'*.
- 6.2 A priority within this objective is to *'Support old and vulnerable people to live independently in their own homes'*.

7. Policy Framework

- 7.1 Adapting the homes of older and disabled people so they are safe and independent has a positive cost benefit on health and adult social care budgets, as well as providing a better outcomes for individual residents.
- 7.2 In recognition of this proactive and preventative approach Government increased the DFG allocations to local authorities in 2016/17.

8. Legal Issues

- 8.1 The legislative framework governing DFGs is provided by The Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform Order 2002.

9. Sustainability

- 9.1 The withdrawal of revenue funding for the Case Worker by Surrey County Council means that the HIA cannot be delivered in the established way.
- 9.2 As this is a countywide issue the 11 Boroughs and Districts and Surrey County Council have commissioned a report into delivering sustainable HIA services across the county looking at models that work locally to meet local need. The report will provide recommendations for putting these services on a sound financial footing from April 2017.

10. Risk Management

- 10.1 Delivery of DFGs is mandatory on the Local Housing Authority and any loss of allocation may impact on Council budgets as funding would have to be found from an internal source.

11. Equalities Impact

- 11.1 Authority to spend the additional DFG funding and retaining the Case Officer will have a positive impact for older and disabled people as it will provide capacity for additional works to homes of residents with a knock on benefit of increasing independence for these groups, reducing hospital admissions and stays and extending the time that vulnerable people are able to remain within the community.

12. Officer Comments

- 12.1 In order to support vulnerable residents, attract maximum funding and to be able to use funding in a flexible way officers will be consulting colleagues in Adult Social Care and Surrey Heath Clinical Commissioning Group to develop and adopt a Home Assistance Policy that supports local priorities.

Annexes	None
Background Papers	None
Author/Contact Details	Clive Jinman – Housing and Homelessness Manager clive.jinman@surreyheath.gov.uk
Head Of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	
Capital	✓	
Human Resources	✓	
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework	✓	
Legal		
Governance		
Sustainability	✓	
Risk Management	✓	
Equalities Impact Assessment	✓	

Resources	Required	Consulted
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

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Economic Development Strategy Update

Summary: The Executive agreed the Council's Economic Development Strategy (the Strategy) in 2014. Further, that it should receive an annual update on progress against its action plans. The purpose of this report is to provide the requested update relating to economic development work in 2016, with the Executive being asked to comment as appropriate, note the content and ask for a further update in 2017.

Portfolio: Transformation

Signed off by Portfolio Holder: 22 September 2016

Wards Affected: All

Recommendation

The Executive is advised to comment as appropriate, note the content and ask for a further update in 2017.

1. Resource Implications

- 1.1 Since the economic downturn in 2008/09 local authorities have increasingly been raising the levels of direct support they provide to their local business communities. The advent of business led Local Enterprise Partnerships (LEP), the introduction of Government incentive schemes permitting greater retention locally of business rates, as well as changes to the Non Domestic Rating system and the financing of local government in general planned over the coming years are all drivers for councils to play a more prominent role in assisting local economies.
- 1.2 The Council's corporate priority number two, states that 'We will sustain and promote our local economy so that our people can work and do business across Surrey Heath'. To facilitate this and to take advantage of the measures set out in 1.1 above the Council has published an economic development strategy and created a specific economic development post to work in this area.

2. Summary

- 2.1 Members will recall that the Strategy identified three principal economic objectives. These are:
 - a) **A sustainable place to live, work, shop and play**
 - b) **A great place for business to flourish**
 - c) **A great place for people to succeed**
- 2.2 Each objective has corresponding actions and action plans setting out projects relevant to each of the three main areas. For the purposes of this report the action plans from the Strategy have been replicated from the document

(although summarised where this aids brevity) and are attached at Annex 1. A 'current position' column has further been added to update on progress.

- 2.3 The Executive is asked to note that the Strategy is a strategy for the long term. This means not all actions will have started as yet, or where they have started may be in the early stages of development, or may have started but been overtaken by other priorities as economic development sands shift locally or nationally.

3. Key Issues

- 3.1 Annex 1 sets out the progress against the Strategy action plans and should be read in conjunction with this report. This Key Issue section seeks to highlight some of the main areas of economic development work over the past twelve months since the last update and comment on some of the future Government funding changes which are set to influence this area.

3.2 Open for Business

- 3.3 If the first year of the Strategy was about spreading the Council's pro-growth, pro-business agenda and its Open for Business approach to attracting inward investment, then year two has been about taking newly formed relationships to the next level and developing a role connecting one person or organisation to another to bring an economic benefit to the Borough. Additionally, year two has seen the continued development of positive cooperative inter-department relationships as part of the 'one team' approach; and active working with the LEP and colleagues at Surrey County Council.

- 3.4 The area of the Strategy which has developed the most since the last update to the Executive is in the Council's Open for Business connecting role. Whereas the planning system is necessarily tightly regulated to protect land and buildings, economic development with its roots in the power for councils to promote the 'social, environmental and economic wellbeing' of their areas, can have different conversations with agents and landowners regarding development opportunities to those planners can have.

- 3.5 Notwithstanding the fact that all relevant applications must go through the legal planning process, what might end up at that point can start out as an Open for Business conversation at a networking meeting, business breakfast or by developing a number of contacts and local knowledge which are useful to know when it comes to feeling it would be potentially beneficial for company A to speak to company B.

- 3.6 The Council is putting considerable efforts into this area and is gaining a reputation as an authority which can be approached for an informal Open for Business conversation, to the extent that Surrey Heath is now seen as a 'go to' organisation for business collaborations both large and small.

3.7 Local Government Funding and Economic Development

- 3.8 As mentioned above national changes are set to have a significant impact on how local government is financed, which will again ratchet up the importance of strong economic development policies and approaches at the local level.

- 3.9 In 2013 the Government introduced the Business Rates Retention scheme. Under the system local councils retain 50% of the business rates collected

(10% goes to county councils) in their areas. In the autumn statement of 2015 the Chancellor took things a stage further and announced the Government's intention for councils to keep 100% of business rates by 2020 – whilst Revenue Support Grant would be phased out. A further announcement in the March 2016 Budget stated that all businesses with a rateable value of under £12,000 would no longer have to pay business rates from April 2017.

3.10 The Government is consulting on its plans and there is a great deal of comment and discussion both at the national and local county levels on the shape of funding mechanisms and how they might work. The Council's Portfolio Holder for Finance and Executive Head of Finance are keeping abreast of the situation on behalf of the authority, and reporting accordingly.

3.11 Clearly, then, there are sound financial reasons for all councils to play a strong role in the economic development of their areas.

3.12 2017 and Strategy Review

3.13 As stated, the Strategy action plans have been fully updated for the purposes of this report. As the Strategy moves into its third year it will be timely to review it to ensure it remains relevant to corporate priorities and reflective of the national picture. For example:

- Over the coming period the Government is expected to trigger Article 50 and begin the process of the UK's withdrawal from the European Union – how will this impact business at a local level?
- The Council has submitted two bids to the LEP (one in conjunction with the Yorktown and Watchmoor Business Association) for Local Growth Funding to deliver public realm and highways projects – how will successful bids, including Camberley High Street regeneration measures, be delivered and what will their economic development impact be?
- In addition to the changes to business rates mentioned above a full national revaluation of commercial properties will come into effect from 1st April 2017. At the same time all properties with a Rateable Value under £12,000 will be taken out of rating altogether – how will this impact locally and how might it impact on the Council's future working relationships with small businesses?

3.14 As can be seen from Annex 1 there remain some areas of the Strategy where work has either not started or has not been developed beyond the early stages. In the main this will be due to the shifting sands of economic development mentioned above which have redefined priorities. With any strategy for the long term there will inevitably be new areas of focus which assume a prominence over those originally considered. As is the case with the Strategy. Over the past year there has been a significant amount of work carried out on LEP projects and, as highlighted, the Council's Open for Business approach has assumed particular focus.

4. Options

4.1 The Executive has the option to comment on the report and note it.

4.2 The Executive has the option to comment on the report and recommend other actions.

5. Proposals

5.1 It is proposed that the Executive comments on and notes the report.

6. Supporting Information

6.1 The full Economic Development Strategy is available on the internet.

7. Corporate Objectives And Key Priorities

7.1 Corporate objective 2 – ‘We will sustain and promote our local economy so that our people can work and do business across Surrey Heath’.

7.2 Key priority 2 – Deliver the economic development strategy action plans.

8. Policy Framework

8.1 Supports the Council’s policy objective to work with and support the local business community.

9. Legal Issues

9.1 No legal issues identified.

10. Governance

10.1 The Strategy cuts across a number of service areas and will be overseen by the Portfolio Holder for Transformation.

11. Risk Management

11.1 Minimal risk as the Council is committed to supporting business as set out in the 5 Year Strategy and Key Priorities.

12. Human Rights

12.1 No issues identified.

13. Consultation

13.1 Consultation was carried out at the time the Strategy was developed, but not for this update report.

14. PR And Marketing

14.1 The Council has maximised the publication of its Strategy and the work delivered and will continue to do so.

15. Officer Comments

15.1 This is the second annual update of the Strategy on the anniversary of its approval by the Executive. Progress has been made in working with the business community and enhancing the Council’s role in supporting the local economy. Work will continue on a daily basis in this vein.

Annex 1	Updated action plans
Background Papers	Economic Development Strategy
Author/Contact Details	Kevin Cantlon, Economic Development Officer kevin.cantlon@surreyheath.gov.uk
Head of Service	Louise Livingston, Executive Head of Transformation louise.livingston@surreyheath.gov.uk

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	

Review Date: October/November 2017

Version: 3

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Annex 1: Economic Development Strategy Update – October 2017

Milestone	Description	Timescales	Started/ Not Started	Current Position
Economic objective: A sustainable place to live, work, shop and play				
Exploiting Growth Prospects. Camberley step-up town transformational actions.	The development of sites in the north, east, and west of Camberley, to include a Cultural Quarter, Mall expansion and London Road Frontage	Key Priority 1 for the Council – long term to 2028	Started	<ul style="list-style-type: none"> Working closely with Planning Policy internally on the economic aspects of delivering the Council's number one priority. Worked with Planning Policy and also Collectively Camberley to commission a signage review of the approaches to and navigation within Camberley town centre. Secured funding from the LGA to commission a review of Camberley High Street. Both the above reports were used as evidence data in drafting bids to the LEP for Local Growth Funding. Bids drafted in conjunction with Planning Policy and include public realm enhancements and a Camberley High Street regeneration plan.
Nurturing thriving villages.	A village enhancement programme through a combination of action planning and neighbourhood planning	2015/16	Started	<ul style="list-style-type: none"> Working specifically with the villages mentioned in the economic development strategy; Frimley (see below), Bagshot and Deepcut (see below). Bagshot – working with the business association and community groups to develop measures for the village to utilise a financial gift from Notcutts relating to the development of the new Waitrose site.

	The enhancement of the commercial viability of Frimley in the longer term	2015/16 and longer term	Started	<ul style="list-style-type: none"> • In 2015 the Council worked with local businesses to establish the Frimley Business Association. • The work brought the first Christmas tree to the High Street in several years, and with it a great sense of community pride. • The Council commissioned a parking review of the village which the association is using to discuss a number of parking issues with landlords. • The parking review also formed an evidence base for drafting a bid to the County Council's 'secondary towns' fund for money to buy hanging baskets etc. to brighten up the High Street and boost its commercial appeal. • The business association is now recognised as an official consultee for planning applications relating to the village.
Planning for the Future. Accommodating employment growth and promoting sustainable urban development	The active promotion of principal employment sites.	Ongoing	Started	<ul style="list-style-type: none"> • LEP bid submitted specifically to boost trading conditions on the Yorktown and Watchmoor estates – see below. • Using the Open for Business approach, as set out in the main report, to introduce companies to developers, developers to companies and companies to other companies regarding potential land or property collaborations. • Working with Watchmoor Park owners to develop an inward investment strategy for the site.

	<p>A workshop with commercial and residential agencies of all sizes to convey Council priorities</p> <p>Filling/renewing business parks including improving access to Watchmoor and Yorktown Business Parks</p>	<p>Ongoing</p> <p>Long term</p>	<p>Not Started</p> <p>Started</p>	<ul style="list-style-type: none"> • Rather than a workshop the approach taken has been to attend a number of breakfast meetings, networking events etc. to convey the Council's approach, and Open for Business in particular. • Worked with the Yorktown and Watchmoor Business Association to develop a transport bid to the LEP for Local Growth Funding. The project is to develop a new rush hour bus route from the train stations at Camberley, Blackwater and Farnborough to make Camberley more attractive to inward investors seeking to move out of London and surrounding areas. Buses would be coordinated with train time arrivals with through tickets available so that commuters can quickly be conveyed from train to bus, to work in the shortest time possible. • Stagecoach, First Great Western, SWT, Surrey and Hampshire County Councils are partners in the project. • The outcome of LEP bids will be announced in the autumn statement.
<p>Planning for the Future. Accommodating employment growth and promoting sustainable urban development</p>	<p>Exploitation of the business potential of Deepcut</p>	<p>Long term</p>	<p>Started</p>	<ul style="list-style-type: none"> • Working with the business association and neighbourhood forum to influence developers to increase the employment opportunities on the new development. • In particular, provision of a start up or small business hub. • Also to consider 'live/work' homes which would facilitate greater home working.

Stimulating the Visitor and Creative Economy	<p>Working to attract high profile major events:</p> <p>Measures to attract 'creatives' into the Borough. Work with Collectively Camberley on a plan encouraging local independents/creative businesses to locate</p> <p>Regeneration of key leisure assets and development of a continuous green space along the Blackwater Valley</p>	<p>Ongoing</p> <p>2017/18</p> <p>2017/18</p>	<p>Ongoing</p> <p>Started, early stages.</p> <p>Started, early stages.</p>	<ul style="list-style-type: none"> • The Council works closely with Collectively Camberley who operate a number of high profile events throughout the year. • Working with two local companies to develop tech based 'meet ups' with the aim of gaining Camberley a reputation amongst tech/digital/virtual reality/gaming companies as a place where these companies are aware of and would consider being based in the future. • Project is in its early stages but the monthly meet ups are already proving popular. • Working with local businesses and Surrey CC to help facilitate cycle and footpath upgrades along the Blackwater Valley path, and particularly from Blackwater train station to the business parks at Yorktown and Watchmoor.
Economic objective: A great place for business to flourish				
Small Business Growth Programme	The development of a small business growth programme and working with neighbouring Boroughs	2016/17	Started	<ul style="list-style-type: none"> • As reported in the 2015 update, early work with neighbouring authorities in this area did not bear fruit. However, there is good cross LEP work in terms of commissioning studies etc. • The Council's small business support is based around its highly successful Business Clinics offered to new and start up companies in the Borough and delivered in conjunction with Surrey

				<p>Chambers of Commerce and Basepoint.</p> <ul style="list-style-type: none"> The annual report on this scheme was extremely encouraging with a number of those seen going on to start up companies, three being referred through the LEP's Growth Accelerator programme and one gaining funding from the Fredericks Foundation.
Open for Business	A suite of business support measures for existing businesses	Ongoing	Started	<ul style="list-style-type: none"> As set out in the covering report the Council's Open for Business approach has developed considerably over the past year. This action plan update should be viewed in conjunction with that report. There have been a number of contacts from companies seeking either to move around or into the Borough, specifically from viewing the Council's "empty property" web page which lists the economic development officer as a contact to discuss commercial premises with. The software package CoStar is also used to provide contacts with up to date property information and can search for premises to meet the requirements of a contact.
Sci:Tech Sector Development	Exploiting opportunities in the engineering, pharmaceuticals, IT and health sectors. The Council will work with companies in key sectors to help them realise their growth aspirations	2015/16 for set up, but will be ongoing	Started	<ul style="list-style-type: none"> See 'Creative Economy' above. Good contacts have been maintained with companies the Council has previously worked with in these sectors, such as Frazer Nash, Siemens etc. Specific assistance has been given to companies in the health sector and one

				<p>will be bringing forward a project for consideration.</p> <ul style="list-style-type: none"> • However, more specific sector based work could be done and it remains an aim for the coming year.
Export Development, Inward Investment	Working with UKTI to boost propensity to export and actively encourage inward investment. The Council will ensure businesses are aware of the core offer from UKTI	2015/16	Not Started	<ul style="list-style-type: none"> • The number of companies identifying themselves as exporters in Surrey Heath is relatively low. However, a number of these could be 'hidden exporters' and actually exporting without particularly classifying themselves in that way. • More specific sector based work could be done and it remains an aim for the coming year.
Economic objective: A great place for people to succeed				
Shared Prosperity and Matching Talent	<p>Employability and recruitment measures to dovetail new developments</p> <p>Enabling employers to articulate and access appropriate available skills support</p>	2016	Not Started	<ul style="list-style-type: none"> • Early discussions have taken place with Surrey SATRO and Job Centre Plus in these areas but more could be done and it remains an aim for the coming year.
Deepening Military Connections	<p>Deepening local ties through the Military Covenant</p> <p>Leading an LEP wide programme with two parts (a) employment transitions for ex-military personnel and military (b) a local sub-contracting programme</p>	2016-2018	Started	<ul style="list-style-type: none"> • In 2015 the Council investigated employment opportunities locally for ex-services personnel. It was found that there were a number of groups and support measures in place already, therefore the Council did not feel it needed to progress any particular measures of its own, other than the support it already provides to the Military Covenant. • In 2016 the Council adopted a Reservist's Policy to support employees. • The Council aims to achieve the MoD

				Employers Recognition Scheme in 2017.
Aspirations and Awareness	Promoting apprenticeships, STEM (Science, Technology, Engineering and Maths) and IAG activities jointly with Surrey County Council and others	2016	Started	<ul style="list-style-type: none"> • Early discussions have taken place with Surrey SATRO and Job Centre Plus in these areas. • The Council continues to attend the annual Tomlinscote Careers Fair. • Early discussions have taken place with Surrey SATRO and Job Centre Plus in these areas, with particular regard to STEM skills.
	Raising the profile of local career opportunities through, for example, inspiring events	2016	Started	
	Supporting local schools to improve their performance	Ongoing	Started	
Addressing Pockets of Worklessness	A series of measures including: support for young people NEET, job clubs/measures, and training packages for the unemployed potentially with other Boroughs	2016/17	Started	<ul style="list-style-type: none"> • The Council has started to revenue fund the Camberley Job Club. • Through the Surrey Heath Partnership the Council works with the Youth Support Service to engage with young people not in education, employment or training.

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The 2018 Parliamentary Boundary Review

Summary

On 13 September 2016 the Boundary Commission for England published its initial proposals for new parliamentary constituency boundaries. This marked the start of a 12 week consultation on these proposals.

In relation to Surrey Heath Borough, the proposals include moving Bisley Ward from the Surrey Heath Constituency to the Woking Constituency. The Surrey Heath Constituency will continue to include the Guildford Borough wards of Ash Vale, Ash Wharf and Ash South and Tongham.

Portfolio: Leader

Date Portfolio Holder signed off report: 21 September 2016

Wards Affected: All

Recommendation

The Executive is asked to consider whether to submit a response to the Boundary Commission for England on its Parliamentary Boundary Review.

1. Resource Implications

- 1.1 There are no resource implications as a result of responding to the consultation.

2. Key Issues

- 2.1 On 13 September 2016 the Boundary Commission for England (BCE) published its initial proposals for new parliamentary constituency boundaries. This marked the start of a 12 week consultation on these proposals, the first of three rounds of consultation which will be undertaken before the BCE makes its recommendations for new parliamentary boundaries to Parliament in September 2018.
- 2.2 In conducting its review, the BCE must adhere to rules set by Parliament in 2011 which result in a reduction of the number of constituencies in England from 533 to 501. The rules also state that every constituency, with the exception of the 2 constituencies in the Isle of Wight, must have an electorate that is no smaller than 71,031 and no larger than 78,507.
- 2.3 There are no proposals to alter the number of constituencies in Surrey from the current total of 11.

- 2.4 The BCE is proposing to transfer the Bisley ward, which currently has 2,610 electors, from the Surrey Heath Constituency to the Woking constituency.
- 2.5 The proposals will only affect the Parliamentary boundaries. It should, however, be noted that the proposals reflect the current ward boundaries for Bisley, which are currently under review and could be affected by the separate ongoing review of the Council's ward boundaries.
- 2.6 The BCE's specifically designed consultation website is available at www.bce2018.org.uk

3. Options

- 3.1 The Executive can chose to submit comments to the BCE in relation to the initial proposals for Surrey Heath or not to respond.

4. Proposals

- 4.1 It is proposed that the Executive considers whether to submit a response to the consultation on behalf of the Council.
- 4.2 If the Executive decides to submit a response, it is proposed to authorise the Chief Executive, in consultation with the Leader and any appropriate ward councillors, to finalise and submit the response on behalf of the Council.

5. Supporting Information

- 5.1 The proposed changes will exacerbate issues around coterminosity, which could impact heavily on combined elections in the future. The taking on of wards from Guildford together with the giving away of Bisley to Woking will increase the complexity of running the polls and conducting the Count, thereby adding further risks to the election process.

- 5.2 The electorates are as follows:

Ash Vale	4,276
Ash South and Tongham	5,958
Ash Wharf	4,717
 Bisley	 2,610

- 5.3 The electorate for Surrey Heath, as currently proposed by the Boundary Commission, which includes the three Ash wards but excludes Bisley, is 74,975.
- 5.4 Bearing in mind the requirement that the rules require the constituencies to contain no fewer than 71,031 electors and no more

than 78,507, Members can then consider if the parliamentary constituency is required to give up an area, whether the loss of an area(s) within Guildford would reduce the impact on coterminosity.

Annexes	None
Background Papers	Initial proposal for new Parliamentary constituency boundaries in the South East region
Author/Contact Details	Rachel Whillis – Democratic and Electoral Services Manager rachel.whillis@surreyheath.gov.uk
Head of Service	Richard Payne – Executive Head of Corporate

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓
Capital	-	-
Human Resources	-	-
Asset Management	-	-
IT	-	-
Other Issues		
Corporate Objectives & Key Priorities	-	-
Policy Framework	-	-
Legal	-	-
Governance	-	-
Sustainability	-	-
Risk Management	-	-
Equalities Impact Assessment	-	-
Community Safety	-	-
Human Rights	-	-
Consultation	-	-
P R & Marketing	-	-

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