

COUNCIL MEETING

11 April 2018

COUNCIL MINUTE BOOK

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
21 February 2018**

+ Cllr Valerie White (Mayor)
+ Cllr Dan Adams (Deputy Mayor)

+ Cllr David Allen	+ Cllr Jonathan Lytle
+ Cllr Rodney Bates	+ Cllr Katia Malcaus Cooper
+ Cllr Richard Brooks	+ Cllr Bruce Mansell
+ Cllr Nick Chambers	+ Cllr David Mansfield
+ Cllr Bill Chapman	+ Cllr Charlotte Morley
+ Cllr Mrs Vivienne Chapman	+ Cllr Alan McClafferty
+ Cllr Ian Cullen	+ Cllr Max Nelson
+ Cllr Paul Deach	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
+ Cllr Craig Fennell	+ Cllr Chris Pitt
Cllr Surinder Gandhum	+ Cllr Joanne Potter
+ Cllr Moira Gibson	+ Cllr Nic Price
+ Cllr Edward Hawkins	+ Cllr Wynne Price
+ Cllr Josephine Hawkins	+ Cllr Darryl Ratiram
- Cllr Ruth Hutchinson	+ Cllr Ian Sams
+ Cllr Paul Ilnicki	Cllr Conrad Sturt
+ Cllr Rebecca Jennings-Evans	+ Cllr Pat Tedder
+ Cllr David Lewis	+ Cllr Victoria Wheeler
+ Cllr Oliver Lewis	- Cllr John Winterton

+ Present

- Apologies for absence presented

50/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Ruth Hutchinson and John Winterton.

51/C Minutes

It was moved by the Mayor, seconded by the Deputy Mayor, and

RESOLVED that the minutes of the meeting of the Council held on 13 December 2017 be approved as a correct record.

52/C Mayor's Announcements

The Mayor detailed the events she had attended since the last Council meeting. These included attendance at the nominees' reception of The Queen's Award for Voluntary Service. She emphasised the invaluable work of volunteers in the community, including the volunteers of the Basingstoke Canal whom were

nominated for an award. She also noted the excellent hospitality and food when she visited the Open Day at Camberley Mosque.

Civic events which she also attended included a meeting of the Surrey Heath Employees Retirement Club, the World Professional Dart Championships at Lakeside and various wine tasting events. She also enjoyed numerous seasonal occasions such as Christmas lunches, the Windlesham Pram Race and carol singing at Waitrose and Frimley Park Hospital which she found a particularly humbling experience.

The Mayor announced that her Mayor's Ball would be held on 18 April this year in the Camberley Theatre. The Mayor encouraged Members to attend this charitable event.

53/C Leader's Announcements

The Leader of the Council announced she had attended a summit with the Mayor of London and South East England Councils to discuss the future of housing in the wider London region. She reported that the Mayor of London had stated he intended to meet the increasing demand for housing by increasing the housing supply within the Capital. However she reported the Mayor had invited collaboration on future housing projects with neighbouring boroughs and districts. She stated that the summit also explored future funding of infrastructure within the South East. New potential funding options had been discussed such as use of stamp duty raised on property sales in the South East.

The Leader also reported on discussion at Surrey Leaders' Group meeting regarding transit camps for gypsies and travellers. She informed Members that the Chief Executive would be undertaking further work on the issues of transit sites, including examining evidence from other local authorities where transit sites had been introduced.

The Leader also referred to the 100 year anniversary of women first getting the vote. In addition she emphasised the significance of the overall widening of the franchise to include non-landowning men.

54/C Council Tax and Budget 2018/19

The net cost of services for 2018/19 at £11,349,000 represented an increase of £561,864. This was as a result of

- one off items funded from reserves for grounds maintenance and waste contract implementation;
- an increase in payroll costs due to investment in staffing and pay increases driven by inflation;
- reductions in grants from Surrey County Council in particular for waste which have had to be absorbed;
- increases in costs driven by inflation and the fall in sterling; and
- some of these increases had been offset by increases in income, particularly from property.

In relation to Employees costs, Members were advised that reference to employment of staff to manage the Council's new functions, such as property, and to generate income had been included in the report in error and related to 2017/18. This did not however affect the budget calculations.

Investment in property had enabled the Council to maintain services and a balanced Budget for 2018/19. Overall there was no general savings target required this year and none of this year's New Homes Bonus would be needed to support revenue expenditure. However the financial forecast had identified further challenges in future years driven by Council funding being taken by Government, inflation and the capital programme.

Members noted that no reduction was proposed in the special grant to parishes to compensate them for the change to the tax base due to the introduction of the Local Council Tax Support Scheme.

It was reported that the Section 151 Officer had determined that a surplus of £3,000,000 could be declared on the Collection Fund for the year. Of this, £2,242,200 would be paid to Surrey County Council, £378,300 to the Police and Crime Commissioner, with the remaining £379,500 to this Council. This would be used to support the Budget for 2018/19.

The Council could expect to receive £863,886 in New Homes Bonus for 2018/19. Of this £251,603 had been generated by the increase in the tax base over 2017/18. The Government had committed to retaining New Homes Bonus as an incentive in the future although its value might well decline over time.

It had been determined that items totalling £816,390 of expenditure should be funded from reserves relating to community grants, transformation costs, grounds maintenance for SANGS, grounds and playgrounds maintenance, family support and the Joint Waste Contract.

Special expenses reflected the cost of providing services to non-parished areas which in parished areas were funded by a parish precept. The charge was billed as a separate item to non-parished areas in a similar way to a precept in parished areas.

In December 2017, the Government had announced that the referendum trigger for Council Tax for Districts for 2018/19 would be set at 3% or £5 whichever was the higher.

It was noted that Surrey County Council had decided to levy a precept of just under 6% taking advantage of its ability to levy an additional social care precept of 3% on top of its Council Tax limit of 3%.

All reserves and provisions were considered appropriate and supportive of future expenditure requirements. Revenue Reserves (including earmarked reserves) were projected to be around £18m at 31 March 2019. However the Council had no capital reserves which meant that all capital expenditure had to be funded through borrowing.

In respect of the General Fund Working Balance, a risk calculation indicated that a minimum balance of £2m was needed to provide financial cover for day to day cash flow and any financial emergencies which might occur during the financial year.

It was noted that a number of fees and charges had been increased and had been approved in accordance with the Financial Regulations.

The Council was required to consider a financial forecast which predicted the Council's finances over the short and medium term. This year had proved to be especially difficult as the Government had given no indication as to the level of Local Government funding beyond 2019/20.

The forecast assumed that there would be no radical changes to services or income save for the impact of inflation. In addition large capital projects had also been ignored, since it had been assumed that they would at the very least be self-financing and therefore not impact on the Council's Service Budget. The Council had invested significantly in property during 2016/17 and this had resulted in good returns which now supported services. Although these investments were not risk free, further investment would be required if future funding gaps were to be addressed.

The continuing trend of reducing Government funding coupled with inflation meant that the Council had yet another £1.3m to find within the forecast period. In fact during this period the Council was likely to become a net contributor to Government funds due to the negative grant. The Council had pursued a policy of increasing income rather than cutting services to balance the Budget. If, however, this was not possible then service reductions coupled with a cessation of the Council's capital investment plans, or a closer collaboration with a neighbouring Council might be required to ensure that the Budget remained in balance.

Having no capital receipts meant that the Council would need to continue to borrow to fund its capital aspirations. If these projects were not in themselves self-financing then the interest and Minimum Revenue Provision have to be covered.

The Council's Chief Financial Officer confirmed he was satisfied that the preparation of the 2018/19 estimates had been undertaken with rigour and due diligence and provided the appropriate level of resources to meet forecast service requirements whichever Budget option was adopted. He also reported that the Council's Reserves, Provisions and the General Fund Working Balance, supplemented by the Revenue Capital Reserves were at such levels to meet all known future expenditure requirements and fund any unforeseen or urgent spending which might arise.

The Chief Financial Officer drew attention to the risks within the budget particularly around the reliance on income to fund services and the continuing need to make further savings and/or income, as shown by the Medium Term Financial Forecast, if services were to be maintained in to the future.

It was moved by Councillor Moira Gibson and seconded by Councillor Richard Brooks and

Resolved

- (i) to note that under delegated powers the Executive Head of Finance calculated the amount of the Council Tax Base as 37,540.62 (Band D Equivalent properties) for the year 2018/19 calculated in accordance with the Local Government Finance Act 1992, as amended;**
- (ii) to note expenditure totalling £816,390 be charged directly to reserves;**
- (iii) to note that an increase in Council Tax above 3% was deemed to be “excessive” by Government;**
- (iv) to note the level of Minimum Revenue Provision required;**
- (v) to note the impact of the Business Rates Pilot and the previous authority given to the Executive Head of Finance to finalise the agreement;**
- (vi) to note that the Council receives no Revenue Support Grant;**
- (vii) to note that there is no reduction in the grant given to Parishes for the Local Council Tax Support Scheme;**
- (viii) to note that a Council tax surplus of £3,000,000 was being declared;**
- (ix) to note the comments in respect of the robustness of the 2018/19 Budget and the adequacy of the Council’s reserves, provisions and the General Fund Working Balance;**
- (x) to note the comments in respect of the financial forecast in respect of the Budget gap and the potential impact on the future financial sustainability of the Council;**
- (xi) to note that of the Council’s Budget requirement, £180,000 be a special expense relating to the non-parished area of the Borough;**
- (xii) to resolve that the Executive Head of Finance be authorised to finalise and enter into the Surrey Business Rates Pilot;**
- (xiii) to resolve that the Budget Requirement for 2018/19 be £11,058,943 as set out in Annex A;**

- (xiv) to resolve that the Council Tax Requirement for the Council's own purposes for 2018/19 be £7,974,387 as set out in Annex A and;
- (xv) to resolve that the Council Tax for 2018/19 (excluding special expenses and Parish precepts) be set at £212.42 for a Band D property being an increase of £6.12 for a Band D taxpayer compared to 2017/18.

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken. The following Members voted in favour of the decision: Councillor Dan Adams, Rodney Bates, Richard Brooks, Nick Chambers, Bill Chapman, Vivienne Chapman, Ian Cullen, Paul Deach, Colin Dougan, Craig Fennell, Moira Gibson, Edward Hawkins, Josephine Hawkins, Paul Ilnicki, Rebecca Jennings-Evans, David Lewis, Oliver Lewis, Jonathon Lytle, Katia Malcaus Cooper, Bruce Mansell, David Mansfield, Alan McClafferty, Charlotte Morley, Max Nelson, Adrian Page, Robin Perry, Chris Pitt, Joanne Potter, Nic Price, Wynne Price, Darryl Ratiram, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White.

The following Member voted against the decision: Councillor David Allen.

55/C Setting of Council Tax 2018/19

Having determined its Council Tax Requirement for 2018/19, the Council was now required formally to approve the Council Tax for the area taking into account precepts received from Surrey County Council, Surrey Police and Crime Commissioner and the Parishes.

In approving the Council Tax for 2018/19, the Council noted that the Executive, on 5 December 2017, had approved the draft Council Tax base for 2018/19 but delegated the final setting of the base to the Executive Head of Finance. The tax base had been set at 37, 540.62 Band D equivalent properties

Resolved

1. to note that the Council Tax Base for 2018/19 calculated in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:
 - a) for the whole Council area as 37,540.62 (Item T in the formula in Section 31B of the Local Government finance Act 1992, as amended (the "Act")); and
 - b) for dwellings in those parts of its area to which a Parish precept relates as in Table B below.

Bisley	1,587.78
Chobham	1,969.27
Frimley and Camberley	23,871.57
West End	2,020.58

Windlesham **8,091.42**

being the amounts calculated by the Council in accordance with regulation 6 of the Regulations, as the amount of its Council Tax base for the year for dwellings in those parts of its area to which special items relate.

2. that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding parish precepts and special expenses) is £7,974,387
3. that the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Act:
 - a) **£57,072,345** being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)2 of the Act taking into account all precepts issued to it by Parish Councils.
 - b) **£48,348,068** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) **£8,724,277** being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - d) **£232.40** being the amount at 7(c) above (Item R), as divided by Item T (5(a) above) calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - e) **£749,890** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per para 1 above)
 - f) **£212.42** being the amount at 7(d) above less the result given by dividing the amount at 7(e) above by Item T (1(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
4. to note that the County Council and the Police Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Surrey County Council Basic Precept

Precept	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Basic	872.60	1,018.03	1,163.47	1,308.90	1,599.77	1,890.63	2,181.50	2,617.80
Adult Social Care	68.26	79.64	91.01	102.39	125.14	147.90	170.65	204.78
Total	940.86	1,097.67	1,254.48	1,411.29	1,724.91	2,038.53	2,352.15	2,822.58

Surrey Police and Crime Commissioner

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
157.71	184.00	210.28	236.57	289.14	341.71	394.28	473.14

5. that the Council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings.

Parish precepts and special expenses

Valuation Band								
Part of Area	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bisley	40.50	47.25	54.00	60.75	74.26	87.76	101.26	121.51
Chobham	26.08	30.43	34.77	39.12	47.81	56.51	65.20	78.24
Frimley and Camberley	5.03	5.86	6.70	7.54	9.22	10.89	12.57	15.08
West End	29.98	34.98	39.98	44.98	54.97	64.96	74.96	89.95
Windlesham	25.17	29.37	33.56	37.76	46.15	54.54	62.93	75.51

Surrey Heath Borough Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
141.61	165.22	188.82	212.42	259.62	306.83	354.03	424.84

Aggregate of Parish and Surrey Heath Borough Council

Valuation Band								
Part of Area	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bisley	182.11	212.47	242.82	273.17	333.88	394.59	455.29	546.35
Chobham	167.69	195.65	223.59	251.54	307.43	363.34	419.23	503.08
Frimley and Camberley	146.64	171.08	195.52	219.96	268.84	317.72	366.60	439.92

West End	171.59	200.20	228.80	257.40	314.59	371.79	428.99	514.79
Windlesham	166.78	194.59	222.38	250.18	305.77	361.37	416.96	500.35

Total of all Precepts

Valuation Band								
	A	B	C	D	E	F	G	H
Part of Area	£	£	£	£	£	£	£	£
Bisley	1,280.68	1,494.14	1,707.58	1,921.03	2,347.93	2,774.83	3,201.72	3,842.07
Chobham	1,266.26	1,477.32	1,688.35	1,899.40	2,321.48	2,743.58	3,165.66	3,798.80
Frimley & Camberley	1,245.21	1,452.75	1,660.28	1,867.82	2,282.89	2,697.96	3,113.03	3,735.64
West End	1,270.16	1,481.87	1,693.56	1,905.26	2,328.64	2,752.03	3,175.42	3,810.51
Windlesham	1,265.35	1,476.26	1,687.14	1,898.04	2,319.82	2,741.61	3,163.39	3,796.07

6. to note that the Council's basic amount of Council Tax for 2018/19 is NOT excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken. The following Members voted in favour of the decision: Councillors Dan Adams, David Allen, Rodney Bates, Richard Brooks, Nick Chambers, Bill Chapman, Vivienne Chapman, Ian Cullen, Paul Deach, Colin Dougan, Craig Fennell, Moira Gibson, Edward Hawkins, Josephine Hawkins, Paul Ilnicki, Rebecca Jennings-Evans, David Lewis, Oliver Lewis, Jonathon Lytle, Katia Malcaus Cooper, Bruce Mansell, David Mansfield, Alan McClafferty, Charlotte Morley, Max Nelson, Adrian Page, Robin Perry, Chris Pitt, Joanne Potter, Nic Price, Wynne Price, Darryl Ratiram, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White.

56/C Executive, Committees and Other Bodies

- (a) Executive – 9 January 2018 and 6 February 2018

It was moved by Councillor Moira Gibson, seconded by Councillor Richard Brooks, and

Resolved that the open and exempt minutes of the meetings of the Executive held on 9 January 2018 and 6 February 2018 be received and the recommendations therein be adopted as set out below:

- **88/E – Treasury Strategy 2018/19**

Resolved to adopt

- (i) **the Treasury Management Strategy for 2018/19 as set out in the agenda report;**
- (ii) **the Treasury Management Indicators for 2018/19, as set out at Annex C to the agenda report; and**
- (iii) **the Minimum Revenue Provision policy statement and estimated Minimum Revenue Provision payment table, as set out at Annex F to the agenda report.**

- **89/E – Corporate Capital Programme 2018/19 – 2020/21**

Resolved that

- (i) **the new capital bids for £8.584m, as set out at Annex A to the agenda report, for 2018/19, be approved and incorporated into the Capital Programme;**
- (ii) **the Prudential Indicators, as set out below and explained at Annex D to the agenda report, including the MRP statement, for 2018/19 to 2020/21 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.**

Prudential Indicator	2018/19 Estimate d £000	2019/20 Estimate d £000	2020/21 Estimate d £000
Capital Expenditure	8,584	2,270	630
Capital Financing Requirement	150,000	150,000	148,000
Ratio of net financing costs to net revenue stream	5.14%	2.61%	2.65%
Incremental impact of investment decisions on Band D council Tax	1.61	9.40	0.43
Operational Boundary	185,000	185,000	185,000
Authorised Limit	190,000	190,000	190,000

- **97/E – Pay Policy Statement 2018/19**

Resolved that the Surrey Heath Borough Council Pay Policy Statement 2018/19, as attached at Annex A to the agenda report, be approved

(Note: The recommendations of the Executive at Minute 87/E – General Fund Estimates 2018/19 were dealt with at Minute 54/C.

- (b) Planning Applications Committee – 14 December 2017, 11 January 2018 and 8 February 2018

It was moved by Councillor Edward Hawkins, seconded by Councillor David Mansfield, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 14 December 2017, 11 January 2018 and 8 February 2018 be received.

- (c) Performance and Finance Scrutiny Committee - 6 December 2017

It was moved by Councillor Katia Malcaus Cooper, seconded by Councillor Edward Hawkins, and

Resolved that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 6 December 2017 be received.

- (d) Joint Staff Consultative Group – 18 January 2018

It was moved by Councillor Josephine Hawkins, seconded by Councillor Charlotte Morley and

Resolved that the minutes of the meeting of the Joint Staff Consultative Group held on 18 January 2018 be received and the recommendation therein be adopted as set out below

Resolved that the revised Constitution of the Joint Staff Consultative Group, as set out at Annex A to the agenda report, be agreed.

- (e) External Partnership Select Committee – 13 February 2018

It was moved by Councillor Robin Perry, seconded by Councillor Daryl Ratiram and

Resolved that the minutes of the meeting of the External Partnership Select Committee held on 13 February 2018 be received.

57/C Leader's Question Time

The Leader responded to a question asking how the Council could encourage higher turnouts in local government elections. She noted that borough councils provided services which every resident used, notably refuse collection, but stated there were continuing difficulties with engaging electors. She indicated that she welcomed any ideas from Members on ways to encourage electors to vote in local government elections.

58/C Motions

It was moved by Councillor Rodney Bates and seconded by Councillor Victoria Wheeler that

"This Council notes with sadness that there are many children within the borough that are experiencing poverty including a third of all children within Old Dean. As a result, this Council requests officers bring forward a report to the Executive within the next 6 months outlining practical steps that the Council could consider in order to help address this issue in partnership with others."

In accordance with Procedural Rule 12.6, it was proposed by the Mayor and seconded by the Deputy Mayor and

Resolved that the motion be referred without discussion to the Executive for consideration and report within 6 months.

59/C 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 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
51(a)/C (part)	3
60/C	3

60/C Review of Exempt Items

The Council reviewed the minutes which had been considered at the meeting following the exclusion of members of the press and public, as they involved the likely disclosure of exempt information.

Resolved that

- (i) Minute 84/E remain exempt until further notice; and**
- (ii) Minute 99/E remain exempt until the completion of the lease negotiations;**

Mayor

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 6
March 2018**

- Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Bill Chapman, Cllr Katia Malcaus Cooper and Cllr Chris Pitt

101/E Minutes

The open and exempt minutes of the meeting held on 6 February were confirmed and signed by the Chairman.

102/E Annual Plan 2018/19

The Annual Plan included an overview of the vision and priorities from the Five-Year Strategy and stated the outputs and success measures which would be delivered in 2018/19 for each of the key priorities. These priorities were presented under the headings of Place, Prosperity, People and Performance.

RESOLVED to approve wording of the 2018/19 Annual Plan as set out in Annex A to the agenda report.

103/E Surrey Heath Heritage Service

The Executive was reminded that Surrey Heath Heritage Service's purpose was to preserve, manage and document the local heritage and natural history of the Borough of Surrey Heath, which was delivered via a combination of exhibitions in the Museum located at Surrey Heath House and a programme of outreach work and activities.

As a result of the decline in the number of visitors to the Museum, options for a sustainable and viable service going forward had been explored. Despite the decline in visitors to the Museum, the number of people attending the hosted events, walks and talks continued to be popular with increasing participation.

The results of a comprehensive consultation, which had targeted users and non-users, were received.

The Executive was advised that it was proposed to deliver the service in a new and more modern way. A range of options for future arrangements for the

Heritage Service and specifically for the Museum have been explored with a number of stakeholders.

Options included

- events, workshops, walks and talks to be run throughout the year;
- an annual exhibition in a Camberley Town Centre location;
- static displays in the Council's Contact Centre;
- a new website to promote activities and make the catalogue accessible for enthusiasts and researchers;
- facilities for researchers to view items and research aspects of the collection; and
- continuing the outreach work with schools and other community groups.

In addition with the development of the Camberley Town Centre there may be an opportunity to reconsider the aspiration for a physical external presence for the service in the future.

The Service would continue to pursue a professional Arts Council Accreditation. In order to do so the Service must adopt a future mission statement to allow for the accreditation. After consultation with local history societies, other heritage services and stakeholders it was proposed that the mission statement would be

'Surrey Heath Heritage Services exists to preserve, manage and document the heritage of this Borough. We will promote our unique heritage via public exhibitions, events outreach and research access.'

The Executive paid tribute to and thanked the large number of dedicated volunteers who supported the Service and expressed the hope that they would continue to be involved with the Service as it moved forward.

RESOLVED to

- (i) adopt the proposed changes to the current Heritage Service as set out in the agenda report; and**
- (ii) agree to confirm the mission statement to allow the collection and service to seek formal accreditation.**

104/E Community Fund Grants

The Executive considered 7 applications for grants from the Council's Community Fund Grant Scheme. Members considered each application, the recommendation and the rationale.

RESOLVED that

- (i) the following grants be awarded from the Council's Community Fund Grant Scheme:**

Applicant	Project	Grant Award
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Sparklers CIO	To provide 10 holiday playgroups for children, young people and families with special needs	£1,481.25
Camberley Society	To launch CAMFEST 2018	To match the amount raised by Camberley Society £1 for £1 up to a total of £1,000.
St Mary's Nursery Watchetts	To provide a new play area	£10,000
Surrey Youth Focus	To deliver Youth Social Action 'Youth Soup' project.	£500

- (ii) (a) to support the award of a grant to the Hope Hub for the purchase of equipment for this new service which provides a day time support for those who are homeless; and
- (b) subject to the Executive Head of Regulatory being satisfied that the project and the accommodation can be delivered, to authorise her to make a grant of £9,175, after consultation with the Leader and the Corporate Portfolio Holder;
- (iii) to decline the following applications for the reasons set out in the agenda report:

Applicant	Project
Camberley Cricket Club	To replace old and unsafe outside benches and chairs
The Community Matters Partnership	To clear out the balancing pond at Paddock Hill Frimley Green, to reduce the risk of localised flooding

105/E Response to the London Heathrow Airport Expansion Public Consultation

The Executive considered the Council's response to London Heathrow Airport Expansion Public Consultation. The consultation presented Heathrow's options and proposals to expand the airport on the ground and build a third runway. It also considered the design of future airspace, in response to Heathrow's expansion.

RESOLVED to agree the response set out in the letter in Annex 1 of the report as the Council's formal response to London Heathrow Airport's consultation on airport expansion and airspace change.

106/E Response to the Department of Transport's Proposals for the Creation of a

Major Road Network consultation

The Executive considered the report setting out the Council's formal response to the Department of Transport's consultation on the proposals for the creation of a Major Road Network. The proposals had implications for road networks within the Borough and created a new funding mechanism which could benefit economically important local authority roads.

Resolved that the response set out in the letter in Annex 1 of the report be agreed as the Council's formal response to the Department of Transport's consultation on the Proposals for the Creation of a Major Road Network.

107/E Response to the Bracknell Forest Council Local Plan Consultation

The Executive considered the Council's formal comment to the consultation on Bracknell Forest's draft local plan. The document set out the approach to be taken to development in Bracknell Forest up to 2034, including new sites that would be allocated to meet that Borough's housing needs and the future approach to development in Bracknell town centre.

Resolved that the letter contained in Annex 1 of the report be authorised as the Council's formal representation to Bracknell Forest's Draft Local Plan consultation.

108/E Response to Hart District Council's Draft Local Plan Strategy and Sites 2016-2032 - proposed submission version document

The Executive considered the Council's response to the consultation on Hart District Council's Draft Local Plan Strategy and Sites 2016-2032. It set out the approach to be taken to development in Hart District up to 2032.

Resolved that the letter contained in Annex 1 be authorised as the Council's formal representation to the Hart District Council Draft Local Plan Strategy and sites 2016-2032- proposed submission version document.

109/E Appointment of Data Protection Officer pursuant to the GDPR

The General Data Protection Regulation, the new data protection framework which would apply in the UK from 25 May 2018, required all public authorities to appoint a Data Protection Officer. It was proposed that the Head of Legal Services be appointed to satisfy this requirement.

RESOLVED to appoint the Head of Legal Services as the Data Protection Officer in accordance with the General Data Protection Regulation.

110/E Council Finances as at 31 December 2017

The Executive received the third quarter monitoring report against the approved budget, which provided an update on the Revenue, Treasury and Capital budget position as at 31 December 2017. At this stage in the year, the year-end outturn position could be forecast with more accuracy. Net expenditure was predicted to be on budget and, after taking account of savings in borrowing costs, a £1m underspend at the end of the financial year was anticipated.

RESOLVED to note the Council's Revenue, Treasury and Capital position as at 31 December 2017.

111/E Motion Referred from the Council

Members were reminded of the following motion which had been referred to the Executive by the Council at its meeting on 21 February 2018:

"This Council notes with sadness that there are many children within the borough that are experiencing poverty including a third of all children within Old Dean. As a result, this Council requests officers bring forward a report to the Executive within the next 6 months outlining practical steps that the Council could consider in order to help address this issue in partnership with others."

RESOLVED that a report be brought to the Executive within the next 6 months outlining the practical steps which the Council could consider, in partnership with others, in order to help address child poverty issues in the Borough."

112/E Write Off of Irrecoverable Bad Debt

The Executive considered the report seeking authority to write-off irrecoverable revenues bad debts over £1,500.

Members recorded their grateful thanks to all officers involved in the recovery of bad debts.

RESOLVED that bad debts totalling £48,120.97 in respect of Council Tax and £272,543.68 in respect of Non-Domestic Rates to be written-off in 2017-18.

113/E Exclusion of Press and Public

RESOLVED, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public be 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
101/E (part)**

**Paragraph(s)
3**

112/E(part)
114/E

1
3

114/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 the Annex to agenda item 15 - Write-Off of Irrecoverable Revenues Bad Debts remain exempt.

Chairman

**Minutes of a Meeting of the Licensing
Committee held at Council Chamber,
Surrey Heath House on 14 March 2018**

+ Cllr Adrian Page (Chairman)
+ Cllr Bill Chapman (Vice Chairman)

+ Cllr Dan Adams	+ Cllr Bruce Mansell
+ Cllr Paul Deach	+ Cllr Joanne Potter
Cllr Surinder Gandhum	+ Cllr Nic Price
- Cllr Ruth Hutchinson	+ Cllr Pat Tedder
+ Cllr Paul Ilnicki	+ Cllr Valerie White
+ Cllr David Lewis	+ Cllr John Winterton
Cllr Jonathan Lytle	

+ Present
- Apologies for absence presented

5/L Minutes of Previous Meeting

RESOLVED that the minutes of the Licensing Committee meeting held on 28 June 2017 be approved as a correct record and signed by the Chairman.

6/L Declarations of Interest

There were no declarations of interest.

7/L Licensed Driver Convictions Policy

The Committee considered a report setting out an updated version of the Convictions Policy for Licensed Hackney Carriage and Private Hire Drivers and Private Hire Operators.

It was reported that the Council had adopted its original Convictions Policy for Licensed Hackney Carriage and Private Hire Drivers and Private Hire Operators on 28th June 2018 as part of a Surrey wide initiative. The Policy had subsequently been reviewed and updated to remove a small number of legal ambiguities and the revised policy was then subjected to a six week consultation period with statutory organisations, the public and the licensed trade. A total of 393 responses had been received as a result of the consultation and the responses had been incorporated into the revised policy.

Arising from Members' questions and comments the following points were noted:

- Paragraph 1.8 of the revised policy would be amended to remove the superfluous a from the bracketed sentence.
- Paragraph 6.2 It was clarified that that convictions for malicious wounding where there was no evidence of racial aggravation was included in the list of convictions that would prevent a licence being granted until at least ten years had elapsed since the conviction.
- The revised policy would be adopted by all Surrey authorities.

RESOLVED that the revised Convictions Policy for Licensed Hackney Carriage and Private Hire Drivers and Private Hire Operators, attached as Annex 3 of the Report, be adopted by the Council.

8/L Taxi Licensing Mechanical Inspections

The Committee received a report providing information relating to a revision of the Council's list of garages approved to conduct mechanical inspections on licensed vehicles.

Under the Local Government (Miscellaneous Provisions) Act 1973 licensing authorities were able to set conditions and regulations relating to Hackney Carriage and Private Hire Vehicles on the grounds of public safety. One of the local conditions adopted in Surrey Heath was a requirement for vehicles to undergo and pass a mechanical assessment at a garage nominated by the Council before a licence was granted.

Since 1997, the Council's nominated inspection garage had been Motoright Ltd in Yateley. The garage had been operated from a leasehold site and the sale of the land to a third party had necessitated the Garage's relocation to new freehold premises in Finchampstead. It was noted that the move had resulted in improved facilities with an additional MOT testing bay and an extra MOT Tester had been employed.

It was stressed that the garage was independent of any franchises or manufacturers and that drivers were free to use another garage of their choosing to complete any remedial work identified as being necessary.

The Committee noted that Motoright Ltd, the Council's nominated garage for mechanical inspections in relation to Hackney carriage and Private Hire vehicles had changed its name to Motoright Hogwood Garage Ltd and relocated to Unit F, Weller Drive, Hogwood lane Industrial estate, Finchampsted, RG40 4QZ.

9/L Taxi Rank Review

The Committee was informed that plans to improve Camberley High Street were expected to impact on its taxi rank and any changes would require the publication of new traffic orders and schedules.

The Committee was informed that in order to streamline the Council's processes and ensure that any enforcement matters could be dealt with in a straightforward manner it would be practical to create a single traffic schedule that brought together all the legislation associated with taxi ranks. This would require a Borough wide review of all taxi ranks and the proposed changes to the layout of Camberley High Street provided an opportune moment to carry out this work.

Private hire and hackney carriage licence holders would be consulted as part of this work and their views fed into the review and updates would be brought to the Committee as they developed.

The Committee noted the update.

10/L Licensing Act 2003 - Summary of Decisions

The Committee received and noted a report summarising the decisions taken under delegated powers in respect of licence applications since their last meeting.

**Minutes of a Meeting of the
Performance and Finance Scrutiny
Committee held at Council Chamber,
Surrey Heath House, Knoll Road,
Camberley, GU15 3HD on 21 March
2018**

+ Cllr Jonathan Lytle (Chairman)
+ Cllr Katia Malcaus Cooper (Vice Chairman)

- Cllr David Allen	+ Cllr Robin Perry
- Cllr Nick Chambers	+ Cllr Chris Pitt
+ Cllr Bill Chapman	+ Cllr Joanne Potter
+ Cllr Edward Hawkins	+ Cllr Wynne Price
+ Cllr Paul Innicki	+ Cllr Darryl Ratiram
+ Cllr David Lewis	+ Cllr Victoria Wheeler
- Cllr Oliver Lewis	

+ Present
- Apologies for absence presented

Substitutes: Cllr Rodney Bates

In Attendance: Cllr Paul Deach, Cllr Alan McClafferty and Cllr Mrs Vivienne Chapman

32/PF Minutes

The minutes of the meeting held on 6 December 2017 were confirmed and signed by the Chairman.

33/PF Scrutiny of Portfolio Holders - Community Portfolio

The Committee viewed a video presentation of the service areas covered by the Community Portfolio. Cllr Mrs Vivienne Chapman reminded the Committee that her Portfolio covered the areas set out below and she highlighted some of the important issues and notable achievements:

- Emergency Planning and Business Continuity
- Environmental Health
- Health and Wellbeing
- Recycling and Refuse
- Street Cleansing
- Community Services
- Community Safety

Cllr Mrs Chapman responded to questions relating to:

- a) The rebranding of the community services;
- b) Dementia Day Care for self-funding individuals;
- c) Minimising the impact of litter arising from fast-food outlets;

- d) How the Council interacted with the County Council in the event of an emergency;
- e) Nitrogen dioxide levels on the A331 and the M3;
- f) Ways to increase the number of households participating in the garden waste scheme;
- g) Utilising green waste from allotments;
- h) Delivering the Health and Wellbeing agenda with partners, including assisting to facilitate hospital discharges;
- i) Publicity for the services provided, in particular where changes to service arrangements had occurred;
- j) Contingency planning for cyber-attacks;
- k) The involvement of Members in Emergency Planning Reviews;
- l) Group travel and the vehicle hire service.

Cllr Mrs Chapman undertook to circulate the answer detailing how the Council and the County Council would respond to a major incident. She also agreed to supply a written answer to the question of collecting green waste from allotments.

34/PF Scrutiny of Portfolio Holders - Regulatory Portfolio

The Committee viewed a video presentation of the service areas covered by the Regulatory Portfolio. Cllr Alan McClafferty reminded the Committee that his Portfolio covered the areas set out below and he highlighted some of the important issues facing the service:

- Drainage
- Land Charges
- Planning Policy & Conservation
- Private Sector Housing Enforcement
- Housing and Homelessness
- Planning Enforcement Policy

Cllr Alan McClafferty responded to questions relating to:

- a) The relocation of families who had suffered abuse;
- b) In relation to homelessness
 - i) the number of homeless persons in the Borough;
 - ii) the primary causes of homelessness; and
 - iii) ways to eliminate homelessness
- c) Prioritisation of the Planning Enforcement Service;
- d) The cost of housing families in temporary accommodation;
- e) The accuracy of assumptions on the viability of affordable housing;
- f) The location of accommodation used as bed and breakfast accommodation
- g) Water recycling in new developments

Cllr McClafferty undertook to circulate a response detailing the cost of housing families in temporary accommodation before and after the grant reclaim.

35/PF Annual Plan 2018-19

The Committee reviewed the Annual Plan 2018/19 which included an overview of the vision and priorities from the Five-Year Strategy and stated the outputs and success measures that would be delivered in 2018/19 for each of the key priorities. These priorities were presented under the headings of Place, Prosperity, People and Performance. The Annual Plan demonstrated the Council's commitment to achieving the Five-Year Strategy.

A number of questions had been received in relation to the Plan which were responded to orally. The Chairman agreed that the answers would also be emailed to Members.

In addition the Committee discussed the issue of loneliness in the Borough, the emailing of Council tax bills, the need for stretched targets in relation to town centre car parks and food premises scores and reaching residents who were not digitally aware. The process for the preparation and approval of the Annual Plan was also referred to and some Members were of the opinion that it should be reviewed.

Resolved that the Annual Plan 2018/19 be noted.

36/PF Council Finances as at 31 December 2017

The Committee received the third quarter monitoring report against the 2017/18 approved budget, which provided an update on the Revenue, Treasury and Capital budget position as at 31 December 2017. It was forecasted that the year-end outturn position would be on budget at net expenditure level and after taking account of savings in borrowing costs, an underspend of £1m was predicted. The underspend would be placed in an interest equalisation reserve at year end.

Members were reminded that the Executive and the Committee received the budget monitoring report on a quarterly basis, although the Portfolio Holder did receive monthly updates on their Portfolios.

Resolved to note the Revenue, Treasury and Capital budget position as at 31 December 2017.

37/PF Corporate Risk Register

The Committee reviewed the Corporate Risk Register, which included high level risks rated between 1 and 4 as to how likely it was to occur and also between 1 and 4 as to the potential financial impact. The product of these two numbers gave the initial risk rating. Mitigation was then put in place to reduce the risk rating. Members were reminded that the Council had a Risk Management Strategy and a risk management process in place.

Resolved to note the Corporate Risk Register.

38/PF Work Programme

The Committee considered the work programme for the 2018/19 municipal year. Members noted that meetings were scheduled for 4 July 2018, 4 September 2018, 5 December 2018 and 20 March 2019.

Members were reminded that the Committee, at its meeting on 6 December 2017, had agreed to monitor the success of the initiative by Hammersmith and Fulham London Borough Council to discontinue the use of bailiffs to collect on debts. As a result, Members asked that an issue be added to the work programme for consideration at the appropriate time.

Resolved that, subject to the addition of a report relating to the Hammersmith and Fulham London Borough Council's initiative on the use of bailiffs, the Work Programme attached as Annex A to the agenda report be agreed.

Chairman

Annex A

**Performance and Finance Scrutiny Committee –
Work Programme 2018-19**

Date	Topic	Report Author
4 July 2018		
1.	Performance Report 2017/18	Louise Livingston
2.	End of Year Finance Report	Kelvin Menon
3.	Scrutiny of Portfolio Holders – Special Projects	TBC
4.	Task and Finish Groups	Rachel Whillis
5.	Committee Work Programme	Rachel Whillis
4 September 2018		
1.	Scrutiny of Portfolio Holders - Business/Corporate	Daniel Harrison/ Richard Payne
2.	Review of Reserves and Provisions	Kelvin Menon
3.	Annual Report on Treasury Management	Kelvin Menon
4.	Task and Finish Groups	Rachel Whillis
5.	Committee Work Programme	Rachel Whillis
5 December 2018		
1.	Scrutiny of Portfolio Holders - Finance/ Transformation	Kelvin Menon/ Louise Livingston
2.	Half Year Treasury Management Report	Kelvin Menon
3.	Half Year Finance Report	Kelvin Menon
4.	Update on Investment Properties	Karen Limmer/ Paul Ramshaw
5.	Task and Finish Groups	Rachel Whillis
6.	Committee Work Programme	Rachel Whillis
20 March 2019		
1.	Scrutiny of Portfolio Holders – Regulatory/Community	Jenny Rickard/ Tim Pashen
2.	3 rd Quarter Finance Report	Kelvin Menon
3.	Corporate Risk	Kelvin Menon
4.	Task and Finish Groups	Rachel Whillis
5.	Committee Work Programme	Rachel Whillis

To be allocated to the appropriate meeting:

- a report relating to the Hammersmith and Fulham London Borough Council's initiative on discontinuing the use of bailiffs to collect debts.

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