

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 15  
October 2019**

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+ Cllr Richard Brooks (Chairman)

+ Cllr Dan Adams	+ Cllr Josephine Hawkins
+ Cllr Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Paul Deach	+ Cllr Adrian Page

+ Present

In Attendance: Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Victoria Wheeler and Cllr Valerie White

**36/E Minutes**

The minutes of the meeting held on 11 September 2019 were confirmed and signed by the Chairman.

**37/E Family Support Programme 2019/2020**

The Executive considered a report on the future of the Family Support Programme within Surrey Heath. The Family Support Programme was currently delivered in partnership with Runnymede BC, with Surrey Heath employing the staff and managing the budgets for the Programme.

Members were reminded that the Programme was currently funded by the Government through a mixture of up front funding for each family worked with and payment by results.

From the end of March 2020 the Government funding would cease. However, within Surrey, the County Council had agreed to take over current levels of funding of £221,512 to ensure continuation of the programme. In addition, a further £95,666 of funding would be provided to Surrey Heath and Runnymede councils to support the employment of two qualified social workers, one for each of the teams.

Borough and district councils would need to make up any gap in funding for the total service delivery; for Surrey Heath and Runnymede this was estimated to be £178,000 in 2020/21. Runnymede BC had agreed to contribute an additional £89,000 per financial year for 2020/21 and thereafter, leaving a shortfall of £89,000 in the revenue budget to be made up by this Council.

**RESOLVED that**

- (i) this Council continues to host the Family Support Programme for Runnymede and Surrey Heath Councils;**
- (ii) that a Service Level Agreement for the service beyond 2020 be entered into with Surrey County Council, and authority to**

**sign this Agreement be delegated to the Executive Head of Regulatory in consultation with the Support & Safeguarding Portfolio Holder; and**

- (iii) that funding of £89,000 per year for the programme be agreed for inclusion in the revenue budget for 2020/21 and thereafter.**

### **38/E Infrastructure Feasibility Study Fund for Surrey**

The Executive received a report seeking agreement to participate in an infrastructure feasibility study fund for Surrey and for investment in the fund to support projects within, or of benefit to, Surrey Heath. The fund would comprise funding from Surrey County Council, Surrey district and borough councils, and Local Enterprise Partnerships.

Members were advised that there was a concern that Surrey could be missing out on infrastructure funding through a lack of appropriate feasibility studies. Investment in project development was needed at an early stage to develop a pipeline of projects able to apply for full project funding when bidding rounds became available. A dedicated fund was therefore needed to ensure that resources were available and ring-fenced to support project development.

Funding would be provided from the Community Infrastructure Levy contributions that the Council retained after SANGs, parish, and ward payments had been allocated. Since 2014 that element of funding had grown at an average of £650,000 per year; a contribution of £100,000 per year therefore represented a significant proportion of the CIL collected for strategic projects. For every pound this council invested in the fund it would receive £1.86 for scheme development, due to investment from Surrey County Council and the LEPs.

It was emphasised that the ring fenced money would be held by the Council and would remain under its control.

#### **RESOLVED that**

- (i) the Council participates in the Infrastructure Feasibility Study Fund for Surrey;**
- (ii) £100,000 p.a. be committed to the Fund;**
- (iii) the funding be ring-fenced for the Fund, but control be retained by the Council; and**
- (iv) the contribution be made from the Community Infrastructure Levy fund, for up to five years and allocation to projects be subject to agreement at the Executive.**

Note 1: in accordance with the Members' Code of Conduct Councillors Paul Deach and Charlotte Morley declared non-pecuniary interests as they were members of Surrey County Council.

### **39/E Obelisk and Camberley Park Improvements**

The Executive received a report seeking authority to spend £50,000 from the Camberley Park Section 106 agreement.

Members noted the works proposed, which would include structural repairs to the Grade 2 listed Obelisk, replacement of paths and steps infrastructure, the replacement of keystone bricks on the archway, and removal of graffiti on brick fascias. The replacement or refurbishment of parks furniture would be included in the works.

Members were informed that the west facing slope was subsiding and needed re-stabilisation. In Camberley Park, considerable understorey clearance would help discourage anti-social behaviour in that area. The removal of deadwood and felling selected trees would open a vista view from the Obelisk.

Members were advised that there was £158,000 available in the Section 106 agreement and the proposed draw down of funds would still ensure sufficient funds for ongoing maintenance for the Obelisk and Camberley Park.

#### **RECOMMENDED to Council that**

- (i) £50,000 be made available to draw down from the Camberley Park section 106 to carry out improvement works; and**
- (ii) the implementation of the works be delegated to the Executive Head of Business in consultation with the Portfolio Holder for Places and Strategy.**

### **40/E Update on Reference from the P&F Scrutiny Committee - Review of the Impact of Benefits Reforms on Surrey Heath Borough Council and Borough Residents**

The Executive was reminded that, at its meeting on 6 February 2018, it had considered a number of recommendations from the Performance and Finance Scrutiny Committee on the impact of the introduction of Universal Credit on borough residents.

An update on the recommendations made in 2018 was considered. Members advised that the upfront wait experienced by claimants was an area of concern. Access to computer facilities was also an area identified as a concern, with access to provision in some of the outlying villages highlighted as a specific issue. Parish Council owned buildings and Church Parish offices were identified as possible solutions for helping residents in rural areas access the necessary IT.

It was agreed to refer the access to computer facilities for Universal Credit claimants to the Surrey Heath Villages Working Group to consider. Furthermore, it was suggested that this matter could be incorporated into the review of poverty in the borough agreed by the Council at its meeting on 9 October 2019.

#### **RESOLVED that**

- (i) **the report be noted; and**
- (ii) **concerns raised regarding the access to IT by Universal Credit claimants be considered by the Surrey Heath Villages Working Group and as part of the review of poverty in the borough.**

Note 1: in accordance with the Members' Code of Conduct Councillor Rodney Bates declared a disclosable pecuniary interest as he was temporarily working with Camberley Job Club, which was named in the report, and indicated that he would leave the room if Camberley Job Club was referred to in the course of discussions.

#### **41/E Treasury Outturn Report**

The Executive received a report detailing the authority's treasury management performance during the year as well demonstrating compliance with the 2018/19 Prudential Indicators.

**RESOLVED to note the report on Treasury Management including compliance with the 2018/19 Prudential Indicators.**

#### **42/E Council Finances as at 31 July 2019**

The Executive received a report summarising the Council's finances at 31 July 2019.

The report requested authority to add additional revenue items to the 2019/20 budget. The items were carry forwards that had not been on the list approved by the Executive at its meeting on 16 July 2019, as clarification had been required on costs for 2018/19.

The Executive also considered a request to add 3 projects to the 2019/20 capital programme, as follows:

- **Additional module for the Civica financial system** – cost of £16,000. HMRC procedures around VAT accounting and making tax digital would affect local authorities from 1 October 2019. The module would ensure that the Council complied with the legislation. The sum requested also included further implementation costs for the asset management module.
- **Renovation grants** – cost of £179,000. An additional grant had been received from the government and the budget could therefore be increased accordingly.
- **ICT Switches** – cost of £35,000. Following a review of the Council's existing network infrastructure, additional switches were required which would provide improved network visibility and the ability to segregate network traffic for different workloads. This would improve both network performance and security.

**RESOLVED that**

- (i) the report be noted; and**
- (ii) the revenue budget carry forwards for 2019/20, as set out at Annex B to the agenda report, be agreed.**

**RECOMMENDED to Council the additions to the 2019/20 capital programme, as set out in the agenda report, be agreed.**

**43/E Preparations for Brexit**

The Executive considered a report outlining the preparations being undertaken in anticipation of the UK's departure from the European Union on 31 October 2019. The principal risks were noted, along with measures being taken by the Council to address those risks.

Contingencies for the Meals at Home service were discussed. Consideration was being given to the ordering of additional meals stocks in case of supply issues post departure. Members were advised that storage constraints were a concern, although this could be addressed by bringing forward the purchase of new freezer storage. It was also suggested that the recently vacated Deepcut Garrison might be able to assist with catering storage.

The Executive was informed that the Government had given each district council £52,452, in three instalments, to deal with the impact of Brexit. £34,968 had been received in the current year and £17,484 in 2018/19.

Members recognised that one of the possible impacts of Brexit could be an increase in food prices, which was likely to put pressure on the more vulnerable members of the community. It was therefore suggested that some of the funding be given to those groups that were best able to support those persons. It was proposed that initially £17,000 from the initial funding be provided immediately and divided between Citizens Advice Surrey Heath, Hope Hub, and Besom.

**RESOLVED that**

- (i) preparations that have been made to date be noted;**
- (ii) £17,000 of the initial Government Grant be provided to Citizens Advice Surrey Heath, Hope Hub and Besom; and**
- (iii) authority to use the "Brexit grant" be delegated to the Executive Head of Community in consultation with the Portfolio Holder for Environment & Health in order to enable the Council to prepare for Brexit and assist local organisations with the potential impact on residents.**

#### **44/E Appointments to Surrey Leaders' Group Outside Bodies**

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which had arisen since the appointments made in June 2019.

It was agreed that any Member expressing an interest in a vacancy would need to contact the Leader by Friday, 1 November 2019.

**RESOLVED that all Members be invited to send applications for the vacant positions to the Leader by Friday, 1 November 2019.**

#### **45/E Exclusion of Press and Public**

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 were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
46/E	3
47/E	3

Note: Minute 46/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

#### **46/E Supplementary Estimate**

The Executive made decisions in relation to agreeing a supplementary estimate.

#### **47/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 minute 46/E and the associated agenda report remain exempt for the present time.**

Chairman