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Friday, 8 November 2019

To: The Members of the **EXECUTIVE**  
(Councillors: Richard Brooks (Chairman), Dan Adams, Vivienne Chapman,  
Paul Deach, Josephine Hawkins, Charlotte Morley and Adrian Page)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 19 November 2019 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

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## AGENDA

Pages

### Part 1 (Public)

- |    |                              |       |
|----|------------------------------|-------|
| 1. | <b>Apologies for Absence</b> | -     |
| 2. | <b>Minutes</b>               | 3 - 8 |

To confirm and sign the minutes of the meeting held on 15 October 2019 (copy attached).

- |    |                                 |   |
|----|---------------------------------|---|
| 3. | <b>Declarations of Interest</b> | - |
|----|---------------------------------|---|

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. | <b>Questions by Members</b> | - |
|----|-----------------------------|---|

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.

- |           |   |                |
|-----------|---|----------------|
| <b>5.</b> | <b>Mid-Year Performance Report 2019/20</b>                | <b>9 - 32</b>  |
| <b>6.</b> | <b>Camberley Theatre Frontage &amp; Lighting Upgrades</b> | <b>33 - 40</b> |
| <b>7.</b> | <b>Appointment of a Climate Change Working Group</b>      | <b>41 - 50</b> |
| <b>8.</b> | <b>Write-Off of Irrecoverable Bad Debts</b>               | <b>51 - 56</b> |
| <b>9.</b> | <b>Exclusion of Press and Public</b>                      | <b>57 - 58</b> |

**Part 2  
(Exempt)**

- |            |  |                |
|------------|--|----------------|
| <b>10.</b> | <b>Exempt Minutes</b>  | <b>59 - 60</b> |
|            | To confirm and sign the exempt minutes of the meeting held on 15 October 2019 (copy attached).       |                |
| <b>11.</b> | <b>Lease renewal: Unit 20 St Georges Industrial Estate, Wilton Road, Camberley, Surrey, GU15 2QW</b> | <b>61 - 66</b> |
| <b>12.</b> | <b>Review of Exempt Items</b>  | <b>67 - 68</b> |
|            | To review those items or parts thereof which can be released as information available to the public. |                |

**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 addresses 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



## **Mid-Year Performance Report 2019/20**

### **Summary:**

This Mid-Year Report summarises the performance of the Council in the first six months of 2019/20 against the corporate objectives, priorities and success measures set out in the Annual Plan.

**Portfolio:** Leader

**Date Portfolio Holder signed off report:** 7 November 2019

**Wards Affected:** All

### **Recommendation**

The Executive is asked to RESOLVE to note the 2019/20 Mid-Year Report and make any comments or recommendations as appropriate.

## **1. Key Issues**

- 1.1 The Annual Plan 2019/20 was agreed by the Executive on 19 March 2019, and set out the key targets, projects and success measures for the year, under the Five Year Strategy themes of Place, Prosperity, People and Performance.
- 1.2 The attached report at Annex A summarises the Council's performance and achievements against these targets for the first six months of the year. This report will also be considered by the Performance and Finance Scrutiny Committee at its meeting on 27 November 2019.
- 1.3 Progress against this plan is monitored regularly by Executive Heads of Service and reported on a quarterly basis to the Corporate Management Team.

## **2. Resource Implications**

- 2.1 There are no resource implications arising from this report.

## **3. Proposals**

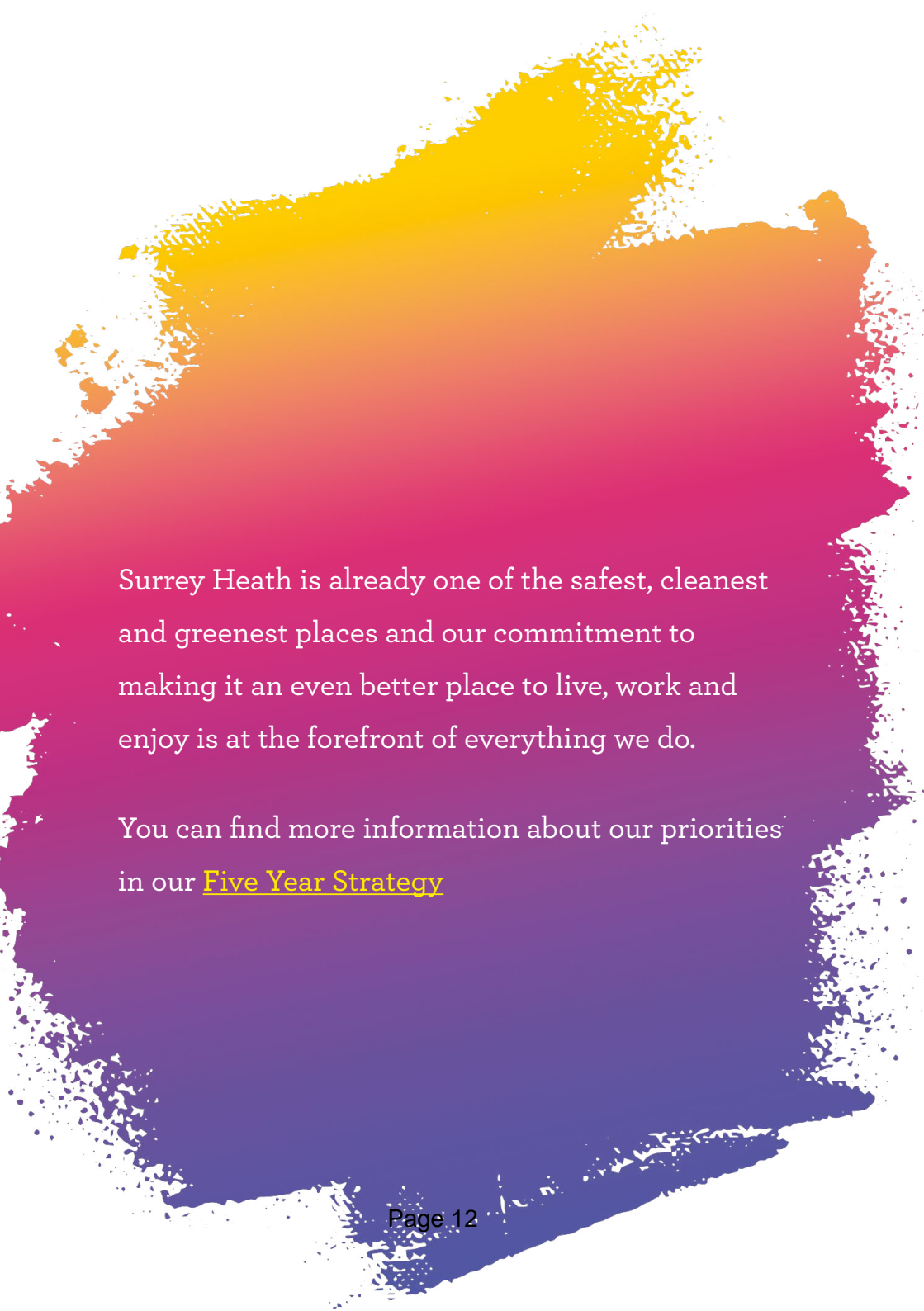
- 3.1 The Executive is asked to note the attached Mid-Year Report 2019/20 and make any comments or recommendations as appropriate.

<b>Annexes</b>	Annex A – Mid-Year Performance Report – 2019/20
<b>Background Papers</b>	Annual Plan 2019/20 Five Year Strategy
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<b>Head of Service</b>	Louise Livingston – Executive Head of Transformation

# Surrey Heath Mid Year Update

APRIL 2019 - SEPTEMBER 2019





Surrey Heath is already one of the safest, cleanest and greenest places and our commitment to making it an even better place to live, work and enjoy is at the forefront of everything we do.

You can find more information about our priorities in our [Five Year Strategy](#)

# Welcome

In March 2019 we published our Annual Plan for 2019/20 and our vision for making Surrey Heath an even better place to live, work and enjoy. This Report details our progress over the first six months of the year.

An important focus under our PLACE objective is working with partners to assist our vibrant villages. Our newly formed Villages Working Group has identified future challenges, aspirations and work-streams which will inform our priorities in the future. The project to deliver a new Leisure Centre for the Borough has moved forward considerably with a planning application approved in August and demolition of the old centre underway. A fantastic new playground opened in Frimley Lodge Park in time for the school summer holidays. The regeneration of Camberley town centre continues to progress, notwithstanding some delays to timescales, as we work to improve the area for residents, businesses and visitors.

Under our PROSPERITY objective, we continue to support and promote our local economy so that people can work and do business across Surrey Heath. We have secured Government grant funding to support the future vitality of the town centre, and continue to safeguard the future of local services by monitoring closely the performance of our investments and looking for future purchase opportunities.

Help for those across Surrey Heath who need additional support to live happily and healthily remains a key priority under our PEOPLE objective. We are moving towards a sustainable future for our community services in light of funding reductions and increased need in our population by working in partnership with others. We launched “Home Safe” at Frimley Park Hospital and Farnham Hospital to allow older patients to be discharged to a “safe” home. Our social prescribing project, which supports people across the Borough to reduce feelings of loneliness and social isolation, is being extended as funding has been secured for two more social prescribers.

We have sustained our focus on our PERFORMANCE by being more efficient and pursuing opportunities for partnership working. Citizens Advice Surrey Heath is now operating and supporting residents from our offices at Surrey Heath House. Our Community Lottery which will support our community grants launched in July. We continue to deliver a number of our key services such as Community Services, Joint Waste Solutions and Family Support in partnership with neighbouring authorities.

This report provides more details on our performance and the success measures against the objectives we set ourselves for the year.

# Place

## Objective

To make Surrey Heath an even better place where people are happy to live

## Priorities

Deliver an improved Camberley Town Centre for the benefit of all residents of the Borough

Protect, manage and maintain our parks and open spaces including the provision of quality leisure facilities

Encourage sustainable living and construction by promoting high quality building and design standards

To reduce waste and increase the proportion of waste recycled and recovered

Work with key partners to continue to keep the borough a very safe place to live

**Develop a new Local Plan to guide development in the Borough and address Housing need. Consult with the public, businesses and partners on the draft local plan in January and February 2020.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Council is on track to hold a Local Plan consultation on Draft Planning Policies for the Borough in early 2020. Progress is reported regularly to the Members' Local Plan working group.

**Reduce our environmental impact by ending the sale and provision of single-use plastics across our estate and operations wherever possible.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Council has adopted a "Single Use Plastics" Strategy. Actions so far include removing single use plastics from the Council Chamber and a change to compostable 'veg-ware' for cups, lids and stirrers at Camberley Theatre since Summer 2018. The Theatre is about to launch re-usable containers to reduce waste.

In the town centre, we have a new water station to help reduce the need to purchase single-use water bottles.

**Monitor and manage the new Grounds Maintenance Contract**

**for the Borough to deliver a consistent, flexible and responsive service. Monitor key performance indicators with the contractor on a monthly basis.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Council is in the first year of a five year contract. We continue to monitor contract Key Performance Indicators (KPIs) and challenge performance.

**Work towards the construction of a new Leisure Centre to deliver a modern and efficient community facility to promote improved wellbeing and healthy lifestyles, with a planning application submitted during 2019.**

**STATUS**

Current  *On Track*

Expected  *On Track*

A contract to design, build, operate and maintain a new leisure centre started in April. The Arena Leisure Centre closed at the end of August and demolition started immediately. Planning permission for the replacement leisure centre was granted in August 2019.

A number of fitness classes have relocated to Camberley Theatre while the new centre is being built. The current programme features 30 weekly classes including group cycling, Pilates and HIIT.

The new centre will open in 2021.

**Refurbish play areas across the Borough including at Frimley Lodge Park, Lightwater Country Park and the Old Dean.**

**STATUS**

Current  *On Track*

Expected  *On Track*

A new £150k Frimley Lodge Park playground opened on 18 July 2019 in time for the school summer holidays. The new play area design was developed through a public consultation involving park users, local schools and residents, and chosen via a public vote.

The Lightwater Country Park playground is being installed and is due to be opened (weather-permitting) in early November.

The consultation on the Old Dean playground is underway.

**Camberley Town Centre: Create vibrant and high quality public spaces by starting work on enhancements in the High Street, Princess Way and Pembroke Broadway. Main construction works will start in July 2019 with a view to completing enhancements by the end of 2021.**

**STATUS**

Current  *Delay*

Expected  *On Track*

The works are due to start in January 2020. The reschedule has been due to a delay in the delivery of materials.

The expected completion of the enhancements is on target.

**Finalise contractual discussions with the developer by September 2019 for the regeneration for the London Road Development Site (along the A30 between Park Street and High Street). Aim for a planning application to be submitted by March 2020 to deliver a mixed-use site.**

**STATUS**

Current  *Delay*

Expected  *Delay Revise Targets*

Negotiations with developer underway.

Pre-planning application discussions are in progress. The revised targets for this objective are for a planning application to be submitted mid-2020, with development anticipated to be underway in early 2021.

Meetings have been held with tenants and interested parties to keep them updated on progress and transition arrangements.



**Complete capital works to the vacant unit (formerly BHS) in Camberley by September 2019 to allow it to be re-let.**

**STATUS**

Current  Delay

Expected  Delay Revise Targets

The contract with Berkley Homes specifies that Berkley Homes will handover the unit to the Council on 20 November 2019.

The Council has considered options for use of the space including opportunities to let or find alternative uses. Proposals for future use will be considered by the Executive before the end of 2019.

**Promote high quality town centre events for the benefit and enjoyment of all, including the Camberley International Festival, Camberley Carnival and Christmas events. Attract visitors and income to Camberley and increase community engagement.**

**STATUS**

Current  On Track

Expected  On Track

The White Elephant Film Festival attracted over 3,000 entries from across the world. Workshops were attended by 100 local students.

The first Camberley Comedy Festival in May 2019 was a sell-out. Free Children's Workshops took place in the tee pee in the park before a show

by emerging artists of the UK comedy scene.

The Camberley Carnival took place on 22 June 2019 featuring a live music stage, an acrobatic comedy act, a circus art installation, together with a host of displays from local community groups and a parade through the town centre. 17 parade entries containing 441 entrants took part in the parade. An estimated 1,500 people attended the carnival.

**We will work with partners to assist our vibrant villages looking for every opportunity to help them evolve and add to the community they serve.**

**STATUS**

Current  On Track

Expected  On Track

A cross-party Villages Member Working Group has been set up and an initial workshop session held 8 October to identify potential challenges, aspirations and work-streams. A further meeting to agree next steps is being held 18 November 2019, including themes such as community transport, health & wellbeing and economic development.

# Place

	Target	Quarter 1 Result	Quarter 2 Result
Percentage of household waste being sent for recycling, reuse and composting	63%	62.80%	61.80%
Percentage of food premises that achieve a hygiene rating of 3 stars or above	95%	96.50%	96.73%
Percentage of food premises that are inspected within 28 days of being due	100%	93.00%	97.00%

\* Please note that this figure is estimated and based on the recycling rate of the same quarter from the last financial year, as this should help account for any seasonal variations. This figure may however be subject to change.

**KEY:**

GREEN On track or above

AMBER Within 5% of target

RED Between 6% - 10% of target

# Prosperity

## Objective

We will support and promote our local economy so that people can work and do business across Surrey Heath

## Priorities

Work with partners to support our urban and rural economy through strategic development planning and economic growth

Support local businesses by encouraging economic development and improvements to local transport and other infrastructure

Strengthen the Council's financial independence by increasing our own income

Encourage inward investment by promoting Surrey Heath as a great place to live and work

Deliver new development in the borough to strengthen the local economy

**Identify projects that will deliver appropriate construction-led growth across the Borough by making the best use of our assets. Prepare a business case by June 2019 for setting up a Development Company.**

**STATUS**

Current  Delay

Expected  Delay

Feasibility studies undertaken to identify which assets have potential for construction-led growth.

The agreement of next steps with potential sites is integral to the business case of setting up the company.

**Continue to invest in sound property acquisitions to sustain the local economy and Council services as opportunities arise during the year.**

**STATUS**

Current  On Track

Expected  On Track

The Council continues to be active in the property market, assessing investment opportunities as they arise. 22 potential acquisitions have been considered since April.

The Treasury Strategy for 19/20 was agreed by the Executive in February 2019. The Treasury Outturn report for 2018/19 was reported to the Executive in October 2019.

**Support the ‘SHAPE’ programme of 31 projects across Surrey. This involves using Government funding and working in partnership to deliver housing using already developed publicly owned land.**

**STATUS**

Current  On Track

Expected  At Risk

The Council continues to support the SHAPE programme. The next round of bids to One Public Estate (OPE) will take place shortly and there are 11 projects in this tranche with approval for five which was highest in region.

Surrey County Council has advised of their withdrawal from the programme, which means the programme is under review.

**Help businesses across the whole of Surrey Heath to grow and expand ensuring that every opportunity is made to make connections right across the Borough from village to town and beyond. Review and relaunch the Kevin Cantlon fund by June 2019 to meet a wider business need.**

**STATUS**

Current  On Track

Expected  On Track

The review of the Kevin Cantlon fund has been completed. The fund has continued to be available to local businesses to improve shop fronts across the Borough. Four applications

were approved this year from businesses in Frimley, Camberley, Chobham and Windlesham.

A 'Med Tech' group to support a key local business sector was set up and handed over to a business support organisation to continue.

The Economic Development team is working with the EM3 Local Enterprise Partnership (LEP) and the Department for International Trade (DIT) to support their roll-out of Brexit preparation workshops.

**Introduce a Corporate Social Responsibility project by Autumn 2019 across Surrey Heath to benefit the community and local business.**

**STATUS**

Current  On Track

Expected  On Track

The Council is working to deliver this with the Community Matters Partnership Project (CMPP); a charity that runs corporate social responsibility schemes for business to support communities and schools. Surrey Heath businesses are already able to apply.

**Develop detailed proposals for land east of Knoll Road, Camberley, and proposals for office accommodation relocation and a community hub.**

**STATUS**

Current  On Track

Expected  On Track

Secured grant funding from OPE (One Public Estate). Feasibility plans are being considered linked to wider town centre projects.

**Open a Log In café / co-working facility by March 2020 to support agile working.**

**STATUS**

Current  On Track

Expected  On Track

Options for delivering a co-working facility are being reviewed. On track to deliver by March 2020.

# Prosperity

	Target	Quarter 1 Result	Quarter 2 Result
Non-major planning applications determined within 8 weeks (Government target 70%)	84%	89%	84%
Major planning applications determined within 13 weeks (Government target 60%)	72%	67%	50%*

\* Two major planning applications issued in quarter 2, with one out of time. The cumulative result over the last two years is 88%.

## KEY:

GREEN On track or above

AMBER Within 5% of target

RED Between 6% - 10% of target

# People

## Objective

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

## Priorities

Work with partners to improve the health and wellbeing of our community

Use our green space to deliver a programme of sport and leisure activities supporting community engagement with all people

Support older and more vulnerable people to live independently in their own homes and remain active in the local community

Address housing needs within the community

**Move towards a sustainable future for our community services in light of funding reductions and increased need in our population by working in partnership with others.**

**Support older and vulnerable people to remain independent in their homes by operating services such as Meals at Home, Community Transport, Community Alarm & Telecare and our Windle Valley Centre in Bagshot.**

**STATUS**

Current  *On Track*

Expected  *On Track*

Surrey Heath and Runnymede Borough Councils have worked in partnership to deliver services to older and vulnerable residents in both boroughs enabling them to remain independent in their own homes. Achievements include:

- 1) Extending the range of technology for helping people remain safe in their homes
- 2) Increasing the number of community alarm customers by 33% between 2015 and 2019
- 3) Increasing the number of meals at home customers by 36% between 2015 and 2019
- 4) Launched “Home Safe” at Frimley Park Hospital and Farnham Hospitals to allow older patients to be discharged to a “safe” home and releasing beds for other patients.

Committee reports are being considered by both authorities to

propose a new structure of working across the partnership area.

The Council is reviewing a number of commercial opportunities which will raise additional income and sustain and improve the service. This includes the use of Community Transport buses to deliver Special Educational Needs and Disability (SEND) transport contracts and to extend the meals service into neighbouring areas.

**Work with Frimley Park Hospital and other partners to prevent unnecessary hospital admissions and facilitate timely discharges.**

**STATUS**

Current  *Delay*

Expected  *Delay*

Re-tendering of the ‘Home from Hospital’ contract at Frimley Park Hospital has been delayed. Adult Social Care is setting up a ‘Surrey Heath’ ward at the hospital as a pilot to support timely discharges.

SHBC is providing Homesafe Plus and a hospital discharge transport service as part of the pilot. It is hoped this service could be extended in the future.



**Work with partners to improve air quality along the A331 (Blackwater Relief Road) to respond to a Government directive.**

**STATUS**

Current  *On Track*

Expected  *On Track*

A 50 mph speed limit on A331 Blackwater Relief Road was delivered in summer 2019 ahead of schedule. The monitoring of air quality improvements is ongoing.

**Continue to work with statutory and voluntary sector partners to support people in Surrey Heath to improve their health and wellbeing and reduce feelings of loneliness and social isolation through the established social prescribing service, especially in rural areas.**

**STATUS**

Current  *On Track*

Expected  *On Track*

Funding for the service was approved for a further 12 months and discussions about longer term funding are underway. Surrey Heath Federation of GPs has secured funding from NHS England for two Social Prescriber posts (bringing total across Surrey Heath to five) which are hosted and managed by the Council.

In the first two quarters of this year, 250 referrals have been received. There have been 246 wellbeing surveys completed to measure the changes in an individual's wellbeing

following the intervention. All surveys demonstrated a positive improvement.

**Use our assets such as Camberley Theatre and our parks to hold a range of community, cultural and sporting events for people living in and visiting the Borough, including Theatre in the Park, Frimley Lodge Live, GoTri and the Surrey Heath show.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Surrey Heath Show was held on 18 May 2019 with an estimated attendance of around 7,000. Almost £3,000 surplus was raised to be awarded to local good causes.

The Treasure Island Panto in the Park was held on 6 July with over 100 attendees.

The Second Camberley Beer Festival was held 26 - 27 July, exceeding the target of breaking even in year two and generating profit of over £3,000.

Frimley Lodge Live was held 3 & 4 August. 2,948 tickets were sold across the 2 day event.

The Council is planning a 'Duathlon' format (cycle and running) for the GoTri event in March 2020 due to the closure of the Arena swimming pool.

**Continue to prevent homelessness and support those at risk of losing their home through our private sector access scheme, Rent Choice. Work in partnership and commission services that meet local needs of our community such as the Hope Hub.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Homelessness and Rough sleeping strategy 2019/23 was agreed by the Executive 16 July.

There has been a 200% increase in homelessness applications since the introduction of the Homelessness Reduction Act. The Housing Team continue to work to prevent homelessness in partnership with organisations such as the Hope Hub. 69 cases of homelessness have been prevented so far in 2019/20.

A successful bid has been made for Government funding from the Rough Sleeper Initiative to support single homeless people in the Borough.

**Establish a Handyperson service in Surrey Heath, undertaking minor jobs, aids and adaptations to residents in need of support from April 2019.**

**STATUS**

Current  *Delay*

Expected  *On Track*

Confirmation of funding for the Handyperson service has now been received from the Better Care Fund. The intention is to deliver this service in partnership with Woking Borough Council and a service level agreement is being agreed.

Woking is currently recruiting for personnel to extend the service. In the interim, arrangements are being discussed for the existing resource to cover the Surrey Heath area for Homesafe+ referrals and key safes required through Community Alarm and Meals at Home services.

# People

	Target	Quarter 1 Result	Quarter 2 Result
People reached by the Heritage Service	<b>6,500</b> (Annual Target)	<b>2,302</b>	<b>2,285</b>
Reduction in the percentage of inactive Surrey Heath residents taking part in less than 30 minutes' physical activity a week (according to Sports England 'Active Lives' survey)	<b>23%</b>	<b>22.70%</b> (Nov 17 - Nov 18 data)	<b>21.00%*</b> (Nov 18 - Nov 19 data)
People attending events at Camberley Theatre	<b>55,000</b> (Annual Target)	<b>10,951</b>	<b>10,934**</b>
Number of journeys by community bus	<b>24,000</b> (Annual Target)	<b>4,812</b> (6,082 booked)	<b>4,884</b> (6,233 booked)
Meals at Home delivered Cancellation must be made by 10am otherwise clients are charged	<b>28,500</b>	<b>12,284</b>	<b>12,147</b>

\* Sports England's Lives Survey data is published twice a year in April and October covering a rolling years' worth of data

\*\* Up from 6065 from same period in 2018. Currently at 21,885 for the year

## KEY:

GREEN On track or above

AMBER Within 5% of target

RED Between 6% - 10% of target

# Performance

## Objective

We will deliver effective and efficient services better and faster

## Priorities

Provide excellent customer service delivery

Improve access to services through the use of technology

Maximise every opportunity to improve the use of our land and buildings

Regularly review our services and processes to ensure they continue to offer value for money

Maintain services by working collaboratively with partners in the public, private and voluntary sectors

Demonstrating our performance through monitoring and reporting

**Work effectively and efficiently in partnership to improve our joint waste collection service, reduce waste, increase recycling, reducing contamination and reduce waste management costs. Agree proposals for improving recycling facilities in blocks of flats in summer 2019.**

#### STATUS

Current  *On Track*

Expected  *On Track*

The restructure of the Joint Waste Solutions team is complete and now fully staffed.

61.9% of household waste was recycled in 2018/19 up from 61.4% in 2017/18.

Funding has been agreed by the Surrey Environment Partnership for improvement work at flats to start in 2020. Trialling of food waste collections will also take place in nominated blocks of flats.

Talks to community groups about recycling have taken place to help improve recycling rates. A contract-wide contamination improvement project is underway which includes a communication campaign which will be delivered in November 2019 and again in the New Year.

**Deliver full Borough elections in May 2019.**

#### STATUS

Current  *Complete*

Expected  *Complete*

Borough elections were held 2 May 2019 and European elections held 23 May 2019.

**Enhance digital access to services to improve the customer experience and by encouraging self-service and making them more accessible. Communicate the range of ways that people can access our services efficiently in ways to meet their needs.**

#### STATUS

Current  *On Track*

Expected  *On Track*

Uniform (a new system covering a range of Council services including Planning, Land Charges, Enforcement and Environmental Health) is in the process of being rolled out. For Planning this includes a new public access self-service portal which went live in October 2019. This includes the potential for the public to sign up for an alert system, e.g. for new planning applications.

Recently rolled out internal tools including 'Box' document management, 8x8 phone system and new hardware increase agile working for staff to improve service delivery.

**Continue to work collaboratively with other partners to minimise the impact of funding challenges on services for people who live and work in Surrey Heath.**

**STATUS**

Current  *On Track*

Expected  *On Track*

On-going collaboration via the Surrey Chief Executives' Surrey Next Programme and Transformation Lead cluster group.

On-going partnerships with other Surrey Authorities increases resilience and lowers costs; for example the Joint Waste Solutions partnership, shared Family Support Team and the Community Services partnership.

**Take an active part in discussions about the transformation of public services in the Borough and respond to consultation that affect Surrey Heath residents.**

**STATUS**

Current  *On Track*

Expected  *On Track*

The Council continues to respond to consultations as they are received, including the recent Fire Service Consultation, Heathrow Consultation and The Southampton to London Pipeline Project.

The Surrey Heath Partnership continues to meet on a quarterly basis including representatives from the public, private, voluntary and

community sectors. The 2019/20 Surrey Heath Community Safety Partnership Plan includes targets for Safeguarding & Health, Business, Crime and Shared Policies & Procedures.

**Relocate the Citizens Advice Surrey Heath (CASH) into Surrey Heath House in April 2019 and the Hope Hub into the former CAB building in May 2019.**

**STATUS**

Current  *Complete*

Expected  *Complete*

CASH relocated to Surrey Heath House in April 2019 and the Hope Hub charity relocated in May 2019. Positive feedback has been received from both partners.

# Performance

	Target	Quarter 1 Result	Quarter 2 Result
New housing benefit claims processed within 20 days and changes to benefits within 10 days	<b>20 days</b> (New)	<b>20.0</b>	<b>17.2</b>
	<b>10 days</b> (Changes)	<b>2.6</b>	<b>2.9</b>
Council Tax collected	<b>99.25%</b> (Annual Target)	<b>29.12%</b>	<b>27.81%</b> (56.93% year to date)
Business Rates collected	<b>99.25%</b> (Annual Target)	<b>29.00%</b>	<b>26.49%</b> (55.49% year to date)

**KEY:**

GREEN On track or above

AMBER Within 5% of target

RED Between 6% - 10% of target

## Comments & Feedback

We always welcome comments, suggestions and feedback on our plans and the way we write our documents and communicate them.

Email: [contactcentre@surreyheath.gov.uk](mailto:contactcentre@surreyheath.gov.uk)

Tel: 01276 707100

Surrey Heath House, Knoll Road, Camberley,  
Surrey GU15 3HD

You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

Stay in touch with us via Twitter and Facebook



[surreyheath](https://www.facebook.com/surreyheath)



[@surreyheath](https://twitter.com/surreyheath)



## **Camberley Theatre Frontage & Lighting Upgrades**

### **Summary**

To refurbish the frontage of the Theatre and upgrade the lighting desk and projector.

The cost of this work and the replacement equipment would be paid back over 5 years via the existing £1 restoration levy applied to each commercial ticket sold.

### **Portfolio: Places & Strategy**

**Date Portfolio Holder consulted: 11 November 2019**

**Wards Affected: All**

### **Recommendation**

The Executive is advised to RESOLVE that

- (i) improvement works to the Camberley Theatre be carried out as detailed in this report;
- (ii) the council funds the cost of the repair and purchase of new equipment of up to approximately £150,000 which will be recovered over the next 5 years by continuing the charge the restoration levy of £1 per ticket (circa £30k pa);
- (iii) a tender process to source and appoint a suitable contractor be undertaken; and
- (iv) the project delivery be delegated to the Executive Head of Business, in consultation with the Places & Strategy Portfolio Holder.

The Executive is advised to RECOMMEND that

- (i) £24,000 be added to the capital programme to fund the cost of a new lighting desk and commercial projector; and
- (ii) the proposal to add £125,000 to the Corporate Capital Programme for 2020/21 for the cost of the refurbished frontage be noted.

## **1. Resource Implication**

- 1.1 A refurbished frontage would deliver an improved first impression of borough's primary cultural and conferencing venue.
- 1.2 The works include removing the current tiles and canopy and replacing with a new scheme including render, new modern canopy and external

lighting (see Annex C).

- 1.3 The cost to deliver the proposed works is circa £125,000. This can be recovered at no cost to the council via the existing restoration levy.
- 1.4 The restoration levy was introduced in 2015 to pay for new seating in the auditorium which cost £90k but has now been paid back.
- 1.5 Since 2015, ticket sales have increased 33% and hire activity by 32% showing a strong desire for a Theatre in the town centre and a need to invest in the facilities.
- 1.6 The current theatre lighting desk will no longer be supported by manufacturer updates from November 2019. This will make repairs and maintenance less successful and there's a risk of failure which would make the service undeliverable. A replacement lighting desk will cost circa £13,000.
- 1.7 Projectors are used regularly for a host of activity from corporate clients, dance schools, charities and professional productions. The current projector is old and inefficient in its energy use and is not sufficient for the needs of those who use/hire it. A replacement commercial projector will cost circa £11,000.

## **2. Background**

- 2.1 In August 2018, temporary protective netting was installed around the external frontage of the Theatre following a number of the tiles that have been in place since the 1970s coming loose and falling off. Upon expert investigation the concrete beneath the tiles has been deemed unstable so the tiles cannot be reinstalled and there a risk that further tiles may fall off. For health and safety reasons all of the tiles will need to be removed which will leave the theatre with an unattractive façade that would not be in keeping with quality of the venue and the wider aims for an improved Camberley Town Centre. This presents the opportunity to update the look of the theatre with a new rendered frontage and other improvements to the entrance to further enhance its attractiveness and appeal to current and future users of this important town centre facility.
- 2.2 An upgrade of the theatre lighting desk and projector are also needed due to the age of existing equipment and demands of hirers and professional companies.

## **3. Key Issues**

- 3.1 Scheduling of these works to cause as little disruption and impact to audiences should be considered. The venue is busy all year around and contractors will need to keep the venue operational to customers at all times. Alternative temporary entrances to the building may be

utilised for short periods.

- 3.2 The frontage will make the entrance to the building safe, improve the customer experience and improve the aesthetic of the town centre.
- 3.3 The current tiles have been in place since the 1970s and current canopy in place since the early 1990s.
- 3.4 The Box Office and entrance to the venue may need to be relocated to account for these works. The contractor would be expected to work with public access in mind.
- 3.5 The Box Office and phone systems are cloud based so we can operate a full service despite the main entrance being inaccessible at times, meaning the disruption to customers will be minimal.
- 3.6 External signage directing customers to alternative entrances will be needed, as well as communication on website, social media and e-tickets.
- 3.7 Temporary traffic lights may be needed on the approach to Knoll Road Car Park (as there were when the temporary netting was installed in August 2018) to allow the removal of tiles and canopy. The diversion of traffic past Camberley worked efficiently.
- 3.8 The contractor may use the Theatre car park and chair store for storage of equipment and plant machinery.
- 3.9 A full fire risk assessment will be required which would be developed in consultation with SHBC Health and Safety Officer and the contractor.
- 3.10 Planning Permission is likely to be needed.

#### **4. Options**

4.1 The options are:

- 3.1 To proceed with the works as described
- 3.2 To recommend changes
- 3.3 Choose not to proceed with the proposed works

#### **4 Corporate Objectives and Key Priorities**

- 4.1 This project supports the Council's number one priority, to deliver an improved Camberley Town Centre and contributes to making Surrey Heath an even better place to live.
- 4.2 It will also support the improvement of the night time economy of the town centre and support the arts and leisure offering of the town centre.

## **5 Legal Issues**

- 5.1 Planning permission is likely to be required

## **6 Governance**

- 6.1 All financial matters will be carried out under strict audit guidelines.
- 6.2 The contractor will be appointed following a thorough tender process.

## **7 Risk Management**

- 7.1 The financial risk will be mitigated by recovering costs over time via the restoration levy
- 7.2 The works come with a 10 year guarantee
- 7.3 There is potential for reputational risk to the council. However this could be outweighed by the reputational risk of not doing anything significant to support the prosperity of the Theatre.

## **8 Equalities Impact**

- 8.1 A full Equality Impact Assessment will be completed when an exact specification and layout of the works has been supplied by the appointed contractor. However, it is anticipated that the theatre will remain accessible to those with reduced physical ability or low confidence via alternative entrances and access routes.

## **9 Community Safety**

- 9.1 It is not anticipated that this work will generate additional community safety issues.

## **10 Consultation**

- 10.1 If agreed, theatre members and regular attendees will be informed of the work and of any potential disruption/interim arrangements

## **11 PR and Marketing**

- 11.1 This works will enhance Camberley's image as an exciting place to visit and support the improving cultural offer of the borough.

<b>Annexes</b>	Annex A – Image of Current Frontage Annex B – Image of Fallen Tiles Annex C – New Frontage Concept
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Andy Edmeads- Theatre Manager <a href="mailto:Andrew.edmeads@surreyheath.gov.uk">Andrew.edmeads@surreyheath.gov.uk</a>
<b>Head of Service</b>	Daniel Harrison – Executive Head of Business

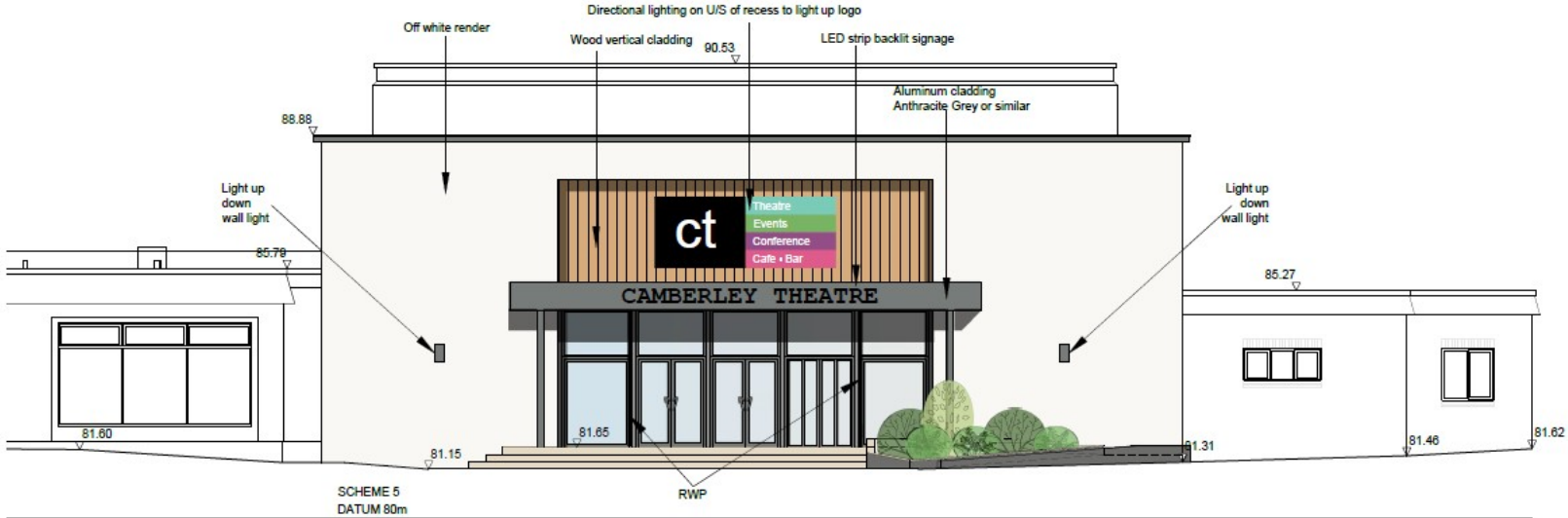
**Annex A: Current frontage**



**Annex B: Fallen tiles**



**Annex C: New frontage concept**





## Appointment of a Climate Change Working Group

### Summary

To appoint a Climate Change Working Groups and consider its Terms of Reference.

**Portfolio:** Leader

**Date signed off:** 31 October 2019

**Wards Affected:** Not applicable

### Recommendation

The Executive is advised to RESOLVE that

- (i) a Climate Change Working Group be established
- (ii) the initial Terms of Reference, as set out at Annex A to this report, be endorsed;
- (iii) details of the Key Objectives of the Working Group be discussed at the first meeting of the Working Group; and
- (iv) Group Leaders be asked to nominate members to the Working Group in accordance with the membership set out at Annex A.

## 1. Key Issues

- 1.1 At its meeting on 9 October 2019, the Council considered and agreed 2 motions concerning Climate Change, both of which proposed the establishment of a Working Group to undertake specific actions to address climate change. One motion asked the Executive to establish a Working Group; the other proposed a Working Group of the Council.
- 1.2 Following the Council meeting on 9 October 2019, the Members who had moved and seconded the motions endorsed a proposal for an Executive Working Group to be the agreed way forward.
- 1.3 Draft Terms of Reference have been included at Annex A. These Terms of Reference set out the proposal for a Working Group comprising 9 members, to be made up of
- 1.4 An extract of the Council minutes containing the 2 decisions is attached at Annex B. The motion moved by Councillor Sharon Galliford had included proposed Terms of Reference for a Working Group, which are now set out at Annex B. It is suggested that these be reviewed and the first meeting of the Working Group and included in the “Key Objectives” section of the Terms of Reference, as considered appropriate.

## 2. Resource Implications

2.1 There are no direct additional resource implications arising from this report.

## 3. Options

3.1 The Executive has the options to

(a) establish a Climate Change Working Group, or not to establish this Working Group, as it considers appropriate; and

(b) endorse the Terms of Reference, with or without amendments.

3.2 If the Executive chooses not to establish a Working Group, a Working Group of the Council has already been agreed in principle to consider this area of work.

## 4. Proposals

4.1 It is proposed that the Executive establishes a Climate Change Working Group with Terms of Reference as set out at Annex A, with any amendments considered appropriate.

<b>Annexes</b>	<b>Annex A – Draft Terms of Reference of the Working Group</b> <b>Annex B – Council minutes extract</b> <b>Annex C - Draft Terms of Reference proposed by Cllr Galliford</b>
<b>Background Papers</b>	<a href="#"><u>Council agenda and minutes – 9 October 2019</u></a>
<b>Author/Contact Details</b>	<b>Rachel Whillis – Democratic Services Manager</b> <a href="mailto:rachel.whillis@surreyheath.gov.uk"><u>rachel.whillis@surreyheath.gov.uk</u></a>
<b>Executive Head Of Service</b>	<b>Richard Payne – Executive Head of Corporate</b>

## **Climate Change Working Group Terms of Reference**

The Climate Change Working Group is a Working Group of the Executive.

### Membership

The Group will be made up of 9 members comprising 5 members from the Conservative Group, 2 members from the Liberal Democrats Group, 1 member from the Community Group, and 1 member from the Green Group.

The Chairman of the Working Group will be appointed at the first meeting of the municipal year.

### Overall Aim

To consider and make recommendations to the Executive and/ or the Council on strategies and actions to be undertaken to address climate change and develop policy for the use of renewable materials and energy across the Council's estate in order for the Council to become carbon neutral.

### Key Objectives

- To be advised.

### Meetings

The Working Group will meet as and when needed.

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**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on 9  
October 2019 (extract)**

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**44/C Motions**

It was moved by Councillor Edward Hawkins and seconded by Councillor Vivienne Chapman that

“this Council supports the actions being taken by Surrey County Council in tackling the environmental impact on our daily lives and supports the Government’s aim of eradicating the UK’s contribution to climate change by 2050. The Borough Council will

- (i) ask the Executive to establish a Working Group to deliver a strategy in 2019/20 which will be charged with outlining how the Council plans to deliver the target, including actions that will be taken. In doing so, it will liaise with Surrey County Council in urging government to confirm what support will be made available to local authorities;
- (ii) declare a ‘Climate Emergency’, and develops actions to support businesses and all relevant bodies in their work to tackle climate change; and
- (iii) develop a policy for the use of renewable materials and energy across the Council’s estate.

It was confirmed that the membership of an Executive Working Group was usually made in line with the Council’s political proportionality and was not restricted to members of the Executive

Members discussed the Government’s 2050 deadline and suggested that it was not ambitious enough and the length of this deadline did not reflect the declaration of an emergency.

It was moved by Councillor Rodney Bates and seconded by Councillor Adrian Page that the motion be amended to remove the words “by 2050”. The amendment was put to the vote and carried. As a consequence, it became the substantive motion, which was then put to the vote and carried.

**RESOLVED to**

- (i) **support the actions being taken by Surrey County Council in tackling the environmental impact on our daily lives and support the Government’s aim of eradicating the UK’s contribution to climate change;**

- (ii) ask the Executive to establish a Working Group to deliver a strategy in 2019/20 which will be charged with outlining how the Council plans to deliver the target, including actions that will be taken, and liaising with Surrey County Council in urging government to confirm what support will be made available to local authorities;**
- (iii) declare a 'Climate Emergency', and develop actions to support businesses and all relevant bodies in their work to tackle climate change; and**
- (iv) develop a policy for the use of renewable materials and energy across the Council's estate.**

**45/C Motions**

It was moved by Councillor Sharon Galliford and seconded by Councillor Morgan Rise that

“this Council

- (i) declares a Climate Emergency;
- (ii) acknowledges that 'business as usual' is not an option in the face of the climate and biodiversity emergency that happening globally, and that society in its current form is unsustainable;
- (iii) agrees to make Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions;
- (iv) agrees that it will need to assess and adjust its current activities both in terms of their scope and how they are undertaken, this will involve the inclusion of environmental implications of recommendations in all officer reports alongside legal, financial and equality implications, including the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;
- (v) agrees to establish a cross-party working group, comprising 9 members, to review and make recommendations to the Council on actions to be undertaken to address climate change; and
- (vi) agrees that the draft Terms of Reference, as circulated with this agenda, be finalised at the first meeting of the Working Group.

Members considered the motion. Concerns were raised by some Members about the wording of (iii) of the motion, which it was felt it could be difficult to achieve and could have unintended consequences for residents.

It was moved by Councillor Paul Deach and seconded by Councillor Valerie White that (iii) of the motion be amended by inserting the words “attempt to” before “make Surrey Heath Borough Council...”. The amendment was put to the vote and lost.

The original motion was put to the vote and carried.

**RESOLVED to**

- (i) declare a Climate Emergency;**
- (ii) acknowledge that ‘business as usual’ is not an option in the face of the climate and biodiversity emergency that happening globally, and that society in its current form is unsustainable;**
- (iii) make Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions;**
- (iv) assess and adjust the Council’s current activities both in terms of their scope and how they are undertaken, this will involve the inclusion of environmental implications of recommendations in all officer reports alongside legal, financial and equality implications, including the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;**
- (v) establish a cross-party working group, comprising 9 members, to review and make recommendations to the Council on actions to be undertaken to address climate change; and**
- (vi) finalise the draft Terms of Reference, as circulated with the agenda, at the first meeting of the Working Group.**

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**Council - 9 October 2019**

**Item 9 (c) - Motion from Cllr Sharon Galliford**

**Copy of the Proposed Working Group Terms of Reference**

1. To review and make recommendations to Council on:
  - a. setting up an annual carbon audit to include the Council's carbon footprint and a roadmap for achieving this aim by the beginning of 2020.
  - b. any immediate actions it should take to address this emergency, offer best efforts to forecast progress towards meeting the 2030 target and produce a methodology to compare the borough with other local second tier districts.
  - c. placing climate change on agendas to be discussed at appropriate committees – to build strategies and action plans with timescales.
  - d. Working with Surrey County Council and other partner organisations to make possible the 2030 target date set by scientists and the IPCC for total carbon neutrality.
  - e. creating a budget for grants to encourage and enable carbon-reduction and mitigation schemes within Surrey Heath. The primary criterion for assessing applications to the fund should be CO2 savings per pound spent.
  - f. implementing PPS1/Merton Rule Standards of high-energy efficiency and 10% renewable energy standards to be met in planning applications. Ensure zero carbon standards are adopted in future development and are incorporated into Neighbourhood Plans, Local Area strategic planning and revisions to building regulations and National Policy planning. Adopt a brown fields first policy.
  - g. adopting a planned trajectory for the divestment of funds and pension scheme away from non-ethical and fossil fuel based investments.
2. To report actions undertaken to address this emergency to Council at least 3 times a year and inform Council of planned actions for the next period.
3. To seek ways to facilitate and encourage the community to reduce direct and indirect CO2 emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate by taking active steps where possible to encourage:
  - a) increased use of sustainable transport
  - b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this
  - c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions
  - d) development and use of renewable energy sources

- e) production, sale and consumption of locally sourced and sustainably produced food
  - f) adoption of wildlife friendly land and water management practices
  - g) provide the appropriate training for council officers in order to implement the above.
  - h) any other methods of achieving the aims above
4. To oversee implementation and liaise with local businesses, landowners, community organisations and residents to make a positively beneficial impact on the environment and biodiversity in the District. In conjunction with this consider a Citizen's Assembly to address the issues.

**Write Off of Irrecoverable Revenues Bad Debts****Summary**

**To approve the write-off of irrecoverable revenues bad debts over £1,500**

**Portfolio - Finance**

Date signed off: 8 November 2019

**WARDS AFFECTED**

All

**RECOMMENDATION**

**The Executive is asked to RESOLVE that bad debts totalling £29,578.97 in respect of Council Tax and £384,178.94 in respect of Non-Domestic Rates be approved for write off.**

**1. Resource Implications and Key Issues**

- 1.1 Attached at Annex A is a schedule of bad debts for Council Tax and Business Rates, the individual amounts of which are greater than £1,500. Financial Regulation 26.1 requires that any bad debt in excess of £1,500 shall only be written-off with the approval of the Executive.
- 1.2 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.3 The Council's enforcement agents (bailiffs) have also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt is now considered irrecoverable.
- 1.4 In respect of the Council Tax a total of £29,578.97 is being written off in the current financial year with the cost being shared between all preceptors. This compares with £67,288.41 for 2018/19. The reasons for writing off are given in the attached annex and the amount written off represents 0.035% of the total collectable
- 1.5 In respect of the business rates £384,178.94 is being written off compared with £350,354.48 for 2019/20. The cost is shared amongst all the preceptors and represents 0.841% of the total collectable. Debts are only written off if the company is dissolved or in liquidation. We have carried out a cleansing exercise on old balances where the company has been dissolved or in liquidated a number of years ago but had not been submitted for write off.
- 1.6 This has increased the level of write offs but does ensure that the level of debt outstanding for previous years is more reflective of the collectable debt. Full detailed are given in the attached annex.

- 1.7 The Council Tax arrears as at 31 March 2019 for all years from 1993 were £2.272m. Every effort is made to pursue collectable debts to reduce this balance whilst maintaining the current year balance.
- 1.8 The continued collection of the Council Tax arrears has been achieved by the judicious use of all the recovery options made available to us by the Council Tax (Administration and Enforcement) Regulations. The recovery options available include making special payment arrangements, direct deduction from a debtor's wages or benefits and in cases where all other options are not available or have failed the use of Enforcement Agents.
- 1.9 Business Rates had arrears of £2.008m as at 31 March 2019. Monitoring arrears on Business Rates is affected by the addition to the list of new properties on a retrospective basis.
- 1.10 We use all the legal methods available to us carefully to ensure that we maximise collection but allow viable businesses to continue trading.
- 1.11 In respect of Council Tax our in year collection rate was 5<sup>th</sup> nationally for 2018/19 and for Business Rates 12<sup>th</sup> nationally.

## **2. Options**

- 2.1 The debts are now deemed to be irrecoverable and therefore should be written off. The only other option would be to leave them in the accounts which would show a false situation.

## **3. Proposals**

- 3.1 It is proposed that the debts as set out in Annex A, having been deemed irrecoverable, be written off.

## **4. Supporting Information**

- 4.1 Attached in Annex A is a listing of the individual debts for write-off showing the name of the debtor, year the debt arose, the reason for the write-off and the amount of the debt.

## **5. Legal Issues**

- 5.1 In accordance with advice from the Information Commissioner's office personal details of debtors subject to write-off can only be made public if a full risk analysis as regards possible vulnerability has been undertaken. In all cases being recommended for write-off the authority holds insufficient information as to the debtor's circumstances e.g. age group or possible disability, to perform a proper risk assessment and therefore all cases should remain on the confidential part of the agenda.

## **6. Risk Management**

- 6.1 As some of these debtors may be vulnerable, if any of their personal details were placed in the public domain the Council could be subject to legal action.

## 7. Human Rights

7.1 See Paragraph 6.1

## 8. Officer Comments

8.1 None in addition to the matters raised above.

<b>Annexes</b>	<b>Annex A Council Tax Write-offs and NDR Write-offs</b>
<b>Background papers</b>	<b>None</b>
<b>Author/contact details</b>	<b>Robert Fox – Revenues and Benefits Manager robert.fox@surreyheath.gov.uk</b>
<b>Head of Service</b>	<b>Kelvin Menon – Executive Head of Finance <a href="mailto:Kelvin.menon@surreyheath.gov.uk">Kelvin.menon@surreyheath.gov.uk</a></b>

## CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

	<b>Required</b>	<b>Consulted</b>	<b>Date</b>
<b>Resources</b>			
Revenue	N/A		
Capital	N/A		
Human Resources	N/A		
Asset Management	N/A		
IT	N/A		
<b>Other Issues</b>			
Portfolio Holder	Yes		
Corporate Objectives & Key Priorities	N/A		
Policy Framework	N/A		
Legal	Yes		
Governance	N/A		
Sustainability	N/A		
Risk Management	N/A		
Equalities Impact Assessment	N/A		
Community Safety	N/A		
Human Rights	N/A		
Consultation	N/A		
P R & Marketing	N/A		

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**Exclusion of Press And Public**

**Recommendation**

The Executive is advised to RESOLVE that, under Section 100A(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 public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
8 (part)	1
10	3
11	3
12	1&3

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