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Monday, 9 August 2021

To: The Members of the **EXECUTIVE**  
(Councillors: Alan McClafferty (Chairman), Colin Dougan, Shaun Garrett,  
Rebecca Jennings-Evans, David Mansfield, Adrian Page and Robin Perry)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 17 August 2021 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

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## AGENDA

Pages

### Part 1 (Public)

- |    |                              |       |
|----|------------------------------|-------|
| 1. | <b>Apologies for Absence</b> | -     |
| 2. | <b>Minutes</b>               | 3 - 6 |

To confirm and sign the minutes of the meeting held on 20 July 2021 (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>Contain Outbreak Management Fund</b> | <b>7 - 12</b>  |
| <b>6.</b> | <b>Disabled Facility Grant</b>          | <b>13 - 16</b> |
| <b>7.</b> | <b>Exclusion of Press and Public</b>    | <b>17 - 18</b> |

**Part 2  
(Exempt)**

- |           |   |                |
|-----------|---|----------------|
| <b>8.</b> | <b>Doman Road Depot, Bulking Facility</b> | <b>19 - 40</b> |
| <b>9.</b> | <b>Review of Exempt Items</b>             | <b>-</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 20 July  
2021**

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+ Cllr Alan McClafferty (Chairman)

+ Cllr Colin Dougan	+ Cllr David Mansfield
+ Cllr Shaun Garrett	+ Cllr Adrian Page
+ Cllr Rebecca Jennings-Evans	+ Cllr Robin Perry

+ Present

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Sarah Jane Croke, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Sashi Mylvaganam, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

**27/E Minutes**

The open and exempt minutes of the meeting held on 15 June 2021 were confirmed and signed by the Chairman.

**28/E Questions by Members**

There were no questions received in accordance with Part 4, Section B, paragraph 16 of the Constitution.

**29/E End of Year Performance Report**

The Executive received a report detailing the Council's performance in 2020/21. The feedback from the Performance and Finance Scrutiny Committee on the performance was also noted.

**RESOLVED that the End of Year Performance Report 2020/21 and observations from the Performance & Finance Scrutiny Committee be noted.**

**30/E End of Year Financial Outturn and Carry Forward of Unspent Budget 2020/21**

The Executive noted the Council's financial position as at 31 March 2021.

In line with Financial Regulations, the Executive was also asked to agree the carry forward of unspent budget from 2020/21 to 2021/22 totalling £345,897.

**RESOLVED that**

- (i) The Financial Performance for the year 2020/21 be noted; and**
- (ii) The Carry Forward requests for 2020/21 of £345,897, as set out at Annex C to the agenda report, be agreed.**

### **31/E Capital Outturn and Prudential Indicators**

The Executive received a report detailing the capital outturn for 2020/21 and requesting approval for any carry forward of budgets into the 2021/22 Capital Programme. Actual capital expenditure during 2020/21 had been £24.162m.

Members considered a request for an additional £75k for the improvements to the Camberley Theatre frontage, which was in addition to the £125,000 agreed in November 2019, along with the reasons and circumstances for the increase in costs. It was anticipated that the costs of the works would be recovered over the next seven to eight years via the continuation of the £1 per ticket restoration levy.

**RESOLVED that the additional funds for the cost of the repair and improvements to the Camberley Theatre frontage of up to approximately £75,000, in addition to the £125,000 already allocated be agreed, to be recovered by continuing to charge the restoration levy of £1 per ticket as agreed in November 2019.**

**RECOMMENDED to COUNCIL that**

- (i) Actual capital expenditure for 2020/21 of £24.162m against a budget of £35.711m be noted;**
- (ii) The carry forward budget provision of £10.034 million from 20/21 into 2021/22 be approved;**
- (iii) the revised 2021/22 Capital Programme of £11.275 million comprising the £1.241m agreed in February 2021 plus £10.034m carry forwards, be noted;**
- (iv) The final capital prudential indicators for 2020/21 be noted; and**
- (v) An additional £75k to be added to the 2021/22 capital programme for the Theatre frontage project be approved.**

### **32/E New Out of Hours Service to Respond to Unauthorised Encampments**

The Executive was informed that, in order to tackle unauthorised encampments more efficiently during out of hour periods, it was proposed to introduce an out of hours service to respond to unauthorised encampments from 1 March to 30 September each year. This would involve enforcement and communications staff cover over the weekend in the summer months to respond and attend an unauthorised encampment on public land from Friday late afternoon, until the next normal working day. Staff operating over the weekend would be given the necessary powers to take all relevant operational decisions in relation to encampments.

A number of other proposals associated with this service were noted; some Members encouraged reconsideration of the proposal to no longer automatically provide toilets and water and suggested an alternative approach of providing them

prior to the welfare check, at which point the need to provide them would be assessed and provision removed if not considered necessary.

Members considered a suggestion that a standard leaflet for distribution to residents within the immediate vicinity of an unauthorised encampment be produced, setting out basic information on the processes which would be followed. Having heard differing views on whether to produce a generic leaflet, it was agreed to produce a draft, to be reviewed by Members before it became part of the standard process for dealing with unauthorised encampments.

**RESOLVED that**

- (i) an out of hours service be introduced to respond to unauthorised encampments from 1<sup>st</sup> March to 30<sup>th</sup> September;**
- (ii) The costs of this service to be agreed which include staff costs to cover a weekend and bank holiday rota and incidental costs caused by the unauthorised encampment e.g. security staff costs. The total indicative cost of this service could be £56,544; and**
- (iii) further consideration be given to producing a leaflet for distribution to residential properties within the vicinity of an unauthorised encampment.**

**33/E Urgent Action**

**RESOLVED to note the urgent action taken under the Scheme of Delegation of Functions to Officers.**

**34/E Exclusion of Press and Public**

In accordance with Regulation 4 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 Local Government Act 1972 as set out below:

Minute	Paragraph(s)
27/E (part)	3
35/E	3
36/E	3
37/E	3

**35/E Write-off Uncollectable Commercial Rent**

The Executive considered an exempt report asking it to write-off debts from a former tenant in relation to rent due to the Council.

**RESOLVED to write-off outstanding rent due to the Council from a former tenant, as detailed in the agenda report.**

**36/E Executive Working Group notes**

The Executive received the notes of Executive Working Group meetings which had taken place in the previous few months.

**RESOLVED that the Working Group notes be received.**

**37/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**

- (i) The report associated with minute 35/E remain exempt for the present time;**
- (ii) In relation to the Executive Working Group notes presented to the meeting**
  - a. the Camberley Town Centre Working Group notes from the meetings held on 11 March, 22 April and 13 May 2021 remain exempt for the present time;**
  - b. the Climate Change Working Group notes from the meeting held on 30 March 2021 be made public;**
  - c. the Local Plan Working Group notes from the meetings held on 29 April and 24 May 2021 remain exempt for the present time;**
  - d. the Poverty Working Group notes from the meetings held on 1 March and 21 April 2021 be made public;**
  - e. the Property Investment Working Group notes from the meetings held on 7 April, 5 May and 2 June 2021 remain exempt for the present time;**
  - f. the Surrey Heath Villages Working Group notes from the meeting held on 8 April 2021 be made public; and**
  - g. all Working Group notes remaining exempt be periodically reviewed by the Chief Executive and Monitoring Officer, with a view to making them public when appropriate.**

Chairman

## Contain Outbreak Management Fund

### Summary

To notify the Executive of a successful bid for funding from the Contain Outbreak Management Fund (COMF).

**Portfolio:** Environment & Health

**Date Portfolio Holder signed off report:** 3 August 2021

**Wards Affected:** All

### Recommendation

The Executive is advised to RESOLVE that

- (i) the funding received from the Contain Outbreak Management Fund and the expenditure made against tranches 1 and 2 of the fund be noted; and
- (ii) authority be delegated to the Section 151 Officer, in consultation with the Environment & Health Portfolio Holder and Finance Portfolio Holder, to make expenditure from the Contain Outbreak Management Fund against categories set out in Annex A to the report.

### 1. Key Issues

- 1.1 During the Covid-19 Pandemic there were prolonged periods of local and national lockdowns. During this time, a government fund known as the Contain Outbreak Management Fund (COMF) was set up to provide funding to local authorities to help reduce the spread of coronavirus and support local public health initiatives.
- 1.2 The total funding for the county of Surrey was calculated based on the alert level which areas were in at the time and on a per population head basis. Districts and Boroughs were allocated 37.5% of the county funding.
- 1.3 The funds had to be spent on pre-determined categories as set out in Annex A of this report. The Council has successfully bid for the funding which has now been received.

### 2. Resource Implications

- 2.1 The funding was allocated in five tranches. Payment totalling £359,483 was paid for tranches 1 and 2. The Council's entitlement for tranches 3 to 5 amounted to £440,146.07. The total COMF allocation to the Council from Surrey County Council was therefore £799,584.58.

- 2.2 Funding for tranches 1 and 2 was received in 2020/2021 and paid into reserves. A bid was submitted to the County in June 2021 for tranches 3 to 5. The bid was successful, and payment has been received.
- 2.3 There has already been some expenditure against tranches 1 and 2. This is set out in the table below. The expenditure was necessary as an immediate response during the peak of the covid response.

<b>Project</b>	<b>Spend</b>
Additional staffing resource for Citizens Advice Surrey Heath to work with residents during Covid. Bid submitted via Poverty Working Group	£33,000
Additional resource to assist with processing pavement licences.	£1,000
Covid Champions – Grant paid to Voluntary Support North Surrey to set up the scheme in Surrey Heath. The Covid champions through their networks in the community played a vital part in communicating important Covid advice and dispelling misinformation and rumours.	£5,000
Covid Ambassadors - The ambassadors provided a visual presence within the Square 7 days a week and this has continued throughout the Covid restrictions. Their purpose was to provide reassurance to customers and to provide advice on social distancing and wearing face coverings.	£ 12,119
Covid Marshalls-Worked with the Environmental Health Team investigating complaints and providing advice to businesses on Covid restrictions.	£30,000
<b>Total</b>	<b>£81,119</b>

- 2.4 Funds from all tranches must be allocated in 2021/2022.
- 2.5 Surrey County Council is required to account for the allocation of the COMF funds as per the categories in Annex A. A formal scheme of monitoring has been established on the following dates:
- 14<sup>th</sup> June 2021 – Budget submission  
11<sup>th</sup> October 2021 – Midyear monitoring  
11<sup>th</sup> April 2022 – Confirmation of 2021/2022 end year position
- 2.6 Where the Council has already incurred expenditure in 2021/22 related to these categories, this will be charged to the COMF funding.

### **3. Options**

- 3.1 The Executive has the option of agreeing to the expenditure of its allocation of the Contain Outbreak Management on any future Covid response and as part of its recovery plans set out in the 2021/2022 annual plan.



#### **4. Proposals**

- 4.1 It is proposed to delegate to the Section 151 Officer in consultation with the Environment and Health Portfolio Holder and Finance Portfolio Holder to make expenditure from the Contain Outbreak Management Fund against categories set out in Annex A.
- 4.2 The expectation is that the funding to be spent on larger “legacy” projects.
- 4.3 Monitoring of expenditure will be reported to the County as set out in paragraph 2.4 and as part of the Council’s internal Corporate Budget Monitoring.

#### **5. Corporate Objectives and Key Priorities**

- 5.1 The Council’s annual plan includes objectives relating to the response to future surges and recovery from Covid. The proposed COMF budget will help fund a number of these initiatives as well as supporting charities and businesses.

#### **6. Legal Issues**

- 6.1 Guidance on the Contain Outbreak Management Fund was published by the Department of Health and Social Care

#### **7. Governance**

- 7.1 Monitoring of the funding is set out in paragraph 2.4 above.

#### **8. Risk Management**

- 8.1 There is a risk that funding may have to be repaid if not spent against the categories in Annex A,

#### **9. Environmental Impact**

- 9.1 There are no environmental impacts associated with this report.

#### **10. Consultation**

- 10.1 The Council’s Incident Management Team which has been responding to the pandemic was consulted and assisted in building the budgets.

#### **11. PR And Marketing**

- 11.1 Several of the projects to be funded through the COMF grant will require promotion.

#### **12. Officer Comments**

- 12.1 During the past 18-months we have been living through the biggest pandemic that any of us have seen. We have lived through major restrictions to our lives including local tiered restrictions as well as national lockdowns. The Council and the local community have pulled together well to protect and support our residents and businesses.
- 12.2 The 4<sup>th</sup> step in the Prime Ministers Road map to recovery came in on the 19<sup>th</sup> of July 2021. As we move to this next stage further support will need to be given to our residents, community, and businesses. The funding allocation from the prolonged periods of lockdown we have lived through will help fund this further support.

<b>Annexes</b>	Annex A: Categories of spend for COMF funding.
<b>Background Papers</b>	
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<b>Head of Service</b>	Tim Pashen - Executive Head of Community

## CONTAIN OUTBREAK MANAGEMENT FUND ALLOCATIONS

- a. Targeted testing for hard-to-reach groups out of scope of other testing programmes.
- b. Additional contact tracing.
- c. Enhanced communication and marketing e.g. towards hard-to-reach groups and other localised messaging.
- d. Delivery of essentials for those in self-isolation
- e. Targeted interventions for specific sections of the local community and workplaces.
- f. Harnessing capacity within local sectors (voluntary, academic, commercial).
- g. Extension/introduction of specialist support (behavioural science, bespoke comms).
- h. Additional resource for compliance with, and enforcement of, restrictions and guidance
- i. Measures to support the continued functioning of commercial areas and their compliance with public health guidance.
- j. Funding Military Aid to the Civil Authorities (marginal costs only).
- k. Targeted support for school/university outbreaks.
- l. Community-based support for those disproportionately impacted such as the BAME population.
- m. Support for engagement and analysis of regional areas to assess and learn from local initiatives.
- n. Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance.
- o. Support for rough sleepers.
- p. Anything else specifically agreed with the Director of Public Health.

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## Disabled Facility Grant

### Summary

To consider a discretionary top up to a Disabled Facility Grant award.

### Portfolio: Support & Safeguarding

Date Portfolio Holder signed off report: 6 August 2021

### Recommendation

The Executive is advised to RESOLVE that the Housing Services Manger be authorised to provide a discretionary top up to a Disabled Facilities Grant to enable the adaption of a disabled resident's home up to the value of £15,000.

#### 1. Key Issues

- 1.1 The Council provides Disabled Facilities Grants (DFGs) to disabled residents to provide essential adaptations to their homes.
- 1.2 The maximum DFG award is set at £30,000 although local authorities can, with a Policy in place, add additional discretionary funding.
- 1.3 The Council has a Home Assistance Policy that allows the Housing Services Manger discretion to award additional funding where there are no other avenues of funding available (e.g. client contribution, landlord contribution, social services top up or charitable funding). This is capped at £15,000.
- 1.4 The Council's Home Improvement Agency has a case where a full DFG has been awarded along with the discretionary £15,000 and a top up from Social services. The cost of the works is still not covered by up to c.£15,000 (including contingency).

#### 2. Resource Implications

- 2.1 The Council is allocated funding from the Ministry of Housing, Communities and Local Government. These are paid into the Better Care Fund and, currently, then paid to the Council in full.
- 2.2 The Council has an underspend from 2020/21 as works were delayed in the first lock down while safe working practices were established. This underspend is £755,000 and has been carried forward as external funding.
- 2.3 The Council's DFG allocation for 2021/22 is £881,000.

- 2.4 The proposal can be met from the Council's allocated DFG budget without prejudicing works to the homes of other residents.

### **3. Options**

- 3.1 Option 1: The Council could reduce the scope of work at the home of the resident to reduce the costs. This would not fully meet the needs of the resident.
- 3.2 Option 2: The Council could complete a percentage of the work and the resident make a further application at a later date. This again would not fully meet the needs of the resident at this time and in the current building market the costs of the works at a later date are likely to be a lot higher, representing poor value for money.
- 3.3 Option 3: authority could be given for the additional cost to be met from the current DFG budget.

### **4. Proposal**

- 4.1 The Executive authorises the Housing Services Manager to commission the works as currently proposed with the additional c.£15,000 of funding.

### **5. Supporting Information**

- 5.1 There have been delays in bringing forward works for this resident both in terms of the assessment of needs and necessary works which sits with Surrey County Council and in trying to put together a funding package. The resident needs timely response to meet their needs after this uncertainty.
- 5.2 Works have been through a complete tender process.

### **6. Corporate Objectives and Key Priorities**

- 6.1 The Council has a priority to: 'Support older and more vulnerable people to live independently in their own homes and remain active in their local community'.

### **7. Policy Framework**

- 7.1 The Council has a duty to deliver the DFG programme under the Housing Grants, Construction and Regeneration Act 1996, which sets the DFG award at a maximum of £30,000.
- 7.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 allows Councils to have a Policy for the discretionary use of DFG funding.

7.3 The Council has a Home Assistance Policy which sets out how it will use its discretion in order to assist disabled and vulnerable residents in a proactive way.

## **8. Legal Issues**

8.1 The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 allows top up assistance to a mandatory DFG where the local authority takes the view that the amount of assistance available is insufficient to meet the needs of a disabled person'

## **9. Governance**

9.1 N/a

## **10. Risk Management**

10.1 None identified

## **11. Equalities Impact**

11.1 The proposal seeks to secure a benefit for one disabled resident however this is not at the detriment of other disabled and older residents making application for assistance.

## **12. Officer Comments**

12.1 Members may feel that the need for an item in respect of assisting a disabled resident is disproportionate to both the imperative to provide that assistant and the small sum of money involved. This, however, is the first time that it has not been possible to secure alternative funding where the Council's contribution has not been sufficient.

12.2 As such, rather than represent a failure of policy, it has highlighted an area of possible future concern that will be considered when the Home Assistance Policy is reviewed to ensure a more appropriate avenue to secure funding is available to officers.

<b>Annexes</b>	Annex A – Schedule of proposed works to be covered by the funding (to follow)
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Clive Jinman – Housing Services Manager Email address: <a href="mailto:clive.jinman@surreyheath.gov.uk">clive.jinman@surreyheath.gov.uk</a>
<b>Head of Service</b>	Tim Pashen - Executive Head of Community

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**Exclusion of Press And Public**

**Recommendation**

The Executive is advised to RESOLVE that, under Regulation 4 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	3
9	3

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