

**Minutes of a Meeting of the Executive
held on 31 May 2022**

- Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	- Cllr Rebecca Jennings-Evans
+ Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Stuart Black, Cllr Sashi Mylvaganam, Cllr John Skipper, Cllr Graham Tapper and Cllr Victoria Wheeler

1/E Minutes

The minutes of the meeting held on 15 March 2022 were confirmed and signed by the Chairman.

2/E Local Community Project Fund Bids

In October 2020, the Executive had set up the Local Community Improvement Fund for bids to use local CIL funds for the non-parished wards. The Fund pooled the Neighbourhood Community Infrastructure Levy contributions to allow wards that did not deliver new development, but did experience its impact, to have access to CIL funding. It also allowed the community to bid for funding for small scale local capital projects.

The Executive considered four applications that had been received during the round of bids open between 4 January and 1 February 2022 and a summary of each was noted.

RESOLVED that, in line with the CIL bids detailed in Annex 1 to the agenda report,

- (i) £3,600 be awarded to Mytchett, Frimley Green & Deepcut Society for four new replacement litter bins;**
- (ii) £18,600 be awarded to Frimley Village Hall for the resurfacing of the front, side and driveway access to the hall;**
- (iii) £3,611 (net) be awarded to Heatherside ward (Councillor John Skipper) for five new wooden benches; and**
- (iv) £15,200 (net) be awarded to Heatherside Ward Residents' Association for the replacement of play equipment and surface area.**

RECOMMENDED to Full Council that £3,611 (net) and £15,200 (net), for five new wooden benches in Heatherside ward and to Heatherside Ward Residents' Association for the replacement of play equipment and surface area respectively, be added to the Council's Capital Programme.

3/E Executive Working Groups 2022/23

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups.

The list of the proposed membership for each Working Group, as nominated by Group Leaders, was noted, subject to the correction that Councillor Shaun Garrett would be a member of the Property Investment Working Group in place of Councillor Colin Dougan.

RESOLVED that

- (i) the following Executive Working Groups for the Municipal Year 2022/23 be established:**
 - **Camberley Town Centre Working Group;**
 - **Climate Change Working Group;**
 - **Community Support Working Group;**
 - **Equality Working Group;**
 - **Local Plan Working Group;**
 - **Property Investment Working Group;**
 - **Surrey Heath Villages Working Group;**
- (ii) the Terms of Reference for each of the Working Groups, as set out at Annex A to the agenda report, be agreed;**
- (iii) the number and allocation of seats on each working group be as set out in the Terms of Reference; and**
- (iv) the nominations of members to each Working Group by Group Leaders, as previously circulated, as amended, be noted.**

4/E Appointment of Outside Bodies 2022/23

The Executive considered a report seeking appointments to outside bodies for the 2022/23 municipal year.

Members discussed the positions that were contested and made the following decisions:

- (i) Basingstoke Canal Joint Management Committee – it was agreed to appoint Councillor Helen Whitcroft as the main representative and Councillor Stuart Black as the substitute;**

- (ii) Heatherside Community Centre Council – it was agreed to appoint Councillor Edward Hawkins, Councillor John Skipper and Councillor Graham Tapper;
- (iii) Miss Gomms Trust - it was agreed to appoint Councillor Pat Tedder and Ms Elizabeth Thody to the vacancies. The Chairman, on behalf of the Council, thanked Mr Martin Goodway for his considerable service to the Trust;
- (iv) Surrey Heath Local Committee – it was agreed to appoint Councillor Graham Alleway, Councillor Vivienne Chapman, Councillor Josephine Hawkins, Councillor Morgan Rise, Councillor Victoria Wheeler, and Councillor Valerie White to the Committee. Members were advised that clarification had been received that substitutes were not appointed to Surrey Heath Local Committee.

It was noted that a number of reports from representatives appointed for 2021/22 on the work they had undertaken during the previous year were outstanding. The Governance Working Group would be considering an item on appointments to Outside Bodies at a future meeting and it was suggested that improvements to this process could be considered at that time.

RESOLVED that

- (i) **the appointments to outside bodies listed below be agreed;**

Organisation	Representatives 2022/23
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft Cllr Stuart Black (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis
Briars Centre Management Committee	Cllr Sharon Galliford
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr David Lewis
Collectively Camberley BID Board	Cllr Alan McClafferty
Community Services Partnership Board (one position reserved to the Portfolio Holder)	Cllr Rebecca Jennings-Evans Vacancy

Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler
Fairtrade Steering Group – new appointment for 2022/23	Vacancy
Farnborough Aerodrome Consultative Committee	Cllr Helen Whitcroft
Frimley Community Centre Management Committee	Cllr Darryl Ratiram
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> No appointments to be made in 2022/23	n/a
Gordon's Sports Hall Advisory Group	Cllr Graham Alleway
Heatherside Community Centre Council	Cllr Edward Hawkins Cllr John Skipper Cllr Graham Tapper
Heathrow Community Noise Forum	Cllr Pat Tedder Cllr Victoria Wheeler (sub)
<i>Henry Smith Charity (4 year appointments)</i> No appointments to be made in 2022/23	n/a
Joint Waste Collection Services Committee	Cllr Colin Dougan Cllr Robin Perry (sub)
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Miss Gomms Trust (4 year appointments) two appointments to be made in 2022/23	Cllr Pat Tedder Ms Elizabeth Thody
Mytchett Community Association General Committee	Cllr Paul Deach
Parity for Disability	Cllr Helen Whitcroft
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) No appointments to be made in 2022/23	n/a
RELATE North East Hants and Borders	Vacancy

South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Surrey County Playing Fields Association	Cllr Pat Tedder
Surrey Environment Partnership	Cllr Colin Dougan
Surrey Heath Age Concern	Cllr Shaun Garrett
Surrey Heath Arts Council	Cllr David Lewis Cllr John Skipper Vacancy Cllr Edward Hawkins (sub)
Surrey Heath Local Area Committee	Cllr Graham Alleway Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Morgan Rise Cllr Victoria Wheeler Cllr Valerie White
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Sarah Jane Croke
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans Vacancy Vacancy Vacancy
Surrey Heath Youth Focus	Cllr Stuart Black
Surrey Leaders' Group	Cllr Alan McClafferty
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)
Voluntary Support North Surrey	Vacancy Cllr Pat Tedder (Sub)

(ii) attendance by the appointed members at meetings of the bodies listed above be regarded as approved duties, in accordance with the Members' Allowances Scheme.

5/E Surrey Leaders' Group Outside Bodies

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2022/23. It was reported that no Members had expressed an interest in being nominated to any of the vacant positions.

RESOLVED that no nominations be made to Surrey Leaders' Group Outside Bodies vacancies.

6/E Household Support Fund 2

The Executive was reminded that, in October 2021, the Government had introduced additional funding to target financial support for vulnerable households over the winter months; this fund, known as the Household Support Grant, had operated until 31st March 2022. The grant was designed to enable local Councils to support vulnerable households with the increasing costs of food, energy, water, and other essentials.

In the Government's Spring Statement, a further Household Support Fund (HSF2) had been announced, to be operational from 1 April and 30 September 2022. This scheme had introduced changes in which the criteria now stated that at least one third was to be funded to residents of a pensionable age and at least a further third to be funded to households with residents with children, with the remaining funds to other households genuinely in need of support. The total funding available to Surrey Heath from HSF2 was £159,183.

Members were advised that discussions were underway between the Council and Citizens Advice Surrey Heath (CASH) to re-establish and agree a 'local eligibility framework and approach', to enable CASH to distribute grant funding that best supported the households that were in the most need locally.

It was also proposed to delegate authority to the Head of Service in consultation with the Portfolio Holder to finalise the details of the scheme, along with authority to implement any future schemes where necessary.

RESOLVED that

- (i) the action plan outlined in paragraph 4.6 of the agenda report and the allocation of funding outlined in paragraph 4.5 of the agenda report be agreed; and**
- (ii) authority be delegated to the Head of HR, Performance and Communications in consultation with the Portfolio Holder for Housing, Safeguarding and Support to finalise the details of this scheme and the implementation of any further Household Support Grant Schemes.**

7/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)
8/E	3

8/E Executive Working Groups Notes

The Executive received the notes of Executive Working Group meetings which had taken place in the previous few months. It was noted that in future it was intended to report the Working Group notes to the Executive more frequently.

RESOLVED that the Working Group notes be received.

9/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

- (i) the Camberley Town Centre Working Group notes from the meetings on 26 August, 2 November and 16 December 2021 remain exempt for the present time;**
- (ii) the Climate Change Working Group notes from the meetings held on 21 July and 4 November 2021 and 26 January 2022 be made public;**
- (iii) the Community Support Working Group notes from the meetings held on 9 September, 18 October, 8 December 2021 be made public;**
- (iv) the Equality Working Group notes from the meetings held on 9 September 2021 and 13 January 2022 and 10 February 2022 be made public;**
- (v) the Local Plan Working Group notes from the meetings held on 30 June, 11 August, 18 October, 9 November and 2 December 2021, and 24 January 2022 remain exempt for the present time;**
- (vi) the Property Investment Working Group notes from the meetings held on 7 July, 4 August, 1 September, 6 October, 3 November and 1 December 2021, and 10 January, 2 February and 2 March 2022 remain exempt for the present time;**
- (vii) the Surrey Heath Villages Working Group notes from the meeting held on 1 November 2021 be made public; and**
- (viii) 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