

## Notification of Executive Decisions

**Date of Executive Meeting: Tuesday, 13 February 2024**

Below is a summary of the decisions taken by the Executive at its meeting on **Tuesday, 13 February 2024**. It is not the formal record of the meeting, but has been prepared to facilitate the call-in process. The deadline for call-ins is 5pm on Wednesday, 21 February 2024. Matters recommended to the Council for decision are not subject to the call-in process.

The decisions will take effect on Thursday, 22 February 2024, unless the call-in procedure has been triggered. To be triggered, at least two councillors must request the scrutiny of the same decision. If only one councillor calls in a decision, the matter will be placed on the agenda for the next meeting of the appropriate Scrutiny Committee for discussion only.

To request a call-in on any of these matters, please complete and return to the Monitoring Officer the call-in request form (copy attached) or contact the Democratic Services Manager or relevant Democratic Services Officer.

Subject: Revenue Budget and Medium Term Financial Strategy

Summary of Decision:

The Executive RECOMMENDED to Full Council that the Medium Term Financial Strategy and associated Revenue Budget Estimates covering the period 2024/25 to 2027/28 as set out at the updated Annex A to the agenda report and its appendices, be agreed, including:

- (i) approving the Revenue Budget Estimates covering the period 2024/25 to 2027/28 by:
  - a. agreeing the 2024/25 budget estimates giving a net cost of services revenue budget for the Council of £17.347 million as shown in Appendix 1 to the Medium Term Financial Strategy;
  - b. agreeing the unavoidable service pressures and budget growth of £4.723 million shown in Appendix 1 and in more detail in Appendix 1-1 to the Medium Term Financial Strategy;
  - c. agreeing the revenue efficiencies of £4.525 million shown in Appendix 1 and in more detail in Appendix 1-2 to the Medium Term Financial Strategy;
  - d. approving the recommendation by the Strategic Director Finance and Customer Services (the Council's Section 151 Officer) that a sum of up to £2.500 million of the interest equalisation earmarked reserve be drawn to support the revenue budget over the period of the Medium Term Financial Strategy and provide a sustainable budget for the Council;
  - e. agreeing that the Surrey Heath Borough Council element of the annual

council tax precept be increased by 2.99% across all Council Tax Bands;

(ii) agreeing the Capital Strategy, as set out at Appendix 2 to the Medium Term Financial Strategy and associated Capital Programme (appendix 2-1) covering the period 2024/25 to 2027/28, including:

- f. agreeing the new capital bids for £9.539 million in Appendix 2 to the Medium Term Financial Strategy for 2024/25 be approved, and that they be incorporated into the Capital Programme;
- g. reprofiling previous budgets into 2024/25 to 2027/28 as detailed in Appendix 2-1 amounting to £1.118 million in 2024/25;
- h. approving the Prudential Indicators summarised below and explained in Appendix 2 for 2024/25 to 2026/27 in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities 2011:

Prudential Indicator	2024/25 Proposed £m	2025/26 Estimated £m	2026/27 Estimated £m	2027/28 Estimated £m
Capital Expenditure	10.871	4.292	2.280	2.450
Capital Financing Requirement	209.7	210.2	210.7	211.2
Ratio of net financing costs to net revenue stream	0.57	0.62	0.61	0.62
Financing Costs	8.42	8.50	8.52	8.54
Operational Boundary	230	230	230	230
Authorised Limit	237	237	237	237

(iii) The Treasury Management Strategy for 2024/25 shown at Appendix 3, Annex A to the Medium Term Financial Strategy be agreed, including;

- i. the Treasury Management Indicators for 2024/25 at Appendix 3, Annex C to the Medium Term Financial Strategy;
- j. the Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table at Appendix 3, Annex F to the Medium Term Financial Strategy; and
- k. the Treasury Management Policy Statement at Appendix 3, Annex G to the Medium Term Financial Strategy.

The Executive RESOLVED to note:

- (i) the forecast level of reserve balances shown at Appendix 4 to the Medium Term Financial Strategy; it should further be noted that these will be subject to confirmation once the outturn position for the current

financial year (2023/24) is known and this will be reported in the revenue outturn report early in the new financial year;

- (ii) the Council Tax base for Surrey Heath Borough Council is 39,749.5 as set at the Executive meeting on 5 December 2023;
- (iii) the Medium Term Financial Strategy contains a savings target of £0.600 million over the period of the strategy which will be achieved through a combination of further services efficiencies, increases in income and potentially service reductions to be identified through a output-based budget review for all services of the Council and subject to a base budget review that will commence in the summer of 2024; and
- (iv) the statement of the Chief Financial Officer (Strategic Director Finance and Customer Services) on the robustness of estimates and sustainability of balances; and
- (v) the finance settlement from the Government was finalised through the House of Commons on 5 February 2024.

Subject: Council Strategy

Summary of Decision:

The Executive RECOMMENDED to Full Council that the Council Strategy 2024 – 2028 at Annex A to the agenda report be adopted.

Subject: Draft Annual Plan 2024/25

Summary of Decision:

The Executive RESOLVED that the Annual Plan for 2024/25, as set out at Annex A to the agenda report, be agreed, subject to the approval of the annual budget 2024/25 at Full Council on 21 February 2024.

Subject: Parking Strategy

Summary of Decision:

The Executive RESOLVED that

- (i) the Parking Strategy, as set out in Annex 1 to the agenda report, be adopted;

- (ii) the amendments to the parking tariffs for existing car parks, as set out in page 25 of Annex 1 to the agenda report, be approved with effect from 1<sup>st</sup> April 2024;
- (iii) the proposed introduction of car parking tariffs in Wilton Road car park be introduced from 1<sup>st</sup> July 2024 following the completion of the statutory Traffic Regulatory Order process and after review and consideration of any feedback received; and
- (iv) the final implementation of these proposals be delegated to the Strategic Director for Environment and Community in consultation with the Resident & Community Services Portfolio Holder, following the completion of the necessary statutory processes.

Subject: Review of Grant Schemes

Summary of Decision:

The Executive RESOLVED that the grant policy and criteria of the three grant schemes be amended as set out at paragraph 2 of the agenda report.

Subject: Review of Planning Services Fee Charges 2024/25

Summary of Decision:

The Executive RESOLVED that:

- (i) The pre-application charging schedule be increased by 25% for non-major proposals and 35% for major proposals and takes effect from 1 April 2024;
- (ii) The existing fast-track planning application service continues and, subject to piloting, from 1 April 2024 is expanded to include minor developments;
- (iii) General enquiries fees and administrative fees for paper handling and invalid planning applications be introduced and take effect from 1 April 2024;
- (iv) Planning performance agreements are standardised and better promoted with a clear fee structure, template agreement and improved web content;
- (v) Building Control fees be increased by 53% to take effect from 1 April 2024; and
- (vi) Building Control administrative fees are introduced for archive records, Demolition Notices and Exempt Building Work Certificates.

Subject: ANPR Procurement

Summary of Decision:

The Executive RESOLVED that

- (i) the issue of intention to award the contract to tenderer 2 for a period of ten (10) years commencing on 3 June 2024 with the option for the council to extend for a further two (2) years be approved; and
- (ii) authority be delegated to the Strategic Director for Environment and Community in consultation with the Portfolio Holder for Resident & Community Services to award the contract following the 10-day statutory standstill period.

Subject: 43-57 Park Street (the House of Fraser building), Camberley

Summary of Decision:

The Executive RESOLVED that, subject to the agreement of the budget by the Full Council

- (i) authority be delegated to the Head of Property and Economic Development in consultation with the Leader, Portfolio Holder for Performance and Finance and the Strategic Director Finance and Customer Services (Chief Finance Officer) to:
  - a) enter into a contract for the necessary work to remove asbestos from 43-57 Park Street, Camberley, and necessary associated works, including contract award for the procured supplier;
  - b) Following removal of the asbestos, instruct appropriate physical survey and assessment of the roof and other areas to enable procurement of updated cost plans for the re-use of the building;
  - c) As deemed appropriate following detailed surveys and cost estimations, instruct the appropriate repair and replacement works to keep the building wind and watertight, particularly the roof;
  - d) Control the release of all contingency amounts allocated to the project; and
- (ii) officers report back to the Executive on the proposed future use of the building, once the asbestos has been removed and survey work undertaken allowing assessment, with more accurate cost estimates for the feasible options for the re-use of the building.

The Executive RECOMMENDED to Full Council that a new capital bid of £3.5M be approved to

- (i) Undertake enabling works including asbestos removal, and potentially roof repairs or replacement to 43-57 Park Street, Camberley; and
- (ii) Progress with further physical surveys, once the asbestos has been removed, and update the plans for the shortlisted options with more robust cost estimates.

Date of issue: Wednesday, 14 February 2024

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## CALL-IN REQUEST

A request for a decision of the Executive to be scrutinised by a Scrutiny Committee must be made in writing or by e-mail (preferably using this form). The request must identify the decision and state the reason(s) for requesting the review.

A call-in will be triggered if two or more councillors ask for the same decision to be scrutinised formally. If only one member calls in a decision, the matter will be placed on the agenda for the next programmed meeting of the Committee for discussion.

Unless both the Monitoring Officer and the Chief Executive are satisfied that it must be implemented urgently, the decision which is subject to a call-in shall not be implemented until the call-in procedure has been completed.

<b>Date of meeting of the Executive</b>	<b>Tuesday, 13 February 2024</b>
<b>Deadline for receipt of call-in request</b>	<b>5pm on Wednesday, 21 February 2024.</b>
<b>Report Heading</b>	
<b>Decision (or part thereof) which is to be scrutinised</b>	
<b>Element(s) of the decision which cause concern</b>	
<b>Reason for requesting call-in</b>	
<b>Outcome sought</b>	
<b>Potential witnesses (if any) to be called</b>	
<b>Signature</b> <i>(if not sent by e-mail)</i>	

*Notice must be given to the Monitoring Officer by 5pm on the fifth working day after the receipt of the summary of the Executive decisions (usually the Wednesday the following week). Please therefore send this notification to the Monitoring Officer ([monitoring.officer@surreyheath.gov.uk](mailto:monitoring.officer@surreyheath.gov.uk)) with a copy to the Democratic Services Manager ([democratic.services@surreyheath.gov.uk](mailto:democratic.services@surreyheath.gov.uk)).*