

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 6  
March 2018**

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- Cllr Moira Gibson (Chairman)

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|-----------------------------|--------------------------|
| + Cllr Richard Brooks       | + Cllr Josephine Hawkins |
| + Cllr Mrs Vivienne Chapman | + Cllr Alan McClafferty  |
| + Cllr Colin Dougan         | + Cllr Charlotte Morley  |
| + Cllr Craig Fennell        |                          |

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Bill Chapman, Cllr Katia Malcaus Cooper and Cllr Chris Pitt

**101/E Minutes**

The open and exempt minutes of the meeting held on 6 February were confirmed and signed by the Chairman.

**102/E Annual Plan 2018/19**

The Annual Plan included an overview of the vision and priorities from the Five-Year Strategy and stated the outputs and success measures which would be delivered in 2018/19 for each of the key priorities. These priorities were presented under the headings of Place, Prosperity, People and Performance.

**RESOLVED to approve wording of the 2018/19 Annual Plan as  
set out in Annex A to the agenda report.**

**103/E Surrey Heath Heritage Service**

The Executive was reminded that Surrey Heath Heritage Service's purpose was to preserve, manage and document the local heritage and natural history of the Borough of Surrey Heath, which was delivered via a combination of exhibitions in the Museum located at Surrey Heath House and a programme of outreach work and activities.

As a result of the decline in the number of visitors to the Museum, options for a sustainable and viable service going forward had been explored. Despite the decline in visitors to the Museum, the number of people attending the hosted events, walks and talks continued to be popular with increasing participation.

The results of a comprehensive consultation, which had targeted users and non-users, were received.

The Executive was advised that it was proposed to deliver the service in a new and more modern way. A range of options for future arrangements for the

Heritage Service and specifically for the Museum have been explored with a number of stakeholders.

Options included

- events, workshops, walks and talks to be run throughout the year;
- an annual exhibition in a Camberley Town Centre location;
- static displays in the Council's Contact Centre;
- a new website to promote activities and make the catalogue accessible for enthusiasts and researchers;
- facilities for researchers to view items and research aspects of the collection; and
- continuing the outreach work with schools and other community groups.

In addition with the development of the Camberley Town Centre there may be an opportunity to reconsider the aspiration for a physical external presence for the service in the future.

The Service would continue to pursue a professional Arts Council Accreditation. In order to do so the Service must adopt a future mission statement to allow for the accreditation. After consultation with local history societies, other heritage services and stakeholders it was proposed that the mission statement would be

'Surrey Heath Heritage Services exists to preserve, manage and document the heritage of this Borough. We will promote our unique heritage via public exhibitions, events outreach and research access.'

The Executive paid tribute to and thanked the large number of dedicated volunteers who supported the Service and expressed the hope that they would continue to be involved with the Service as it moved forward.

**RESOLVED to**

- (i) **adopt the proposed changes to the current Heritage Service as set out in the agenda report; and**
- (ii) **agree to confirm the mission statement to allow the collection and service to seek formal accreditation.**

**104/E Community Fund Grants**

The Executive considered 7 applications for grants from the Council's Community Fund Grant Scheme. Members considered each application, the recommendation and the rationale.

**RESOLVED that**

- (i) **the following grants be awarded from the Council's Community Fund Grant Scheme:**

Applicant	Project	Grant Award
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<b>Sparklers CIO</b>	<b>To provide 10 holiday playgroups for children, young people and families with special needs</b>	<b>£1,481.25</b>
<b>Camberley Society</b>	<b>To launch CAMFEST 2018</b>	<b>To match the amount raised by Camberley Society £1 for £1 up to a total of £1,000.</b>
<b>St Mary's Nursery Watchetts</b>	<b>To provide a new play area</b>	<b>£10,000</b>
<b>Surrey Youth Focus</b>	<b>To deliver Youth Social Action 'Youth Soup' project.</b>	<b>£500</b>

- (ii) (a) to support the award of a grant to the Hope Hub for the purchase of equipment for this new service which provides a day time support for those who are homeless; and
- (b) subject to the Executive Head of Regulatory being satisfied that the project and the accommodation can be delivered, to authorise her to make a grant of £9,175, after consultation with the Leader and the Corporate Portfolio Holder;
- (iii) to decline the following applications for the reasons set out in the agenda report:

<b>Applicant</b>	<b>Project</b>
<b>Camberley Cricket Club</b>	<b>To replace old and unsafe outside benches and chairs</b>
<b>The Community Matters Partnership</b>	<b>To clear out the balancing pond at Paddock Hill Frimley Green, to reduce the risk of localised flooding</b>

#### **105/E Response to the London Heathrow Airport Expansion Public Consultation**

The Executive considered the Council's response to London Heathrow Airport Expansion Public Consultation. The consultation presented Heathrow's options and proposals to expand the airport on the ground and build a third runway. It also considered the design of future airspace, in response to Heathrow's expansion.

**RESOLVED** to agree the response set out in the letter in Annex 1 of the report as the Council's formal response to London Heathrow Airport's consultation on airport expansion and airspace change.

#### **106/E Response to the Department of Transport's Proposals for the Creation of a**

## **Major Road Network consultation**

The Executive considered the report setting out the Council's formal response to the Department of Transport's consultation on the proposals for the creation of a Major Road Network. The proposals had implications for road networks within the Borough and created a new funding mechanism which could benefit economically important local authority roads.

**Resolved that the response set out in the letter in Annex 1 of the report be agreed as the Council's formal response to the Department of Transport's consultation on the Proposals for the Creation of a Major Road Network.**

### **107/E Response to the Bracknell Forest Council Local Plan Consultation**

The Executive considered the Council's formal comment to the consultation on Bracknell Forest's draft local plan. The document set out the approach to be taken to development in Bracknell Forest up to 2034, including new sites that would be allocated to meet that Borough's housing needs and the future approach to development in Bracknell town centre.

**Resolved that the letter contained in Annex 1 of the report be authorised as the Council's formal representation to Bracknell Forest's Draft Local Plan consultation.**

### **108/E Response to Hart District Council's Draft Local Plan Strategy and Sites 2016-2032 - proposed submission version document**

The Executive considered the Council's response to the consultation on Hart District Council's Draft Local Plan Strategy and Sites 2016-2032. It set out the approach to be taken to development in Hart District up to 2032.

**Resolved that the letter contained in Annex 1 be authorised as the Council's formal representation to the Hart District Council Draft Local Plan Strategy and sites 2016-2032- proposed submission version document.**

### **109/E Appointment of Data Protection Officer pursuant to the GDPR**

The General Data Protection Regulation, the new data protection framework which would apply in the UK from 25 May 2018, required all public authorities to appoint a Data Protection Officer. It was proposed that the Head of Legal Services be appointed to satisfy this requirement.

**RESOLVED to appoint the Head of Legal Services as the Data Protection Officer in accordance with the General Data Protection Regulation.**

### **110/E Council Finances as at 31 December 2017**

The Executive received the third quarter monitoring report against the approved budget, which provided an update on the Revenue, Treasury and Capital budget position as at 31 December 2017. At this stage in the year, the year-end outturn position could be forecast with more accuracy. Net expenditure was predicted to be on budget and, after taking account of savings in borrowing costs, a £1m underspend at the end of the financial year was anticipated.

**RESOLVED to note the Council's Revenue, Treasury and Capital position as at 31 December 2017.**

**111/E Motion Referred from the Council**

Members were reminded of the following motion which had been referred to the Executive by the Council at its meeting on 21 February 2018:

"This Council notes with sadness that there are many children within the borough that are experiencing poverty including a third of all children within Old Dean. As a result, this Council requests officers bring forward a report to the Executive within the next 6 months outlining practical steps that the Council could consider in order to help address this issue in partnership with others."

**RESOLVED that a report be brought to the Executive within the next 6 months outlining the practical steps which the Council could consider, in partnership with others, in order to help address child poverty issues in the Borough."**

**112/E Write Off of Irrecoverable Bad Debt**

The Executive considered the report seeking authority to write-off irrecoverable revenues bad debts over £1,500.

Members recorded their grateful thanks to all officers involved in the recovery of bad debts.

**RESOLVED that bad debts totalling £48,120.97 in respect of Council Tax and £272,543.68 in respect of Non-Domestic Rates to be written-off in 2017-18.**

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

**RESOLVED, 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 be 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  
101/E (part)**

**Paragraph(s)  
3**

112/E(part)  
114/E

1  
3

**114/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 the Annex to agenda item 15 - Write-Off of Irrecoverable Revenues Bad Debts remain exempt.**

Chairman