

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 24
March 2020**

+ Cllr Alan McClafferty (Chairman)

* Cllr Colin Dougan	+ Cllr David Lewis
* Cllr Josephine Hawkins	* Cllr David Mansfield
* Cllr Rebecca Jennings-Evans	+ Cllr Adrian Page

+ Present

* In attendance virtually

- Apologies for absence presented

In Attendance (virtually): Cllr Rodney Bates, Cllr Richard Brooks, Cllr Sharon Galliford and Cllr Sashi Mylvaganam

97/E Minutes

RESOLVED that the open and exempt minutes of the Executive meeting held on 18th February be agreed as a correct record and signed by the Chairman.

98/E Declarations of Interest

Councillor McClafferty declared a non-pecuniary interest in respect of Item 17: Camberley Bowling Club Lease as his house was adjacent to the premises in question.

Councillor Dougan declared a pecuniary interest in respect of Item 17: Camberley Bowling Club Lease as his house shared a postcode with the premises in question.

99/E Questions by Members

There were no questions from Members.

100/E Annual Plan 2020/21

The Executive considered a report setting out the proposed Annual Plan for 2020/21. The Annual Plan set out the key projects and performance indicator targets for the 2020/21 financial year.

It was recognised that due to the current situation with regard to the Covid-19 Pandemic a significant number of quarter 1 (April to June 2020) targets would be missed however approval of the Plan would provide the Council with a structure to work towards once the pandemic was past.

RESOLVED that the Annual Plan 2020/21, as set out at Annex A to the agenda report, be agreed.

101/E Camberley 5G Retail Test-bed OBC

The Executive considered a report seeking approval for the progression of a project to develop a 5G telecommunications network in Camberley town centre.

It was noted that the proposed plans did not commit the Council to proceeding with the roll out of a 5G network and break clauses had been incorporated into the project to enable the Council to suspend work at any point if it wished.

It was agreed that the presentation given to Group Leaders would be circulated to all members along with a briefing note setting out information relating to health and safety matters, the collection of data and how any data collected might be used.

RESOLVED that

- (i) a council-owned, UK first, 5G network in Camberley town centre be agreed in order to aim to attract businesses and technologist from all over the world to help provides a USP for the town and to open opportunity for revenue streams; and**
- (ii) the procurement of a commercial partner to generate revenue from the network once live be undertaken.**

102/E Community Fund Grants

The Executive considered a report seeking approval of three grant applications received by the Council's Community Fund Grant Scheme.

It was clarified that there had been a typographical error in Annex A of the report and that the replacement lighting at Heatherside Community Centre was projected to cost £9,800, not the £5,000 stated and that it was proposed that a grant of £4,900 be given and not the £9,800 stated in the Annex.

RESOLVED that

- (i) subject to the conditions set out in the agenda report, the following grants be awarded from the Council's Community Fund Grant Scheme:**
 - a. £4,900 to Heatherside Community Centre to replace low energy lighting in the entrance and the hallway;**

- b. **£3,000 to Windlesham United Charities (James Butler Alms-houses) to convert a bedsit to a 1 bedroomed property;**
- c. **£2,500 to Chobham Cricket Club to install new fencing;**
and

- (ii) **a decision on the award of a grant to Chobham Parish Council to supply and fit an outdoor gym at the recreation ground at Station Road, Chobham be delegated to the Executive Head of Transformation in consultation with the Support & Safeguarding Portfolio Holder.**

103/E Temporary change to car parking fees during Camberley Town Centre Public Realm works

The Executive considered a report setting out a proposal for the temporary introduction of one hour's free parking in the Knoll Road Multi-storey Car Park for the duration of the public realm improvement works in the High Street, Princess Way (east) and Knoll Walk.

RESOLVED that the introduction of a temporary 1 hour free parking tariff in Knoll Road Multi Storey car park during the construction of the improvements to the High Street/ Princess Way (east) and Knoll Walk be agreed to offset the loss of the 30 minute free parking bays during the works and any impact on local trades in the High Street.

104/E Surrey Physical Activity Strategy 2020 - 2022

It was agreed that, in view of the restrictions on reducing unnecessary contact as a result of the Covid-19 Pandemic, the meeting would deal only with urgent or strategic matters in view and consequently this item was deferred.

105/E Statement of Community Involvement

It was agreed that, in view of the restrictions on reducing unnecessary contact as a result of the Covid-19 Pandemic, the meeting would deal only with urgent or strategic matters in view and consequently this item was deferred.

106/E Response to Consultation on First Homes

The Executive received a report setting out the Council's proposed response to the Government's First Homes consultation.

The consultation sought views on proposals to introduce a new type of affordable housing called First Homes. These would be subsidised market homes sold at a

discounted rate of at least 30% with first time buyers, serving members and veterans of the Armed Forces and key workers being prioritised for homes in the scheme. On selling a house bought under the First Home scheme sellers would be required to sell at the discounted rate ensuring that the house remained affordable in perpetuity.

RESOLVED that

- (i) the publication of the government's First Homes consultation be noted; and**
- (ii) the response set out in the letter at Annex A of the agenda report be agreed as the Council's formal response to the government's First Homes Consultation.**

107/E Business Rates Relief Schemes

The Executive considered a report seeking approval of amendments to the Retail Discount Scheme and Pub Discount Scheme from 1st April 2020 to support qualifying businesses following changes introduced by the Government.

RESOLVED to

- (i) amend the Local Discretionary Business Rates Retail Discount scheme percentage award to 100% from 1 April 2020;**
- (ii) amend the Local Discretionary Business Rates Pub Discount scheme sum to be awarded to £5000 from 1 April 2020;**
- (iii) approve the award of Small Business grant to eligible ratepayers for 2020/21; and**
- (iv) authorise the Executive Head of Finance in consultation with the Portfolio Holder for Finance to make changes to the schemes to ensure that the costs remain fully funded by Government and do not fall on the Council.**
- (v) authorise the Executive Head of Finance or their deputy, in consultation with the Portfolio Holder for Finance to implement all Government COVID-19 measures in respect of Business Rates and Council Tax.**

108/E Write-Off of Irrecoverable Bad Debts

The Executive considered a report seeking approval to write off bad debts incurred through the non-payment of Council Tax and Non-Domestic Rates.

All the debts concerned had been subject to the Council's relevant recovery processes and tracing enquiries had been undertaken. The Council's enforcement agents had been unable to recover the debts from any forwarding addresses obtained from the tracing process and consequently the debts were now considered irrecoverable.

RESOLVED that bad debts totalling £33,227.50 in respect of Council Tax and £78,681.11 in respect of Non-Domestic Rates be approved for write off.

109/E Urgent Action Item

The Executive considered an urgent action report seeking approval to alter the Scheme of Delegation of Functions to Officers so that provision could be made for the Chief Executive to take any necessary decisions during any restrictions on meetings, gatherings and travel as a result of the Covid-19 Pandemic.

It was reported that prior to 2015, the Scheme of Delegation had included a delegation of powers to the Chief Executive in the event of a war or national emergency however this had been erroneously omitted from the Scheme when it had been fundamentally reviewed in 2015. The proposals sought to reintroduce the delegation subject to a number of minor amendments as set out in the report.

RESOLVED that:

- (i) the General Principles of the Scheme of Delegations of Functions to Officers at Part 3, Section B of the Constitution be updated in respect of Executive Functions as set out below; and**
- (ii) it be recommended to Full Council that the General Principles of the Scheme of Delegation of Functions to Officers at Part 3, Section B of the Constitution be updated in respect of non-Executive Functions, as set out below:**

Approved Amendment

- 1.1 The Chief Executive, Executive Head of Service or Head of Service are authorised to determine matters of an urgent nature which cannot wait for the next meeting of the decision-making body which are not key decisions and which do not contravene established policies or budgets,**
 - 1.1.1 after consultation with the Leader and Mayor in relation to Council functions;**
 - 1.1.2 after consultation with the Leader or relevant Portfolio holder and with the Chairman or Vice-Chairman of the**

relevant Scrutiny Committee in relation to Executive functions;

- 1.1.3 after consultation with the Chairman or Vice Chairman of the relevant regulatory or non-Executive Committee.**
- 1.2 All matters will be reported to the next meeting of the appropriate decision-making body and will be advised to all Members by email.**
- 1.3 In the event of a national emergency declared by the Crown or HM Government where it is considered it will be impractical to call meetings for an extended period of time, the Chief Executive will have authority to exercise all the powers, duties and functions exercised by the Council, the Executive or any of the committees, including the authority and power to delegate such powers, duties and functions.**
- 1.4 Where the Chief Executive is unable to act for the purposes of 1.3 above, the Corporate Management Team, both individually and collectively, is authorised to perform this function.**
- 1.5 Decision making, as set out at paragraph 1.3 will continue to be exercised in consultation with the Leader, or Deputy Leader or relevant Committee Chairman or Vice Chairman and, where appropriate, ward councillors where possible, but this provides for officers to continue to act in the event that this is not feasible.**
- 1.6 This authority is time limited to a six-week period, following which any extension must be authorised by the Leader, or in his/her absence, the Deputy Leader.**

110/E Supplementary Estimate

The Executive considered a report seeking approval of a supplementary estimate to enable a hardship fund to be set up to assist those residents impacted by the imposition of stringent self-isolation and quarantine measures as a result of the Covid-19 Pandemic.

RECOMMENDED to Full Council that:

- (i) A £99,000 supplementary estimate be approved to provide a Covid-19 hardship fund; and**
- (ii) this supplementary estimate be funded from revenue reserves.**

RESOLVED that approval to spend the supplementary estimate be delegated to the Deputy Chief Executive (Interim) in consultation with the Leader.

111/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)
97/E (part)	3
112/E	3
113/E	3
114/E	3

Note: Minutes 112/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.

112/E Community Services Partnership

It was agreed that, in view of the restrictions on reducing unnecessary contact as a result of the Covid-19 Pandemic, the meeting would deal only with urgent or strategic matters in view and consequently this item was deferred.

113/E Camberley Bowling Club Lease

The Executive RESOLVED that the Head of Legal Services be authorised to grant a Lease to Camberley Bowling Club for the Pavilion, on the terms set out in the agenda report and the Heads of Terms, as set out at Annex A to the agenda report, subject to any legal documentation and procedures.

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:

- i. Item 13: Write off of Irrecoverable Bad Debts – The annex containing person data to remain exempt;**

- ii. **Item 16: Community Services Partnership – Report to remain exempt until such time as a decision is made; and**
- iii. **Item17: Camberley Bowling Club Lease – To remain exempt until the completion of lease negotiations.**

Chairman

Note: those in virtual attendance did not participate in voting.