

## **Minutes of a Meeting of the Executive held on 20 October 2020**

---

- Cllr Alan McClafferty (Chairman)

- |                                    |                        |
|------------------------------------|------------------------|
| + Cllr Colin Dougan (in the Chair) | + Cllr David Lewis     |
| + Cllr Josephine Hawkins           | + Cllr David Mansfield |
| + Cllr Rebecca Jennings-Evans      | + Cllr Adrian Page     |

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Edward Hawkins, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Robin Perry, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler and Cllr Valerie White

### **45/E Minutes**

The minutes of the meeting held on 15 September 2020 were confirmed and signed by the Chairman.

### **46/E Review the suspension of parking charges in Rural Car Parks**

The Executive considered a report on the reintroduction of parking charges in the Council's Pay and Display car parks, which had been suspended on 26 March 2020 in response to the Government lockdown to control the spread of Covid-19. It was noted that parking charges in Knoll Road and Main Square Car Parks had been reintroduced on 14 September 2020.

Members were informed that it was proposed to re-introduce the fees and charges for the Council's Pay & Display Car Parks on 16 November 2020, which would give customers nearly 3 weeks' notice of the resumption of charges and to arrange new season tickets. Free parking for up to 2 hours and at weekends would be available at Bagshot, Chobham, Burrell Road, and Watchetts Road car parks.

It was advised that the Parking Subsidy Season ticket agreed by the Executive on 23 June 2020 had already been advertised formally on all car parks.

Members were informed that the ongoing impact on market forces by the pandemic would require an increasingly reactive response to parking charges, particularly in the lead-up to Christmas. The ability, via delegated authority, to implement special discounts swiftly and offers to encourage visitors to commercial centres on certain days per week would make this possible.

#### **RESOLVED that**

- (i) the temporary suspension of parking charges in the Pay and Display car parks be lifted on 16 November 2020;**
- (ii) the 'Parking Subsidy' Season Ticket be sold at £10 per month for all Pay and Display car parks; and**

- (iii) authority be delegated to the Executive Head of Business, in consultation with the Business & Transformation Portfolio Holder, to introduce parking charge reductions and promotions as and when required.**

#### **47/E Night Stop Rough Sleeper Initiative**

The Executive considered a report on a proposed Night Stop project. It was reported that a bid made to the government had been successful in attracting £90,600 of funding to support setting up an emergency accommodation scheme. The proposed Night Stop scheme was aimed at stopping people moving to and staying on the streets by providing stopgap accommodation, which would allow for accommodation requirements to be assessed and needs to be supported.

The Executive was advised that the Hope Hub would manage the Night Stop project at no revenue cost to the Council. It was intended that the scheme would be self-financing; the Hope Hub would be able to draw down on Universal Credit payments and this would provide the necessary funding. It was noted that if the scheme attracted clients who were not eligible for Universal Credit payments or other public funding, alternative funding would need to be found.

Members were informed it was proposed to fund the short-term accommodation as a capital project from the Affordable Housing reserve. The preferred approach for securing suitable accommodation for the project was to explore the re-provisioning of the porta cabin accommodation currently occupied by the Hope Hub. The potential for re-use of the existing porta cabin would also be looked at as part of this project.

A full business case, along with final costs and specification for the property, would be brought to the Executive in February 2021.

#### **RESOLVED that**

- (i) the Night Stop project be supported;**
- (ii) the Night Stop accommodation be provided through re-provisioning of improved accommodation for the Hope Hub; and**
- (iii) the final costs and specification for the project be brought to future meetings of the Property Investment Working Group and the Executive for agreement.**

#### **48/E Poverty in Surrey Heath**

The Executive was reminded that, at its meeting on 18 February 2020, it had considered a report on Poverty in Surrey Heath and agreed that a study would be undertaken to help understand what services were currently offered and what was required to support those living in poverty. An outline action plan would then be produced that could address this inequality, together with clear improvement measures.

A Poverty Working Group comprising of community representatives, the voluntary sector, Surrey Heath Clinical Commissioning Group, Councillors, and officers was intended to progress this work. The Executive agreed that the membership of the Working Group would initially involve the ward councillors for Old Dean, St Michaels, and Watchetts wards but this could be broadened in due course.

It was proposed that a revised project scope be adopted due to the expectation that the poverty landscape would be radically changed post Covid. It was suggested that the Poverty Working Group review the data and information outlined within the Citizen Advice Report from Joseph Harley published in June 2020, on 'Universal Credit, 18 months on'.

The Executive considered a proposal to repurpose any unspent money in the Hardship Fund agreed in March 2020. The funding would be repurposed for an individual hardship fund, which would be administered by Citizens Advice Surrey Heath, and to create a Ward Councillor Community Fund Grant Scheme. The details and criteria for the Ward Councillor Community Fund Grant Scheme, as set out at Annex D to the agenda report, were noted.

Members were advised that, although the unspent balance from the Hardship Fund would finance the Ward Councillor Community Fund Grant Scheme for the remainder of the 2020/21 financial year, it had not been identified how it would be funded from April 2021 onwards. It was therefore proposed that a further item be brought to the Executive in February 2021, which would also include a review of the existing Community Grants Scheme.

**RESOLVED that**

- (i) a Poverty Working Group be established to oversee the revised plans and schedule for addressing poverty within the borough, as outlined in Annex B to the agenda report;**
- (ii) the Poverty Working Group initially be comprised of community representatives, the voluntary sector, Surrey Heath Clinical Commissioning Group, and Councillors from Old Dean, St Michaels and Watchetts wards;**
- (iii) a ward councillor community fund grant be established, as set out at Annex D to the agenda report;**
- (iv) any underspend from the Hardship Fund agreed on 24 March 2020 (minute 110/E refers) be repurposed for an individual hardship fund, to be administered by Citizens Advice Surrey Heath, and to finance the ward councillor community fund grant scheme for the remainder of 2020/21; and**
- (v) a further report be brought to the Executive in February 2021 on a review of the Community Fund Grant Scheme and the funding for the Ward Councillor Community Fund Grant Scheme.**

Note 1: In accordance with the Members' Code of Conduct, Councillor Shaun Garrett declared a non-pecuniary interest as he was involved with the Old Dean Community Group (ODCOG), which had been referred to in the agenda report.

#### **49/E Community Fund Grants**

The Executive considered a grant application to the Council's Community Fund Grant Scheme.

**RESOLVED that £2,385 be awarded to St Mary's Church Centre to refurbish its main floor hall, subject to the conditions set out at Annex B of the agenda report.**

Note 1: In accordance with the Members' Code of Conduct Councillor Rodney Bates declared a non-pecuniary interest, as he was a safeguarding officer at St Mary's Church, Camberley.

#### **50/E Community Infrastructure Levy - Revised Approach Bidding for and Distribution of Funding Including Updating of the Regulation 123 List**

The Executive considered a report proposing to revise the process for bidding for Community Infrastructure Levy (CIL) funding for local projects and allocation of that funding in the non-parished wards. The report also set out proposals to amend the Regulation 123 list to identify a new list of Strategic Infrastructure Funding priorities.

Members were reminded that CIL income received from each development was proportioned as follows:

- 5% - Administration
- 15% -to local neighbourhood ward or Parish (25% where a Neighbourhood Plan was adopted)
- Funding for SANG (Suitable Alternative Natural Greenspace), the amount is dependent on area and scheme type.
- The balance of income was allocated to the Surrey Heath BC CIL Main Fund for spending on the strategic priorities, as set out in the Council's Regulation 123 List

It was proposed that funds for non-parished wards be pooled into a single fund for those areas. Priority would be given to funding projects in those non-parished wards experiencing development, with any unspent funding then opened up to the other non-parished wards and to schemes where this Council was only a part funder. It was also suggested that this fund should be opened up to bidding from Community Groups for capital projects as a Local Community Improvement Fund.

The Executive also noted proposals to update the Regulation 123 list as follows:

- a) removing waste and recycling, as no projects had been identified;

- b) removing flooding, as this work was currently being funded by other grant funding from the Environment Agency or through the SANGs provision;
- c) amending reference to transport to local sustainable transport e.g. electric vehicles; and
- d) adding climate change and digital infrastructure projects to the list.

**RESOLVED that**

- (i) the revised approach to bidding for Community Infrastructure Levy funding to establish a Local Community Improvement Fund, as set out in Appendix 1 to the agenda report, for the non-parished areas be agreed;**
- (ii) the revised approach to distribution of funding through pooling of the funds for the non-parished wards to create the Local Community Improvement Fund for those areas be agreed; and**
- (iii) the revised Regulation 123 List as set out in Annex 2 to the agenda report be agreed.**

**51/E Surrey Heath Statement of Community Involvement**

The Executive considered a report seeking adoption of the Surrey Heath Statement of Community Involvement (SCI) following public consultation. The SCI set out how the Council would involve the community and stakeholders in the preparation of the Surrey Heath Local Plan and in the determination of planning applications.

In September 2019, the Executive had agreed to a six-week consultation on the Draft SCI. The consultation had taken place in November and December 2019 and the minor changes made to the SCI arising from this consultation were noted. A further targeted consultation had been undertaken in June and July 2020 on additional minor changes made in response to the Covid-19 pandemic and social distancing measures, resulting in a few additional minor changes to the SCI.

The SCI had also been updated to reflect the temporary Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020, that were in force until 31 December 2020.

**RESOLVED that the Council's Statement of Community Involvement, as set out at Annex 1 to the agenda report, be adopted.**

**52/E Planning for the Future White Paper**

The Executive considered a draft response to the Government's Planning for the Future White Paper. Members agreed to strengthen the response in respect of developers needing to progress developments where approval had been granted and to make reference to the lack of details concerning neighbourhood plans. It

was also agreed to amend the response to Question 7(b) to state that the Council would support the revision of the Duty to Co-operate, rather than its abolition.

It was agreed that the Leader would send a copy of the Council's response to the Member of Parliament for Surrey Heath and the relevant government minister.

**RESOLVED that**

- (i) the content of the Governments Planning for the Future White Paper and of this report be noted;**
- (ii) the detailed response to the consultation questions, as set out at Appendix 1 to the agenda report, be agreed, as amended, and submitted as the Council's consultation response;**
- (iii) authority be delegated to the Executive Head of Regulatory Services in consultation with the Planning & People Portfolio Holder to agree any substantive changes to the response arising out of further information from Government;**
- (iv) responses to subsequent planning consultations issued up to the end of March 2021 relating to proposals set out in the White Paper be delegated to the Executive Head of Regulatory Services in consultation with the Planning & People Portfolio Holder; and**
- (v) a copy of the Council's response be sent to the Member of Parliament for Surrey Heath and the relevant government minister.**

**53/E Use of CIL to fund the provision of ducting for future CCTV and Internet upgrades in Camberley Town Centre**

The Executive was informed that, whilst the works to Camberley Town Centre had been underway, new ducting had been provided to enable the installation of fibre and cabling when required to support the future upgrade of the CCTV and internet, including 5G, in the town centre. This had been undertaken to avoid the need to excavate the High Street and Princess Way (east) for this purpose at a future date. It was proposed that this be funded from Community Infrastructure Levy monies collected for Town Ward.

**RECOMMEND to Full Council that a capital bid for £150,000 for the funding of works to provide new ducting for CCTV and Internet cabling in Camberley town centre as part of the current public realm project be agreed.**

**54/E Kevin Cantlon Fund Repurposing - Economic Recovery**

The Executive was reminded that, at its meeting on 23 June 2020, it had agreed to repurpose the Kevin Cantlon Shop Front Improvement Fund to support the economic recovery necessary arising from the Covid-19 pandemic.

A further report was considered, presenting the action plan detailing the initiatives to support both individuals and businesses across the borough. It was reported that the programme aimed to create successful businesses within the borough, which turned into employers of the future. The initiatives proposed were:

- (i) Pop-up Business School** - This 2 week programme would be aimed at pre start-ups, with costs shared with Guildford BC.
- (ii) Enterprise Business South** - This project would deliver a 1-2-1 Business Health Check and Support Package to each enquirer.
- (iii) Surrey Chambers Start-up Academy** - The Council had been working with the Surrey Chambers for 4 years, providing start up clinics for individuals across the borough and beyond.
- (iv) Youth Hub** - This project, delivered in partnership with the Department for Work and Pensions (DWP) and part funded by a grant from the Government, would be a drop-in service for 16-24 year olds in the borough to get career and job seeking support outside of a job centre.

The Council would also be supporting a Kickstarter scheme, a DWP initiative that assisted 16-24 year olds getting a paid 6-month job placement with a local employer, and Camberley Job Club. It was advised that, although the initiatives concentrated on establishing new businesses, any practical initiatives to assist economic recovery for existing businesses would be considered.

**RESOLVED that the proposed action plan to repurpose the Kevin Cantlon Shop Front Improvement Fund to support the Economic Recovery be agreed.**

**55/E Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2019/20**

The Executive received a report detailing the authority's treasury management performance during the year as well as demonstrating compliance with the 2019/20 Prudential Indicators.

**RESOLVED to note the report on Treasury Management including compliance with the 2019/20 Prudential Indicators.**

**56/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)

57/E	3
58/E	1&3
59/E	3
60/E	1&3

## 57/E Procurement of Cleaning Contract

The Executive was informed that the Cleaning Services contract in place for the Council's operational buildings was due to end in January 2021. The contract was for the following operational buildings:

- Camberley Theatre
- Knoll Road and Main Square Car Parks
- Surrey Heath House
- Windle Valley Centre

Members noted the outcome of a procurement process and the proposed price of the contract.

**RESOLVED that, subject to completion of the standstill process without challenge,**

- (i) **the appointment of the successful bidder to deliver the Cleaning Services for Surrey Heath from 4 January 2021, at an annual tender cost as stated in section 2 of the agenda report be confirmed; and**
- (ii) **authority be delegated to the Executive Head of Business in consultation with the Portfolio Holder for Business & Transformation to issue a contract award letter and enter into a contract with the successful bidder that commences on the 4th January 2021.**

## 58/E Community Services Partnership

The Executive agreed to defer consideration of this item.

## 59/E Repurposing of Supplementary Estimate

The Executive considered a report proposing that any unspent funds from the supplementary estimate agreed in July 2019, which had been carried forward to the 2020/21 financial year, be used to cover the costs of action and defence of the Council's position in a number of other planning enforcement cases.

**RESOLVED that the remaining £202,000 of a supplementary estimate agreed for enforcement work at Swift Lane, Bagshot be used to cover the costs of action and defence of the Council's position in a number of other planning enforcement cases.**

## 60/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 decision at minute 57/E be made public following the completion of the standstill period; and**
- (ii) the decision at minute 59/E be made public**

Chairman