

**Minutes of a Meeting of the Executive
held on 16 March 2021**

+ Cllr Alan McClafferty (Chairman)

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

+ Present

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

106/E Minutes

The minutes of the meeting held on 16 February 2021 were confirmed and signed by the Chairman.

107/E Questions by Members

The Leader, Councillor Alan McClafferty responded to a question from Councillor Shaun Garrett relating to charges made to people using the Council's green spaces to carry out their business for fitness training and exercise with paying customers. As a result the Executive endorsed a proposal to suspend fees for personal training and fitness class permits in borough parks and greenspaces, up to a maximum of 15 participants and no more than 7 classes per week, for a period of six months, beginning on 1 April 2021 and asked the Executive Head of Business to undertake the necessary actions.

In response to a question from Councillor Paul Deach concerning support for local business following the pandemic, the Leader referred to a proposal to waive fees for new and existing pavement licences for a year. The Chairman of the Licensing Committee, Councillor Rodney Bates, confirmed that the Licensing Committee at its meeting on 24 March 2021 would be asked to consider a recommendation relating to the waiving of discretionary pavement licensing fees.

In connection with pavement licences, Councillor Graham Tapper sought information on these licences applying to private land. Whilst it was likely that they would only apply to highway land, relevant information would be circulated to Councillors to clarify the position.

Councillor Rodney Bates asked a question relating to the Council's use of Bed and Breakfast facilities in Slough. The Executive Head of Regulatory confirmed that accommodation in Slough was only used as a last resort and rarely for family units. The Portfolio Holder, Councillor Josephine Hawkins undertook to provide a response on the number of times accommodation in Slough had been used by the Council and for how long on each occasion.

108/E Annual Plan 2021/22

The Executive received the proposed Annual Plan for 2021/22, which set out the key projects and performance indicator targets for the next financial year. The draft plan had been considered by the Performance & Finance Scrutiny Committee in January, and its comments had been included.

Progress against both the projects and the performance measures would be reported during the year to the Corporate Management Team, the Executive and the Performance & Finance Scrutiny Committee.

Members discussed the Air Quality target at COM 3 of the Plan and were referred to the report considered by the Performance & Scrutiny Committee on 27 January 2021.

In relation to the wording of SHBC6A – Whole System Approach to Obesity – the Executive Head of Community undertook to review the wording of “improving rates of childhood and maternal obesity”.

RESOLVED that the Annual Plan 2021/22, as set out at Annex A to the agenda report, be agreed.

109/E Bids for funding from the Local Community Improvement Fund

In October 2020 the Executive had agreed to pool the Neighbourhood Community Infrastructure Levy contributions to allow wards which didn't deliver new development, but did experience its impact, to have access to CIL funding and also to allow the community to bid for funding for small scale local capital projects.

The Executive considered 4 applications, which had been received as part of the first round of bids, and a summary of each was noted.

In relation to the recommendation that no funding be awarded for highway works in West End, the Leader undertook to discuss further the issue with the ward members with a view to progressing pedestrian safety measures in West End and the surrounding area.

RESOLVED that

- (i) £13,000 be awarded to Heather Ridge Infant School for improvements to the Haven House Building;**
- (ii) £50,000 be awarded to Chobham Road Recreation Ground Playground Refurbishment (Frimley);**
- (iii) £70,000 be awarded to Orchard Way Playground Refurbishment (Camberley);**
- (iv) £7,000 be awarded to a CCTV for Old Dean Recreation Ground; and**

(v) no funding be awarded for highway works in West End.

110/E Climate Change Strategy and Action Plan

Following the declaration of a Climate Emergency in October 2019, a Climate Change Working Group had been set up by the Executive. A key action of this Group was the development of a Climate Change Action Plan, to set out the aims, objectives and actions for delivery in the Borough to support achieving the 2030 carbon neutral target.

The Executive was asked to agree the Surrey Heath Climate Change Action Plan which would sit within the broader framework of the Surrey Climate Change Strategy, which the Executive was also asked to endorse.

The Action Plan included a total of 65 Actions across 6 key themes, with actions prioritised for delivery, based on feedback from the Climate Change Working Group. It set out specific actions, whilst recognising the importance of partnership working to deliver these actions. The Action Plan was proposed to be a living document, which would be reviewed and updated and would feed into customer friendly webpages forming the basis for ongoing public engagement on Climate Change.

The Leader and other Members paid tribute to the dedication and hard work of the cross party Climate Change Working Group Members and the officers involved.

The Leader suggested that consideration be given to an addition to the Action Plan, at B16, indicating that “This Council divests of and refrains from investing in carbon intensive industries and companies and encourages others within the borough to do the same.” The Chairman of the Working Group, whilst acknowledging that the Action Plan indirectly referred to this issue in several actions, agreed to ask the Working Group, at its next meeting, to consider the inclusion of more specific wording as suggested.

RESOLVED that the Climate Change Action Plan, as set out at Annex A to the agenda report, be agreed and Surrey’s Climate Change Strategy be endorsed.

111/E The Scheme of Delegation of Functions to Officers - Granting and Renewal of Leases

The Executive considered a recommendation from the Governance Working Group regarding to amendments the Scheme of Delegation of Functions to Officers in relation to the granting and renewal of leases.

It was noted that the Council’s Property Portfolio had significantly increased in recent times, but the Scheme of Delegation had not been amended to take account of the increase. The Head of Legal Services had drawn attention to the difficulties of managing the Council’s Property Portfolio within the current delegations. The referral of standard, non-controversial leases to the Executive frustrated efficient and timely decision making, hampered the Council’s ability to

manage its property portfolio in a commercial and professional manner and prevented the maximisation of its income.

RESOLVED that the Scheme of Delegation of Functions to Officers at Part 3, Section B, Paragraph 4 of the Constitution be amended as follows:

The Head of Legal Services is authorised to undertake all actions in relation to the administration of the Council's estate and property portfolio except the following matters which are reserved to the Executive:

- (a) Acquisitions or disposal of land or property with a value in excess of £25,000;**
- (b) the grant or renewal of all commercial leases in excess of 2 years that do not reflect market conditions in terms of value or risk;**
- (c) the grant of all leases for the purposes of development or refurbishment schemes including building leases;**
- (d) the grant or renewal of all leases where the Head of Legal Services considers referral to the Executive is appropriate.**

112/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 of the debts had been subject to the relevant recovery action and tracing enquiries. The Council's enforcement agents had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt was now considered irrecoverable.

In response to a debate in relation to the use of bailiffs to recover debt, the Chairman of the Performance & Finance Scrutiny Committee agreed to arrange for an in-depth report to be considered by the Committee on this issue.

RESOLVED that bad debts totalling £88,057.46 in respect of Council Tax, and £221,243.29 in respect of Non-Domestic Rates be approved for write off.

113/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)
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112/E (part)	1 & 3
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114/E	1 & 3
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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 the agenda report associated with minute 112/E remain exempt.

Chairman