

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 25 May
2021**

+ Cllr Alan McClafferty (Chairman)

+ Cllr Colin Dougan	+ Cllr David Mansfield
+ Cllr Shaun Garrett	+ Cllr Adrian Page
+ Cllr Rebecca Jennings-Evans	+ Cllr Robin Perry

+ Present

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Sharon Galliford, Cllr David Lewis, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

1/E Minutes

The minutes of the meeting held on 20 April were confirmed and signed by the Chairman.

2/E Report of Stage 1 Investigation of feasibility of Gypsy and Traveller site on Watchmoor Nature reserve

The Executive was reminded that, at its meeting on 15 September 2020, it had agreed to undertake an initial feasibility study to explore the possibility of delivering a Gypsy and Traveller site on land at Watchmoor Reserve. Since this meeting a number of studies had been commissioned and a desktop survey of information held by the Council had also been undertaken alongside this work. The key findings of the work undertaken to date, as detailed in the report, were noted and, in view of the issues identified on the site, it was recommended that no further work be undertaken on the use of land at Watchmoor Reserve as a Gypsy and Traveller site.

Members were reminded that The Gypsy and Traveller Accommodation Assessment (GTAA) undertaken in 2019 had identified a need for 35 new Gypsy and Traveller pitches and 12 new Travelling Showpeople plots in the Borough over the next 18 years. With 24 plots needed in the first 5 years for Gypsies and Traveller and 8 plots needed for Travelling Showpeople, there was an urgent need for action. Furthermore, without some provision for Gypsy and Traveller sites and pitches, the emerging Local Plan was unlikely to be found sound at Examination. It was agreed that the Chief Executive would write to all councillors detailing the risks to the borough of failing to identify sites and having an unsound Local Plan.

RESOLVED that

- (i) the work undertaken to date and the issues identified be noted;**

- (ii) in light of the issues identified, no further work be undertaken on use of the land at Watchmoor Reserve as a Gypsy and Traveller site; and**
- (iii) the Chief Executive be asked to write to all councillors detailing the implications of not identifying Gypsy and Traveller sites as part of the Local Plan work.**

3/E Petition - Watchmoor Nature Reserve

The Executive receive a presentation from Kel Finan-Cooke of Watchmoor Residents Forum on a petition submitted concerning Watchmoor Nature Reserve. The petition asked the Council not to approve the development of the green space at Watchmoor Nature Reserve to create a static site for the travelling and gypsy community. It further stated that the area was a well-loved and used area by the local community and was home to many protected species. The petition had been available for signing on the Council's website between 11 September 2020 and 11 March 2021 and had received 1,292 signatures.

Ms Finan-Cooke noted the decision taken earlier in the meeting (minute 2/E refers) on the Stage 1 investigation into the feasibility of a Gypsy and Traveller site on the Nature Reserve and thanked the Executive for this decision. The Places & Strategy Portfolio Holder agreed to work with the Residents Forum to explore approaches for addressing the protection of green spaces.

Note: It was noted for the record that Councillor Rodney Bates declared that he knew the lead petitioner.

4/E Five Year Strategy 2021 - 2026 - update

The Executive considered a report setting out the timescales for the preparation of a new Five Year Strategy, the key themes to be included in the Strategy, and the proposals for a public consultation in the summer of 2021. It was agreed to appoint a cross party Task & Finish Group comprising 7 members, which would steer the development of the new strategy.

RESOLVED that

- (i) the timetable for the preparation of the Council's new Five Year Strategy set out in paragraph 2.2 be noted;**
- (ii) proposals for public and partner consultation set out at Annex A to the agenda report be noted;**
- (iii) the comments of the Performance & Finance Committee on 17 March 2021 at paragraph 2.8 of the agenda report be noted;**
- (i) the key themes for inclusion in the Strategy set out at paragraphs 1.2, 2.9 and 2.10 of the agenda report be noted; and**

- (v) **a cross-party Task and Finish Group of seven members be appointed to input into and steer the development of the new strategy and the analysis of feedback received during the consultation.**

5/E BID (Collectively Camberley) Renewal 2021

The Executive was reminded that the Camberley Town Centre Business Improvement District (BID) had been established in 2011 and was operated by Collectively Camberley. The BID, approaching the end of its second five year period of office, was asking the Camberley business community to vote for a further five year term of operation.

Members considered a report which detailed the services provided and the benefits received from the BID, including the impact on the Council in the event that the BID was not re-established. It was reported that the Camberley Town Centre Working Group had considered the work of the BID and had recommended that the Council votes in favour of a further term for all hereditaments for which the Council was liable for a BID levy.

RESOLVED that

- (i) **the BID renewal process be supported with a “yes” vote, as recommended by the Camberley Town Centre Working Group, for all hereditaments for which the Council was liable for Business Rates; and**
- (ii) **the Leader of the Council takes on the Role of Board member on behalf of the Council, supported by The Executive Head of Business as a non-voting officer on the BID Board.**

6/E Appointment of Executive Working Groups 2021/22

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups. It was agreed to add the oversight and monitoring of investment strategy and performance to the Property Investment Working Group's Terms of Reference.

The list of the proposed membership for each Working Group, as nominated by Group Leaders, was noted and it was agreed that, where any nominations were outstanding, these appointments would be made by the Chief Executive in consultation with the relevant Group Leader.

In response to a suggestion that a Climate Change Committee be established in place of the working group, Members were advised that, as this was an executive function, it would need to be a committee of the Executive and the committee's members would therefore be precluded from being members of a scrutiny committee.

RESOLVED that

- (i) the following Executive Working Groups for the Municipal Year 2021/22 be established:
- Camberley Town Centre Working Group;
 - Climate Change Working Group;
 - Community Support Working Group;
 - Equality Working Group;
 - Local Plan Working Group;
 - Property Investment Working Group;
 - Surrey Heath Villages Working Group;
- (ii) the Terms of Reference for each of the Working Groups, as set out in the agenda report, as amended, be agreed;
- (iii) the number and allocation of seats on each working group be as set out in the Terms of Reference;
- (iv) the nominations of members to each Working Group by Group Leaders, as previously circulated, be noted; and
- (v) authority to appoint Members to any outstanding vacancies be delegated to the Chief Executive in consultation with the relevant Group Leader.

7/E Appointment of Members to Outside Bodies 2021/22

The Executive considered a report seeking appointments to outside bodies for the 2021/22 municipal year. Any further nominations to vacancies received after the meeting would be agreed by the Chief Executive after consultation with the Group Leaders.

RESOLVED that

- (i) the appointments to outside bodies listed below be agreed;

Organisation	Nominations for Representatives 2021/22
Basingstoke Canal Joint Management Committee	<i>Vacancy</i> Cllr David Lewis (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis <i>Vacancy (sub)</i>
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis
Briars Centre Management Committee	Cllr Sharon Galliford
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison	<i>Vacancy</i>

Group	
Citizens Advice Bureau Management Committee	Cllr David Lewis
Collectively Camberley BID Board – New Appointment for 2021/22	Cllr Alan McClafferty
Community Services Partnership Board – New Appointment for 2021/22	Cllr David Mansfield <i>Vacancy</i>
Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	<i>Vacancy</i>
Farnborough Aerodrome Consultative Committee	<i>Vacancy</i> <i>Vacancy (sub)</i>
Frimley Community Centre Management Committee	Cllr Darryl Ratiram
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> <i>No appointments to be made in 2021/22</i>	n/a
Heatherside Community Centre Council	<i>Vacancy</i> <i>Vacancy</i>
Heathrow Community Noise Forum	<i>Vacancy</i> <i>Vacancy (sub)</i>
<i>Henry Smith Charity (4 year appointments)</i> <i>No appointments to be made in 2021/22</i>	n/a
Joint Waste Collection Services Committee	Cllr David Mansfield <i>Vacancy (sub)</i>
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)
Miss Gomms Trust (4 year appointments) <i>no appointments to be made in 2020/21</i>	n/a
Mytchett Community Association General Committee	Cllr Paul Deach
Parity for Disability	<i>Vacancy</i>
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) <i>No appointments to be made in 2021/22</i>	n/a
RELATE North East Hants and	<i>Vacancy</i>

Borders	
South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)
Surrey County Playing Fields Association	<i>Vacancy</i>
Surrey Environment Partnership	Cllr David Mansfield
Surrey Heath Age Concern	Cllr Shaun Garrett
Surrey Heath Arts Council	<i>Vacancy</i> Cllr David Lewis Cllr John Skipper Cllr Edward Hawkins (sub)
Surrey Heath Duke of Edinburgh Award Forum	<i>Cllr Brooks has advised that this Outside Body no longer exists</i>
Surrey Heath Local Area Committee	Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Helen Whitcroft Cllr Valerie White <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy (sub)</i> <i>Vacancy (sub)</i>
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Shaun Garrett
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy</i>
Surrey Heath Youth Focus	<i>Vacancy</i>
Surrey Leaders' Group	Cllr Alan McClafferty
Thames Basin Heaths Joint Strategic Partnership Board	<i>Vacancy</i> Cllr David Lewis (sub)
Voluntary Support North Surrey	Cllr Josephine Hawkins <i>Vacancy (sub)</i>

(ii) attendance by the appointed members at meetings of the bodies listed above and at Annex A to the Executive report, be regarded as approved duties, in accordance with the Members' Allowances Scheme.

8/E Surrey Leaders' Group Outside Body Appointments

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2021/22.

RESOLVED to make the following nominations to Surrey Leaders' Group Outside Bodies vacancies:

The High Sheriff's Award

Cllr Shaun Garrett

**The Active Surrey Sports
Partner Forum**

**Cllr Rebecca Jennings-
Evans**

**The Surrey Civilian Military
Partnership**

Cllr John Skipper

9/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)
10/E	3
11/E	3
12/E	3
13/E	3
14/E	3
15/E	3
16/E	3

Note: Minutes 10/E, 11/E and 15/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

10/E Supporting the Re-opening of Retail and Hospitality within the Council's Property Estate

The Executive considered a report setting out a proposed framework for supporting local businesses to recover following the pandemic, whilst managing the Council's income from its tenants, and agreed to support the recommendations in the report, as amended.

11/E Leisure Centre Update

The Executive received a report concerning the opening of the new Leisure Centre and agreed the recommendations contained in the report.

12/E Public Realm

The Executive was informed that in 2017 the Council had successfully bid for £3,500,000 of Local Enterprise Partnerships funding to improve the High Street, Camberley; the Council's agreed contribution for the scheme was £900,000. Work on the construction of the scheme had begun in January 2020. Due to a number of factors beyond the Council's control, including Covid-19 related, and the location

of underground utilities, the scheme had run over budget and would require additional £754,600 of funding from this Council.

Members noted a report which detailed the reasons leading to the overspend and supported a proposal that the Performance and Finance Scrutiny Committee conducted a review of the circumstances leading to the increased costs of the Public Realm project in order to help inform future projects. The Monitoring Officer also undertook to review any governance issues associated with the overspend.

The Executive noted that, due to issues with the position of some infrastructure under pavements, it had not been possible to plant the intended number trees. It was therefore proposed that a further sum of money be agreed to install trees within pots, or other additional planting if necessary, in order to increase the foliage to that expected in the original scheme. It was noted that a sum of money would need to be allocated to cover the cost of maintenance for this additional landscaping.

RECOMMENDED to Full Council that

- (i) an additional £754,600 required for the High Street Public Realm Project be added to the Capital Programme; and**
- (ii) an additional £90,000 be added to the capital programme to fund further landscaping works in the High Street Public Realm area**

to be funded from the Council's reserves.

RESOLVED that the final costs outturn be reported to Performance & Finance Scrutiny Committee and thereafter, a review of the circumstances leading to the increased costs of the Public Realm project be undertaken to help inform future projects and report back to the Executive with any recommendations it considers appropriate.

13/E Joint Waste Update

The Executive received a report on the Joint Waste contract and noted its contents.

RESOLVED to note the update.

14/E Urgent Action

The Executive received details of an exempt decision which had been undertaken in accordance with the Scheme of Delegation of Functions to Officers.

RESOLVED to note the Urgent Action taken under the Scheme of Delegation of Functions to Officers.

15/E London Road Development

The Executive received a report concerning the London Road Development and agreed the recommendations contained in the report.

16/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) minutes 10/E and 11/E and the associated agenda reports remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services ;**
- (ii) the report associated with minute 14/E remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services;**
- (iii) minute 12/E and the associated agenda report be made public; and**
- (iv) the decision at minute 15/E be made public once relevant parties have been notified, with the associated agenda report to remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services.**

Chairman