

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 16
November 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 Tim FitzGerald, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

59/E Minutes

The minutes of the meeting held on 19 October 2021 were confirmed and signed by the Chairman.

60/E Questions by Members

The Environment & Health Portfolio Holder, Councillor David Mansfield, updated members on the current position concerning Garden Waste Scheme collections and the process undertaken for the disposal of food waste. Following discussion concerning the letter sent to Scheme members regarding refunds and a need to re-join the Scheme at a later date, the Leader undertook to discuss the matter further with Councillor Mansfield and thereafter advise whether he would take any further action.

61/E Designation of the Deepcut Neighbourhood Forum

The Executive was informed that the Council had received an application to designate a Neighbourhood Forum for the Deepcut Neighbourhood Area, under Regulation 8 of the Neighbourhood Planning (General) Regulations 2012. The previous Neighbourhood Forum designation for this area had expired in 2019. The same organisation had applied to be formally designated again, to enable it to continue preparation of a Neighbourhood Plan.

Members noted the conditions set out in Section 61F(5) of the Town and Country Planning Act (1990) (as amended), as introduced by Schedule 9 of the Localism Act 2011, which would need to be met in order for the Council to designate a Neighbourhood Forum. The outcomes of the public consultation on the on the application for the designation of the Deepcut Neighbourhood Forum were also noted.

RESOLVED that

- (i) the application to designate the Neighbourhood Forum for the Deepcut Neighbourhood Area be approved; and**

- (ii) **the designated Neighbourhood Forum be named the 'Deepcut Neighbourhood Forum'.**

62/E Collectively Camberley Levy

The Executive considered a request to make an advance payment of Business Improvement District (BID) levy due in respect of the 2021/22 BID year, to Collectively Camberley Limited. Collectively Camberley (CC), a not for profit company that managed the BID for Camberley Town Centre, had been re-elected for third 5-year term to run from 2021 to 2026.

The Council was responsible for maintaining a separate BID Revenue Account for each five-year BID term. Members were advised that the Council had been unable to commence billing procedures for the new BID term until certain steps had been taken, but the BID database would be fully tested and implemented to allow the annual bills to be issued for a 2 December 2021 instalment. As the bills would normally be issued in October, it was proposed to make an advance payment of £150,000 to CC. An undertaking would be required from CC to ensure that the advance could be retained by the Council, from BID levy monies collected, and that no levy beyond the £150,000 advance would be paid to CC until the full £150,000 had been collected.

RESOLVED that an advance payment of £150,000 in respect of the 2021/22 BID levy due be made to Collectively Camberley Limited.

63/E Review of the Local Council Tax Support Scheme

The Executive considered a report proposing changes to the Local Council Tax Support Scheme (LCTSS). In 2013, the Government had abolished Council Tax Benefit and asked local councils to introduce their own scheme for working age residents who need help paying their Council Tax. This had become known as Local Council Tax Support.

The Community Support Working Group had reviewed the LCTSS and had recommended the adoption of a revised scheme, which had the overriding principles that it targeted households least able to pay their council tax and had a simplified process. A broad outline of the proposed scheme, along with worked examples, as detailed in the agenda report were noted.

Members were advised that transitional protection was proposed for those impacted by more than a £5 per week reduction in support in payments of Council Tax due to the introduction of the revised scheme from 1 April 2022. It was also proposed to give transitional protection from the new capital limit for those current vulnerable group claimants with over £6000 but less than £16,001 capital for the period 1 April 2022 to 30 September 2022.

A public consultation would be undertaken, including with precepting authorities, prior to the adoption of any new Scheme.

RESOLVED that a consultation be undertaken on the proposed a new Local Council Tax Support Scheme, with a view to adoption from 1 April 2022.

64/E Local Cycling and Walking Infrastructure Plan for Surrey Heath

The Executive was informed that Surrey County Council (SCC) was working with the borough and district authorities in Surrey to produce Local Cycling and Walking Infrastructure Plans (LCWIP). SCC had requested a total funding contribution of up to £190,000 to support the production of a LCWIP for Surrey Heath. The LCWIP would help to deliver significant benefits to walking and cycling routes in the Borough.

Members considered the report and emphasised the need to ensure appropriate governance arrangements for the final decision-making on routes. Members also identified the need, when drafting the LCWIP, to follow government requirements regarding direct routes, consider possibilities for routes that crossed into adjoining authority areas, and monitor where funding had already been agreed for specific routes.

RESOLVED that

- (i) funding of £20,000 for phase 1 of the Local Cycling and Walking Infrastructure Plans (LCWIP) be approved and that funding of up to £170,000 be approved to be reserved in the CIL main fund for phase 2 of the LCWIP, as the Council's contribution towards the costs of the production of a LCWIP for Surrey Heath; and**
- (ii) authority be delegated to the Head of Planning in consultation with the Portfolio Holder for Planning & People to agree the final funding amount for phase 2 of the LCWIP up to a limit of £170,000.**

65/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule had come into effect on 1 December 2014. The CIL Regulations required the Council, as the collecting authority, to pay money over to the parishes, decide how to use the Fund, and to publish details of its CIL income and expenditure. The Council had received a total of £1,577,871 for the reporting period between 1 April and 30 September 2021.

Members were advised that the Covid 19 pandemic and resulting national lockdown measures had affected the amount of CIL receipts collected by the Council. However, the latest reporting period had recorded a notable increase in CIL receipts in comparison to the two previous reporting periods.

RESOLVED to note

- (i) the income received in the period 1st April to 30th September 2021 as set out in Annex 1;
- (ii) the impacts of Covid19 on income; and
- (iii) the amended CIL regulations due to the impact of Covid19 on the development industry.

66/E Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2020/21

The Executive noted the Treasury Management Service Performance for 2020/21 and the compliance with the Prudential Indicators for 2020/21.

RESOLVED to note the report on Treasury Management including compliance with the 2020/21 Prudential Indicators.

67/E Treasury Management Mid-Year Report for 2021/22

The Executive noted the Treasury Management Service performance for 2021/22, as at 30 September 2021. The report also illustrated the compliance to-date with the Treasury Management Indicators for 2021/22.

RESOLVED to note the Treasury Management Service performance for 2021/22 as at 30 September 2021.

68/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)
69/E	3
70/E	3

69/E Award of Contract

The Executive considered a report seeking authority to award a contract for refurbishment and sub division works for a Council owned property, which would enable an agreed letting at that property.

RESOLVED that the recommendations as set out in the agenda report be agreed, including the awarding of a contract to carry out refurbishment and sub-division works to enable an agreed letting at Theta.

70/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 decision at minute 69/E be made public but any contractual and financial information remain exempt for the present time.

Chairman