Corporate Management Committee
Thursday 27 June 2019 at 7.30pm
Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors N H Prescot (Chairman), Mrs J Gracey (Vice-Chairman), A Alderson, D A Cotty, Mrs L M Gillham, Miss M N Heath, J Hulley, N M King, R A King, M J Maddox, D J Whyte and M L Willingale.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.

2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to Mr J Gurmin, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425624). (Email: john.gurmin@runnymede.gov.uk).

3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

‘see overleaf’
5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and **not extend to those in the public seating area**.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.
# LIST OF MATTERS FOR CONSIDERATION

## PART I

**Matters in respect of which reports have been made available for public inspection**

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## PART II

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.**

### a) Exempt Information

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### b) Confidential Information

(NO reports to be considered under this heading)
1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

   To confirm and sign the Minutes of the meeting of the Committee held on 28 May 2019 (at Appendix ‘A’).

   *(To resolve)*

   **Background papers**

   None
Runnymede Borough Council  
CORPORATE MANAGEMENT COMMITTEE  
28 May 2019 at 7.30 p.m.

Members of the Committee present: Councillors N Prescot (Chairman), A Alderson, D Cotty, L Gillham, C Howorth, J Hulley, R King, M Nuti, P Snow, D Whyte and J Wilson

Member of the Committee absent: Councillor M Willingale.

Councillor A Neathey also attended.

FIRE PRECAUTIONS
The Chairman read out the Fire Precautions.

NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP
The Group mentioned below had notified the Chief Executive of its wish that the changes listed below be made to the membership of the Committee. The changes were for a fixed period ending on the day after the meeting and thereafter the Councillors removed would be reappointed.

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<td>Councillor N King</td>
<td>Councillor P Snow</td>
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<td>Conservative</td>
<td>Councillor M Maddox</td>
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The Chief Executive had given effect to these requests in accordance with Section 16(2) of the Local Government and Housing Act 1989.

MINUTES
The Minutes of the meetings held on 28 March 2019 and 16 April 2019 were confirmed and signed as correct records.

APOLOGIES FOR ABSENCE
Apologies for absence were received from Councillor M Willingale.

STATEMENT OF ACCOUNTS – NARRATIVE REPORT
The Chairman had agreed that this item be admitted to the Agenda as an item of urgent business for the special circumstances and urgency as set out below:-

Special Circumstances
The 2018/19 accounts had to be approved and submitted to the Council’s Approved Auditor by 31 May 2019. Officers were not able to complete the narrative report to the Statement of Accounts until after the despatch of the main agenda.

Urgency
To enable the 2018/19 Statement of Accounts to be submitted by the statutory deadline.

The Committee considered a report on the 2018/19 Statement of Accounts and the Narrative Report to the 2018/19 Statement of Accounts which was attached to that report. A copy of the unaudited Statement of Accounts (SOA) 2018/19 would be placed in the Members' Room and on the Council's website on completion. The Appointed Auditor (BDO LLP), had completed an interim audit and would be on site in the near future to complete their examination of the SOA. Their opinion on the accounts and the value for money judgement would be reported to the Standards and Audit Committee.

2018/19 was one year in the Council’s long term financial plan which was based around investment in the built environment and Council assets to improve the economic vibrancy of the borough and provide new dwellings. The income from that investment would fuel the Council’s next major town redevelopment scheme, Egham Gateway West. Significant reductions in Government funding had been managed by the investment referred to above and by efficiency savings of around £7 million and through generating additional income from services such as “meals at home” and community transport.

A significant number of businesses had lodged rateable value appeals as they believed the rateable value of their premises was too high. NHS Trusts had also lodged appeals seeking 80% mandatory rate relief. As the number of successful business rates appeals at 31 March 2019 had reduced the provision for business rates appeals at 31 March 2019 had also been reduced from £8.9 million to £3.6 million and as the NHS Trust case now appeared to be weak, the £8.3 million provision for NHS Trust appeals had been taken back into the Collection Fund. Therefore it had been possible to reduce the Council’s appeals provision by £13.6 million from 31 March 2018 to 31 March 2019 and move the Collection Fund into surplus. The Council's share of the surplus on the Collection Fund at 31 March 2019 was £2.9 million. The Council maintained a business rates equalisation reserve of £2.9 million to protect the General Fund from volatility in business rates received.

The Council had one of the lowest Council Tax rates in the UK. For 2018/19, the Band D charge was £159.59 a year, or £3.07 a week. The Band D Council tax charge for 2019/20 of £164.59 would only produce additional income of £151,000, which would not make up for loss of Government funding or general inflationary pressures. The value of Council assets at 31 March 2019 was just under £479 million, with capital appreciation of just under £17.2 million. This increase in asset value had been verified by an independent contractor and by the Council’s Appointed Auditor, BDO LLP. Gross income of £23.7 million had been achieved, with a net contribution to the Council of £9.6 million, after reductions had been made for direct expenditure, interest borrowing costs and Minimum Revenue Provision.

The Council had set up three companies to manage its investments – RBC Investments (Surrey) Limited, RBC Services (Addlestone One) Limited and RBC Heat Company Limited and it was noted that Members would be receiving presentations on each of these three companies. The Council’s General Fund working balance at 31 March 2019 was just over £1.9 million, with £3.8 million net expenditure on services. An additional £4 m had been transferred into reserves.

The Council’s Housing Revenue Account was in a healthy position having made a surplus of rent income over expenditure of £3.2m, with £4.7 million set aside in the major repairs reserve to fund future works to the Council’s stock to be determined by the Housing Committee. A Member queried whether this £4.7 million sum was adequate in view of the increasingly onerous requirements being imposed on public landlords and it was noted that this was considered to be sufficient at present. The amount in the major repairs reserve would be considered as part of a review of the Council’s HRA Business Plan.

The Council had General Fund reserves totalling approximately £13.5 million at 31 March 2019. This included an investment property income equalisation reserve of £2m to cover
income volatility and a property repairs and renewals fund of £1m. While a business case for investment assumed an asset would be funded 100% by borrowing, the Council had under borrowed by over £36 million on its investment property portfolio. Officers had been able to delay borrowing long term loans until the most advantageous rates were available. As the average borrowing rate was 2.31%, under borrowing of £36 million reduced costs by just over £390,000 a year.

The annual amount which the Council paid in respect of the Surrey Pension Fund deficit had increased slightly in the last financial year. The Surrey Pension Fund actuary would be revaluing the Fund again in 2019/20 which might result in a change to the Council’s Surrey Pension Fund commitments.

International Financial Reporting Standards (IFRS) 9 on Financial Instruments required the Council to amend its accounting policies in respect of Financial Instruments. It had become clear following the financial crash of 2008 that a number of financial institutions carried “toxic assets” (assets at a value in excess of their real worth). The Council did not have any toxic assets. It had made loans to other companies and institutions including loans in respect of the Addlestone One apartments and a small loan to the Scout Association. As the value of the Addlestone One apartments had increased in value for a second year running and the credit status of the national Scout Association who guaranteed that particular loan had not changed, the Council’s accounts for 2018/19 would not show any loss. The Committee agreed the amendment to the Council’s accounting policies as set out in paragraph 5.6 of the report.

**RESOLVED that-**

i) the Narrative Report to the Statement of Accounts be approved as an accurate reflection of the Council’s financial and corporate strategies;

ii) the Corporate Director of Resources be authorised to sign the 2018/19 Statement of Accounts and submit them to the Council’s appointed Auditor by 31 May 2019; and

iii) the amendment to the Council’s accounting policies, as set out in paragraph 5.6 of the report, be approved.

**TREASURY MANAGEMENT ANNUAL REPORT 2018/19**

The Chairman had agreed that this item be admitted to the Agenda as an item of urgent business for the special circumstances and urgency as set out below:-

**Special Circumstances**

Officers were not able to complete the report until a majority of the year end accounts work had been undertaken and this report was submitted for Members’ information as part of a suite of financial documents and in particular the Statement of Accounts 2018/19.

**Urgency**

To enable the Treasury Management Annual Report 2018/19 to be considered at the same time as the Statement of Accounts 2018/19.

The Committee considered the annual report on treasury management activity and performance for the 2018/19 financial year. Investments of £52.728 million were held by the Council at 31 March 2019. The Council’s return on investments was 0.95% which compared favourably with the Council’s benchmark rates. Security of investments continued to be the main emphasis of the Council’s treasury strategy. In balancing risk against return, Officers continued to place emphasis on the control of risk over yield.
RECOMMEND that-

the annual report be noted.

ANNUAL GOVERNANCE STATEMENT 2018/19

The Committee considered the Council’s Annual Governance Statement for 2018/19 which formed a significant part of the Council’s Statement of Accounts 2018/19 and outlined the Council’s governance framework.

RESOLVED that-

The Annual Governance Statement, as set out in Appendix ‘D’ to the Agenda, be signed by the Leader of the Council and Chief Executive.

CORPORATE KEY PERFORMANCE/ ACTIVITY INDICATORS – QUARTER 4 AND ANNUAL 2018/19 RESULTS

The Committee noted the quarter 4 of 2018/19 and annual results for 2018/19 for the Council’s key performance/activity indicators. The end of year results showed that from a total of 22 indicators, 12 indicators had met or exceeded their annual target (these had green status), 4 had slightly missed their targets (within 10%) (these had an amber status) and 3 had significantly missed their annual target (by more than 10%) and these had a red status. One indicator was reported for monitoring purposes and final quarter 4 data was not yet available for two indicators.

The four indicators which were within 10% of the annual target were LG1: percentage of invoices paid in 30 days, R2: percentage of Freedom of Information requests processed in statutory deadline, C1: number of individual trips with Community Transport Service and C2: number of Community meals delivered. The annual target had been missed significantly for H1: average number of days to re-let dwellings (routine voids), H5: percentage of tenants with more than 7 weeks rent arrears and ES3: number of missed bin collection complaints.

In connection with H1, compliance with quality and timescale requirements was being very closely monitored in the new voids contract. There had been implementation and working practice problems with this contract and information on the monitoring of the contract would be provided to the Housing Committee. Further detail on H1 would be provided to a Member. The new H1 indicator from April 2019 would show the percentage of voids completed by their relevant set deadline rather than simply reporting an average number of days for all voids.

Regarding H5, a target of 3% had been approved for this indicator for 2019/20. The Tenancy Management team restructure and recent purchase of predictive rent arrears software was expected to make this target achievable. It was noted however, that it was envisaged that Universal Credit might have an increasing impact on this area of work in the future.

On ES3, Officers reported that the complaints only represented a very small fraction of the total of bins collected. The figure for quarter 4 included a period when collection days changed. A third of the DSO’s waste collection staff were either temporary agency staff or employed on casual contracts. Staff not familiar with the rounds or in-cab technology would result in a higher number of missed collections. As part of the Council Officer restructuring, the new Corporate Head of Environmental Services would assess the balance between permanent staff and temporary agency staff with the aim of improving the service delivered. The full roll out of Bartec in-cab technology would also assist in assessing performance levels.
It was noted that some of the indicators were benchmarked in comparison with other Surrey local authorities. Planning targets were fixed in accordance with those that were set nationally. A new recycling officer would be looking to increase the amount of household waste that the Council recycled.

QUARTER 4 AND END OF YEAR CORPORATE ACTION PLAN UPDATE

The Committee noted a quarter 4 and end of year report on the Council’s performance against the Corporate Action Plan 2018/19. The work areas had been divided into completed in full or to the level expected (green), some progress made but less than expected (amber) and still outstanding or significant drop in performance (red). Green work areas included practical completion of Addlestone One, the building of a new leisure centre in Egham, progress on Egham Gateway West development, progress with the River Thames flood alleviation scheme, a new Council website and a new project management toolkit for Officers to achieve consistency of approach with projects.

In connection with work area 30, World War One commemoration event, it was agreed that the Council’s contribution to the Thorpe War Memorial would be added to the description. It was agreed that Members would be updated on progress in delivering a Planning Agents Forum (work area 90). The forum would act as a consultative group on planning matters and agents who had regular dealings with the Council on planning applications would be represented on the forum. Regarding work area 67, River Thames Scheme Project, it was noted that the final scheme was now complete. The River Thames Scheme would be one of a number of flood alleviation schemes throughout Surrey and the cost of these schemes (which Surrey residents would have to meet for a number of years) would be funded either by an increase in Council Tax or by a separate levy which would apply across all of Surrey. No London boroughs would have to pay increased Council tax or a separate levy for the River Thames Scheme. A separate flood alleviation scheme would be funded by the Royal Borough of Windsor and Maidenhead for their area.

The Committee agreed the revised deadline dates for those indicators where the original deadline had not been met.

RESOLVED that –

i) the progress made with the green indicators in 2018/19 be noted; and

ii) the proposed revised deadline dates for indicators where the original deadline was missed for the reasons provided, be approved.

APPRAISAL: PROPOSED NEW STAFF PERFORMANCE REVIEW PROCESS

The Committee considered the details of a new performance review process for all members of staff across all service areas of the Council. The approach of the scheme would be one of Continuous Performance Management, which encouraged regular conversations between managers and staff in order to monitor work progress and manage and develop individuals. The ultimate aim was to improve organisational performance and effectiveness. Introduction of the process would align with the Business Planning 2020/21 timetables for delivery of service objectives/goals and provision of required training needs and funding. The objectives of the scheme included raising the performance of the Council by raising the performance of individuals, developing effective managerial behaviours and attributes, identifying gaps in skills and promoting greater engagement from staff in the performance review process. The Committee noted the proposed scheme, the supporting forms and supporting guidance documents.

The Committee supported the new scheme, subject to consultation with UNISON which would take place over the summer. It was noted that the Human Resources Member
Working Group and Human Resources Officers had taken considerable time to draw up the details of the scheme which they considered was the way forward to strengthen the Council’s appraisal process.

**RESOLVED that –**

the proposed performance review process at Appendix ‘F’ to the agenda and supporting documents at Appendices ‘G’, ‘H’ and ‘I’ to the agenda be adopted, subject to consultation with UNISON.

**SOUTH EAST EMPLOYERS’ ORGANISATION**

The Committee considered whether to support ongoing budgetary provision for membership of the South East Employers’ Organisation (SEE). The Committee had agreed to re-join SEE at its meeting on 30 March 2017 and review the decision after 12 months and had renewed the membership for another year at the meeting on 25 February 2018.

It was noted that the annual cost of membership was £4,810 and provision for this membership had been included in the 2019/20 budget. The Committee noted the types of services which SEE provided. Savings had been made on training courses for managers and SEE had a good reputation as training providers. The pay benchmarking and employment law services were also particularly useful. The Council’s representatives on the organisation supported continued membership. The Council did not currently use SEE’s IT security service and it was agreed that Officers should assess whether paying the required licence fee for this service would benefit the Council. The Committee agreed that SEE membership provided value for money and that ongoing budgetary provision should be made for it.

**RESOLVED that –**

the Council remains a member of the South East Employers’ Organisation and ongoing budgetary provision for this membership be provided.

**APPOINTMENTS TO OUTSIDE BODIES**

The Committee considered appointments to outside bodies that were presently due for renewal.

**RESOLVED that –**

the following appointments be made for the Municipal Year 2019/20 and for longer periods where stated:

1. **Addlestone Chamber of Commerce**
   - Member Representative: Councillor J Broadhead
   - Deputy Representative: Councillor J Furey

2. **Air Training Corps (No 398 Squadron) Management Committee**
   - Representative: Councillor A Neathey

(Councillor Adams was also nominated as the Council’s representative on this Committee. The nominations of Councillors Adams and Neathey were put to the vote and Councillor Neathey received the greater number of votes and was duly appointed)
(3) **Armed Forces Champion**
Representative: Councillor T Gracey

(4) **Ashford and St Peters NHS Trust (Three Year Term of Office)**
Member Representative: Councillor I Chaudhri

*(Councillor R King was also nominated as the Council’s representative on this Committee. The nominations of Councillors Chaudhri and R King were put to the vote and Councillor Chaudhri received the greater number of votes and was duly appointed)*

(5) **Basingstoke Canal JMC**
Member Representative: Councillor B Clarke
Deputy Representative: Councillor J Gracey

(6) **Chertsey Chamber of Commerce**
Member Representative: Councillor D Cotty
Deputy Representative: Councillor M Willingale

(7) **Chertsey Combined Charity (Four Year Term of Office)**
Trustee: Councillor D Cotty

(8) **Chobham Common Liaison Group**
Representative Councillor M Heath

(9) **Community Safety Partnership**
Councillor J Furey

(10) **Egham Chamber of Commerce**
Member Representative: Councillor A Alderson
Deputy Representative: Councillor R King

(11) **Egham United Charity**
Mrs M Greig nominated by the Charity
Mrs M Elgar nominated by the Charity

(12) **Fairoaks Airfield Joint Consultative Committee**
Member Representative: Councillor R Edis
Deputy Representative: Councillor J Broadhead

(13) **Frank Muir Memorial Field**
Councillors E Gill, L Gillham and M Harnden
(14) **Heathrow Community Engagement Board**
Member Representative:   Councillor L Gillham  
Deputy Representative:  Councillor A Neathey  

(15) **Heathrow Community Noise Forum**
Member Representative:   Councillor C Howorth  
Deputy Representative:  Councillor R King  
Community Representative:  Mr P Conway  

(16) **Joint Committee of the Traffic Penalty Tribunal (Patrol)**
Representative:  Councillor D Anderson-Bassey  

(17) **Mary Drew Almshouses (Four Year Term of Office)**
Councillor N Prescot  
Mr H Meares  

(18) **Mediation North Surrey**
Councillor M Harnden  

(19) **Runnymede Access Liaison Group (RALG)**
Councillor D Clarke  
Councillor M Harnden  

(20) **Runnymede and Spelthorne Citizens’ Advice Bureau Management Committee**
Member Representative:   Councillor J Furey  
Deputy Representative:  Councillor S Dennett 

*Councillor Neathey was also nominated as the Council’s Member representative on this Committee. The nominations of Councillors Furey and Neathey were put to the vote and Councillor Furey received the greater number of votes and was duly appointed.*  

(21) **Runnymede Open Awards Centre – Formerly Duke of Edinburgh’s Award**
Member Representative:   Councillor T Gracey  
Deputy Representative:  Councillor S Walsh  

(22) **South East England Councils**
Member Representative:   Councillor N Prescot  
Deputy Representative:  Councillor M Heath
(23) **Staines Shopmobility**

Representatives Councillors M Harnden and R King

*(Councillor N King was also nominated as a Council representative on this Committee. The nominations of Councillors Harnden, N King and R King were put to the vote and Councillors Harnden and R King received the greater number of votes and were duly appointed)*

(24) **Surrey Museums Partnership**

Member Representative: Councillor M Harnden

Deputy Representative: Councillor J Wilson

(25) **Sustainability and Transformation Plan Stakeholder Reference Group**

Member Representative: Councillor M Heath

Deputy Representative: Councillor A Neathey

(26) **Thames Basin Heath Special Protection Area Strategic Partnership Board**

Member: Councillor M Willingale

Deputy: Councillor D Anderson-Bassey

(27) **Thorpe Parochial Charities**

Representatives: Councillor M Harnden, Mr Ian Paternall and Mrs Joan Gruncell

(28) **Virginia Water Community Association**

Member Representatives: Councillor J Hulley and The Mayor, Councillor P Sohi

**ASHDENE HOUSE – ST JUDES ROAD, ENGLEFIELD GREEN - APPROPRIATION**

The Committee considered a report seeking approval to appropriate Ashdene House, St Judes Road, Englefield Green for planning purposes.

The Council had resolved to redevelop the Ashdene House site for residential use. The Council’s Planning Committee had resolved to grant planning permission, subject to the prior completion of a Section 106 legal agreement to secure a financial contribution to local educational facilities. At its last meeting, the Corporate Management Committee had agreed that a Statement of Intent to pay the contribution be executed to enable determination of the application, subject to clarification on matters raised by a Member of the Committee. As those matters had been clarified, the Statement of Intent had been executed and the planning permission decision notice had been issued.

In order to facilitate the proper development for which the planning permission had been granted, it was now proposed to use the appropriation powers under section 122(1) Local Government Act 1972 to appropriate the Property to planning purposes and to use the power under the provisions of section 203 Housing and Planning Act 2016 to override any third party interests affecting the Land. Having noted the reasons set out in the report for exercising these powers, the Committee agreed that it would be appropriate for these powers to be used.
RESOLVED that—

i) Ashdene House, St Judes Road, Englefield Green TW20 0DD (the Property) shown edged red on the plan at Appendix ‘K’ to the agenda be appropriated for planning purposes pursuant to Section 122(1) Local Government Act 1972;

ii) Section 203 Housing and Planning Act 2016 be engaged to override any easements, restrictions and third party rights affecting the Land which would otherwise present the Development from proceeding; and

iii) a Memorandum of Appropriation be prepared and signed by the Corporate Head of Law and Governance to record the appropriation of the Land for planning purposes and the engagement of Section 203 of the Housing and Planning Act 2016.

WRITE-OFFS – EXERCISE OF DELEGATED AUTHORITY 2018/19

The Committee noted a report on the use of delegated powers granted to the Corporate Director of Resources to write off debts below £15,000 during 2018/19.

PROPERTY INVESTMENT STRATEGY: OPTIMISING ASSETS – LASER HOUSE

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

At its last meeting, the Committee had considered options for refurbishment or conversion to residential units of offices at Laser House, 75-79 Guildford Street, Chertsey. Three options were now put forward by Officers – minor refurbishment (option 1), more extensive refurbishment (option 2) or conversion to residential units (option 3). The Committee had agreed that a decision be deferred and that the options be referred to the Property and Acquisitions Member Working Group for consideration in detail with the Working Group to make recommendations to the Corporate Management Committee.

The Property and Acquisitions Member Working Group at its meeting on 24 April 2019 had considered all of the alternatives and supported proceeding with option 1. This was the least cost option with the shortest works programme of the three alternatives and the property could be re-let and income could be generated. The Committee noted the advantages and disadvantages and details of the costs for each option and the anticipated payback period for option 1. The Committee did not support more extensive refurbishment or residential conversion at this time, concurred with the recommendation of the Group and approved the required supplementary revenue estimate to implement option 1.

RESOLVED that—

i) Officers proceed with minor refurbishment and re-letting (option 1); and

ii) a supplementary revenue estimate be approved in the sum reported in order to pursue option 1.

STRENGTHENING THE COUNCIL’S MARKETING AND COMMUNICATIONS FUNCTION

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt
The Committee considered a report containing proposals to create three new posts within the Council’s Communications and Marketing team and delete the existing post of Communications Officer following a resignation. The new roles were proposed in order to strengthen the Council’s ability to engage with the public and businesses in new ways (e.g. through social media) helping to increase engagement with services and improving satisfaction levels, thus boosting the Council’s reputation. In addition, the new posts would support the Council’s revenue raising activity, through more professional marketing of services with the ability to draw income. Creating the roles would allow for greater connection with business units and provide a more in-depth communications resource to Officers and Members. All of these aspects would be achieved by creating positions with a marketing focus recruiting individuals with skill sets that would significantly bolster the current knowledge base in the team.

The Committee concurred with the proposals in the report and noted that Officers would be discussing ways of monitoring the impact of these new posts with the Performance and Communications Member Working Group. The Committee noted that engagement with residents who used screen based information technology regularly would be an important element of these new posts. However, Communications Officers would still continue to use print media as a way to engage with a different audience who preferred to receive information in hard copy format, such as through the Runnymede Talk publication.

The first new post was a Senior Marketing and Communications Officer, at grade 10. The Committee agreed that the total increase over the existing staffing requirement required to fund the net additional cost of this post be met from the provision held in the budget for the Corporate restructure. Two new apprentice posts would also be created of Digital Marketing and Communications Executive (at grade 8) and Communications Executive (at grade 7), which could be funded from the Council’s Apprentice Fund. A further report would be submitted to the Committee reviewing the funding of these two Apprentice posts once the postholders had achieved relevant qualifications.

RESOLVED that:

i) the post of Communications Officer be deleted from the Communications budget to be replaced by the creation of a Senior Marketing and Communications Officer post (at grade 10);

ii) a transfer in the sum reported be made from the provision held in the budget for the Corporate restructure to fund the net additional cost of the above post;

iii) a Digital Marketing and Communications Executive post be created (at grade 8);

iv) a Communications Executive post be created (at grade 7); and

v) a transfer be made of the appropriate budget from the Apprenticeship Fund to the Communications budget to cover the costs of the posts at iii) and iv) above.

PLANNING POLICY BUDGET

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.
The Committee considered whether to approve, in respect of the Planning Policy budget, additional costs for Planning Inspectorate, Counsel and Programme Officer fees and for additional Habitats Regulations Assessment work, for the Runnymede 2030 Local Plan. Two sets of hearings in respect of the Examination in Public (EiP) of the soundness of the Runnymede 2030 Local Plan had taken place and the EiP process had been extended into a third set of hearings in the 2019/20 financial year which it was anticipated which would be taking place during the summer.

The additional Planning Inspectorate, Counsel and Programme Officer costs were associated with the additional round of EiP hearings and finalisation of the Local Plan adoption. The Planning Inspectorate and Programme Officer costs were unavoidable and part of the statutory Local Plan process. Proceeding without Counsel advice to support the remainder of the EiP hearings was not a sensible course of action given the presence of Counsel and Queen's Counsels at hearings held to date who represented other parties. The Council did not have the technical expertise to carry out the additional Habitats Regulations assessment work which would be required for the Main Modifications consultation on the Runnymede Local Plan which would take place later in the 2019/20 financial year.

The Government had made it clear that it expected the Council to continue its efforts to have an up to date Local Plan in place for the Borough as quickly as possible. The Committee approved this additional funding, noting that it was an essential part of achieving the objective of delivering an up to date Local Plan. The Committee noted that it was anticipated that further supplementary budget provision might be required in order to deliver an up to date Local Plan which would be the subject of a future Committee report.

RESOLVED that-

a supplementary revenue estimate be approved in the sum reported for additional costs to be incurred, consisting of additional Planning Inspectorate, Counsel and Programme Officer fees (covering an additional round of EiP hearings and finalisation of the Local Plan adoption process) and other professional fees (covering additional Habitats Regulations Assessment work associated with the Main Modifications process).

WRITE OFFS

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraphs 1 and 3 of Schedule 12A to Part 1 of the Act.

The Committee received details of proposals to write off debts in respect of a case of Housing Benefit overpayment and a case of Housing Benefit overpayment and Council Tax arrears.

RESOLVED that-

the Housing Benefit overpayments in the sums reported and the Council Tax arrears in the sum reported be written off as irrecoverable.

CORPORATE PROPERTIES – PROCUREMENT OF INTERNAL DECORATIONS WORKS

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.
The Committee noted that a Joint Procurement and Management Agreement was in place for Runnymede Borough Council (RBC) and Spelthorne Borough Council (SBC) corporate asset maintenance which had resulted in savings to both local authorities. The Committee considered a report setting out the proposed anticipated total contract value and procurement process for internal decorations works of RBC and SBC corporate properties.

RESOLVED that –

the budget and procurement process for internal decorations works for Runnymede Borough Council and Spelthorne Borough Council corporate properties be approved.

CORPORATE PROPERTIES – PROCUREMENT OF CONTRACT FOR SERVICING AND MAINTENANCE OF LIFTS

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee considered a report setting out the proposed anticipated total contract value and procurement process for a contract to undertake routine service and maintenance of passenger lifts, disabled platform lifts and goods lifts in corporate and residential buildings of Runnymede Borough Council and Spelthorne Borough Council corporate properties.

RESOLVED that –

the budget and procurement process for a contract to undertake routine service and maintenance of passenger lifts, disabled platform lifts and goods lifts in corporate and residential buildings of Runnymede Borough Council and Spelthorne Borough Council corporate properties be approved.

DATA PROTECTION BREACHES

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The Committee noted a report setting out details of breaches across the Council of the General Data Protection Regulation since its implementation in May 2018. Where cases had been reported to the Information Commissioner’s Office no further action had been taken as the Council had been able to demonstrate that it had mitigated the risks identified and had learnt from the incident. The Committee noted the actions which had been taken as a result of the data breaches identified. It was agreed that the Committee would be advised whether or not the Council’s current policy was to redact the personal details of objectors to planning applications.

(The meeting ended at 10.04 p.m.) Chairman
4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings. Members are advised to contact the Council’s Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council’s representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member’s judgement of the public interest.

6. REFERENCE FROM HOUSING COMMITTEE

Provision of Affordable Housing using Right to Buy Receipts (Housing – Angela Horsey)

Synopsis of report:

To receive a reference from the Housing Committee on the continuation of the scheme to assist the acquisition of additional Affordable Housing by partner Registered Providers, using 1-4-1 Right to Buy receipts.

Recommendation:

To recommend to Full Council that a supplementary capital estimate of £500,000 a year for the next five years commencing 2019/20 be approved for the purposes set out in paragraph 6 below.

1. At its meeting on 5 June 2019, the Housing Committee received a report detailing Right to Buy receipts spent in 2018/19 and how receipts were planned to be spent in 2019/20.

2. In June 2012 Runnymede Borough Council signed an agreement with the Ministry of Housing Communities and Local Government (MHCLG) under Section 11(6) of the Local Government Act 2003, whereby the Council was allowed to use its retained Right to Buy receipts on the provision of new Affordable housing within three years of receipt. The agreement with the MHCLG set out the terms under which the Council was permitted to use the retained element of Right to Buy (RTB) receipts (known as 1-4-1 receipts) and how the level of receipts was to be determined. The Agreement stipulated that 1-4-1 receipts must be spent on additional social housing in Runnymede. These 1-4-1 receipts could only represent 30% of the costs of any new developments or acquisition, with the Council (or its partners) needing to fund the remaining 70% of the costs. Unspent balances not spent in the required timescale, must be paid to the MHCLG along with an interest payment.

3. The Housing Committee received details on new affordable housing delivered in the Borough in 2018/19 along with details of the proportions funded by retained 1-4-1 receipts. Based on the Right to Buy sales in the preceding years, the following sums represented the total spend required to fully utilise receipts.
4. Officers planned to spend these sums to ensure the retained receipts were not lost. If they were not spent by the deadline, the interest penalty would also have to be paid. In 2019/20 Officers planned to spend the 1-4-1 receipts on the Housing developments at St.Georges Road and Dunkirk Nurseries, Ripley Avenue and garage conversions at Englefield Green using reserves in the HRA for the balance of the costs.

5. The costs and timescales for new development could vary so to try and ensure that the Council met its obligations to spend the retained receipts within the prescribed timescales, it was necessary to have alternative plans such as strategic purchase acquisitions, which could be achieved relatively quickly.

6. Accordingly, this Committee is asked to recommend to Full Council that a supplementary capital estimate be approved for the sum of £500,000 for the next five years. This would enable the Council’s Housing Business Centre to continue to work in partnership with Registered Providers in the acquisition of affordable housing in the Borough to which the Council will have nomination rights, and this expenditure will be financed from retained 1-4-1 Right to Buy receipts.

(To recommend)

Background papers

None stated

7. REFERENCE FROM COMMUNITY SERVICES COMMITTEE

Family Support Programme Update (Community Development – Chris Hunt)

Synopsis of report:

This report provides an update on the funding position for the Family Support Programme following the restructure of Surrey Council Council’s Children’s Services and the delivery of Family Services in the County. It also highlights the future funding the Council will need to provide to keep the Family Support Programme operating from April 2020.

Recommendation:

the inclusion of £89,000 in the Medium Term Financial Strategy for the start of the financial year 2020/21 be approved to cover the cost of maintaining the Family Support Programme each year.

1. The troubled family initiative was introduced to change the repeating generational patterns of poor parenting, abuse, violence, drug use, anti-social behaviour and crime in the most troubled families in the UK. In Surrey the initiative was rolled out across the districts and boroughs and has been known as the Family Support Programme (FSP).

2. At its meeting on 13 June, the Community Services Committee received an update on the performance of the FSP, which had been delivered on behalf of Surrey County Council in partnership with Surrey Heath Borough Council since 2013.

3. Whilst the programme itself was successful, working with 55 families across the two boroughs in 2017/18; and achieving many positive outcomes, the future funding of the
programme was uncertain following a significant restructure of the County Council’s Children’s Services and the fact that the Government up front and payment by results funding will cease in March 2020.

4. In January 2019 it appeared that Surrey County Council (SCC) would be looking for Boroughs and Districts to find half of the programme costs currently received from the Government. Fortunately, this has proven not to be the case with SCC agreeing to mainstream the budget for the FSP currently received from the Government.

5. Even though SCC has agreed to provide half of the programme costs, this still leaves a funding gap of £178,000 which has, over the years, been covered by Surrey Heath. Unfortunately, they are unable to continue doing this from April 2020. Therefore, there will be a requirement for Runnymede to make a contribution of £89,000 in 2020/21 to cover half of the additional budget costs for the next financial year. The other half of the additional budget costs will be met by Surrey Heath.

6. No budget has yet been approved for 2020/21. The Council’s Medium Term Financial Strategy (MTFS), which forms the basis of budgets for future years does not contain a provision for this service. If Members wish to carry on providing this scheme, approval will be needed to add the costs onto the next update of the MTFS later in the year. This Committee is accordingly requested by the Community Services Committee to approve the inclusion of £89,000 in the MTFS for the start of the financial year 2020/21 to cover the cost of maintaining the FSP each year.

7. The Community Development Business Plan has an objective to review the future funding needs of the FSP in conjunction with Surrey Heath Borough Council and Surrey County Council.

8. One of the key priorities of the Corporate Business Plan 2016-2020 is supporting local people and in particular improving the quality of life for those who are vulnerable or deprived.

(To resolve)

**Background papers**
FSP report January 2019
Surrey Family Support Programme EIA 2013
Report to Community Services Committee, June 2019.

8. VOLUNTARY SUPPORT NORTH SURREY – REPLACEMENT REPRESENTATIVE (LAW AND GOVERNANCE – CAROL HOLEHOUSE)

**Synopsis of report:**

To appoint a replacement Representative to Voluntary Support North Surrey.

**Recommendation:**

A Replacement Representative be appointed to Voluntary Support North Surrey for the term of office expiring May 2021.

Following former Councillor Rubidge not being re-elected in May, the Committee is asked to appoint a replacement representative for the remainder of former Councillor Rubidge’s term of office expiring May 2021. The replacement Representative must be a Member of the Council. Voluntary Support North Surrey meets 6 times per annum at 10am at the Sainsbury’s Centre in Chertsey. They also have networking events and presentations but attendance at those is
voluntary. This body is independent of the Council and is advisory or consultative and appointees have a representative function rather than an executive one. The purpose of the appointment is to speak on behalf of Runnymede Borough Council. Appointees should not find themselves participating in any act which incurs legal liabilities. The Council’s other representative on Voluntary Support North Surrey is Councillor D. Clarke.

(To resolve)

Background papers

None stated

9. SOUTH EAST EMPLOYEES REPRESENTATIVES FOR 2019/20 (LAW AND GOVERNANCE – CAROL HOLEHOUSE)

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<td>To appoint two representatives to South East Employers.</td>
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<th>Recommendation:</th>
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<td>Two Member representatives be appointed to South East Employers for 2019/20.</td>
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Following the decision of Corporate Management Committee at its last meeting to continue membership of SEE until further notice, it is necessary to appoint the Council’s two representatives for 2019/20. The current representatives are Councillor M Maddox and Councillor L Gillham, both of which have indicated they are happy to continue. Meetings are held every 2 months and are either held in London or Winchester. This body is independent of the Council and is advisory or consultative and appointees have a representative function rather than an executive one. The purpose of the appointment is to speak on behalf of Runnymede Borough Council. Appointees should not find themselves participating in any act which incurs legal liabilities.

(To resolve)

Background papers

None stated

10. EXCLUSION OF PRESS AND PUBLIC

OFFICERS’ RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection
11. ASHDENE REGENERATION PROJECT – APPOINTMENT OF CONTRACTOR AND FUTURE OPTIONS FOR THE SITE

12. RUNNYMEDE REGENERATION PROGRAMME – EGHAM GATEWAY WEST: APPROVAL OF THE INTERIM SITE DEVELOPMENT PLAN

13. REFERENCE FROM COMMUNITY SERVICES COMMITTEE – SEND TRANSPORT SERVICES IN PARTNERSHIP WITH SURREY COUNTY COUNCIL

14. REFERENCE FROM COMMUNITY SERVICES COMMITTEE – SOCIAL PRESCRIBING IN NORTH WEST SURREY

15. URGENT ACTION – STANDING ORDER 42

16. PLANNING POLICY RESOURCES (TO FOLLOW)

Confidential Information

(No reports to be considered under this heading)