

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

Elmbridge Borough Council

Cabinet

Report of a meeting held on 18 September 2019

Members of the Cabinet:

S.J. Selleck (Leader)

\* Andrew Davis (Deputy Leader) (in the Chair)

Mrs. C. Elmer	*	C.R. Sadler
* C.R. Green	*	Mrs. T. Shipley
* Mrs. M. Marshall	*	Mrs. J.R. Turner
* Mrs. K. Randolph		

Also present:

J.W. Browne, A.P. Burley, B.J.F. Cheyne, G.P. Dearlove, B. Fairbank, N. Haig-Brown,  
N. Houston, M.F. Howard, Mrs. S.R. Kapadia, A. Kelly, Rachael I. Lake,  
Mrs. R. Mitchell and S.J. Waugh

15/19 Declarations of Interest

There were no declarations of interest.

16/19 Minutes of the Cabinet meetings held on 5 June and 3 July 2019

The Minutes of the Cabinet meetings held on 5 June and 3 July 2019 were agreed as correct records.

**Recommendations to Council on 2 October 2019**

17/19 2019/20 1st Quarter Council Performance Report

(Link to Council Priorities: All)

The Deputy Leader introduced the first quarter's performance monitoring report in respect of the 2019/20 performance indicators and Council Plan objectives. It was noted that this report had been presented to the Performance and Finance Standing Panel on 17 September 2019.

In the first quarter, 27 (82%) performance indicators and 13 (72%) Council Plan objectives were on target.

The Cabinet considered the progress made during the first quarter and the opportunity was taken for each of the Portfolio Holders to provide updates in respect of their areas of responsibility.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

In respect of the Community and Corporate Development Portfolio, the Deputy Leader was pleased to report that the quarterly monitoring showed that 90% of customers were satisfied with the time taken to answer their call, compared to the target figure of 80%. Furthermore, 78% of customers were satisfied with the service provided, compared to the target figure of 75%. This reflected the Borough's focus and achievement in upholding customer service as a core value.

In respect of the Planning Portfolio, the Portfolio Holder briefly commented on progress with regard to the development of a new Local Plan. She reported that the consultation was still live and would close on 30 September 2019. The recent Local Plan presentations had been well received by the residents either through attendance at the Civic Centre or by viewing the presentation via the webcast. In respect of the events, the Portfolio Holder thanked the Strategic Director, Head of Planning Services and the Local Plan Manager for giving the presentations and for answering residents' questions in a clear and honest manner. She also encouraged all Members to actively promote the consultation so that the views of residents from across the Borough could be obtained. Whilst reminding Members of the change in the Scheme of Delegation that had been agreed by the Planning Committee in July 2019, the Portfolio Holder was also pleased to report that all the Performance Indicators in respect of Planning were satisfactory and on target for Quarter 1.

The Portfolio Holder for Housing then provided an update in respect of housing matters. In respect of Performance Indicator L-HS1 (Number of affordable homes delivered (gross) – cumulative), the Portfolio Holder reported that whilst only one affordable home had been delivered in Quarter 1, the affordable housing delivery schedule indicated that the Council was on course to see approximately 180 affordable homes delivered in 2019/20. With regard to Performance Indicator L-HS2 (Number of households in temporary accommodation), the Portfolio Holder expressed concern that as at 13 September 2019, the number of households in temporary accommodation was 57. Of these, 22 had been placed in accommodation outside of the Borough, and 10 being placed in bed and breakfast with shared facilities. He reported that plans to increase the supply of temporary accommodation within the Borough should help reduce the need to place households out of Borough and officers were reviewing a range of options available in this regard. In conjunction with Transform Housing and Walton Charity, the Portfolio Holder updated that an office block in Walton had been acquired and was in the process of being converted into 6 flats that would be available for use by single homeless young people. With regard to Housing Benefits, the Portfolio Holder was pleased to report that the number of calls received in this regard had reduced from 1,337 a month in April 2018 to 726 a month in September 2019 and significant improvements had been made in processing Housing Benefit claims.

In respect of the Environment Portfolio, the Portfolio Holder for Environment reported that with regard to Performance Indicator L-ES2(a) (Percentage of household waste sent for recycling (Joint Waste Contract Service Objective Standard), the recycling rate was still being impacted by contamination and outlets for mixed plastics. In this regard, work continued on contamination and engagement campaigns to improve the quality of materials collected.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

Furthermore, work with Surrey County Council and Grundon's to find alternatives for mixed plastic recycling was in progress. In respect of Performance Indicator L-ES9 (Missed bin collections per 100,000 (Joint Waste Contract Performance Standard), disappointingly the target was still not being met. However, improvements had been made compared to the same quarter in 2018/19. All other Performance Indicators continued to perform well.

The Portfolio Holder for Social Affairs then provided a brief update in respect of her Portfolio. Having studied the performance indicators, the Portfolio Holder was pleased to report that all indicators were on target. However, the two Bank Holidays in April 2019 had had a small impact on the number of passenger journeys undertaken on Dial-a-Ride, Hire-a-Bus and the Community Cab scheme (L-CS29), compared to Quarter 4 in 2018/19. In addition, the number of volunteer sessions including Meals on Wheels and Centres (L-CS4) was slightly down compared with the previous year's results. The Portfolio Holder thanked the Head of Community Support Services and her Team for consistently achieving excellent results.

The Portfolio Holder for Resources then provided a brief update in respect of the Resources Portfolio. With regard to Performance Indicators L-LT1(a) (Percentage of Council Tax collected – current year only) and L-LT2(a) (Percentage of Non-Domestic Rates collected – current year only), the Portfolio Holder was pleased to advise that both these indicators were above the target for 2019/20. He further reported that it had been a busy period for the Finance Team given that they had been required to prepare and submit the Council's Statement of Accounts for auditing by 31 July 2019. The Team had worked extremely hard especially given the added pressure following the announcement of the McCloud Judgement which had resulted in an increase in the Council's net pension liability within the Statement of Accounts of £1.7 million. Despite the reductions in Government and Surrey County Council funding going forward, the Council was in a strong financial position.

In respect of the Leisure and Culture Portfolio, the Portfolio Holder advised that with regard to Performance Indicator L-LCS16 (Number of people engaging with Museum Learning Service activities), due to staffing matters this target had not been met. It was hoped that as the Learning and Outreach Officer post would be filled in September 2019, the learning service would improve in Quarter 2. The Portfolio Holder also updated that the new programme for the Royston Pike Lectures had now been published together with the Healthy Walks and Rides Programme.

**Recommended: that**

- (a) progress against the performance dashboard be noted;**
- (b) progress against Council Plan objectives be noted; and**
- (c) the comments provided for the targets showing an amber or red traffic light arising from (a) and (b) above be noted.**

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

18/19 2019/20 1st Quarter - Crime and Disorder Benchmarking Report

(Link to Council Priorities: All)

In the Portfolio Holder for Community and Corporate Development's absence, the Portfolio Holder for Environment introduced the report that provided an overview of the different types of police recorded crime in Elmbridge which had been taken from the Police Recorded Crime Survey. The data within the report was based on a 12-month period and would be updated each calendar quarter (Quarter 1: January – March; Quarter 2: April – June; Quarter 3: July – September; and Quarter 4: October – December).

The Portfolio Holder for Environment provided a brief update on the crime statistics for Elmbridge, the details of which were set out in the report. The Cabinet noted that for future reports, the figures would also include monthly local crime statistics and updates from the Community and Safety Partnership regarding actions being taken with regard to all the issues detailed in the report.

The Portfolio Holder also took the opportunity to thank Borough Commander Dallas McDermott, who had recently been promoted within Surrey Police, for all his help and assistance during his time at Elmbridge and wished him well for the future. She also welcomed the new Borough Commander, Bert Dean and looked forward to meeting him in the near future.

**Recommended: that the data within the report be noted.**

19/19 Medium Term Financial Plan and Budget Strategy 2020/21

(Link to Council Priorities: All)

The Portfolio Holder for Resources introduced the report and reminded Members that the Council took a multi-year approach to its budget planning.

Following the agreement of the Medium-Term Financial Strategy (MTFS) by Council in February 2019, Members considered a report that consolidated and updated the financial strategy of the Council in readiness for the preparation of the 2020/21 revenue and capital budgets. The timetable that the budget process would follow in order to present the 2020/21 budget to Council in February 2020 was also provided and it was recognised that this would be subject to the Spending Review announcements that were due later in the year.

While the Council had set a balanced budget for 2019/20 and was working from a sound financial base, a very challenging period continued to face the public sector, including local authorities. The Portfolio Holder reported that this was due to the severe reduction in funding from central Government. Further complications also existed following the recent change in Government and the announcement on 4 September 2019 that there would not be a four-year spending review as anticipated, but a one-year spending round. As only high-level figures for the Local Government sector had been provided, this made it impossible to determine what the final settlement figure would be.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

The Portfolio Holder updated that the Business Rates pilot was due to end in March 2020 and at this time it was unclear as to the position from 2021 onwards. The Government was also likely to propose a 2% cap on Council Tax increases together with a further 2% in respect of any Adult Social Care precept.

In respect of the Fair Funding Review and the 75% Business Rates Retention Scheme, the Portfolio Holder updated that decisions in this regard had now been postponed until 2021 or even later.

The Portfolio Holder provided an update in respect of the known additional spending pressures for 2019/20 which included a reduction in the waste and recycling funding from Surrey County Council, possibly the support for some of the services provided for the elderly, and the triennial valuation of the Local Pension Scheme, which could result in the Council being expected to increase its contributions by up to £240,000 a year.

The Cabinet noted that there was a need to make new savings and identify additional income annually in order to meet the challenge of rising costs and reduced external funding. It was acknowledged that fees charged for services should be continually reviewed, benchmarked and revised as appropriate.

The Portfolio Holder reported that the MTFs had been updated and the funding gap for 2020/21 was a minimum of £1.3 million which was dependent on the local government finance settlement, and in particular the position with regard to a possible negative Revenue Support Grant. The aim was to be in a position where the Council could continue to provide the essential services that the residents of the Borough expected, whilst minimising the need to draw on reserves.

In this regard, the Portfolio Holder drew Members' attention to an important comment that had been included within Grant Thornton's 2018/19 Audit Findings report, which stated:

'Although adequate arrangements are in place to support your medium-term financial position, we will continue to review any reliance placed on the continued use of reserves for on-going expenditure. As part of this we will continue to review your approach to setting fees & charges and council tax increases. It is important you achieve a strong financial position for the medium-term given the funding uncertainties faced by the sector.'

On consideration of the report, the Deputy Leader invited Councillor Mrs. R. Mitchell, a Hersham Village Ward Councillor, to address the meeting. Councillor Mrs. Mitchell advised that the Performance and Finance Standing Panel had met the previous evening and had recognised the challenges facing the Council with regard to the funding gap of up to £5 million in the medium-term. The Panel discussed these challenges in detail and it had been agreed that a report outlining a number of ideas in this regard would be presented to the Overview and Scrutiny Committee in November 2019.

**Recommended: that**

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

- (a) the budget principles on which the Budget Strategy report was based and the approach to meeting the budget reduction requirement in 2020/21 and across the period of the Medium-Term Financial Strategy be agreed;**
- (b) Officers liaise with relevant Portfolio Holders to identify potential savings and additional income to assist in addressing the budget gap to enable a balanced budget to be set aside for 2020/21 and the period of the Medium-Term Financial Strategy;**
- (c) in principle, any growth in individual service areas will need to be funded by corresponding savings / incomes;**
- (d) the budget timetable, as set out in Section 8 of the report, be adopted and the work outlined be progressed with a view to informing budget preparation subject to Spending Review announcements; and**
- (e) authority be delegated to the Strategic Director and Deputy Chief Executive, as Section 151 Officer, in consultation with the Leader and the Portfolio Holder for Resources, to submit an application to be part of a 75% business rates retention pilot (or pool) for 2020/21, following careful consideration of the implications, if these arrangements are available.**

#### 20/19 Elmbridge Civic Improvement Fund

(Link to Council Priorities: Economic Development)

The Portfolio Holder for Resources introduced the report and reminded Members that the Elmbridge Civic Improvement Fund (ECIF) had been established in 2009 to provide investment to make the Borough's high streets and town centres more attractive shopping destinations. The Fund had been created with £1 million from the Local Authority Business Growth Incentive (LABGI) scheme.

In addition to town-wide projects which had improved the streetscape of the Borough's high streets, more than £880,000 had been awarded to local businesses for specific projects such as shop front improvements.

With regard to the Elmbridge Start Up Fund, Members noted that this had also provided a vital source of funding for new businesses, delivering more than £40,000 to help start-ups during their crucial first year of trading.

In order to improve the Elmbridge Civic Improvement Fund going forward, the Portfolio Holder advised Members of the following proposed changes to the criteria and processes:

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

- as there had been no grants awarded for the learning and training project type, this element be removed from the criteria;
- in order to encourage collective action by retailers to enhance sustainability in the Borough's town centres, the following be added to the community improvement project element and any such environmental grant be capped at £2,000:  
  
    'Projects by a group of retailers that improve environmental sustainability of the town centre or high street'; and
- in order to streamline the grant approval process, the threshold for approval by the Leader of the Council and the Chairman of the Overview & Scrutiny Committee be increased to grants above £7,500.

With regard to the future development of the Fund, given the changing technological and consumer trends which were now affecting independent retailers, it was proposed that a new Elmbridge Digital High Street Fund be created which would give retailers the tools to compete in the online marketplace. It was anticipated that this would complement and not challenge their physical position in the high street.

The Portfolio Holder reported that in order to increase the longevity of ECIF and to enable the creation of the new digital grant scheme, it was proposed that a further £150,000 be transferred from LABGI to ECIF. This would also allow ECIF and its schemes to be extended to 31 March 2021.

**Recommended: that**

- (a) learning and training projects be removed from the Elmbridge Civic Improvement Fund criteria;**
- (b) a new Elmbridge Digital High Street Fund be created;**
- (c) environmental projects be added to the existing Elmbridge Civic Improvement Fund community improvement project type;**
- (d) £150,000 be transferred from the Local Authority Business Growth Incentive scheme (LABGI) to the Elmbridge Civic Improvement Fund;**
- (e) the Elmbridge Civic Improvement Fund be extended for a further two years until 31 March 2021; and**
- (f) the threshold for approval by the Leader of the Council and Chairman of the Overview & Scrutiny Committee be increased for those grants above £7,500.**

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

## 21/19 Reopening of the Hersham Village Hall

(Link to Council Priorities: All)

The Portfolio Holder for Leisure and Culture introduced the report and reminded Members that in September 2018, initial funding had been made available to enable the Council to evaluate potential options for the Hersham Community Centre and Village Hall, part of which was to develop a strategic document that would include master planning together with stakeholder engagement.

Following the appointment of a professional team, and the creation of a Member Reference Group, a public consultation exercise was undertaken in January 2019. A total of 1,131 responses had been received, with the overwhelming response being in favour of the reopening of the Village Hall for hiring out and general community space. This had been fully supported by the Member Reference Group and, whilst the Group had acknowledged that new homes, including affordable, were essential, they considered that Hersham was due some respite given that the area had already seen several new developments.

The Member Reference Group had met in March 2019 and had discussed three options for the site and after careful consideration had agreed to pursue Option 1. Option 1 would involve undertaking the necessary works required to reopen a statutory compliant hall with a guaranteed life expectancy of at least a further five years. Any enhancements, including the provision of new kitchen and toilet facilities, could be considered as Phase 2 of the project and an application in this regard could be submitted to the Esher and Hersham Local Spending Board for Community Infrastructure Levy (CIL) funding towards these enhancements, at a future date.

The Portfolio Holder advised that the Member Reference Group had met in June 2019 and had been advised that certain areas within the Hall had not been surveyed due to the lack of utility connections within the building. This included surveying the lifts, electricals, asbestos etc. As the Pick Everard condition survey had only been a visual inspection, a more in-depth survey had been commissioned and undertaken in July 2019.

Members were reminded that in July 2019, the Council had agreed a motion declaring a climate emergency. In this regard, the Member Reference Group took the opportunity to consider again in depth this project to guarantee that a re-opened Village Hall would meet energy Regulations and ensure that the Council was complying with its promise to achieve carbon neutral status by 2030. The Portfolio Holder reported that the Member Reference Group had visited the site in August 2019 whereby the independent survey undertaken by the consultants had been reviewed. This had been subsequently followed by a meeting of the Member Reference Group where it had been unanimously agreed that Option 1 - re-opening the Hall, be pursued with an aim to have it re-opened for public use by Spring 2020.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

With regard to funding the refurbishment works, the Portfolio Holder advised that the cost of rectifying the current defects / repairs had been estimated at £650,000 exclusive of VAT. It was proposed that this sum be funded from capital receipts and the ongoing revenue cost, estimated to be £100,000 per annum, would need to be reviewed on an annual basis.

The Portfolio Holder for Resources indicated his support for the refurbishment and re-opening of Hersham Village Hall and commented that the final specification would be better than had originally been expected whereby the entire toilet facilities would be replaced. He considered that by progressing a new build facility on the site would have its risks and given that planning permission would be required together with the process for a new build (design, tenders, build etc.) this could take up to 5 years to complete. Accordingly, he considered that the proposal was the practical way forward and would enable sufficient time to consider the long-term future of the facility.

The Portfolio Holder for Social Affairs concurred with the Portfolio Holder for Resources and commented that she also supported the refurbishment and re-opening of the Hersham Village Hall.

Whilst acknowledging the views of her fellow Cabinet Members, the Portfolio Holder for Environment commented that unfortunately she could not support the recommendations as set out in the report as she considered it was not financially viable to spend £650,000 refurbishing the existing Hersham Village Hall. In addition, given that the Council had declared a climate emergency in July 2019, to refurbish a Council-owned asset that currently had a 'G' rating and which following the works would end up at best with a 'D' rating, did not in her opinion justify the spending of £650,000.

The Portfolio Holder for Housing, who was also a Hersham Village Ward Councillor, provided Members with a brief summary of the history of the site and in particular the Village Hall. He reminded Members that the Hall had been closed 3 years ago due to health and safety issues. Whilst the Council had agreed to refurbish the Centre for the Community at that time, the decision to close the Village Hall had been made. He updated that the Member Reference Group had agreed to support the refurbishment and re-opening of the Hall and a promise in this regard had been made to the residents of Hersham. He agreed that when the Hall had been open, usage figures had been low. However, he considered that as it was being proposed that the Community Support Services team would undertake the bookings for events / facilities going forward, the re-opened Village Hall would be a great asset for Hersham.

The Portfolio Holder for Social Affairs further commented that whilst she had every sympathy with the views made by the Portfolio Holder for Environment, her main concern was the Hersham Centre for the Community. She advised that it had been suggested that should a comprehensive development be undertaken on the site, a modular building would be provided for use by the Community Support Services team as a Centre. In her opinion, this type of building would not be satisfactory given the services currently provided at the

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

Centre together with the number of daily users. Accordingly, she reiterated her support for the refurbishment and re-opening of the Village Hall.

In response, the Portfolio Holder for Environment recognised how traumatic change could be for the elderly and vulnerable. However, in light of the climate emergency declaration, there was now an opportunity to create a facility that would last longer than the proposed 5-year lifespan of the Village Hall.

The Deputy Leader then invited Councillor Mrs. R. Mitchell, a Hersham Village Ward Councillor, to address the meeting. Councillor Mrs. Mitchell reminded Members that a survey had been undertaken in early 2019 and having received a fantastic response rate, the result was that the residents of Hersham wanted the Hall to be re-opened. Personally, she considered that the views of the residents should be listened to and therefore the Hall should be refurbished and re-opened.

Having considered the report and the comments made, the majority of the Cabinet

**Recommended: that**

- (a) the Hersham Village Hall be re-opened and a sum of £650,000 be made available to enable the Hall to be re-opened to the community;**
- (b) the funding be allocated from capital receipts; and**
- (c) it be noted that an annual revenue budget allocation would need to be included in the 2020/21 Budget and future years for the maintenance and operating costs of the Village Hall, currently estimated to be £100,000 per annum.**

22/19 Asset Management Plan and Associated Strategies

(Link to Council Priorities: All)

The Portfolio Holder for Resources introduced the report and advised Members that the Asset Management Plan was a strategic document that set out the Council's approach to the way in which the Council managed its land and property asset base.

The Cabinet noted that the previous Asset Management Plan approved in 2014 had now been refreshed and the new Plan covering the period 2019-2024 detailed the Council's plan in relation to the corporate property portfolio of operational and non-operational holdings, for the next five years.

The Portfolio Holder reported that the Council's land and property holdings had a total 'net book value' of approximately £194.5 million which comprised investment assets worth £92 million and operational assets with a value of £102.5 million.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

The Cabinet welcomed the comprehensive report and noted that the Asset Management Plan and associated strategies was a good framework for the management of the Council's assets.

The Portfolio Holder for Housing queried whether the Council owned any commercial units that could be converted into residential units. The Portfolio Holder for Resources advised that consideration had been given to converting one of the commercial office spaces in to residential but due to a lack of amenity space this was not being progressed. However, officers would continue to consider commercial units for conversion to residential units as and when appropriate.

**Recommended: that the Asset Management Plan and Associated Strategies, as attached as Appendix A to the report, be adopted.**

23/19 Community Support Services permanent staffing requirements / fees and charges

(Link to Council Priorities: Wellbeing / Quality Services)

The Portfolio Holder for Social Affairs introduced the report that detailed various staffing requirements together with proposals for increases to the Community Support Services fees and charges with effect from January 2020.

Community Support Services provided a wide range of specialist services to enable an ageing population across the Borough to stay independent by providing services within Centres and to the people's homes. This ensured residents could maintain independence by accessing vital support and also providing support to family carers. The range and depth of services provided was unique across Surrey and the need to sustain these services with appropriate staffing levels was recognised.

The Portfolio Holder reported that in order to maintain core services, there was a need to provide for a robust staffing structure going forward enhancing the staff team accordingly as well as looking to ensure there was a sustainable provision for the future through appropriate and balanced fees and charges.

With regard to the Cobham Link Service, as the service and reputation had grown, it was proposed that the 25 hour a week Cobham Link Centre Assistant post be made permanent and the additional cost be funded from increases in income from volume / daily charges.

In respect of the Community Alarm and Telecare Service, due to the growth in customers across the board together with the range of new product developments, it was proposed that the 21.6 hour a week Community Alarm and Development Officer post be made permanent and the additional cost be funded from increases in volume / monthly charges. The Portfolio Holder also took the opportunity to advise of an amendment to the report whereby in the Financial implications section for the Community Alarm income, the wording should read 'the net income is £20,200' and not 'net expenditure'.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

The Portfolio Holder reminded Members that following on from the Transport Review considered in January 2019, it was proposed to introduce 3 part-time (3 days a week) contracted driver posts which would provide more stability to the service going forward. It was noted that the cost of introducing these posts would have a nil growth in terms of budgetary implications as it could be achieved by moving the casual driving salary to contracted salaries.

With regard to the Relief Carers Scheme, the Cabinet were advised that the service and in particular the staffing position, had been reviewed in order to ensure that it was fully sustainable to maintain the 12 specialist groups that were in place. Accordingly, following this review, the Portfolio Holder reported that whilst 3 staff members had originally indicated they would like to move from casual to contracted hours, she was pleased to report that a fourth staff member had now requested a similar transfer.

Aside from the staffing requirements, the Portfolio Holder advised Members that a review had been undertaken of the current fees and charges for the services provided by the Community Support Services Team. Having compared the fees and charges with other Boroughs and Districts across Surrey, the Cabinet acknowledged that with the proposed increases, the Council's fees and charges would still remain at the lower / middle end of the other Surrey Authorities.

Whilst increases had not been proposed for the Hire of Centres, the Breakfast service and Community Cab, Members noted that in order to keep up with rising costs, increases in the fees and charges for the Community Alarm Service, Relief Care for Day Care and the Sitting Service; Meals on Wheels; the Tea Time Service; Centre meals; transport services; and the Centres and Community Transport membership annual subscription, had been proposed, the details of which were outlined in Appendix A of the report.

Finally, the Portfolio Holder reported that as a number of core principles had now been established with regard to fees and charges increases, it was proposed that the levels of increases for 2020/21 form the principle of increases for the next 3 years.

On consideration of the report, the Portfolio Holder for Housing commented that whilst no-one liked to see charges being increased, the proposed increases, as outlined in Appendix A, were small in nature. In his opinion, he considered that Surrey County Council should be funding the provision of Centres for the Community and not the Borough Council. He also thanked all the staff and volunteers who worked across the Council's Centres for the Community for all their hard work in serving the elderly and vulnerable residents of the Borough.

The Cabinet welcomed the comprehensive report and update from the Portfolio Holder for Social Affairs and

**Recommended: that**

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

- (a) the Cobham Link Centre Assistant post (25 hours a week) be made a permanent position (with the additional cost funded from increases in income from volume / daily charges);**
- (b) the Community Alarm and Telecare Officer post (21.6 hours a week) be made permanent (with the additional cost funded from increased income from volume / monthly charges);**
- (c) 3 part-time Community Transport Contracted Driving posts be introduced and this be achieved within existing budgets by moving casual driving salary to contracted salaries;**
- (d) 4 part-time Relief Care staff contracted posts be introduced and this be achieved within existing budgets by moving casual staffing salary to contracted salaries;**
- (e) proposals for Community Support Services fees and charges, as detailed in Appendix A of the report, be agreed and come into effect in January 2020 to sustain key services and remain in the middle quartile of fees and charges when comparing other Surrey authorities; and**
- (f) given that outside financial support from Surrey County Council for several services had reduced in recent years and that there may well be further reductions in the three years beyond 2020/21, the principles with respect of fees and charges increases outlined in the report be adopted for a further 3 years from 2020/21.**

24/19 Parking Enforcement Contract: Award

(Link to Council Priorities: Economic Development, Character & Environment, Quality Services)

The Portfolio Holder for Transport introduced the report and advised the Cabinet that the current Parking Enforcement Contract with NSL Ltd. was due to expire on 27 March 2020.

Members noted that a procurement process for a new Parking Enforcement Contract had been undertaken. The initial term of the new Contract would be 3 years in order to align its expiration with the current Agency Agreement with Surrey County Council which was due to expire in April 2023. The new Contract would also include an optional extension of up to a further 5 years in the event that a new Agency Agreement was entered into with the County Council.

With regard to the selection process, it was noted that two tenders had been received. Each tender submission had included a priced schedule for the delivery of the service. Having sought tenders on the basis of the 'most economically advantageous tender' with equal weighting given to price and quality, the Cabinet noted that the lowest priced tender had received the

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

maximum number of points. Therefore, in accordance with Contract Procedure Rule 26.43, it was proposed that the Contract be awarded to Bidder B, the details of which were outlined in Annex A of the report.

During consideration of the report, the Portfolio Holder for Housing highlighted that the charging times for Elmbridge's car parks differed by an hour with the charging times for Surrey County Council's on-street parking and asked whether a more joined up approach would be considered in the future. The Portfolio Holder for Transport advised that discussions would be held with Surrey County Council in the future and that this particular issue was currently being consulted on in the Weybridge area.

**Recommended: that Bidder B, who had submitted the most economically advantageous tender, be awarded the Parking Enforcement Service Contract.**

#### 25/19 Leisure Management Contract Procurement Update

(Link to Council Priorities: Community Wellbeing – supporting communities to become healthier)

The Portfolio Holder for Leisure and Culture introduced the report that provided an update of progress in the procurement of the Leisure Management Contract and detailed the shortlisted companies who would be invited through to the Invitation to Tender stage in September 2019.

The Cabinet was reminded that the current Leisure Management contract, which was managed by Places Leisure and which was due to end on 14 August 2021, included the Xcel Leisure Complex, Hurst Pool and the four remaining public halls, namely King Georges Hall, Elm Grove Hall, the Cecil Hepworth Playhouse and Vine Hall. The Synthetic Turf Pitch (STP) and pavilion contract was also managed by Places Leisure and was co-terminus with the current Leisure Management Contract.

At Cabinet in March 2019 it had been agreed that the Xcel Leisure Complex, Xcel Sports Hub, Synthetic Turf Pitch (STP) & pavilion, and Hurst Pool would be re-let as one Leisure Management Contract for a period of 10 years with the option to extend for an additional 5 years. This contract would commence in August 2021. It had also been agreed that the new contract would include a break clause to allow for a refurbishment or new build leisure facility to address the future of Hurst Pool which was reaching the end of its useful life.

The Portfolio Holder provided a brief update in respect of the procurement of the contract and it was noted that the Official Journal of the European Union (OJEU) Notice had been dispatched on 1 July 2019. The Cabinet was pleased to note that expressions of interest had been received from 24 companies and all of the companies had been invited to attend a tour of the sites on 17 and 18 July 2019. Following the tour, a number of the companies had submitted Selection Questionnaires (SQ) which had been evaluated by officers and Strategic Leisure to ascertain due diligence and quality responses. Having

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

passed the SQ stage, four companies would go forward to the Invitation to Tender stage in September 2019.

The Portfolio Holder also reported that in order to support the re-tendering process there had been an increase in the professional costs of £75,000 which it was proposed would be funded from the Corporate Initiatives and Contingency budget for 2019/20.

On consideration of the report, the Deputy Leader invited Councillor B.J.F. Cheyne to address the meeting in his capacity as Chairman of the Leisure Facilities Member Reference Group. Councillor Cheyne provided a comprehensive update in respect of the work to date of the Leisure Facilities Member Reference Group. He reported that discussions had taken place in respect of concessionary pricing, the current More Card scheme, and options available for the future of Hurst Pool. With regard to concessionary pricing, he reported that at the last meeting of the Group, Members had considered that any increases in concessionary charges should be based on CPI rather than RPIX within the new contract in order to reduce the financial impact on the end user. Councillor Cheyne also advised that a tour of facilities operated by those companies that had progressed to the Invitation to Tender stage would be arranged shortly for Members of the Reference Group. He also took the opportunity to thank the Leisure and Cultural Services Team for the huge amount of work that had been undertaken to date in respect of this contract.

**Recommended: that**

- (a) the information set out in the report relating to the Leisure Management Contract procurement process be noted, including the contract management proposal to retain operational control of concessionary pricing (any increases in such charges above CPI to be reported to Cabinet for approval as part of the annual budgetary process); and**
- (b) the increased professional costs be noted at an estimated cost of £75,000 to support the re-tendering process, and the Corporate Initiatives and Contingency Budget for 2019/20 be used to fund these costs.**

Matters of Report

26/19 Carbon Audit & Reduction Plans

(Link to Council Priorities: Character & Environment)

The Portfolio Holder for Environment introduced the report and reminded the Cabinet that at its meeting in July 2019, the Council had agreed a motion declaring a climate emergency and a pledge to make the organisation carbon neutral by 2030.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

In readiness for the development of a Carbon Reduction Strategy and 10-year Action Plan, the Portfolio Holder reported that a specialist organisation would be engaged to undertake an initial audit of the Council's carbon emissions from its buildings and operations. This audit would enable an assessment to be made of the Council's carbon emission footprint which would act as a baseline for carbon reduction actions and initiatives.

The Cabinet noted that following the completion of the baseline audit, the specialist organisation would assist the Council in the development of a Carbon Reduction Strategy and associated Action Plan to enable the authority to become carbon neutral by 2030.

The Portfolio Holder also reminded Members that in November 2018, the Cabinet had agreed a fixed-term post for a Projects Co-Ordinator to help progress a number of sustainability initiatives. In order to assist in the development and delivery of the Council's Carbon Reduction Strategy and Action Plan, it was proposed that the term of this post be extended from 1 to 2 years and that the role be widened to encompass supporting the delivery of the Action Plan.

With regard to financing the audit and two-year fixed term post, the Cabinet noted that the total £130,000 costs could be met from the one-off waste contract defaults, which had been set aside for helping deliver and support the Council's sustainability initiatives.

During consideration of the report, the Deputy Leader invited Councillor G.P. Dearlove, an Oatlands and Burwood Park Ward Councillor, to address the meeting. Councillor Dearlove commented that the report, and in particular the executive summary, could be misleading to residents given that the motion agreed by Council in July 2019 was in respect of making the Council and its assets carbon neutral by 2030 and not the whole Borough. The Portfolio Holder for Environment clarified the position and reiterated that the pledge was in respect of the Council and its assets only. With regard to the funding, Councillor G.P. Dearlove asked whether the one-off waste contract defaults sum of £243,000 was the monies that the Council had already received or whether this was promised money. The Strategic Director confirmed that this was the money received under the default provisions from the contractor following the commencement of the waste contract.

Resolved that

- (a) the proposed baseline carbon audit, in preparation for the development of a draft Carbon Reduction Strategy and Action Plan for Cabinet's consideration, be agreed; and
- (b) the establishment of a Carbon Reduction & Sustainability Officer, for a two-year fixed term, on the basis set out on the report, be agreed.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

## 27/19 Unauthorised moorings: Stakeholder feedback

(Link to Council Priorities: Character and Environment; Quality Services; Community Wellbeing)

The Portfolio Holder for Leisure and Culture introduced the report and reminded Members that in June 2019, the Cabinet had considered a report that detailed the current issues of mooring without consent in the Borough. At that meeting, the Cabinet agreed that stakeholders be consulted in order to progress a long-term solution to this issue.

The Cabinet was advised that Elmbridge was not responsible for managing the majority of the River Thames and very few of the current moorings were on Elmbridge land. However, the Council was aware of the concerns of its residents and in this regard was taking the lead in working with other agencies to find a solution.

The Portfolio Holder reported that some of the direct action that the Council had recently taken included:

- enforcement had begun at the start of September 2019 at the Elmbridge owned sites of Cigarette Island, Albany Reach and Ditton Reach;
- Planning Enforcement Notices had been serviced on a number of moorings located at the end of Cherry Orchard Gardens and adjacent to the tow path;
- officers had served Community Protection Notices on vessels obstructing the normal use of the Walton Rowing Club; and
- all vessels that were currently moored at the Hurst Park 24 hours moorings were overstaying and were therefore subject to enforcement action by the Environment Agency.

The Portfolio Holder further reported that during June and July 2019, a stakeholder consultation had been carried out to seek a view on which of the following solutions they believed would be proportionate and appropriate to manage the mooring without consent issues:

- Public Space Protection Order;
- Byelaw;
- Managed mooring; or
- Do nothing.

Members noted that there had been a wide range of opinions made as part of the consultation and among those who wished to see greater enforcement, there had been no clear preferred solution, other than concluding that 'do nothing' was not an option to take forward.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

Given the mix of views as to the most effective means of managing moorings moving forward, the Portfolio Holder advised that what was crucial was that the various agencies (Environment Agency; Elmbridge, Runnymede and Spelthorne Borough Councils; and Surrey County Council) continued to work together to find a common means of managing the issue that did not displace boats from one area to another.

In this regard, it was proposed that officers work with the Gypsy, Roma and Traveller Member Task & Finish Group and neighbouring authorities to consider a consistent way forward, with a further report being presented to Cabinet in due course with any recommendations identified. It was noted that in the meantime, the Council would continue to manage those areas it had direct control over and work with other agencies / use existing powers in other locations.

Resolved that

- (a) the results of the stakeholder consultation be noted; and
- (b) it be noted that officers would be working with the Gypsy, Roma and Traveller Member Task & Finish Group and neighbouring Boroughs, Surrey County Council, Surrey Police and the Environment Agency, to consider a consistent way forward, and that a report in this regard would be presented to Cabinet in due course with any recommendations.

#### 28/19 2019-20 Strategic Spending Board CIL Allocations

(Link to Council Priorities: P3)

The Portfolio Holder for Planning introduced the report that set out the recommendations of the Strategic Spending Board.

Firstly, the Portfolio Holder took the opportunity to provide background in respect of the Community Infrastructure Levy (CIL) Regulations in order to clarify the way in which collected funds were allocated. She also advised that with effect from 1 September 2019 the Regulation 123 list had been replaced with an Infrastructure Funding Statement.

The Cabinet noted that on 4 September 2019, the Strategic Spending Board had considered nine separate applications for strategic funding from the Community Infrastructure Levy (CIL).

The applications considered were in respect of:

- Outdoor Sports Provision at Esher College
- a Pre-School Facility at The Royal Kent CofE Primary School
- a Public Engagement Vehicle for Surrey Police
- a Support Building at the Elmbridge Community Fishing Academy
- Claygate Swimming Pool for All at Claygate Primary School

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

- an IT Operations Project for the Citizens Advice Elmbridge (West)
- an Oxshott Scout and Guide Centre for the 1<sup>st</sup> Oxshott Scouts and 1<sup>st</sup> Oxshott Guides
- retractable seating at the Walton Playhouse
- the provision of GP Services at the Walton Community Hospital

The Portfolio Holder reported that seven of the applications, totalling £688,806.10, had been recommended for full or partial funding.

The background to the decisions and the recommendations of the Strategic Spending Board was outlined in the report.

Resolved that the recommendations made by the Strategic Spending Board, as set out at Appendix A of the report, be agreed.

#### 29/19 2019/20 Revenue and Capital Budget Update - Quarter 1

(Link to Council Priorities: All)

The Portfolio Holder for Resources introduced the report, which advised Members of the first quarter monitoring against the 2019/20 approved budget together with an update on the Revenue and Capital budget position as at 30 June 2019.

The Cabinet noted that as at the end of June 2019, the operational revenue position was £2,982 marginally lower than the net operational budget.

In this regard, the Portfolio Holder provided an update on the variations worthy of note which included the Planning Portfolio being £172,000 over budget at the end of Quarter 1 which was due to the level of development control income being below the profiled budget and the preparation work in respect of the Local Plan being above the profiled budget. The Transport Portfolio had been overspent by £90,000 at the end of Quarter 1 which was mainly due to the closure of North Heath car park which was being refurbished and the extension of free Saturday parking. The Cabinet also noted that income in respect of the Investment Properties was below the profiled budget which was partially due to the loss of income through void properties at Fairmile House and Sandown.

During consideration of the report, the Portfolio Holder for Housing commented on the £27,000 overspend on the Housing Portfolio for Quarter 1. This related to the net expenditure on Bed & Breakfast being £31,000 above budget and the Care & Repair agency being £6,000 below budget. He reiterated the need for the Council to deliver more temporary accommodation given the amount of spend on Bed & Breakfast accommodation which was mainly located outside of the Borough.

Resolved that the revenue and capital budget position for the first quarter of 2019/20 be noted.

**These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.**

### 30/19 Parking Consolidation Order 2019

(Link to Council Priorities: Quality Services)

The Portfolio Holder for Transport introduced the report and reminded Members that parking in the Council's off-street car parks was regulated by the Elmbridge Borough Council (Off-Street Parking Places) Order 2014. This Order set out the various provisions under which parking was managed in the car parks and the circumstances where a parking penalty could be issued.

The Cabinet noted that Regulations allowed the Council to make minor changes to the provisions in a Parking Order in specific circumstances which enabled an Order to be kept up-to-date without the requirement to make an entirely new Order. The associated process included the revoking of the original Order and its replacement by an updated Consolidation Order.

The Portfolio Holder advised that given changes in parking technologies and systems requiring minor modifications to the Council's Parking Order, it was proposed that a new Elmbridge Borough Council (Off-Street Parking Places) Consolidation Order 2019 be agreed to allow for the following provisions in the current Elmbridge Borough Council (Off-Street Parking Places) Order 2014:

- the use of barrier controls where payment was required on return to the car park immediately prior to leaving the car park;
- the inclusion of virtual permits (paperless) in addition to the display of paper parking permits; and
- other minor drafting changes that had no effect.

With regard to the provision that vehicles displaying a valid Disabled Person's Badge were exempt from the requirement to purchase and display a parking ticket in pay and display car parks, the Portfolio Holder reported that where pay-on-exit parking was in effect, this provision would not apply. Accordingly, it was proposed that to allow for disabled persons to similarly use the Council's pay-on-exit car park(s) without payment, a free parking Permit would be made available to Badge Holders that would be registered to their usual vehicle.

Resolved that

- (a) the making of an Elmbridge Borough Council (Off-Street Parking Places) Consolidation Order 2019 to update the current Order to allow for operation of pay-on-exit barrier parking and paperless parking permits be agreed; and
- (b) the provision of a parking permit free of charge to holders of a valid Disabled Person's Badge for use in the Council's pay-on-exit car park(s), for the reasons as set out in Paragraph 6 of the report, be agreed.

