



*'leading for tomorrow'*

# **INFORMATION BULLETIN**

**ISSUE:- August 2005 ①**

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1.	Contingency Budget Statement	Judith Walmsley	707319 judith.walmsley@surreyheath.gov.uk	1
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**The following document contains reports for your information. If you would like any matters to be raised at the next Executive or regulatory committee, one day's written notice should be given to the Head of Legal and Support Services (with a copy to Frances Moody). Any matters must be raised within one calendar month of it being published in the Information Bulletin.**

Produced by Legal and Support Services  
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1. The Council approved a Contingency Budget of £18,000 for the financial year 2005/06 and the Chief Executive, after consultation, is authorised to spend from this fund where the expenditure would exceed the approved budgets, or is for a matter where no approved budget exists.

2. The following expenditure has been approved:

<b><u>Subject</u></b>	<b><u>Reason</u></b>	<b><u>£</u></b>
Sponsorship luncheon for Surrey Care Trust on 24 June 2005.	Resources not available for one-off partnership events.	701
Hire of equipment in support of the Civic Reception in July 2005.	Insufficient budget to meet costs of Civic Reception at Lightwater Park in July 2005 (totalling £4,803).	402

3. To date £12,304 has been committed from the Contingency Budget and therefore £5,696 remains in the fund.

The revised planning application, incorporating the changes to the scheme agreed following discussions with CABE in connection with their comments on the original scheme has been received and will be considered by the full Council sitting as the Planning Applications Committee at a special meeting arranged for 6th September 2005.

If the revised application is approved the Government Office of the South East will have 21 days to consider whether the scheme is to be "called in" for the Secretary of State to consider and determine.

Meanwhile Crest Nicholson continue to meet with various retailers and leisure operatives who have expressed interest in becoming a part of the new development and negotiations are at an advanced stage with several potential tenants, but for commercial reasons details will not be announced until the "deals" have been completed.

Very shortly Crest will be formally approaching city institutions to get the necessary funding for the scheme arranged - and again the reaction to informal approaches is very encouraging.

**COUNCIL TAX MONITORING STATEMENT****August 2005①/3**

The position regarding the collection of Council Tax at 30<sup>th</sup> June 2005 compared with the position at 30<sup>th</sup> June 2004 is as follows:

	2004/05 £	2005/06 £
Net Arrears b/f	669,578.91	634,713.90
Opening Debit	47,622,220.47	49,687,536.16
Less Adjustments	-5,868,408.84	-6,331,592.68
Plus Costs	37,617.30	42,131.70
Net Collectable Debit	42,461,007.84	44,032,789.08
Payments received net of refunds	12,308,770.69	12,736,169.51
Balance Outstanding	30,152,237.15	31,296,619.57
As % of Collectable Debit	71.01%	71.08%
% Payments received of collectable debit	28.99%	28.92%

**Recovery Action Taken to 30<sup>th</sup> June 2005**

<b>Date</b>	<b>Reminders/ Final Notices</b>	<b>Summonses</b>
<b>26/4/05</b>	<b>2907</b>	
<b>18/5/05</b>		<b>1178</b>
<b>26/5/05</b>	<b>1661</b>	
<b>24/6/05</b>	<b>1307</b>	

**NON DOMESTIC RATE MONITORING STATEMENT****August 2005①/4**

The position regarding the collection of Non-Domestic Rates at 30<sup>th</sup> June 2005 compared with the position at 30<sup>th</sup> June 2004 is as follows:

	2004/05 £		2005/06 £
Net Arrears+ /Credits- b/f	638,263.17		-381,145.88
Opening Debit	37,667,942.47		37,042,721.99
Transitional Relief	-131,131.94	-76,028.87	
Small Business Relief		-207,951.47	
Charitable Relief	-860,341.52		-919,341.19
Void Relief	-4,039,868.56		-3,928,839.98
Occupation Changes	101,240.62		693,088.70
Debts Written Off	-160,629.15		144.78
Rateable Value Incr/Decr	-133,549.82		-2,002,369.83
Interest	-26,280.56	-5,245,470.53	-37,145.61
Costs		5,090.40	5,161.10
<b>Net Collectable Debit</b>	<b>33,060,735.11</b>		<b>30,340,351.48</b>
<b>Payments net of Refunds</b>	<b>10,005,778.09</b>		<b>8,652,599.39</b>
<b>Balance Outstanding</b>	<b>23,054,957.02</b>		<b>21,687,752.09</b>
<b>As % of Collectable Debit</b>	<b>69.74%</b>		<b>71.48%</b>
<b>% Payments Received of Collectable Debit</b>	<b>30.26%</b>		<b>28.52%</b>

**Recovery Action taken to 30<sup>th</sup> June 2005**

<b>Date</b>	<b>Reminder/Final Notice</b>	<b>Summonses</b>
<b>26/4/05</b>	<b>296</b>	
<b>18/5/05</b>		<b>88</b>
<b>23/6/05</b>	<b>217</b>	

This report has been prepared in accordance with the Government’s Code of Practice on the publication of information by local authorities about their handling of planning applications. It deals with the speed of decision making including the reasons why decisions on some applications are delayed.

Table 1 categorises those planning applications determined in the last two quarters 31<sup>st</sup> March 2005 and 30<sup>th</sup> June 2005.

Table 2 shows the number of applications outstanding at the end of the above two quarters.

Table 3 details those applications which have been in hand for more than 13 weeks at 30<sup>th</sup> June 2005.

The overall position for the quarters is summarised below:

	March	June
Applications in hand at beginning of quarter	241(238)	267(256)
Applications received during quarter	341(329)	318(342)
Applications determined/withdrawn during quarter	315(311)	325(310)
Applications in hand at end of quarter	267(256)	260(288)

Since a total in the order of 1300 applications is received each year, there will always be 250 or more in hand at the end of any quarter. The schedule also incorporates items deferred for determination until the resolution of outstanding matters. Last year's figures for the same quarters are shown in brackets.

**Table 1**

Number of decisions made during the quarters analysed by time taken from application to decision.

<u>CATEGORY</u>	<u>Not more than eight Weeks</u>		<u>Between eight week and thirteen weeks</u>		<u>More than thirteen Weeks</u>	
	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>
<u>Major Development</u>						
Dwellings	0(0)	0(0)	2(2)	4(5)	4(2)	9(8)
Offices/ Research and Development/ Light Industry	0(1)	0(1)	0(1)	0(0)	0(0)	0(1)

<u>CATEGORY</u>	<u>Not more than eight Weeks</u>		<u>Between eight week and thirteen weeks</u>		<u>More than thirteen Weeks</u>	
	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>
Heavy Industry/ Storage and Warehousing	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Retail Distribution and Servicing	0(0)	0(1)	0(0)	0(0)	1(0)	1(0)
All other Major Developments	0(0)	0(0)	0(1)	2(0)	0(0)	4(0)
<u>Minor Developments</u>						
Dwellings	6(9)	9(10)	12(8)	10(10)	7(7)	14(8)
Offices/ Research and Development/ Light Industry	1(0)	0(0)	0(0)	1(1)	1(0)	0(1)
Heavy Industry/ Storage and Warehousing	1(1)	0(1)	0(1)	0(0)	0(0)	1(0)
Retail Distribution and Servicing	4(3)	2(1)	1(1)	2(1)	2(2)	1(1)
All Other Minor Developments	5(3)	2(5)	7(2)	2(4)	6(2)	3(2)
Minerals	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Changes of Use	9(6)	2(2)	5(5)	5(7)	2(7)	5(3)
Householder Developments <sup>14</sup> 8(176)	148(176)	133(169)	45(19)	37(24)	6(10)	5(4)
Advertisements	3(5)	15(7)	2(1)	4(0)	0(1)	0(1)
Listed Building Consent to Alter/Extend	2(0)	0(0)	0(1)	2(2)	0(0)	1(0)
Listed Building Consent to Demolish	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Conservation Area Consent	0(1)	1(0)	0(0)	0(0)	1(0)	1(0)
Others (not included above)	2(5)	1(3)	2(1)	3(1)	0(0)	0(0)

<u>CATEGORY</u>	<u>Not more than eight Weeks</u>		<u>Between eight week and thirteen weeks</u>		<u>More than thirteen Weeks</u>	
	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>	<u>March</u>	<u>June</u>
	Total of all Categories	181(210)	165(200)	76(43)	72(55)	30(31)
TOTAL % OF ALL APPLICATIONS	63%(74%)	58%(71%)	27%(15%)	26%(19%)	10%(11%)	16%(10%)

### **Table 2**

Total number of planning applications in hand and not yet decided/issued at the end of 31<sup>st</sup> March 2005 and 30<sup>th</sup> June 2005.

	March	June
Under eight weeks	176(196)	190(233)
Over eight weeks and under thirteen weeks	52(20)	35(17)
Over thirteen weeks	39(40)	35(39)
<b>TOTAL</b>	<b>267(256)</b>	<b>260(289)</b>

### **Table 3**

List of Applications over 13 weeks old awaiting decisions at 30<sup>th</sup> June 2005

<u>APPLICATION</u>	<u>LOCATION</u>	<u>OFFICER</u>	<u>REASON FOR TIME TAKEN</u>
01/0181	Caesar (Unit 1) and Corinthian (Unit 2) Riverside Way	JB	Legal awaiting info from Applicant and planning
01/0651	Centurion Unit 6 Riverside Way Camberley	JB	Legal awaiting info from Applicant and planning
01/1026	Land at Nelson Way and Trafalgar Way Camberley	SJ	Awaiting completion of Legal Agreement
01/1239	Unit 4 & 7 Riverside Way Camberley	JB	Legal awaiting info from Applicant and planning
01/1321	1-10 Lawrence Way Camberley	SJ	Awaiting completion of Legal Agreement
03/0733	Higher Park Farm Halebourne Lane Chobham	SJ	Under consideration
04/0042	Allders 14-18 High Street and 129-139 London Road, Camberley	SJ	Under consideration
04/0400	Land at the Ridgewood Centre Old Bisley Road Frimley	GH	Awaiting completion of Legal Agreement
04/0540	Land West of Park Street, East of Southern Road, North of Southwell Park Road and South of Upper Charles Street	IJ	Awaiting amended plans from Applicant

<u>APPLICATION</u>	<u>LOCATION</u>	<u>OFFICER</u>	<u>REASON FOR TIME TAKEN</u>
04/0998	30 – 34 Cromwell Road Camberley	GH	Under consideration
04/1050	St. George's Court & 9 High Street Camberley Surrey	SJ	Under consideration
04/1266	Land at Mytchett Place Road Mytchett	RGF	Under consideration
04/1358	The White Hart 47 Guildford Road Bagshot Surrey	SJ	Under consideration
04/1393	Kelmstone Stud Philpot Lane Chobham Woking	SJ	Under consideration
05/0009	Longacres Nursery London Road Bagshot Surrey	SC	Under consideration
05/0018	Eastlea Court 20 Westerdale Drive Frimley Camberley	GH	Under consideration
05/0028	Whitehill Farm Kings Ride Camberley Surrey	SJ	Under consideration
05/0036	423-437 London Road Camberley Surrey	GH	Under consideration
05/0060	Frimley Lodge Guildford Road Frimley Green Camberley	SJ	Amended plans under consideration
05/0061	Frimley Lodge Guildford Road Frimley Green Camberley	SJ	Amended plans under consideration
05/0090	Kelmstone Arabian Stud, Philpot Lane Chobham	SJ	Under consideration
05/0146	22 Crawley Hill Camberley Surrey	GH	Under consideration
05/159	Frimley Park Hospital NHS Trust Frimley Park Hospital Portsmouth Road	SC	Under consideration
05/0161	1 Damask Close West End Woking	RGF	Under consideration
05/0172	Land at Ridgewood Centre Old Bisley Road Frimley	GH	Under consideration
05/0177	2 Heather ridge arcade Camberley	RGF	Under consideration
05/0193	Land at 7 Greenhill Close Camberley	NL	Under consideration
05/0206	The Plant Centre Bagshot Road Chobham Woking	SJ	Under consideration
05/0210	Land off Deepford Cottage Ford Road Chobham Woking	SJ	Under consideration
05/0214	23 Bracknell Road Camberley	PGS	Under consideration
05/231	46 Windsor Road Chobham Woking	NL	Under consideration

<u>APPLICATION</u>	<u>LOCATION</u>	<u>OFFICER</u>	<u>REASON FOR TIME TAKEN</u>
05/0307	Land at the Ridgewood Centre Old Bisley Road Frimley Surrey	GH	Under consideration
05/0317	6 Moorlands Road Camberley Surrey	SC	Awaiting legal agreement
05/0339	Chetnole Scotts Grove Close Chobham Woking	PGS	Under consideration
05/0343	Land at 231-233 (odds) Mytchett Road Mytchett Camberley	NL	Under consideration

Caseload

No. of benefit claimants - 3049

No. of LIVE Housing Benefit/Council Tax Benefit claims - 5018

No. of application forms received in month - 222

Performance Indicators

Average days to process Change of Circumstances - 23

Average no. of days to process NEW claims - 32

% of NEW claims processed within 14 days of completion - 74%

% of ALL claims assessed within 14 days - 73%

% of NEW Rent Allowance claims paid on time - 70%

% of overpayments recovered, year to date - 32%

Outstanding Work

Total no. of claims/items awaiting to be processed - 897

Oldest Work - 05/7/2005

Overpayments

Value of overpayments raised in Jul 05 - £19,578

Value of rewards claimed for month - £1305

Cumulative total of rewards for year - £5895

Expenditure to date

Housing Benefit expenditure to date - £2,531,855

Council Tax Benefit expenditure to date - £2,242,346

**Homelessness Activity April - June 2005**Homelessness Decisions

The Council is required to make enquires into applications from homeless households to establish the duty that is owed to them. In the quarter April/June 2005 the Council issued 32 decisions, the outcomes of which are recorded below (Table 1):

Table 1

<b>Decision</b>	<b>Duty</b>	<b>Number of applications</b>
Eligible, unintentionally homeless and in priority need (known as statutory homeless or the full housing duty)	To provide accommodation	21
Eligible, homeless, in priority need but intentionally so (i.e. had lost their accommodation through their own action or inaction)	To provide temporary accommodation for a short time to allow them to secure alternative accommodation, as well as advice and assistance to help them do this	7
Eligible, homeless but not in priority need	To provide individual advice and assistance to help find alternative accommodation	1
Eligible but not homeless	General advice	3
Not eligible	No duty	0
<b>Total Decisions</b>		<b>32</b>

The reasons that the 21 households were accepted as having a “priority need” for accommodation are detailed in table 2.

Table 2

<b>Reason for priority need</b>	<b>Number of households</b>
One dependent child	5
Two dependent children	3
Three or more dependent children	1
Where a household member is pregnant and there are no the dependent children	1
16/17 year old applicants	5
18/20 year old applicant formerly in “care”	1
Homeless in an emergency (e.g. flood)	0
Old age	1

<b>Reason for priority need</b>	<b>Number of households</b>
Physical disability	0
Mental illness or handicap	4
Other special reason (e.g. severe medical condition)	0
<i>Vulnerable due to having been on care</i>	0
Vulnerable due to having been in custody/on remand	0
Vulnerable due to having served in HM Forces	0
Vulnerable having fled their home because of violence/threats	0
<b>Total</b>	<b>21</b>

The Council also collects data on how applicants who have been accepted as homeless lost their last settled accommodation and this is detailed below:

Table 3

<b>Reason for loss of last settled accommodation</b>	<b>Number of households</b>
Parents no longer willing or able to accommodate	10
Friends/ Other relations unwilling or able to accommodate	1
Relationship breakdown (Non-violent)	2
Violent relationship breakdown, with partner	2
Violent breakdown of relationship involving associated person	0
Racially motivated violence	0
Other forms of violence	1
Racially motivated harassment	0
Other forms of harassment	0
Mortgage arrears	0
Local authority rent arrears	0
Housing Association rent arrears	0
Private sector rent arrears	0
End of an Assured Shorthold Tenancy	4
Other loss of private rented accommodation	0
Required to leave National Asylum Support Service Accommodation	0
From institution or care (e.g. hospital, residential home, prison, etc)	0
Other	1
<b>Total households</b>	<b>21</b>

The Council continues to have a housing duty to those accepted as statutory homeless until it is brought to an end in a prescribed way. 23 household's duty came to an end in the quarter and the reasons how are detailed in Table 4.

Table 4

<b>Households leaving homelessness accommodation</b>	<b>Number of households</b>
Ceased to be eligible	0
Intentionally homeless from temporary accommodation	0
Accepted an offer from the Housing Register	18

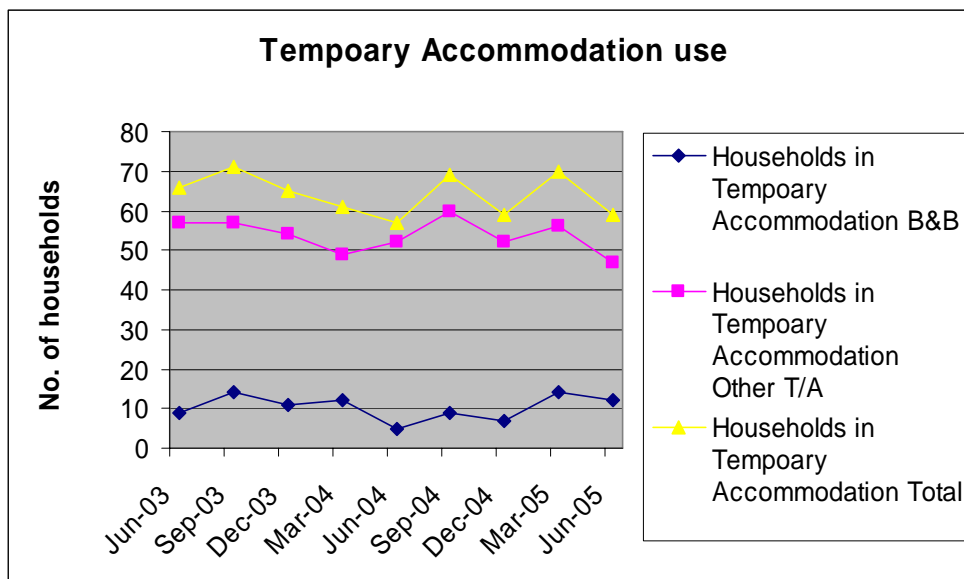
Households leaving homelessness accommodation	Number of households
Refused an offer from the Housing Register	0
Voluntarily ceased to occupy accommodation	4
<b>Total households</b>	<b>22</b>

At 30<sup>th</sup> June 2005 the Council had 59 households in temporary accommodation. Table 5 breaks this down by accommodation type and Chart 1 puts the figures in the context of the last two years.

Table 5

Type of Temporary Accommodation	No. of households	Of which are families with dependent children or a pregnant woman
Bed and Breakfast (Shared)	7	0
Bed and Breakfast (self-contained)	5	5
Purpose built (e.g. Lawrence Lodge, Camberley, Connaught Court, Bagshot, and Darwin Court, Camberley)	38	15
Private sector leased by a Registered Social Landlord	1	1
Private sector leased by Surrey Heath Borough Council	1	1
Woman's Refuge	0	0
Other accommodation	0	0
Homeless at Home	7	5
<b>Total</b>	<b>59</b>	<b>27</b>

Chart 1



Of the 7 households in shared bed and breakfast accommodation at the end of the quarter none had children or contained an expectant mother, and no family containing children or an expectant mother spent longer than 6 weeks in shared B&B during the quarter. This meets the Government's Bed and breakfast target.

### **Housing Register Update**

With effect from 1<sup>st</sup> April 2005 the Joint Housing Register came into operation combining the Council's Housing Register and Peerless Housing Group's Transfer and Housing List. This means that everyone looking for a move into or between housing association tenancies is now assessed in the same way. This brings greater transparency to the letting of social rented homes in the Borough and is the first step in introducing Choice Based Lettings.

Between 1<sup>st</sup> April 2005 and 30<sup>th</sup> June 2005 94 households were re-housed in housing association tenancies.

In the same period 229 new applications were received.

Town Partnership activities have been very quiet during the last six months and therefore as finances were available within the 2004/05 budget, it was decided to purchase promotional goods (i.e. Town Partnership bags and pens etc.) to advertise our services further to schools and clubs upon their return to school in September.

We have been approached by the Mayor of Bietigheim-Bissingen to enter a Surrey Heath youth team in their football world-cup festival next July and therefore funding will be necessary to support the travel and accommodation of the team.

A full activity and financial status report will be entered in the next bulletin.