



'leading for tomorrow'

INFORMATION BULLETIN

ISSUE – JANUARY 2006 ②

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| 1. | Applications for Certificates of Lawful Use or Development | Kate Wells | 707331 kate.wells@surreyheath.gov.uk | 1 |
| 2. | Council Tax Monitoring Statement | Andrew Davis | 707156 andrew.davis@surreyheath.gov.uk | 2 |
| 3. | NNDR Monitoring Statement | Andrew Davis | 707156 andrew.davis@surreyheath.gov.uk | 3 |
| 4. | Investment Management Monitoring | Colin Harden | 707253 colin.harden@surreyheath.gov.uk | 4 |
| 5. | Planning Enforcement and Compliance (exempt) | Chris Pickett | 707289 chris.pickett@surreyheath.gov.uk | 7 |
| 6. | Housing Needs Development Plan Consultation | Sarah Oliver | 707254 sarah.oliver@surreyheath.gov.uk | 7 |

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 Kathryn Coyne). 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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APPLICATIONS FOR CERTIFICATES OF LAWFUL USE AND DEVELOPMENT**January 2006②/1**

| Legal Ref | SU/Ref | Date application received by Head of Built Environment | Address | Application | Current Position |
|-----------------------|---------------|---------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1. LG/BE/005/KAW/0018 | 2005/915 | 13/9/2005 | Apple Tree Farm | CLUED – existing use of part of barn as residential accommodation | Delegated Authority Report to be determined by Head of Legal and Support Services. |
| 2. LG/BE/005/YE/0014 | 2005/0869 | 25/08/2005 | Summerfield House | CLUED – use of garage as part of nursery, use of playroom as part of nursery, development of wooden shed on site, development of hard surfacing on site, development of footpaths on site, development of chicken and duck enclosure on site. | Instructions received by Legal services on 02/09/2005. Awaiting further information from Planning. |

COUNCIL TAX MONITORING STATEMENT**January 2006@/2**

The position regarding the collection of Council Tax at 31 December 2005 compared with the position at 31 December 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 | -5,924,421.40 | -6,374,561.58 |
| Plus Costs | 80,079.20 | 84,669.00 |
| Net Collectable Debit | 42,447,457.18 | 44,032,357.48 |
| Payments received net of refunds | 36,261,624.65 | 37,765,471.95 |
| Balance Outstanding | 6,185,832.53 | 6,266,885.53 |
| As % of Collectable Debit | 14.57% | 14.23% |
| % Payments received of collectable debit | 85.43% | 85.77% |

Recovery Action Taken to 31 December 2005

| <u>Date</u> | <u>Reminders/ Final Notices</u> | <u>Summonses</u> |
|-------------|-------------------------------------|------------------|
| 26/4/05 | 2907 | |
| 18/5/05 | | 1178 |
| 26/5/05 | 1661 | |
| 24/6/05 | 1307 | |
| 21/7/05 | | 543 |
| 26/7/05 | 1115 | |
| 26/8/05 | 874 | |
| 22/9/05 | | 402 |
| 23/9/05 | 1256 | |
| 27/10/05 | 822 | |
| 17/11/05 | | 390 |
| 24/11/05 | 877 | |

**NON DOMESTIC RATE (NDR) MONITORING
STATEMENT**

January 2006②/3

The position regarding the collection of Non-Domestic Rates at 31 December 2005 compared with the position at 31 December 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 | | 37,080,699.57 |
| Transitional Relief | -81,741.89 | | 413,062.36 | |
| Small Business Relief | | | -211,494.53 | |
| Charitable Relief | -830,834.55 | | -1,116,404.62 | |
| Void Relief | -4,374,064.87 | | -3,868,942.81 | |
| Occupation Changes | 559,168.42 | | 2,098,359.27 | |
| Debts Written Off | -330,588.33 | | -111,050.53 | |
| Rateable Value Incr/Decr | -1,885,802.44 | | -4,748,257.86 | |
| Interest | -108,429.08 | -7,042,606.84 | -108,805.06 | -7,643,424.08 |
| Costs | | 9,685.90 | | 10,110.10 |
| Net Collectable Debit | | 31,263,598.80 | | 29,056,129.61 |
| Payments net of Refunds | | 25,037,739.56 | | 24,223,150.20 |
| Balance Outstanding | | 6,225,859.24 | | 4,832,979.41 |
| As % of Collectable Debit | | 19.91% | | 16.63% |
| % Payments Received of Collectable Debit | | 80.09% | | 83.37% |

Recovery Action taken to 31 December 2005

| Date | Reminder/Final Notice | Summonses |
|----------|-----------------------|-----------|
| 26/4/05 | 296 | |
| 18/5/05 | | 88 |
| 23/6/05 | 217 | |
| 21/7/05 | | 16 |
| 26/8/05 | 127 | |
| 22/9/05 | | 28 |
| 26/10/05 | 125 | |
| 17/11/05 | | 24 |

Purpose**To inform on the returns achieved on the Council's portfolio of investments.**Current Position

1. Attached, as Annex A to this report is a summary of the Council's investments as at 31st December 2005.
2. The rate of return assumed in the original estimates for 2005/06 was 4.5%. Each 1% reduction in interest rates would in the absence of a long-term investment strategy, reduce investment returns by approximately £250,000 per annum. Current short - term investment returns are approximately 4.6% per annum as can be seen from the Annex A.
3. The Investment Support Service Plan requires the identification of appropriate measures of performance against one month and three months money market rates. Previously the Public Finance and Invesco market indices have been used but publication of these has ceased. For comparison purposes this quarter the mean London Interbank Offered Rate (LIBOR) for 1 week and three months have been used.
4. Following on from the decision to invest a substantial proportion of the Council's monies on a long-term basis, performance reports will identify the respective performance of short and long - term investment. These are set out below and show the position to end of December 2005.

2005/06 MONEY MARKET INDICATORS

| | 1 Apr – 30 Jun | 1 July – 30 Sep | 1 Oct – 31 Dec |
|---------------------------------------|-------------------|--------------------|----------------|
| 1 week LIBOR | 4.81% | 4.65% | 4.58% |
| 3 Month LIBOR | 4.89% | 4.62% | 4.61% |
| Average | 4.85% | 4.64% | 4.60% |
| <u>Council Investment Performance</u> | | | |
| Long Term (over > 1 Year) | 4.58% | 4.48% | 4.47% |
| Short Term (Less than 1 Year) | 4.75% | 4.59% | 4.53% |
| Average All Investments | 4.65% | 4.54% | 4.51% |

6. The Council's investments have earned, during the period of April - December 2005 on an annualised basis, 4.56%

Corporate Policy

7. The Council's Corporate Values recognise the need to achieve high interest income levels to support the revenue budget.
8. The returns earned in 2005/06 are anticipated to achieve subject to changes in short term rates the 4.5% assumed in the Financial Strategy.

Background Papers

Investment Support Service Plan

Contact

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ANNEX A

INVESTMENTS HELD BY THE COUNCIL AS AT 31st December 2005

| Start Date | £ | % | Maturity |
|---------------------------|------------|------|-----------|
| <u>Banks</u> | | | |
| 6-Aug-03 | 1,000,000 | 4.60 | 6-Aug-07 |
| 2-Nov-05 | 1,500,000 | 4.53 | 5-Jan-06 |
| 5-Dec-05 | 2,000,000 | 4.55 | 3-Feb-06 |
| 9-Dec-05 | 1,000,000 | 4.55 | 3-Feb-06 |
| 23-Dec-05 | 2,000,000 | 4.59 | 23-Jan-06 |
| 23-Dec-05 | 1,200,000 | 4.57 | 3-Jan-06 |
| | 8,700,000 | | |
| <u>Building Societies</u> | | | |
| 16-Apr-03 | 1,000,000 | 4.35 | 16-Apr-07 |
| 2-Jun-03 | 1,000,000 | 4.00 | 3-Sep-07 |
| 5-Jun-00 | 1,000,000 | 3.95 | 5-Jun-07 |
| 6-Jun-00 | 2,000,000 | 3.90 | 6-Jun-07 |
| 14-Aug-03 | 1,000,000 | 4.60 | 13-Aug-07 |
| 2-Sep-03 | 1,000,000 | 4.85 | 3-Sep-07 |
| 3-Sep-03 | 1,000,000 | 4.85 | 3-Sep-07 |
| 15-Sep-03 | 1,000,000 | 4.50 | 15-Sep-06 |
| 27-Feb-02 | 1,700,000 | 4.90 | 27-Feb-07 |
| 15-Mar-04 | 1,000,000 | 4.66 | 15-Mar-06 |
| 19-Mar-04 | 1,000,000 | 4.81 | 20-Mar-06 |
| 5-Dec-05 | 2,000,000 | 4.53 | 19-Jan-06 |
| 6-Dec-05 | 2,000,000 | 4.54 | 6-Jan-06 |
| 16-Dec-05 | 2,000,000 | 4.59 | 13-Mar-06 |
| 23-Dec-05 | 1,000,000 | 4.60 | 23-Jan-06 |
| | 19,700,000 | | |
| Total | 28,400,000 | | |

This report is exempt.

To advise members of the proposed consultation exercise on the Sustainability Appraisal/Strategic Environmental Assessment Scoping Report for the Housing Needs Development Plan Document.

The requirements of the European Union Directive 2001/42/EC (Strategic Environmental Assessment (SEA) Directive) as translated into UK legislation through the Planning and Compulsory Purchase Act 2004, requires local authorities to undertake a Sustainability Appraisal (SA) for certain LDF documents including Development Plan Documents (DPD) and Supplementary Planning Documents (SPD). SA incorporates the requirements of the SEA Directive but extends the concept to fully encompass economic and social concerns in addition to environmental issues. The aim is to ensure that plans and policies are as sustainable as possible.

The Planning Policy and Conservation Team are now beginning work on the next stage of the LDF. To that end, a SA/SEA Scoping Report has been produced and forms the first stage in the SA process for the Housing Needs DPD. The Report sets the context of the DPD by:

- Identifying other plans, policies and programmes that may influence the content of the DPD.
- Gathering relevant baseline information to inform the DPD.
- Identifying issues and problems that need to be addressed when producing the DPD.
- Developing a framework for appraising the DPD to identify the key sustainability effects.

The Scoping Report is being prepared in-house by the new planning trainee, Sarah Oliver. It is hoped that over time, more of the appraisal work will be carried out in-house to reduce the cost of this work to the Council.

The Council is required to consult the four environmental consultation bodies on the Scoping Report for a period of five weeks. These consultation bodies are English Nature, English Heritage, The Countryside Agency and The Environment Agency. In addition, other relevant stakeholders and those on the LDF contacts database will be notified. It is proposed to carry out this consultation between 27 February and 31 March 2006.

The results of this consultation exercise will inform the preparation of the Housing Needs DPD and future SA reports.