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INFORMATION BULLETIN

ISSUE:- November 2005 ①

ITEM	REPORT HEADING	CONTACT	CONTACT NUMBER (01276) AND E-MAIL	PAGE
1.	Applications for certificate of lawful use or development	Kate Wells	707311 kate.wells@surreyheath.gov.uk	1
2.	Planning Applications awaiting Legal Agreements - Monitoring Statement	Kate Wells	707311 kate.wells@surreyheath.gov.uk	4
3.	Monitoring of cleaning contract performance	Rose Cutler	707361 rose.cutler@surreyheath.gov.uk	7
4.	Investment Management	Chris Dunning	707257 chris.dunning@surreyheath.gov.uk	12

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 Borough Secretary's Division.
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APPLICATIONS FOR CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

November 2005 ①/1

Legal Ref	SU/Ref	Date application received by Head of Built Environment	Address	Application	Current Position
1. LG/BE/005/KAW/0016	2005/903	8/9/05	Little Melrose, Westwood Road, Windlesham	CLOPUD – the erection of two detached single storey outbuildings for use as a snooker/games room and a gymnasium/fitness room	Certificate granted 28 October 2005
2. LG/BE/005/KAW/0017	2005/0017	8/9/05	18 Hillsborough Park, Camberley	CLOPUD – change of use of land to enclosed residential garden land	Currently investigating – awaiting clarification from applicant
3. LG/BE/005/KAW/0018	2005/915	13/9/05	Apple Tree Farm, Chertsey Road, Chobham	CLUED – application made for residential use of barn in breach of condition 5 on planning permission limiting use to agricultural purposes	Currently investigating
4. LG/BE/005/KAW/0019	2005/892	21/9/05	8 Riverside Avenue	CLOPUD – first floor extension over existing garage	Currently investigating

Legal Ref	SU/Ref	Date application received by Head of Built Environment	Address	Application	Current Position
5. LG/BE/005/KAW/0020	2005/977	30/9/05	11 Oakwood Court	CLOPUD – loft conversion with rear dormer	Currently investigating
6. LG/BE/005/YE/0010	2005/0684	04/07/2005	4 Copse Close	CLOPUD – a proposed single storey side extension	Original application refused, copy of Refusal sent to all relevant parties. New application received, and handed to the Reception in Planning on 22/08/2005
7. LG/BE/005/YE/0012	2005/0788	03/08/2005	Mossatt Farm	CLUED – application to remove a condition on planning permission limiting occupation of farm cottage to those employed or last employed in agriculture	Delegated Authority Report awaiting approval of Head of Legal and Support Services
8. LG/BE/005/YE/0013	2005/0790	03/08/2005	164 Guildford Road	CLOPUD – a proposed single storey rear extension	Delegated Authority Report in final drafting stage
9. 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	Instructions received by Legal services on 02/09/2005. Ongoing investigations into evidence provided, further information

Legal Ref	SU/Ref	Date application received by Head of Built Environment	Address	Application	Current Position
				site, development of hardsurfacing on site, development of footpaths on site, development of chicken and duck enclosure on site.	sought from those making application
10. LG/BE/005/YE/0021	2005/0962	29/09/2005	28 Paddock Close	CLOPUD – erection of rear conservatory and conversion of double garage into single garage and study	Initial research completed, investigating change of application received from applicant.

The last monitoring statement to the Planning Applications Committee was made on

SU Ref	Legal Ref	Address	Matters to be Included in Agreement	Current Position
01/0181 01/1239 01/0651	BE/004/KAW/0017	Units 1 and 2, Riverside Way, Camberley Units 4 and 7 Unit 6	Travel Plan and contribution thereto.	Awaiting instructions from Planning Case Officer
05/0358	BE/004/MC/00	17 Doman Road, Camberley	Contribution towards transportation/environmental improvements within the Yorktown Industrial Estate	Awaiting comment on draft s106 from Planning Case Officer. Letter sent to Agent requiring undertaking for costs. Letter sent to Surrey County Council for comment on draft agreement and estimate of costs.
04/1050	BE/004/MC/00	St Georges Court, St Georges Road, Camberley	Contribution to SHBC towards study concerning open spaces and Thames Basin Heaths Special Protection Area Contribution to SCC towards environmental improvements in the High Street and Obelisk Way and contribution towards cost of public transport travel vouchers.	Awaiting comment from Surrey County Council.
04/0998	BE/004/LH/0013	30 – 34 Cromwell Road Camberley	Contributions towards safety improvements at the junction of London Road and Kings Ride, towards a survey to investigate remaining capacity and improvements to existing open spaces and mitigation as recommended by such a survey. Maintenance of a children's play area and communal open spaces in perpetuity.	Awaiting comment from Surrey County Council on the plan.
05/0673	BE/004/MC/0019	Tudor House, London Road, Windlesham	Contribution towards the provision of installing traffic signals (with pedestrian phasing) at the junction between the A30 London Road and Sunninghill Road.	Awaiting instructions from Planning Case Officer and awaiting response from Surrey County Council.

SU Ref	Legal Ref	Address	Matters to be Included in Agreement	Current Position
05/0463	BE/004/MC/0018	Cedar Lodge, St Catherine's Road	Contribution towards the cost of a footpath on St Catherine's Road	Awaiting undertaking for costs from Solicitors and comment from Surrey County Council and Planning Case Officer in respect of agreement submitted.
04/0400	PD/RP/52/0136	The Ridgewood Centre, Old Bisley, Frimley	Contribution towards the provision of safe routes to school/ improvements on the Old Bisley Road Proposed modifications to the existing play area on Ridgewood Drive	After some delay on part of applicant, matter with SHBC legal department (as of 1/11/05) for consideration of SCC and developer comments.
01/1321 & 01/1026	PD/JS/52/0115 & PD/JS/52/0116	1-0 Lawrence Way and Land off Nelson Way	Travel Plan and contribution to public art	Awaiting comments from developer on latest amendments
04/0400	PD/JS/52/0136	Ridgewood Centre	Contribution to safe routes to school/improvements on Old Bisley Road and playground	SCC's comments passed on to developer. Comments from SHBC being formulated

SUMMARY OF PERFORMANCE

- i) Contract monitoring within Environmental Services is currently under review to accommodate increased monitoring.
- ii) Improvements in the Refuse contract have slowed but it is hoped that with the introduction of the Contact Centre, Verdant will receive complaints quicker, which should result in an improved service.
- iii) The growth of our recycling sites is giving rise to a number of problems and the opportunity to find alternative sites or expand current sites is almost non-existent. If 30% recycling rate is to be achieved considerable effort will be required to improve doorstep collections.

STREET SCENE

Two large mechanical sweeping vehicles and two pavement sweeping vehicles are used to undertake the regular sweeping of the Borough's channels and footpaths. Three operatives are responsible for keeping the shopping areas clean and a further two are employed in the Town Centre. One individual is responsible for the cleaning of the public toilets, recycling containers and bus shelters. The Council has direct control of three operatives who carry out litter picking and other cleansing duties as required. Additional resources are used to deal with fly tips.

Major through routes are swept monthly and minor through routes every six weeks. Residential roads are swept quarterly and most shopping areas are swept daily. Three one man mobile teams are used to react to cleansing issues. Car parks are mechanically swept every month and litter picked at least weekly. Public toilets are cleaned daily. Fly tips are normally removed within a week and weed spraying takes place twice a year.

Various Contractors are used for the removal of abandoned cars, litter bin replacement and specialist cleaning.

1. Programmed Sweeping

Due to organisational changes within Environmental Services in the past 6 months there was a reduction in cleansing monitoring which resulted in a lower cleansing standard being achieved. The situation is under review but it is clear that changes will be required in the monitoring section to accommodate increased monitoring.

All sweeps have been completed on schedule but crews have identified a noticeable increase in parked cars and overgrown hedges.

2. Mobile Teams

The three teams continue to prove effective but the availability of our Contractor to recruit the right calibre staff is difficult.

Most fly posting occurs on one of the regular litter picking routes and so most fly posters are removed within a week.

Due to increased activity at our recycling sites it has proved necessary for one operative to assist clearing up at Recycling Sites for 50% of his time.

3. Weed Clearance

Weed spraying commenced as planned and both sprays were completed on time. There were very few complaints recorded.

4. Graffiti

There has been a noticeable increase in graffiti around the Borough with BT and NTL boxes being the prime targets. We have contacted both companies on a regular basis, but their response has been poor. Even if one company removed the graffiti, invariably the other company did not and so the area remained at an unacceptable level. We felt the only way to keep the Borough clean was to remove the graffiti ourselves. As most of the incidents occurred on our regular litter picking routes, this task has not proved too onerous and the result is a much cleaner Borough.

5. Specialist Cleaning

Chewing gum removal from the Town Centre footpaths was carried out in May. Most of the work is carried out during the night and there were only a couple of complaints. As with most Town Centres chewing gum is a growing concern, but Camberley High St. is a particular problem due to the high number of pubs and restaurants.

6. Abandoned vehicles

Due to the long term sickness of our Abandoned Vehicles Officer, a specialist contractor is currently being used on a part time basis. This company is the official contractor for the DVLA and it is intended to work with them to tackle not only the problem of abandoned vehicles but also untaxed vehicles.

7. Performance Table

The table below shows the current level of performance.

Street Scene performance for period April to Oct 2005

ITEM	Previous monthly year ave	APR	MAY	JUNE	JUL	AUG	SEPT
Number of reported fly tips public highway or council land	69	76	56	77	32	35	36
Percentage of fly tips removed from public highway or council land within 7 days	98%	100%	100%	100%	100%	100%	100%
Number of littering incidents reported by residents	13	12	13	17	18	23	19
Number of reports by residents of graffiti or damage to street furniture	3	6	6	13	4	38	24
Number of reported abandoned vehicles on highway or council land	66	74	61	70	44	63	68
Number of abandoned vehicles removed from highway or council land	8	9	6	5	4	6	2
Number of reported abandoned vehicles on private land		10	5	8	1	2	1

REFUSE COLLECTION

Domestic refuse is collected using five 26 tonne freighters and an additional two smaller vehicles, one of which is also used to collect bulky items. Clinical waste is collected weekly.

8. Refuse collection

All rounds have been completed each day as required.

The high turnover of staff experienced in previous years has reduced considerably and there has been a noticeable reduction in the use agency staff.

Disappointingly, the improvements shown in regard to missed collections towards the end of last year, has not been sustained. Verdant has tried bonus schemes, threats of disciplinary measures, specialist man and a van but missed bins continue to be a problem. Although properties missed, that are collected within 24hrs, have shown a considerable improvement during September the number of repeat missed collections is unacceptable.

October will see the commencement of the Contact Centre with complaints being immediately directed to Verdant. This will enable a quicker response by the Contractor and should result in an improved service.

9. Performance table

The table below shows the Refuse performance achieved during the past six months.

Refuse performance for period April to October 2005							
Item	Previous monthly average	April	May	June	July	Aug	Sept
Number of missed refuse collections	250	282	298	217	273	379	333
Number of missed collections not collected within 24hrs of being notified	18	16	27	23	30	26	8
% of missed refuse collections, not collected within 24hrs of being notified.	6.64	5.67	9.06	10.06	10.98	6.86	2.4
Number of repeat missed collections	84	107	113	77	88	178	147
% of repeat missed collections	33.47	37.94	37.92	35.48	32.2	46.96	44.14
Number of missed recycling collections	59	44	41	36	29	37	41
Number of defaults issued	64	76	64	88	72	111	54

NB No of collections each month for this period is 145,200.

Recycling and Waste Minimisation

Three two-man teams are used to collect paper, cans and green waste recycling from households. A fourth vehicle supports this activity in peak periods. One team attends to recycling sites on a daily basis. Cardboard, cans, greenwaste and plastic containers are emptied by Verdant with a number of other contractors used to empty the remaining containers.

10. Recycling Sites

Maintenance of our recycling sites continues to prove increasingly more difficult to manage. As sites have grown they have also become much busier, especially at weekends. Keeping sites clean and containers empty is difficult to achieve and the introduction of green waste at some sites has added to these problems. Fly tips are regularly left at a number of locations. Many containers emptied last thing on a Friday are overflowing by Monday morning and emptying containers at weekends is problematic and necessitates additional costs. Consequently, complaints are received from both the user and the local neighbourhood and the safety of both site user and operator is a serious concern. Following our contractors concerns in regard to the

collection of plastics we have had to change from a net system to a single container system. The opportunity to find new sites has all but expired.

Surrey Heath has started a review of its recycling to aim for a rate of 30% by 2007 but it is clear that with little or no expansion being possible at our recycling sites, improvements need to be concentrated on door step collections

11. Household recycling collection scheme

Collection levels remain fairly constant, but crews report an increase in the number of households leaving glass bottles, plastic bottles and cardboard out for collection. It is not clear if these are being stored expecting them to be collected with recycling or storing knowing that this material will be collected as part of the refuse service.

12. Recycling

Without further initiatives the current recycling rate is likely to fall. Surrey County has recently announced that from this year schools are to be classed as household waste. The impact of this would see an increase household waste by some 500 tonnes which would reduce our recycling rate by 2%

The order has now been placed for the additional lorry which will be used for recycling collections at multiple occupancy properties, nursing homes and schools.

13. Performance Table

The table below shows the Recycling performance achieved during the past 6 months.

Recycling - summary performance for period April to October 05		
Item	April to October 04	April to October 05
<u>Recycled from Backdoor</u>	Tonnes	Tonnes
Doorstep Collection - Paper	828	863
Doorstep Collection - Cans	10	17
Doorstep Collection – Green waste	341	385
Scrap metals/ Foil/ Fridges	34	35
<u>Sub total</u>	1213	1300
<u>Recycled from Bring Sites</u>		
Bring Sites – Paper and Cardboard	826	851
Bring Sites – Cans	27	28
Bring Sites – Greenwaste	37	105
Bring Sites – Textiles	51	60

Bring Sites – Plastics	21	93
Bring Sites – Glass	871	651
<u>Sub total</u>	1833	1788
Other Recycling	1	1
Other Green waste	8	2
<u>Sub total</u>	9	3
TOTAL	3055	3091

INVESTMENT MANAGEMENT

November 2005 ①/4

- Attached, as Annex A to this report is a summary of the Council's investments as at 30th September 2005.
- 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 Annex A.
- The Investment Support Service Plan requires the identification of appropriate measures of performance against one month's and three month's 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.
- 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 September 2005.
- 2005/06 MONEY MARKET INDICATORS

	1 Apr – 30 Jun	1 July – 30 Sep
1 week LIBOR	4.81%	4.65%
3 Month LIBOR	4.89%	4.62%
Average	4.85%	4.64%
<u>Council Investment Performance</u>		
Long Term (over > 1 Year)	4.58%	4.48%
Short Term (Less than 1 Year)	4.77%	4.59%
Average All Investments	4.65%	4.54%

6. The Council's investments have earned, during the period of April - September 2005 on an annualised basis, 4.59%.

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.

INVESTMENTS HELD BY THE COUNCIL AS AT 30th September 2005

Start Date	£	%	Maturity
<u>Banks</u>			
6-Aug-03	1,000,000	4.60	6-Aug-07
2-Aug-05	1,000,000	4.54	18-Oct-05
2-Sep-05	2,000,000	4.50	20-Oct-05
15-Sep-05	1,077,000	4.54	18-Oct-05
20-Sep-05	1,000,000	4.51	20-Oct-05
22-Sep-05	1,000,000	4.53	22-Nov-05
22-Sep-05	1,500,000	4.52	22-Dec-05
28-Sep-05	1,400,000	4.54	06-Oct-05
	9,977,000		
<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
2-Aug-05	1,000,000	4.54	22-Nov-05
22-Aug-05	2,000,000	4.54	6-Dec-05
22-Aug-05	3,000,000	4.53	22-Nov-05
2-Sep-05	2,000,000	4.50	18-Oct-05
	20,700,000		
Total	30,677,000		