

**Minutes of the Corporate Policy and Resources Committee  
12 May 2025**

**Present:**

Councillor C. Bateson (Vice-Chair)

Councillors:

M.M. Attewell	R.V. Geach	N. Islam
M. Beecher	M. Gibson	M.J. Lee
J.R. Boughtflower	K.M. Grant	L. E. Nichols
J. Button	K. Howkins	H.R.D. Williams

**Substitutions:** Councillors S.N. Beatty

**Apologies:** Councillors J.R. Sexton, S.M. Doran and S.C. Mooney

**49/25 Apologies and Substitutes**

Apologies were received from Councillors S Doran, Mooney and Sexton.

Councillor Beatty attended the meeting as substitute for Councillor S Doran.

**50/25 Minutes**

The minutes of the meeting held on 24 March 2025 were agreed as a correct record.

**51/25 Disclosures of Interest**

Councillor Attewell declared that she was also a Surrey County Councillor.

Councillor Nichols declared that he sat on the Knowle Green Estates Board of Directors.

**52/25 Questions from members of the Public**

There were no questions from members of the public.

### **53/25 Minutes of the Reorganisation and Transformation Board**

The Committee **resolved** to acknowledge the minutes of the Reorganisation and Transformation Board.

### **54/25 2024-25 Budget Carry Forward Requests**

The Committee queried the Capital Programme carry forward figure in respect of the Car Park Management System update in the Elmsleigh Car Parks and requested more information with regard to when the Contract would be completed and signed. The Committee were advised that full details would be provided by email to all Committee members.

The Committee **resolved** to agree and approve the requests for the 2024/25 Revenue and Capital expenditure to be carried forward to 2025/26 as follows:

- a) The Revenue carry forward requests totalling up to £24,291 as set out in Appendix A to the report; and
- b) The Capital carry forward requests totalling £3000,00 as set out in Appendix A to the report.

### **55/25 2024-25 Capital Outturn**

The Committee queried the £150k that had been budgeted for the former Decathlon Unit in the Elmsleigh Centre that was no longer needed due to the space being used as a Surrey County Council Library. Officers were asked to consider using this amount for the relocation of the museum.

The £500k overspend on the Eclipse Leisure Centre was queried and further details were requested by the Committee.

The Committee **resolved** to acknowledge the Capital Outturn of £463k projected overspend against the Council's Estimated Capital Programme for 2024/25 as at 31 March 2025.

### **56/25 2024-25 Revenue Outturn**

The Committee queried the level of reserves for the National Non-Domestic Rates (NNDR) and asked if comparable figures could be provided for the level held by other Local Authorities.

The Committee **resolved** to acknowledge the forecast outturn for 2024/25 as at 31 March 2025 and approved the following:

1. The £3,112k underspend for the year to 31 March 2025, before the recommendations below, as set out in table 2.1 of the report.

2. Approve the following transfers to reserves:

- a) £2,300k to Business Rates (National Non-Domestic Rates) Equalisation Reserve; and
- b) £812k to the General Fund Reserve

#### **57/25 Sundry Debt Write offs**

The Committee **resolved** to approve the Sundry Debt write off set out totalling £6,854.52 which relates to irrecoverable Bed and Breakfast and Independent Living High Needs accounts.

#### **58/25 Second Home Premium**

The Committee **resolved** to:

- 1. Approve the proposal for a premium on second homes Council Tax as in Appendix A of the report; and
- 2. Recommend to Council to agree the application of a Council Tax premium of 100% in respect of second homes with effect from 01 April 2027

#### **59/25 Use of Commuted Sums**

The Committee considered all the options within the report for the commuted sum usage and **resolved** to:

- 1. agree Options 1 and 2 as outlined in the report as their preferred options; and
- 2. authorise the Strategic Housing Lead to explore further the preferred options and to prepare a report for this Committee to consider and make a recommendation to Council.

Councillor Nichols advised that he would abstain from voting on this item due to him being a Director on the Knowle Green Estates Board.

**The meeting was adjourned from 8.50pm**  
**The meeting reconvened at 9.00pm**

**Councillors Geach and Gibson left the meeting at 9.00pm.**

#### **60/25 Freehold disposal of Ashford Cemetery Lodge**

The Committee were advised that the property had been refurbished to provide good quality housing for a family on the Council's Housing Waiting

List. £80k of the refurbishment costs had been covered by Section 106 funding. It was envisaged that a family would be able to move into the property within four weeks if agreement was reached at this meeting.

Councillor Nichols advised the Chair that he would be abstaining during the vote due to him being a Director on the Knowle Green Estates Board.

The Committee **resolved** to:

1. Agree to the disposal of Ashford Cemetery Lodge to Knowle Green Estates for the provision of affordable housing at a sale price of £273,611.00; and
2. Delegate authority to the Group Head of Corporate Governance to complete any necessary documentation in connection with the disposal on the terms set out in the report.

### **61/25 Corporate Risk Management**

The Committee were advised that work was currently being undertaken on this document to create a shorter, more focussed version. Report templates were also being reviewed with a view to changing them so that the risk element would be made more prominent so that Councillors were aware of all possible risks before making an informed decision.

The Committee **resolved** to note the significant strategic risks and issues highlighted in the report.

### **62/25 Forward Plan**

The Committee **resolved** noted the contents of the Forward Plan.

### **63/25 Asset Investment Strategy 2025/26 (including Amalgamated Business Plans)**

It was proposed by Councillor Boughtflower and seconded by Councillor Beecher to move the exclusion of Press and Public as members wanted to discuss confidential information contained within the appendices attached to the report.

The Committee **resolved** to go into a closed session in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

The Committee discussed the data included within the exempt appendices that outlined the current financial situation with regard to the Council's commercial assets.

The Committee meeting went back into an open session for members to vote on the recommendation outlined in the meeting.

The Committee **resolved** to approve the Asset Investment Strategy which set out the priorities and key focuses for proactive management of the Council's Investment and Regeneration Portfolio during 2025/26.

**It was proposed by Councillor Boughtflower and seconded by Councillor Howkins to suspend Standing Order 38.4 to allow the meeting to continue until 10.30pm.**

It was proposed by Councillor Beecher and seconded by Councillor Boughtflower to move the exclusion of the Press and Public for the following item (18), in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

#### **64/25     Urgent Actions**

There were no urgent actions to be reported at this meeting.

#### **65/25     Exclusion of Public & Press (Exempt Business)**

It was proposed by Councillor Beecher and seconded by Councillor Boughtflower to move the exclusion of Press and Public to discuss the following confidential report.

The Committee **resolved** to go into a closed session in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

#### **66/25     Local Authority Housing Fund (LAHF) Acquisitions**

The Committee considered the proposed acquisition of 4 properties in the Borough that would provide 3 x 2 bedroom temporary accommodation and 1 x 4 bedroom house.

Councillor Nichols advised that he would abstain from the vote and wanted it noted in the minutes.

The Committee **resolved** to:

1. Approve the acquisition of the 4 properties as outlined in the confidential report,
2. Agree that the net cost would be financed by the application of capital receipts,
3. Delegate authority to the Group Head of Corporate Governance to complete any necessary documentation in connection with the acquisition of the 4 properties,
4. Approve the subsequent transfer of the properties to Knowle Green Estates (KGE) at the purchase prices stated in the report, net of the Local Authority Housing Fund (subject to KGE Board approval); and
5. Delegate authority to the Group Head of Corporate Governance to complete any necessary documentation to complete the transfer of the properties set out in the report to KGE.