

COUNCIL MEETING

13 December 2023

ADDENDUM TO THE COUNCIL MINUTE BOOK

- 3. **Executive - 5 December 2023** (Pages 3 - 8)
- 5. **Planning Applications Committee - 23 November 2023** (Pages 9 - 14)

**Minutes of a Meeting of the Executive
held on 5 December 2023**

+ Cllr Shaun Macdonald (Chair)

+ Cllr Alan Ashbery	+ Cllr Morgan Rise
+ Cllr Kel Finan-Cooke	+ Cllr John Skipper
+ Cllr Lisa Finan-Cooke	- Cllr Helen Whitcroft
+ Cllr Leanne MacIntyre	

+ Present

- Apologies for absence presented

In Attendance: Cllr Cliff Betton, Cllr Shaun Garrett, Cllr Julie Hoad, Cllr Sarbie Kang, Cllr Rob Lee, Cllr Lewis Mears, Cllr Liz Noble, Cllr Jonathan Quin, Cllr Josh Thorne, Cllr Victoria Wheeler, Cllr David Whitcroft, Cllr Valerie White and Cllr Richard Wilson

55/E Minutes

The minutes of the meeting held on 21 November 2023 were confirmed and signed by the Chair.

56/E Public Question Time

No questions were received from members of the public.

57/E Questions by Members

In response to a question from Councillor Richard Wilson, Members were updated on the situation of the closed M3 footbridge that linked Bagshot and Lightwater.

The Leader responded to a question from Councillor Shaun Garrett regarding proposals to spend funding on a litter bin replacement programme rather than revenue grants, indicating that this was due to the prioritisation of the UK Shared Prosperity Fund for longer term impact projects.

Following a question from Cllr Victoria Wheeler, the Leader undertook to provide a written response concerning the decision not to support a Civic Service that year, noting that he had previously responded about this matter. He also received a question regarding a decision in the previous council term by the Liberal Democrat group not to join a coalition to form an administration.

Responding to a question from Councillor Julie Hoad, the Leader updated the meeting on the budget preparation and pressures being seen.

Following a question from Councillor Josh Thorne, the Performance & Finance Portfolio Holder indicated her support for the statement made by the leader of her group on the Council's finances.

In response to a question from Councillor Rob Lee, concerning a reference on Social Media to the Council having £42m 'in the cupboard' the Leader asked the Section 151 Officer to provide a written response with an accurate position on the Council's reserves.

58/E Calculation and setting of the Council Tax Base for 2024/25

The Executive received a report on the setting of the Council Tax Base for 2024/25, which included detailed breakdowns of the calculations of the Tax Base for each part of the borough and a breakdown of the calculation of the Tax Base for the whole area. Members noted that there had been an increase in the Tax Base of 136.1 Band D equivalent properties.

Technical changes to Council Tax introduced from April 2013 meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties. It was proposed to amend the current premiums to result in a 100% charge on full amount of rates payable after one year of a property being empty; the premium of 200% where the property had been empty for 5 years and a premium of 300%, where the property had been empty for 10 years or more would remain the same.

The Executive was informed that it was proposed to amend the Local Council Tax Support Scheme to disregard 100% of War Disablement Pensions and War Widow's Pensions in the calculation of income. This supported the Armed Forces Covenant support commitment the Council has given recently. The change would come into effect from 1 April 2023. No changes were proposed to the Local Council Tax Support Scheme for working age claimants.

It was advised that a reduction to the Council Tax Hardship Fund was proposed, which was based on current expenditure and demand.

RESOLVED that

- (i) the calculations of the tax base in Annexes A to F summarised below be noted:**

			Band D Equivalent Properties
Bisley			1,665.23
Chobham			2,085.13
Frimley	and		25,194.67
Camberley			
West			2,427.52
End			
Windlesham			8,376.95
Surrey	Heath	Borough	39,749.50
Council			

- (ii) in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Surrey**

Heath Borough Council as its Tax Base for the year 2024/25 shall be 39,749.5 Band 'D' equivalent properties; and

- (iii) with the exception of the amendment to include the disregard of 100% of War Disablement Pensions and War Widow's Pensions in the calculation of income, as recommended to the Council for agreement, no changes be made to the current Local Council Tax Support Scheme, except as required to incorporate any regulations laid down by the Department for Levelling Up, Housing and Communities.**

RECOMMENDED to Full Council that

- (i) with effect from 1 April 2024 the Empty Homes Premium be set at the maximum levels allowed in the legislation where the property has been empty for 1, 5 or 10 or more years as detailed in paragraph 1.8;**
- (ii) the Council Tax Exceptional Hardship Policy remains unchanged for 2024/25, and the fund available be set at £30,000; and**
- (iii) the Local Council Tax Support Scheme be amended to disregard 100% of War Disablement Pensions and War Widow's Pensions in the calculation of income with effect from 1 April 2024.**

59/E UK Shared Prosperity Fund Year 3 Projects

The Executive considered a report setting out the proposals for the Year 3 projects from the UK Shared Prosperity Fund. Members were reminded that a total of £1m would be received over 2022/23, 2023/24 and 2024/25, with £881,281 allocated for Year 3 projects. The proposed projects had been developed following discussions on the themes at the Executive meeting in September 2023.

Members were informed that the projects identified included a replacement bin programme and the delivery of three upgraded parks. The Camberley Town Centre public realm enhancement programme included in the list of projects was expected to include upgrading the passageway at Arnold Walk, CCTV improvements, and repairs to the seating in Park Street. It was also noted that the SME decarbonisation loan scheme agreed in March 2023 would fall within this project list.

RESOLVED that

- (i) the projects that will be delivered in Year 3 as part of the UK Shared Prosperity Fund, as set out at Annex 1 to the agenda report, be agreed; and**
- (ii) authority be delegated to the Head of Property and Economic Development in consultation with the Portfolio Holder for Economic & Income Development and the relevant project Portfolio Holder to make any amendments to the Year 3 project**

programme should it be necessary, including assessing the project 3 deliverables set out in Annex 1 to the agenda report.

60/E Youth Council Options

The Executive was reminded that, at its meeting on 17 October 2023, it had considered a report setting out progress on exploring the options for continuation of the Youth Council and the establishment of a Young Mayor, as requested by the Council at its meeting on 26 July 2023 (minute 24/C refers). At that time there had been limited success in seeking a new provider for the Youth Council.

Members were informed that a suitable provider had now been identified and authority was sought to progress the development of a Service Level Agreement. It was noted that the funding identified would cover the period between January and December 2024. A further report would be brought to the Executive in the summer of 2024 to review future funding options. The Chair of the Governance Working Group and the Portfolio Holder for Inclusion & Housing, were asked to jointly agree the approach for the Youth Mayor concept to proceed through relevant approval process.

RESOLVED that

- (i) officers move forward with work to develop an agreement with the identified provider to re-establish Surrey Heath Youth Council; and**
- (ii) a progress report back to the Executive at the conclusion of the 2023/24 academic year, in Summer 2024, including proposals regarding future funding.**

61/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
62/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

62/E Acquisition of Property

The Executive considered a report detailing a proposal to acquire a property within the London Road development site. The acquisition would be funded from the existing capital budget for the site assembly of the London Road Block.

RESOLVED that:

- (i) the building identified in the exempt agenda report be acquired for up to the amount identified in the report, excluding costs from the Vendor;**
- (ii) a total budget, as identified in the report, including acquisition costs be authorised;**
- (iii) authority be delegated to the Head of Property and Economic Development in consultation with the Strategic Director of Finance & Customer Services, the Leader of the Council and the Portfolio Holder for Performance and Finance to agree final terms and enter into contract with vendors; and**
- (iv) the acquisition be funded from the existing capital budget for the site assembly of the London Road Block.**

Chair

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 23 November 2023

+ Cllr Cliff Betton (Chair)
+ Cllr Victoria Wheeler (Vice Chair)

+ Cllr Shaun Garrett	+ Cllr John Skipper
+ Cllr Mary Glauert	+ Cllr Kevin Thompson
+ Cllr Nirmal Kang	+ Cllr David Whitcroft
+ Cllr Liz Noble	+ Cllr Helen Whitcroft
+ Cllr David O'Mahoney	+ Cllr Valerie White
- Cllr Ying Perrett	+ Cllr Richard Wilson
+ Cllr Murray Rowlands	

+ Present
- Apologies for absence presented

Members in Attendance: Sarbie Kang and Pat Tedder

Officers Present: Gavin Chinniah, Shannon Kimber, Eddie Scott and Sarah Shepherd, Melissa Turney

27/P Minutes of Previous Meeting

The minutes of the meeting held on 26 October 2023 were confirmed and signed by the Chair.

28/P Application Number: 23/0672/FFU - Plot 3 Land West Of, Bullhousen Farm, Bisley Green, Bisley, Woking, Surrey

The application was for alterations to existing barn to include solar panels and windows, vehicular access with associated hardstanding and parking area, patio area and internal works to provide ancillary accommodation for workers in association with the farm. Installation of an underground sewage treatment plant.

The application would normally have been determined under the Council's Scheme of Delegation but had been reported to the Planning Applications Committee on the request of Councillor Liz Noble due to concerns that the proposal was out of keeping and was overdevelopment of the site.

Members were advised of the following updates on the application:

"Within the description of the proposal it states 'underground sewage treatment plant.' For clarification this relates to a septic tank.

The agent has agreed the pre-commencement conditions on behalf of the applicant.

Condition 6 has been amended to delete reference to the charging of e-bikes and to change from 'prior to commencement' of the development to prior to occupation. This now reads:

Prior to occupation of the development details of cycle parking in a robust, secure enclosure shall be submitted to and approved in writing by the Local Planning Authority. The development shall be constructed in accordance with the approved details and thereafter retained and maintained to the satisfaction of the Local Planning Authority."

As the application had triggered the Council's Public Speaking Scheme, as per Part 4 Section E of the Constitution, Mr Dean Guy, the agent, spoke in support of the application. Ms Rebecca Gengasamy; and Ms Nicki Rapley and Mr Steve Moore, who shared a public speaking slot, spoke in objection to the application.

Members had concerns relating to the significant overdevelopment of the site and the intensification of use in a greenbelt location, including the additional hardstanding and external lighting provision. It was noted that members of the Committee also felt that the intensified use of the site would have a detrimental impact on the associated footpath, which would be used to access the site.

The Officer recommendation to grant the application was proposed by Councillor Richard Wilson, seconded by Councillor Kevin Thompson and put to the vote and lost.

An alternative proposal to refuse the application was proposed by Councillor Victoria Wheeler, seconded by Councillor Shaun Garrett and was put to the vote and carried.

RESOLVED that

- I. Application 23/0672 be refused for as it constituted inappropriate development within the greenbelt;**
- II. The Committee's concerns in relation the detrimental impact on the associated access footpath be detailed in the decision notice; and**
- III. The wording of the reasons for refusal be delegated to the Head of Planning in consultation with the Chair and Vice-Chair of the Committee and the relevant Ward Councillor.**

Note 1

It was noted for the record that:

- i. Councillor Liz Noble declared that she had a number of conversations in relation to the application but came into the meeting with an open-mind.
- ii. Councillor Liz Noble and other Committee Members had attended a Member Site Visit on the application.

Note 2

In line with Part 4 Section D, Paragraph 18 of the constitution, the voting in relation to the application was as follows:

Voting in favour of the Officer recommendation to grant the application:

Councillors Cliff Betton, Mary Glauert, Nirmal Kang, David O'Mahoney, Kevin Thompson, David Whitcroft and Richard Wilson.

Voting against the Officer recommendation to grant the application:

Councillors Shaun Garrett, Liz Noble, Murray Rowlands, John Skipper, Victoria Wheeler, Helen Whitcroft and Valerie White.

The Chair's casting vote was used against the Officer recommendation to grant the application, and as a result the recommendation fell.

Voting in favour of the alternative proposal to refuse the application:

Councillors Cliff Betton, Shaun Garrett, Mary Glauert, Liz Noble, David O'Mahoney, Murray Rowlands, John Skipper, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting against the alternative proposal to refuse the application:

Councillors Kevin Thompson, David Whitcroft and Richard Wilson.

Voting in abstention in relation to the alternative proposal to grant the application:

Councillor Nirmal Kang.

Note 3

It was noted, at the Chair's request, that he was consistent in using his Chair's casting vote, in favour of the maintenance of the status quo.

29/P Application Number: 23/0936/FFU - Cedars Garden Nursery , Church Road, Windlesham, Surrey, GU20 6BL

The application was for the erection of a dwelling, following demolition of existing glasshouse, office and ancillary buildings associated with the commercial plant nursery.

The application would have normally been determined under the Council's Scheme of Delegation but it had been reported to the Planning Applications Committee on the request of Councillor Victoria Wheeler due to concerns that the proposal was inappropriate development in the Green Belt.

Members were advised of the following updates on the application:

"The agent has agreed the pre-commencement conditions on behalf of the applicant.

An amended plan has been received to alter the size of the parking spaces to comply with the Windlesham Neighbourhood Plan. Condition 2 has been amended with an updated plan number (change in bold):

The proposed development shall be built in accordance with the following approved plans:

OV/DB/TOC/01A Received 18.10.2023

OV/DB/TOC/02A Received 18.10.2023

OV/DB/TOC/03A Received 18.10.2023

OV/DB/TOC/04B Received 21.11.2023

Location Plan Received 06.09.2023

CWLD-TOC-CGN-LA-2332-01 Received 06.09.2023

Condition 11 has been amended to include removal of Class AA (enlargement of a dwellinghouse by construction of additional storeys) permitted development rights:

*Notwithstanding the provisions of **Class AA**, Class A, Class B and Class E of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (or any Order revoking and re-enacting that Order) no further extensions, roof alterations, outbuildings shall be erected or undertaken without the prior approval in writing of the Local Planning Authority.*

Any development under the Classes stated above undertaken or implemented between the date of this decision and the commencement of the development hereby approved shall be demolished and all material debris resulting permanently removed from the land within one month of the development hereby approved coming into first use."

The Committee had concerns as to the potential effect of the proposal on the visual amenities of the area, and in particular the rural character of the Church Road Conservation Area. As a result it was agreed to add additional conditions to the Officer recommendation to remove the permitted development rights for additional walls and fencing; and to stipulate agreement of a landscaping plan with the planning authority, with the intent to retain the already existent hedges and boundary treatment on the site.

RESOLVED that application 23/0936 be granted subject to the conditions in the Officer report and the two additional conditions.

Note 1

As per Part 4 Section D, paragraph 18 of the constitution, the voting in relation to the application was as follows:

Voting in favour of the officer recommendation, as amended, to grant the application:

Councillors Cliff Betton, Mary Glauert, Nirmal Kang, David O'Mahoney, Murray Rowlands, Kevin Thompson and David Whitcroft.

Voting against the officer recommendation, as amended, to grant the application:

Councillors Shaun Garrett, John Skipper, Richard Wilson and Victoria Wheeler.

Voting in abstention against the officer recommendation, as amended, to grant the application:

Councillor Liz Noble.

30/P Application Number: 23/1019/FFU - 9 Ashwell Avenue, Camberley, Surrey, GU15 2AR

The application was for a garage conversion into habitable accommodation, along with fenestration alterations.

The application would normally have been determined under the Council's Scheme of Delegation but it was being reported to the Planning Applications Committee because the applicant was a Councillor.

Members were advised of the following updates in relation to the application:

"One additional comment has been received. Following the receipt of amended plans and the revised description, with the removal of the single storey rear extension from the development, the occupiers of a neighbouring dwelling have stated that they have no objections to the revised plans."

RESOLVED that application 23/2019 be granted subject to the conditions outlined in the Officer Report

Note 1

Councillor Cliff Betton declared that due to his close relationship with the applicant and that he had visited the property several times, he could not take part in the consideration of the application and left the room accordingly. As a result Councillor Victoria Wheeler chaired the consideration of the application.

Note 2

It was noted for the record that Councillor Victoria Wheeler declared that as a serving Councillor, all members of the Committee knew the applicant, but came into the meeting with an open-mind.

Note 3

In line with Part 4 Section D, Paragraph 18 of the Constitution, the voting in relation to the application was as follows:

Voting in favour of the Officer recommendation to grant the application:

Councillors Shaun Garrett, Mary Glauert, Nirmal Kang, Liz Noble, David O'Mahoney, Murray Rowlands, John Skipper, Kevin Thompson, Victoria Wheeler, David Whitcroft, Valerie White and Richard Wilson.

Chair