

COUNCIL MEETING

21 February 2018

COUNCIL MINUTE BOOK

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
13 December 2017**

+ Cllr Valerie White (Mayor)
+ Cllr Dan Adams (Deputy Mayor)

- Cllr David Allen	+ Cllr Jonathan Lytle
+ Cllr Rodney Bates	+ Cllr Katia Malcaus Cooper
+ Cllr Richard Brooks	+ Cllr Bruce Mansell
+ Cllr Nick Chambers	+ Cllr David Mansfield
+ Cllr Bill Chapman	+ Cllr Charlotte Morley
+ Cllr Mrs Vivienne Chapman	+ Cllr Alan McClafferty
+ Cllr Ian Cullen	+ Cllr Max Nelson
+ Cllr Paul Deach	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
- Cllr Craig Fennell	+ Cllr Chris Pitt
+ Cllr Surinder Gandhum	+ Cllr Joanne Potter
+ Cllr Moira Gibson	+ Cllr Nic Price
+ Cllr Edward Hawkins	+ Cllr Wynne Price
+ Cllr Josephine Hawkins	- Cllr Darryl Ratiram
+ Cllr Ruth Hutchinson	+ Cllr Ian Sams
+ Cllr Paul Ilnicki	Cllr Conrad Sturt
+ Cllr Rebecca Jennings-Evans	+ Cllr Pat Tedder
+ Cllr David Lewis	+ Cllr Victoria Wheeler
+ Cllr Oliver Lewis	+ Cllr John Winterton

+ Present

- Apologies for absence presented

43/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors David Allen, Craig Fennell and Darryl Ratiram.

44/C Minutes

It was moved by the Mayor, seconded by the Deputy Mayor, and

RESOLVED that the minutes of the meeting of the Council held on 4 October 2017 be approved as a correct record.

45/C Mayor's Announcements

The Mayor detailed the events she had attended since the last Council meeting. These had included the Voluntary Awards at the Camberley Theatre, the Surrey Heath Sports Awards where the Bagshot Tennis Club had been awarded the Best Club in Surrey, lunch with the Surrey Heath Employees Retired Club, an Audience with Lionel Blair and the switching on of Christmas Lights across the Borough.

Highlights had been the Poppy Launch and Remembrance Day Parade, the Royal Logistic Corp Band Concert, skating on the Camberley Ice Rink and this year's Pantomime at the Theatre.

She had also presented an award to Tim Dodds and Reg Davis who had cleaned, painted and re-lettered the ancient milestones throughout the Borough.

46/C Long Service Award - John Foley

Karen Whelan, the Chief Executive made a long service award to John Foley, Environmental Services Manager, who had worked for the Council for 40 years. Karen paid tribute to John's dedication and devotion to service, and his professional and sincere approach to his work. In particular Karen praised his hard work in relation to the successful delivery of the Joint Waste Contract.

47/C Leader's Announcements

The Leader reported that the Surrey Leaders had discussed a number of issues at their December meeting.

As a result of changes to the system of financial transfers for recycling from Surrey County Council to the districts, this Council would lose £295k over the next few years.

The Leaders had agreed to a Joint Asset Committee which would be a vehicle to move forward some of the public estate work. In the Borough this would probably be the library and land east of Knoll Road sites, which the Council had tried to progress for a number of years with little success.

Another issue which would need to be address next year was the provision of Traveller Transit sites. The Police and Crime Commissioner was keen to promote such sites in order to give the police stronger powers to deal with unauthorised incursions. Whilst some local authorities were keen to provide such sites, each district would have to accommodate at least one transit sites.

The Leader reported she had again been asked to write to Sajid Javid, the Secretary of State for Communities and Local Government, to ask for a meeting to clarify the position in relation to the protection of the Green Belt. Currently there was confusion as different Ministers had made different pronouncements on the subject.

The Leader also announced that Jane Sherman, the Democratic Services Manager, would be retiring at the end of the year after nearly 30 years' service with the Council. The Leader, on behalf of all Members, thanked Jane for all the work she had done for the Council and Members over the years.

48/C Executive, Committees and Other Bodies

- (a) Executive – 3 October 2017, 7 November 2017 and 5 December 2017

It was moved by Councillor Moira Gibson, seconded by Councillor Richard Brooks, and

Resolved that the minutes of the meetings of the Executive held on 3 October 2017, 7 November 2017 and 5 December 2017 be received and the recommendations therein be adopted as set out below:

- **Minute 57/E Allotment Sand and Gravel Charity – Funding Request – Playground at Princess Royal Barracks, Alma Gardens, Deepcut**

Resolved that

- (i) **a grant be made from the Allotment Sand and Gravel Charity (No 252731) in the sum of £30,051 to the Princess Royal Barracks to provide a new playground; and**
- (ii) **the Chief Executive be authorised to allocate funding relating to this project.**

- **Minute 59/E - Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2016/17**

Resolved that compliance with the Prudential Indicators for 2016/17 be noted.

- **Minute 65/E - Joint Waste Mobilisation Costs and Garden Waste Collection Services**

Resolved that an amendment be made to the capital programme for the purchase of garden waste bins at an estimated cost of £110,000; the increased expenditure to be funded from subscription fees charged to the customers.

- **Minute 66/E - The Council Tax Base and the Local Council Tax Support Scheme**

Resolved that

- (i) **the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2018/19;**
- (ii) **the Council Tax Exceptional Hardship Policy be amended to state that Council Tax Support must be, or have been, in payment in the financial year which an award is sought:**

- (iii) **the Executive Head of Finance be authorised to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation; and**
 - (iv) **incomes and applicable amounts and non-dependant exceptions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**
- **Minute 72/E - High Street Public Realm Improvements**

Resolved that, subject to the £3.5m LEP Bid being successful, a Capital scheme be approved for £4.4m for the High Street public realm.

- **Minute 73/E – London Road Block Redevelopment**

Resolved that the budget of £600,000 from the Capital Revenue Reserve be reinstated, in order to fund professional fees in relation to the proposed redevelopment of the London Road Block.

(Note: In accordance with Council Procedure Rule 17.5 Councillor Rodney Bates recorded his vote against the decision made at Minute 66/E(i) above.)

- (b) **Planning Applications Committee – 19 October 2017 and 16 November 2017;**

It was moved by Councillor Edward Hawkins, seconded by Councillor Nick Chambers, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 19 October 2017 and 16 November 2017 be received.

- (c) **Performance and Finance Scrutiny Committee – 18 October 2017**

It was moved by Councillor Jonathon Lytle, seconded by Councillor Katia Malcaus Cooper, and

Resolved that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 18 October 2017 be received.

- (d) **External Partnerships Select Committee – 21 November 2017**

It was moved by Councillor Robin Perry, seconded by Councillor Paul Deach and

Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 21 November 2017 be received.

(e) Audit and Standards Committee – 8 November 2017

It was moved by Councillor Paul Deach, seconded by Councillor Rebecca Jennings Evans and

Resolved that the minutes of the meetings of the Audit and Standards Committee held on 8 November 2017 be received.

49/C Leader's Question Time

The Leader responded to questions relating to education for the public and councillors to mitigate unfair prejudices against the gypsy and traveller communities. The Leader also responded to a question concerning activities of the past year for the Council which had included refurbishment of the Camberley Town Centre and the Joint Waste Contract.

Mayor

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 9
January 2018**

+ Cllr Moira Gibson (Chairman)

- | | |
|-----------------------------|--------------------------|
| + Cllr Richard Brooks | + Cllr Josephine Hawkins |
| + Cllr Mrs Vivienne Chapman | + Cllr Alan McClafferty |
| + Cllr Colin Dougan | + Cllr Charlotte Morley |
| + Cllr Craig Fennell | |

+ Present

In Attendance: Cllr Ian Cullen, Cllr Jonathan Lytle, Cllr Chris Pitt and Cllr Valerie White.

75/E Minutes

The minutes of the meeting held on 5 December 2017 were confirmed and signed by the Chairman.

76/E Revenue Grants 2018/19

The Council funded a number of voluntary organisations which either worked in partnership with the Council or performed functions on the Council's behalf.

The Executive considered a table providing a breakdown of these organisations' funding requests, together with supporting information. The table compared the funding requested against the grant awarded for 2017/18, the percentage of requested funding against annual running costs and, where appropriate, the in-kind financial support given to the organisations.

Members were also provided with information relating to the achievement of targets contained in each of the Service Level Agreements.

The Blackwater Valley Countryside Partnership, following a reduction in grant award in 2017/18, had requested that the grant be increased to its previous level. The Partnership had stressed that it was able to achieve greater benefits to residents of the Valley than any one partner working in isolation and that it provided best value for money through economy of scale. As a result it was proposed that a grant of £10,000 be made in 2018/19.

Resolved that, subject to the delivery of the service level agreements, revenue grants be allocated for the period 1 April 2018 to 31 March 2019 as follows:

<u>Organisation</u>	<u>Grant for 2018/19</u>
Surrey Heath Citizens Advice	£80,000

Voluntary Support North Surrey	£30,000
Surrey Heath Age Concern	£10,000
Tringhams, West End	£13,000
Camberley Central Job Club	£7,000
Basingstoke Canal Authority	£10,000
Blackwater Valley Countryside Partnership	£10,000
Surrey Heath Sports Council	£3,500
Surrey Heath Arts Council	£1,400

(Note: In accordance with the Surrey Heath Members Code of Conduct, the following Councillors declared non pecuniary interests as set out below:

- (i) Councillor Alan McClafferty as his wife was a Trustee of Surrey Heath Age Concern;
- (ii) Councillor Charlotte Morley as a Council's representative on the Surrey Heath Sports Council;
- (iii) Councillor Ian Cullen a Council's representative on the Surrey Heath Arts Council.)

77/E Update on the Surrey Pension Fund

The Surrey Pension Fund was managed and administered by Surrey County Council on behalf of all Districts, the County and a number of other organisations. Due, in the main, to investments performing well and the additional payments made in the past, the deficit had reduced significantly over the last few years. Given the current performance of the stock market, the Fund was likely to be fully funded at the current time.

The Fund was due to have its triennial actuarial review at 31 March 2019. Given the current performance of the Fund and the long term view taken by the actuaries, it was unlikely that contributions would increase as a result of the next review. However this would depend on the performance of global equities in that period.

Resolved to note the contents of the report.

78/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule come into effect on 1 December 2014. The CIL Regulations required that the Council, as the collecting authority, pay money over

to the parishes, decide how to use that the Fund and to publish details of its CIL income and expenditure.

The Council had received a total of £1, 333,529.40 for the reporting period 1 April – 30 September 2017. A breakdown of the CIL receipts was reported to the Executive.

The Executive was advised that payments to parishes in the reporting period 1 April 2017 – 30 September 2017 had been as follows.

- a) Windlesham £11,418.00
- b) West End £2,385.57
- c) Bisley £8,844.00

In March 2015, the Executive had agreed that a 15% proportion would also be made available to spend for non-parished areas according to local priorities. The amount collected within these areas had been as follows:

- a) Frimley £2,222.10
- b) Heatherside £8,146.44
- c) Town £395.17

It was proposed that Ward Councillors for the non-parished areas be asked to submit suggestions and bids for projects. Ward Councillors could also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects.

Local projects would then be put forward to the Executive for funding in 2018/19 in combination with any project taken forward from any remaining Planning Infrastructure Contributions.

In response to a question relating to the current level of the Fund, the Finance Portfolio agreed to email details to Members.

Resolved

- (i) to note the Community Infrastructure Levy monies received to date;**
- (ii) that Ward Councillors for the non-parished areas be asked to submit ideas to the CIL Governance Panel for spending CIL generated income within their wards; and**
- (iii) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.**

79/E Surrey Heath Local Development Framework – Authorities Monitoring Report 2016/17

The Executive considered the Surrey Heath Authorities Monitoring Report (AMR) which had been produced in line with the requirements set out in the Localism Act

2011. The AMR monitored the period from 1st April 2016 to 31st March 2017. The purpose of the AMR was to provide details of the actions which had been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan had been achieved, and to identify any solutions and changes where targets were not being met.

Resolved that the Surrey Heath Local Plan Authorities Monitoring Report be approved for the purpose of making the document publically available at the Council offices and on the Council's website.

80/E Tenancy Strategy Review

All Local Housing Authorities were required by the Localism Act 2011 to have a Tenancy Strategy in place even when they themselves were not landlords. The Strategy was required to set out the Council's expectations for social landlords in relation to the kinds of tenancy they would grant; where tenancies were for a fixed term, the length of tenancies; the circumstances under which they would grant tenancies of a particular type; and, the circumstances under which a new tenancy might or might not be granted at the end of the fixed term, either in the same property or a new property.

The current Strategy had been reviewed and had been found to still be relevant. As result no changes were proposed.

Resolved to adopt the reviewed Tenancy Strategy for the period to March 2021, as set out at Annex A to the agenda report, as required by the Localism Act 2011.

81/E Response to Surrey County Council's Surrey Draft Waste Local Plan consultation

The Executive received a report which set out the response to Surrey County Council's consultation on the Surrey Draft Waste Local Plan 2018.

The Surrey Draft Waste Local Plan had implications for future waste management infrastructure within Surrey Heath. Whilst there were no sites shortlisted for the delivery of waste management infrastructure within the Borough, objections were raised in respect of the Surrey Waste Local Plan making provisions for the possibility of waste related development to be located on established employment sites. The sites shortlisted for the delivery of waste management infrastructure were generally welcomed, but it was noted that appropriate measures would need to be taken to mitigate the potential impacts of two sites shortlisted that were close to the Borough's Eastern border, due to the possible implications for air quality and transport.

Resolved to agree the response set out in the letter at Annex 1 of the agenda report as the Council's formal response to Surrey County Council's consultation on the Surrey Draft Waste Local Plan.

82/E Economic Development Strategy Update

The Executive received the annual update report for 2017 on the Council's Economic Development Strategy and the progress against its action plans. Members were reminded that the Strategy was for the long term and that this meant not all actions would have been started as yet, or where they had started, might be in the early stages of development.

The Transformation Portfolio Holder drew attention to some of the recent achievements such as the receipt of £3.5million grant funding from the Local Enterprise Partnership for the improvement of the public realm for Camberley High Street, the introduction of the Kevin Cantlon Shop Front Improvement Grant Scheme and the successful Camberley Expo. In addition, it had recently been announced that a Surrey wide bid to become a pilot scheme in respect of the retention of 100% of growth in Business Rates had been successful.

It was also noted the Strategy was currently being updated.

Resolved

- (i) to note the contents of the report; and**
- (ii) that a further report on an updated Strategy be made later in 2018.**

83/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, 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 Act as set out below:

Minute	Paragraph(s)
84/E	3
85/E	3

Note: Minutes 84/E is a summary of a matter considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time.

84/E Redevelopment Options for 63 High Street, Bagshot

The Executive made decisions relating to the redevelopment of 63 High Street, Bagshot.

(Note: In accordance with the Surrey Heath Members Code of Conduct, Councillor Valerie White declared a non pecuniary interest as a Trustee of Bagshot Library.)

85/E Review of Exempt Items

The Executive reviewed the report which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that the report at Agenda item 13 and Minute 84/E remain exempt until further notice.

Chairman

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 6
February 2018**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Josephine Hawkins
+ Cllr Mrs Vivienne Chapman	+ Cllr Alan McClafferty
+ Cllr Colin Dougan	+ Cllr Charlotte Morley
+ Cllr Craig Fennell	

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Bill Chapman, Cllr Jonathan Lytle, Cllr Robin Perry and Cllr Chris Pitt

86/E Minutes

The open and exempt minutes of the meeting held on 9 January 2018 were confirmed and signed by the Chairman.

87/E General Fund Estimates 2018/19

The Executive noted that, whilst it was for the Council to decide upon the level of Council Tax set, the Executive could make a recommendation.

The budget had been prepared on the assumption that Council Tax would be increased by 2.97% being just under the maximum permitted without requiring a referendum.

The Net Cost of Services for 2018/19 had increased compared to last year. This was due in part to one off items such as grounds maintenance funded from commuted sums and the implementation of the Waste Contract funded from reserves. However there had also been increases in payroll and contract costs due to the high level of inflation.

However the Council was still able to achieve a balanced budget due to higher income from Council Tax and Business Rates and an increase in income from the Council's property investments.

Wages and salaries had increased this year due to not only investment in staffing as the Council moved in to new areas, but also due to pressures driven by inflation on wages costs and recruitment. An amount had also been included within the budget for an annual pay increase.

Members received a summary of the budget. It was noted that a number of fees and charges had been increased and approved in accordance with financial regulations. These changes had been reflected within the proposed budget.

The Government had announced that they would approve an increase in planning fees in 2018/19, if not sooner, but this had not been reflected in the budget.

2018/19 marked the 3rd year of the 4 year local Government Settlement announced in 2015. Based on past experience it was likely that the settlement for 2018/19 would be in line with this Settlement and would mean that the Council would receive nothing in 2018/19.

The Council was due to have to pay £933k of "Negative Tariff" back to the Government in 2019/20. However the matter of a "Negative Tariff" had been recognised as an issue by the Minister and would be looked at in the coming year. The Government had also announced a technical consultation "Fair Funding" which might impact future Council funding as it sought to redistribute funding across the country.

The provisional figures announced on 19 December 2017 had been used in this budget. These were expected to be confirmed shortly.

The Government had consulted again during the year on making further changes to the New Homes Bonus (NHB). This had included increasing the "floor", for which no bonus was paid and further restricting payments on houses granted on appeal or without a local plan. The Government announced that, in order to provide certainty, no changes would be made for 2018/19. However the changes already made, such as reducing payments from 6 to 4 years and the 0.4% floor, was making NHB a less attractive incentive for housing delivery.

The Executive was advised that expenses totalling £816k were being charged directly to reserves. The General Fund was estimated to be at least £2m at the end of 2018/19 if the budget was delivered as proposed.

RECOMMENDED to Council that

- (i) the 2018/19 General Fund Revenue Budget of £11,058,933 as set out in Annex A to the agenda report, be approved; and**
- (ii) the support grant for parishes to compensate them for the effects of the local council tax support scheme be unchanged for 2018/19 compared to 2017/18.**

RESOLVED to note that

- (iii) the budget contains £816,390 chargeable to reserves as per paragraph 10 of the agenda report;**
- (iv) a minimum revenue provision of £1.353m was required to repay debt;**
- (v) there was no Revenue Support Grant from Government to support services;**

- (vi) £200,000 for a pay increase had been included within the budget;**
- (vii) the provisional NNDR baseline of £1,508,666 and the final settlement would be reported to Council at its meeting on 21st February 2018;**
- (viii) that the Council is a member of the Surrey Business Rates pilot consisting of Surrey County Council and all Surrey Districts;**
- (ix) that a full report, setting out Council Tax proposals for 2018/19 would be presented to Council on 21st February 2018;**
- (x) that further savings and income generation through investment would be required as a result of anticipated reductions in Government funding and funding the capital programme in the future; and**
- (xi) that the increase in the tax base from new housing delivered an extra £47,000 a year in Council Tax.**

88/E Treasury Strategy 2018/19

The Executive received a report detailing the proposed Treasury Management Strategy and the Treasury Management Indicators for 2018/19, plus the Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table.

The report fulfilled the Council's legal obligation under the Local Government Act 2003 to have regard to both the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice, and the Department for Communities and Local Government Guidance on Local Authority Investments.

The Council invested and borrowed large sums of money and was, as a result, exposed to financial risks which included the revenue impact of changing interest rates and the loss of part or all invested funds. The successful identification, monitoring and control of risk were, therefore, central to the Council's Treasury Management Strategy.

In accordance with the CLG Guidance, any changes required to the approved Treasury Management Indicators and Strategy would be reflected in future reports for the Executive and the Council to consider.

The budget for investment income in 2018/19 was £160,000 calculated as a average return of 1.1% on a £14.5m portfolio. £2.2m had been budgeted for interest payments calculated as average cost of 2% on a debt of £111m. These figures were influenced by changes to interest rates, levels of debt and investment funds.

The proposed Corporate Capital Programme for 2018/19 – 2019/20 would need to be funded by borrowing or out of revenue due as the Council did not hold any capital receipts.

RECOMMENDED to Council the adoption of

- (i) the Treasury Management Strategy for 2018/19 as set out in the agenda report;**
- (ii) the Treasury Management Indicators for 2018/19, as set out at Annex C to the agenda report; and**
- (iii) the Minimum Revenue Provision policy statement and estimated Minimum Revenue Provision payment table, as set out at Annex F to the agenda report.**

89/E Corporate Capital Programme 2018/19 – 2020/21

The Executive received details of the proposed 2018/19 Capital Programme, as shown in Annex A to the agenda report. The Council no longer held any surplus capital receipts. As a result, only in-year receipts could be offset against the proposed spend. Annex C to the agenda report showed that it would not be possible to fund the current Capital Programme from capital receipts and that existing revenue and/or borrowing would have to be used.

Within the 2018/19 Capital programme there was an amount of £3.2m relating to refuse vehicles which had been transferred from the 2017/18 capital programme as the expenditure would not be incurred until Summer 2018.

Additional capital receipts might be realised from the sale of Council assets and if this was the case they would be applied against capital spend thereby reducing borrowing.

The Revenue Capital Fund was estimated to be about £9.145m at 31 March 2018 and could be used to support the Capital Programme if required. However, this would reduce the amount of reserve available to support revenue expenditure and hence the General Fund in the future. The Council had undertaken borrowing during 2017/18 to fund significant property acquisitions and was prepared to do this again, should the need arise.

Additional capital schemes might be brought during the year for the Executive and Council to consider. These might result in a change to the Prudential Indicators, the Capital Financing Requirement and the Minimum Revenue Payment. If this was the case those changes would be reported to the Executive and Council.

The Finance Portfolio Holder undertook to respond by email to questions relating the London Road Recreation Ground Disabled Access Improvements and the Camberley Theatre Conferencing Facilities Schemes.

RECOMMENDED to Council that

- (i) the new capital bids for £8.584m, as set out at Annex A to the agenda report, for 2018/19, be approved and incorporated into the Capital Programme;
- (ii) the Prudential Indicators, as set out below and explained at Annex D to the agenda report, including the MRP statement, for 2018/19 to 2020/21 in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities 2011, be approved.

Prudential Indicator	2018/19 Estimated £000	2019/20 Estimated £000	2020/21 Estimated £000
Capital Expenditure	8,584	2,270	630
Capital Financing Requirement	150,000	150,000	148,000
Ratio of net financing costs to net revenue stream	5.14%	2.61%	2.65%
Incremental impact of investment decisions on Band D council Tax	1.61	9.40	0.43
Operational Boundary	185,000	185,000	185,000
Authorised Limit	190,000	190,000	190,000

RESOLVED to note

- (iii) that the Capital Financing Requirement for the Council as at 31 March 2019 was estimated to be £150m and as such a Minimum Revenue Payment of £1.369m was required;
- (iv) the provisional Capital Programme for 2019/20 and 2020/21; and
- (v) the available capital receipts forecast shown, as set out at Annex C to the agenda report.

(Note: Subsequent to the meeting it was confirmed that reference to the London Road Recreation Ground Disabled Access Improvements had been included in error as the scheme had been incorporated in the Capital Programme for 2017/18.)

90/E Potential Expansion of the Joint Waste Collection Contract

The Executive considered a recommendation from the Joint Waste Collection Services Committee (JWCSC) to approve the admission of Tandridge District Council into the existing joint waste collection arrangements of Elmbridge Borough Council, Mole Valley District Council, Surrey Heath Borough Council and Woking Borough Council (the Partner Authorities).

Members were reminded that the Joint Contract had been procured so as to enable all other Surrey district and borough councils to have the opportunity to join

during the life of the contract should they so wish. There was a mechanism set out in the Joint Contract which governed how this would happen. The Inter Authority Agreement made it clear that the decision to admit a new authority rested with the existing Partner Authorities and should only occur where it was lawful to do so, there was a positive benefit to the Partner Authorities, and the new joiner contributed towards the costs of the initial procurement, mobilisation and set up of the Joint Contract through a joining fee or other benefit.

The JWCS, at its meeting on 15th January 2018, had resolved to recommend to the Partner Authorities that, on the basis no existing partner was financially disadvantaged, should Tandridge District Council's Stage 3 price demonstrate good value and it requested admission to the Joint Contract, then the request should be approved.

It was noted that there would be no immediate benefits to the partner authorities from Tandridge District Council joining the partnership other than savings in management costs. However, there were very real medium to long term benefits as the admission of Tandridge would enable a further step to be taken in the creation of a single waste entity to deliver all of Surrey's waste.

Tandridge would reimburse the existing partner authorities to ensure they were no worse off from them joining through a system of direct payment from Tandridge to the original partners.

The Executive was advised that any further requests to join the joint waste collection arrangements would be considered on their merits.

RESOLVED that, on the basis that no existing partner be financially disadvantaged, should Tandridge District Council's Stage 3 price demonstrate good value and it requests admission to the Joint Contract, then the request should be approved.

91/E Air Quality Feasibility Study

The Executive was reminded that, at its meeting on 3 October 2017, it had received a report on the Air Quality Feasibility Study which this Council, Rushmoor and Guildford Borough Councils were required to undertake along the A331 Blackwater Valley Road. The study would explore a range of options to ensure compliance with air quality objectives in the shortest time possible.

The Government had initially allocated £50,000 to each of the authorities. However following submission of a proposal from the partner authorities, a further grant payment of £600,000 would be paid to this Council, which was leading on the procurement for the study. The study would be carried out in conjunction with Guildford and Rushmoor Councils and working with Defra; the Highways Agency and Surrey County Council Highways Authority.

RESOLVED to undertake a feasibility study to explore a range of measures to ensure compliance with the air quality objectives in the shortest time possible, with the cost of the study to be funded

from a grant of £600,000 paid to this Council under Section 31 of the Local Government Act 2003.

(Note: It was noted for the record that Councillor Rodney Bates declared that he was an employee of Guildford Borough Council.)

92/E Home Assistance Policy

The Executive was informed that the Department for Communities and Local Government allocated Local Housing Authorities funding to deliver a capital Disabled Facilities Grant Programme. The funding was placed into the Better Care Fund and the Clinical Commissioning Groups and Adult Social Care then made decisions on how the funding would be allocated.

The allocation for this Council had increased from approximately £300,000 in 2016/17 to £660,000 in 2017/18. A similar sum was expected in 2018/19

In order to protect funding from the Better Care Fund it was essential that the Council could deliver fast and flexible services to residents in a way that met the health and social care agenda, and that services were embedded in the local health and social care offer. The Home Assistance Policy identified the assistance which the Council could offer vulnerable homeowners, owners and tenants of privately and socially rented accommodation, and disabled adults and children to repair, improve or adapt their homes. It outlined the eligibility criteria and the terms on which assistance may be provided.

Priority funding would be offered to applicants of mandatory Disabled Facilities Grants. All other forms of assistance were discretionary and were therefore subject to the availability of funding.

Members referred to the eligibility criteria where under occupancy might exclude applicants from attracting grant funding. Whilst it was accepted that a framework was necessary, Members asked that the criteria be interpreted leniently in order to ensure the best possible outcome for the applicant.

RESOLVED that the Home Assistance Policy, as set out at Annex A to the agenda report, be adopted.

93/E Local Connection Eligibility Testing for the Self-Build and Custom Housebuilding Register

It was reported that, in accordance with the Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016), the Council must maintain and regularly update a Self-Build and Custom Housebuilding Register. The Regulations also allowed the Council to set local eligibility criteria in the form of a Local Connection Test.

Due to the various environmental constraints impacting Surrey Heath, availability of land for development was under significant pressure and provided an ongoing challenge for the Borough. It was therefore important to ensure that any land, which was suitable and available, was utilised efficiently. The number of plots that

the Council must grant for the purposes of self-build was likely to impact the availability of land for achieving the Council's objectively assessed development needs. It was, therefore, considered that the application of a Local Connection Test for eligibility to the Council's Self-Build Register would help to ensure plots were only granted for residents with a strong local connection to Surrey Heath, and that suitable land remained available for other types of residential development in the Borough.

The Executive considered the Local Connection Test, as set out at Appendix 1 of the agenda report. Members were of the opinion that, because of the scarcity of suitable land in the Borough, the qualification for entry to the Register should be residency or employment in the Borough for a period of at least 24 months.

It was proposed that a Local Connection Test for entry onto the Self-Build and Custom Housebuilding Register be released for a 4 week non statutory consultation period. Following the consultation, the Local Connection Test would be incorporated within the existing Self-Build application.

RESOLVED that

- (i) the Local Connection Test, as set out at Appendix 1 of the agenda report, be amended to require applicants to the Surrey Heath Self-build and Custom Housebuilding Register to have been resident or employed in the Borough for a period of at least 24 months;**
- (ii) a 4 week non-statutory public consultation be undertaken on the introduction of a Local Connection Test, as set out in Appendix 1, as amended;**
- (iii) the Local Connection Test be incorporated within the Self-Build application form.**

94/E Response to the Mayor of London's Draft New London Plan

The Mayor of London was consulting on the Draft New London Plan which would provide the spatial development strategy for Greater London from 2019-2041. The Plan included Strategic Infrastructure Priorities for the Wider South East including the North Downs Line and the South West Main Line, both of which were in close proximity to Surrey Heath. Although the Draft New London Plan aimed to accommodate all of London's projected growth within its boundaries, the Mayor of London was seeking willing partners beyond London to explore if there was potential to accommodate further growth in sustainable locations outside of the Capital.

RESOLVED to agree the response to the Mayor of London's Draft New London Plan, as set out at Appendix 1 of the agenda report.

95/E Response to Runnymede Borough Council's Draft Local Plan (Regulation 19) consultation

Runnymede Borough Council had published its Draft Local Plan document for consultation. The document was the last stage in the production of the Runnymede Local Plan and as such the consultation was the final opportunity to comment on the Plan before it was submitted to the Planning Inspectorate.

It set out the approach to be taken to development in Runnymede Borough up to 2030, including the DERA north and south sites in Longcross, now known as 'Longcross Garden Village'.

RESOLVED that the letter at Annex 1 to the agenda report be agreed as the Council's formal representation to the Runnymede Draft Local Plan (Regulation 19) document.

96/E Reference from Performance and Finance Scrutiny Committee – Review of the Impact of Benefits Reforms on Surrey Heath Borough Council and Borough Residents

At its meeting on 12 July 2017, the Performance and Finance Scrutiny had considered a report from a Task and Finish Group looking at the impact of welfare/benefits reforms on the Council and the Borough's residents. A further report, revising a number of the recommendations, had been considered by the Committee at its meeting on 6 December 2017.

The Committee had agreed to advise the Executive to take a number of actions which could potentially mitigate the impact of these changes.

The Executive considered the actions proposed and noted that the Task Group Members had identified the following key local needs:

- (i) An increase in the number PCs available to welfare benefit applicants, and the number of local locations where access would be possible;
- (ii) An increase in the number of PC and benefit competent advisors who could help applicants complete claim forms;
- (iii) An increase in the number of advisors (must be qualified) who could help with debt counselling;
- (iv) Better local access to short term loans to those left without support between date of claim and date of approval and receipt of grant; and
- (v) An increase in the number of one bedroom properties available for social rent.

The Scrutiny Committee had supported the Task and Finish Group proposal that the best way to meet the identified needs and address was to facilitate a stronger working relationship with and provide an increased level of financial support to specialist local charities, particularly given the expertise which existed in the community, which could assist in this complex area of work.

RESOLVED that

- (i) the Department of Works and Pension (DWP) be urged to work more closely with the Council**

- (a) to mitigate the impact of the benefit reforms on the residents of the Borough;
 - (b) to ensure that there is adequate provision of computer facilities internet access and advisors across the Borough to support the wider introduction of Universal Credit and other changes to the welfare system;
- (ii) in relation to computer facilities, internet access, and advisor support, that
- (a) the list of sites will be refreshed, and widely publicised to the relevant audience;
 - (b) this exercise be repeated on a six monthly basis;
 - (c) in the event that this exercise indicates a shortage of available sites and/or personnel, alternative options, including the involvement and closer collaboration with local charities in the relevant sectors to be considered.
- (iii) the work done by the Surrey Credit Union in supporting residents in the Borough be noted and supported;
- (iv) the closer working relationship and joint working initiatives between the Camberley Job Centre and the Council be noted and supported; and
- (v) the Local Plan Working Group be asked to take full account of the indicated increased need for one bedroom properties, when developing the Plan;

The Executive NOTED that the External Partnership Select Committee be requested to include Boom and DWP on its future work programme.

97/E Pay Policy Statement 2018/19

Members were reminded that Section 38(1) of the Localism Act 2011 required the Council to update its Pay Policy Statement on an annual basis.

RECOMMENDED to Full Council that the Surrey Heath Borough Council Pay Policy Statement 2018/19, as attached at Annex A to the agenda report, be approved.

98/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 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 Act as set out below:

Minute	Paragraph(s)
86/E (part)	3
99/E	3
100/E	3

Note: Minute 99/E is a summary of a matter considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time.

99/E Lease of the Camberley Lawn Tennis Club, Southcote Park, Camberley

The Executive made decisions relating to the grant of a Lease to Camberley Lawn Tennis Club, Southcote Park, Portsmouth Road, Camberley.

100/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that Minute 99/E and the associated agenda report remain exempt until completion of lease negotiations.

Chairman

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 14 December 2017

+ Cllr Edward Hawkins (Chairman)
+ Cllr Nick Chambers (Vice Chairman)

+ Cllr Mrs Vivienne Chapman	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
+ Cllr Surinder Gandhum	+ Cllr Ian Sams
+ Cllr Jonathan Lytle	- Cllr Conrad Sturt
+ Cllr Katia Malcaus Cooper	+ Cllr Pat Tedder
- Cllr David Mansfield	+ Cllr Victoria Wheeler
+ Cllr Max Nelson	+ Cllr Valerie White

+ Present

- Apologies for absence presented

Substitutes: Cllr John Winterton (In place of Cllr David Mansfield)

In Attendance: Lee Brewin, Ross Cahalane, Michelle Fielder, Jessica Harris-Hooton, Jonathan Partington, Emma Pearman and Patricia Terceiro

44/P Minutes

The minutes of the meetings held on 16 and 22 November were confirmed and signed by the Chairman.

45/P Application Number: 16/1207 - Windlemere Golf Club, Windlesham Road, West End, Woking GU24 9QL

The applications was for three detached two storey dwellings with detached double garages, entrance gates and associated accesses and landscaping following demolition of golf club and driving range buildings and use of remainder of land as suitable alternative natural greenspace (SANGS). (Additional info recv'd 25/1/17). (Additional information rec'd 09/02/2017). (Amended/Additional Information - Rec'd 21/03/2017.) (Amended and Additional Information Rec'd 31/03/2017) (Amended plans and information, and additional information recv'd 21/7/17). (Amended plans & information, and additional information recv'd 24/11/17).

This application was considered at the Planning Applications Committee meeting on the 24 August 2017, where it was resolved that the application 16/1207 be deferred in order to:

- a) carry out a site visit to inspect the SANG car park access;
- b) invite the County Highway Authority to attend the site; and
- c) obtain further information from the Heritage Officer regarding the access to the site.

In accordance with Part 5, section D, Appendix A, paragraph 9 of the Constitution, only those Members who had attended the site visit would be able to vote in relation to this application.

Members were advised of the following updates:

'Revised vehicular access

Surrey County Highway Authority (CHA) has raised no objection to the proposed amended shared access to the dwellings and SANG Car Park – which is now located on the eastern side of Blackstroud Lane East away from the Listed Buildings to the north. The CHA has again recommended pre-occupation conditions requiring the provision of sufficient visibility splays, provision of space within the site for parking and satisfactory manoeuvring and a pre-commencement planning condition requiring the submission of a Construction Management Plan, all to be approved in writing by the Local Planning Authority. The above conditions are proposed to be re-imposed as outlined in the report, and Condition 7 is proposed to be reworded to take account of the amended access, as follows:

Amended condition 7

The development hereby approved shall not be first occupied unless and until the proposed vehicular access to Blackstroud Lane East has been constructed and provided with visibility zones in accordance with Drawing No. 64033-TS-001 Rev C (within the Transport Statement dated November 2017 and received on 24 November 2017) and thereafter the visibility zones shall be kept permanently clear of any obstruction over 1.05 m high.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and accord with Policies CP11 and DM11 of the Surrey Heath Core Strategy 2012 and the National Planning Policy Framework.

Condition 6 in respect of the requirements for a modified existing golf club access is proposed to be removed, as it is now proposed to close off this access to allow for the abovementioned shared access.

Revised SANG Management Plan

In response to the comments received from Natural England on 05 December 2017, a revised SANG Management Plan and SANG Car Park Plan has been received, in order to provide a direct pedestrian link from the car park to the walkway. Natural England now raise no objection, subject to compliance with the revised SANG Management Plan and Surrey Heath Borough Council being satisfied that the necessary costings and financial information have been provided to enable the transfer of the site for their long term management. The approved plans Condition 2 is proposed to be amended accordingly, as follows:

Amended condition 2

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

Proposed Plot 2 and Plot 3 floor plans and elevations (Drawing Nos. 13 - P933 - 104; 13 - P933 - 105) - both received on 23 December 2016;

Proposed Plot 1 floor plans and elevations; garages; entrance gates and streetscene, and; site plans (Drawing Nos. 13 - P933 – 103 REV A; 13 - P933 – 106 REV A; 13 - P933 – 107 REV A; 13 - P933 - 101 Rev C; 13 - P933 - 102 Rev C) – all received on 24 November 2017;

Proposed SANG car park plan (Drawing No. 13 - P933 – 112 REV C); Proposed SANG Management Plan (Aspect Ecology - dated December 2017); - both received on 12 December 2017,

unless the prior written approval has been obtained from the Local Planning Authority.

Reason: For the avoidance of doubt and in the interest of proper planning and as advised in ID.17a of the Planning Practice Guidance.'

Some Members requested that softer landscaping be applied at the front of the site, in particular to soften the gates, and to include native species. It was agreed that Condition 12 would be amended to address this. In addition, it was requested that the materials around the SANGs be made of wood and not metal. Members were advised that Condition 4 requires details of the proposed SANG car park access enclosures to be submitted and approved in writing by the Local Planning Authority.

Resolved that application 16/1207 be approved as amended subject to conditions completion of a legal agreement and referral to the Secretary of State as a Departure from the Development Plan.

Note 1

As the application had triggered the Council's Public Speaking scheme, Mr Brennen spoke in objection and Mr Smith the applicant spoke in support.

Note 2

It was noted for the record that Councillor Edward Hawkins declared on behalf of the Committee that the Council intended to acquire the land adjacent to the site for SANGS.

Note 2

The recommendation to approve the application as amended was proposed by Councillor Edward Hawkins and seconded by Councillor Nick Chambers.

Note 3

In accordance 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 recommendation to approve the application as amended:

Councillors Nick Chambers, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Ian Sams, Pat Tedder and Victoria Wheeler.

46/P Application Number: 17/0998 - 15-17 Obelisk Way, Camberley GU15 3SD

The application was a Reserved Matters Application for appearance and landscaping pursuant to Outline permission ref: 16/0447 (Erection of a 4 storey building with A1-A5 use class on ground floor and 16 residential units on floors 1-4). (Additional plans & info rec'd 22/11/17).

Members were advised of the following updates:

'Additional condition

3. The development hereby permitted shall be carried out in accordance with the following approved plans:

- *Proposed Side Elevations DWG No. 0033/P/ELV1/008*
- *Shop Front Elevation DWG No. 0033/P/DET1/010*
- *South elevation 0033/P/ELV1/004*
- *North elevation 0033/P/ELV1/003*
- *Ground floor site plan 0033/P/GA1/000*
- *Ground and first floor plans 0033/P/GA1/001*
- *Second and third floor plans 0033/P/GA1/002*
- *Roof level plan 0033/P/GA1/007*
- *Proposed sections 0033/P/SEC1/005*
- *Planting plan 0095-L002*

unless the prior written approval has been obtained from the Local Planning Authority.

Reason: For the avoidance of doubt and in the interest of proper planning and as advised in ID.17a of the NPPG.

Amended condition:

A brick and metal cladding sample have been provided. These are considered acceptable and it is therefore recommended that condition 2 be amended to allow these materials to be used in the development.

Amended condition 2

The development shall be undertaken using multi grade weathered brick Olde Cheshire Red Multi by Weinerberger and all metal work, balconies, railings and panelling shall be completed in power coated RAL 1035. No development shall be undertaken until details and samples of all of other external materials to be used in the development have been submitted to and approved in writing by the Local

Planning Authority. Once approved, the development shall be carried out using only the agreed materials.

Reason: In the interests of visual amenities of the area and to accord with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.'

Some Members asked whether there would be enough bin storage at the site and officers confirmed that this would be the case. Some Members also had concerns regarding the red brick materials proposed for the front of the building but Members were advised that the original frontage had been in red brick.

Resolved that application number 17/0998 be approved as amended subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application as amended was proposed by Councillor Colin Dougan and seconded by Councillor Robin Perry.

Note 2

In accordance 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 recommendation to approve the application as amended:

Councillors Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Pat Tedder, John Winterton and Valerie White.

Voting against the recommendation to approve as amended:
Councillor Ian Sams.

Councillor Victoria Wheeler abstained.

47/P Application Number: 17/0469 - Heathercot Yard, Evergreen Road, Frimley GU16 8PU

The application was for the erection of 4 x 2-bed terraced houses, 4 x 3- bed terraced houses, and 2 x four bed semi-detached houses with associated parking, landscaping and gardens, and creation of new access road onto Evergreen Road, on former builders yard following demolition of existing dwelling and outbuildings. (Additional information rec'd 03/10/2017) (Amended & Additional Plans - Rec'd 03/10/2017). (Amended information rec'd 22/11/17).

This application had been deferred from the 22nd November Planning Applications Committee to allow time for the correct notice to be served on a landowner. Notice has

now been served and ownership certificate B signed.

Members were advised of the following updates:

'Additional representations

Since the report was written a further letter of objection has been received, along with a neighbour comment from the same person. The objection letter refers to the number of neighbours notified about the application and another application recently submitted in the same road, however this has been checked and all the neighbours were notified who should have been. The neighbour comment states as well as the above, that a parking and traffic survey during school drop off and pick up times should have been undertaken, however there will be 16 spaces within the development for the 10 dwellings, and the County Highway Authority have not objected in respect of parking provision nor requested further information.'

Some Members considered the proposal to be overdevelopment and there were too few parking spaces proposed.

Members also sought clarification with regard to the comparable traffic movements between when the site was a builders' yard and what they would be after the development had been completed. Officers advised that the yard was not currently in use but if it was, the movements would be much greater and the vehicles would be larger.

There was some concern regarding the development's close proximity to a school but the Chairman advised that there was a separate crossing for the school and yellow lines were put in place. Officers advised that the County Highways Agency had not raised any objection to the proposal and that there was a condition imposed for a Construction Transport Management Plan during the construction period.

Resolved that application 17/0469 be approved subject to the conditions as set out in the report of the Executive Head Regulatory.

Note 1

It was noted for the record that:

- Councillor Edward Hawkins declared that he had had discussions with residents.
- Councillor Victoria Wheeler declared that she knew the applicant.

Note 2

The recommendation to approve the application was proposed by Councillor Jonathan Lytle and seconded by Councillor Edward Hawkins.

Note 3

In accordance 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 recommendation to approve the application:

Councillors Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Max Nelson, Adrian Page Robin Perry Ian Sams and John Winterton.

Voting against the recommendation to approve the application:
Councillor Katia Malcaus Cooper, Pat Tedder and Valerie White.

Councillor Victoria Wheeler abstained.

48/P Application Number: 17/0730 - 89 -91 Guildford Road, Lightwater GU18 5SB

The application was for the variation of condition 3 of planning permission SU16/0520 so as to allow the retail unit to be open to customers between 07:00 and 23:00 hours Monday to Saturday, and 07:00 and 22:30 hours Sundays and bank holidays. (Additional information recv'd 18/10/17).

This application would normally have been determined under the Council's Scheme of Delegation for Officers, however it was reported to the Planning Applications Committee at the request of Cllr Gandhum.

The agent proposed an amendment to the application at the meeting but this could not be considered by Members as it diverted from the published application before them.

Resolved that application 17/0730 be refused for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

As this application triggered the Council's Public Speaking Scheme, Mr Matthew Roe, the agent spoke in support.

Note 2

Councillor Surinder Gandhum declared he had a Disclosable Pecuniary Interest as his business was located opposite the proposal, and he left the Chamber during the consideration of the application.

Note 2

The recommendation to refuse the application was proposed by Councillor Adrian Page and seconded by Councillor Katia Malcaus Cooper.

Note 3

In accordance 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 recommendation to refuse the application:

Councillors Nick Chambers, Vivienne Chapman, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Pat Tedder, Victoria Wheeler and Valerie White.
John Winterton

Voting against the recommendation to refuse:
Councillor Colin Dougan

49/P Application Number: 17/0788 - Calgary, Church Road, Windlesham GU20 6BH

The application was erection of 4 x four bed dwellings, with associated garages, parking and garden areas, and revised access following demolition of the existing dwelling and outbuildings.

This application would normally have been determined under the Council's Scheme of Delegation for Officers, however, it was reported to the Planning Applications Committee at the request of Councillor Sturt.

Members were advised of the following updates:

'Refusal Reason 3 – Ecology

The applicant submitted further information in respect of bats, which has been reviewed by the Surrey Wildlife Trust. They were initially concerned that insufficient surveys had been undertaken but following further information from the applicant's ecologist, are now satisfied that this would not be necessary in this instance. As such the third reason for refusal on the Officer's report is proposed to be removed.

Conservation Officer's Comments

The Conservation Officer has echoed the Officer's concerns about the impact on the character of the area. While they agree that the existing building does little to reinforce the character of the conservation area and as such its replacement in principle is not objectionable, the current proposal for a cul-de-sac of four houses does not respond to or respect the character of the Conservation Area. In addition, the design of the dwellings, relying on the large areas of flat roof to achieve depth, exacerbates the suburban character. It would therefore dilute the character of the Conservation Area.'

Some Members sought clarification on the definition of a crown roof. Officers advised that this was when the top of the roof was flat and was reminiscent of suburban development. Members also asked about the temporary buildings on site and whether these had been considered with regard to the impact on the Green Belt. Officers explained that in this case the built form was clearly considerably larger than all the existing buildings; however with any future application, whether the buildings were temporary or not would be taken into account in judging the impact on the Green Belt.

Resolved that application 17/0788 be refused as amended for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

As the application triggered the Council's Public Speaking Scheme, Mr Jeremy Russell Lowe and Mr Christopher Clarke spoke in objection.

Note 2

The recommendation to refuse the application as amended was proposed by Councillor Vivienne Chapman and seconded by Councillor Colin Dougan.

Note 3

In accordance 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 recommendation to refuse the application as amended:

Councillors Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton

50/P Application Number: 17/0912 - Moulins, 45 Windmill Field, Windlesham GU20 6QD

The application was for the infill of front porch and part garage conversion into habitable accommodation. (Amended Information - Rec'd 25/10/2017) (Amended Description and Plan - Rec'd 02/11/2017.)

This application would normally have been determined under the Council's Scheme of Delegation for Officers. However, it was being reported to the Planning Applications Committee as the applicant is currently employed by the Council.

Resolved that application 17/0912 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Colin Dougan and seconded by Councillor Surinder Gandhum.

Note 2

In accordance 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 recommendation to approve the application:

Councillors Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 11 January 2018

+ Cllr Edward Hawkins (Chairman)
+ Cllr Nick Chambers (Vice Chairman)

+ Cllr Mrs Vivienne Chapman	Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
Cllr Surinder Gandhum	+ Cllr Ian Sams
+ Cllr Jonathan Lytle	Cllr Conrad Sturt
- Cllr Katia Malcaus Cooper	+ Cllr Pat Tedder
+ Cllr David Mansfield	+ Cllr Victoria Wheeler
+ Cllr Max Nelson	+ Cllr Valerie White

+ Present
- Apologies for absence presented

In Attendance: Michelle Fielder, Jessica Harris-Hooton, Emma Pearman, Neil Praine and Rachel Whillis

51/P Minutes

The minutes of the meeting held on 14 December 2017 were confirmed and signed by the Chairman.

52/P Application Number: 17/0651 - Compass House, 207-215 London Road, Camberley GU15 3EY

The application was for the alterations to fourth floor, and creation of a new fifth floor of building, with change of use of building from B1 (office) to C3 (residential), to form 37 one bedroom units and 13 two bedroom units with associated parking, cycle stores, bin stores, access and landscaping. (Amended Information Rec'd 03/08/2017 & 08/09/2017) (Amended plans & info rec'd 23/11/2017).

Members received the following updates on the application:

“The Heritage and Conservation Officer has now considered the application and raises no objections in respect of the impact upon the Grade 2 Listed Gatehouse at the entrance to the Royal Military Academy Sandhurst, opposite the application site.”

The officer recommendation to approve the application was proposed by Councillor Robin Perry, seconded by Councillor David Mansfield, and put to the vote and carried.

RESOLVED that application be approved, subject to a legal agreement and conditions.

Note 1

It was noted for the record that Councillor Edward Hawkins declared that he had attended a Design Review Panel on the building.

Note 2

In accordance 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 proposal to approve the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, David Mansfield, Max Nelson, Robin Perry and Ian Sams.

Voting against the proposal to approve the application:

Councillors Pat Tedder, Victoria Wheeler, and Valerie White.

53/P Application Number: 17/0948 - Garage Block North of 27 to 32 Evergreen Road, Frimley GU16 8PU

The application was for the erection of a three storey building comprising 6 x 1 bed affordable flats, with associated parking amenity space, cycle and bin storage, following demolition of existing garages and replacement of one garage for cycle/bin storage and replacement boundary walls. (Additional plans recv'd 06/11/2017). (Amended plan and additional plans recv'd 10/11/2017).

This application would normally have been determined under the Council's Scheme of Delegation; however it was being reported to the Planning Applications Committee at the request of Cllr Edward Hawkins.

Members received the following updates on the application:

"A Member site visit was undertaken on 9 January, attended by Cllr Edward Hawkins, Cllr Jonathan Lytle, Cllr Ian Sams and Cllr Pat Tedder.

SAMM payment has now been received.

Since the report was written, a further objection has been received which states the following:

- That the arboricultural report is not evidentially based and cannot be relied upon *[Officer comment: The Council's Arboricultural Officer reviewed the report, and this objection and has no concerns about the report's validity. The further comments raised by the objection do not change his conclusions.]*
- That the author acknowledges that tree pruning will have an impact on property value *[Officer comment: Property value is not a planning issue]*
- Replacement of a 1-storey property with a 3-storey property will negatively impact on natural light *[Officer comment: See section 7.5 of the report for assessment.]*

- Ecological report is not evidentially based and cannot be relied upon; ignored impact on flora and fauna, will affect wood doves and jays *[Officer comment: Surrey Wildlife Trust raised no concerns as to the validity of the report, which was a detailed report compiled by qualified ecologists. There is an informative on the report regarding the bird nesting season and conditions for bird boxes and suitable species.]*
- There is no party wall agreement in place *[Officer comment: Not a planning issue]*
- No serious consideration has been given to other planned developments including Deepcut and how these will better service the accommodation needs in the area *[Officer comment: Surrey Heath does not have sufficient housing supply including other planned developments – see section 7.3 of the Officer’s Report]”.*

The officer recommendation to approve the application was proposed by Councillor Colin Dougan, seconded by Councillor Jonathan Lytle, and put to the vote and carried.

RESOLVED that application be approved, subject to a legal agreement and conditions.

Note 1

In accordance 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 recommendation to approve the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, David Mansfield, Max Nelson, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, and Valerie White.

Chairman

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**Minutes of a Meeting of the
Performance and Finance Scrutiny
Committee held at Council Chamber,
Surrey Heath House, Knoll Road,
Camberley, GU15 3HD on 6 December
2017**

- Cllr Jonathan Lytle (Chairman)
+ Cllr Katia Malcaus Cooper (Vice Chairman) (In the chair)
- | | |
|-----------------------|-------------------------|
| + Cllr David Allen | + Cllr Robin Perry |
| Cllr Nick Chambers | Cllr Chris Pitt |
| + Cllr Bill Chapman | - Cllr Joanne Potter |
| + Cllr Edward Hawkins | + Cllr Wynne Price |
| Cllr Paul Inicki | + Cllr Darryl Ratiram |
| + Cllr David Lewis | - Cllr Victoria Wheeler |
| - Cllr Oliver Lewis | |
- + Present
- Apologies for absence presented

Substitutes: Cllr Rodney Bates and Cllr Max Nelson

In Attendance: Cllr Paul Deach, Cllr Colin Dougan and Cllr Richard Brooks

20/PF Minutes

The minutes of the meeting held on 18 October 2017 were confirmed and signed by the Chairman.

21/PF Scrutiny of Portfolio Holder - Transformation

Cllr Colin Dougan, the Transformation Portfolio Holder, reminded the Committee of the areas covered by his Portfolio and gave a brief description of each of the following services and functions:

- ICT/Information Governance/Reprographics
- Economic Development
- Community Safety & Community Partnerships
- Performance
- Building Control
- Corporate Property

Cllr Dougan responded to questions relating to:

1. Freedom of Information requests -
 - a) the reason for the increase in the number requests;
 - b) the subject areas of enquiries made;
 - c) how the Council would address the resourcing issues should the increase be maintained; and
 - d) where FOI responses were published.

2. The process used to ensure that the Building Control Service were sufficiently rigorous.
3. The factors which determined the length of the leases to Bowls Clubs.
4. The resourcing impact to the Council of the General Data Protection Regulations and the impact of Brexit on this legislation.
5. The number of new businesses attracted by the Open for Business Scheme and how its success was gauged.
6. The number of new retailers brought into the Square and the London Road Block in the last year which were not restaurants and the number expected in the new year.
7. The number of businesses given grants from the Kevin Cantlon Fund.
8. The public consultations which had or would be undertaken to ensure that the public agreed with the Council's self-evaluated reviews.

In a supplementary question Cllr David Allan enquired as to whether it was possible to see all FOI requests received and the responses and Councillor Colin Dougan undertook to respond by email.

(Note: in accordance with the Council's Members' Code of Conduct Cllr Katia Malcaus Cooper declared a non pecuniary interest as the Chairman of the Briars Centre Management Committee.)

22/PF Scrutiny of Portfolio Holder - Finance

Cllr Richard Brooks, the Finance Portfolio Holder, reminded the Committee of the areas covered by his Portfolio and gave a brief description of each of the following services and functions:

- Audit
- Corporate Enforcement
- Finance
- Legal Services
- Procurement
- Revenues and Benefits

Cllr Brooks responded to questions relating to:

1. The impact of the Public Space Protection Orders on the homeless within the Borough and how it made Surrey Heath residents more safe in general terms.
2. The additional expenditure relating to corporate enforcement.

3. The overall Legal Services budget, the number of FTEs and the timing of any service review under the Transformation process.
4. The areas where Surrey County Council had reduced their funding and how it would impact on the Council's service to Borough residents over the next two years.
5. The impact on the Council of the changes announced by the Chancellor in his November Autumn Statement.
6. The number of Borough residents who had, in the last 12 months, received:
 - Attachment of earnings
 - Liability Orders
 - Collection Agents
 - Winding Up Orders
7. The ways in which the Council publicised successful prosecutions for waste related offences.

In relation to the employment of collection agents, Cllr Rodney Bates referred to an initiative by Hammersmith and Fulham London Borough Council to no longer employ bailiffs to collect on debts. The Committee agreed that the success of this initiative should be monitored.

Cllr Bill Chapman asked for a list of waste related prosecutions, outcomes and dates which Cllr Brooks agreed to supply by email.

Cllr Paul Deach asked that a more proactive approach be taken to identify the owners committing dog fouling offences and that more resources be employed to prosecute offenders. Cllr Richard Brooks indicated that he considered that educating dog owners was crucial to reducing the problem but that he would ask officers to explore options for further action. This would include looking at best practice from other local authorities and any suggestions received from councillors.

23/PF Review of Reserves and Provisions

The Executive considered a report detailing the Council's Reserves and Provisions. At 31 March 2017 the Council had £21.35m in useable reserves which were backed by cash. The report also made an estimate as to the level of reserves as at 31 March 2018 based on current knowledge, together with schedules showing what each reserve was for and the rules regarding expenditure.

Members discussed the Affordable Housing Fund and were advised that no schemes had yet been identified which met the criteria of the fund.

In relation to the Old Dean Toddlers Playground Fund, the Executive Head of Finance agreed to investigate whether the interest had been included.

The Insurance Reserve comprised a sum set aside in connection with the run-down of Municipal Mutual Insurance. Members enquired whether it would be possible to reduce the amount held in this Fund. The Executive Head of Finance advised that the Fund had been used to meet a recent claim. However he would investigate as to whether the fund could be reduced.

Resolved to note the report.

24/PF Treasury Management Annual Report 2016/17 and Mid-year Report for 2017/18

The Committee received the following reports which

- summarised treasury management performance during 2016/17;
- set out the performance of the Council's investments and borrowing for the first six months of the year; and
- demonstrated compliance with the Prudential Indicators.

Although treasury income returns had decreased slightly in 2016/17, this had been against a backdrop of a continuing low interest rate environment nationally coupled with the redemption of investments to repay borrowing.

As at 30 September 2017, the Council held £111.4m of borrowing, (a decrease of £7.6m on 31/3/2017), which had been used to fund the previous years' capital programmes.

The Council held invested funds, representing income received in advance of expenditure plus balances and reserves. During the first half of 2017/18 the Council's investment balance had ranged between £6m and £11 million due to timing differences between income and expenditure.

It was noted that all of the Council's money held in Iceland Banks had now been returned and that the Council had received slightly more than the £4m originally deposited. The Committee congratulated the Finance Team on achieving this successful outcome.

The Executive Head of Finance agreed to respond by email relating to a question from Cllr Robin Perry relating to a breakdown of the percentage returns on investments.

Resolved to note the report.

25/PF The Council's Finances as at 30 September 2017

The Committee received the second quarter monitoring report against the 2017/18 approved budget, which provided an update on the Revenue, Treasury and Capital budget position as at 30th September 2017.

It was noted that at this halfway stage in the year, it was difficult to draw any firm conclusions as to the year-end outturn.

Members were provided with further information relating to the overspend against the budget on artists fees at the Camberley Theatre.

Resolved to note the report.

26/PF 2017/18 Mid Year Performance Report

The Committee reviewed a report which summarised the performance of the Council for the first 6 months of the year against the corporate objectives, priorities and success measures laid out in the Annual Plan for 2017/2018.

Resolved to note the report.

27/PF Committee Work Programme 2017/18

The Committee considered the work programme for the remainder of the municipal year. Members noted that the next meeting was scheduled for 21 March 2017.

Resolved that the Work Programme, attached as Annex A to the agenda report be agreed.

28/PF Exclusion of the Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, 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 Act as set out below:

Minute	Paragraph(s)
29/PF	3
30/PF	3

29/PF Performance of the Major Property Acquisitions

Members received a report on the performance of the Council's major property acquisitions and noted the position relating to the income received from rents and capital receipts.

The Committee was advised that 2 recent potential acquisitions had not proceeded. It was the nature of property investment that not every property investigated would be purchased as it was necessary to ensure that only those investments which represent good value and a low investment risk were eventually purchased. This did mean however that the Council would incur abortive costs from time to time. Members received information in relation to the amount of those costs occurred to date and were informed that these costs had been netted off against income received.

The Development Agreement in relation to Ashwood House and Pembroke House had now been exchanged with a purchase price which had exceeded the original

estimate. In relation to the amount of anticipated income received for Ashwood House from the Council Tax, Members were informed that the Council would receive an additional £24,000 annually.

It was also noted that more flexible letting conditions on St Georges Industrial Estate had contributed to increased occupancy levels.

Due to new conditions for the payment of the New Homes Bonus, the Committee was informed that the Council would be unlikely to receive any significant amounts in the future.

Resolved to note the report.

(Note: in accordance with the Council's Members' Code of Conduct Cllr Paul Deach declared a non pecuniary interest in relation to his social media work for Camberley Town Centre.)

30/PF Submission of the Task and Finish Group

The Committee received the report of the Task and Finish Group set up to review the impact of recent government benefit reforms on the Council and its residents, and to consider and recommend changes which could help minimise any negative repercussions.

The Task and Finish Group had met on several occasions and had considered the effect of the benefit changes which had occurred since 2013.

Within the Borough, the impact of the changes had evidenced itself by way of an increase in the number of claimants for the new schemes as the old schemes were closed, the need for additional help with homelessness and a large increase in those suffering from personal indebtedness.

Overall the Group believed that the best way to meet these needs and tackle an increasing problem, was to facilitate a stronger working relationship with specialist local charities. The Borough was fortunate to be located in an area where many of its residents were well educated and relatively affluent, who took an interest in their community and who were willing to volunteer to help the less fortunate. The Group considered that these residents could help provide a cost effective and efficient means of addressing the problems.

The Committee considered the specific proposals recommended by the Task and Finish Group.

Resolved

- 1. to recommend to the Executive that**
 - (i) the Department of Works and Pension (DWP) be urged to work more closely with the Council**

- (a) to mitigate the impact of the benefit reforms on the residents of the Borough;
 - (b) to ensure that there is adequate provision of computer facilities internet access and advisors across the Borough to support the wider introduction of Universal Credit and other changes to the welfare system;
 - (ii) in relation to computer facilities, internet access, and advisor support, that
 - (a) the list of sites with be refreshed, and widely publicised to the relevant audience;
 - (b) this exercise be repeated on a six monthly basis;
 - (c) in the event that this exercise indicates a shortage of available sites and/or personnel, alternative options, including the involvement and closer collaboration with local charities in the relevant sectors to be considered.
 - (iii) the work done by the Surrey Credit Union in supporting residents in the Borough be noted and supported;
 - (iv) the closer working relationship and joint working initiatives between the Camberley Job Centre and the Council be noted and supported;
 - (v) the Local Plan Working Group be asked to take full account of the indicated increased need for one bedroom properties, when developing the plan.
2. that the External Partnership Select Committee be requested to invite Boom and DWP to their future work programme.

(Note: In accordance with the Council's Members' Code of Conduct Cllr Robin Perry declared a non pecuniary interest as the Council's representative and Trustee of the Camberley Citizens Advice Bureau Management Committee.)

31/PF Review of Exempt Items

The Committee reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as they involved the likely disclosure of exempt information.

Resolved that

- (i) the report at Agenda Item 15 – Performance of the Major Property Acquisitions - remain exempt but that Minute 29/PF be made public; and**
- (ii) the Notes at Agenda Item 15a - Submission of the Task and Finish Group – remain exempt but that Minute 30/PF be made public.**

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 18 January 2018**

+ Geraldine Sharman (Chairman)

- | | |
|--------------------------|-------------------------|
| - Cllr Moira Gibson | + Gillian Barnes-Riding |
| + Cllr Josephine Hawkins | + Andrew Edmeads |
| + Cllr Ruth Hutchinson | + Geraldine Sharman |
| + Cllr Paul Ilnicki | + Lynn Smith |
| + Cllr Charlotte Morley | + Anthony Sparks |
| + Cllr Robin Perry | + Karen Wetherell |
| + Cllr Ian Sams | |
| Cllr Conrad Sturt | |

+ Present

- Apologies for absence presented

13/J Notes

The notes of the meeting held on 28 September 2017 were agreed.

14/J Domestic Abuse Workforce Policy

The Group considered a new Domestic Abuse Awareness Policy. The Policy was intended to provide guidance to managers on how to recognise potential victims, how to support and assist employees asking for help in addressing domestic issues, and how to deal with employees who were perpetrators of domestic abuse.

It was agreed to amend Section 7 of the draft Policy by extending the definition of family members to include uncles, aunts and cousins. It was further agreed to broaden the definition of perpetrators to include children.

The Group was advised that training on the Policy would be arranged for managers.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the Domestic Abuse Workforce Policy, as attached at Annex A to the agenda report, as amended.

15/J Pay Policy Statement 2018/19

The Group considered the Pay Policy Statement 2018/19, an annual statement the Council was required to publish in accordance with the Localism Act 2011.

It was advised that the Pay Policy Statement would be submitted to the Executive and Council for agreement.

RESOLVED that the Pay Policy Statement 2018/19 be noted.

16/J Information Security Policy

The Group was reminded that the Information Security Policy was reviewed on an annual basis. The summary of the revisions to the Policy were noted, including the addition of a paragraph on a Clear Desk policy and amendments to reflect the transition to the cloud based storage facility, Box.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Information Security Policy, as set out at Annex A to the agenda report.

17/J Review of the Joint Staff Consultative Group Constitution

The Group reviewed proposed amendments to its Constitution.

The changes replicated new provisions in the Scheme of Delegation of Functions to Officers, which authorised the Head of Paid Service to adopt or amend Terms and Conditions of Service and HR policies where there are no additional resource implications and the decision has been unanimously agreed by the Consultative Group. The Constitution had also been updated to reflect amendments to job titles and responsibilities.

RECOMMENDED to Full Council that the revised Constitution of the Joint Staff Consultative Group, as set out at Annex A to the agenda report, be agreed.

18/J Pay Settlement 2018/19

The Group received a verbal update on the Pay Settlement for 2018/19. It was reported that a 2% increase had been agreed with Staff Representatives, following consultation by Staff Representatives with all staff.

The Group was advised that the proposed offer was based upon benchmarking with other local authorities, shortage of specialist skills in the market place, increasing turnover, and was in line with the national pay offer. The proposed pay increase would be submitted as part of the budget to Full Council in February 2018.

RESOLVED to note the update.

Note: It was noted for the record that all Staff Representatives and officers supporting the meeting declared an interest in this item as they would be in receipt of any pay award.

19/J Work Programme

The Group reviewed its Work Programme for the remainder of the 2017/18 Municipal Year.

RESOLVED to agree the Work Programme for the remainder of 2017/18, as set out at Annex A to the agenda report.

Chairman

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