

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

+ Cllr John Winterton (Mayor)
+ Cllr Valerie White (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Oliver Lewis
+ 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

+ Present
- Apologies for absence presented

1/C Mayor

It was moved by Councillor Rebecca Jennings-Evans and seconded by Councillor Edward Hawkins that Councillor Valerie White be elected Mayor for the ensuing year. The motion was put to the vote and carried unanimously.

**RESOLVED, that Councillor Valerie White be elected Mayor of the
Borough of Surrey Heath for the ensuing municipal year.**

Councillor Valerie White made and signed the Declaration of Acceptance of Office of Mayor and was invested with the Mayoral Chain of Office.

The Mayor, Councillor Valerie White, in the Chair

Councillor White thanked the Council for her election as the 45th Mayor of the Borough and the Council's ambassador. She thanked Cllr John Winterton and his Mayoress, Mrs Di Winterton, for the way in which they had most ably carried out their duties as Mayor and Mayoress during the past year and thanked Councillor Winterton for all his help and guidance during her year as Deputy Mayor.

The Mayor's husband, Mr David White, was invested as the Mayor's Consort.

The Mayor also thanked Reverend Andreas Sistig from St Annes Church, Bagshot for agreeing to be her Chaplain during her mayoral year.

Councillor Winterton, in responding, thanked all the councillors and officers who had supported him in the past year, with particular thanks to Cllr Valerie White for her support as his deputy throughout the year, his Chaplain, Reverend Mark Wallace and the Mayor's Secretary.

2/C Deputy Mayor

It was moved by Councillor Vivienne Chapman and seconded by Councillor Paul Deach that Councillor Dan Adams be appointed Deputy Mayor for the ensuing year. The motion was put to a vote and carried unanimously.

RESOLVED, that Councillor Dan Adams be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.

Councillor Adams thanked Members for their support. His wife, Mrs Sarah Adams, was invested as the Deputy Mayoress.

3/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Colin Dougan, Surinder Gandhum, Ruth Hutchinson, Adrian Page, Wynne Price, Pat Tedder and Victoria Wheeler.

4/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 12 April 2017 be approved as a correct record.

5/C Mayor's Announcements

The Mayor informed the Council that the charities she would be supporting during her mayoral year were the Lisa May Foundation and the Harper Asprey Wildlife Rescue.

6/C Executive Arrangements

The Leader informed the Council that Councillor Richard Brooks would be the Deputy Leader and the following councillors would be Portfolio Holders with the areas of responsibility as set out below:

Portfolio Area
Business
Community

Portfolio Holder
Cllr Craig Fennell
Cllr Mrs Vivienne Chapman

Corporate	Cllr Josephine Hawkins
Finance	Cllr Richard Brooks
Regulatory	Cllr Alan McClafferty
Transformation	Cllr Colin Dougan
Special Projects	Cllr Charlotte Morley

The areas of responsibility for the new portfolio of Special Projects would include the Council's interaction with Heathrow Airport, railway infrastructure, especially the new franchise operator and liaison with Surrey County Council, particularly in relation to infrastructure.

She reported that all decisions would be taken collectively by the Executive. She had not reserved any decisions to the office of the Council Leader and no individual decision making powers had been delegated to Portfolio Holders.

7/C Establishment of Committees and Review of Political Proportionality

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate.

It was moved by the Mayor and seconded by the Deputy Mayor, that the scheme of proportionality set out in the agenda be adopted.

RESOLVED, that

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and**
- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2017/18.**

8/C Appointment of Members to Committees

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

RESOLVED, that the membership of the standing committees of the Council for 2017/18 be as follows:

Planning Applications Committee (16 members and 6 substitute members)

Committee Members:

Cllr Nick Chambers, Cllr Mrs Vivienne Chapman, Cllr Colin Dougan, Cllr Surinder Gandhum, Cllr Edward Hawkins, Cllr Jonathan Lytle, Cllr Katia Malcaus Cooper, Cllr David Mansfield, Cllr Max Nelson, Cllr Adrian Page, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Valerie White.

Substitutes:

Cllr David Allen, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Oliver Lewis, Cllr John Winterton.

Licensing Committee (15 members)

Committee Members:

Cllr Dan Adams, Cllr Bill Chapman, Cllr Paul Deach, Cllr Surinder Gandhum, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr David Lewis, Cllr Jonathan Lytle, Cllr Bruce Mansell, Cllr Adrian Page, Cllr Joanne Potter, Cllr Nic Price, Cllr Pat Tedder, Cllr Valerie White, John Winterton.

In accordance with Substitution Procedure Rules, no substitutes were appointed to the Licensing Committee.

External Partnerships Select Committee (15 members and 5 substitute members)

Cllr Dan Adams, Cllr Ian Cullen, Cllr Paul Deach, Cllr Ruth Hutchinson, Cllr Rebecca Jennings-Evans, Cllr David Lewis, Cllr Oliver Lewis, Cllr Katia Malcaus Cooper, Cllr Max Nelson, Cllr Robin Perry, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Nic Price, Cllr Darryl Ratiram, Cllr Ian Sams.

Substitutes:

Cllr David Allen, Cllr Nick Chambers, Cllr Jonathan Lytle, Cllr Bruce Mansell, Cllr Wynne Price.

Performance and Finance Scrutiny Committee (15 members and 6 substitute members)

Committee Members:

Cllr David Allen, Cllr Nick Chambers, Cllr Bill Chapman, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr David Lewis, Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Katia Malcaus Cooper, Cllr Robin Perry, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Wynne Price, Cllr Darryl Ratiram, Cllr Victoria Wheeler.

Substitutes:

Cllr Dan Adams, Cllr Rodney Bates, Cllr Ruth Hutchinson, Cllr Max Nelson, Cllr Ian Sams, Cllr Valerie White.

Audit and Standards Committee (7 members and 4 substitute members)

Committee Members:

Cllr Rodney Bates, Cllr Paul Deach, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Bruce Mansell, Cllr Conrad Sturt.

Substitutes:

Cllr Dan Adams, Cllr Ruth Hutchinson, Cllr David Lewis, Cllr Oliver Lewis.

Appointments Committee (5 members and 3 substitute members)

Committee Members:

Cllr Rodney Bates, Cllr Richard Brooks, Cllr Mrs Vivienne Chapman, Cllr Moira Gibson, Cllr Alan McClafferty.

Substitutes:

Cllr Josephine Hawkins, Cllr Charlotte Morley, Cllr Victoria Wheeler.

9/C Appointment of Chairmen and Vice Chairmen

It was moved by the Mayor and seconded by the Deputy Mayor, that the chairmen and vice-chairmen of committees, as previously nominated and as set out below, be appointed for the ensuing year:

RESOLVED, that the following appointments of chairmen and vice-chairmen of committees, as previously nominated and as set out below be made for the ensuing year:

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Planning Applications	Cllr Edward Hawkins	Cllr Nick Chambers
Licensing	Cllr Adrian Page	Cllr Bill Chapman
External Partnerships	Cllr Robin Perry	Cllr Darryl Ratiram
Select		
Performance and Finance	Cllr Jonathon Lytle	Cllr Katia Malcaus
Scrutiny		Cooper
Audit and Standards	Cllr Paul Deach	Cllr Rebecca Jennings-
		Evans
Appointments	Cllr Moira Gibson	Cllr Richard Brooks

10/C Joint Committee

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

RESOLVED that Councillor Josephine Hawkins be appointed to the Surrey Police and Crime Panel for the 2017/18 municipal year.

11/C To Appoint Working Groups and Other Bodies of the Council and the Membership thereof

It was moved by the Mayor and seconded by Councillor Moira Gibson that the bodies set out below be established and that the size of these bodies, the allocations to the different party groups and the nominations thereto be as laid on the table.

RESOLVED, that the following working groups or bodies of the Council be established, the allocation of seats be approved, and the membership of those bodies be as set out below:

Governance Working Group (5 members and 3 substitute members)

Members:

Cllr Rodney Bates, Cllr Paul Deach, Cllr Moira Gibson, Cllr Josephine Hawkins, Cllr Wynne Price.

Substitutes:

Cllr Rebecca Jennings-Evans, Cllr Ian Sams, Cllr Victoria Wheeler.

Joint Staff Consultative Group (8 members)

Cllr Moira Gibson, Cllr Josephine Hawkins, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr Charlotte Morley, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt.

12/C Responsibility for Functions

The Constitution, at Part 4 Section A, required the Council at its Annual Meeting to agree the Scheme of Delegation of Functions.

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

RESOLVED, that the Scheme of Delegation of Functions, as set out at Annex A to the agenda report, be agreed.

13/C Shop Front Improvement Grant Scheme - The Kevin Cantlon Fund

The Council's vision for Surrey Heath was to make the Borough an even better place to live, work and enjoy. Following on from recent major financial investment in the Borough, financial results from the last year had been promising and good progress was being made on key refurbishment and regeneration schemes.

It was proposed that a Town and District Centre's Shop Front Improvement Scheme be set up and delivered under the Council's Economic Development Strategy. The funding and procurement for this Scheme would be approved by the Chief Executive through the Council's Land and Property Board. Details of the scheme and how to apply would be set out together with the eligibility criteria.

Works to the Camberley High Street had been identified by the High Street (Camberley) Working Group which had included the improvement of the appearance of the streetscape and public realm. Whilst some shops had carried out their own improvement works, the majority of units would benefit from shop

front improvements. This investment would boost confidence in the area generally, and help to attract investment.

The Council would continue to work with the retail and commercial community to develop shopfront design guidelines and would consider rolling the programme out to other local centres within the borough.

The Scheme would be funded from Section 106 monies and the General Revenue Fund, and be known as the Kevin Cantlon Fund. The total capital funding available for 2017/18 would be £100,000 and would be reviewed annually.

Kevin, who had died recently, had worked very closely with businesses across the borough and had been an integral part of many of the business associations. He had also been in the process of setting up the High Street Forum and had completed a high street inward investment study with the support of the Local Government Association. It was considered that this Fund would be a fitting testament to his memory.

Resolved

- (i) a Shop Front Improvement Scheme, called the Kevin Cantlon Fund, be set up as detailed above;**
- (ii) the Corporate Capital Programme 2017/18 be increased by £100,000 to fund the setting up of the Kevin Cantlon Fund Shop Front Improvement Scheme;**
- (iii) the Chief Executive, after consultation with the Land and Property Board, be authorised to determine the funding policy and grant conditions and, thereafter, determine any applications for this Shop Front Improvement Scheme.**

Mayor

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