

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on 10
July 2013**

+ Cllr Beverley Harding (Mayor)

+ Cllr Bob Paton (Deputy Mayor)

+ Cllr David Allen	+ Cllr Paul Ilnicki
+ Cllr Rodney Bates	+ Cllr Lexie Kemp
+ Cllr Richard Brooks	+ Cllr Bruce Mansell
+ Cllr Keith Bush	+ Cllr David Mansfield
+ Cllr Glyn Carpenter	+ Cllr John May
- Cllr Bill Chapman	- Cllr Margaret Moher
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley
- Cllr Ian Cullen	+ Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Ken Pedder
+ Cllr Tim Dodds	- Cllr Chris Pitt
+ Cllr Colin Dougan	+ Cllr Joanne Potter
+ Cllr Craig Fennell	+ Cllr Wynne Price
+ Cllr Surinder Gandhum	+ Cllr Audrey Roxburgh
+ Cllr Liane Gibson	+ Cllr Ian Sams
+ Cllr Moira Gibson	+ Cllr Pat Tedder
+ Cllr Alastair Graham	+ Cllr Judi Trow
+ Cllr David Hamilton	+ Cllr Valerie White
+ Cllr Edward Hawkins	+ Cllr Alan Whittart
+ Cllr Josephine Hawkins	+ Cllr John Winterton

+ Present

- Apologies for absence presented

Part I
(public)

014/C Minutes

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

RESOLVED, that the minutes of the Annual meeting of the Council held on 15 May 2013 be approved as correct record.

015/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Bill Chapman, Ian Cullen, Chris Pitt and Margaret Moher.

016/C Mayor's Announcements

The Mayor reported that she had attended a variety of interesting events since the last meeting.

017/C Leader's Announcements

Cllr Moira Gibson, the Leader of the Council, reported on the success of "A Moveable Feast" an entry at the Hampton Court Flower Show by the Deepcut Army Wives, and

the Council's Green Space Team with other community support. The entry, which had achieved a silver award, had been visited by the Duchess of Cornwall and mentioned as "must see entry" in a number of national newspapers. The Leader thanked all those involved in the project.

The Leader informed Members that she had attended the Local Government Conference where she and the Chief Executive had met the Local Government Boundary Commission for England's Local Manager for this area. It was likely that the Surrey Heath would be the subject of an Electoral Review in 2014/15 and a primary part of this review process would focus on the determination of the total number of councillors elected to the authority.

Another message from the LGA Conference was that the spending reviews and government initiatives should be seen as an opportunity to reinvigorate the independence of local government. The LGA would be taking this theme forward in their document "Rewiring Public Services". This included a proposal to amalgamate government departments to provide an English Department to replicate the Offices for Wales, Scotland and Northern Ireland which it considered would allow for more independent local government.

018/C Executive, Committees and other Bodies

a) Executive - 21 May, 11 June and 9 July

It was moved by Councillor Moira Gibson, seconded by Councillor Mrs Vivienne Chapman, and

RESOLVED that the minutes of the meetings of the Executive held on 21 May and 11 June 2013 be received and the recommendations from the Executive meetings on 21 May, 11 June and 9 July 2013 be adopted as set out below:

21 May 2013

3/E Capability Policy and Procedure

RESOLVED that the revised Capability Policy, attached as Annex A to the Executive minutes, be adopted.

11 June 2012

11E Pay Settlement

RESOLVED to adopt the new salary scales for 2013/14, with a new spinal column point of £500 to be added to each of Grades SH1 to SH9.

9 July 2012

14/E Anti – Fraud and Corruption Strategy

RESOLVED to adopt the revised and updated Anti-Fraud and Corruption Strategy, as set out at Annex A to the Executive minutes.

17/E Investors in People Action Plan

RESOLVED that the Investors in People Action Plan, as attached at Annex B to the Executive minutes, be implemented.

18/E Sickness Absence Policy

RESOLVED that the Sickness Absence Policy and Procedure, as set out at Annex C to the Executive minutes, be adopted subject to the following amendment:

18.1 Wherever possible, employees should arrange hospital, doctor and other medical appointments outside of their working hours but where this is impossible, the appointment should be made at a time that minimises disruption to service. Part-time employees will usually be able to make appointments in their own time, as will those who work on flexitime. For full time employees either make up the time or take annual leave as agreed with their managers. This provision will not apply to those donating blood locally. For antenatal appointments please refer to the Maternity Policy.

20/E Community Infrastructure Levy - Regulation 123 List

RESOLVED that the publication of the 123 List as set out in Annex D to the Executive minutes be agreed and that the Executive Head of Regulatory be authorised to submit the draft 123 List to the Secretary of State for examination.

21/E Community Infrastructure Levy - Draft Charging Schedule

RESOLVED that following consultation, the Executive Head of Regulatory be authorised to submit the Draft Charging Schedule and supporting documents including consultation responses to the Secretary of State for examination subject to no significant modifications arising from consultation.

(b) Planning Applications Committee – 7 May, 3 June and 1 July 2013

It was moved by Councillor Edward Hawkins, seconded by Councillor Glyn Carpenter, and

RESOLVED, that the minutes of the meeting of the Planning Applications Committee held on 7 May and 3 June 2013 be received.

It was moved by Councillor Glyn Carpenter, seconded by Councillor David Allen, and

RESOLVED, that the minutes of the meeting of the Planning Applications Committee held on 1 July 2013 be received.

(c) Selection Committee – 22 May 2013

It was moved by Councillor Moira Gibson, seconded by Councillor Mrs Vivienne Chapman and

RESOLVED, that the minutes of the meeting of Selection Committee held on 22 May 2013 be received.

- (d) Licensing Committee – 29 May 2013

It was moved by Councillor Ian Sams, seconded by Councillor Mrs Vivienne Chapman and

RESOLVED, that the minutes of the meeting of Licensing Committee held on 29 May 2013 be received.

- (e) Joint Staff Consultative Group – 6 June 2013

It was moved by Councillor Ken Pedder, seconded by Councillor Audrey Roxburgh, and

RESOLVED, that, subject to Cllr Paul Ilnicki being shown as not being present at the meeting, the notes of the meeting of Joint Staff Consultative Committee held on 6 June 2013 be received.

- (f) Performance and Audit Scrutiny Committee (Audit meeting) – 19 June 2013

It was moved by Councillor John May, seconded by Councillor Charlotte Morley, and

RESOLVED, that the minutes of the meeting of Performance and Audit Scrutiny Committee (Audit meeting) held on 19 June 2013 be received.

- (g) Performance and Audit Scrutiny Committee (Scrutiny meeting) – 19 June 2013

It was moved by Councillor John May, seconded by Councillor Charlotte Morley, and

RESOLVED, that the minutes of the meetings of Performance and Audit Scrutiny Committee (Scrutiny meeting) held on 19 June 2013 be received.

- (h) Appointments Committee – 20 June 2013

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

RESOLVED, that the open minutes of the meeting of the Appointments Committee held on 20 June 2013 be received.

- (i) Standards Hearing and Determination Committee – 24 June 2013

It was moved by Councillor Valerie White, seconded by Councillor Ken Pedder, and

RESOLVED, that the minutes of the meeting of Standards Hearing and Determination Committee held on 24 May 2013 be received.

- (j) External Partnerships Select Committee – 25 June 2013

It was moved by Councillor Josephine Hawkins, seconded by Councillor Paul Deach and

RESOLVED, that the minutes of the meeting of External Partnerships Select Committee held on 25 June 2013 be received.

(k) Community Services Scrutiny Committee – 27 June 2013

It was moved by Councillor Audrey Roxburgh, seconded by Councillor Valerie White, and

RESOLVED, that the minutes of the meeting of Community Services Scrutiny Committee held on 27 June 2013 be received.

019/C Motion – Recording Military Heritage

It was moved by Cllr Tim Dodds

"That this Council encourages and supports actions to record military heritage in the landscape in and close by the Borough of Surrey Heath."

The Mayor proposed that the motion be referred to the Community Services Scrutiny Committee for consideration.

RESOLVED, that the Motion be referred to the Community Services Scrutiny Committee for consideration.

020/C Community Governance Review

The Council considered a request from Chobham Parish Council that the Council carry out a Community Governance Review to address the anomaly of the Bisley detached electoral area.

Members were informed that the Council was not obliged to undertake a Community Governance Review, unless a valid petition had been received in accordance with the Local Government and Involvement in Public Health Act 2007.

The Governance Working Group, at its meeting on 31 May 2013, had considered the request from Chobham Parish Council. The Group had recognised that conducting the Community Governance Review would involve a substantial amount of work for a small area comprising just 3 properties. It had, therefore, recommended that the matter should be considered during the next Further Electoral Review which was expected to be carried out by the Local Government Boundary Commission for England within the next few years.

The Working Group had also considered that the LGBCE should be asked as part of the Further Electoral Review to review the boundaries of Bisley and Chobham with neighbouring boroughs.

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

RESOLVED, that a Community Governance Review to address the anomaly of Bisley detached not be undertaken at the current time and that Chobham Parish Council be informed accordingly.

021/C Urgent Action

The Council noted the urgent action taken in accordance with the Scheme of Delegation of Functions to Officers by the Executive Head of Regulatory, after consultation with the Mayor, the Chairman of the Planning Applications Committee and the Regulatory Portfolio Holder, in respect of amendments to the Scheme of Delegation relating to the granting of delegated authority to accommodate the changes to the General Permitted Development Order which came into effect on 30 May 2013.

022/C Portfolio Holder's Question Time – Regulatory Portfolio

Councillor Keith Bush, the Regulatory Portfolio Holder answered questions in relation to

- the effect of changes to permitted development rights;
- the Housing Services provided by the Council;
- the Site Allocations Development Plan Document in relation the consideration of the consultation responses and in respect of the identification of Gypsy and Travellers Sites; and
- the prevention of further unauthorised traveller incursions in the Borough.

023/C 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 grounds 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:

<u>Minute</u>	<u>Paragraph</u>
024/C	1&3
025/C	1&3

The following are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

024/C Executive, Committees and Other Bodies - Exempt

The Council considered an exempt recommendation from the Executive at its meeting on 9 July 2013 and received the exempt minutes of the Appointments Committee held on 20 June 2013.

025/C Review of Exempt Items

The Council reviewed the minutes and decision 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.

Mayor