

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on 2
October 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)

032/C Minutes

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

RESOLVED, that the open minutes of the meeting of the Council held on 10 July 2013 and the minutes of the extraordinary meeting of the Council held on 17 July 2013 be approved as correct record.

033/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Paul Deach, Surinder Gandhum, Paul Ilnicki, David Mansfield, Ken Pedder and Alan Whittart.

034/C Mayor's Announcements

The Mayor updated the Council on the progress of Mrs Jan Whittart following a recent stroke. She also updated Members on Cllr Ken Pedder's recovery following a recent spell in hospital. On behalf of Members she sent Mrs Whittart and Cllr Pedder the Council's best wishes for a speedy recovery.

The Mayor reported that she had attended a variety of community events since the last meeting. A recent memorable event for the Mayor had been a trip to one of Surrey Heath's twin towns, Bietigheim-Bissingen, where the delegates had received enormous generosity and hospitality from their hosts. A return visit to Surrey Heath was planned for March 2014.

The Mayor informed the Council that her recent charity events had been successful and had raised lots of money for her chosen charity, the Lisa May Foundation. She advised Members that the recent fashion show at Camberley Theatre had been so popular it would now be an annual event in Camberley. The Civic Dinner at the Royal Military Academy Sandhurst the previous week had raised £400 for charity.

035/C Leader's Announcements

Cllr Moira Gibson, the Leader of the Council, reminded Members that a consultation had recently been launched on proposals for the regeneration of Camberley Town Centre, which would include both plans for the London Road Block and the Mall shopping centre. The proposals would be promoted at the next Business Breakfast meeting on 22 October 2013. The Leader also reminded Members that Kevin Hurley, the Police and Crime Commissioner for Surrey, would be attending that Business Breakfast meeting.

Members were reminded that the Camberley Theatre had recently been refurbished and were encouraged to visit the venue.

The Council was advised that a number of Surrey authorities were experiencing difficulties with the adoption of their Core Strategies and were likely to have to incorporate greater provision for housing within their plans than had previously been expected. Members were reminded that the Council had submitted objections to Waverley BC's and Runnymede BC's Core Strategies in relation to the Duty to Cooperate and the DERA site respectively.

The Leader referred to a finance paper produced by Surrey Treasurers which showed that authorities which had continued to accept the Council Tax freeze were expected to be between 11 and 12% worse off once the freeze had ended, whilst those who had not accepted the freeze were expected to be between 2 and 3% worse off.

The Council was informed that the Surrey Leaders group was looking at ways in which to commemorate the outbreak of World War I. Plans currently being considered included planting a tree at Guildford Cathedral.

036/C Executive, Committees and other Bodies

- a) Executive - 9 July, 20 August and 10 September 2013

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 9 July, 20 August and 10 September 2013 be received and the recommendation from the Executive meeting on 10 September be adopted as set out below:

34/E Blackwater Valley Commuted Sums

RESOLVED that the Capital Programme be increased by £26,000 for improvements at Crabtree Park.

- (b) Planning Applications Committee – 31 July, 27 August and 25 September 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 31 July, 27 August and 25 September 2013 be received.

- (c) Performance and Audit Scrutiny Committee (Audit meeting) – 24 July 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 24 July 2013 be received.

- (d) Performance and Audit Scrutiny Committee (Scrutiny meeting) – 24 July and 11 September 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 meetings) held on 24 July and 11 September 2013 be received.

- (e) Licensing Committee – 4 September 2013

It was moved by Councillor Bill Chapman, seconded by Councillor Ian Sams

RESOLVED, that the minutes of the meeting of Licensing Committee held on 4 September 2013 be received and the recommendations be adopted as set out below:

05/L Scrap Metal Dealers Act 2013

RESOLVED that

- i) the Scheme of Delegation of Functions to Officers be updated as set out at Annex A to the Licensing Committee minutes of 4 September 2013; and
- ii) the Licensing Committee and Licensing Sub Committee's Terms of Reference be updated to incorporate the functions relating to the Scrap Metal Dealers Act 2013.

06/L Gambling Act 2005 –Statement of Principles

RESOLVED that the Statement of Policy for betting licensing, as attached at Annex B to the Licensing Committee minutes of 4 September 2013, be adopted.

- (f) External Partnerships Select Committee – 17 September 2013

It was moved by Councillor Josephine Hawkins, seconded by Councillor Tim Dodds and

RESOLVED, that the minutes of the meeting of External Partnerships Select Committee held on 17 September 2013 be received.

037/C Governance Working Group

The Council was informed that, in accordance with the Council's decision in April 2012, the Governance Working Group had reviewed the Council's revised scrutiny arrangements after a year's operation. The Working Group had considered the scrutiny arrangements and, although it had discussed a number of issues with the current arrangements, it was not recommending any changes to the scrutiny arrangements at the current time.

The Working Group had also considered a draft protocol for the recording of public meetings of the Council, which covered photographing, filming and making audio recordings of meetings. The Council was advised that it was intended to support opportunities for members of the press and public to record public meetings of the Council and the Protocol was therefore designed to provide a 'light touch' approach towards regulating the recording of meetings. The Working Group had also noted that the Government had indicated its support for local authorities to facilitate citizen journalism.

The draft protocol included a framework for any Members who wished to record public meetings, which mirrored the rules for Members' use of social media during council meetings, as set out in the Social Media Protocol for Councillors.

The Working Group had requested that the Council's Information Governance Manager clarify any requirements in relation to recording of meetings, in particular relating to instances where a minor could be giving a presentation to a committee. The Information Governance Manager had subsequently clarified that those attending a meeting should be made aware that there was a possibility that they could be filmed and a notice should therefore be placed on agendas and on the Council's website. She had also suggested that, where a meeting was officially being recorded, the Chairman should announce at the beginning of a meeting and notices should be placed in the meeting venue. It was also proposed that, where a minor registered to speak at a public meeting, it would be good practice to advise their parent, guardian or carer in writing.

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

RESOLVED, that the Recording of Public Meetings of the Council Protocol, as attached at Annex A to these minutes, be adopted as a Document Which Supports the Constitution

038/C Portfolio Holder's Question Time – Community Portfolio

Councillor Mrs Vivienne Chapman, the Community Portfolio Holder answered questions in relation to

- the latest additions to the waste collection service, in particular the collection of small electrical items and textile recycling;
- the re-launched Meals at Home service;
- the Council's recycling rate;

- work being undertaken relating to the Health and Wellbeing agenda; and
- the refurbishment of the Kalima site.

039/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> |
|---------------|------------------|
| 040/C | 1&3 |
| 041/C | 1&3 |
| 042/C | 1&3 |

040/C Minutes

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

RESOLVED, that the exempt minutes of the meeting of the Council held on 10 July 2013 be approved as correct record.

041/C Executive, Committees and Other Bodies - Exempt

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

RESOLVED that the exempt minutes of the meeting of the Executive held on 9 July, 20 August and 10 September 2013 be received

042/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.

RESOLVED that

- (i) **Minute No 26/C - to remain exempt until the negotiations have been completed; and**
- (ii) **Minute No 24/E – Camberley Theatre and Conference Centre remain exempt until after the completion of the Contract and the Management Agreement.**

Mayor

Documents which support the Constitution Part I

Protocol for the Recording of Council, Executive and Committee meetings

Introduction

1. The Council supports the principle of transparency and welcomes the recording of public meetings by members of the press and public. Recording means filming, audio recording and taking photographs. This Protocol intends to facilitate opportunities for members of the press and public to record public meetings of the Council whilst allowing the Council to conduct its business effectively.
2. It is expected that Members and Officers, in carrying out their role at public meetings, consent to being filmed.
3. Whilst recording will normally be allowed, the Chairman will have absolute discretion to stop the recording of a meeting. Examples when this will apply include:
 - where there is public disturbance at a meeting;
 - where it is considered that recording of the meeting could infringe upon the rights of an individual;
 - where a member of the public objects to being filmed;
 - where Members vote to exclude the press and public from the meeting, in accordance with Access to Information Rules at Part 4 of the Constitution.
4. In allowing the recording of meetings, the Council asks that those recording proceedings do not edit the record in any way which could lead to misinterpretation of the proceedings. This includes editing an image or views expressed in such a way which may ridicule, or show a lack of respect.

Recording of meetings by members of the Public

5. Whilst the meeting is in progress, members of the public, when recording a meeting, will be required to remain in place and not to move around the room.
6. If a member of the public wishes to use a tripod or large camera, they must notify the [Democratic Services Manager](#) 24 hours in advance of the meeting in order for an area of the meeting venue to be identified in which to position the equipment.
7. No flash photography will be permitted during meetings.

Recording of meetings by Members of the Council

8. With the exception of meetings of the Planning Applications Committee, the Licensing Sub Committee or the Full Council when considering major planning applications, Members will be permitted to record the meeting.
9. At meetings of the Planning Applications Committee, Licensing Sub Committee or the Full Council when considering major planning applications, the decision making Members may not record the meeting. Other Members in attendance at these meetings may record the meeting.

10. At all meetings, during the consideration of exempt items, Members may not film any part of the meeting.