

COUNCIL MEETING

20 April 2022

ADDENDUM TO THE COUNCIL MINUTE BOOK

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| 4. Planning Applications Committee - 7 April 2022 | (Pages 3 - 6) |
| 8. Employment Committee - 6 April 2022 | (Pages 7 - 10) |

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 7 April 2022

+ Cllr Edward Hawkins (Chairman)
+ Cllr Victoria Wheeler (Vice Chairman)

+ Cllr Graham Alleway	- Cllr Charlotte Morley
+ Cllr Peter Barnett	+ Cllr Robin Perry
+* Cllr Cliff Betton	+ Cllr Darryl Ratiram
+ Cllr Stuart Black	+ Cllr Graham Tapper
+ Cllr Mark Gordon	+ Cllr Helen Whitcroft
+ Cllr David Lewis	+ Cllr Valerie White

+ Present

- Apologies for absence presented

Members in Attendance: Cllr Paul Deach and Cllr Pat Tedder

Officers Present: Sarita Bishop, Gavin Chinniah, Julia Greenfield, William Hinde, Shannon Kimber, Jonathan Partington, Gavin Ramtohal, Eddie Scott, Sarah Shepherd, Nick Steevens, Olafiyin Taiwo, Ryno Van der Hoven and Bob Watson

57/P Minutes of Previous Meeting

The minutes of the meeting held on 10 February 2022 were confirmed, with an amendment made to minute 53/P to correct the list of Members who voted on the application.

58/P Application Number: 21/1327/RRM - Royal Logistic Corps Training Group, Princess Royal Barracks, Brunswick Road, Deepcut, Camberley, Surrey, GU16 6RW

The application was a reserved matters application pursuant to Condition 4 for land adjacent to the former Headquarters Building to provide additional amenity space ancillary to the residential use of the Headquarters Building (Phase 4e) with access, layout, scale, appearance and landscaping being considered and the partial submission of details pursuant to conditions 9 (affordable housing), 16 (Ecological Mitigation and Management) and 29 (Tree Retention and Protection) attached to 12/0546 as amended by 18/0619 and 18/1002.

“Members were advised of the following updates on the application:

Surrey Wildlife Trust raise no objection to the Ecological Mitigation and Management Plan subject to the submission of an Ecological Mitigation and Management Plan Completion Document prior to occupation which means the use

of the land for the purposes of this application. This may be secured by way of condition as follows:

New condition 2

Prior to the first use of the land an Ecological Mitigation and Management Plan Completion Document shall be submitted which demonstrates that the measures detailed in the Ecological Mitigation and Management Plan reference LANG22486_LEMP by ACD Environmental

Condition 1 is amended to be consistent with proposed condition 2

The proposed development shall be undertaken in accordance with the following approved plans and document: 2013_008, AQH/HQB/RMA01 and Ecological Mitigation and Management Plan reference LANG22486_LEMP by ACD Environmental

For information the following application, 22/0277/NMA has been received in respect of the adjoining Headquarters Building which is under consideration.

Application for non material amendment to condition 1 attached to hybrid permission 12/0546 dated 04 April 2014 (as amended) in relation to the conversion of the Headquarters Building into 15 apartments to allow for changes to the internal layout to provide 3 one bedroom, 10 two bedroom and 2 three bedroom apartments with associated alterations to the external appearance of the building, closure of north eastern access, alterations to site layout including car parking spaces, provision of electric vehicle charging points, relocation of refuse stores and landscaping.”

The Officer recommendation to grant the application was proposed by Councillor Valerie White, seconded by Councillor Peter Barnett and put to the vote and carried.

RESOLVED that application 21/1327 be approved subject to the conditions as set out in the officer report

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 officer recommendation to grant the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, and Valerie White.

59/P Application Number: 21/1264/FFU - 26 Haining Gardens, Camberley, Surrey, GU16 6BJ

The application was for the erection of a first floor side extension, conversion of garage to habitable accommodation and erection of a single storey rear extension.

Members were advised of the following updates on the application:

“Following points raised through the neighbour notification, amended floor plans have been submitted which show the squared-off rear elevation of the conservatory to the rear of the neighbouring property.”

Following the Committee’s discussions, it was agreed to add a condition to remove the permitted development rights associated with the property. Moreover, it was also agreed to add a further condition to dictate that the proposed bike store should be retained and not converted into habitable accommodation.

The Officer recommendation, as amended, was proposed by Councillor Perry, seconded by Councillor Victoria Wheeler and put to the vote and carried.

RESOLVED that

- I. application 21/1264 be granted subject to the conditions in the officer report and agreed additional conditions; and**
- II. the wording of the additional conditions be delegated to the Head of Planning in consultation with the Chairman and Vice-Chairman of the Committee and Ward Councillors.**

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 officer recommendation to grant the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, and Valerie White.

60/P Planning Enforcement Monitoring Update

The Committee received a report which provided details on the performance of the Planning Enforcement Team for the fourth quarter (1st January 2022 to 24th March 2022). The previous monitoring update to the Planning Applications Committee was in January 2022 and reported on performance from 1st September 2021 to 31st December 2021.

During the period in question, the Planning Enforcement Team, which was part of the wider Corporate Enforcement Team, investigated allegations of planning breaches, as shown below:

Number of referrals received	48
No breach found	8

Breach resolved	8
Not expedient to pursue	3
Enforcement Notices issued	3
Requisition of Information Notices (PCN/S16/S330) issued	0
Planning applications received dealing with matters under investigation	2
Pending consideration (Open investigations)	26

As previously reported, the new role Planning Enforcement Officer (Compliance) was filled in September 2021. Due to a large number of significant high priority urgent investigations in existence, this resource had been utilised in dealing with these investigations as a first priority.

The Team had made significant progress in reviewing the outstanding investigations and had moved into the new year in a much better position, and noted the added temporary resource in the form of an additional Planning Enforcement Officer. Therefore, officers had been working on formally instating the Compliance role from the new financial year which was now set to take place on 1 April 2022.

As previously reported the Uniform project remained ongoing. Furthermore, extensive additional work had been undertaken on this project since the installation of Enterprise. The latest work concentrated on the reporting mechanisms which involved significant input from both the Corporate Enforcement team and the IT service.

Members praised officers for the recent swift action that they had undertaken in Bagshot. Members also applauded the pragmatism taken by the service in respect of a closed case of the installation of 3 solar panels on a flat roof. Furthermore, the Committee noted that the new format of reporting of the pre-application process was very clear and readable.

Chairman

**Minutes of a Meeting of the
Employment Committee held at Surrey
Heath House on 6 April 2022**

+ Cllr Colin Dougan (Chairman)

* Cllr Cliff Betton (Vice Chairman)

+ Cllr Sharon Galliford

- Cllr Mark Gordon

+ Cllr Josephine Hawkins

+ Cllr Rebecca Jennings-Evans

+ Cllr Alan McClafferty

+ Cllr Graham Tapper

+ Cllr Victoria Wheeler

+ Present

- Apologies for absence presented

* In attendance virtually but did not vote

Members in Attendance: Cllr Peter Barnett, Cllr Rodney Bates and Cllr Stuart Black

Officers Present: Louise Livingston, Julie Simmonds and Rachel Whillis.

32/EC Minutes

The minutes of the meeting held on 8 February 2022 were confirmed and signed by the Chairman.

33/EC Information Security Policy

The Committee considered a report that outlined information and proposed changes regarding the Council's Information Security Policy, which was reviewed on an annual basis. The Head of HR, Performance & Communications undertook to progress a suggestion that all managers' job descriptions should include a reference to their responsibility for their staff's management of data.

RESOLVED that the revised Information Security Policy, as set out at Annex A to the report, be adopted.

34/EC Data Protection Policy

The Committee considered a report setting out proposed amendments to the Council's Data Protection Policy, which principally reflected changes to job titles.

RESOLVED that the revised Data Protection Policy, as set out at Annex A to the report, be adopted.

35/EC Data Security Breaches Policy

The Committee received a report which reviewed the Council's Data Security Breaches Policy and proposed a few minor changes.

The proposed policy had been amended to reflect that the United Kingdom was no longer part of the European Union and now reflected UK GDPR. Furthermore, changes to Paragraph 3.1 reflected the job role changed for SIRO as a result of the recent Senior Management Restructure.

RESOLVED that the revised Data Security Breaches Policy, as set out at Annex A to the report, be adopted.

36/EC Social Networking Policy

The Committee considered a report which outlined proposed changes to the Council's Social Networking Policy. Members discussed the new paragraph at 8.3, which referred to certain uses of social networking, including MS Teams and WhatsApp, potentially being subject to Freedom of Information and Environmental Information Regulation requests. Having noted concerns about the use of WhatsApp for Council business and discussed the need to strengthen wording about the circumstances that could be covered by FOI disclosure, it was agreed that further consideration would be given to this paragraph before agreeing the revised Policy.

RESOLVED that the item be deferred to the next meeting.

37/EC Organisational Change Policy and Procedure

The Committee considered a draft Organisational Change Policy, which would replace the existing Employment Stability Policy (ESP). The new Policy had been subject to an extensive review and had been considered by the Joint Staff Consultative Group (JSCG) at its meeting on 29 March 2022.

Members reviewed the Policy and an annex to the report setting out a schedule of the key changes to the ESP, plus details of the negotiations that had taken place prior to and recommendations arising from the JSCG meeting. The proposals in relation to the redundancy multiplier were discussed and the Committee debated whether to introduce a multiplier of 1x the weekly salary immediately, rather than agreeing a non-discretionary 1.5x multiplier until 31 March 2023, which would thereafter become a multiplier of 1x the weekly salary, as recommended by the Member Representatives on JSCG. Following the debate it was agreed to implement a non-discretionary multiplier of 1.5x the weekly salary until 31 March 2023, which would thereafter revert to a multiplier of 1x the weekly salary. It was noted that, where a restructure had started but was not completed before 31 March 2023, the 1.5x multiplier would be honoured. The other recommendations detailed in the schedule were also agreed.

The Committee noted a suggestion that an appendix be added to the Policy detailing who was authorised to make decisions on each aspect of the Policy. It was agreed to delegate authority to the Head of HR, Performance & Communications after consultation with the Chairman of the Employment Committee, Chairman of the Joint Staff Consultative Group and Chairman of Staff Representatives to agree the content of this appendix.

RESOLVED that

- (i) **the Organisation Change Policy, previously referred to Employment Stability Policy, as set out at Annex A to the agenda report, as amended to incorporate the recommendations at Annex C to the agenda report, be adopted; and**
- (ii) **authority be delegated to the Head of HR, Performance & Communications after consultation with the Chairman of the Employment Committee, the Chairman of the Joint Staff Consultative Group and the Chairman of Staff Representatives to add an appendix to the Policy setting out the relevant decision maker in respect of each aspect of the Policy.**

38/EC Work Programme

The Committee discussed its work programme for the 2022/23 year and agreed to add a review of the Retirement Policy to the January meeting's agenda.

RESOLVED that the work programme for the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman

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