

COUNCIL MEETING

15 April 2015

ADDENDUM TO THE COUNCIL AGENDA

8. **Executive, Committees and Other Bodies** (Pages 3 - 16)
Executive – 7 April 2015
Planning Applications Committee – 9 April 2015
Community Services Scrutiny Committee – 2 April 2015
11. **Council, Executive and Committees - Exempt** (Pages 17 - 20)
Executive – 7 April 2015
13. **Review of Exempt Items** (Pages 21 - 22)

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 7 April
2015**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	- Cllr Colin Dougan
+ Cllr Keith Bush	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	- Cllr Charlotte Morley

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Chris Pitt and Cllr Joanne Potter.

121/E Minutes

The minutes of the meeting held on 17 March 2015 were confirmed and signed by the Chairman.

122/E Questions by Members

The Leader responded to a question from Councillor Rodney Bates in relation to the Camberley Community Garden.

123/E Adoption of the Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document

The Executive was reminded that, on 6 January 2015, it had considered a draft Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document (SPD) and had agreed to undertake a statutory consultation on the draft SPD. The consultation had been carried out and comments had been taken into account, where appropriate, in the final version of the SPD.

The Camberley Town Centre Masterplan and Public Realm Strategy SPD would add detail to the areas and sites identified in the Council's Camberley Town Centre Area Action Plan, which had been adopted by the Council in July 2014. The SPD would help ensure that development which took place had a positive impact on the town centre.

The draft SPD set out options for shared pedestrian and vehicular use of the High Street or pedestrianisation of the High Street. It also set out a Public Realm Strategy, the approach of which was to ensure a coherent and integrated approach for Camberley Town Centre.

The key objectives for the Public Realm Strategy were to reinforce the identity of the town centre to create a distinctive shopping and pedestrian friendly environment. The Strategy would develop a palette of durable materials to ensure the attractiveness of the town could be maintained following the implementation of the Public Realm Strategy.

The Executive discussed the need to address “edge of centre” and accessibility issues and agreed that these should be incorporated in the SPD. It was noted that these matters would also be dealt with at the planning application stage. Members also supported the initiative to make Camberley a dementia friendly town.

The consultation had been undertaken between 13 January and 24 February 2015, with comments received from 87 respondents.

RESOLVED to adopt the Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document.

124/E Joint Municipal Waste Management Strategy Revision 2 (2015)

The Executive was reminded that authorities in two-tier areas were required to produce a joint strategy for the management of municipal waste. In 2006 the first Joint Municipal Waste Management Strategy had been produced. This Strategy had been updated in 2010.

A further revision had been prepared by the Surrey Waste Partnership in order to ensure that its joint actions for the next ten years reflected the needs of the current times and aspirations for the future. This comprehensive revision included a new aim, objectives and targets which were supported by a new set of specific and measurable actions.

Cllr Mrs Vivienne Chapman reminded Members that, with regard to recycling, Surrey Heath was the best performing authority in the county and had the highest dry recycling rate in the country.

Members highlighted a number of aspects in the Strategy and the Portfolio Holder advised that she would continue to monitor any areas of concern.

RESOLVED

- (i) to adopt the Joint Municipal Waste Management Strategy Revision 2 (2015), as set out at Annex A to the agenda report; and**
- (ii) that the Executive Head of Community, after consultation with the Community Portfolio Holder and the Leader, be authorised to make any minor amendments to the Strategy that may arise as a result of the Strategy being considered and adopted by all Surrey Waste Partner authorities.**

125/E Response to Consultation on Building More Homes on Brownfield Land

The Executive was informed that the Department of Communities and Local Government was consulting on a range of proposals to encourage authorities to identify and record brownfield land suitable for housing and make progress in putting permissions in place for housing through the use of Local Development Orders.

The consultation document proposed that Councils should be required to formulate and publish annually a list of 'brownfield sites suitable for housing' and place Local Development Orders on 50% of brownfield sites identified as suitable for housing by 2017 and on 90% of such sites by 2020. The document also set out measures to encourage authorities to meet the requisite percentages.

Due to the date of receipt of the consultation and the limited 6 week consultation period, it had not been possible to bring a draft consultation response to the Executive prior to the deadline for submission of comments. Members were therefore asked to consider and endorse the response submitted by officers.

In response to the consultation, concerns had been raised in respect of the clarity of the proposals and the extent to which they could be applied to Surrey Heath, in addition to the cost and resources required to put Local Development Orders in place. Objections had also been raised to the measures proposed to encourage authorities to meet the requisite percentages.

RESOLVED to endorse the response submitted by Officers to the Department for Communities and Local Government on the consultation on building more homes on brownfield land, as set out at Annex A to the agenda report.

126/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)
121/E (part)	3
127/E	3
128/E	3
129/E	3
130/E	3

Note: Minutes 127/E, 128/E and 129/E 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.

127/E Bagshot Playing Fields Association

The Executive made decisions in relation to granting a lease to Bagshot Playing Fields Association.

128/E Future of the Former Watchetts Bowling Club Pavilion and Grounds

The Executive made decisions in relation to the future use of the former Watchetts Bowling Club Pavilion and Grounds.

129/E SANGs Expenditure

The Executive made decisions in relation to the expenditure of SANGs money.

130/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 they involved the likely disclosure of exempt information.

RESOLVED that

- (i) Minute 127/E and Minute 128/E and the associated agenda reports remain exempt until the completion of the lease negotiations; and**
- (ii) Minute 129/E and the associated agenda report remain exempt for the present time.**

131/E Vote of Thanks

The Leader, on behalf of the Executive, thanked Cllr Keith Bush, who was not seeking re-election in May, for all of his work for the Council and in particular his work as a member of the Executive. She noted that Cllr Bush had served on the Executive for 14 years, during which time he had held a wide variety of roles and responsibilities. She wished him well for the future.

Chairman

**Minutes of a Meeting of the Planning
Applications Committee held at
Council Chamber, Surrey Heath House
on 9 April 2015**

+ Cllr Edward Hawkins (Chairman)
+ Cllr Glyn Carpenter (Vice Chairman)

+ Cllr David Allen	- Cllr Ken Pedder
+ Cllr Richard Brooks	- Cllr Audrey Roxburgh
+ Cllr Mrs Vivienne Chapman	+ Cllr Ian Sams
+ Cllr Colin Dougan	+ Cllr Pat Tedder
+ Cllr Surinder Gandhum	+ Cllr Judi Trow
- Cllr David Hamilton	+ Cllr Valerie White
+ Cllr David Mansfield	+ Cllr John Winterton

+ Present
- Apologies for absence presented

Substitutes:

In Attendance: Andrew Crawford, Duncan Carty, Jonathan Partington,
Jessica Harris-Hooton and Cllr Tim Dodds

124/P Minutes

The minutes of the meeting held on 9 March 2015 were confirmed and signed by the Chairman.

**125/P Application Number: 14/1041 - 21-33 York Road, Camberley, Surrey GU15
4HS - Town Ward**

The application was for the Erection of 7 two/three storey houses with access and parking, following the demolition of 1 dwelling with the refurbishment of 6 two storey houses. (Amended plan rec'd 23/02/15).

Members were advised of the following updates:

*'SAMM Payment as required of £3,945 has been received.
Street scene elevations have been provided by the agent.'*

Recommendation change to: approve

Two further objections received raising these additional objections:

- *No defined ridge line for the new housing [Officer comment: The ridge lines for the new houses are shown on the submitted drawings]*
- *Overspill parking on York Road, a narrow road with parking restrictions which is used by people using the town centre [see Paragraph 7.5 of the officer report]*

- *Impact on water pressure [Officer comment: This is a matter for the water suppliers]*
- *Lack of parking on Cromwell Road [see Paragraph 7.5 of the officer report]*
- *The level of development in the local area has been reached and no further development can be accommodated [Officer comment: The site falls within the settlement area and there are no such restrictive policies in place]*
- *Loss of natural habitat between Cromwell Road and York Road [Officer comment: It is not considered that there is significant natural habitat on the application site]*

For information

The current proposal incorporates pergolas to the front, side and rear of the new dwellings.

CIL payment is approx. £150K. ‘

Resolved that application 14/1041 be approved as amended, subject to 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 Mrs Vivienne Chapman and seconded by Councillor Colin Dougan.

Note2

In accordance with Part 4 Section D paragraph 18 of the Constitution, the voting in relation to this application was as follows:

Voting in favour of the recommendation to approve the application as amended:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

126/P Application Number: 14/1129 - 325 Guildford Road, Bisley, Woking, GU24 9BD - Bisley Ward

This application was for the erection of 9 dwellings (including four 2 storey (with accommodation in the roof) three bedroom, three 2 storey four bedroom and two 2 storey (with accommodation in the roof) five bedroom properties) with garages, parking, cycle stores, ancillary works, landscaping and access from Foxleigh Grange, following demolition of the existing buildings. (Amended plans rec'd 18/03/2015).

This application would have normally been considered under the Council's Scheme of Delegation for Officers but it was called in by a Local Ward Member.

Members were advised of the following updates:

'SAMM Payment as required of £6,825 has been received.'

The Committee noted a Member's concerns in relation to the SPA, traffic management, overdevelopment and the possible negative impact on the Village.

Recommendation change to: approve

One further objection received raising these additional objections:

- *When cars park on Foxleigh Grange, it is not wide enough for two cars to pass and the proposal will exacerbate this issue [see Paragraph 7.5 of the officer report]*

For information

CIL payment is approximately £180K.'

Resolved that application 14/1129 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 Richard Brooks and seconded by Councillor David Allen.

Note2

In accordance with Part 4 Section D paragraph 18 of the Constitution, the voting in relation to this application was as follows:

Voting in favour of the recommendation to approve the application as amended:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

Voting against the recommendation to approve the application, as amended:

Councillor David Mansfield.

Chairman

**Minutes of a Meeting of the
Community Services Scrutiny
Committee held at Surrey Heath House
on 2 April 2015**

+ Cllr Audrey Roxburgh (Chairman)
+ Cllr Valerie White (Vice Chairman)

Cllr David Allen	- Cllr Beverley Harding
+ Cllr Bill Chapman	+ Cllr Josephine Hawkins
+ Cllr Ian Cullen	+ Cllr Paul Ilnicki
- Cllr Paul Deach	+ Cllr Adrian Page
+ Cllr Tim Dodds	- Cllr Joanne Potter
+ Cllr Heather Gerred	- Cllr Alan Whittart
- Cllr Liane Gibson	

+ Present

- Apologies for absence presented

In Attendance: Tim Pashen, Lee Brewin, Sarah Groom, Nigel Drury and James Robinson

18/CY Minutes

The minutes of the meeting held on 5 February 2015 were confirmed and signed by the Chairman.

19/CY Care Co-ordinator Pilot in Lightwater - verbal update from Nigel Drury

Members were advised that the project's aim was to bring people together in a co-ordinated effort helping the community and sourcing information. Various people representing various groups had been involved to help the elderly and vulnerable in the borough. The project began with the Communities Engagement Team in the Guildford Diocese, with volunteers and acted as a conduit for information from Social Care, the Council and the Community. It was stressed that the project would not take work from the CAB or similar bodies, but would act as an information and signposting point for the community.

Members were encouraged by the work of the project, particularly with regard to dementia. It was noted that the project had received funding from the Council. A befriending service was also in its early stages for people with dementia in the community.

The Committee was advised that a dementia awareness evening would be held in the Council Chamber on 16 April 2015.

It was also noted that there was a need for more carers to work in care homes. The Care Co-ordinator explained that the Adult Social Care services worked to create different care packages for the different needs people have. Right at Home was a new agency which was being set up to explore softer options for members of the Community.

Resolved that:

- i) The Care Co-ordinator be thanked for his work on the project;**
- ii) the work for bringing communities together be commended;
and**
- iii) an update to Members in a year's' time on the continuing work
of the project be provided.**

20/CY Sustainable Community Strategy 2015

The Transformation Team Manager presented an update on projects supporting the Sustainable Community Strategy. She explained the role of the Surrey Heath Partnership in developing the Strategy and the recent input by the Surrey Heath Health and Wellbeing Board.

The original Strategy, first published in 2009, was intended to be a 25 year vision for the Borough, with the key elements being:

- (i) To sustain and constantly improve Surrey Heath as a desirable place to live, learn, work and play; and
- (ii) To support individuals to achieve their full potential as a part of the Local Community.

The Committee noted and considered the Surrey Heath Partnership Action Plan, which detailed projects undertaken to meet the requirements of the Sustainable Community Strategy and future progress.

Members sought clarification regarding figures relating to burglary and drug misuse. This would be looked into and the information would be circulated to Members. However, it was noted that there were no major concerns and the general trend was that the figures were decreasing.

Some Members also asked about the future of the Mytchett Children's Centre. Information would be circulated to Members.

Members congratulated Sarah Groom and her team on the spotlight events which had taken place and enquired whether at any future events the Youth Council could be invited. It was clarified that the Youth Council had been invited but the time of the events were not the most beneficial to the group. Sarah explained that the team were looking at better ways to reach younger people of the community. It was concluded that the most efficient way to reach young people was to get out and about in the community and meet them face to face.

Some Members were concerned about dangerous parking outside schools and wondered whether the Council's Parking Team could have an influence on this.

Two typos on page 37 were noted.

Resolved that:

- i) the report be noted;**
- ii) the team be congratulated on the successful spotlight on public services events;**
- iii) how young people can contribute to the strategy input be Investigated; and**
- iv) enforcement on parking at schools be reviewed and that better intelligence be fed into the Health and Wellbeing Board.**

21/CY Air Quality Report

The Senior Environmental Health Officer presented an update on air quality monitoring outcomes in the Borough. Councils had been required to monitor air quality since 1995 and submit annual reports to Central Government, the latest of which was sent in July 2014.

Given the identified health and economic impacts of sustained long term pollution levels, the UK and other European Union (EU) Partners were struggling to meet EU Air Quality Standards. However, the July 2014 report concluded that there were no areas within the report identified as exceeding any of the Air Quality Objectives at locations of relevant exposure.

Members noted that the Council's air quality monitoring included active monitoring of Nitrogen Dioxide (NO₂), particularly at Castle Road, a site near to the M3 motorway and dust (particulate matter) levels at the same location. The Council also carried out passive monitoring at nine sites in the Borough including urban, rural, road and kerbside locations.

The Senior Environmental Health Officer reported that all the findings included in the July 2014 report to Government had been assessed against national air quality objectives. The report also focussed on any significant changes since the previous review that could impact on air quality in the Borough.

Members queried the rise, since 2013, in overall levels of NO₂ and specifically, the rise in 5 out of 9 monitoring points.

Notwithstanding concerns on NO₂, the Committee noted that the air quality in the Borough was generally very good and that it was unlikely that the air quality upper limits for the relevant (PM₁₀) objectives would be exceeded. In particular, there were no exceedances reported at locations where residents could be exposed for any length of time. However, it was noted that works on the M3 may have caused an increase in NO₂ levels due to the changes in speed limits and engines labouring due to the incline on the London bound lane but once this had been completed the levels should decrease.

Whilst the work carried out as part of the Air Quality Action Plan had been successful in reducing traffic pollutants, particularly given the work to increase the

number of lanes on the M3 motorway, the Council would continue with the current continuous monitoring programme, retaining the existing Air Quality Monitoring Action Plan. Members emphasised the need for continued scrutiny of air quality through future Air Quality Updating and Screening Assessment/Progress reports.

A copy of the briefing by the Senior Environmental Health Officer would be circulated to the Members of the Committee.

Resolved that:

- i) the satisfactory result of the Air Quality Action Plan be noted; and**
- ii) the Air Quality Management Area monitor, remain in place until the M3 work had been completed.**

22/CY Traveller Site Management

The Executive Head of Community presented an update on the management of Traveller Sites in Surrey Heath. He explained that there were two official traveller sites in the Borough, each with 15 pitches. There were currently 18 families on the Surrey Heath waiting list, but pitches rarely became available with only 3 vacated in the previous 5 years.

Of the 2 sites, one (Swift Lane in Bagshot) was owned by the Council but leased to Surrey County Council (SCC), whilst the other site (Kalima, in Chobham) was SCC owned.

Both sites were currently managed by this Council by a management agreement with Surrey County Council, which would expire in April 2016. Whilst SCC was responsible for the maintenance of the sites, Surrey Heath was responsible for the collection of rents, payment of utility charges and liaison with tenants. The agency agreement included SCC funding for a Neighbour Officer for 15 hours per week and contributions towards management and support costs.

The Committee received a briefing on the current condition of both sites, which were very tired and required continual maintenance, and a proposed major redevelopment of the Kalima site, which would include the provision of a 16th pitch.

The Executive Head of Community reported that, to date, electricity on both sites had been supplied to individual pitches by card meters. However the supply to the Swift Lane site would shortly change to new electricity key meters, which would hand responsibility for domestic electricity, currently with the Borough Council, over to the tenants, who would be able to choose their own suppliers and tariffs.

It was noted that 'be responsible' was missing from paragraph 7 on page 68 of the report. The final sentence should read, '*Surrey Heath will then no longer be responsible for electricity charges at Swift Lane*'.

There was some concern that due to some encroachment at the Swift Lane site, that this may affect the recycling site. The Executive Head – Community was

aware of this and explained that an alternative site for the recycling facility was being investigated but this was not due to the activity on the traveller site.

Some Members sought clarification about what had been done to discourage the encroachment and the Committee was advised that residents on the sites were reminded of the boundaries of the sites and licenses were re-issued.

Resolved that

- (i) the arrangements for managing the two permanent traveller sites in Surrey Heath be noted; and**
- (ii) the Executive Head - Community be requested to provide a progress report in 12 months' time on the redevelopment of the site in Kalima.**

23/CY Work Programme

The Committee considered a report on possible issues for inclusion in a work programme for 2015/16 for this or any successor Committee.

Members noted that the Council, on 15 April 2015, would consider a report from the Governance Working Group, proposing changes to the Council's committee structure, including a recommendation that this Committee is not re-established and that its responsibilities transfer to a new Performance and Finance Committee.

Whilst Members could not pre-judge the outcome of the Council's deliberations, the Committee agreed that the list of unallocated topics as set out in the report, should be considered by this or a successor Committee in 2015/16.

Resolved, that the topics detailed at Annex A be recommended for inclusion in the 2015/16 work programme for this or any successor Committee.

Annex A

Unallocated Topics

1. Housing Services – annual reports – due in December 2015
2. Air Quality – due in April 2016
3. Sustainable Community Strategy – Due in April 2016
4. Traveller Sites Update (including Kalima Redevelopment) due in April 2016
5. Youth Issues – December 2015
6. Museum/heritage
7. Waste and Recycling Action Plan
8. Supported Families Project

9. Flooding and Drainage
10. Community Transport
11. Social Networking
12. Public Conveniences and Street Cleansing
13. Environmental Health
14. Energy Efficiency and Climate Change
15. Camberley Theatre
16. Community Centres
17. Car Parking

24/CY Any Other Business

As the Chairman of this Committee, Cllr Audrey Roxburgh, was not standing for election in May, Councillor Valerie White, the Vice Chairman, presented Cllr Roxburgh with a bouquet of flowers and congratulated her on her work as Chairman for this Committee and stated that it had been a pleasure working with her.

The Executive Head – Community also presented the Cllr Roxburgh with a bouquet of flowers and echoed the Vice Chairman's words. It was acknowledged that the Chairman had been a councillor at Surrey Heath for 28 years.

Chairman

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

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**Council
15 April 2015**

Agenda Item 13 - Review of Exempt Items

Item	Heading	Recommendation
58/C	Exempt Council Minutes of 25 February 2015	To remain exempt as indicated at Minute 103 /C.
119/E	Acquisition of Property	To remain exempt until completion of the negotiations.
127/E	Bagshot Playing Fields Association	To remain exempt until completion of the Lease negotiations.
128/E	Future of the former Watchetts Bowling Club Pavilion and Grounds	To remain exempt until completion of the negotiations.
129/E	SANGS Expenditure	To remain exempt for the present time.
Item 12	Urgent Action	To remain exempt until the completion of negotiations.

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