

COUNCIL MEETING

4 October 2017

ADDENDUM TO THE COUNCIL MINUTE BOOK

6. **Planning Applications Committee - 21 September 2017** (Pages 3 - 4)
7. **External Partnerships Select Committee - 19 September 2017** (Pages 5 - 8)
8. **Joint Staff Consultative Group - 28 September 2017** (Pages 9 - 12)

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 21 September 2017

+ Cllr Edward Hawkins (Chairman)
+ Cllr Nick Chambers (Vice Chairman)

+ Cllr Mrs Vivienne Chapman	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
+ Cllr Surinder Gandhum	+ Cllr Ian Sams
+ Cllr Jonathan Lytle	Cllr Conrad Sturt
+ Cllr Katia Malcaus Cooper	+ Cllr Pat Tedder
+ Cllr David Mansfield	- Cllr Victoria Wheeler
+ Cllr Max Nelson	+ Cllr Valerie White

+ Present

- Apologies for absence presented

Substitutes: Cllr Ruth Hutchinson (In place of Cllr Victoria Wheeler)
Cllr Katia Malcaus Cooper arrived part way through minute 21/P.

In Attendance: Lee Brewin, Duncan Carty, Gareth John, Jonathan Partington and Cllr Paul Deach

Cllr Paul Deach from minute 20/P – 24/P.

20/P Minutes

The minutes of the meeting held on the 24 August 2017 were confirmed and signed by the Chairman subject to a note that Cllr Vivienne Chapman was unable to attend the Planning Applications Committee meeting on 24 August 2017 due to illness which prevented her from being able to give apologies.

21/P Application Number:16/0671 - Langshot Stud Farm, Gracious Pond Road, Chobham, Woking GU24 8HJ

The application was for the redevelopment of Stud Farm to include stable building, hay storage barn, horse walker and associated development and arena with fencing and flood lighting. (Amended plans recv'd 16/1/17).

Some Members had concerns that buildings on the site could be converted to dwellings. Officers advised that condition 6 controlled the use of the site and if a change of use was proposed a new planning application would be required. In addition as the site was within 120 metres of the SPA, residential buildings would not be permitted.

Resolved that application 16/0671 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Colin Dougan and seconded by Councillor Jonathan Lytle.

Note 2

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 recommendation to approve the application:

Councillors Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, David Mansfield, Max Nelson, Robin Perry, Ian Sams, Pat Tedder, Valerie White and Valerie White.

Councillor Katia Malcaus Cooper did not vote as she arrived part way through this application.

22/P Exclusion of Press and Public

The Committee resolved, that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for minute 23/P, on the ground that it would involve a likely disclosure of exempt information as defined in paragraph 1 and 3 of Part 1 of Schedule 12A of the Act.

23/P Enforcement

The Committee noted a report in relation to enforcement action.

24/P Review of Exempt Items

It was resolved that the agenda report relating to minute 23/P remain exempt.

Chairman

Minutes of a Meeting of the External Partnerships Select Committee held at Surrey Heath House on 19 September 2017

+ Cllr Robin Perry (Chairman)
+ Cllr Darryl Ratiram (Vice Chairman)

+ Cllr Dan Adams	+ Cllr Jonathan Lytle
- Cllr Ian Cullen	+ Cllr Katia Malcaus Cooper
+ Cllr Paul Deach	+ Cllr Max Nelson
+ Cllr Ruth Hutchinson	- Cllr Chris Pitt
+ Cllr Rebecca Jennings-Evans	+ Cllr Joanne Potter
- Cllr David Lewis	+ Cllr Nic Price
+ Cllr Oliver Lewis	+ Cllr Ian Sams

+ Present
- Apologies for absence presented

Substitutes: Cllr Jonathan Lytle for Cllr Chris Pitt

In Attendance: Graham Bailey, Bisley Village Hall Management Committee
Charles Barbor, Surrey Heath Age Concern
Jayne Boitout, Community Development Officer
Cllr Vivienne Chapman
Inspector Bob Darkens, Surrey Police,
Gill Gibson, Surrey Heath Age Concern
Cllr Josephine Hawkins
Cllr Charlotte Morley
Reverend Christopher Russell, Surrey Heath Age Concern
Sue Smith, Bisley Village Hall Management Committee

7/EP Chairman's Announcements and Welcome to Guests

The Chairman welcomed Inspector Bob Darkens, Surrey Police, Graham Bailey and, Sue Smith, Bisley Village Hall, and Gill Gibson, Charles Barbor and Reverend Christopher Russell, Surrey Heath Age Concern, to the meeting.

8/EP Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the External Partnerships Select Committee held on 27 June 2017 be approved as a correct record and signed by the Chairman.

9/EP Declarations of Interest

There were no declarations of interest.

10/EP Bisley Village Hall

Graham Bailey and Sue Smith gave presentation on behalf of the Bisley Village Hall Management Committee. The presentation included an overview of the history of Bisley

Village Hall, the governance and funding arrangements and a summary of the challenges faced by the management committee.

The Committee was informed that although the charitable trust which managed Bisley Village Hall had been set up in 1961 the main body of the hall's premises had been built in 1874.

It was reported that the Village Hall currently received no subsidies. In 2016/17, the majority of its funding had been sourced from a combination of users' fees (25,950), fundraising events (£7,856), donations (£4,632) and one off grants (£29,981). The Management Board tried to maintain a contingency fund of £20,000 to pay for unexpected expenditure and in 2016/17 this had helped to pay for repairs to the hall's flat roofs.

The Management Board had developed a Five Year Improvement Plan which it was hoped would make the Hall a more attractive, comfortable place in the future. The works included improving the insulation, replacing windows, installing a new heating system and improving the lighting. Work would also take place to explore the feasibility of restoring heritage features in the main hall.

Arising from members' questions and comments the following points were noted:

- Bisley Village Hall was not a listed building
- All major hirers were represented on the Management Board and the Board worked hard to ensure that communication between Board members and the wider community was open and awareness of the availability of the hall was publicised as widely as possible.
- It was noted that County Councillors had access to a Member Fund which could be used to support local initiatives in their constituencies and it was suggested that the Management Committee consider the possibility of applying for funding from this source.

The Committee thanked Graham Bailey and Sue Smith for their presentation.

11/EP Policing in Surrey Heath

Inspector Bob Darkens, Surrey Heath Area Commander, Surrey Police, gave an update in respect of the crime figures in Surrey Heath.

The Committee was informed that when compared against the other 42 County Forces in England and Wales Surrey County was, when looking at the number of crimes committed per 1000 of the population, considered to be the 8th safest county area in England and Wales with 57.82 crimes per 1000 of the population. It was noted that the seven safest counties were predominantly rural areas with Dyfed Powys police area in first place with 41.64 crimes per 1000 of the population. Within the Surrey Police area, Surrey Heath was categorised as being part of the Surrey West Policing Division and Surrey Heath currently had the lowest recorded crime rates of the three policing areas within this division.

Over the past seven days police in Surrey heath had been notified of 3800 incidents. In addition to reports of simple theft, for example shoplifting, and anti-social behaviour there had been:

- 3 sexual offences
- 13 child protection incidents
- 17 domestic incidents
- 10 violent crimes

- 4 non dwelling burglaries
- 5 drugs offences
- 6 criminal damage incidents

Safeguarding was a key priority for the police and the force worked closely with other agencies through the Community Harm and Risk Management (CHaRMM) Meeting in order to identify vulnerable people at risk of or experiencing exploitation so that appropriate mitigating steps could be taken to help and support them.

Public Space Protection Orders (PSPOs) would, when they came in to force in Surrey Heath in October, provide a further tool to support the police's work. It was stressed that PSPOs were not intended to be used to impose punitive sanctions on people instead they would be used to help signpost people to alternative sources of action and help instead of using the police as their first port of call. The intelligence gathered as part of the PSPO work would be used to by the police to help target patrols and engagement activity more effectively.

Arising from Members' questions and comments the following points were noted:

- The number of police officers allocated to an area was decided by a number of factors including recorded crime levels and demographics. In Surrey Heath, an average shift had 5 police officers on duty.
- The County Council's decision to switch off street lights at night had had no noticeable impact on crime levels in the County.
- Community policing was considered to be a key factor in tackling radicalisation.
- The majority of burglaries took place during the day when people were out of their homes. Raising awareness of people's need to take action to help themselves keep their property safe was a key part of the police's approach to reducing the number of burglaries committed.
- A recent operation to tackle modern day slavery had resulted in the arrest of 5 people and 2 vulnerable adults being safeguarded. It was stressed that the public should be vigilant to what is going on around them and report anything that 'did not feel right'.
-

The Committee thanked Inspector Bob Darkens for his update.

12/EP Surrey Heath Age Concern

Gill Gibson, Charles Barbor and Reverend Christopher Russell, gave a presentation in respect of the work of Surrey Heath Age Concern.

The Group's main objective was to enhance the lives of older people living in the Surrey Heath area. This was done through three main activities: a visiting and befriending service, the provision of the Rainbow Café in Camberley and Tea and Chatter sessions. The organisation's costs amounted to approximately £50,000 a year of which £10,000 was received as a revenue grant from Surrey Heath Borough Council. The charity employed three part-time members of staff working a total of 38 hours a week.

The Visiting and Befriending Service used a network of 43 volunteers to provide companionship and reassurance to older people living in the Borough. Volunteer befrienders were carefully matched with their older person and received training before they started making visits. Volunteers were expected to make at least one one hour visit a week to the person they were matched with and visits could be made at any mutually agreed time including evenings and weekends. In addition to providing companionship,

befrienders also fed any concerns that they might have back to Age Concern to ensure that problems were dealt with appropriately. This service was provided free of charge.

The Rainbow Café in Camberley town centre was run by a part-time manager supported by volunteers. It was reported that the café currently managed to cover its costs and since its refurbishment in 2015 the café had seen an increase in customers and the café's income this year was currently 31% ahead of what it had been at the same point in 2016. In addition to providing food and drink the café also offered vulnerable people a safe space in which they could volunteer.

In May 2015, monthly Tea and Chatter sessions were set up to enable older people to socialise on Sunday's and help counter-act loneliness and isolation. Since the initiative had started over 1000 guests had attended one of the weekly tea parties.

Work was underway to convert the organisation into a Charitable Incorporated Group. The change, on 1st April 2018, would turn Surrey Heath Age Concern into legal not for profit organisation and give its trustees a greater degree of security. As part of this change it would be necessary to change the Rainbow Café's lease which had another five years left to run and the possibility of extending the lease would be explored with the Council's Corporate Property Team.

The Committee thanks Surrey Heath Age Concern for their presentation and congratulated the organisation on the progress that it had made in recent years.

13/EP External Partnerships Select Committee Work Programme

The Committee received and noted a report setting out its proposed work programme for the rest of the 2017/18 municipal year. It was agreed that the agenda for the Committee's meeting in November would go ahead as listed.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 28 September 2017**

+ Geraldine Sharman (Chairman)

+ Cllr Moira Gibson	+ Gillian Barnes-Riding
- Cllr Josephine Hawkins	+ Lee Brewin
+ Cllr Ruth Hutchinson	+ Andrew Edmeads
- Cllr Paul Ilnicki	+ Geraldine Sharman
+ Cllr Charlotte Morley	+ Lynn Smith
+ Cllr Robin Perry	+ Anthony Sparks
+ Cllr Ian Sams	+ Karen Wetherell
Cllr Conrad Sturt	

+ Present

- Apologies for absence presented

In Attendance: Louise Livingston and Rachel Whillis

8/J Notes

The notes of the Joint Staff Consultative Group meeting held on 6 July 2017 were agreed.

9/J Amended Social Networking Policy

The Group reviewed a revised Social Networking Policy. The revised Policy had been amended to include updated examples of forms of social networking and provide advice and guidance regarding using social networks and accessing information, in particular in relation to not using personal accounts to comment on postings about the Council or on behalf of the Council.

It was agreed that paragraph 7.7 would be re-worded to clarify that decisions should only be communicated by formal methods of communication. It was also noted that any typographical errors in the document would be amended.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Social Networking Policy, as set out at Annex A to the agenda report, as amended.

10/J Revised Safeguarding Policy and Procedure

The Group considered a new Safeguarding Policy and Procedure, which had been rewritten to reflect the Surrey Safeguarding Group agreed policy, together with a summary reference guide for all staff.

The Policy and Procedure provided basic guidance to all council staff relating to the safeguarding of vulnerable groups, whilst also providing more in-depth

procedural information for those undertaking relevant roles where interaction with vulnerable groups was likely to occur within their normal duties.

The following amendments to the flowchart at the beginning of the Policy and Procedure were proposed by the Group:

- Adding the full title of the Multi Agency Safeguarding Hub, which had only been referred to by its acronym MASH;
- In the Do Summary Box, adding to the final bullet point the page number in the Policy where further information could be sought; and
- Removal of any “don’ts” from the bullet points in the Don’t Summary Box, thereby removing the resulting double negatives.

The Executive Head of Transformation also undertook to establish whether Social Services was part of the MASH and advised that, if this was the case, the specific reference to Social Services would be removed accordingly.

The typographical error at paragraph 9.5.4 would also be amended.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Safeguarding Policy and Procedure as set out at Annex A to the agenda report, as amended.

11/J Review of the Joint Staff Consultative Group Constitution

The Group noted proposed revisions to the Joint Staff Consultative Group Constitution.

It was advised that, as the meeting was not sufficiently quorate to make recommendations for amending the Constitution, the item would be deferred to the next meeting.

12/J Work Programme

The Group considered a proposed work programme for the meetings scheduled for the remainder of the municipal year.

It was agreed to add the Data Protection Policy to the 15 March 2018 agenda. It was also noted that the item concerning the review of the Group’s Constitution would be added to the January meeting’s agenda.

RESOLVED that the Work Programme for the 2017/18 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman

This page is intentionally left blank