

COUNCIL MEETING

1 October 2014

MINUTE BOOK

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
16 July 2014**

+ Cllr Bob Paton (Mayor)
+ Cllr Joanne Potter (Deputy Mayor)

+ Cllr David Allen	+ Cllr Josephine Hawkins
+ Cllr Rodney Bates	+ Cllr Paul Ilnicki
+ Cllr Richard Brooks	+ Cllr Lexie Kemp
+ Cllr Keith Bush	+ Cllr Bruce Mansell
+ Cllr Glyn Carpenter	+ Cllr David Mansfield
+ Cllr Bill Chapman	+ Cllr John May
+ 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 Wynne Price
+ Cllr Craig Fennell	+ Cllr Audrey Roxburgh
+ Cllr Surinder Gandhum	+ Cllr Ian Sams
+ Cllr Liane Gibson	+ Cllr Pat Tedder
+ Cllr Moira Gibson	+ Cllr Judi Trow
+ Cllr Alastair Graham	+ Cllr Valerie White
+ Cllr David Hamilton	+ Cllr Alan Whittart
+ Cllr Beverley Harding	+ Cllr John Winterton
+ Cllr Edward Hawkins	Vacancy

+ Present
- Apologies for absence presented

13/C Councillor Margaret Moher

The Mayor referred to the death of Councillor Margaret Moher who had passed away on 25 June 2014. Margaret had been a councillor for the Old Dean Ward for the past 13 years and would be sadly missed. The Council stood in silence for a minute as a mark of respect.

14/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 14 May 2014 be approved as correct record.**

15/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Richard Brooks, Paul Deach, Paul Ilnicki, Liane Gibson, Alastair Graham, David Mansfield, and Pat Tedder.

16/C Mayor's Announcements

The Mayor reported he had had a very enjoyable and rewarding first few weeks in the role. He had attended numerous and various events which had given him the opportunity to meet some incredible people in the Borough who contributed to their communities.

A notable event had been the Granting of the Freedom of the Borough to the Royal Military Academy on Saturday 14 June. The Mayor read out a letter from the RMA Commandant, General Stuart Skeates, which expressed his gratitude for the privilege of being granted the Freedom of the Borough which would bolster the longstanding links between the Borough and the RMA. The Mayor, on behalf of the Council, thanked the Chief Executive and her team, particularly Daniel Harrison, who had organised this very successful event.

17/C Leader's Announcements

The Leader advised the Council of 2 events she had attended recently. The South East England Councils meeting had been attended by Sir Edward Lister, Deputy Mayor of London. He had highlighted the pressures on London's infrastructure, particularly electricity, water and sewerage. He had also stated that London had aspirations to provide between 40,000 and 42,000, or possibly up to 49,000, houses per annum within London. There were, however, concerns that councils bordering London would come under pressure to accommodate some of this housing provision.

The Leader had also attended the LGA Conference where one of the main issues had been "Better Together" with reference to possible Scottish devolution. The Conference had highlighted the need to address the democratic deficit if Scotland were to gain independence and where this would leave England and English local government.

The Leader informed members that the Growth Fund for Enterprise M3 had been announced at the beginning of July and that several amounts of money had come through to Surrey Heath. In addition £35 million had been allocated to traffic measures, which included improvements to the Meadows Gyratory System and the A30 London Road.

18/C Declarations of Interest

In accordance with the Members Code of Conduct, Councillor Rodney Bates declared an interest in respect of Item 8(a) – Minute 006/E – Pay Award for 2014/15 as his sister was employed by the Council. He indicated that he would leave the room if the matter was discussed.

19/C Executive, Committees and Other Bodies

- (a) Executive – 20 May 2014, 10 June 2014, and 1 July 2014.

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 20 May 2014, 10 June 2014, and 1 July 2014 be received and the recommendations therein be adopted as set out below:

005/E Safeguarding Policy and Procedure

Resolved that the Safeguarding Policy and Procedure, as set out at Annex A to the Executive report, be adopted, subject to minor typographical adjustments to be agreed by the Executive Head of Corporate, in consultation with the Corporate Portfolio Holder.

006/E Pay Award for 2014/15

Resolved that the provision in the budget and further savings which resulted from the existing salaries budget, be set aside for a cost of living rise for grades 1-9.

19/E Adoption of the Camberley Town Centre Area Action Plan incorporating the Inspector's Main Modifications, following the Examination in Public

Resolved that

- (i) the Inspector's Binding Report be accepted;**
- (ii) the Camberley Town Centre Area Action Plan, as amended by the Inspector, be adopted;**
- (iii) the Policies Map be amended accordingly and adopted: and**
- (iv) the Sustainability Appraisal and the Post Adoption Sustainability Appraisal Statement for the Camberley Town Centre Area Action Plan be published.**

20/E The Community Infrastructure Levy Changes Schedule, the Regulation 123 List and the Instalment Policy

Resolved that

- (i) the Examiner's Report into the Council's Draft Community Infrastructure Levy Charging Schedule be accepted by the Council;**
- (ii) the Community Infrastructure Levy Charging Schedule be adopted; and**
- (iii) the Community Infrastructure Levy Charging Schedule implementation date be set as 1st December 2014.**

23/E Drugs and Alcohol at Work Policy and Procedure

Resolved that the Council's Drugs and Alcohol at Work Policy & Procedure attached as Annex A to the Executive Minutes be adopted.

- (b) Planning Applications Committee – 2 June 2014 and 2 July 2014

It was moved by Councillor Edward Hawkins, seconded by Councillor David Allen, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 2 June 2014 and 2 July 2014 be received.

- (c) Selection Committee – 29 May 2014

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

Resolved that the minutes of the meeting of the Selection Committee held on 29 May 2014 be received

- (d) Joint Staff Consultative Group – 5 June 2014

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

Resolved that the minutes of the meeting of the Joint Staff Consultative Group held on 5 June 2014 be received.

- (e) Community Services Scrutiny Committee – 12 June 2014

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

Resolved that the minutes of the meeting of the Community Services Scrutiny Committee held on 12 June 2014 be received.

- (f) Standards Hearing and Determination Committee – 16 June 2014

It was moved by Councillor Valerie White, seconded by Councillor Wynne Price and

Resolved that the minutes of the meetings of the Standards Hearing and Determination Committee held on 16 June 2014 be received.

- (g) Performance and Audit Scrutiny Committee - Audit meeting and Scrutiny meeting – 18 June 2014

It was moved by Councillor John May, seconded by Councillor David Allen, and

Resolved that the minutes of the meetings of the Performance and Audit Scrutiny Committee (Audit meeting and Scrutiny meeting) held on 18 June 2014 be received.

- (i) External Partnerships Select Committee – 24 June 2014

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

Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 24 June 2014 be received.

20/C Portfolio Holder's Question Time

Councillor Colin Dougan, Portfolio Holder for Transformation, updated Members in relation to the areas of his Portfolio. He also answered questions relating to the regeneration of businesses in the Borough other than in Camberley Town Centre and the annual costs of responding to Freedom of Information requests. In response to a question about town centre lettings, Councillor Dougan agreed to ensure Members were kept up to date.

21/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 item of business on the ground that it involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
23/E	3
24/E	3

22/C Executive, Committees and Other Bodies -Exempt

The Council received the exempt minutes of the Executive held 10 June 2014 and made a decision in relation to an exempt recommendation from the Executive at its meeting on 16 July 2014.

23/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 14/E – Lease of Part of the Ian Goodchild Centre to Voluntary Services North Surrey to remain exempt until after the completion of the lease; and**
- (ii) minute 25/E and minute 00/C Frimley Lodge Park 3rd Generation Artificial Grass Pitch- to remain exempt until after the completion to the negotiations but that a press release be issued.**

Mayor

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

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**Minutes of a Meeting of the Executive
held at Council Chamber, Surrey Heath
House on 22 July 2014**

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Councillors Rodney Bates, Paul Deach, Tim Dodds, Audrey Roxburgh and Judi Trow.

29/E Minutes

The minutes of the meeting of the Executive held on 16 July 2014 were confirmed and signed by the Chairman.

30/E Digital Services Working Group Terms of Reference

The Executive was reminded that, at its meeting on 20 May 2014, it had agreed to establish a Digital Services Working Group under the Transformation Portfolio. The Group Leaders had been asked to nominate to this Working Group and Terms of Reference were to be decided at a future meeting of the Executive.

The Executive considered proposed Terms of Reference for the Working Group. It was agreed to amend the Terms of Reference to state that the Working Group would meet on a minimum of 4 times a year.

It was emphasised that the Working Group would be Member driven. Officer involvement would be limited to committee administrative support and specialist ICT advice when required.

The Leader reported that the Conservative Group members of the Working Group would be: Councillors David Allen, Bill Chapman, Paul Deach, Colin Dougan, Charlotte Morley and Valerie White. The Chairman would be the Transformation Portfolio Holder, Councillor Colin Dougan and, in his absence, meetings would be chaired by Councillor Charlotte Morley.

Resolved, that the Digital Services Working Group's Terms of Reference, as amended and set out at Annex A to the minutes, be adopted.

31/E Infrastructure Delivery Supplementary Planning Document

The Infrastructure Delivery Supplementary Planning Document (SPD) would address the implementation of the Community Infrastructure Levy

and the Borough Council's approach to Section 106 (S106) developer contributions. The SPD placed particular emphasis on directing monies collected towards infrastructure and avoidance measures required by European Legislation i.e. Suitable Alternative Natural Greenspace as a priority.

Following agreement by the Executive on 9 July 2013, a draft SPD had been subject to statutory consultation. Members noted the responses received during the consultation process. A final version of the SPD had been prepared which took into these comments.

The Infrastructure Delivery Supplementary Planning Document included the appropriate sections from the Council's existing Developer Contributions SPD which would be superseded by the Infrastructure Delivery SPD.

Resolved, that

- (i) the amended Infrastructure Delivery Supplementary Planning Document be adopted as a Supplementary Planning Document in support of the implementation of the Community Infrastructure Levy; and**
- (ii) the Infrastructure Delivery Supplementary Planning Document be implemented on 1st December 2014 in line with the implementation of the Council's Community Infrastructure Levy Charging Schedule.**

32/E Revocation of the 2008 Validation of Planning Applications Supplementary Planning Document and Adoption of New Local Validation List

The Validations of Planning Applications SPD had been adopted by the Executive on 17 June 2008. The SPD was intended to assist applicants and developers by listing various application requirements to enable the registration of a planning application.

Members were advised that the document was no longer fit for purpose as it did not follow current government guidance and contained out of date requirements. It was therefore proposed to replace the SPD with a new Local Validation List, which would comply with current best practice guidance and would facilitate electronic working. In addition, the Local Validation List, unlike an SPD, could be reviewed every 2 years. It was also proposed that, as it was important that the Local Validation List remained up to date, the Executive Head of Regulatory should be authorised to make minor changes to the List as necessary.

Resolved

- (i) to revoke the 2008 Validation of Planning Applications SPD;**
- (ii) to adopt the new Local Validation List; and**

- (iii) that the Executive Head of Regulatory be authorised to make minor changes to the Local Validation List.**

33/E Drainage Works Programme for 2014/15

The Executive considered a proposed Drainage Works Programme for 2014/15. The work schedule contained works that were undertaken regularly as a maintenance responsibility and project works which were more involved both in complexity and duration.

Members considered proposed projects in Chobham and Lightwater which could be undertaken following receipt of DEFRA funding, with additional funds required being met by the Drainage Reserve.

The Executive was reminded that the Drainage Reserve Fund had originally been set up to respond to significant emergencies. It was reported that some of the reserve funds had recently been used for joint projects with other parties but it was considered that, in future, any such proposals should receive authorisation by the Executive prior to the submission of the funding bid.

Resolved, that

- (i) the proposed Drainage Works Programme for 2014/15 be approved;**
- (ii) subject to the receipt of a DEFRA grant of up to £70,000, watercourse improvements within Lightwater Village be undertaken, with additional funds of up to £40,000 to be met from the drainage reserve;**
- (iii) subject to the receipt of a DEFRA grant of £20,000, modelling of the SH proposed Chobham Village Flood Alleviation Scheme be undertaken, with additional funds of up to £10,000 to be met from the drainage reserve;**
- (iv) subject to the receipt of a DEFRA grant of £20,000, flood alleviation works around the Chobham North catchment area be undertaken, with additional funds of up to £5,000 to be met through the drainage reserve; and**
- (v) in future, funding bids for all projects requiring external funding for drainage works on third party land where this would also require the Council to part fund from the Drainage Reserve be approved by Executive prior to submission of the funding bid.**

34/E Tenancy Strategy

The Executive was reminded that the Localism Act had introduced a new tenancy regime for the social housing sector, replacing the concept of 'tenancies for life' with the ability for Local Authorities and Registered Providers to grant fixed term tenancies, referred to as flexible tenancies.

The Council's current Tenancy Strategy had been reviewed and had been found to still be relevant. It was, however, agreed to add the following statement on the Council's expectations regarding rent setting by Registered Providers to section 9 of the Strategy:

"The Council expects Affordable Rents to be kept within Local Housing Allowance (LHA) levels on the initial letting. Registered Providers are also encouraged to ensure that headroom is allowed when setting the rent that takes into account the different increase mechanisms for rent and LHA i.e. the Provider should be able to demonstrate that the rent will remain within LHA levels for coming years."

Resolved to

- (i) adopt the revised Tenancy Strategy for the period to March 2018, as required by the Localism Act 2011; and**
- (ii) review the Tenancy Strategy on an annual basis to ensure it remains fit for purpose, considering local housing circumstances.**

35/E Update on Local Council Tax Support Hardship Fund For 2013/14

The Executive received an update on the Local Council Tax Support Scheme (LCTSS) Hardship Fund and Discretionary Housing Payments (DHP) for 2013/14. Members were reminded that from 1 April 2013, most working age claimants, unless qualifying for an exemption, had become liable for a minimum of 30% of their Council Tax under the LCTSS.

In May 2013, the Executive had created the LCTSS Hardship Fund and approved a LCTSS Hardship Policy to assist LCTSS claimants having difficulty paying Council Tax. In 2013/14, the Council had provided £10,000 for this Fund and an additional £12,000 had been contributed by Surrey County Council. Of this, £3,092 had been paid out in the year.

In 2013/14 the Council had received 26 applications, of which 11 had been successful. Of those applications which had been unsuccessful, the majority had been rejected because the Council had considered that no evidence of hardship had been presented. The maximum amount awarded to a single claimant was £472. No changes were proposed to the current hardship policy as it was in line with other Surrey districts.

The Department of Work and Pensions (DWP) had provided a grant of £80,872 for DHP, of which £39,500 had been used during the year. During the year 143 applications had been made, of which 74 had been successful. These had primarily been awarded to offset the impact of benefit reform

changes such as the spare room subsidy, housing benefit cap or housing allowance limit. In Surrey Heath 265 claimants had been affected by these reforms. The largest single payment made to a claimant had been £2,669.

The Executive was reminded that, in 2014/15, £10,000 had been budgeted for LCTSS Hardship payments and a grant of £67,857 has been given by the DWP for DHPs.

Concerns were raised by some Members regarding the process for applying for the grant. The Finance Portfolio Holder indicated that he would raise this matter with the Executive Head of Finance.

Resolved, to note the update on the Local Council Tax Support Hardship Fund For 2013/14

36/E House Rules

The Executive was informed that, at its meeting on 5 June 2014, the Joint Staff Consultative Group had considered revised House Rules, which had been updated to take into consideration a smaller, more modern workforce, to make sure the rules were practical, not prohibitive, and were in line with Health and Safety Legislation. The Rules had also been reviewed to ensure they were consistent with guidance from other key policies and procedures and consistent in promoting effective and considerate staff conduct.

The House Rules had been devised to protect Council staff and property, including data for which the Council had responsibility. The Rules had been informed by current legislation and would require regular review to ensure that the guidance remained appropriate and up-to-date in light of subsequent changes.

Recommended, that

- (i) the Council's House Rules be adopted; and**
- (ii) the House Rules be removed from Staff Terms and Conditions**

Chairman

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 9
September 2014**

+ Cllr Moira Gibson (Chairman)
+ Cllr Richard Brooks (Vice Chairman)

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

+ Present
- Apologies for absence presented

In Attendance: Cllr Chris Pitt, Cllr Joanne Potter, Cllr Valerie White and Cllr John Winterton

37/E Minutes

The minutes of the meeting of the Executive held on 22 July 2014 were confirmed and signed by the Chairman.

38/E Surrey Heath Local Enforcement Plan

The Council's existing policy for the consideration of breaches of planning control was contained in a Planning Enforcement Policy and Practice Statement produced in 2008. This was now out of date following the publication of the National Planning Policy Framework and the revocation of PPG18: Enforcing Planning Control.

The Executive was advised that, in line with current national policy, it was considered that the implementation of a Local Enforcement Plan would enable the Council to establish priorities and procedures for the investigation of alleged breaches of planning control. It would also enable the Council to effectively manage and prioritise its planning enforcement resources and also provide clear and concise information to the public and developers about what they could expect from the Council's Planning Enforcement Service.

The Plan would be kept under review to ensure continuing compliance with national policy and changes to the Plan would be authorised by the Executive Head of Regulatory.

Resolved, that

- (i) the content of the Surrey Heath Local Enforcement Plan be agreed; and**
- (ii) the Executive Head of Regulatory be authorised to make any future changes to the Local Enforcement Plan.**

39/E Response to Guildford Borough Council's Draft Local Plan

The Executive was informed that Guildford Borough Council (GBC) was in the process of preparing a new Local Plan, which would be in 2 parts. The first part would cover strategy and sites, with the second covering the more detailed management policies. In July 2014 GBC had published the first part of the Plan for consultation.

A number of areas within the draft Plan had been identified as having an adverse impact upon Surrey Heath's interests and plan making processes, including:

- the lack of robust and up-to-date evidence being in place to guide and support the Plan's preparation
- the identification of a strategic growth location in the southern part of the Blackwater Valley, adjacent to the boundary with Surrey Heath

In addition, it was considered that there had been limited partnership working in relation to the strategic growth location and the cross boundary military sites where development potential was being increased. In this respect it was considered that further discussions were required in accordance with the Duty to Co-operate requirements.

The Executive considered a consultation response containing the Council's formal representations on GBC's draft Plan, which detailed these concerns.

Resolved, that the Council's formal representations on the July 2014 Draft Guildford Borough Council's Local Plan: strategy and sites consultation be as set out at Annex 2 to the agenda report.

40/E Street Naming and Numbering Charges

The Executive was informed that the current Street Naming and Numbering charging model did not accurately reflect the discretionary work undertaken by officers or the level of Street Naming and Numbering cases that incurred a charge.

A new model had been devised to reflect better the discretionary services undertaken by officers, the number of new developments requiring street naming and numbering, and to bring the Council's in line with neighbouring authorities.

Resolved to amend the Street Naming and Numbering charges as set out at Annex A to the agenda report.

41/E Urgent Action

The Executive received information in relation to urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers in relation to authorising officers to investigate and prosecute using powers contained within the Prevention of Social Housing Fraud Act 2013 and associated legislation and the funding of the restoration of the Borough's war memorials.

Resolved to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.

42/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:

<u>Minute (part)</u>	<u>Paragraph(s)</u>
43/E	3
44/E	3
45/E	3
46/E	3
47/E	3
48/E	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.

43/E Depot Warehouse, Depot, Doman Road, Camberley

The Executive made decisions relating to the short term lease of part of the Depot Warehouse at the Depot in Doman Road, Camberley.

44/E Retail Premises at 25 Princess Way, Camberley

The Executive made decisions relating to the lease of 25 Princess Way, Camberley.

45/E Retail Premises, 179a London Road, Camberley

The Executive made decisions relating to the lease of 179a London Road, Camberley.

46/E Car Wash Proposal at Main Square Car Park, Camberley

The Executive made decisions relating to the lease of 10 spaces within the Main Square Car Park for use as an eco-friendly chemical based car cleaning service.

47/E Land at Wilton Road, Camberley

The Executive made decisions relating to the disposal of the freehold of a parcel of land at Wilton Road, Camberley.

48/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 decisions at minutes 43/E, 44/E, 45/E, 46/E and 47/E be made public but the minutes and reports remain exempt until completion of the negotiations.

Chairman

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

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**Minutes of a Meeting of the Planning
Applications Committee held at
Council Chamber, Surrey Heath House
on 30 July 2014**

Committee Members Present

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

Cllr David Allen
Cllr Richard Brooks
Cllr Mrs Vivienne Chapman
Cllr Colin Dougan
Cllr Surinder Gandhum
Cllr David Hamilton
Cllr Ken Pedder

Cllr Audrey Roxburgh
Cllr Ian Sams
Cllr Pat Tedder
Cllr Judi Trow
Cllr Valerie White
Cllr John Winterton

Committee Members Not Present: Cllr David Mansfield

In Attendance: Cllr Tim Dodds

24/P Minutes

The minutes of the meeting held on 2 July 2014 were confirmed and signed by the Chairman.

25/P General Matters

Members were updated on the following:

On 16 July 2014 The Camberley Town Centre Area Action Plan was adopted by Full Council. As such it has superseded the saved town centre policies in the Surrey Heath 2000 Local Plan. Accordingly any reference to saved town centre policies in the committee reports in this evening's agenda should be deleted and full weight should be given to any stated AAP policies.

26/P Application Number: 14/0450 - MYTCHETT PLACE, MYTCHETT PLACE ROAD, MYTCHETT, CAMBERLEY, GU16 6DQ - Mytchett Ward

The application was for the erection of a part 3 storey, part 4 storey extension and the erection of two detached buildings for use as Test Garage and Prototype Facility.

Members were advised of the following updates:

'Consultation Response:

Surrey Wildlife Trust – have advised that while the development would not appear to impact on any roosting habitat the development has the potential to impact on

the foraging habitat used by a maternity roost of pipistrelle bats at 5 Barnsley Close. They have therefore advised that further information should be sought as to the likely impact of the development on any bats in the area to ensure that suitable habitat will remain post-development.

It is noted that Government Circular 06/2005 states “it is essential that the presence or otherwise of protected species and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision”.

In this instance the presence or otherwise of protected species (bats) is known and it is also known that the extent that they may be impacted would be from the loss of foraging habitat. The loss of this habitat can be mitigated by condition and as such it would not be reasonable to refuse the application on these grounds. Accordingly it is considered that in this instance it is appropriate to secure the appropriate mitigation through a planning condition and a suitable condition is set out below.

The following additional condition is therefore recommended:

No development, including site clearance and demolition, shall take place until a scheme has been submitted to and approved in writing by the Local Planning Authority to mitigate the potential impact on the foraging habitat of bats. This shall be informed by further site surveys which shall establish the value of the site for foraging and shall include a timetable for the implementation of the mitigation proposed. Once approved the development shall be undertaken in strict accordance with the approved details unless otherwise agreed in writing with the Local Planning Authority.

Reason: To ensure the development does not impact on the foraging habitat of this protected species and to meet the objectives of Policy CP14 of the Core Strategy and Development Management Policies 2012.

Natural England comment on the application and have advised that all protected species should be considered appropriately before determining this application.

It is considered that the above approach is appropriate in this instance.

There is nothing further to update and subject to the additional condition the recommendation remains as set out in the report.'

The members of the public who spoke in objection to the application were concerned about the impact the proposal would have on the local bat colony and the increase in noise and traffic movements. Some Members asked whether there had been a consultation with the residents and the applicant agreed that a more open dialogue was needed.

Members were reminded that *‘the loss of the foraging habitat can be mitigated by condition and as such it would not be reasonable to refuse the application on these grounds.’*

Resolved that application 14/0450 be approved subject to:

- **an additional condition to mitigate the loss of foraging habitat for the bat colony as set out above;**
- **conditions as set out in the report of the Executive Head – regulatory and the completion of a suitable planning obligation to secure the following:**
- **a financial contribution of £4,600 towards the cost of monitoring and developing the Travel Plan**
- **a financial contribution of £84,655.45 to mitigate the impact of the development on local infrastructure, in accordance with the Developer Contributions SPD**

In the event that a satisfactory planning obligation has not been completed by the 18th of August 2014, the application be refused for the reasons as set out in the report of the Executive Head - Regulatory.

Note 1

It was noted for the record that Councillors Richard Brooks and Colin Dougan had visited the site for other purposes but had not discussed the application.

Note 2

As this application has triggered the Council's Public Speaking Scheme, Mrs Harry and Mr Hunter spoke in objection and Mr Siddiqi representing the applicant spoke in support.

Note 3

The recommendation to approve as amended was proposed by Councillor Colin Dougan and seconded by Councillor David Allen.

Note 4

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 as amended:

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

27/P Application Number: 14/0471 - 52 PARK STREET, CAMBERLEY, GU15 3PT - St Michaels Ward

The application was for the part demolition, part conversion and extension to provide a 4 storey building to retain a restaurant and provide a new flexible unit (for uses retail/office/restaurant/bar/hot food takeaway, Classes A1 to A5) and 7 one bed and 7 two bed flats over.

Members were advised of the following updates:

'The proposal provides a roof terrace for use by one of the flats and a balcony for another unit. However, due to its town centre location, the mix of units proposed and the restricted size of the application site it is considered that the level of amenity provision is acceptable.'

Further details regarding the viability of the scheme have been received and the Council's Valuer raises no objections subject to the scheme providing:

- *SPA mitigation - £65,132*
- *Affordable housing payment towards off-site provision elsewhere in the Borough - £81,868*

On this basis it is accepted the scheme cannot, for viability reasons, contribute towards PIC, it is therefore recommended that the second reason for refusal contained within Recommendation 2 be deleted.

County Highways have raised objection to the proposal on the basis that cycle parking will not be provided for future residents of the development. Nor is a contribution towards off site cycle provision to be secured. This is because the scheme would be unviable if additional contributions are required.'

Some Members were concerned about the traffic movements during construction and that County Highways had raised an objection to the proposal. Some Members also felt a condition to secure parking spaces at the Atrium for the residents of the new scheme would be required. However, Members were reminded that the applicant did not own the Atrium car park and therefore a condition could not be imposed. In addition the proposal was located in a highly sustainable area with easy access to the town centre and public transport.

There was also concern about the increase in refuse bins and the location of bins. Members were advised that only the management company would have access to the bins and residents would dispose of waste via a refuse chute so there would be no movement of refuse bins by the residents.

Some Members asked about the amenity space and officers advised that one unit had a private terrace, some had balconies and the rest would have Juliette balconies.

Resolved that application 14/0471 be approved subject to conditions as set out in the report of the Executive Head – Regulatory and subject to receipt of a satisfactory legal agreement to secure:

- **Mitigation in accordance with the Council's adopted Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document.**
- **An appropriate contribution in accordance with the Council's adopted Developer Contributions Supplementary Planning**

Document. The level of contribution, if any, to be determined by Executive Head of Regulatory.

- **An appropriate level of affordable housing (be it on site provision or contribution to off-site provision) in accordance with the objectives of Policy CP5 of the Surrey Heath Core Strategy and Development Management Policies Document 2012. The level of contribution, if any, to be determined by Executive Head of Regulatory.**

In the event that a satisfactory legal agreement has not been completed by the 17 August 2014, the Executive Head of Regulatory be authorised to refuse the application for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve was proposed by Councillor Glyn Carpenter and seconded by Councillor Audrey Roxburgh.

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: Councillors, Richard Brooks, Glyn Carpenter, Surinder Gandhum, David Hamilton, Edward Hawkins, Audrey Roxburgh, Judi Trow, Ian Sams, and John Winterton.

Voting against the approval of recommendation to approve: Councillors David Allen, Mrs Vivienne Chapman, Colin Dougan, Pat Tedder and Valerie White.

28/P Applications Number: 14/0330 - 1-3 BEAUMARIS PARADE, FRIMLEY, CAMBERLEY, GU16 8UR - Frimley Green Ward

Erection of a part single (featuring an open walkway at roof level), part two storey extension to provide an enlarged retail area to units 1 to 2 Beaumaris Parade and two 2 bedroom flats at first floor together with internal alterations at ground floor to facilitate the creation of an additional retail unit.

The members were advised of the following updates:

'1 additional objection has been received however the matters raised are already addressed in the committee report.'

Members of the public who spoke in objection to the application were concerned about the increase in traffic movements and parking.

Some Members were concerned about whether the walkway to the flats would overlook existing properties. Officers advised that this would not be the case.

Resolved that application 14/0330 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

As this application has triggered the Council's Public Speaking Scheme, Mrs Cartwright representing the Mytchett, Frimley Green and Deepcut Society and Mr Bryant spoke in objection and Mr Stafford representing the applicant spoke in support.

Note 2

The recommendation to approve as amended was proposed by Councillor Richard Brook and seconded by Councillor Edward Hawkins.

Note 3

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: Councillors David Allen, Richard Brooks, Glyn Carpenter, Mrs Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Audrey Roxburgh, Judi Trow, and John Winterton.

Voting against the recommendation to approve: Councillors David Hamilton, Ian Sams, Pat Tedder and Valerie White.

29/P Application Number - 14/0572 - LAND TO THE REAR OF 38-40 HIGH STREET, BAGSHOT, GU19 5AX - Bagshot Ward

The application was for the erection of two terrace dwelling houses following the demolition of the existing building.

Members were advised of the following update:

'County Highway Authority – no objection subject to conditions.'

As a result of a clarification sought by some Members, officers advised that there was no SANGS currently in Bagshot.

Resolved that application 14/0572 be refused for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that Committee members had received a letter from the applicant and Councillor Glyn Carpenter had met with the applicant but not in connection with this application.

Note 2

The recommendation to refuse was proposed by Councillor Vivienne Chapman and seconded by Councillor Valerie White.

Note 3

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

30/P Application Number: 14/0474 - HAGTHORN FARM, PENNYPOT LANE, CHOBHAM, WOKING, GU24 8DG - Chobham Ward

The application was for the erection of one 4 bedroom two storey dwelling house and basement and detached double garage following demolition of existing glasshouses.

Members were advised of the following updates:

'It is recommended that condition 3 on page 53 be amended to read:

No development shall take place until full details of surface water drainage systems and foul water drainage systems are submitted and approved in writing by the Planning Authority. This shall include hydrological assessments and details and depth of the groundwater in the strata to be excavated for the proposed basement. The surface water drainage details shall include attenuation of 1:100 year event plus 30% climate change worst case scenario. Once approved the details shall be carried out prior to first occupation in accordance with the approved scheme.

Reason: To ensure a satisfactory development and to ensure that the basement does not result in off-site flooding to other properties and to accord with Policies CP2 and DM10 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework

This amended condition has been agreed with the Council's Drainage Engineer.'

Resolved that application 14/0474 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory and amended condition 3 and:

- **A satisfactory legal agreement to secure mitigation in accordance with the Council's adopted Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document (2012), by the application expiry date of 7 August 2014, and at no cost to the Council.**
- **A satisfactory legal obligation to secure contributions in accordance with the Council's Tariff Scheme and Developer Contributions Supplementary Planning Document (2011), by the application expiry date of 7 August 2014 and at no cost to the**

Council.

In the event that a satisfactory legal agreement is not completed for mitigation towards the SPA by the 7 August 2014, the Executive Head of Regulatory Services be authorised to refuse the application for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve as amended was proposed by Councillor Richard Brooks and seconded by Councillor Colin Dougan.

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 as amended:

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

Voting against the recommendation to approve as amended: Councillor Judi Trow.

31/P Application Number: 14/0576 - 17 SEFTON CLOSE, WEST END, WOKING, GU24 9HT - West End

The application was for the erection of a part two storey front, part two storey rear, part single storey side, part single storey front and side following demolition of existing attached garage, conservatory and single storey rear extension.

Members were advised of the following updates:

The application would normally be considered under delegated authority but as the applicant was a serving borough councillor, the application had been brought to the Planning Applications Committee for consideration.

'A response has been received from West End Parish Council raising no objection.'

A further 3 letters of support have been received (making 4 letters of support in total).

1 letter of Objection has been received which includes the following main point:

- The proposed two storey rear extension would have an overbearing impact on neighbouring properties and would lead to overlooking views and a reduction in neighbouring sunlight. These matters raised are addressed in the committee report.'*

Some Members sought clarification on the percentage increase of the proposal but were advised that as the proposal was located in the settlement area, the impact on the surrounding area would be the test with regard to planning issues..

Resolved that application 14/0576 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that the applicant was a serving borough councillor.

Note 2

The recommendation to approve was proposed by Councillor Glyn Carpenter and seconded by Councillor Colin Dougan.

Note 3

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 as amended:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Mrs Vivienne Chapman, Colin Dougan, Surinder Gandhum, David Hamilton, Edward Hawkins, Audrey Roxburgh, Ian Sams, Valerie White and John Winterton.

Voting against the recommendation to approve: Councillors Pat Tedder and Judi Trow.

32/P Application Number: 14/0426 - THE RED HOUSE, LAKE ROAD, DEEPCUT, CAMBERLEY, GU16 6RD - Mytchett Ward

The application was for the erection of a two storey side extension.

Members were advised that the application would normally be dealt with under delegated authority but as one of the directors of the applicant's company was a serving councillor it was brought to the Planning Applications Committee for consideration.

Members were also advised of the following updates:

It is recommended that condition 2 be changed from:

'The building works, hereby approved, shall be constructed in external fascia materials: brick, tile, bonding and pointing, to match those of the existing building.

to

The building works, hereby approved, shall be constructed in external fascia materials and render to match those as shown on drawing 1822-PO1 date stamped 06/05/14, unless otherwise agreed in writing with the Local Planning Authority.'

Resolved that application 14/0426 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that one of the directors of the applicant's company was a serving borough councillor.

Note 2

The recommendation to approve was proposed by Councillor Vivienne Chapman and seconded by Councillor Colin Dougan.

Note 3

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

33/P Application Number: 14/0391 - 117 LONDON ROAD, CAMBERLEY, GU15 3LG - Town Ward

The application was for the erection of a single storey extension to showroom and single storey valet building following the demolition of existing showroom with alterations to parking layout and external car sales area.

Members were advised of the following updates:

'Regard should be given to the adoption of the AAP.'

It was noted that the times of operation at condition 6 should read:

'Work shall be carried out in the valet building between 08.00 and 18.00hours from Monday to Friday and from 8.00 to 14.00 on Saturdays....'

Resolved that application 14/0391 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve as amended was proposed by Councillor David Allen and seconded by Councillor Glyn Carpenter.

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

34/P Application Number: 14/0255 - 179 LONDON ROAD, CAMBERLEY, GU15 3JS - Town Ward

The application was for the change of use from retail shop (Class A1) to taxi office (Sui Generis).

Members were advised of the following updates:

'Regard should be given to the adoption of the AAP.'

No objection raised by SCC Highways'.

Resolved that application 14/0255 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that the site was a Council freehold property but was not the applicant.

Note 2

The recommendation to approve was proposed by Councillor Glyn Carpenter and seconded by Councillor David Hamilton.

Note 3

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

35/P Application Number: 14/0491 - WESTWAYS, 70 MINCING LANE, CHOBHAM, WOKING, GU24 8HH - Chobham Ward

The application was for the erection of a rear conservatory.

Resolved that application 14/0491 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve was proposed by Councillor Pat Tedder and seconded by Councillor Richard Brooks.

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

**36/P Application Number: 14/0490 - WESTWAYS, 70 MINCING LANE,
CHOBHAM, WOKING, GU24 8HH - Chobham Ward**

The application was for the Listed Building Consent for the erection of a rear conservatory.

Resolved that application 14/0490 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve was proposed by Councillor Glyn Carpenter and seconded by Councillor Richard Brooks.

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

Chairman

**Minutes of a Meeting of the Planning
Applications Committee held at Council
Chamber, Surrey Heath House on 26
August 2014**

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

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

- + Present
- Apologies for absence presented

Substitutes: Cllr Paul Ilnicki for Cllr Vivienne Chapman

Officers in Attendance: Lee Brewin, Michelle Fielder, Gareth John, Paul Watts

37/P Minutes

The minutes of the meeting held on 30 July 2014 were confirmed and signed by the Chairman subject to an amendment in respect of affordable housing contribution.

Resolved that application 14/0471 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory and subject to receipt of a satisfactory legal agreement to secure:

- **Mitigation in accordance with the Council's adopted Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document.**
- **An appropriate contribution in accordance with the Council's adopted Developer Contributions Supplementary Planning Document. The level of contribution, if any, to be determined by Executive Head of Regulatory.**
- **An appropriate level of affordable housing (be it on site provision or contribution to off-site provision) in accordance with the objectives of Policy CP5 of the Surrey Heath Core Strategy and Development Management Policies Document 2012. The level of contribution to be £81,868.**

In the event that a satisfactory legal agreement has not been completed by the 17 August 2014, the Executive Head of Regulatory be authorised to refuse the application for the reasons as amended, as set out in the report of the Executive Head – Regulatory.

- It was also noted that Councillor David Mansfield had sent his apologies for the meeting on 30 July 2014.

38/P Application Number: 14/0396 - 1 Heatherdale Road, Camberley, GU15 2LR - Watchetts Ward

The Committee was advised that the application had been deferred to a future meeting.

39/P Application Number: 13/ 0616 - 31-33 York Road, Camberley GU15 4HS - Town Ward

The Committee was advised that the application had been withdrawn by the applicant.

40/P Application Number: 14/0595 - 126 Frimley Road, Camberley GU15 2QN - Watchetts Ward

The Committee was advised that the application had been withdrawn by the applicant.

41/P Application Number: 14/0548 - 36 Park Street, Camberley GU15 3PL - St Michaels Ward

The application was for the change of use from public highway to external seating area.

Members were advised of the following updates:

Officers would like to confirm that the application seeks permission for the change the use of the public highway to form an external seating area for use by a café which would be ancillary to the lawful A1 retail use of the site.

Officers also recommended that an additional condition be imposed as detailed below:

4. The external seating area hereby approved shall only be used in an ancillary function to the lawful A1 retail use of 36 Park Street (Unit B6 The Atrium).

Reason: To ensure a satisfactory form of development.

Some Members asked whether the use of the external seating area could be restricted to seating only and no other activities such as selling ice cream from that area. Officers advised that the wording in relation to this could be tightened to reflect this request.

Resolved that application 14/0548 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve was proposed by Councillor Paul Ilnicki and seconded by Councillor David Allen.

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 as amended:

Councillors David Allen, Colin Dougan, David Hamilton, Edward Hawkins, Paul Ilnicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

Chairman

**Minutes of an Audit Meeting of the
Performance and Audit Scrutiny
Committee held at Surrey Heath
House, Camberley on 23 July 2014**

+ Cllr John May - Chairman
+ Cllr David Allen - Vice-Chairman

+ Cllr Tim Dodds	+ Cllr Joanne Potter
+ Cllr Alastair Graham	+ Cllr Wynne Price
- Cllr Beverley Harding	+ Cllr Audrey Roxburgh
+ Cllr Edward Hawkins	+ Cllr Pat Tedder
+ Cllr Paul Ilnicki	+ Cllr Alan Whittart
+ Cllr Lexie Kemp	+ Cllr John Winterton
+ Cllr Chris Pitt	

+ Present
- Apologies for absence presented

Also in attendance: Councillors Ian Sams (Substituting for Councillor Beverley Harding) and Valerie White

Officers in Attendance: Andrew Crawford, Julia Greenfield, Sarah Groom, Julia Hutley-Savage, Kelvin Menon and Alex Middleton.

010/P Chairman's Announcements

The Chairman welcomed Members to the meeting. He reminded Members that the Committee had previously agreed that audit minutes should be considered at the following Audit meeting.

011/P Minutes

The minutes of the Audit meeting of the Committee, held on 18 June 2014 were agreed and signed by the Chairman. There were no matters arising.

012/P Annual Governance Statement

The Committee received a report on the draft Annual Corporate Governance Statement, which would form part of the 2013/14 annual accounts and would be signed off by the Leader of the Council and the Chief Executive.

The Statement was produced to highlight governance arrangements, address key issues for the year and focus on those issues raised in the previous year.

Members noted that, whilst the bulk of Member training had been held immediately following the previous election, subsequent training had focussed on statutory areas, without any focus on scrutiny. The Committee agreed that Member training should be reviewed and adapted as appropriate.

Members were advised that less progress had been made in the review of Leisure Leases than had been anticipated.

It was proposed that an update on major projects be included be included in the twice yearly Performance update.

RESOLVED, that

- (i) the report be noted;**
- (ii) Officers be requested to review Member training; and**
- (iii) an update on major projects be included in the twice yearly Performance updates.**

013/P Regulation of Investigatory Powers Act 2000 – Annual Report on Authorisations

The Committee received an annual report from the RIPA Monitoring Officer on authorisations granted for direct surveillance or the use of covert human intelligence sources by officers under powers granted to the Council under the regulation of Investigatory Powers Act 2000 (RIPA).

The criteria for obtaining RIPA authorisations, whilst previously stringent, had been reinforced by the need for a Magistrates Court order to authorise surveillance.

The Principal Solicitor reported that, during the municipal year 2013/14, there were no authorisations, reviews or renewals under RIPA for the carrying out of direct surveillance.

Noted that no authorisations had been granted for direct surveillance during the 2013/14 municipal year.

014/P Annual Review of Effectiveness of the Systems of Internal Audit

The Senior Auditor presented a report providing an annual review of the effectiveness of the system of internal audit for 2013/14, a requirement under the Accounts and Audit Regulations.

The review included:

- Functioning of the Performance and Audit Scrutiny Committee –The Committee had scrutinised the role and function of the Internal Audit Team, as well as receiving reports from and questioning the Council's external auditors, KPMG;
- Compliance with the Public Sector Internal Audit Standards – Internal Auditors had completed a self-assessment form, to assess conformance with the Public Sector Internal Audit Standards (PSIAS). This indicated that Internal Audit was generally compliant with the standards and codes within the PSIAS;
- External audit assessment of Internal Audit's work – The External Auditors had placed reliance on internal audit reports to assist in the preparation of the annual end of year accounts;
- Progress made against Internal Audit's work plan for 2013/14 (the annual Audit Plan) – These would be reported under the Internal Audit Annual Report; and
- Other achievements by the Internal Audit Section in 2013/14.

The Senior Auditor confirmed that Internal Audit had recruited to the vacant post and that the Committee would receive an update in January 2015.

Resolved, that

- (i) the report be noted; and**
- (ii) the Review of the Effectiveness of Internal Audit be approved.**

015/P Finance – Investigations Section

The Committee considered an update on the performance of the Fraud Investigation Section and the progress of the Single Fraud Investigation Service (SFIS).

Members welcomed the successful prosecutions in four cases highlighted in the report and noted that further potential prosecutions were pending. However, the introduction of an SFIS, operated by the Department of Works and Pensions, could dilute the Council expertise, with staff potentially transferring to the Service in October 2015.

Following transfer, the Council would retain Council Tax Benefit Fraud and Corporate Fraud. The Investigations Team had been exploring, with Accent PLC, partnership arrangements which had already resulted in the Council prosecuting individuals who had sub-let their Housing Association properties.

Two properties had been recovered in the previous six weeks and the Council would get nomination rights on any further properties recovered.

Members supported the proposal that, in the light of the introduction of SFIS, a proactive approach should be taken by the Council to target fraud and corruption in the following areas:

- (i) Business Rates Avoidance;
- (ii) Introduction of Council Tax Penalties – an additional civil penalty in the form of a fine for those who falsely claim discounts, exemptions and disregards; and
- (iii) Development of a Corporate Enforcement Team.

Resolved, that

- (i) the report be noted; and**
- (ii) the report on the Investigations Section be approved.**

016/P Internal Audit Annual Report

In order to comply with the Public Sector Internal Audit Standards, the Executive Head of Finance, as the officer responsible for Audit, was required to provide a written report to this Committee, in its audit function, which must:

- provide an opinion on the overall adequacy and effectiveness of the Council's control environment and risk landscape;
- disclose any qualifications to that opinion, with reasons;
- present a summary of the audit work from which the opinion is derived, including reliance placed on work by other assurance bodies; and
- highlight any significant matters for reporting.

The Committee considered a report summarising the work undertaken by Internal Audit for the Year ended March 2014 and providing the opinion of the Executive Head of Finance on the adequacy of the Council's systems of internal control.

In 2013/14, 20 audits had been undertaken of which 17 were planned and 3 unscheduled. The audit reports on key financial systems would be issued in the next month, in line with year-end financial accounts and a number of audit findings had been reported to Management without the need for final audit reports.

Within the four levels of assurance used, of the 11 audits fully completed, no audits had resulted in full assurance, 7 had received substantial assurance, four had limited assurance and none had nil assurance.

On the four areas receiving limited assurances, Members noted:

- (i) Parking – The concern had related to the unreliability of pay on foot parking machines. These had been replaced and processes improved;
- (ii) Performance Management – The main issue had been that the Key Performance Indicators were not aligned with the Council's Corporate Objectives;
- (iii) Community Services – The limited Assurance related to disabled facility grants. Subsequently, improvements had been made to internal controls; and
- (iv) Corporate Asset Management – The limited assurance was in respect of leisure leases renewal and condition surveys. A number of improvements had been introduced since the limited assurance category had been issued.

The Executive Head of Finance reported that the Council's internal control framework was adequate, effective and was being managed with due care and attention. This opinion was based on the work of Internal Audit, the opinion of the Council's external auditors, other assurance providers and regulators, plus the assurances that they had placed on the work of Internal Audit.

Resolved, that the 2013/14 Internal Audit Annual Report be noted.

Chairman

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**Minutes of a Scrutiny Meeting of the
Performance and Audit Scrutiny
Committee held at Surrey Heath
House, Camberley on 23 July 2014**

+ Cllr John May - Chairman
+ Cllr David Allen - Vice-Chairman

+ Cllr Tim Dodds	+ Cllr Joanne Potter
+ Cllr Alastair Graham	+ Cllr Wynne Price
- Cllr Beverley Harding	+ Cllr Audrey Roxburgh
+ Cllr Edward Hawkins	+ Cllr Pat Tedder
+ Cllr Paul Ilnicki	+ Cllr Alan Whittart
+ Cllr Lexie Kemp	+ Cllr John Winterton
+ Cllr Chris Pitt	

+ Present
- Apologies for absence presented

Also in attendance: Councillors Ian Sams (substituting for Councillor Beverley Harding) and Valerie White.

Officers in Attendance: Andrew Crawford, Julia Greenfield, Sarah Groom, Julia Hutley-Savage, Kelvin Menon and Alex Middleton.

017/P Minutes

The minutes of the Scrutiny meeting of the Committee, held on 18 June 2014 were agreed and signed by the Chairman.

018/P Matters Arising

Minute 006/P (iv) – Dementia – Councillor Paul Ilnicki reminded Members of a request that Nigel Drury contact the Heatherside Members on a project to support/assist people living with dementia in that Ward. To date, no contact had been made and he emphasised the desire of Ward Councillors to assist in any way possible.

019/P Performance – End of Year Update

The Committee considered an end of year performance report covering 2013/14, detailing performance against set targets and drawing comparisons to performance in previous years.

The Transformation Team Manager highlighted improvements in attendance of the Surrey Heath Museum, a number of successful events to mark the anniversary of the First World War, notable successes in waste collection/recycling and positive client responses on the performance of the Contact Centre.

Members noted the introduction of kerbside textile collections and were informed that, whilst the Council did not receive a direct financial benefit from the Garden Waste Club, the Contractor operated this service at no cost or risk to the Council and there would be a corresponding reduction in landfill and therefore landfill tax.

Concern was expressed at ticket sales for the Camberley Theatre only averaging 56% and Members suggested that the Arena Leisure Centre Working Group should be recommenced.

The Committee congratulated the officers for continuing to demonstrate improvements in service under such difficult circumstances.

Resolved that

- (i) the report be noted; and**
- (ii) the Executive be advised to consider re-establishing the Arena Leisure Centre Working Group.**

020/P Review of Reserves and Provisions

The Executive Head of Finance presented a Review of Reserves and Provisions, which gave the Committee the opportunity to review the criteria for maintaining individual reserves and provisions, following the closure of the 2013/14 accounts and to make recommendations to the Executive as appropriate. He noted that the report provided a summary and detailed breakdown on each reserve and/or provision, as well as a prediction of future performance.

Some reserves had been used, whilst others had remained fairly constant over time. With the exception of funds held on behalf of others, such as the Community Safety Partnership or the Dawney Road Playground Project, interest accrued was allocated to the General Fund.

Funds from reserves could be invested or used for projects such as 3G pitches or purchasing property.

Members highlighted the following:

- (i) Section 106 Planning Agreements – Concern was expressed at the lack of movement, given that some S106 agreements would be time limited. Members emphasised the need to utilise these funds.
- (ii) Land Drainage – Whilst welcoming the use of this fund for drainage projects within the Borough, Members noted that responsibility for land drainage was to pass to Surrey County Council. At that point, the existing fund could only be used on land owned by this Council.

- (iii) Insurance Reserve – This related to the run-down of the Municipal Mutual Insurance (MMI). The Council had recently made an interim payment of £20,000 to MMI, towards the cost of a case contested on behalf of a number of Councils. The cost of the final settlement would be known in the next year to 18 months.
- (iv) SANGS – Members expressed concern at the limited acquisition of land for SANGS and queried whether or not the reserve could be used for purchase rather than maintenance. The Executive Head of Finance confirmed that legal advice had been sought on this.

For future meetings, Members requested greater detail in respect of any expenditure made against reserves and provisions.

Resolved that the Executive be advised that all reserves and provisions and the associated criteria remain unchanged.

021/P Updates from Member Panels

- (i) Grants – Councillor David Allen reported that progress had been made and that Councillors Lexie Kemp and Alastair Graham had agreed to join the Member Panel. Councillor Wynne Price withdrew from the Member Panel as he was already committed at the time the meetings were held.
- (ii) Assets – Councillor Dodds noted that he would discuss assets with the Senior Auditor. Councillor Paul Ilnicki agreed to join the Member Panel and Councillor Alan Whittart agreed to assist on an ad-hoc basis.

Councillor Dodds emphasised that assets included expertise, citing the previous geographical mapping of flooding.

The Committee requested update reports from the Member Panels be submitted to 5 November 2014 Committee meeting.

Resolved that the updates be noted and more detailed updates be submitted to the Committee at its meeting on 5 November 2014 meeting.

022/P Annual Review of the Work Programme for the Performance and Audit Scrutiny Committee for 2013/14

The Committee considered a draft annual review of performance against issues included in the annual committee work programme. The Annex to the report would form part of a report to the Executive on the performance in the previous year of the External Partnerships Select Committee and the Community Services and Performance and Audit Scrutiny Committees.

The Chairman encouraged Members to contact the Democratic Services Officer on any further inputs, prior to the report being submitted for consideration by the Executive on 9 September 2014.

Resolved that the detailed breakdown of performance against the Committee Work Programme, as detailed in Annex A to the Committee report, be submitted to the Executive as part of an overall report on performance of the Scrutiny Committees and Select Committee for the municipal year 2013/14.

023/P Committee Work Programme 2014/15

The Committee noted the work programme for the remainder of 2014/15.

The Democratic Services Officer reported that Complaints and complaints to the Local Government Ombudsman had been moved to the Committee's September meeting, as the Local Government Ombudsman had yet to submit his annual letter to the Council.

Following a previous decision, Members agreed to add 'Project Monitoring' to the list of issues to be allocated.

RESOLVED that the Committee Work Programme for 2014/15, attached at Annex A and as amended, be agreed.

Chairman

ANNEX A**ANNEX A**

**PERFORMANCE AND AUDIT SCRUTINY COMMITTEE
WORK PROGRAMME 2014/15**

DATE	TOPIC	REPORT AUTHOR
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24 September 2014

P&A (Scrutiny)

1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Financial Accounts Sign Off and External Auditor's ISO 260 Report	Kelvin Menon
3	Annual Report on the Treasury Management Service and Actual Prudential Indicators	Kelvin Menon
4	Complaints and Complaints to the Local Government Ombudsman	Nicola Vooght
5	Committee Work Programme	Kelvin Menon

5 November 2014

P&A (Scrutiny)

1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Treasury Management Mid-Year Report	Kelvin Menon
3	Finance Report	Kelvin Menon
4	Professional Advisors	Kelvin Menon
5	Updates from Member Panels	Cllrs Allen and Dodds
	(i) Grants	
	(ii) Assets	
6	Committee Work Programme	Kelvin Menon

28 January 2015

P&A (Audit)

1	Annual Audit Plan	Alex Middleton
2	Audit Recommendations	Kelvin Menon

DATE	TOPIC	REPORT AUTHOR
28 January 2015		
P&A (Scrutiny)		
1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Corporate Risk Register	Kelvin Menon
3	Certification of Claims and Returns	Kelvin Menon
4	Committee Work Programme	Kelvin Menon
25 March 2015		
P&A (Scrutiny)		
1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Third Quarter Finance Report	Kelvin Menon
3	Equalities – End of Year Update	Belinda Tam
4	Committee Work Programme 2014/15	Kelvin Menon

**Minutes of a Meeting of the Licensing
Committee held at Council Chamber,
Surrey Heath House on 3 September
2014**

+ Cllr Bill Chapman (Chairman)
+ Cllr Ian Sams (Vice Chairman)

+ Cllr Rodney Bates	- Cllr Lexie Kemp
Glyn Carpenter	+ Bruce Mansell
+ Mrs Vivienne Chapman	+ Ken Pedder
+ Surinder Gandhum	+ Chris Pitt
+ Liane Gibson	- Pat Tedder
+ Beverley Harding	+ Valerie White
+ Paul Ilnicki	

+ Present
- Apologies for absence presented

Substitutes: Cllr David Hamilton (substitute for Cllr Lexie Kemp) and Cllr Judi Trow (substitute for Pat Tedder)

1/L Minutes

The minutes of the meeting held on 4 September 2013 were signed by the Chairman.

2/L Street Collection Permits Policy

The Committee was reminded that, at its meeting on 7 March 2012, it had adopted a revised Street Collection Policy. The Policy stated that a maximum of 4 collection days would be issued to each organisation per calendar year. The Policy also provided that on the Thursday, Friday and Saturday preceding Remembrance Sunday the whole of the Borough would be reserved for the Royal British Legion (RBL).

Members were advised that it was illegal to hold a Street Collection without obtaining a Street Collection Licence if that collection was to be held in a street or public place.

Officers had received a request from the RBL to increase the number of days allocated to the charity from 4 days to 10 days. In addition, it had requested that specific days be reserved for the RBL Poppy Appeal, namely the last Saturday in October and from 1 to 11 November annually. It was noted that this would be a permanent change to the Policy.

RESOLVED that the Street Collection Policy be amended to provide for the Royal British Legion to collect for up to 10 days per calendar year and for the last Saturday in October and 1 to 11 November to be reserved for the Royal British Legion Poppy Appeal.

Note: In accordance with the Members' Code of Conduct Councillor Chris Pitt declared a non-pecuniary interest as he was a member of the Royal British Legion.

3/L Scheme of Delegation of Functions to Officers - Licensing Functions

The Committee was informed that The Scheme of Delegation of Functions to Officers had been in existence for a number of years during which time it had been added to and amended in an ad hoc manner and, despite many revisions, had never been subject to a complete overhaul. In addition, as the scheme was very detailed and specific, it required constant revision in order for it to remain up to date and there were inevitably gaps in provision.

The Governance Working Group had been tasked by the Council to review the Scheme. The Licensing Committee was being consulted in relation to its area of responsibility and its functions under its Terms of Reference. The Committee considered the licensing functions in the revised scheme.

Members discussed an existing delegation, which had been retained, which provided for officers to approve increases to the hackney carriage fare scale and amendments to the scale of charges for hackney carriage and private hire licence fees, after consultation with the Chairman and Vice Chairman of the Licensing Committee. The Committee recalled having considered this matter in previous years and felt that it was more appropriate for authority for this function to revert to the Committee; it was therefore agreed to recommend that this delegation be removed.

RESOLVED to advise the Governance Working Group that the amended Scheme of Delegation of Functions to Officers in respect of the Licensing Functions, as set out at Annex A to these minutes, be recommended to Council.

4/L Licensing Sub Committee Minutes

The Chairman signed the minutes of the Licensing Sub Committee meetings which had taken place since the previous meeting.

5/L Licensing Act 2003 - Summary of Decisions

The Committee received details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 18 September 2014**

+ Geraldine Sharman (Chairman)
+ Cllr Ken Pedder (Vice Chairman)

- Cllr Liane Gibson	+ Andrew Edmeads
+ Cllr Moira Gibson	+ David McDermott
+ Cllr Josephine Hawkins	- Lynn Smith
+ Cllr Paul Ilnicki	+ Anthony Sparks
+ Cllr Charlotte Morley	- Karen Wetherell
+ Cllr Audrey Roxburgh	+ Rachel Whillis
+ Cllr Judi Trow	Vacancy

+ Present
- Apologies for absence presented

Chairman's Announcement

The Chairman welcomed two new Staff Representatives to the group, David McDermott and Karen Wetherell.

6/J Notes

The notes of the meeting of the Consultative Group held on 5 June 2014 were received and confirmed.

7/J Off-site Working Policy & Procedure

The group received a report on the introduction of an offsite working policy and procedure. The report outlined definitions of offsite workers namely homeworker, mobile worker and variable worker and the implications of offsite working.

The Group were advised of the following amendments to the policy:

- On page 9 add the Grievance Policy to the list of policies which should be read in conjunction with the offsite policy.
- On page 14 at paragraph 9.7, PPE to be printed in full, 'Personal Protective Equipment'.
- On page 19, paragraph 13.1, add a sentence at the end, *'the equipment will only used for Council business'*.

Resolved that the Executive be asked to recommend to Council that the Council's Offsite Working Policy and Procedure as amended be adopted.

8/J Flexible Working Policy & Procedure

The Group received a report on the Council's flexible working policy and procedure. It was noted that the policy had been revised to include the changes to

statutory rights to request flexible working. In particular paragraph 9.7 the information in respect of rejection of statutory flexible working had been updated.

Resolved that the Executive be asked to recommend to Council that the Council's Flexible Working Policy and Procedure be adopted.

9/J Data Security Breach Management Policy and Procedure

A report on the data security breach management policy and procedure was received by the Group. It was noted that it was an important document, should any data be compromised. It was noted that all staff would need to sign up to the policy.

Resolved that the Executive be asked to recommend to Council that the Council's Data Security Breach Management Policy and Procedure be adopted.

10/J Annual Pay Settlement Procedure

The group received a report on the revised Annual Pay Settlement Procedure and were advised of the following amendments:

- On page 51, paragraph 3, replace the word 'inform' with '*confirm with*'.
- On page 51, last sentence of the paragraph entitled 'Timeline', should read '*If the pay settlement is not agreed as part of the budget setting at Full Council in February, it should be noted that this could delay the payment of any agreed pay settlement as Full Council does not meet again until April.*'

Resolved that the Executive be asked to recommend to Council that the Council's Annual Pay Settlement Procedure as amended be adopted.

11/J Information Security Policy

The group received a report on the amendments to the Council's Information Security Policy. It was noted that computer information security was not the sole responsibility of the Information Communication and Technology (ICT) Service.

The Group was advised that the suggested amendments were outlined in annex B on page 89.

Resolved that the Executive be asked to recommend to Council that the Council's Information Security Policy be adopted.

12/J Work Programme

The Group received the work programme for the remainder of the 2014/15 municipal year and noted the topics allocated to each meeting.

Meeting	Topic	Source
27 November 2014	Maternity Leave Policy	HR
	Paternity Leave Policy	HR
	Adoption Leave Policy	HR
	Parental Leave Policy	HR
22 January 2015	Pay Settlement	HR
	Pay Policy Statement	HR
19 March 2015	Employment Stability Policy	HR

Resolved that the work programme for the remainder of the 2014/15 municipal year be approved.

Chairman

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