

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

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

| | |
|-----------------------------|--------------------------|
| + Cllr David Allen | + Cllr Edward Hawkins |
| + Cllr Rodney Bates | + Cllr Josephine Hawkins |
| + Cllr Richard Brooks | + Cllr Paul Ilnicki |
| + Cllr Keith Bush | + Cllr Lexie Kemp |
| Cllr Glyn Carpenter | - Cllr Bruce Mansell |
| + Cllr Bill Chapman | + Cllr David Mansfield |
| + Cllr Mrs Vivienne Chapman | + Cllr John May |
| + Cllr Ian Cullen | + Cllr Charlotte Morley |
| - Cllr Paul Deach | + Cllr Adrian Page |
| + Cllr Tim Dodds | + Cllr Ken Pedder |
| + Cllr Colin Dougan | + Cllr Chris Pitt |
| Cllr Craig Fennell | + Cllr Wynne Price |
| + Cllr Surinder Gandhum | + Cllr Audrey Roxburgh |
| + Cllr Heather Gerred | + 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 |

+ Present

- Apologies for absence presented

36/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Paul Deach, Alistair Graham, David Hamilton, Beverley Harding and Bruce Mansell.

37/C Minutes

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

RESOLVED that the open minutes of the meeting of the Council held on 1 October 2014 be approved as a correct record.

38/C Mayor's Announcements

The Mayor reported that he had recently turned on a large number of Christmas lights at various events. He had also been to many school assemblies.

He informed Members that he would be attending a number of events coming up which included the Carol Service in Main Square, Camberley and the Windlesham Pram Race on Boxing Day.

39/C Leader's Announcements

The Leader reported that it had been announced in the Autumn Statement that there would be bonus money on offer via the Local Enterprise Partnerships. As a result, in addition to maximising the opportunity to accelerate some of the existing bids, work on a further bid would be undertaken.

At the Surrey Leaders' meeting on 26 November 2014, Kevin Hurley, the Police and Crime Commissioner, had indicated that he was considering setting his precept at such a level as to trigger a Council Tax referendum. In this event, the Referendum would be held on 7 May 2015 together with the Combined Elections.

At the last meeting of the Thames Basin Heaths Joint Strategic Partnership Board concern had been expressed in relation to the lack of available resources to manage SANGS and the effect this would have on the carrying out of works.

South East England Councils had held a seminar in relation to the Duty to Cooperate. This had provided a clear understanding of what the Duty meant and emphasised that it was part of the process of strategic planning to be undertaken by districts councils. The Council would be asked to sign a Memorandum of Understanding to Cooperate, although it would still be necessary to show that the work had been done. Complying with the Duty would be very important in reviewing the Council's Core Strategy and other plans.

40/C Executive, Committees and Other Bodies

- (a) Executive – 30 September, 21 October, 11 November and 2 December 2014

It was moved by Councillor Moira Gibson, seconded by Councillor Keith Bush, and

Resolved that the minutes of the meetings of the Executive of 30 September, 21 October, 11 November and 2 December 2014 be received and that the recommendations from the meetings on 21 October, 11 November and 2 December 2014 be adopted as set out below:

59/E Annual Pay Settlement Procedure

Resolved that the Council's revised Annual Pay Settlement Procedure, as attached at Annex A to the minutes of the Executive, be adopted.

60/E Information Security Policy

Resolved that the amendments to the Information Security Policy, as set out at Annex B to the minutes of the Executive, be approved and the recommendations and procedure therein be adopted.

61/E Data Security Breach Management Policy and Procedure

Resolved that the Data Security Breach Management Policy and Procedure, as amended and as set out at Annex C to the minutes of the Executive, be approved and adopted.

62/E Flexible Working Policy and Procedure

Resolved that the Council's revised Flexible Working Policy and Procedure, as attached at Annex D to the minutes of the Executive, be adopted.

63/E Off-site Working Policy & Procedure

Resolved that the Council's Off-site Working Policy and Procedure, as attached at Annex E to the minutes of the Executive, be adopted.

75/E Property Acquisition Strategy

Resolved that, in principle:

- i) compulsory purchase powers be used where necessary to achieve planning and corporate objectives for the benefit of the Camberley Town Centre and the wider community; and**
- ii) the costs and benefits of any specific action be considered at the time a specific decision is taken, to ensure that both the risks and the costs to the Council are minimised.**

- (b) Planning Applications Committee – 22 September, 22 October and 17 November 2014

It was moved by Councillor Edward Hawkins, seconded by Councillor Valerie White, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 22 September, 22 October and 17 November 2014 be received, subject to 3 minor amendments.

- (c) External Partnerships Select Committee – 25 November 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 25 November 2014 be received.

(d) Joint Staff Consultative Group - 27 November 2014

It was moved by Councillor Ken Pedder and seconded by Councillor Josephine Hawkins and

Resolved that the notes of the meeting of the Joint Staff Consultative Group held on 27 November 2014 be received.

(e) Performance and Audit Scrutiny Committee - 24 September and 5 November 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 held on 24 September and 5 November 2014 be received.

(f) Community Services Scrutiny Committee – 4 December 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 4 December 2014 be received.

41/C Motion

In accordance with Council Procedure Rule 12, the following motion was moved by Councillor Tim Dodds, and seconded by Councillor Richard Brooks and unanimously

Resolved that this Council supports initiatives to commemorate notable people, places, and events in the Borough, so as to enhance civic pride in our towns and villages, to increase public knowledge of our local history, and to make our borough more interesting to visitors.

42/C Review of Polling Districts, Polling Places and Polling Stations - Frimley Green Ward

The Council, at its meeting on 26 February 2014, had agreed that the Frimley Green Football Club be designated as the polling place for the Frimley Green IA polling district for future elections. Following the European Election in May 2014 a representation had been received from a ward councillor in relation to the unsuitability of the Frimley Green Football Club premises for future elections, particularly with the high turnout anticipated at the Combined Parliamentary and Local Elections in May 2015. In addition the comments of the Polling Station Inspector and the Polling Station Staff had confirmed the observations made by the ward councillor.

As a result an interim review of the polling place for Frimley Green ward had been conducted. All the available premises in Frimley Green had been considered, but it had not been possible to identify a single adequate premises in a suitable location with satisfactory access and parking arrangements which could accommodate the 3 polling stations needed for high turnout elections.

The Electoral Registration Officer, therefore, proposed that the ward be divided into 2 polling districts, Frimley Green (North) and Frimley Green (South) and to designate the Frimley Community Centre, Balmoral Drive, Frimley as the polling place for Frimley Green (North) and the Youth Centre, Wharfenden Way, Frimley Green as the polling place for Frimley Green (South).

A further consultation had been carried out and no adverse representations had been received in relation to this proposal.

Resolved that

- (i) Frimley Green Ward be divided into 2 polling districts, Frimley Green (North)(IA) and Frimley Green (South)(IB) and the roads allocated to each polling district be as set out at Annex A to the agenda report; and**
- (ii) the Frimley Community Centre, Balmoral Drive, Frimley be designated as the polling place for Frimley Green (North)(IA) and the Youth Centre, Wharfenden Way, Frimley Green be designated as the polling place for Frimley Green (South)(IB).**

43/C Portfolio Holder's Question Time

The Regulatory Portfolio Holder answered questions in relation to his Portfolio, in particular in respect of housing, drainage and flooding.

44/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>Paragraph</u> |
|---------------|------------------|
| 45/C | 3 |

Summaries

The following are summaries of matters contained in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

45/C Exempt Minutes

The Council approved the exempt minutes of the meeting held on 1 October 2014. It also received the exempt minutes of the meeting of the Executive held on 30

September, 11 November and 2 December 2014 and made decisions relating to the exempt recommendation made by the Executive on 2 December 2014.

46/C Review of Exempt Items

The Council reviewed the minutes and decisions which had been considered at the meeting following the exclusion of the members of the press and public, as they involved the likely disclosure of exempt information.

Resolved that

- (i) Minute 34/C - Executive, Committees and Other Bodies - to remain exempt until after the completion of the negotiations;**
- (ii) Minute 54/E - Acquisition of 29c High Street, Camberley - to remain exempt until after the completion of the negotiations;**
- (iii) Minute 72/E - Lease of Part First Floor of the Ian Goodchild Centre to Surrey Carers - to remain exempt until after the completion of the negotiations;**
- (iv) Minute 79/E - Ashwood House - to remain exempt;**
- (v) Minute 81/E - Lease of Part of Ground Floor, Surrey Heath House to Department of Work and Pensions - to remain exempt until after the completion of the negotiations; and**
- (vi) Minute 82/E - Lease of Camberley Indoor Bowls Club, Wilton Road, Camberley to Surrey Heath Bowling Limited - to remain exempt until after the completion of the negotiations but the resolution be made public.**

Mayor