

# **COUNCIL MEETING**

## **25 February 2015**

# **COUNCIL MINUTE BOOK**

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

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+ 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

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 Surrey Heath House on 6  
January 2015**

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+ Cllr Moira Gibson (Chairman)

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

+ Present

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt and Cllr Valerie White

**84/E Minutes**

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

**85/E The Council Tax Base and the Local Council Tax Support Scheme**

The Executive received a report on the setting of the Council Tax Base for 2015/16 which reviewed the changes to Council Tax made in 2013/14 and the Local Council Tax Support Scheme introduced in April 2013.

Members noted that there had been an increase in the tax base of 363.47 which would generate an additional income of £70,000.

It was reported that in the past year 96 properties had been brought back into occupation, which would contribute towards the New Homes Bonus.

On 1 April 2013 the Council had introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit for working age claimants. The new scheme operated as a Council Tax discount and allowed the Council to make a number of changes to the discounts and exemptions as well as introduce a premium for long term empty properties.

The Executive was reminded that government funding for the LCTSS had been insufficient to pay the full cost of granting all claimants a 100% discount. It had, therefore, been decided, to avoid the cost falling on local council tax payers, to set the discount level at 70% for working age claimants, subject to a number of specific exemptions for defined vulnerable groups. Members were advised of the exemptions set in 2014/15. It was proposed that no changes be made to these exemptions in 2015/16.

In 2013/14 the Government had provided a specific grant of £419,000 to compensate the Council for the loss of income from the LCTSS. However, in 2014/15 this grant had been included within the Council's overall revenue support grant and in 2015/16 it would not be separately identifiable. It was anticipated that the loss of income to the Council would amount to £384,000.

In 2013/14 the Parish Councils had been paid £22,923 to compensate for the effects of the LCTSS. In 2014/15 the Grant had been provided but the Council had agreed to reduce the parish element by 13% in line with the overall reduction in funding received by this Council. Given that a reduction in funding had been made in 2014/15, it was agreed that no further reduction be made in 2015/16 and it be reviewed again in 2016/17.

The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

### **RESOLVED**

- (i) to note the calculations of the tax base in Annexes A to F of the agenda report summarised below:

|                                     | <b>Band D Equivalent Properties</b> |
|-------------------------------------|-------------------------------------|
| <b>Bisley</b>                       | <b>1,507.32</b>                     |
| <b>Chobham</b>                      | <b>1,922.82</b>                     |
| <b>Frimley and Camberley</b>        | <b>23,125.93</b>                    |
| <b>West End</b>                     | <b>1,997.80</b>                     |
| <b>Windlesham</b>                   | <b>8,046.62</b>                     |
| <b>Surrey Heath Borough Council</b> | <b>36,600.49</b>                    |

- (ii) to note that the changes to Council Tax discounts made by the Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2015/16;
- (iii) that £19,943 be given to Parishes in 2015/16 to offset the effect on the tax base of the Local Council Tax Support scheme; and
- (iv) that the final setting of the Tax Base be delegated to the Executive Head of Finance.

### **RECOMMENDED that**

- (i) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2015/16.
- (ii) the Executive Head of Finance be authorised to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation; and

- (iii) **incomes and applicable amounts and non-dependant deductions be uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**

**86/E Draft Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document**

The Executive was reminded that the Council had adopted the Camberley Town Centre Area Action Plan (AAP) in July 2014. The AAP identified a number of opportunity areas and sites which could come forward for development.

The Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document (SPD) would add detail to the opportunity areas and sites identified in the AAP. The SPD would help ensure that development which took place had a positive impact on the town centre. The SPD would;

- Add detail to the guidance set out in the AAP
- Establish key parameters for each development site
- Set out development briefs for each development site
- Establish a clear concept design for the town centre's public realm
- Establish parameters for public realm improvements, identify costs and indicate a preferred palette of materials to be used
- Outline improvements for which developer contributions will be sought.
- Identify options for varying degrees of pedestrianisation of the High Street

The consultation on the draft SPD would be carried out for a period of at least 4 weeks.

**RESOLVED that the consultation on the draft Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document be carried out for a period of at least 4 weeks.**

**87/E Surrey Heath Local Development Framework - Authorities Monitoring Report 2013/14**

The Surrey Heath Authorities Monitoring Report (AMR) had been produced in line with the requirements set out in the Localism Act 2011, which continued to require a report to be produced and planning authorities to publish this information direct to the public at least yearly. The AMR monitored the period from 1 April 2013 to 31 March 2014.

The purpose of the AMR was to provide details of actions taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan had been achieved, and to identify any solutions and changes where targets were not being met.

**RESOLVED that the Surrey Heath Local Plan Authorities Monitoring Report be approved for the purpose of making the document publically available at the Council offices and on the Council's website.**

**88/E Draft Bagshot Village Conservation Area Appraisal and Management Proposals Document**

Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 required local planning authorities to formulate and publish proposals for the preservation and enhancement of conservation areas.

A Conservation Area Appraisal and Management Proposals document for the Bagshot Village Conservation Area had been prepared, which would replace the Bagshot Village Conservation Area Statement (1997). The Conservation Area Appraisal and Management Proposals document defined the Conservation Area's unique character and identified opportunities for positive change. It was also proposed that the boundary of the designated Conservation Area be revised to incorporate a small outbuilding at 3a Half Moon Street.

A six week public consultation would be undertaken in respect of the Conservation Area Appraisal and Management Proposals document and the proposed extension to the boundary of the conservation area to incorporate 3a Half Moon Street. The consultation would be targeted at Bagshot residents and businesses, and all specific consultation bodies and heritage bodies with an interest in Surrey Heath.

**RESOLVED that the consultation on the draft Bagshot Village Conservation Area Appraisal and Management Proposals document and the proposed alteration to the Bagshot Village Conservation Area boundary be carried out for a period of up to six weeks.**

**89/E Response to Surrey County Council Local Transport Review**

Surrey County Council was carrying out a Local Transport Review, the purpose of which was to make savings whilst maintaining the services which residents most relied upon. The County Council was carrying out a consultation on this review. The Review could have implications for bus services, including community transport, for residents and businesses in Surrey Heath. The Local Transport Review focused on the following aspects:

- The County Council's subsidy of all local bus services.
- The provision of community transport in the county, and how this could be made more commercial.
- County Council-funded discretionary concessions:
- Free travel for disabled persons pass holders at all times (the statutory requirement is between 9.30am and 11.00pm Monday-Friday and all day at weekends and on public holidays).
- Companion passes issued to qualifying Surrey residents (already disabled or older person's bus pass holders) who cannot travel without assistance, enabling free travel for a friend, carer or relative.

Members noted a draft consultation response which had been prepared and suggested a number of amendments should be made, including:

- expanding the reference to bus services in rural areas by emphasising the value of these services and requesting the relevant borough councillors' involvement in any discussions on services changes;
- adding representations about concerns in relation to charging for companion passes;
- expanding the representation on seeking assurance that the Review would not negatively affect the regeneration of Camberley Town Centre; and
- removing reference to Route 1, as it was a commercial service.

It was agreed that the response should be amended to incorporate these points.

It was also agreed that all councillors would be invited to submit views on how any proposed changes would affect their ward; these views would be appended to the consultation response.

**RESOLVED that**

- (a) the Chief Executive, after consultation with the Leader and Regulatory Portfolio Holder, be authorised to respond to the consultation, taking into account the matters raised at the meeting; and**
- (b) all councillors be invited, within the next 7 days, to submit their views on how any changes would affect their wards, to be incorporated into the Council's response.**

**90/E Revenue Grants to Voluntary Organisation 2015/16**

The Council funded a number of voluntary organisations which either worked in partnership with the Council or performed functions on the Council's behalf. The allocation for these grants in 2014/15 had been £127,470 for community organisations and £24,900 for leisure organisations, totalling £152,370.

The Executive received a breakdown of the funding requests compared to the grant awarded in 2014/15, the percentage of funding requested against annual running costs where appropriate and the in-kind support given to the organisations by the Council.

Members were reminded that the Executive had decided to defer a grant for the 2014/15 year to Surrey Heath Age Concern (SHAC) pending further discussions between the Council and the Trustees. It was reported that positive progress had been made, including the appointment of a new manager. In the past there had been a focus on the provision of the Tea Rooms based in Camberley Town Centre, but it was felt there was a need to focus on developing the visiting and befriending service. A new Service Level Agreement was proposed that:

- strengthened the visiting and befriending service;
- secured additional funding from other key agencies;
- enhanced the skills of the Board of Trustees; and increases volunteer numbers

It was proposed that a grant of £10,000 be awarded to SHAC for 2015/16, but that no retrospective grant be awarded for 2014/15.

The Executive was informed that The Butts Bisley Centre had closed in July 2014, with existing clients being offered places at Tringhams Centre in West End. From September 2014, Tringhams had been providing an additional day's service at the Butts Centre in Bisley.

It was recommended to increase the grant to Tringhams in 2015/16 by £4,000 to £19,000, acknowledging the increase in service provision. This proposal also took into account the pledge from the Butts to contribute any unspent money to Tringhams.

**RESOLVED to allocate revenue grants for the period 1 April 2015 to 31 March 2016 as follows:**

| <u>Organisation</u>                              | <u>£</u>      |
|--|---------------|
| <b>Surrey Heath Citizens Advice</b>              | <b>80,000</b> |
| <b>Voluntary Support North Surrey</b>            | <b>24,970</b> |
| <b>Surrey Heath Age Concern</b>                  | <b>10,000</b> |
| <b>Tringhams, West End</b>                       | <b>19,000</b> |
| <b>Basingstoke Canal Authority</b>               | <b>10,000</b> |
| <b>Blackwater Valley Countryside Partnership</b> | <b>10,000</b> |
| <b>Surrey Heath Sports Council</b>               | <b>3,500</b>  |
| <b>Surrey Heath Arts Council</b>                 | <b>1,400</b>  |

Note 1: In accordance with the Members' Code of Conduct, Councillor Charlotte Morley declared a non-pecuniary interest as she was the Treasurer of Surrey Heath Sports Council.

**91/E Reference from the Performance and Audit Scrutiny Committee**

Councillor David Allen introduced a reference from the Performance and Audit Scrutiny Committee which set out the recommendations it had made at its meeting on 5 November 2014.

The Committee had recommended that the Council's Treasury Strategy be amended to permit investment in BBB+ rated British banks and building societies for a maximum of 100 days. This recommendation had been made on the advice of the Council's Treasury Management Consultants, Arling Close, to ensure that money could still be placed with the Council's bankers should they be downgraded.

The Executive considered the Committee's suggestion that a meeting of the Finance and Asset Management Working Group, or a sub group thereof, be scheduled to urgently focus upon property acquisition options, including those that would deliver economic development. However, it was felt that there was sufficient

focus on this area of work and it was therefore agreed that meetings of the Working Group would be scheduled if it was considered necessary.

Councillor Allen reported that a Member Panel on Grants had investigated the principal areas where the Council could obtain grants. The Panel had identified that grants were predominantly available in the area of health, fitness and outdoor activity and had proposed 2 areas of focus. In recognition of the opportunity to promote Bagshot as the home of the England Rugby Training Squad, it was proposed to seek grants linked to the Rugby World Cup. It was also proposed to seek grants for Frimley Lodge Park.

**RESOLVED to**

- (a) schedule meetings of the Finance and Asset Management Working Group when necessary;**
- (b) allocate officer resources to enable the Council to proactively seek Activity based grants linked to the Rugby World Cup and Environmental Grants linked to Frimley Lodge Park and surrounding area; and**
- (c) take action to use the fact that the England Rugby Team train in the borough as a way to promote the Borough during the Rugby World Cup.**

**RECOMMENDED to the Council that the Treasury Strategy be amended to permit investment in BBB+ rated British banks and building societies for a maximum of 100 days.**

**92/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</u> | <u>Paragraph(s)</u> |
|---------------|---------------------|
| 84E (part)    | 3                   |
| 93/E          | 3                   |
| 94/E          | 3                   |

Note: Minutes 93/E and 94/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**93/E Future Arrangements for the Arena Leisure Centre**

The Executive made decisions in relation to the extension of the Arena Leisure Centre contract.

**94/E Grounds Maintenance Contract Delivery from February 2016**

The Executive made decisions in relation to the extension of the Grounds Maintenance contract.

**95/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 it involved the likely disclosure of exempt information.

**RESOLVED that minutes 93/E and 94/E and the associated agenda reports remain exempt until the 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 Executive  
held at Surrey Heath House on 27  
January 2015**

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+ Cllr Moira Gibson (Chairman)

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

+ Present

In Attendance: Cllr Valerie White and Cllr Pat Tedder

**96/E Minutes**

The minutes of the meeting of the Executive held on 6 January 2015 were confirmed and signed by the Chairman.

**97/E Treasury Strategy 2015/16**

The Executive was reminded that the Council was heavily dependent on investment income to support its current revenue expenditure. This had been heightened recently by on-going low interest rates. As a result, the Council had decided in October 2014 to diversify its investments into areas which gave better returns but carried a higher risk. Interest income received in 2014/15 was estimated to be £180,000; however, as a result of the new strategy, interest income in 2015/16 was likely to be £300,000.

It was estimated that the average investment portfolio would be £18m (including precept balances) for the year, although this would be dependent upon how much was spent upon property acquisition or larger projects.

The Council's Treasury Management advisors, Arlingclose Limited, had advised the Council of its assessment of the economy and interest rates.

The Executive noted that the use of BBB rated institutions would ensure the Council had options to invest its money should the banks be downgraded. Members also recognised the need to balance a slight increased risk against a potential improved investment return.

**RECOMMENDED that the**

- (i) Treasury Management Strategy for 2015/16 including the changes to investment criteria and limits shown at Annex B to the report be approved;**
- (ii) Treasury Management Indicators for 2015/16 at Annex C to the report be approved; and**

**(iii) Annual Minimum Revenue Provision Policy Statement at Annex D to the report be adopted.**

**98/E Windlesham Ward Neighbourhood Plan Area Application**

The Executive considered an application from Windlesham Parish Council for the designation of a Neighbourhood Area in Windlesham. The application had been the subject of a six week consultation, which had concluded on 12 December 2014; 6 responses had been received, all of which were in favour of designating Windlesham Ward as a Neighbourhood Area.

Windlesham Parish Council had submitted a Plan showing the proposed Neighbourhood Area and an accompanying statement setting out why the proposed area was appropriate for designation as a Neighbourhood Plan Area.

Members were advised that, when determining an application for a Neighbourhood Area, the Local Planning Authority was required to consider whether the area proposed was appropriate. Section 61G (5) of the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) required that the local authority must designate some part of the area applied for as a Neighbourhood Area.

The Executive was informed that, for a Neighbourhood Plan to be adopted, it would have to be subject to a public examination by an Inspector and, following that, a referendum, with costs estimated to amount to over £30,000; the Local Planning Authority was legally obliged to fund the costs of the examination and referendum.

The Department for Communities and Local Government (DCLG) was offering funding of £5,000 to Local Planning Authorities following designation of a Neighbourhood Area. The next round of applications for the funding would commence on July 2015. A further grant from DCLG of £25,000 was available for Plans which had passed the examination stage; however, this was only guaranteed on an annual basis.

**RESOLVED that:**

- (i) the Neighbourhood Area within the red line, shown on the Plan at Annex B to the agenda report, be designated for the purposes of a Windlesham Ward Neighbourhood Plan;**
- (ii) upon receipt of the £5,000 grant, authority be delegated to the Executive Head of Regulatory, after consultation with the Regulatory Portfolio Holder to use the funds to support officer and other costs to the Council; and**
- (iii) if Government Funding was not forthcoming in future years then a report be taken to the Executive.**

Note: In accordance with the Members' Code of Conduct, Councillor Moira Gibson declared a non-pecuniary interest as she was the Borough Councillor Representative on the Steering Group.

## 99/E Response to Network Rail Wessex Route Study

The Executive considered a draft response to Network Rail's consultation on the Draft Wessex Route Study. The Wessex Route Study considered improvements to the network to accommodate passenger and freight growth in Control Period 6 (between 2019 and 2024) and long term improvements to 2043. The Study also included the commitments set out in Control Period 5 (between 2014 and 2019).

Members were informed that the Study looked at possible improvements on the Windsor line, which incorporated Frimley, Bagshot and Camberley Stations, and the North Downs Line, which incorporated Blackwater Station. Improvements on both lines would have impacts on Surrey Heath.

The Executive considered the draft response. It was agreed to re-word the reference to the flyover at Woking to state that the Council considered this an essential improvement necessary to assist rail movements over a large area of the network. Members also agreed to remove reference to the possibility of a halt at Deepcut.

**RESOLVED that the response set out at Appendix 1 to the agenda report, as amended, be submitted to Network Rail as the Council's formal response to the Draft Wessex Route Study.**

## 100/E Scheme of Delegation of Functions to Officers - Executive Functions

The Executive was informed that the Scheme of Delegation of Functions to Officers, which had been in existence for many years and had been added to and amended in an ad hoc manner, had been subject to a fundamental review in order to make it a more flexible, generic and modern scheme.

The new approach to the Scheme provided for many of the functions, particularly relating to Development Management, Licensing and HR functions, to be dealt with on an exceptions basis. Any day to day management, administrative actions and outdated and redundant delegations had been removed. A number of areas common to officers across the Council had been transferred to the General Principles. The Scheme also now listed delegations by Statutory Officer and Executive Head service areas, rather than subject headings.

The Governance Working Group, at its meetings on 7 November and 12 December 2014, had considered the revised scheme in detail. The Working Group had recommended the addition of a new delegation to allow the Executive Head of Finance to set the Council Tax Base, after consultation with the Finance Portfolio Holder. It had also recommended the deletion of an existing delegation relating to the determination of Community Fund Grant applications for grants up to a maximum of £2,000 per project/ application, after consultation with the Corporate Portfolio Holder.

In addition, the Working Group had endorsed the proposal for a number of delegations to be dealt with on an exceptions basis; this approach would identify any decisions to be made by a Committee and reserve them to that Committee, with officers authorised to make all remaining actions relating to that function. In

relation to Executive functions, this would provide for officers to deal with more estate management issues.

**RESOLVED that the amended Scheme of Delegation of Functions to Officers in respect of the Executive functions, as set out at Annex A to the agenda report, be adopted.**

**101/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</u> | <u>Paragraph(s)</u> |
|---------------|---------------------|
| 96/E (part)   | 3                   |
| 102/E         | 3                   |
| 103/E         | 3                   |
| 140/E         | 3                   |

Note: Minutes 102/E and 103/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**102/E Joint Waste Contract**

The Executive made decisions in relation to a Joint Waste Contract.

**103/E Acquisition of Land for uses as Suitable Alternative Natural Greenspace (SANG) land between Station Road and Chertsey Road Chobham**

The Executive made decisions in relation to the acquisition of land for use as Suitable Alternative Natural Greenspace in Chobham.

**104/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 it involved the likely disclosure of exempt information.

**RESOLVED that**

- (i) Minute 102/E and the associated agenda report remain exempt; and**
- (ii) Minute 103/E and the associated agenda report remain exempt until completion of the negotiations.**

Chairman

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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 15 December 2014**

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+ Cllr Edward Hawkins (Chairman)  
+ Cllr Glyn Carpenter (Vice Chairman) – (from min 86/P)

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

+ Present

- Apologies for absence presented

Substitutes: Cllr Alan Whittart (for Cllr Judi Trow)

In Attendance: Lee Brewin, Ross Cahalane, Duncan Carty, Jessica Harris-Hooton, Gareth John, Aneta Mantio, Jonathan Partington, Cllr Tim Dodds and Cllr Charlotte Morley. (Cllr Morley from min 85/P – 86/P and Cllr Dodds from min 85/P – 95/P)

**85/P Minutes**

The minutes of the meeting held on 22 October were confirmed and signed by the Chairman subject to the following amendments:

- In minute 73/P the word 'approve' to be replaced with the word 'refuse' as follows:

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

Voting in favour of the recommendation to refuse:

Councillors David Allen, Vivienne Chapman, Colin Dougan, Edward Hawkins, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Valerie White and John Winterton

Voting against the recommendation to refuse:

Councillors Rodney Bates and Richard Brooks.

- In minute 74/P the word approve in note 2 should read refuse.

**86/P Application Number: 14/0562 - Kingsclear Nursing Home, Park Road, Camberley GU15 2LN - Watchetts Ward**

The application was for the erection of a detached three storey building to comprise of a 90 bedroom care home. (Amended info rec'd 23/07/2014),

(Additional info rec'd 21/08/14), (Additional plans rec'd 03/10/14), (Amended info rec'd 10/11/14).

A site visit was carried out at the site.

Some Members were concerned about the overlooking aspect of the proposal and felt landscaping needed to be included to help with screening. It was also felt that there should have been a public consultation between the applicant and residents.

Officers advised that the use of obscure glazing and landscaping could be included by condition, and where details of landscaping are submitted to comply with condition 5, a consultation process with neighbours most affected by the proposal can be undertaken. It was noted that the onus for any pre-application public consultation between residents and the applicant, would be with the applicant. It was also noted that the applicant was under no obligation to undertake a consultation.

Members were also reminded that there was an extant planning permission on the site.

**Resolved that application 14/0562 be approved as amended subject to:**

- i) Conditions as set out in the report of the Executive Head – Regulatory;and**
- ii) Conditions to require obscure glazing and landscaping on the side of the proposed building adjacent to number 11 Kingsclear Park.**

**Note 1**

As this application triggered the Council's public speaking scheme Mr Armitage and Mr Kaiser spoke in objection to the application and Ms Thornton representing the applicant spoke in support.

**Note 2**

The recommendation to approve, as amended was proposed by Councillor David Allen and seconded by Councillor Audrey Roxburgh.

**Note 3**

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

Voting in favour of the recommendation to approve as amended:

Councillors David Allen, Colin Dougan, Surinder Gandhum, Edward Hawkins, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart and John Winterton.

Voting against the recommendation to approve as amended:

Councillors David Mansfield and Valerie White.

**87/P**

**Application Number: 14/0943 - Land rear of 4,6 and 8 MacDonald Road, Lightwater GU18 5TN - Lightwater Ward**

The application was for the erection of 2 linked-detached two storey dwellings with rooms in the roof space on land rear of 4, 6 and 8 Macdonald Road with new access off Catena Rise, car parking and associated works.

Members were advised of the following updates:

*'A further 32 letters of objection and 1 letter in support were received. The letter of support is from the occupier of the property in applicant's ownership and states that the rear gardens are rarely used. The objections, including an objection from Windlesham Parish Council, reiterate the previous concerns addressed in the officer's report and add the following matters:*

1. *Garden encroachment*

*[Officer's comments: The proposal would be implemented in the area that is currently fenced off the host dwellings. The material considerations are outlined in the report within the Agenda on pages 39-45.]*

2. *Scale, height & density out of keeping with the area*

*[Officer's comments: See section 7.3 of the Agenda on pages 41-42.]*

3. *Town houses not in keeping with the rest of buildings*

*[Officer's comments: The surrounding area of the application site contains dwellings of a variety of architectural styles and therefore the proposed design is not considered harmful in this locality in this context.]*

4. *Loss of Oak trees; and proposed planting of 4 silver birch trees close to existing sewer*

*[Officer's comments: Please see paragraphs 7.3.8 & 7.3.9 on page 42 of the Agenda.]*

5. *Proposal is not for 3-bedroom but 4-bedroom dwellings*

*[Officer's comments: Due to the size of the room in the roof space, the proposed dwellings are 4-bedroom houses.]*

6. *Inadequate landscaping*

*[Officer's comments: Adequate landscaping could be secured by condition.]*

7. *Loss of sunlight to garden of No. 2 Macdonald Road*

*[Officer's comments: The proposed dwellings would be orientated to the west of No. 2 rear garden and therefore it is not considered that any adverse overshadowing would occur.]*

8. *Loss of amenities*

*[Officer's comments: Please see section 7.4 of the Agenda.]*

9. *Inconvenience during construction*

*[Officer's comments: It is not the role of the planning system to obstruct the development on this basis. Inevitably any development construction would result in certain disruption in the locality. However, a Method of Construction Statement condition that would include hours of operation and parking of vehicles arrangements, to be agreed, could be imposed.]*

10. *Request to reinstate rear garden tree line in Catena Rise if permission is refused*

*[Officer's comments: In case the application is refused, the LPA has no powers to force the developer to reinstate the tree line.]*

**A consultation response from SCC Highways Authority** was received. No objections were raised; and SCC Highway Authority has no highway requirements.

A further **consultation response from Thames Water** was received. No objection is raised but informative(s) are required if permission is granted. The informative(s) relate to the surface water drainage; and The Water Industry (Scheme for the adoption of private sewers) Regulations 2011.

**A SAMM payment** has been received and therefore the 2<sup>nd</sup> reason for refusal no longer stands.

Comments to the objections and minor amendments have also been received from the agent. The amendments relate to the Ground Floor Plan (Block Plan) and the tree report reflecting the removal of the proposed birch trees to the north boundary'

Some Members were concerned about the proposal being overbearing and had an adverse impact on the properties at 4, 6 and 8 MacDonald Road. There was also concern regarding increased traffic congestion and parking issues in Catena Rise during the construction process.

Members expressed their disappointment that a representative from the County Highways Agency had not been available for comment.

**Resolved that application 14/0943 be refused for the reasons as amended as set out in the report of the Executive Head – Regulatory.**

**Note 1**

As the application triggered the Council's public speaking scheme, Mrs Franklin and Mr Harris spoke in objection to the application.

**Note 2**

The recommendation to refuse was proposed by Councillor Glyn Carpenter 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 this application was as follows:

Voting in favour of the recommendation to refuse as amended:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart, Valerie White and John Winterton.

**88/P Application Number: 14/0865 - Former Cheswycks School, Guildford Road, Frimley Green, GU16 6PB - Mytchett and Deepcut Ward**

The application was for the outline application for the erection of a two storey building with accommodation in the roof space to provide a 62 bedroom care home including car parking, landscaping, access and associated works (access, appearance, layout and scale to be determined.). (Amended plan & additional info rec'd 24/11/2014).

Members were advised of the following:

*'Response from the applicant for application to proposed Refusal reason 1:*

- *The provided extended Phase 1 habitat assessment along with the bat roost and reptile surveys have been provided to support this application*
- *Poor habitat suitability and the limited ecological potential of the site and restricted extent of the proposed development should be sufficient to determine the application*
- *Hand search of potential reptile refugia and walked transects, as undertaken, through areas of potentially viable reptile foraging and cover habitat can provide a reliable estimate of reptile populations within an area. Following this assessment, a single slow worm was recorded.*
- *The derelict condition of the former caretaker's cottage might have potential for temporary bat roosting opportunities, such as masonry gaps, but the building has no concealed substantial voids such as attics, cavity walls or cellars, use of this building for significant roosting such as maternity roosting or hibernation would not be expected. The trees (requiring removal or tree works) provide a low level of bat roosting potential.*
- *Seasonal ecological assessments for bat activity at the site were not undertaken due to the low level of bat roosting potential on the site.*

*The **Surrey Wildlife Trust** maintains that sufficient on-site ecology surveys have not been provided to date. Further details for bats and reptiles are required. Details for badgers are also required.*

*Without sufficient survey information, the extent of any required mitigation/compensation works cannot be determined and therefore officers maintain that Circular 06/20005 cannot be adhered to (Para. 7.7.2 of the agenda refers). It is considered therefore by officers that a condition cannot be applied to allow surveys (and any required mitigation/compensation details) be provided post decision. Also, the required surveys are seasonal and the provision of the surveys could not be provided until mid-2015. As such, and with the need to determine*

*this application within its timeframe, the officer recommendation remains as per the agenda report.*

*The applicant had advised that there is an error of the name of the applicant and to correct this there is a willingness to agree to an extension of time to determine the application. Given that this is the applicant's error, officers do not consider this to be a valid reason to agree an extension of time.'*

Members were also advised that a legal undertaking had been received but had only been signed by one party and consequently was not considered acceptable.

Some Members felt that the proposal would be an improvement to the existing site. Officers advised that the scheme was acceptable but all the necessary information regarding animal surveys had not been submitted. The information would only be available in the spring when certain species come out of hibernation.

**Resolved that application 14/0865 be refused for the reasons as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to refuse was proposed by Councillor David Mansfield 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 this application was as follows:

Voting in favour of the recommendation to refuse:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Alan Whittart and John Winterton.

Voting against the recommendation to refuse:

Councillors Pat Tedder and Valerie White.

**89/P Application Number: 14/0717 - 12 London Road, Bagshot, GU19 5HN - Bagshot Ward**

The application was for the erection of 4 two storey dwellings with access to London Road, following the demolition of the existing car sales buildings.

Members were advised of the following updates:

*'A comment from the agent was received in connection with the requirements of DM13, stating that this does not apply to the current application. The agent is of the opinion that DM13 applies only to B Class Uses.*

*[Officer's comments: The relevant part of Policy DM13 relates to any employment, not particularly B uses. Further comments are in para. 7.3.2 on page 49 of the Agenda.]*

*The agent also states that the requirement for affordable housing has been removed by the Government in Autumn Statement.*

*[Officer's comments: The Agenda was finalised before the Autumn Statement. The Council agrees that there is no longer a requirement to provide the affordable housing on sites up to 10 residential units. As such, the 2<sup>nd</sup> reason for refusal is no longer valid.]'*

**Resolved that application 14/0717 be refused for the reasons as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to refuse was proposed by Councillor Alan Whittart and seconded by Councillor Valerie White.

**Note 2**

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

Voting in favour of the recommendation to refuse:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

**90/P Application Number: 14/0969 - 193 - 199 Upper College Ride, Camberley GU15 4HE - Old Dean Ward**

The application was for the change of use from C3 to A1 (9.1msq) and new shop front with associated minor works to side elevation.

It was confirmed that the recommendation on the update document circulated at the meeting should have read 'approve'.

Some Members felt that the ATM required extra security measures owing to increased crime at ATMs. Members were advised that the ATM on the site would be centrally located but the installation of ATMs were a commercial risk. Officers advised that an informative could be added regarding the security and safety at the ATM on site.

**Resolved that application 14/0969 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 David Mansfield.

**Note 2**

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

Voting in favour of the recommendation to approve as amended:  
Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

**91/P Application Number: 14/0724 - Gordons School, Bagshot Road, West End, Woking, GU24 9PT - West End Ward**

The application as for the extension to 'Louvain house' to form Girl's day house with study rooms, common rooms, kitchen, changing rooms, showers, sanitary accommodation, locker facilities and house office. (Amended plans rec'd 17/11/14)

**Resolved that application 14/0724 be approved subject to the 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 Alan Whittart.

**Note 2**

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

Voting in favour of the recommendation to approve:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

**92/P Application Number: 14/0905 - Hayward House, 1 Portesbury Road, Camberley GU15 3TA - Town Ward**

The application was for the change of use from retail use (Class A1) to an estate agency (Class A2).

**Resolved that application 14/0905 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to approve was proposed by Councillor Colin Dougan 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 this application was as follows:

Voting in favour of the recommendation to approve:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

**93/P Application Number: 14/0984 - Paradise Farm, 77 Mincing Lane, Chobham GU24 8RT - Chobham Ward**

The application was for the erection of a first floor side extension to dwelling and associated alterations.

**Resolved that application 14/0984 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 Alan Whittart.

**Note 2**

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

Voting in favour of the recommendation to approve:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

**94/P Application Number: 14/0985 - Paradise Farm, 77 Mincing Lane, Chobham GU24 8RT - Chobham Ward**

The application was for the Listed Building Consent for the erection of a first floor side extension to dwelling and associated alterations.

**Resolved that application 14/0985 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 Valerie White.

**Note 2**

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

Voting in favour of the recommendation to approve:

Councillors David Allen, Glyn Carpenter, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Audrey Roxburgh, Ian Sams, Pat Tedder, Alan Whittart Valerie White and John Winterton.

Chairman

**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 12 January 2015**

---

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

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

+ Present  
- Apologies for absence presented

Substitutes: Cllr Paul Ilnicki for Councillor Surinder Gandhum

In Attendance: Lee Brewin, Ross Cahalane, Jessica Harris-Hooton, Jonathan Partington, Jenny Rickard, Paul Watts, Cllr Paul Deach, Cllr Liane Gibson, Cllr Josephine Hawkins and Gareth John. (Councillor Paul Deach from min 95/P to 97/P, Jenny Rickard from min 95/P to 97/P, Councillor Josephine Hawkins from min 95/P to 98/P)

**95/P Minutes**

The minutes of the meeting held on 15 December 2014 were confirmed and signed by the Chairman.

**96/P Land at Hook Meadow, Philpot Lane, Chobham**

Members received a report updating the Committee on outstanding planning enforcement issues at Hook Meadow, Philpot Lane, Chobham. The Executive Head – Regulatory had been authorised to take direct action to secure compliance of the Notices. An injunction was granted by the High Court and the requirements of the order were as follows:

- The cessation of the residential use of the specified garden land by no later than 30 April 2015;
- The removal of all ornamental planting, decorative features and raised beds from the specified garden land by no later than 30 October 2015; and,
- The demolition of the unauthorised dwelling house (including the porch and recently completed extension) by no later than 30 April 2016.

**Resolved that the report be noted.**

**97/P Application Number: 14/0675 - The Brickmakers Arms, Chertsey Road, Windlesham GU20 6HT - Windlesham Ward**

The application was for the erection of a detached building and ancillary storage shed to provide additional accommodation to the existing public house and the extension of the car park with associated landscape alterations (retrospective). (Additional info rec'd 01/12/14).

## **Updates**

Members were advised of the following updates:

### *'Re-consultations*

*Following re-consultations 4 letters of objection and 2 letters of general support have been received.*

*The letters of objection reiterate the concerns stated at paragraph 6.1 on page 21 of the agenda report but also raise the additional issues:*

- *No recollection of previous buildings on the site;*
- *Site prone to flooding;*
- *Wildlife will be affected.*

*A letter of objection has been received from Windlesham Parish Council raising concerns over the capacity of the parking and highway safety.*

*[Officer's comments: The objections relating to residential amenities and highways were addressed under paragraphs 7.5 and 7.6 of the original agenda report on page 22. In respect of flooding this site lies outside the flood plain. This application is retrospective and there is no evidence of harm to protected species by this development].*

*Included is a letter of objection from DHA Planning on behalf of F. Russell, which has been circulated to Members. In addition to commenting on residential amenities this letter discounts the very special circumstances report submitted by the applicants, summarised below:*

- *The applicant makes an unsubstantiated assertion that this development replaces previous buildings. There are no buildings in existence;*
- *All public houses have a community benefit and many businesses wish to expand in the Green Belt;*
- *There is no supporting evidence to suggest that the Brickmakers Arms is failing financially;*
- *There is no evidence to show that the need for a multipurpose community use is so great to be justified as an exception;*
- *The applicant has failed to examine alternative sites outside of the Green Belt;*
- *The applicant has incorrectly applied Policy DM1 (Rural Economy) to justify this development as a public benefit. The policy does not apply to new buildings in the Green Belt.*

*[Officer's comments: The officer's agenda report at the bottom of page 18 acknowledges that the very special circumstances case submitted by the applicant*

*is lacking in substantive detail. However, officers remain of the view that only the local community need weighs in favours of the proposal]*

### *Recommendation*

*A request has been received from the agent for the applicant for condition 2 to be amended to read:*

*2. The multi-purpose function building shall only be used during the hours of 0900 to 2300hrs Monday to Saturday and 0900 to 2200 hrs on Sundays. In addition there shall be no recorded or live music played from the building **after the hours of 2100hrs.***

*The agent has requested this change because exercise classes are already running from the building. The applicant comments that the existing activities would be in breach under the current condition but a restriction until 9pm would allow the exercise classes to continue while preventing more anti-social events; e.g. parties as they could not continue after 9pm.*

*[Officer's comments: The Environmental Health Officer would object to this amended condition and so officers recommend that the original worded condition on page 19 should remain] ‘*

Some Members were concerned about light pollution from lights in the car park or the building, particularly as boundary hedging had been removed by the applicant. In addition it was felt that the building was used more as a business rather than community use.

The Committee was informed by the agent that the building was used for various community groups who could then use the public house, supporting the local business.

It was of the opinion of some Members that the development would cause harm in the Green Belt and the special circumstances advised by the applicant were tenuous and there was a lack of evidence. There was also concern as the development was retrospective. Although a community use was commendable, it was noted that there was sufficient community buildings already in the village.

Members felt that the development would also encourage more traffic movements in that area of the village which would cause safety issues.

Officers advised the Committee that with regard to light pollution, Environmental Services had carried out an investigation and had raised no objection to the development on these grounds. However a condition could be added to address this concern. The Members were also referred to the second paragraph on page 19 of the report which outlined the fine balance between the impact on the green belt and community benefits.

The recommendation to approve was amended to include the condition regarding lighting and an informative advising the applicant to consider disability access (in response to a concern raised by one of the speakers). Although officers had recommended approval of the application, Members felt that the special

circumstances provided by the applicant did not outweigh the harm to the Green Belt.

There was no proposer or seconder for the recommendation to approve as amended.

The Committee felt the application should be refused as it was inappropriate development which caused further harm to the openness of the Green Belt contrary to the aims and objectives of the National Planning Policy Framework 2012.

In addition they were concerned about potential noise and traffic and the harm caused to residential amenities.

**Resolved that application 14/0675 be refused for the reasons set out above, based on the wording of the officers' recommended reason for refusal on page 23 of the report of the Executive Head - Regulatory, the wording to be finalised by officers after consultation with the Chairman and Vice Chairman.**

**Note 1**

It was noted for the record that a letter from the applicant had been received by Members.

**Note 2**

As this application triggered the Council's public speaking scheme, Mr Sapstead and Mr Russell spoke in objection to the application and Mr Andrews, the agent, spoke in support.

**Note 3**

The recommendation to refuse was proposed by Councillor David Mansfield and seconded by Councillor Pat Tedder.

**Note 4**

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

Voting in favour of the recommendation to refuse the application:

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

Voting against the recommendation to refuse:

Councillor Ken Pedder.

Councillor Audrey Roxburgh abstained.

**98/P**

**Application Number: 14/0680- Cherrydale, Springfield Road, Camberley GU15 1AE - Parkside Ward**

The application was for the erection of 2 two storey extensions and one single storey extension with associated alterations.

## **Updates**

Members were advised of the following updates:

*'A request has been received from the applicant for deferral of this application so that amendments can be made to the design.'*

*[Officer's comments: The applicants did not enter into the formal pre-application process. In addition, it is considered that a complete re-think and significant alterations to the design are required to overcome the recommended reason for refusal. Hence it would not be reasonable to delay determination.]*

*Para. 7.6.1 – A completed legal agreement for the Thames Basin Heath SPA has been received.'*

Some Members felt that the proposal was over development and out of character. There was concern about the loss of trees.

**Resolved that application 14/0680 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 Councillor John Winterton had been acquainted with the development.

### **Note 2**

The recommendation to refuse was proposed by Councillor Vivienne Chapman 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 this application was as follows:

Voting in favour of the recommendation to refuse the application:  
Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Ilnicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**99/P**

**Application Number: 14/0955 - Admiral House, 193-199 London Road, Camberley - St Michaels Ward**

The application was for the conversion of a third floor 2 bedroom flat to two 1 bedroom flats.

**Resolved that application 14/0955 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to approve was proposed by Councillor Richard Brooks and seconded by Councillor David Mansfield.

**Note 2**

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

Voting in favour of the recommendation to approve the application:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**100/P Application Number: 14/0970 - Dental Surgery, 230 London Road, Bagshot, GU19 5EZ - Bagshot Ward**

The application was for erection of a single storey side extension to existing dental surgery following demolition of existing garage.

**Resolved that application 14 0970 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 Councillor Valerie White was a customer at the dental surgery.

**Note 2**

The recommendation to approve proposed by Councillor Richard Brooks and seconded by Councillor David Allen.

**Note 3**

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

Voting in favour of the recommendation to approve the application:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**101/P Application Number: 14/0973 - 21-25 Tekels Park, Camberley GU15 2LE - Town Ward**

The application was for the erection of 4 two storey detached dwellings with accommodation in the roof space, two with double detached carport, with associated car parking and landscaping works. (Additional plans rec'd 12/12/14)

**Updates**

*'A email has been received from the agents with the main points summarised below:*

- *The report fails to acknowledge the changes in finished floor levels (FFLs) from the previous refusal and the impact this would have on the street scene. Under the original application the FFLs weren't specified, however based on the existing levels retained on the proposed site plan these would reasonably be (from Plot 1 to 4) +89.0m; +90.0m; +90.0m; and + 89.25m. Under the current application these are +88.0m; +89.0m (split level); +89.5m; and +88.5m. The difference between the schemes being -1.0; -1.0; -0.5; and -0.75m.*

*[Officer's comments: These changes were not made clear with the application submission and there is little detail to support this argument. Even accounting for any lowering of FFLs the re-designed plots would still appear dominant].*

- *Report over emphasises the historical site context and fails to acknowledge similar large dwellings in the area that sit above road level and why this site is different. There is a failure to take into account the newer character of the area following redevelopments and replacement dwellings in the vicinity. The report does not explain the harm as there is no comparison with nearby developments.*

*[Officer's comments: Paragraphs 7.3.3 and 7.3.4 on the agenda acknowledge the area's existing context and the positive features of the Wooded Hills Character Area. The negative features of the area are the small pockets of development with an urban character which have more formal layouts, have lower levels of vegetative cover, lack enclosure and have large areas of hard surfacing and bulky buildings. This proposal would accentuate the negative features of the area and conflict with the guiding principles of the Western Urban Area Character SPD. Tekels Park is more semi-rural in character than Tekels Avenue]*

- *The applicant would have made a CIL/SAMM contribution if the application had been recommended for approval.*
- *In relation to the statement about an overly urbanised development it is unlikely to follow that a scheme with no residential amenity issues is a poor layout and design*

*[Officer's comments: A development can still be harmful to the character of the area without harming residential amenities. The recommended reason for refusal principally relates to the scale and massing of the development, and not layout]*

- *The amended tree report shows that frontage trees would be retained but the report does not comment whether the impact to the road is the same.*

*[Officer's comments: Correction to paragraph 7.3.8 on page 57 - The Council's Tree Officer has had regard to the amended tree report which indicates the loss of 12 trees, not 13 as stated; of which one would be a category C tree on the frontage T367 and not two as stated. However, the Council's Tree Officer considers any erosion of screening at this location must be avoided]*

- *The replacement plant [restocking] for the wider woodland area would not prevent the plots appearing as proposed because this restocking relates to the margins of the site and new boundaries between the plots.*

*[Officer's comments: See paragraph 7.3.9 of the agenda. The purpose of the restocking condition was to ensure protected trees within Woodland Order W1 outside of the original domestic gardens areas would be restocked and strengthened. However, the proposed plots would extend considerably beyond the original domestic garden areas and would encroach over this protected woodland area so preventing compliance with the restocking condition. The proposed plans do therefore present an erroneous impression of the current and future tree cover].*

- *This is sustainable development within an urban area on previously developed land and the need for additional housing should take precedence.*

*[Officer's comments: There is no objection to the principle of development but this should not be at the expense of design (see paragraph 7.3.1 on page 56)]'*

Some Members felt that although the existing site needed development, the application was too big. There was also concern over the further erosion of trees on the site.

**Resolved that application 14/0973 be refused for the reasons as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to refuse was proposed by Councillor Glyn Carpenter and seconded by Councillor Valerie White.

**Note 2**

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

Voting in favour of the recommendation to refuse the application:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Ilnicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**102/P Application Number: 14/0978 - 57 High Street, Chobham GU24 8AF - Chobham Ward**

The application was for a change of use of first floor from Office (B1) to Retail (A1).

**Resolved that application 14/0978 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 Councillor Mansfield's wife used the dress shop on the site.

**Note 2**

The recommendation to approve was proposed by Councillor Judi Trow and seconded by Councillor Pat Tedder.

**Note 3**

Voting in favour of the recommendation to approve the application:  
Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**103/P Application Number: 14/0995 - 57 High Street, Chobham GU24 8AF - Chobham Ward**

The application was for Listed Building Consent application for internal alterations including addition of a staircase and removal of kitchen and toilet to facilitate a change of use from Office (B1) to Retail (A1) considered under full application 14/0978.

**Resolved that application 14/0995 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 Councillor Mansfield's wife used the dress shop on the site.

**Note 2**

The recommendation to approve was proposed by Councillor Judi Trow and seconded by Councillor Pat Tedder.

**Note 3**

Voting in favour of the recommendation to approve the application:  
Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**104/P Application Number: 14/1061 - The Barn, Blackstroud Lane East, West End GU18 5XR - West End Ward**

The application was for the erection of a single storey side and rear extension to dwelling.

**Updates**

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

**Resolved that application 14/1061 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to approve was proposed by Councillor Richard Brooks and seconded by Councillor Audrey Roxburgh.

**Note 2**

Voting in favour of the recommendation to approve the application:  
Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

**105/P Application Number 14/1062 - The Barn, Blackstroud Lane East, West End GU18 5XR - West End Ward**

The application was for the Listed Building Consent for the erection of a single storey side and rear extension to dwelling.

**Updates**

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

**Resolved that application 14/1062 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.**

**Note 1**

The recommendation to approve was proposed by Councillor Judi Trow and seconded by Councillor Pat Tedder.

**Note 2**

Voting in favour of the recommendation to approve the application:  
Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Inicki, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton.

Chairman

**Minutes of a Meeting of the External Partnerships Select Committee held at Surrey Heath House on 20 January 2015**

---

+ Cllr Josephine Hawkins (Chairman)  
+ Cllr Paul Deach (Vice Chairman)

|                       |                       |
|-----------------------|-----------------------|
| - Cllr Glyn Carpenter | + Cllr Adrian Page    |
| + Cllr Ian Cullen     | - Cllr Ken Pedder     |
| + Cllr Tim Dodds      | - Cllr Chris Pitt     |
| + Cllr Heather Gerred | + Cllr Ian Sams       |
| + Cllr Liane Gibson   | - Cllr Pat Tedder     |
| - Cllr David Hamilton | + Cllr John Winterton |
| + Cllr Lexie Kemp     |                       |

+ Present

- Apologies for absence presented

In Attendance: Cllr Mrs Vivienne Chapman

**17/EP Chairman's Announcements and Welcome to Guests**

The Chairman welcomed the guest speakers.

**18/EP Minutes**

The minutes of the meeting of the Committee held on 25 November 2014 were confirmed and signed by the Chairman.

**19/EP Presentations- on Street Angels**

Karen Kendall gave a presentation on the work of the Camberley Street Angels, including a podcast on Street Angels operating on the High Street Camberley during the evening economy.

The presentation focussed on recruitment, training and equipping of Street Angels, the scenarios in which they regularly operated and the way that they dovetailed with other initiatives and in particular with Surrey Police during the evening economy on Fridays and Saturdays.

Street Angels, supported, trained and managed by Churches Together, Camberley, are non-judgemental and supportive to people in distress. Operating with a rota of 4 volunteers every Friday and Saturday evening, the Street Angels were currently recruiting new volunteers to add to the 35 – 40 already in place.

Members reported personal experiences of the tremendous work and calming influence of the Street Angels, from clearing night life detritus to providing flip-flops to bare footed revellers, to staying with seriously ill or injured people until medical help was on hand. A big part of their role was to talk to revellers and take the heat out of often alcohol fuelled situations.

Combined with the evening road closures, taxi marshals and the firm approach of the Neighbourhood Police Team, the Street Angels made a major contribution to revellers being able to safely enjoy the nightlife in Camberley High Street and the rest of the Town Centre, with related crime and in particular incidences of violence, continuing to show a downward trend.

Members voiced their strong support for the current and continued efforts of the Street Angels and considered ways in which the Council could assist, particularly in terms of publicity.

**RESOLVED, that the presentation be noted and that Officers be asked to consider possible vehicles for promoting the Street Angels, including Heathscene and social media.**

For the record Councillor Paul Deach reported that he had previously provided media coverage for both Churches Together Camberley and the Street Angels.

## **20/EP Presentation by Your Sanctuary**

Fiamma Pather reported that Your Sanctuary, previously known as Surrey Women's Aid was a domestic abuse specialist service provider, with a 24 hour helpline, a community outreach service for men and women and 2 refuges in secret locations in North West Surrey. Operating with 18 staff and 65 volunteers, Your Sanctuary sought to protect, empower, be respectful to and non-judgemental of domestic abuse victims.

Domestic abuse was considered to be any incident or pattern thereof involving controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who were or had been intimate partners or family members regardless of gender or sexuality. This could typically, but not exclusively include psychological, physical, sexual, financial or emotional abuse. Prior to 2013, the lower age limit for domestic abuse had sat at 18.

Whilst the majority of domestic abuse was against women, men were also victims and the Surrey Police and Crime Commissioner had recently provided funding for a male outreach worker to cover Surrey.

Ms Pather reported that in the financial year 2013/14 there had been 12,000 reported domestic abuse incidents in Surrey, though this was likely to be severely under-reported as people were frequently subjected to a number of incidents before submitting a report.

3,455 new referrals had been received by the Surrey Domestic Abuse community outreach services in 2013/14 and it was reported that 1 in 3 women and 1 in 6 men would experience domestic abuse some time in their adult lives.

Your Sanctuary itself, in 2013/14, received 2,039 helpline calls, 714 new referrals to outreach (640 female/74 male) plus 593 children. It had 186 referrals to outreach for Surrey Heath residents, with 55 women and 69 children supported in a refuge. The Surrey Heath outreach worker would handle between 35 and 40 cases at any given time.

Your Sanctuary provided 1:1 support from a trained outreach worker, group work in local venues, access to a 24 hour helpline and support through the Specialist Domestic Violence Court. It also provided training to other professionals and worked with multi-agency partners to reduce risk through appropriate information sharing and joint work.

Your Sanctuary was funded from grants from statutory bodies, Trusts, businesses, charities and individuals. With most of the funding going on salaries, there was increasing pressure due to year on year reductions in statutory funding.

65 – 70% of referrals to Your Sanctuary came from Surrey Police. High risk referrals were made without consent being sought but permission was sought on medium risk cases. People were interviewed away from the danger area and outreach workers were non-judgemental, advising and advocating on behalf of victims. Whilst, in general, women found group work very helpful, men seemed to prefer 1:1 support.

Whilst many victims were supported to live safely in their own homes with secure locks and panic buttons in case perpetrators returned, some needed removing from the environment, either being allocated a refuge place or being assisted under the 'Sanctuary' scheme.

Members noted both personal and resident casework examples of domestic abuse, focussing in particular on how difficult it can be for victims to see their way to getting out of an abusive relationship, often only reporting abuse to protect children.

In response to Members questions, Ms Pather reported that Your Sanctuary had provided training for frontline practitioners in the previous year and that this had been open to Members. She indicated that she would welcome the opportunity to provide further training and that all Members would be welcome to attend. YS had difficulty in achieving the levels of publicity they would wish, including better access to schools and GP surgeries.

Members encouraged Your Sanctuary to consider having a stall at the Surrey Heath Show.

**Resolved, that the presentation be noted and that Officers be asked to**

- (i) examine vehicles for publicising Your Sanctuary, such as Heathscene and social media;**
- (ii) facilitate a meeting with the Surrey Heath Clinical Commissioning Group; and**
- (iii) promote a training day for frontline staff and Members.**

For the record Councillor Paul Deach reported that he produced a podcast on Your Sanctuary.

## **21/EP Presentation from Surrey Police and Crime Panel**

Councillor Charlotte Morley, the Council's representative on the Surrey Police and Crime Panel (PCP), reported that PCP's had been formed, under the Police Reform and Social Responsibility Act, after Police Authorities had been replaced by directly elected Police and Crime Commissioners (PCCs).

This joint committee, hosted by Surrey County Council consisted of one Member from each of the Borough/District Councils, one from Surrey County Council and 2 independent co-opted Members, each with equal voting rights.

The PCP was responsible for reviewing:

- (i) The PCCs draft Police and Crime Plan;
- (ii) The PCCs proposed chief constable;
- (iii) The PCCs annual report;
- (iv) The PCCs proposed precept; and
- (v) Senior appointments to the PCCs office.

It also dealt with non-criminal complaints against the PCC and had a wider obligation to act as the PCCs critical friend as well as acting as a supportive but independent voice, seeking to investigate the PCC with a view to recommending improvements. The PCP had a complaints sub-committee and a finance sub-group, but could establish ad-hoc project/task groups as required.

The PCP had the power to veto PCC decisions, but only twice, after which the PCC could overrule the Panel. It could veto the appointments of a Chief Constable or a Deputy PCC, but had no influence in the selection thereof.

Councillor Morley reported that the PCC was proposing a precept increase of 24%, which would trigger a referendum. The PCP would consider the precept proposal at its meeting on 5 February 2015. The PCC was required to have a fall back precept should the PCL vote against his proposal and in the event that the precept triggered a referendum, the resultant costs would be met by the PCCs office.

Councillor Morley reported that a Crime Summit for Surrey Heath would be held in the Camberley Theatre on Thursday 12 February 2015 from 7 - 9 p.m. and suggested that Members take the opportunity to attend and contribute.

**Resolved, that the presentation be noted.**

## **22/EP Community Safety Update**

Inspector John Davies reported that the current priority in Surrey Heath and across the Force was burglary of dwellings and violent crime.

Burglary of dwellings was down in the Borough, due to initiatives such as Operation Candlelight.

There had been a slight rise in violent crime. Whilst there had been an improvement in Camberley Town Centre, an increase had been reported at the edge of the Town Centre and in the villages.

More domestic violence victims were coming forward, which was considered a positive outcome, as victims had more confidence in the Police and other agencies.

Work continued to address drug offences in the Borough and the number of offences was down, but the priority crimes were as indicated above.

Inspector Davies emphasised the successes of partnership working, particularly with the Borough Council and Accent Housing Group. He detailed changes to Anti-Social Behaviour legislation. He emphasised the impact on night time economy related crime reduction on the High Street, Camberley from the introduction, on Friday and Saturday evenings, of road closures, Street Angels, Taxi Marshals and a zero tolerance policy by Surrey Police, which included no alcohol consumption on the street.

**RESOLVED, that the presentation be noted**

#### **23/EP Committee Work Programme**

The Committee considered a report on the work programme for the remainder of the 2014/15 municipal year.

The Chairman reported that The Chief Executive of the Frimley Health NHS Foundation Trust would be unable to attend the next or subsequent meeting.

Members asked the officers to explore the possibility of SADAS and/or Crossroads Care attending the March 2015 meeting.

**RESOLVED, that the Work Programme for 2014/15, as attached at Annex A to these minutes, be agreed.**

Chairman

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**Minutes of a Meeting of the  
Performance and Audit Scrutiny  
Committee - Audit Meeting held at  
Surrey Heath House on 28 January  
2015**

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+ 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

Substitutes: Cllr Rodney Bates (In place of Alan Whittart) and Cllr Ian Sams (In place of Lexie Kemp)

In Attendance: Cllr Charlotte Morley

**37/P Chairman's Announcements**

The Chairman welcomed Members to the meeting and reminded them that the previous audit minutes, from 23 July 2014 had been held until this, the first subsequent Audit meeting.

**38/P Minutes**

The minutes of the Audit meeting of the Committee, held on 23 July 2014, were agreed and signed by the Chairman.

**39/P Annual Audit Plan**

The Senior Auditor, Alex Middleton, presented a report proposing a work programme to cover the municipal year 2015/16. The plan, based on the 3 year medium term Strategic Audit Plan, agreed at a previous meeting, allocated 522 days of work, utilising 2 full time auditors, 80 days of which would be allocated to work required by the Council's external auditors, KPMG.

A number of more critical areas were audited each year, with others being covered on a rolling programme and a contingency kept for issues that arose outside the elements of the Plan.

Progress against the plan and performance of the Audit Team were monitored in the course of the year and any major changes would be discussed and agreed in advance by the Executive Head of Finance and/or the Committee Chairman. Any

significant risks or issues identified would be reported to the Committee and senior management, plus the Corporate Risk Management Group.

The Senior Auditor, in response to Member queries, confirmed that the number of days allocated was based on the risk and complexity, but also on the experience of the auditors in those areas, an example being Treasury Management which, whilst being examined yearly had a substantial level of assurance and required less days as a result.

In the previous year, between 15 and 20 audit reports had been issued with 60 to 70 recommendations issued in medium or high risk areas. Of these, only 3 recommendations had yet to be fully implemented and it was anticipated that this would be achieved before a report was submitted to the next meeting of this Committee.

**Resolved, that the Annual Audit Plan for 2015/16 be noted and agreed.**

Chairman

**Minutes of a Meeting of the  
Performance and Audit Scrutiny  
Committee - Scrutiny Meeting held at  
Surrey Heath House on 28 January  
2015**

---

+ 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

Substitutes: Cllr Rodney Bates (In place of Cllr Alan Whittart) and Cllr Ian Sams (In place of Lexie Kemp)

In Attendance: Kelvin Menon, Alex Middleton, Andrew Crawford and Karen Limmer.

**40/P Minutes**

The minutes of the Scrutiny meeting of the Committee, held on 5 November 2014, were agreed and signed by the Chairman.

**41/P Scrutiny of Portfolio Holders**

Councillor Charlotte Morley briefed Members on the areas covered by her Portfolio, including the following:

- Children Champion
- Community Grants
- Complaints Procedure/ Ombudsman Matters
- Communications & Marketing
- Contact Centre
- Democratic Services
- Elections
- Equalities
- Human Resources
- Post & Payments

She highlighted in particular:

- (i) Democratic Services - The trial of Modern.Gov was going well, with Portfolio Holders using Tablets to facilitate paperless Executive meetings. It was expected that the trial would be expanded in due course. Surrey County

Council used Modern.Gov and County Councillors were now able to access Borough Council reports through their Tablets.

- (ii) Electoral Services – The change to Individual Elector Registration (IER) had gone well. The Council had achieved a better match percentage than expected with the DWP and well above the Authority average. The Service was also prepared in the event of the expected Surrey Police Precept referendum. The Electoral Commission had coordinated IER publicity across all Councils using standard and consistent messages.

In terms of anti-fraud measures, these were being addressed by the Returning Officer, in line with recommendations from the Electoral Commission.

- (iii) Media and Marketing – A new web/social media-based system was being developed by the Marketing Team, providing more vehicles for residents to interact with the Council. Further work would be required to increase throughput through the Contact Centre.

Web based communications and social media were intended to enhance and expand on existing routes, such as Heathscene, which was delivered to every household in the Borough. Councillor Morley noted Member suggestions on using existing local noticeboards, use of electronic noticeboards, GP surgeries, post offices and local radio stations.

- (iv) Children's Champion – She and the Mayor had hosted a large number of school children as part of Local Democracy Week, including a mock Council meeting. She had also attended 'Google Hangout' with British and French students and had attended the recent Junior Citizen Scheme event.

**Resolved, that the presentation be noted**

## **42/P 2014/15 Mid-Year Performance Report**

The Transformation Team Manager provided an update on the Council's mid-year performance data, covering the period 1 April to 30 September 2014. She noted that the Council had set 4 key priorities and that the report demonstrated how individual services met the requirements thereof against milestones and performance targets. She highlighted a number of successes during the period, including the Surrey Heath Business Awards, becoming a dementia friendly organisation, development of the Supporting Families scheme and the Wellbeing Centre at Windle Valley.

It was noted that the number of residents receiving telecare and meals on wheels had risen and planning targets had been exceeded. A number of areas previously shown as red (target not met) under the traffic lights system, notably Libor and ICT Licenses, had now been transferred to green (on track). Some indicators, covering seasonal services, such as the Theatre subsidy and heritage visits, would be better reported annually.

In consideration, Members highlighted the following:

- (i) Traffic Lights – Concern was expressed that the colours indicated for some targets seemed to be at odds with the written script;
- (ii) Public Realm Strategy – Assurances were sought and given that no additional cost to the Council resulted from the re-writing consultant's draft Public Realm Strategy. The Strategy was now out for consultation;
- (iii) Affordable Housing – There had been a small increase in the number of households in temporary accommodation. Where possible, this should be minimised; and

Notwithstanding the proposed minor adjustments, Members welcomed the new simplified format.

**Resolved, that the 2014/15 Mid-Year Performance Report be noted.**

#### **43/P Corporate Risk Register**

The Executive Head of Finance presented a report providing an update on the Corporate Risk Register, which the committee reviews every year in January.

The Register covered higher level corporate risks to the Council. The left hand column indicated risk if no mitigation was in place. The right hand column indicated mitigating measures and the impact that this had on the risk levels.

Business continuity plans had been reviewed following the severe fire damage to the South Oxfordshire Council buildings as a result of an arson attack.

Members recognised that the Council was obliged by statute to provide a number of services to the public but had used its discretionary powers to provide additional services in a number of areas. Given the potential for severe reductions to future funding and increased requirements, the Committee considered that it was important to ensure that residents understood the distinction and were aware of the potential impact of funding cuts, especially on discretionary services, to ensure that expectations were maintained at a realistic level.

- (i) **Resolved, that**
  - (a) **The Corporate Risk Register be approved; and**
  - (b) **The Register be reviewed by the Committee in 12 months' time.**
- (ii) **Advised the Executive to raise public awareness, through Heathscene and other media vehicles, of additional funding cuts and the impact these may have on the Council's discretionary services i.e. Those which it is not obliged to provide by statute.**

#### **44/P Committee Work Programme 2014/15**

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

Members noted a reference on grants obtainable had been considered by the Executive. This and Council Assets could now come off the work programme. The Committee agreed that, without fettering the future Committee, Members would consider a work programme for 2015/16 at the Committee's March 2015 meeting.

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

Chairman

**Minutes of a Meeting of the  
Community Services Scrutiny  
Committee held at Surrey Heath House  
on 5 February 2015**

---

+ Cllr Audrey Roxburgh (Chairman)  
+ Cllr Valerie White (Vice Chairman) – (to part way through min 15/CY)

|   |                          |
|---|--------------------------|
| + Cllr David Allen                      | + Cllr Beverley Harding  |
| + Cllr Bill Chapman                     | + Cllr Josephine Hawkins |
| + Cllr Ian Cullen                       | + Cllr Paul Innicki      |
| + Cllr Paul Deach                       | Cllr Adrian Page         |
| + Cllr Tim Dodds                        | - Cllr Joanne Potter     |
| - Cllr Heather Gerred                   | + Cllr Alan Whittart     |
| + Cllr Liane Gibson (from min<br>14/CY) |                          |

+ Present  
- Apologies for absence presented

Substitutes: No substitutes in attendance

In Attendance: Tim Pashen, Lee Brewin, Clive Jinman, Jenny Rickard and Cllr Bruce Mansell (Clive Jinman and Jenny Rickard to min 15/CY)

### **13/CY Minutes**

The minutes of the meeting held on 4 December 2014 were confirmed and signed by the Chairman subject to the following amendment:

- At minute 11/C, 'Civil Enforcement Officer' on page 6 at the end of the first paragraph should read 'Community Warden'.

Some Members also asked about the progress of the Dog Fouling Reduction Members' Panel. The Committee was advised that some Members of the Panel had twice accompanied the Community Warden to observe any incidents of dog fouling. Unfortunately none had been seen. A further observation would be set up for about 8 weeks' time.

Members were also advised that a podcast relating to dog fouling had been published that afternoon and already there had been 400 viewings.

Figures relating to dog fouling incidents would be forwarded to Members.

### **14/CY Housing Services**

Members received a report on the work of the Housing Services Team. The following issues were discussed.

#### **Bed and Breakfast**

- It was noted that the Council had had no persons in Bed and Breakfast over the last few weeks.
- Although there had been some people in the borough in bed and breakfast, the length of time in this accommodation had decreased from 7 weeks to 5 weeks.

### **Welfare Reform**

- Welfare Reform would continue to impact on residents but the Council had tried to mitigate this by working closely with Housing Benefit colleagues, Citizens Advice Surrey Heath, Jobcentre Plus and Accent Housing Association.

### **Homelessness**

- The reasons for homelessness were discussed, including the considerable number of young people being evicted by parents. This could be due to a breakdown in the relationship, overcrowding or financial issues. Some Members asked what the figures were for under 18 year olds being evicted by parents. These figures would be forwarded to the Committee. It was commented that the burden of proof that the eviction by parents was genuine was on the Housing Services Team. Members were also advised that this age group was now better served especially with the work of the Youth Support Service.
- There had been a lot of work carried out in partnership in 2014 with a successful joint HomeSwap event held in August 2014. This had helped tenants to find exchanges. It was proposed that a similar event be held in partnership with Hart District Council and Rushmoor Borough Council.
- Grant funding of £21,000 had been received by the Council to work with the single homeless. This would also be used to co-ordinate a team of people around the homeless person to improve long term prospects. An additional £5,000 had been received to fund an online advice tool. This tool would give advice, display an online application form, give access to other options available, and advice to help keep people in their own home etc. In addition it was hoped to incorporate a 'red light' system for the online tool. This would discontinue the application should the information given indicate that they did not meet the criteria to be an eligible applicant. The Council's IT department was working on this. The challenge for the Council would be to keep the homeless figures down, in particular those in bed and breakfast.
- The Council had recruited a Lettings Negotiator specifically to liaise with the private rental sector to help rehouse residents. The Lettings Negotiator had come from a private housing background and would work closely and proactively with companies and landlords.
- Homeless prevention was a key objective for the Team. This would be carried out by giving advice and help regarding arrears, disrepair and crisis;

there was also a social fund available in qualifying cases to help with short term rent arrears.

## **Social Housing**

- It was noted that housing supply was the biggest problem for the Team and the shortage of social housing in the borough had compounded this.

### **Resolved that**

**i) the excellent work of the Housing Services Team be endorsed and noted;**

**ii) a further report be submitted to the December 2015 meeting; and**

**iii) further work on exploring issues of affordable housing supply be investigated.**

## **15/CY Independent Living**

The Committee received a progress report on independent living in the borough.

It was noted that the number of older people in the borough was higher than in other Surrey areas and dementia was also on the increase. Members were reminded that the services for this sector of the community was discretionary but was an important service to provide. The new interim Community Services Team Manager was looking into ways of improving the way the service was delivered.

Members discussed the following:

- **Windle Valley** – the Saturday Club was for the ‘cared for’ and the carers of all ages. There had been various trips organised including a visit to the Tower of London to see the poppies. The library would also be opened on a Saturday once a month just for the customers of Windle Valley. The Centre currently worked at 80% capacity. Some Members urged other Members to visit the Centre to see how successful it was. It was also noted that some older people would like activities/places to meet with people of all ages.
- **Well Being Centre** – an advice centre for the elderly. There had also been the formation of a Dementia Garden; the official opening was yet to be arranged. The dementia advice was available for all ages and not just the elderly.
- **Community Transport** – the scheduling of the vehicles was undertaken by Runnymede Borough Council; this was a more cost effective way than employing an extra person for this role. (It was noted that at paragraph 5 c), on the third line of the report the date should read March 2015.) Additional ways of using the community buses was being looked into.

- **Community Alarms** – the telephone system was connected to the control centre and cost £252 a year; the Telecare service was free. The number of customers for this service was increasing.
- **Meals at home** – it was noted that high quality food was used for the meals. The choice was quite limited but there were plans to improve this. Members were advised that meals were heated on the vans and there were also fridges on board to keep summer meals cool. It was felt by some Members that the Meals at Home service needed re-branding; the promotions seemed uninspiring, particularly the advert on the web.
- **Home Improvement Agency** – helped to facilitate adaptations to properties to help older residents stay in their homes.

Some Members asked how the Council was made aware of the needs of the elderly in the borough. They were advised that referrals made by Social Services were received; the services were constantly being promoted and the work of the Care Connections Co-ordinator would help with streamlining the service and providing other options for customers e.g. training befrienders.

The Committee was advised that the Council subsidised the services for Independent Living by £804,000. The aim was to increase numbers receiving the services whilst reducing the subsidy.

**Resolved that**

- i) **the wide range of services provided by the Council to promote independent living be noted;**
- ii) **the opening of the Wellbeing Centre at the Windle Valley Centre be noted;**
- iii) **the increased number of customers receiving the Community Alarm and Meals at Home services be noted;**
- iv) **the number of properties which have been adapted to meet the needs of disabled and frail residents be noted;**
- v) **the aim to increase the numbers of people receiving these valuable services while at the same time decreasing the Council's subsidy be noted.**
- vi) **ideas for rebranding the services be explored.**

## **16/CY Emergency Planning**

Members received a report on the Council's resilience to respond to emergencies. The Civil Contingencies Act 2004 placed a duty on the Council to ensure critical services were resilient to emergencies.

A Corporate Resilience Policy had been drafted and was due to be considered by the Executive.

Voluntary organisations had been approached to see how they could assist in an emergency. Some of the rest centres in the borough in the case of an emergency were the Camberley Theatre, the Arena Leisure Centre and the Ian Goodchild Centre.

Some Members were concerned about what plans were in place should someone try to drive a 4x4 car through the reception area, referring to the recent incident in South Oxfordshire. A review was due to take place regarding this.

In addition the Committee sought assurances that all the vulnerable people in the borough could be identified in case of an emergency. Members were informed that a database was kept by the Council and was kept up to date, information being received from various sources.

The last emergency exercise had been carried out in May 2011. Two exercises were planned for this year and together rest centre exercises.

It was noted that the word 'maintain' in paragraph 11b) of the report should read 'remain'.

**Resolved that:**

- i) **the Council's updated plans and policies, so it is able to respond to emergencies efficiently and effectively, be noted.**
- ii) **critical activities identified by the Council and steps taken to ensure that these remain resilient during disruptive events be noted.**

**17/CY Work Programme/Members Panels**

The Committee considered the work programme. It was agreed that a report on Traveller Site Management be added to the 2 April 2015 work programme.

**Resolved that the work programme at Annex A be agreed.**

**Annex A**

|                         |    |  |            |
|-------------------------|----|--|------------|
| <b>2 April<br/>2015</b> | 1. | <b>Air Quality Report</b><br><u>Purpose</u><br>To provide a report on the air quality in the borough                           | Tim Pashen |
|                         | 2. | <b>Traveller Site Management</b><br><u>Purpose</u><br>To provide a report on the management of Traveller Sites in the borough. | Tim Pashen |

|  |    |  |                        |
|--|----|--|------------------------|
|  | 3. | <b>Sustainable Community Strategy</b><br><u>Purpose</u><br>Provide a progress report to include details of the Care Co-ordinator pilot in Lightwater | Tim Pashen/Sarah Groom |
|  | 4. | <b>Work Programme/Members' Panels</b><br><u>Purpose</u><br>To consider the work programme for the year 2015/16                                       | Lee Brewin             |
|  |    |  |                        |

### Unallocated Topics

1. Housing Services – annual reports – due in December 2015
2. Youth Issues – December 2015
3. Museum/heritage
4. Waste and Recycling Action Plan
5. Supported Families Project
6. Flooding and Drainage
7. Community Transport
8. Social Networking
9. Public Conveniences and Street Cleansing
10. Environmental Health
11. Energy Efficiency and Climate Change
12. Camberley Theatre
13. Community Centres
14. Car Parking

Chairman