

COUNCIL MEETING

15 April 2015

COUNCIL MINUTE BOOK

- | | | |
|-----|--|------------------------|
| 1. | Council - 25 February 2015 | (Pages 3 - 20) |
| 2. | Executive - 24 February 2015 | (Pages 21 - 26) |
| 3. | Executive - 17 March 2015 | (Pages 27 - 34) |
| 4. | Executive - 7 April 2015 | To be tabled |
| 5. | Planning Applications Committee - 9 March 2015 | (Pages 35 - 42) |
| 6. | Planning Applications Committee - 9 April 2015 | To be tabled |
| 7. | External Partnerships Select Committee - 3 March 2015 | (Pages 43 - 48) |
| 8. | Joint Staff Consultative Committee - 19 March 2015 | (Pages 49 - 52) |
| 9. | Performance and Audit Scrutiny Committee - Audit Meeting - 25 March 2015 | (Pages 53 - 54) |
| 10. | Performance and Audit Scrutiny Committee - Scrutiny Meeting - 25 March 2015 | (Pages 55 - 60) |
| 11. | Community Services Scrutiny Committee - 2 April 2015 | To be tabled |

This page is intentionally left blank

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
25 February 2015**

+ 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

47/C Minutes

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

**RESOLVED that the minutes of the meeting of the Council held
on 10 December 2014 be approved as a correct record.**

48/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Surinder Gandhum, Heather Gerred, Alastair Graham, Bruce Mansell, John May and Alan Whittart.

49/C Mayor's Announcements

The Mayor told Members that he had had a very busy time during the Christmas period, which had included the switching on of a large number of Christmas lights, and attending lunches on Christmas day.

He had also attended business events in Chobham, Frimley, Lightwater and Camberley and a number of Women's Institute meetings.

The Mayor reported that he also had had a very interesting visit to Coldingley Prison, in Bisley.

He referred to his visits to care homes in the Borough, which had made him aware of the increasing number of people suffering from dementia. As a result he was organising a Dementia Awareness Event on 16 April 2015.

50/C Leader's Announcements

The Leader referred to a number of meetings she had recently attended. The Surrey Leaders had discussed devolution and the combined authorities approach in relation to the future shape of local government. This would be an issue to be revisited following the elections in May.

The Joint Leaders Board of the M3 Enterprise LEP had received a presentation, from the regional directors and Chief Executive of Network Rail, with regard to their proposals to modernise and improve the railway lines which lay within the Enterprise M3 area. However the line through the Borough was part of the Windsor line and this was unlikely to see any improvements before 2046.

The Joint Executive Board, which comprised 3 members of this Council's Executive and 3 from the County Council's Executive, had been extremely useful in helping to resolve some of the more strategic, partnership matters.

In relation to the current LEP bids, the Leader reported that the bid for the remainder of the improvement works to the A30 to Knoll Road had been successful. She also announced that she had accepted an invitation, as Leader of the Council, to sit on the Heathrow Airport Consultative Committee.

51/C Council Tax and Budget 2015/16

The Council was advised that the Government continued to pursue its policy of reducing the budget deficit. This has resulted in a 40% cut, in real terms, to total local government funding nationally since 2010. For this Council, this had resulted in a reduction in grant of almost £3m and the Rate Support Grant was now under £1m.

The Government had again announced that it would pay a 1% compensatory grant to all those Councils which elected to freeze their Council Tax in 2015/16. The Secretary of State had set the referendum limit at 2%. Any increase in Council Tax above this limit would be deemed to be excessive and required to be the subject of a binding referendum.

The net cost of services for 2015/15 at £11,125,700 represented a decrease of £160,575 on the previous year. It was noted that not all of the net cost of services would be met by council tax and that the council tax requirement would be determined following deductions made to allow for sources of funding.

In order to address the deficit on the Pension Fund, the actuary had proposed that the additional deficit contribution of £380k in 2015/16, would need to be increased to £507k in 2016/17. It was noted that this would be a significant pressure on the budget going forward.

Members were advised that expenditure of £693,850, relating to community grants, transformation costs, property maintenance, community safety and family support would be funded from reserves.

It was estimated that a New Homes Bonus of £1,271,000 would be received in 2015/16 and it was proposed that £600,000 be used to support the revenue budget.

Last year the Council had made a special grant to parishes to compensate them for the impact of the changes to the Local Council Tax Support Scheme. It was proposed that this grant would remain unchanged from that made in 2014/15.

The Section 151 Officer had determined that a surplus of £1,000,000 could be declared on the Collection Fund for the year. Of this, £750,000 would be paid to Surrey County Council, £130,000 to the police and the remaining £120,000 to this Council.

Members were advised there was likely to be a national business rates revaluation in 2017 and a rebalancing of business rates between authorities in 2020. In addition the current Government had also announced that there would be a wholesale review of business rates and the way businesses were taxed in 2016. Given the continued uncertainty over the level of revaluations on appeal, no growth in business rates had been included within the budget and instead, the government baseline had been used. Any gains above this would be taken to reserves to offset future losses and any losses would be capped at £107,000.

As in previous years, the budget contained an in-year savings target in order to deliver a balanced budget.

The Council received a detailed financial forecast which predicted the Council's finances for the next 5 years and the assumptions made. A prudent scenario based on a 1.94% increase in council tax showed that savings of about £1m would be required by 2019/20 if no steps were taken to increase income or reduce costs.

Members were advised of the financial risks contained in the budget relating to income projections, the achievement of savings, inflation rates and funding risks.

The Council's Chief Financial Officer confirmed he was satisfied that the preparation of the 2015/16 estimates had been undertaken with rigour and due diligence and provided the appropriate level of resources to meet forecast service requirements. He also reports that the Council's reserves, provisions and the General Fund Working Balance, supplemented by the Revenue Capital Reserves, were at such levels to meet all known future expenditure requirements and fund any unforeseen or urgent spending which might arise. The Chief Financial Officer drew attention to the risks within the budget particularly around the Council's ability to continue to deliver savings in the future.

Members considered two options for the budget, either to freeze Council Tax and accept the compensatory grant or to increase Council Tax by 1.94% and reject the grant.

It was proposed by Councillor Richard Brooks, seconded by Councillor Moira Gibson and

Resolved

- (i) to note that under delegated powers the Executive Head of Finance calculated the amount of the Council Tax Base as 36,600.49 (Band D Equivalent properties) for the year 2015/16 calculated in accordance with the Local Government Finance Act 1992, as amended;**
- (ii) to note expenditure totalling £693,850 be charged directly to reserves;**
- (iii) to note that £600,000 of the new homes bonus is being used to support the 2015/16 budget;**
- (iv) to note the implications of the Council Tax freeze grant and that an increase in Council Tax above 2% was deemed to be excessive by the Government;**
- (v) to note the level of savings required;**
- (vi) to note that the Revenue Support Grant had been reduced by 33% compared to the previous year**
- (vii) to note that there was no reduction in the grant given to parishes for the Local Council Tax Support Scheme**
- (viii) to note that a council tax surplus of £1m was being declared;**
- (ix) to note the comments in respect of the robustness of the 2015/16 budget and the adequacy of the Council's reserves, provisions and the General Fund Working Balance;**
- (x) to note the comments in respect of the financial forecast;**
- (xi) to note that of the Council's Budget requirement, £176,000 be a special expense relating to the non-parished area of the Borough.**
- (xii) that the Budget Requirement for 2015/16 be £9,999,046 as set out in Annex A;**

- (xiii) **that the Council Tax Requirement for the Council's own purposes for 2015/16 be £7,184,676 as set out in Annex A to the agenda report and;**
- (xiv) **that the Council Tax for 2015/16 (excluding special expenses and parish precepts) be set at £196.30 for a Band D property being an increase of 1.94% compared with 2014/15.**

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken. The following Members voted in favour of the decision: Councillors David Allen, Richard Brooks, Keith Bush, Bill Chapman, Mrs Vivienne Chapman, Ian Cullen, Paul Deach, Tim Dodds, Colin Dougan, Craig Fennell, Liane Gibson, Moira Gibson, Beverley Harding, Edward Hawkins, Josephine Hawkins, Paul Ilnicki, Lexie Kemp, David Mansfield, Charlotte Morley, Adrian Page, Bob Paton, Ken Pedder, Chris Pitt, Joanne Potter, Wynne Price, Audrey Roxburgh, Ian Sams, Pat Tedder, Valerie White and John Winterton. The following Members voted against the decision: Councillors Rodney Bates and Judi Trow. No Members abstained from voting.

52/C Setting of Council Tax for 2015/16

Having determined its Council Tax Requirement for 2015/16, the Council was now required formally to approve the Council Tax for the area taking into account precepts received from Surrey County Council, Surrey Police and Crime Commissioner and the Parishes.

In approving the Council Tax for 2015/16, the Council noted that the Executive, at its meeting on 6 January 2015, had approved the draft Council Tax base for 2015/16 but had delegated the final setting of the base to the Executive Head of Finance. The tax base had been set at 36,600.49 Band D equivalent properties.

Resolved

1. **To note that the Council Tax Base for 2015/16 was calculated in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:**
 - a) **for the whole Council area as 36,600.49 (Item T in the formula in Section 31B of the Local Government finance Act 1992, as amended (the "Act")); and**
 - b) **for dwellings in those parts of its area to which a Parish precept relates as in Table B below.**

Bisley	1,507.32
Chobham	1,922.82
Frimley and Camberley	23,125.93
West End	1,997.80
Windlesham	8,046.62

being the amounts calculated by the Council in accordance with regulation 6 of the Regulations, as the amount of its Council Tax

base for the year for dwellings in those parts of its area to which special items relate;

2. that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding parish precepts and special expenses) is £7,184,678;
3. that the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Act:
 - a) **50,343,736** being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)2 of the Act taking into account all precepts issued to it by Parish Councils.
 - b) **42,469,541** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) **7,874,195** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - d) **£215.14** being the amount at 3(c) above (Item R), as divided by Item T (1(a) above) calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - e) **689,517** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per para 1 above)
 - f) **£196.30** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
4. To note that the County Council and the Police Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Surrey County Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
813.12	948.64	1,084.16	1,219.68	1,490.72	1,761.76	2,032.80	2,439.36

Surrey Police and Crime Commissioner

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
143.93	167.91	191.90	215.89	263.87	311.84	359.82	431.78

5. that the Council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

Parish precepts and special expenses

Valuation Band									
	A	B	C	D	E	F	G	H	
Part of Area	£	£	£	£	£	£	£	£	£
Bisley	29.80	34.76	39.73	44.70	54.64	64.57	74.50	89.40	
Chobham	26.53	30.95	35.38	39.80	48.65	57.49	66.33	79.60	
Frimley and Camberley	5.07	5.92	6.76	7.61	9.30	11.00	12.68	15.22	
West End	27.18	31.71	36.24	40.77	49.83	58.89	67.95	81.54	
Windlesham	23.87	27.85	31.83	35.81	43.77	51.73	59.68	71.62	

Surrey Heath Borough Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
130.87	152.68	174.49	196.30	239.92	283.54	327.17	392.60

Aggregate of Parish and Surrey Heath Borough Council

Valuation Band									
	A	B	C	D	E	F	G	H	
Part of Area	£	£	£	£	£	£	£	£	£
Bisley	160.67	187.44	214.22	241.00	294.56	348.11	401.67	482.00	
Chobham	157.40	183.63	209.87	236.10	288.57	341.03	393.50	472.20	
Frimley and Camberley	135.94	158.60	181.25	203.91	249.22	294.54	339.85	407.82	
West End	158.05	184.39	210.73	237.07	289.75	342.43	395.12	474.14	
Windlesham	154.74	180.53	206.32	232.11	283.69	335.27	386.85	464.22	

Total of all Precepts

Part of Area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bisley	1,117.72	1,303.99	1,490.28	1,676.57	2,049.15	2,421.71	2,794.29	3,353.14
Chobham	1,114.45	1,300.18	1,485.93	1,671.67	2,043.16	2,414.63	2,786.12	3,343.34
Frimley & Camberley	1,092.99	1,275.15	1,457.31	1,639.48	2,003.81	2,368.14	2,732.47	3,278.96
West End	1,115.10	1,300.94	1,486.79	1,672.64	2,044.34	2,416.03	2,787.74	3,345.28
Windlesham	1,111.79	1,297.08	1,482.38	1,667.68	2,038.28	2,408.87	2,779.47	3,335.36

- 6. to note that the Council's basic amount of Council Tax for 2015/16 is NOT excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.**

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken. The following Members voted in favour of the decision: Councillors David Allen, Rodney Bates, Richard Brooks, Keith Bush, Bill Chapman, Mrs Vivienne Chapman, Ian Cullen, Paul Deach, Tim Dodds, Colin Dougan, Craig Fennell, Liane Gibson, Moira Gibson, Beverley Harding, Edward Hawkins, Josephine Hawkins, Paul Ilnicki, Lexie Kemp, David Mansfield, Charlotte Morley, Adrian Page, Bob Paton, Ken Pedder, Chris Pitt, Joanne Potter, Wynne Price, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White and John Winterton. No Members voted against or abstained from voting.

53/C Business Rates Reliefs

In the autumn statement, the Chancellor had announced changes to business rate reliefs

- a) to extend transitional relief for business rate payers with a 31st March 2010 rateable value of under £50,000, for a further 2 year, to 31st March 2017 and;
- b) to increase the maximum amount available for Retail Relief to £1,500 for 2015/16.

All other aspects of the scheme to remain unchanged.

As these were only temporary changes, the Government expected local authorities to grant the relief using their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended. Both of these reliefs would help smaller businesses.

Central government had committed to fully reimburse local authorities for the cost of these reliefs by way of a section 31 grant provided they fulfil the Government's criteria.

Resolved

- i) to grant a local scheme of discretionary relief under section 47 of the Local Government Finance Act 1988, as amended, to extend awards of transitional relief for properties with a rateable value of up to and including £50,000, from 1 April 2015 to 31 March 2017;**
- ii) that the relief be calculated in accordance with Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009 No. 3343. i.e. In accordance with the rules existing as at 1 March 2015;**
- iii) that any discretionary transitional relief granted be re-calculated in the event of a change to the rating list for the property concerned (retrospective or otherwise); and**
- iv) to increase the amount of discount given in the Business Rates Retail Relief Scheme, as approved by the Council on 26th February 2014, to £1,500 per annum from the current £1,000 per annum, with effect from 1st April 2015.**

54/C Executive, Committees and Other Bodies

- (a) Executive – 6 January 2015, 27 January 2015, 24 February 2015
(recommendation only)

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

Resolved that the minutes of the meetings of the Executive held on 6 January 2015 and 27 January 2015, be received and the recommendations therein be adopted as set out below:

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

Resolved 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.**

91/E Reference from the Performance and Audit Scrutiny Committee

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

97/E Treasury Strategy 2015/16

Resolved that

- (i) the Treasury Management Strategy for 2015/16 including the changes to investment criteria and limits shown at Annex B to the Executive Agenda report be approved;**
- (ii) the Treasury Management Indicators for 2015/16 at Annex C to the Executive Agenda report be approved; and**
- (iii) the Annual Minimum Revenue Provision Policy Statement at Annex D to the Executive Agenda report be adopted.**

107/E Corporate Capital Programme 2015/16

Resolved that

- (i) the new capital bids of £625k for 2015/16, in Annex A to the Executive Agenda report, be approved, and be incorporated into the Capital Programme; and**
- (ii) the Prudential Indicators for 2015/16 to 2017/18, summarised below and explained in Annex D to the Executive Agenda report, in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities 2011 be approved:**

Prudential Indicator	2015/16 Estimated £000	2016/17 Estimated £000	2017/18 Estimated £000
Capital Expenditure	12.108	525	525
Capital Financing Requirement	10,152	9,934	9,741
Ratio of financing costs to net revenue stream	-3.46%	2.37%	2.26%
Incremental impact of investment decisions on Band D council Tax	£1.48	£4.47	£0.14
Operational Boundary	16,000	15,000	15,000
Authorised Limit	18,500	17,400	17,400

- (b) Planning Applications Committee – 15 December 2014, 12 January 2015, and 9 February 2015

It was moved by Councillor Edward Hawkins, seconded by Councillor John Winterton, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 15 December 2014, 12 January 2015, and 9 February 2015 be received.

- (c) External Partnerships Select Committee – 20 January 2015

It was moved by Councillor Josephine Hawkins, seconded by Councillor Paul Deach and

Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 20 January 2015 be received.

- (d) Performance and Audit Scrutiny Committee - Audit meeting and Scrutiny meeting - 28 January 2015

It was moved by Councillor David Allen, seconded by Councillor Tim Dodds , and

Resolved that the minutes of the meetings of the Performance and Audit Scrutiny Committee (Audit meeting and Scrutiny meetings) held on 28 January 2015 be received.

- (e) Community Services Scrutiny Committee – 5 February 2015

It was moved by Councillor Audrey Roxburgh, seconded by Councillor Paul Deach and

Resolved that the minutes of the meeting of the Community Services Scrutiny Committee held on 5 February 2015 be received.

55/C Governance Working Group

The Council received the report of the Governance Working Group in relation to

- (i) a revised Scheme of Delegation of Functions to Officers in respect of the non- executive functions of Council; and
- (ii) amendments to Council Procedure Rules and the Petitions Scheme.

The revised the Scheme of Delegation of Functions to Officers provided for:

- (a) the migration of delegations from subject headings to the Statutory Officers and Executive Head service areas;
- (b) many of the delegations (particularly those from the Planning Applications Committee, the Licensing Committee and the Council in relation to HR functions) to be dealt with on an exceptions basis;
- (c) the removal of day to day management and administrative actions;
- (d) the removal of outdated and redundant delegations;
- (e) the transfer, to the General Principles, of a number of areas common to officers across the Council such as the service of notices, authorisations to enter premises, taking urgent action, etc.

The Working Group had recommended to the Full Council, in respect of the non-executive, and to the Executive, in respect of the executive functions, that the amended Scheme of Delegation of Functions to Officers be adopted.

The Executive, at its meeting on 27 January 2015, had considered the revised Scheme of Delegation as recommended by the Governance Working Group and had resolved that the revised Scheme in respect of the Executive Functions be adopted.

The Working Group had noted that there were currently no procedure rules to govern Portfolio Holder Question Time and had suggested that such a Procedure Rule should be introduced. It was proposed that this should provide that the total time for Portfolio Holder Question Time would be no more than 20 minutes and emphasise that the time was for the Portfolio Holder to receive questions rather than give speeches.

In addition, the Working Group had reviewed the Council's Petition Scheme and had proposed that the table in paragraph 3.2 of the Scheme be amended to make it clearer that only petitions which had received between 50 and 99 signatures would receive a response from the relevant officer.

Resolved that

- (i) the amended Scheme of Delegation of Functions to Officers in respect of the non-executive functions as set out at Annex A to the agenda report, be adopted;
- (ii) a Procedure Rule for Portfolio Holder Question Time be adopted, as follows:

11A. Portfolio Holder Question Time

11A.1 The purpose of Portfolio Holder Question Time is to allow Members to ask questions of the Portfolio Holder which relate to their area of responsibility.

11A.2 One Portfolio Holder, as identified by the Leader, will respond to questions from Members each meeting.

11A.3 The Portfolio Holder may respond orally, by reference to published material or that which is readily available to the members, or in writing. The Questions will be put and answered without debate.

11A.3 The total time allocated to Portfolio Holder Question Time will be no more than 20 minutes.

- (iii) the Petitions Scheme at Part 4, Section L of the Constitution be amended as follows:

3.2 The response from the Council will depend upon the number of signatures received:

Number of signatures received	Minimum response
50 to 99	A response from the relevant officer
100 to 749	A response from the relevant Member of the Executive
750 to 3,499	Referred to the Executive
3,500 or more	Debated at a meeting of the full Council

56/C Portfolio Holder's Question Time

Councillor Craig Fennell, the Business Portfolio Holder answered questions with regard to his areas of responsibility, in particular in relation to mobile payments in the car parks, the level of use in Main Square Car Park, A30 service road penalty charge notices, floodlit netball pitches, Frimley Lodge Park, the Camberley Theatre and its Café Bar, car parking arrangements for the Theatre's customers and raising the Council's profile in connection with the England Rugby Team and its training facilities at Pennyhill Park.

57/C Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
58/C	3
59/C	3

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

58/C Council, Executive and Committees - Exempt

The Council approved the exempt minutes of the meeting of the Council held on held on 10 December 2014.

It also received the exempt minutes of the meetings of the Executive held on 6 January and 27 January 2015 and made decisions relating to the exempt recommendation made by the Executive.

59/C Review of Exempt Items

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

Resolved that

- (i) 45/C - Exempt Council Minutes of 10 December 2014 - to remain exempt as indicated at Minute 46/C;**
- (ii) 93/E - Future Arrangements for the Arena Leisure Centre - the minute to remain exempt until completion of the negotiations;**
- (iii) 94/E - Grounds Maintenance Contract Delivery from February 2016 - the minute to remain exempt until completion of the negotiations;**
- (iv) 102/E - Waste Contract - the minute to remain exempt;**
- (v) 103/E - Acquisition of Land between Station Road and Chertsey Road Chobham - the minute and the Council's**

decision to remain exempt until completion of the negotiations.

Mayor

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 24
February 2015**

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Chris Pitt, Cllr Pat Tedder and Cllr Judi Trow

105/E Minutes

The minutes of the meeting held on 27 January 2015 were confirmed and signed by the Chairman.

106/E General Fund Estimates 2015/16

It was reported that the outturn against budget for 2014/15, as forecast in the December financial report, predicted that the Council would be underspent at the end of the year.

As in previous years some items of expenditure, relating to community grants, Transformation costs, community safety, and property maintenance, totalling £557,900, would be funded directly from reserves. Funding for the Family Support team would be provided from the Family Support Funding Reserve created when the service was established.

It was noted that savings of between £257,000 and £326,000 would be needed for 2015/16, depending on the level of Council Tax set, with additional amounts in later years.

The Chancellor had announced in his Autumn Statement that the overall funding for Local Authorities would not be reduced any further, other than the reduction already announced earlier in the year. In the settlement given for 2014/15, it had been made clear that there would be a further cut of 33%, or £476,000, in 2015/16 and this had been reflected in the settlement given. No figures for 2016/17 or beyond were available.

The Council was due to receive £1.270m in New Homes Bonus in 2015/16, compared to £918,000 in the previous year. It was proposed that £600,000 be used to support the budget in this financial year. As this funding was not guaranteed indefinitely there was a risk that savings would have to be found in the future to offset its loss.

In respect of the Surrey Local Government Pension Scheme, as a result of the actuarial review carried out as at 31 March 2013, no increase had been implemented in respect of the future cost of pensions, which remained at 15.7%. However, additional costs were required to address the historic deficit. The £381,000 the Council had paid in 2013/14 towards the deficit had increased to £550,000 in 2014/15 and would further increase to £719,000 in 2015/16 and £888,000 in 2016/17.

The Council had paid a special grant to parishes to compensate them for the change to the tax base due to the introduction of the Local Council Tax Support Scheme. This grant would remain unchanged from the grant paid in 2014/15.

The budget had been prepared on two different bases of either freezing Council tax for 2015/16 and accepting the compensatory special grant or rejecting the grant and increasing the Council Tax by 1.94%. It was a matter for the Council to decide the level of Council Tax. This would depend on the setting of the referendum limit, the conditions attached to the special grant and the effect on the longer term financial implications.

The net cost of services in 2015/16 showed a reduction of £150,000 compared to the previous year. Provided that actual expenditure met the budget achieved the General Fund was estimated to be £1m at the end of 2015/16. This was considered to be a prudent level.

The Executive decided not to make a recommendation to the Council in respect of the level of Council Tax to be set for 2015/16.

RECOMMENDED to Council that:

- (i) the 2015/16 General Fund Revenue Budget of £10,225,700 as set out in Annex A to the report be approved; and**
- (ii) the support grant for parishes to compensate them for the effects of the local council tax support scheme be unchanged for 2015/16 compared to 2014/15.**

The Executive NOTED

- (i) that the budget contains £693,850 , as per paragraph 11 of the agenda report chargeable to reserves;**
- (ii) the savings required depending on the level of Council Tax set;**
- (iii) the provisional Revenue Support Grant & NNDR allocation of £2,518,370 and the final allocation will be reported to Council at its meeting on 25th February 2015;**
- (iv) the use of £600,000 of the New Homes Bonus to support the budget;**

- (v) **the additional pension payment of £338,000 for 2015/16 to contribute to the deficit and;**
- (vi) **that a full report, setting out Council Tax proposals for 2015/16 will be presented to Council on 25th February 2015.**

107/E Corporate Capital Programme 2015/16 - 2017/18

Capital bids for 2015/16 had been examined as part of the Star Chamber process conducted by Management Board. Bids had only been considered if they met a statutory obligation or it could be demonstrated that they would be self-funding.

The Executive considered the proposed Capital Programme for 2015/16 and its effect on the Council's capital receipts reserves, which indicated that it would not be possible to fully fund the current Capital Programme from capital receipts and existing revenue reserves.

The Revenue Capital Fund was estimated to be about £9.5m at 31 March 2014 and would be used to support the Capital Programme if required. However, this reduced the amount of reserve available to support revenue expenditure and hence the General Fund in the future. It was recognised that the Council would need to undertake borrowing to fund the capital programme.

The estimated loss of investment income as a result of the proposed capital programme, based on the estimated average rate of 1% for 2014/15, was noted.

It was reported the Capital Financing Requirement for this Council, at 31 March 2016, was estimated to be £10.152 million and as such a Minimum Revenue Payment of £33,000 was required.

RECOMMENDED that:

- (i) **the new capital bids for £625k for 2015/16, as set out at Annex A to the report, be approved and that they be incorporated into the Capital Programme; and**
- (ii) **the Prudential Indicators for 2015/16 to 2017/18, summarised below and explained in Annex D to the agenda report in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities 2011, be approved**

Prudential Indicator	2015/16 Estimated £000	2016/17 Estimated £000	2017/18 Estimated £000
Capital Expenditure	12.108	525	525
Capital Financing Requirement	10,152	9,934	9,741
Ratio of financing costs to net revenue stream	-3.46%	2.37%	2.26%
Incremental impact of investment	£1.48	£4.47	£0.14

decisions on Band D council Tax			
Operational Boundary	16,000	15,000	15,000
Authorised Limit	18,500	17,400	17,400

The Executive NOTED:

- (i) **the Capital Financing Requirement for this Council as at 31 March 2016 is estimated to be £10.152m and as such a Minimum Revenue Payment of £33k is required;**
- (ii) **the provisional Capital Programme for 2016/17 and 2017/18; and**
- (iii) **the available capital receipts forecast shown in Annex C.**

108/E Finance Report to 31 December 2014

The Executive noted the Council's financial position at 31 December 2014.

RESOLVED to note the Revenue, Treasury and Capital Position at 31st December 2014.

109/E Section 106 Applications

A small amount of funding had been collected by the Council through Section 106 Agreements towards play area and community facility improvements. West End Parish Council and Chobham Parish Council had requested that these payments be released to them. The funds available for Community Facilities & Equipped Play Space were £1,825.23 for Chobham Parish Council and £2,451.05 for West End Parish Council.

The scheme in Chobham related to the improvement of the Chobham Recreation Ground Play Facilities for 3-16 year olds. The total cost of the project was £40,500; the Parish Council was funding the scheme using a grant from Surrey County Council of £25,000, £7,000 from public donations and the remainder from reserves saved for this purpose.

The scheme in West End related to the replacement of the Benner Lane Play Area and installation of outdoor gym equipment. The total cost of the project was £45,000 for play equipment and £6,255 for gym equipment. The Parish Council was funding the scheme using a grant from Surrey County Council of £30,000 and £15,000 from Parish Council reserves, leaving the Parish Council £6,255 to secure.

It was noted that the responsibility for the projects, including the on-going maintenance and replacement costs relating to the projects, would rest with the Parish Councils.

RESOLVED that Section 106 contributions towards new play area projects be made as follows:

(i) £1,825.23 be paid to Chobham Parish Council; and

(ii) £2,451.05 be paid to West End Parish Council.

110/E Pay Policy Statement 2015/16

In accordance with Section 38(1) of the Localism Act 2011, the Council was required to update the Pay Policy Statement on an annual basis.

RECOMMENDED that the Pay Policy Statement 2015/16, as attached at Annex A to the agenda report, be adopted.

111/E Family Friendly Policies

The Executive was informed that there were various statutes which employers needed to comply with which were relevant to the Council's Family Friendly Policies. The Children and Families Act 2014 had introduced new statutory obligations, following which the Council's Family Friendly Policies required updating.

The policies had been considered by the Joint Staff Consultative Group at its meeting on 27 November 2014.

RECOMMENDED that the Council's Family Friendly Policies, as attached at Annex A to the agenda report, be adopted.

Chairman

This page is intentionally left blank

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 17
March 2015**

+ Cllr Moira Gibson (Chairman)

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

+ Present

In Attendance: Cllr Rodney Bates, Cllr Edward Hawkins and Cllr Chris Pitt

112/E Minutes

The minutes of the meeting held on 24 February 2015 were confirmed and signed by the Chairman.

113/E Joint Waste Procurement - Draft Specification

The Executive was reminded that, at its meeting on 3 December 2013, it had resolved that the Council jointly procure a new waste collection and street cleansing contract with a number of other local authorities in Surrey.

The Inter Authority Agreement (IAA) had delegated approval of a Procurement Strategy and the Contract Tender Evaluation Model to the Joint Waste Collection Services Committee. The Procurement Strategy for the contract had been approved by the Joint Waste Collection Services Committee on 1 September 2014 and the Contract/Tender Evaluation Model on 1 December 2014.

It was reported that the Surrey Joint Waste Collection Services Committee had considered the draft specification at its meeting on 29 January 2015. The committee had resolved that the draft specification be referred back to partner authorities, in accordance with the IAA, with a recommendation that it be approved.

Members considered a summary of the draft specification. It was noted that this remained a draft specification until such time as the contract was awarded. The contract award and final specification would be brought back to the Executive for approval in June 2016.

The Executive was informed that in October and November 2014 a consultation had been carried out on the current and future waste collection service. Members noted the results of this survey, in particular in relation to residents' views on future collection times.

It was noted that the draft specification provided that the contractor would not have its performance measured by indicators such as the percentage of household waste recycled or composted. The Council would, however, continue to measure this information.

RESOLVED that

- (i) the draft specification, as recommended by the Surrey Joint Waste Services Committee and summarised at Annex A of the agenda report, be approved; and**
- (ii) the Executive Head of Community, following consultation with the Community Portfolio Holder, be authorised to make minor amendments following the progress of the draft specification through the Executives of partner authorities.**

The Executive noted that the final specification, contract management arrangements, and award of the contract would be brought back to Executive for decision at a later date.

114/E Use of Shepherd Meadows, Sandhurst, as Suitable Alternative Natural Greenspace

The Executive was informed that there remained the need for additional SANG in the Borough if the Council's Core Strategy housing target, including the residential development identified in the Camberley Town Centre Area Action Plan (AAP), was to be met. Members considered an opportunity to enter into a Memorandum of Understanding (MoU) with Bracknell Forest Borough Council in respect of the uses of land at Shepherd Meadows SANG to allow avoidance impact measures for residential development in Surrey Heath.

Bracknell Forest Borough Council had identified that there was sufficient SANG capacity at Shepherd Meadows to mitigate developments both within Bracknell Forest and to provide capacity for 500 dwellings within Surrey Heath. Use of Shepherd Meadows SANG would provide capacity for all the sites identified in the AAP, as well as for other residential development in the Borough.

It was emphasised that the provision and management of this site as SANG would be entirely funded through developer contributions paid as the SANG element of the Council's Community Infrastructure Levy (CIL). Bracknell Forest Borough Council as landowner and manager would act as the fund administrator to ensure management and maintenance of the site.

The level of contribution to be paid to Bracknell Forest Borough Council had been set at £1,963 per person, below Surrey Heath's CIL calculation of £2,000 per person, which had been used to set the SANG element of the CIL Charging Schedule. This element of the CIL Charging Schedule could only be used for SANG provision and not for any other infrastructure. Contributions could therefore be met through future CiL receipts.

It was reported that this Council would supply the CIL contributions collected at intervals to be agreed through the Memorandum of Understanding. Bracknell Forest Borough Council would report back to this Council on an annual basis as to how the monies had been spent.

The Executive expressed its thanks to Bracknell Forest Borough Council for the opportunity to use the land at Shepherds Meadows as SANG.

RESOLVED that

- (i) the Council enters into an agreement under a Memorandum of Understanding with Bracknell Forest Borough Council for the use of the existing SANG land at Shepherd Meadow Sandhurst to provide SANG capacity for 500 dwellings within Surrey Heath; and**
- (ii) the Head of Legal Services, in consultation with the Portfolio Holder, be authorised to sign the Memorandum of Understanding.**

115/E Annual Plan 2015/16

The Executive considered the Annual Plan for 2015/16. The Annual Plan demonstrated the Council's commitment to achieving the 2020 Strategy objectives.

It was recognised that the Plan would be reviewed in the new Municipal Year, following the Borough Council elections.

RESOLVED to approve the Annual Plan for 2015/16.

116/E Community Fund Grant Applications

The Council's Community Fund Grant Scheme provided grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. The Executive considered applications for grants which had been submitted by 31 December 2014.

The Executive considered the applications and agreed to approve requests from Camberley Cricket Club, Frimley Green Village Hall, and Parity for Disability. However, Members expressed concerns that Parity for Disability had clients in the Rushmoor and Hart areas but neither Rushmoor Borough Council nor Hart District Council had contributed to the project.

Members considered applications from Camberley Central Job Club for the delivery of training for post-18 age group, and from R-U-Able2 for a new cycling pilot for adults with learning disabilities. It was agreed to reject the application from Camberley Central Job Club as the project details had been incomplete, had not contained any estimates, and the scope was unclear. It was also agreed to refuse the application from R-U-Able2 as the application was not complete and would require additional funding not yet secured. Officers would continue to work with these organisations to assist them by other means.

The Executive discussed applications from Deaf Plus and Holy Trinity Church in West End. It was felt that, in relation to Deaf Plus, the Council would consider making a lesser grant which better reflected the percentage of users which came

from the borough. Members also felt that, whilst Holy Trinity Church's application was not clear on the wider community benefit of the project, if it resubmitted an application which better demonstrated a community benefit, the Council would consider awarding a grant for the project. It was therefore proposed that these organisations be invited to resubmit their applications, taking into account these points.

RESOLVED that

- (i) the following grants be awarded from the Council's Community Fund Grant Scheme:**
 - a. £5,866 be awarded to Camberley Cricket Club to demolish the old grounds man's shed and replace it with a new secure garage for the grounds maintenance equipment;**
 - b. £6,600 be awarded to Frimley Green Village Hall to replace the dilapidated external storage unit and provide external disabled access;**
 - c. £10,500 be awarded to Parity for Disability to purchase furnishings and equipment for the new centre opening for Mytchett;**

- (ii) the following applications be refused**
 - a. Camberley Central Job Club's application for £1,850 towards the delivery of training for post 18 age group;**
 - b. R-U-Able's application for £7,563 towards a new cycling pilot for adults with learning disabilities;**

for the reasons set out at Annex C to the agenda report; and

- (iii) Holy Trinity Church and Deaf Plus be invited to resubmit their applications, taking into account the points raised at the meeting, as set out above; and**

- (iv) following receipt of resubmitted applications from Holy Trinity Church or Deaf Plus, the Executive Head of Transformation be authorised, in consultation with the Leader and the Corporate Portfolio Holder, to determine the award of any Community Grant to those organisations.**

Note: Cllr Bush declared that he was providing the design, supervision and management for the project in respect of the application from Holy Trinity Church, West End, and left the room during the consideration of the item.

117/E Write Off of Irrecoverable Revenues Bad Debts

In accordance with Financial Regulation 26.1, the Executive considered the writing off of bad debts for Council Tax totalling £25,240.16 and Non-Domestic Rates (NDR) totalling £12,166.34, the individual amounts of which were greater than £1,500.

All of the debts had been subject to the relevant recovery action and tracing enquiries had been undertaken. The Council's bailiffs had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debts were now considered irrecoverable.

It was noted that in respect of the Council Tax write offs, the Council bore 13% of the total, namely £3,281. The precepting authorities bore the remainder of the costs. In respect of the NDR write offs, the Council bore 40% of the total, namely £4,866. It was noted that, compared to the net collectable debits for 2014/15, the proposed write-off represented 0.042% for Council Tax and 0.033% for NDR.

RESOLVED that bad debts totalling £25,240.16 in respect of Council Tax and £12,166.34 in respect of Non-Domestic Rates to be written-off in 2014-15.

118/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute Paragraph(s)

119/E 3

120/E 3

Note: Minute 119/E is a summary of matters considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time.

119/E Acquisition of Property

The Executive made decisions in relation to the acquisition of property.

This item was considered in accordance with Regulation 11 - Case of Special Urgency. The decision was considered to be urgent and could not reasonably be deferred because of contractual requirements. The decision was exempt by reason of Schedule 12A of the Local Government Act 1972, paragraph 3, because it related to the financial affairs of the authority. The Chairman of the Performance and Audit Scrutiny Committee, Cllr John May, had agreed that the making of the decision was urgent, could not reasonably be deferred and should be considered in the exempt part of the meeting.

120/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) Annex A at Agenda Item 9 remain exempt; and**
- (ii) Minute 119/E remain exempt until the completion of negotiations and the sale.**

Chairman

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

Document is Restricted

This page is intentionally left blank

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 9 March 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: None

In Attendance: Lee Brewin, Michelle Fielder, Gareth John, Jonathan Partington and Chenge Taruvunga

114/P Minutes

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

115/P Application Number: 14/1127 - Kennels, 79 Guildford Road, Bagshot, Surrey GU19 5NS - Bagshot Ward

The application was for the demolition of boarding kennels and erection of six 3 bed dwelling houses.

Members were advised of the following updates:

- *'SAMM payment as required of £3,209.00 has been received;*
- *Method of construction statement (Condition 5 on page 22) has been revised to include a requirement for the developer to confirm that there will be no on site burning.'*

Some Members asked why the development had been recommended for approval when it was located in the Green Belt. Officers advised that it was a re-use of existing land. Furthermore, some Members sought clarification on whether there was a sufficient turning circle at the site to avoid any cars parked down the side of the houses being blocked in. Officers advised that the County Highways Authority had raised no objections.

Resolved that application 14/1127 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

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

Note2

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

Voting in favour of the recommendation to approve the application:

Councillors David Allen, Richard Brooks, Glyn Carpenter, Vivienne Chapman, Surinder Gandhum, Edward Hawkins, David Mansfield, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder and Judi Trow,

Voting against the recommendation to approve the application:

Councillors Valerie White and John Winterton.

116/P Application Number: 15/0055 - 113 Frimley Road, Camberley, Surrey GU15 2PP - Watchetts Ward

This application was for the change of use from A1 (Coffee Shop) to A3 (Dessert Parlour).

Members were advised of the following update:

- *'Two additional representations of objection have been received expressing similar concerns to those already recorded.'*

Some Members were concerned about the possibility of the existing extraction system being brought back into operation in the future. Officers advised that the condition would be amended to reflect the removal of the system.

Resolved that application 15/0055 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application as amended was proposed by Councillor David Allen and seconded by Councillor David Mansfield.

Note2

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

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

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

117/P Application Number: 15/0015 - 55 The Avenue, Camberley, Surrey GU15 3NF - St Michaels Ward

This application was for the change of use from C1 Bed and breakfast/Guest house to C2 Residential Institution including detached garage for 8 service users with learning disabilities.

Members were advised of the following updates:

- *'SAMM payment as required of £2,104.00 has been raised;*
- *Three additional representations of objection raising similar concerns to those recorded in the report have been submitted;*
- *A representation of support has also been received.'*

Resolved that application 15/0015 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Vivienne Chapman and seconded by Councillor Glyn Carpenter

Note2

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

Voting in favour of the recommendation to approve the application:

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

118/P Application Number: 14/0987 - 67-69 Park Street, Camberley, Surrey GU15 3PE - Town Ward

This application is for the change of use from retail use (class A1) to a flexible use (class A1, A2 and A3) use.

Resolved that application 14/0987 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Richard Brooks and seconded by Councillor Judi Trow

Note2

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

Voting in favour of the recommendation to approve the application:

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

119/P Application Number: 14/1146 - Crabtree Park, Crabtree Road, Camberley, Surrey - Watchetts Ward

This application was for the change of use of land to provide an extension to the northern boundary of existing pumping station and erection of associated boundary fence (amendment to SU/12/0870).

Resolved that application 14/1146 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Audrey Roxburgh and seconded by Councillor David Mansfield.

Note2

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

Voting in favour of the recommendation to approve the application:

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

120/P Application Number: 14/1016 - 67 High Street, Bagshot, Surrey GU19 5AH - Bagshot Ward

This application was for the change of use of the ground floor from a Class A3 restaurant to a Class C3 two bedroom residential unit.

Members were advised of the following updates:

'An email from the planning agent has been received in response to an objection to the application from the Planning Policy Manager. In summary this email seeks to counter a number of the points of objection raised by the Policy Officer and states:

- 1. The person providing the marketing evidence has 25 years' experience as a commercial and residential agent.*
- 2. They consider £15,000 pa rent not to be excessive.*
- 3. In the last 6 months there have only been 9 viewings on the shop equating to 1.5 viewings per month. There have been no second viewings.*

4. *Between 19th May 2012 and 21st July 2014, there had been a total of 66 viewings. This has been described as a successful marketing campaign because it concluded in a sale. There are a number of points to note here. Firstly, from an agency perspective any sale taking in excess of a 6-12 month window is considered problematic and extremely worrying. Secondly, my client's purchase reflected the attractiveness of the office accommodation which could be converted, under permitted development rights, into residential units. It did not reflect the attractiveness of the retail unit or the retail market and its buoyancy in Bagshot.*
5. *The planning policy to preserve and maintain retail use in the High Street should not be applied to this part of the High Street which is a quiet backwater characterised by non-retail uses, notably office and residential.*
6. *In the absence of a viable retail business in this location, it must be accepted that some beneficial use (in this case residential) is better than a vacant shop unit and will do more to preserve the character of the conservation area.*

In essence this amounts to a difference of opinion and does not raise any new material not included within the application when the committee report was written. It is considered that the assessment of the application and the recommendation reached in the committee report is appropriate and it remains that the application is recommended for refusal for the reason stated.'

The Committee was advised that a SAMM payment had not been received; therefore a further reason for refusal would be included in relation to the SPA.

Resolved that application 14/1016 be refused as amended for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that Members had received an email from the applicant.

Note 2

The recommendation to refuse the application as amended was proposed by Councillor Glyn Carpenter and seconded by Councillor Judi Trow.

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 as amended:

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

121/P Application Number: 14/1120 - Unit 1 Frimley Road, Camberley, Surrey GU15 3EN - St Michaels Ward

This application was for the erection of a ground floor entrance to service first floor flat.

Members welcomed this as an improvement to this site.

Resolved that application 14/1120 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

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

Note2

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

Voting in favour of the recommendation to approve the application:

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

122/P Application Number 14/1138 - 1 Dean Parade, Camberley, Surrey GU15 4DQ - Old Dean Ward

This application was for the change of use from Class A1 (Retail) to Class A3 Cafe. (Retrospective)

Members were advised of the following updates:

'The applicant has request that the opening hrs prescribed by condition 1 on page 60, be amended to 0630 to 1900hrs Monday to Sunday. However Officers are of the opinion that such an early start, 7 days a week would be unreasonable and no change to the condition as drafted is proposed.

*An **informative** is also proposed:*

The applicant is advised that the existing sanitary accommodation would be inadequate for environmental health purposes if it is to serve more than 15 'eat in' customers, at any one time.'

Resolved that application 14/1138 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application as amended was proposed by Councillor Glyn Carpenter and seconded by Councillor Surinder Gandhum

Note2

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

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

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

123/P Application Number: 15/0088 - 9 Garrick Way, Frimley Green, Camberley, Surrey GU16 6LY - Frimley Green Ward

This application was for the erection of single storey rear extension and conversion of detached garage into domestic store.

This application had been reported to this Committee as the applicant was a Ward Councillor.

Members were advised of the following updates:

'One representation received in support (making no specific comments).'

One representation received raising an objection making the following comments:

- Impact of flooding from water collecting on rear patio and garden which will be exacerbated by proposal particularly with change in levels between properties [Officer comment: The application site falls within Flood Zone 1 (low risk) and any ground level difference between these properties is limited. Matters of surface water drainage from this proposal would be considered under the Building Regulations]*
- Drawings do not indicate details of drainage. [Officer comments: The notes provided on the proposed drawings indicate methods for dealing with foul and surface water drainage with options given for soakaway or connections to the mains drainage for surface water. However, such matters would be considered under the Building Regulations]'*

Resolved that application 14/0088 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

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

Note 2

The recommendation to approve the application was 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, Surinder Gandhum, Edward Hawkins, 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 3 March 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

Substitutes: Cllr Bill Chapman (for Cllr Liane Gibson), Cllr Edward Hawkins (for Cllr John Winterton) and Cllr Judi Trow (for Cllr Pat Tedder)

Guests: Tim Pashen – Surrey Heath Health and Wellbeing Board
Haydn Morris – Chief Executive Officer, Southern Addictions Advisory Service
Sheila Hargreaves – Adult Clubs and Volunteering Manager, Crossroads Care Surrey
Jenni Pringle – Care Operations Manager, Crossroads Care Surrey

Officers: Sarah Groom – Transformation Team Manager
Rachel Whillis – Democratic Services Officer

24/EP Chairman's Announcements and Welcome to Guests

The Chairman welcomed the guest speakers.

25/EP Minutes

The minutes of the meeting held on 20 January 2015 were confirmed and signed by the Chairman.

26/EP Surrey Heath Health and Wellbeing Board

The Committee received a presentation from Tim Pashen, the Executive Head of Community for Surrey Heath Borough Council, on behalf of the Surrey Heath Health and Wellbeing Board. He informed Members that Surrey Heath Health and Wellbeing Board had been established in April 2013 in response to the Health and Social Care Act 2012, which had introduced the biggest changes to health arrangements since the establishment of the NHS. The Act had introduced local commissioning of health services through Clinical Commissioning Groups and a requirement for upper tier authorities to establish Health and Wellbeing Boards.

The Surrey Heath Health and Wellbeing Board was not a statutory body but had been formed to look at issues specific to Surrey Heath. Members were reminded that the Surrey Heath Clinical Commissioning Group's boundary was virtually co-terminus with the borough boundary.

The membership of Surrey Heath Health and Wellbeing Board was comprised of Surrey Heath Borough Council, Surrey County Council Public Health, Surrey County Council Adult Services, and Surrey Heath Clinical Commissioning Group.

The aims and objectives of the Surrey Heath Health and Wellbeing Board were to be a strategic board and to harness opportunities for promoting and encouraging good health and active lifestyles. The Surrey Heath Health and Wellbeing Board looked at 5 themes, which mirrored the themes of the Surrey Health and Wellbeing Board.

The Committee was informed that research had identified the 5 following main risks, which had been embodied in Surrey Heath Health and Wellbeing Board's Action Plan, which included tobacco smoking, raised blood pressure, obesity, physical inactivity, and alcohol. These areas would be looked at together with improving emotional wellbeing and health. The Plan was an evolving document and contained a number of actions which were underpinned by SMART targets.

The Plan contained 3 Sections:

- **Section 1 - Healthy Lifestyles.** This section contained several actions regarding campaigns to stop smoking, enforcement against smoking offences, alcohol, healthy weight, physical activity and diet.
- **Section 2 – Protection from Harm.** This included actions relating to prevention of excess winter deaths, falls, immunisation, domestic abuse, and self-harm and self-care.
- **Section 3 – Active and Supportive Communities.**

The Surrey Heath Health and Wellbeing Board was also working to develop a Workplace Charter for employers to demonstrate their commitment to health and wellbeing. It was reported that there was a lot of evidence that a healthy workforce could reduce absence and improve productivity.

The Committee was reminded that a Wellbeing Centre had been opened at the Windle Valley Centre in Bagshot, which housed a number of organisations which help sufferers of dementia and carers for those with dementia. It was reported that a Memory Garden was expected to be opened in Bagshot towards the end of April. Mr Pashen undertook to circulate further information on the purpose of the Memory Garden to Members.

Members noted a number of other areas of work being undertaken by the Care Connections Co-ordinator, who was part of the Diocese of Guildford Communities Engagement Team, including a pilot in Lightwater. This project was intended to connect services and resources with residents within the Lightwater community.

RESOLVED

- i) **to note and thank Mr Pashen for his presentation; and**
- ii) **that further information on the purpose of the Memory Garden in Bagshot and the Surrey Heath Health and Wellbeing Board Action Plan be circulated to Members.**

27/EP Southern Addictions Advisory Service (SAdAS)

Haydn Morris, Chief Executive Officer for Southern Addictions Advisory Service (SAdAS), informed the Committee that the organisation was an independent charity which had been operating in Surrey for 29 years. SAdAS was a contracting agency and worked with Surrey County Council, from whom it received most of its income, and was involved with the Surrey County Council's Health and Wellbeing Board.

The Committee was informed that the organisation employed 52 members of staff and had a Senior Management Team of 5.

SAdAS was currently principally commissioned to provide preventative work in relation to drugs and alcohol, although it still undertook some work with chaotic people using drugs and alcohol whose behaviour impacted upon the community. Although the organisation was contracted to work with 35 complex needs cases per year, it currently saw 186 per quarter.

Mr Morris informed Members that SAdAS had also worked with high risk people with drug, alcohol and mental health problems who presented a risk in the community but this work had now been decommissioned.

In order to utilise its experiences in this field, SAdAS had sought community connections funding and had developed the Welcome Project, which had been running for 18 months. It was recognised that loneliness and a sense of not feeling valued were key drivers for triggering anxiety, stress and poor wellbeing, which also impinged on an individual's physical health. The Project was designed to connect and involve people in existing networks already in place in their community. Surrey Heath in particular had seen a huge increase in this area of work since the project's inception.

The Committee was informed that SAdAS ran counselling services across the County, with over 100 volunteer counsellors providing drugs and alcohol counselling, and some mental health counselling. It was reported that the organisation provided 5,200 free hours of counselling per year.

The organisation also worked to help divert people with mental health issues who presented themselves at Hospital Accident and Emergency, into other services. This crisis aversion work would shortly be rolled out across the county.

Members were advised that, whilst clients were often referred by medical professionals and other agencies, 75% of their clients had contacted them directly.

The Committee was informed that SAdAS was also involved in housing matters and concentrated upon tenancy sustainment. It was reported that the average cost

of evicting somebody had been calculated at £32,000. The benefit of avoiding this measure was therefore recognised and the organisation assisted by using a variety of solutions to help avoid an eviction process.

Members discussed opportunities for the Council to help promote the organisation and its work in the community, including the Council's YouTube Channel, Heathscene, Surrey Heath Show, and through the Council's Social Media. It was therefore agreed to ask the Council's Media and Marketing Manager to liaise with Southern Addictions Advisory Service's communication officer.

RESOLVED

- i) to note and thank Mr Morris for his presentation; and**
- ii) that officers be asked to discuss appropriate methods to publicise Southern Addictions Advisory Service, as outlined above.**

28/EP Crossroads Care

Jenni Pringle, Care Operations Manager, and Sheila Hargreaves, Adult Clubs and Volunteering Manager, for Crossroads Care Surrey informed the Committee that the organisation was a leading charity which had been providing vital respite breaks to unpaid carers in Surrey for over 30 years.

It was reported that 3 in 5 people would become an unpaid carer in their lifetime and every day 6,000 people would start caring for someone close to them, saving the economy £119 billion a year. It was noted that in September 2014 Carers UK had reported that 6 out of 10 carers had been pushed to breakpoint.

Crossroads Care Surrey covered the whole of Surrey and had approximately 1,800 clients of all ages. It had over 200 Carer Support Workers who would go into people's homes and take over the caring responsibility for a specific amount of time. It was emphasised that the carer was the person providing the service; the Carer Support Workers supported them in this role.

The Committee was informed that Crossroads Care Surrey's core service was providing carer breaks. It provided regular respite breaks of 3 hours, funded by Surrey County Council, on a weekly or fortnightly basis depending upon the carer's needs. This would usually be on the same day, at the same time, with the same Carer Support Worker. This allowed the family to get to know their Care Support Worker and enabled the Support Worker to understand the family's needs and build trust. Carers were also able to purchase additional hours to add to their break or have an additional break on a different day.

Crossroads Care Surrey, in partnership with the NHS, offered a Professional End of Life Service which provided individually tailored practical and compassionate support to carers and people affected by life limiting illnesses during their last 12 months. A palliative care trained Carer Support Workers would take over the caring role to allow a carer to have regular breaks to help improve their quality of life and reduce stress and fatigue they might experience as a result of their caring

role. This service was funded by all 5 of the Clinical Commissioning Groups in Surrey.

The Committee was informed that, before going into a carer's home, Carer Support Workers received training; they undertook 13 mandatory training courses, plus any specialist training required.

It was reported that many of the organisation's Carer Support Workers had worked for Crossroads Care Surrey for many years; 1 Carer Support Worker had been working with a family for 25 years. The Carer Support Workers undertook a range of activities which improved the quality of a cared for person's life, including interacting with the cared for person, meal or drink preparation, light domestic duties, or attending to personal or health care needs. It was noted that respite time could also allow the opportunity for parents caring for a disabled child to spend time with other children.

Crossroads Care Surrey also had a variety of clubs for adults with varying disabilities which were run throughout Surrey. Whilst some of these clubs provided a safe environment for cared for people, in order for carers to enjoy an extended respite break, other clubs provided carers an opportunity to meet other carers and receive support and advice from trained professionals.

Members were informed that the organisation was compliant with the Care Quality Commission and Ofstead, and was monitored annually by Crossroads Care Quality Evaluation Tool (CROQUET). An annual carers' questionnaire continued to demonstrate the organisation's improvement, with 98% of carers stating that they got on well with their Carer Support Worker and 98% saying their quality of life was improved by their respite breaks.

The Committee discussed opportunities for the Council to help promote the organisation and its work in the community. It was therefore agreed to ask the Council's Media and Marketing Manager to liaise with officers from Crossroads Care Surrey.

RESOLVED

- i) to note and thank Ms Hargreaves and Ms Pringle for their presentation; and**
- ii) that officers be asked to discuss appropriate methods to publicise Crossroads Care Surrey, as outlined above.**

29/EP Committee Work Programme

The Committee agreed not to schedule any items for the 2015/16 Work Programme pending the Governance Working Group's review of the Council's scrutiny arrangements. Discussions were ongoing regarding the Chief Executive of Frimley Health Trust attending a future meeting.

The dates for meetings in the 2015/16 municipal year were discussed and it was noted that the meeting in January 2016 was scheduled on a Wednesday, rather

than on a Tuesday, the committee's usual day for meeting. It was, therefore, agreed to ask the Chief Executive to move the January meeting of the committee to Tuesday, 19 January 2016.

Members were informed that, following recommendations by the committee, the Spring 2015 publication of Heathscene would contain articles on Thames Water and Surrey Search and Rescue.

The Chairman expressed her gratitude to all members who had served on the Committee that year.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 19 March 2015**

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

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

+ Present
- Apologies for absence presented

In Attendance: Belinda Tam, Lee Brewin and Louise Livingston

16/J Apologies for Absence

Apologies were received from Cllrs Pedder and Roxburgh and Karen Whelan and Karen Wetherell.

17/J Notes

The notes of the meeting of the Joint Staff Consultative Group held on 27 November 2014 were received and confirmed.

18/J Social Media Policy

The Group received a report on the Council's Social Media Policy. The following amendments were advised:

- i) Under heading Introduction page 8, first paragraph, remove '*Child Protection Policy*';
- ii) Under heading Introduction , page 8, third paragraph, add to the end of the sentence, '*if approved by Service Heads*';
- iii) Under heading Scope, page 9, remove Child Protection Policy bullet point and at last paragraph, add a / between 'and' and 'or';
- iv) Under heading Principle and Aims, page 10, paragraph 6.7, add a / between 'and' and 'or';
- v) Under heading Policy and Procedure, page 10, paragraph 7.1, penultimate bullet point, add a / between 'and' and 'or';

- vi) Under heading Defamation, paragraph 8.2.1, an additional sentence would be added with regard to possible action to be taken. This would be advised.

Resolved that in accordance with the Council's Scheme of Delegation, the Social Media Policy be agreed by the Head of Paid Service.

19/J Recruitment Policy

The Group received a report on the Council's Recruitment Policy and the following amendments were advised:

- i) Under heading Scope, page 18 at the end of the second paragraph add a full stop and add at the end of this section '*N.B. this policy will not apply to Chief Executive appointments*';
- ii) Under heading Staffing Request, page 21 paragraph 7.3.1, after Executive Heads add '*and Heads of Service*'. This to be carried through the policy document;
- iii) Under heading Job Descriptions, page 22, paragraph 8.1.1, penultimate bullet point, replace '*School*' with '*Council*';
- iv) Under heading Person Specifications, page 23, paragraph 9.1.2, remove '*questions*' and replace with '*process*';
- v) Under paragraph 'non-discriminatory', page 24, final sentence, remove the word 'have' to read....'*a requirement that an applicant must be a native English speaker is likely to be*';
- vi) Under heading advertisements, page 24, paragraph 10.5.1, put a capital letter to read '*Surrey Heath House*';
- vii) Under heading shortlisting, page 27, paragraph 11.2, change 'three' elements to 'two' in the first sentence, remove point i) and re-number the two remaining bullet points, and remove the last sentence beginning N.B.;
- viii) At paragraph 13.9.2, page 32, change '*Data Protection 1998 legislation*' to '*Data Protection Act 1998*';
- ix) At paragraph 14.4 second paragraph on page 33, remove the word '*what*' in the first sentence and add '*how*';
- x) At paragraph 15.4 page 35 change '*Data Protection 1998 legislation*' to '*Data Protection Act 1998*'
- xi) At paragraph 18.6, page 37, remove the word '*failure*' from the first sentence and add '*if the candidate fails to....*';

Resolved that in accordance with the Council's Scheme of Delegation, the Recruitment Policy be agreed by the Head of Paid Service.

20/J Work Programme

The Group received a report on the work programme for the municipal year 2015/16.

It was noted that 'Safeguarding' would be added to one of the meeting dates on the work programme.

Meeting	Topic	Source
4 June 2015	Disciplinary Policy amendments	HR
	Grievance Policy amendments	HR
	Data Protection Policy	ICT/HR
	Smoking Policy – E Cigarettes	HR
22 September 2015	Pay Policy - Additional duties allowance	HR
	Pay Policy - Honoraria	HR
	Pay Policy - Anti-social Hours	HR
21 January 2016	IIP	HR
	Pay Settlement	HR
	Pay Policy Statement	HR
17 March 2016	IIP	HR
	Employment Stability Policy	HR

Resolved that the work programme for 2015/16 as set out above be approved and amended as appropriate.

Chairman

This page is intentionally left blank

**Minutes of a Meeting of the
Performance and Audit Scrutiny
Committee - Audit Meeting held at
Surrey Heath House on 25 March 2015**

+ Cllr John May (Chairman)
+ Cllr David Allen (Vice Chairman)

+ Cllr Tim Dodds	+ Cllr Audrey Roxburgh
+ Cllr Alastair Graham	+ Cllr Pat Tedder
+ Cllr Beverley Harding	+ Cllr Alan Whittart
+ Cllr Edward Hawkins	+ Cllr John Winterton
+ Cllr Paul Ilnicki	+ Cllr Rodney Bates
+ Cllr Lexie Kemp	+ Cllr Glyn Carpenter
+ Cllr Chris Pitt	+ Cllr Liane Gibson
+ Cllr Joanne Potter	+ Cllr Ian Sams
+ Cllr Wynne Price	

+ Present
- Apologies for absence presented

In Attendance: Julia Hutley-Savage, Kelvin Menon, Andrew Crawford,
Sarah Groom and Jessica Harris-Hooton

40/P Chairman's Announcements

The Chairman welcomed Members to the meeting. He reported that he would be standing down as a Councillor at the election and thanked Members and Officers for their support and efforts during his chairmanship.

In respect of the work programme, the Chairman noted the Committee should have considered, at this meeting, a report on Audit recommendations agreed by service heads, but not implemented. He reported that, as all recommendations to date had been actioned, it had not been considered necessary to submit a formal report to the Committee.

41/P Minutes

The minutes of the Audit meeting of the Committee, held on 28 January 2015, were agreed and signed by the Chairman.

42/P Regulation of Investigatory Powers Act 2000 - Update

The Principal Solicitor reported on the purpose of the Regulation of Investigatory Powers Act 2000 (RIPA) and its application by the Council. She noted, in particular, that RIPA regulated the use of directed surveillance or the use of covert human intelligence sources and what steps were required to authorise officers under the Act.

In a recent inspection by the Office of Surveillance Commission, the Inspector stated that 'a very professional, efficient, knowledgeable and enthusiastic team of

officers is extremely very well placed to run a RIPA compliant operation, should the Council decide to make use of the RIPA provisions’.

Members noted that powers under this act could only be used to further the duties and responsibilities of the Council and if the matter under consideration could be a criminal act which would carry a minimum sentence of 6 months in prison. It was confirmed that, during the municipal year 2014/15, there had been no authorisations, reviews or renewals under RIPA for the carrying out of direct surveillance.

The Committee suggested that consideration be given to a RIPA briefing being incorporated as part of Members’ general induction training.

Noted, that there were no authorisations for directed surveillance granted during the 2014/15 municipal year.

Chairman

**Minutes of a Meeting of the
Performance and Audit Scrutiny
Committee - Scrutiny Meeting held at
Surrey Heath House on 25 March 2015**

+ Cllr John May (Chairman)
+ Cllr David Allen (Vice Chairman)

+ Cllr Tim Dodds	+ Cllr Audrey Roxburgh
+ Cllr Alastair Graham	+ Cllr Pat Tedder
+ Cllr Beverley Harding	+ Cllr Alan Whittart
+ Cllr Edward Hawkins	+ Cllr John Winterton
+ Cllr Paul Ilnicki	+ Cllr Rodney Bates
+ Cllr Lexie Kemp	+ Cllr Glyn Carpenter
+ Cllr Chris Pitt	+ Cllr Liane Gibson
+ Cllr Joanne Potter	+ Cllr Ian Sams
+ Cllr Wynne Price	

+ Present
- Apologies for absence presented

In Attendance: Julia Hutley-Savage, Kelvin Menon, Andrew Crawford,
Sarah Groom and Jessica Harris-Hooton

43/P Minutes

The minutes of the Scrutiny meeting of the Committee, held on 28 January 2015, were agreed and signed by the Chairman.

44/P Finance Report to 31 December 2014

The Executive Head of Finance presented a report which detailed the Council's budget position after the first 9 months of 2014/15, together with information on investments, debts and capital expenditure performance.

Having examined, with Service Managers, actual expenditure to date against profiled budgets for each budget area, he reported that the outcomes, based on the 3rd Quarter figures, suggested that the Council would finish the year £98,000 or 1% under budget. However, this could change in the 4th Quarter.

The original capital expenditure, proposed by the Executive in September 2014, had been increased from £4.694 million to £4.862 million to accommodate additional items. Since the report had been written the Council had committed to spend a further £18m on property acquisitions – some of which would fall into the next financial year.

Following the recent Council decision to diversify its investments into property and corporate bond funds, the Committee welcomed the markedly improved interest rates which were being achieved through this initiative.

Resolved, that the Finance Report and the Revenue, Treasury and Capital position, as at 31 December 2014, be noted.

45/P Equality Update 2014/15

The Transformation Team Manager presented an update on work undertaken in 2014/15 to meet the requirements of the Equality Act 2010 and the Council's Equality Strategy. She reported that the Council had continued to meet the legislative requirements of the Public Sector Equality Duty (PSED) through a programme of equality impact assessments and ensuring the widest possible publicity on the actions taken in respect of equality, both internally and externally.

Members noted that since the previous consideration, a number of actions had been completed from the Equality Strategy Action Plan, including Member and Officer dementia training, the opening of the Wellbeing (Dementia) Centre/ Saturday Club, capital works and improvements to gypsy/traveller sites and internal developments to introduce minority ethnic and disability champions onto the Officer working group.

Internal equality impact assessments had been completed on the Council's Family Friendly, Flexible Working, Off-site Working and Drugs and Alcohol policies. The Council had recently been recognised as a disability positive organisation, being awarded the Jobcentre Plus 'Two Ticks' accreditation and there had been a number of developments in services for older Nepalese residents.

There had been significant progress in developing services for people living with dementia and their carers, with the Council working closely with Surrey County Council's Adult Social Care Service and the Surrey Heath Clinical Commissioning Group. Members welcomed the opening of the Wellbeing Centre at Windle Valley and the development of the dementia friendly garden on the same site in Bagshot.

The Saturday Club, for people with dementia and their carers, was growing in popularity and the Council was funding a befriending pilot in Heatherside, providing help and friendship to people who had recently been diagnosed with dementia.

Members referred to new responsibilities through the Care Act, which would come into force in September 2015 and asked if any measures were being considered to address growing concerns in the Borough over Autism. An electronic update was requested on this and how the Council was achieving against the various equalities requirements.

Resolved, that the update on work in 2014/15 to meet the provisions of the Equality Act 2010 and the Council's Equality Strategy and Action Plan be noted.

46/P Certification of Claims and Returns - Annual Report 2013/14

The Executive Head of Finance presented a report providing an update on the outcome of the certifications of claims and returns for Housing Benefit for 2013/14. He noted that the Council's external auditors, KPMG, were required to certify the

accuracy of the Council's claims for Housing benefit, to ensure that benefit payments were calculated correctly and reclaimed from the Government in line with regulations.

Members were referred to the circulated letter from KPMG, which confirmed that an unqualified report had been submitted and no changes would be recommended to the processes or procedures.

Resolved, that the report and the submission from KPMG be noted and welcomed.

47/P Committee Work Programme 2015/16

The Democratic Services Officer reported that the Governance Working Group had reviewed the Council's committees and that recommendations on the Scrutiny Function would be considered by the Council at its next meeting, on 15 April 2015. The Council would then appoint committees at the Annual Council on 20 May 2015.

Due to the current review of committees and the upcoming election/Member changes, the Officers had recommended considering a work programme for the planned meeting of the Committee to be held on 17 June 2015 and that the Committee be asked, at that meeting, to consider a work programme for the remainder of the municipal year.

RESOLVED, that issues for consideration by the Committee on 17 June 2015 be as detailed at Annex A and that the work programme for the remainder of the municipal year be considered at that meeting.

Chairman

This page is intentionally left blank

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

DATE	TOPIC	REPORT AUTHOR
17 June 2015		
P&A (Scrutiny)		
1	Scrutiny of Portfolios	Kelvin Menon
2	Expenditure on Professional Advisors	Kelvin Menon
3	Committee Work Programme 2015/16	
4	Working Groups/Member Panels	Kelvin Menon

This page is intentionally left blank