

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
13 April 2016**

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+ Cllr Joanne Potter (Mayor)  
+ Cllr John Winterton (Deputy Mayor)

+ Cllr Dan Adams	- Cllr Oliver Lewis
+ Cllr David Allen	+ Cllr Jonathan Lytle
+ Cllr Rodney Bates	+ Cllr Katia Malcaus Cooper
+ Cllr Richard Brooks	+ Cllr Bruce Mansell
+ Cllr Nick Chambers	+ Cllr David Mansfield
+ Cllr Bill Chapman	+ Cllr Alan McClafferty
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Ian Cullen	+ Cllr Max Nelson
+ Cllr Paul Deach	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
+ Cllr Craig Fennell	+ Cllr Chris Pitt
- Cllr Surinder Gandhum	- Cllr Nic Price
+ Cllr Moira Gibson	+ Cllr Wynne Price
+ Cllr Edward Hawkins	+ Cllr Darryl Ratiram
+ Cllr Josephine Hawkins	- Cllr Ian Sams
+ Cllr Ruth Hutchinson	- Cllr Conrad Sturt
+ Cllr Paul Ilnicki	+ Cllr Pat Tedder
+ Cllr Rebecca Jennings-Evans	+ Cllr Victoria Wheeler
+ Cllr David Lewis	+ Cllr Valerie White

+ Present

- Apologies for absence presented

**53/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Surinder Gandhum, Oliver Lewis, Nic Price, Ian Sams and Conrad Sturt.

**54/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 24 February 2016 be approved as a correct record.**

**55/C Mayor's Announcements**

The Mayor announced that she had continued to be very busy. She had attended events at the Surrey Borders Lions Club and the Heritage Gallery and the Epsom and Ewell Charity Ball. She reminded Members that tickets were available for the event at the English Rugby Ground on 15 April. The Mayor's Charity Ball would be held on 14 May 2016 and the Mayor encouraged all Members to attend what was expected to be a spectacular event.

## **56/C Leader's Announcements**

The Leader reported that she had attended a meeting in West Sussex to discuss the 3 Counties devolution proposals. She was concerned that the County Councils were not taking on board the concerns of the district councils and that the district councils were expected to sign up without knowing the full implications. Discussions were now about a "real" combined authority for the 3 county area although there would be no guarantees in relation to funding. It was also emerging that, in order for a combined authority to be granted extra powers, it would have to have a directly elected Mayor.

Also under discussion by the Surrey Leaders was "double" devolution, with powers relating to highways, flood relief, public realm and enforcement, including trading standards, being devolved from the County Council to groups of districts councils.

The Surrey Leaders had also discussed whether to lobby the Government in relation to its proposal to reduce, from 5% to 2½%, the percentage of retained NNDR rates. The Leader was of the opinion that such lobbying would be ineffective. The Surrey Leaders had also expressed concern in relation to the Government's proposed apprenticeship levy which could result in a substantial cost to local authorities.

## **57/C Declarations of Interest**

In relation to the resolution at Minute 58/C(a) - Pay Award 2016/17, the following interests were declared and the Members were not present for its consideration

- (a) Councillor Rodney Bates, for the record, as an employee of a neighbouring local authority; and
- (b) Councillor Richard Brooks, a Disclosable Pecuniary Interest, as his wife was employed by the Council.

## **58/C Executive, Committees and Other Bodies**

- (a) Executive – 1 March and 22 March 2016

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

**Resolved that the minutes of the meetings of the Executive held on 1 March and 22 March 2016 be received and the recommendation therein be adopted as set out below:**

**Minute 83/E – Pay Award 2016/17**

**Resolved a pay award of 1% be made for 2016/17, to be met from the existing salaries budgets.**

- (b) Planning Applications Committee – 7 March and 7 April 2016

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

**Resolved that the minutes of the meetings of the Planning Applications Committee held on 7 March and 7 April 2016 be received.**

- (c) Performance and Finance Scrutiny Committee – 27 January and 23 March 2016

It was moved by Councillor David Allen, seconded by Councillor Wynne Price, and

**Resolved that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 27 January and 23 March 2016 be received.**

(Note: In accordance with Council Procedural Rule 17.5, Councillors Craig Fennell and Chris Pitt recorded their abstentions from voting in relation to the minutes of the meeting held on 27 January 2016.)

- (d) Licensing Committee – 16 March 2016

It was moved by Councillor Bill Chapman, seconded by Councillor Paul Ilnicki and

**Resolved that the minutes of the meeting of the Licensing Committee held on 16 March 2016 be received.**

- (e) Joint Staff Consultative Group – 17 March 2016

It was moved by Councillor Josephine Hawkins, seconded by Councillor Robin Perry and

**Resolved that the minutes of the meeting of the Joint Staff Consultative Group held on 17 March 2016 be received.**

- (f) External Partnerships Select Committee – 29 March 2016

It was moved by Councillor Paul Deach, seconded by Councillor and Dan Adams

**Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 29 March 2016 be received.**

- (g) Audit and Standards Committee – 31 March 2016

It was moved by Councillor Valerie White, seconded by Councillor Paul Ilnicki and

**Resolved that the minutes of the meetings of the Audit and Standards Committee held on 31 March 2016 be received.**

**59/C Governance Working Group**

The Governance Working Group had met on 5 February 2016 and 18 March 2016 and had considered a number of issues and made recommendations relating to the Planning Code of Practice – Committee Member Site Visits Procedure, Financial Regulations, IT Code of Practice for Members and the Licensing Sub Committees.

As a result of the decision to move meetings of the Planning Committee from a Monday to a Thursday from the start of the 2016/17 Municipal Year, the Working Group had reviewed the procedure for committee member site visits. It was agreed to recommend that the procedure be revised so that requests for a site visit must be received by 4pm at least four clear working days before a Committee meeting and that the Council's Constitution be updated accordingly.

In accordance with the requirement of the Council's Constitution to review Financial Regulations every five years, the Working Group reviewed the Regulations. The Regulations had been amended to reflect legislative changes and the changes brought about by the implementation of Civica, the Council's new finance and purchasing system, but also to make them more accessible and user friendly.

The Working Group had also reviewed the IT Code of Practice for Members which had been updated to reflect the changes that had been made to the IT equipment provided to Members. It was noted, in relation to the removal of a Councillor's IT equipment as a result of the breach of the Code, that the Working Group had recommended that it would be for the Audit and Standards Committee to authorise this sanction.

The Working Group had also discussed ongoing concerns about Licensing Sub-committees. The Licensing Act 2003 restricted the size of the Licensing Committee to between 10 and 15 councillors and that the membership of any Sub-committees established by the Licensing Committee had to be drawn from the main Committee. The Working Group had noted that substitutes of the Licensing Committee were able to sit on Sub-committees and had agreed that increasing participation levels would be explored in more detail at its next meeting. Sub-committee hearings had, where possible in the past, been chaired by either the Chairman or Vice Chairman of the Licensing Committee and the Working Group had agreed that, in order to spread the responsibility, a small pool of Licensing Committee members would be nominated to act as Licensing Sub-committee Chairmen.

**Resolved that**

- (i) paragraph 7, Appendix B of the Planning Code of Practice for Councillors and Officers at Part 5 of the Constitution be amended as follows;**

***'requests must be made in writing, explaining the reason for the request, to the Development Manager with a copy forwarded to the Executive Head of Regulatory and the Democratic and Electoral Services Officer by 4 pm on the Monday preceding four clear working days before the Planning Applications Committee meeting.'***

- (ii) the revised Financial Regulations, attached as Annex A be adopted; and
- (iii) the revised IT Code of Practice for Members, attached as Annex B be adopted.

**60/C Portfolio Holder's Question Time**

Councillor Josephine Hawkins answered a question relation to her role as Children's Champion.

**61/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 1 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
62/C	3
63/C	3

**62/C Council, Executive and Committees - Exempt**

The Council received the exempt minutes of the meetings of the Performance and Finance Scrutiny Committee held on 27 January and 23 March 2016.

**63/C Review of Exempt Items**

The Council reviewed the minutes 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 Minutes 34/PF and 48/PF to remain exempt for the present time.**

Mayor