

COUNCIL MEETING

23 July 2015

COUNCIL MINUTE BOOK

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

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

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

+ Present

1/C Mayor

It was moved by Councillor Craig Fennell and seconded by Councillor Paul Deach that Councillor Joanne Potter be elected Mayor for the ensuing year. The motion was put to the vote and carried unanimously.

RESOLVED, that Councillor Joanne Potter be elected Mayor of the Borough of Surrey Heath for the ensuing municipal year.

Councillor Joanne Potter made and signed the Declaration of Acceptance of Office of Mayor and was invested with the Mayoral Chain of Office.

The Mayor, Councillor Joanne Potter, in the Chair

Councillor Potter thanked the Council for her election as the 43rd Mayor of the Borough and the Council's ambassador. She congratulated Mr Bob Paton and his wife, Carole, for the way in which they had most ably carried out their duties as Mayor and Mayoress during the past year and thanked Bob Paton for all his help and guidance during her year as Deputy Mayor.

The Mayor paid tribute to the support she had received from her sister, Jackie Piper during her year as Deputy Mayor and thanked her for agreeing to be the Mayor's Escort for the ensuing year. She also thanked Reverend Phil Parker from St Andrew's Church, Frimley Green for agreeing to be her Chaplain during her mayoral year.

Bob Paton, in responding, thanked all the councillors and officers who had supported him in the past year, with particular thanks to Cllr Joanne Potter for her support as his deputy throughout the year, his Chaplain, Bruce Nicole and the Mayor's Secretary, Mrs Sarah Ruddock.

2/C Deputy Mayor

It was moved by Councillor Valerie White and seconded by Councillor Mrs Vivienne Chapman that Councillor John Winterton be appointed Deputy Mayor for the ensuing year. The motion was put to a vote and carried unanimously.

RESOLVED, that Councillor John Winterton be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.

Councillor Winterton thanked Members for their affirmation and encouragement and promised that he would carry out his duties on behalf of Surrey Heath residents, to the best of his ability, applying diligence, dignity and humour. His wife, Di Winterton was invested as the Deputy Mayoress.

3/C Report of the Returning Officer

The Council received the report of the Returning Officer, formally notifying the return of the Borough Councillors at the elections held on 7 May 2015. The Mayor welcomed all newly elected councillors to their first meeting.

4/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 15 April 2015, be approved as a correct record.

5/C Mayor's Announcements

The Mayor announced that the charities she would be supporting in her Mayoral year would be:

- (i) Parity for Disability;
- (ii) Sebastian's Action Trust; and
- (iii) The Alzheimer's Café, Camberley

She invited Members to join her in 'Raising the Flag for our Armed Forces', on Monday 22 June 2015, in Frimley Lodge Park.

6/C Leader of the Council

It was moved by Councillor Richard Brooks and seconded by Councillor Charlotte Morley, that Councillor Moira Gibson be appointed Leader of the Council for a four year term of office. The motion was put to the vote and carried.

RESOLVED, that Councillor Moira Gibson be appointed Leader of the Council for a four year term of office.

7/C Executive Arrangements

The Leader informed the Council that Councillor Richard Brooks would be the Deputy Leader and the following councillors would be Portfolio Holders with the areas of responsibility as set out below:

<u>Portfolio Area</u>	<u>Portfolio Holder</u>
Business	Cllr Craig Fennell
Community	Cllr Mrs Vivienne Chapman
Corporate	Cllr Josephine Hawkins
Finance	Cllr Richard Brooks
Regulatory	Cllr Charlotte Morley
Transformation	Cllr Colin Dougan

She reported that all decisions would be taken collectively by the Executive. She had not reserved any decisions to the office of the Council Leader and no individual decision making powers had been delegated to Portfolio Holders.

8/C Establishment of Committees, Determination of Committee Member Numbers and Review of Political Proportionality

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate.

It was moved by the Mayor and seconded by the Deputy Mayor, that the scheme of proportionality set out in the agenda be adopted.

RESOLVED, that

- (i) the committees as set out at Annex A be appointed with the committee sizes shown; and**
- (ii) the scheme of proportionality as set out at Annex A be adopted for 2015/16.**

9/C Appointment of Members to Committees

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

RESOLVED, that the membership of the standing committees of the Council for 2015/16 be as follows:

Planning Applications Committee (16 members and 6 substitute members)

Committee Members:

Cllr David Allen, Cllr Richard Brooks, Cllr Nick Chambers, Cllr Mrs Vivienne Chapman, Cllr Colin Dougan, Cllr Surinder Gandhum, Cllr Edward Hawkins, Cllr Rebecca Jennings-Evans, Cllr Katia Malcaus Cooper, Cllr David Mansfield, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Pat Tedder, Cllr Valerie White, Cllr Victoria Wheeler

Substitutes:

Cllr Dan Adams, Cllr Rodney Bates, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr Max Nelson, Cllr Adrian Page.

Licensing Committee (15 members and 6 substitute members)

Committee Members:

Cllr Nick Chambers, Cllr Bill Chapman, Cllr Mrs Vivienne Chapman, Cllr Surinder Gandhum, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Bruce Mansell, Cllr Nic Price, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Pat Tedder, Cllr Valerie White.

Substitutes:

Cllr Rodney Bates, Cllr Ian Cullen, Cllr David Lewis, Cllr Max Nelson, Cllr Wynne Price, Cllr Victoria Wheeler.

External Partnerships Select Committee (15 members and 5 substitute members)

Cllr Dan Adams, Cllr Ian Cullen, Cllr Paul Deach, Cllr Ruth Hutchinson, Cllr Rebecca Jennings-Evans, Cllr David Lewis, Cllr Katia Malcaus Cooper, Cllr Alan McClafferty, Cllr Max Nelson, Cllr Adrian Page, Cllr Robin Perry, Cllr Chris Pitt, Cllr Nic Price, Cllr Darryl Ratiram, Cllr John Winterton.

Substitutes:

Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Wynne Price, Cllr Ian Sams, Cllr Pat Tedder.

Performance and Finance Scrutiny Committee (15 members and 5 substitute members)

Committee Members:

Cllr Dan Adams, Cllr David Allen, Cllr Bill Chapman, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Alan McClafferty, Cllr Max Nelson, Cllr Robin Perry, Cllr Chris Pitt, Cllr Wynne Price, Cllr Darryl Ratiram, Cllr Victoria Wheeler, Cllr John Winterton.

Substitutes:

Cllr Rodney Bates, Cllr Rebecca Jennings-Evans, Cllr Katia Malcaus Cooper, Cllr Ian Sams, Cllr Valerie White.

Audit and Standards Committee (7 members and 4 substitute members)

Committee Members:

Cllr Rodney Bates, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr David Lewis, Cllr Jonathan Lytle, Cllr Bruce Mansell, Cllr Valerie White.

Substitutes:

Cllr Dan Adams, Cllr Ruth Hutchinson, Cllr Katia Malcaus Cooper, Cllr Ian Sams.

Appointments Committee (5 members and 3 substitute members)

Committee Members:

Cllr Rodney Bates, Cllr Richard Brooks, Cllr Moira Gibson, Cllr Josephine Hawkins, Cllr Charlotte Morley.

Substitutes:

Cllr Mrs Vivienne Chapman, Cllr Victoria Wheeler, Cllr Valerie White.

10/C Appointment of Chairmen and Vice-Chairmen of the Committees of the Council

It was moved by the Mayor and seconded by the Deputy Mayor, that the chairmen and vice-chairmen of committees, as previously nominated and as set out below, be appointed for the ensuing year:

RESOLVED, that the following appointments of chairmen and vice-chairmen of committees, as previously nominated and as set out below be made for the ensuing year:

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Planning Applications	Cllr Edward Hawkins	Cllr David Mansfield
Licensing	Cllr Bill Chapman	Cllr Ian Sams
External Partnerships	Cllr Paul Deach	Cllr Dan Adams
Select		

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Performance and Finance Scrutiny	Cllr David Allen	Cllr Wynne Price
Audit and Standards Appointments	Cllr Valerie White Cllr Moira Gibson	Cllr Paul Ilnicki Cllr Richard Brooks

11/C **Joint Committee**

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

RESOLVED that Councillor Charlotte Morley be appointed to the Surrey Police and Crime Panel for the 2015/16 municipal year.

12/C **Appointment of Working Groups and Other Bodies of the Council**

It was moved by the Mayor and seconded by Councillor Moira Gibson that the bodies set out below be established and that the size of these bodies, the allocations to the different party groups and the nominations thereto be as laid on the table.

RESOLVED, that the following working groups or bodies of the Council be established, the allocation of seats be approved, and the membership of those bodies be as set out below:

Governance Working Group (5 members and 3 substitute members)

Members:

Cllr Rodney Bates, Cllr Paul Deach, Cllr Moira Gibson, Cllr Josephine Hawkins, Cllr Wynne Price.

Substitutes:

Cllr Rebecca Jennings-Evans, Cllr Ian Sams, Cllr Victoria Wheeler.

Joint Staff Consultative Group (8 members)

Cllr Moira Gibson, Cllr Josephine Hawkins, Cllr Paul Ilnicki, Cllr Charlotte Morley, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Ruth Hutchinson.

Waste Contract Consultative Group (5 members and 3 substitute members)

Members:

Cllr Mrs Vivienne Chapman, Cllr David Lewis, Cllr Max Nelson, Cllr Ian Sams, Cllr Pat Tedder.

Substitutes:

Cllr Paul Ilnicki, Cllr John Winterton, Cllr Ruth Hutchinson.

13/C **Responsibility for Functions**

The Constitution, at Part 4 Section A, required the Council at its Annual Meeting to agree the Scheme of Delegation of Functions.

RESOLVED, that the Scheme of Delegation of Functions, as set out at Annex B to the agenda report, be agreed.

Mayor

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 26 May
2015**

+ Cllr Moira Gibson (Chairman)

- | | |
|-----------------------------|--------------------------|
| + Cllr Richard Brooks | + Cllr Craig Fennell |
| + Cllr Mrs Vivienne Chapman | + Cllr Josephine Hawkins |
| + Cllr Colin Dougan | + Cllr Charlotte Morley |

+ Present

- Apologies for absence presented

In Attendance: Cllr Dan Adams, Cllr Rodney Bates, Cllr Paul Deach, Cllr Chris Pitt, Cllr Valerie White and Cllr John Winterton

1/E Minutes

The minutes of the meeting held on 7 April 2015 were confirmed and signed by the Chairman.

2/E Appointments to Surrey Leaders' Group Outside Bodies

The Executive was informed that the Council had been invited by the Surrey Leaders Group, which consisted of the eleven district councils in Surrey and Surrey County Council, to nominate representatives to serve on various outside bodies.

The Surrey Leaders Group had advised that there would be seven positions to be filled for 2015/16.

RESOLVED to make the following nominations to the Surrey Leaders' Group Outside Bodies

Body	Nominations
SCC Health Scrutiny Select Committee	Cllr Nick Chambers Cllr Darryl Ratiram Cllr Victoria Wheeler
High Sheriff's Award	Cllr Richard Brooks Cllr Ruth Hutchinson Cllr Valerie White
Surrey Pension Fund Board	Cllr Edward Hawkins Cllr Chris Pitt
South East Reserve Forces and Cadets Association	Cllr David Lewis Cllr Oliver Lewis
Active Surrey Sports Partnership Board	Cllr Nick Chambers Cllr Rebecca Jennings-Evans Cllr Alan McClafferty
Surrey Civilian Military	Cllr Colin Dougan

3/E The Growth Team Project - Southcote Park

The Growth Team was a group of adults with disabilities, supported by 2 staff members, who currently undertook paid conservation work on behalf of Surrey County Council and voluntary work on behalf of this Council. In the past year the Growth Team had undertaken 1 day of voluntary work a week at Lightwater Country Park, which had been hugely beneficial, contributing to many of Lightwater Country Park's key conservation objectives.

Opportunities to extend this partnership had been explored and had identified the now disused compound at Southcote Park as an ideal location from which to set up a project growing and selling produce.

It was proposed that 2 polytunnels would be fixed to the existing hard standing within the compound area at Southcote Park; the cost of the polytunnels, their installation, and all the necessary equipment to begin propagating produce would be funded by the Growth Team. The Council would allow usage of the compound area at Southcote Park free of charge.

RESOLVED that, subject to the adoption of a usage agreement, the Council enters into an agreement with the Growth Team, granting permission for its use of the compound area at Southcote Park as a base from which to run its planting project.

4/E Surrey Physical Activity Strategy 2015 - 2020

The Executive considered a Physical Activity Strategy for Surrey produced by Active Surrey. The Strategy pulled together national and local plans and was intended to have a positive impact on the number of residents being physically active.

It was reported that through delivering the strategy, improvements to facilities, green spaces and activity provision would be better planned and co-ordinated, which was likely to result in better outcomes and more choice for residents.

The Active Surrey Board would oversee the Strategy's implementation and monitoring, reporting progress annually.

Members discussed the content of the Strategy and noted that it principally contained high level detail. It was recognised that more detailed information would be included in an action plan and it was therefore suggested that officers should be asked to produce an action plan for Surrey Heath.

RESOLVED to

- (i) endorse the Surrey Physical Activity Strategy 2015-2020 and approve the use of the Borough logo to demonstrate this; and**

- (ii) **commit to continue working in partnership (sharing best practice and resources) with Active Surrey and consider using the Strategy when reviewing or introducing local strategies and plans.**

5/E Camberley Town Centre Christmas Event

The Executive considered a proposal to hold a Christmas event in Camberley Town Centre at London Road Recreation Ground, to take place over 4 weeks during the 2015/16 Christmas and New Year period. The event would consist of a 'real ice' skating rink, which could accommodate up to 150 skaters at a time, and associated seasonal market stalls, along with an illuminated trail to connect the event to the key town centre access points.

The project was being developed in partnership with a professional events company and an established ice rink hire company. The ice rink would be supplied fully staffed, maintained and serviced. The undercover Christmas fair would sell seasonal products as well as food and drink; it would be managed by an independent events management company.

Benchmarking and business modelling processes had been carried out. It was considered that a financial break-even point could be achieved, based upon a conservative take up of 33% capacity at off-peak times and 80% capacity at peak times. It was anticipated that the event would "breakeven", but any shortfall would be met from the Town Centre Events budget held by the Council for promoting and enhancing Camberley.

The Executive was advised the relevant planning and licensing permissions for the event would need to be obtained.

It was reported that a number of other locations had also been considered, including Camberley Park and Park Street, but had been found to be unsuitable. However, some Members felt that the proposed location was unsuitable as it was not central to the town.

Members recognised that further details would need to be assessed, including parking and signage to the Town Centre, and that the promotion of the event would be pivotal. Factors affecting local residents would also need to be given consideration. It was therefore agreed that the project delivery would need to be undertaken in consultation with the Leader, the Business Portfolio Holder and the Ward Councillors for St Michael's and Town.

RESOLVED that, subject to obtaining the relevant planning and licensing permissions

- (i) **a winter ice rink and Christmas fair event be held on London Road Recreation Ground in winter 2015/16 to promote Camberley Town Centre;**
- (ii) **any funding shortfall be met from the Town Centre events budget; and**

- (iii) the project delivery be delegated to the Executive Head of Business in consultation with the Leader, the Portfolio Holder for Business and the Ward Councillors for St Michael's and Town.**

Chairman

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 16 June
2015**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	Cllr Craig Fennell
- Cllr Mrs Vivienne Chapman	+ Cllr Josephine Hawkins
- Cllr Colin Dougan	+ Cllr Charlotte Morley

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Paul Innicki, Cllr David Mansfield, Cllr Robin Perry, Cllr Chris Pitt and Cllr Valerie White

6/E Minutes

The minutes of the meeting held on 26 May 2015 were confirmed and signed by the Chairman.

7/E Appointment of Executive Working Groups

RESOLVED

- (i) **to establish the following Executive Working Groups for the Municipal Year 2015/16 as indicated below;**

<u>Group</u>	<u>No of Seats and Allocation to Political Group</u>	<u>Members</u>
Camberley Theatre and the Arena Leisure Centre Working Group	7 6 – Conservative Group 1 – Others Group	Cllr Ian Cullen Cllr Craig Fennell Cllr Rebecca Jennings-Evans Cllr Edward Hawkins Cllr Ian Sams Cllr Pat Tedder Cllr Valerie White <u>Substitutes</u> Cllr Victoria Wheeler
Camberley Town Centre Future Management Working Group	7 6 – Conservative Group 1 – Others Group	Cllr Rodney Bates Cllr Richard Brooks Cllr Mrs Vivienne Chapman Cllr Colin Dougan Cllr Edward Hawkins Cllr Jonathan Lytle Cllr Max Nelson <u>Substitutes</u> Cllr Ruth Hutchinson
Digital Services Working Group	7 6 – Conservative Group 1 – Others Group	Cllr Dan Adams Cllr David Allen Cllr Paul Deach Cllr Colin Dougan Cllr Jonathan Lytle Cllr Victoria Wheeler Cllr Valerie White <u>Substitutes</u> Cllr Rodney Bates
Equality Working Group	7 6 – Conservative Group 1 – Others Group	Cllr Bill Chapman Cllr Josephine Hawkins Cllr Ruth Hutchinson Cllr Paul Innicki Cllr Katia Malcaus Cooper Cllr Ian Sams Cllr Valerie White <u>Substitutes</u> Cllr Pat Tedder

(ii) that the Conservative Group substitutes be reported to a future meeting; and

(iii) to endorse the Terms of Reference of the Working Groups, as

set out at Annex A to the Agenda Report.

8/E Appointment of Members to Outside Bodies 2015/16

The Executive considered a list of outside bodies in respect of which the Council had been invited to appoint representatives for the 2015/16 municipal year, together with the Group Leaders' nominations to these positions.

In addition to the Outside Bodies the Council had appointed representatives to in 2014/15, it was agreed to appoint Members to Collectively Camberley Ltd., the Community Noise Forum, and Heathrow Airport Consultative Committee.

RESOLVED that the representatives shown be appointed for the 2015/16 municipal year to serve on the bodies as set out below:

<u>Organisation</u>	<u>2015/16 appointments</u>
Accent Group - Local Customer Services Committee	Cllr Colin Dougan
Basingstoke Canal Joint Management Committee	Cllr David Lewis Cllr Nick Chambers (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (sub)
Blackwater Valley Joint Local Authorities Group	Cllr Moira Gibson Cllr Mrs Vivienne Chapman (sub)
Blackwater Valley Countryside Partnership	Cllr David Lewis Cllr Wynne Price
Briars Centre Management Committee	Cllr John Winterton
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr Robin Perry
Collectively Camberley Ltd	Cllr Richard Brooks
Community Noise Forum	Cllr Rebecca Jennings-Evans Cllr Conrad Sturt
Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Pat Tedder

Farnborough Aerodrome Consultative Committee	Cllr Josephine Hawkins Cllr Robin Perry (sub)
Frimley Community Centre Management Committee	Cllr Bruce Mansell
Frimley Fuel Allotments Charity(4 year appointments)	Cllr Paul Deach Cllr Edward Hawkins Cllr Paul Ilnicki Cllr Bruce Mansell
Heatherside Community Centre Council	Cllr Paul Ilnicki Cllr Jonathan Lytle (sub)
Heathrow Airport Consultative Committee	Cllr Moira Gibson Cllr Charlotte Morley (sub)
Henry Smith Charity (4 year appointments)	Cllr Chris Pitt
Joint Waste Collection Services Committee	Cllr Mrs Vivienne Chapman Cllr Valerie White (sub)
Local Government Association - General Assembly	Cllr Moira Gibson Cllr Richard Brooks (sub)
Miss Gomms Trust (4 year appointments)	Cllr Nick Chambers
Mytchett Community Association General Committee	Cllr Craig Fennell
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	Cllr Craig Fennell Cllr Paul Deach (sub)
RELATE North East Hants and Borders	Cllr Katia Malcaus Cooper
South East Employers	Cllr Josephine Hawkins Cllr Chris Pitt (sub)
South East England Councils	Cllr Moira Gibson Cllr Richard Brooks (sub)
Surrey Climate Change Partnership Member Group	Cllr Mrs Vivienne Chapman
Surrey County Playing Fields Association	Cllr Pat Tedder/ Cllr Victoria Wheeler

Surrey Heath Age Concern	Cllr Ruth Hutchinson
Surrey Heath Arts Council	Cllr Ian Cullen Cllr Edward Hawkins Cllr Ian Sams
Surrey Heath Duke of Edinburgh Award Committee	Cllr Jonathan Lytle
Surrey Heath Local Area Committee	Cllr Rodney Bates Cllr Mrs Vivienne Chapman Cllr Josephine Hawkins Cllr Paul Ilnicki Cllr Rebecca Jennings-Evans Cllr Valerie White Cllr Alan McClafferty (sub) Cllr Robin Perry (sub)
Surrey Heath Partnership	Cllr Moira Gibson Cllr Mrs Vivienne Chapman
Surrey Heath Sports Council	Cllr Craig Fennell Cllr Charlotte Morley Cllr Max Nelson Cllr Victoria Wheeler
Surrey Heath Youth Focus	Cllr Paul Deach Cllr Ruth Hutchinson
Surrey Leaders Group	Cllr Moira Gibson
Surrey Waste Partnership	Cllr Mrs Vivienne Chapman
Voluntary Support North Surrey	Cllr Darryl Ratiram Cllr Paul Deach

9/E Highways Bids to the Local Enterprise Partnership

In March 2014 the Enterprise M3 Local Enterprise Partnership (LEP) had submitted a series of bids for infrastructure improvements which had been prepared by the counties and districts across the area. The schemes for improvements to the A331/A30 (Meadows Gyratory) and London Road (A30) at Camberley Town Centre had been approved and were now moving forward to design and implementation stage.

Members were reminded that the Department of Communities and Local Government Funding required a proportion of funding to be provided by local partners. The Executive, at its meeting on 2 December 2014, had agreed in principle local contributions funding for the 2 highway bid schemes. Contributions were now being sought for a total contribution from this Council of £1,625,000 toward these schemes.

Developer contributions would be sought to fund those schemes but to enable the

works to proceed quickly, initially all of the funding would have to come from the Council. There was a risk that future developer contributions would not meet the whole cost of these works.

Members were advised that borrowing was not permitted to fund this expenditure and the funding would therefore need to come from the Council's reserves.

It was noted that, in respect of the London Road (A30) scheme, Members had previously been asked to agree the funding in principle on the basis that the local contribution would be sought, in its entirety, through developer funding associated with the redevelopment scheme for the London Road block; in the event of funding being insufficient, the Council would be asked to consider whether to fund a local contribution. However, the LEP funding for this scheme had come forward earlier than expected and as a result there was no scheme within the town centre from which developer contributions could be sought at that time.

RECOMMENDED that

- (i) local contributions funding of up to £1,625,000 be agreed for the following highway bid schemes:**
 - A30/A331 (Meadows Gyratory) in 2015/16 – 2016/17**
 - London Road (A30) Camberley Town Centre Highway Improvements in 2016/17 – 2017/18**
- (ii) contributions be phased over 2015/16 and 2016/17, with payment to be made upon commencement of the works; and**
- (iii) any cost overruns on these two schemes would not be funded by the Council.**

10/E Community Infrastructure Levy Charging Schedule - Prioritising Infrastructure Projects, Governance Arrangements and Neighbourhood Engagement

The Executive was reminded that the Community Infrastructure Levy (CiL) was a mechanism to secure financial contributions from development towards infrastructure in and around the Borough. The Council's Community Infrastructure Charging Schedule had been adopted by the Council in July 2014 and was implemented from 1 December 2014.

The CiL Charging Schedule was accompanied by the Council's Regulation 123 list, which set out the list of infrastructure projects and/or types to be funded through CiL. The Regulation 123 List had been agreed by the Executive on 1 July 2014.

The Executive was informed that the Council would need to set up a governance system for the distribution and prioritisation of CiL receipts. The Community Infrastructure Levy Regulations set out a duty on the Council as the Charging Authority to pass a proportion of CiL receipts to Parish Councils. This proportion only related to development which had taken place within the parished area. The

proportion of CiL receipts was 15% capped at £100 per existing council tax property per year or 25% uncapped where there was a Neighbourhood Plan in place.

For un-parished areas the Council would need to consider how it engaged with local communities to spend the 15% or 25% element of CiL and agreed that consultation would be carried out with the local Ward Councillors. Members noted that developments might on occasion affect other Wards and agreed that in such cases the appropriate Ward Councillors would also be consulted.

It was reported that the Council would need to set up a governance system for the distribution and prioritisation of CiL receipts. It was therefore proposed that a Panel comprising the Leader, the Finance Portfolio Holder, the Chief Executive and the Section 151 Officer be established to recommend prioritisation of projects and CiL receipts to the Executive for determination.

RESOLVED that

- (i) a governance system, as set out in the above, be established to prioritise those infrastructure projects set out in the Council's Regulation 123 List; and**
- (ii) the Executive consult with the appropriate Ward Members in unparished areas regarding the neighbourhood funding element of CiL.**

11/E Mobile Home Park Fees

The Executive was informed that new legislation had been introduced to enable local authorities to set fee levels for the licensing, renewal of licences and inspection of mobile home parks. The new licensing arrangements were designed to enable local authorities to monitor site licence compliance more effectively thereby ensuring residents' health and safety was better protected.

Adopting a Licence Fee Policy would allow the Council to recoup its costs in managing the application, amendment and transfer of caravan licences, and allow it to charge an annual fee for the inspection of sites.

Guidance published by the Department for Communities and Local Government had been taken into account in the development of the Council's Fee Policy. Three neighbouring authority's fee levels had also been reviewed in order to ensure consistent local practice.

There were currently only two relevant mobile home sites in the Borough, both of which were located in Mytchett.

RESOLVED to adopt the Mobile Home Park Fees Policy, as set out at Annex A to the agenda report, to be introduced from the 2015/16 Financial Year.

12/E End of Year Performance Report 2014/15

The Leader presented a report on the end of Year Performance data for 2014/15. The detailed performance report, attached at Annex A to the agenda report,

illustrated the achievements of the Council against performance indicators, corporate key priorities and annual milestones.

It was reported that 83% of corporate key priorities had been met, 91% of all service milestones had been met and 85% of performance indicators had met or exceeded their targets.

Whilst there had been notable successes, a number of challenges had been experienced that had slowed or delayed delivery. In relation to the Council's number one corporate key priority, Camberley Town Centre, it was reported that, where the Council had total control of the area of work it had delivered its target; however, where it had been reliant on third parties it had taken longer than planned.

It was suggested that it would be useful for Members to receive a briefing on the projects associated with Camberley Town Centre.

RESOLVED to note the Council's Performance for 2014/15.

13/E Consultation on Business Improvement Districts

The Executive considered a proposed response to the Department of Communities and Local Government's consultation on changes to Business Improvement Districts (BID). The consultation was based upon a review which had been carried out in 2014.

Members were reminded that Camberley's BID, Collectively Camberley, had been established in 2012 and was due for renewal in 2016.

The response to the question concerning whether BIDs should be required to provide individual notification of the outcome of the ballot to all affected business was discussed. It was agreed that the response to this question should state that the BID ballot notification should provide an opportunity for businesses to supply an email address at which they can receive a link to the ballot results, and state that the results would otherwise be published on the BID and the Council's websites.

RESOLVED to approve the response to the consultation on changes to Business Improvement Districts, as set out at Annex A to the agenda report, as amended.

Chairman

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 7 July
2015**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	- Cllr Josephine Hawkins
+ Cllr Colin Dougan	- Cllr Charlotte Morley

+ Present

- Apologies for absence presented

14/E Minutes

The minutes of the meeting held on 16 June 2015 were confirmed and signed by the Chairman.

15/E Requests for Carry Forward of Unspent Budget from 2014/15 to 2015/16

The Executive considered a report seeking authority to carry forward unspent budget from 2014/15 to 2015/16.

Financial Regulations required that that where the total budget carry forward requests exceeded £25,000 they must be approved by the Executive.

It was reported that Carry Forwards fell into the following two categories:

- (i) Those which arose from budget underspends in the previous year as a result of works being deferred into the current year. These were shown in Annex A to the agenda report and totalled £139,469.
- (ii) Those which arose from the receipt of Government Grants which, due to accounting rules, had been recognised as income when received provided all the conditions for its original grant had been met. However some grants had been received too late in the year to be spent and therefore requests had been made to carry these forward so they could be spent in the following year. These were shown in Annex B to the agenda report and totalled £81,033.

RESOLVED to approve the budget carry forwards for 2015/16 totalling £220,502, as set out at Annexes A and B to the agenda report.

16/E Response to the Issues and Options Stage Consultation of the Rushmoor Local Plan

Rushmoor Borough Council was consulting on the Issues and Options Stage of the Rushmoor Local Plan 2011-2032. This was the first stage in the Local Plan preparation.

The Rushmoor Local Plan would set out where development would take place within the borough of Rushmoor. It would also set a housing target and policies for employment and retail/leisure uses.

It was reported that Rushmoor formed part of the same identified Housing Market Area and Functional Economic Area as Surrey Heath Borough and Hart District. In line with the National Planning Policy Framework (NPPF), a Joint Strategic Housing Market Assessment (SHMA) and a Joint Employment Land Review had been undertaken by the three authorities. Of particular relevance to this Council were the proposed options regarding housing numbers, employment, retail, infrastructure and Farnborough Airport.

The SHMA set out an objectively assessed housing need and each authority should seek to meet this unless there were specific policies in the NPPF which indicated otherwise. These included sites protected under the Habitats Regulations (Thames Basin Heaths Special Protection Area) and Green Belt. Rushmoor had indicated that it would not be able to deliver approximately 1,600 dwellings of its objectively assessed housing need and would therefore seek to see these dwellings delivered by Surrey Heath and Hart District Council. The Council's response to the consultation stated that Surrey Heath would not be in a position to take any unmet need from Rushmoor.

The Employment Land Review had indicated that, in order to maintain economic growth, there was a need to retain strategic and locally important employment sites within the Functional Economic Area. The Issues and Options consultation sought to take forward this approach.

The Issues and Options consultation set out the approach to the regeneration of Farnborough and Aldershot. Members noted that this regeneration would need to ensure that it did not have a detrimental impact on surrounding town centres, including Camberley, and that the retail hierarchy in the Blackwater Valley was retained.

In relation to Farnborough Airport, the consultation sought to ensure the amenity of residents by proposing a number of policies to restrict noise and flying at weekends and Bank Holidays and to limit hours of operation

RESOLVED that the Council's response to the Options Stage Consultation on Rushmoor Local Plan 2011-2032 be as set out at Annex A to the agenda report.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 30 April 2015

+ Cllr Edward Hawkins (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr Tim Dodds, Cllr Wynne Price, Andrew Crawford, Michelle Fielder, Gareth John, Jonathan Partington and Paul Watts

127/P Minutes

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

128/P Application Number: 15/0067 - Former British Oxygen Corporation, Chertsey Road, Windlesham

The application was for the Hybrid planning application comprising:

- a) Full application for two new wings to existing building, extension to existing garage next to the clock tower and enlarged plant enclosure to existing energy centre; plus two new buildings 1 and 2 for research and development located at the southeast corner of the site together with circular test road, gatehouse, cycle/waste storage building with new vehicular access from Highams Lane; and, monorail stations and monorail track between the existing building and proposed building 1;
- b) Outline application with all matters reserved for extension to restaurant; enlarged test road and monorail track in the western field; and, new building 3 for research and development adjacent to the M3 motorway, monorail station adjoining building 3, and test building. (Additional plans rec'd 6/3/15) (Additional plans rec'd 30/03/15) (Amended Travel Plan rec'd 25/3/15) (Additional info rec'd 08/04/15).

Members were advised of the following updates:

Re-consultation responses

A further letter of objection has been received from Chobham Parish Council. The main points made by CPC are summarised below:

- *Not convinced by the arguments in the additional Green Belt statement;*
- *The site is not sustainable;*
- *Highams Lane unsuitable for traffic. Concern over HGVs being directed past Valley End School by Sat. Nav. and impracticality for HGV traffic to approach from the A30 due to the narrow railway bridge at Sunningdale;*

[Officer's comments: The suitability of Highams Lane and routing has been fully considered by the CHA. The configuration of the proposed vehicular access would make it impossible for HGV vehicles to turn right out of the site towards the school. Condition 10 on page 29 would control construction traffic. Once the site is operational the applicant advises that the same drivers would be relied upon, like at Mytchett Place, but the applicant would also ensure all drivers are made aware of the correct route]

- *State of the art factory being built near Coventry by Zhejiang Geely Holding Group for building low emission vehicles so question why a showcase facility is needed*

[Officer's comments: See paragraph 8.7 of agenda for consideration of the showcase facility. In addition, this proposal is for prototypes only and is not a factory for mass production of cars]

A further 4 letters of objection have been received (in total 21 letters received), which reiterate those points stated on page 14 of the agenda report but also raise the following additional points:

- *Additional Green Belt statement adds little weight to original submission;*
- *The applicant's discount of alternative sites is a brief resume of a few site's close by and does not consider all of the south of England for alternatives;*

[Officer's comments: See paragraph 8.4.2. The agenda report recognises that on the basis of the information submitted only moderate weight can be given to this argument]

- *The release of green belt land for McLaren and Guilford developments are not comparable. McLaren was already substantially developed with large farm buildings;*
- *The proposal does not represent sustainable development as social and environmental improvements would not be sought jointly and simultaneously; it is located in the wrong place; would not create jobs in cities, town and villages; and, it would not reduce but increase vehicle trips on already congested roads.*

One letter of support has been received, with no reasons given.

Additional information from the applicant

On request of officers the applicant has submitted information on the need for the monorail [see paragraph 8.4.2 of agenda]; the existing situation at Mytchett and

the economic benefit [see paragraph 8.2.4 of agenda]; an explanation of the campus development; and, further detail as to why alternative sites were discounted [see paragraph 8.4 of agenda]. This is appended to the update.

Drainage

SuDS design details have been submitted for the full planning application. The Council's Drainage Engineer is working with the applicant to ensure a suitable design. It is therefore recommended that these final details are agreed under delegated powers.

For the outline proposal, details would be required during the reserved matters stage. It is therefore recommended that the EA drainage condition be imposed, as for all major applications received before the 6 April 2015 the responsibility remains with the EA (and not the LLFA) where the EA has made comments.

Recommendation

Delegate to officers for agreement on drainage details for the full planning application and REFER to the Secretary of State

Add the additional conditions:

20. The total floor area of the outline development proposals shall not exceed 3,380 sq metres unless otherwise agreed in writing by the Planning Authority.

Reason: To retain control in the interests of the Green Belt and to comply with Policy CP1 of the Surrey Heath Core Strategy and Development Management Policies and the NPPF.

21. Development shall not begin until a surface water drainage scheme for the site, based on the agreed Flood Risk Assessment, Kamkorp Park Ltd reference: KP-AR-I-XXX-RP-C- 500 dated: 3 February 2015 has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. This shall include:

- An overarching master plan for the development site as a whole and where development is to be carried out in phases details of those phases indicating that they are independent of another and demonstration that should one phase not take place there will be no detriment to the site as a whole.*
- Details of all storage, attenuation and drainage features and volumes for the outline phase of works and changes to existing*
- Drainage calculations*
- Retention of the Greenfield run off rate for the entire site*
- Infiltration testing results*

Reason: To ensure that the proposed development will prevent the increased risk of flooding, in accordance with paragraph 103 of the NPPF and Policy DM10 of the Surrey Heath Core Strategy.

Some Members requested that the application be deferred so that Chobham residents had the opportunity to go to exhibits. Officers advised that there would be no justification for a deferment.

It was noted that the County Highways Agency had raised no objection to the scheme and a detailed Transport Assessment had been carried out.

There was some concern about development in the Green Belt but it was advised that Members would have to decide whether the special circumstances carried sufficient weight.

There was also concern that the traffic would travel along Chertsey Road and through Chobham village but officers advised that this would be heavily controlled.

Some Members raised the issue of flooding however officers advised that the Environment Agency had raised no objections. In terms of the sustainable drainage systems, work was being carried out with the applicant to ensure that this would be in place.

It was noted by some Members that the scheme would encroach on a huge area of Green Belt but officers advised that this would be an opportunity to enhance the landscape and produce a 20 year management programme.

Some Members requested that a noise level condition be added to prevent any new company changing. There would be an opportunity to discuss further with Environmental Health, however, Members agreed to include a condition to ensure that any future occupant must submit a noise assessment.

Resolved that application 15/0067 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory and referral to the Secretary of State as a departure from the Development Plan.

Note 1

It was noted for the record that:

- i) Councillor Edward Hawkins had been contacted by an individual on behalf of the Chobham Society and a number attended the site visit;
- ii) Councillor Colin Dougan visited a parent site in Mytchett;
- iii) Councillor Richard Brooks visited a parent site some years ago;
- iv) Councillor Judi Trow had received a letter from NGA Town Planning regarding the application;
- v) Councillor Pat Tedder had attended an exhibition at BOC in December.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Siddiqi spoke in support of the application.

Note 3

The recommendation to approve the application as amended was proposed by Councillor Colin Dougan 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, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Ian Sams, and Valerie White.

Voting against the recommendation to approve the application, as amended:

Councillors Ken Pedder, Pat Tedder, Judi Trow.

129/P Application Number: 15/0035 - 17 Queens Road, (formerly Bisley Office Furniture), Bisley, Woking, GU24 9BJ

The application was for the erection of a total of 110 dwellings (including affordable housing) with principal access off Queens Road and access serving 2 no. dwellings off Chatton Row together with internal roads, footways and car parking including garages, drainage, landscaping, open space and other associated works following demolition of the existing factory buildings and areas of hardstanding (Additional info recv'd 13/3/15).

Members were advised of the following updates:

One further letter of objection has been received. This does not raise any new or additional material considerations.

A consultation response has been received from Natural England and no objection is raised. Amendment to proposed conditions 3, 4, 8, 23 and 25 as detailed below:

- 3. No development shall take place until written confirmation has been obtained from the LPA in agreement with Natural England that the applicant has secured a SANG in perpetuity (including its management plan); and no dwelling shall be occupied before written confirmation has been obtained from the LPA that the works required to bring the land up to acceptable SANG standard have been completed.*

Reason: as originally drafted.

- 4. Prior to any building works comprising the construction of dwellings the applicant shall have submitted to and have approved in writing (by the Local Planning Authority) a scheme to relocate the watercourse to the southern end*

of the site (on or off the site). The details to be submitted shall include the full details of the proposed design of the watercourse, a timetable for delivery and on-going maintenance.

Reason: as originally drafted.

- 8. A minimum of 7 working days before any development, including any works of demolition or site clearance, a pre-commencement meeting must be arranged with the Arboricultural Officer. The purpose of this meeting is to agree the extent of any facilitation or management tree works, tree and ground protection, demolition, storage of materials and the extent and frequency of Arboricultural site supervision. In all other regards the development shall proceed in accordance with the supplied **BS5837:2012 – Trees in Relation to Design, Demolition and Construction** compliant report prepared by Pegasus Planning Group Limited [Mathew Reid] and dated 12 January 2015.*

Reason: as originally drafted.

- 23. The garages to plots 46 and 47 shall be retained as garages and shall not be used for any other purpose other than for the parking of cars. In addition, notwithstanding the details shown on the approved plans a revised layout for these plots shall be submitted to, and approved (in writing) by the LPA prior to the development hereby approved commencing. The details to be submitted shall show how vehicles can turn on site such that it is demonstrated to the LPA, that vehicles can enter leave site in a forward gear.*

Reason: as originally drafted.

- 25. No development approved by the permission shall be commenced until a scheme for the improvement of the existing sewerage system has been submitted to and approved in writing by the local planning authority. The scheme shall be implemented as approved. There shall be no occupation of any dwellings hereby approved until the approved improvement scheme has been completed. In the alternative, if subsequent investigations reveal that there is sufficient capacity within the existing network to accommodate the development hereby approved, written details of those subsequent investigations shall be submitted to and approved in writing by the Local Planning Authority before any development commences on site.*

Reason: as originally drafted Additional conditions

- 27. The proposed vehicular access to plots 46 and 47 in Chatton Row including the associated new turning head shall all be designed and constructed and provided with visibility zones in accordance with the approved plans and details to be submitted to and approved in writing by the Local Planning Authority. Once agreed the access and turning head shall be constructed in accordance with the agreed details prior to the first occupation of plots 46 and 47. The turning head shall be maintained for permanent uninterrupted use by users of Chatton Row, all to the satisfaction of the Local Planning Authority. Any agreed visibility zones shall be kept permanently clear of any obstruction. Reason: In order that the development should not prejudice*

highway safety nor cause inconvenience to other highway users. They are also required to ensure that the development is able satisfy the Surrey Heath Core Strategy and Development Management Policies Document (2012) Policy DM11 and meet the aims and objectives of the National Planning Policy Framework.

28. *Notwithstanding the approved plans, prior to the commencement of development the applicant shall provide written confirmation of that part of the south eastern boundary (adjacent to plots 46 and 53 to 63) which is to remain open to facilitate pedestrian access across the common to bridleway 147. Reason: To provide a sustainable form of development and to accord with Policies DM11 and the aims and objectives of the NPPF.*

The speakers in objection to the application urged Members to consider prohibiting all construction traffic from Chatton Row and the removal of the footpath/cycleway.

The local ward Member also urged Members to consider removing the footpath/cycle link and that the turning circle in Chatton Row was amended so that it would not block the drainage ditch.

Members agreed that the footpath and cycleway be removed from the scheme as illustrated in the applicant's plan B. It was also agreed that an additional sentence (i) be added to condition 6, no burning on site during construction, the wording to be finalised by officers.

Resolved that application 15/0035 be approved as amended subject to the conditions as set out in the report of the Executive Head – Regulatory and receipt of a satisfactory legal agreement.

Note 1

It was noted for the record that:

- i) Councillor Edward Hawkins had received a letter from the applicant.
- ii) Councillor David Mansfield knew people who worked at the site and had attended exhibitions held by Redrow Homes. He did not give an opinion and made it clear he was a serving councillor.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Swan and Ms Hadwick spoke in objection to the application and Mr Hutchinson, the agent, spoke in support.

Note 3

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

Note 4

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

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

Councillors David Allen, Richard Brooks, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Ken Pedder, Ian Sams, Pat Tedder, Judi Trow, Valerie White.

130/P Application Number: 11/0485/1 - Valley End Institute, Highams Lane, Chobham GU24 8TD

The application was for a Non Material Amendment following the grant of planning reference 11/0485 for the moving of a ground floor door, enlargement of one ground floor window and insertion of two new ground floor windows.

Resolved that application 11/0485/1 be approved as set out in the report of the Executive Head – Regulatory.

Note 1

In accordance with the Council's Code of Conduct, Councillor Pat Tedder declared a pecuniary interest as she was the applicant, and left the Chamber during its consideration.

Note2

The recommendation to approve the application was proposed by Councillor Colin Dougan 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 approve the application:

Councillors David Allen, Richard Brooks, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, David Mansfield, Ken Pedder, Ian Sams, Judi Trow, and Valerie White.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 27 May 2015

- + Cllr Edward Hawkins (Chairman)
- Cllr David Mansfield (Vice Chairman)

- | | |
|-------------------------------|-------------------------|
| + Cllr David Allen | - Cllr Robin Perry |
| - Cllr Richard Brooks | + Cllr Ian Sams |
| + Cllr Nick Chambers | + Cllr Conrad Sturt |
| + Cllr Mrs Vivienne Chapman | + Cllr Pat Tedder |
| + Cllr Colin Dougan | + Cllr Victoria Wheeler |
| + Cllr Surinder Gandhum | + Cllr Valerie White |
| + Cllr Rebecca Jennings-Evans | |
| + Cllr Katia Malcaus Cooper | |

- + Present
- Apologies for absence presented

Substitutes: Cllr Dan Adams (In place of Robin Perry) and Cllr Paul Ilnicki (in place of Cllr Richard Brooks)

In Attendance: Cllr Ruth Hutchinson, Cllr Charlotte Morley, Cllr John Winterton, Lee Brewin, Ross Cahalane, Michelle Fielder, Jessica Harris-Hooton, Karen Limmer, Jonathan Partington, Neil Praise, Jenny Rickard, Paul Watts, Sadaf Malik and Emma Pearman

1/P Minutes

The minutes of the meeting held on 30 April were confirmed and signed by the Chairman.

2/P Application Number: 14/0893 - Krooner Park and Land at Crabtree Park, Wilton Road, Camberley GU15 2QP

The application was for the creation of a Football Centre, to include 1 full size artificial grass pitch, 7 artificial 5-a-side pitches with associated clubhouse, changing rooms and spectator seating. (Additional info rec'd 23/02/15)

A site visit was carried out at the site.

Members were advised of the following updates:

'Change to recommendation – Ordinarily an application of this size and nature would be determined by the Council as the Local Planning Authority. However, following an application by a third party requesting the Secretary of State (SoS) intervenes on this application, the SoS has written to the Local Planning Authority and advised that if Members agree with the recommendation to grant planning permission, the application must be referred to the SoS for consideration. This gives the SoS the opportunity to either make no comment and on that basis the

application would be approved or the SoS can use call-in powers and make his own decision on the application.

Therefore the officer's recommendation changes to - GRANT subject to conditions and legal agreement and referral to the Secretary of State.'

The speakers in objection still had some concern about the length and gradient of the ramp and health and safety issues with regard to pedestrians. The ramp also had a camber on one side which could cause issues in inclement weather. Concern was also expressed about the impact on the natural green space and the habitat for wildlife. It was proposed that two extra conditions be added to application to help alleviate concerns about the ramp in inclement weather:

- that a salt box be located at the ramp and maintained; and
- signage be erected to remind drivers that they should leave via the ramp in a forward direction.

The speakers in support considered the scheme to be of benefit to the wider community, which would create more employment and would be at no cost to the Council.

Some Members shared the concern regarding the ramp, the lack of enough parking spaces and traffic issues. Officers advised that the scheme had not been refused on traffic or parking issues previously and County Highways Agency had not raised any objections.

Resolved that application 14/0893 be approved as amended subject to:

- i) conditions as set out in the report of the Executive Head – Regulatory;**
- ii) two extra conditions that a salt box be located at the ramp and maintained, and signage be erected to remind drivers that they should leave via the ramp in a forward direction;**
- iii) the completion of a suitable obligation to secure the following:**
 - a) a financial contribution of £25,000 towards environmental improvements to Crabtree Park;**
 - b) a financial contribution of £27,000 towards the implementation of shared cycleway/footway on Frimley Road; and**
- iv) referral to the Secretary of State for consideration.**

Note 1

It was noted for the record that Councillor Edward Hawkins declared that emails had been received by some Members in relation to this application.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Harding and Mr Couzens spoke in objection and Mr Funnell and Mr Cooper spoke in support.

Note 3

The recommendation to approve the application as amended was proposed by Councillor Valerie White and seconded by Councillor Edward Hawkins.

Note 4

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

Voting in favour of the recommendation to approve as amended:

Councillors Dan Adams, David Allen, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, Rebecca Jennings-Evans, Katia Malcaus Cooper, Ian Sams and Valerie White.

Voting against the recommendation to approve the application as amended: Nick Chambers, Vivienne Chapman, Conrad Sturt, Pat Tedder and Victoria Wheeler.

3/P Application Number: 15/0106 - Whitehill Farm, Kings Ride, Camberley Surrey GU15 4LJ

This application was for the erection of a two storey 64 bedroom (Class C2) Care Home with parking, access and landscaping. (Amended plans rec'd 27/03/2015)

Members were advised of the following updates:

'For information, the current proposal would result in a reduction in volume (about 4%) over the approved scheme SU/11/0451.

Changes to conditions:

Condition 9 (for clarity):

Details and the proposed position of a protective reptile fencing during construction shall be submitted to and approved by the Local Planning Authority. The protective fencing shall be provided and retained for the duration of construction works in accordance with the agreed details and position unless otherwise agreed in writing with the Local Planning Authority.

Condition 10 (to reflect SWT comments):

The mitigation measures as set out in Section 6 of the Preliminary Ecological Assessment Report by Middlemarch Environmental dated March 2015, except where expanded upon within: Paragraphs 5.8 - 5.19 inclusive of the Badger and Hazel Dormouse HSA Survey Report (Version 2) by the Ecology Consultancy

dated 05/02/15; Paragraphs 4.4 - 4.7 inclusive and Appendix 3 of the Ground-based Bat Tree Report dated January 2015 by the Ecology Consultancy dated 05/02/15; and the recommendations set out in the Destructive search for Reptiles by Middlemarch Environmental dated 12/03/15; shall be implemented in full within the specified time periods as detailed in the aforementioned documents, unless the prior written approval has been obtained from the Local Planning Authority.

Reason: In the interest of nature conservation and to accord with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

*Planning obligation has been completed and as a consequence the recommendation should be changed to **GRANT**.*

CORRECTION TO COMMITTEE REPORT

A query has been raised with regards to the committee report advising that the development approved under application 2005/0028 approved 14 bedrooms. This is incorrect – this application approved 7 bedrooms within consented leisure development.'

Members were also advised that a petition with five signatures in objection had been received by the Council.

Speakers in objection to the scheme felt that the design was out of keeping and was overbearing, and there was concern about traffic issues and encroachment into the countryside. Traffic calming measures, such as 'build outs' were sought should the Committee be minded to approve the application.

The speaker in support reminded Members that the previous application had extant planning permission but this scheme was a re-design. Members were advised that the applicant had agreed to traffic calming measures, and condition 17 which related to this would be re-worded to be more specific and include the description of 'build outs'.

Resolved that application 15/0106 be approved as amended subject to:

- i) conditions as set out in the report of the Executive Head – Regulatory;**
- ii) condition 17 to be re-worded to be more specific to mention 'build outs' to be installed; and**

Note 1

As this application triggered the Council's Public Speaking Scheme, Ms Garner and Mr McCarthy spoke in objection and Mr Banham spoke in support.

Note 2

The recommendation to approve the application as amended was proposed by Councillor Paul Ilnicki and seconded by Councillor Vivienne Chapman.

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 as amended:

Councillors Dan Adams, David Allen, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, Katia Malcaus Cooper, Ian Sams and Conrad Sturt.

Voting against the recommendation to approve the application as amended: Councillors Nick Chambers, Rebecca Jennings-Evans, Pat Tedder and Valerie White

Councillor Victoria Wheeler abstained.

4/P Application Number: 15/0196 - Frimley Park Hospital, Portsmouth Road, Frimley GU16 7UJ

This application was for the reconfiguration of existing car park and erection of extension to the existing decked car park to provide 273 visitor car parking facilities and 6 disabled parking spaces; a net increase of 121 spaces.

Members were advised of the following updates:

'County Highways have requested that conditions 4 and 5 be updated as detailed below:

4. Prior to the occupation of the car park development, details shall be submitted to the Local Planning Authority of the existing car park barrier entry system and where necessary adjustments shall be made to optimise vehicle entry into the car park to accommodate the additional vehicle flow as a result of the development. Prior to any of the additional car parking spaces being brought into use, the required adjustments to the barriers shall be implemented.

5. Prior to the reconfiguration of the surface car park, details of a dedicated pedestrian/cycle access from Portsmouth Road to the main entrance of the hospital, shall be submitted to the Local Planning Authority, such details to include new surfacing, improved signage and associated facilities. Once the scheme of work has been approved, such works shall be implemented prior to any of the additional parking spaces being brought into use.'

Some Members felt that one deck for parking would not be enough to remedy the traffic issues. Officers proposed that an informative would be added to establish

that any future application would be supported by a master plan. This would avoid 'piece meal' applications.

Some Members however, expressed concern that more decks would be harmful for residents.

Resolved that application 15/0196 be approved as amended subject to conditions as set out in the report of the Executive Head – Regulatory and an informative as detailed above.

Note 1

The recommendation to approve the application as amended was proposed by Councillor Vivienne Chapman and seconded by Councillor Colin Dougan.

Note 2

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

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

Councillors Dan Adams, David Allen, Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, Rebecca Jennings-Evans, Katia Malcaus Cooper, Ian Sams, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

5/P Application Number: 15/0153 - Land rear of 4,6,8 MacDonald Road, Lightwater GU18 5TN

This application was for the erection of one pair of three bedrooms, two storey semi-detached dwellings on land rear of 4, 6 and 8 Macdonald Road with new access off Catena Rise, car parking and associated works.

The application would normally have been determined under the Council's Scheme of Delegation, however, at the request of a local ward Member, it had been called in for determination by this Committee.

Members were advised of the following updates:

*'Correction to typo at paragraph 4.1, this should read "**without** rooms in the roofspace"*

The speaker in objection felt that the development was inappropriate, over bearing causing loss of privacy and loss of residential amenity.

The speaker in support felt that the scheme was not overbearing and the window of plot 1, which overlooked existing properties was obscure glazed. It was noted that the floor area had reduced and the gardens had increased. Members were informed that the applicant had written to residents offering to discuss the development with them but only one replied.

Some members were concerned about the loss of trees but they were advised by the Arboricultural Officer that the trees which had been removed were either diseased or dangerous.

Resolved that application 15/0106 be refused for the reason set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that:

- Councillor Jennings – Evans had a conversation with the applicant, prior to being appointed as a Member of the Planning Applications Committee, but gave no opinion;and
- Councillor Malcaus Cooper advised that Windlesham parish Council Planning Committee had been lobbied on the past in relation to this site.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Dodds spoke in objection and Mr Vaughan spoke in support.

Note 3

The recommendation to refuse the application was proposed by Councillor David Allen and seconded by Councillor Valerie White.

Note 4

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

Voting in favour of the recommendation to refuse the application:

Councillors Dan Adams, David Allen, Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, Rebecca Jennings-Evans, Katia Malcaus Cooper, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

Voting against the recommendation to refuse the application: Councillor Ian Sams.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 22 June 2015

+ Cllr Edward Hawkins (Chairman)
+ Cllr David Mansfield (Vice Chairman)

+ Cllr David Allen	- Cllr Katia Malcaus Cooper
- Cllr Richard Brooks	+ Cllr Robin Perry
+ Cllr Nick Chambers	+ Cllr Ian Sams
+ Cllr Mrs Vivienne Chapman	+ Cllr Conrad Sturt
+ Cllr Colin Dougan	+ Cllr Pat Tedder
+ Cllr Surinder Gandhum	+ Cllr Victoria Wheeler
- Cllr Rebecca Jennings-Evans	+ Cllr Valerie White

+ Present
- Apologies for absence presented

Substitutes: Cllr Dan Adams (In place of Richard Brooks), Cllr Paul Ilnicki (In place of Katia Malcaus Cooper) and Cllr Max Nelson (In place of Rebecca Jennings-Evans)

In Attendance: Cllr Paul Deach

6/P Minutes

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

7/P Application Number: 15/0291 - Brook Green and Tinybrook, Waverley Close, Camberley GU15 1JH

The application was for outline application for the erection of two blocks of flats each containing nine residential flats following demolition of two existing dwellings. Appearance and landscaping reserved.

Members were advised of the following updates:

Page 13, para. 6.1 –

Five additional representations had been received, 1 in support and 4 of objection. Objections raised were in respect of:

- *increased traffic and potential parking issues*
- *loss of trees and vegetation which is harmful to the character of the area*
- *scale and massing of development significant*

Page 16, para. 7.3.4 –

The Council's Environmental Health Officer has advised that an acoustic report would be required by condition if the application were to be granted. This report should demonstrate how acceptable noise levels would be achieved within the flatted units.

Reason 5, page 20 –

The agent for the application has provided SUDs drainage information this morning. Due to the late submission of this information, this has been returned to the agent. Accordingly the drainage objection will stand. Given the other reasons for refusal, officers do not recommend deferral of the application to consider the drainage information.'

Some Members felt that the development lacked sufficient parking, particularly for visitors.

There was also concern about Japanese Knotweed. It was noted that the Council's Arboricultural Officer had confirmed the re-emergence of this plant.

Resolved that application 15/0291 be refused for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that Councillor Edward Hawkins declared that he lived near the development site.

Note 2

As this application triggered the Council's public speaking scheme Mr Coffey and Mr Goss spoke in objection to the application.

Note 3

The recommendation to refuse the application was proposed by Councillor David Mansfield and seconded by Councillor Valerie White.

Note 4

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

Voting in favour of the recommendation to refuse the application:

Councillors Dan Adams, David Allen, Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, David Mansfield, Robin Perry, Conrad Sturt, Pat Tedder, Ian Sams, Victoria Wheeler and Valerie White.

Voting against the recommendation to refuse the application: Councillor Max Nelson.

8/P Application Number: 15/0419 - 18 Elizabeth Avenue, Bagshot GU19 5NX

The application was for the erection of a first floor side extension.

This application was reported to the Planning Applications Committee because the applicant was closely related to a Ward Councillor.

Members were advised that Windlesham Parish Council had raised no objection to the application.

It was noted that the rear window would be obscure glazed to prevent overlooking.

Resolved that application 15/0419 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 Councillors Conrad Sturt and Valerie White declared that they knew the applicant.

Note 2

The recommendation to approve the application was proposed by Councillor David Allen and seconded by Councillor Colin Dougan.

Note 3

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

Voting in favour of the recommendation to approve the application:

Councillors Dan Adams, David Allen, Nick Chambers, Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Paul Ilnicki, David Mansfield, Max Nelson, Robin Perry, Conrad Sturt, Pat Tedder, Ian Sams, Victoria Wheeler and Valerie White.

Chairman's Announcement

It was noted that this meeting was Chenge Taruvinga's final Planning Applications Committee meeting before leaving the Council. The Chairman on behalf of the Committee wished her well in her new job.

Chairman

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**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 4 June 2015**

+ Cllr Josephine Hawkins (Chairman)
+ Geraldine Sharman (Vice Chairman)

+ Cllr Moira Gibson	+ Andrew Edmeads
+ Cllr Ruth Hutchinson	+ David McDermott
+ Cllr Paul Ilnicki	- Lynn Smith
+ Cllr Charlotte Morley	- Anthony Sparks
- Cllr Robin Perry	+ Karen Wetherell
+ Cllr Ian Sams	- Rachel Whillis
- Cllr Conrad Sturt	

+ Present
- Apologies for absence presented

In Attendance: Belinda Tam, Lee Brewin and Louise Livingston

1/J Election of Chairman and Vice Chairman

Under the Constitution of the Consultative Group the positions of Chairman and Vice Chairman alternated between a Member representative and a Staff Representative. For 2015/16 the position of Chairman would be held by a Member Representative and the position of Vice Chairman by a Staff Representative.

**Resolved that Councillor Josephine Hawkins be elected
Chairman and Geraldine Sharman be elected Vice Chairman of
the Consultative Group for the ensuing year.**

2/J Notes

The notes of the meeting held on 19 March 2015 were received and confirmed.

3/J Disciplinary Policy and Procedure

The Group received a report on the review of the Disciplinary Policy and Procedure and were advised of the following amendments:

- Paragraph 10.1 – Right to be Accompanied – last paragraph, last sentence to read ‘.....for instance, an employee may choose to be’
- Paragraph 16.6 – Increase to Disciplinary Outcome – change the wording so that it flows better.

Resolved that:

**i) the amendments to the Disciplinary Policy and Procedure be
agreed; and**

- ii) As agreed unanimously by the Group, the amendments to the Disciplinary Policy and Procedure be made by the Chief Executive.**

4/J Grievance Policy and Procedure

The Group received a report on the review of the Grievance Policy and Procedure and were advised of the following amendments:

- At paragraph 2- Scope – remove the word ‘contractors’ and ‘including those working with partner organisations’.
- At paragraph 7 – The Right to be Accompanied – the second paragraph to be amended in line with the same paragraph in the Disciplinary Policy and Procedure;
- Paragraph 10.1 – Right to be Accompanied – last paragraph, last sentence to read ‘.....for instance, an employee may choose to be’
- At paragraph 14 – Appeals – third paragraph add ‘working’ to read’may take place within thirty working days’.

Resolved that:

- i) the amendments to the Grievance Policy and Procedure be agreed; and**

- ii) As agreed unanimously by the Group, the amendments to the Grievance Policy and Procedure be made by the Chief Executive.**

5/J Data Protection Policy

The Group received a report on the review of the Privacy and Data Protection Policy and Procedure.

Resolved that:

- i) the amended Privacy and Data Protection Policy and Procedure be agreed; and**

- ii) As agreed unanimously by the Group, the amended Privacy and Data Protection Policy and Procedure be adopted by the Chief Executive.**

6/J No Smoking Policy

The Group received a report on the review of the Smoking Policy and were advised of the following amendments:

- At paragraph 4 – Vehicles – some Members felt that the final sentence was not clear and this sentence would be changed to include clearer wording.
- At paragraph 6 – Support for Staff – last bullet point - this would be aligned

Resolved that:

i) the amendments to the Smoking Policy be agreed; and

ii) As agreed unanimously by the Group, the amendments to the Smoking Policy be made by the Chief Executive.

7/J Work Programme

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

It was noted that the Employment Stability Policy would be removed from the work programme for 17 March 2016 meeting, and be replaced with the Reservists Policy.

Meeting	Topic	Source
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
	Reservists Policy	HR

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

Chairman

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**Minutes of a Meeting of the
Performance and Finance Scrutiny
Committee held at Council Chamber
on 17 June 2015**

+ Cllr David Allen (Chairman)
+ Cllr Wynne Price (Vice Chairman)

+ Cllr Dan Adams	+ Cllr Max Nelson
+ Cllr Bill Chapman	+ Cllr Robin Perry
+ Cllr Edward Hawkins	+ Cllr Chris Pitt
+ Cllr Paul Ilnicki	+ Cllr Darryl Ratiram
+ Cllr Oliver Lewis	+ Cllr Victoria Wheeler
+ Cllr Jonathan Lytle	+ Cllr John Winterton
+ Cllr Alan McClafferty	

+ Present

- Apologies for absence presented

Substitutes: Cllr Valerie White

In Attendance: Andrew Crawford, Cllr Ruth Hutchinson, Robert Fox, Sarah Groom, Julia Hutley-Savage, Katie Jobling, Karen Limmer, Kelvin Menon, Sarah Parmenter and Richard Payne

1/PF Chairman's Announcements

The Chairman welcomed Members to the first meeting of the Committee and thanked the newly elected Councillors for attending the pre-meeting briefing. He referred Members to additional documents which were available on their Tablets and in hard copy, to assist in developing the work programme for the ensuing year.

2/PF Minutes - 25 March 2015

The minutes of the Scrutiny meeting of the previous Performance and Audit Scrutiny Committee, held on 25 March 2015, were agreed and signed by the Chairman. Members agreed a vote of thanks to the Chairman of the previous Performance and Audit Scrutiny Committee, John May.

3/PF Scrutiny of Portfolio Holders - Transformation

Councillor Colin Dougan, the Transformation Portfolio Holder, provided an outline of the work streams within his portfolio. As part of his briefing, and in response to Members' questions, he noted the following:

Building Control – Despite private inspectors being able to provide building control inspections, the Council continued to carry out 70% of inspections in the Borough.

Business and Community Development - The Council had recently developed an Economic Development Strategy with a significant action plan, focussing on inward investment. This included a new service provided jointly with Base Point

and the Surrey Chambers of Commerce aimed at making free business start-up clinics for new businesses in the Borough. The Council had also been instrumental in re-invigorating the Yorktown and Watchmoor Business Association and establishing the Frimley Business Association.

Corporate Property – The Council own and managed a number of properties, including the Depot, the Arena, the freehold of the Mall and Atrium and a number of buildings leased to community groups. Nearly 20% of Surrey Heath House was occupied by external users, notably Surrey Police, Surrey Heath Clinical Commissioning Group, Surrey County Council, with the Department for Works and Pensions having agreed to lease part of the Ground Floor. Each organisation paid rent, reducing the burden on Council Tax Payers.

In response to a Member's concerns on usage, it was confirmed that Pembroke House, which was owned by the Council, had ceased to be occupied in 2003 and following substantial fire damage in 2008, had been exempted from Business Rates.

Freedom of Information/Data Protection – The Council had seen a significant increase in Freedom of Information requests during the previous year, though the bulk of these were business rates enquiries from commercial concerns which carried no charge, but were used for commercial purposes.

ICT – One of the main recommendations of the Digital Services Working Group was that Members should use Tablets to access agendas and minutes which would result in savings on paper. Members' e-mails had also been migrated to the Cloud. In addition to the introduction of a new telephone system, the Council was working on an upgrade to its web site.

Internal/External Service Review – The Council had recently undergone a peer review by members and officers of the Local Government Association (LGA). The LGA had subsequently submitted a very positive report and most of their recommendations had already been implemented ahead of a further visit in November 2015. Internal reviews had been carried out on a number of projects, notably including the Joint Waste Project.

Key Projects/Partnerships/Regeneration – The Council's top priority was the redevelopment of the A30 London Road Frontage. In addition, the Council had ongoing projects involving the Land East of Knoll Road (LEKR), plus the development of Pembroke House on the Frimley Road. The Council had recently bought St Georges, a light industrial site next to the Toolshop building, off the Frimley Road, which the Council already owned, and Ashwood House, on Pembroke Broadway.

The LEKR project involved the landowners (this Council, Surrey County Council, Surrey Police and Portesbery School) investigating their aspirations for the site, but the Council's top priority remained the London Road Frontage.

Councillor Dougan agreed to draw the Corporate Property Team's attention to Ward Councillors' concerns over the condition/ future viability of the shopping mall

in Heatherside and whether or not there were opportunities to purchase and improve the site.

Budgets – with the exception of licence costs, expenditure on budgets within the Portfolio were either on or under target.

Resolved, that the presentation be noted.

4/PF 2014/15 End of Year Performance Report

The Transformation Team Manager presented a report on the Council's performance against the targets set in the 2014/15 Annual Plan. She noted that the Council had met 83% of Corporate Key Priorities and 91% of all service milestones, with 85% of performance indicators having reached or exceeded their targets.

The Council's Key Priorities were:

1. To deliver an improved Camberley Town Centre for the benefit of the Borough;
2. Working with partners to make Camberley a destination of choice with improved transport in the Borough;
3. Securing the future of local public services in Surrey Heath through a variety of strategies; and
4. Delivering with partners the sustainable Community Strategy priority action plans to improve community safety, transport, health, children and young people and economic wellbeing.

Although the Council had reached or exceeded many targets, some, such as developing Camberley Rail Station or the Library, which involved or were in the ownership of other organisations, had to be aspirational.

Whilst recognising that where targets were easily achieved, this could be because more stretching targets were needed, members were informed that the Transformation Team acted in the challenger role to push targets. Some of the targets, notably in digital communication, were probably unrealistically high and would need to be re-assessed.

During consideration, Members raised the following:

- (i) Benchmarking – Consideration should be given to benchmarking, both against like organisations and in terms of residents' levels of satisfaction. In terms of the Contact Centre targets and in particular, the red areas, the Corporate Portfolio Holder would be asked to address these in her presentation to the Committee's 2 December 2015 meeting.
- (ii) Transport – There was a need to maintain pressure on Network Rail for more direct fast trains from Camberley to London. However, Members also

recognised that improving transport links extended beyond rail services and the Town Centre. It was suggested that the targets should be expanded to include improved links from the Villages. The Regulatory Portfolio Holder would attend the Committee's next meeting, on 29 July 2015.

- (iii) Web Site – It was noted that free web management software had been used as part of the ongoing upgrade to the Council's web pages. Members sought a breakdown of the overall costs of the recent upgrade.
- (iv) Car Parks – Members reported a lack of reliability in the current car park payment packages in Camberley Town Centre and noted a query on the town centric focus to the exclusion of the rest of the Borough. This would be raised with the Business Portfolio Holder at the Committee's 27 January 2016 meeting.
- (v) Leisure Leases – Members requested an e-mailed update on outstanding leisure leases.
- (vi) Waste Collection - The Joint Waste Project involved this and 4 other Councils with contracts due to end in similar timescales, tendering with a view to achieving significant economies of scale. Consideration was being given to issuing a 10 year contract with a clause for a possible further 5 years. The Community Portfolio Holder would be invited to attend the meeting on 30 September 2015.
- (vii) Finance – Members welcomed the changes in the investment strategy to allow greater scope for placement of investments, including into property, but noted a request for more quantifiable targets. The Finance Portfolio Holder and the Council Leader would attend the Committee's 23 March 2016 meeting.
- (viii) Community Events – Members welcomed the success of the recent Engagement Event covering Bisley and West End, organised by the Surrey Heath Partnership. A further event was planned for later in the year, though the venue had still to be clarified.
- (ix) Targets - The Committee requested further information on those performance indicators which had missed predetermined deadlines and why.

Resolved, that the report be noted and

- (i) electronic updates be provided on performance indicators which have missed predetermined deadlines; and**
- (ii) Portfolio Holders be asked to address the points raised above during their presentations to future meetings, including the reasoning behind any deadlines missed.**

5/PF Expenditure on Professional Advisors

The Committee considered a report detailing expenditure over £500 on professional advisors for the year to 31 March 2015. The vast majority of the money spent had been used to “buy in” specialist services for areas such as planning and property management, with £500,000 being allocated in the previous year towards advice and work related to the Camberley Town Centre Development.

In response to Members’ questions, the Executive Head of Finance explained measures taken in selecting external professional assistance and ensuring value for money. The Council bought in services from other Authorities with necessary skill sets, but also provided arboricultural and drainage expertise to others.

Resolved, that the report be noted.

6/PF Working Groups

The Chairman informed Members that there was provision in the Committee’s terms of reference to set up task and finish groups to target specific pieces of work. He referred to the work done by the Performance and Audit Scrutiny Committee on attracting inward grants.

7/PF Committee Work Programme - 2015/16

The Democratic Services Officer reported that, under Part 4 of the Constitution, Committees were expected to agree their work programme for the ensuing year at the last meeting of the previous year. The exceptions were in election years and when a new committee was formed, both of which applied.

The Executive Head of Finance had drafted a possible work programme based on each meeting being themed on a Portfolio and services under each.

Following consideration of options and where possible, linking reports to Portfolio responsibilities, the Committee agreed a work programme for 2015/16, as attached at Annex A.

Resolved, that the Committee Work Programme for the remainder of the municipal year, as attached at Annex A, be agreed.

Chairman

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**Minutes of a Meeting of the Licensing
Committee held at the Council
Chamber, Surrey Heath House on 24
June 2015**

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

+ Cllr Nick Chambers	+ Cllr Jonathan Lytle
+ Cllr Mrs Vivienne Chapman	+ Cllr Bruce Mansell
+ Cllr Surinder Gandhum	+ Cllr Nic Price
Cllr Ruth Hutchinson	+ Cllr Conrad Sturt
+ Cllr Paul Innicki	+ Cllr Pat Tedder
+ Cllr Rebecca Jennings-Evans	+ Cllr Valerie White
+ Cllr Oliver Lewis	

+ Present

- Apologies for absence presented

In Attendance: Cllr David Lewis and Cllr Dan Adams

1/L Minutes

The minutes of the meeting held on 3 September 2014 were confirmed and signed by the Chairman.

2/L Food Safety Service Plan 2015/16

The Committee was informed that the Food Standards agency required all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards were addressed and delivered locally.

Members considered the draft Food Safety Service Plan for 2015/16, which the Executive would be asked to approve at its meeting on 28 July 2015. The Plan followed the Food Standards Agency's set format.

It was noted that the number of food businesses which were 'broadly compliant' with food hygiene law remained high at 95%. This figure had increased steadily in the previous few years from 83% in 2009/10. Officers continued to work with the 5% of businesses which were not broadly compliant in order to ensure that they improved their standards.

The Committee was advised that the Council continued to support its two Primary Authority Partnerships (PAPs) with Exclusive Hotels, the owner of Pennyhill Park, and Krispy Kreme Doughnuts.

RESOLVED to advise the Executive to approve the Food Safety Service Plan 2015/16, as set out at Annex A to the agenda report.

3/L Licensing Sub Committee Minutes

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

4/L Licensing Act 2003 - Summary of Decisions

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

Note 1: It was noted for the record that Cllr Conrad Sturt declared that he was a Premises Licence Holder and Designated Premises Supervisor for a premises within the borough.

Chairman