

COUNCIL MEETING

26 July 2017

COUNCIL MINUTE BOOK

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
20 June 2017**

- + Cllr Valerie White (Mayor)
- Cllr Dan Adams (Deputy Mayor)

- | | |
|-------------------------------|-----------------------------|
| + 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 Charlotte Morley |
| + Cllr Mrs Vivienne Chapman | + Cllr Alan McClafferty |
| - 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 Joanne Potter |
| + Cllr Moira Gibson | - Cllr Nic Price |
| + Cllr Edward Hawkins | Cllr Wynne Price |
| + Cllr Josephine Hawkins | + Cllr Darryl Ratiram |
| + Cllr Ruth Hutchinson | - Cllr Ian Sams |
| + Cllr Paul Ilnicki | Cllr Conrad Sturt |
| + Cllr Rebecca Jennings-Evans | + Cllr Pat Tedder |
| Cllr David Lewis | + Cllr Victoria Wheeler |
| + Cllr Oliver Lewis | + Cllr John Winterton |

- + Present
- Apologies for absence presented

14/C Apologies for Absence

Apologies for absence were submitted on behalf of the Deputy Mayor and Councillors Ian Cullen, Surinder Gandhum, Katia Malcaus Cooper, Nic Price and Ian Sams.

15/C Minutes

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

RESOLVED that the minutes of the Annual meeting of the Council held on 17 May 2017 be approved as a correct record.

16/C Exclusion of Press and Public

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

<u>Minute</u>	<u>Paragraphs</u>
17/C	3
18/C	3
19/C	3

17/C Suspension of Council Procedure Rules

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

RESOLVED that, in order to allow for freer debate, the Council Procedure Rules 14.5 (length of speech), 14.6 (councillors speaking more than once), and 21.1 and 21.2 (the requirement to stand) be suspended for this meeting.

18/C Proposal to Invest in the Refurbishment of the Mall Camberley Shopping Centre

The Council made decisions in relation to an increase to the Capital Programme and the approval of Prudential Indicators.

Note: It was noted for the record that Councillor Paul Deach declared that he provided digital content marketing services for one of the organisations being discussed as part of this item.

19/C Property Acquisition

The Council made decisions in relation to an increase to the Capital Programme and approval of Prudential Indicators following the Executive's decision on acquisition of property.

20/C Review of Exempt Items

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

RESOLVED that

- (i) the decision at Minute 18/C be made public but minute and the associated agenda report remain exempt for the present time; and**
- (ii) Minute 19/C and the associated agenda report remain exempt for the present time, but that the decision be made public following completion of lease negotiations.**

Mayor

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

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**Minutes of a Meeting of the Executive
held at Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 20 June 2017**

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Paul Deach, Cllr Paul Innicki, Cllr Jonathan Lytle, Cllr David Mansfield, Cllr Robin Perry, Cllr Chris Pitt, Cllr Pat Tedder and Cllr Valerie White

1/E Minutes

The minutes of the previous meeting, held on 4 April 2017, were confirmed and signed by the Chairman.

2/E Questions by Members

Councillor Rodney Bates received responses to questions on:

- (i) Whether flats in the Borough had been the subject of checks following the fire tragedy at Grenfell House?; and
- (ii) Following the attack outside the Finsbury Mosque, what efforts had been made to reassure the Borough's Muslim community?

Councillor Paul Innicki received assurances on safety of materials to be used in the refurbishment of The Mall, Camberley.

Councillor David Allen received further clarification on budgets which would be attached to projects promoting the Council's Town Centre priorities.

3/E End of Year Performance Plan

The Executive considered a report summarising the performance of the Council against corporate objectives, priorities and success measures, for the period 1 April 2016 to 31 March 2017.

Members welcomed the successes reported on, such as the Joint Waste Contract and whilst it was noted that future reports would better clarify which achievements referred to what target, the following areas were highlighted:

- (i) Case studies – Consideration would be given to using case studies to assist in evaluation, in areas such as services to people living with dementia, subject to maintaining the confidentiality of individual residents;
- (ii) Car Parking – Lower occupancy targets had been set than in neighbouring boroughs because those areas had higher levels of commuters;
- (iii) Temporary Accommodation - Whilst the number of households in temporary accommodation was in constant review, this would be addressed through the Local Plan rather than the annual performance report; and
- (iv) Complaints – The main area generating complaints is planning, where members of the public are dissatisfied with planning outcomes. Further work had been commissioned to address this often very complex form of complaints.

Resolved, that the 2016/17 End of Year Report be noted.

4/E Quarter 4 Finance Report

The Executive received an update on the high level view as to the financial performance of the Council for the year 2016/17, focussing on Revenue, capital, treasury investments, borrowing and debtors.

Resolved, that the report on the Council's finances, as at 31 March 2017, be noted.

5/E Reference from Performance and Finance Scrutiny Committee

Councillor Jonathan Lytle, Chairman of the Performance and Finance Scrutiny Committee outlined the committee's concerns in relation to the Council's Planning Enforcement function and in particular levels of resources to address the range of enforcement issues.

The Regulatory Portfolio Holder acknowledged the concerns, highlighting enforcement after instruction. He noted that he was already working with officers to achieve improvements and recognised that whilst increasing resources will not always improve perception, the recent steps to involve both the Corporate Fraud Team and the Contact Centre would need time to bed in. The key was to find more effective measures and use of powers.

Resolved, that

- (i) **The reference from the Performance and Finance Scrutiny Committee on the previous performance of the Planning Enforcement function and its contribution going forward, be noted;**
- (ii) **Measures to improve the service, going forward and in particular the new involvement of the Corporate Enforcement Team and Contact Centre be noted; and**

- (iii) **A further review of the performance of the service be scheduled after 12 months operation with the new measures in place.**

6/E Public Space Protection Orders

The Executive considered a report on draft Public Space Protection Order to replace the previous Designated Public Place Orders. It was proposed that the new Order, covering controlled alcohol zones, psychoactive substances, begging and responsible dog ownership would be the subject of public consultation. The proposed Order had already been the subject of consultation and reflected, where possible, the comments submitted.

It was proposed that the draft Order be approved for further public consultation and that the Executive Head of Community, in consultation with the Community Portfolio Holder, be authorised to consider any comments arising from the consultation and make the Order, unless there were significant issues resulting from that further consultation.

It was noted that further clarification was being sought from Surrey Police on the status of buskers and 'Big Issue' sellers.

Resolved, that

(i) The draft Public Space Protection Order be approved for public consultation; and

(ii) The Executive Head of Community be authorised, in consultation with the Community Portfolio Holder, to consider any comments arising from the public consultation and to make the Order unless there are any significant issues arising therefrom.

7/E Response to Hart Borough Council's Local Plan

The Executive received a report detailing formal representations to Hart District Council on its draft Local Plan. Members noted that it had not been possible to bring the proposed response to the Executive before submission due to the response deadline and the General Election.

Resolved, that the response set out in the letter at Annex 1 to the Executive report, as Surrey Heath Borough Council's formal representations to Hart District Council's Draft Local Plan, be noted.

8/E Appointments to Outside Bodies

The Executive considered a report seeking appointments to outside bodies for the 2017/18 municipal year, following consultation with Group Leaders.

Members noted a query from Surrey County Council as to whether the Mayor could be a Borough Council representative on its Local Area Committee. Subject to clarification on this, the Executive agreed appointments to outside bodies, as indicated below.

Resolved that

- (i) the appointments to outside bodies listed below be agreed; and
- (ii) Attendance by the appointed members at meetings of the bodies listed below and at Annex A to the Executive report, be regarded as approved duties, in accordance with the Members' Allowances Scheme.

<u>Organisation</u>	<u>Representative</u> <u>2017/18</u>
Basingstoke Canal Joint Management Committee	<i>Cllr David Lewis</i>
Blackwater Valley Advisory Committee for Public Transport	<i>Cllr Paul Ilnicki Cllr Valeri White Cllr Chris Pitt (Sub)</i>
Blackwater Valley Countryside Partnership	<i>Cllr Chris Pitt Cllr David Lewis</i>
Briars Centre Management Committee	<i>Cllr John Winterton</i>
Camberley Town Football Club – Observer	<i>Cllr Valerie White</i>
Chobham Common Liaison Group	<i>Cllr Pat Tedder Cllr Victoria Wheeler</i>
Citizens Advice Bureau Management Committee	<i>Cllr Robin Perry</i>
Collectively Camberley Ltd	<i>Cllr Richard Brooks</i>
Community Noise Forum	<i>Cllr Rebecca Jennings-Evans Cllr Conrad Sturt</i>
Deepcut Village Association	<i>Cllr Paul Deach</i>
Fairoaks Airport Consultative Committee	<i>Cllr Victoria Wheeler</i>
Farnborough Aerodrome Consultative Committee	<i>Cllr Josephine Hawkins Cllr Chris Pitt (Sub)</i>
Frimley Community Centre Management Committee	<i>Cllr Bruce Mansell</i>
Frimley Fuel Allotments Charity(4 year appointments)	<i>Cllr Paul Ilnicki Cllr Bruce Mansell Cllr Robin Perry Cllr Joanne Potter</i>

Heatherside Community Centre Council	<i>Cllr Paul Ilnicki Cllr Jonathan Lytle (Sub)</i>
Heathrow Airport Consultative Committee	<i>Cllr Charlotte Morley Cllr Robin Perry (Sub)</i>
Henry Smith Charity (4 year appointments)	<i>Cllr Chris Pitt Cllr Bruce Mansell Cllr Ian Sams</i>
Joint Waste Collection Services Committee	<i>Cllr Mrs Vivienne Chapman Cllr Josephine Hawkins (Sub)</i>
Local Government Association - General Assembly	<i>Leader of the Council – Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Miss Gomms Trust (4 year appointments)	<i>Martin Goodway Cllr Chris Pitt Cllr Joanne Potter Rev Russell Cllr Pat Tedder Cllr Nick Chambers</i>
Mytchett Community Association General Committee	<i>Cllr Craig Fennell Cllr Joanne Potter (Sub)</i>
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	<i>Cllr Craig Fennell Cllr Paul Deach (sub)</i>
RELATE North East Hants and Borders	<i>Cllr Katia Malcaus Cooper</i>
South East Employers	<i>Cllr Chris Pitt Cllr Robin Perry (Sub)</i>
South East England Councils	<i>Leader of the Council -Cllr Moira Gibson Cllr Richard Brooks (sub)</i>
Surrey County Playing Fields Association	<i>Cllr Victoria Wheeler</i>
Surrey Energy and Sustainability Partnership	<i>No rep as in abeyance</i>
Surrey Heath Age Concern	<i>Cllr Ruth Hutchinson</i>
Surrey Heath Arts Council	<i>Cllr Edward Hawkins Cllr Ian Cullen Cllr Ian Sams Cllr John Winterton (Sub)</i>

Surrey Heath Duke of Edinburgh Award Forum	<i>Cllr Jonathan Lytle</i>
Surrey Heath Local Area Committee	<i>Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Paul Ilnicki Cllr Rebecca Jennings-Evans Cllr Valerie White Cllr Jonathan Lytle (sub) Cllr John Winterton (sub) Cllr Pat Tedder</i>
Surrey Heath Partnership	<i>Leader of the Council – Cllr Moira Gibson Cllr Vivienne Chapman (Portfolio Holder)</i>
Surrey Heath Sports Council	<i>Cllr Craig Fennell (Portfolio Holder) Cllr Charlotte Morley Cllr Max Nelson Cllr Victoria Wheeler</i>
Surrey Heath Youth Focus	<i>Cllr Paul Deach Cllr Ruth Hutchinson</i>
Surrey Leaders Group	<i>Cllr Moira Gibson</i>
Surrey Police and Crime Panel	<i>Cllr Josephine Hawkins</i>
Surrey Waste Partnership	<i>Cllr Mrs Vivienne Chapman</i>
Voluntary Support North Surrey	<i>Cllr Paul Deach Cllr Josephine Hawkins (Sub)</i>

9/E Appointment of Executive Working Groups

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups appointed. Members noted the nominations submitted by the Group Leaders.

Resolved that

- (i) **The Working Groups detailed below be established;**
- (ii) **The Terms of Reference, as amended and attached to the Executive report, be agreed;**
- (iii) **The number and allocation of seats on each working group be as indicated below; and**
- (iv) **Members and substitute members be appointed to the Working Groups for 2017/18, as listed below:**

Camberley Theatre	Cllrs Ian Cullen Edward Hawkins, Paul Ilnicki, Ian Sams, Valerie White, John Winterton and
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	Pat Tedder (Cllr Victoria Wheeler as Substitute)
Camberley Town Centre	Cllrs Rodney Bates, Richard Brooks, Mrs Vivienne Chapman, Edward Hawkins, Paul Ilnicki and Robin Perry (Cllrs Colin Dougan and Ruth Hutchinson as Substitutes)
Digital Services	Cllrs Dan Adams, David Allen, Paul Deach, Colin Dougan, Jonathan Lytle, Charlotte Morley and Robin Perry (Cllrs Paul Ilnicki and Victoria Wheeler as Substitutes)
Equality	Cllrs Nick Chambers, Bill Chapman, Moira Gibson, Josephine Hawkins, Ruth Hutchinson, Charlotte Morley and John Winterton (Cllr Pat Tedder as Substitute)
Local Plan	Cllrs Richard Brooks, Bill Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, Alan McClafferty, Adrian Page, Conrad Sturt, Pat Tedder and Victoria Wheeler (Cllrs David Allen and Ruth Hutchinson as Substitutes)

10/E Exclusion of Press and Public

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

Minute	Paragraph(s)
11/E	3
12/E	3
13/E	3
14/E	3

Note: Minutes 11/E, 12/E and 13/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

11/E Update on Town Centre Acquisitions

The Executive noted an update on the performance of Town Centre Acquisitions.

12/E Proposal to Invest in the Refurbishment of the Mall Camberley Shopping Centre

The Executive agreed to note urgent action and make recommendations to the Council on a proposed refurbishment of The Mall, Camberley Shopping Centre.

13/E Property Acquisition

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

14/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that

- (i) The report and minute for Item 13, Performance of Town Centre Acquisitions, remain exempt till further notice; and**
- (ii) The decision on item 14, Refurbishment of the Mall Shopping Centre, Camberley, be made public, but the report and minute to remain exempt for the present time; and**
- (iii) The report and minute on Item 15, Property Acquisition, to remain exempt, but the decision to be made public following the completion of lease negotiations.**

Chairman

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

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 11 July
2017**

+ Cllr Moira Gibson (Chairman)

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

+ Present

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt and Cllr Ian Sams

15/E Minutes

The open and exempt minutes of the meeting held on 20 June 2017 were confirmed and signed by the Chairman.

16/E Questions by Members

The Leader responded to 2 questions from Councillor David Allen in relation to

- (i) a request for any documents referred to in Executive reports to be hyperlinked including, where relevant, reference to the specific section of the document, and where the document is exempt, a link to be emailed to Members separately; and
- (ii) an article in The Times Newspaper on 11 July 2017 relating to Local Authorities' investment in commercial properties.

17/E Public Realm Bid to the Local Enterprise Partnership

The Executive was reminded that, in July 2016, the Council had submitted an Expression of Interest to the EM3 Local Enterprise Partnership (LEP) for funding of public realm within Camberley Town Centre. The LEP had agreed that, subject to a successful business case, the funding bid for Surrey for this round of bidding would be the Surrey Heath bid for the public realm improvements. The Expression of Interest had sought funding of £3.5m from the LEP, with a local contribution of £1m.

Members were asked to consider the funding of the local contribution towards the Public Realm Scheme. It was recognised that developer contributions would be sought to fund these schemes but, in order to enable the works to proceed quickly, initially all of the funding would need to come from the Council.

It was reported that the Council had £700k in Community Infrastructure Levy and Section 106 contributions which could be used in Camberley Town Centre to fund

this work. The remaining money would need to be funded from reserves or Public Works Loan Board borrowing.

The Public Realm scheme would provide improvements, including pedestrian priority, within the High Street and improvements to part of Princess Way and to Knoll Walk.

RECOMMENDED that

- (i) Local contributions funding of up to £1,000,000 be agreed for the Public Realm bid scheme; and**
- (ii) contributions be phased over 2017/18 and 2018/19, with payment to be made upon commencement of the works.**

18/E The Borough of Surrey Heath (Off Street Parking Order) 2017

The Executive considered a report seeking authority to revoke the existing Borough of Surrey Heath (Off-Street Parking Places) Order 2003 and replace it with a new Borough of Surrey Heath (Off-Street Parking Places) Order 2017. The new Order would introduce a 'No Return within 2 hours' restriction in 4 Pay and Display Car Parks and introduce a Parking Places Order on St Georges Road Car Park, Camberley.

There were four Pay and Display Car Parks in the borough which offered free parking for up to two hours: Bagshot Car Park, Burrell Road Car Park in Frimley, Chobham Car Park, and Watchetts Road Car Park in Camberley. Motorists wishing to stay for longer than 2 hours were expected to pay the relevant tariff, up to £2.50 for all day parking.

Members were informed that instances had been reported of customers misusing the 2 hour free parking facility by returning to the car park every 2 hours and obtaining another free 2 hour parking ticket, thereby receiving free parking for longer than the 2 hours and not paying the appropriate tariff for their stay. Officers had received requests from businesses in Chobham asking for this to be addressed and advised that the policy should be consistent across the Car Parks.

The Executive was informed that St Georges Road car park was owned by the Council, with access in to the car park controlled by E & J Ground Rents, Winchester. E&J Ground Rents controlled access to ensure that only permitted vehicles parked in the private permit bays within the service area.

The control system for this car park had been out of operation for several years, although it was reported that the barrier had recently been reinstated. As a result of this situation, parking in the unregulated service area had become uncontrolled, unsightly and had resulted in the deterioration of the upkeep of the grassed areas and commercial waste facilities.

It was advised that introducing a Parking Places Order on St Georges Road Car Park would enable Parking Services to install parking bays to control where

vehicles are parked. This would also ensure access for waste vehicles and ensure the grassed areas were kept clear and tidy.

The Borough of Surrey Heath (Off-Street Parking Places) Order 2017 would be subject to a 4 week consultation period, being advertised in both the local press and the car parks, after which the Executive Head of Business, in consultation with the Business Portfolio Holder, would be authorised to consider any objections arising from the public consultation.

RESOLVED to

- (i) implement a 'No Return within 2 hours' restriction in the pay and display car parks;**
- (ii) introduce a parking places order in St Georges Road car park in that all vehicles must park within the marked bays;**
- (iii) implement the Borough of Surrey Heath (Off-Street Parking Places) Order 2017; and**
- (iv) authorise the Executive Head of Business, in consultation with the Business Portfolio Holder, to consider any objections arising from the public consultation.**

19/E Requests for Carry Forward of Unspent Budget from 2016/17 to 2017/18

The Executive considered a report seeking authority to carry forward unspent budget from 2016/17 to 2017/18, in line with financial regulations.

Carry forwards fell into two categories:

- (i) Those which arose from budget underspends in the previous year, which were a result of works being deferred into the current year.
- (ii) Those which arose from the receipt of Government Grants which were received too late in the year to be spent.

The carry forwards would result in £444,686 being charged against general fund reserves in 2017/18.

RESOLVED that the budget carry forwards for 2017/18 totalling £444,686, as set out at Annexes A and B to the agenda report, be approved.

20/E Surrey Heath Heritage Service

The Executive was informed that a consultation had commenced to ascertain the community's view on how local Heritage Services would be delivered in future. It was proposed that the new re-focused service would commence April 2018. Members noted a number of the options being considered for the re-focused

service. It was also noted that the fixed service based at Surrey Heath House currently averaged 1 to 2 visitors per day.

In order to allow the Heritage Team to consult and develop a modernised Heritage Service, there would not be active exhibitions from October 2017. Concerns about this decision were expressed by some Members who suggested that the retention of current arrangements should not be discounted and should be included as a consultation option.

It was emphasised that, once the consultation had concluded, a further report with proposals for a re-focused service would be considered by the Executive.

RESOLVED

- (i) to note that a consultation process seeking community opinion on what it would like from its Heritage service has commenced;**
- (ii) that, in order to allow staff to undertake a thorough consultation, no active exhibitions will take place during the consultation; and**
- (iii) a further report with proposals for a new re-focused service be brought to the Executive following the conclusion of the consultation.**

21/E Statement of Community Involvement

The Executive was reminded that, in October 2016, it had agreed the Local Development Scheme for the production of a new Local Plan. The Statement of Community Involvement (SCI), which set out how the Council would involve the community in both the preparation of the Local Plans and associated Development Plan Documents such as Area Action Plans, would form part of the Local Plan.

The SCI was an update to the 2012 SCI and took into account changes in legislation and guidance since 2012. The changes to the SCI related to Duty to Co-operate requirements, updated community contacts, and changes around Neighbourhood Planning.

Following a consultation, there had been two minor changes to the SCI, namely increased references to the use of social media in how the Council would consult with the community, and reference included in the introduction to the fact that the SCI contained a number of technical references.

RESOLVED to adopt the Council's Statement of Community Involvement, as attached at Annex A to the agenda report.

22/E Response to Guildford Borough Council's Updated Draft Local Plan Consultation

Guildford Borough Council had published an updated Draft Local Plan document for consultation. The consultation was being carried out between 9 June and 24 July 2017. The consultation sought comments on a number of changes to the Draft Local Plan, which had originally been consulted on in the summer of 2016.

Members considered the proposed consultation response as this Council's formal representation on the Proposed Submission Local Plan Document.

RESOLVED that the letter contained in Annex 1 to the agenda report be agreed as the Council's formal representation to the updated Draft Local Plan Consultation.

Note: In accordance with the Members' Code of Conduct Councillor Rodney Bates declared a pecuniary interest as he was employed by Guildford Borough Council and left the Council Chamber during the consideration of the item.

23/E Response to Rushmoor Borough Council's Draft Submission Local Plan consultation

The Executive was informed that Rushmoor Borough Council had published its "Draft Submission" Local Plan document for consultation. The Consultation was being carried out between 9 June and 21 July 2017.

Members considered a proposed consultation response as the Borough's formal representations on the "Draft Submission" Local Plan Document.

RESOLVED that the letter contained in Annex 2 to the agenda report be agreed as the Council's formal representation to the Rushmoor "Draft Submission" Local Plan document.

24/E Exclusion of Press and Public

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

Minute	Paragraph(s)
25/E	3
26/E	3
27/E	3

Note: Minutes 25/E and 26/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

25/E Leisure Facility Procurement Options

The Executive made decisions in relation to the procurement route for future leisure provision within Surrey Heath.

26/E Main Square Multi-Storey Car Park Capital Improvements

The Executive made decisions and recommendations to the Council in relation to improvements to Main Square Multi-Storey Car Park and the consequential funding of these works.

27/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that minutes 25/E and 26/E and the associated agenda reports remain exempt for the present time, but the decisions be made public.

Chairman

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

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 11 May 2017

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

+ Cllr Richard Brooks	- Cllr Adrian Page
+ Cllr Nick Chambers	+ Cllr Robin Perry
+ Cllr Mrs Vivienne Chapman	+ Cllr Ian Sams
- Cllr Colin Dougan	+ Cllr Conrad Sturt
- Cllr Surinder Gandhum	Cllr Pat Tedder
+ Cllr Jonathan Lytle	- Cllr Victoria Wheeler
+ Cllr Katia Malcaus Cooper	+ Cllr Valerie White

+ Present

- Apologies for absence presented

Substitutes: Cllr Dan Adams (In place of Cllr Adrian Page), Cllr Ruth Hutchinson (In place of Cllr Victoria Wheeler) and Cllr Max Nelson (In place of Cllr Surinder Gandhum)

In Attendance: Lee Brewin, Duncan Carty, Jessica Harris-Hooton and Jonathan Partington

74/P Minutes

The minutes of the meeting held on 5 April 2017 were confirmed and signed by the Chairman.

75/P Development Management Monitoring Report

The Committee received a monitoring report for the period 1 October 2015 – 31 March 2016, from the Development Manager. The following areas were brought to the attention of Members:

- Applications Performance – there had been a dip in performance which had been due to long term sickness;
- Staff Turnover and Recruitment – interviews had been carried out;
- Government monitoring – there has been continuous monitoring by the Government and target thresholds had been increased;
- Enforcement – the Council only had one full time enforcement officer. Enforcement cases were being dealt with initially by the contact centre through the database and help had been received from other enforcement officers in the Council. This has taken some pressure from the planning department but if a planning judgement was required, this would fall to the planning officers. Cloud based software had been introduced so the

enforcement officer would be able to access and update records on site. There had been some teething problems but it was improving.

It was noted that overall, considering the points raised above, 2015/16 had been a good year for performance.

Resolved that the report be noted.

76/P Application Number: 16/0582 - 154 Guildford Road, West End GU24 9LT

The application was for the erection of entrance gates and walls (retrospective). (Amended plans recv'd 3/4/17 & 5/4/17).

The application would normally have been determined under the Council's Scheme of Delegation, however, it was reported to the Planning Applications Committee at the request of Cllr Mansfield.

Members were advised of the following updates:

'One representation has been received from a neighbour confirming that the proposal does not interfere with the line of sight from their access onto Guildford Road and that the walls enhance the appearance of the property, so raising no objections.'

Some Members felt that retrospective applications showed a disregard for planning policy. In addition the proposal's fencing line did not correlate with the original fence line. It was felt that this would have an impact on visibility on the highway.

Members were advised that the fact that the application was retrospective was not a reason to refuse an application and the development still needed to be assessed on its own merits. A condition had been added to ensure that no solid gates were installed at the entrance of the site in order to safeguard the openness of the area in the interests of the Green Belt.

Resolved that application 16/0582 be approved subject to conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Vivienne Chapman and seconded by Councillor Jonathan Lytle.

Note 2

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

Voting in favour of the recommendation to approve the application:

Councillors Dan Adams, Richard Brooks, Nick Chambers, Vivienne Chapman, , Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, Max Nelson, Robin Perry, Conrad Sturt, and Valerie White.

Voting against the recommendation to approve the application:

Councillors Malcaus Cooper and David Mansfield.

77/P Application Number: 17/0095 - 21 HighView Road, Lightwater GU18 5YE

The application was for the erection of a part two storey, part single storey front extension and single storey rear extension with a higher replacement roof over the host dwelling, converting it from a hipped roof to a gable roof with front and rear dormers. (Additional information rec'd 10/04/2017).

This application would normally have been determined under the Council's Scheme of Delegation, however, it was reported to the Planning Applications Committee at the request of Councillor Valerie White.

Councillor White commented that she had called the application in at the request of the Parish Council but a full explanation regarding this application had been given after the call in.

Resolved that application 17/095 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that Councillor Malcaus Cooper declared that the applicant had been her child's teacher at Nursery School.

Note 2

The recommendation to approve the application was proposed by Councillor Max Nelson and seconded by Councillor Robin Perry.

Note 3

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

Voting in favour of the recommendation to approve the application:

Councillors Dan Adams, Richard Brooks, Nick Chambers, Vivienne Chapman, Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, Malcaus Cooper, David Mansfield, Max Nelson, Robin Perry, Conrad Sturt, and Valerie White.

78/P Application Number: 17/0172 - Buffers, 25 Station Road, Bagshot GU19 5AS

The application was for the erection of a part single storey, part first floor, part two storey first side and rear extension including the conversion of existing attached single garage and provision of attached single garage. (Amended plans rec'd 10/04/2017).

This application would normally have been determined under the Council's Scheme of Delegation, however, it was reported to the Planning Applications Committee at the request of Councillor Valerie White.

Members were advised of the following updates:

'Clarification/correction: The amended drawings referred to in the officer report, received on 10 April 2017, have deleted the garage for the proposal, replacing it with a store to the front. The description of the development proposal has been amended to that effect to state the following:

Erection of a part single storey, part first floor, part two storey side and rear extension (amended plans 10/04/2017)

Two parking spaces are to be provided to the front of the property instead. It is proposed to add a condition to provide and retain the two parking spaces.

ADDITIONAL CONDITION:

The parking spaces shown on the approved plan 17006-002 Rev. A, received on 10 April 2017, shall be made available for use prior to the first occupation of the development and shall not thereafter be used for any purpose other than the parking of vehicles.

Reason: To ensure the provision of on-site parking accommodation and to accord with Policies CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012.'

Councillor Valerie White commented that she had called the application in but the additional condition regarding car parking and the drop in the height of the building had allayed the concerns she had raised.

Resolved that application 17/0172 be approved as amended subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

The recommendation to approve the application was proposed by Councillor Richard Brooks and seconded by Councillor Conrad Sturt.

Note 2

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

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

Councillors Dan Adams, Richard Brooks, Nick Chambers, Vivienne Chapman, Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, Malcaus Cooper, David Mansfield, Max Nelson, Robin Perry, Conrad Sturt, and Valerie White.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House on 29 June 2017

+ Cllr Edward Hawkins (Chairman)
+ Cllr Nick Chambers (Vice Chairman)

+ Cllr Mrs Vivienne Chapman	+ Cllr Adrian Page
- Cllr Colin Dougan	+ Cllr Robin Perry
- Cllr Surinder Gandhum	+ Cllr Ian Sams
+ Cllr Jonathan Lytle	- Cllr Conrad Sturt
+ Cllr Katia Malcaus Cooper	- Cllr Pat Tedder
+ Cllr David Mansfield	+ Cllr Victoria Wheeler
+ Cllr Max Nelson	+ Cllr Valerie White

+ Present
- Apologies for absence presented

Substitutes: Cllr Ruth Hutchinson (In place of Cllr Pat Tedder)

In Attendance: Ross Cahalane, Duncan Carty, Andrew Crawford, Jessica Harris-Hooton, Jonathan Partington and Emma Pearman

1/P Minutes

The minutes of the meeting held on the 11 May 2017 were confirmed and signed by the Chairman.

2/P Application Number: 17/0202 - Land north of Beldam Bridge Road, West End, Woking GU24 9LP

The application was for the approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning permission SU/16/0323 to provide for the erection of 85 dwellings into new access, landscaping and green space. (Additional plans and information recv'd 30/3/17). (Amended and additional plans, and additional information recv'd 10/5/17).

Members were advised of the following updates:

'Nine further representations raising an objection have been received making the following new objections:

- *Impact on traffic from excessive traffic speeds on Beldam Bridge Road and up to Penny Pot bridge to the east [See paragraph 7.3 of the officer report]*
- *Impact on health services [Officer comment: This would not be a reason to refuse this application]*
- *Impact on local wildlife [See paragraph 7.3 of the officer report]*
- *Impact on road maintenance [Officer comment: This is a highway matter]*

- *Impact on community spirit from in combination effect of all local housing schemes [Officer comment: This would not be a reason to refuse this application]*
- *Access onto Beldam Bridge Road is in a dangerous location [See paragraphs 7.3 and 7.6 of the officer report]*
- *Loss of green space and urbanisation [See paragraphs 7.3 and 7.5 of the officer report]*
- *Provision of access road onto land to the north and future proposals on this site [Officer comment: This application is considered on its own merits, noting the content of paragraph 7.3 of the officer report]*
- *Pavement access is to one corner of the site which will increase traffic journey as on local roads [See paragraphs 7.3 and 7.6 of the officer report]*

AMENDED CONDITIONS:

Full details of both hard and soft landscaping works shall be submitted to and approved in writing by the Local Planning Authority, which should build upon the provided landscape drawings CSA/2943/102 Rev. A, CSA/2943/103 Rev. A, CSA/2943/104 Rev. A, CSA/2943/105 Rev. A and CSA/2943/107, and these works shall be carried out as approved, and implemented within the planting season prior to first occupation.

The submitted details should also include an indication of all level alterations, hard surfaces, walls, fences, access features, the existing trees and hedges to be retained, together with the new planting to be carried out and shall build upon the aims and objectives of the which should build upon the submitted Arboricultural Impact Assessment by Ian Keen Limited (Ref: JTK/8169/APP2/so) and will be in accordance with British Standard 5837:2012 "Trees in Relation to Design, Demolition and Construction". It would be expected that the soft landscaping shall include plant material which would reflect and enhance the landscape character of the wider area as opposed to the use of high ornamental species.

All hard and soft landscaping works shall be carried out in accordance with the approved details. All hard and soft landscaping works shall be carried out in accordance with the approved details. All plant material shall conform to BS3936:1992 Parts 1 – 5: Specification for Nursery Stock. Handling, planting and establishment of trees shall be in accordance with BS 8545:2014 Trees: from nursery to independence in the landscape. A landscape management plan including maintenance schedules for all landscape areas other than small, privately-owned domestic gardens, shall be submitted to and approved in writing by the Local Planning Authority before first occupation of the development or any phase of the development, whichever is the sooner, for its permitted use. The schedule shall include details of the arrangements for its implementation. The landscape areas shall be managed and maintained thereafter in accordance with the agreed landscape management plan for a minimum period of ten years.

Reason: To preserve and enhance the visual amenities of the locality in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

No development including site clearance shall take place until a detailed arboricultural method statement, with tree protection plan, has been submitted and approved in writing by the Local Planning Authority. The arboricultural method statement, which should build upon the submitted Arboricultural Impact Assessment by Ian Keen Limited (Ref: JTK/8169/APP2/so), will be in accordance with British Standard 5837:2012 "Trees in Relation to Design, Demolition and Construction" and shall contain details of pruning or removal of trees, specification and location of tree protection fencing and ground protection (for both pedestrian and vehicular use), all demolition processes, details of construction processes for any hard surfaces within root protection areas. The statement should also contain details of arboricultural supervision and frequency of inspection along with a reporting process to the Tree Officer. This site supervision should include a mechanism to include a pre-commencement meeting with the Council's Arboricultural Officer (or other nominated officer) to agree the tree protection fencing and ground protection required for the duration of the construction period. All works to be carried out in strict accordance with the approved details.

Reason: To preserve and enhance the visual amenities of the locality and to accord with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

Details of the play area scheme, including details of the safety surfacing, play equipment, surrounding fencing and seating, building upon the details shown on Drawing No. CSA/2943/106, shall be submitted to and approved by the Local Planning Authority. The approved details shall be provided prior to the occupation of the 50th dwelling development hereby approved and retained in perpetuity.

Reason: To ensure a satisfactory play area is provided for the occupiers of the development and in accordance with Policy DM16 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

ADDITIONAL CONDITION:

The parking and garage spaces shown on the approved plan shall be made available for use prior to the first occupation of the development and shall not thereafter be used for any purpose other than the parking of vehicles.

Reason: To ensure the provision of on-site parking accommodation and to accord with Policies CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012.'

The committee noted some Members' concerns over the impact on the flood plain and properties downstream of the development resulting from drainage issues including maintenance of a draining ditch and new houses using the pumping station.

Assurances were given in terms of the surface water strategy and foul water capacity had been accepted by Surrey County Council and Thames Water. It was clarified that the development included 85 properties.

Resolved that application 17/0202 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

As this application triggered the Council's Public Speaking Scheme, Mr E Bain spoke in objection and Mr T Rumble spoke in support.

Note 2

The recommendation to approve the application was proposed by Councillor Jonathan Lytle and seconded by Councillor Robin Perry.

Note 3

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

Voting in favour of the recommendation to approve the application:

Councillors Nick Chambers, Vivienne Chapman, Edward Hawkins, Jonathan Lytle, Max Nelson, Robin Perry and Ian Sams.

Voting against the recommendation to approve the application:

Councillors Ruth Hutchinson, Katia Malcaus Cooper, David Mansfield, Adrian Page, Victoria Wheeler and Valerie White.

3/P Application Number: 17/0110 - Windlesham Garden Centre, London Road, Windlesham GU20 6LL

This application was for the outline application for the erection of 9 dwellings (7 market houses, 2 affordable) with driveways and garages and associated access improvements (including parking to serve Homestead Cottages) and a drainage pond following demolition of existing garden centre buildings. Access and layout only to be agreed.

This application would normally have been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Cllr Edward Hawkins.

Members were advised of the following updates:

'The legal agreement to secure affordable housing provision and SAMM and SANG payments has been finalised and signed.'

The Committee noted concerns in terms of the number of affordable houses, whether or not the location was sustainable and whether road safety concerns had been met. It was also noted that, on a development of this size, it would not normally be expected that the SANGS would be on or adjacent to the site. This would be met from within other existing SANGs provision in the Borough. Any proposed increases to the number of housing units on site would have to be the subject of a separate planning application.

Resolved that application 17/0110 be approved subject to the conditions as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that Members declared that they had received correspondence from the applicant.

Note 2

The recommendation to approve the application was proposed by Councillor Adrian Page and seconded by Councillor Max Nelson.

Note

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

Voting in favour of the recommendation to approve the application:

Councillors Nick Chambers, Vivienne Chapman, Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Victoria Wheeler and Valerie White.

Voting against the recommendation to approve the application:

No Councillors voted against the recommendation.

4/P Application Number: 17/0293 - Magnolia House, Westwood Road, Windlesham GU20 6LP

The application was for a detached two storey dwelling with associated landscaping following demolition of existing dwelling and annexe building. (Additional information recv'd 19/5/17) (Additional information recv'd 1/6/17).

The application would normally have been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Cllr Conrad Sturt.

Members were advised of the following updates:

'The Chairman had requested that consideration of this application be deferred until the Committee's meeting on 20 July to enable a site visit to be held. It was noted that inability to attend the site visit would not preclude any Member's involvement in the subsequent consideration of the application.'

Resolved that application 17/0293 be deferred until 20 July 2017, to permit a site visit.

Note 1

The recommendation to approve the application was proposed by Councillor Edward Hawkins.

Note 2

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

Voting in favour of the recommendation to defer the application:

Councillors Nick Chambers, Vivienne Chapman, Edward Hawkins, Ruth Hutchinson, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Victoria Wheeler and Valerie White.

Voting against the recommendation to defer the application:

No Councillors voted against the recommendation.

Chairman

Minutes of a Meeting of the External Partnerships Select Committee held at Surrey Heath House on 27 June 2017

+ Cllr Robin Perry (Chairman)
+ Cllr Darryl Ratiram (Vice Chairman)

- Cllr Dan Adams	+ Cllr Jonathan Lytle
Cllr Ian Cullen	- Cllr Katia Malcaus Cooper
+ Cllr Paul Deach	+ Cllr Max Nelson
+ Cllr Ruth Hutchinson	Cllr Chris Pitt
- Cllr Rebecca Jennings-Evans	+ Cllr Joanne Potter
- Cllr David Lewis	+ Cllr Nic Price
+ Cllr Oliver Lewis	+ Cllr Ian Sams

+ Present
- Apologies for absence presented

Substitutes: Councillor Lytle for Councillor Adams

In Attendance: Jayne Boitout, Community Development Officer
Karen Kendall, Camberley Street Angels
Louise Livingston, Executive Head: Transformation
Fiamma Pather, Your Sanctuary

1/EP Chairman's Announcements and Welcome to Guests

The Chairman welcomed Fiamma Pather, Your Sanctuary, and Karen Kendall, Camberley Street Angels, to the meeting.

2/EP Minutes

RESOLVED that the minutes of the meeting of the External Partnerships Select Committee held on 16 February 2016 be approved as a correct record and signed by the Chairman.

3/EP Declarations of Interest

There were no declarations of interest.

4/EP Your Sanctuary Domestic Abuse Outreach Service

Fiamma Pather, Chief Executive, gave a presentation in respect of the Your Sanctuary Domestic Abuse Service.

Your Sanctuary was a Woking based organisation that provides a range of services to adults and children who were either experiencing or were at risk of domestic abuse.

The service, originally set up in 1977, provided community based outreach services to women in the Woking, Runnymede and Surrey Heath local authority areas and to men from across Surrey who experienced domestic abuse. Referrals to the service were

received from a wide range of agencies including: the police, health providers, children's services and children's centres as well as an increasing number of self-referrals. The outreach programme provided group workshops to adults to help them come to terms with and move on from their experiences and a dedicated children's outreach worker provided one to one support to the children of adults referred to the service.

Your Sanctuary operated two refuges in north-west Surrey accommodating women and their children from outside the local area. There were reciprocal arrangements with refuges located outside Surrey to ensure that vulnerable women that approached Your Sanctuary were able to be accommodated safely outside their local area.

A telephone helpline provided advice to anyone anywhere within Surrey 24 hours a day, seven days a week with trained staff and volunteers providing assistance and advice not only to those experiencing domestic abuse but also to people concerned about someone else and professionals seeking advice or wanting to make referrals.

The organisation received funding from Surrey County Council, Woking Borough Council, Runnymede Borough Council, Surrey Community Foundation and BBC Children In Need. Surrey Heath Borough Council did not provide the organisation with direct core funding however funding was provided through the Safer Surrey Heath Partnership to help meet the costs of advertising and promoting the annual National Domestic Abuse Awareness Week campaign.

It was reported that in 2016/17 Surrey Police recorded 7,719 incidents of domestic abuse across Surrey with 545 of these incidents taking place in the Surrey Heath area. However national research has found that a person will have experienced an average of 35 assaults before they contacted the police for the first time. Females were the victims of domestic abuse in 70% of the cases reported and 36% of the victims were aged between 18 and 29 years old.

In 69% of reported cases the victim's ethnicity was categorised as being white however it was stressed that research had found that there were a range of factors that could deter black and minority ethnic groups from reporting domestic abuse including language barriers, cultural and socio-economic factors and concerns about immigration status so this figure could not be considered a true reflection of the situation on the ground. Similarly, research had found that male victims, and particularly those in gay relationships, were less likely to report incidents of domestic abuse and when they were reported incidents were often miscategorised because they were sometimes seen as just being 'two men having a fight'.

Key areas of work for Your Sanctuary over the coming year included:

- Being a pilot area for the Women's Aid National Project Change that Lasts. A programme that used a strengths-based, needs-led approach to support domestic abuse survivors and their children to help them build resilience and independence.
- Participating in a Transforming Women's Justice pilot project which aimed to stop the 'revolving door' of low level re-offending by women and get them out of the criminal justice system by offering women who admitted their offences appropriate support to tackle the behaviour which led them to offend.
- Providing input into Surrey Police training on domestic abuse.
- Working towards the joint commissioning of domestic abuse services.

Arising from Members' questions and comments the following points were noted:

- Using social media to deliver campaigns was a new area for Your Sanctuary and expertise would be brought in from partners if it was decided to make more of the medium.
- Domestic Abuse Champions provided support and guidance to their colleagues however experience had found that their success very much depended on the support that the champions themselves received from their managers.
- It was an aspiration to have peer mentors in Surrey however they required ongoing support and this could only be delivered through the employment of paid staff.
- Mediation started from the assumption that all parties were equal. Consequently mediation was never considered as an option when domestic abuse was present in a relationship as the parties involved were not equal.
- Although levels of domestic abuse were rising year on year the rise was not considered to be significant and the rise was attributed in the main to a greater awareness and understanding of domestic abuse and a decrease in tolerance levels towards accepting domestic abuse.
- The cases that were being dealt with by Your Sanctuary staff and volunteers were increasingly becoming more and more complex as statutory services reduced the levels of support that they provided to non-critical cases.

It was agreed that a small working group would be set up to explore ways in which the Council might help Your Sanctuary take forward and develop their work.

The Committee thanked Fiamma Pather for her informative presentation.

5/EP Camberley Street Angels Report

Karen Kendall gave a presentation in respect of Camberley Street Angels, a voluntary group set up to provide assistance to members of the public after the pubs and clubs in Camberley town centre had shut.

Camberley Street Angels was a voluntary group which operated under the umbrella of Churches Together Camberley. All volunteers were subject to Disclosure Barring Service (DBS) checks and received training and ongoing support to help them with their role. The organisation worked in collaboration with Surrey Police, South East Ambulance Service, the Camberley Town Centre Management Team, Pub Watch and door staff. The service operated on Friday and Saturday nights between the hours of 10.30pm and 3am. With volunteers working in mixed sex pairs to ensure that people were kept safe, that people got home safely and to help prevent people getting criminal records as a result of any actions committed whilst intoxicated; actions that enabled the police to focus on more serious matters.

Arising from Members' questions and comments the following points were noted:

- The age of volunteers ranged from mid-twenties to mid-eighties. However the majority of volunteers were aged between 55 and 65 years old.
- When Camberley Street Angels was originally set up it had been a requirement that all volunteers had to provide a reference from a church leader however changes had been made to enable volunteers to be drawn from a wider cross section of the Community.
- Volunteers carried police radios and were able to communicate directly with the police, door staff and the CCTV control centre in Woking.
- All outgoings were funded by the Churches allied to Churches Together Camberley.

- If there was any risk of violence then volunteers would call the police and withdraw from the situation. However it was rare for volunteers to experience direct threats.
- Although the group was well supported more female volunteers were needed.
- A recent incident had cumulated in an ambulance struggling to access the High Street. It was agreed that this would be followed up with South East Coast Ambulance Service to ensure that all paramedics and ambulance staff were aware that they needed to access the High Street from the bottom of the High Street on Friday and Saturday nights.
- Councillors were welcome to come along on a patrol to see the service in action.

It was acknowledged that the decrease in police presence on the street was impacting on the service provided by Camberley Street Angels and it was agreed that the matter would be followed up with the Police.

The Committee thanked Karen Kendall for her informative presentation and commended the Group for the work they did.

6/EP Committee Work Programme

The Committee received a report setting out its proposed work programme for the 2017/18 municipal year.

It was noted that it was proposed to focus the majority of the Committee's time scrutinising those organisations which received grant funding from the Council.

It was requested that any suggestions for future agenda items be forwarded to officers and the Chairman for consideration. It was agreed that the agenda for the Committee's meeting in September would go ahead as listed.

Chairman

**Minutes of a Meeting of the Licensing
Committee held at Council Chamber,
Surrey Heath House on 28 June 2017**

+ Cllr Adrian Page (Chairman)
+ Cllr Bill Chapman (Vice Chairman)

- Cllr Dan Adams	- Cllr Bruce Mansell
+ Cllr Paul Deach	+ Cllr Joanne Potter
- Cllr Surinder Gandhum	+ Cllr Nic Price
+ Cllr Ruth Hutchinson	+ Cllr Pat Tedder
+ Cllr Paul Ilnicki	+ Cllr Valerie White
+ Cllr David Lewis	+ Cllr John Winterton
+ Cllr Jonathan Lytle	

+ Present

- Apologies for absence presented

1/L Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Licensing Committee held on 15 March 2017 be approved as a correct record and signed by the Chairman.

2/L Declarations of Interest

There were no declarations of interest.

**3/L Hackney Carriage and Private Hire Drivers and Private Hire Operators
Convictions Policy**

The Committee received a report setting out the outcomes of a public consultation on the proposed new Convictions Policy for Hackney Carriage and Private Hire Drivers and Operators.

As part of an ongoing review of its policies the Council's Hackney Carriage and Private Hire Convictions Policy had been reviewed to ensure that it took into account the latest legislation and was in line with nationally recognised best practice. The revised policy had been developed using a template policy from the Local Government Association and the Council had worked with licensing officers from the other Surrey authorities to ensure that there was a consistent approach across the County.

The draft policy had been subject to a six week public consultation between 17 March and 28 April 2017. Details of the consultation had been sent to all licenced hackney carriage drivers, private hire drivers and private hire operators in the Borough, all Surrey Licensing Authorities and Surrey County Council's Safeguarding Children Team. Details of the consultation had also been advertised on the Council's website and publicised through social media channels.

A number of comments relating to administrative matters had been received from Surrey Licensing Authorities and these had been incorporated into the draft policy. Surrey County Council had requested that the policy provide greater clarity in relation to those who had been banned from working with children or vulnerable adults and this had been included in an Appendix. No responses had been received from licence holders.

It was questioned whether the requirement for applicants who have continuously resided for six or more months overseas to provide either evidence of a criminal record check from the country or countries visited during the period they were aboard or a certificate of good conduct was sufficient as a safeguarding measure. It was acknowledged that the variation in background checks between different countries was not an ideal situation and that advice would be sought on the matter.

RESOLVED that:

- i. The comments received as part of the public consultation on the draft revised Convictions Policy for Hackney Carriage and Private Hire Drivers and Private Hire Operators be noted
- ii. The draft revised Convictions Policy for Hackney Carriage and Private Hire Drivers and Private Hire Operators, as set out at Annex 2 of the report, be approved.

4/L Licensing Act 2003 - Summary of Decisions

The Committee received and noted a report setting summarising the decisions taken under delegated powers in respect of licence applications received since their last meeting.

It was clarified that the Event Licence issued in respect of St Lawrence's Church, Chobham, referred to the Church Hall.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 6 July 2017**

+ Geraldine Sharman (Chairman)

- | | |
|--------------------------|-------------------------|
| - Cllr Moira Gibson | - Gillian Barnes-Riding |
| + Cllr Josephine Hawkins | + Lee Brewin |
| + Cllr Ruth Hutchinson | + Andrew Edmeads |
| - Cllr Paul Ilnicki | + Lynn Smith |
| + Cllr Charlotte Morley | - Anthony Sparks |
| + Cllr Robin Perry | + Karen Wetherell |
| + Cllr Ian Sams | |
| - Cllr Conrad Sturt | |

+ Present

- Apologies for absence presented

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 2016/17 the position of Chairman was held by a Staff Representative and the position of Vice Chairman was held by a Member representative.

The Group noted that Members would not be seeking to nominate a Chairman. It was proposed that the Chair for 2017/18 should be filled by a staff representative, with a Vice-Chairman to be nominated on a meeting by meeting basis, by the Leader of the Council, from the non-Executive Members of the Group.

Resolved, that Geraldine Sharman be elected Chairman for the municipal year 2017/18, with a Vice-Chairman to be nominated, on a meeting to meeting basis, from non-Executive Members, through the Leader of the Council.

2/J Notes

The Notes of the meeting of the Joint Staff Consultative Group, held on 16 March 2017, were agreed as a correct record.

3/J Declarations of Interest

There were no declarations of interest submitted.

4/J Safeguarding Policy

The Executive Head of Transformation reported that a revised Surrey-wide Safeguarding Policy had been produced by the 11 Borough and District Councils. The Policy was currently being tweaked to meet the specific needs of Surrey Heath, with the front of the policy being clear on what to do if you see/hear

anything of concern. The Council's proposed changes will be shared with the other 10 Councils and a revised copy will be considered at this Group's meeting on 28 September 2017.

5/J Revised Equality Strategy

The Human Resources and Organisational Development Manager presented a report covering a revised Equality Strategy. She highlighted the following minor amendments:

- (i) Introduction – Para 1 – last sentence – Delete ' *staff is*' and insert ' *staff are*';
- (ii) Roles and Responsibilities – Equality Action Group – 1st paragraph – delete ' *policies*' and insert ' *policies*';
- (iii) Protected Characteristics – Age – Delete paragraph and replace with ' *Discrimination on the grounds of age in relation to goods and services, employment and vocational training is unlawful*';
- (iv) Marriage and Civil Partnerships – 1st sentence – before 'same sex couples' – delete 'a';
- (v) Paragraph 9 (ii) – Equality Impact Assessments and Actions – In the title, after ' *Equality Impact Assessments*' add '(EIA)';
- (vi) Procurement and Grants – 1st Sentence – Change ' *An organisation who*' to ' *An organisation which*' and change ' *but who*' to ' *but which*';
- (vii) Community Engagement – 2nd Paragraph – delete ' *Council's*' and insert ' *Council*';
- (viii) Paragraph 12 – 1st Bullet Point – To be re-worded to make purpose clearer;
- (ix) Paragraph 14 onwards – Renumber from Paragraph 15.
- (x) Re-numbered Paragraph 17 – the sentence should end ' *in order for the Council to meet the General Equality Duty*'; and
- (xi) Annex B Measuring our Equality Performance – replace ' *Narrative*' with ' *narrative*'.

Resolved, that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the changes to the Equality Strategy.

6/J Revised Code of Conduct for Officers

The Group received an update from the Human Resources and Organisational Development Manager on proposed changes to the Council's Code of Conduct for Officers Policy.

Members noted that the policy had been amended to reflect changes to job titles and responsibilities. In Section 18 – gifts, the wording had been changed to ensure synergies with the Hospitality section. Sub-section 18.3 had been condensed, the wording of sub-section 18.4 had been amended to accord with that of sub-section 19.2 and the wording of sub-section 18.5 had been amended to delete reference to traditional Christmas boxes. In addition, the following minor amendments were agreed:

- (i) Title Page – Align '*Human Resources*' with the '*Surrey Heath Borough Council*' title above;
- (ii) In the Code, paragraph 5.2 (iv), it was agreed to reword to:

'(iv) There is an exemption under the FOI Act or an exception under the Environmental Information Regulations.';
- (iii) Paragraph 5.4 – 3rd Sentence (following on from '*transparency agenda.*' – add '*Information produced by officers remains the property of the Council*'; and
- (iv) Footer – Move the date to the right hand margin.

Resolved, that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the changes to the Code of Conduct for Officers.

7/J Work Programme

The Group considered a proposed work programme for the meetings scheduled for 28 September 2017, 18 January 2018 and 15 March 2018.

It was noted that the Safeguarding Policy would be added to the agenda for 28 September 2017.

Resolved, that the Work Programme for the 2017/18 municipal year, as set out in Annex A to the Officer report and as amended, be approved.

Chairman

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Minutes of a Meeting of the Audit and Standards Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 10 July 2017

+ Cllr Paul Deach (Chairman)
+ Cllr Rebecca Jennings-Evans (Vice Chairman)

+ Cllr Rodney Bates
+ Cllr Edward Hawkins
+ Cllr Paul Ilnicki

+ Cllr Bruce Mansell
- Cllr Conrad Sturt

+ Present
- Apologies for absence presented

In Attendance: Julia Hutley-Savage, Principal Solicitor
Kelvin Menon, Executive Head of Finance
Alex Middleton, Senior Auditor

1AS Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 30 March 2017 be approved as a correct record and signed by the Chairman.

2AS Declarations of Interest

There were no declarations of interest.

3AS Assessment of Going Concern Status

The Committee received a report setting out the S151 Officer's assessment of the Council as a 'going concern'.

All local authorities had been asked to assess the likelihood of their survival as a going concern in the coming financial year. The assessment reviewed the Council's current and projected financial positions and its strategic planning and budget framework processes within the regulatory and control environment in which the Council operated and would be used to develop the Council's Statement of Accounts for 2016/17.

It was reported that the Council had ended the 2016/17 financial year under budget. Capital schemes had come in under budget and all expenditure had been funded. The Council had ended the 2016/17 financial year with a net balance of £40million and a balanced budget for the 2017/18 financial year that placed an emphasis on increasing income generation rather than cutting services had been set. This combined with a well-established and robust corporate governance framework has resulted in the assessment concluding that the Council continued to be a going concern.

Arising from Members' questions and comments the following point were noted:

- The Council's agreed borrowing limit was set by the Council and was based on an assessment of the Council's Capital Programme.

- The outcome of the recent General Election had resulted in uncertainty over the future of previous Government proposals to allow local authorities to retain 100% of their business rates.

RESOLVED that the contents of the report be noted and approved.

4AS Annual Governance Statement

The Committee considered a report setting out the draft Annual Corporate Governance Statement 2016/17.

There was a statutory requirement for the Council to produce an Annual Corporate Governance statement which reviewed the effectiveness of the Council's control systems and formed part of the final accounts for each financial year. The Statement set out the governance arrangements in place at the Council, highlighted any key issues identified during the year and summarised progress made towards addressing any previously identified issues.

It was reported that the Council's Monitoring Officer and Section 151 Officer considered the Council's governance arrangements to be adequate and effective. Whilst no significant governance issues had been identified in 2016/17 a number of minor issues that might impact on the Council's ability to operate effectively had been identified, including the purchase of Camberley town centre, the Council becoming the lead authority for the Joint Waste Partnership and the implementation of the General Data Protection Regulations, and these would be monitored through the planned work of the Council.

Arising from Members' questions and comments the following points were noted:

- In the Key Elements section the reference to the Council holding all meetings in public would be clarified to make reference to exemptions under Section 12A of the Local Government Act 1972.
- It was clarified that the Talk Surrey Heath initiative was a live internet broadcast not a podcast.
- It was requested that an update be provided on the review of security arrangements that had arisen from the 2016/17 theatre audit.
- It was agreed that more details of the Council's Citizens Panel would be circulated including information relating to how the panel's membership was refreshed and what subjects the panel had been consulted on.

RESOLVED that the contents of the report be noted and approved.

5AS Internal Audit Annual Report 2016-17

The Committee received a report summarising the work carried out by the Council's Internal Audit function during the 2016/17 financial year.

It was reported that during the 2016/17, the internal audit function had carried out 23 scheduled audits in line with the areas identified in the Council's annual plan including audits of: Camberley Theatre, parking, licensing, grant payments, community transport and parks and green spaces. In addition, six unscheduled audits were undertaken during the year including reviews of the disabled facilities grants and Windlesham Parish Council. All essential recommendations raised since 1 April 2016 had now been addressed.

Of the 21 scheduled audits completed to date, 18 had received an assessment of Substantial Assurance, one had received an assessment of Limited Assurance and action plans had been developed and advice given in the case of two audits. A total of 90 recommendations had been made for the year 2016/17 with 11 recommendations being classified as essential actions that were required to address substantial weaknesses and ensure that the Council's business objectives and legislative requirements were met.

It was agreed that in future reports the table setting out the assurance levels and the paragraph detailing then number of audits carried out and their associated assurance levels would be incorporated into a single paragraph.

The Committee was informed that the Council had employed a number of new parking enforcement officers and consequently the Council now had more control over how and when parking enforcement notices were being issued thus reducing the number of incorrectly issued notices and placing less reliance on temporary agency staff.

The Committee noted the report.

6AS Annual Review of the Effectiveness of the Internal Audit System

The Committee received a report setting out the outcomes of the Council's statutory annual review of the effectiveness of its system of internal audit for 2016/17.

The review examined the extent to which nine key elements, as identified by the Chartered Institute of Internal Auditors, were being met by the Internal Audit Team including independence, adoption of a mandate and unrestricted access to staff and records.

It was reported that the review had found that the Council's internal audit systems were sound and that internal control systems were working effectively. It was noted that concerns about the capacity of service areas to deal with the additional work load that audits placed on them had been addressed and the internal audit team worked closely with service areas to minimise the disruption experienced by service areas.

The Committee was informed that the Jersey Property Unit Trust (JPUT) which oversaw the Council's property investments had appointed an external auditor who would in turn report to the Council's Auditor who would then report to the Council's Audit and Standards Committee.

It was noted that the Council's move towards delivering an increasing number of its services via electronic means and the increased reliance on virtual and cloud based technologies would place additional pressures on the internal audit function as they worked to ensure that they were fully conversant with the skills required to audit these new areas.

The Committee noted the report.

7AS Annual Standards Report

The Committee received the Monitoring Officer's Annual Report. The report included a summary of any key issues arising in relation to the Members' Code of Conduct and a forward look.

It was noted that, in line with previous years, the majority of issues raised with the Monitoring Officer during 2016/17 related to planning matters and in particular when interests need to be declared. One formal complaint had been received about a Councillor however investigation had found that the Code of Conduct had not been breached.

The Committee noted the report.

Chairman

**Minutes of a Meeting of the
Performance and Finance Scrutiny
Committee held at Surrey Heath House
on 12 July 2017**

+ Cllr Jonathan Lytle (Chairman)
+ Cllr Katia Malcaus Cooper (Vice Chairman)

+ Cllr David Allen	+ Cllr Robin Perry
+ Cllr Nick Chambers	+ Cllr Chris Pitt
+ Cllr Bill Chapman	- Cllr Joanne Potter
+ Cllr Edward Hawkins	+ Cllr Wynne Price
+ Cllr Paul Ilnicki	- Cllr Darryl Ratiram
+ Cllr David Lewis	+ Cllr Victoria Wheeler
+ Cllr Oliver Lewis	

+ Present

- Apologies for absence presented

Substitutes: Cllr Ian Sams, for Cllr Daryl Ratiram

In Attendance: Cllr Mrs Vivienne Chapman, Cllr Moira Gibson and Cllr Alan McClafferty.

1/PF Chairman's Announcements

The Chairman welcomed Members and Officers to the meeting and in particular welcomed Councillor Moira Gibson, the Council Leader, who had agreed to attend for discussion on the Council's performance in the previous year and Councillor Katia Malcaus Cooper in her first meeting as Vice-Chairman.

The Chief Executive was on leave, but had recorded a message as an introduction to the Performance report and this would be played prior to discussions thereon.

The Chairman thanked those Members who had submitted written questions in advance of the meeting and encouraged the Committee in this respect as it would enable much fuller responses at meetings.

2/PF Minutes

The minutes of the previous meeting, held on 22 March 2017, were agreed and signed by the Chairman.

3/PF Performance 2016/17 - End of Year Report

The Committee considered a report summarising the performance of the Council against corporate objectives, priorities and success measures for the period 1 April 2016 to 31 March 2017.

The report had been introduced, through a recorded presentation, by the Chief Executive and the Council Leader, Councillor Moira Gibson and the Executive

Head of Transformation, Louise Livingston, had attended to address Members' questions and comments.

Councillor Moira Gibson highlighted the following in response to questions submitted by Councillor Robin Perry:

- (i) Purchased Properties - Net Returns – The net returns on property investments, after all payments of capital and interest was:
 - a) JPUT – 2.1% (% agreed as properties were part of the regeneration programme)
 - b) St George's – 2.73%
 - c) Albany Park – 5.12%

Whilst there had been reports in the press on Councils engaging in risky investment, this Council had taken a cautious approach, ensuring good value to residents, whilst continuing to be risk averse.

- (ii) Rental Income - St George's was £55k above target and Albany Park was £18k above. So far, Town Centre rentals were currently below target. Net returns were up due to lower than expected costs.
- (iii) Finance - £17.4m of borrowing had come from the Public Works Loan Board (PWLB). The Council had, on the strong advice of its Treasury advisors, Arling Close, taken out short term loans at competitive rates and substantially lower than those offered by the PWLB. In the longer term, the Council would move towards more sustainable borrowing, but current arrangements represented best value.
- (iv) Ashwood House – Whilst, at first sight, it may appear that the Council was selling the lease of Ashwood House at below the purchase cost, in fact, the lease being granted, to allow housing units to be built, was for the upper floor office space only and did not include the ground floor retail space. The proceeds of the sale would be used to enhance the public realm, particularly in the vicinity of Ashwood House.

The focus on leasing the retail premises would be on occupation after the works carried out by Berkley Homes to the upper floors and the resulting disruption had been completed.

In respect of other Member questions, the following responses were given:

- (i) Car Park Charges – Whilst there were a number of models used by neighbouring Boroughs, each responded to different circumstances, including the levels of commuting. Car park charges in the Borough had not increased for some years and the Council was looking to remain competitive. The Executive, at previous meetings, had agreed a major refurbishment of both the Mall (20 June 2017) and the adjoining car park 11 July 2017).

Further consideration may be necessary on the completion of the refurbishment, which would include the introduction of more wide bays. In the meantime, any Member suggestions on how to increase the usage would be considered.

- (ii) Grass Verges – There was a balance to be reached between public expectations on the number/quality of grass cuts and the use of weed killers, against the desire to encourage wildlife and recognise funding restraints.

There was confusion over who was responsible for cutting various grass areas and where the funding came from. It was recognised that there could be economies of scale if all parties combined their grass cutting, but, it was for others, such as Parish Councils, to consider the options that best suited their organisations.

It would be helpful to have a borough-wide questionnaire on grass cutting. Members needed to be aware of the need to have resident support for any major policy changes in this area.

It was suggested that a task and finish group be established to consider all aspects of grass cutting, including the frequency of cuts, resources and funding, plus the levels of weed killer usage.

Councillor Bill Chapman agreed to consider chairing the task and finish group if the Committee decided to establish one.

- (iii) Princess Royal Barracks – Whilst it was recognised that any development on the site might be delayed by upwards of 5 years, there would be a great deal of hostility within any area to any developments involving large numbers of new housing units. This was, however an issue across South East England and that was the level at which any resolution would need to be found.

The level of housing for Surrey Heath was a matter for inclusion in the Local Plan and would be part of the considerations of the Local Plan Working Group. It would not be appropriate to have a task and finish group in addition to the Working Group. Issues around shortages of housing for people under 40 would be addressed through the Local Plan.

- (iv) Events – Although the Council drove some events in the Town Centre, most were organised or supported by Collectively Camberley. The Wider Management Team was considering options for events in the wider Borough, but it was recognised that there may be a reluctance from within communities to have events organised from the centre.
- (v) Planning Appeals – Although 2 recent planning appeals had gone against the Council, there had to be occasions when it was right and necessary to overturn officer recommendations. The cost of these particular appeals would be part of consideration by the Executive at a future meeting, but these would be met from the Regulatory budget.

Members noted that following a court ruling in Lewes, in East Sussex, all development in parts of East Sussex would cease until the matter was resolved. Officers were monitoring developments.

- (vi) Pembroke House – It was noted that there were now 2 Pembroke Houses in close proximity to each other. The residential home, Pembroke House had been so named after the Council owned building. However, it was likely that, when the work on the House and flats was completed, a different name would be agreed for that complex.
- (vii) Waste Contract – There were a number of measures by which the performance of the Waste Contract was assessed. There may have been a drop in standards after the loss of the contract by the current provider, but comparators were in place and it was expected that the new contract would generate both savings and an enhanced service.
- (viii) Play Areas – The Executive Head of Business would be asked to provide a schedule for work to play areas in the Borough.

Resolved, that

- (i) **the report be noted; and**
- (ii) **That a Task and Finish Group be established to consider grass cutting and the use of weed killers.**

4/PF Finance Report - End of Year 2016/17

The Executive Head of Finance presented a high level view of the Council's financial performance for the year 2016/17. This report had previously been presented to the Council's Executive.

The report highlighted significant variances against budgets. The figures listed included controllable costs only. Costs relating to asset charges and pensions, which would form part of the overall financial outturn, had been excluded.

Overall the Council had had a successful year with controlled spending in many areas and additional income. In addition, there had been surpluses on Business Rates and Council Tax which would benefit the Council in future years.

A report would be submitted to the Audit and Standards Committee in September with audit comments attached.

The Executive Head of Finance reflected on the position of the Capital Budget, treasury investments, borrowing and the different types of debtors. In particular, he reported that £122.8m had been allocated to capital expenditure, of which £121.8m had been spent on property acquisitions.

The Council had £10.3 million of investments, but would be reducing these to limit the Council's borrowing exposure. The reduction in interest returns would be offset

by a reduction in interest payments against borrowing. £119m of loans had been taken out to allow property acquisitions, of which £17.4m had been made up longer term loans from the Public Works Loans Board, with the remainder made up from shorter term loans from other Local Authorities.

In respect of variances and in response to Members' questions, Mr Menon noted that:

- (i) Car Parks – Income had not reached that target set due to roadwork issues.
- (ii) Camberley Theatre – The Theatre was still in deficit, but had substantially improved and was moving towards a realistic budget.

Resolved, that the report be noted.

5/PF Presentation - Changes to Services to Older People

Darren Williams, the Community Services Partnership Manager, gave a presentation on the Community Services Partnership between this Council and Runnymede Council, which covered an ever-increasing range of jointly developed and provided services in the community.

The priorities of the Partnership were to continue to develop and enhance services, provided in both Boroughs, ensuring that these were sustainable during financial strictures, and using a long term partnership model, to identify new service options which would benefit residents and generate income.

The partnership arrangements had been achieved through the use of key shared posts, whilst retaining local operational leads, development of a more flexible and robust structure and the close involvement of both Authorities in the development and provision of current and new services in the community.

Work had been undertaken to re-brand existing services and to develop and alter services to better meet the needs of the community. Meals at Home had changed to a fully choice based menu, a number of exciting new options were being considered for Community Transport, including services to the Villages, which did not currently exist in any form. The upgraded and re-branded services were showing a significant increase in demand.

Current facilities, such as the Windle Valley Centre were being refurbished/ upgraded and new services, such as GPS tracking, care-call and crisis respite day care had been introduced.

With many further planned developments and improvements in the pipeline, the Service was also focussing heavily on sustainability and ongoing risk factors, which included staff and resources capacity, health and safety requirements and funding/resources.

Members welcomed the very positive developments and partnership arrangements to provide new and enhanced community services across the Borough.

Resolved, that the report be noted.

6/PF Update on Emergency Planning and Business Continuity

The Executive Head of Community, Tim Pashen introduced a report on Emergency Planning and Business Continuity. He reported that, for the past 12 months, Applied Resilience, a public service mutual company, had provided services on behalf of the Council, and introduced Nick Moon and Jonathan Russell, from Applied Resilience, both of whom had previously been emergency planning officers in Local Government.

The Council had a number of responsibilities under the Civil Contingencies Act 2004, to ensure that the Council could deal with rapidly increased demands for services caused by emergencies, enable continuity of critical services in the face of major disruption and to support the emergency services in a major incident environment.

In Surrey, a Surrey Local Resilience Forum (SLRF) had been formed, including statutory, commercial and voluntary bodies, to deliver good practice in emergencies and an appropriate training regime for all participants

With the assistance of Applied Resilience, the Council had been focussing, in the previous 6 months, on enhancing and improving the Borough Emergency Centre, strengthening Business Continuity and recruiting further Incident Liaison Officers.

In response to Members' questions, Nick Moon and Jonathan Russell explained that, in an emergency, the main responsibilities lay with the emergency services, supported by other agencies including councils. The Council would have a much greater role in the recovery period, in the aftermath of an emergency. The main area in which Members could assist in an emergency would be in informing and re-assuring residents.

Nick Moon agreed to produce a 'crib sheet' for Members including a definition of the various levels of emergency and Members roles in the event of, during and in the aftermath of an incident or emergency.

In terms of business continuity, the Council had been advised by Applied Resilience, that further measures would be needed to develop a more robust plan. Work was well advanced to ensure strong resilience and business continuity, going forward.

Noted, that

- (i) The Borough Emergency Centre Plan had been developed and approved by the Council's Corporate Management Team;**
- (ii) Service Level Business Continuity arrangements had been reviewed, with Corporate Level arrangements to be exercised and then updated, based on the discovered outcomes;**

- (iii) **The Council's resilience and capacity to respond to incidents in Surrey Heath was being developed through the recruitment and training of Incident Liaison Officers from internal staff.**

7/PF Waste Action Plan

The Committee considered a report on the Surrey Heath Waste Action Plan 2015 – 2020. This Council had engaged Amey as its new waste collection contractor in a contract signed in May 2017, the contract to commence at the end of the current waste collection contract. At the same time, the Council had signed an inter-Authority contract with Elmbridge Borough Council, Mole Valley District Council, Woking Borough Council and Surrey County Council. This Council would be the Administrating Authority for the contract.

Elmbridge was the first area in which the new contract commenced and following a few teething problems whilst the contract was bedded in, it appeared to be working well. The new contract was expected to provide a high quality and improved service, whilst savings of £2 million would be accrued across the Partnership, with a projected saving to this Council of £330,000.

In terms of Borough output, although the percentage had dropped from 63.7% to 62.4%, Surrey Heath continued to be the best performing Council in Surrey for recycling and composting and was the 4th highest performing Council in the Country. The percentage reduction was due to recyclables being rejected due to contamination.

It was noted that flat dwellers generally presented less recycled waste than house dwellers, due to the physical difficulty in getting a full range of collection schemes in blocks of flats, but Surrey Waste Partnership officers were considering options for improvement.

In response to Members' questions, the Executive Head of Community highlighted the following:

- (i) Food Waste – If food waste was put in the recyclables bin, the recycled waste would not be accepted by the processing companies, However, the vast majority of any food waste which was not correctly processed went into landfill bins;
- (ii) Highway Leaves –The Environment Agency had originally stopped the composting of street leaves due to concerns on toxicity levels. Although the Joint Waste Partnership had subsequently established that the leaves were safe, there had been no agreement on composting this material;
- (iii) Household Batteries – In addition to the many outlets that accepted used batteries, the Councils Waste collection service also accepted these on the small electrical waste collection days; and
- (iv) Publicity – The Council included a double page article on recycling in each issue of Heathscene. Hangers on bins were also used to highlight specific campaigns. As part of the new Joint Waste contract the vehicles used would

promote good practice through their livery and slogans. Messages went out with Council Tax bills and a communications plan was already in place for future campaigning.

Members welcomed the many developments and emphasised the importance of publicity and communications in improving percentage and actual recycling outcomes.

Resolved, that the update be noted and that the Executive Head of Community be advised to investigate further vehicles for communicating the Council's recycling messages.

8/PF Reference to the Executive - Planning Enforcement

The Chairman referred Members to the previous Committee decision to refer its concerns on Planning Enforcement to the Executive. The reference was considered at the 20 June 2017 Executive meeting and the Chairman had taken the opportunity to address the Executive on the Committee's reasoning and proposals.

Following consideration of the report and a detailed explanation from the Chief Executive of measures put in to address difficulties around planning enforcement, the Executive resolved (Minute 5/E refers) to:

- (i) Note the reference from the Performance and Finance Scrutiny Committee on the previous performance of the Planning Enforcement function and its contribution going forward;
- (ii) Note measures to improve the service, going forward and in particular the new involvement of the Corporate Enforcement Team and Contact Centre; and
- (iii) Agree that a further review of the performance of the service be scheduled after 12 months operation with the new measures in place.

Members were mindful that the Committee had supported an increase in staffing levels to address the issues highlighted at the previous meeting. However, the Executive had taken note of recent measures to improve the service, including the use of the Corporate Enforcement Team to support Planning Enforcement and an increasing role for the Contact Centre.

Whilst noting the outcome of the reference to the Executive, the Committee agreed to include a review of Planning Enforcement in June/July 2018.

Resolved, that

- (i) **The outcome of the reference to the Executive on Planning Enforcement be noted; and**
- (ii) **A further review of the Planning Enforcement Service be included on the Committee work programme for June/July 2018.**

9/PF Information Items

The Chairman reminded Members that, in the previous year, the Committee had agreed to receive an annual report, covering areas within its remit where there was little or no change to report and that matters reported should be by exception only.

Members considered reports on:

- (i) Regulation of Investigatory Powers Act 2000 (RIPA) – It was noted that no actions had been authorised under RIPA, in the previous year.
- (ii) Equalities – This item had included both internal and external development and highlighted the Council's recent success in a range of equality awards/qualifications;
- (iii) Air Quality – It had not been possible to bring an update to this meeting and Air Quality would be added to the agenda for the next meeting; and
- (iv) Complaints/Complaints to the Local Government Ombudsman – Members considered that, on balance, this area should be the subject of a full report annually.

Resolved, that

- (i) the report be noted;**
- (ii) Air Quality be the subject of a report to the next meeting; and**
- (iii) Complaints and complaints to the Local Government Ombudsman be reported annually to the Committee as a bespoke item.**

10/PF Task and Finish Groups

Councillor Robin Perry briefed Members on the outcomes of a Member Task and Finish Group established to review the impact of recent Government Benefits reforms on this Council and its residents and to advise this Committee on possible courses of action to mitigate any impacts.

The Task and Finish Group considered that the following changes had impacted on the Council and those in or potentially in receipt of benefits:

- (i) Council Tax replaced by Local Council Tax Support Schemes – April 2013;
- (ii) Social Sector Size Criteria – April 2013;
- (iii) Benefit Cap – July 2013
- (iv) Universal Credit – February 2016;
- (v) Housing Benefit/Council Tax Reduction backdating – April 2016;
- (vi) Withdrawal of Family Premium – May 2016;
- (vii) Changes to Temporary Absence Rules – July 2016;
- (viii) Reduction in benefit cap levels – November 2016; and
- (ix) Further changes to qualifying criteria – April 2017.

It was noted that the following benefits had not been affected by the Benefits Cap:

- Armed Forces Compensation Scheme
- Armed Forces Independence Payment
- Attendance Allowance
- Carer's Allowance
- Disability Living Allowance (DLA)
- Employment and Support Allowance (if support component in payment)
- Guardian's Allowance

Members highlighted monies that had been made available to mitigate the impact of the various changes and noted the areas where the mitigation could not be applied.

Focussing on local impacts, Members had identified the following key local needs:

- (i) An increase in the number PCs available to welfare benefit applicants, and the number of local locations where access would be possible;
- (ii) An increase in the number of PC and benefit competent advisors who could help applicants complete claim forms;
- (iii) An increase in the number of advisors (must be qualified) who could help with debt counselling;
- (iv) Better local access to short term loans to those left without support between date of claim and date of approval and receipt of grant; and
- (v) An increase in the number of one bedroom properties available for social rent.

Overall, the Task and Finish Group had suggested that the best way to meet the identified needs and address what was an increasing problem, was to facilitate a stronger working relationship with and provide an increased level of financial support to specialist local charities, particularly given the expertise which existed in the community, which could assist in this complex area of work.

Having highlighted the impact of the various measures and possible mitigating actions which could be considered, the Task and Finish Group had proposed that the Committee make appropriate recommendations to the Executive.

After further debate, the Committee agreed to advise the Executive to consider a number of actions which could potentially mitigate the impact of recent measures relating to a range of benefits.

Resolved, that the Executive be advised to consider the following actions, with respect to the impact of benefit changes on Borough residents:

- (i) **Increase the number of locations in the Borough where it would be possible for claimants to complete a claim form and get basic**

advice, and fulfil their obligations regarding making job applications.

- a) That an appeal for “spare” PCs be made to local organisations.
Recommended Action Addressees: SHBC + CAB
- b) That an appeal be made for volunteers who would like to help, and who are able to drive a PC and are willing to undergo basic training re completing Benefit claim forms. – Action: Borough + CAB
- c) That an appeal be made for venues that could host advisory sessions throughout the Borough on a FOC basis, e.g. Pubs in the morning, community centres, churches etc.
Recommended Action addressees: CAB/SHBC
- d) Facilitate the production of YouTube based training modules designed to help applicants understand and complete benefit application forms. (Could possibly be sold to other Authorities.) Recommended Action Addressee: SHBC
- e) A relatively small budget would be required to fund the promotion of the schemes and training and the production of the “How to Complete the XXX benefit claim form or complete a CV” etc.

(ii) Increase the number of locally based qualified advisors:

- a) CAB believes that to meet current demand, that would require a full time Welfare Benefits Specialist (FCA qualified) and part time paid Debt caseworker, they would be supported by the many volunteer advisors at the centre. Total cost circa £38,000pa – CAB have indicated that they could part fund this.
Recommended Action Addressee: SHBC
- b) Frontline do not currently receive any assistance from SHBC – they are financed by donations from local Churches. They could also cope with more cases if they had extra funds. A grant of £4k` was recommended – Recommended Action Addressee: SHBC
- c) Facilitate extra training for existing SHBC staff. Cost to be clarified. Recommended Action Addressee: SHBC

(iii) Establish a much stronger working relationship with Surrey Credit Union and other similar, who are able to offer a much more cost effective short term loan service than commercial operators like Wonga and other pay day schemes. Recommended Action Addressees: SHBC/CAB;

(iv) Lobby our National, Universal Credit and SCC representatives to ensure that they understand the impact of the new changes and hear our suggestions as to how matters could be improved; and

(v) Include, in the Local Plan, a planned increase in the number of one bedroom social housing units.

11/PF Committee Work Programme

The Committee considered a work programme for the remainder of the municipal year.

Members noted that further meetings were scheduled for:

13 September 2017
6 December 2017
21 March 2018

Resolved, that the Work Programme, attached at the Annex to the Officer report, be agreed with the addition of a report on air quality management to the September 2017 meeting and the inclusion of a review of the performance of Planning Enforcement in July/September 2018.

12/PF Vote of Thanks

Members were informed that Mr Andrew Crawford, the clerk to the committee, would shortly be retiring after 15 years' service at the Council.

The Chairman, on behalf of the Committee, thanked Mr Crawford for all of his work for the committee during his time at the Council and wished him well in his retirement.

Chairman