

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
25 July 2018**

+ Cllr Dan Adams (Mayor)
+ Cllr Robin Perry (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 Chris Pitt
+ Cllr Craig Fennell	- Cllr Joanne Potter
+ Cllr Surinder Gandhum	+ Cllr Nic Price
+ Cllr Moira Gibson	Cllr Wynne Price
+ Cllr Edward Hawkins	+ Cllr Darryl Ratiram
+ Cllr Josephine Hawkins	+ Cllr Ian Sams
+ Cllr Ruth Hutchinson	- Cllr Conrad Sturt
+ Cllr Paul Ilnicki	- Cllr Pat Tedder
+ Cllr Rebecca Jennings-Evans	+ Cllr Victoria Wheeler
+ Cllr David Lewis	+ Cllr Valerie White
+ Cllr Oliver Lewis	+ Cllr John Winterton

+ Present
- Apologies for absence presented

13/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Bill Chapman, Mrs Vivienne Chapman, David Mansfield, Adrian Page, Joanne Potter, Conrad Sturt and Pat Tedder.

14/C Minutes

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

**RESOLVED that the minutes of the Annual meeting of the
Council held on 16 May 2018 be approved as a correct record.**

15/C Mayor's Announcements

The Mayor reported he had had a very enjoyable and rewarding first few weeks in the role. He had attended numerous events which had given him the opportunity to meet some incredible people in the Borough and attend a diverse range of

events. A notable event had been the opening of the Hope Hub, which would deal with homeless issues in the borough.

The Mayor reminded the Council that he would be hosting a gin tasting garden party that Saturday in aid of his charities.

16/C Leader's Announcements

The Leader informed that Council that she had carried out a review of the Executive Portfolios and the revised areas of responsibility had been circulated in the agenda.

The Leader advised that the following Members had been allocated to the new portfolios:

Assets – Cllr Richard Brooks
Customer Experience & Digital – Cllr Paul Deach
Economic Development – Cllr Colin Dougan
Finance – Cllr Charlotte Morley
Environment & Health – Cllr Mrs Vivienne Chapman
Places & Strategy – Cllr Craig Fennell
Planning & People - Cllr Alan McClafferty
Support & Safeguarding – Cllr Josephine Hawkins

All decisions would continue to be made collectively by the Executive and the Scheme of Delegation of Functions to Officers, in respect of executive functions, remained as set out in the Constitution. Councillor Brooks would continue to be the Deputy Leader.

The Leader reported on a recent meeting of Surrey Leaders. The 2 main items discussed at the meeting had been a report from the Police and Crime Commissioner on changes to Surrey Police's enforcement policy on Gypsy and Traveller encampments, which could impact upon the boroughs and districts, and SHAPE, the county-wide property project.

17/C Executive, Committees and Other Bodies

(a) Executive –

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

RESOLVED that the open and exempt minutes of the meetings of the Executive held on 8 May, 19 June and 17 July 2018 be received and the recommendations therein be adopted as set out below:

- (i) the carry forward budget provision of £8.4million from 2017/18 into 2018/19 be approved; and**

(ii) the revised 2018/19 Capital Programme of £16.984 million be noted.

(b) Planning Applications Committee –

It was moved by Councillor Edward Hawkins, seconded by Councillor Valerie White, and

RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 5 April, 10 May and 26 June 2018 be received.

(c) Audit and Standards Committee –

It was moved by Councillor Paul Deach, seconded by Councillor Bruce Mansell and

RESOLVED that the minutes of the meetings of the Audit and Standards Committee held on 23 April 2018 be received.

(d) External Partnerships Select Committee –

It was moved by Councillor Rebecca Jennings-Evans, seconded by Councillor Max Nelson and

RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 12 June 2018 be received.

(e) Joint Staff Consultative Group –

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

RESOLVED that the notes of the meeting of the Joint Staff Consultative Group held on 14 May 2018 be received.

It was moved by Councillor Charlotte Morley, seconded by Councillor Robin Perry and

RESOLVED that the notes of the meeting of the Joint Staff Consultative Group held on 5 July 2018 be received.

(f) Performance and Finance Scrutiny Committee -

It was moved by Councillor Katia Malcaus Cooper, seconded by Councillor Darryl Ratiram, and

RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 4 July 2018 be received.

18/C Review of Polling Districts and Polling Places

The Council received a report from the (Acting) Returning Officer setting out the proposed changes to the polling districts and polling places as required following the recommendations of the Local Government Boundary Commission for England for new and revised local government electoral arrangements for the Borough. The new arrangements would come into force in May 2019.

The Council considered a summary of the changes which had been made by the Local Government Boundary Commission for England and, where relevant, how these changes affect polling arrangements.

It was noted that efforts had been made to reduce the use of schools where possible. The revised schedule of polling places would leave 3 schools in use as polling places, although one remained open on polling day. The (Acting) Returning Officer advised that she would work with Windlesham Infant School to attempt to find a solution to enable the school to operate on polling day if possible.

The (Acting) Returning Officer informed Members that the Council would be required to conduct another statutory Review of Polling Districts and Polling Places between October 2018 and January 2020, which would provide an opportunity to review these changes following the elections in May 2019.

RESOLVED to

- (i) note the consequences of the Surrey Heath (Electoral Changes) Order 2017, which will be in effect from the local government elections on Thursday 2 May 2019;**
- (ii) note that the (Acting) Returning Officer will work with the Windlesham Infant School to attempt to find a solution to enable the school to operate on polling day, subject to any arrangements ensuring the children's safety whilst not impeding the poll; and**
- (iii) approve the revised schedule of polling districts and polling places from 2 May 2019 onwards, as set out at Annex B to the agenda report.**

19/C Governance Working Group

The Governance Working Group, at its meeting on 27 April 2018, had

- a. reviewed proposed amendments to the Scheme to support the principles of natural justice;
- b. considered the adoption of a Protocol for Registering Organisations for the purpose of speaking at Planning Applications Committee meetings; and
- c. reviewed the call-in Procedure for Planning Applications.

The Working Group had recognised that the Public Speaking Scheme for Planning Applications Committee allowed for public speaking on applications where thresholds for triggering the Scheme had been met, therefore facilitating speaking on an item where an application has generated a genuine interest in the community. The Scheme had also been designed with the intention that its operation reflects the principles of natural justice.

The Working Group had recommended that the Scheme be amended to clarify that an individual or organisation can only register to speak in accordance with the nature of the representation they had submitted, i.e. either in support of or in opposition to an application. This would guarantee that the principles of natural justice were met by giving those in objection and those in support equal opportunities to speak.

It had also proposed that the Scheme be amended to ensure that an individual could only speak on an application once. This would mean that an individual would not be permitted to register both themselves and their organisation to speak on an application. However a different member of the association would be able to speak on its behalf.

The Council was reminded that the Public Speaking Scheme currently provided for a Residents' Association, Business Association or Amenity Society, previously registered under this scheme, which has submitted a representation in respect of the application and registered to speak, to be entitled to one of the speaking slots. This enabled an established group to speak on behalf of a number of households, or a wider community area. Groups were asked to submit a constitution, accounts and information on membership and key officer in support of their initial application.

The Working Group had considered a Protocol intended to make certain that these registered organisations remains, representative and current. The Protocol included criteria to make sure that

- a. the organisation represented a 'genuine' membership of an area;
- b. membership was open to all members of the relevant community;
- c. the organisation would consult its members on any views presented to the Planning Applications Committee on its behalf; and
- d. the organisation remained current and valid.

The Protocol recommended that, in order to ensure that the organisations remained current and valid, they be required to submit the signed minutes of their most recent Annual General Meeting which must have been held within the previous 18 months.

The call-in procedure for planning applications by Members had also been reviewed by the Working Group, prompted by the relatively large number of called-in applications on a recent agenda.

The Working Group had felt that the delegation to the Executive Head of Regulatory which referred to any request for an application to be called in to be supported by "broad planning reasons" was appropriate and proportional.

However, it had requested that, in future, the broad planning reason should be included in the Executive Head of Regulatory's report to the Committee on the planning application.

RESOLVED that

- (i) the Public Speaking Scheme for Planning Applications Committee, as set out at Part 4, Section E of the Constitution, be revised as set out at Annex A to the agenda report; and**
- (ii) a Protocol for the Registration of Residents' Associations, Business Associations and Amenity Societies for the purpose of Public Speaking at Planning Applications Committee be adopted, as set out at Annex B to the agenda report, and added to the Documents Which Support the Constitution.**

20/C Leader's Question Time

No questions were received by the Leader.

21/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 (part)	3
22/C	3
23/C	3
24/C	3

22/C Camberley Town Centre Presentation

The Chief Executive delivered a presentation to the Council on the projects and works being undertaken in Camberley Town Centre, covering the following areas:

- Ashwood House refurbishment
- The Square refurbishment
- London Road Development project
- Public Realm
- The Kevin Cantlon Shopfront Scheme
- House of Fraser
- Marketing and PR of Camberley Town Centre

The Council's Section 151 Officer provided an update on the Council's financial position and its anticipated budget position in the coming years.

23/C Variation to the Capital Programme

The Council made decisions in relation to a variation of the Capital Programme.

Note: In accordance with the Members' Code of Conduct, Cllr Paul Deach declared a pecuniary interest and left the room during the consideration of the item.

24/C Review of Exempt Items

The Council reviewed the presentation and report 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) all details included in the presentation not currently in the public domain remain exempt at the present time, although information would be disseminated when considered appropriate; and**
- (ii) minute 23/C and the associated agenda report remain exempt for the present time.**

Mayor