

## SURREY HEATH BOROUGH COUNCIL

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

Tuesday, 17 July 2018

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on Wednesday, 25 July 2018 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

**Please note that this meeting will be recorded.**

Yours sincerely

Karen Whelan

Chief Executive

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### 1. **Apologies for Absence**

To report apologies for absence.

### 2. **Minutes**

To approve as a correct record, the minutes of the annual meeting of the Council held on 16 May 2018.

### 3. **Mayor's Announcements**

### 4. **Leader's Announcements** (Pages 5 - 6)

To receive the Leader's announcements, including the revised Executive arrangements as set out in the attached document.

### 5. **Declarations of Interest**

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be

considered at this meeting.

**6. Questions from Members of the Public**

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules).

**7. Questions from Councillors**

To deal with questions, if any, received under Council Procedure Rule 11.

**8. Executive, Committees and Other Bodies**

To receive the open minutes of the following bodies (minutes reproduced in the Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Executive – 8 May, 19 June and 17 July 2018 (to follow)

17 July 2018

The Executive, at its meeting on 17 July 2018, will be asked to consider the following recommendation:

**The Executive will be advised to RECOMMEND to Full Council that**

- (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 – 5 April, 10 May and 26 June 2018
- (c) Audit and Standards Committee – 23 April 2018
- (d) External Partnerships Select Committee – 12 June 2018
- (e) Joint Staff Consultative Group – 14 May and 5 July 2018
- (f) Performance and Finance Scrutiny Committee – 4 July 2018

**9. Review of Polling Districts and Polling Places (Pages 7 - 24)**

**10. Governance Working Group (Pages 25 - 34)**

**11. Leader's Question Time**

The Leader to answer questions from Members in relation to the Executive functions.

**12. Exclusion of Press and Public**

The Mayor to move “That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 13,14 and 15 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Act.”

**13. Council, Executive and Committees - Exempt**

To receive the exempt minutes (reproduced in the Council Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5.

Executive – 8 May, 19 June and 17 July 2018 (to follow)

**14. Camberley Town Centre Presentation**

To receive a presentation from the Chief Executive on projects in Camberley Town Centre.

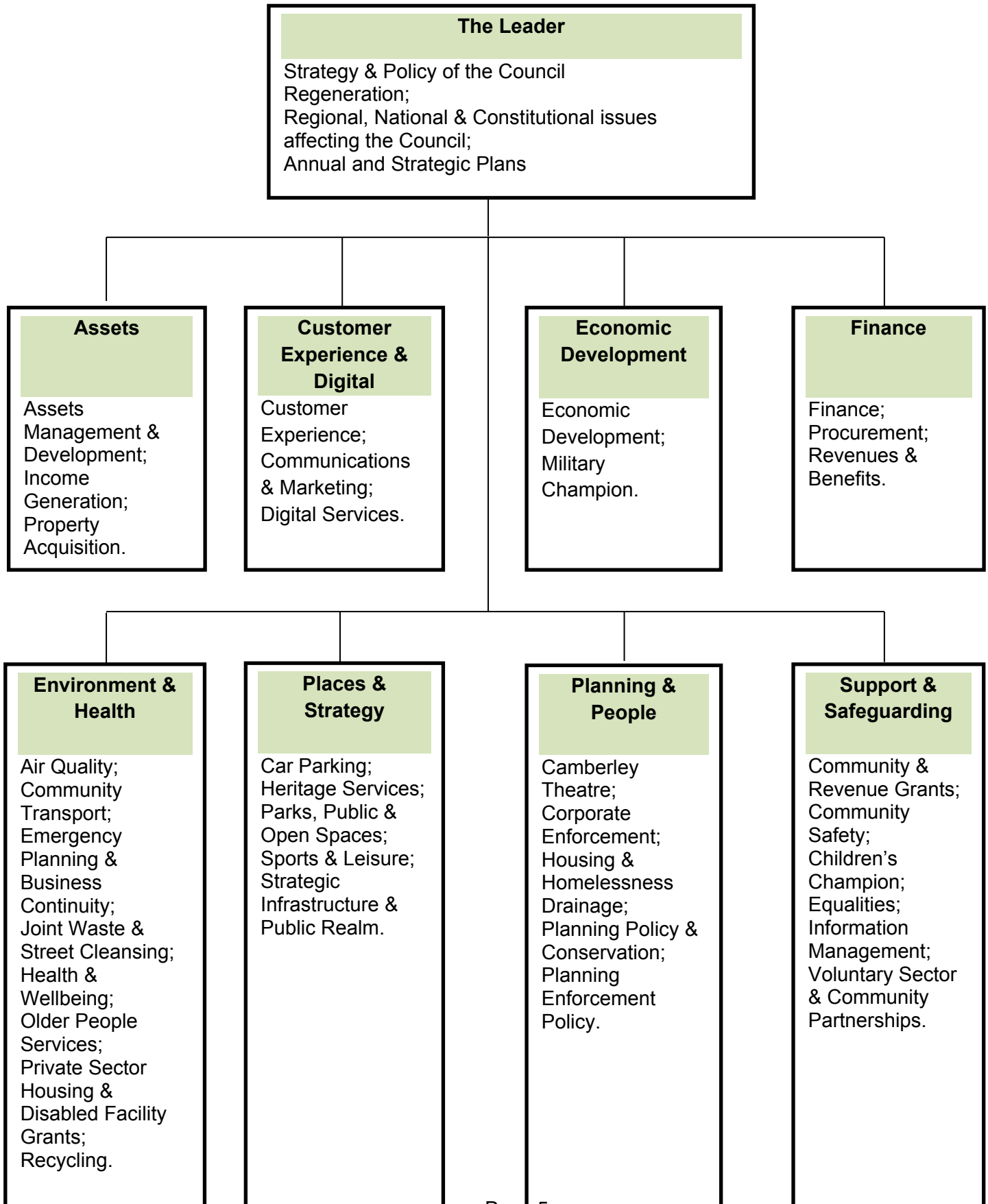
**15. Review of Exempt Items**

To review those items or parts thereof which can be released as information available to the public.

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## Part 8 of the Constitution

### The Leader and Executive Portfolios



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**Polling District and Polling Place Review**

Portfolio:	Non-executive function
Ward(s) Affected:	All

**Purpose:**

To agree revised polling districts and polling places following the changes introduced by the Surrey Heath (Electoral Changes) Order 2017.

**1. Background**

- 1.1. This report sets 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 are to come into force at the next local government elections.
- 1.2. The proposals are designed to try to ensure there is a balance of electorate within each polling district and that polling places are convenient and easily accessible for electors.
- 1.3. The Local Government Boundary Commission for England (LGBCE) undertook a review of the electoral wards of Surrey Heath and made the recommendations which will result in:
  - Surrey Heath will be represented by 35 ward councillors, 5 fewer than at the current time.
  - Surrey Heath will have 14 wards, two fewer than at the current time.
  - The boundaries of some wards will be changed - paragraph 6 sets out further detail of these changes.
  - The new arrangements will come into force at the local government elections on Thursday 2 May 2019.
- 1.4. The Surrey Heath (Electoral Changes) Order 2017 was made by Parliament on 13 December 2017 implementing the changes. Annex A sets out a list of the new wards and the number of Councillors that will represent each ward.
- 1.5. As a result of the changes, the (Acting) Returning Officer was required to carry out a review of all the polling districts and polling places in the borough. The wards can be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote.
- 1.6. The guiding principles in reviewing the polling districts and polling places were:

- To seek to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.
- Where possible, no more than 2,500 electors should vote at any one polling station (not including postal voters); however, there can be more than one polling station in a polling place.
- Proposed future developments that will increase the number of houses and the potential number of electors in a ward or polling district over the next four years.
- To ensure that so far as is reasonable and practicable, the polling places are accessible to those who are disabled.
- Where possible to reduce the number of schools used as polling places.

1.7. A list of the proposed polling districts and polling places is attached as Annex B to this document. It is proposed that Surrey Heath will have 28 polling districts.

1.8. As there are significant changes to some wards and consequently some polling districts, it has not been possible to provide precise details of the suggested streets and electorate per polling district within this report. Further in-depth information can be obtained from the Democratic Services Manager.

## **2. Consultation and Engagement**

2.1. The (Acting) Returning Officer published the proposals for new polling districts on 1 March 2018 seeking the views and comments of electors, interested parties and any persons with expertise in access to premises for persons with any type of disability. A copy of the consultation documentation can be viewed at the [Polling District and Polling Places Review Consultation Document](#).

2.2. The proposals were open for consultation until 31 May 2018. In total 6 submissions were received and considered by the (Acting) Returning Officer. A summary of the submissions received and the comments of the (Acting) Returning Officer can be found at Annex C.

## **3. Equalities Impact**

3.1. As far as is reasonable and practicable the polling places are accessible to the disabled. Where new polling places are being used, the accessibility has been assessed as being suitable by electoral officers.

3.2. For those less able to vote in person at a polling station the option of voting by post or proxy will be an option.

## **4. Legal Issues**

4.1. Section 18C of the Representation of the People Act (RPA) 1983, as amended by the Electoral Registration and Administration Act 2013, requires the Council to carry out a review of polling districts and polling places in its



area within the period of 16 months of 1 October 2013 and then within the period of 16 months from the 1 October of every fifth year after that. The next compulsory review is required to be started and completed within the period 1 October 2018 and 31 January 2020.

- 4.2. The review undertaken as a consequence of the changes to ward boundaries to be introduced by Surrey Heath (Electoral Changes) Order 2017 is not a compulsory review. The review has been carried out in accordance with Schedule A1 of the RPA which requires the Council to publish its proposals and consult and seek representations from certain prescribed people. Electors may also make representations.

## **5. Resource Implications**

- 5.1. There are no financial implications arising from this report.

## **6. Other Changes Required as part of the Review**

- 6.1. Set out below is a summary of the changes which have been made by the Local Government Boundary Commission for England and, where relevant, how these changes affect polling arrangements.

### Camberley

- (a) Electors in The Terrace, Camberley have moved from St Michaels Ward to Town Ward. However, it is not intended to change the polling arrangements for these electors who will continue to vote at Crossroads Evangelical Church, Queen Mary Avenue.
- (b) Electors residing in the area south of the A30 and north of the railway line, previously within the St Pauls ward, will transfer to Old Dean ward. It is proposed that these electors will vote at Old Dean Youth Centre, Kingston Road.
- (c) Electors residing in the roads adjoining the east of Brackendale Road, who had previously fallen within the Town ward, will now come within Watchetts ward. It is proposed that these electors will now vote at St Mary's Church Hall, Park Road.

### Frimley/ Frimley Green

- (d) Electors residing in the development off of Frimley Green Road, known locally as the Ansells estate, and some properties facing Frimley Green Road will move from Frimley ward to Frimley Green ward. It is proposed that these electors will now vote at Frimley Community Centre, Balmoral Drive.

### Heatherside and Parkside

- (e) Electors in the east of Parkside ward, incorporating the area east of Springfield Road, with the exclusion of Youlden Drive and Youlden Close, will move from Parkside ward to Heatherside ward. It is proposed that these electors will now vote at Heatherside Community Centre, Martindale Avenue.

#### Bisley and West End

- (f) Electors in Bisley & West End villages will now comprise a single borough ward. There will be no consequent change to polling arrangements and voters will continue to vote at Bisley Village Hall, School Close or Tringhams Hall, Benner Lane.

#### Windlesham and Chobham

- (g) The new electoral arrangements have resulted in the existing Windlesham ward being divided: the northerly part of the ward will move to Bagshot ward, with parish ward boundaries altered to match this change, so they come within Bagshot ward of Windlesham parish. The remainder of Windlesham will now fall within a new Windlesham & Chobham ward and will now comprise the Windlesham ward of Windlesham parish. Chobham parish remains a separate parish area.
- (h) Electors residing in the area north of Snows Ride in Windlesham now fall within Bagshot ward. It is proposed to revise the polling district in this area to match the new ward boundaries and that the electors will continue to vote at Windlesham Village Infant School.
- (i) It is proposed that electors, who previously voted at Windlesham Village School but under the new arrangements will remain within Windlesham ward of Windlesham Parish and will now fall within Windlesham & Chobham borough ward, will be incorporated in the polling district for the remainder of the Windlesham area and will vote at Chertsey Road Hall.

- 6.2. All electors, who will be required to use a different polling station or vote in a different ward, will be notified in writing of the new arrangements well in advance of the commencement of the electoral timetable for the May 2019 elections.

### **7. Use of Schools as Polling Places**

- 7.1. Returning Officers are entitled to require the use any publicly funded school as a polling place. It is, however, the Council's stated aim to avoid using schools as polling stations where possible. The proposed schedule of polling places has reduced the number of schools used as polling places from 5 schools to 3.
- 7.2. The following schools will continue to be in use as polling stations:

### Lakeside Primary School, Alphington Avenue

This polling place currently serves the Frimley (East) polling district. Prior to the consultation a number of options which would allow the Returning Officer to discontinue using this school were reviewed, including creating a single polling district within the ward, with the other polling place currently used in Frimley ward – St Peters Church Hall - as the designated polling place. Other alternative locations within the ward were also considered but no suitable alternative was identified.

During the consultation, the Electoral Services team was contacted by a representative of Frimley Baptist Church, Balmoral Drive, offering its use as a polling place. This church is located just outside the ward boundary in the Frimley Green ward. Having assessed whether this venue could be used as a polling place for the FB polling district, it is felt that it could lead to confusion for electors within Frimley Green ward who would pass this polling place to attend their allocated station; in addition, the venue is not conveniently well located for a significant number of the electors who would be allocated to this polling place.

### Windlesham Village Infant School

This polling place currently serves the Windlesham North West polling district and it is proposed to retain its use for the revised polling district which will fall within Bagshot ward from May 2019 onwards.

Investigations into using the Windlesham Club and Theatre had been made prior to the consultation but it had been felt that this venue's access posed difficulties. It was also recognised that it fell outside the revised polling district.

- 7.3. The third school which remains in use as a polling station, The Orchard Campus, South Camberley Primary School, makes arrangements for the school to remain open on polling day. As such, there is no intention to change these arrangements.

## **8. Proposal**

- 8.1. It is proposed that the Council agrees the revised schedule of polling districts and polling places from 2 May 2019 onwards, as set out at Annex A to this report

## **9. Recommendation**

- 9.1. The Council is advised to RESOLVE 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 this report.

**Background Papers:** [Polling District and Polling Places Review Consultation Document](#)

[The Surrey Heath \(Electoral Changes\) Order 2017](#)

[Local Government Boundary Commission for England Review](#)

**Annexes**

Annex A – list of revised wards

Annex B – revised schedule of polling districts and polling places

Annex C – consultation responses with the ARO's comments

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**Executive Head of Service:**

Karen Whelan – (Acting) Returning Officer

**Annex A**  
**Electoral Review of Polling Districts and Polling Places 2018**  
**Revised Wards**

<b>List of Revised Wards Ward</b>	<b>Number of Councillors</b>	<b>Electorate</b>
Bagshot	3	5776
Bisley & West End	3	6328
Frimley	2	3869
Frimley Green	3	5464
Heatherside	3	5815
Lightwater	3	5555
Mytchett & Deepcut	3	5425
Old Dean	2	3991
Parkside	2	4110
St Michaels	2	4155
St Pauls	2	4089
Town	2	3657
Watchetts	2	4200
Windlesham & Chobham	3	5607

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**Surrey Heath Borough Council**  
**Local Government Elections May 2019**  
**ANNEX B: LIST OF PROPOSED POLLING DISTRICTS/POLLING PLACE DESIGNATIONS 2018**  
 Details of Polling District streets per polling district are available from Democratic Services

<b>Ward</b>	<b>Polling District</b>	<b>Polling Place and Polling Station</b>	<b>Address of Polling Place/Station</b>
St Michaels	AB – St Michaels (West)	Crossroads Evangelical Church	Queen Mary Avenue Camberley GU15 3BH
	AB – St Michaels (East)	Adult Education Centre	France Hill Drive Camberley GU15 3QE
Town	BA – Town	Ian Goodchild Centre	Knoll Road Camberley GU15 3SY
	BB – The Terrace	Crossroads Evangelical Church	Queen Mary Avenue Camberley GU15 3BH
Old Dean	C – Old Dean	Old Dean Youth Centre	Kingston Road Camberley GU15 4AE
Watchetts	DA – Watchetts (West)	The Orchard Campus, South Camberley Primary School	James Road Camberley GU15 2RG
	DB – Watchetts (East)	St Marys Church Centre,	Park Road Camberley GU15 2SR
	DC – Watchetts (Outer)	St Marys Church Centre,	Park Road Camberley GU15 2SR

<b>Ward</b>	<b>Polling District</b>	<b>Polling Place and Polling Station</b>	<b>Address of Polling Place/Station</b>
St Pauls	EA – St Pauls (West)	St Paul`s Church Hall,	Church Hill Camberley GU15 2AD
	EB – St Pauls (East)		
Frimley	FA – Frimley (West)	St Peters Church Hall,	1 Parsonage Way Frimley Green Road Frimley Camberley GU16 5HZ
	FB – Frimley (East)	Lakeside County Primary School	Alphington Avenue Frimley Camberley GU16 5LL
Parkside	G – Parkside	St Francis Church Hall	Upper Chobham Road Frimley Camberley GU15 1EE
Heatherside	H - Heatherside	Heatherside Community Centre	Martindale Avenue Camberley GU15 1AX
Frimley Green	IA – Frimley Green (North)	Frimley Community Centre	Balmoral Drive Frimley Camberley GU16 9AR
	IB – Frimley Green (South)	Frimley Green Youth Centre	Wharfenden Way Frimley Green Camberley GU16 6PJ
Mytchett & Deepcut	JA – Mytchett	The Mytchett Centre	140 Mytchett Road, Mytchett



Ward	Polling District	Polling Place and Polling Station	Address of Polling Place/Station
			Camberley GU16 3AA
	JB – Deepcut	Deepcut Village Centre	Swordsman Road Deepcut Camberley GU16 6SR
Bagshot	KA – Bagshot (North)	Windle Valley Centre	Park Street Bagshot GU19 5AQ
	KB – Bagshot (South)	Connaught Pavilion	Whitmoor Road, Bagshot GU19 5QE
	KC – Windlesham (North)	Windlesham Village Infant School	School Road Windlesham GU20 6PD
Lightwater	LA – Lightwater (East)	All Saints Church Hall	Broadway Road Lightwater GU18 5SJ
	LB – Lightwater (West)	The Briars Centre	Briars Avenue, Lightwater GU18 5YY
Bisley & West End	MA – Bisley	Bisley Village Hall	School Close Bisley GU24 9DE
	MB – West End	Tringham Hall	Benner Lane West End GU24 9JP
Windlesham & Chobham	NA – Windlesham (South)	Chertsey Road Hall	41 Chertsey Road Windlesham

Ward	Polling District	Polling Place and Polling Station	Address of Polling Place/Station
			GU20 6EW
	NB – Chobham	Chobham Village Hall	Station Road Chobham GU24 8AQ
	NC – Valley End	Valley End Institute	Highams Lane Valley End Chobham GU24 8TD

## Polling District and Polling Places Review

## Responses to the Consultation

<b>Respondent</b>	<b>Ward</b>	<b>Polling District</b>	<b>Polling Place</b>	<b>Proposal/Comment</b>	<b>Acting Returning Officer's Comments and Recommendations</b>
Bisley Parish Council	Bisley & West End	MA – Bisley MB – West End	Bisley Village Hall Tringham Hall	The Parish Council sought clarification regarding the allocation of electors to polling stations and whether an additional polling station is required; it was clarified that this was not proposed.	A maximum of 2,500 electors can be allocated to a polling station (not including postal voters).  The ARO notes that Bisley Village Hall and Tringham Hall polling places both have 2 polling stations and therefore meet the requirements, so there are no plans to add an extra polling place in the new Bisley & West End ward.
Chobham Parish Council	Windlesham & Chobham	NB – Chobham NC – Valley End	Chobham Village Hall Valley End Institute	The Parish Council supports 2 polling districts and the 2 polling places for the area of the former Chobham Ward.	In 2013, the Council consulted on a proposal to abolish the Valley End polling district and to discontinue the use of the Valley End Institute as a polling place. The Council in February 2014, having considered the representations made for and against this proposal and, because of the conflicting views expressed by electors, resolved to maintain the status quo.  As a result of this decision the ARO decided not to revisit this proposal.

Respondent	Ward	Polling District	Polling Place	Proposal/Comment	Acting Returning Officer's Comments and Recommendations
Suze Shorter	Bagshot	KC – Windlesham (North)	Windlesham Village Infant School	<p>Objects to the use of schools as polling stations, in particular Windlesham Infants School for the ward of Bagshot. In 2017 the school was closed on 2 occasions. She considers that there are far better buildings which could be used without disruption to schools.</p> <p>Ms Shorter requests that that Council work with the school to avoid or minimise disruption from polling.</p>	<p>Other polling place options were considered namely Windlesham Club and Theatre or St John the Baptist Church.</p> <p>The ARO considers that neither the Baptist Church or Windlesham Club provide a convenient location for the electors in Snows Ride. The ARO is of the view that the Baptist Church, despite having excellent facilities, is too far from the centre of the population. As regards the Windlesham Club, the ARO considers that the access onto the highway is challenging and that the Club Bar is very busy at times which could result in congestion.</p> <p>The ward members also strongly support the continued use of the Infant School as it is felt that its location and facilities outweigh the disadvantages. In addition it is also considered that it will be less disruptive and confusing for these electors. Both the Windlesham Club and the Baptist Church are also outside the new polling district.</p> <p><b>The ARO recommends that the Windlesham Village Infant School</b></p>

Respondent	Ward	Polling District	Polling Place	Proposal/Comment	Acting Returning Officer's Comments and Recommendations
					<p>continue to be used as a polling place for KC – Windlesham North, but that further work be done with the school to find a solution to enable it to operate on polling day, subject to any arrangements ensuring the children's safety is maintained whilst not impeding the poll.</p>
Windlesham Parish Council	Bagshot; Windlesham and Chobham	KA - Bagshot (North)  KB – Bagshot (South)  KC – Windlesham (North)  LA – Lightwater (East)  LB – Lightwater (West)	Windle Valley Day Centre  Connaught Pavillion  Windlesham Village Infant School  All Saints Church Hall  The Briars Centre  Chertsey Road Hall	<p>The Parish Council supports the recommendations not to alter the current polling places for Parish residents, in spite of the changes to the ward and parish boundaries.</p> <p>The Parish Council reiterates its view that these changes are not in the best interests of the community and splits the communities concerned.</p>	<p>The ARO reiterates the views set out above concerning the proposals for KC-Windlesham North polling place and also supports the view that no other changes to polling places should be made within Windlesham Parish area.</p> <p>The ARO notes the views of the Parish Council but reiterates that the boundaries have been altered by an Order of Parliament and cannot be changed as a result of this review</p>

<b>Respondent</b>	<b>Ward</b>	<b>Polling District</b>	<b>Polling Place</b>	<b>Proposal/Comment</b>	<b>Acting Returning Officer's Comments and Recommendations</b>
	Windlesham and Chobham	NA – Windlesham (South)	Valley End Institute	The Parish Council commented whether it is cost effective to maintain the Valley End Institute as a polling place in light of the small number of electors that use it.	Please see above for the ARO's comments in relation to NC - Valley End polling district and place.
Jennifer Spencer-Lee	Parkside	G – Parkside	St Francis Church Hall	Supports the proposal to create one polling station for Parkside ward and to stop using Prior Heath School.	As a result of the reduced number of electors in this ward, the ARO considers it practical for all electors to vote at a single polling place. In addition, the use of the St Francis Church Hall as the polling place would enable the Council to meet its objective of not using schools wherever possible.
Cllr Rodney Bates	Old Dean	C – Old Dean	Old Dean Youth Centre	Supports the proposal for electors transferring from St Paul's ward to vote at the Youth Centre. Cllr Bates notes that many voters will have less distance to travel than to their current polling place and that there is ample parking on site.	The ARO considers that the Old Dean Youth Centre has sufficient capacity to accommodate the increased electorate within the polling district/ ward.
	St Michaels	AA – St	Crossroads	Supports the	The ARO supports the proposal to

<b>Respondent</b>	<b>Ward</b>	<b>Polling District</b>	<b>Polling Place</b>	<b>Proposal/Comment</b>	<b>Acting Returning Officer's Comments and Recommendations</b>
		Michaels (West)	Evangelical Church	suggestion that no changes are made to the polling places.	retain the existing polling places.
		AB – St Michaels (East)	Adult Education Centre		
	Watchetts	DA – Watchetts (West)	The Orchard Campus, South Camberley	Supports the suggestion that no changes are made to the polling places	The ARO supports the proposal to retain the existing polling places and to allocate the St Mary's Church Hall as the polling place for the new polling district
		DB – Watchetts (East)	Primary School		
		DC – Watchetts (Outer)	St Mary's Church Hall		

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**Governance Working Group - Public Speaking Scheme at Planning Applications Committee**

Portfolio	Non-executive function
Ward(s) Affected:	n/a

**Purpose**  
**To review elements of the Public Speaking Scheme for the Planning Applications Committee and consider the adoption of a Protocol for the Registration of Organisations for the purpose of Public Speaking.**

Background

1. The Public Speaking Scheme for Planning Applications Committee allows for public speaking on applications where thresholds for triggering the Scheme have been met, therefore facilitating speaking on an item where an application has generated a genuine interest in the community. The Scheme has also been designed with the intention that its operation reflects the principles of natural justice.
2. The Governance Working Group, at its meeting on 27 April 2018
  - 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.

Public Speaking Scheme for Planning Applications Committee

3. The Working Group recommends 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 will guarantee that the principles of natural justice are met by giving those in objection and those in support equal opportunities to speak.
4. The Working Group also proposes that the Scheme be amended to ensure that an individual can only speak on an application once. This will mean that, an individual will not be permitted to register both themselves and their organisation to speak on an application. However a different member of the association will be able to speak on its behalf.

Protocol for the Registration of Organisations for Public Speaking at Planning Applications Committee

5. The Public Speaking Scheme currently provides 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 enables an established group to speak on behalf of a number of households, or a wider community area. Groups are asked to submit a constitution, accounts and information on membership and key officer in support of their initial application.

6. The Working Group considered a Protocol intended to make certain that these registered organisations remains, representative and current.
7. The Protocol includes criteria to make sure that
  - a. the organisation represents a 'genuine' membership of an area;
  - b. membership is open to all members of the relevant community;
  - c. the organisation will consult its members on any views presented to the Planning Applications Committee on their behalf; and
  - d. the organisation remains current and valid.
8. The Working Group recommends that, in order to ensure that the organisations remain 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.

#### Call-in Procedure for Planning Applications

9. The Working Group also reviewed the Scheme of Delegation of Functions to Officers at Part 3, Section B of the Constitution in relation to the call-in procedure. This procedure enables the Chairman, Vice Chairman of the Planning Applications Committee or a relevant ward councillor to "call-in" a delegated planning application for determination by the Planning Applications Committee. The review had been prompted by the relatively large number of called-in applications on a recent agenda.
10. The Working Group is of the opinion that the delegation to the Executive Head of Regulatory which refers to any request for an application to be called in to be supported by "broad planning reasons" is appropriate and proportional. However, the Working Group has 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.

#### Options

11. The Council has the option to
  - a. agree or not agree the changes proposed or suggest alternative amendments to the Public Speaking Scheme for Planning Applications Committee; and

- b. agree or not agree to adopt a Protocol for the for the Registration of Residents' Associations, Business Associations and Amenity Societies for the purpose of Public Speaking at Planning Applications Committee, with any amendments as necessary.

Resource Implications

- 12. There are no resource implications.

Recommendation

- 13. The Council is asked to RESOLVE 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 this 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 this report, and added to the Documents Which Support the Constitution.

Annexes: Annex A – Proposed Revisions to the Public Speaking at Planning Applications Committee Scheme.  
  
Annex B – draft Protocol for the Registration of Residents' Associations, Business Associations and Amenity Societies for the purpose of Public Speaking at Planning Applications Committee.

Background Papers: None

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## 6. PUBLIC SPEAKING AT PLANNING APPLICATIONS COMMITTEE

### Criteria to Trigger the Public Speaking Procedure

- 6.1 Public speaking at Planning Applications Committee meetings will be permitted in respect of a planning application and any other related consent applications to be determined by the Committee, where
- (a) there have been 10 or more written representations from separate households, or a petition signed by more than 50 signatories with addresses, in respect of an application for development within an urban area or village settlement, as defined by the Development Plan or
  - (b) there have been 5 or more written representations from separate households, or a petition signed by more than 25 signatories with addresses, in respect of an application for development outside an urban area or village settlement, as defined by the Development Plan.
- 6.2 In order to be counted in relation to the public speaking procedure, the representations or petitions must have been received no later than 10 working days before the date of the Committee meeting.
- 6.3 Where an application triggers the public speaking procedure, all those who have submitted written representations in compliance with paragraphs 6.2 above, will be notified and invited to register to speak at the Committee meeting.

### Allocation of speaking

- 6.4 A maximum of four persons will be permitted to speak on each application as follows:
- (a) 2 persons speaking in objection to the application;
  - (b) 2 persons speaking in support of the application.
- 6.5 The applicant or their agent will be offered one slot to speak in support of the application.
- 6.6 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 at the committee, will be entitled to one of the speaking slots. Should there be more than one organisation registering to speak, the slot will be allocated on a first come, first served basis.
- 6.7 An individual can only speak once on any application.

- ~~6.8~~ ~~Where an application generates considerable public interest, o~~ Only those persons from addresses within the vicinity of the site will be eligible to speak at the meeting. The vicinity will vary according to the nature of the proposed development and its potential impact on the community. The Executive Head of Regulatory will determine the circumstances in which this will apply.
- ~~6.9~~ Subject to the above, the spaces will be allocated on a first come, first served basis. All applications to speak must have been registered no later than 3 and a half clear working days prior to the meeting (i.e. noon on Tuesday preceding the meeting if the meeting is on a Monday.)
- 6.8 *An individual or organisation wishing to speak can only register for a speaking slot which corresponds with the nature of the representation they have submitted, namely in objection or support.*
- 6.9 The registered speaker may appoint another person to speak on their behalf or elect to share their time with other speakers.
- 6.10 In the event that the application of the above Procedure Rules do not apply or would result in unfairness, the Executive for Head of Corporate, after consultation with the Chairman of the Planning Applications Committee, be authorised to exercise discretion in agreeing the allocation of the public speaking slots in relation to any particular planning application

#### Speaking at the Meeting

- 6.11 A maximum of four minutes will be allocated to each speaker.
- 6.12 If a speaker has elected to share their allocated time with another speaker the time allocation will run continuously.
- 6.13 Public speaking will precede the Committee's debate on the application. Members of the public speaking in opposition to an application will speak before those speaking in support of an application.
- 6.14 The speakers will be required to confine their presentations to relevant material planning issues.
- 6.15 No material, including plans, photos, letters, or statements can be handed to the Committee members at, or just before, the committee meeting. Any such material may be submitted directly to Committee members and copied to the relevant planning officer.
- 6.16 Members may only ask the speakers questions for the purposes of clarification. The speakers will not be allowed to ask questions of Members or officers.

**Protocol for the Registration of Residents' Associations, Business Associations and Amenity Societies for the purpose of Public Speaking at Planning Applications Committee.**

**Background**

1. The Council recognises that Residents' Associations, Business Associations and Amenity Societies play an important role in representing groups of residents and businesses in a particular area and encourages the registration of such groups with the Executive Head of Corporate in order for them to participate in the Council's public speaking scheme for Planning Applications Committee.
2. The objective of registering an organisation for the purpose of public speaking at Planning Applications Committee is to allow a group representing a number of local residents to be given preference, on a first come, first served basis, in the allocation of the available slots for speaking at the Committee on a planning application, as an organisation will be able to represent the democratically reached views of a number of residents, not just an individual.
3. The requirements for a previously registered organisation to be eligible to speak on a planning application at a meeting of the Planning Applications Committee, or the Full Council, are set out in further detail at Part 4 of the Constitution.
4. This protocol is designed to provide a framework and guidance to such associations in completing their application to register as a registered organisation for the purposes of public speaking with the Council, whilst ensuring that the Council can be satisfied that the organisation genuinely represents the views of a portion of the community.

**Qualification**

5. The organisation must be a constituted organisation with voting members and a transparent process for decision making or for reaching a clear view on any particular planning application.
6. The organisation must have a Constitution which sets out the details of its committee or officers, as relevant, and the qualification for membership. Membership should be open to all members of the relevant community. Guidance on the requirements for a Constitution is attached at Appendix 1 to this document.
7. In order to fulfil the objectives at paragraph 2 above, it is expected that an organisation represents a minimum of 10 households or 5 businesses as relevant.

**Submission of an application to register**

8. In order to be accepted as a registered organisation for the purposes of public speaking, the organisation must complete an application form supplied by the Council, along with the following accompany information:
  - The organisation's Constitution
  - Accounts or relevant financial information of the organisation
  - Details of current membership

### **Renewal of registration**

9. It is recognised that some associations are established in response to a particular issue and that the focus for the organisation can change. It is also recognised that the membership of an organisation will be subject to natural change.
10. In order to ensure that the registered organisation continues to be eligible to be registered with the Council and therefore receive the preferential treatment afforded in the allocation of public speaking spaces, the Council retains a right to ensure that the named organisations continues to meet its qualifying criteria.
11. As a result, the organisation will be asked to provide the signed minutes of its most recent Annual General meeting, which must have been held within the previous 18 month period.
12. However, the Council also has the discretion to ask an organisation to provide further information or evidence relevant to its ongoing registration if it learns that there has been a material change to its status.



**Requirements for Constitutions of  
Amenity Societies/ Residents' Associations or Business Associations.**

**1. Name of the Organisation**

**2. Objectives**

**3. Membership**

- Who is permitted to be a member of the society/association?

**4. Meetings**

- Is there an Annual General Meeting?
- Is there a Committee?
- How are the members of the Committee appointed/vacancies filled?
- Are minutes of the meetings kept?
- How are decisions made? By Committee?
- How are people kept informed of decisions made?
- Please provide details of how and when these meetings are held and called.

**5. Rules of the Association**

- Are there any rules that are not already outlined?

**6. Changes to Constitution /Dissolution**

- How may members propose changes to the constitution, including dissolution of the association?
- What happens if the association is dissolved?

**7. Finances (including Audit information)**

- How are the finances kept?
- Is there a subscription fee?
- Are the books audited, and if yes how often is this done and is it done by an external person/body?

In addition, constitutions should:

- Be signed by all members of the Committee
- Be written as a document and not a letter

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