

COUNCIL MEETING

25 July 2018

COUNCIL MINUTE BOOK

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

+ 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

1/C Mayor

It was moved by Councillor Paul Deach and seconded by Councillor Mrs Vivienne Chapman that Councillor Dan Adams be elected Mayor for the ensuing year.

RESOLVED that Councillor Dan Adams be elected Mayor of the Borough of Surrey Heath for the ensuing municipal year.

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

The Mayor, Councillor Dan Adams, in the Chair

Councillor Adams thanked the Council for his election as the 46th Mayor of the Borough and the Council's ambassador. He thanked Cllr Valerie White and her Mayor's Consort, Mr David White, for the way in which they had most ably carried out their duties during the past year and thanked Councillor White for all her help and guidance during his year as Deputy Mayor.

The Mayor's wife, Mrs Sarah Adams, was invested as the Mayoress.

The Mayor informed the Council that he would not be appointing a Chaplain for his mayoral year and he would be inviting celebrants from various faiths to council meetings to guide the Council in its work.

Councillor White, in responding, thanked all the councillors and officers who had supported her in the past year, with particular thanks to Cllr Dan Adams for his support as her deputy throughout the year and her Chaplain, Reverend Andreas Sistig. She also thanked the individuals who had assisted and supported her with managing her charity.

2/C Deputy Mayor

It was moved by Councillor Richard Brooks and seconded by Councillor Jonathan Lytle that Councillor Robin Perry be appointed Deputy Mayor for the ensuing year.

RESOLVED that Councillor Robin Perry be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.

Councillor Perry thanked Members for their support. His partner, Mrs Jill Boxall, was invested as the Deputy Mayoress.

3/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Colin Dougan, Oliver Lewis, Bruce Mansell, Wynne Price and John Winterton.

4/C Minutes

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

RESOLVED that the minutes of the meeting of the Council held on 11 April 2018 be approved as a correct record.

5/C Mayor's Announcements

The Mayor informed the Council that the charities he would be supporting during his mayoral year were the Frimley Health Trust Breast Cancer Ward, the Meath in Godalming, and Health Amplifier.

6/C Executive Arrangements

The Leader informed the Council that the Executive would remain as at present in the short term but she was in the process of restructuring it and hoped to advise Members of the revised structure shortly. However, Cllr Paul Deach would be joining the Executive with immediate effect.

The new arrangements would formally be reported to the Council at its meeting in July 2018.

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

7/C Establishment of Committees and Review of Political Proportionality

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

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

RESOLVED that

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and**
- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2018/19.**

8/C Appointment of Members to Committees

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

RESOLVED that the membership of the standing committees of the Council for 2018/19 be as follows:

Planning Applications Committee (16 members and 6 substitute members)

Committee Members:

Cllr Nick Chambers, Cllr Mrs Vivienne Chapman, Cllr Colin Dougan, Cllr Surinder Gandhum, Cllr Edward Hawkins, Cllr Jonathan Lytle, Cllr Katia Malcaus Cooper, Cllr David Mansfield, Cllr Max Nelson, Cllr Adrian Page, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Valerie White.

Substitutes:

Cllr David Allen, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Oliver Lewis, Cllr John Winterton.

Licensing Committee (15 members)

Committee Members:

Cllr Nick Chambers, Cllr Mrs Vivienne Chapman, Cllr Surinder Gandhum, Cllr Ruth Hutchinson, Cllr Paul Ilnicki, Cllr David Lewis, Cllr

Jonathan Lytle, Cllr Bruce Mansell, Cllr Adrian Page, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Nic Price, Cllr Pat Tedder, Cllr Valerie White, John Winterton.

In accordance with Substitution Procedure Rules, no substitutes were appointed to the Licensing Committee.

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

Cllr Bill Chapman, Cllr Ian Cullen, Cllr Ruth Hutchinson, Cllr Rebecca Jennings-Evans, Cllr David Lewis, Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Max Nelson, Cllr Robin Perry, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Nic Price, Cllr Wynne Price, Cllr Darryl Ratiram, Cllr Ian Sams.

Substitutes:

Cllr David Allen, Cllr Nick Chambers, Cllr Bruce Mansell, Cllr Valerie White (and 1 vacancy).

Performance and Finance Scrutiny Committee (15 members and 6 substitute members)

Committee Members:

Cllr David Allen, Cllr Bill Chapman, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr David Lewis, Cllr Katia Malcaus Cooper, Cllr Max Nelson, Cllr Robin Perry, Cllr Chris Pitt, Cllr Joanne Potter, Cllr Wynne Price, Cllr Darryl Ratiram, Cllr Ian Sams, Cllr Victoria Wheeler, Cllr Valerie White.

Substitutes:

Cllr Rodney Bates, Cllr Ruth Hutchinson, Cllr Oliver Lewis, Cllr Surinder Gandhum, Cllr Conrad Sturt, Cllr Valerie White.

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

Committee Members:

Cllr Rodney Bates, Cllr Edward Hawkins, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Oliver Lewis, Cllr Jonathan Lytle, Cllr Bruce Mansell.

Substitutes:

Cllr Dan Adams, Cllr Ruth Hutchinson, Cllr David Lewis, Cllr Conrad Sturt.

Appointments Committee (5 members and 3 substitute members)

Committee Members:

Cllr Rodney Bates, Cllr Richard Brooks, Cllr Mrs Vivienne Chapman, Cllr Moira Gibson, Cllr Alan McClafferty.

Substitutes:

Cllr Josephine Hawkins, Cllr Charlotte Morley, Cllr Victoria Wheeler.

9/C Appointment of Chairmen and Vice Chairmen

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

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

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Planning Applications	Cllr Edward Hawkins	Cllr Valerie White
Licensing	Cllr Adrian Page	Cllr Chris Pitt
External Partnerships	Cllr Rebecca	Cllr Max Nelson
Select	Jennings-Evans	
Performance and Finance	Cllr Katia Malcaus	Cllr Darryl Ratiram
Scrutiny	Cooper	
Audit and Standards	Cllr Oliver Lewis	Cllr Jonathan Lytle
Appointments	Cllr Moira Gibson	Cllr Richard Brooks

10/C Joint Committee

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

RESOLVED that Councillor Josephine Hawkins be appointed to the Surrey Police and Crime Panel for the 2018/19 municipal year.

11/C To Appoint Working Groups and Other Bodies of the Council and the Membership thereof

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

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

Governance Working Group (5 members and 3 substitute members)

Members:

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

Substitutes:

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

Joint Staff Consultative Group (8 members)

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

12/C Responsibility for Functions

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

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

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

Mayor

**Minutes of a Meeting of the Executive
held at Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 8 May 2018**

+ 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 Rodney Bates, Cllr Paul Deach and Cllr Chris Pitt

122/E Minutes

The minutes of the meeting held on 3 April 2018 were confirmed and signed by the Chairman.

123/E Questions by Members

Councillor Mrs Vivienne Chapman responded to a question from Cllr Rodney Bates regarding the efforts being made by the Council to reduce the use of plastics within the borough. The Leader also undertook to review the Council's use of plastic bottles in the Council Chamber.

124/E Consultation on the Issues and Options/Preferred options Draft Local Plan (Regulation 18 Consultation)

The Council was in the first stages of producing a new Local Plan to cover the period 2016-2032. This Plan would replace the current adopted Core Strategy and the Camberley Town Centre Area Action Plan, in addition to saved policies of the Surrey Heath Local Plan 2000.

The first stage was the Issues and Options/Preferred Options and set out the Council's preferred approach to developing Local Plan policies to cover a number of topics: housing, employment, retail, infrastructure, Green Belt and countryside, heritage and design and local area policies, along with possible alternative approaches.

Members noted the statutory requirement to consult on this stage of the Local Plan (Regulation 18 consultation) and the accompanying Sustainability Appraisal for a period of no less than 6 weeks and agreed to extend this to an 8 week consultation period. It was intended to run the consultation from early June 2018.

RESOLVED that

- (i) an eight week consultation be held on the Issues and Options/Preferred Options draft Local Plan document, as attached at Annex 1 to the agenda report;; and
- (ii) an eight week consultation be held on the Sustainability Appraisal on the Issues and Options/Preferred Option draft Local Plan document, as attached as Annex 2 to the agenda report.

125/E Local Development Scheme update

The Executive was reminded that all local authorities had to produce a Local Development Scheme (LDS). The LDS set out which planning documents the Council expected to produce over a three year period.

The Council's last LDS had been produced in 2016. Members considered an updated version to reflect amended timescales for the production of the Local Plan.

RESOLVED that the Local Development Scheme (LDS) covering the period 2018-2021, as set out at Annex 1 to the agenda report, be agreed.

126/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 2018/19, as listed below:

Camberley Theatre	Cllrs Ian Cullen, Craig Fennell, Edward Hawkins, Paul Ilnicki, Ian Sams, Valerie White, John Winterton and 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)

Equality	Cllrs Nick Chambers, Bill Chapman, Moira Gibson, Josephine Hawkins, Ruth Hutchinson, Charlotte Morley and John Winterton (Cllr Rodney Bates 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)

127/E Appointments to Surrey Leaders' Group Outside Bodies

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2018/19. It was reported that no members had expressed an interest in being appointed to any of the vacant positions.

RESOLVED to not make any nominations to the vacancies on Surrey Leaders' Group Outside Bodies.

128/E Appointment of Members to Outside Bodies 2018/19

The Executive considered a report seeking appointments to outside bodies for the 2018/19 municipal year, following consultation with Group Leaders.

Members noted that no appointment would be made to South East Employers as the Council's membership of this organisation would end in November 2018.

It was reported that the Heathrow Airport Consultative Committee was now called Heathrow Community Engagement Board.

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>2018/19</u>
Basingstoke Canal Joint Management Committee	<i>Cllr David Lewis</i>

Blackwater Valley Advisory Committee for Public Transport	<i>Cllr Paul Ilnicki Cllr Valerie White Cllr Chris Pitt (Sub) Vacancy (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 Pat Tedder</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>None to be made in 2018</i>
Heatherside Community Centre Council	<i>Cllr Paul Ilnicki Cllr Jonathan Lytle (Sub)</i>
Heathrow Community Engagement Board (previously Heathrow Airport Consultative Committee)	<i>Cllr Charlotte Morley Cllr Robin Perry (Sub)</i>
Henry Smith Charity (4 year appointments)	<i>None to be made in 2018</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 Pat Tedder</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 England Councils	<i>Leader of the Council -Cllr Moira Gibson Cllr Alan McClafferty (sub)</i>
Surrey County Playing Fields Association	<i>Cllr Victoria Wheeler</i>
Surrey Heath Age Concern	<i>Cllr Chris Pitt</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 Mrs 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 Waste Partnership	<i>Cllr Mrs Vivienne Chapman</i>
Voluntary Support North Surrey	<i>Cllr Paul Deach Cllr Josephine Hawkins (Sub)</i>

129/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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)
130/E	3
131/E	3

Note: Minute 130/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

130/E Acquisition of Property

The Executive made decisions in relation to the acquisition of property within the borough.

131/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 minute 130/E and the associated agenda report remain exempt, but the decision be made public following the completion of negotiations.

Chairman

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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**Minutes of a Meeting of the Executive
held at Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 19 June 2018**

+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates and Cllr Chris Pitt

1/E Minutes

The open and exempt minutes of the meeting held on 8 May 2018 were confirmed and signed by the Chairman.

2/E Questions by Members

The Leader responded to a question from Cllr Rodney Bates concerning an upcoming consultation by Surrey County Council on Children's Centres in the county and confirmed that an item would be brought to the appropriate Executive meeting.

3/E End of Year Performance Report 2017-18

The Executive received a report detailing the Council's performance in 2017/18.

RESOLVED to note the End of Year Performance Report 2017/18.

4/E Council Finances as at 31 March 2018

The Executive noted the Council's finances as at 31 March 2018.

RESOLVED to note the Council's finances at 31 March 2018.

5/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule came into effect on 1 December 2014. The CIL Regulations required that the Council, as the collecting authority, pay money over to the parishes, decide how to use that the Fund and to publish details of its CIL income and expenditure.

The Council had received a total of £3, 273,040.92 for the reporting period 1st October 2017 – 31st March 2018. A breakdown of the CIL receipts was reported to the Executive.

The Executive was advised that payments to parishes in the reporting period 1 April 2017 – 30 September 2017 had been as follows.

- a) Chobham £10,685.40
- b) West End £182,030.00

In March 2015, the Executive had agreed that a 15% proportion would also be made available to spend for non-parished areas according to local priorities. The amount collected within these areas had been as follows:

- Mytchett £24,950.63
- Parkside £46,879.15
- St Pauls £ 5,994.00
- Town £36,558.00

It was proposed that Ward Councillors for the non-parished areas be asked to submit suggestions and bids for projects. Ward Councillors could also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects.

Local projects would then be put forward to the Executive for funding in 2018/19 in combination with any project taken forward from any remaining Planning Infrastructure Contributions.

It was suggested by some Members that the procedure for submitting requests for CIL monies from non-parished areas should be reviewed to allow ward members within a specified distance from the development site to submit suggestions and bids for projects. It was agreed that further consideration would be given to whether the criteria should be reviewed for future projects.

RESOLVED

- (i) to note the CIL monies received;**
- (ii) that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated income within their wards; and**
- (iii) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.**

6/E Response to Runnymede Borough Council's Draft Local Plan 2030 (Regulation 19) Part 2 consultation

The Executive considered a draft response to Runnymede Borough Council's Draft Local Plan 2030 (Regulation 19) Part 2 consultation.

In January 2018 Runnymede Borough Council had published a Draft Local Plan document for consultation. The second consultation, which was taking place between 18 May and 29 June 2018, allowed for comments on the amendments which had been made following the first public consultation, before the Plan was submitted to the Planning Inspectorate.

RESOLVED to agree the Council's formal representation to the Draft Runnymede 2030 Local Plan (Part 2) Document, as set out at Annex 1 to the agenda report.

7/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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)
1/E (part)	3
8/E	3
9/E	3
10/E	3

Note: Minutes 8/E and 9/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.

8/E Performance of the Major Property Acquisitions

The Executive considered a report outlining the performance of major property acquisitions in the previous 6 months.

RESOLVED to note the performance of major property acquisitions.

Note: It was noted for the record that Cllr Paul Deach declared that he worked for organisations in Camberley Town Centre.

9/E Lease renewal of the Old Dean Bowling Club

The Executive made decisions relating to the renewal of the lease for Old Dean Bowling Club.

10/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) minute 8/E and the associated agenda report remain exempt for the present time; and**
- (ii) minute 9/E and the associated agenda report remain exempt until the completion of lease negotiations.**

Chairman

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 5 April 2018

+ 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 John Winterton (In place of Cllr Jonathan Lytle)

In Attendance: Cllr Richard Brooks, Cllr Paul Deach, Cllr Bruce Mansell and Cllr Joanne Potter

Officers: Duncan Carty, Ross Cahalane, Michelle Fielder, Jessica Harris-Hooton, Jonathan Partington, Emma Pearman, Eddie Scott

59/P Minutes of Previous Meeting

The minutes of the meeting held on 8 February 2018 were confirmed and signed by the Chairman.

60/P Application Number 17/1141: Princess Royal Barracks, Brunswick Road, Deepcut

The application was for the approval of reserved matters for Primary School and Nursery (Phase 3a) submitted pursuant to condition 4 of hybrid planning permission ref: 12/0546 (as amended), and submission of details to comply with conditions 9 (Affordable Housing), 16 (Ecological Mitigation and Management Plan), 23 (visibility splays), 24 (pedestrian inter-visibility) and 29 (Tree Retention).

Members received the following updates on the application:

“The LPA has been provided with a copy of the comments made in response to a recent public exhibition run by the applicant team. These comments, provided by the Mytchett, Frimley Green & Deepcut Society, cover a range of issues covered in the exhibition and which are not directly related to this planning application. Concern is however again raised (as was detailed in the letter of objection to this application from the same) over the lack of drop off / pick up provision.

Amended plans have been received. These move the school building North within the application site by approximately 2.5m. The change reduces the gap between the school flank elevation and the MUGA and requires a cycle /scooter store to be relocated within the body of the application site. This also requires the plan numbers listed in Condition 1 to be updated.

Comments have also been received from the County Highways Authority and these along with further representations on the matter of the lack of a school drop off and pick up point have resulted in additional planning conditions being drafted.

A further change to is required to Condition 7 (this becomes condition 6) as drafted to ensure that in addition to updated bat surveys, ecological mitigation for other species, flora and fauna is provided.

Condition 4 as drafted in the committee papers is no longer required and is to be deleted.

With this in mind it is suggested that the following full list of conditions be imposed in the event planning permission for the development as set out in the Committee Report is granted.

Full list of amended / updated conditions and informatives

1. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

0103(P13),
0105(P13),
0209(P13),
0210(P13),
0211(P10),
0300(P12),
0120(P01),
0401(P06),
0450(P08),
0400(P11),
0401(P08),
0120(P01) ,
MHPS-AWW-XX-XX-RP-A-0001-P06-Design and Access Statement -
Reserved Matters Submission,
Arboricultural Impact Assessment Mindenhurst School and Nursery, and,
Tree Survey and Constraints Report Mindenhurst School and Nursery
unless the prior written approval has been obtained from the Local Planning Authority.

Reason: For the avoidance of doubt and in the interest of proper planning and as advised in ID.17a of the NPPG.

2. No development above ground in connection with the erection of the school building hereby approved shall take place until details and samples of the

external materials have been submitted to and approved in writing by the Local Planning Authority. Materials to be agreed will include the proposed brick, tile, cladding, guttering and fenestration. Once approved, the development shall be carried out using only the agreed materials.

Reason: In the interests of visual amenities of the area and to accord with Policy DM9 and CP4 of the Surrey Heath Core Strategy and Development Management Policies 2012.

3. No development comprising the playing fields and sport pitch shall commence until the following documents have been submitted to and approved in writing by the Local Planning Authority in consultation with Sport England, for the respective area:
 - I. A detailed assessment of ground conditions (including drainage and topography) of the land for the proposed playing field which identifies constraints which could affect playing field quality; and,
 - II. Based on the results of the assessment to be carried out pursuant to (I) above, a detailed scheme which ensures that the playing field will be provided to an acceptable quality. The scheme shall include a written specification of soils structure, proposed drainage, cultivation and other operations associated with grass and sports turf establishment and a programme of implementation.

The approved scheme shall be carried out in full and in accordance with a timeframe agreed with the Local Planning Authority. The land will thereafter be maintained in accordance with the scheme made available for playing field use in accordance with the scheme.

Reason: To ensure the playing fields is prepared to an adequate standard and is fit for purpose and to accord with Policies CP4, DM14 and DM16 of the Core Strategy and Development Management Policies 2012, the Deepcut SPD and the approved Site Wide Design Code.

4. Notwithstanding any details shown on any approved or submitted plan or document, no external lighting shall be erected or installed anywhere on the application site without the details having been first submitted to and approved, in writing, by the Local Planning Authority. Only the approved details shall be installed / erected.

Reason: To ensure the visual and residential amenities of the wider area are not harmed, and to ensure external lighting is not harmful to the biodiversity of the site / area, in compliance with Policies DM9 and CP14 of the Core Strategy and Development Management Policies 2012 and the Deepcut SPD 2012.

5. Prior to any community or 3rd party use of the development hereby approved being implemented details of that use, the proposed hours of that use, the area of the building /grounds to be used to facilitate that use together with any equipment, plant or machinery required to facilitate that use shall be submitted to and approved by the Local Planning Authority in writing.

Reason: To ensure the residential amenities of the wider area are not harmed, and in compliance with Policy DM9 and CP14 of the Core Strategy and Development Management Policies 2012 and the Deepcut SPD 2012.

6. Prior to any demolition on site full and updated bat surveys must be undertaken. The details, mitigation proposed and recommendations of those surveys must be submitted to and approved by the Local Planning Authority in writing prior to any works commencing. The development shall proceed in strict compliance with the details approved. In all other regards the development shall be undertaken in accordance with the submitted Ecological Mitigation and Management Plan ref: DC2-NOA-LX-106-XX-RP-04-EMP3-P01.

Reason: To ensure the development is not harmful to the biodiversity of the site / area, in compliance with Policies DM9 and CP14 of the Core Strategy and Development Management Policies 2012 and the Deepcut SPD 2012.

7. Prior to the development hereby approved coming into first use details of how the following facilities shall be provided on site shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to the development first coming into use and shall thereafter be retained in perpetuity:
 - a) The secure parking for at least 48 covered bicycles within the site. Where the school travel plan identifies a need for a higher provision at any time during the life of the development such additional provision shall be provided in accordance with details to be first agreed in writing by the local planning authority;
 - b) Facilities within the school site for cyclists to change and shower;
 - c) Facilities within the school site for cyclists to store cyclist equipment;
 - d) A safe pedestrian crossing point on the new spine road between the raised table to the west of the school and the school itself; and,
 - e) Waiting restrictions, bollards, school zig zags and other measures to prevent kerb side parking on the spine road and northern section of the loop road.

Reason: To ensure a sustainable form of development and to comply with Policy DM11, CP11 and CP4 of the Core Strategy and Development Management Policies 2012, the Deepcut SPD 2012 and the NPPF 2012.

8. Prior to any works being undertaken to implement the carpark details of the provision for the loading and unloading of vehicles, together with their manoeuvring on site such that they can leave and enter the site in forward gear shall be submitted to and approved in writing by the local planning authority. The details to be submitted shall make provision for the parking and turning of vehicles to occur entirely within the fenced car parking area. The approved details shall be implemented prior to the first use of the

development hereby approved and shall be retained in perpetuity. For the avoidance of doubt the approved turning area shall not, under any circumstances, be used for vehicle parking.

Reason: To comply with Policy DM11, CP11 and CP4 of the Core Strategy and Development Management Policies 2012, the Deepcut SPD 2012 and the NPPF 2012.

9. Prior to the first use of the development hereby approved details of the pedestrian and cycle path access from the school to the proposed loop road shall be submitted to, and approved in writing, by the local planning authority. The access shall be of sufficient width to allow for the safe and efficient movement of pedestrians and cyclists and shall be constructed and provided with visibility splays in accordance with the details to be approved. The approved details will be implemented prior to the first use of the school and will thereafter be kept clear of any obstruction.

Reason: To ensure a sustainable form of development and to comply with Policy DM11, CP11 and CP4 of the Core Strategy and Development Management Policies 2012, the Deepcut SPD 2012 and the NPPF 2012.

10. The details to be submitted pursuant to Schedule 5 Part 10 of the s.106 agreement pursuant to permission 12/0546 (dated 17 April 2014 and as amended by the deed of variation dated 12 May 2017) pertaining to the delivery of the formal park shall include details of parking spaces to be made available for general public parking and which can also be used to meet local parking demand arising from the pick-up and drop of children attending the school hereby approved.

Reason: To comply with Policy DM11, CP11 of the Core Strategy and Development Management Policies 2012 and the NPPF 2012.

Informative(s)

1. The applicant is reminded of the need to comply with all relevant conditions imposed on decision notice 12/0546 (as amended) together with s106 and subsequent deeds.
2. The applicant is reminded of the need to review and take note of all relevant informative's imposed on decision notice 12/0546 (as amended).
3. In the event that drainage from this site is to discharge into the Basingstoke Canal then the applicant is reminded to check that all necessary agreements / consents, including any easements are in place with the land owner and drainage authority.
4. The application is advised that the scheme and detail required by condition 3 should comply with the relevant industry Technical Guidance, including guidance published by Sport England, National Governing Bodies for Sport. Particular attention is drawn to Natural Turf for Sport (2011).

5. The applicant is advised that the loop road should be designed to be 6m in width and the footpath to be 3m in width.
6. In order to accommodate condition 8 above a small number of parking spaces may need to be lost from the car park to create a designated turning head within the enclosed car park area.
7. A pedestrian access is proposed from the south eastern corner site across what is described on the application drawings as graded land. Given the levels differences this route must be provided at an acceptable gradient and width to cater for pedestrians and cyclists.”

The Committee agreed to amend condition ten of the officer’s report to stipulate the maximisation of the number of the parking bays on the existing hard standing, whilst maintaining the good provision of the proposed formal park. An informative would also be added to specify the need for disabled parking bays by the school building.

The officer recommendation to grant the application was proposed by Councillor Edward Hawkins, seconded by Councillor Mrs Vivienne Chapman, and put to the vote and carried.

RESOLVED that application be granted, subject to conditions, as amended, with the final wording on the new condition be delegated to the Head of Regulatory in consultation with the Chairman and Vice Chairman of the Planning Applications Committee.

Note 1

It was noted for the record that Councillor Edward Hawkins declared that he had attended the development’s open day.

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 proposal to approve the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Surinder Gandham, Katia Malcaus Cooper, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, John Winterton, Victoria Wheeler, and Valerie White.

61/P Application Number 17/0540: Tiffanys (Formerly Longacres), Station Road, Chobham

The application was for the erection of replacement stables, along with the provision of a sand school and parking, following the demolition of existing stables. (Additional information recv'd 29/9/17 & 18/10/2017.) (Amended Description/Additional Information Rec'd 02/11/2017.) (Amended info rec'd

06/11/2017.) (Amended/Additional Plan and Change of Description rec'd 01/12/2017.) (Amended plan & description change 07/12/2017.)

This application would normally be determined under the Council's Scheme of Delegation, but was linked to application SU/17/0524 which called in by Councillor Pat Tedder and was considered at the same meeting.

Members were advised of the following updates:

“The Surrey Wildlife Trust has raised no objections to the proposal.

The Council’s Arboricultural Officer has formally raised no objections.

The Council’s Drainage Engineer has raised no objections subject to the imposition of a condition requiring the approval of drainage details by condition.

Further comments have been received from objectors summarised as follows:

- Impact on drainage and watercourses [*see Condition 11 below*]
- Material increase in traffic on bridleway [*see Paragraph 7.5 of the officer report on the agenda*]
- Request moving the dung heap and menage [*Officer comment: The relationship if these elements are considered to be acceptable and, if required, would require amended drawings and is likely to need a re-notification process to be undertaken*]

In the light of the officer recommendation have requested the following conditions/limitations:

- Safe access to the bridleway at all times [*Officer comment: This is a matter for the County Council Footpaths Officer*]
- Damage to the bridleway, during construction and after, to be made good by the applicants [*Officer comment: This is a private matter and the bridleway is outside the application red line site*]
- No operation of megaphones or loudspeakers [*Officer comment: This application relates to a private equestrian use only and therefore it is not considered that this restriction is required*]
- No burning of material from the demolition process [*Officer comment: See proposed Condition 10 below*]
- Tree Preservation Order for the retained oak at the site entrance [*Officer comment: This is a matter for the Council’s Arboricultural Officer to consider and if taken forward, to be progressed through TPO legislation*]

AMENDED CONDITION

5. The proposed development shall be implemented in accordance with the BS5837 Arboricultural Impact Assessment by Tamla Trees [Ref 02779Rv2]

dated November 2017 and received on 6 November 2017, subject to the submission and approval of revised details at Paragraph 5.4.3 of the report and implementation prior to the commencement of development (including any site clearance and/or demolition works), unless the prior written approval has been obtained from the Local Planning Authority. No development shall commence until digital photographs have been provided by the retained Consultant and forwarded to and approved by the Council's Arboricultural Officer. This should record all aspects of any facilitation tree works and the physical tree and ground protection measures having been implemented and maintained in accordance with the Arboricultural Report. The tree protection measures shall be retained until completion of all works hereby permitted.

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.

PROPOSED CONDITIONS

10. No development shall take place until a Method of Construction Statement, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding
- (f) hours of construction
- (g) confirmation of no on-site burning of material during the site clearance, demolition and construction phases has been submitted to and approved in writing by the Local Planning Authority.

Only the approved details shall be implemented during the construction period.

Reason: The condition above is required in order that the development should not prejudice highway safety or residential amenities; nor cause inconvenience to other highway users and to accord with Policies CP11, DM9 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework

11. No development shall take place until full details of surface water drainage systems and foul water drainage system are submitted and approved in writing by the LPA. The surface water drainage system details to include attenuation of 1:100 year event at 40% climate change. Once approved the details shall be carried out prior to first occupation in accordance with the approved scheme.

Reason: To ensure a satisfactory development and to accord with Policies CP2 and DM10 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.”

The committee noted that the application was for the erection of replacement stables, along with the provision of a sand school and parking, which would train, keep and provide specialist care for elite level competition horses. Some Councillors raised concerns about whether the proposed replacement stables' proposed purpose was enough to constitute "Very special circumstances", as set out in paragraph 87 and 88 of the National Planning Policy Framework.

Members queried the provisions to ensure the additional surface run-off created by the developments did not result in a significant rise in flood risk in the surrounding areas. The concerns centred on the proposed development creating unsustainable extra discharge in the nearby brook and the River Bourne. Members also suggested the application constituted overdevelopment of the Green Belt.

The resolution to defer the application was proposed by Councillor Edward Hawkins and seconded by Councillor David Mansfield.

RESOLVED to defer the application for further investigation into drainage matters at the site and to conduct a Member Site Visit.

Note 1

It was noted for the record that:

- i. The Chairman declared on behalf of all Members of the Committee that they had received various pieces of correspondence from representees on the application.
- ii. Councillor Victoria Wheeler declared on applications 17/0540 and 17/0524 that one of the public speakers on the applications had attended her surgery.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Martin Collins spoke in objection to the application and Mr Gerry Binmore, the agent, and Mr Burrell, the applicant, shared a public speaking slot and spoke in support of the application.

62/P Application Number 17/0524: Tiffanys (Formerly Longacres), Station Road, Chobham

The application was for the erection of an indoor riding school. (Additional information recv'd 29/9/17 & 18/10/2017.) (Amendment to Description - Rec'd 02/11/2017.) (Amended info rec'd 06/11/2017) (Amended/Additional Plan and Change of Description - Rec'd 01/12/2017.)

This application would normally be determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Cllr Pat Tedder. This minute should be read in conjunction with SU/17/0540 reported at minute 61/P.

Members were advised of the following updates:

“The Surrey Wildlife Trust has raised no objections to the proposal.

The Council’s Arboricultural Officer has formally raised no objections.

The Council’s Drainage Engineer has raised no objections subject to the imposition of a condition requiring the approval of drainage details by condition.

Further comments have been received from objectors summarised as follows:

- Impact on drainage and watercourses [*see Condition 7 below*]
- Material increase in traffic on bridleway [*see Paragraph 7.5 of the officer report on the agenda*]
- Request moving the riding school [*Officer comment: The relationship of these elements are considered to be acceptable and, if required, would require amended drawings and is likely to need a re-notification process to be undertaken*]

In the light of the officer recommendation, further representations (from previous respondents) have requested the following conditions/limitations:

- Safe access to the bridleway at all times [*Officer comment: This is a matter for the County Council Footpaths Officer*]
- Damage to the bridleway, during construction and after, to be made good by the applicants [*Officer comment: This is not a material planning consideration and the bridleway is outside the red line application site*]
- No operation of megaphones or loudspeakers [*Officer comment: It is not considered that the proposal, being a private equestrian operation requires this level of control. If there were any future concerns this could be considered under Environmental Health legislation*]
- No burning of material from the demolition process [*Officer comment: See proposed Condition 5 below*]
- Tree Preservation Order for the retained oak at the site entrance [*Officer comment: This is a matter for the Council’s Arboricultural Officer to consider and if taken forward, to be progressed through TPO legislation*]

During further consideration of the application and concerns about the retention of the building beyond the cessation of the specialised nature of its proposed use, it is considered prudent to grant a five-year limited period permission so that the need for the building can be reviewed at that time.

PROPOSED CONDITIONS

5. No development shall take place until a Method of Construction Statement, to include details of:
 - (a) parking for vehicles of site personnel, operatives and visitors

- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding
- (f) hours of construction
- (g) confirmation of no on-site burning of material during the site clearance, demolition and construction phases has been submitted to and approved in writing by the Local Planning Authority.

Only the approved details shall be implemented during the construction period.

Reason: The condition above is required in order that the development should not prejudice highway safety or residential amenities; nor cause inconvenience to other highway users and to accord with Policies CP11, DM9 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

6. The permission shall be for a limited period expiring on the 6 April 2023 when the building and works hereby permitted shall be removed and the land reinstated, to the reasonable satisfaction of the Local Planning Authority

Reason: In order to maintain control over the development, to review the specialised need for the development and to protect the openness of the Green Belt and to comply with the National Planning Policy Framework.

7. No development shall take place until full details of surface water drainage systems and foul water drainage system are submitted and approved in writing by the LPA. The surface water drainage system details to include attenuation of 1:100 year event at 40% climate change. Once approved the details shall be carried out prior to first occupation in accordance with the approved scheme.

Reason: To ensure a satisfactory development and to accord with Policies CP2 and DM10 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

8. The proposed development shall be implemented in accordance with the BS5837 Arboricultural Impact Assessment by Tamla Trees [Ref 02779Rv2] dated November 2017 and received on 6 November 2017, subject to the submission and approval of revised details at Paragraph 5.4.3 of the report and implementation prior to the commencement of development (including any site clearance and/or demolition works), unless the prior written approval has been obtained from the Local Planning Authority. No development shall commence until digital photographs have been provided by the retained Consultant and forwarded to and approved by the Council's Arboricultural Officer. This should record all aspects of any facilitation tree works and the physical tree and ground protection measures having been implemented and maintained in accordance with the Arboricultural Report.

The tree protection measures shall be retained until completion of all works hereby permitted.

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.

9. Details of the recommended further works set out in Paragraph 7.3 of the preliminary Ecological Appraisal by Drummond Ecology shall be submitted to and approved by the Local Planning Authority. The approved details shall be provided prior to any site clearance or demolition works relating to the development hereby approved.

Reason: In the interests of nature conservation and to comply with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012.”

The Committee noted the application was for an indoor riding school, which would train, keep and provide specialist care for elite level competition horses. Some Councillors raised concerns about whether the proposed indoor riding school's proposed purpose was enough to constitute "Very special circumstances", as set out in paragraph 87 and 88 of the National Planning Policy Framework. Members queried the provisions to ensure the additional surface run-off created by the developments did not result in a significant rise in flood risk in the surrounding areas. The concerns centred on the proposed development creating unsustainable extra discharge in the nearby brook and the River Bourne. Members also suggested the application constituted overdevelopment of the Green Belt.

The resolution to defer the application was proposed by Councillor Edward Hawkins and seconded by Councillor David Mansfield.

RESOLVED to defer the application for further investigation into drainage matters at the site and to conduct a Member Site Visit.

Note 1

It was noted for the record that:

- i. The Chairman declared on behalf of all Members of the Committee that they had received various pieces of correspondence from representees on the application.
- ii. Councillor Victoria Wheeler declared on applications 17/0540 and 17/0524 that one of the public speakers on the applications had attended her surgery.

Note 2

As this application triggered the Council's Public Speaking Scheme, Mr Martin Collins spoke in objection to the application and Mr Gerry Binmore, the agent, and Mr Burrell, the applicant, shared a public speaking slot and spoke in support of the application.

63/P Application Number 18/0093: 325 Guildford Road, Bisley

The application was for a Minor Material Amendment Application pursuant to Planning Permission SU/16/0961, (relating to erection of 6 three bedroom dwellings in the form of a pair of semi-detached houses and a terrace of two storey houses with accommodation in the roof and 6 two bedroom and 3 studio flats in the form of a three storey block with parking, landscaping and access from Guildford Road following demolition of existing building.) to allow the retrospective reposition of the rear terrace (Plots 12-15) approximately 0.3 metres to the North West (closer to the boundary with 323 Guildford Road). (Additional info rec'd 09/02/18).

This application would normally be determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Cllr David Mansfield.

Members were advised of the following updates:

"Since the publication of the officer report, further method of construction details have been submitted and approved for SU/16/0961. As such, Condition 7 can be amended to reflect these agreements.

AMENDED CONDITION:

7. The development hereby approved shall be implemented with the method of construction details approved by letter dated 4 April 2018, provided for permission SU/16/0961, unless the prior written approval has been obtained from the Local Planning Authority. For the avoidance of doubt, 'Public Holidays' include New Years Day, Good Friday, Easter Monday, May Day, all Bank Holidays, Christmas Day and Boxing Day.

Reason: In the interests of visual amenities of the area and highway safety to accord with Policies CP11, DM9 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012."

The recommendation to grant the application was proposed by Councillor Nick Chambers, seconded by Councillor Mrs Vivienne Chapman and put to the vote and carried.

RESOLVED that application 18/0093 be granted subject to the conditions as set out in the report and planning updates of the Executive Head – Regulatory.

Note 1

It was noted for the record that Councillor David Mansfield declared he had been contacted by the applicant and had advised he could not comment on the application, but stated that he would be calling the application in for determination by the committee.

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 grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Surinder Gandhum, Max Nelson, Robin Perry, Valerie White and John Winterton.

Voting against the recommendation to approve the application:

Councillors Katia Malcaus Cooper, David Mansfield, Adrian Page, Ian Sams, Pat Tedder and Victoria Wheeler.

64/P Application Number 17/0735: Land at Chobham Adventure Farm, Bagshot Road, Chobham

The application was for the siting of store, container store and hard standing, and use of land for car washing facility (Sui Generis) (retrospective). (Additional Information - Rec'd 18/10/2017) (Amended plans recv'd 6/11/17).

This application would normally be determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Cllr Pat Tedder.

A site visit had taken place prior to the meeting.

Members were advised of the following updates:

"The applicant has responded to the officer report and their comments are summarised below:

- Details of drainage (Reason 2) have not been previously requested;
- The existing drainage details include a specifically designed wash bay, silt trap, three stage interceptor (which separates oils, petrols, etc.), and a storage tank for the pollutants (that can be removed and disposed off-site) [See Drainage Engineer comments below]
- The application is for one container (the remainder being owned by the landowner) [*Officer comment: The application includes the container and a store as well as hardstanding none of which currently have lawful consent*]

The Council's Drainage Engineer has raised no objections to the proposal subject to condition [*Officer comment: On this basis, it is proposed to delete refusal reason 2*]

RECOMMENDATION

Delete refusal reason 2."

The recommendation to refuse the application was proposed by Councillor Victoria Wheeler, seconded by Councillor Pat Tedder and put to the vote and carried.

RESOLVED that application 17/0735 be refused as amended for the reasons (excluding refusal reason 2) as set out in the report of the Executive Head – Regulatory.

Note 1

It was noted for the record that:

- I. The Chairman, Councillor Edward Hawkins, declared that all Committee Members had received a letter on the application on behalf of the applicant.
- II. Councillor Wheeler declared that she received a letter from the neighbours of the application site.
- III. Councillor Pat Tedder declared that she knew the resident to the neighbouring property of the site.
- IV. Councillor Katia Malcaus Cooper declared that her friend was an employee of Chobham Adventure Farm.

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 refuse the application as amended:

Councillors Nick Chambers, Colin Dougan, Surinder Gandhum, Edward Hawkins, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton.

65/P Application Number 17/0995: Coworth Flexlands School and Roundabout Junction, Chertsey Road, Valley End, Chobham

The application was for the Installation of V-board entrance signs. (Amended plans rec'd 06/02/2018).

The recommendation to refuse the application was proposed by Councillor Pat Tedder, seconded by Councillor Victoria Wheeler and put to the vote and carried.

RESOLVED that application 17/0735 be refused as set out in the report of the Executive Head – Regulatory.

Note 1

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 refuse the application as amended:

Councillors Nick Chambers, Colin Dougan, Surinder Gandhum, Edward Hawkins, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton.

66/P Application Number 17/1038: Land at the Quays, Coleford Bridge Road, Mytchett

The application was for the erection of 4 detached three bedroom dwellings (for staff) with revised pedestrian access and car parking. (Amended Plans & Additional Information - Rec'd 16/01/2018.)

This application would normally be determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Cllr Paul Deach.

Members were advised of the following updates:

"The Council's Arboricultural Officer has formally raised no objections.

The Surrey Wildlife Trust has raised no objections."

The recommendation to refuse the application was proposed by Councillor Colin Dougan, seconded by Councillor Valerie White and put to the vote and carried.

RESOLVED that application 17/1038 be refused for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

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 refuse the application as amended:

Councillors Nick Chambers, Colin Dougan, Surinder Gandhum, Edward Hawkins, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton.

67/P Application Number 16/1207: Windlemere Golf Club, Windlesham Road, West End

The application was for three detached two storey dwellings with detached double garages, entrance gates and associated accesses and landscaping following demolition of golf club and driving range buildings and use of remainder of land as suitable alternative natural greenspace (SANGS). (Additional info recv'd 25/1/17).

(Additional information rec'd 09/02/2017). (Amended/Additional Information - Rec'd 21/03/2017.) (Amended and Additional Information Rec'd 31/03/2017) (Amended plans and information, and additional information recv'd 21/7/17). (Amended plans & information, and additional information recv'd 24/11/17). (Amended plans recv'd 19/2/18) (Amended information recv'd 23/2/18) (Amended plan and information recv'd 1/3/18).

Members expressed concerns regarding access to the site via the two different entrances. There were concerns regarding the possibility of the obscurement of the sight lines for when two smaller vehicles leave the site at the same time. As a result conditions six and seven of the original committee report presented to the Committee on 24 August 2017 would be changed to ensure the visibility zones are kept clear each side at a minimum of 2 metres back from the road.

The officer recommendation to approve the application was proposed by Councillor Nick Chambers, seconded by Councillor Adrian Page, and put to the vote and carried.

RESOLVED that application be granted, subject to conditions and completion of legal agreement, as amended, with the final wording on the amended condition be delegated to the Head of Regulatory in consultation with the Chairman of the Planning Applications Committee.

Note 1

As the application was originally deferred for a site visit by the Planning Applications Committee at the meeting of 24 August 2017 (minute 14/P refers), in accordance with Part 5, Section D, Appendix A, Paragraph 9 of the Council's Constitution only members who attended the site visit on the application were able to vote on the resolution.

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 proposal to approve the application:

Councillors Nick Chambers, Colin Dougan, Edward Hawkins, Surinder Gandham, Katia Malcaus Cooper, Adrian Page, Ian Sams, Pat Tedder and Victoria Wheeler.

68/P Application Number 17/1078: 22 Grovfields Avenue, Frimley

The application was for creation of a two storey building comprising 2 x 1 bed flats, and 2 x 2 bed flats with additional access from The Grove and Grovfields Avenue, including gates, parking areas, landscaping and bin storage. (Amended Plans - Rec'd 13/02/2018). (Additional information rec'd 08/03/2018).

This application would normally be determined under the Council's Scheme of Delegation, however, it had been called in for determination at the Planning Applications Committee at the request of Cllr Sams.

Members were advised of the following updates:

"The SAMM payment has been paid, so refusal reason 3 should be omitted from the recommendation.

Representation

Five further objections have been received since the report was written, bringing the total to 30. However the issues raised are not different to those already listed and addressed in the Officer's report (see section 6), and are mainly concerned with parking provision and impact on character, and state that the revised plans have not overcome original concerns.

Further information from applicant

The applicant has submitted further information in respect of the proposal, since the Officer's report was written. This comprises two letters from local estate agents, stating that there are a shortage of 1 & 2 bedroom properties in the local area with demand continuing to outstrip supply, and that the properties would appeal in particular to staff at Frimley Park Hospital and Siemens which are both nearby.

A neighbour comment has been received in respect of these letters, stating the following:

- Few people would disagree that there is a shortage of housing but Deepcut will soon provide affordable housing to the market; no suggestion that this will be key worker housing for the hospital staff
- Parking provision is inadequate and has resulted in loss of amenity space for future residents
- Seems inappropriate for the correspondence to be included in what is a planning policy focused deliberation.

Officer comments:

The need for housing is not disputed and has been addressed in section 7.3 of the report. It is clear that there is a shortage of housing in the borough even taking into account other developments. It is appropriate to include the information as further evidence for housing need which is a very relevant consideration, however as set out in the officer's report, the need for the housing is not considered to outweigh the concerns in respect of harm to amenity, character and ecology. As such this further evidence does not alter the conclusions or recommendation."

The recommendation to refuse the application was proposed by Councillor Edward Hawkins and seconded by Councillor Mrs Vivienne Chapman, and put to the vote and carried.

RESOLVED that application 17/1078 be refused as amended for the reasons (excluding refusal reason 3) as set out in the report of the Executive Head – Regulatory.

Note 1

As this application triggered the Council's Public Speaking Scheme, Charlotte Wilson and Alexander Griffith spoke in objection to the application and Mr Shah, the agent, spoke in support of the application.

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 proposal to refuse as amended:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Surinder Gandham, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White and John Winterton.

69/P Application Number 18/0091: Land south of Bourne Farm, Bagshot Road, Chobham

The application was for the erection of a detached 3 bedroom dwelling, with parking and landscaping following demolition of existing barn (amendment to 16/1192). (Amended plans rec'd 05/03/18).

This application would normally be considered under the Council's Scheme of Delegation, however it had been called in for determination by the Planning Applications Committee at the request of Cllr Victoria Wheeler.

The officer recommendation to refuse the application was proposed by Councillor Katia Malcaus Cooper and seconded by Councillor David Mansfield.

RESOLVED that application 18/0091 be refused for the reasons as set out in the report of the Executive Head – Regulatory.

Note 1

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 proposal to refuse the application for the reasons as set out in the report of the Executive Head – Regulatory:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Surinder Gandham, Katia Malcaus Cooper, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, John Winterton, Victoria Wheeler, and Valerie White.

70/P Application Number 17/1147: Pinegrove Farm, Ford Road, West End

The application was for the removal of Condition 2 of BGR3370 requiring Agricultural Occupancy of Pinegrove Farm.

The officer recommendation to grant the application was proposed by Councillor Colin Dougan, seconded by Councillor Surinder Gandhum, and put to the vote and carried.

RESOLVED that application be granted.

Note 1

It was noted for the record that Councillor David Mansfield declared that he had been contacted by the applicant, but explained that in his position as a Planning Applications Committee member he could not comment on the application.

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 proposal to approve the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Surinder Gandham, Katia Malcaus Cooper, Max Nelson, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, John Winterton, Victoria Wheeler, and Valerie White.

Voting against the proposal to approve the application:

Councillor David Mansfield.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 10 May 2018

+ 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

*Cllr Victoria Wheeler was present from midway through Minute 72/P

Officers Present: Duncan Carty, Michelle Fielder, Jessica Harris-Hooton, Eddie Scott

71/P Minutes of Previous Meeting

The minutes of the meeting held on 5 April 2018 were confirmed and signed by the Chairman.

72/P Application Number: 18/0180- 123 London Road, Bagshot

The application was for the installation of external lighting at a recently opened drive-thru coffee shop. The application was an alternative lighting scheme to the scheme refused planning permission (under SU/17/0705), which was subject of enforcement action and was now subject to appeal.

This application would normally be determined under the Council's scheme of Delegation. However, it was reported to the Planning Applications Committee at the request of the Executive Head of Regulatory.

Members were advised of the following updates:

"Two representations have been received in support (including one from the Bagshot Matters Residents' Association) with the following comments:

- The height of the lighting being proposed is far more acceptable than the existing lighting;
- Support the proposal, subject to the clear understanding the existing lighting will be removed permanently;

- Proposal appears to address the concerns since the site has been operating and it is a matter for regret that this matter was not resolved sooner;
- The excising lighting was designed on an assumption that the site falls within a “suburban environmental” zone and that this should be reviewed to avoid further undesirable creep of intrusive light pollution and nuisance.

The applicant has requested an amendment to proposed Condition 4 to allow four of the bollards to remain lit one hour before and one hour after the opening hours to allow safe passage for staff (with three located to the front of the building and one to the side of the building and close to the edge of the rear patio) and one (on the rear patio) to operate under a motion sensor. A revised drawing has been provided which indicates which bollards are to be so lit.

The Council’s Senior Environmental Health Officer supports this suggested amendment and Conditions 2 and 4 are proposed to be amended as below.

AMENDED CONDITIONS:

2. The proposed development shall be implemented in accordance with the following approved plans: 16572/E/500 Rev. P7 and 2402 PL110 Rev. D unless the prior written approval has been obtained from the Local Planning Authority.

Reason: For the avoidance of doubt and in the interest of proper planning and as advised in ID.17a of the Planning Practice Guidance.

4. The external lighting hereby approved shall only be illuminated during the approved hours of operation (as limited by Condition 5 of planning permission SU/15/0872) for the coffee shop/drive thru business on the site, with the exceptions being the four bollards indicated on Drawing No. 16572/E/5000 Rev. P7 to be lit for an extra hour before the opening of the café unit and an extra hour after the closure of this unit and one bollard on the rear patio also indicated on Drawing No. 16572/E/5000 Rev. P7 to operate under a motion sensor, unless the prior written approval has been obtained from the Local Planning Authority.

Reason: In the interest of residential amenity and to comply with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.”

The officer recommendation to grant the application was proposed by Councillor Valerie White and seconded by Councillor Katia Malcaus Cooper, and put to the vote and carried.

RESOLVED that application 18/0180 be granted subject to the conditions as set out in the report and planning updates of the Executive Head - Regulatory.

Note 1

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, Cllr Victoria Wheeler did not vote on the application as she was not present for the whole consideration of the item.

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 grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Max Nelson, Robin Perry, Ian Sams, Conrad Sturt, Pat Tedder and Valerie White.

73/P Application Number: 18/0224- 33 Upper Park Road, Camberley

The application was for the erection of a part two storey, part three storey building with accommodation in the roof space to provide 8 No. one bedroom and 2 No. two bedroom flats for the learning disabled with associated accommodation following the demolition of existing building.

Members received the following updates on the application:

“The County Highway Authority has raised no objections to the proposal, subject to conditions. Two of these suggested conditions have been provided within the officer report and a third suggested condition is added below.

A complaint has been received about the position of the building in respect of its minimum distance to a flank boundary (with 29-31 Upper Park Road), which should provide a minimum 1 metre gap. This has been checked by the Corporate Enforcement team who have confirmed that the minimum gap is between 0.9 and 1 metre which is within allowable tolerances.

A landscaping scheme has been agreed for the approved scheme SU/16/0691. As such, Condition 5 is to be amended as below.

AMENDED CONDITION:

5. The hard and soft landscaping for the development shall be provided in accordance with the details provided and approved for planning permission SU/16/0691 on 8 May 2018. 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.
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.

ADDITIONAL CONDITION

The development hereby approved shall not be occupied unless and until at least two of the available parking spaces, provided under Condition 8 above, have been provided with a fast charge socket (current minimum requirements – 7kw Mode 3 with Type 2 connector – 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted to and approved by the Local Planning Authority and shall thereafter retained in perpetuity.

Reason: In the interests of promoting sustainable development and to comply with Policies CP2, CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework and advice within the Surrey County Council “Vehicular and Cycle Parking Guidance - January 2018”.

The officer recommendation to grant the application was proposed by Councillor Nick Chambers and seconded by Councillor Mrs Vivienne Chapman, and put to the vote and carried.

RESOLVED that the application 18/0224 be granted subject to the conditions as set out in the report and planning updates of the Executive Head – Regulatory.

Note 1

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 grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Max Nelson, Robin Perry, Ian Sams, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 26 June 2018

+ Cllr Edward Hawkins (Chairman)
+ Cllr Valerie White (Vice Chairman)

+ Cllr Nick Chambers	+ Cllr Max Nelson
+ 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

+ Present
- Apologies for absence presented

*Councillor Colin Dougan was present for minute 1/P and for part of minute 5/P onwards. Councillor Victoria Wheeler was present from midway through minute 5/P.

Substitutes: Cllr John Winterton (in place of Cllr Katia Malcaus Cooper)

Members in Attendance: Cllr Richard Brooks

Officers Present: Ross Cahalane, Duncan Carty, Jessica Harris-Hooton, Jonathan Partington, Eddie Scott

1/P Minutes of Previous Meeting

The Minutes of the meeting held on 10 May 2018 were confirmed and signed by the Chairman.

2/P Application Number: 17/0427- Chobham Adventure Farm, Chobham, Woking, GU24 8BY

The Application was for the provision of outdoor play equipment. (Additional Plans recv'd 31/08/2017.) (Additional Information rec'd 01/11/2017 & 02/11/2017.) (Additional plan recv'd 25/5/18). The part retrospective application related to the retention of outdoor play equipment and the provision of further equipment on the site.

This application would normally have been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Cllr Tedder because of concerns that the proposal was unneighbourly and provided play equipment on an area allocated for animal provision.

Members were advised of the following updates:

“The applicant has provided significant amendments and additional information which seeks to rebalance the animal/education provision with the indoor/outdoor play as follows:

- Further details about the extent of the education provision;
- An update about the timing of the animal building provision (expected to be in September 2018);
- Amendments to the proposed site layout to provide animal paddocks at the side and rear of the animal building; and
- Reduction in height of the proposed astro-slide to 3 metres.

As such, it is recommended that the application be deferred to a later meeting to allow neighbour notification, any required consultations and time for officer consideration of these changes. The letter and amended drawings are attached as Annex 1 to this update.”

Members noted the letter and amended drawings published as an annex in the supplementary papers at the meeting.

The officer recommendation to defer the application to a later meeting was proposed by Councillor Edward Hawkins and seconded by Councillor Valerie White, and put to the vote and carried.

RESOLVED that application 17/0427 be deferred to a later meeting to allow neighbour notification, any required consultations and time for officer consideration of these changes.

Note 1

Cllr Colin Dougan and Cllr Victoria Wheeler did not vote on the application as they were not present for the consideration of the item.

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, Mrs Vivienne Chapman, Edward Hawkins, Jonathan Lytle, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Pat Tedder, John Winterton and Valerie White.

3/P Application Number: 17/0540 - Tiffanys (Formerly Longacres), Station Road, Chobham, Woking, GU24 8AX

This application was deferred to a later meeting as a result of an administrative error.

4/P Application Number: 17/0524 - Tiffanys (Formerly Longacres), Station Road, Chobham, Woking, GU24 8AX

This application was deferred to a later meeting as a result of an administrative error.

5/P Application Number: 18/1043 - Wyvern House, 55 Frimley High Street, Frimley, Camberley, GU16 7HJ

The application was for a second floor extension including dormer windows above and within existing roof space to facilitate conversion of existing offices (Class B1) to 48 flats (37 one bed, 10 two bed and 1 three bed) with associated parking, bin/cycle storage and access from Maybury Close. (Amended info rec'd 02/03/18), (Amended cil form rec'd 05/03/18), (Amended plans rec'd 01/06/18 & 04/06/18).

Members received the following updates on the application:

“A letter has been provided from the new agent appointed by the applicant (Annex 2), requesting that the application be deferred to allow for submission of amended plans to overcome the reasons for refusal.

Officer comments:

No amended plans have been received and no specific details regarding the proposed amendments have been provided. Furthermore, in the officer's opinion, a reduction in the proposed number of units is necessary and non-negotiable in terms of seeking to overcome the proposed reasons for refusal. This would require a fundamental change in the proposed development description and would therefore require an entirely new planning application, as it would require a different fee and application form.

As such, there is no guarantee that amended plans would overcome the reasons for refusal and it is therefore considered that the current application should be determined at Committee.”

Members noted the letter provided by the new agent for the application, which was published as an annex in the supplementary papers at the meeting.

The officer recommendation to refuse the application was proposed by Councillor Ian Sams and seconded by Councillor David Mansfield, and put to the vote and carried.

RESOLVED that application 18/1043 be refused.

Note 1

In accordance with Part 4, Section D, paragraph 18 of the Constitution, Cllr Colin Dougan and Cllr Victoria Wheeler did not vote on the application as they were not present for the whole consideration of the item.

Note 2

It was noted for the Record Councillor Edward Hawkins was contacted by a relative of one of the Public Speakers on the application. He advised the representor that he could not comment on the application.

Note 3

As this application had triggered the Council's Public Speaking Scheme, Mr Roger Fennell and Mr Anthony Farmer spoke in objection to the application and Mr Chris Wilmhurst, the agent, spoke in support of the application.

Note 4

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 refuse the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Edward Hawkins, Jonathan Lytle, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Pat Tedder, John Winterton and Valerie White.

6/P Application Number: 17/0889 - Land Adjacent to 1 Whitmoor Road, Bagshot, GU19 5QE

The application related to the erection of 16 dwellings following the demolition of existing buildings. The site lied within the settlement of Bagshot, with its (east) flank and rear boundary with the A322 Guildford Road and junction 3 of the M3 motorway, which is in the Green Belt.

Members were advised of the following updates:

"Since the completion of the agenda report, it has been confirmed that the proposal will be allocated to the Windlemere SANG. This SANG is being delivered by the Council, is due to commence later this year and be completed in 2019. Condition 4, which required the development to not commence before confirmation of this allocation and to not occupy before the SANG is available, is now not required due to the certainty of delivery of this SANG."

The Committee expressed concerns in regard to road safety on Whitmoor Road which was closely adjacent to the site. As a result it was agreed to amend Condition 15 in the officer's report to insert the following wording after Whitmoor Road '...and any other traffic calming measures...'

In addition it was agreed to remove Condition 5 in the officer's Report as per verbal recommendation to the Committee from the Planning Officer.

RESOLVED that the application to be granted, subject to a legal agreement and the Conditions, as amended, in the agenda report

Note 1

It was noted for the record that Councillor Edward Hawkins and Councillor Valerie White had previously visited the application site, prior to the determination of a previous planning application on the same site.

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 grant the application:

Councillors: Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Pat Tedder, Victoria Wheeler and John Winterton.

Voting against the recommendation to approve the application:

Councillor Valerie White.

7/P Application Number: 18/0292 - Land rear of the Parade, Frimley

The Application was for the erection of four buildings to comprise 3 detached four bedroom dwelling houses and 2 semi-detached three bedroom dwelling houses with associated carports/garages, parking and access and alterations to existing car park/service areas.

The application would have normally been determined under the Council's Scheme of Delegation. However it was reported to the Planning Applications Committee at the request of Cllr Ian Sams. This was because of the need to consider access and egress, overlooking and loss of car parking.

Members received the following updates on the application:

“Correction: At Paragraph 1.2, “Annex 3” should read “Annex 1.””

Members raised concerns in regard to the potential of the houses on plots 3 and 4 to overlook the adjacent properties on Leonard Close/ Sheridan Road and Burleigh Road. As a result it was agreed to add an additional condition to ensure, first floor windows on the side elevation of properties on plots 3 and 4, facing Leonard Close/ Sheridan Road and Burleigh Road, be completed as to reduce any overlooking effect.

The officer recommendation to grant the application subject to conditions was proposed by Councillor Robin Perry and seconded by Councillor Colin Dougan.

RESOLVED that application 18/0292 be granted subject to the conditions as set out in officer report as amended.

Note 1

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 grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Victoria Wheeler, Valerie White and John Winterton.

Voting against the recommendation to grant the application:

Councillors Ian Sams and Pat Tedder.

Chairman

Minutes of a Meeting of the Audit and Standards Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 23 April 2018

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

- Cllr Rodney Bates + Cllr Paul Ilnicki
- Cllr Edward Hawkins + Cllr Bruce Mansell
Cllr Conrad Sturt

+ Present
- Apologies for absence presented

Officers Present: Karen Limmer, Head of Legal Services
Sutinder Jas, KPMG
Kelvin Manon, Executive Head: Finance

12AS Minutes of the Previous Meeting

The minutes of the meeting held on 8 November 2017 were confirmed and signed by the chairman.

13AS Financial Statements Audit Plan 2017/18

The Committee received a report setting out KPMG's, the Council's external auditor, plans for its audit of the Council's 2017/2018 financial records.

In setting out its approach to the audit of the accounts, KPMG had identified the following areas that would be subject to specific scrutiny:

- Valuation of land and buildings
- Pension liabilities
- Value of investment properties
- Financial resilience given the financial pressures the Council is currently facing.

Members queried whether a potential drop in land value in relation to Council owned property in Camberley Town Centre constituted an area of risk for the auditor. Members were advised that the auditors were concerned as to the risk of the value of the Town Centre being misstated in the accounts rather than a potential fall in value.

14AS Certification of Claims and Returns

The Committee received a report setting out the findings of an audit of the Council's Housing Benefits Claims and Returns for 2016/17 completed by KPMG in November 2017.

In 2016/17, the Council had claimed a total of £16,138,542 in respect of Housing Benefits from the Government. The audit, which had been conducted in accordance with the requirements set out by the Government, had concluded that the claim and returns were fairly stated and in accordance with the relevant terms and conditions.

The Committee noted the report.

15AS Internal Audit Annual Report 2018/19

The Committee received a report setting out the proposed work plan for the Council's Internal Audit Function for 2018/19.

The work plan had been based on the Internal Audit Three Year Strategic Plan and consisted of a combination of audit activities that were carried out on an annual basis, activities that were conducted on a triannual basis and one off audit projects.

It was expected that the activities proposed in the Annual Plan would require 430 working days to be delivered by the Council's two internal auditors. Additional resources would be brought in to supplement the internal Audit Team when required.

The Committee stated it would like to have details on the Council's actual performance against the plan. As a result it was agreed that as part of the Internal Audit year-end report for the committee the Senior Auditor would be requested to provide a summary showing the actual days spent on each audit against the plan and reasons for significant variances.

The Committee noted the proposed audit areas for 2018/19.

RESOLVED that the Annual Audit Plan for 2018/19, as set out in Annex A of the report, be approved

16AS Annual Corporate Governance Statement

The Committee considered a report setting out the draft Annual Corporate Governance Statement 2017/18.

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 2017/18 a number

of minor issues that might impact on the Council's ability to operate effectively had been identified, including the implementation of the General Data Protection Regulation, the advancement of the London Road Block Development Project, the introduction of the new IAS 9 accounting standard and the establishment of a new contract for the Arena Leisure Centre. It was also noted that Council would be working with its new auditor, BDO, in the upcoming year.

Members requested clarification on a number of the agreed actions on the essential issues raised by the latest Internal Audit report. It was advised communication had started to ensure staff raised purchase orders on the Council's finance system prior to placing orders. In addition it was noted that the Council would be working with the leisure contractor to monitor income reporting from the golfing facilities at Frimley Lodge Park via regular meetings and a number of spot checks.

17AS Accounting Treatment of Town Centre Properties

The committee received a report informing members of the change in accounting treatment of the Council owned Town Centre properties. The report outlined that Council owned Camberley town centre properties would be now classified as "Other Land and Buildings" as per the 2017/18 financial statements. The properties were previously classified in previous annual statements as "Investments and Investment Properties". This reflected the change in direct purpose of the properties from being held only for income and capital appreciation to being held to support the regeneration of Camberley Town Centre.

The Committee noted the report.

Chairman

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Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 12 June 2018

+ Cllr Rebecca Jennings-Evans (Chairman)
+ Cllr Max Nelson (Vice Chairman)

+ Cllr Bill Chapman	- Cllr Chris Pitt
Cllr Ian Cullen	+ Cllr Nic Price
+ Cllr Ruth Hutchinson	Cllr Wynne Price
+ Cllr David Lewis	+ Cllr Joanne Potter
- Cllr Oliver Lewis	+ Cllr Darryl Ratiram
+ Cllr Jonathan Lytle	- Cllr Ian Sams
+ Cllr Robin Perry	

+ Present

- Apologies for absence presented

Substitutes: Cllr Nick Chambers (In place of Cllr Chris Pitt) and Cllr Valerie White (In place of Cllr Oliver Lewis)

Members in Attendance: Cllr Mrs Vivienne Chapman and Cllr Paul Deach

In attendance: Jayne Boitout, Community Development Officer
Teresa Hogsbjerg, Economic Development Manager
Louise Livingston, Executive Head: Transformation
Jon Murrell, Consentricare
Kevin Travers, Enterprise M3 Local Enterprise Partnership

1/EP Minutes of Last Meeting

The Minutes of the meeting held on 13 February 2018 were confirmed and signed by the Chairman.

2/EP Consentricare

Jon Murrell, Executive Partner, gave a presentation in respect of Consentricare a local privately-owned business set up to simplify the act of arranging and monitoring elderly relatives' care.

Consentricare was born out of the personal circumstances of the executive partners' experiences and difficulties in arranging care for elderly relatives. They identified a need for a free, mobile product to make it easier for relatives and friends to organise care and support for elderly loved ones. It was acknowledged that there was little NHS funding for someone who needs relatively little help and it was still a difficult task organising the required additional care, such as preparing meals, getting in and out of bed, so elderly relatives would still live independent lives.

Consentricare's first product, a mobile app called Carehound would be launched in late-summer. The app would simplify the "Care conundrum", and allow elderly

people's relatives easy access to the right information, and enable a suitable care package to be implemented. The various specific ways which Carehound guided its customers through the "care maze" were outlined. The app would collate advice from non-governmental bodies such as Care UK and Age UK, act as a directory of Care Services and trades who can adapt homes, and provide progress reports and alerts to relatives.

It was recognised that the help and support the Consentricare team had from Surrey Heath's Economic Development, Transformation and Community Partnerships teams had been invaluable. It was explained that the Economic Development team had helped to develop the company's Public Sector contacts and indirectly refined and developed the Company's business idea by encouraging entrance to the Surrey Heath Business Awards.

It was also noted by not coming from a background within the Care System the two founding executive partners of Consentricare, had brought a fresh approach to the industry and a focus to the customer experience.

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

- Carehound would be funded by advertising revenue and eventual sponsorship of the app further down the line. Social care companies and private meal services were mentioned as potential advertisers.
- Initially Carehound would be primarily advertised via targeted Facebook advertising campaigns. Consentricare had also been in contact with the NHS chaplaincy programme to discuss the promotion of Carehound during their work.
- Even though there were currently only test users, it was aimed that there would be 2000 Carehound users by the end of August 2018.
- There was consensus that the app would be hugely beneficial in increasing accessibility to elderly social care provision in the more rural areas of the Borough.
- Carehound would be a free to use information and contact directory which would be accessible to all even though the target market were relatives who were "Cash rich and time poor".
- The app would log care-arrangers previous phone calls and notes against the directory of Care Services, and aim to facilitate eventual face-to face meetings about elderly relatives' care.

It was noted that Members would like to see Consentricare present to the External Partnership's Select Committee in a year's time to hear about the company's progress.

The Committee thanked Jon Murrell for his informative update.

3/EP

Surrey Heath Economic Development update

Teresa Hogsbjerg, Economic Development Manager, Surrey Heath Borough Council, gave a presentation in respect of the work of Surrey Heath's Economic Development Team including its strategy to promote economic development throughout Surrey Heath.

It was noted that the Economic Development team had three wider goals for Surrey Heath:

1. A sustainable place to live, work, shop and play.

- This featured supporting major development works. For example the team facilitated a breakfast meeting for local business people to inform them how the Meadows gyratory works would affect their businesses.
- Data collation has given the Council a better understanding of the Borough's Visitor Economy. It has been better determined where the Borough's non-resident visitors come from and via which mode of transport.

2. A Great Place for Business to Flourish

- The Economic Development Team has supported local businesses to enable them to reach their growth aspirations.
- Local businesses and start-ups have been advised of local funding and support sources available to them. Small businesses have been advised on how to acquire funding from bodies such as The EM3 Growth Hub and Innovate UK.
- Recently work with the Department of International Trade has been conducted to develop an inward investment strategy.

3. A Great Place for People to Succeed

- The Economic Development team has worked with businesses to support training programmes prior to opening of large developments.
- Work with partners has ensured programmes would be in place for personnel leaving the military. Programmes have been catered to ensure the skills that are developed match the needs of the local economy.
- Work with the DWP (Department Work and Pensions) has enabled links to programmes that would train those looking for work in new business areas.

Arising to the subsequent discussion to the presentation the following points were noted:

- Much of the data that was currently extrapolated in relation to Surrey Heath's visitor economy was restricted to footfall numbers. A longer term aim was to liaise with the specialist data companies (that include methods such as collecting data mobile and iBeacon communication) to expand the depth of information possible to enable an improved understanding of the reasons why visitors come to Camberley.
- Camberley's lack of presence on signage on the Motorway Network had an ongoing negative effect. It was recognised that having Camberley more prominent on signage would help support many of the town's economic aspirations. It was noted that the Council and the Local MP were currently lobbying the Highways Agency for greater presence for Camberley on the network.
It was also acknowledged that Surrey Heath firmly maintained its presence at Highway's Agency meetings and gave it a greater voice on such issues.
- There had been ongoing discussion regarding the Council's response to the planned closure of the House of Fraser store in the Square shopping

centre. It was recognised, although the closure was a setback, Surrey Heath was in an advantageous position to deal with the closure. It was noted that the Council owned the building meaning the Council would make sure whatever took over the vacated space, suited and met the needs of Camberley. Additionally there was potential for the vacated space to become Camberley's unique selling point, and there was need for greater Council communication to residents regarding the closure.

- The Executive Head for Transformation and the Economic Development Manager were developing a formal document setting out the Council's Town Centre development strategy.

Members thanked Teresa Hogsbjerg for her informative presentation and her work organising the Business Breakfast meeting on the Meadows Gyratory works. The committee also stated they look forward to working with Teresa on the London Road Block redevelopment.

4/EP Enterprise M3 Local Enterprise Partnership (LEP)

Kevin Travers, Transport Project Manager, gave a presentation in respect of the work of Enterprise M3 Local Enterprise Partnership (LEP).

The Enterprise M3 Local Enterprise Partnership (LEP) was a public/private partnership which had been set up to support and sustain economic growth within the M3 corridor. Since 2014, the M3 LEP has acted as a facilitator to promote economic growth and bring businesses and local government closer together. The LEP spends, secures and supports various streams of funding to help start-up businesses and to promote business and enterprise in the area. The partnership has also emerged as an advocate and champion of the Local Area.

The Enterprise Area covered the region between the port city of Southampton and Heathrow Airport and had a Gross Domestic Product similar to that of Denmark. It was recognised the Enterprise Area was home to 3.1% of UK businesses and its main export partner was the USA; primarily in the field of defence products and services. Camberley has been identified within the Enterprise Area as a 'step-up town', which had unfulfilled economic potential.

Since 2014 the LEP has secured £219.1 million of Growth Deal funding from the Department of Communities and Local Government and in total money has been spent on 45 different products. Of this £18 Million had been spent on projects within Surrey Heath including improvements to the Blackwater Valley Connectivity project, the ongoing Camberley Town Centre Public Realm project and a £1.5 million loan to develop Chobham SANG and mitigate the impact of 80 new homes. Future projects funded by the LEP would include improvements to the Meadows Gyratory, Blackwater Valley Gold Grid and a package of junction, streetscape and highway improvements to the A30, London Road in Camberley.

The LEP planned to develop a 5G Gaming Hub in Camberley and the surrounding M3 Enterprise Areas in the upcoming years. The proposed Gaming Hub would build upon the existing games design communities in Camberley, Guildford and Aldershot and would aim to foster growth in the creative and digital industries. The LEP had aims to develop the area's infrastructure to enable it to harness new technologies in the future such as electric and driverless cars. A local low-Carbon Strategy was also being developed for the Enterprise Area.

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

- Securing of greater Central Government funding had enabled the onset of various Camberley 'Step-up Town' initiatives such as the Blackwater Valley Gold Grid Project, which would provide significant improvements to transport links between Camberley and the surrounding towns, and would fund the Camberley Town Centre Public Realm improvements.
- Even though there was potential for greater opportunities and faster connectivity via the growth of 5G, there were still improvements to be made in regard to local 4G and 3G connectivity particularly between Camberley Town Centre and the Meadows Roundabout.
- The M3 Enterprise Area was in a good geographical position to capitalise on the new potential trade opportunities resulting from the UK leaving the European Union. It was noted the M3 is a major gateway to Heathrow Airport and the Port of Southampton.
- LEP funding streams were often staggered across several year periods. The Local Growth Fund allocations for 2014- 2021 were supplied in three separate parts: in 2014, 2015, and 2017. The LEP allocated the majority of these funds as loans or grants to partners' projects, such as those of local authorities, universities and businesses. Between £7 million and £8 million allotted for project loans in 2018 had not yet been allocated.
- There was a balance to be struck between sustainable transport projects such as the creation of the pedestrian and cycle route on the Blackwater Valley Relief Road and the allocation of funding towards maintaining the conditions of existing infrastructure.

The Committee thanked Kevin Travers for his informative presentation and update.

5/EP External Partnerships Work Programme 18/19

The Committee received and noted a report setting out its proposed work programme for 2018/19 municipal year.

Chairman

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**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 14
May 2018**

- | | |
|--------------------------|-------------------------|
| + Cllr Moira Gibson | + Gillian Barnes-Riding |
| + Cllr Josephine Hawkins | + Andrew Edmeads |
| - Cllr Ruth Hutchinson | + Geraldine Sharman |
| + 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

20/J Notes of Previous Meeting

The notes of the meeting held on 18 January 2018 were agreed.

21/J Review of Surrey Heath Borough Council's Whistle Blowing Policy

The Group considered a report setting out proposed revisions to the Council's Whistle-Blowing Policy. The amendments changed the contact details and titles of the various bodies to which staff could report concerns to; to reflect the new contact details for 'Public Concern at Work', the new role of the Audit, Counter Fraud and Corporate Enforcement Manager and a change of suggested central government body to report concerns to. The change in the Council's external auditors from KPMG to BDO was also reflected in the proposed amendments.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Whistle-Blowing Policy.

22/J Review of Surrey Heath Borough Council's Statement of Terms and Conditions

The Group considered a report setting out proposed changes to the Council's Terms and Conditions for Employees. Changes to the document included:

- The introduction of a probationary period for all new employees regardless of whether they were existing Local Government Classification Scheme (LGCS).
- Greater emphasis and clarification on the responsibility of staff to inform HR of any criminal records they may have received.

- Wording at paragraph 15.0 to bring the policy in line with GDPR regulations surrounding storage and retention.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Terms and Conditions.

23/J Social Networking Policy

The Group considered a proposed amendment to the Council's Social Networking Policy. It was noted that the amendment provided further guidance on the use of social media for debt recovery, and that no covert social networking profiles would be set up or used.

Resolved that, in accordance with the Scheme of Delegation of Functions to officers, the Head of Paid Service be asked to approve the amendment to the Social Networking Policy, as set out at paragraph 2.2 of the report of the Head of Transformation.

24/J Work Programme

The Group reviewed its scheduled Work Programme for the 2018/19 Municipal Year.

RESOLVED that the Work Programme for the 2018/2019 municipal year, as set out in the report be agreed.

Chairman

Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 4 July 2018

- + Cllr Katia Malcaus Cooper (Chairman)
- + Cllr Darryl Ratiram (Vice Chairman)

- | | |
|------------------------|-------------------------|
| + Cllr David Allen | + Cllr Robin Perry |
| + Cllr Bill Chapman | + Cllr Chris Pitt |
| + Cllr Edward Hawkins | Cllr Joanne Potter |
| + Cllr Ruth Hutchinson | Cllr Ian Sams |
| + Cllr Paul Ilnicki | + Cllr Wynne Price |
| + Cllr David Lewis | - Cllr Victoria Wheeler |
| - Cllr Max Nelson | + Cllr Valerie White |

- + Present
- Apologies for absence presented

Substitutes: Councillor Hutchinson for Councillor Wheeler

Members in Attendance: Councillor Vivienne Chapman
Councillor Paul Deach
Councillor Charlotte Morley

Officers Present: Adrian Flynn, Chief Accountant
Julia Hutley-Savage, Principal Lawyer
Louise Livingston, Executive Head: Transformation
Kelvin Menon, Executive Head: Finance
Tim Pashen, Executive Head, Community
Richard Payne, Executive Head: Corporate

1/PF Minutes of Previous Meeting

RESOLVED that the minutes of the Performance and Finance Scrutiny Committee meeting held on 21st March 2018 be approved as a correct record and signed by the Chairman.

2/PF End of Year Performance Report 2017/18

The Committee considered the Council's Annual Performance Report. The report summarised the performance and achievements of the Council against its stated objectives, priorities and success measures at the end of the 2017/18 Municipal Year.

Key achievements during 2017/18 included: work to refurbish and rebrand The Square shopping centre, securing planning permission to redevelop Ashwood House, starting the tendering process for the regeneration of the Arena Leisure Centre, publishing the Local Plan Issues and Options Report for public consultation, refurbishment of the Windle Valley Day Centre and the introduction of a new waste collection contract in partnership with Woking, Elmbridge and Mole Valley Councils.

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

- There had been little investment in The Square prior to the Council's acquisition. The Council's refurbishment plans were proving to be a key part of the Council's plans to attract new retailers to the centre and encourage existing retailers to stay.
- The difficult retail climate had been acknowledged by the Council. The Council's acquisition of key town centre properties meant that it was ideally placed to control the offer provided and enhance visitor experience.
- The consultants managing The Square were actively promoting the centre to retailers in line with an agreed retail strategy.
- It was confirmed that the Local Plan Issues and Options Consultation was currently accessible directly from the home page of the Council's website.
- It was confirmed that members would be provided with a full update on the refurbishment of Camberley High Street as part of the development works.
- It was requested that the Committee be given the opportunity to comment on plans for the development of a replacement for the Arena Leisure Centre. It was noted that the Portfolio that included leisure would be considered at the Committee's meeting in September.
- Members commended the video produced to highlight the Council's key achievements over the past year. It was agreed that the video would be made available publically.

The Committee noted the report.

3/PF End of Year Finance Report 2017/18

The Committee considered a report that provided a high level view of the Council's financial performance during the 2017/18 financial year.

It was reported that the Council had had a successful year with controlled spending. Whilst additional income had been generated in many service areas there were some areas where performance had not met targets. Notwithstanding this the level of overall subsidy provided had fallen and work was taking place to reduce subsidies further.

At the end of the 2017/18 financial year £4.6million had been spent on capital expenditure of which £3.2million had been spent on property acquisitions and the refurbishment of The Square shopping centre. The Council had investments of £14million a variety of banks, building societies and funds and £119million had been borrowed to fund property acquisitions.

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

- Lack of resources had meant that the Kevin Cantlon Shop Front Improvement Scheme had not been as widely promoted as the Council would have liked. Promotion of the scheme would form part of the newly appoint Economic Development Officer's remit.
- Camberley Theatre's income had not met expectation however costs were tightly controlled and the subsidy required by the theatre was being reduced year on year. It was stressed that the Council had made a commitment to having a theatre in Camberley and that the majority of local authority owned theatres required subsidising.
- The fall in income from car parks was attributed to a combination of increased business rates and a drop in the number of people using the car parks compared to previous years. The 4% drop in users was consistent with other town centres across the country.

- The Council had lodged an appeal over the increase in business rates applied to car parks with the Valuation Office. The outcome of the appeal was awaited.
- The large variance in the Homelessness budget was attributed to grants having been received late in the financial year. The funding received would all be spent during the current financial year.
- £100,000 had been allocated to the procurement work associated with the development of a new leisure centre. The money would be spent in phases with £11,000 having been spent to date; the remaining £89,000 would be carried forward to pay for subsequent procurement work.

The Committee noted the report.

4/PF Portfolio Holder Update: Special Projects

Councillor Morley gave an update in respect of the work that she had undertaken during the 2017/18 municipal year in her capacity as Portfolio Holder: Special Projects.

The Committee was informed that the portfolio had covered a wide ranging remit that included Heathrow Airport; railway infrastructure, and the new franchise operator and liaison with Surrey County Council, particularly in relation to infrastructure matters.

Heathrow Airport

Councillor Morley informed the Committee that she represented the Council on the Heathrow Community Engagement Board and, in her capacity as Portfolio Holder, provided responses to consultations on the expansion of Heathrow Airport and the redesign of the UK's flightpaths.

A response to Heathrow Airports Noise Plan had also been submitted on behalf of the Council. It was agreed that a copy of the response would be circulated to the Committee.

Rail Franchise

Responses had also been provided on a proposed new train timetable. As a result of the consultation, the rail franchise holder had revisited the franchise agreement and reinstated the London Waterloo Camberley through train and agreed that an additional train would be provided via Ash vale to coincide with the extended rush hour.

The lack of disabled access at Ash Vale Railway Station was acknowledged however travel to London via Ascot remained an option and transit times at Ascot had been included as part of the consultation.

Surrey Road Infrastructure

Liaison with Surrey County Council had resulted in an agreement to commit additional resources to the Meadows Gyratory Improvement works in order that as much work as possible was done overnight in order to minimise disruption.

Esso Aviation Fuel Pipeline Renewal

Esso plans to renew its Aviation Fuel Pipeline had been subject to consultation. Although the final route around the gravel pits in Frimley was still being determined the route of the new pipeline would avoid both Frimley Park Hospital and the Chobham Common SSI.

It was acknowledged that linking Farnborough Airport to the new fuel pipeline would reduce the number of heavy goods vehicles on the road in the surrounding area and the matter and been raised with the project team.

The Committee thanked Councillor Morley for her update.

5/PF Performance and Finance Scrutiny Committee Work Programme

The Committee considered a report setting out a proposed work programme for the 2018/19 Municipal Year.

It was noted that the work programme agreed by the Committee at their previous meeting had been amended to reflect changes to the Executive Portfolios. It was agreed that the following additional items would be added to the work programme:

- Meeting 5th December 2018 – Half Yearly Performance Report
- Meeting 20th March 2019 – Annual Plan 2019/20

It was acknowledged that the changes to the Executive Portfolios could impact on the length of meetings. It was agreed that the work programme would be kept under review and additional meetings would be scheduled if required.

RESOLVED that, subject to the addition of the agenda items above, the proposed Work Programme, as set out in Annex B of the report, would be approved.

6/PF Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, members of the public and press be excluded from the meeting for the consideration of Item 9 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

7/PF Major Property Acquisitions

The Committee received a report providing an update on the Council's major property acquisitions.

The Council's investments had been made in line with the Council's key priorities: Place, town centre properties acquired with the primary purpose of supporting the regeneration of Camberley town Centre, and Prosperity, properties acquired in order to support economic development in the borough through the retention of key employment sites.

It was noted that the redevelopment of the London Road Block Development would be carried out in accordance with by EU Procurement guidelines. Updates would be given to members as work progressed.

The Committee was informed that following the granting of a Company Voluntary Arrangement (CVA) that earmarked the Camberley branch of House of Fraser for closure the Council was working with House of Fraser to try and identify a way of keeping the

store open. However it was stressed that the CVA appeal period had not yet closed and there was a significant probability that the CVA could be challenged by landlords.

The Committee noted the report.

Chairman

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