

# **COUNCIL MEETING**

## **10 October 2018**

# **COUNCIL MINUTE BOOK**

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| 10. | <b>Performance and Finance Scrutiny Committee - 2 October 2018 (to be laid on the table)</b> | <b>-</b>               |

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

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+ Cllr Dan Adams (Mayor)  
+ Cllr Robin Perry (Deputy Mayor)

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

+ Present  
- Apologies for absence presented

**13/C Apologies for Absence**

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

**14/C Minutes**

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

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

**15/C Mayor's Announcements**

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

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

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

## **16/C Leader's Announcements**

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

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

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

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

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

## **17/C Executive, Committees and Other Bodies**

### **(a) Executive –**

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

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

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

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

**(b) Planning Applications Committee –**

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

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

**(c) Audit and Standards Committee –**

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

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

**(d) External Partnerships Select Committee –**

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

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

**(e) Joint Staff Consultative Group –**

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

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

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

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

**(f) Performance and Finance Scrutiny Committee -**

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

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

## **18/C Review of Polling Districts and Polling Places**

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

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

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

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

### **RESOLVED to**

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

## **19/C Governance Working Group**

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLVED that**

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

**20/C Leader's Question Time**

No questions were received by the Leader.

**21/C Exclusion of Press and Public**

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

<u>Minute</u>	<u>Paragraphs</u>
17/C (part)	3
22/C	3
23/C	3
24/C	3

**22/C Camberley Town Centre Presentation**

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

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

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

**23/C Variation to the Capital Programme**



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

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

## **24/C      Review of Exempt Items**

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

### **RESOLVED that**

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

Mayor

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

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**Minutes of a Meeting of the Executive  
held at Council Chamber, Surrey Heath  
House, Knoll Road, Camberley, GU15  
3HD on 12 September 2018**

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+ 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, Cllr Bill Chapman, Cllr Edward Hawkins, Cllr Katia Malcaus Cooper, Cllr Robin Perry, Cllr Ian Sams and Cllr Valerie White

**21/E Minutes**

The open and exempt minutes of the meeting held on 17 July 2018 were confirmed and signed by the Chairman.

**22/E Camberley Multi-story Car Parks Tariff Review**

The Executive received a report proposing increases to the tariffs for the Council's multi-storey car parks in Camberley Town Centre: Main Square Car Park and Knoll Road Car Park. Charges had not been increased since 2014 and the proposed charges reflected the 9% increase in inflation since the last increase to tariffs.

The Executive was reminded that the car parks were often the first impression that visitors had of a town and that maintaining them to a high standard required regular and significant investment. It was noted that, since 2014, over £800,000 had been spent on improving the car parks; this had included the introduction of a ticketless ANPR system, refurbishing stair cores and lifts, resurfacing of floors including the provision of wider spaces, and replacing the lighting with energy efficient LED lighting.

Members were informed that the funding of these improvement works over a 25 year period would cost the Council approximately £90,000 per year. The proposed tariff increase, which was estimated could generate an additional £170,000 per annum, would be used to cover this cost as well as fund further enhancements.

It was suggested by some Members that it was not an appropriate time to increase charges due to the current uncertainty in retail, including recent uncertainty concerning the town's anchor store. Members also noted that footfall was currently down in the Town Centre, although it was advised that this could have been attributed to the above average weather that summer and there was evidence that

footfall was increasing again. It was therefore proposed that the charges be reviewed in 12 months' time when the retail position was better known. A further proposal was made that the increases should be introduced once the current schedule of car park works was completed.

The Executive endorsed the proposal for up to 100 discounted season tickets of £150 per annum to be made available for Camberley Town Centre workers earning the living wage or below; the tickets would be available on a first-come, first served basis and would require the applicant to provide a copy of a payslip or a letter from their employer as proof of earnings.

Whilst it was agreed not to amend the Scheme of Delegation of Functions to Officers to enable automatic inflationary increases to tariffs in line with inflation, Members supported a biennial review of the charges by the Executive to ensure that charges remained at the right level.

**RESOLVED that**

- (i) the car parking tariffs, as set out at Annex 1 to the agenda report, be agreed, to come into effect after the completion of the works detailed in paragraph 1.3 of the agenda report and following the statutory Traffic Regulatory Order process; and**
- (ii) subsidised annual permits of £150 per annum be made available for Camberley Town Centre workers earning the living wage or below.**

**23/E Out of Town Pay & Display Car Park Tariff Review**

The Executive received a report proposing changes to the charging regime at Bagshot, Burrell Road, Chobham and Watchetts Road car parks. Car parking tariffs in these out of town car parks had not been reviewed since 2009. At present the operation and maintenance of these car parks was subsidised by approximately £50,000 per annum, after deducting charges.

The proposed tariffs had been increased to reflect the 27.5% increase in inflation since 2009 and also included the introduction of a 40p tariff for the first 2 hours' stay, which had previously been free. In recognition that a number of local businesses depended on short "stop and shop" visits by customers, it was proposed to make available 8 free of charge 30 minute parking spaces for short stay use in each car park.

The Executive considered the loss of the 2 hours free parking and the introduction of the 30 free bays. It was suggested that 30 minutes was not sufficient time to visit the shops and amenities in any of the affected areas and that the proposed charging policy could have a detrimental impact upon the local businesses. Members also suggested that the 2 hours free parking helped maintain a turnover in the car parks, thereby supporting the shops' trade. In addition, concerns were raised that losing the 2 hours free parking would have a detrimental impact on those dependent on it for visiting doctors' surgeries and other healthcare services.

Whilst the Executive supported the review of the charging regime by Members biennially, it was felt that tariffs should remain the same for the present time.

Members noted that discussions had previously taken place with some of the Parish Councils concerning opportunities for them to take over the management of the car parks in their parish areas and agreed to ask officers to make further enquiries on this matter with all of the Parish Councils.

**RESOLVED not to amend the current car parking tariffs at Bagshot, Burrell Road, Chobham, and Watchetts Road car parks.**

#### **24/E Council Tax and Housing Benefits - Application of Civil Penalties**

The Executive considered a report requesting the introduction of a policy for imposing Council Tax and Housing Benefit civil penalties.

Members were informed that legislation allowed for civil penalties to be imposed for failing to give accurate information or for failing to advise of a change in circumstances in relation to any Council Tax discount, exemption or Council Tax Reduction Scheme. It also allowed for civil penalties to be imposed in relation to Housing Benefit where a person had been negligent in the information they had provided, or where a person has failed without reasonable excuse to inform the Council about a change in their circumstances. There was, however, currently no legislative provision for penalties to be applied in respect of Business Rates.

The introduction of the civil penalties was intended to provide an incentive for people to provide accurate and timely information which would ensure that they pay the correct amount of Council Tax and receive the correct level of support or Housing Benefit.

The Executive was informed that before imposing a civil penalty, consideration would be given as to whether a person was considered to be vulnerable and therefore whether a civil penalty was appropriate.

Whilst it was emphasised that penalties would only be imposed in cases of intent, concerns were expressed that some of the wording in the policy could be open to interpretation and it was suggested that the Citizens Advice Bureau (CAB) and Frontline should be consulted before its adoption. It was therefore agreed to authorise the Executive Head of Finance to finalise the wording following consultation with the CAB and Frontline and thereafter implement the Policy.

#### **RESOLVED that**

- (i) the adoption of the policy for imposing Council Tax and Housing Benefit Civil Penalties, as set out at Annex A to the agenda report, be agreed in principle;**
- (ii) the finalisation of the wording of the policy be delegated to the Executive Head of Finance following consultation with the Citizens Advice Bureau and Frontline; and**

- (iii) **a report on the application of the policy be brought to the Executive following a year of its operation.**

**25/E Response to the Government Funding Review**

The Executive considered a draft response to the Government's consultation on the 2019/20 Local Government settlement. It was agreed to make a minor amendment to the final sentence in response to Question 1 by replacing the reference to 'land' with 'infrastructure'. It was also agreed to expand the response to Question 2 to provide examples of social cares services provided by district councils.

**RESOLVED to agree the Council's response to the 2019-2020 Local Government Finance Settlement Technical Consultation Paper, as set out at Annex A to the agenda report, as amended.**

**26/E Council Finances as at 30 June 2018**

The Executive received a report summarising the Council's finances at 30 June 2018.

The report requested authority to add 2 revenue items to the 2018/19 budget relating to carry forwards that had not been on the carry forward list approved by the Executive at its meeting on 17 July 2018. The requested budget carry forwards were £90,000 for Swift Lane and £31,000 for Chobham flood reserve.

The Executive also considered a request to add 2 projects to the 2018/19 capital programme, as follows:

- **Playground refurbishment at Evergreen Road** - cost £10k The first project was the refurbishment of the playground equipment at Evergreen Road at a cost of £10k, to be funded by Community Infrastructure levy (CIL) monies.
- **Play Area and Path Link on land north of the Ridgewood Centre** – the projected related to a residential development of 100 dwellings on land at the Ridgewood Centre. The developer had provided a contribution of £70k to secure a footpath between the site and the highway network to the north across council owned land; the remainder of the funding was to provide improvements to the existing play area on Council owned land.

It was reported that applications had been invited from the Ministry of Housing, Communities and Local Government for groups of councils to become Business Rates pilots for 2019/20. As the deadline for applications was soon it was agreed to delegate authority to the Executive Head of Finance to complete and submit the application on behalf of the Council.

**RESOLVED that**

- (i) **the financial position at 30 June 2018 be noted;**



- (ii) **£90,000 for Swift Lane and £31,000 for Chobham flood reserve be added to the 2018/19 revenue budget; and**
- (iii) **the completion and submission of an application for Surrey Heath to be part of a Surrey Business Rates pilot and/or pool for 2019/20 be delegated to the Executive Head of Finance.**

**RECOMMENDED to Full Council that the 2018/19 capital programme be amended to include £10k for the playground refurbishment at Evergreen Road and £70k for Local Equipped area of play on land north of the Ridgewood Centre.**

## **27/E Annual Report on the Treasury Management Service and Actual Prudential Indicators for 2017/18**

The Executive received a report detailing the authority's treasury management performance during the year as well demonstrating compliance with the 2017/18 Prudential Indicators.

**RESOLVED to note the report on Treasury Management including compliance with the 2017/18 Prudential Indicators.**

## **28/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)
21/E (part)	3
29/E	3
30/E	3
31/E	3

Note: Minute 29/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.

## **29/E Property Acquisition**

The Executive made decisions in relation to the acquisition of property in support of the ongoing provision of local services and to assist employment and economic development in the drive to work area.

## **30/E Urgent Action**

The Executive noted Urgent Action which had been taken in accordance with the Scheme of Delegation of Functions to Officers.

**31/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 29/E and the associated agenda report remain exempt for the present time, but the decision be made public following the completion of negotiations; and**
- (ii)    the Urgent Action reported at minute 30E remain exempt for the present time.**

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 19 July 2018**

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+ 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	

Substitutes: Cllr David Allen (in place of Cllr Pat Tedder) and Cllr John Winterton (in place of Cllr Colin Dougan)

Members in Attendance: Cllr Alan McClafferty

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

**8/P Minutes of Previous Meeting**

The Minutes of the meeting held on 26 June 2018 were confirmed and signed by the Chairman.

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

The application was deferred as a result of late comments received from an objector to the application. The Planning Officer advised the Committee that the new comments were technical in nature and would require careful consideration. The documents would also require input from consultees including the drainage engineer and require time to allow the applicants to make full comment.

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

The application was deferred as a result of late comments received from an objector to the application. The Planning Officer advised the Committee that the new comments were technical in nature and would require careful consideration.

The documents would also require input from consultees including the drainage engineer and require time to allow the applicants to make full comment.

**11/P      Application Number: 18/0338 - The Manor, 30 Southwell Park Road, Camberley, GU15 3QQ \***

The application related to a mixed pre-school nursery/residential property within the settlement of Camberley. The proposal sought consent for the variation of Condition 1 of planning permission SU/15/0474 to allow for an increase in the number of children attending the pre-school nursery from 12 to 15.

This application would normally have been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor Alan McClafferty on the grounds of noise/parking impact on neighbours.

Members were advised of the following updates:

“A letter in support from the agent has been submitted and is appended to this update as Annex 1. It is considered that the issues raised in this letter are addressed in the officer report.”

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

The officer recommendation to approve the application was proposed by Councillor Nick Chambers and seconded by Councillor Jonathan Lytle.

**RESOLVED that application 18/0338 be granted subject to the conditions as set out in the officer report.**

**Note 1**

It was noted for the record that Members had received various pieces of correspondence in support and in objection of the application.

**Note 2**

As this application had triggered the Council's Public Speaking Scheme, Mr Paul Scott, the agent, spoke in support of the application.

**Note 3**

Councillor Valerie White read out a letter on behalf of an objector who was unable to attend the meeting as a public speaker.

**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 grant the application:

Councillors: David Allen, Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams and John Winterton.

Voting against the recommendation to grant the application:

Councillors: Edward Hawkins, Katia Malcaus Cooper, Victoria Wheeler and Valerie White.

**12/P      Application Number: 17/0929 - 38 Guildford Road, Lightwater, GU18 5SN**

The application was for the variation of Condition 4 of planning permission SU/12/0766 (relating to the erection a two storey rear/side extension) to alter the use of the dance studio for up to 12 Sundays in any calendar year.

This application would have normally been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor John Winterton due to the impact of the proposal on residential amenity and traffic.

Members received the following updates on the application:

"Correction: Recommendation in Paragraph 10.0 should read "Grant, subject to conditions"

County Highway Authority has raised no objections indicating that the Authority has no highway safety objections to the dance studio being used on Sundays when there are generally no peaks or troughs in traffic on the network."

The officer recommendation to grant the application was proposed by Councillor Nick Chambers and seconded by Councillor Robin Perry.

**RESOLVED that application 18/0338 be granted subject to the conditions as set out in the officer report.**

**Note 1**

It was noted for the record:

- I. Councillor John Winterton and other members of the Committee had received various pieces of email correspondence in regard to the application.
- II. Councillor David Mansfield and other members of the Committee had seen members of Terri Jayne Theatre Arts perform at various events.
- III. Councillor Surinder Gandhum had been presented with a selection of photos relating to parking at the application site.

**Note 2**

As this application had triggered the Council's Public Speaking Scheme, Mr Peter Blake and Mr Andy Gibson spoke in objection to the application and

Mrs Terri Bowen, the applicant, and Mrs Tina Roberts 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 recommendation to grant the application:

Councillors: David Allen, Nick Chambers, Mrs Vivienne Chapman, Jonathan Lytle, Adrian Page, Robin Perry and Ian Sams.

Voting against the recommendation to grant the application:

Councillors: Surinder Gandhum, Edward Hawkins, Katia Malcaus Cooper, David Mansfield, Max Nelson, 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 23 August 2018**

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+ 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 Nick Chambers was present until Minute 17/P.

Officers Present: Duncan Carty, Gareth John, Jonathan Partington, Eddie Scott and Patricia Terceiro.

**13/P Minutes of Previous Meeting**

The Minutes of the meeting held on 19 July 2018 were confirmed and signed by the Chairman.

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

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) (Additional information recv'd 05/04/2018). (Additional information recv'd 27/4/18). (Amended plans rec'd 07/06/2018) (Additional information recv'd 24/7/18) (Amended plans rec'd 30/07/2018).

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

Members were advised of the following updates and the referenced annexes published with the supplementary agenda papers:

## “Consultations

- The Council’s Drainage Engineer has raised no objections to the revised layout of the building and equestrian facilities which can be drained and the proposal can be agreed subject to conditional approval. The applicant will need to implement a suitable scheme providing attenuation.
- The Countryside Access Officer has raised no objections to the amended proposal (received 22/8/18, see attached annex 2 and recommended informative below).
- The Council’s Arboricultural Officer has indicated that the large oak tree at the site entrance and on third party land was included within the tree report for this application and that no recommendations for works were required for facilitation of the development. This tree is therefore not at risk. Proposed Condition 8 also seeks the compliance with this tree report. As such, a Tree Preservation Order would not be recommended for this tree at this time.
- In relation to the amended scheme, the County Highway Authority has raised no objections

## Further representations

Four further letters have been received raising these new objections (on the basis of the amended scheme):

- Overshadowing of bridle path and extended length along it and being unsightly sited close to it. Impact of horse riding and show jumping on users of the bridlepath. Failure to re-consult the Countryside Access Officer (i.e. Rights of Way Officer) [Officer comment: Noting the existing boundary treatment, including trees and other vegetation, in between, no material impact on the bridle path is envisaged. The Countryside Access Officer raised no objections to the amended proposal, see above]
- The muck heap has been deleted and clarification is sought [Officer comment: The applicant has confirmed that the proposal for a muck heap has been deleted with soiled bedding kept in the stables and then collected and taken away for the site to an authorised waste facility]
- Foul sewage system should be clarified [see proposed Condition 7 of SU/17/0524]
- Minimum provision of grazing land is not provided for animal welfare purposes [see Paragraph 7.3.9 of original report for SU/17/0540 which indicates that for competition horses, their feed is strictly regulated and grazing land alone is not relied upon]
- No storage facilities for bedding and feed are shown [Officer comment: This accommodation is to be provided within the proposed stable building]

- No indication of boundary manage boundary fencing has been provided. Fencing should post and rail only [Officer comment: This is not proposed]
- The benefit of the amendments to some residents has resulted in dis-benefits to others [Officer comment: The improvements to the relationship with the residential property to the south boundary are noted. However, noting the distance to the nearest residential properties, and the level of vegetation to the north boundary, no residential harm is envisaged to the residential beyond for the revised proposals]
- No lorry parking shown [Officer comments: It has been confirmed that one horse box space is to be provided. Four car parking spaces are shown]
- Commercial operation – any receiving, buying, selling, training or producing horses for third parties or professional riders would result in a commercial enterprise [Officer comment: This use of the land would remain as a private use i.e. the training of their own horses. What happens off-site e.g. use by other riders and the buying and selling of these horses is not relevant]
- A proven drainage solution has not been provided [Officer comments: See Drainage Engineer comments above]
- Turn-out time for dressage horses should be much greater than indicated by the applicants [Officer comments: This would not be a reason to refuse this application]
- Having foaling boxes could have eight horses at the site [Officer comment: See proposed condition 8 (as attached) of SU/17/0540 which limits the site to six horses]
- Loss of view [Officer comment: This is not a material planning consideration]
- Increase in size of outside school (against existing redundant sand school) [Officer comment: Please see Paragraph 7.3.13 of the original officer report for SU/17/0540. It is also considered that the revised outdoor school is also acceptable as an appropriate form of development in the Green Belt]

In relation to the amended scheme, Chobham Parish Council has raised an objection on the following basis:

- Impact on openness and a disproportionate increase over the size of the original buildings
- Evidence of equestrian activity and achievements are questionable and other anomalies exist and the full facts are needed before the decision can be made
- Weight should be given to the independent specialist flood risk and drainage assessment prepared on behalf of the neighbour
- Impact of re-sited indoor school on the character of the bridleway

- Development is contrary to Policy DM3 (of the Core Strategy) and is an over-development of the site
- Highway safety impact on Station Road
- Insufficient grazing land for horses
- An update upon condition of trees is required, and the vulnerability of the Oak tree at the site entrance and whether this tree can be protected by a Tree Preservation Order from the Tree Officer
- Access arrangements onto bridleway and Station Road are not suitable for heavy vehicles, and should be protected from inappropriate vehicular use on an ongoing basis. Construction traffic should not be allowed to use or park on the bridleway and must only use the private access to the property (i.e. through the associated and adjoining residential curtilage)
- Usage rights of the land should be established
- Bat survey has been undertaken out of season
- Concern raised that they were not re-notified of amended scheme

One letter has been received in support from Major (Retd.) R.G. Waygood who is the Eventing Performance Manager for Team GB (see Paragraph 7.3.6 of original officer report for SU/17/0524):

- Confirming knowing the applicants on a professional basis for over 30 years vouching for the applicants credentials as operating within the elite end of horse ownership and equine management, and their care and diligence of the horse sin their ownership and care
- Confirms that he has ridden and competed a number of horses owned, bred and trained by Mrs Burrell and her daughter
- Confirms that he has trained Mrs Burrell and her daughter on a number of occasions and considers that her daughter shows all the traits of a professional rider and is anticipated that she will make a career as a competition rider after her education is complete.

[Officer comment: This letter of accreditation from such an eminent individual in the field ought to be given material weight]

#### Conditions/ informatives

A list of updated conditions is provided as attached as an annex 1 to this update.

#### Proposed informative:

1. The applicant is advised that the existing access from the application site is directly onto Public Bridleway 14 and to be aware of the content of the consultation letter response from the Senior Countryside Access Officer received on 22 August 2018. Further details and guidance can be provided by the Countryside Access Team of Surrey County Council.

For completeness, a copy of the Council's Equine Adviser's comments as summarised in the original report is appended at annex 4."

The officer 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 17/0540 be granted subject to the conditions set out in the Officer's Report.**

**Note 1**

It was noted for the record that:

- i. Cllr Edward Hawkins declared that all members of the Committee had received various pieces of correspondence on the application.
- ii. Cllr Victoria Wheeler declared that a near neighbour to the application site had attended one of her surgeries prior to the first hearing of the application by the Planning Applications Committee on 5 April 2018.
- iii. Cllr Pat Tedder declared that she had received supplementary representations from interested parties on the application, but she had not replied or made comment on any of them.

**Note 2**

As this application triggered the Council's Public Speaking Scheme, Mr Martin Collins and David Spragg spoke in objection to the application. Mr Gerry Binmore, 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 recommendation to grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Adrian Page, Robin Perry and Ian Sams.

Voting against the recommendation to approve the application:

Councillors Colin Dougan, Katia Malcaus-Cooper, David Mansfield, Max Nelson, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

As the voting on the motion was equally split, the vote was carried by the Chairman's casting vote.

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

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) (Additional information recv'd 05/04/2018) (Additional information recv'd 27/4/18) (Amended & additional plans rec'd 07/06/2018) (Additional information recv'd 24/7/18) (Amended plans rec'd 30/07/2018).

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

Members were advised of the following updates and the referenced annexes were published with the supplementary agenda papers:

"Updates as 17/0540 above. A list of updated conditions is attached as annex 3 to this update.

For completeness, a copy of the Council's Equine Adviser's comments as summarised in the original report is appended at annex 5."

Members of the Committee raised concerns that the proposed indoor riding school, would be harmful to the openness of the Green Belt and as a result be inappropriate development. Members also felt the level of the applicant's equestrian credentials and resulting need for the riding school were insufficient to constitute "Very special circumstances", as set out in paragraph 87 and 88 of the National Planning Policy Framework.

The recommendation to approve the application was proposed by Councillor Mrs Vivienne Chapman and seconded by Councillor Adrian Page. The vote on the recommendation was put to the vote and lost.

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

**RESOLVED that**

**I. application 17/0524 be refused for the reasons following below:**

- **Inappropriate and harmful development in the Greenbelt not outweighed by the proposed 'Very Special Circumstances'.**
- **Overbearing effect of the Indoor School building on the bridleway.**

**II. The reasons for refusal be finalised by the Executive Head of Regulatory after consultation with the Chairman and Vice Chairman of the Planning Applications Committee, and the Planning Case Officer.**

**Note 1**

It was noted for the record that:

- i. Cllr Edward Hawkins declared that all members of the Committee had received various pieces of correspondence on the application.
- ii. Cllr Victoria Wheeler declared that a near neighbour to the application site had attended one of her surgeries prior to the first hearing of the application by the Planning Applications Committee on 5 April 2018.

- iii. Cllr Pat Tedder declared that she had received supplementary representations from interested parties on the application, but she had not replied or made comment on any of them.

**Note 2**

As this application had triggered the Council's Public Speaking Scheme, Mr Martin Collins and David Spragg spoke in objection to the application. Mrs Deborah Burrell, the applicant and Mr D Merriman, the applicants' drainage engineer, 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 recommendation to grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Adrian Page and Ian Sams.

Voting against the recommendation to approve the application:

Councillors Colin Dougan, Katia Malcaus-Cooper, David Mansfield, Max Nelson, Robin Perry, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

**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 Colin Dougan, Katia Malcaus-Cooper, David Mansfield, Max Nelson, Robin Perry, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

Voting against the recommendation to refuse the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Edward Hawkins, Jonathan Lytle and Adrian Page.

**16/P      Application Number: 18/0331- Land at Rear of 26-38 and 42 Kings Road, West End, Woking, GU24 9LW**

The application was for the erection of 2 No. three bedroom and 3 No. two bedroom houses along with 4 No. one bedroom maisonettes with access provided from 42 Kings Road, following the demolition of 42 Kings Road.

The application would normally have been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor Adrian Page. This was on the grounds of a

need to scrutinise the development, in terms of its overdevelopment; and, the proposal to extend the road off Rose Meadow is different to the information previously provided by the developer.

Members were advised of the following updates:

“Correction: Within the last sentence of Paragraph 7.9.3, the wording after “local financial benefit” should be deleted.”

Members felt that the proposed development was out of keeping with the existing street scene and the plans would result in the overdevelopment of the site. Some Councillors suggested that the proposed development was unneighbourly and did not follow the Council’s Village Design Statement.

The recommendation to approve the application was proposed by Councillor Nick Chambers and seconded by Councillor Robin Perry. The vote to approve the application was put to the vote and lost.

The recommendation to refuse the application for reasons set out below was proposed by Councillor Adrian Page and seconded by Councillor Katia Malcaus Cooper. The recommendation was put to the vote and carried.

**RESOLVED that**

- I. application 18/0331 be refused for the reasons following below:**
  - **Overdevelopment of the proposed site.**
  - **The proposals did not match the existing street scene.**
  - **The application did not follow the adopted village design statement for West End.**
  - **The applicant had not paid the SAMM payment in advance of the determination of the application.**
- II. The reasons for refusal be finalised by the Executive Head of Regulatory after consultation with the Chairman and Vice Chairman of the Planning Applications Committee and the Planning Case Officer.**

**Note 1**

It was noted for the record:

- i. Cllr Victoria Wheeler had received email correspondence from neighbours to the site in regard to the application.
- ii. Cllr Adrian Page had spoken to some of the public speakers on the application about the proposal.
- iii. Cllr David Mansfield attended a West End Parish Council Meeting where the application was discussed. However he did not partake in the discussion.

**Note 2**

As this application had triggered the Council’s Public Speaking Scheme, Mr Edmund Bain; and Ms Charlotte Walters and Ms Michelle Gilder, whom shared a public speaking slot, spoke in objection to the application. Mr Mark Hendy, the agent, spoke in support of the application.



**Note 3**

The recommendation to approve the application was proposed by Councillor Nick Chambers and seconded by Councillor Robin Perry.

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 and Robin Perry.

Voting against the recommendation to approve the application:

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

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

Voting against the recommendation to refuse the application:

Councillors Nick Chambers and Robin Perry.

**17/P      Application Number: 18/0496- 22 Longmeadow, Frimley, Camberley, GU16 8RR**

The application was for the erection of a single storey rear extension with associated alterations to fenestration, following demolition of existing extension. (Amended plan rec'd 23/07/2018.)

This application would normally have been determined under the Council's Scheme of Delegation. However, it is being reported to the Planning Applications Committee as the applicant had been currently employed by the Council.

The officer recommendation to approve the application was proposed by Councillor Edward Hawkins, seconded by Councillor Colin Dougan and put to the vote and carried.

**RESOLVED that application 18/0496 be granted subject to the**

**Conditions set out in the officer report.**

**Note 1**

It was noted for the record that all Members knew the applicant as they were an employee of the Council.

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

**18/P      Application Number: 18/0471- 2b London Road, Bagshot, GU19 5HN**

The application was for consent to display advertisements for the display of one internally illuminated fascia sign, one free standing sign and associated window adverts following removal of existing signage. (Amended plans rec'd 24/04/2018.)

This application would normally have been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor Valerie White on the grounds that local residents had expressed disappointment about the illuminated signage.

Members were advised of the following updates:

"The Senior Environmental Health Officer has indicated that the application proposal states the level of illumination for the signs as 200cd/m<sup>2</sup> each. The maximum levels recommended for a given area of illuminated advertising units are detailed in the document Brightness of Illuminated Advertisements PLG 05 produced by the Institute of Lighting Professionals. This guidance states within the updated 2015 version, that for an E2 to E3 environmental zone [i.e. low of medium brightness areas ranging from rural to urban/settlement locations], the maximum level to be 600-800cd/m<sup>2</sup> each. The proposed are thus well within the maximum level and the EHO therefore has no objections."

Resulting from concerns in regard to a potential unneighbourly effect of the lighting on nearby residential properties, Members proposed the condition to limit the illuminated signage's lit hours to the gym's opening hours.

The officer recommendation to grant the application as amended was proposed by Councillor Colin Dougan, seconded by Councillor Robin Perry and put to the vote and carried.

**RESOLVED that application 18/0471 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: Mrs Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, David Mansfield, Max Nelson, Adrian Page, Robin Perry, Ian Sams and Victoria Wheeler.

Voting against the recommendation to grant the application:

Councillors Katia Malcaus Cooper, Conrad Sturt, Pat Tedder and Valerie White.

Chairman

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**Minutes of a Meeting of the Planning Applications Committee held at the Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 20 September 2018**

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+ 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

Members in Attendance: Cllr Oliver Lewis

Officers Present: Jessica Harris- Hooton, Jonathan Partington, Emma Pearman, Eddie Scott

**19/P Minutes of Previous Meeting**

The Minutes of the meeting held on 23 August 2018 were confirmed and signed by the Chairman.

**20/P Development Management Monitoring Report**

The Committee received a monitoring report for the period 1 April 2017 – 30 June 2018, from the Development Manager. The following areas were brought to the attention of Members:

- Applications Performance – 100% of major applications from Quarter One 2018 had been determined within the statutory determination target period.
- Planning Appeal Performance- Only 14% of Q1 2018 appeals were allowed.
- Enforcement – The planning enforcement services had begun working alongside the Council's Corporate Enforcement Team. In addition direct action had been undertaken to demolish an unauthorised outbuilding which had been served a notice and dismissed on appeal.

It was noted that overall performance in 2017/18 had been good.

**RESOLVED that the report be noted.**

**Application Number: 18/0327- The Waters Edge. 220 Mytchett Road, Mytchett, Camberley. GU16 6AG\***

The application was an outline application for the erection of 248 dwellings with associated access roads, footpaths, play areas, parking, open space and landscaping, with matters of access and layout to be determined (scale, appearance and landscaping to be reserved matters). Full planning permission for the use of land and associated works to provide suitable alternative natural green space (SANG) and associated parking, following demolition of existing buildings and structures on the site. (Amended plans recv'd 15/6/18 & 18/6/18). (Amended info rec'd 19/06/2018 & 21/06/2018.) (Additional info rec'd 27/06/2018 & 19/07/2018.) (Amended plan and additional plans and information rec'd 18/07/2018.) (Additional information & plan recv'd 2/8/18). (Amended information rec'd 01/08/2018.) (Amended plan rec'd 10.08.2018). (Amended plans recv'd 13/8/18). (Amended plans rec'd 14.08.2018) (Amended description 21.08.2018)

Members were advised of the following updates and the referenced annexes published with the supplementary agenda papers:

'For information purposes the comments from the County Highways Authority and Environment Agency, already relied upon in the report, are appended to this update.

#### UPDATE

##### Representation (page 28)

Members have received information from the Mytchett, Frimley Green and Deepcut Society commenting on the officer's report.

In addition, 5 further objection letters have been received. The concerns raised relate to traffic; GP/dentist/hospital/school places; noise from the A331; insufficient parking; contractor parking; flooding; and, numbers of police.

Officer comment: It is considered that these issues have been sufficiently addressed already in the agenda report. Police numbers is not a material planning consideration.

##### Highway impacts (page 38)

- The applicant has provided further information in respect of road adoption, as follows:

'Under planning and highway rules and regulations there is no requirement for new roads to be adopted. Any adoption procedure must be voluntary (as per S.38 of the Highways Act) and a developer cannot be compelled to offer the roads to the Council. In this case, Surrey County Council has indicated it would not be interested in adopting the roads.

The developer has to accept the future maintenance liability, which is usually covered by the creation of a management company, as will be the case with this development. The proposed roads will, of course, need to be designed and constructed to full adoptable standard, so the only difference is who looks after the roads in the future, not what the roads look like or how they function. This approach to dealing with roads in larger housing developments is very much the norm these days, for example, as with Deepcut and the Wellesley Barracks site in Aldershot.

In this case, the residential estate would be managed by a residents' management company entirely separately from the management of the SANGS area. The management of the residential estate would include the roads, communal open space/landscaped areas and play areas. Annual management costs are typically of the order of a few hundred pounds per property and are graduated based on the size of the property.'

*Officer comment: The applicant is correct that future maintenance of the estate roads falls outside the Planning Acts and is controlled under the Highways Act 1980. The developer can apply to the County Council to adopt the roads and enter into a section 38 agreement. The terms of the agreement describe that if the developer builds the new road up to County standards and maintains it for a year after it is built the County will then adopt it as a public road. However, there is no obligation on the landowner/developer to seek road adoption and it is not within the remit of the Planning Authority to insist upon this or refuse the application on these grounds.*

#### Blackwater Valley footpath (page 39, para 7.5.5)

The applicant has advised that they are willing to pay for the cost of constructing the link outside the site to join the footpath. They suggest that this could be agreed through the S106 agreement, and discussions are ongoing with the Blackwater Valley Countryside Partnership and Hampshire County Council to facilitate this.

#### SANG Management (page 40, para 7.6.4)

Following further discussions with Natural England, the applicant was advised that the SANG management would only be acceptable if one of the following two options be adopted:

1. The developer transfers the SANG land to the ownership of Surrey Heath. Surrey Heath will construct and manage the SANG. The developer also pays the full CIL contribution for the development (not the reduced rate) in order to allow Surrey Heath to do so.
2. The Council are listed as the authority to step-in in the legal agreement, and either the SANGS contribution (difference between full CIL and reduced CIL rate) is paid to the Council as a bond at this stage and held in perpetuity (for 80 years) or an indemnity policy for this amount is taken out at this stage.

*Officer comment: The applicant has agreed to option 2 which would be secured as part of the legal agreement. In the officer's opinion this provides far greater certainty over securing SANG management in perpetuity and prevents a repeat of problems experienced elsewhere in the Borough with private SANG Management.*

*Such an approach is also consistent with other neighbouring boroughs, including Guildford and Bracknell.*

Education contribution (page 46, para 7.11.3)

A letter with supporting evidence was received from The Kite Academy Trust (responsible for Holly Lodge Primary School and Mytchett Primary School) on the 16 August 2018. This evidence seeks to justify primary school funding of £720,171, in addition to early years provision of £166,916.

*Officer comment: On the basis of this evidence the applicant has agreed to pay the Trust an additional £720, 171. This would allow the Trust to provide additional primary classroom places and associated facilities at either Holly Lodge or Mytchett primary schools, which are the closest to the development, to accommodate the projected pupil yield of 52-53 children. In the officer's opinion this new evidence is comprehensive and meets the NPPF planning obligation tests. This will be secured via the S106 legal agreement.*

Corrections/amendments to text

- Paragraph 7.3.3 - states that bus stops are 400-800m from the site boundary – this is incorrect as they are immediately outside the entrance, as explained in paragraph 7.5.5.
- Paragraph 7.8.3 – last sentence should read “Instead they have asked for conditions to prevent land raising and for finished floor levels.”
- Paragraph 7.12.1 - should say 0.6m rather than 6m of clean soil across the site.
- The first conditions should be numbered 1-7 not a-g – this is a formatting error.

Recommendation (page 47 and 59)

The recommendation should read as follows:

GRANT subject to a signed legal agreement (to secure affordable housing provision, SANG management, SAMM contributions, education contribution of £887,087, open space provision, monitoring of contaminated land, and a contribution towards a footpath link to the Blackwater Valley path) and subject to the following conditions:

The applicant has agreed an extension of time until 31st October to finalise the legal agreement.

Amended conditions

- Conditions 9 and 12 shall have the following penultimate sentence added:  
*The details shall demonstrate how the overall biodiversity status of the site*



*has not been reduced from its baseline value, as established by the botanical survey undertaken in respect of Condition 38.*

- Condition 10 should refer to Condition 9 in the text and not Condition 8.
- Condition 11 should read as follows:

*11. Prior to commencement of development, a detailed SANG Landscape and Ecology Management Plan, based on the SANG Management Plan Revision E received 15.8.18 shall be submitted to and approved in writing by the Local Planning Authority. The Plan shall be updated to include the elements as listed under paragraph 6.117 of the Amended Ecological Assessment NKH21037 Rev C received 15.8.18 and shall include the details of the occupational phase mitigation for protected species. The SANG area as set out on Location Plan SPA001 received 18.4.18 shall be managed in accordance with the details and timescales as set out in the approved Plan.*

- Condition 13 should read as follows:

*13. No dwellings hereby approved shall be occupied unless and until a Residential Landscaping and Ecology Management and Maintenance Plan for the residential part of the site has been submitted to and approved in writing by the Local Planning Authority. This shall set out the long term management and maintenance details for the landscaping approved under Condition 12, biodiversity enhancements under Condition 14, the LEAP and LAP areas, and shall include the occupational phase mitigation for protected species, a map indicating the extent of public green spaces and private gardens, a species list and planting/seeding plan, and conservation management of hedges and grassland.*

#### Additional conditions

Following further advice from Surrey Wildlife Trust and the West Surrey Badger Group, the following additional conditions are recommended:

*36. Development shall not commence until a Method Statement for the protection of badgers on site, during and post-construction, has been submitted to and agreed in writing by the Local Planning Authority. The Method Statement shall include the measures proposed in paragraphs 6.58-6.70 of the Amended Ecological Assessment NKH21037 Rev C received 15th August 2018 and shall include proposals for closing of the main sett only once there is evidence that the badgers have found the artificial sett, and for post-development artificial sett monitoring for a minimum period of two years.*

*Reason: In order to ensure that badgers are protected during the course of the development and post-construction, in accordance with Policy CP14A of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.*

*37. Development shall not commence until a Reptile Mitigation Strategy has been submitted to and approved in writing by the Local Planning Authority. The Strategy shall include a designated reptile receptor area, reptile fencing, and a reptile trapping and translocation programme, and shall have regard to the measures set*

out in paragraphs 6.110 – 6.115 of the Amended Ecological Assessment NKH21037 Rev C received 15th August 2018.

*Reason: In order to ensure that reptiles are protected during the course of the development and post-construction, in accordance with Policy CP14A of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.*

*38. Prior to commencement of development, a botanical survey (National Vegetation Classification) shall be undertaken and submitted to and approved in writing by the Local Planning Authority. The survey shall establish the current biodiversity value of the site and the status of the species and habitats for which the SNCI was selected.*

*Reason: In order to establish the existing biodiversity value of the site in order to sufficiently compensate for biodiversity loss, in accordance with Policy CP14A of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.'*

The officer recommendation to approve the application was proposed by Councillor Jonathan Lytle and seconded by Councillor Mrs Vivienne Chapman and put to the vote and carried.

**RESOLVED that application 18/0327 be granted subject to a signed legal agreement (to secure affordable housing provision, SANG management, SAMM contributions, education contribution of £887,087, open space provision, monitoring of contaminated land, a contribution towards a footpath link to the Blackwater Valley path) and to the conditions as set out in the officer report and planning updates.**

#### **Note 1**

It was noted for the record that:

- i. Members of the Committee had attended the proposal's open day and all members had received various pieces of correspondence on the application.
- ii. The Committee had known one of the public speakers on the application, as he had previously been a Borough Councillor.

#### **Note 2**

As this application had triggered the Council's Public Speaking Scheme, Mr David Whitcroft, on behalf of Mytchett, Frimley Green and Deepcut Residents' Society; and Mr Alan Barwick spoke in objection to the application. Mr Paul Dickinson, 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 recommendation to grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Surinder Gandhum, Edward Hawkins, Jonathan Lytle, Max Nelson, Adrian Page, Robin Perry, Conrad Sturt and Victoria Wheeler.

Voting against the recommendation to grant the application:

Councillors Katia Malcaus Cooper, David Mansfield, Ian Sams, Pat Tedder and Valerie White.

**22/P      Application Number: 18/0583- 56 Little Heath Road, Chobham, Woking, GU24 8RJ**

The application was for the erection of a flat roof and supporting walls to side of garage to provide covered storage area, staircase with railings to provide access to bedroom, part lowered roof to front, changes to rear dormers and associated alterations. (Part-retrospective). (Amended plans recv'd 17/8/18). (Amended plans recv'd 21/8/18).

This application would normally have been determined under the Council's Scheme of Delegation, however it was reported to the Planning Applications Committee at the request of Cllr Wheeler. She wished the Committee to consider the impact on the development on the occupiers of the neighbouring properties ability to enjoy their garden and space; concerns that it was overdevelopment of the site; and, overbearing to both neighbours and the plot size.

Members were advised of the following updates on the application:

'A further response has been received from the same neighbour who wrote the objection letter, following the officer explaining to them about the railings preventing access onto the flat roof. They have confirmed that they still object to the proposal as they consider it is possible for the applicant to use the roof as an "entertainment area" and install railings around it, and that the enforcement notice should stand for the unapproved part of the development to be demolished.'

Members raised concerns as to the potential for the users of the stairs, leading to the flat roof space, to overlook the gardens of the adjoining properties. As a result an additional condition was added to ensure that railings on either side of the staircase were to be retained in perpetuity as long as the staircase was there.

The recommendation to approve the application was proposed by Councillor Colin Dougan and seconded by Councillor Robin Perry. The recommendation was put to the vote and carried.

**RESOLVED that application 18/0583 be granted subject to the conditions set out in the officer report as amended.**

**Note 1**

It was noted for the record, that in their capacities as Ward Councillors, Councillor Pat Tedder and Councillor Victoria Wheeler had been copied into representations to the planning officer 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 recommendation to grant the application:

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

Voting against the recommendation to approve the application:

Councillors Pat Tedder and Victoria Wheeler.

### **23/P Application Number: 18/0579- 22 Wharfenden Way, Frimley Green, Camberley, GU16 6PJ**

The application was for the erection of a single storey rear extension with a flat roof canopy and associated alterations, following the demolition of the existing rear conservatory and part of the existing garage. (Additional information and amended plan rec'd 20/08/2018.)

This 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 Councillor Max Nelson. This was due to concerns that the proposed development could be inappropriate and over imposing, which could cause issues to the neighbours.

Members of the Committee received the following updates on the application:

'Members' site visit was undertaken on 18th September. Cllrs Hawkins, Sams, Perry, Lytle and Gandhum visited the site.

A minor amendment has been made to the first floor floorplans, as there are only three bedrooms and a bathroom, and not four bedrooms. This does not affect the development applied for. However the proposed Condition 3 should be updated as follows:

- 3. The proposed development shall be built in accordance with the following plans:*
- *Amended Site and Location Plan 001 Rev A received 20.8.18*
  - *Amended Proposed Floorplans 004 Rev A received 12.9.18*
  - *Proposed Elevations 1811-005 Rev A received 27.6.18*

There is also an error in the agenda report where the case officer has referred to Windlesham Parish Council having been consulted in paragraph 5.1. They were not consulted given the location of the site.'

The recommendation to approve the application was proposed by Councillor Jonathan Lytle and seconded by Councillor Victoria Wheeler and put to the vote and carried.

**Resolved that application 18/0579 be granted subject to the conditions as set out in the Officer Report and the Planning Updates.**

**Note 1**

It was noted for the record that:

- I. A Committee Site Visit on the application had taken place with a number of Members in attendance.
- II. Councillor Max Nelson had received phone calls and emails on the application but had not passed comment.

**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, Edward Hawkins, Jonathan Lytle, David Mansfield, Adrian Page, Robin Perry, Victoria Wheeler and Valerie White.

Voting against the recommendation to grant the application:

Councillors Katia Malcaus Cooper, Max Nelson, Ian Sams, Conrad Sturt and Pat Tedder.

**24/P Date of Next Meeting**

The next meeting of the Planning Applications Committee would be held on 18 October 2018.

The Chairman of the Committee announced that the Senior Planning Officer, Emma Pearman, would be leaving the Council. The Chairman on behalf of the Committee thanked Ms Pearman for all the work she had done and wished her good luck in her future endeavours. In addition it was also announced that Jess Harris-Hooton, the Council's Solicitor, would be going on Maternity leave to give birth to a little girl. The Committee expressed that they hoped that Ms Harris-Hooton would enjoy spending time with the new addition to the family.

Chairman

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

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+ Cllr Oliver Lewis (Chairman)  
+ Cllr Jonathan Lytle (Vice Chairman)

+ Cllr Rodney Bates	+ Cllr Rebecca Jennings-Evans
- Cllr Edward Hawkins	+ Cllr Bruce Mansell
+ Cllr Paul Ilnicki	

+ Present  
- Apologies for absence presented

Officers Present:     Adrian Flynn, Chief Accountant  
                              Karen Limmer, Head of Legal  
                              Kelvin Menon, Executive Head: Finance  
                              Alex Middleton, Senior Auditor  
                              Satinder Jas, KPMG

**1/AS     Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the meeting of the Audit and Standards Committee held on 23<sup>rd</sup> April 2018 be approved as a correct record and signed by the Chairman.

**2/AS     External Audit**

The Committee considered a report setting out the Council's Financial Statements for 2017/18, the External Auditors ISO 260 report and the Letter of Representation for 2017/18.

Satinder Jas, KPMG, presented the ISA260 External Audit Report 2017/18. The report set out any key issues identified following KPMG's audit of the Council's financial statements for the year ending 31 March 2018 and provided an assessment of the Authority's arrangements to secure value for money. The Auditors were pleased to report that unqualified opinions had been issued in respect of both the financial statements and value for money arrangements. It had been concluded that the Authority had proper arrangements in place to ensure that it took properly informed decisions and effectively deployed resources to achieve planned and sustainable outcomes for local residents and no recommendations had been made following the Audit.

The audit had identified three significant areas of risk for the Council: the valuation of land and buildings, the valuation of investment properties and pension liabilities. The Auditors confirmed that they were satisfied that the Council had the necessary and appropriate controls in place to ensure that the figures stated in relation to the valuation of land and buildings was not materially misstated and were free from material error. It was also confirmed that the Auditors were happy with the assurances given by Surrey County Council's Auditors in relation to the Council's pension liabilities.

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

- More details about the testing carried out on the Authority's saving and income schemes as part of the Value for Money assessment would be circulated.

- The Cipfa Disclosure Checklist used to ensure that local authorities were complying with the relevant financial codes was a 400 item checklist.

**RESOLVED** that:

- The Audited financial statements for 2017/18 be received
- The Executive Head of Finance's Letter of Representation to the Auditors be approved.
- The ISA260 Auditor's report be noted
- The Chairman of the Committee approves the Financial Statements on behalf of the Council.

### **3/AS Internal Audit Annual Report**

The Committee considered a report which summaries the work of the Council's Internal Audit function for the 2017/18 financial year.

The Internal Audit function's work programme was led by the Council's Audit Strategy and the Annual Audit Plan, which was agreed, by the Audit and Standards Committee each March.

It was reported that during 2017/18, 21 planned audits had been completed as well as a number of unscheduled reviews. Of the 21 planned audits, it had been found that there were sound systems of control in place in all audited areas and any areas of weakness identified were considered to be minor. A final verdict of Substantial Assurance was issued following the completion of the 21 planned audits.

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

- Any essential recommendations identified during an audit were regularly monitored and any recommendations where progress was not made by the due date was reported to the Audit and Standards Committee.
- Deadlines for the completion of actions varied according to the nature of the recommendation. For example, a recommendation advising that additional resources were required may take longer to achieve.
- It was acknowledged that a greater than six-month delay between a recommendation being made and any lack of action on the recommendation being reported to the Committee could mask more serious concerns. It was agreed that any outstanding recommendations would be reported to the next convenient meeting of the Audit and Standards Committee.
- An audit of events management had found that risk assessments were not always being consulted on as widely as they ought to have been. Processes had now been put in place so that input into event risk assessments from internal and external partners was routinely sought and risk assessments took into account the views of Council partners e.g. Surrey Police
- Any changes to the audit work programme were normally discussed with the Council's Section 151 and Monitoring Officers. It was suggested that as the work programme was subject to member approval any changes should also be subject to member approval. It was agreed that changes would be agreed with the Chairman of the Audit and Standards Committee, or in their absence the agreement of the Committee's Vice Chairman.

**RESOLVED** that:

- The content of the 2017/18 Annual Internal Audit Report be noted.



- ii. All outstanding audit recommendations classified as essential be reported to the Audit and Standards Committee at the next convenient meeting.
- iii. Any changes to the Internal Audit Work Programme be reported and agreed with the Chairman of the Audit and Standards Committee.

#### **4/AS Annual Review of the Effectiveness of Internal Audit**

The Committee considered a report setting out the findings of a review of the effectiveness of the Council's Internal Audit function.

The Accounts and Audit Regulations required all local authorities to annually carry out a review of the effectiveness of its systems of internal control. The review measured the audit function against nine elements: organisational independence, a formal mandate, unrestricted access, sufficient funding, competent leadership, objective staff, competent staff, stakeholder support and professional audit standards. The report also set out how the recommendations made in the 2016/17 report had been addressed and identified any challenges.

It was reported that the review had concluded that the Council had operated an effective system of internal audit during 2017/18 and that the internal; audit function was compliant with the requirements of the Public Sector Internal Audit Standards. The key challenges identified for the internal audit function going forward were: the challenge of implementing measures to ensure compliance with GDPR and Data Protection regulations, workforce planning and gaining assurance over third party environments where activities had been outsourced.

**RESOLVED** that the Annual Report on the Review of the Effectiveness of Internal Audit, as attached as annex A to the report, be approved.

**Chairman**

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**Minutes of a Meeting of the Licensing  
Committee held at Council Chamber,  
Surrey Heath House, Knoll Road,  
Camberley, GU15 3HD on 5 September  
2018**

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- + Cllr Adrian Page (Chairman)
- Cllr Chris Pitt (Vice Chairman)

- |                             |                       |
|-----------------------------|-----------------------|
| + Cllr Chris Pitt           | + Cllr Jonathan Lytle |
| + Cllr Nick Chambers        | + Cllr Bruce Mansell  |
| + Cllr Mrs Vivienne Chapman | - Cllr Joanne Potter  |
| + Cllr Surinder Gandhum     | + Cllr Nic Price      |
| - Cllr Ruth Hutchinson      | + Cllr Pat Tedder     |
| + Cllr Paul Ilnicki         | + Cllr Valerie White  |
| Cllr David Lewis            | + Cllr John Winterton |

- + Present
- Apologies for absence presented

**1/L Minutes**

The minutes of the meeting held on 13 March 2018 were confirmed and signed by the Chairman.

**2/L Food Safety Service Plan 2018/19**

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

In order to be considered 'broadly compliant' with food hygiene law, a business would be awarded a food hygiene score of 3 or above. It was noted that the number of food businesses which were 'broadly compliant' remained high at 96.1%. This figure had increased consistently in the previous few years from 83% in 2009/10. Officers continued to work with the businesses which were not broadly compliant in order to ensure that they improved their standards.

The Committee was advised that the Council continued to support its four Primary Authority Partnerships (PAPs) with Exclusive Hotels, the owner of Pennyhill Park, and Krispy Kreme Ltd, Kerry Foot Ltd, and food importer: Manning Impex Ltd.

The report sets out the performance of the food safety service team during 2017 / 18, including inspections, complaint investigations and sampling activities, and provides information on expected demands on the service during 2018/19.

**RESOLVED that the Food Safety Service Plan 2018/2019, as set out at Annex A to the agenda report, be agreed.**

**3/L      Licensing Act 2003 - Summary of Decisions**

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

**4/L      Licensing Sub Committee Minutes**

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

Chairman

**Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 11 September 2018**

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

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

- + Present
- Apologies for absence presented

Substitutes: Cllr Valerie White (In place of Cllr Max Nelson)

Members in Attendance: Cllr Paul Deach and Cllr Katia Malcaus Cooper

In attendance: Louise Livingston, Executive Head: Transformation  
Mags Mercer, The Hope Hub  
Solette Sheppardson

**6/EP Minutes**

The Minutes of the meeting held on 12 June 2018 were confirmed and signed by the Chairman.

**7/EP Voluntary Support North Surrey**

Solette Sheppardson, Chief Executive Officer, gave a presentation in respect of the work of Voluntary Support North Surrey.

Voluntary Support North Surrey (VSNS) was a support service for voluntary organisations in the North Surrey local authority areas. The charity provided services and assistance to the third sector including:

- Governance support; including training sessions for trustees.
- Advice to the third sector on business development, including support in the creation of business plans.
- Funding support: It was noted that VSNS provided charitable organisations with paid access to Idox Grant finder, which would otherwise cost local charities a significant license fee. The software allowed front-line service providers to search for local and national grants which were most suitable to their industry specific criteria.

- Most notably the organisation fuelled the third-sector by undertaking the recruitment, training, management and development of volunteers for charitable front-line services. It was noted that currently one in five people volunteered at least once a month and VSNS worked to engage the public in volunteering by representing the third sector at community events and by working to recruit volunteers from the Corporate Sector.

VSNS worked with organisations such as Clinical Commissioning Groups in order to facilitate social prescribing, which enabled vulnerable members of society to access the most appropriate services run by the third sector. VSNS and the Surrey Heath CCG had jointly secured just under £200,000 from the National Health and Wellbeing Fund towards the expansion of social prescribing provision in Surrey Heath. VSNS planned to use part of these additional funds to employ a social prescribing specialist at the Citizens' Advice Bureau – Camberley. It was acknowledged that, nationally, there had been a significant rise in demand for socially prescribed front-line services; exemplified by large volumes of referrals in the VSNS area. In particular demand had rocketed for socially prescribed provision for befriending services and services which dealt with dementia and long term illness support.

The Amigo project had been recently founded by VSNS and supported residents who were recovering from mental health problems. VSNS had worked with partners such as Catalyst to offer further recovery support, after initial the recovery had taken place. The project buddied up volunteers with clients, who acted as a 1-1 point of contact to discuss confidence levels and emotional wellbeing. It was acknowledged that out of 35 current volunteer buddies, 12 were based in Surrey Heath.

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

- Efforts to encourage volunteering had led VSNS to concentrate resources on their website and social media channels. Furthermore static national levels of volunteers had forced VSNS to be more creative as per their digital content and had encouraged work with national partners such as Do-it.org.
- Despite concentration of publicity efforts on social media, it was acknowledged that volunteers were often recruited because they were individually asked. In addition it was noted that volunteering's value was often on a personal level and VSNS's attendance at events such as the Surrey Heath Show had created awareness of volunteering opportunities within the otherwise unengaged public.
- Surrey Heath GPs were proactive in referring their patients via social prescribing methods. GPs were advised of front-line services via VSNS liaison with the Surrey Heath CCG. Referrals from GPs were triaged by the Surrey Heath CCG via a single point of access. The process resulted in VSNS receiving and coordinating between 15-20 referrals per week.
- Digital training had acted as a significant strand to which VSNS had aimed to support charities within Surrey. It was noted that 45% of charities which VSNS supported, failed to have a digital strategy and a significant number of organisations did not have a donate button on their websites.

- VSNS had aimed to create strong relationships with corporate companies to nurture well-matched partnerships between charitable organisations and companies. This could facilitate one-off funding opportunities for frontline organisations and promote volunteering opportunities amongst corporate employees. It was also noted that VSNS worked to promote corporate social responsibility amongst the corporate sector. VSNS were also aiming to develop a training course for the charitable sector on how to effectively and efficiently apply to the corporate sector for sponsorship.
- VSNS aimed to stay based in Surrey Heath, despite increased office space rental costs. In addition, as a result of the expansion of the organisation and its services VSNS required more office space; which was also currently shared with Surrey Age Concern and Camberley Care. Members and officers acknowledged they would aim to help in regard to finding potential office space for the organisation where possible.

The Committee thanked Solette Sheppardson for her informative update.

## **8/EP      The Hope Hub**

Mags Mercer, Chief Operating Director, gave a presentation in respect of the work of the Hope Hub.

The Hope Hub was founded as an independent charitable incorporated organisation in December 2017, after the Churches Together Camberley group recognised there was need to respond to the findings of the Council's consultation on homeless services. The consultation highlighted the need for greater, more centralised homeless service provision within Surrey Heath. Those who had suffered relationship breakdown, redundancy, domestic abuse, addictions, evictions, mental health problems, were identified to be at particular risk. In addition it was underlined 495 young 'Care Leavers', were deemed to be at risk across Surrey.

The project focussed upon the assistance of homeless adults and those at risk of homelessness. The Hope Hub worked with various cooperating partners across Surrey Heath, whom collectively emphasised an urgent need for a new voluntary-sector organisation to provide homeless services provision.

The Hope Hub provided a pathway of services which guided clients from crisis management to long-term reintegration into society. The organisation's services could be divided up into two strands:

- Crisis Services – The project coordinated the provision of essential items to homeless people. Distributed items consisted of basic essentials such as food, toiletries and emergency items. Clients also received direct support to assist with accommodation, wellbeing, and any advocacy needs.
- Empowerment Services – The Hope Hub worked on a one to one basis to invest in homeless individuals, and to rehabilitate and integrate them into society. Services to empower individuals included services such as: money management and debt advice, CV writing, training and volunteering workshops and IT resources and support. Clients were also equipped with

frequent one to one meetings and support to enable constant reassessment of the steps to progress and the setting and evaluation of goals.

Since its opening, The Hope Hub had helped 43 clients and its services had been accessed a total of 414 times. The success of the Hope Hub since its opening was illustrated by various success stories such as the reconnection of families via the charity's mediation services, the successful transition of clients into temporary accommodation and successful advocacy allowing clients to gain access to their pension funds.

Looking forward, the charity would need to raise an additional £36,000 to maintain and extend the organisation's services for the rest of the year. The charity had planned the following expansion of their services for the near future:

- Provide a new service with Accent Housing to host a series of 'rent ready' workshops to prepare clients for living independently.
- Employ a Mental Health worker. It was noted that the vast majority of clients were not ready for existing, third sector mental health services such as the Amigo project.
- The founding of social enterprise schemes which supported clients gaining new skills in areas such as gardening and catering; which involved quick, tangible achievements.
- Helping 135 separate clients per year; including 35 with problems relating to debt.

Despite the fact many grants required applicant organisations to be running for over a year, the charity was continuing to work actively and agilely to apply for various local and national grants. In the near future, The Hope Hub would be featured in Tesco's groundwork project scheme. In addition the organisation had already been a featured charity of the Waitrose 'green token' scheme, which raised a total of £412 for the charity.

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

- As the charity had only been founded less than a year ago, it was appreciated the organisation still had a lot of work to do to raise its profile in the community. The Hope Hub planned to attend various events including training sessions on raising charities' profiles in the corporate sector.
- Even though it was appreciated that it was an accessible service, it was advised that The Hope Hub's clients did not tend to use the All Night Café on the London Road, Camberley. Several night café clients had been referred to The Hope Hub and several vulnerable adults had been rehoused as a result. It was noted there was further scope for cooperation with the two organisations in the future.
- 900 children were in Surrey County Council care and were historically at far greater risk of unemployment, addiction and mental health problems, as well as homelessness.



- The Hope Hub worked with Council officers to provide 'homeless kits' where appropriate. However it was noted due to storage problems the kits were allocated on an ad-hoc, individual basis.
- Even though other organisations within the Borough, which provided homeless provision, had a large cliental, which were based outside the borough, the majority of the Hope Hub's clients had genuine local connections within Surrey Heath.

The Committee thanked Mags Mercer for her informative presentation and noted it would like to see the organisation present to the committee again in the near future.

#### **9/EP Boom Credit Union**

Unfortunately the speaker from Boom Credit Union could not attend the meeting due to personal reasons. It was acknowledged the speaker wished to rearrange and present to the Committee in the future.

#### **10/EP Committee Work Programme**

The Committee received a report setting out its proposed work programme for the rest of the 2018/19 municipal year.

It was noted that some Members wished to see the Heathrow Noise Forum present to the Committee in the near future.

Chairman

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**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House on 27 September 2018**

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+ Geraldine Sharman (Chairman)

- |                         |                         |
|-------------------------|-------------------------|
| + Cllr Moira Gibson     | - Louise Aartsen        |
| + Cllr Ruth Hutchinson  | + Gillian Barnes-Riding |
| - Cllr Paul Innicki     | - Andrew Edmeads        |
| - Cllr Charlotte Morley | + Lynn Smith            |
| + Cllr Robin Perry      | - Anthony Sparks        |
| + Cllr Ian Sams         | + Karen Wetherell       |
| Cllr Conrad Sturt       |                         |
| - Cllr Valerie White    |                         |

+ Present

- Apologies for absence presented

**6/J Notes**

The notes of the meeting held on 16 July 2018 were agreed.

**7/J Leave and Special Leave Policy and Procedure (revised)**

The Group considered the proposed amendments to the Leave and Special Leave Policy and Procedure as set out in the agenda report and agreed these amendments. In addition, under section 8.8 the wording 'policy authority' was amended to 'police authority'.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Leave and Special Leave Policy and Procedure.**

**8/J Voluntary Duties Leave Policy and Procedure (revised)**

The Group considered the proposed amendments to the Voluntary Duties Leave Policy and Procedure as set out in the agenda report.

The Group considered the proposed amendments to the Leave and Special Leave Policy and Procedure as set out in the agenda report and agreed these amendments. In addition an additional reference to Appendix 1 for group requests was inserted into paragraph 13.1.

**RESOLVED that, in accordance with the scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Voluntary Duties Leave Policy and Procedure, subject to the additional amendments outlined above.**

**9/J Volunteer Policy and Procedure (new)**

The group considered the Council's new proposed Volunteer Policy and Procedure as set out in the agenda report.

It was agreed an amendment would be made in paragraph 10.1 of the proposed policy to clarify that volunteers would not be responsible for the procurement of goods or services on the Council's behalf. In addition an alteration was agreed to paragraph 11 to further make clear that volunteers' data would be protected under the Council's data protection policy.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the new Volunteer Policy and Procedure, subject to the additional amendments outlined above.**

**10/J Work Programme**

The Group reviewed its scheduled Work Programme for the rest of the 2018/2019 Municipal Year.

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