

# **COUNCIL MEETING**

## **27 February 2019**

# **COUNCIL MINUTE BOOK**

1. **Council - 12 December 2018** (Pages 3 - 8)
2. **Council - 30 January 2019** (Pages 9 - 14)
3. **Executive - 11 December 2018** (Pages 15 - 22)
4. **Executive - 22 January 2019** (Pages 23 - 26)
5. **Executive - 30 January 2019** (Pages 27 - 32)
6. **Executive - 19 February 2019 (to be laid on the table)**
7. **Planning Applications Committee - 13 December 2018** (Pages 33 - 38)
8. **Planning Applications Committee - 10 January 2019** (Pages 39 - 44)
9. **Planning Applications Committee - 7 February 2019 (to be laid on the table)**
10. **Performance and Finance Scrutiny Committee - 5 December 2018** (Pages 45 - 48)
11. **Performance and Finance Scrutiny Committee - 6 February 2019 (to be laid on the table)**
12. **Licensing Committee - 16 January 2019** (Pages 49 - 50)
13. **Joint Staff Consultative Group - 17 January 2019** (Pages 51 - 54)
14. **External Partnerships Select Committee - 12 February 2019 (to be laid on the table)**

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**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
12 December 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

**34/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Craig Fennell, Oliver Lewis and Max Nelson.

**35/C Minutes**

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

**RESOLVED that the minutes of the meeting of the Council held on 10 October 2018 be approved as a correct record.**

**36/C Mayor's Announcements**

The Mayor informed the Council that he had attended many events since the previous meeting, including the Surrey Heath Sports Awards, an exhibition on the Fallen Soldiers of Chobham during World War I in Chobham, and a performance by the Secret Stage School at the Camberley Theatre. Members were updated on

the services he had visited as part of the Local Government Association's #ourday campaign.

The Mayor reported that he had attended a number of Remembrance Day events across the borough. On 11 November 2018 he had attended a church service in Windlesham and the church service and parade in Camberley.

Members were advised that, following the Remembrance Day services, the Mayor and Mayoress had travelled to Lapugnoy in northern France. The Mayor of Surrey Heath and the Mayor of Lapugnoy had jointly laid a wreath in memory of all fallen soldiers from Surrey Heath in World War I; the wreath had been laid on the grave of a borough resident chosen at random, Pte. Herbert Benjamin Daborn, who had lost his life in the War. The Mayor was pleased to report that he had met Pte. Daborn's family at the Chobham exhibition.

The Mayor reported that during his trip to Lapugnoy he had been humbled to have been awarded the Lapugnoy Medal of Honour and the keys to the town.

The Council was informed that the Mayor would be visiting Frimley Park Hospital's A&E department, Surrey Fire & Rescue, Surrey Police and the Meath Charity on Christmas Day.

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

The Leader informed the Council that Camberley Town Centre had been shortlisted for a REVO Gold regenerate award. Whilst Camberley had not won, it had been runner up to Hull; this was felt to be a notable achievement when considering the relatively early stages of the town's regeneration and the competition with larger, more high profile cities and towns. She thanked and congratulated all those involved.

The Council was updated on the SHAPE project, including the OPE bid for the Council's Land East of Knoll Road (LEKR) site.

A meeting had been held with Surrey County Council concerning its Assets and People work. The County Council would be taking forward a project on gypsy & traveller permanent sites. Members were advised that sites within the borough would be refurbished as part of this work.

The Leader reported that events held in Camberley Town Centre in the run up to Christmas had been successful and thanked everyone involved in the preparation for the events and the decoration of the town.

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

- (a) Executive – 16 October and 20 November 2018

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

**RESOLVED** that the minutes of the meetings of the Executive held on 16 October and 20 November 2018 be received and the recommendations therein be adopted as set out below:

- **Minute 41/E – Deanside Commuted Sums**

**RESOLVED** that

- (i) **£100,000 be made available to draw down from the Deanside Section 106 to refurbish the Old Dean playground; and**
- (ii) **the implementation of the works be delegated to the Executive Head of Business in consultation with the Portfolio Holder for Places & Strategy.**

- **Minute 51/E - Council Tax Base**

**RESOLVED** that

- (i) **the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2019/20;**
- (ii) **the Council Tax Exceptional Hardship Policy remains unchanged for 2019/20;**
- (iii) **from 1st April 2019 young people who have left care (care leavers) will receive a full reduction from Council Tax until their 25th birthday;**
- (iv) **authority be delegated the Executive Head of Finance to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit / Universal Credit changes introduced by legislation; and**
- (v) **incomes and applicable amounts and non-dependant deductions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**

(b) **Planning Applications Committee – 18 October and 15 November 2018**

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 18 October and 15 November 2018 be received.

- (c) External Partnerships Select Committee – 13 November 2018

It was moved by Councillor Rebecca Jennings-Evans, seconded by Councillor Nic Price and

**RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 13 November 2018 be received.**

- (d) Audit and Standards Committee – 26 November 2018

It was moved by Councillor Jonathan Lytle, seconded by Councillor Edward Hawkins and

**RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 26 November 2018 be received.**

Note: Councillor Rodney Bates declared a non-pecuniary interest in respect of the Deanside Community Sums decision as he was Chairman of the Old Dean Community Group, which had raised money for the playground.

### **39/C Review of Political Proportionality**

As a result of a change in the division of members into political groups, the Council was asked to review the proportional political allocation of places on committees and to adopt a revised scheme of proportionality.

The Leader informed the Council of her nominations to committees following the change in her political group.

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

**RESOLVED, that**

- (i) **the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2018/19; and**
- (ii) **the revised membership of the following committees be as set out below:**

**Planning Applications Committee** (16 members and 6 substitute members)

Committee Members:

Cllr Nick Chambers, Cllr Mrs Vivienne Chapman, Cllr Colin Dougan, Cllr Surinder Gandhum, Cllr Edward Hawkins, Cllr Jonathan Lytle, Cllr Katia Malcaus Cooper, Cllr David

Mansfield, Cllr Max Nelson, Cllr Adrian Page, Cllr Robin Perry, Cllr Ian Sams, Cllr Conrad Sturt, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Valerie White.

Substitutes:

Cllr David Allen, Cllr Bill Chapman, Cllr Ruth Hutchinson, Cllr Paul Innicki, Cllr Rebecca Jennings-Evans, Cllr John Winterton.

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

Committee Members:

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

Substitutes:

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

#### **40/C Leader's Question Time**

The Leader responded to questions from Councillors Rodney Bates, Paul Deach, Chris Pitt and Victoria Wheeler concerning the provision of Gypsy & Traveller sites in the borough. In response, she acknowledged the issues with addressing public concern over the provision of sites and confirmed that the Council would be mindful of guidance on gypsy & traveller sites when producing the Local Plan. The suggestion that Gypsy & Traveller training should be included in the Member Induction Programme would also be pursued.

In response to a question from Councillor Ruth Hutchinson, the Leader agreed to ask the Council's appointed representative on the Heathrow Community Engagement Board and the Executive Head of Community to provide an update report for Members.

Mayor

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**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
30 January 2019**

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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

**41/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Surinder Gandhum, Oliver Lewis, Bruce Mansell, David Mansfield, Adrian Page, Chris Pitt, Nic Price, Pat Tedder, Victoria Wheeler and John Winterton.

**42/C Suspension of Council Procedure Rules**

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

**RESOLVED that the following Council Procedure Rules be suspended for the meeting:**

- (i) **3.2 (Business), in order to allow more than one item of business to be considered; and**
- (ii) **14.5 (length of speech), 14.6 (councillors speaking more than once), and 21.2 (the requirement to stand), in order to allow for freer debate.**

#### **43/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>
44/C	3
45/C	3
46C	3

#### **44/C London Road Redevelopment**

The Council was advised that the Executive, at its meeting on 30 January 2019, had agreed to defer consideration of this item. As a result, it had not made a recommendation to the Council in respect of the item and there was no decision to be made at that time.

#### **45/C The Future of Leisure Provision in Camberley**

The Council made decisions in relation to the future of leisure provision within Camberley.

Note 1: In accordance with the Members' Code of Conduct, Councillors Colin Dougan and Alan McClafferty declared Disclosable Pecuniary Interests as they lived adjacent to the site and left the room during the consideration of the item.

Note 2: It was noted for the record that Councillor Rodney Bates declared that relatives of his lived adjacent to the site.

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

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

##### **RESOLVED that**

- (i) the report associated with minute 66/E remain exempt for the present time; and**
- (ii) the decision at minute 67/E be made public after the completion of negotiations, but all financial and contractual information to remain exempt for the present time.**

#### **47/C Motion to return to open session**

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

**RESOLVED that the meeting return to open session.**

**48/C Leader's Announcements**

The Leader informed the Council that she would be standing down as Leader with effect from 26 February 2019.

The Mayor, on behalf of the Council, thanked the Leader for her many years of diligent service.

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 11 December 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

In Attendance: Cllr Rodney Bates, Cllr Katia Malcaus Cooper and Cllr Chris Pitt

**48/E Minutes**

The minutes of the meeting held on 20 November 2018 were confirmed and signed by the Chairman.

**49/E Questions by Members**

The Leader received a question from Councillor Rodney Bates regarding consultation and communication with the Council by Surrey Police on the recent use of exclusion zones within the borough. The Chief Executive undertook to write to the Neighbourhood Inspector to ensure that the normal procedures regarding consulting with this Council would be followed in future.

**50/E Air Quality Feasibility Study**

The Executive considered a report seeking approval of the Outline Business Case to implement measures to improve air quality on the A331 (Blackwater Valley Relief Road) and comply with the accompanying Ministerial Direction.

Members were reminded that in July 2017 the Government had published the National Air Quality Plan for Nitrogen Dioxide (the Plan). The Plan set out how it would ensure compliance with air quality limits in the shortest possible time. A key part of the Plan was a requirement on some Local Authorities to undertake feasibility studies to explore a range of measures to improve air quality. The Plan had identified a straight-line exceedance on a short section of the A331, Blackwater Valley Relief Road, within the Borough of Surrey Heath as having predicted exceedances of the EU Ambient Air Quality Directive limits of Nitrogen Dioxide (NO<sub>2</sub>).

A Blackwater Valley Partnership had been formed with Guildford, Rushmoor and Surrey Heath Councils, who had been named in the Plan in relation to the A331, along with the respective highways authorities of Surrey and Hampshire County Councils, in order to produce a Feasibility Study to reduce roadside nitrogen dioxide concentrations in the shortest possible time. Highways England was also a

partner, along with Joint Air Quality Unit (JAQU) at the Department for Environment, Food and Rural Affairs.

The Partnership had been awarded a grant from the JAQU Early Measures fund to implement a scheme to improve air quality on the A331. Vehicles exiting the A331 were caught in congestion on the south eastern approach to Bradford's roundabout, with vehicles currently queuing back approximately 60 metres from the roundabout at peak times. The scheme sought to provide improvement by creating a third lane on the northern side of the eastern arm of Bradford's roundabout, within the existing grass verge. This additional lane would provide additional capacity for traffic entering the roundabout and wishing to proceed to the west or north, or back to the A331 to the east, thereby reducing the amount of time vehicles were idling and improving flows from the northern section of the A331 onto the local highway network.

Members were apprised of the measures proposed to improve air quality along the section of the A331. The Partnership had identified one single feasible option: a 50mph speed limit for a stretch of the A331 in the areas of Rushmoor Borough and Surrey Heath Borough. The stretch of road currently had a speed limit of 70mph. The Partnership's Technical Group considered the preferred measure to be the only solution due to the uniqueness of the straight-line exceedance in this location.

Members expressed concerns about the proposal to reduce the speed limit, particularly in view of the recent advice that the speed limit would not be enforced by Hampshire Police. It was, however, recognised that this had been identified as the only feasible option. It was agreed to ask the Chief Executive to write to the Surrey Police and Crime Commissioner expressing concerns about the proposed lack of enforcement on the stretch of road.

**RESOLVED that**

- (i) the Outline Business Case (OBC) to date and the preferred option of a 50mph speed limit on a section of the A331, as set out in the OBC annexed to the agenda report, be endorsed; and**
- (ii) the Executive Head of Community, in consultation with the Environment & Health Portfolio Holder, be authorised to**
  - a) make any minor amendments to the Outline Business Case;**
  - b) submit the Outline Business Case to the Joint Air Quality Unit (JAQU) at The Department for Environment, Food and Rural Affairs (DEFRA) by the 31 December 2018; and**
  - c) submit the Full Business Case to the Joint Air Quality Unit.**

**51/E Council Tax Base and Review of the Local Council Tax Support Scheme**



The Executive received a report on the setting of the Council Tax Base for 2019/20 which reviewed the changes to Council Tax made in 2013/14 and the Local Council Tax Support Scheme (LCTSS) introduced in April 2013.

Members noted that there had been an increase in the tax base of 513.8 which would generate an additional income of £115,000 based on the current Band D council tax charge. The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

Technical changes to Council Tax had been introduced from April 2013 under the Local Government Finance Act 2012 which meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties.

Members noted the proposal to introduce a relief for 2019/20 in respect of Young People who have left care and indicated support for this initiative.

On 1 April 2013 the Council had introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit, for working age claimants. The new scheme operated as a Council Tax discount and the Council was able to vary the value of discount on Council Tax granted to working age claimants. Pensioner claimants were protected and would continue to receive help towards their Council Tax, based on regulations set by Central Government.

Given the imminent introduction of Universal Credit to some claimants, the Executive recognised the recommendation that the scheme remained unchanged at present until the full impact of this could be assessed

Members were reminded that in 2017/18 the Revenue Support Grant had been reduced to zero and, therefore, it was reasonable to assume that there would be no governmental support for funding the LCTSS.

For ease of administration, it was important that there was alignment in respect of treatment of income and calculation of applicable amounts between housing benefit and the local council tax support scheme. Each year the Government made minor changes to its scheme to reflect uprating of benefits etc. In order that the housing benefit and LCTSS remained aligned, it was proposed that the Executive Head of Finance be authorised to make such minor changes as may be necessary to the LCTSS for all types of claimant.

The introduction of the LCTSS in April 2013 had had the effect of reducing the Council Tax base since it operated as a discount rather than a benefit. In order to recognise the effect that this had on parishes, the Government had provided a grant in 2013/14 to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This money had subsequently been included within the revenue support grant (RSG), but as the Council's RSG is now zero it was reasonable to assume that this funding has been withdrawn.

Despite not receiving any funding from Government the Council recognised the impact the LCTSS had on parishes and in the spirit of partnership and supporting

parishes had continued to compensate parishes for some of their loss. It was therefore proposed that for the 2019/20 the compensation given to parishes remained unchanged from 2018/19.

## **RESOLVED**

- (i) **to note the calculations of the tax base in Annexes A to F summarised below:**

	Band D Equivalent Properties
Bisley	1640.07
Chobham	2005.58
Frimley and Camberley	24,103.84
West End	2,189.73
Windlesham	8,115.20
Surrey Heath Borough Council	38,054.42

- (ii) **to note that the changes to Council Tax discounts made by Executive on 7 January 2014 under the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments remain unchanged for 2019/20;**
- (iii) **that £19,943.44 be given to Parishes in 2019/20 to offset the effect on the tax base of the Local Council Tax Support scheme; and**
- (iv) **that the final setting of the Tax Base be delegated to the Executive Head of Finance.**

## **RECOMMENDED to Full Council that**

- (i) **the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remains unchanged for 2019/20;**
- (ii) **the Council Tax Exceptional Hardship Policy remains unchanged for 2019/20;**
- (iii) **from 1st April 2019 young people who have left care (care leavers) will receive a full reduction from Council Tax until their 25th birthday;**
- (iv) **authority be delegated to the Executive Head of Finance to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit / Universal Credit changes introduced by legislation; and**

- (v) **incomes and applicable amounts and non-dependant deductions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**

**52/E Response to Woking Borough Council's Site Allocations Development Plan Document Regulation 19 Publication**

The Executive reviewed a draft response to Woking Borough Council's draft Site Allocations Development Plan Document.

**RESOLVED that**

- (i) **the letter at Annex 1 of the agenda report be agreed as the Council's formal response to the Woking Site Allocations Development Plan Document; and**
- (ii) **that the matters raised through Surrey Heath's response be addressed through ongoing Duty to Cooperate between Surrey Heath and Woking Councils.**

**53/E Response to Surrey County Council consultations**

The Executive considered draft responses to Surrey County Council consultations on the following areas:

- Family Resilience and Children's Centres
- Concessionary bus travel
- Special Educational Needs and Disabilities (SEND)
- Libraries and Cultural Services
- Community Recycling Centres

Arising from the discussions on Surrey County Council's proposals, it was agreed to amend the draft response to include the following points:

- Concern about how the proposals would impact upon minority groups and the need to complete Equality Impact Assessments
- Concern that the proposals for closing recycling centres, in particular those in Farnham and Bagshot, would heavily impact on the use of Camberley recycling centre
- Concern that the proposals for closing recycling centres would increase fly tipping
- Concern about the lack of data and statistical information included in some aspects of the consultation
- In relation to the SEND consultation, the importance for families dealing with multiple agencies to work with a single point of contact
- A general comment that, whilst this Council recognised the need for the County Council to make savings, it considered that the proposals were the wrong way to address its financial position.

**RESOLVED that the draft response to the 5 Surrey Council consultations, as amended, be agreed as the Council's response.**

**54/E Economic Development Annual Report 2018**

The Executive considered a report detailing the economic growth in the borough over the previous 12 months, plus the activities being undertaken by the Economic Development team to benefit the businesses and the community in Surrey Heath.

It was noted that the Kevin Cantlon Shopfront Scheme was to be reviewed and a business case was being put together to widen the use of the fund.

Members were informed that a full review of the Economic Development Strategy would be undertaken over the next 12 months.

**RESOLVED to note the annual Economic Development update.**

**55/E Council Finances as at 30 September 2018**

The Executive noted the Council's financial position at 30 September 2018.

**RESOLVED to note the Council's finances at 30 September 2018.**

**56/E Treasury Management Mid-year Report for 2018/19**

The Executive noted the performance of the Treasury Management Service performance for 2018/19, as at 30th September 2018. The report also illustrated the compliance to-date with the Treasury Management Indicators for 2018/19

**RESOLVED to note the Treasury Management Mid-year Report 2018/19.**

**57/E Executive Working Group Notes**

The Executive received the notes of Executive Working Group meetings which had taken place in the previous 9 months.

**RESOLVED to note the minutes of the Executive Working Group meetings.**

**58/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 the notes of the Executive Working Group meetings received by the Executive on 11 December 2018 be made public.**

Chairman

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**Minutes of a Meeting of the Executive  
held at Council Chamber, Surrey Heath  
House, Knoll Road, Camberley, GU15  
3HD on 22 January 2019**

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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 Katia Malcaus Cooper and Cllr Chris Pitt

**59/E Minutes**

The minutes of the meeting held on 11 December 2018 were confirmed and signed by the Chairman.

**60/E Questions by Members**

In response to a question submitted by Cllr Rodney Bates on behalf of Councillor Ruth Hutchinson, it was confirmed that a review would be undertaken of the details contained on the Christmas bin collection leaflets.

In response to a question from Cllr Rodney Bates it was advised that preparations for the United Kingdom's exit from the European Union in March 2019 were underway and were being undertaken on a Surrey-wide basis.

**61/E Revenue Grants 2019/20**

The Council funded a number of voluntary organisations which either worked in partnership with the Council or performed functions on the Council's behalf.

The Executive considered a table providing a breakdown of these organisations' funding requests, together with supporting information. The table compared the funding requested against the grant awarded for 2018/19, the percentage of requested funding against annual running costs and, where appropriate, the in-kind financial support given to the organisations.

Members were also provided with information relating to the achievement of targets contained in each of the Service Level Agreements.

The Executive reviewed the proposed awards for each of the organisations; it was agreed to support the proposals for 2019/20, but a full review of the Revenue Grants would be undertaken in that municipal year. The review would include

whether grants were being made at the correct levels, to the right organisations, and the value for money the revenue grants realised.

**RESOLVED that**

- (i) **subject to the delivery of the service level agreements, revenue grants be allocated for the period 1 April 2019 to 31 March 2020 as follows:**

<u>Organisation</u>	<u>Grant for 2019/20</u>
Surrey Heath Citizens Advice	£80,000
Voluntary Support North Surrey	£30,000
Surrey Heath Age Concern	£10,000
Tringhams, West End	£13,000
Camberley Central Job Club	£7,000
Basingstoke Canal Authority	£10,000
Blackwater Valley Countryside Partnership	£10,000
Surrey Heath Sports Council	£3,500
Surrey Heath Arts Council	£1,400

- (ii) **a full review of the Revenue Grants scheme be undertaken in 2019/20; and**
- (iii) **the External Partnerships Select Committee be asked to assist with this review.**

Note: In accordance with the Members' Code of Conduct

- (i) Councillor Paul Deach declared a non-pecuniary interest as he was the County Council's representative on the Basingstoke Canal Authority;
- (ii) Councillor Charlotte Morley declared a non-pecuniary interest as she was the Council's representative on Surrey Heath Sports Council; and
- (iii) It was noted for the record that Councillor Alan McClafferty declared that his wife was a trustee of Surrey Heath Age Concern.



**62/E Tackling single-use plastic**

The Executive was informed that plastic waste was one of the most significant environmental challenges being faced globally and the issue of single-use plastics (SUP) was the subject of increased public attention.

The Surrey Waste Partnership had established a multi authority task group to address this problem in Surrey. The task group had identified some shared strategic objectives for minimising and working towards zero avoidable SUP across all 12 partner authorities in line with the government's ambition.

Members considered a document setting out these objectives, which would be supported by an action plan explaining how the objectives could be delivered.

**RESOLVED that the strategic objectives for tackling single use of plastics, as set out in Annex A of the agenda report, be endorsed.**

**63/E Surrey Heath Local Development Framework - Authority Monitoring Report 2017/18**

The Executive considered the Surrey Heath Authorities Monitoring Report (AMR) which had been produced in line with the requirements set out in the Localism Act 2011. The AMR monitored the period from 1 April 2017 to 31 March 2018. The purpose of the AMR was to provide details of the actions which had been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan had been achieved, and to identify any solutions and changes where targets were not being met.

**RESOLVED that the Surrey Heath Local Plan Authority Monitoring Report, as attached at Annex A to the agenda report, be approved for the purpose of making the document publically available at the Council offices and on the Council's website.**

Chairman

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**Minutes of a Meeting of the Executive  
held at Council Chamber, Surrey Heath  
House, Knoll Road, Camberley, GU15  
3HD on 30 January 2019**

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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

In Attendance: Cllr Rodney Bates, Cllr Bill Chapman, Cllr Paul Ilnicki, Cllr Rebecca Jennings-Evans, Cllr Jonathan Lytle, Cllr Joanne Potter and Cllr Valerie White

**64/E Minutes**

The minutes of the meeting held on 22 January 2019 were confirmed and signed by the Chairman.

**65/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)
66/E	3
67/E	3
68/E	3

Note: Minutes 66/E and 67/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**66/E London Road Redevelopment**

The Executive agreed to defer consideration of this item to a future meeting.

Note 1: It was noted for the record that Councillor Rodney Bates declared that a relative of his worked with the development site.

## **67/E The Future of Leisure Provision in Camberley**

The Executive made decisions in relation to future leisure centre provision within Camberley.

Note 1: In accordance with the Members' Code of Conduct, Councillors Colin Dougan and Alan McClafferty declared Disclosable Pecuniary Interests as they lived adjacent to the site and left the room during the consideration of the item.

Note 2: It was noted for the record that Councillor Rodney Bates declared that relatives of his lived adjacent to the site.

## **68/E Review of Exempt Items**

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

### **RESOLVED that**

- (i) the report associated with minute 66/E remain exempt for the present time; and**
- (ii) the decision at minute 67/E be made public after the completion of negotiations, but all financial and contractual information to remain exempt for the present time.**

Chairman

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

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**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 13 December 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

\*Cllr Surinder Gandhum was present from Minute 36/P to 38/P.

Substitutes: Cllr Paul Ilnicki (in place of Cllr Colin Dougan) and Cllr John Winterton (in place of Cllr David Mansfield)

Members in Attendance: Cllr Alan McClafferty

Officers Present: Ross Cahalane, Gareth John, Jonathan Partington, Jenny Rickard, Eddie Scott.

**36/P Minutes of Previous Meeting**

The Minutes of the meeting held on 15 November 2018 were confirmed and signed by the Chairman.

**37/P Application Number: 18/0632- Gordon's School, Bagshot Road, West End, Woking, GU24 9PT**

The application was for the erection of a new sports hall including changing facilities, cafe, first aid room and storage and an outdoor all weather sports pitch with associated fencing, floodlighting, landscaping and revised access routes utilising existing vehicular access from Bagshot Road (A319). (Additional information recv'd 13/7/18).

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

“Further appended evidence of interest from local sports clubs has been provided by the applicant including emails from Curley Park Rangers, Windlesham FC, Woking Cougars, Windlesham United, Bagshot FC and Valley End Cricket Club (Appendix I).

The applicant states that the above constitutes a small number of the emails received requesting use of the school facilities, and other enquiries have also come through as telephone messages for further use of facilities for basketball, flood-lit tennis and netball - these requests vary from youth groups to local adult groups.

#### Officer comments

Condition 4 on page 21 requiring the submission of a Community Use Agreement (CUA) prior to commencement would secure the use of the proposal by these local groups. CUAs are widely used by Sport England and they provide a template CUA on their website. Typically such an agreement is signed by all parties and includes a Management Committee to develop the community use of the facilities; marketing strategy; affordable pricing arrangements; and, a monitoring and review mechanism.

Condition 4 is proposed to be re-worded as highlighted below, to clarify that it applies to both the AWP and the sports hall:

*Use of the sports hall building and 3G rubber crumb pitch hereby approved shall not commence until a Community Use Agreement prepared in consultation with Sport England has been submitted to and approved in writing by the Local Planning Authority.*

*The agreement shall apply to the 3G pitch facility **and the sports hall building**, and include details of pricing policy, hours of use, access by non-educational establishment users, management responsibilities and a mechanism for review. The development shall not be used otherwise than in strict compliance with the approved agreement.*

The below advisory informative is also proposed to be added:

*Guidance on preparing Community Use Agreements is available from Sport England: <http://www.sportengland.org/planningapplications>.*

*For artificial grass pitches it is recommended that you seek guidance from the Football Association/England Hockey/Rugby Football Union on pitch construction when determining the community use hours the artificial pitch can accommodate.”*

Members wanted to ensure that the development maintained a focus on sports provision and not on commercial use. Consequently, a condition was added to the officer’s recommendation to prescribe that the proposed café remained ancillary in relation to the Sports Hall’s main sports use.

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

#### **RESOLVED that**

- I. Application 18/0632 be granted subject to the conditions set out in the officer report as amended;**



- II. **With the final wording on the new condition be delegated to the Head of Regulatory in consultation with the Chairman and Vice Chairman of the Planning Applications Committee; and**
- III. **The application be referred to the Secretary of State due to a departure from the Development Plan.**

#### **Note 1**

It was noted for the record that:

- I. Councillor Victoria Wheeler declared that she was a member of a net ball club, which used the existing facilities and which had made an informal representation on the application.
- II. Councillor Katia Malcaus Cooper declared that her children went to Barracudas Activity Day Camps held at Gordon's School.
- III. Councillor Alan McClafferty in his role as a Surrey Heath Borough Councillor spoke on the application and declared that he was a trustee of Gordon's School.

#### **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, Surinder Gandhum, Edward Hawkins Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, John Winterton and Valerie White.

### **38/P Application Number: 18/0491- Units 1-5 Admiralty Way, Camberley, GU15 3DT**

The application was for the replacement two storey building for use as car sales with revised vehicular access from Admiralty Way, roof deck parking, ancillary vehicle repairs, office space and valet buildings. (Additional information recv'd 2/8/18 & 25/9/18). (Additional plans recv'd 3/10/2018.)

Members were advised of the following updates:

"i) The applicant has requested that Condition 4 be re-worded to directly refer to the submitted Arboricultural Impact Assessment and Arboricultural Method Statement, rather than the general term of Arboricultural Report. It is therefore proposed to re-word Condition 4 as follows:

*The development hereby permitted shall be carried out wholly in accordance with the submitted **Arboricultural Survey, Arboricultural Impact Assessment and Arboricultural Method Statement** prepared by Viewpoint Associates [unnamed consultant] and dated 21 May 2018. No development shall commence until digital photographs have been provided by the retained Consultant and forwarded to and approved by the Council's Arboricultural Officer. This should record all aspects of any facilitation tree works and the physical tree and ground protection measures having been implemented and maintained in accordance with the Arboricultural*

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

ii) Condition 11 is proposed to be re-worded to reflect the submitted Construction Transport Management Plan that has now been deemed acceptable in writing by Surrey County Highway Authority:

***The enabling works to the development hereby approved shall be undertaken in accordance with the Enabling Works Construction Transport Management Plan [McAuliffe - October 2018]. No construction of the buildings hereby approved shall take place until a further Method of Construction Statement, to include details of:***

*(a) parking for vehicles of site personnel, operatives and visitors*

*(b) loading and unloading of plant and materials*

*(c) storage of plant and materials*

*(d) measures to prevent the deposit of materials on the highway*

*(e) on-site turning for construction vehicles*

*has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction period.*

iii) The applicant has also requested that Condition 20 be changed to pre-occupation, as the final lighting specification may not be available until a contractor is appointed. Officers consider this acceptable and as such it is proposed to re-word Condition 20 as follows:

***Prior to first occupation of the development hereby approved, a Sensitive Lighting Management Plan must be submitted to and agreed upon in writing by the Local Planning Authority. The proposed development shall be undertaken in accordance with the agreed Sensitive Lighting Management Plan alongside the submitted Extended Phase 1 Habitat Survey Report [Viewpoints Associates LLP] dated 21 May 2018, unless otherwise agreed upon in writing by the Local Planning Authority.***

The Committee requested a that condition be added to the officer's recommendation to dictate that the valet building would only be used in connection to the proposed car sales and vehicle repair businesses.

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

**RESOLVED that application 18/0491 be granted subject to the conditions set out in the officer's 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, Surinder Gandhum, Edward Hawkins Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Robin Perry, Ian Sams, Pat Tedder, Victoria Wheeler, John Winterton and Valerie White.

**39/P Application Number: 18/0709- Bourne Holdings, Broadway Road, Windlesham, Lightwater, GU18 5SH**

The application was for the removal of condition 7 of 94/0998 requiring agricultural occupancy of the bungalow at Bourne Holdings and discharge of the section 52 agreement under 87/1324 which restricted the use of the site to agriculture and the parking of two HGV vehicles.

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Councillor Surinder Gandhum, as the property was subject to an agricultural tie.

Members were advised of the following updates and an appendix published with the supplementary agenda papers:

"i) An additional site plan (scale 1:1250) has been provided by the applicant to define the existing residential curtilage of the dwelling, and a reduced sized plan has been attached for convenience (Appendix II). The proposed Condition 2 would remove permitted development rights for all extensions and outbuildings within this defined residential curtilage. Additional planning permission would also be required for any further development within the land outside this curtilage.  
ii) Two additional representations have been received on behalf of Windlesham Arboretum, raising the following additional concerns:

- It is not clear how the Council's Agricultural Consultant has arrived at the discount of 25-30%
- The property has never been marketed for the lower advised rate of £1million
- The house has never been placed on the market on its own, to be available for an agricultural worker without the encumbrance and extra costs of the adjacent holding (which adds £500,000 to the sale cost)
- The conclusions of the Council's Agricultural Consultant are therefore not evidence-based

Officer comment:

There are no local or national planning policies or guidance that advise of specific market discount rates, or that agricultural sites should be subdivided for separate marketing exercises. The tests considered relevant in this case are already outlined in Paragraphs 7.3.1 – 7.3.10 of the Committee Report (Pages 71-73).

Furthermore, no evidence of an identified need for agricultural workers dwellings has been identified or provided, and this was also one of the considerations of the Inspector in allowing the recent appeal within the Borough attached in the Annex A (Page 79, Paragraph 9). It is therefore considered unlikely that subdividing the site

between the dwelling and the adjacent land for additional marketing exercises would attract additional interest from persons compliant with the agricultural condition.

iii) Officers have also had sight of representation made by Cllr Gandhum emailed to all Committee Members on 10 December.

Officer comment:

Even if livestock were grazing on the land in 2012/13, this is not fatal to the application as it is seeking planning permission for removal of the occupancy condition, not a lawful development certificate application which would be reliant on the "ten year rule". The application site will remain in the Green Belt, irrespective of the determination of this application.

All other planning issues raised have already been addressed above or within the Committee Report."

The recommendation to grant the application was proposed by Councillor Adrian Page and seconded by Councillor Robin Perry, put to the vote and carried.

**RESOLVED that application 18/0709 be granted subject to the conditions set out in the officer's report.**

**Note 1**

It was noted for the record that:

- I. Councillor John Winterton declared that he had been in email correspondence with the applicant and discussed procedural matters with the applicant on the application site.
- II. Councillor Victoria Wheeler declared that she had received email correspondence from Councillors in regard to 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 Mrs Vivienne Chapman, Edward Hawkins Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Robin Perry, Ian Sams, and John Winterton.

Voting against the recommendation to grant the application:

Councillors Pat Tedder, Victoria Wheeler and Valerie White.

Chairman

**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 10 January 2019**

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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 Richard Brooks

Officers Present: Ross Cahalane, Michelle Fielder, Gareth John, Jonathan Partington, Neil Praine and Eddie Scott.

**40/P Minutes of Previous Meeting**

The Minutes of the meeting held on 13 December 2018 were confirmed and signed by the chairman.

**41/P Application Number: 18/0616 - 18 & 18a, Tekels Park, Camberley, GU15 2LF**

The application was for the erection of a detached three storey building to comprise of 10 two bedroom apartments, associated parking, access, stores and landscaping. This was to follow demolition of existing semi-detached dwellings. (Amended plan rec'd 28/11/2018.)

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

"Representation

An objection has been received on behalf of Tekels Park Residents and Tekels Community Association (see Appendix 2). The issues raised include: street scene and design, environmental impact of the proposal, layout, scale and density, parking and road / pedestrian safety, amenity impact.

The applicant circulated a response to Members, also appended (Appendix 3).

*Officer's comment: These issues are broadly covered in the Committee Report.*

### Amended recommendation and additional condition

- Following concerns that were raised about the management and maintenance of the flat roof, the applicant has agreed to accept a condition to agree the details of Management and Maintenance with the LPA. As such the following condition is recommended to be added to the decision notice:

*17. Prior to occupation of the development hereby approved, a Management and Maintenance Plan, for the external surfaces and flat roof of the building shall be submitted to and approved in writing by the Local Planning Authority.*

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

- The applicant has completed a legal agreement to secure SAMM and Affordable Housing contributions and as such the recommendation changes from - *GRANT subject to conditions and completion of a legal agreement:* to - *GRANT subject to conditions.*”

As the application had triggered the Council’s Public Speaking Scheme, Ms Lynne Wallis, on behalf of the Tekels Community Association, and Mr Peter Aggleton spoke in objection to the application. Mr Neil Davis, the agent, spoke in support of the application.

Members felt the scheme was out of keeping with the Wooded Hills Character Area. It was considered that the proposal would have had a significant adverse impact on the existing street scene. In particular Members had reservations over the potential for the dominance of parking in the street scene and remained unconvinced whether the proposal’s contemporary design and building form complemented the existing streetscape. It was noted that there were specific concerns in respect to the design’s flat roof and panelled finishing. All of these factors in combination with the proposal’s net density were considered to be a negative contrast to the semi-rural character of the area.

The Committee felt that there were insufficient parking spaces in relation to the number of proposed units and were concerned this would result in overspill to on-street parking. In addition there were concerns as to potential negative effects on the private estate’s road network.

An alternative motion to refuse the application for the reasons below was proposed by Councillor Robin Perry and seconded by Councillor Colin Dougan. The recommendation was put to the vote and carried.

#### **RESOLVED that**

- I. Application 18/0616 be refused for the reasons following:**
  - **Out of keeping with the Wooded Hills Character Area.**

- **Damaging effect on the existing street scene, including dominance of parking, inappropriate design, bulk and building form**
  - **Insufficient parking provision**
  - **Negative impact upon the private estate's road network and residential amenity.**
  - **Net density**
- 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 Councillor Edward Hawkins declared that:

- i. Members of the Committee had attended a Member Site Visit on the application and,
- ii. All members of the Committee had received various pieces of correspondence 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 refuse the application for the reasons outlined above:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, David Mansfield, Adrian Page, Robin Perry, Ian Sams, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

**42/P Application Number: 18/0499 - 45 Guildford Road, Bagshot, GU19 5JW**

The application was for the erection of a two storey building comprising of five 2 bedroom flats including dormer windows and rooflights, following the demolition of the existing dwelling and outbuildings, with revised vehicular access from Guildford Road, bin/cycle storage, landscaping and parking area. (Amended plans rec'd 18/10/2018.) (Amended plans rec'd 22/11/2018)

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Councillor Valerie White due to concerns regarding overdevelopment of the site and that highway issues had not been looked at properly.

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

“The applicant has provided a letter (Appendix 1) to clarify the reasons for locating the proposed parking area to the front of the site, summarised below:

- The relocation of parking to the rear of the site would negate any ability to provide private amenity space.
- Additionally, following long discussions with the Environment Agency, a landscape strategy had to be developed to overcome their objection in respect of impacts on the Windle Brook bank. This involves provision of a landscaped buffer zone between the brook and the gardens to encourage the development of wildlife within the brook and flora and fauna along the bank. These environmental benefits would be lost if any parking was provided at the rear.
- The parking at the front is now set behind a front boundary wall and landscape planting which can be secured as part of the proposed landscaping conditions.”

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

**RESOLVED that application 18/0499 be granted subject to the conditions set out in the Officer Report.**

**Note 1**

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

Voting in favour of the recommendation to grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Jonathan Lytle, David Mansfield, Adrian Page, Ian Sams, Conrad Sturt, Pat Tedder and Victoria Wheeler.

Voting against the recommendation to grant the application:  
Councillors Robin Perry and Valerie White.

**43/P Application Number: 18/0513 - 45 Guildford Road, Bagshot, GU19 5JW**

The application sought planning permission for the erection of a terrace of 3 two-storey dwellings including front dormers following the demolition of existing dwelling and outbuildings, with revised vehicular access from Guildford Road, bin/cycle storage, landscaping and parking area. (Amended plans rec'd 18/10/2018 & 22/11/2018.)

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Councillor Valerie White due to concerns regarding overdevelopment of the site and that highway issues had not been looked at properly.

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



“The applicant has provided a letter (Appendix 1) to clarify the reasons for locating the proposed parking area to the front of the site, summarised below:

- The relocation of parking to the rear of the site would negate any ability to provide private amenity space.
- Additionally, following long discussions with the Environment Agency, a landscape strategy had to be developed to overcome their objection in respect of impacts on the Windle Brook bank. This involves provision of a landscaped buffer zone between the brook and the gardens to encourage the development of wildlife within the brook and flora and fauna along the bank. These environmental benefits would be lost if any parking was provided at the rear.
- The parking at the front is now set behind a front boundary wall and landscape planting which can be secured as part of the proposed landscaping conditions.”

The officer recommendation to approve the application was proposed by Councillor Adrian Page and seconded by Councillor Victoria Wheeler.

**RESOLVED that application 18/0513 be granted subject to the conditions set out in the Officer Report.**

**Note 1**

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

Voting in favour of the recommendation to grant the application:

Councillors Nick Chambers, Mrs Vivienne Chapman, Colin Dougan, Jonathan Lytle, David Mansfield, Adrian Page, Robin Perry, Ian Sams, Conrad Sturt, Pat Tedder, Victoria Wheeler.

Voting against the recommendation to grant the application:  
Councillor Valerie White.

Chairman

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**Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 5 December 2018**

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

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

- + Present
- Apologies for absence presented

Substitutes: Councillor Gandhum for Councillor Pitt

Councillors in Attendance: Cllr Paul Deach  
Cllr Alan McClafferty  
Cllr Charlotte Morley

Officers In Attendance: Sarah Bainbridge, Senior Organisational Development Officer  
Emily Burrill, Family Support Team Manager  
Michelle Fielder, Development management Team Leader  
Adrian Flynn, Chief Accountant  
Robert Fox, Revenues and Benefits Manager  
Julia Hutley-Savage, Principal Lawyer  
Karen Limmer, Head of Legal  
Kelvin Menon, Executive Head: Finance  
Tim Pashen, Executive Head: Community  
Richard Payne, Executive Head: Corporate

**19/PF Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 2<sup>nd</sup> October 2018 be confirmed as a correct record and signed by the Chairman.

**20/PF Declarations of Interest**

There were no declarations of interest.

**21/PF Portfolio Holder Update: Finance**

Councillor Charlotte Morley presented an update on the work carried out to date during the 2018/19 municipal year in her capacity as Executive Portfolio Holder for Finance.

It was noted that pressures on parliamentary time had delayed a Government announcement regarding the Local Government Settlement and more details would be provided as soon as they were available. It was envisaged that the main pressures on the 2019/20 budget would include: inflation, the decrease in funding from Surrey County Council and fluctuations in rental income. It was noted that details of the impact of the changes to business rates would be included in the update given by the Assets Portfolio Holder at a future meeting. However when developing the Council's budget, officers adopted a prudential approach when forecasting the rents expected from town centre properties.

Universal Credit had been launched in Surrey Heath on 28<sup>th</sup> November consequently it was still too early to ascertain what impact the changes would have on residents. The Council was not responsible for paying the benefit to recipients and therefore had no control over any payment delays. To help mitigate against any delays, officers had undertaken a significant amount of work in the run up to the roll out of Universal Credit to ensure that recipients received everything they were entitled to without undue delay and two weeks full rent was being given to benefits recipients as soon as the notification to stop the housing benefits was received in order to help bridge the gap between the two payment systems.

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

- Decisions to reduce or stop the provision of any services would be made by the individual departments. It was the responsibility of the Section 151 Officer to ensure that any budget set by the Council was sustainable.
- If the Council received notice of a negative Revenue Support Grant then there were a number of options that the Council could consider in order to balance the budget including: increasing income, cutting services and putting unfunded capital projects on hold.
- The impact of Brexit on the local and national economy had been acknowledged and contingency planning was taking place.

It was requested that any further questions be forwarded to Councillor Morley. The Committee thanked Councillor Morley for her update.

## **22/PF Portfolio Holder Update: Planning and People**

Councillor Alan McClafferty presented an update on the work carried out to date during the 2018/19 municipal year in his capacity as Executive Portfolio Holder for Planning and People.

It was acknowledged that the target for the number of affordable houses built had been missed however it was stressed that whilst the Council could grant planning permission it was dependent on developers to meet the government set targets. Any commuted payments received in lieu of affordable housing were ring fenced for capital improvements in the development's ward.

New legislation that required landlords who were renting a property to five or more people who formed two or more households i.e. Houses in Multiple Occupancy (HMO) to apply for a licence had come into force on 1<sup>st</sup> October 2018. The Council had written to the 129 landlords known to rent out HMOs in the Borough informing them of the need to apply for a licence and visits were taking place to inspect properties to ensure that they met legislative requirements before a licence was issued. If standards weren't met then the Council had the power to prosecute landlords. It was noted that HMOs that did not require licences still had to comply with relevant legislative requirements for example fire

safety legislation. It was confirmed that planning permission was not required to convert a house into a House of Multiple Occupancy (HMO) with up to six bedrooms. Legislation relating to HMOs focused primarily on health and safety and did not cover on-site parking provision.

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

- There had been a delay in the examination of the Windlesham Neighbourhood Plan due to a change in the Independent Examiner and a subsequent request for additional information. It was expected that a decision on the Plan would be received by the end of the year.
- Work was taking place to identify appropriate transit sites for gypsies and travellers and this would be fed into the Local Plan process.
- It was clarified that the occasional offers for free tickets for shows at Camberley Theatre were used to provide an audience for new and untested performers.
- There was a shortage of planners nationally and this was impacting on the Council's ability to fill vacant posts.

The Committee noted the changes that Surrey County Council was proposing to make to their Children's Services provision and the potential impact that this could have on the Family Support Programme when Government funding ended in 2020. The Committee stressed that the Family Support Service provided an invaluable service to the Borough's residents and that every effort should be made to ensure its services continued to be provided.,

The Committee thanked Councillor McClafferty for his update.

## **23/PF Mid Year Performance Report**

The Committee received the 2018/19 Mid-year Performance Report. The report summarised the Council's performance and the progress made towards meeting the Council's objectives and priorities during the period April to September 2018.

The Committee noted the contents of the mid-year performance report.

## **24/PF Committee Work Programme**

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

The Committee was informed that the outcome of the recent Call In on proposed changes to parking charges in Camberley town centre car parks had been presented to the Executive at their meeting on 20<sup>th</sup> November 2018. The Executive had subsequently agreed not to proceed with the proposed charge increases. The Executive had also agreed that, rather than setting up a standalone Task and Finish Group, the Camberley Town Centre Working Group would be tasked with developing a discrete work stream to look at car parking in the town centre holistically. It had also been agreed that Councillors Malcaus Cooper and White would be co-opted onto the Working Group to help develop this work.

It was noted that the proposed agenda for the March 2019 meeting was particularly full and it was agreed that the items would be split between the March meeting and an additional meeting that would be arranged for February.

**25/PF Exclusion of the Public and Press**

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

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

**26/PF Performance of the Major Property Acquisitions**

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

It was noted that the Council's property portfolio was valued on an annual basis by an independent assessor as part of the budget setting process. It was also noted that discussions with the owners of House of Fraser were ongoing.

The Committee noted the report.

**27/PF Date of Next Meeting**

It was noted that an additional meeting of the Performance and Finance Scrutiny Committee would be scheduled for early February 2019.

**Chairman**

**Minutes of a Meeting of the Licensing  
Committee held at Council Chamber,  
Surrey Heath House, Knoll Road,  
Camberley, GU15 3HD on 16 January  
2019**

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

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
+ Cllr Jonathan Lytle	

+ Present  
- Apologies for absence presented

**5/L Minutes**

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

**6/L Gambling Act 2005 - Draft Statement of Principles 2019- 2022**

The Committee was reminded that the Council, as a licensing authority, had a duty to undertake various regulatory functions imposed by the provisions of the Gambling Act 2005 and before exercising these functions it must first adopt a "Statement of Policy" indicating how the functions would be exercised. This Statement required review every 3 years from date of adoption.

At its meeting on 5 September 2018 the Committee had considered a draft revised Statement. The draft Statement had subsequently been subject to a 12 week public consultation, which had taken place between 01 October and 31 December 2018.

The Committee was informed that the draft statement of principles incorporated amendments brought about by the Gambling Commission's Guidance to licensing authorities, which was last published in September 2015.

Members expressed disappointment that there had been no consultation responses. The Committee were assured that despite the absence of responses, a comprehensive list of consultees, including Residents Associations had been written to as part of the consultation. In addition it was noted that there had been a set of themed social media posts on the consultation.

**RECOMMENDED that the Gambling Act 2005 Statement of Policy – 31 January 2019 to 30 January 2022, as attached at Annex A to the agenda report, be adopted.**

## **7/L Licensing Sub Committee Minutes**

The Chairman signed the minutes of the Licensing Sub Committee meetings which had taken place since the previous meeting. In addition the minutes of the meeting of the Licensing Sub Committee held on 29 August were also signed, as they had not available for noting at the date of the last meeting.

The Committee was reminded that, in order to avoid the risk of the perception of bias or predetermination, it was considered bad practise for a Ward Member to be appointed to a Licensing Sub Committee to determine Licensing applications within his/her Ward.

## **8/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.

Chairman



**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Council  
Chamber, Surrey Heath House, Knoll  
Road, Camberley, GU15 3HD on 17  
January 2019**

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+ Geraldine Sharman (Chairman)

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

+ Present

- Apologies for absence presented

**11/J Notes of the last meeting**

The notes of the meeting held on 27 September 2018 were agreed.

**12/J Data Protection Policy**

The Group considered the proposed amendments to the Data Protection Policy as set out in the agenda report and made a typographical change to paragraph 7.5.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Data Protection Policy.**

**13/J Information Security Policy**

The Group considered the proposed amendments to the Information Security Policy as set out in the agenda report.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Information Security Policy.**

**14/J Recruitment Policy**

The Group considered the proposed amendments to the Recruitment Policy and Procedure as set out in the agenda report and made a typographical change to paragraph 14.4.

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

**15/J Car User Policy**

The Group considered the proposed amendments to the Car and Road Users Policy and Procedure as set out in the agenda report and made typographical changes to paragraphs 5.3 and 11. In addition the Group made an amendment to paragraph 7.5 to specify that any accidents or incidents, whilst driving on Council business, should be reported to the Health and Safety Representative.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Car and Road Users Policy and Procedure, subject to the additional amendment outlined above.**

**16/J Pay Policy Statement**

The Group considered the Pay Policy Statement 2019/20, an annual statement the Council was required to publish in accordance with the Localism Act 2011.

It was advised that the Pay Policy Statement would be submitted to the Executive and Council for agreement.

**RESOLVED that the Pay Policy Statement 2019/20 be noted.**

**17/J Pay Policy Settlement 2019/2020 (verbal Update)**

The Group received a verbal update on the Pay Settlement for 2019/20. It was reported that a 2.5% increase had been agreed with Staff Representatives, following consultation by Staff Representatives with all staff.

The Group was advised that the proposed offer was based upon benchmarking with other local authorities and public sector organisations and a shortage of skills in the market place.. The proposed pay increase would be submitted as part of the budget to Full Council in February 2019.

**RESOLVED to note the proposed Surrey Heath Borough Council Pay Statement 2019/20.**

Note: It was noted for the record that all Staff Representatives and officers supporting the meeting declared an interest in this item as they would be in receipt of any pay award.

**18/J Work Programme**

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

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

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