

COUNCIL MEETING

24 July 2019

COUNCIL MINUTE BOOK

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

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

+ Cllr Graham Alleway	+ Cllr David Lewis
+ Cllr Peter Barnett	+ Cllr David Mansfield
+ Cllr Rodney Bates	+ Cllr Emma McGrath
+ Cllr Cliff Betton	+ Cllr Charlotte Morley
+ Cllr Richard Brooks	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Croke	+ Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Darryl Ratiram
- Cllr Colin Dougan	+ Cllr Morgan Rise
+ Cllr Tim FitzGerald	+ Cllr John Skipper
+ Cllr Sharon Galliford	- Cllr Graham Tapper
+ Cllr Shaun Garrett	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Helen Whitcroft
+ Cllr Rebecca Jennings-Evans	- Cllr Valerie White
- Cllr Sam Kay	+ Cllr Kristian Wrenn
+ Cllr Ben Leach	

+ Present
- Apologies for absence presented

1/C Mayor

It was moved by Councillor Richard Brooks and seconded by Councillor Charlotte Morley that Councillor Robin Perry be elected Mayor for the ensuing year. There being no further nominations, it was unanimously

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

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

The Mayor, Councillor Robin Perry, in the Chair

Councillor Perry thanked the Council for his election as the 47th Mayor of the Borough and the Council's ambassador. He thanked Councillor Dan Adams and his Mayoress, Mrs Sarah Adams, for the way in which they had most ably carried out their duties during the past year and thanked Councillor Adams for all his help and guidance during his year as Deputy Mayor.

The Mayor's partner, Mrs Jill Boxall, was invested as the Mayoress and the Reverend Mike Thomason of High Cross Church was invested as his Chaplain.

Councillor Adams, in responding, thanked all the councillors, officers and members of the community who had supported him in the past year, with particular thanks to Councillor Robin Perry for his support as his deputy throughout the year. He also thanked the Civic Events Officer, Mrs Maria Barrass, for all of her assistance in his mayoral year and paid tribute to the support he had received from his Mayoress, Mrs Sarah Adams.

2/C Deputy Mayor

It was moved by Councillor Richard Brooks and seconded by Councillor Charlotte Morley that Councillor Valerie White be appointed Deputy Mayor for the ensuing year. It was further proposed by Councillor Rodney Bates and seconded by Councillor Cliff Betton that Councillor Pat Tedder be appointed Deputy Mayor for the ensuing year. Following a vote, it was

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

As Councillor Valerie White was not present at the meeting, arrangements would be made for her to make the Declaration of Acceptance of Office of Deputy Mayor in the presence of the Chief Executive.

3/C Report of the Returning Officer

The Council received the report of the Returning Officer, formally notifying the return of the Borough Councillors at the elections held on 2 May 2019. The Mayor welcomed all newly elected councillors to their first meeting.

4/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Colin Dougan, Sam Kay, Graham Tapper and Valerie White.

5/C Minutes

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

RESOLVED that the minutes of the meeting of the Council held on 10 April 2019 be approved as a correct record.

6/C Mayor's Announcements

The Mayor informed the Council that the charities he would be supporting during his mayoral year were Phyliss Tuckwell Hospice Trust, Surrey Young Carers, The Frimley and Camberley Cadet Corps, and Surrey Heath Tree Wardens.

7/C Leader of the Council

It was moved by Councillor Charlotte Morley and seconded by Councillor Josephine Hawkins that Councillor Richard Brooks be appointed Leader of the Council for a 4 year term of office. It was further proposed by Councillor Morgan Rise and seconded by Councillor Rodney Bates that Councillor Sashi Mylvaganam be appointed Leader of the Council for a 4 year term of office.

Following a vote, it was

RESOLVED that Councillor Richard Brooks be elected Leader of the Council for a 4 year term of office.

Councillor Richard Brooks made and signed the Declaration of Acceptance of Office of Leader of the Council.

8/C Executive Arrangements

The Leader informed the Council that Councillor Charlotte Morley would be the Deputy Leader and the following councillors would be Portfolio Holders with the areas of responsibility as set out below:

<u>Portfolio Area</u>	<u>Portfolio Holder</u>
Customer Experience & Digital	Cllr Paul Deach
Finance	Cllr Charlotte Morley
Environment & Health	Cllr Vivienne Chapman
Places & Strategy	Cllr Dan Adams
Planning & People	Cllr Adrian Page
Support & Safeguarding	Cllr Josephine Hawkins

The Leader reported that all decisions would be taken collectively by the Executive. He had not reserved any decisions to the office of the Council Leader and no individual decision making powers had been delegated to Portfolio Holders. The Scheme of Delegation of Functions to Officers in respect of executive functions would remain as set out at Part 3 of the Council's Constitution.

9/C Establishment of Committees and Review of Political Proportionality

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

The Council received a report setting out a proposed scheme of proportionality.

It was moved by Councillor Rodney Bates and seconded by Councillor Peter Barnett that the scheme set out in the agenda be amended by exchanging the allocation of seats for each group on the Performance & Finance Scrutiny Committee and the External Partnerships Select Committee.

The amendment was put to the vote and lost. The scheme, as set out in the agenda paper, was put to the vote and carried.

RESOLVED that

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and
- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2019/20.

10/C Appointment of Members to Committees

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

RESOLVED, that the membership of the standing committees of the Council for 2019/20 be as follows:

Planning Applications Committee (15 members and 8 substitute members)

Committee Members:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Valerie White.

Substitutes:

Councillors Sharon Galliford, Rebecca Jennings-Evans, David Mansfield, Emma-Jane McGrath, Sashi Mylvaganam, Darryl Ratiram, Pat Tedder, Helen Whitcroft.

Licensing Committee (13 members)

Committee Members:

Councillors Rodney Bates, Vivienne Chapman, Colin Dougan, Tim FitzGerald, Sharon Galliford, Ben Leach, David Lewis, David Mansfield, Alan McClafferty, John Skipper, Pat Tedder, Helen Whitcroft, Valerie White.

Performance & Finance Scrutiny Committee (13 members and 7 substitute members)

Committee Members:

Councillors Graham Alleway, Cliff Betton, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, David Mansfield, Sashi Mylvaganam, Darryl Ratiram, Victoria Wheeler, Kristian Wrenn.

Substitutes:

Councillors Rodney Bates, Tim FitzGerald, Rebecca Jennings-Evans, Alan McClafferty, Graham Tapper, Pat Tedder, Valerie White.

External Partnerships Select Committee (13 members and 8 substitute members)

Committee Members:

Councillors Peter Barnett, Cliff Betton, Sarah Jane Croke, Tim FitzGerald, Shaun Garrett, Rebecca Jennings-Evans, David Lewis, Alan McClafferty, Emma-Jane McGrath, Sashi Myvaganam, Darryl Ratiram, Morgan Rise, Pat Tedder.

Substitutes:

Councillors Graham Alleway, Rodney Bates, Colin Dougan, Sharon Galliford, Edward Hawkins, Ben Leach, David Mansfield, Graham Tapper.

Audit & Standards Committee (7 members and 5 substitute members)

Committee Members:

Councillors Rodney Bates, Edward Hawkins, Sam Kay, Alan McClafferty, Sashi Mylvaganam, Darryl Ratiram, Valerie White.

Substitutes:

Councillors Cliff Betton, Shaun Garrett, David Lewis, Victoria Wheeler, Kristian Wrenn.

Appointments Committee (5 members and 4 substitute members)

Committee Members:

Councillors Rodney Bates, Richard Brooks, Josephine Hawkins, Charlotte Morley, Sashi Mylvaganam.

Substitutes:

Councillors Cliff Betton, Rebecca Jennings-Evans, Adrian Page, Victoria Wheeler

11/C Appointment of the Chairmen and Vice-Chairmen of the Committees of the Council

The Council received nominations to the positions of Chairmen and Vice Chairmen of the Committees of the Council. A vote was taken on all the uncontested positions 'en bloc'.

The positions which had been contested were proposed and seconded, as set out in the agenda paperwork, and put to the vote.

RESOLVED that the following appointments be made for the ensuing year:

<u>Committee</u>	<u>Chairman</u>	<u>Vice-Chairman</u>
Planning Applications	Cllr Edward Hawkins	Cllr Valerie White
Licensing	Cllr David Mansfield	Cllr David Lewis
Performance and Finance Scrutiny	Cllr David Lewis	Cllr Shaun Garrett
External Partnerships Select	Cllr Rebecca Jennings-Evans	Cllr Sarah Jane Croke
Audit & Standards	Cllr Alan McClafferty	Cllr Darryl Ratiram
Appointments	Cllr Richard Brooks	Cllr Charlotte Morley

12/C Joint Committee

It was moved by Councillor Richard Brooks, seconded by Councillor Charlotte Morley and

RESOLVED that Councillor Josephine Hawkins be appointed to the Surrey Police and Crime Panel for the 2019/20 municipal year.

13/C Appointment of Working Groups and Other bodies of the Council and the Membership thereof

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

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

Governance Working Group (5 members and 4 substitute members)

Members:

Cllr Rodney Bates, Cllr Richard Brooks, Cllr Paul Deach, Cllr Josephine Hawkins, Cllr Sashi Mylvaganam.

Substitutes:

Cllr Rebecca Jennings-Evans, Cllr Sam Kay, Cllr Adrian Page, Cllr Victoria Wheeler.

Joint Staff Consultative Group (8 members)

Cllr Richard Brooks, Cllr Sharon Galliford, Cllr Rebecca Jennings-Evans, Cllr Alan McClafferty, Cllr Charlotte Morley, Cllr Graham Tapper, Cllr Victoria Wheeler, Cllr Helen Whitcroft.

14/C Responsibility for Functions

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

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

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

Mayor

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

+ Cllr Robin Perry (Mayor)
+ Cllr Valerie White (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Ben Leach
- Cllr Graham Alleway	+ Cllr David Lewis
- Cllr Peter Barnett	+ Cllr David Mansfield
+ Cllr Rodney Bates	+ Cllr Emma-Jane McGrath
+ Cllr Cliff Betton	+ Cllr Charlotte Morley
+ Cllr Richard Brooks	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	- Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Morgan Rise
+ Cllr Tim FitzGerald	+ Cllr John Skipper
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Shaun Garrett	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Helen Whitcroft
+ Cllr Rebecca Jennings-Evans	+ Cllr Kristian Wrenn
+ Cllr Sam Kay	

+ Present
- Apologies for absence presented

15/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Graham Alleway, Peter Barnett and Adrian Page.

16/C The Making of the Windlesham Neighbourhood Development Plan 2018-2028

In October 2014, Windlesham Parish Council had applied to the Council for the designation of a Neighbourhood Area within its parish area. The application related to the area that, at that time, comprised both the Windlesham borough ward and the Windlesham ward of Windlesham Parish. On 27 January 2015 that area had been designated by the Council as a Neighbourhood Plan Area, following a 6 week consultation.

Windlesham Parish Council and a Neighbourhood Plan Steering Group, which had comprised a group of volunteers from the local community, had prepared the Windlesham Neighbourhood Plan (WNP) 2018-2028. Following the formal submission of the WNP to the Council on 15 February 2018, the Plan had been publicised and comments had been invited from the public and stakeholders.

The Plan had thereafter been submitted for examination. The Examiner's report had concluded that the Plan met the basic conditions and that, subject to the modifications proposed in the report, it should proceed to referendum. The Executive, at its meeting on 19 February 2019, had agreed to implement the modifications and that the Plan should proceed to referendum.

A local referendum on whether to adopt the WNP had taken place on 2nd May 2019, with 77.12% of electors who cast a vote voting in favour of the plan. The Local Planning Authority was therefore under a statutory duty to 'make' the Neighbourhood Plan as soon as reasonably practicable after the referendum, but no later than 8 weeks after the referendum date.

The Council was informed that the WNP would be used in the determination of planning applications that fell within the neighbourhood area.

RESOLVED that under section 38A(4) of the Planning and Compulsory Purchase Act 2004, the Windlesham Neighbourhood Development Plan, as set out at Annex 1 to the agenda report, be made and the Decision Statement for the Plan, as set out at Annex 2 to the agenda report, be published.

Note: In accordance with the Members' Code of Conduct, Councillor Rebecca Jennings-Evans and Councillor Valerie White declared non-pecuniary interests as they had been members of Windlesham Parish Council's Neighbourhood Plan Steering Group.

Mayor

**MINUTES OF AN EXTRAORDINARY
MEETING OF SURREY HEATH
BOROUGH COUNCIL held at Surrey
Heath House, Camberley on
12 June 2019**

+ Cllr Robin Perry (Mayor)
+ Cllr Valerie White (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Ben Leach
- Cllr Graham Alleway	+ Cllr David Lewis
- Cllr Peter Barnett	+ Cllr David Mansfield
+ Cllr Rodney Bates	+ Cllr Emma-Jane McGrath
+ Cllr Cliff Betton	+ Cllr Charlotte Morley
+ Cllr Richard Brooks	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	- Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Morgan Rise
+ Cllr Tim FitzGerald	+ Cllr John Skipper
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Shaun Garrett	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Helen Whitcroft
+ Cllr Rebecca Jennings-Evans	+ Cllr Kristian Wrenn
+ Cllr Sam Kay	

+ Present
- Apologies for absence presented

17/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Graham Alleway, Peter Barnett and Adrian Page.

18/C Civic Honours

It was moved by Councillor Richard Brooks, seconded by Councillor Rodney Bates and unanimously

RESOLVED that Ian George Sams, a past Member of the Council of the Borough of Surrey Heath from 1979 to 2019, representing Frimley Ward, having rendered eminent service to the Council, particularly as Mayor of the Borough for the Municipal Year 2003 to 2004, Deputy Mayor in 2002 to 2003, Vice Chairman of the Recreation and Amenities Committee from 1984 to 1985, Chairman of the Recreation and Amenities Committee from 1986 to 1988, Chairman of the Housing Sub Committee from 1995 to 1998, Vice Chairman of the Leisure Committee from 1999 to 2001, Vice Chairman of the Leisure and Environment Select Committee from

2004 to 2005, Chairman of the Leisure and Environment Select Committee from 2005 to 2007, Vice Chairman of the Selection Committee in 2006, Chairman of the Leisure and Environment Scrutiny Committee from 2007 to 2012, and Vice Chairman of the Licensing Committee from 2012 to 2017, the Council of the Borough of Surrey Heath in grateful recognition of these services ably and honourably performed does hereby confer upon the said Ian George Sams the title of HONORARY ALDERMAN of the Borough in accordance with the provisions of Section 249 of the Local Government Act 1972.

And that such conferment be signified by the presentation to him of a copy of this Resolution authenticated by the Common Seal of the Council.

The Mayor congratulated Mr Sams upon the conferment of his title of Honorary Alderman of the Borough of Surrey Heath and presented to him a sealed copy of the above resolution and a badge of office.

In response, Alderman Sams thanked the Council for the honour of the appointment. He paid tribute to his wife, Mrs Salma Sams, and his family for their support during his time as a councillor and thanked the residents of Frimley for electing him on ten successive occasions.

Alderman Sams presented the Council with a painting he had done incorporating characters which were reflective of churches in the borough.

Mayor

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

+ Cllr Robin Perry (Mayor)
+ Cllr Valerie White (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Ben Leach
+ Cllr Graham Alleway	+ Cllr David Lewis
+ Cllr Peter Barnett	- Cllr David Mansfield
+ Cllr Rodney Bates	+ Cllr Emma-Jane McGrath
- Cllr Cliff Betton	+ Cllr Charlotte Morley
+ Cllr Richard Brooks	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	+ Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Morgan Rise
+ Cllr Tim FitzGerald	+ Cllr John Skipper
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Shaun Garrett	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Helen Whitcroft
- Cllr Rebecca Jennings-Evans	+ Cllr Kristian Wrenn
+ Cllr Sam Kay	

+ Present
- Apologies for absence presented

19/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Cliff Betton, Rebecca Jennings-Evan and David Mansfield.

20/C Suspension of Council Procedure Rules

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

RESOLVED that Council Procedure Rules 14.5 (length of speech), 14.6 (councillors speaking more than once), and 21.2 (the requirement to stand), be suspended for the meeting in order to allow for freer debate.

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>
22/C	3
23/C	3

22/C Acquisition of Property in Surrey Heath

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

23/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 minute 22/C and the associated agenda report remain exempt for the present time.

Mayor

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 28 May 2019**

+ Cllr Richard Brooks (Chairman)

- Cllr Dan Adams	+ Cllr Josephine Hawkins
- Cllr Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Paul Deach	+ Cllr Adrian Page

+ Present

- Apologies for absence presented

In Attendance: Cllr Rodney Bates, Cllr Shaun Garrett, Cllr David Mansfield, Cllr Emma McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

1/E Minutes

The minutes of the meeting held on 19 March 2019 were confirmed and signed by the Chairman.

2/E Questions by Members

Members were updated on the Esso Southampton to London pipeline replacement and were encouraged to seek further information at www.slproject.co.uk/ and <https://infrastructure.planninginspectorate.gov.uk/> An update was also provided on the Heathrow Independent Parallel Approaches, with further information available at <https://airspacechange.caa.co.uk>

In response to a question from Councillor Morgan Rise, it was suggested that measures to alleviate on-road parking issues in Mytchett could be considered by the Surrey Heath Villages Working Group, should the Working Group be established.

3/E Surrey Waste Local Plan Statement of Common Ground

The Executive received a report detailing the content of the Surrey Waste Local Plan Statement of Common Ground (SoCG). The report sought agreement to sign up to the SoCG.

The Surrey Waste Local Plan set out Surrey County Council's proposals for the development of waste management facilities. The SoCG was an agreement between Surrey County Council and the eleven district/borough authorities within Surrey. It set out areas of common ground and any areas of disagreement on strategic matters relating to the planning of waste management in the county and the production of the Surrey Waste Local Plan.

Members were reminded that, in February 2019, the Executive had considered a report on the content of the Surrey Waste Local Plan and had agreed a response.

It was noted that the report had set out that revisions to the Surrey Waste Local Plan had addressed objections raised by the Council.

RESOLVED to become a signatory to the Surrey Waste Local Plan Statement of Common Ground.

4/E Appointments of Executive Working Groups 2019/20

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups.

It was agreed to amend the proposed Terms of Reference for the Camberley Town Centre Working Group to include Heatherside in the list of wards given priority of representation on the Working Group.

RESOLVED that

- (i) the following Executive Working Groups for the Municipal Year 2019/20 be established:**
 - **Camberley Town Centre Working Group;**
 - **Equality Working Group;**
 - **Local Plan Working Group;**
 - **Surrey Heath Villages Working Group;**
- (ii) the Terms of Reference for each of the Working Groups, as set out in the agenda report, as amended, be agreed;**
- (iii) the number and allocation of seats on each working group be as set out in the Terms of Reference; and**
- (iv) Group Leaders be asked to submit nominations for the Working Group memberships in accordance with the allocations set out in the Terms of Reference.**

5/E Appointments of Members to Outside Bodies 2019/20

The Executive considered a report seeking appointments to outside bodies for the 2019/20 municipal year.

RESOLVED that

- (i) the appointments to outside bodies listed below be agreed; and**
- (ii) attendance by the appointed members at meetings of the bodies listed below and at Annex A to the Executive report, be regarded as approved duties, in accordance with the Members' Allowances Scheme.**

Organisation	Representative 2019/20
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Basingstoke Canal Joint Management Committee	Cllr David Lewis Cllr Sarah Jane Croke (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis (sub) Vacancy (sub)
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis
Briars Centre Management Committee	Cllr Sharon Galliford
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr David Lewis
Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler
Farnborough Aerodrome Consultative Committee	Cllr Josephine Hawkins Cllr Richard Brooks (Sub)
Frimley Community Centre Management Committee	Cllr Darryl Ratiram
Frimley Fuel Allotments Charity (4 year appointments)	Cllr Dan Adams Cllr Cliff Betton Cllr Robin Perry Cllr Graham Tapper
Heatherside Community Centre Council	Cllr John Skipper Cllr Graham Tapper
Heathrow Community Engagement Board	Cllr Charlotte Morley Cllr Victoria Wheeler (sub)
Heathrow Community Noise Forum	Cllr Victoria Wheeler Cllr Charlotte Morley (sub)
Henry Smith Charity (4 year appointments)	Cllr Sarah Jane Croke Cllr Shaun Garrett Cllr Pat Tedder
Joint Waste Collection Services Committee	Cllr Vivienne Chapman Cllr Josephine Hawkins (sub)
Local Government Association - General Assembly	Leader of the Council – Cllr Richard Brooks Cllr Charlotte Morley (sub)
Miss Gomms Trust (4 year appointments)	Cllr Colin Dougan
Mytchett Community Association General Committee	Cllr Paul Deach Cllr Helen Whitcroft (sub)
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	Cllr Graham Alleway Cllr Paul Deach (sub)
RELATE North East Hants and Borders	<i>Vacancy</i>

South East England Councils	Leader of the Council – Cllr Richard Brooks Cllr Charlotte Morley (sub)
Surrey County Playing Fields Association	Cllr Pat Tedder
Surrey Heath Age Concern	Cllr David Lewis
Surrey Heath Arts Council	Cllr Shaun Garrett Cllr David Lewis Cllr Morgan Rise Cllr Edward Hawkins (sub)
Surrey Heath Duke of Edinburgh Award Forum	Cllr Richard Brooks
Surrey Heath Local Area Committee	Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Rebecca Jennings-Evans Cllr Sashi Mylvaganam Cllr Pat Tedder Cllr Valerie White 2 vacancies (subs)
Surrey Heath Partnership	Cllr Richard Brooks Cllr Josephine Hawkins
Surrey Heath Sports Council	Cllr Dan Adams Cllr Rebecca Jennings-Evans Cllr Charlotte Morley Vacancy
Surrey Heath Youth Focus	Cllr Valerie White Cllr Kristian Wrenn
Surrey Leaders Group	Cllr Richard Brooks
Surrey Waste Partnership	Cllr Vivienne Chapman
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Edward Hawkins Cllr David Lewis (sub)
Voluntary Support North Surrey	Cllr Tim FitzGerald Cllr Charlotte Morley (sub)

Note: In accordance with the Members' Code of Conduct, Councillor Rodney Bates declared a non-pecuniary interest as he was a community representative on Frimley Fuel Allotments.

6/E Appointments to Surrey Leaders' Group Outside Bodies

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2019/20.

RESOLVED to make the following nominations to Surrey Leaders' Group Outside Bodies vacancies:

SCC Wellbeing and Health Cllr Darryl Ratiram
Scrutiny Board

Surrey & Borders NHS Trust Cllr Sharon Galliford

Chairman

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 18 June
2019**

+ Cllr Richard Brooks (Chairman)

- | | |
|-------------------------|--------------------------|
| + Cllr Dan Adams | + Cllr Josephine Hawkins |
| + Cllr Vivienne Chapman | + Cllr Charlotte Morley |
| + Cllr Paul Deach | + Cllr Adrian Page |

+ Present

In Attendance: Cllr Rodney Bates, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Edward Hawkins, Cllr Sam Kay, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler, Cllr Helen Whitcroft, Cllr Valerie White and Cllr Kristian Wrenn

7/E Minutes

The minutes of the meeting held on 28 May 2019 were confirmed and signed by the Chairman, subject to the inclusion at minute 2/E that Cllr David Mansfield had requested a report on the Esso Southampton to London pipeline replacement be brought to a future meeting.

8/E End of Year Performance Report

The Executive received a report detailing the Council's performance in 2018/19.

Members agreed that the target for the collection of Council Tax and Business Rates should be amended to 99.25%.

It was agreed to circulate information on the sites where the sports pitch income was being obtained and where there were revenue opportunities which were not currently being realised. It was also agreed to share figures on food premises which were achieving a 5* hygiene rating.

RESOLVED that

- (i) the 2018/19 End of Year Report be noted; and**
- (ii) the future target for the collection of Business Rates and Council Tax be amended to 99.25%.**

9/E Doman Road Depot - Bulking Shed

The Executive was informed that in 2009 the Council had built a temporary structure at the Doman Road Depot to bulk Dry Mixed Recycling prior to haulage to a Material Recycling Facility.

The structure had recently been inspected and found to be unsafe. The surveyor had recommended that it should be replaced with a more permanent structure.

The estimated cost of building a permanent structure was £270,000, which was significantly less than the combined costs of carrying out repairs to the existing structure and conducting weekly safety inspections that would be required if this option was pursued.

The Executive noted the commercial benefits of replacing the existing structure with a permanent facility. This included a request from Surrey County Council, as the Waste Disposal Authority, for the Doman Road Depot to be used as a tipping point for recycling from Waverley BC for a period of 2 years while a new transfer station at Slyfield, Guildford was being built; this opportunity would raise an additional income of £100,000 over 2 years. There was also the potential of income from the collection and bulking of commercial waste in Surrey Heath.

RESOLVED that the temporary structure at the Doman Road Depot for bulk Dry Mixed Recycling prior to haulage to a Material Recycling Facility be replaced with a more permanent structure.

RECOMMENDED to Council that the capital programme be increased by £270,000 to include the construction of a permanent bulking bay at the Doman Road Depot.

10/E Review of the Policy for the Allocation of Social Housing

The Council was required to have an Allocation Policy setting out who was eligible to be considered for social housing and how eligible households would be prioritised. New legislation in respect of homelessness duties and a corporate need to look at ICT systems had prompted a full review of the operation and effectiveness of the current Allocation Policy.

The current Allocation Policy prioritised each application by points awarded for various housing need and local factors, with the accumulative points score giving applicants their priority on the Housing Register. The draft Allocation Policy removed this in favour of a banding system, where groups of households with similar need characteristics were placed together in 'band' and then prioritised in date order.

It was suggested that banding offered a more transparent framework for applicants and would reduce the administrative burden on the Housing Solutions Team, freeing up case officers to do more proactive homeless prevention work.

Concerns were expressed by some Members about a number of aspects of the draft Allocation Policy, in particular relating to the proposed limit of one offer for applicants falling into certain categories within the bandings; it therefore suggested that the item be deferred until the next meeting in order to review the wording in the draft policy, when there would also be an opportunity to consider it alongside the draft Homelessness Strategy.

The Executive agreed to adopt the draft Allocation Policy. However, the Policy would be kept under review and meetings between Members raising concerns, the

Portfolio Holder, and relevant officers would be undertaken to address these matters.

RESOLVED that the draft Allocations Policy setting out the framework for the allocation of housing association homes in the Borough, as set out at Annex B to the agenda report, be implemented but kept under regular review in light of concerns regarding the intention, interpretation and impact of the Policy in relation to its application to specific cases and further legislative or regulatory changes.

11/E Community Infrastructure Levy

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

The Council had received a total of £1,251,433.76 for the reporting period 1 October 2018 to 31 March 2019. The Executive was advised that monies due to parishes on 1 April 2019 had been as follows:

- Chobham - £7,017.91
- West End - £85,493.31
- Windlesham - £35,184.06

It was noted that the Windlesham Neighbourhood Plan had been made by the Council on 12 June 2019 and therefore 25% of any CIL receipts generated from development within the neighbourhood area would in future be passed to Windlesham Parish Council

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

- Heatherside - £7,396.95
- St Michaels - £3,515.03
- Town – 13,916.86

It was proposed that Ward Councillors for the non-parished areas be asked to submit suggestions and bids for projects. Ward Councillors could also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects. Local projects would then be put forward for funding in combination with any project taken forward from any remaining Planning Infrastructure Contributions.

The Executive noted suggestions raised by some Members regarding the introduction of a process to allow ward councillors to apply for funding from developments in adjoining wards, as it was recognised that these developments could impact upon their wards. It was, however, advised that the CIL Regulations

were expected to change in the near future and this could provide an opportunity for a full review the process, including the percentage allocations to wards.

RESOLVED

- (i) to note the CIL monies received;
- (ii) to note that in the light of the anticipated changes in the CIL Regulations, the allocation of CIL monies other than on a ward basis be considered as part of a further review;
- (iii) that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated income within their wards; and
- (iv) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.

12/E Review of the Corporate Capital Programme 2018/19

The Executive received a report detailing the capital outturn for 2018/19 and requesting approval for any carry forward of budgets into the 2019/20 Capital Programme. Actual capital expenditure during 2018/19 had been £52.131 m.

RECOMMENDED to Full Council that

- (i) the carry forward budget provision of £36,026,300 from 2018/19 into 2019/20 be approved;
- (ii) the revised 2019/20 Capital Programme of £38,374,300 be noted;
- (iii) an increased operational boundary and authorised borrowing limits following the decision to build a replacement leisure centre of £245m and £250m be approved; and
- (iv) a revised set of Prudential Indicators for 2019/20 to 2021/22 be approved, as follows:

Prudential Indicator	2019/20 Estimated £m	2020/21 Estimated £m	2021/22 Estimated £m
Capital Expenditure	38.4	0.64	0.6
Capital Financing Requirement	225	221	217
Ratio of net financing costs to net revenue stream	23.2%	36.7%	34.2%
Financing Costs	2.52	4.12	3.90

Operational Boundary	245	245	245
Authorised Limit	250	250	250

The Executive RESOLVED to note that the Capital Financing Requirement for Council, as at 31 March 2020, be estimated to be £225m and as such a Minimum Revenue Payment of £2.5m is required.

13/E Council Finances as at 31 March 2019

The Executive noted the Council's financial position as at 31 March 2019.

RESOLVED to note the Financial Performance for the year 2018/19 and the General Fund Capital and Revenue balances 2018 to 2020.

14/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)
15/E	3
16/E	3
17/E	3
18/E	3

Note: Minute 15/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.

15/E Acquisition of Property in Surrey Heath

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

16/E Performance of the Major Property Acquisitions

The Executive received a report detailing the performance of the Council's major property acquisitions as at May 2019.

RESOLVED to note the performance of the Council's major property acquisitions as at May 2019.

17/E Executive Working Group Notes

The Executive received the notes of the Executive Working Group meetings which had been held in the previous 6 months.

RESOLVED to note the notes of the Executive Working Group meetings held in the previous 6 months.

18/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 15/E and the associated agenda report remain exempt for the present time;**
- (ii) the financial information contained in the report associated with minute 16/E remain exempt for the present time; and**
- (iii) the notes of the Camberley Town Centre Working Group meeting on 21 March 2019 and the Camberley Theatre Working Group meeting on 2 April 2019 be made public, subject to any details of partners or projects named in the Camberley Town Centre Working Group notes not currently in the public domain remaining exempt until scheduled to be released.**

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 4 April 2019

- + 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 David Mansfield was present until midway through Minute 54/P.
Councillor Conrad Sturt was present until Minute 59/P.

Substitutes: Cllr Paul Ilnicki (in place of Cllr Robin Perry)

Members in Attendance: Cllr Paul Deach and Cllr Darryl Ratiram

Officers Present: Ross Cahalane, Duncan Carty, Gareth John, Jonathan Partington, Neil Praine and Eddie Scott

52/P Minutes of Previous Meeting

The Minutes of the meeting held on 7 March 2019 were confirmed and signed by the chairman.

53/P Application Number: 18/1025 - Wyvern House, 55 Frimley High Street, Frimley, Camberley, GU16 7HJ

The application was for a second floor extension including dormer windows above to facilitate conversion of offices (class B1) to 42 flats (36 one bed, 5 two bed, 1 three bed) with associated parking, bin/cycle storage and access from Maybury Close. (Additional document rec'd 05.03.2019)

Members were advised of the following updates:

“A Member site visit was undertaken following deferral from the March meeting.

Amended plans have been received removing access to the external balconies on the proposed third floor dormers. The proposed amendments would remove access to the balconies and would increase the proposed third floor separation distances to surrounding neighbours by 1.5m. Although this would remove

individual amenity space for the three proposed one-bed flats on the third floor, this is considered acceptable given the additional communal amenity space now proposed - as outlined in Para 7.5.6 (Page 21) of the Committee Report. An additional planning condition is proposed to secure this amended layout:

ADDITIONAL CONDITION:

The flats served by the third floor dormers hereby approved shall not be first occupied until Juliet balcony railings/screens are installed to restrict access to the external balcony spaces, in accordance with details to be submitted to and approved in writing by the Local Planning Authority. The Juliet balcony railings/screens shall be retained as approved, unless otherwise agreed upon in writing by the Local Planning Authority:

Reason: In the interests of the amenities enjoyed by neighbouring residents and to accord with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

Neighbours have been re-consulted and four additional objections have been received, including a letter stating to represent all of Maybury Close. These objections appear to highlight only one new issue that was not already raised in the initial representations received. Unit 19 on the first floor is labelled as a 1-bed even though it has an additional unlabelled room served by windows. Although this could be an additional bedroom, the 17/1101 Prior Notification plans approves this unit as a 2-bed and therefore, like the other flats within the existing floorspace, can be lawfully implemented as such. Impacts on neighbouring amenity in terms of overlooking are outlined in Page 20 of the Committee Report.

The case officer has also had sight of additional emails sent by a neighbour to Members, with photos of rubbish/pollution within the adjacent stream and pathways. The specific source point has not been identified. However, the applicant has been asked to investigate this as part the work necessary under the proposed contaminated land condition, and that the stream should not be used for any discharge from the construction works.

The recommendation is altered as follows, to take into account the full 14 day neighbour re-consultation period:

GRANT subject to conditions, legal agreement and no new substantive objections raised during the neighbour re-consultation period.”

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

Members were concerned as to the proposed consequential bulk and increased built form of the building following the extension. In addition there were concerns in respect of the visual harm that the proposal would have on the character of the area.

As there was no proposer and seconder for the officer's recommendation, an alternative recommendation to refuse the application, for the reasons below, was proposed by Councillor Ian Sams and seconded by Councillor Valerie White. The recommendation was put to the vote and carried.

RESOLVED that

- I. **Application 18/1025 be refused for the reasons following:**
 - **Overriding bulk**
 - **Harm to character of the area**
 - **Increased quantum of built form.**
- 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 Councillor Edward Hawkins declared that all members of the Committee had received various pieces of correspondence on the application and Members had attended a Site Visit.

Note 2

As the application had been deferred in order to conduct a Member Site Visit at the previous meeting of the Committee, in accordance with Part 5 Section D of the Constitution, only those Members who attended the Site Visit were able to vote on 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 refuse the application for the reasons outlined above:

Councillors Colin Dougan, Edward Hawkins, Paul Ilnicki, Katia Malcaus Cooper, Ian Sams, Pat Tedder, Victoria Wheeler and Valerie White.

54/P Application Number: 18/0613 - 84-100 Park Street, Camberley, GU15 3NY

The application was for the erection of a part 6 storey, part 5 storey building to comprise 61 sheltered apartments, made up of 28 x 1 bed and 33 x 2 bed apartments, with associated access, parking, stores and landscaping. (Amended plan & info rec'd 30/08/2018) (Amended information rec'd 01/10/2018.) (Amended plan rec'd 07/03/2019)

Members were advised of the following updates:

"Following concerns from local residents, Condition 5 has been amended to ensure the existing tree screen will be fully protected while new landscaping establishes itself.

AMENDED CONDITION:

5 - The development shall not be occupied until full details of all hard and soft landscaping works have been submitted to and approved in writing by the Local Planning Authority and these works shall be also carried out as approved, and implemented prior to first occupation. Any trees or plants, which within a period of five years of commencement of any works in pursuance of the development die, are removed, or become seriously damaged or diseased shall be replaced as soon as practicable with others of similar size and species, following consultation with the Local Planning Authority, unless the Local Planning Authority gives written consent to any variation.

Reason: To preserve and enhance the visual amenities of the locality in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

Following concerns from local residents, additional sections (g) and (h) have been added to Condition 7 to ensure dust and noise pollution can be managed effectively during the construction period.

AMENDED CONDITION:

7. No development shall commence until a Construction Transport Management Plan, 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*
- (f) hours of construction*
- (g) measures to control noise during demolition and construction***
- (h) measures to control dust during demolition and construction***

Has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development.

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

The applicant has requested that pre commencement conditions allow for site demolition before they are fully agreed. Given the wording of the conditions and their intended outcomes this is considered a reasonable request and amended conditions are provided below:

AMENDED CONDITIONS:

2. No development above slab level shall take place until details and samples of the external building, surface and boundary materials to be used shall be submitted to and approved in writing by the Local Planning Authority. Once approved, the development shall be carried out using only the agreed materials.

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

3. No development above slab level shall take place until the following is approved in writing with the Local Planning Authority. Drawings to a scale not smaller than 1:5 fully showing details of windows, external doors, balcony edges and balustrading, railings, gates, fences, walls and street furniture. These drawings must show: materials, decorative/protective finish, cross sections, transom, mullions, glazing bars, formation of openings including reveals, heads, sills. Once approved, the works must not be executed other than in complete accordance with these approved details:

Reason: To ensure that the architectural character of the surrounding area is maintained with regard to Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework

6. Prior to commencement of development above slab level, a Stage 2 Noise Assessment as recommended by the submitted Clarke Saunders Stage 1 Noise Assessment, is to be submitted to and approved in writing by the LPA. The report as a minimum must provide specific mitigation measures in respect of windows, ventilation and balconies / terraces in order to satisfy the internal and external noise guidelines within BS 8233:14. Thereafter the details shall be implemented as approved and retained as such unless otherwise agreed in writing by the Planning Authority.

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

12. After demolition and site clearance but before any construction commences, a scheme to deal with contamination of the site is to be submitted to and approved in writing by the Local Planning Authority.

The above scheme shall include :-

- (a) a contaminated land desk study and suggested site assessment methodology;*
- (b) a site investigation report based upon (a);*
- (c) a remediation action plan based upon (a) and (b);*
- (d) a "discovery strategy" dealing with unforeseen contamination discovered during construction;*
- (e) a "validation strategy" identifying measures to validate the works undertaken as a result of (c) and (d), and*
- (f) a verification report appended with substantiating evidence demonstrating the agreed remediation has been carried out*

Once agreed, the development shall be carried out and completed wholly in accordance with such details, unless otherwise agreed in writing with the LPA.

Reason: To ensure that a satisfactory strategy is put in place for addressing contaminated land, making the land suitable for the development hereby approved without resulting in risk to construction workers, future users of the land, occupiers of nearby land and the environment generally in accordance with Policies CP2 and DM9 of the Surrey Heath Core Strategy and Development Management Policies Document 2012 and the National Planning Policy Framework.

14. After demolition and site clearance but before any construction commences, details of the design of a surface water drainage scheme have been submitted to and approved in writing by the planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

- a) Confirmation that Thames Water has capacity and can accept the proposed discharge rates into their sewer.
- b) Evidence that the proposed solution will effectively manage the 1 in 30 & 1 in 100 (+40%) allowance for climate change storm events, during all stages of the development (Pre, Post and during), associated discharge rates and storages volumes shall be provided using a Greenfield discharge rate of 2.7l/s (as per the SuDS pro-forma or otherwise as agreed by the LPA).
- c) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc.).
- d) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.
- e) Details of drainage management responsibilities and maintenance regimes for the drainage system.
- f) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected.

Reason: To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site.”

As the application had triggered the Council’s Public Speaking Scheme, Mrs Maureen Sinclair spoke in objection to the application. Mr Ziyad Thomas, the applicant’s representative, spoke in support of the application.

Members had concerns in respect of the bulk and mass of the proposed building in particular its potential to overlook the existing properties on Firwood Drive and blight privacy and amenity. It was noted the Committee had further reservations as the proposal was in contradiction with the 25 degree line guidance in relation to loss of daylighting in respect of 13 Firwood Drive. Even though it was recognised

that it could not act as a reason for refusal, Members also noted reservations in respect of access arrangements onto Southwell Park Road.

As there was no proposer and seconder for the officer's recommendation, an alternative recommendation to refuse the application for the reasons below was proposed by Councillor Colin Dougan and seconded by Councillor Jonathan Lytle. The recommendation was put to the vote and carried.

RESOLVED that

- I. **Application 18/0613 be refused for the reasons following:**
 - **Bulk and Massing and associated effects, and associated effects to residential amenity**
 - **Lack of green external amenity space**
 - **Inadequate provision for access for the delivery of materials and associated effects to residential amenity**
- II. **An informative to be added to ask any future application to pay particular consideration to access arrangements.**
- III. **The reasons for refusal and informative 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. Councillor Edward Hawkins was contacted by a local resident on the proposal before it had been formally submitted as an application.
- II. Councillor Colin Dougan had spoken to a number of residents who were concerned in respect of the application.
- III. Councillors Katia Malcaus Cooper, David Mansfield, Pat Tedder and Victoria Wheeler had been contacted by the applicant in respect of the proposal.

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

55/P Application Number: 18/0544 - 469 London Road, Camberley, GU15 3JA

The Application was for the Erection of a three storey building (with accommodation in the roof) to provide retail (Class A1) and office (Class B1a)

space at ground floor and residential (Class C3) use on remaining floors comprising 6 no one bed and 4 no two bed flats with associated parking, cycle/bin store and landscaping. (Amended information recv'd 2/8/18) (Additional info rec'd 09/08/2018) (Amended plans rec'd 08.03.2019) (Description changed 13.03.2019)

Members were advised of the following updates:

“A Method of Construction Statement has been received.

The County Highway Authority has raised no objections to the Method of Construction Statement.

AMENDED CONDITION:

6. The development hereby approved shall be implemented in accordance with the Method of Construction Statement and Drawing No. 17-J2153-08 unless the prior written approval has been obtained from the Local Planning Authority.

Reason: In the interests of highway safety and to comply with Policies C11 and DM11 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 Mrs Vivienne Chapman, seconded by Councillor Colin Dougan and put to the vote and carried.

RESOLVED that application 18/0544 be granted subject to the conditions set out in the Officer Report and updates.

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, Edward Hawkins, Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Ian Sams, Conrad Sturt and Valerie White.

Voting against the recommendation to grant the application:

Councillors Pat Tedder and Victoria Wheeler.

56/P Application Number: 18/0763 - The Brook Nursery, 163 Guildford Road, West End, Woking, GU24 9LS

The application was for the erection of a three storey building (with accommodation in the roof) to provide retail (Class A1) and office (Class B1a) space at ground floor and residential (Class C3) use on remaining floors comprising 6 no one bed and 4 no two bed flats with associated parking, cycle/bin

store and landscaping. (Amended information recv'd 2/8/18) (Additional info rec'd 09/08/2018) (Amended plans rec'd 08.03.2019) (Description changed 13.03.2019)

Members were advised of the following updates:

“One additional objection has been received, raising additional concerns regarding overlooking towards the rear gardens of No. 155 Guildford Road and neighbouring properties. This impact upon the nearest rear garden of No. 159 is assessed under Para 7.6.3 (Page 103) of the Committee Report, and is considered acceptable. The impact upon the neighbouring rear gardens beyond is also considered to not lead to adverse harm to amenity.

The Council's Arboricultural Officer has raised no objection, subject to the following condition:

ADDITIONAL CONDITION:

15. The development hereby permitted shall be carried out wholly in accordance with the submitted Arboricultural Report prepared by Aspect Arboriculture [Patrick Haythornthwaite] and dated February 2019. No development shall commence until digital photographs have been provided by the retained Consultant and forwarded to and approved by the Council's Arboricultural Officer. This should record all aspects of any facilitation tree works and the physical tree and ground protection measures having been implemented and maintained in accordance with the Arboricultural Report. The tree protection measures shall be retained until completion of all works hereby permitted.

Reason: To preserve and enhance the visual amenities of the locality in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

Condition 9 needs to be amended to include reference to the all of the technical information provided by the applicant's Ecologist. Condition 11 also needs to be amended to refer to the correct condition numbers of the other related ecology conditions. The applicant has requested that the pre-commencement Condition 12 be pre-occupation instead. Given the requirements of the other ecology conditions which will need to be agreed as pre-commencement, this is considered a reasonable request.

All proposed amended wording to the conditions are provided below.

AMENDED CONDITIONS:

9. No development shall take place unless and until additional bat emergence surveys and subsequent mitigation proposals (as recommended in Section 6.1 of the Ecological Appraisal Report dated August 2018 and subsequent Letter dated 06 November 2018 [Aspect Ecology Ltd]) are submitted to and approved in writing by the Local Planning Authority. The development hereby approved shall be undertaken in accordance with all agreed recommendations and mitigation measures supporting these additional surveys. The development hereby approved

*shall in all other respects be undertaken in accordance with the recommendations and mitigation measures contained within the abovementioned **Ecological Report and Letter**, unless otherwise agreed upon in writing by the Local Planning Authority.*

Reason: To ensure the protection of protected species in accordance with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

*11. No development shall take place until a scheme for the provision and management of an ecological buffer zone alongside the Addlestone Bourne of the dimensions shown in Drawing No. BH/HXXX/PL/SP/100 Rev C, has been submitted to, and approved in writing by, the local planning authority. This will need to be in line with any mitigation plan required by **Conditions 10 and 11**. Thereafter, the development shall be carried out with the approved scheme. Any subsequent variations shall be agreed in writing by the local planning authority, in which case the development shall be carried out in accordance with the amended scheme. The buffer zone scheme shall be free from built development including lighting, formal footpaths, domestic gardens and formal landscaping. The scheme shall include:*

- 1. plans showing the extent and layout of the buffer zone in relation to the bank top of the river.*
- 2. details of enhancements to the Addlestone Bourne and the ecological buffer zone. This should include the removal of any hard banks, reprofiling of the banks where necessary and the incorporation of marginal shelves for planting.*
- 3. details of any proposed planting scheme, that should be native species of UK provenance.*
- 4. details demonstrating how the buffer zone will be protected during development.*
- 5. details of how the buffer zone will be managed over the longer term including adequate financial provision and named body responsible for management plus production of a detailed management plan (this could go into the Landscape and Ecological Management Plan).*

Reason: This condition is necessary to ensure the protection of wildlife and supporting habitat and secure opportunities for the enhancement of the nature conservation value of the site in line with national planning policy, to accord with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

*12. **The development hereby approved shall not be first occupied until a landscape and ecological management plan for the river corridor, including long-term design objectives, management responsibilities and maintenance schedules for all landscaped areas (except privately owned domestic gardens), shall be submitted to, and approved in writing by, the local planning authority. This will need to be in line with any mitigation plan required by Condition 10 above. The***

landscape and ecological management plan shall be carried out as approved and any subsequent variations shall be agreed in writing by the local planning authority.

The scheme shall include the following elements:

- 1. details of maintenance regimes to show how the ecological buffer zone and river corridor will be managed over the longer term.*
- 2. details of management responsibilities including adequate financial provision and named body responsible for management.*
- 3. details of how invasive, non-native species such as Himalayan balsam, will be controlled over the long-term.*

Reason: This condition is necessary to ensure the protection of wildlife and supporting habitat and secure opportunities for the enhancement of the nature conservation value of the site in line with national planning policy, to accord with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.”

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

RESOLVED that application 18/0763 be granted subject to the conditions set out in the officer report and updates.

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, Edward Hawkins, Paul Ilnicki, Jonathan Lytle and Ian Sams.

Voting against the recommendation to grant the application:

Councillors Katia Malcaus Cooper, Adrian Page, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

As the voting on the recommendation was equally split, the vote was carried by the Chairman’s casting vote.

57/P Application Number: 18/1119 - Unit 9, Stanhope Road, Camberley, GU15 2BW

The application was for erection of three storey rear extension including front gates and walls, internal car lifts for second floor parking and front landscaping/alterations, following part demolition of existing Class B1c (Light Industrial) building to facilitate change of use to a car mechanical and body workshop, showroom and office (Sui Generis).

Members were advised of the following updates:

“The applicant has requested that Condition 4 is reworded to refer to the Drainage Strategy and supporting letter, which were already submitted to and deemed

acceptable by Surrey County Council Lead Local Flood Authority (LLFA) in their formal response. This appears to have been an oversight by the LLFA.

AMENDED CONDITION:

4. The development hereby approved shall be undertaken in accordance with the following drainage system as was submitted to and approved in writing by Surrey County Council Lead Local Flood Authority:

A) Flood Risk Assessment and Drainage Strategy – Rev A, Lanmore Consulting, December 2018, reference 181121/FRA/MK/RS/01.

B) Letter to Surrey Heath, Lanmore Consulting, 28 January 2019, reference 181121/ml/KBL-01.

Reason: To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site.”

The officer recommendation to grant the application was proposed by Councillor Ian Sams and seconded by Councillor Conrad Sturt.

RESOLVED that application 18/1119 be granted subject to the conditions in the officer report and updates.

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, Edward Hawkins, Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Ian Sams, Conrad Sturt, Pat Tedder, Victoria Wheeler and Valerie White.

58/P Application Number: 18/0986 - Land South of Arandale, Rectory Lane, Windlesham, GU20 6BW

The application was for the erection of a detached dormer bungalow dwelling including attached garage and rear balcony.

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 Conrad Sturt, who felt that this was an acceptable development and was ideal infill despite the Green Belt Designation.

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

RESOLVED that application 18/0986 be refused.

Note 1

It was noted for the record that Councillor Katia Malcaus Cooper and Councillor Conrad Sturt knew the applicant.

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:

Councillors Mrs Vivienne Chapman, Edward Hawkins, Adrian Page, Ian Sams and Victoria Wheeler.

Voting against the recommendation to refuse the application:

Councillors Jonathan Lytle, Katia Malcaus Cooper, Paul Ilnicki, Conrad Sturt and Valerie White.

Councillors Colin Dougan and Pat Tedder abstained.

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

59/P Application Number: 19/0021 - Doone Cottage, Linfield and Little Rosewarne, Potteries Lane, Mytchett, Camberley, GU16 6EX

The application was for a minor material amendment pursuant to planning permission SU/18/0001 (relating to Erection of 6 No. three bedroom and 2 No. two bedroom houses with landscaping, parking and accesses (to Potteries Lane and Coleford Close) whilst retaining existing dwellings on reduced residential curtilages and footpath link.), to allow amendment to the approved dwellings to include changes to roof for all of the dwellings along with an increase in the width of the dwellings for plots 3, 5 and 6, addition of an integral garage with accommodation over (instead of a detached garage), for the dwellings at plot 4 (increasing the number of bedrooms for this dwelling from 3 to 4) and amendment to the parking layout (with no loss of parking provision). (Change to address/clarification - 31.01.2019) (Amended Plans Rec'd 28.02.2019 and change of description)

The application would have normally been determined under the Council's Scheme of Delegation, however, it was reported to the Planning Applications Committee at the request of Councillor Paul Deach because of concerns about parking provision.

Members were advised of the following updates:

"Details pursuant to conditions attached to permission SU/18/0001 have been provided and agreed. As such, amendments to the pre-commencement conditions have been made, as below.

One further objection has been received raising no new objections on planning grounds.

Amended drawings have been provided which provide 2 no. two bedroom dwellings rather than 2 no. 3 bedroom dwellings are indicated on the submitted drawings.

AMENDED CONDITIONS:

2. *The proposed development shall be built in accordance with the following approved plans: 1369/P-202 Rev A and 1369/P-205 Rev A received on 10 January 2019; 1369/P-201 Rev B received on 28 February 2019 and 1369/P-203 Rev B and 1369/P-204 Rev C received on 3 April 2019; unless the prior written approval has been obtained from the Local Planning Authority.*

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

3. *The development shall be implemented in accordance with the method of construction details approved on 3 April 2019.*

Reason: The condition above is required in order that the development should not prejudice highway safety or residential amenities, nor cause inconvenience to other highway users and to accord with Policies CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework 2019.

4. *The development shall be implemented in accordance with the external material details approved on 3 April 2019.*

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

5. *The development hereby approved shall be implemented in accordance with the Arboricultural Impact Assessment and BS: 5837 Tree Survey by Sapling Arboriculture Ltd. dated July 2018 [Ref; J1045.03] and received on 23 July 2018 provided for SU/18/0001. The tree protection measures shall be retained until completion of all works hereby permitted.*

Reason: In the interests of amenity and to comply with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

7. *The development shall be implemented in accordance with the recommendations set out in the Ecological Assessment Phase 1 Habitat & Protected Species Survey by ERAs Consultancy dated 25 August 2017 and validated on 10 January 2018, and the additional ERAs Consultancy Report received on 19 April 2018 provided for SU/18/0001 and details agreed on 3 April 2019.*

Reason: In the interests of nature conservation and to comply with Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework 2019.

11. *The development shall be implemented in accordance with the external lighting details approved on 3 April 2019.*

Reason: In the interests of nature conservation and visual amenities and to accord with Policies CP14 and DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.

14. *The development shall be implemented in accordance with levels details approved on 3 April 2019.*

Reason: In the interests of the visual and residential amenities enjoyed by neighbouring occupiers and the occupiers of the buildings hereby approved in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.”

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

RESOLVED that application 19/0021 be granted subject to the conditions in the officer report and the updates.

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 approve the application:

Councillors Mrs Vivienne Chapman, Colin Dougan, Edward Hawkins, Paul Ilnicki, Jonathan Lytle, Katia Malcaus Cooper, Adrian Page, Pat Tedder, Victoria Wheeler and Valerie White.

Chairman

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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 29 May 2019

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

+ Cllr Graham Alleway	+ Cllr Sam Kay
+ Cllr Peter Barnett	+ Cllr David Lewis
+ Cllr Cliff Betton	+ Cllr Charlotte Morley
- Cllr Vivienne Chapman	+ Cllr Morgan Rise
- Cllr Sarah Jane Croke	+ Cllr Graham Tapper
+ Cllr Colin Dougan	+ Cllr Victoria Wheeler
+ Cllr Shaun Garrett	

+ Present

- Apologies for absence presented

Substitutes: Cllr Darryl Ratiram (in place of Cllr Sarah Jane Croke)

Members in Attendance: Cllr Paul Deach, Cllr Sharon Galliford and Cllr Emma McGrath

Officers Present: Michelle Fielder, Gareth John, Jenny Rickard, Eddie Scott and Patricia Terceiro

1/P Minutes of Previous Meeting

The Minutes of the meeting held on 4 April 2019 were confirmed and signed by the Chairman.

2/P Application Number: 19/0004 - 22 Grovfields Avenue, Frimley, Camberley, GU16 8PA

The application was for the erection of two semi-detached dwellings, following demolition of existing dwelling. (Amended plans and additional information rec'd 03.04.2019). (Amended plans & documents rec'd 01.05.2019).

This application would normally have been determined under the Council's Scheme of Delegation, however, it had been called in for determination at the Planning Applications Committee at the request of Councillor Ian Sams because of the impact on parking and traffic congestion in the area.

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

“UPDATE

Para 7.7.1 of the Committee Report should be deleted as it in part duplicates the information held at para 7.7.2.

The SAMM payment has been made and the recommendation is therefore to GRANT subject to conditions.

For advice the County Highway Authority consultation response is appended to this update.

Changes to conditions

Condition 5 should be deleted and the remaining conditions re-numbered.

A landscaping condition should be added and the proposed wording for this is included below:

Landscaping condition:

Within 1 month of the date of the development hereby approved commencing full details of all proposed both hard and soft landscaping works shall be submitted to the Local Planning Authority. These works shall be carried out as approved and implemented prior to first occupation of the approved development. The submitted details shall include an indication of all level alterations, hard surfaces, walls, fences, access features, the existing trees and hedges to be retained, together with the new planting to be carried out.

All hard and soft landscaping works shall be carried out in accordance with the approved details. All plant material shall conform to BS3936:1992 Parts 1 – 5: Specification for Nursery Stock. Handling, planting and establishment of trees shall be in accordance with BS 8545:2014 Trees: from nursery to independence in the landscape

Any retained or new planting (hedge, tree or shrub) which within a period of 5 years from the date of the approved landscaping being completed which dies, becomes diseased or damaged or is removed shall be replaced by a plant of the same size and species.

Reason: To preserve and enhance the visual amenities of the locality in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.”

Members were concerned for the potential for the building to overlook 21 Grovefields Avenue. As a result a condition was added to prescribe that the 1st floor windows on the building’s side elevation facing No.21 Grovefields Avenue should be obscure glazed and openings at a high level.

In addition there were also concerns that any future permitted development on the site would result in overdevelopment, have adverse impacts on the street scene and visual amenities; and lead to an overall unsatisfactory form of development. Members also noted the need to protect neighbouring residential amenity. Thereby a further condition and accompanying informative to remove Class A and Class B permitted development rights for the resulting properties were added.

RESOLVED that

- I. **Application 19/0004 be granted, subject to the conditions in the officer report and updates, as amended, and a SAMM payment being secured; and**
- II. **the final wording on the new conditions be delegated to the Executive Head of Regulatory in consultation with the Chairman and Vice Chairman of the Planning Applications Committee.**

Note 1

It was noted for the record that Councillor Darryl Ratiram had been contacted by two separate parties on the application, but did not pass 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 Cliff Betton, Colin Dougan, Shaun Garrett, Sam Kay, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, and Victoria Wheeler.

Voting against the recommendation to grant the application:

Councillors Graham Alleway, Edward Hawkins, Darryl Ratiram and Valerie White.

Abstaining on the recommendation to grant the application:

Councillor Peter Barnett.

3/P Application Number: 19/0306 - Ashwood House, 16-22 Pembroke Broadway, Camberley, GU15 3XD

The application was for the removal of existing canopies. (Additional plan rec'd 25/04/2019.) (Amended plan rec'd 26/04/2019.)

This application would have normally been determined under the Council's Scheme of Delegation. However, it was reported to the Planning Applications Committee as the applicant was the Council.

Members were advised of the following updates:

"UPDATE

Section 8 should read as 'working in a positive/proactive manner'."

The Committee showed concern as to the loss of lighting provision, which was currently provided by the canopy, and the potential resulting effects on public health and safety. In addition it was noted the canopy provided shelter and as a result made the area more accessible year-round.

RESOLVED that application 19/0306 be granted subject to the conditions as set out in the Officer Report

Note 1

It was noted for the record that the Chairman declared that the Council was the applicant.

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 Peter Barnett, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Darryl Ratiram and Valerie White.

Voting against the recommendation to grant the application:

Councillors Graham Alleway, Cliff Betton, Colin Dougan, Morgan Rise, Graham Tapper and Victoria Wheeler.

4/P Application Number: 19/0309 - 6-28 Princess Way, Camberley, GU15 3SP

The application was for removal of canopies from retail properties on Princess Way to facilitate major Public Realm works. (Amended plans rec'd 17.04.2019)

This application would have normally been determined under the Council's Scheme of Delegation. However, it was reported to the Planning Applications Committee as the applicant was the Council.

The Committee showed concern as to the loss of lighting provision, which was currently provided by the canopy, and the potential resulting effects on public health and safety. Moreover it was noted the canopy provided shelter and acted as a sunshade to the south facing shops, which allowed access to the retail units year round.

Members were advised of the following updates:

"UPDATE

Section 8 should read as 'working in a positive/proactive manner'."

RESOLVED that application 19/0309 be granted subject to the conditions as set out in the Officer Report

Note 1

It was noted for the record that the Chairman declared that the Council was the applicant.

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 Peter Barnett, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Darryl Ratiram, Morgan Rise and Valerie White.

Voting against the recommendation to grant the application:

Councillors Cliff Betton, Colin Dougan and Victoria Wheeler.

Abstaining on the recommendation to grant the application:

Councillors Graham Alleway and Graham Tapper.

Chairman

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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 20 June 2019

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

+ Cllr Graham Alleway	+ Cllr David Lewis
+ Cllr Peter Barnett	- Cllr Charlotte Morley
- Cllr Cliff Betton	+ Cllr Morgan Rise
+ Cllr Vivienne Chapman	+ Cllr Graham Tapper
+ Cllr Sarah Jane Croke	+ Cllr Pat Tedder
+ Cllr Colin Dougan	+ Cllr Victoria Wheeler
+ Cllr Shaun Garrett	+ Cllr Helen Whitcroft
+ Cllr Sam Kay	

+ Present

- Apologies for absence presented

Substitutes: Councillor Whitcroft (Representing Councillor Betton)

Members in Attendance: Councillor Mansfield

Officers Present: Ross Cahalane, Duncan Carty, Gareth John, Jonathan Partington and Jenny Rickard

5/P Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 29 May 2019 be approved as a correct record and signed by the Chairman.

6/P Application Number: 18/1118 - Castle Grove Nursery, Scotts Grove Road, Chobham, Woking, GU24 8DY *

Erection of residential development of 40 dwellings (including 4 No. one bedroom, 17 No. two bedroom, 7 No. three bedroom, 12 No. four bedroom units), with parking, landscaping and access following demolition of the existing plant nursery. (Amended information rec'd 18/01/2019.) (Amended plans & additional information rec'd 25/03/2019.) (Additional plan rec'd 18/04/2019.) (Additional plans rec'd 25/04/2019).

The Committee noted the supplementary report tabled at the meeting, the observations submitted by Chobham Parish Council and the 51 objections to the proposal summarised as follows:

- Overdevelopment of a semi-rural area
- The development was out of character and not in keeping with the surrounding area
- Pedestrian safety
- Impact of additional traffic on already congested roads
- Lack of local infrastructure and services including public transport provision
- Encroachment on the Green Belt

Members were advised of the following updates:

“Applicants amendments

Amended drawings have been provided which re-jig the arrangement of the bungalows to the rear of the site (swapping around plots 18-20, a pair of semi-detached and a detached bungalow) and slightly realign the frontage property for plot 5 (so that the front wall of this dwelling runs parallel to the highway (Scotts Grove Road) rather than at a slight angle to this highway. These changes would have no material effect on character or residential amenity. Additional drawings have also been received, including a parking allocation plan (Drawing No 18-J2297-37 Rev. A).

Details of a construction method statement and external materials have been provided by the applicant for which have the details not been agreed. A revised construction method statement has been more recently received earlier today. However, there has been insufficient time to allow these revised details to be assessed by consultees. As such, the related proposed conditions (3 and 5, respectively) remain as originally proposed.

Consultee and other responses

The Education Authority has confirmed that an education contribution would not be required for this development with sufficient capacity in the local area to accommodate the additional pupils likely to be yielded from this development.

The Local Lead Flood Authority has revised their comments, but still raises no objections. These revised comments reflect an acknowledgement and agreement of a staged discharge rate for this development. As such, amended conditions are requested.

The current housing position

The applicant has advised that the Borough’s current housing position, with the Council not able to demonstrate that a five year supply of housing is deliverable with the Borough, weighs significantly in support of the proposal.

The Council’s Housing Land Supply Paper 2017-2022 confirms that the Borough has a 3.9 years supply of housing, failing to meet the requirements of Paragraph 74 of the NPPF. In addition to the significant betterment to Green Belt openness this argument does weigh in support of the proposal.

Corrections

Paragraph 4.1 - Housing mix should read “*7 no 3 bedroom and 12 no four bedrooms*”

Paragraph 7.6.2 - New access is from “*Scotts Grove Road*”

Other matters

The proposal would result in a net reduction in built floorspace on the site. If it can be proven that the site has been occupied for more than 6 months in the last three years under the CIL regulations, a CIL payment would not apply. Under these circumstances the SANG element of these contributions would still need to be sought through the legal agreement. As such, an adjustment to the recommendation is to be made.

Amendment to the recommendation:

GRANT, subject to the completion of a Section 106 legal agreement for the provision of a contribution towards the on-site provision of affordable housing, a contribution towards SANG (if a payment under the CIL Regulations does not apply and in accordance with the Thames Basin Heaths Special Protection Area Avoidance Strategy SPD 2019) and a SAMM contribution by 20 July 2019, or any longer period as agreed with the Executive Head of Regulatory, and the following conditions

AMENDED CONDITIONS (amendments in bold)

*2. The proposed development shall be built in accordance with the following approved plans: 18-J2297-04, 18-J2297-05, 18-J2297-06, 18-J2297-10, 18-J2297-11, 18-J2297-12, 18-J2297-21, 18-J2297-22, 18-J2297-23 and 18-J2297-24 received on 24 December 2018; 18-J2297-16, 18-J2297-17, 18-J2297-18, 18-J2297-19 and 18-J2297-20 received on 25 March 2019; **18-J2297-01 Rev. B, 18-J2297-27 Rev. A and 18-J2297-29 Rev. A received on 30 May 2019; and BEW21667 10A, 18-J2297-02 Rev. A, 18-J2297-03 Rev. A, 18-J2297-07 Rev. A, 18-J2297-08 Rev. A, 18-J2297-13 Rev. A, 18-J2297-14 Rev. A, 18-J2297-15 Rev. A, 18-J2297-25 Rev. A and 18-J2297-26 Rev. A received on 31 May 2019, unless the prior written approval has been obtained from the Local Planning Authority.***

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

*4. **The on-plot and allocated parking and garage spaces shown on the approved site plan drawing No 18-J2297-37 Rev. A received on 19 June 2019 shall be made available for use prior to the first occupation of the dwelling to which the space relates and shall not thereafter be used for any purpose other than the parking of vehicles. The visitor parking spaces shown on the approved site plan drawing No 18-J2297-37 Rev. A received on 19 June 2019 shall be made available for use prior to the occupation of the last dwelling within the development and shall not thereafter be used for any purpose other than the parking of vehicles.***

Reason: To ensure the provision of on-site parking accommodation and to accord with Policies CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012.

*11. **Construction of the development hereby approved shall not begin until a scheme to deal with contamination of the site has been submitted to and approved in writing by the Local Planning Authority.***

The above scheme shall include :-

- (a) a contaminated land desk study and suggested site assessment methodology;*
- (b) a site investigation report based upon (a);*
- (c) a remediation action plan based upon (a) and (b);*
- (d) a "discovery strategy" dealing with unforeseen contamination discovered during construction;*
- and (e) a "validation strategy" identifying measures to validate the works undertaken as a result of (c) and (d)*
- (f) a verification report appended with substantiating evidence demonstrating the agreed remediation has been carried out*

Unless otherwise agreed in writing by the Local Planning Authority, the development shall be carried out and completed wholly in accordance with such details as may be agreed

Reason: To ensure that a satisfactory strategy is put in place for addressing contaminated land, making the land suitable for the development hereby approved without resulting in risk to construction workers, future users of the land, occupiers of nearby land and the environment generally in accordance with Policies CP2 and DM9 of the Surrey Heath Core Strategy and Development Management Policies Document 2012 and the National Planning Policy Framework 2019.

12. No construction of the development hereby approved shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation which has been submitted to and approved by the Local Planning Authority.

Reason: In the interests of conservation and to comply with Policy DM17 of the Surrey Heath Core Strategy and Development Management Policies 2012.

13. No construction of the development hereby approved shall take place until details of the design of a surface water drainage scheme have been submitted to and approved by the Local Planning Authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

(a) the results of infiltration testing completed in accordance with BRE Digest: 365 and confirmation of groundwater levels.

(b) Evidence that the proposed final solution will effectively manage the 1 in 30 & 1 in 100 (+40% allowance for climate change) storm events and 10% allowance for urban creep, during all stages of the development (Pre, Post and during), associated discharge rates and storage volumes shall be provided using a maximum discharge of 3.2 l/s.

(c) detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers, etc.).

(d) details of the existing watercourse network including downstream connectivity, capacity and condition of the watercourses surrounding the site.

(e) A plan showing the exceedance flows (i.e. during rainfall higher than design events or during blockage) and how property on and off site will be protected.

(f) details of the drainage management responsibilities and maintenance regimes for the drainage system.

(g) details of how the drainage system will be protected during construction and how runoff (including any pollutants) for the development site will be managed before the drainage system is operational.

Reason: To ensure that the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off the site and to comply with Policy DM10 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

ADDITIONAL CONDITION

20. Prior to the occupation of the development hereby approved, the play area shown indicatively on drawing no.BEW21667 10A shall be provided in accordance with details which shall first have been submitted to and approved in writing by the Local Planning Authority.

Reason: In the interests of amenity and to comply with Policy DM16 of the Surrey Heath Core Strategy and Development Management Policies 2012.”

The criteria for public speaking had been met with respect of this application. Mr David Jordan, speaking on behalf of the Scotts Grove Residents' Association, and Ms Emma Kennedy, presented their objections to the proposed development, and Mr Geoff Wilde, speaking on behalf of the applicant, addressed the Committee.

Concerns were expressed as to the impact that any surface water runoff from the proposed development might have on the surrounding area, the unsafe and impractical nature of the existing pedestrian route into the village, the lack of a regular bus service which meant the only practical way to travel to and from amenities would be by car and the pressure that a development of this size could add to local services. Members of the Committee also considered the proposed development to be out of keeping with the neighbouring area and an overdevelopment of this Green Belt site.

It was felt that, in this instance, the proposed development was unsustainable, an overdevelopment of the site with an urbanising effect which would be out of character with its surroundings. Furthermore, the Committee considered that the proposal was inappropriate in the Green Belt and that very special circumstances had not been demonstrated in this case to outweigh the recognised harm to the Green Belt.

RESOLVED that the recommendation to grant application 18/1118 not be agreed.

Note 1

In accordance with part 4, Section D, paragraph 18 of the Constitution, the voting in respect of this application was as follows:

Voting in favour of the recommendation to grant the application: Councillors Chapman, Dougan, Garrett, Hawkins and Lewis

Voting against the recommendation to grant the application: Councillors Alleway, Barnett, Croke, Kay, Tapper, Tedder, Whitcroft and White

Abstaining on the recommendation to grant the application: Councillor Rise

RESOLVED that a subsequent recommendation to refuse application 18/1118 was agreed.

Note 2

In accordance with part 4, Section D, paragraph 18 of the Constitution, the voting in respect of this application was as follows:

Voting in favour of the recommendation to refuse the application: Councillors Alleway, Barnett, Croke, Garrett, Hawkins, Kay, Lewis, Rise, Tapper, Tedder, Whitcroft and White

Voting against the recommendation to refuse the application: Councillors Chapman, and Dougan

Abstaining on the recommendation to refuse the application: None

It was agreed that the exact wording of the reasons for refusal were to be agreed by officers in consultation with the Chairman and Vice Chairman.

7/P Application Number: 19/0066 - 12 Elm Grove, Bisley, Woking, GU24 9DG *

Erection of a single storey side extension to facilitate an additional sixth bedroom to the existing 5 bed house in multiple occupation resulting in 6 bedroom HMO. (Additional information rec'd 17/04/2019.)

The Committee noted that the application had been reported to the Committee at the request of Councillor Mansfield following concerns about overdevelopment.

The Committee noted the supplementary report tabled at the meeting, the observations submitted by Bisley Parish Council and the 16 objections to the application, including one submitted after the agenda was published, summarised as follows:

- Insufficient parking provision
- Overdevelopment
- Noise and disturbance

The criteria for public speaking had been met with respect of this application and Mr Stuart Franklin who objected to the application and Mrs Jacqueline Musselwhite, speaking on behalf of the applicant, addressed the Committee.

The Committee noted the following additional informative tabled at the meeting:

“ADDITIONAL INFORMATIVE

6. The applicant is advised that the permitted change of use from Class C3 (dwelling) to Class C4 (HMO of up to six persons) is conditional as set out in Regulation 3.-(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (As Amended). Regulation 3.-(1) requires compliance with the regulations 75 to 78 of the Conservation of Habitats and Species Regulations 2017, involving the submission of an application under the above Regulations and written notification of the approval of the Local Planning Authority. A SANG and SAMM payment is likely to be required, given the proposed increase in occupancy of the HMO from five to six persons.”

RESOLVED that application 19/066 granted subject to the conditions set out in the Officer's report.

Note 1

In accordance with part 4, Section D, paragraph 18 of the Constitution, the voting in respect of this application was as follows:

Voting in favour of the recommendation to grant the application: Councillors Chapman, Croke, Dougan, Garrett, Hawkins, Kay, Lewis, Whitcroft and White

Voting against the recommendation to grant the application: Councillors Alleway, Barnett, Rise, Tapper and Wheeler.

Abstaining on the recommendation to grant the application: None

8/P Application Number: 18/0951 - 46-50 London Road, Bagshot, GU19 5HL

Outline application of the erection of a three storey residential block to provide up to nine No. 2 bed flats with parking and access, (access to be determined), following the demolition of existing buildings. (Amended plan rec'd 16.05.2019).

The Committee noted that the application had been reported to the Committee at the request of Councillor White following concerns about possible overdevelopment of the site, insufficient parking, facilities and its access.

The Committee noted that a site visit had taken place.

The Committee noted the additional correspondence from Surrey County Council's Transport Development Planning Section, attached as Annex 1 to the supplementary report, and the following updates contained within the supplementary report tabled at the meeting:

"Update

Options for the access and egress arrangements have been explored with the County Highway Authority. The Authority has advised that limitations to the access and egress arrangements are not required. Please see Annex 1 of this update for further details.

AMENDED CONDITION (amendments in bold):

3. **Construction shall not begin** until a scheme to deal with contamination of the site has been submitted to and approved in writing by the Local Planning Authority.

The above scheme shall be achieved in accordance with the Geoenvironmental Desk Study Report by JPG dated October 2018 [Ref: MP/DS/S473.v1], and Model Procedures for the Management of Land Contamination CRL11 2016 by DEFRA & Environment Agency, shall include:-

- (a) a site investigation report based upon the Desk Study Report;
- (b) a remediation action plan based upon the Desk Study Report and (a);
- (c) a "discovery strategy" dealing with unforeseen contamination discovered during construction;
- and (d) a "validation strategy" identifying measures to validate the works undertaken as a result of (b) and (c)
- (e) a verification report appended with substantiating evidence demonstrating the agreed remediation has been carried out

Unless otherwise agreed in writing by the Local Planning Authority, the development shall be carried out and completed wholly in accordance with such details as may be agreed

Reason: To ensure that a satisfactory strategy is put in place for addressing contaminated land, making the land suitable for the development hereby approved without resulting in risk to construction workers, future users of the land, occupiers of nearby land and the environment generally in accordance with Policies CP2 and DM9 of the Surrey Heath Core Strategy and Development Management Policies Document 2012 and the National Planning Policy Framework 2019.

ADDITIONAL CONDITIONS:

4. No development, including any demolition, shall take place until a Method of Construction Statement, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding
- (f) hours of construction
- (g) method of keeping the local highway network clean

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

Reason: The condition above is required in order that the development should not prejudice residential amenity or highway safety; nor cause inconvenience to other highway users and to accord with Policies CP11, DM9 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework 2019

5. Details of the access arrangements shall be submitted to and approved by the Local Planning Authority, including amendments to the right turn road markings on the highway in front of the application site. The approved details shall be provided prior to the first occupation of the development hereby approved.

Reason: In the interests of highway safety and to comply with Policies CP11 and DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework 2019”

The Committee noted that conditions relating to the landscaping of the site and the final site layout would be dealt with under reserved matters. It was also noted, that the application was for outline permission and that the full application would be brought to the Committee at a future date.

RESOLVED that application 18/0951 be granted subject to the conditions set out in the Officer’s report.

Note 1

In accordance with part 4, Section D, paragraph 18 of the Constitution, the voting in respect of this application was as follows:

Voting in favour of the recommendation to grant the application: Councillors Alleway, Barnet, Chapman, Croke, Dougan, Garrett, Hawkins, Kay, Lewis, Rise, Tapper and Whitcroft.

Voting against the recommendation to grant the application: Councillors Wheeler and White

Abstaining on the recommendation to grant the application: None

9/P Application Number: 19/0249 - Bridgewater Farm, Chertsey Road, Chobham, Woking, GU24 8PL

Application under Section 73 to vary condition 2 (approved plans) of 18/0548 (new dwelling) to allow for addition of basement and alterations to fenestration driveway/parking area layout.

The Committee noted that the application had been reported to the Committee at the request of Councillor Wheeler following concerns about overdevelopment.

The Committee expressed concern about the future development of the site and the potential for further excavation to take place which could convert the basement into a ground floor and the bungalow becoming a two storey property. It was agreed that Condition 10 would be strengthened to ensure that no additional excavation could occur and that there could be no alteration to the agreed levels or access ways without the prior consent of the Local Planning Authority

RESOLVED that, subject to the conditions set out in the officer's report and the strengthening of Condition 10 to prevent any additional excavation of the site, application 19/0249 be granted

Note 1

In accordance with part 4, Section D, paragraph 18 of the Constitution, the voting in respect of this application was as follows:

Voting in favour of the recommendation to grant the application: Councillors Alleway, Barnet, Chapman, Croke, Dougan, Garrett, Hawkins, Kay, Lewis, Rise, Tapper, Wheeler, Whitcroft and White,

Voting against the recommendation to grant the application: None

Abstaining on the recommendation to grant the application: None

Chairman

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Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 11 June 2019

- + Cllr Rebecca Jennings-Evans (Chairman)
- + Cllr Sarah Jane Croke (Vice Chairman)

- | | |
|-------------------------|--------------------------|
| - Cllr Peter Barnett | + Cllr Emma-Jane McGrath |
| + Cllr Cliff Betton | - Cllr Sashi Mylvaganam |
| + Cllr Tim FitzGerald | + Cllr Darryl Ratiram |
| + Cllr Shaun Garrett | + Cllr Morgan Rise |
| + Cllr David Lewis | - Cllr Pat Tedder |
| + Cllr Alan McClafferty | Cllr Sharon Galliford |

+ Present

- Apologies for absence presented

Substitutes: Cllr Sharon Galliford (In place of Cllr Peter Barnett)

In Attendance: Cllr Paul Deach and Cllr Valerie White

1/EP Minutes of the Previous Meeting

The minutes of the meeting held on 11 February 2019 were confirmed and signed by the Chairman.

2/EP Boom! Credit Union

The committee received a presentation from Catherine Illingworth in respect of the work of Boom! Credit Union.

Boom Credit Union was a not for profit organisation which was owned and controlled by its Members. The organisation was inclusive and anyone who used the Credit Union's services automatically became a member.

The organisation was built on values such as responsible lending, making ethical choices and the promotion of financial inclusion. This manifested itself, as the Credit Union aimed to make itself accessible to those excluded from high street banks and more mainstream financial providers. In addition the organisation ran services to promote saving and good money management, and ran education workshops on topics such as budgeting. Moreover, Boom! actively campaigned against the services of high-interest payday loan companies and provided an accessible alternative.

The following of Boom!'s services were highlighted:

- The Boom! facilitated current account, which featured cashback rewards, budgeting tools and a mobile app.

- The Family Lift Off Loan, which was accessible to those in receipt of Child Benefit. The loan provided a lower interest rate to the organisation's standard loan, even if the applicant had no credit history.

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

- It was noted that out of the organisation's 7,500 members, only approximately 50-100 were Surrey Heath Residents.
- The Boom! facilitated current account was an 'Engage' e-account and Visa Debit Card, which was run by Contis Financial Services Ltd, which subscribed to ethical lending and the values of Credit Unions. The company was registered with the Financial Conduct Authority and the current account was covered by the Financial Services Compensation Scheme (FSCS). Members underlined the importance of the financial secureness of companies which provided financial services to residents.
- Boom! considered all of the Surrey Borough and District Councils as its partners. However Surrey Heath had not provided Boom! with any financial help since the merger between SurreySave and West Sussex Credit Unions. This was in contrast to some neighbouring local authorities which had provided the organisation with grants.
- Recent emphasis on ensuring the long-term financial sustainability of the organisation had meant Boom! had not managed to fully develop its work with schools. There was ambition to further develop and include further schools in pocket money saving schemes which had already be undertaken in two schools in Sussex.
- Despite a previously insecure financial position and the inheritance of bad debts, Boom! was now heading in a upward trajectory in respect of its financial position.
- Boom! worked in partnership with the Citizen's Advice Bureau (CAB) and staff had recently visited CAB offices to remind them of the organisation's services. However, due to the nature of the problems which the CAB's customers face, only between approximately 10% and 20% of CAB referrals are approved for loans.
- Whilst Boom! recognised the value of working with Accent Housing in respect of increasing their volume of customers, they often found Housing Associations difficult to build partnerships with.
- Despite a zero percent current account interest rate, various organisations and individuals had decided to save large sums with the organisation, due to the perception of shared ethical, values with the Credit Union. It was aimed, that on reaching a better financial position, the organisation would be able to run like an old building society and pay savers an annual dividend.
- The processes for when a Boom! Customer cannot meet their loan repayments, were still evolving. It was emphasised that Boom!, always made a concerted effort to have a verbal conversation with the customer before taking any action. Steps, which had been taken in the past before more assertive actions, had included suspension of interest, write off of debts and extension of payments.

There were concerns in respect of Boom!'s perceived current financial fragility and as a result their potential to be endorsed as a formal Council Partner. On the other

hand, some Members affirmed that if an opportunity became available they would like to consider supporting Boom!'s application for a Council Grant in the future. It was stated, that if there was an appetite to support a funding request, a service level agreement would have to be in place in order to allow the Council to openly endorse and support the organisation.

3/EP Surrey Heath Lottery

The Committee received a report from Jayne Boitout, the Council's Community Development Officer in respect of the Surrey Heath Lottery.

Following an Executive resolution, the Surrey Heath Lottery had been introduced in order to support local good causes in the community. The scheme was run by Gatherwell Ltd, an established External Lottery Management Company, and operated completely online.

60% of all ticket sales went to good causes, whilst 20% of ticket sales went to the funding of prizes, and the remaining 20% went towards running costs. The latter amount included 3% of reclaimable VAT. Lottery players could pick one of 38 specific good causes to support on purchase of their ticket. Alternatively they could choose to support the local causes central fund.

The Council held the role of holding the Gambling Commission Licence for the scheme and was also responsible for the process of assessing the eligibility of Good Causes.

Arising from Members' questions the following points were noted:

- Applicable good causes included registered charities, registered community interest companies and constituted groups with volunteer management committees. Good causes must also operate within Surrey Heath.
- Gatherwell Ltd was chosen as the scheme's External Lottery Manager (ELM), after the consideration of two ELMs. Gatherwell were the outright market leader in respect of community lotteries and had experience of managing nearly 50 Council run lotteries nationwide.
- Gatherwell's marketing materials provided greater emphasis in respect of the lotteries funding of good causes. On signing up good causes were provided with various marketing materials to promote their participation in the lottery. This included bespoke e-resources for websites and social media and directed an organisation's supporters to an individual lottery landing page for the good cause.
- Whilst certain faith groups and organisations may refrain from participation in the scheme, it was underlined that lottery revenues were not a substitute for current funding streams and simply acted as a way to give a small boost to good causes' annual funds.
- The lottery produced no additional ongoing running costs to the Council and the 3% of ticket costs, from recouped VAT, would pay for Council's annual lottery licence of approximately £700 a year.

4/EP Review of Revenue Grants

Following a recommendation by the Executive on 22 January 2019, the Committee considered a report in relation to a review of the Council's Revenue Grants Scheme.

The Council operated a Revenue Grants scheme to support local not-for-profit organisations operating in Surrey Heath. The administration of the scheme was managed by officers and an annual report was presented to the Executive for a final decision.

It was noted the nine organisations which were invited to apply each year fell into two distinct categories:

1. Organisations which independently provided services to meet local needs.
2. Organisations which undertook work on the Council's behalf on a partnership basis, due to increased economies of scales.

The current scheme currently failed to acknowledge differences between the two types of organisation. In addition partnership bodies to the Council often felt frustrated in respect of the requirement to apply for grants each year, despite long term partnership agreements.

Members acknowledged that a more open grant scheme, than the existing arrangements, would allow for flexibility in funding and allow changes to reflect changing local priorities and new service demands.

It was noted service level agreements in place with partnership organisations included a clause stipulating that the Council must give at least 6 months' notice of a change in funding. In addition organisations, which were currently in receipt of grants, had been made aware that a review of the Revenue Grant scheme was taking place.

It was clarified by Officers that it was envisaged that the three organisations which would be ring-fenced from grant changes would be the Basingstoke Canal Authority, Blackwater Valley Countryside Partnership and Citizens Advice Surrey Heath. Ring-fencing from grant changes would take place for up to 3 years at a time.

RESOLVED that the Executive be advised to:

- i. **Ring fence revenue grant funding for Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority for up to a three year period and;**
- ii. **Open the remaining funding to organisations that can deliver services that meet local priorities and needs.**

Note 1

It was noted for the record that

- i. As recorded in the previously published supplement, various members of the Committee were appointed as the Council's Representatives to organisations which received revenue grants.
- ii. Councillor Alan McClafferty's spouse was a volunteer trustee for Surrey Heath Age Concern and thereby he abstained from voting.

5/EP Committee Work Programme

The Committee noted its work programme for the rest of the municipal year.

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 26 June 2019**

+ Cllr David Mansfield (Chairman)
+ Cllr David Lewis (Vice Chairman)

+ Cllr Rodney Bates	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr John Skipper
- Cllr Colin Dougan	+ Cllr Pat Tedder
- Cllr Tim FitzGerald	+ Cllr Helen Whitcroft
+ Cllr Sharon Galliford	+ Cllr Valerie White
+ Cllr Ben Leach	

+ Present

- Apologies for absence presented

Members in Attendance: Cllr Cliff Betton and Cllr Emma McGrath

1/L Minutes of the Previous Meeting

The minutes of the meeting held on 16 January 2019 were confirmed and signed by the Chairman.

2/L Hackney Carriage and Private Hire Licensing- Driving Medical Assessments

The Committee considered a report detailing a proposal to require Hackney Carriages and Private Hire drivers to notify the Council of specific medical conditions which may affect their fitness to drive.

The Local Government (Miscellaneous Provisions) Act 1976 set out the regulations surrounding the issuing of Hackney Carriage and Private Hire Driver Licences including making provision for licensing authorities to set additional local requirements on the grounds of public safety. In line with many other local authorities, Surrey Heath Borough Council implemented additional local conditions which now require all licensed drivers to undergo a medical examination upon application and then every 3 years subsequently, until the age of 65 and where examinations took place annually.

The Council currently required licensed drivers to obtain a DVLA Group 2 medical and DVLA guidance dictated that a driver of any class of vehicle would be fined and prosecuted if they did not tell the DVLA of a medical condition which affected their driving and were involved in an accident as a result. However any action, as per the DVLA guidance, against a taxi driver would only have the lower Group 1 standard, for any private car or motorcycle, applied and not the higher Group 2, Surrey Heath implemented, standard.

It was proposed that Surrey Heath driver conditions were amended to include a requirement that Hackney Carriage and Private Hire drivers would notify the

Council in writing should they develop a condition or receive treatment for a notifiable medical condition, as defined by the DVLA Group 2 Standard.

Members felt that the proposed guidance on when a licence holder must report their new medical condition was unclear. It was noted that, under some circumstances, a Licence holder may not be aware of a condition which they had developed and thereby it would be unreasonable to expect them to inform the Council in respect of the condition within its first 7 days. As a result it was agreed to amend the proposed medical standards document to reflect that drivers should only have to inform the Council of any new medical condition within 7 days of becoming aware of it.

RESOLVED that the proposed revisions to the conditions for Hackney Carriage and Private Hire drivers as set out in paragraph 9 of the agenda report be adopted as amended.

3/L Safeguarding Training for Hackney Carriage and Private Hire Drivers and Private Hire Operators

The Committee received a report asking it to consider a requirement for Hackney Carriage and Private Hire Drivers to receive compulsory Safeguarding Adults and Child Sexual Exploitation (CSE) Training.

The government had placed responsibility upon local authorities, private hire operators and individual drivers to ensure that all licensed drivers were aware of the warning signs that could indicate a passenger was at risk of CSE. Free CSE training had been available for existing licensed drivers for nearly 4 years and free online training had been available for the last 12 months.

It was proposed that CSE training would be made mandatory for all Surrey Heath licensed Hackney Carriage and Private Hire Drivers and Operators in order to promote public safety and to ensure that such persons remain 'fit and proper' to fulfil their role. It was also proposed that all new applicants would undertake appropriate CSE training as part of the application process. Any existing drivers who had not completed CSE training by 31 October 2019 would have their licence suspended or revoked.

Following questions from Members, it was underlined that sharing economy car for hire services, such as Uber, which were licensed outside of the Borough, were not within the Council's control. However it was noted that all 11 Surrey Districts and Boroughs were committed to having all their drivers, operators and licensed holders CSE trained.

In addition it was noted that there were currently 32 Surrey Heath – licensed drivers which had not completed CSE training. Members were reassured that the CSE training- outstanding drivers would be contacted several times, via the methods of emails, phone calls and letters, before the suspension or revoking of licenses where necessary.

RESOLVED that

- 1. all persons who make an application to renew or be granted a Hackney Carriage and Private Hire Drivers licence must first receive compulsory safeguarding training, as defined by the Executive Head of Community, regarding Child Sexual Exploitation (CSE) with immediate effect and for licence conditions to be amended accordingly; and**
- 2. any existing Hackney Carriage and Private Hire Drivers who have not received safeguarding training, as defined by the Executive Head of Community, regarding Child Sexual Exploitation (CSE) by 31 October 2019 shall have their licence suspended or revoked.**

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.

5/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

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