

COUNCIL MEETING

9 October 2019

COUNCIL MINUTE BOOK

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

24/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Paul Deach and John Skipper.

25/C Suspension of Standing Orders

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

RESOLVED that Council Procedure Rule 21.2 (the requirement to stand), be suspended for the meeting.

26/C Minutes

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

RESOLVED that the open and exempt minutes of the meetings of the Council held on 15 May, 12 June and 19 June 2019 be approved as a correct record.

27/C Mayor's Announcements

The Mayor reported on the numerous events he had attended since his election in May. He had supported a number of local events, including Surrey Heath Show, Camberley Carnival, Frimley Green Carnival, and CAMFEST.

Other events attended by the Mayor included a service at Guildford Cathedral to commemorate the D Day landings. Members were reminded that, on 24 June 2019, the Council's Fly the Flag for Armed Forces event had been held at Surrey Heath House. He also reported on the borough's successes at the Surrey Youth Games.

The Mayor informed Members that he had recently attended the opening of the new play facility at Frimley Lodge Park and had also visited Lightwater Country Park for the official celebration of the Park achieving its Green Flag.

The Council was informed that the Mayor had attended the Civic Services in Elmbridge, Epsom & Ewell, Runnymede, Spelthorne and Woking boroughs. His own Civic Service had been held at High Cross Church, Camberley on 16 June 2019 and he extended his thanks to everyone who had helped make the event a success.

Members were informed that the Mayor's charity team was organising fundraising events, including the Mayor's Charity Bowl, taking place at Tenpin Bowl in The Atrium on 30 October 2019, and the Mayor's Charity Ball, which would take place at Windlesham Golf Club in March 2020.

28/C Leader's Announcements

The Leader reported that recent commitments had included the EM3 Local Enterprise Partnership AGM in June, the presentation on the new Meadows gyratory system, and the official celebration of Lightwater Country Park achieving Green Flag status.

In early July the Leader had attended the Local Government Association Conference in Bournemouth. He reported that, along with a number of other local authorities, he had attended a private discussion with Kier, which had helped better understand the company's financial position going forward.

Members were informed that the recent LEP Programme Management Board meeting had considered the latest round of bids.

29/C Questions from Councillors

Councillor Vivienne Chapman, the Environment & Health Portfolio Holder provided a written response to a question submitted by Councillor Rodney Bates under Procedure Rule 11. The question concerned the accuracy of recent media reports of an alleged dispute between Amey and the 4 authorities in the Joint Waste Contract, how Amey was performing within Surrey Heath in terms of the latest available key performance indicators, and whether the Council accepted the accuracy of this data.

Councillor Bates asked a supplementary question on how the situation had arisen where there was uncertainty on the data supporting the contract and whether the appointment of a consultant to review the robustness of the data would incur additional costs for this Council. Councillor Chapman agreed to provide an answer in writing.

30/C Executive, Committees and Other Bodies

- (a) Executive – 28 May, 18 June and 16 July 2019

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

RESOLVED that the open and exempt minutes of the meetings of the Executive held on 28 May, 18 June and 16 July 2019 be received and the recommendations therein be adopted as set out below:

- **9/E - Doman Road Depot - Bulking Shed**

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

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

RESOLVED 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	23.2%	36.7%	34.2%

to net revenue stream			
Financing Costs	2.52	4.12	3.90
Operational Boundary	245	245	245
Authorised Limit	250	250	250

- (b) Planning Applications Committee – 4 April, 29 May and 20 June 2019

It was moved by Councillor, seconded by Councillor, and

RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 4 April, 29 May and 20 June 2019 be received.

- (c) External Partnerships Select Committee – 11 June 2019

It was moved by Councillor Rebecca Jennings-Evans, seconded by Councillor Sarah Jane Croke and

RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 11 June 2019 be received.

- (d) Licensing Committee – 26 June 2019

It was moved by Councillor David Mansfield, seconded by Councillor David Lewis and

RESOLVED that the minutes of the meeting of the Licensing Committee held on 26 June 2019 be received.

31/C Community Governance Review

The Council considered a report on a Community Governance Review (CGR) for Windlesham parish. The CGR had been triggered by the receipt of a petition from electors within Windlesham village asking the Council to conduct a CGR to “create separate and devolved Parish Council for Windlesham Village and residents only.” The Council was required to conduct a CGR in response to a valid community governance petition.

Members were reminded that, in February 2019, the Council had considered a request from Windlesham Parish Council to conduct a CGR with a view to reinstating an equal number of councillors representing each village within the parish (minute 65/C refers); this request had been deferred pending further legal advice. As this item was still outstanding, the Returning Officer had considered it appropriate to include it alongside the action requested by the petitioners as part of this CGR.

The draft Terms of Reference for the CGR proposed 4 options, namely:

1. Option 1 - To create a new parish in Windlesham and create a new Parish Council covering the area.
2. Option 2 - To re-instate an equal number of councillors representing each village within the Parish.
3. Option 3 - To create a new parish ward for North Windlesham and amend the councillor representation in the parish wards to best reflect electoral equality in the parish.
4. Option 4 - To make no change to the current arrangements.

Option 3 had been included as a slight variation to the Parish Council's request, which would better meet the requirements of electoral equality.

It was moved by Councillor Victoria Wheeler and seconded by Councillor Pat Tedder that:

- (i) a community governance review of the Windlesham area within the parish of Windlesham be conducted in accordance with the requirements of Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007;
- (ii) the draft Terms of Reference, as set out in the agenda report, be amended to remove Options 2 and 3;
- (iii) the final wording of the Terms of Reference of the Community Governance Review be delegated to the Returning Officer in consultation with Ward Councillors; and
- (iv) the Returning Officer be authorised to conduct the Community Governance Review on the Council's behalf and to take all necessary action to comply with the Council's statutory obligations in that regard.

The proposal to remove Options 2 and 3 from this review had been moved as it was felt by some Members that the Parish Council's request should be treated as a separate matter. Furthermore, it was suggested that the action requested in those options was unlikely to be accepted by the Local Government Boundary Commission for England, as they did not best reflect electoral equality across the parish.

Members were informed that legal advice obtained by the Council had confirmed that the options included in the review were not limited to the request contained within the petition. Furthermore, the advice had stated that the proposal to include Windlesham Parish Council's request in this review was sound.

It was moved by Councillor Rebecca Jennings-Evans and seconded by Councillor Valerie White that the motion be amended to include Options 2 and 3, as set out in the draft Terms of Reference included in the agenda report, and that the decision at minute 65/C be discontinued as a consequence of it being subsumed by this CGR.

The amendment was put to the vote and carried. As a consequence, it became the substantive motion, which was then put to the vote and carried.

RESOLVED that

- (i) a community governance review of the Windlesham area within the parish of Windlesham be conducted in accordance with the requirements of Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007;**
- (ii) the Terms of Reference of the Community Governance Review including the proposed timetable, as set out in Annex C to this report, be approved and published;**
- (iii) the Returning Officer be authorised to conduct the Community Governance Review on the Council's behalf and to take all necessary action to comply with the Council's statutory obligations in that regard; and**
- (iv) as a consequence of the item being subsumed by this review, the decision deferred by the Council at its meeting on 27 February 2019 be discontinued.**

Note 1: In accordance with the Members' Code of Conduct, Councillors Peter Barnett, Sharon Galliford, Rebecca Jennings-Evans, Sam Kay, and Valerie White declared that they were members of Windlesham Parish Council.

Note 2: it was noted for the record that the following declarations were made:

- (i) Councillor Emma-Jane McGrath declared that the petition had been available in her shop;
- (ii) Councillor Pat Tedder declared that she had collected signatures for the petition;
- (iii) Councillor Victoria Wheeler declared that she met with members of the Windlesham Society and had discussed the matter with residents whilst canvassing for the May 2019 elections; and
- (iv) Councillor Valerie White declared that she had met the petitioners before the publication of the draft Terms of Reference in the agenda.

32/C Leader's Question Time

No questions were received by the Leader.

33/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>
26/C (part)	3
30/C (part)	3

Mayor

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**MINUTES OF AN EXTRAORDINARY
MEETING OF SURREY HEATH
BOROUGH COUNCIL held at Surrey
Heath House, Camberley on
4 September 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

34/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Tim FitzGerald and Sam Kay.

35/C Motions

It was moved by Councillor Sashi Mylvaganam and seconded by Councillor Richard Brooks that

“this Council

- (i) endorses the appointment of an independent investigator to review all the relevant procedures, processes, accountabilities and decisions leading up to and following the award of an additional duties allowance and back payment to the Chief Executive;
- (ii) endorses the Terms of Reference for that investigation, as set by the Deputy Chief Executive in consultation with all Group Leaders;

- (iii) instructs the Governance Working Group to review all terms of reference for the Standing Committees of the Council including the formation of an Employment Committee as an additional Standing Committee of the Council.
- (iv) authorises the Deputy Chief Executive to oversee progress of the investigation, keeping the Group Leaders regularly informed; and
- (v) asks that the independent investigator reports back to the Council with findings and recommendations as soon as is reasonably possible.”

The motion was put to the vote and carried unanimously.

RESOLVED to

- (i) endorse the appointment of an independent investigator to review all the relevant procedures, processes, accountabilities and decisions leading up to and following the award of an additional duties allowance and back payment to the Chief Executive;**
- (ii) endorse the Terms of Reference for that investigation, as set by the Deputy Chief Executive in consultation with all Group Leaders;**
- (iii) instruct the Governance Working Group to review all terms of reference for the Standing Committees of the Council including the formation of an Employment Committee as an additional Standing Committee of the Council;**
- (iv) authorise the Deputy Chief Executive to oversee progress of the investigation, keeping the Group Leaders regularly informed; and**
- (v) ask that the independent investigator reports back to the Council with findings and recommendations as soon as is reasonably possible.”**

Note 1: In accordance with Council Procedure Rule 17.4, a recorded vote was taken.

The following Members voted in favour of the decision: Councillors Dan Adams, Graham Alleway, Peter Barnett, Rodney Bates, Cliff Betton, Richard Brooks, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Sharon Galliford, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, Ben Leach, David Lewis, David Mansfield, Alan McClafferty, Emma-Jane McGrath, Charlotte Morley, Sashi Mylvaganam, Adrian Page, Robin Perry, Darryl Ratiram, Morgan Rise, John Skipper, Graham Tapper, Pat Tedder, Victoria Wheeler, Helen Whitcroft, Valerie White and Kristian Wrenn.

36/C Review of Exempt Items

The Council reviewed the Terms of Reference of the Independent Investigation, which had been circulated as an exempt annex to the agenda, in order to determine whether they could be made public.

RESOLVED that the Terms of Reference for the Independent Investigation be made public with immediate effect.

Mayor

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 11
September 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 Graham Alleway, Cllr Tim FitzGerald, Cllr Alan McClafferty, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Graham Tapper and Cllr Victoria Wheeler

29/E Minutes

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

30/E Revenue Grant Review

The Executive was reminded that, at its meeting on 22 January 2019, it had agreed to undertake a review of the Revenue Grants Scheme in the 2019/20 municipal year.

Over the previous 16 years grants had been awarded to the same organisations, with the exception of the funding to The Butts discontinuing in 2014 and Camberley Job Club receiving funding since 2016. It was noted that the Scheme was not open to new applications.

Members recognised the value the funding of these organisations brought to the borough. Organisations funded by the Scheme could generally be broken down into two types, namely:

- a) Organisations that independently provided services that met local priorities, needs and gaps; and
- b) Organisations that undertook work on the Council's behalf where there were greater benefits achieved through economy of scale in comparison to the Council working alone.

Nine organisations were currently invited to apply for a grant on an annual basis. It was noted that some organisations in the second bracket had expressed frustration about applying for grants on an annual basis, as they considered the work they performed to be part of long standing partnership agreements.

Members considered a report setting out options considered during the review. The proposed option was to ring fence funding for certain organisations that

performed functions on the Council's behalf, including Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority, for up to a three year period. The remaining funding would be opened to organisations that could deliver services which met changing local priorities.

The External Partnerships Select Committee had considered the options at its meeting in June 2019 and had supported the option proposed.

It was noted that the budget for Revenue Grants had not been reviewed in a number of years and would have consequently reduced in real terms. It was agreed that the level of budget would be included in the next budget round.

RESOLVED that

- (i) a revised Revenue Grant Scheme, as set out in paragraph 4.1.3 of the agenda report, be agreed;**
- (ii) authority be delegated to the Executive Head of Transformation and Executive Head of Business in consultation with the Support & Safeguarding Portfolio Holder to agree the terms of the new policy; and**
- (iii) a review of the level of budget for Revenue Grants be included in the next budget round.**

31/E Community Fund Grants

The Executive considered 4 grant applications to the Council's Community Fund Grant Scheme.

Members considered each application, noting the impact that each project would have and, where relevant, comparable funding provided by other authorities and fundraising obtained by the applicant.

It was agreed to defer the decision on whether to award a grant to Valley End Cricket Club for new carpeting and flooring for the pavilion and delegate it to the Executive Head of Transformation in consultation with the Support & Safeguarding Portfolio Holder. Any decision would be subject to a review of the organisation's latest accounts and would be to a maximum of £5,000.

RESOLVED that

- (i) subject to the conditions set out in the agenda report, the following grants be awarded from the Council's Community Fund Grant Scheme:**
 - a. £3,000 to W.C. Lee Alms-Houses to convert a bedsit to a 1 bedroom property;**
 - b. £3,000 to Camberley Alzheimer Café to run the Man With a Pan Course in June 2020;**

- c. **£480 to St Francis Church Hall to purchase a new cooker; and**
- (ii) **a decision on the award of a grant to Valley End Cricket Club for new carpeting and flooring for the pavilion be delegated to the Executive Head of Transformation in consultation with the Support & Safeguarding Portfolio Holder, to a maximum of £5,000 and subject to a review of the organisation's latest accounts.**

Note 1: The following declarations of interest were made:

- (i) Councillor Vivienne Chapman declared that she was involved with the Alzheimer Café; and
- (ii) in accordance with the Members' Code of Conduct, Councillor Emma-Jane McGrath declared a non-pecuniary interest as she was a trustee of W.C. Lees's Resthouses.

32/E Response to the London Heathrow Airport Expansion Consultation

The Executive considered a draft response to the London Heathrow Airport Expansion Consultation. The consultation would close on Friday, 13 September 2019.

It was proposed to extend the paragraph relating to public transport to state that delivering the Southern Rail Link should be a condition of the Heathrow expansion. The inclusion of a representation that any road surface usage charge should favour those using electric vehicles was also suggested.

The Executive supported the proposed amendments and agreed to delegate the finalisation of wording to the Executive Head of Regulatory in consultation with the Deputy Leader.

RESOLVED that:

- (i) **the publication of the London Heathrow Airport Expansion Consultation be noted;**
- (ii) **the response set out in the letter at Annex 1 of the agenda report be agreed, as amended, as the Council's formal response to London Heathrow Airport Expansion Consultation; and**
- (iii) **the agreement of the final wording of the response be delegated to the Executive Head of Regulatory in consultation with the Deputy Leader.**

33/E Surrey Heath Statement of Community Involvement

The Executive considered a report setting out a revised draft Surrey Heath Statement of Community Involvement (SCI) and seeking agreement to consult on this draft SCI.

The SCI set out how the Council would involve the community and stakeholders in the preparation of the Surrey Heath Local Plan and in the determination of planning applications.

The current SCI had been adopted in 2017. The main change from the 2017 SCI was the addition of a section on how the Borough Council would assist in the preparation of Neighbourhood Plans, following a legislative change requiring this to be included in a SCI. Further minor changes to the SCI were also noted.

It was agreed to circulate the list of consultees at Appendix 1 of the SCI and suggested that Members could propose any additions to the list they considered relevant, using their local knowledge.

RESOLVED to consult on the revised draft Surrey Heath Statement of Community Involvement for a period of six weeks.

34/E Request for Funding for Drainage Works in Pennypot Lane, West End

The Executive was informed that, following the approval of the new housing sites in West End, the residents of properties along the watercourse running down to Pennypot Lane had complained about increasing water flows running through their land.

It is anticipated that improvement works to reduce flood risk could cost £60,000. Developers had contributed £20,000 towards the cost of works. Authority was sought to use £40,000 from the Drainage Reserve to cover the funding shortfall.

The Council would only maintain the works for a period of 12 months, undertaking any remedial work or initial maintenance associated to the scheme. The new by-pass culvert would become part of the overall land drainage system, provided to the landowners under the Land Drainage Act. Following completion of the 12 month maintenance period, the watercourse, including all new structures, would be handed over to the respective landowners for ongoing future maintenance.

All landowners had been approached regarding this scheme and written consent of all landowners would be required prior to any work being undertaken

RECOMMENDED to Full Council that:

- (i) a further local contribution of up to £40,000 from the Local Drainage Reserve be agreed to fund the works to the culvert to the north of Pennypot Lane as shown on Plan 1 at Annex A to the agenda report; and**
- (ii) this addition to the Capital Programme be agreed.**

RESOLVED to note that the proposed works be subject to the written consent of the landowners and the completion of any necessary agreements.

35/E Request for local Community Infrastructure Levy funding to provide Vehicle Activated Signage on the Portsmouth Road

The Executive considered a request for the use of Community Infrastructure Levy (CIL) funding for the provision of Vehicle Activated Signage on Portsmouth Road, Camberley as a speed control measure. The funds would be transferred to Surrey County Council to undertake the works.

The section of Portsmouth Road covered by the application was from the Ravenswood Roundabout to the Frimley Park Hospital Roundabout and carried significant traffic during the day. There had been a number of accidents along this stretch of road and the proposal met item 3 on the Surrey Heath Community Infrastructure Levy: Regulation 123 List, namely Local Transport Projects and Pedestrian Safety improvement which are not directly related to a development. Members also noted that there was a school at either end of the road.

A total of 5 signs were proposed and all would be erected on existing lamp columns in order to help reduce costs and minimise street furniture. When activated, the signs in the 40mph section of the road would display "40"/"SLOW DOWN" to motorists. The sign to be located in the 30mph section would display "30"/"SLOW DOWN". The proposed locations of the signs had been agreed by the Surrey County Council's road safety team and Surrey Police's Road Safety and Traffic Management Team:

Members were advised that the Council had collected sufficient CIL contributions for Parkside ward to fund this project. Furthermore, this Council would not be responsible for any ongoing maintenance, repair or other liability arising from this project.

RESOLVED that

- (i) £14,000 of Community Infrastructure Levy be transferred to Surrey County Council to fund Vehicle Activated Signage on the Portsmouth Road, Camberley as a speed control measure, to be payable upon commencement of the works; and**
- (ii) the decision be subject to this Council not being responsible for any ongoing maintenance, repair or other liability arising from this project.**

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 18 July 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 Helen Whitcroft (in place of Cllr Graham Tapper)

Members in Attendance: Cllrs Paul Deach, Alan McClafferty and Emma McGrath.

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

10/P Minutes of Previous Meeting

The minutes of the meeting held on 20 June 2019 were confirmed and signed by the Chairman.

11/P Application Number: 19/0031 - The Waters Edge, 220 Mytchett Road, Mytchett, Camberley, GU16 6AG

The application was for the approval of reserved matters (scale, appearance and landscaping) pursuant to outline planning permission 18/0327 (248 dwellings with associated roads, footpaths, play areas, parking, open space and landscaping). (Amended plan and additional plans & information rec'd 18/04/2019.) (Amended & additional plans & information rec'd 13/06/2019.) (Amended plan rec'd 20.06.2019) (Additional info rec'd 20/06/2019) (Amended plans rec'd 26/06/2019.)

Members were advised of the following updates on the application:

“Representation (page 17)

- One further support letter and seven further objection letters have been received. The concerns raised relate to: overdevelopment; traffic; insufficient parking and emergency access; site entrance location; GP/

hospital/dentist/school places; lack of amenities; pollution; loss of wildlife and trees; flooding; noise, and; rat infestations from existing site.

Officer comment: It is considered that these issues have been sufficiently addressed already in the agenda report. It would be in the applicant's interest to undertake pest control in carrying out the development and for residents. The Council has negotiated concessionary rates with SDK Environmental Ltd to carry out a general pest control service.

Proposed materials (pages 21-22, paras 7.4.12 – 7.4.14)

- The applicant has slightly amended the proposed character area materials schedule, to replace the brick specification within the Lakeview Lane character area.

Officer comment: The Council's Urban Design Consultant has raised no objection, commenting that the new specification is a nice type of brick with a handmade character to it and would form an improvement.

Housing mix and affordable housing (pages 25-26, paras 7.6.5 – 7.6.7)

- The applicant has stated that the revised Planning Practice Guidance, subsequent to the Outline approval, does not introduce any change to the way that vacant building credit (VBC) should be applied.

Officer comment:

In considering the VBC the current Planning Practice Guidance advises that its purpose is to incentivise development, including the reuse or redevelopment of empty and redundant buildings and that in deciding how VBC is applied to a particular development local planning authorities should have regard to the intention of national policy. The PPG goes on to explain that in doing so it may be appropriate to consider whether the building has been made vacant for the sole purposes of re-development; and, whether the building is covered by an extant or recently expired planning permission for the same or substantially the same development. In the officer's opinion this proposal is within the spirit of government policy given that the existing buildings have been dormant for many years and given the extant outline permission. The application of the VBC would still lead to a provision of 93 Affordable units, comprising a 37.5% on-site provision.

- The applicant has further advised on the detail of the proposed affordable housing delivery. The developer (Nicholas King Homes) has signed a contract with A2 Dominion (a government-registered provider of social housing) and will be constructing the whole development and handing the

completed affordable units to A2 Dominion on their completion. The tenure is evenly split - 50% Rented (46 units) and 50% Shared Ownership (47 units). The majority of the affordable housing units will be delivered in the first phase of development on site, which will provide early delivery for SHBC's and A2 Dominion's housing register.

Officer comment:

The 93 affordable housing units comprise a mixture of 1 & 2 bed apartments and 3 and 4 bed houses, sited in various locations across the site. The tenure mix complies with the Section 106 legal agreement underpinning the outline approval.

The S106 also requires all social rented or shared ownership units to comply with the Affordable Housing definitions under Annex 2 of the NPPF which includes:

- a) **Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision.*
- d) **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.*

Additional information from the applicant

Clarification on safety for residents around the lakes, in particular the Village Pond

The applicant has advised that the Royal Society for the Prevention of Accidents (RoSPA) have been contacted in order to establish their requirements for water safety at the two existing lakes and the proposed 'village pond'. RoSPA's recommendations will be incorporated into details to discharge Condition 9, relating to the SANG detailed design and Landscape and Ecological Management and Maintenance Plan (LEMP), as well as Condition 12 which deals with the hard and soft landscaping proposals for the residential development. Once implemented the respective management companies will undertake the maintenance of any rescue equipment and put in place public liability insurance.

The applicant's ecology consultants considered the matter of water safety and concluded that additional fencing around both the lakes would disturb the banks, vegetation and existing habitats that will be retained. This is particularly important around the lakes as the existing habitat is suitable for dragonflies, which has been identified as a species of interest on the site. It is therefore considered that given the SNCI (Site of Nature Conservation Interest) status of the application site, to strike a balance between the safety that might be provided by means of fencing around the water bodies and the impact that such a fence would have on the local ecology. RoSPA has confirmed that this is acceptable.

With regards to the village pond, RoSPA has recommended that a simple post and rail timber fence would be appropriate in publicly accessible areas. There are also other similar scenarios with publicly accessible open water features elsewhere in the borough, such as Tomlins Pond in Frimley.

SANG management

The applicant has advised that there will be two separate management regimes in place at Waters Edge. As was determined at the Outline stage, as a direct result of issues elsewhere in SHBC regarding SANG management issues, the SANG Management at Waters Edge will be under the control of the Lands Trust, as an entirely separate entity to the rest of the development. The SANGS element comprises the two main lakes, the land around the lakes and the large area of open green space to the South of the site. This requirement is set out and controlled under the completed S106 agreement including the provision of a financial sum of £850k for a SANG Maintenance Payment to the Land Trust. This is a budgeted cost to manage the SANG in perpetuity. For clarity, this ensures that there is no requirement for occupiers of the residential development to contribute financially to the SANGS by way of any management charges. This was determined at the Outline stage and there are no changes.

Estate /residential management:

The applicant has advised that for the rest of the estate, there will be a separate management company that will be funded by annual service charge contributions from owners of the properties. This will cover estate roads, street lighting, communal areas, SUDS (where not in SANGS) existing woodland buffer areas and trees, the LAPS, LEAP, and other open space areas, including the village pond (where open space does not form part of the SANG). It would also include public liability insurance. All residential units on the site, both private and affordable will contribute to the service charge provisions at appropriate financial levels. There would be additional fees for apartment blocks to cover buildings insurance, communal cleaning and lighting etc. It may be the case that the level of the service charge contribution is graduated on the size of the property.

The applicant has also stressed that in light of recent significant press coverage on leasehold charges, the developer (NKH) have never sold a leasehold house. As such, all houses would be sold on a freehold basis, and the standard lease terms and ground rent payable is already within the guidelines which are currently

accepted by central Government. If there is a significant change in Government policy on this matter prior to the development, the leaseholds for the apartment blocks would reflect this.

It is the applicant's intention that once the development has been completed, the estate management of the whole of the estate (excluding the SANG) will be managed by A2 Dominion. As one of the largest providers of housing across the South East with over 37,000 properties owned or managed, they have extensive experience of managing schemes such as this.

Amended conditions

Condition 2 (approved plans) shall now include the updated character area materials schedule referred to above (v4 dated 10 July 2019 and received 11 July 2019).

Additional informative

3. The applicant is reminded that under the Control of Pollution Act 1974 construction work which will be audible at the site boundary will be restricted to the following hours:

8.00 am – 6.00 pm Monday to Fridays

8.00 am – 1.00 pm Saturday

and not at all on Sundays and Bank Holidays”.

As the application had triggered the Council's Public Speaking Scheme, Mr Paul Dickinson and Mr Wesley McCarthy, the applicant and agent respectively, spoke in support of the application.

Members noted the need to future proof the proposed homes and to ensure suitable infrastructure for electric vehicle charging points. There were also concerns in respect of proposed parking provision. As a result it was agreed to add additional informatives to the Officer's recommendation to draw attention to the requirement for electric vehicle infrastructure and to request marked up parking on the site's communal areas.

Concerns in respect of parking provision and damage to the street scene led to the Committee also adding an additional condition to the Officer's recommendation in order to remove the permitted development rights for the conversion of the proposed dwellings' garages for habitable use.

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

RESOLVED that

- I. Application 19/0031 be granted, subject a legal agreement; and to the conditions in the officer report and updates, as amended;**

- II. **the final wording on the new condition and informatives 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:

- i. All members of the Committee had received a letter in respect of the scheme.
- ii. Councillor Morgan Rise had previously met the applicant in respect of the application.

Note 2

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

Voting in favour of the recommendation to grant the application:

Councillors 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, Victoria Wheeler and Valerie White.

Abstaining on the recommendation to grant the application:

Councillor Helen Whitcroft

12/P Application Number: 18/0956 - Land South and West of the Willows, Salisbury Terrace, Mytchett, Camberley, GU16 6DB

The application was an outline planning application for the erection of a class C2 care home building to provide up to 54 bedrooms together with parking and access (access to be determined). (Additional plans rec'd 04/06/2019.)

Members were advised of the following update on the application:

“Correction:

Paragraph 5.5: Urban Design Consultant comments: **Concern** is raised on character grounds [*See Paragraph 7.4.3*]

The applicant has provided schematic ground and first floor plans for the proposed development to aim to prove that the proposed development can be provided over two floors (in response to Paragraph 7.4.4 of the officer report, which raises doubt as to whether the development could be provided on two floors and whether a third floor (even in part) is required to accommodate the needs of such a development). The applicant has indicated that a two storey height limitation could be imposed by condition, if minded to approve.

Officer response: It is noted that the drawings indicate 54 bedroom/en-suites could be provided with other facilities (reception, kitchen, dining room, sitting room, entrance hall/foyer/café, other communal space (undefined), cleaners' cupboards and internal manoeuvring space (corridors/stairs/lifts).

However, other spaces that would be expected to be provided within care/nursing homes, such as nurse stations, drug stores, assisted bathrooms/shower rooms/W.C.s, sluice rooms, stores (e.g. for hoists and linen), would not be provided.

*Whilst the development relates to **up to** 54 bedrooms, it is incumbent upon the Council to consider if the development could be accommodated within the parameters set out in the overall application proposal. It would appear that, if this further accommodation were to be added to the floorspace, the proposal at a two storey height would be significantly short of this level of bedroom accommodation. The concerns raised in Paragraph 7.4.4 of the officer report therefore still apply.*

The applicant has sought confirmation that there are no objections to the proposal on ecological grounds (in response to the wording in Paragraph 7.6.3 of the officer report).

Officer response: It is confirmed that there are no objections to the proposal on ecological grounds."

As the application had triggered the Council's public speaking scheme, Mr Daniel Rolfe and Mr Paul King spoke in objection to the application. Mr Phillip Allin, the agent, spoke in support of the application.

Members had multiple concerns on the appropriateness of Salisbury Terrace for access and egress to the site, including the potential impacts on residential amenities, potential overspill of parking and highway safety issues. It was agreed these concerns would be added to the existing officers' recommended reasons for refusal. Concerns were also raised on the impact on the neighbouring amenity of neighbouring properties, in particular, but not exclusive to Joyden and Arosfa.

The officer recommendation to approve the application was proposed by Councillor Morgan Rise, seconded by Councillor Helen Whitcroft and put to the vote and carried.

RESOLVED that

Application 18/0956 be refused for the reasons set out in the officer report and the additional following reasons:

- **Appropriateness of vehicular access and egress off Salisbury Terrace and associated impacts on residential amenities and highway safety;**

the final wording on the reasons for refusal 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 all members of the Committee had received a letter in respect of the scheme.

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

13/P Application Number: 19/0323 - Hook Meadow, Philpot Lane, Chobham, Woking, GU24 8HD

The application was for the change of use from equestrian stable building to dwelling (Class C3) with associated curtilage.

This application would have normally been determined under the Council's Scheme of Delegation, however it had been reported to the Planning Applications Committee at the request of the Executive Head of Regulatory.

Members were advised of the following updates on the application:

"Representations

Two further letters of support have been received, including comments in relation to: lack of impact on Green Belt; environmental benefits, and: inconsistency with neighbouring application.

Officer comment: It is considered that these issues have been sufficiently addressed already in the agenda report.

The applicant has provided tracked comments in response to a number of specific paragraphs within the agenda report, and this has been circulated to Members. The main issues raised by the applicant are grouped as follows:

- Existing dwelling – current appeal to the Courts [Paragraphs 1.3; 3.14 and 3.15]

Officer comment: If necessary, the Council may agree again to withhold enforcement action in abeyance of any Court decision.

- Existing dwelling – lawfulness [Paragraphs 2.1; 3.3; 3.4; 3.7; 3.10; 6.1; 7.2.2; 7.2.5]

Officer comment: The previous decisions of the LPA, Inspectors at appeal and his Honour Judge Seymour (injunction hearing) have determined the existing dwelling

to be unlawful, and also considered the Human Rights Act 1998. The Council has also sought legal advice in considering direct action.

- SAMM payment [Paragraphs 3.12 and 7.7.3]

Officer comment: As any residential occupation of the land since the SPA designation in 2005 has been unlawful or illegal, the dwelling has not been included in the baseline housing figures. The LPA can request an extension of time subsequent to the Committee meeting, to allow for payment for SAMM.

Other corrections/additions to report

- Paragraph 2.1 - [Hook Meadow] is on the fringe of settlement in a residential and commercial road. The 'carport' is freestanding and used to repair tractors, tools and vehicles

Officer comment: The site is not on the fringe of a settlement area defined under planning policy. Other comment accepted.

- 3.2 - 2003 - The site has a LDC for hardstanding, shed, field shelter and grazing/leisure use of horses.

Officer comment: The LDC referred to is: 03/0078 - Certificate of lawfulness for the use of land for keeping horses, the retention of a raised car park, animal shelter and shed. Decision: Granted (implemented)

- 4.3 Not boundary fencing it is partitioning fencing.
- 7.1 Council cannot meet five year housing need.

Officer comment: The above is accepted

- 8.0 I was not asked in writing for an extension of time for a decision.

Officer comment: The LPA can request an extension of time subsequent to the Committee meeting, to allow for payment for SAMM and issue of the decision.

Applicant's response to proposed conditions

- Condition 1 - I do not agree to one year, it could take that just to get to the court of appeal so I suggest two years.

Officer comment: If necessary, the Council may agree again to withhold enforcement action in abeyance of any Court decision.

- Condition 4. - The floor levels are already at this height

Officer comment: Accepted, but the condition wording does not need changing

- Condition 6. - It is requested that this is amended from "date of this decision" to "date of implementation".

Officer comment: This is considered acceptable and can be amended as highlighted below, provided that Condition 1 (one year implementation time limit) and Condition 5 (removal of existing dwelling prior to occupation of stable conversion) remain unaltered.

Amended condition 6:

*Within one year of the **date of implementation**, the existing unauthorised dwelling shall be demolished with all resultant debris removed from the land, and its adjacent land reinstated as shown on the proposed site plan ("PSP") received on 23 April 2019, unless otherwise agreed upon in writing by the Local Planning Authority.*

Reason: In the interests of maintaining the openness of the Green Belt and to accord with Policies CP1, DM1 and DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

- Condition 7. - Subject to a planning application.

Officer comment: Notwithstanding this condition, any subsequent planning application must be considered on its own merits. Therefore, the condition wording does not need changing.

It is considered that the other issues raised by the applicant have been sufficiently addressed already in the agenda report."

As the application had triggered the Council's Public Speaking Scheme, Miss Sarah Kingsley and Miss Alison Hook, the applicant, spoke in support of the application.

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

RESOLVED that application 19/0323 be granted, subject to the conditions in the officer report

Note 1

It was noted for the record that:

- i. All members of the Committee had received various items of correspondence in relation to the application.
- ii. Councillor Peter Barnett had previously made a representation on the application but emphasised that he came to the meeting with an open-mind.
- iii. Councillor Victoria Wheeler had previously engaged in correspondence and met the applicant in the past, but came to the meeting with an open-mind.
- iv. Councillor Helen Whitcroft had previously met the applicant in respect of planning matters.

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 Graham Alleway, Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Morgan Rise, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting against the recommendation to grant the application:

Councillor Peter Barnett

Abstaining on the recommendation to grant the application:

Councillor Cliff Betton

14/P Application Number: 19/0254 - 39 Frimley Road, Camberley, GU15 3EL

The application was for the removal of existing unauthorised side dormer window and the erection of two side dormer windows and a roof light

The application would have normally 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 McClafferty because of the impact on the adjoining neighbours and the wider character of the area.

As this application had triggered the Council's Public Speaking Scheme Mrs Sheena Taylor and Mr Gary Foy spoke in objection of the application. Mr Jonathan Jarman, the agent, spoke in support of the application.

Members had concerns in respect of the proposed dormer's potential to overlook 41 Frimley Road. Even though it was specified that the dormer's windows would be permanently fixed shut, Members felt uncomfortable in respect of the potential loss of privacy and the perception of being overlooked. As result it was agreed to add a condition to the officer's recommendation in order to specify that the proposal's windows should be obscure glazed to the level 5 standard, and that the windows, which would remain fixed shut, should be hinged from the bottom.

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

RESOLVED that

- I. Application 19/0254 be granted, subject to the conditions in the officer report, as amended;**
- 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:

- i. All members of the Committee had received direct correspondence in objection to the application.

- ii. Councillor Colin Dougan had met with the applicant at the application site in respect of a previously determined application. In addition Councillor Dougan was a friend of 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 Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Victoria Wheeler and Valerie White.

Voting against the recommendation to grant the application:

Councillors Cliff Betton, Morgan Rise and Helen Whitcroft.

Abstaining on the recommendation to grant the application:

Councillors Graham Alleway and Peter Barnett.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 1 August 2019

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

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

+ Present

- Apologies for absence presented

Substitutes: Cllr Emma-Jane McGrath (in place of Cllr Graham Alleway) and Cllr Darryl Ratiram (in place of Cllr Edward Hawkins)

Members in Attendance: Cllr Pat Tedder

Officers Present: Gareth John, Jonathan Partington, Eddie Scott and Patricia Tercerio

1/P Minutes of Previous Meeting

The minutes of the meeting held on 18 July 2019 were confirmed and signed by the Vice Chairman.

2/P Application Number: 19/0294 - CHOBHAM COMMON, STAPLE HILL ROAD, CHOBHAM, WOKING

The application was for advertisement consent for the erection of one non-illuminated car park sign on each of the six car parks serving Chobham Common (retrospective).

The application would have normally been determined under the Council's Scheme of Delegation. However, it had been reported to the Planning Applications Committee at the request of Councillors Pat Tedder and Victoria Wheeler, due to the inappropriate nature of advertising within the Green Belt.

Members were advised of the following update on the application:

"A response has been received from the Surrey Wildlife Trust stating that they have no ecological comment or advice to make."

As this application had triggered the Council's Public Speaking Scheme, Ms Sally Blake and Mr Darren Rees spoke in objection to the application.

Members felt the proposed signs would result in inappropriate levels of dominance for the Greenbelt. Concerns were also held in respect of the proposed signs' materials and colour and their impact on visual amenities. Members had reservations as the application site had been designated a Site of Special Scientific Interest and Special Protection 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 Victoria Wheeler and seconded by Councillor Morgan Rise. The recommendation was put to the vote and carried.

RESOLVED that

- I. Application 19/0294 be refused for the reasons following:**
 - **Impact on visual amenities**
 - **Dominance and Scale**
 - **Conflict with greenbelt location and nature conservation classifications.**
- II. The reasons for refusal be finalised by 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:

- I. Councillor Victoria Wheeler declared that:**
 - a) she was a Member of the Chobham Society, who had made a formal representation on the application;
 - b) had discussed the application with residents; and
 - c) knew one of the public speakers on the application.
- II. All members of the Committee had received letters of objection in respect of the application**

Note 2

Voting in favour of the recommendation to refuse the application:

Councillors Peter Barnett, Cliff Betton, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Sam Kay, David Lewis, Emma McGrath, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler and Valerie White.

Voting in abstention of the recommendation to refuse the application:
Councillor Charlotte Morley

3/P

Application Number: 19/0248 - THE TRAVERS, STEEP HILL, CHOBHAM, WOKING, GU24 8SZ

The application was for the erection of storage outbuilding following demolition of the existing (retrospective). (Amended plans rec'd 21/06/2019.)

This application would have normally been determined under the Council's Scheme of Delegation. However, it had been called in to the Planning Applications

Committee by Councillor Pat Tedder on the grounds that the replacement building was materially larger from the previous existing.

Resulting from discussion an informative was added to the Officer's recommendation in order to advise the applicant that use of the building for habitable use would require additional planning permission.

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

RESOLVED that

- I. Application 19/0248 be granted subject to conditions in the officer report; and**
- II. the final wording on the new informative be delegated to the Executive Head of Regulatory.**

Note 1

Voting in favour of the recommendation to grant the application:

Councillors Peter Barnett, Cliff Betton, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Sam Kay, David Lewis, Emma McGrath, Charlotte Morley, Darryl Ratiram, Morgan Rise, Graham Tapper, 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 15 August 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 Sharon Galliford (in place of Cllr Peter Barnett) and Cllr Darryl Ratiram (in place of Cllr Colin Dougan)

Members in Attendance: Councillors Rodney Bates, Richard Brooks, Tim Fitzgerald, Josephine Hawkins, Robin Perry and Pat Tedder.

Officers Present: Ross Cahalane, Michelle Fielder, Daniel Harrison, Karen Limmer, Sue McCubbin, Jonathan Partington, Neil Praine, Jenny Rickard, Eddie Scott and Patricia Tercerio.

4/P Minutes of Previous Meeting

The minutes of the meeting held on 1 August 2019 were confirmed and signed by the Chairman.

5/P Application Number: 19/0428 - ARENA LEISURE CENTRE, GRAND AVENUE, CAMBERLEY, GU15 3QH

The application was for the erection of a replacement Leisure Centre with associated external works and multi storey car park following demolition of the existing leisure centre. (Amended & additional plans & docs rec'd 05.07.2019 & change of description) (Additional info rec'd 15/07/2019) (Amended info rec'd 26/07/2019.)

Members were advised of the following updates on the application:

“Sport England confirm they have no objections to the proposal.

The Surrey Wildlife Trust also raised no objections subject to conditions and it is proposed to alter condition 4 as follows (amendments in bold):

*The development shall not be occupied until full details of all 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. The landscaping works shall include all species, planting height, frequency and number as well as all hard / soft surface and boundary treatments. **It must also have regard to the consultation response from the Surrey Wildlife Trust dated 6th August 2019.** A **Landscape and Ecology Management Plan**, including management responsibilities and maintenance schedules for all landscape areas shall also be included. All details shall be carried out as approved. 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 and to ensure the protection and enhancement of ecological species in accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the NPPF

Since writing the report 2 further letters of objection have been received. While the majority of objections have previously already been raised, light pollution is also raised as a concern. Members' attention is drawn to paragraph 7.4.6 of the report and condition number 16. Additionally, the impact upon the Grade 2 listed church is also raised as a concern and this is addressed at paragraph 7.3.26 of the report.

A member of the public has also written to the Secretary of State for Housing, Communities and Local Government (currently Robert Jenrick MP) asking him to call in the application. The Secretary of State has the power to take over ('call-in') planning applications rather than letting the local authority decide. However, the Secretary of State will normally only do this if the application conflicts with national policy in important ways, or is nationally significant. The complainant states the 2 conflicts with national policy are:

- Reducing reliance on the use of the private motor car, and
- Effects of air pollution on health.

Officer comments

In response to the first issue this is covered in paragraph 7.5 of the committee report. In addition, government policy is clear that leisure and recreation is key in tackling obesity, heart disease, mental health and demand on the NHS. An improved facility will attract more users and this concept is addressed in the report.

Turning to the second issue, the complainant contends users of the centre would be significantly more exposed to road traffic emissions than in the existing facility (as it is sited closer to the London Road). This section of the A30 is not a designated Air Quality Management Area and as such meets national air quality objectives. Air quality is a wider Government agenda and the Government is committed to reducing vehicular pollution through other policy. Given the A30 meets air quality objectives, there is no reason to object to road emissions affecting future users of the proposed facility.

Written Ministerial Statement 71WS states that the Secretary of State will be very selective about calling in planning applications as Parliament has entrusted Local Planning Authorities with the responsibility for day-to-day planning control in their areas, they should be free to carry out their duties responsibly, with the minimum of interference. This indicates that a very high threshold must be passed of national importance and significance to result in a call-in. As set out above it is not considered that there are any grounds to meet this high threshold test. As of the 15th August 2019 no call-in has been received from the Secretary of State. On this basis, the Local Planning Authority still has the authority to determine the application and does not need to wait for a response from the Secretary of State."

A further verbal update was provided to the call-in request. A response was received from the Planning Casework Unit late on the 15th August requesting that the Planning Authority does not issue the decision, if minded to approve, until the Secretary of State has had time to consider the case as outlined in the written ministerial statement.

As the application had triggered the Council's Public Speaking Scheme, Mr David Powell spoke in objection to the application.

Members felt, on evaluation of the proposed plans, that there was a need to soften the built form along the A30 side of the development and natural materials should be used as part of the design's external finish. A resulting informative was added to the officer's recommendation which would encourage the applicant to use natural and sustainable materials.

Members also held concerns in respect of potential light pollution as a result of the proposal. As a result an informative was added to the recommendation to specify that the details of the finalised external lighting would be reported back to the Planning Applications Committee for information; together with the developers' views on the softening of the built form. Furthermore another informative was also added to reflect that Academy Gate residents should be consulted in respect of Condition 5 and the proposed Construction Management Plan.

The Committee made an amendment to the Condition 5 in the Officer's report to also include residents as well as highway users in the reason for the condition. In addition Condition 7 was amended to specify the Level 5 standard of obscure glazing; following Members' concerns of overbearing onto Academy Gate.

It was questioned whether the proposal's design had included enough sustainable development initiatives, and noted there had been an opportunity to include renewable energy provision. Thereby an informative was added to seek that the applicant to report back to the Committee in respect of the proposal's capacity to include renewable energy and sustainable design features.

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

RESOLVED that

- I. Application 19/0428 be granted, subject to the conditions in the officer report, as amended, and subject to confirmation from the Planning Casework Unit (on behalf of the Secretary of State) not to call-in the application;**
- II. the final wording on the amended conditions; and the new conditions and informatives 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:

- I. The Committee had attended a Member Site Visit on the Application.
- II. Councillor Rodney Bates (in attendance) declared that
 - i. He had chaired an Academy Gate Residents' Association meeting in respect of the application. However he did not make any comments on the merit of the application.
 - ii. Some locally affected residents approached him in respect of the application, as the two local Ward Members had Disclosable Pecuniary Interests.
- III. Councillor Victoria Wheeler declared that she had relatives whom lived on Grand Avenue.

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 Graham Alleway, Cliff Betton, Vivienne Chapman Sarah Jane Croke, Sharon Galliford, 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 Graham Tapper and Victoria Wheeler.

6/P

**Application Number: 18/0734 - LAND SOUTH OF BEACH HOUSE,
WOODLANDS LANE, WINDLESHAM, GU20 6AP**

The outline application was for the erection of 15 affordable dwellings (six for affordable rent and nine for affordable shared ownership) with access off Broadley Green. Access only with all other matters reserved.

Members were advised of the following updates on the application:

“One additional objection has been received, raising concerns in respect of: the land not being scheduled for development in the Windlesham Neighbourhood Plan; wildlife; traffic and parking problems, and; air and pollution from the M3.

Officer comments

The Windlesham Neighbourhood Plan does not allocate land for development. The committee report has had regard to all relevant policies of the Neighbourhood Plan. In particular, Policies WNP1.2 (Mixed and Small Dwellings); WNP2.1 (New Housing Development Features and Compatibility Proposals); Policy WNP4.1 (New Residential Developments Parking Space Design), and; Policy WNP4.2 (Residential Developments Parking Space Standards).

It is considered that all other issues have been sufficiently addressed already in the agenda report.

Condition 3 is proposed to be amended to clarify the proposed plan reference (amendments in bold):

*The development hereby approved shall not be occupied unless and until the proposed vehicular access to Broadley Green has been constructed and provided with visibility zones in accordance with the approved plans (**Indicative site layout – Drawing No. 01C received on 13 August 2018**) and thereafter the visibility zones shall be kept permanently clear of any obstruction over 1.05 m highway.”*

As the application had triggered the Council’s Public Speaking Scheme, Mr Douglas Bond, the agent, spoke in support of the application and Cllr Mike Goodman on behalf of Ms Deborah Bardini spoke in objection of the application.

The recommendation to grant the application was proposed by Councillor Vivienne Chapman and seconded by Councillor Sarah Jane Croke, and put to the vote and carried.

RESOLVED application 18/0734 be granted subject to a legal agreement and the conditions in the officer’s report

Note 1

It was noted for the record that:

- I. Councillor Victoria Wheeler declared that she had been in correspondence and received information from a local Parish Councillor in respect of the application.
- II. Councillor Emma McGrath (in attendance) knew and was an acquaintance of 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 Graham Alleway, Vivienne Chapman, Sarah Jane Croke, Shaun Garrett, Edward Hawkins, Sam Kay, Charlotte Morley, Darryl Ratiram, Morgan Rise and Graham Tapper.

Voting against the recommendation to grant the application:

Councillors Cliff Betton, David Lewis, Victoria Wheeler and Valerie White.

Voting in abstention on the recommendation to grant the application:

Councillor Sharon Galliford

7/P Application Number: 19/0321 - 31 CHERTSEY ROAD, WINDLESHAM, GU20 6EW

The application was for the erection of two storey building comprising 1 x four bedroom and 1 x three bedroom dwellings in a semi-detached arrangement following demolition of existing bungalow and outbuildings.

This application would have normally been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor Pat Tedder, on the grounds of overdevelopment and parking.

Members were advised of the following updates on the application:

"The applicant submitted revised plans on 15 August 2019. These comprised a revised landscape plan, parking plan and floor plans (removing one bedroom). However, these alterations would trigger a new consultation and, given the late receipt of these, the plans have not been considered as part of the application."

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

RESOLVED that application 19/0321 be refused for the reasons set out in the Officer Report

Note 1

Voting in favour of the recommendation to refuse the application:

Councillors Graham Alleway, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Sharon Galliford, Edward Hawkins, Shaun Garrett, Sam Kay, David Lewis, Charlotte Morley, Darryl Ratiram, Morgan Rise, Victoria Wheeler and Valerie White.

Voting in abstention of the recommendation to refuse the application:
Councillor 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 12 September 2019

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

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

- + Present
- Apologies for absence presented

Substitutes: Cllr Rebecca Jennings-Evans (In place of Cllr Valerie White) and Cllr Helen Whitcroft (In place of Cllr Cliff Betton)

Members in Attendance: Cllr Emma Jane McGrath and Cllr Pat Tedder

Officers Present: Michelle Fielder, Gareth John, Eddie Scott and Patricia Tercerio.

8/P Minutes of Previous Meeting

The minutes of the meeting held on 15 August 2019 were confirmed and signed by the Chairman.

9/P Application Number: 19/0489 - MATTHEWS CORNER GARAGE, MATTHEWS CORNER, CHURCH ROAD, WINDLESHAM, GU20 6BH

The application was for the erection of a terrace of 3 two storey dwellings and one detached building to accommodate 5 flats with associated bin store, parking and landscaping following demolition of existing buildings on site.

This application would have normally been determined under the Council's Scheme of Delegation, however, it had been reported to the Planning Applications Committee at the request of Councillor Victoria Wheeler, on the grounds that it might have been inappropriate for the conservation area and was not reflective of the guidelines in the Windlesham Neighbourhood Plan.

Members were advised of the following updates on the application:

"Update

5 Year Housing Land Supply

Since the committee report was written the Council has published its Housing Land Supply Paper 2019-2024. This confirms that the Borough has a 5.32 years housing land supply.

Amendment

In light of the above Paragraph 7.3.11 – should be amended follows:

Surrey Heath has a 5 year housing land supply at present and Policy CP1 directs housing to sustainable locations in the western side of the borough, and this rural location is considered to be less sustainable. As such, it is not considered that this argument carries any weight in favour of the proposal.

Corrections

Paragraph 1.2 – should read *'the proposal is considered to be inappropriate and harmful development in the Green Belt, meeting none of the exceptions for new buildings within the Green Belt, and would be harmful to openness due to the quantum of built form proposed. Concerns are also raised about the impact of the proposal on the rural character with this proposal introducing a denser, suburban form of development. In addition, the proposal would provide insufficient parking spaces within the plot. It is not considered that the factors advanced by the applicant amount to very special circumstances to outweigh the identified Green Belt harm, and other harm caused. The proposal is therefore recommended for refusal'*.

Paragraph 7.4.11 – should read *'In light of the above, the proposal is therefore contrary to Policies CP2 and DM9 of the CSDMP, Principles 6.6, 7.3 and 7.4 of the RDG, Policy WNP2.1 of the Windlesham Neighbourhood Plan'*.

Paragraph 9.1 – should read *'The proposal is considered to be acceptable in terms of its impact on amenity and infrastructure. However, the proposal represents inappropriate development in the Green Belt not meeting any of the exceptions under paragraph 145 of the NPPF. By virtue of the quantum of built form and the spread of development it would also be harmful to the openness of the Green Belt and conflict with its purposes. Moreover, it is considered that the development would cause harm to the character of the area, and failed to provide adequate vehicle parking; and no SAMM payment has been received. There are no very special circumstances to outweigh the identified harm and therefore the application is recommended for refusal'*.

Amended Reason for Refusal

2 - The proposed development, by virtue of its layout, plot size, scale, massing and building height would result in an excessive quantum of development that would appear over dominant and visually cramped in this rural location, which is characterised by spacious low density residential development. The proposal is therefore contrary to Policies CP2 and DM9 of the Surrey Heath Core Strategy

and Development Management Policies 2012, Principles 6.6, 7.3, and 7.4 of the Surrey Heath Residential Design Guide Supplementary Planning Document 2017, Policy WNP2.1 of the Windlesham Neighbourhood Plan and the National Planning Policy Framework.”

As the application had triggered the Council’s Public Speaking Scheme, Ms Rosie Jackson, spoke in support of the application.

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

RESOLVED that application 19/0489 be refused for the reasons set out in the officer report and updates.

Note 1

It was noted for the record that:

- I. All Committee Members had received a letter in respect of the application.
- II. Councillor Rebecca Jennings-Evans declared that:
 - i. She was on the Windlesham Parish Council Planning Committee which had provided a consultation response on the application.
 - ii. She was on the Windlesham Neighbourhood Plan Steering Group
- III. Councillor Sam Kay declared that he was on Windlesham Parish Council which had provided a consultation response to the application.
- IV. Councillor Pat Tedder declared that she had a non-pecuniary interest, as she was Chairman of the Valley End Management Committee.

Note 2

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

Voting in favour of the recommendation to refuse the application:

Councillors Graham Alleway, Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Rebecca Jennings-Evans, Sam Kay, David Lewis, Charlotte Morley, Victoria Wheeler and Helen Whitcroft.

Voting against the recommendation to refuse the application:

Councillors Morgan Rise and Graham Tapper.

10/P Application Number: 19/0452 - QUEEN ANNE HOUSE, BRIDGE ROAD, BAGSHOT, GU19 5AT

The application was formally withdrawn prior to the Committee Meeting.

Chairman

Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 17 July 2019

+ Cllr David Lewis (Chairman)
+ Cllr Shaun Garrett (Vice Chairman)

+ Cllr Graham Alleway	+ Cllr David Mansfield
+ Cllr Cliff Betton	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Kristian Wrenn
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Sam Kay	

+ Present
- Apologies for absence presented

Members in Attendance: Councillors Adams, Brooks, Chapman, Fitzgerald, McGrath, Perry and White

Officers Present: Sarah Bainbridge, Senior Organisational Development Advisor
Lesha Chetty, Head of Investment and Development
Adrian Flynn, Chief Accountant
Daniel Harrison, Executive Head: Business
Julia Hutley-Savage, Interim Head of Legal
Louise Livingston, Executive Head: Transformation
Kelvin Menon, Executive Head: Finance
Tim Pashen, Executive Head: Community
Richard Payne, Executive Head: Corporate
Jenny Rickard, Executive Head: Regulatory
Karen Whelan, Chief Executive

1/PF Minutes of the Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 20th March 2019 be approved as a correct record and signed by the Chairman.

2/PF Annual Performance Report 2018/19

The Committee considered the Council's Annual Performance Report. The report summarised the performance and achievements of the Council against its stated objectives, priorities and success measures at the end of the 2018/19 Municipal Year.

Key achievements during 2018/19 included: completion of phase 1 of the refurbishment of The Square, completion of the procurement process for a preferred partner for the London Road Development, the launch of social prescribing to support the health needs of residents, the expansion of the meals at home and community alarms services, work with the Hope Hub to improve the support given to homeless residents, improving facilities at Lightwater Country Park and the refurbishment of play areas at Briar Avenue and Cheylesmore Drive.

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

- The number of parking bays on level 3A of the Main Square car park had been reduced to assist with the redevelopment of Ashwood House. This combined with the remarking of spaces to accommodate the larger size of modern cars had resulted in a reduction in the overall number of parking spaces available. Consequently, whilst occupancy rates had risen, income from the car park had reduced. Future performance reports would see the replacement of the average car park occupancy rates with a customer satisfaction rate. To assist with this a baseline survey had been carried out and future performance would be benchmarked against this survey.
- Details of the interventions offered as part of the social prescribing initiative would be circulated.
- Details of the due diligence checks carried out on organisations involved in the delivery of the social prescribing initiative would be circulated.
- The introduction of the Villages Working Group was welcomed.
- Details of the final destination of waste plastic collected by the Council would be circulated.

The Committee noted the report.

3/PF Council Finance Report 2018/19

The Committee considered a report that provided a high level view of the Council's financial performance during the 2018/19 financial year.

It was reported that 2018/19 had been a challenging year for the Council with pressure on income and increasing costs due to inflation. Notwithstanding this, the Council had had a successful year with the majority of services coming in on or under budget. At the end of the reporting period the Council had investments of £29.9million in a variety of banks, building societies and funds and £175million had been borrowed to fund property acquisitions.

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

- The decision to support the House of Fraser store had been taken with a view to supporting local jobs as well as retaining a major retailer in the town. The deal had been made for a one year period and meant that the Council continued receiving rental income as well as Business Rates. Acquiring the site's leasehold ensured that the services on the roof and insurance costs would be paid for.
- It was clarified that the Equalisation Fund was a cashback reserve and as such was classified in the accounts as either an investment or as cash.
- The £13,000 set aside for Atrium Public Art was for the maintenance of the art already in situ; to date the maintenance had not cost as much as anticipated and consequently the fund had been transferred in the 2018/19 accounts.
- The Insurance Reserve Fund had been set up to meet the costs of any municipal insurance fund payments for example in the event of an asbestosis claim. It was acknowledged that whilst claims had not been as large as anticipated and there was scope to review the amount in the fund there did need to be a fund available to cover any future claims.
- It was clarified that the £17,000 balance attributed to the Old Dean Toddlers' playground was made up of funds provided by the developer to cover any ongoing maintenance costs.
- A training session focusing on how the accounts were compiled had been scheduled for 25th September 2019 as part of the Member Induction Programme.

The Committee noted the report.

4/PF Work Programme

The Committee considered a report setting out a proposed work programme for the Performance and Scrutiny Committee for the 2019/20 municipal year.

It was noted that changes could be made to the work programme as the year progressed.

RESOLVED that the Performance and Finance Scrutiny Committee's work programme as set out in annex A of the report be approved.

5/PF Exclusion of Public and Press

RESOLVED that, subject to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business:

Item 8. Performance of Major Property Acquisitions

On the ground that it involved the likely disclosure of exempt information as defined in the following paragraphs of Part 1 of Schedule 12A of the Act:

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

6/PF Performance of Major Property Acquisitions

The Committee considered a report summarising the performance of the Council's major property acquisitions during the 2018/19 financial year.

It was noted that the properties acquired by the Council fell into two categories; those acquired with the primary purpose of supporting the regeneration of Camberley town centre and those properties acquired either to support economic growth, through the retention of key employment sites, or to deliver an income to support the continued delivery of council services.

The Committee noted the report.

7/PF Date of Next Meeting

It was noted that the next scheduled meeting of the Performance and Finance Scrutiny Committee would take place on Wednesday 4th September 2019 at 7pm.

Chairman

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Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 4 September 2019

+ Cllr David Lewis (Chairman)
+ Cllr Shaun Garrett (Vice Chairman)

+ Cllr Graham Alleway	+ Cllr David Mansfield
+ Cllr Cliff Betton	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	+ Cllr Kristian Wrenn
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
- Cllr Sam Kay	

+ Present
- Apologies for absence presented

Members in Attendance: Councillors Chapman, Deach, Galliford, Morley, Page, Perry and White

Officers Present: Julia Hutley-Savage, Interim Head of Legal
Kelvin Menon, Executive Head: Finance
Tim Pashen, Executive Head: Community
Jenny Rickard, Executive Head: Regulatory
Lynn Smith, Customer Relations Manager

8/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Committee held on 17th July 2019 be approved as a correct record and signed by the Chairman.

9/PF Portfolio Holder Update: Planning and People

Councillor Adrian Page presented an update on the work carried out to date during the 2019/20 municipal year in his capacity as Executive Portfolio Holder for Planning and People.

The portfolio covered a number of areas including: planning policy and conservation, planning enforcement, drainage, land charges, building control and development management. Arising from the subsequent questions and comments the following points were noted:

- Although there had been an overall shortfall in the number of net housing completions against targets, long term projections predicted that the Council was on track to meet the Government targets.
- It was acknowledged that the proposed route for the new Esso pipeline had been a surprise and the Council's full response to the consultation would be circulated.
- The need for additional Gypsy and Traveller pitches was acknowledged however it was stressed that the Council should take steps to ensure that the Borough's current provision was fit for purpose.
- As a result of ongoing difficulties experienced in the recruitment of a dedicated Planning Enforcement Officer the Council's Corporate Enforcement Team had

assumed responsibility for conducting initial visits and investigations and specialist external resources were then used to prepare enforcement notices and reports. It was acknowledged that this was not an ideal situation and officers were exploring a range of potential solutions to solve the recruitment problem including the possibility of an apprenticeship route.

- It was clarified that the term District Centre was defined as a group of shops which were supported by a variety of non-retail facilities and services, which are laid out to collectively form a coherent sustainable centre.
- Clarification would be provided on what progress had been made in relation to a question raised about the management charges in private developments at a previous meeting.
- The Committee repeated its request for specific officer contact telephone numbers that could be used in the event of an out of hours emergency occurring. It was agreed that this would be followed up.

The Committee thanked officers in the Planning Policy Team for the considered approach that they were taking with the development of a new Local Plan for the Borough.

The Committee thanked Councillor Page for his update.

10/PF Portfolio Holder Update: Environment and Health

Councillor Vivienne Chapman presented an update on the work carried out to date during the 2019/20 municipal year in her capacity as Executive Portfolio Holder for Environment and Health.

The portfolio covered a number of areas including air quality, community transport, older people's services, emergency planning, Environmental Health, waste collection and street cleansing and health and wellbeing. Arising from Members' questions and comments the following points were noted:

- An audit of the Borough's buildings, following the Grenfell Tower fire, had found that there were no externally clad buildings in the Borough that exceeded the height limits set out by the Government at which action was required.
- New regulations relating to fire control measures would be coming into force imminently and these would be monitored by Building Control.
- Clarification was sought on whether missed bin collections were being mapped to identify if there were any patterns to the missed collections.
- Data relating to the number of fly tipping prosecutions in the past year and how these compared to previous years would be circulated.
- It was noted that a new cross Surrey Fly Tipping Strategy had been developed.
- Details of the training provided to hospital staff on the Home Safe service would be circulated.
- It was clarified that Home Safe care packages were free for two weeks following discharge
- The Surrey Waste Partnership had developed a Single Use Plastic Strategy and the Borough was supporting a number of initiatives including the installation of water refill points in Camberley town centre and giving out reusable water bottles at events.
- It was agreed that concerns raised about the difficulties that a homeless resident had recently experienced when trying to access Community Transport services would be investigated.

- Reports that Amey had refused to collect bins from a prearranged alternative collection points whilst gas mains replacement work was ongoing in Heatherside would be followed up with Amey.
- Information about which materials could and couldn't be recycled was on the Council's website and a leaflet was distributed to all households on an annual basis. In addition, an app, developed to enable residents to easily check whether an item could be recycled, was also available.
- The possibility of exploring bio-recycling would be raised with Surrey County Council in its capacity as the waste disposal authority.

The Committee requested that all future Portfolio Holder update reports contained more detailed statistical evidence and performance information so that year on year trends could be analysed and performance monitored effectively.

The Committee thanked Councillor Chapman for her update.

11/PF Annual Complaints Monitoring Report 2018/19

The Committee received a report summarising the outcome of complaints received by the Council at either Stage 2 or Stage 3 of the Council's complaints policy.

During the 2018/19 municipal year 37 formal complaints had been dealt with at either stage 2 or stage 3. Of these, 27 had been found to be not justified, eight were found to be partly justified and two had been found to be justified. The majority of complaints had been caused, or exacerbated, by the Council's failure to either respond to a resident in good time or because residents had not been kept informed. This had been followed up with Executive Heads.

Members were reminded that any emails sent to them by residents should be forwarded to the Councillor Enquiry email address soon as practicable to ensure that they were not contributing unwittingly to a delayed response to resident.

During 2017/18, the Local Government Ombudsman had received 15 complaints relating to Surrey Heath Borough Council. Of these five had been closed following initial enquiries, two had been referred back to the Council for local resolution and two were considered to have been invalid or incomplete. Detailed investigations had been held into five complaints and of these four were not upheld and one was upheld. It was noted that the Service concerned had taken the Ombudsman's recommendations on board and new processes were now in place in order to prevent a repeat situation occurring.

The Committee noted the report.

12/PF Performance and Finance Scrutiny Committee Work Programme

The Committee considered a report setting out the proposed work programme for the Performance and Finance Scrutiny Committee for the remainder of the 2019/20 municipal year.

It was agreed that the proposed work programme would be kept under review to ensure that there was sufficient time to fully scrutinise the work of the Council.

The Committee noted the report.

13/PF Date of Next Meeting

It was noted that the next scheduled meeting of the Performance and Finance Scrutiny Committee would take place on Wednesday 27th November 2019 at 7pm.

Chairman

Minutes of a Meeting of the Audit and Standards Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 22 July 2019

+ Cllr Alan McClafferty (Chairman)
+ Cllr Darryl Ratiram (Vice Chairman)

+ Cllr Rodney Bates	+ Cllr Sashi Mylvaganam
+ Cllr Edward Hawkins	+ Cllr Valerie White
+ Cllr Sam Kay	
+ Present	

Members in Attendance: Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr David Mansfield, Cllr Charlotte Morley and Cllr Adrian Page

Officers Present: Adrian Flynn, Kelvin Menon, Alex Middleton, Richard Payne and Rachel Whillis.

In attendance: Leigh Lloyd-Thomas – BDO.

1/AS Minutes of Previous Meeting

The minutes of the meeting held on 25 March 2019 were confirmed and signed by the Chairman.

2/AS External Audit Report and Approval of Financial Statements 2018/19

The Committee considered a report setting out the Council's Financial Statements for 2018/19, the External Auditors ISO 260 report and the Letter of Representation for 2018/19.

Leigh Lloyd-Thomas, BDO, presented the ISA260 External Audit Report 2018/19. The report set out any key issues identified following BDO's audit of the Council's financial statements for the year ending 31 March 2019 and provided an assessment of the Authority's arrangements to secure value for money.

The Auditors were pleased to report that they intended to issue an unqualified opinion on the Financial Statements and value for money arrangements. This was subject to the finalising of the Jersey Property Unit Trust (JPUT) accounts by PwC.

A recent review of the accounting treatment of the JPUT by BDO, which had been conducted after the accounts were drafted, had now been finalised and would result in a number of presentational adjustments in the final Financial Statements.

The Committee was also updated on 2 cases the Government had lost relating to age discrimination in pensions. When the accounts were initially drafted there was a good chance that this judgement would be appealed and hence no provision had been deemed necessary by the actuaries and had not therefore been included in the draft accounts. However, this month the Government announced it would not

appeal against the judgement and hence the auditors had determined that a provision was now required; this had led to an adjustment in the accounts.

The Committee noted the table detailing the senior officers' remuneration and heard concerns about the increase in the salary paid to the Chief Executive in 2018/19, which included fees and allowances. The External Auditor confirmed that the accounts were factually correct.

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

- The loss in value of The SQ was a "paper loss" and would only be realised in the event that the Council had to sell the property at that reduced value;
- The external auditors were content with the data and the reasonableness of the assumptions used to underpin the valuation of The SQ;
- The external auditors were comfortable with the Council's 5 year financial modelling and were content with the Council as a going concern.

RESOLVED that

- (i) the audited financial statements for 2018/19 including the Annual Governance Statement for 2018/19 be received and approved;**
- (ii) the Letter of Representation be approved;**
- (iii) the ISA260 auditors report be noted; and**
- (iv) the Chairman of the Committee be authorised to approve and sign the Financial Statements on behalf of the Council.**

3/AS Internal Audit Annual Report

The Committee considered a report summarising the work of the Council's Internal Audit function for the 2018/19 financial year.

In 2018/19 a total of 17 internal audits had been completed from the Audit Plan. In addition, 5 ad hoc pieces of work had been undertaken. The unscheduled audits had included Off the Grid, the seasonal artisan shop opened by the Council over the 2018/19 Christmas and New Year period, and the Heritage Service, which had been requested by management as a result of the service's relocation to The SQ.

The Committee noted that in the previous year it had resolved that any changes to the Internal Audit Work Programme would be reported and agreed with the Chairman of the Audit & Standards Committee. Members expressed disappointment that the Committee's decision had not been followed this year and received assurances that it would be carried out in future.

RESOLVED to

- (i) note the 2018-19 annual Audit Report; and**

- (ii) reiterate that any changes to the Internal Audit Work Programme be reported and agreed with the Chairman of the Audit and Standards Committee.**

4/AS Annual Review of the Effectiveness of the Internal Audit System

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

The Accounts and Audit Regulations 2006 required all local authorities to annually carry out a review of the effectiveness of its systems of internal control. The review measured the audit function against nine elements: organisational independence, a formal mandate, unrestricted access, sufficient funding, competent leadership, objective staff, competent-staff, stakeholder support, and professional audit standards. The report also set out how the recommendations made in the 2017/18 report had been addressed and identified any challenges.

Arising from the discussion on the areas reviewed in 2018/19, the Internal Auditor agreed to add an action point to the audit of Information Governance to ensure confidential information held by departing councillors was securely destroyed. It was also agreed to advise the Executive that, in view of anticipated workforce planning issues, the Committee supported the use of graduate training schemes.

The Committee was informed that, in 2018, the Council's Internal Audit function had undergone an External Quality Assessment, the purpose of which was to provide an independent assessment of the extent to which Internal Audit complied with the standards set by the public sector internal auditing standards board. Surrey Heath's internal audit had joined 2 neighbouring authorities, Elmbridge BC and Spelthorne BC, to carry out a 3-way assessment.

Spelthorne BC had carried out the assessment for Surrey Heath and had made an overall conclusion that Internal Audit for Surrey Heath generally conformed to the PSIAS requirements. Its assessment reported that Internal Audit at Surrey Heath fully conformed in the following areas: nature of work, engagement planning, performing the engagement, monitoring progress, and communicating risk. The review highlighted some areas where improvements could be made. The main findings would be presented to a future meeting.

RESOLVED that

- (i) the report be noted;**
- (ii) the inclusion of an additional action point in the Information Governance audit regarding the confidential information held by former councillors, be endorsed; and**
- (iii) the Executive be advised of the Committee's support for using Graduate Training Schemes to assist with Workforce Planning.**

5/AS Standards Sub Committee

The Committee noted the minutes and outcome of a Standards Hearing Sub Committee meeting which had taken place on 23 April 2019. The Sub Committee had considered a complaint made against a Borough Councillor following their interactions with a local resident over a planning matter.

Members considered the exempt report of the Independent Investigating Officer and agreed that, once identifying details of the complainant had been redacted, the report should be made public.

The Committee commended the investigation officer for his clear, balanced and well written report. Members of the Sub Committee also recorded their thanks to Cllr Rodney Bates for the able manner in which he had chaired the meeting.

RESOLVED that

- (i) the outcome of the Standards Sub Committee held on 23 April 2019 be noted;**
- (ii) the Chairman of the Standards Sub Committee be authorised to sign the minutes of the Standards Sub Committee meeting on behalf of its members; and**
- (iii) following the redaction of the identifying details of the complainant, the full report of the Independent Investigating Officer be made public.**

Note: It was noted for the record that Councillor Valerie White declared that she was referred to in the Independent Investigating Officer's report.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 1
August 2019**

- + Cllr Rebecca Jennings-Evans (Chairman)
- + Geraldine Sharman (Vice Chairman)

- | | |
|-------------------------|-------------------------|
| - Cllr Richard Brooks | - Louise Aartsen |
| + Cllr Sharon Galliford | + Garry Carter |
| Cllr Alan McClafferty | - Gillian Barnes-Riding |
| + Cllr Charlotte Morley | + Andrew Edmeads |
| + Cllr Graham Tapper | + Lynn Smith |
| + Cllr Victoria Wheeler | + Anthony Sparks |
| - Cllr Helen Whitcroft | - Karen Wetherell |

- + Present
- Apologies for absence presented

Officers present:
Louise Livingston
Belinda Tam

1/J Appointment of Chairman and Vice Chairman

The protocol for the Consultative Group dictated that the positions of Chairman and Vice Chairman alternated between a Member Representative and a Staff Representative. For 2019/2020 the position of Chairman would be held by a Member Representative and the position of Vice Chairman would be held by a Staff Representative.

The Group acknowledged that Geraldine Sharman would shortly be leaving the employ of Surrey Heath Borough Council and expressed thanks for her services both as Staff Representative and Chairman

RESOLVED, that Councillor Rebecca Jennings-Evans be elected Chairman for the municipal year 2019/2020, and Geraldine Sharman be elected Vice Chairman in the short term of the Consultative Group for the ensuing year.

2/J Minutes of the last meeting

The notes of the meeting held on 17 January 2019 were agreed.

3/J Declarations of Interest

There were no Declarations of Interest

4/J Grievance Policy

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

The Group agreed to add the following amendments to the proposed changes:-

- (i) Under Section 2 Scope
Additions to the list of relevant policies would include:-
Code of Conduct and Whistleblowing Policy
- (ii) Under section 7 The right to be accompanied.
Paragraph 7.1 Insertion of the word reasonably - “a person who is reasonably deemed to be unsuitable”
- (iii) Under Section 8 Rearranging/Postponement of Meetings
Deletion of “or a request for less than five”
- (iv) Under Section 14 Informal Grievances
Addition to initial paragraph giving details of how staff can access informal advice and guidance from Human Resources and their Staff Representatives prior to a possible formal grievance.

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

5/J Expenses Policy

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

The Expenses Policy and Procedure would be a new Policy which has resulted from the amalgamation of policies and procedures previously included in other policies.

The Group agreed to add the following amendments to the proposed changes:-

- (i) Under Section 3 Policy Statement
Addition to the list of relevant policies would include the Car and Road User Procedure.
- (ii) Under Section 5 Travel -5.4 Geographical Area
Further amendments would be made to the policy and procedure to clarify Geographical areas and when they apply with particular consideration to Home workers travelling to Surrey Heath areas.
- (iii) Under Section 7 Use of Public Transport
Addition “Use of Public transport is to be encouraged. Furthermore, the most environmentally effective means of transport should also be considered”.
- (iv) Under Section 13 Meals and Subsistence Allowance – 13.2
An allowance of up to £18.00 will be paid where evening meal costs are incurred.

- (v) Under section 15 Mobile Phones
The wording of this section would be updated in line with new technology and procedures.

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

6/J Work Programme

The Group considered the scheduled Work Programme for the remainder of the 2019/2020 Municipal Year.

RESOLVED, that the Work Programme for the remainder of the 2019/2020 municipal year, as set out in the report be agreed.

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Minutes of a Meeting of the External Partnerships Select Committee held at Surrey Heath House on 10 September 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 | |

+ Present

- Apologies for absence presented

Substitutes: Cllr Sharon Galliford, Cllr Ben Leach and Cllr Graham Tapper

Members in Attendance: Cllr Paul Deach and Cllr Vivienne Chapman

Officers Present: Jayne Boitault, Louise Livingston and Eddie Scott

6/EP Minutes of the Last Meeting

The minutes of the meeting held on 11 June 2019 were amended to correct an error in respect of the meeting's attendees.

7/EP Declarations of Interest

Councillor Shaun Garrett declared that he was a trustee of The Old Dean Community Group (ODCoG), which was supported by Voluntary Support North Surrey.

8/EP ConsentriCare

Bill Palmer, Executive Partner, gave a presentation that updated on ConsentriCare and its progress since ConsentriCare's last presentation to the Committee in June 2018.

Since 2018, ConsentriCare had released a new family of apps in addition to its original product Carehound. Houdation Suite was a managed service platform for a series of apps, which provided the technical underpinnings, for staff wellbeing apps, process and compliance apps and health and safety at work apps. Customers for the apps ranged from corporates to public sector organisations and charitable organisations.

The Carehound concept continued to simplify the "Care Conundrum" by providing guidance and listing national and local health and social care sector suppliers. The app also facilitated the broader management of the affairs of elderly relatives and supplied a list of services outside the local health and social care sector including

solicitors, tradesmen and financial advisers. Carehound enabled relatives to access contact details for care providers, log calls and emails, and add and share calendar appointments with other users.

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

- Carehound had 100+ users within Surrey Heath and 200+ downloads nationally.
- Consentricare's apps were GDPR compliant and they were working towards being ISO/IEC 27001 accredited. The apps' data was stored in UK Data Centres.
- Relatives of elderly people often weren't aware of the services which were available in the "elderly care ecosystem" including Council provided services such as Community Alarms and Meals at Home.
- Carehound was already being used in partnership with Clinical Commissioning Groups (CCGs) and Health Trusts in Berkshire and it was hoped that Carehound would be recommended in GP surgeries in the near future.
- Carehound was free of charge to the user. Bilateral agreements were in place with some of the larger service providers listed on the app, such as solicitors and financial advisers. Commission fees were received by Consentricare, where business had been generated via the app. When licenses for Houdation Suite were sold, Consentricare received both a one off license fee and recurring annual fee. A proportion of this money was then reinvested into Consentricare.
- Houdation Suite's target market was companies which had large, mobile, distributed workforces, such as those in the construction, supply chain and logistics and the energy and facilities markets.

Members thanked Bill Palmer for his informative presentation and it was agreed that the Council would offer Consentricare a feature article in Heathscene.

9/EP Surrey Heath Clinical Commissioning Group

Tom Lawlor, Associate Director of Commissioning at NHS Surrey Heath CCG, gave a presentation in respect of the strategic changes to the Health and Care system in Surrey Heath.

Frimley Health and Care Integrated Care system covered three Clinical Commissioning Groups; East Berkshire, North East Hampshire and Farnham and Surrey Heath and aimed to project one commissioning voice. The care system was towards the end of a five year forward plan, which began in 2014/15 and focussed on partnership working with the third sector and other public bodies and worked towards the establishment of a Sustainability Transformation Partnership (STP).

The NHS Long Term Plan, published on 7 January 2019, outlined 5 major changes to the NHS Service Model, including a focus on population health and a boost to 'out-of-hospital' care, with the aim to dissolve any divide between primary

and community health services. In addition there was an emphasis to foster personalised care solutions and give people more control over their own health.

Changes within the Frimley Health and Care system, had meant Surrey Heath CCG had taken on the delegated commissioning work for primary care, which was previously commissioned by NHS England. Furthermore changes to General Practices had aimed to make better use of non-doctor roles in GP surgeries, thus allowing patients to make their first point of contact with a physiotherapist or a paramedic practitioner.

Frimley Health and Care Trust continued to expand personalised care and social prescription services in collaboration with Voluntary Support North Surrey (VSNS), Citizens Advice and the Council. There was a continued effort to realign conversations to ask patients “what matters to you”, rather than “what’s the matter with you”, and to signpost in order to improve patients’ mental health and wellbeing.

Arising from Members’ questions the following points were noted:

- Frimley Health and Care Trust were regularly exploring modern, alternative ways to make their services and internal networks more efficient. Forward thinking practises aimed to promote reforms such as calculating funding levels on outcomes rather than activity levels.
- Growing demand for NHS services meant greater need for closer and more partnership working.
- There were plans for VSNS to greater engage with GP surgeries, with the possibility of recruiting volunteers at surgeries.

Members thanked Tom for his informative presentation.

10/EP Voluntary Support North Surrey

Solette Sheppardson, Chief Executive Officer, gave a presentation in respect of Voluntary Support North Surrey and its work within Surrey Heath.

As a Council of Voluntary Service (CVS), Voluntary Support North Surrey (VSNS) supported the community and voluntary organisations within Surrey Heath which totalled to between 300- 400 organisations within Surrey Heath. The organisation’s aim was to empower and increase the capacity of third sector organisations. This was currently achieved by VSNS via the following means:

- Improving organisations’ governance, by helping register charities and training trustees.
- Helping third sector organisations put together long term strategies and giving advice on planning and future succession and funding.
- Being the voice of the voluntary sector and providing a united voice and representing small charitable organisations at a national level.
- Finding, recruiting and retaining volunteers and providing in-house training to new volunteers. VSNS also steered volunteers to areas of local need; directing volunteers to volunteer-hungry projects such as the Time-to-talk project.

- Providing HR and DBS advice.

VSNS were also a lead organisation outside core CVS functions, delivering the following projects:

- Social Prescribing.
- The Amigo project
- The Time to Talk Project, which was delivered in conjunction with Age Concern. The project currently served 60 individuals and alleviated isolation and loneliness. Whilst the project grew from strength to strength, demand for befrienders outstripped supply.

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

- 37% of the reasons for referrals to VSNS social prescribing services were in respect of loneliness. Whilst Age Concern had a 2-3 month waiting list for people waiting for a befriender in Surrey Heath, it was suggested that this could be attributed to a lack of common knowledge of the need for befrienders. VSNS were working to redirect resources from where there was a surplus of volunteers towards Age Concern and befriending projects.
- Whilst those in need of a befriender were on the waiting list, VSNS recommended services such as Silver Line, church groups and community groups. However it was reemphasised the specific demand was for one-one, face-to-face befrienders.
- As a result of increased funding from the NHS Primary Care Network, a future plan was looking to include self-referrals to the social-prescribing service.
- 7% of VSNS's total income came from the £30,000 annual Revenue Grant supplied from the Council, which was subject to a service level agreement. £20,000 of the grant was spent on salaries, and after expenditure on rent, approximately 10% of the grant was left for spending on services.
- VSNS were of the opinion that they were more than meeting expectations in relation to the Service Level Agreement (SLA), and were in frequent dialogue with the Council's officers in relation to the SLA.
- The Amigo project was funded by Surrey County Council and the Clinical Commissioning Group. The project had annual funding of £60,000 a year and had reached the fourth year of a 4 year funding term with an optional further year. VSNS officers were exploring various ways to future fund the project.
- There was a necessity for NHS and Voluntary Sector Services to pay attention to their customer service levels when dealing with those with deafness or who are hard of hearing.
- VSNS were currently in the process of putting together a new 5 year plan, which considered new funding strategies, and stronger partnership working.
- VSNS were considering new paid-for social media advertising, as a way to recruit new volunteers.

The Committee thanked Solette for her informative update, and agreed for the officers to facilitate the publishing of a VSNS article in Heathscene. It was agreed

the Council would also provide social media support by sharing VSNS Social Media posts on its pages.

11/EP Surrey Police

Inspector Bob Darkens, Surrey Heath Borough Commander, provided an update in respect of the Current Surrey Heath Crime and Disorder Profile and the strategy to tackle serious and organised crime.

Approximately 70 members of staff made up the total of Surrey Heath's Neighbourhood Responders and Safer Neighbourhood Policing teams. However stretched resources meant the number of on-duty officers were regularly not as high as desired. The Surrey Heath Policing Team covered volume crimes and incidences up to and including assaults up to Grievous Bodily Harm, low level sexual offences, safeguarding issues, mental health cases and road traffic incidents. This was in addition to resource-intensive door-to-door visits.

In addition to volume crimes, the Surrey Heath Policing Team were responsible for tackling Serious and Organised Crime (SOC) in the area. Although it was not always evident to the general public, SOC which took place behind closed doors was just as important and often had greater effects, than crimes which took place in the open. Serious and Organised Crime included child exploitation, drug related harm, modern slavery and people trafficking, and the exploitation of vulnerable people. It was noted the perpetrators of Serious and Organised Crime often were involved in a complex network of SOC and committing all numerous, varying serious offences.

It was emphasised that SOC could not be tackled alone and intelligence from Police Community Support Officers, and Surrey Police Partners such as Surrey County Council Adult Social Care, Housing Services, and GPs, was needed to piece together pieces of the Jigsaw. In addition Police Officers engaged with local Secondary Schools to tackle youth involvement in SOC.

Recently the Surrey Heath Policing Team had successfully imposed 13 property closures which had been used in County Line Drug Operations. Furthermore Surrey Heath was now perceived as a hostile place to deal illegal drugs, which had the effect of higher drug dealing incidences taking place in Aldershot and Farnborough.

Following Members' questions and comments the following points were noted:

- It was appreciated despite the Prime Minister's pledge to recruit 20,000 new Police Officers, a job as a Police Officer was often no longer a vocation and Police Forces nationally had recruitment and retention issues. These issues were caused by the changing nature of a Police Officer's job, the pull of the Metropolitan Police (for forces within Surrey), and lower recruitment levels from ex-military personnel.
- Whilst Councillors' had large amounts of casework enquiries in respect of Anti-Social behaviour (ASB) changing set-ups of various partners, and limited resources often made tackling ASB cases difficult. Youth Intervention Officers often engaged with schools to discourage ASB, but

changes in SCC Children Services and to the Early Help Advisory Board had made a coordinated approach difficult.

- The installation of CCTV on Chobham High Street would not necessarily tackle HGV Offences, and it was noted that if camera's recorded offences there would be a need to attempt to prosecute via the Traffic Process Unit.
- During the summer months Surrey Heath's limited number of Police Officers has meant having to draw Officers from other Boroughs such as Woking and Waverley. However any cases picked up by visiting Officers to Surrey Heath stayed under the Surrey Heath's force's administration leading to higher future workloads.

12/EP Committee Work Programme

The Committee agreed that it saw value in receiving a presentation from parity for disability at its next meeting, as the Council had recently appointed an Outside Body representative to the organisation.

RESOLVED that the Committee receive a presentation from Parity for Disability at its next meeting.

Chairman