

COUNCIL MEETING

18 December 2019

COUNCIL MINUTE BOOK

1. **Council - 9 October 2019** (Pages 3 - 14)
2. **Council - 7 November 2019** (Pages 15 - 16)
3. **Executive - 15 October 2019** (Pages 17 - 24)
4. **Executive - 19 November 2019** (Pages 25 - 32)
5. **Planning Applications Committee - 10 October 2019** (Pages 33 - 40)
6. **Planning Applications Committee - 7 November 2019** (Pages 41 - 44)
7. **External Partnerships Select Committee - 12 November 2019** (Pages 45 - 50)
8. **Joint Staff Consultative Group - 28 November 2019** (Pages 51 - 54)

This page is intentionally left blank

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

37/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Tim FitzGerald and David Mansfield.

38/C Minutes

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

**RESOLVED that the minutes of the meeting of the Council held on
24 July and 4 September 2019 be approved as a correct record.**

39/C Mayor's Announcements

The Mayor reported on the numerous events he had attended since the last Council meeting, including a trip in September 2019 to the borough's twin town of Bietigheim-Bissingen, Germany.

Members were reminded that the Mayor's Charity Bowl would be taking place on 30 October 2019 and were encouraged to join him for the event.

40/C Leader's Announcements

The Leader updated the Council on the meetings and events he had attended since the last meeting, including the REVO conference in Manchester, Surrey Leaders' Group meetings, SHAPE project meetings, and the EM3 LEP programme management board.

41/C Questions from Members of the Public

The Leader of the Council, Councillor Richard Brooks, received a question from a member of the public, Ms Jane Sherrard-Smith, concerning the Council safeguarding the health & development of residents from the effects of electrosmog.

In response to Ms Sherrard-Smith's supplementary question, the Leader agreed to provide a written response within 7 working days.

Note: It was noted for the record that Councillor Colin Dougan declared that his employer had rolled out a 5G network.

42/C Executive, Committees and Other Bodies

- (a) Executive – 11 September 2019

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

RESOLVED that

- (i) the minutes of the meeting of the Executive held on 11 September 2019 be received;**
- (ii) 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 relating to minute 34/E; and**
- (iii) this addition to the Capital Programme be agreed.**

- (b) Planning Applications Committee – 18 July, 1 August, 15 August and 12 September 2019

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

RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 18 July and 15 August 2019 be received.

It was moved by Councillor Valerie White, seconded by Councillor Shaun Garrett, and

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 1 August 2019 be received.

It was moved by Councillor Edward Hawkins, seconded by Councillor Shaun Garrett, and

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 12 September 2019 be received.

- (c) Performance and Finance Scrutiny Committee – 17 July and 4 September 2019

It was moved by Councillor David Lewis, seconded by Councillor Shaun Garrett, and

RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 17 July and 4 September 2019 be received.

- (d) Audit and Standards Committee – 22 July 2019

It was moved by Councillor Alan McClafferty, seconded by Councillor Darryl Ratiram, and

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 22 July 2019 be received.

- (e) Joint Staff Consultative Group – 1 August 2019

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

RESOLVED that the notes of the meeting of the Joint Staff Consultative Group held on 1 August 2019 be received.

- (f) External Partnerships Select Committee – 10 September 2019

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

RESOLVED that the minutes of the meeting of the External Partnerships Select Committee held on 10 September 2019 be received.

- (g) Licensing Committee – 2 October 2019

It was moved by Councillor David Lewis, seconded by Councillor Vivienne Chapman, and

RESOLVED that the minutes of the meeting of the Licensing Committee held on 2 October 2019 be received.

43/C Motions

It was moved by Councillor Rebecca Jennings-Evans and seconded by Councillor Valerie White that

“this Council asks the Executive Head of Regulatory and Executive Head of Transformation to

- (i) undertake the relevant work to ascertain the level of food poverty across all sectors of the community in Surrey Heath and factors that are causing this;
- (ii) determine what action this Council can take to alleviate the problem where food poverty is found to be present in Surrey Heath, either through collaboration with its external partners or independently; and
- (iii) report on these matters to the Executive in early 2020 at the latest.”

The Council considered the motion and it was suggested that, although the motion referred to food poverty specifically, the review should look at poverty as a whole.

It was suggested by some Members that homelessness and rough sleeping were issues related to poverty and should be considered as part of the same investigation and report. However, other Members felt that a review of poverty would encompass this matter and the specific reference to homelessness and rough sleeping could alter the focus of the review.

It was moved by Councillor Graham Tapper and seconded by Councillor Sharon Galliford that the motion be amended by inserting the words “and homelessness and rough sleeping” after “food poverty” in (i) and (ii) of the motion. The amendment was put to the vote and lost.

It was moved by Councillor Rebecca Jennings-Evans and seconded by Councillor Rodney Bates that the motion be amended by removing the word “food” from (i) and (ii) of the motion. 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 to ask the Executive Head of Regulatory and Executive Head of Transformation to

- (i) undertake the relevant work to ascertain the level of poverty across all sectors of the community in Surrey Heath and factors that are causing this;**
- (ii) determine what action this Council can take to alleviate the problem where poverty is found to be present in Surrey**

Heath, either through collaboration with its external partners or independently; and

- (iii) report on these matters to the Executive in early 2020 at the latest.**

44/C Motions

It was moved by Councillor Edward Hawkins and seconded by Councillor Vivienne Chapman that

“this Council supports the actions being taken by Surrey County Council in tackling the environmental impact on our daily lives and supports the Government’s aim of eradicating the UK’s contribution to climate change by 2050. The Borough Council will

- (i) ask the Executive to establish a Working Group to deliver a strategy in 2019/20 which will be charged with outlining how the Council plans to deliver the target, including actions that will be taken. In doing so, it will liaise with Surrey County Council in urging government to confirm what support will be made available to local authorities;
- (ii) declare a ‘Climate Emergency’, and develops actions to support businesses and all relevant bodies in their work to tackle climate change; and
- (iii) develop a policy for the use of renewable materials and energy across the Council’s estate.

It was confirmed that the membership of an Executive Working Group was usually made in line with the Council’s political proportionality and was not restricted to members of the Executive

Members discussed the Government’s 2050 deadline and suggested that it was not ambitious enough and the length of this deadline did not reflect the declaration of an emergency.

It was moved by Councillor Rodney Bates and seconded by Councillor Adrian Page that the motion be amended to remove the words “by 2050”. 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 to

- (i) support the actions being taken by Surrey County Council in tackling the environmental impact on our daily lives and support the Government’s aim of eradicating the UK’s contribution to climate change;**
- (ii) ask the Executive to establish a Working Group to deliver a strategy in 2019/20 which will be charged with outlining how**

the Council plans to deliver the target, including actions that will be taken, and liaising with Surrey County Council in urging government to confirm what support will be made available to local authorities;

- (iii) declare a ‘Climate Emergency’, and develop actions to support businesses and all relevant bodies in their work to tackle climate change; and**
- (iv) develop a policy for the use of renewable materials and energy across the Council’s estate.**

45/C Motions

It was moved by Councillor Sharon Galliford and seconded by Councillor Morgan Rise that

“this Council

- (i) declares a Climate Emergency;
- (ii) acknowledges that ‘business as usual’ is not an option in the face of the climate and biodiversity emergency that happening globally, and that society in its current form is unsustainable;
- (iii) agrees to make Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions;
- (iv) agrees that it will need to assess and adjust its current activities both in terms of their scope and how they are undertaken, this will involve the inclusion of environmental implications of recommendations in all officer reports alongside legal, financial and equality implications, including the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;
- (v) agrees to establish a cross-party working group, comprising 9 members, to review and make recommendations to the Council on actions to be undertaken to address climate change; and
- (vi) agrees that the draft Terms of Reference, as circulated with this agenda, be finalised at the first meeting of the Working Group.

Members considered the motion. Concerns were raised by some Members about the wording of (iii) of the motion, which it was felt it could be difficult to achieve and could have unintended consequences for residents.

It was moved by Councillor Paul Deach and seconded by Councillor Valerie White that (iii) of the motion be amended by inserting the words “attempt to” before “make Surrey Heath Borough Council...”. The amendment was put to the vote and lost.

The original motion was put to the vote and carried.

RESOLVED to

- (i) declare a Climate Emergency;**
- (ii) acknowledge that ‘business as usual’ is not an option in the face of the climate and biodiversity emergency that happening globally, and that society in its current form is unsustainable;**
- (iii) make Surrey Heath Borough Council and its contractors carbon neutral by 2030, or earlier if possible, taking into account both production and consumption emissions;**
- (iv) assess and adjust the Council’s current activities both in terms of their scope and how they are undertaken, this will involve the inclusion of environmental implications of recommendations in all officer reports alongside legal, financial and equality implications, including the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;**
- (v) establish a cross-party working group, comprising 9 members, to review and make recommendations to the Council on actions to be undertaken to address climate change; and**
- (vi) finalise the draft Terms of Reference, as circulated with the agenda, at the first meeting of the Working Group.**

46/C Monitoring Officer

The Council was reminded that it was required by the Local Government and Housing Act 1989 to designate one of its officers as the officer responsible for performing the duties imposed by this section (known as the Monitoring Officer). The duties of this post must be carried out personally.

The previous Monitoring Officer, Karen Limmer, had left the employment of the Council on 12 July 2019. The Constitution stated that the responsibilities of the Monitoring Officer role rested with the Head of Legal Services. No Head of Legal had been appointed pending a review of the Council’s senior management structure.

It was proposed to appoint Mr Richard Payne, Executive Head of Corporate, as Monitoring Officer. Mr Payne had previously been appointed as Monitoring Officer and had also been appointed by Ms Limmer to act as deputy Monitoring Officer in her absence. Mr Payne had been appointed as Monitoring Officer by Urgent Action on 13 August 2019 pending the next scheduled Council meeting and it was now proposed to formalise that appointment.

This proposed appointment would be until the next scheduled Council meeting in December 2019, when a further report would be brought for Members' consideration. This interim appointment would enable further consideration of the options for this role, including whether to make the appointment from an external source.

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

RESOLVED that Mr Richard Payne be designated as the Council's Monitoring Officer until 11 December 2019.

47/C Polling District and Polling Place Review

The Council considered a report on a recent Review of Polling Districts and Polling Places which had been undertaken in accordance with statutory requirements. It was noted that a review had taken place in 2018 to reflect changes to ward boundaries made by the Local Government Boundary Commission for England.

Members were informed that it was proposed to change the polling place for the Watchetts (West) polling district from The Orchard Campus, South Camberley Primary School, to Camberley Guide Headquarters, Crabtree Road. It was advised that the Guide Headquarters had been successfully used for the European Parliamentary Elections on 23 May 2019.

It was also proposed that the polling place for Windlesham (North) polling district be moved from Windlesham Village Infant School to Windlesham Club and Theatre, Kennell Lane. Members were advised that, although the Club & Theatre was located outside the polling district, it was within the acknowledged settlement area and its use would prevent any disruption to the School and its pupils' education on polling day.

The Council was informed that representations had been received concerning the use of Lakeside School, Alphington Avenue, as the polling place for Frimley (East) polling district; this followed concerns raised by the School at the May 2019 elections. The concerns related to the need to close the School on polling day and the consequential disruption to the pupils' education. Options for using alternative sites within the School, which would enable it to remain open on polling day, had been reviewed but had not been considered to be suitable. Local ward members had expressed a preference for the School to continue to be used, rather than for St Peter's Church Hall in Parsonage Way to be designated as the polling place for the entire ward.

During the 2018 review the Baptist Church in Balmoral Drive, Frimley had been proposed as a polling place from Frimley (East); at this time this option had not been pursued as the Church was just outside the polling district boundaries and its use could have caused confusion for electors within Frimley Green ward who would pass it to attend their allocated station. However, taking into account the representations received concerning the use of Lakeside School, it was suggested that this option was further reviewed.

As a result, it was suggested that the decision on polling district boundaries and the allocation of polling places for Frimley ward be deferred for further review.

The Council was informed that Chertsey Road Hall, the polling place for the Windlesham (South) polling district, was likely to close at the end of 2019. At that stage it was not known whether the new Windlesham Field of Remembrance Pavilion, which was due to open in late 2019, would be available for use as a polling place.

The Pavilion was the preferred option to replace Chertsey Road Hall as polling place for this polling district. If it was not available, alternatives including subdividing the polling district would be further considered. It was therefore proposed to defer this decision until the position on using the Pavilion was known.

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

RESOLVED that

- (i) the revised schedule of polling districts and polling places, as set out at Annex A to the agenda report, be agreed;**
- (ii) the decision on polling district boundaries and the allocation of polling places for Frimley ward be deferred for further review; and**
- (iii) the decision on the designation of a polling place for NA-Windlesham (South) polling district be deferred to the next meeting.**

48/C Interim Deputy Chief Executive

The Council considered a report on the appointment of an Interim Deputy Chief Executive. Members were reminded that that Tim Pashen, the Executive Head of Community, had been appointed as Interim Deputy Chief Executive for an interim period, pending a restructure of the Council's senior management structure. It was proposed to formalise this appointment until 31 March 2020.

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

RESOLVED that Mr Tim Pashen be appointed as Interim Deputy Chief Executive until 31 March 2020.

49/C Leader's Question Time

The Leader responded to questions from Councillors Sharon Galliford and Morgan Rise concerning preparations for Brexit, which was expected to go ahead on 31 October 2019, and advised that a report would be considered at the Executive meeting on 15 October 2019.

In response to questions from Councillors Rodney Bates, Graham Tapper and Pat Tedder concerning Accent Housing, the Leader supported the proposal for a meeting between councillors and Accent representatives. The Council was also advised that the Chairman of External Partnerships Select Committee would be meeting with representatives of Accent Housing that week and it was proposed to invite the organisation to a future Committee meeting.

The Leader responded to a question from Councillor Sashi Mylvaganam raised on behalf of a member of the public, reminding Members that the acquisitions of the Mall and House of Fraser & Nat West building in 2016 had been made to unlock the regeneration of the town centre and their value would only be an issue in the event the Council wished to sell the assets. He also confirmed that, in common with other Surrey councils audited by BDO, the accounts had not been signed off due to resource capacity.

50/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>
51/C	3
52/C	3

51/C Update on a Potential Property Acquisition in Surrey Heath

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

52/C Review of Exempt Items

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

Mayor

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

Document is Restricted

This page is intentionally left blank

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

53/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Richard Brooks, Paul Deach, Tim FitzGerald, Sharon Galliford, and Ben Leach.

54/C Interim Appointment of Returning Officer

The Council was informed that the Representation of the People Act 1983 required the Council to appoint an Officer to be the Electoral Registration Officer (ERO) and the Returning Officer for Borough and Parish elections. Mrs Karen Whelan, Chief Executive, had been appointed as the Returning Officer and the ERO at the Council meeting on 13 October 2010.

Members were advised that, arising from the appointment as Returning Officer for Borough and Parish elections, the post holder took up a number of other appointments, including Acting Returning Officer at UK Parliamentary elections.

The Council was reminded that the Chief Executive was currently on an extended period of leave. In view of the UK Parliamentary General Election on 12 December 2019 and the personal responsibility held by this post holder, it was felt that that it would be advisable to appoint a Returning Officer who would be involved in the

preparations for the election. Members were informed that Mr Richard Payne, the Executive Head of Corporate, had considerable experience as a Deputy Returning Officer.

It was noted that the Council had appointed Mr Richard Payne as Deputy ERO at its meeting in February 2013 and it was therefore considered that the Council was adequately covered in this respect.

RESOLVED that Mr Richard Payne be appointed as Returning Officer until such time the Chief Executive returns to the office.

Note: it was noted for the record that

- (i) Councillor Peter Barnett and Councillor Helen Whitcroft declared that they would be Election Agents at the upcoming UK Parliamentary General Election;
- (ii) Councillor Morgan Rise declared that he would be a Sub Agent at the upcoming UK Parliamentary General Election; and
- (iii) Councillor Rodney Bates declared that he might be appointed as an agent at the upcoming UK Parliamentary General Election.

Mayor

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 15
October 2019**

+ Cllr Richard Brooks (Chairman)

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

+ Present

In Attendance: Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Victoria Wheeler and Cllr Valerie White

36/E Minutes

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

37/E Family Support Programme 2019/2020

The Executive considered a report on the future of the Family Support Programme within Surrey Heath. The Family Support Programme was currently delivered in partnership with Runnymede BC, with Surrey Heath employing the staff and managing the budgets for the Programme.

Members were reminded that the Programme was currently funded by the Government through a mixture of up front funding for each family worked with and payment by results.

From the end of March 2020 the Government funding would cease. However, within Surrey, the County Council had agreed to take over current levels of funding of £221,512 to ensure continuation of the programme. In addition, a further £95,666 of funding would be provided to Surrey Heath and Runnymede councils to support the employment of two qualified social workers, one for each of the teams.

Borough and district councils would need to make up any gap in funding for the total service delivery; for Surrey Heath and Runnymede this was estimated to be £178,000 in 2020/21. Runnymede BC had agreed to contribute an additional £89,000 per financial year for 2020/21 and thereafter, leaving a shortfall of £89,000 in the revenue budget to be made up by this Council.

RESOLVED that

- (i) this Council continues to host the Family Support Programme for Runnymede and Surrey Heath Councils;**
- (ii) that a Service Level Agreement for the service beyond 2020 be entered into with Surrey County Council, and authority to**

sign this Agreement be delegated to the Executive Head of Regulatory in consultation with the Support & Safeguarding Portfolio Holder; and

- (iii) that funding of £89,000 per year for the programme be agreed for inclusion in the revenue budget for 2020/21 and thereafter.**

38/E Infrastructure Feasibility Study Fund for Surrey

The Executive received a report seeking agreement to participate in an infrastructure feasibility study fund for Surrey and for investment in the fund to support projects within, or of benefit to, Surrey Heath. The fund would comprise funding from Surrey County Council, Surrey district and borough councils, and Local Enterprise Partnerships.

Members were advised that there was a concern that Surrey could be missing out on infrastructure funding through a lack of appropriate feasibility studies. Investment in project development was needed at an early stage to develop a pipeline of projects able to apply for full project funding when bidding rounds became available. A dedicated fund was therefore needed to ensure that resources were available and ring-fenced to support project development.

Funding would be provided from the Community Infrastructure Levy contributions that the Council retained after SANGs, parish, and ward payments had been allocated. Since 2014 that element of funding had grown at an average of £650,000 per year; a contribution of £100,000 per year therefore represented a significant proportion of the CIL collected for strategic projects. For every pound this council invested in the fund it would receive £1.86 for scheme development, due to investment from Surrey County Council and the LEPs.

It was emphasised that the ring fenced money would be held by the Council and would remain under its control.

RESOLVED that

- (i) the Council participates in the Infrastructure Feasibility Study Fund for Surrey;**
- (ii) £100,000 p.a. be committed to the Fund;**
- (iii) the funding be ring-fenced for the Fund, but control be retained by the Council; and**
- (iv) the contribution be made from the Community Infrastructure Levy fund, for up to five years and allocation to projects be subject to agreement at the Executive.**

Note 1: in accordance with the Members' Code of Conduct Councillors Paul Deach and Charlotte Morley declared non-pecuniary interests as they were members of Surrey County Council.

39/E Obelisk and Camberley Park Improvements

The Executive received a report seeking authority to spend £50,000 from the Camberley Park Section 106 agreement.

Members noted the works proposed, which would include structural repairs to the Grade 2 listed Obelisk, replacement of paths and steps infrastructure, the replacement of keystone bricks on the archway, and removal of graffiti on brick fascias. The replacement or refurbishment of parks furniture would be included in the works.

Members were informed that the west facing slope was subsiding and needed re-stabilisation. In Camberley Park, considerable understorey clearance would help discourage anti-social behaviour in that area. The removal of deadwood and felling selected trees would open a vista view from the Obelisk.

Members were advised that there was £158,000 available in the Section 106 agreement and the proposed draw down of funds would still ensure sufficient funds for ongoing maintenance for the Obelisk and Camberley Park.

RECOMMENDED to Council that

- (i) £50,000 be made available to draw down from the Camberley Park section 106 to carry out improvement works; and**
- (ii) the implementation of the works be delegated to the Executive Head of Business in consultation with the Portfolio Holder for Places and Strategy.**

40/E Update on Reference from the P&F Scrutiny Committee - Review of the Impact of Benefits Reforms on Surrey Heath Borough Council and Borough Residents

The Executive was reminded that, at its meeting on 6 February 2018, it had considered a number of recommendations from the Performance and Finance Scrutiny Committee on the impact of the introduction of Universal Credit on borough residents.

An update on the recommendations made in 2018 was considered. Members advised that the upfront wait experienced by claimants was an area of concern. Access to computer facilities was also an area identified as a concern, with access to provision in some of the outlying villages highlighted as a specific issue. Parish Council owned buildings and Church Parish offices were identified as possible solutions for helping residents in rural areas access the necessary IT.

It was agreed to refer the access to computer facilities for Universal Credit claimants to the Surrey Heath Villages Working Group to consider. Furthermore, it was suggested that this matter could be incorporated into the review of poverty in the borough agreed by the Council at its meeting on 9 October 2019.

RESOLVED that

- (i) the report be noted; and
- (ii) concerns raised regarding the access to IT by Universal Credit claimants be considered by the Surrey Heath Villages Working Group and as part of the review of poverty in the borough.

Note 1: in accordance with the Members' Code of Conduct Councillor Rodney Bates declared a disclosable pecuniary interest as he was temporarily working with Camberley Job Club, which was named in the report, and indicated that he would leave the room if Camberley Job Club was referred to in the course of discussions.

41/E Treasury Outturn Report

The Executive received a report detailing the authority's treasury management performance during the year as well demonstrating compliance with the 2018/19 Prudential Indicators.

RESOLVED to note the report on Treasury Management including compliance with the 2018/19 Prudential Indicators.

42/E Council Finances as at 31 July 2019

The Executive received a report summarising the Council's finances at 31 July 2019.

The report requested authority to add additional revenue items to the 2019/20 budget. The items were carry forwards that had not been on the list approved by the Executive at its meeting on 16 July 2019, as clarification had been required on costs for 2018/19.

The Executive also considered a request to add 3 projects to the 2019/20 capital programme, as follows:

- **Additional module for the Civica financial system** – cost of £16,000. HMRC procedures around VAT accounting and making tax digital would affect local authorities from 1 October 2019. The module would ensure that the Council complied with the legislation. The sum requested also included further implementation costs for the asset management module.
- **Renovation grants** – cost of £179,000. An additional grant had been received from the government and the budget could therefore be increased accordingly.
- **ICT Switches** – cost of £35,000. Following a review of the Council's existing network infrastructure, additional switches were required which would provide improved network visibility and the ability to segregate network traffic for different workloads. This would improve both network performance and security.

RESOLVED that

- (i) the report be noted; and**
- (ii) the revenue budget carry forwards for 2019/20, as set out at Annex B to the agenda report, be agreed.**

RECOMMENDED to Council the additions to the 2019/20 capital programme, as set out in the agenda report, be agreed.

43/E Preparations for Brexit

The Executive considered a report outlining the preparations being undertaken in anticipation of the UK's departure from the European Union on 31 October 2019. The principal risks were noted, along with measures being taken by the Council to address those risks.

Contingencies for the Meals at Home service were discussed. Consideration was being given to the ordering of additional meals stocks in case of supply issues post departure. Members were advised that storage constraints were a concern, although this could be addressed by bringing forward the purchase of new freezer storage. It was also suggested that the recently vacated Deepcut Garrison might be able to assist with catering storage.

The Executive was informed that the Government had given each district council £52,452, in three instalments, to deal with the impact of Brexit. £34,968 had been received in the current year and £17,484 in 2018/19.

Members recognised that one of the possible impacts of Brexit could be an increase in food prices, which was likely to put pressure on the more vulnerable members of the community. It was therefore suggested that some of the funding be given to those groups that were best able to support those persons. It was proposed that initially £17,000 from the initial funding be provided immediately and divided between Citizens Advice Surrey Heath, Hope Hub, and Besom.

RESOLVED that

- (i) preparations that have been made to date be noted;**
- (ii) £17,000 of the initial Government Grant be provided to Citizens Advice Surrey Heath, Hope Hub and Besom; and**
- (iii) authority to use the "Brexit grant" be delegated to the Executive Head of Community in consultation with the Portfolio Holder for Environment & Health in order to enable the Council to prepare for Brexit and assist local organisations with the potential impact on residents.**

44/E Appointments to Surrey Leaders' Group Outside Bodies

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which had arisen since the appointments made in June 2019.

It was agreed that any Member expressing an interest in a vacancy would need to contact the Leader by Friday, 1 November 2019.

RESOLVED that all Members be invited to send applications for the vacant positions to the Leader by Friday, 1 November 2019.

45/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
46/E	3
47/E	3

Note: Minute 46/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

46/E Supplementary Estimate

The Executive made decisions in relation to agreeing a supplementary estimate.

47/E Review of Exempt Items

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

RESOLVED that minute 46/E and the associated agenda report remain exempt for the present time.

Chairman

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

Document is Restricted

This page is intentionally left blank

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 19
November 2019**

+ Cllr Richard Brooks (Chairman)

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

+ Present

In Attendance: Cllr Peter Barnett, Cllr Tim FitzGerald, Cllr David Mansfield, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler and Cllr Valerie White

48/E Minutes

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

49/E Questions by Members

The Leader responded to a question from Councillor Morgan Rise concerning the release of exempt information agreed at the Council meeting on 9 October 2019. It was advised that the Monitoring Officer would write to Councillors to update them on the expected timescales for the release of this information.

50/E Mid-Year Performance Report 2019/20

The Executive considered a report detailing the Council's performance against its corporate objectives, priorities and success measures in the first 6 months of the year.

RESOLVED to note the 2019/20 Mid-Year Report.

51/E Camberley Theatre Frontage & Lighting Upgrades

The Executive was informed that, in August 2018, temporary protective netting had been installed around the external frontage of the Theatre following a number of the tiles that had been in place since the 1970s coming loose and falling off. Upon expert investigation, the concrete beneath the tiles had been deemed unstable so the tiles could not be reinstalled; there was also a risk that further tiles may fall off.

Members were advised that all of the tiles would need to be removed, which would leave the Theatre with an unattractive façade.

The Executive was informed that an upgrade of the theatre lighting desk and projector were also needed due to the age of existing equipment and demands of hirers and professional companies. The current theatre lighting desk would no

longer be supported by manufacturer updates from November 2019. A replacement lighting desk was expected to cost in the region of £13,000.

Members were advised that projectors were used regularly for a range of activities. The current projector was inefficient in its energy use and not sufficient for the needs of hirers. A replacement commercial projector was expected to cost in the region of £11,000.

It was proposed to recover the costs of these repair work and acquisitions through a restoration levy of £1 per ticket. A restoration levy had been applied in 2015 to fund replacement auditorium seating, which had recently been repaid. The Executive agreed that the levy would be kept under review.

RESOLVED that

- (i) improvement works to the Camberley Theatre be carried out as detailed in the agenda report;**
- (ii) the council funds the cost of the repair and purchase of new equipment of up to approximately £150,000 which will be recovered over the next 5 years by continuing the charge the restoration levy of £1 per ticket (circa £30k pa);**
- (iii) a tender process to source and appoint a suitable contractor be undertaken; and**
- (iv) the project delivery be delegated to the Executive Head of Business, in consultation with the Places & Strategy Portfolio Holder.**

RECOMMENDED that

- (i) £24,000 be added to the capital programme to fund the cost of a new lighting desk and commercial projector; and**
- (ii) the proposal to add £125,000 to the Corporate Capital Programme for 2020/21 for the cost of the refurbished frontage be noted.**

52/E Appointment of a Climate Change Working Group

The Executive considered a report proposing the establishment of a Climate Change Working Group. This proposal followed the decisions of the Council at its meeting on 9 October 2019.

The initial Terms of Reference for the Working Group were noted; however, the Key Objectives of the Working Group would be discussed at its first meeting.

Group Leaders would be asked to nominate members to the Working Group in accordance with the membership set out in the Terms of Reference.

RESOLVED that

- (i) a Climate Change Working Group be established**
- (ii) the initial Terms of Reference, as set out at Annex A to the agenda report, be endorsed;**
- (iii) details of the Key Objectives of the Working Group be discussed at the first meeting of the Working Group; and**
- (iv) Group Leaders be asked to nominate members to the Working Group in accordance with the membership set out at Annex A to the agenda report.**

53/E Write-Off of Irrecoverable Bad Debts

The Executive considered a report seeking authority to write-off irrecoverable revenues bad debts over £1,500. It was advised that all of the debts had been subject to the relevant recovery action and tracing enquiries had been undertaken.

RESOLVED that bad debts totalling £29,578.97 in respect of Council Tax and £384,178.94 in respect of Non-Domestic Rates be approved for write off.

Note: It was noted for the record that Councillors Dan Adams and Paul Deach declared that they had previously worked with some of the companies listed in the exempt annex containing details of the write-offs.

54/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
48/E (part)	3
49/E (part)	3
53/E (part)	1
55/E	3
56/E	3
57/E	1&3

Note: Minutes 55/E, 56/E and 57/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

55/E Lease renewal: Unit 20 St Georges Industrial Estate, Wilton Road, Camberley, Surrey, GU15 2QW

The Executive made decisions regarding a lease for Unit 20 St Georges Industrial Estate.

56/E Parks and Grounds Maintenance Interim Arrangements and Contract Renewal

The Executive made decisions in relation to the Parks and Grounds Maintenance Contract.

57/E Review of Exempt Items

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

Chairman

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

Document is Restricted

This page is intentionally left blank

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

*Councillor Sarah Jane Croke was present midway through minute 12/P

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

11/P Minutes of Previous Meeting

The minutes of the meeting held on 12 September 2019 were confirmed and signed by the Chairman.

12/P Application Number: 18/1083 - 42-44 LONDON ROAD, BAGSHOT, GU19 5HL

The application was for the erection of a part one, two and three storey building, partly with accommodation in the roof, to provide 46 extra care apartments including associated facilities, car parking and landscaping following the demolition of existing buildings. (additional info & plan rec'd 21/01/2019) (Additional information recv'd 23/1/19 & 11/03/2019). (Amended plans and information rec'd 15/07/2019 & 29/07/2019.)

Members were advised of the following updates on the application:

"Update

10 further objections received which raise the following new issues:

- The amended scheme remains large, overbearing, unattractive, too high, and inappropriate to the site resulting in overshadowing of adjoining land. Development should be scaled down
- Further archaeological assessment will be needed (past excavations uncovered a waterlogged area containing the remains of a 17th century tan yard and small finds suggest a prehistoric settlement in the area. Iron age

and Roman iron smelting was carried out in the wider area (between Queens Wood and Lightwater)

- Safety risk for pedestrians using London Road
- Spoiling of an area of natural beauty
- Need for starter homes, help to buy and/or shared ownership schemes instead
- Building over sewers
- Loss of view
- Other buildings should have been repurposed instead

1 further letter of support received raising no new issues.

Surrey Wildlife Trust raise no objections subject to condition (see new condition below).

The applicant has requested minor amendments to a number of pre-commencement conditions to adjust the timing of the approval of details pursuant to these conditions. These amendments are considered to be acceptable and the amendments set out below.

Further to Paragraph 7.8.2 of the officer report, the NPPF sets out the need for more vulnerable development within floodplain 3a to pass the exception test. In the officer's opinion, the development satisfies the exception test given the wider sustainability benefits that outweigh flood risk i.e. the need for such specialist accommodation; and, the FRA accounts for climate change with mitigation measures for the lifetime of the development secured by condition 5. Moreover, only a small part of the site lies within flood zone 3a. The sequential test is also met in that there has been an assessment of 32 alternative sites within the Borough and concluded that none of these sites are reasonably available. Subject to condition 6 the development would be flood resilient and provide safe access and escape routes in accordance with NPPF paragraph 163.

Corrections (changes in bold)

Recommendation at paragraph 10.0:

GRANT, subject to the completion of a Section 106 legal agreement **for the restriction of use to Class C2 "Extra Care" residential accommodation and provision of SANG and SAMM contributions** by 8 November 2019, or any longer period as agreed with the Executive Head of Regulatory, and the following conditions:-

Amended Conditions (changes in bold)

2 – No **construction above ground level** shall take place until details and samples of the external materials to be used shall be submitted to and approved in writing by the Local Planning Authority. Materials to be agreed will include the proposed brick, tile, cladding, windows, guttering and fenestration. Notwithstanding the approved plans, no windows in the extension shall be

installed until details have been submitted to, and approved in writing by the local planning authority. The details shall include:-

- a) Plans to identify the windows in question and its location(s) within the property(ies), cross referenced to an elevation drawing or floor plan for the avoidance of doubt;
- b) 1:20 elevation and plan;
- c) 1:10 section with full size glazing bar detail;
- d) the position within the opening (depth of reveal) and method of fixing the glazing (putty or beading); and
- e) a schedule of the materials proposed, method of opening, and finishes.

Thereafter the works shall be carried out in full accordance with the approved details and the development shall be maintained as approved in perpetuity.

Reason: In the interests of visual amenities of the area including the adjoining Bagshot Village Conservation Area and to accord with Policies DM9 and DM17 of the Surrey Heath Core Strategy and Development Management Policies 2012.

4 - The **construction above ground level** hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The design must satisfy SuDS hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, National Planning Policy Framework and Ministerial Statement on SuDS. The required drainage details shall include:

- a) Evidence that the proposed final solution will effectively manage the 1 in 30 and 1 in 100 (+40% allowance for climate change) storm events, during all stages of the development, associated discharge rates and storage volumes shall be provided using a maximum discharge rate of 5 l/s.
- b) Detailed design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers, etc.).
- c) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected.
- d) Details of drainage management responsibilities and maintenance regime for the drainage system.
- e) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.

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

and Development Management Policies 2012 and the National Planning Policy Framework 2019.

7 – No construction above ground level shall begin until a scheme to deal with contamination of the site has been submitted to and approved in writing by the Local Planning Authority.

The above scheme shall include :-

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

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

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

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

Reason: In the interests of conservation and to comply with Policy DM17 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework 2019.

Additional condition

20 – Details of external lighting shall be submitted to and approved by the Local Planning Authority. Once approved, the external lighting shall be constructed in accordance with the approved details and implemented prior to first occupation of the development and thereafter retained in perpetuity. The details shall include full details of the lighting supports, posts or columns, a plan showing the location of the lights and full technical specification.

Reason: in the interests of residential and visual amenities and nature conservation and to comply with Policies CP14 and DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.”

Members were also verbally updated that since the writing of the planning updates an additional objection had been received in respect of the application’s ecological benefits and that the Development should be a C3 Development to help meet local housing quotas.

A further condition, wording to be agreed, was proposed to be added to the Officer Report/Update to stipulate compliance with the ecological recommendations in the reports provided with the application.

As the application had triggered the Council’s Public Speaking Scheme, Mr Rowland Jowett spoke in objection to the application. Mr Noel Fierz and Mr Ian Hann (the agent) spoke in support of the application.

Members felt the proposal entailed overdevelopment and there were concerns in respect of the scale, dormer design and density of the proposed building given the proximity of the Bagshot Village Conservation Area.

Concerns also emanated from the perceived scale and overbearing impact of the proposal and its impact on Half Moon Street and London Road, and the scheme’s perceived lack of landscaping and parking.

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

An alternative recommendation to refuse the application, for the reasons below, was proposed by Councillor Valerie White, seconded by Councillor Victoria Wheeler and put to the vote and carried.

RESOLVED that

- I. Application 18/1083 be refused for the reasons following:**
 - **Bulk and Mass**
 - **Overbearing**
 - **Impact on the Conservation Area**
 - **Design of dormers**
 - **Limited scope for landscaping and parking.**
- II. An informative be added to the reasons for refusal requesting any new application provides further clarification and technical advice on the rainwater and foul-water discharge from the property; and**
- III. the reasons for refusal and informative be finalised by the Executive Head of Regulatory after consultation with the Chairman and Vice Chairman of the Planning Applications Committee, and the Planning Case Officer.**

Note 1

It was noted for the record that:

- i. All the Committee had received a phone call and various pieces of correspondence from the agent on the application.
- ii. Councillor Graham Alleway had also received a phone call from the agent, and asked two questions in respects of the proposal.
- iii. A Member Site Visit had taken place on the application.

Note 2

In accordance with Part 4, Section D, paragraph 18 of the Constitution as Councillor Sarah Jane Croke had not been present for the whole consideration of the item, she did not participate in the debate or vote on the item.

Note 3

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

Voting in favour of the recommendation to approve the application:

Councillors Cliff Betton, Vivienne Chapman, Colin Dougan, Charlotte Morley and Graham Tapper.

Voting against the recommendation to approve the application:

Councillors Graham Alleway, Peter Barnett, Edward Hawkins, Shaun Garrett, Sam Kay, Morgan Rise, Victoria Wheeler and Valerie White.

Note 4

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

Voting in favour of the recommendation to refuse the application:

Councillors Graham Alleway, Peter Barnett, Edward Hawkins, Shaun Garrett, Sam Kay, Morgan Rise, Victoria Wheeler and Valerie White.

Voting against the recommendation to refuse the application:

Councillors Vivienne Chapman, Colin Dougan and Charlotte Morley.

Voting in abstention on the recommendation to refuse the application:

Councillors Cliff Betton and Graham Tapper.

13/P Application Number: 19/0304 - 134 & 136 LONDON ROAD, BAGSHOT, GU19 5BZ

The application was for outline planning application for the erection of 26 residential units (Class C3) following demolition of both existing dwellings with new vehicular access off London Road. Access, appearance, layout and scale to be

considered with landscaping reserved. (Amended & additional plans & docs rec'd 12/07/2019)

Members received the following updates on the application:

“Update

Following submission of additional information, Surrey County Council as the Lead Local Flood Authority has now raised no objection subject to conditions requiring details of the design of the surface water drainage scheme, along with a subsequent verification report. These conditions are necessary to ensure that the proposed drainage would meet the National Non-Statutory Technical Standards for SuDS (Sustainable Drainage Systems).

As such, reason number 6 as outlined in the Committee Report has been overcome, subject to these conditions.”

Members received a further verbal update from the Planning Case Officer advising that a revised ecology report had been received, which included further bat surveys. However the revised report had not been received in sufficient time to consult Surrey Wildlife Trust and as a result refusal reason 5 still stood; and would be reviewed as necessary at any potential appeal.

In addition one further email objection had been received since the writing of the updates. However the issues raised were already covered in the officer report.

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

RESOLVED that application 19/0304 be refused for the reasons set out in the Officer Report

Note 1

It was noted for the record that there had been a Member Site Visit on the application.

Note 2

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

Voting in favour of the recommendation to refuse the application:

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

Chairman

This page is intentionally left blank

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 7 November 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

Members in Attendance: Cllr Rebecca Jennings-Evans, Cllr David Mansfield, Cllr Emma-Jane McGrath, Cllr Pat Tedder and Cllr Helen Whitcroft

Officers Present: Kieran Bartlett, Ross Cahalane, Jonathan Partington, Jane Reeves, Eddie Scott and Patricia Terceiro

14/P Minutes of Previous Meeting

The minutes were signed and confirmed by the Chairman subject to one minor amendment.

15/P Application Number: 19/0660 - 15 Red Lion Road, Chobham, Woking, GU24 8RG

The application was a retrospective planning application for the formation of a new brickwork boundary wall.

This application would normally have been determined under the Council's Scheme of Delegation. However, had been reported to the Planning Applications Committee at the request of Councillor Pat Tedder, due to concerns over the proposal's impact on the character of the area.

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

RESOLVED that application 19/0660 be granted subject to the conditions in the Officer Report

Note 1

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

Voting in favour of the recommendation to grant the application:

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

Voting against the recommendation to grant the application:

Councillor Victoria Wheeler.

Voting in abstention on the recommendation to grant the application:

Councillors Peter Barnett and Graham Tapper

16/P Southampton to London Pipeline Development Consent Order

The Committee considered a report asking it to note its contents and to delegate authority to the Executive Head of Regulatory Services to make relevant representations to the Examination Authority in respect of the Southampton to London Pipeline Development Consent Order; and in the event that a S106 agreement is required to enter into such an agreement and agree terms.

The officer recommendation, as set out in the agenda report, was proposed by Councillor Edward Hawkins, seconded by Councillor Charlotte Morley and put to the vote and carried.

RESOLVED that

- i. the contents of the report be noted; and**
- ii. authority to be delegated to the Executive Head of Regulatory Services to make relevant representations to the Examination Authority in respect of the Southampton to London Pipeline Development Consent Order and in the event that a S106 agreement is required to enter into such an agreement and agree terms.**

Note 1

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

Voting in favour of the Officer recommendation, as set out in the agenda report:

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

Voting in abstention on the Officer recommendation, as set out in the agenda report:

Councillor Peter Barnett.

17/P Application Number: 19/0665 - Little Rosewarne, 1 Rosewarne Gardens, Mytchett, Camberley, GU16 6GT

The application was for single storey side and rear extensions, including attached garage and revised vehicular access and landscaping.

The application would have normally been determined under the Council's Scheme of Delegation. However, it had been called in for determination by the Planning Applications Committee at the request of Councillor Helen Whitcroft due to concerns regarding overdevelopment.

Members were advised of the following updates on the application:

"Update

The Council's Arboricultural Officer has confirmed that based on the approved tree report and tree protection plan under the 18/0001 permission for the wider development, the current proposed extensions would not encroach upon the root protection areas of the existing surrounding trees. The Arboricultural Officer has therefore maintained no objection, as these tree protection measures would still meet the requirements as set out in the British Standard.

An additional informative is proposed as follows, as explained in Paragraph 7.6.2 of the Committee Report:

Additional informative

2. 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".

Members had concerns in respect of the potential negative impacts on highway users and on amenity if the property's garage were to be converted for habitable use. As a result it was agreed to add an additional condition to the officer report removing the permitted development rights to convert the proposed garage into habitable accommodation.

In addition Members felt that the site was at risk of future overdevelopment and that future enlargements of the property would have a negative impact on the visual and residential amenity. As a result Members decided to remove the Class A and Class B permitted development rights from the dwelling.

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 application 19/0665 be granted subject to the conditions set out in the Officer Report, as amended, and the additional informative in the updates.

Note 1

It was noted for the record that Councillor Morgan Rise had received communication and spoken with residents in respect of the application, but had not made up his mind on the application.

Note 2

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

Voting in favour of the recommendation to grant the application:

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

Voting against the recommendation to grant the application:

Councillor Morgan Rise.

Chairman

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

Members in Attendance: Cllr Graham Alleway, Cllr Paul Deach, Cllr Charlotte Morley, Cllr Robin Perry and Cllr Victoria Wheeler

Officers Present: Louise Livingston, Jenny Rickard, Jayne Boitoult and Eddie Scott.

13/EP Minutes of the Last Meeting

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

14/EP Declarations of Interest

The following declarations of interest were made:

- (a) Councillors Robin Perry and Graham Tapper as Trustees of the Frimley Fuel Allotments Charity as some of Accent Housing tenants were recipients of grants from the Charity; and
- (b) Councillor David Lewis as the Council's representative on the Citizens Advice Surrey Heath.

15/EP Citizens Advice Surrey Heath

Kate Sawdy, the Chief Executive Officer of Citizens Advice Surrey Heath (CASH) made a presentation on the vital work undertaken by CASH. CASH helped people with a range of problems and increasing complex issues with housing, debts, benefits, employment, relationships and consumer rights.

The Committee heard that evidence showed that CASH's advice was effective, prevented problems from escalating and often had a wider impact. Members were

advised that helping to solve an individual's problems had a wider value to the community.

Although it was impossible to put a financial value on the work of CASH, the following benefits could be identified:

- Keeping people in employment or helping them back to work
- Preventing housing evictions and statutory homelessness
- Reducing demand for mental health and GP services
- Improving mental wellbeing and positive functioning
- Improved family relationships

Financial modelling showed that for every £1 spent CASH generated £9.01 in savings to government and public services, £41.25 in wider economic and social benefits and £38.84 in financial value to the people helped.

Additional services provided related to

- 'Help to Claim' - helping people make their first Universal Credit application
- Social Prescribing - linking people to community activities and services.
- Emergency support – Food bags and Referrals to Surrey Crisis Fund, Besom and other charitable funds
- Independent Living - Home visits for those whose disability, age or caring responsibility makes it difficult to leave their homes to access advice.
- Disability Form Filling support - To help people access appropriate benefits and appeal decisions.
- Hate Crime reporting centre – referrals to the police
- Domestic Abuse support - including being a centre for Emergency Domestic Abuse orders by phone
- Healthwatch Surrey – Providing the patient's voice to influence change.

Kate gave an example of how advice and social prescribing worked. Many vulnerable clients not only needed financial advice and support but also help with linking in to society and accessing services and organisations that could improve their wellbeing and engagement in life. Improved wellbeing would hopefully result in less visits to GPs and other health services, reducing the pressure on the health system.

CASH had over 50 volunteers who gave their time, skills and experience. This year the trained volunteers had given up the equivalent of £296,000 worth of volunteering hours.

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

- The value of CASH's signposting role for councillors doing ward casework.
- The funds which were raised locally by CASH to contribute to income from other sources.
- The CASH's move to Surrey Heath House which had had considerable benefits such as improved networking opportunities.
- The potential to use Councillors and officers to help to promote and develop CASH services, particularly the outreach service.

- Gratitude for the help with the homeless, particularly in Chobham.
- Officers be asked to facilitate Member Training on CASH issues and how councillors could help those in emergency need.
- Members requested better access to CASH staff email addresses.

The Committee thanked Kate Sawdy for her informative presentation.

16/EP Accent Housing

The Chairman welcomed Claire Stone, Executive Director of Customer Experience and Rob Mills, Director of Customer Experience at Accent, to the meeting.

Accent had provided homes and services for a diverse range of customers and communities since 1966. Accent owned over 20,000 properties, providing homes to around 40,000 people nationwide. It had 4,100 homes in Surrey, Hampshire, Kent and Sussex. Overall, Accent had 97 units of homeless temporary housing with 54 units in Surrey Heath.

Rob advised the Committee of the investments made by Accent and the challenges for the future which included a new service offer and improvements to the customer experience.

In relation to the Repairs Service, Accent accepted that performance had not been as they would expect it to be. A new contractor had recently been employed who would provide an improved service.

Members' asked questions and Accent representatives' responded in relation to the following:

- The new maintenance contractor, Axis Europe, had better capacity to undertaken a large number of repairs.
- Annual customer care checks were being introduced.
- It was considered that during welfare visits maintenance issues should be identified and reported back.
- It was suggested that there was a need to shorten the renewal life cycles for kitchen and bathrooms in line with other providers – statistics on Accent's current life cycle provision to be attached to the minutes.
- New experienced staff had been recruited in order to foster better relationships with the contractor.
- As energy costs were a higher percentage of outgoings for lower incomes families, it was suggested that high condensing boilers should be introduced in all properties.
- It was also suggested that boilers should be replaced on at least a 15 year cycle.
- Accent indicated that lowering energy costs and the associated environmental issues were now becoming increasingly urgent matters.
- Despite annual meetings with local residents, there was disappointment that the specific issues raised at these meetings were not resolved. It was noted that this could be as the result of inherent problems in the housing stock.

- Accent acknowledged there was a need for cultural shift when dealing with the adaptation of properties to meet the requirements of the elderly and disabled.
- Councillors asked for a single contact point to enable them to deal with ward issues.
- Some Members considered that the emergency repairs target was unrealistic. Accent reported that the contractor had employed additional staff to assist with the backlog of work.

The Committee thanked Rob Mills and Claire Stone for their interesting and informative presentation.

17/EP The Hope Hub

The Committee received a presentation from Mags Mercer the Chief Executive of the Hope Hub, a registered charity working to prevent and end homelessness in the Borough and surrounding areas. Hope stood for Holistic, Open to all, Person centred and Empowering.

Members noted the sources of funding received by the Hope Hub. Moving facilities had allowed the Hope Hub to improve its services, which included crisis services such as the provision of food and empowerment services such as money management advice. The Committee was informed the number clients who had accessed the service in 2018/19 and between April and September 2019 and the outcomes in help provided.

A number of projects would be undertaken this year, such as the Cooking for Hope Courses. In the longer term it was planned to develop partnering with the Council in the Supporting Homeless Strategy.

The Committee was advised that the Hope Hub had received many commendations from clients and the Council was urged to continue to support their work.

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

- The Hub relied heavily on volunteers to keep up with increasing demand.
- The Hub proposed to apply for a revenue grant from the Council and would sign up to a 3 year service level agreement.
- The Hope House provide short term shelter for Surrey Heath residents for those who had no access to public funds whilst the Hub sought solutions.
-

The Committee thanked Mags Mercer for her interesting and informative presentation.

18/EP Heathrow Noise Forum Update

Councillor Victoria Wheeler had been appointed as the Council's representative on the Heathrow Community Noise Forum in May 2019.

Councillor Wheeler made a presentation on the work of the Forum which had been set up in 2015 in response to local concerns regarding future changes to airspace as a result of the Government's airspace modernisation strategy. The Forum was made up of representatives from local authorities around Heathrow, NATS, British Airways, Department for Transport, Civil Aviation Authority and Heathrow.

The aims of the Forum were to

- keep community representatives and local authority stakeholders informed and seek their input in preparing for and consulting on future airspace modernisation as part of the Government's airspace modernisation strategy and airspace changes associated with Heathrow expansion;
- improve understanding of members on Heathrow's operations and airspace issues;
- seek input from members to inform the communications approach to trials and public consultations regarding potential airspace changes;
- build trust in the data through members involvement in the independent verification of the data and analysis of data.

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

- Changes and increases in aircraft did not need to be the subject of consultation.
- The difference between noise and annoyance were hard to define, had different effects on health and wellbeing and could differ according to background of the location e.g the impact of noise was greater in rural areas.
- There had been no studies on the impact of noise on the SPA.
- It was suggested that a third runway would have no greater impact on noise in the Borough than the technological developments likely to be introduced.
- Residents should complain if affected by noise and could use a flight radar App to give details of planes and altitude.

The Committee thanked Councillor Wheeler for her interesting and informative presentation.

19/EP Committee Work Programme

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

Chairman

This page is intentionally left blank

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 28
November 2019**

+ Cllr Rebecca Jennings-Evans (Chairman)
+ Anthony Sparks (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	+ Karen Wetherell
+ Cllr Helen Whitcroft	

+ Present
- Apologies for absence presented

In Attendance: Louise Livingston, Belinda Tam, Jane Sherman.

7/J Minutes of the last meeting

The notes of the last meeting held on 1 August 2019 were agreed.

8/J Declarations of Interest

There were no declarations of interest.

9/J Speak Up Policy and Procedure (formerly Whistle Blowing Policy)

The Group was informed that the Council's current Whistle-Blowing Policy and Procedure had been updated and renamed the Speak Up Policy and Procedure.

Speaking Up was the confidential disclosure by staff of any wrong-doing they encountered in the workplace. The Policy was designed to encourage staff to raise serious concerns whilst providing them protection. The disclosure could be made to the Council or to an external party outside the management structure of the Council

This Policy and Procedure explained the procedure to follow and outlined an employee rights and what they should expect throughout the process.

The Group suggested that the following additions should be made to the Policy and Procedure;

- (a) Paragraph 1 - Introduction – include reference to qualifying examples; and
- (b) Paragraph 3 – Scope – include “volunteers”.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Speak Up Policy and Procedure attached as Annex A to the agenda report subject to the additions set out above.

10/J Criminal Records Policy and Procedure

The Group was advised that the purpose of the Criminal Records Policy was to provide guidance for Human Resources, recruiting managers, current employees and Surrey Heath Borough Council applicants regarding the process of Disclosure and Barring Service, Basic Disclosure and Baseline Personnel Security Standard.

The Member representatives asked if there was a similar policy for Councillors but were advised that the Council was not able to undertake any of these checks in respect of Councillors.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Criminal Records Policy as attached as Annex A to the agenda report.

11/J Hate Crime Policy

The Safeguarding Policy had been revised to include an Appendix 9 which set out the Council policy and procedure when a 'hate crime' incident occurred.

Hate Crime could be defined as any crime that was motivated by hostility on the grounds of someone's actual or perceived characteristics. Hate Crime could take many forms including (but not limited to): physical violence, threats of violence, offensive graffiti or other written material, online abuse, and abusive or insulting words of behaviour.

The Group received details of the proposed policy to deal with to Hate Crime. It was suggested that wording be introduced to clarify the reference religion or belief as including all faiths or lack of a faith.

The Group noted that a typographical error in Appendix 9 – paragraph 1.3 – “of” would be corrected to “or”.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the addendum attached to the agenda report relating to Hate Crime, incorporated within the Councils Safeguarding Policy, subject to the amendments outlined above.

12/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 agenda report, be agreed.

Chairman

This page is intentionally left blank