

COUNCIL MEETING

26 February 2020

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

55/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Graham Alleway, Peter Barnett, Josephine Hawkins, Ben Leach, David Mansfield, Darryl Ratiram, and Helen Whitcroft.

56/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 9 October and 7 November 2019 be approved as a correct record.

57/C Mayor's Announcements

The Mayor reported on the numerous events he had attended since the Council meeting in October. Of particular note were the events and services he had attended to mark Remembrance Day.

Members were reminded that the Mayor's Charity Ball would take place on 28 March 2020 and were encouraged to support this event.

58/C Leader's Announcements

The Leader referred to the recent death of former councillor Ian Cullen, who had represented Heatherside ward between 1991 and 1995 and again between 2007 and 2019. The Leader reported that he had attended the moving memorial service held for Mr Cullen earlier that month.

Members were informed that the Leader had attended the ground breaking ceremony for the new Leisure Centre in Camberley.

59/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 extent the Council was considering involvement from all sections of the community, prior to the 5G roll-out.

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

60/C Executive, Committees and Other Bodies

- (a) Executive – 15 October and 19 November 2019

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

RESOLVED that the minutes of the meetings of the Executive held on 15 October and 19 November 2019 be received and the recommendations therein be adopted as set out below:

- **39/E Obelisk and Camberley Park Improvements**

RESOLVED 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.**

- **42/E Council Finances as at 31 July 2019**

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

- **51/E Camberley Theatre Frontage & Lighting Upgrades**

RESOLVED 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.**
- 61/E – The Council Tax Base and Local Council Tax Support Scheme**

RESOLVED that

- (i) the 28 day Council Tax discount for an empty unoccupied and substantially unfurnished property be removed for these properties using the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments;**
- (ii) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2020/21;**
- (iii) the Council Tax Exceptional Hardship Policy remain unchanged for 2020/21;**
- (iv) a review of the Local Council Tax Support Scheme for Surrey Heath and the Council Tax Exceptional Hardship Policy be undertaken over the next 12 months;**
- (v) the Executive Head of Finance be delegated to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit / Universal Credit changes introduced by legislation; and**
- (vi) incomes and applicable amounts and non-dependant deductions be updated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.**

- 62/E Council Finances as at 30th September 2019**

RESOLVED that the additions to the 2019/20 capital programme, as set out in the report, be agreed.

- (b) Planning Applications Committee – 10 October and 7 November 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 10 October and 7 November 2019 be received.

- (c) External Partnerships Select Committee – 12 November 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 12 November 2019 be received.

- (d) Joint Staff Consultative Group – 28 November 2019

It was moved by Councillor Rebecca Jennings-Evans, seconded by Councillor Graham Tapper and

RESOLVED that the notes of the meeting of the Joint Staff Consultative Group held on 28 November 2019 be received.

61/C Governance Working Group

The Council received a report from the Governance Working Group, which had met on 5 September, 26 September, and 19 November 2019.

The Terms of Reference for all the Standing Committees of the Council had been reviewed in accordance with the Council's instruction at its meeting on 4 September 2019. A number of amendments were proposed, including renaming the current Hearing Sub Committee, which considered complaints against Members of the Council, as the Standards Sub Committee, and introducing Terms of Reference for the Governance Working Group.

The Council was advised that the Working Group had proposed that an Employment Committee be established and its proposed Terms of Reference were noted. It was also proposed to establish 3 sub committees of the Employment Committee.

The Appointments Sub Committee would undertake the responsibilities currently delegated to the Appointments Committee, which it was proposed to discontinue.

The Hearing Sub Committee and Appeals Sub Committee would hear any grievance and disciplinary matters relating to the Council's 3 Statutory Officers: the Head of Paid Service, Monitoring Officer and Section 151 Officer. These sub committees' Terms of Reference also provided for hearing grievance and disciplinary matters relating to other Tier 2 senior officers in certain situations.

Members were informed it was also proposed to establish an Independent Panel. This Panel would meet the requirements set out in the Local Authorities (Standing

Orders) (England) (Amendment) Regulations 2015. Membership of the Independent Panel would be drawn from the pool of Independent Persons appointed in accordance with the Localism Act 2011.

The Council was advised that, where a recommendation had been made by a Hearing Sub Committee to dismiss a Statutory Officer, an Independent Panel would review the case and make recommendations to Full Council. The consideration of the recommendations by the Full Council would fulfil the appeal function.

A number of consequential amendments were also proposed to the Constitution. The Officer Employment Rules had been updated to reflect the revised procedures for grievance and disciplinary matters for senior officers. The Committees, Sub Committees and Other Bodies Procedure Rules had been revised to provide for the changes to the Committee structure. Proposed delegations to officers to be included in the Scheme of Delegation of Functions to Officers were also noted.

The Council was informed it was proposed to require all members of the Employment Committee to undertake annual training on HR matters; Article 13 of the Constitution would be updated to reflect this requirement. The list of Proper Officers had been revised in respect of the officer designated to make and receive notifications in relation to the appointment and dismissal of chief officers and deputy chief officers, which reflected the up to date senior management structure.

RESOLVED that

- (i) the Terms of Reference of the Executive, Committees and Other Bodies be amended, including the disestablishment of the Appointments Committee and the formalisation of Terms of Reference for the Working Group, as set out at Annex A to the agenda report;**
- (ii) an Employment Committee be established as a Standing Committee of the Council, with Terms of Reference as set out at Annex B to the agenda report;**
- (iii) 9 members be appointed to the Employment Committee, in line with requirements of political proportionality, with appointments to be made on the nomination of the Group Leaders;**
- (iv) an Independent Panel be established, with Terms of Reference as set out at Annex B to the agenda report;**
- (v) a Hearing Sub Committee be established, with Terms of Reference as set out at Annex B to the agenda report;**
- (vi) an Appeals Sub Committee be established, with Terms of Reference as set out at Annex B to the agenda report;**

- (vii) an Appointments Sub Committee be established, with Terms of Reference as set out at Annex B to the agenda report;
- (viii) Part 4, Section J of the Constitution be updated as set out at Annex C to the agenda report;
- (ix) the Scheme of Delegation of Functions to Officers be updated as set out at Annex D to the agenda report;
- (x) Part 4, Section D of the Constitution be updated, as set out at Annex E to the agenda report; and
- (xi) Article 13 of the Constitution be updated as follows:

13.9 Mandatory Training

<u>Training</u>	<u>Decision-making</u>	<u>Required</u>
(e) Human Resources	All decisions made by the Employment Committee and its sub committees.	Annually - All members of the Employment Committee

- (xii) Part 3, Section C of the Constitution be updated as follows::

<u>Purpose of Appointment</u>	<u>Proper Officer(s)</u>
Local Authorities (Standing Orders)(England) Regulations 2001	
To make and receive notifications in relation to the appointment and dismissal of statutory and non statutory chief officers and deputy chief officers within the meaning of sections 2(7) and 2(8) of the 1989 Act.	Head of Human Resources Executive Head of Transformation

62/C Review of Political Proportionality

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

The Council received a report setting out a revised scheme of proportionality to reflect the Council's decision to establish an Employment Committee and discontinue the Appointments Committee (minute 61/C refers).

RESOLVED that the revised scheme of proportionality, as set out at Annex A to the agenda report, be adopted.

63/C Polling Districts and Polling Place Review

The Council was reminded that, at its meeting on 9 October 2019, it had considered a report on a review of the polling districts and polling stations in the borough. At that meeting a revised schedule of polling districts and polling places had been agreed, with decisions deferred relating to the Frimley Ward and Windlesham (South) polling district.

The Council considered the options for polling districts and polling places in Frimley ward. It was noted that Lakeside School, the designated polling place for Frimley (East) polling district, was now the only school in the borough used as a polling place. Members were reminded that, during the consultation, representations had been received from the School on the need to close the School on polling day and the consequent disruption. Options for using alternative sites within the School, which would enable it to remain open on polling day, had been reviewed but were not considered to be suitable.

The alternative options for polling places in the ward were noted and it reported that no suitable alternative had been identified. It was therefore proposed to create a single polling district in the Frimley ward and to designate St Peters Church Hall, which was already used as a polling place, as the polling place for all Frimley ward.

The Council noted the current position on polling arrangements for Windlesham (South) polling district. Members were reminded that Chertsey Road Hall had been sold and the new owners of the Hall had not yet indicated whether it would continue to be available for use as a polling station. Investigations on alternative premises were continuing but were unlikely to be resolved before the New Year. It was therefore proposed to delegate the decision on the allocation of a polling place for Windlesham (South) polling district to the (Acting) Returning Officer in consultation with ward councillors

RESOLVED that

- (i) a single polling district be created for the Frimley ward and the designated polling place for all voters be St Peters Church Hall, Parsonage Way, Frimley;**
- (ii) investigations continue to identify a polling place for NA-Windlesham (South) polling district; and**
- (iii) the (Acting) Returning Officer, after appropriate public consultation, including consultation with ward councillors, be authorised to designate a polling place for the NA-Windlesham (South) polling district; the decision to be reported to Council at the earliest opportunity.**

64/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.

At its meeting on 9 October 2019, the Council had agreed, as an interim arrangement, that Mr Richard Payne be designated as the Council's Monitoring Officer until December 2019. It was noted that the Council's Constitution at Article 12 designated the post of Head of Legal Services, which was currently vacant, as the Monitoring Officer.

The Head of Legal Services post had been advertised in November 2019, with an appointment expected to be made in the early part of 2020. It was therefore proposed to extend Mr Payne's appointment as Monitoring Officer until such time an appointment was made to the post of Head of Legal Services.

Members discussed the proposal and suggested that it may in future be appropriate to separate the Monitoring Officer role from the post of Head of Legal Services.

RESOLVED that Mr Richard Payne be designated as the Council's Monitoring Officer until further notice.

65/C Leader's Question Time

The Leader, in response to a question from Councillor Sashi Mylvaganam, updated the Council on the position regarding the signing of the 2018/19 accounts.

The Leader supported a request from Councillor Rodney Bates to introduce action logs from meetings of the Council, Executive and Standing Committees of the Council.

In response to a question from Councillor Morgan Rise, the Council was updated on work undertaken in respect of the Council's strategy for Homelessness and Rough Sleeping.

66/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>
56/C (part)	3
67/C	3
68/C	3

67/C Executive and Committees - Exempt

- (a) Executive – 15 October and 19 November 2019

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

RESOLVED that the exempt minutes of the meetings of the Executive held on 15 October and 19 November 2019 be received and the recommendations therein be adopted.

68/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

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

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**MINUTES OF AN EXTRAORDINARY
MEETING OF SURREY HEATH
BOROUGH COUNCIL held at Surrey
Heath House, Camberley on
29 January 2020**

+ 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

+ Present

69/C Appointment of Leader

It was moved by Councillor Colin Dougan and seconded by Councillor Edwards Hawkins that Councillor Alan McClafferty be appointed Leader of the Council for the remainder of the term of office.

It was further proposed by Councillor Rodney Bates and seconded by Councillor Pat Tedder that Councillor Victoria Wheeler be appointed Leader of the Council for the remainder of the term of office.

Following a vote, it was

RESOLVED that Councillor Alan McClafferty be elected Leader of the Council for the remainder of the term of office.

Councillor Alan McClafferty made and signed the Declaration of Acceptance of Office of Leader of the Council.

Note: In accordance with Council Procedure Rule 17.4, a recorded vote was taken at the request of Councillors Rodney Bates, Paul Deach and Colin Dougan.

The following Members voted for Councillor Alan McClafferty:

Councillors Dan Adams, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, David Lewis, David Mansfield, Alan McClafferty, Adrian Page, Robin Perry, Darryl Ratiram, and Valerie White.

The following Members voted for Councillor Victoria Wheeler:

Councillors Graham Alleway, Rodney Bates, Richard Brooks, Emma-Jane McGrath, Pat Tedder and Victoria Wheeler.

The following Members abstained from voting:

Councillors Peter Barnett, Cliff Betton, Tim FitzGerald, Sharon Galliford, Ben Leach, Charlotte Morley, Sashi Mylvaganam, Morgan Rise, John Skipper, Graham Tapper, Helen Whitcroft and Kristian Wrenn.

70/C Executive Arrangements

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

<u>Portfolio Area</u>	<u>Portfolio Holder</u>
Business & Transformation	Cllr Colin Dougan
Finance	Cllr David Lewis
Environment & Health	Cllr David Mansfield
Places & Strategy	Cllr Rebecca Jennings-Evans
Planning & People	Cllr Adrian Page
Support & Safeguarding	Cllr Josephine Hawkins

A revised Portfolio Structure detailing the areas within each Portfolio would be circulated after the meeting.

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

Mayor

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 17
December 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 Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Tim FitzGerald, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam and Cllr Graham Tapper

58/E Minutes

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

59/E Questions by Members

No questions were received from Members.

60/E Community Infrastructure Levy

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

The Council had received a total of £1,299,716.825 for the reporting period 1 April 2019 to 30 September 2019. The Executive was advised that monies due to parishes for the reporting period had been as follows:

- Chobham - £696.30
- West End - £194,800.00
- Windlesham - £20,408.77

Members discussed the Executive's decision in 2015 to invite ward councillors in non-parished areas to submit suggestions for projects in their areas to be funded from the 15% of CIL collected in those areas; this had been introduced in order for non-parished areas to be treated equitably with the parished areas.

It was recognised that some areas of the borough, including the parished areas, were being impacted by high levels of development and it was agreed that there was a need to ensure a fair allocation of CIL across the borough. The Executive therefore agreed that all ward councillors would be asked to submit suggestions for identified infrastructure needs and enhancements within their ward.

It was noted that new amendments to the CIL regulations had been introduced in September 2019 requiring an Infrastructure Funding Statement to replace the Section 123 List. The regulations introduced a requirement for councils to publish "infrastructure funding statements". These statements would replace existing Regulation 123 lists. Councils will be required to publish their first statements by 31 December 2020.

RESOLVED

- (i) to note the CIL monies received;**
- (ii) that all ward councillors be asked to submit the identified infrastructure needs and enhancements within their ward to accommodate new residents and meet the Council's adopted environmental objectives; and**
- (iii) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.**

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

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

Members noted that there had been an increase in the tax base of 471 which would generate an additional income of £103,000 based on the current Band D council tax charge. The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

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

Members considered and supported the proposal to remove the 28 day Council Tax discount for an empty unoccupied and substantially unfurnished properties. It was noted that Surrey County Council had stated that any additional income generated by the reduction in empty property relief normally due to them would be returned to Districts to support community services. The 28 day unoccupied and substantially unfurnished discount was currently worth approximately £190,000.

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

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

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

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

Despite not receiving any funding from Government the Council recognised the impact the LCTSS had on parishes and in the spirit of partnership and supporting parishes had continued to compensate parishes for some of their loss. It was therefore proposed that for 2020/21 the compensation given to parishes remained unchanged from 2019/20.

The Executive agreed that the LCTSS and Council Tax Exceptional Hardship Policy should remain unchanged in 2020/21; however, it was agreed that a review of both those schemes would be undertaken over the next 12 months.

RESOLVED

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

Band D Equivalent Properties			
Bisley			1,676.50
Chobham			2,058.83
Frimley and Camberley			24,283.22
West End			2,313.69
Windlesham			8,193.62
Surrey Heath Borough Council			38.525.86

- (ii) **that £19,943.44 be given to Parishes in 2020/21 to offset the effect on the tax base of the Local Council Tax Support scheme; and**

- (iii) that the final setting of the Tax Base be delegated to the Executive Head of Finance.

RECOMMENDED to Full Council that

- (i) the 28 day Council Tax discount for an empty unoccupied and substantially unfurnished property be removed for these properties using the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments;
- (ii) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2020/21;
- (iii) the Council Tax Exceptional Hardship Policy remain unchanged for 2020/21;
- (iv) a review of the Local Council Tax Support Scheme for Surrey Heath and the Council Tax Exceptional Hardship Policy be undertaken over the next 12 months;
- (v) authority be delegated to the Executive Head of Finance to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit / Universal Credit changes introduced by legislation; and
- (vi) incomes and applicable amounts and non-dependant deductions be uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.

62/E Council Finances at 30 September 2019

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

The report requested authority to add 3 projects to the 2019/20 capital programme, as follows:

- £50k – Obelisk and Camberley Park improvements
- £20k - Pennypot Lane Culvert Works

RESOLVED to note the report.

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

63/E Treasury Management Mid-year Report for 2019/20

The Executive noted the performance of the Treasury Management Service performance for 2019/20, as at 30 September 2019. The report also illustrated the compliance to-date with the Treasury Management Indicators for 2019/20

RESOLVED to note the report.

64/E Repurposing of the Ground Floor of Ashwood House

The Executive agreed to defer consideration of this item.

65/E Exclusion of Press and Public

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

Minute	Paragraph(s)
58/E (part)	3
66/E	3
67/E	3

Note: Minute 66/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.

66/E Letting: Ashwood House, Unit 4, 15 Princess Way, Camberley, Surrey, GU15 3SP

The Executive made decisions in relation to granting a new lease for Unit 4, Ashwood House, 15 Princess Way, Camberley.

67/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 66/E and the associated agenda report remain exempt until the completion of lease negotiations.

Chairman

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

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 21
January 2020**

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

+ Present

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Alan McClafferty, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder and Cllr Valerie White

68/E Election of Chairman

It was proposed by Councillor Paul Deach, seconded by Councillor Adrian Page, and

RESOLVED that Councillor Josephine Hawkins be elected as Chairman for that meeting.

69/E Minutes

The open and exempt minutes of the meeting held on 17 December 2019 were confirmed and signed by the Chairman.

70/E Questions by Members

Councillor Vivienne Chapman responded to a question from Councillor Rodney Bates, confirming that actions to make Camberley Town Centre a Dementia Friendly Community were being looked at across the Town Centre.

71/E Revenue Grants 2020/21

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

Members were reminded that, in January 2019, it had been agreed that a full review of the Revenue Grant scheme would be undertaken during the year, to review whether grants were being made at the correct levels, to the right organisations, and the value for money the revenue grants realised. At the Executive meeting on the 11 September 2019 a revised scheme had been agreed, to be introduced from 1 April 2020.

The Executive considered the grants sought by the organisations which had applied for Revenue Grants for 2020/21, the relevant supporting information concerning those organisations, and the amounts it was proposed to award.

It was noted that the proposed awards would result in an increase to the budget for 2020/21.

Members were advised that it was proposed to defer and delegate the decisions on applications from Tringhams and Camberley Central Job Club. It was also proposed to defer the application from Mustard Seed Trust for one year as the Scheme was currently closed to new referrals, and divert a further applicant, Camfest, to the Surrey Heath Lottery Fund.

Service level agreements had been introduced in 2013 to enable the Council to set out targets and outcomes to be achieved throughout the year. The agreements were used to monitor the performance of organisations throughout the year. Grant payments were only made after a successful monitoring report was received.

It was reported that the review had introduced ring fencing to 3 organisations who worked with the Council: Citizens Advice Surrey Heath, Blackwater Valley Partnership and the Basingstoke Canal Authority.

RESOLVED that

- (i) Revenue Grants for 2020/21 be awarded to**
 - a. Surrey Heath Citizens Advice (CASH) – £80,000;**
 - b. Voluntary Support North Surrey - £30,000;**
 - c. Surrey Heath Age Concern - £10,000;**
 - d. Catalyst Support - £4,000;**
 - e. The Autism Trust - £10,000;**
 - f. The Hope Hub - £17,000;**
 - g. VSNS - £10,000;**
 - h. Basingstoke Canal Authority - £10,000;**
 - i. Blackwater Valley Countryside Partnership - £10,000;**
 - j. Surrey Heath Sports Council - £3,500;**
 - k. Surrey Heath Arts Council - £1,500;**
- (ii) the other in-kind benefits provided to organisations be noted;**
- (iii) all grants be subject to Service Level Agreements;**
- (iv) no Revenue Grant be awarded to Camfest in 2020/21 but the organisation be advised to apply to the Lottery Fund;**
- (v) the application by Mustard Seed Autism Trust be deferred for a year;**
- (vi) decisions on awarding of grants to Tringhams and Camberley Central Job Club be delegated to the Executive Head of Transformation in consultation with the Safeguarding & Support Portfolio Holder.**

Note 1: In accordance with the Members' Code of Conduct, the following declarations were made:

- (i) Councillor Rodney Bates declared a pecuniary interest as he had been employed by Camberley Central Job Club; he also declared a non-pecuniary interest as he was a Trustee of Old Dean Community Group, which had been provided with staffing by Voluntary Support North Surrey, and declared for the record that a family member worked for Catalyst;
- (ii) Councillor Paul Deach declared a non-pecuniary interest as he was a County Council representative on Basingstoke Canal Management Board;
- (iii) It was noted for the record that Councillor Alan McClafferty declared that his wife was the chair of Trustees for Surrey Heath Age Concern.

72/E Mytchett Skate Park, Camberley

The Executive was reminded that Mytchett Skate Park was a very well used and an important facility for older children and teenagers in the borough. It was reported that it was proving increasingly difficult and costly to maintain this facility and the ramps would no longer be fit for purpose beyond 2020.

The Executive considered the options presented for the refurbishment of this facility and supported the refurbishment in principle. It was, however, suggested that alternative materials such as concrete be used instead of the proposed steel ramps, which would help ameliorate the impact of noise from the Skate Park. Members therefore requested further information on costings for equipment made from such materials.

The importance of consulting with users of the facility on the materials and design of the Skate Park was noted.

RESOLVED that

- (i) the refurbishment of Mytchett Skate Park be agreed in principle;**
- (ii) the use of materials which would ameliorate the impact of noise from the Skate Park be supported; and**
- (iii) Officers be asked to submit a further report with details on costings for equipment made from alternative materials.**

73/E Suitable Alternative Natural Greenspace (SANG) provision and allocation in Surrey Heath

The Executive was informed that the provision of a financial contribution to Suitable Alternative Natural Greenspace (SANG) was a requirement for all planning applications involving new residential development to mitigate the

adverse recreational impacts on the Thames Basin Heaths Special Protection Area (SPA).

Members were informed that SANG capacity in the borough was becoming limited, particularly in the west of the borough. Without further provision, in the next 6 to 12 months applications for new residential development were at risk of being refused due to lack of SANG capacity.

A SANG allocation criteria had been produced to help ensure that remaining SANG capacity was used efficiently and made available for those developments that are best placed to deliver the spatial strategy for the Borough. A SANG Acquisition Strategy had also been produced, identifying the main areas in the borough with potential for SANG creation to mitigate the impact of future housing development in the west of the borough on the SPA.

Members considered the SANG Acquisition Strategy and, in respect of the potential sites, it was agreed to change the reference from Pine Ridge Golf Course to Frimley Fuel Allotments, as this more accurately reflected the area concerned.

The Executive considered proposals to investigate the acquisition of land for SANG through negotiations with relevant landowners. It was also proposed to contact neighbouring authorities to identify the immediate issue this Council had with a shortage of SANG in order to ascertain if they could provide any additional SANG capacity.

RESOLVED that

- (i) the SANG allocation criteria, as set out in Annex 1 to the agenda report, be agreed;**
- (ii) authority be delegated to the Executive Head of Regulatory Services, in consultation with the Portfolio Holder for Planning & People, to investigate the acquisition of land for SANG through negotiations with relevant landowners and to prioritise investigating potential at suitable sites, as identified in the SANG Acquisition Strategy as set out at Annex 2 to the agenda report, as amended;**
- (iii) neighbouring authorities (Bracknell, Hart and Rushmoor) be contacted to highlight the immediate issue Surrey Heath has in respect of the shortage of SANG and to ask again if they can provide any SANG capacity.**

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

74/E Local Plan Annual Monitoring Report

The Executive considered the Surrey Heath Authority Monitoring Report (AMR) which had been produced in line with the requirements set out in the Localism Act 2011. The AMR monitored the period from 1 April 2018 to 31 March 2019. The purpose of the AMR was to provide details of the actions which had been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan had been achieved, and to identify any solutions and changes where targets were not being met.

Members considered the AMR and raised concerns that no additional Gypsy pitches had been provided since the adoption of the 2012 Surrey Heath Local Plan.

RESOLVED that the Surrey Heath Local Plan Authority Monitoring Report be approved for the purpose of making the document publically available at the Council offices and on the Council's website.

75/E Urgent Action

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

RESOLVED to note the urgent action taken under the Scheme of Delegation of Functions to Officers.

76/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)
69/ E (part)	3
77/E	3
78/E	3
79/E	3
80/E	3
81/E	3
82/E	3

Note: Minutes 78/E, 79/E and 80/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.

77/E Repurposing of the Ground Floor of Ashwood House

It was proposed by Councillor Josephine Hawkins, seconded by Councillor Dan Adams and

RESOLVED to defer consideration of this item to a future meeting.

78/E Acquisition of SANG capacity

The Executive made decisions relating to the acquisition of SANG capacity.

79/E Acquisition of property to provide supported accommodation for those sleeping rough or at risk of homelessness

The Executive made decisions regarding the acquisition of property to provide supported accommodation for rough sleepers and those at risk of homelessness.

80/E Supplementary Estimate

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

81/E Executive Working Group Notes

The Executive received the notes of the meetings of the Local Plan Working Group, Camberley Town Centre Working Group and Surrey Heath Villages Working Group which had taken place over the previous 6 months.

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

82/E Review of Exempt Items

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

RESOLVED that

- (i) the financial information at minutes 78/E and 79/E and the associated agenda reports remain exempt for the present time but the decisions to be made public following the completion of the necessary legal processes;**
- (ii) minute 80/E and the associated agenda report remain exempt for the present time; and**
- (iii) the Executive Working Group notes presented at minute 81/E remain exempt at the present time as the information contained in the notes will be released in due course as part of other processes.**

Chairman

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

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 5 December 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 Cliff Betton)

Members in Attendance: Cllr Emma McGrath

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

18/P Minutes of Previous Meeting

The minutes of the meeting held on 7 November 2019 were confirmed and signed by the Chairman.

19/P Application Number: 19/0235 - Woodside Cottage, Chapel Lane, Bagshot, GU19 5DE

RESOLVED that application 19/0235 be deferred.

20/P Application Number: 19/0570 - Stamford Manor, Station Road, Chobham GU24 8AX

The application was for the erection of an indoor riding school.

This 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 Victoria Wheeler on the basis that the proposal was inappropriate development within the Green Belt.

Members were advised of the following updates on the application:

“The applicant has responded to the Committee Report, raising concerns about the content and misrepresentations set out in the report (and recommendation) and making the following comments (with the Council’s response in italics):

- The site should be described as under development as a private equestrian centre rather than a currently vacant equestrian centre [*The site includes some demolition of stabling at the site with some stables remaining on site. There is no stabling on the site currently being used for this purpose and the approved stable accommodation, apart for the demolition works already undertaken, has not started. The Council considers that the description in the officer report is more accurate*];
- The development is not inappropriate development on the basis that the NPPF indicates that such development as the current proposal is appropriate (i.e. not inappropriate), thereby not requiring “very special circumstances” to justify the proposal, as it falls within an exception in Paragraph 145 and that case law backs up this approach [*Paragraph 145(b) of the NPPF indicates that buildings which provide appropriate outdoor recreation/sport facilities are not inappropriate in the Green Belt so long as they preserve the openness of the Green Belt and do not conflict with the purposes of including land within it. In this case, noting the size of the building, it is considered that the proposal would not preserve the openness of the Green Belt and is therefore inappropriate development. More recent case law, than indicated by the applicant, would reflect this approach*];
- The Council’s Equine Adviser (for the refused scheme) indicated that the proposal was appropriate development in terms of Policy DM3 and the NPPF [*The Council’s Equine Adviser is a consultee to the application and their comments were addressed by the Inspector in the appeal decision (Annex 2). The Inspector considered that the consultee comments did not provide a substantiated assessment of the effect on the Green Belt*];
- The officer report does not explain the Inspector’s comments with relation to the appeal development and the amendments to that scheme to overcome their comments [*It was confirmed in the officer report that the current proposal, different to the appeal proposal, did not lead to countryside encroachment because it would be positioned adjacent to the stables (not currently built but approved under SU/17/0524). The proposal being of a very similar size to the appeal proposal would also impact on Green Belt openness*];
- The height of the proposal would be 4.5 metres and not 4.8 metres as indicated in the officer report [*This is noted*]; and
- No reference has been made to the applicant’s comments in response to the received neighbour objections [*These comments from the applicant are attached as an Annex to this Update*].

As the application had triggered the Council’s Public Speaking Scheme, Mr Martin Collins, spoke in objection to the application. Mr Ian Ellis, the agent, spoke in support of the application.

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

RESOLVED that application 19/0570 be refused for the reasons set out in the officer report.

Note 1

It was noted for the record that all members of the Committee had received various pieces of correspondence 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 refuse the application:

Councillors Graham Alleway, Peter Barnett, 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 refuse the application:

Councillor Graham Tapper.

21/P Application Number: 19 0179 18 & 18a Tekels Park, Camberley GU15 2LF

The application was for the erection of a detached two storey building with accommodation in the roofspace to comprise 7 two bedroom apartments, associated parking, access stores and landscaping. All following demolition of existing semi-detached dwellings. (Amended plan 22 10 2019)

The application would normally have 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 Edward Hawkins and Councillor Richard Brooks due to the applicant's approach with an amended application.

Members were advised of the following updates on the application:

*"A typo at Paragraph 7.5.2 on the first line which states **"No. 16A Tekels Park to the west is sited approximately 10.5m from the side wall of the proposed building"***

*This should read **"No. 16A Tekels Park to the west is sited approximately 12m from the side wall of the proposed building"***

[change in bold]"

As the application had triggered the Council's Public Speaking Scheme, Mr Neil Davis, the agent, spoke in support of the application.

Members were concerned in respect of visitor to residents' parking ratios and its impact in relation to highway safety and inconvenience to highway users. As a result a condition was added to the officer recommendation to stipulate the provision of allocated residents and visitors parking spaces in suitable ratios. In addition it was agreed a requirement for electric vehicle charging points would also be included in the list of conditions.

Furthermore, in order to promote reduction in pollution levels in the vicinity of the development, an informative was added to the officer's recommendation to request Silver Birches, Oak and Horse Chestnut trees be included in the proposal's landscaping scheme.

The officer recommendation to grant the application was proposed by Councillor Morgan Rise, seconded by Councillor Graham Tapper and put to the vote and carried.

RESOLVED that

- I. Application 19/0179 be granted, subject to the conditions in the officer report, as amended, and completion of a legal agreement;**
- II. the final wording on the new conditions, and informative be delegated to the Executive Head of Regulatory in consultation with the Chairman and Vice Chairman of the Planning Applications Committee.**

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

22/P Application Number: 19/0251 - Victoria Court, 407-409 London Road and 9-13a Victoria Avenue, Camberley GU15 3HL

The application was for the erection of two buildings with one up to five stories (with further roof space and basement accommodation) and one up to four stories (with further roof space accommodation), to comprise 45 x one bed units, 37 x two bed units and 2 x three bed units with part ground floor commercial users and associated parking, landscaping and access. All following demolition of the 5 storey, 2 storey and single storey existing buildings across the site (Additional information rec'd 03/06/2019). (Amended document rec'd 20.06.2019). (Amended plans and additional information rec'd 10/10/2019.)

The recommendation to approve the application was proposed by Councillor Edward Hawkins, seconded by Councillor David Lewis and put to the vote and carried.

RESOLVED that application 19/0251 be granted subject to the conditions in the officer report and completion of a legal agreement.

Note 1

It was noted for the record that all members of the Committee had received correspondence from 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, Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis and Charlotte Morley.

Voting against the recommendation to grant the application:

Councillors Sam Kay, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting in abstention on the recommendation to grant the application:

Councillor Peter Barnett.

23/P Application Number: 19/0607 - The Brook Nursery, 163 Guildford Road, West End GU24 9LS

The application was for the approval of reserved matters (layout, scale, appearance and landscaping) pursuant to outline planning permission 18/0763 (13 dwellings with modified access off Guildford Road, landscaping and parking areas). (Amended & additional plans rec'd 04/11/2019 and 06/11/2019.)

Members were advised of the following updates on the application:

“The Environment Agency has now raised no objection following provision of a technical site plan showing the proposal overlain on to a topographical survey, which demonstrates that all buildings are located outside of the 1% (Flood Zone 3) +35% climate change flood extent.

Condition 7 is now proposed to be amended as follows:

The development hereby approved shall be carried out in accordance with the Flood Risk Assessment submitted under the 18/0763 outline application (reference A/BDWESTEND.10, 2nd Issue dated August 2018), along with the subsequent

Drainage Strategy Addendum (amended 11 November 2019 to include updated drainage strategy) and ensuring that no residential dwellings shall be located within the 1% annual exceedance probability (AEP) flood extent.

The measures detailed above shall be fully implemented prior to occupation, and retained and maintained thereafter throughout the lifetime of the development.

Reason: To reduce the risk of flooding to the proposed development and future occupants. This is in accordance with the adopted Policy DM10 of Surrey Heath Core Strategy 2011-2028.

Correction:

Paragraph 7.6.8 should refer to 30% of dwellings to be provided as affordable housing under Policy CP5, not 40%. 30% provision is required for developments of 10-14 such as this proposal, and the proposed four affordable units would meet this requirement.”

The application was proposed by Graham Tapper, seconded by Councillor Charlotte Morley and put to the vote and carried.

RESOLVED that application 19/0607 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 Peter Barnett, Vivienne Chapman, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Helen Whitcroft, Valerie White.

Voting against the recommendation to grant the application:

Councillors Graham Alleway and Victoria Wheeler

24/P Application Number: 19/0615 - Sunningdale Golf Club, Ridge Mount Road, Sunningdale SL5 9RS

The application was for the erection of greenkeepers storage compound building including repair workshop, staff facilities and parking, erection of sand bay building, alterations to existing staff building to provide additional staff residential accommodation, formation of new internal access road, service yard including wash/fuel area and associated landscaping works following demolition of vehicle garage, sand bay, wash and fuel bay containers, chemical and machine store and tool store.

The application was proposed by Councillor Edward Hawkins, seconded by Councillor Shaun Garrett and put to the vote and carried.

RESOLVED that

- I. **application 19/0615 be granted subject to the conditions in the officer report; and**
- II. **the application be referred to the Secretary of State due to a departure from the Development Plan.**

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 Peter Barnett, Vivienne Chapman, Sarah Jane Croke, Shaun Garrett, Edward Hawkins, Sam Kay, David Lewis, Charlotte Morley, Graham Tapper, Helen Whitcroft and Valerie White.

Voting against the recommendation to grant the application:

Councillors Graham Alleway, Colin Dougan and Victoria Wheeler.

Voting in abstention on the recommendation to grant the application:

Councillor Morgan Rise.

25/P Application Number: 19/0675 - Bagshot Manor, 1 Green Lane, Bagshot GU19 5NL

RESOLVED that application 19/0675 be deferred.

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 9 January 2020

+ 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

Members in Attendance: Cllr Paul Deach, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr David Mansfield, Cllr Emma McGrath, Cllr Adrian Page

Officers Present: Duncan Carty, Michelle Fielder, Jess Harris-Hooton, Julia Hutley-Savage, Shannon Kimber, Jonathan Partington, Neil Praise and Eddie Scott.

26/P Minutes of Previous Meeting

The minutes of the meeting held on 5 December 2019 were confirmed and signed by the Chairman.

27/P Application Number: 19/0235 - WOODSIDE COTTAGE, CHAPEL LANE, BAGSHOT, GU19 5DE

The application was for the residential development of 44 dwellings comprising 7 No. two bedroom, 9 No. three bedroom, 16 No. four bedroom two storey homes and 7 No. one bedroom and 5 No. two bedroom flats within a three storey building along with access, parking/garaging, and landscaping, following the demolition of existing dwelling and associated outbuildings. (amended & additional plans & info rec'd 02/07/2019 & 10/07/2019 & 29/07/2019). (Additional & Amended Docs & Plans - Rec'd 31.10.2019).

Members were advised of the following updates on the application:

“For the avoidance of doubt, there are 388 number of objections in total from 339 number of objectors with new representations raising the following new issues:

- The use of the layby as an access/egress to residential drives (as would be required if the one way system were to be provided on Chapel Lane) would prejudice its use for parking/access and impact on covenants.

This is a lower figure than previously totalled (across the original/update reports) because of duplication of representations in the system.

The applicant has confirmed that there will be a management company to maintain the landscaping (beyond the demise of the private residential dwellings) with a charge to those residents. The charge will not apply to the affordable housing units with the provider responsible for landscaping within the demise of these properties.

The County Highway Authority has raised no objections to the proposal (see the appended response) following the receipt of the Traffic Watch/Chapel Lane Action Group report subject to the amended condition below.

Amendment to Condition

19. Prior to the occupation of the development, Chapel Lane shall be improved in general accordance with Drawing No. 1807052-03 Rev L received on **27 November 2019** and Drawing No. 1807052-02 Rev E [within Appendix D of the Transport Statement) received on 19 March 2019] providing a footpath link for the site frontage along with traffic calming build outs, works to the existing layby in front of the site on Chapel Lane and surface treatment/road markings.

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

Additional Condition

25. Prior to the construction of the development above slab level, details of the measures for energy efficiencies shall be submitted to and approved by the Local Planning Authority. The development shall be implemented in accordance with the approved details.

Reason: In the interests of energy efficiency and to comply with Policy Cp2 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.”

As this application had triggered the Council’s Public Speaking Scheme, Mr Neil Lennox, on behalf of the Bagshot Society, and Dr Catherine Mahoney spoke in objection to the application. Mr Douglas Bond and Mr Phil Bell, on behalf of the agent, shared a public speaking slot and spoke in support of the application. Mr Noel Fierz also spoke in support of the application.

Arising from the Committee’s discussions, there were significant concerns in respect of impacts on residential amenity, the loss of mature trees, including TPO protected trees, and impact on the character of the area. Whilst highway matters (including proposals for a one-way system for Chapel Lane) were raised, concerns

were also raised about the impact of the increased traffic on Chapel Lane including the comings and goings of additional vehicles and resulting intensification in the movement of such traffic that would have such impact on residential amenity.

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 Valerie White and seconded by Councillor Helen Whitcroft. The recommendation was put to the vote and carried.

RESOLVED that

- I. Application 19/0235 be refused for the following reasons:**
 - **Over-density**
 - **Impact on Character of the Area**
 - **Impact of increased traffic on Chapel Lane on Residential Amenity**
 - **Loss of trees (including protected TPO trees).**
- II. The reasons for refusal be finalised by the Executive Head of Regulatory after consultation with the Chairman and Vice Chairman of the Planning Applications Committee.**

Note 1

It was noted for the record that:

- i. There had been a Member Site Visit on the application.
- ii. All Members of the Committee had received various phone calls and pieces of correspondence in relation to the application.
- iii. Councillors Peter Barnett, Morgan Rise and Victoria Wheeler had spoken to residents in respect of the planning portal in relation to the application, but did not pass comment on the material content of the application.
- iv. Councillor Peter Barnett had made an objection to the application prior to being a Councillor, but declared he did not have a closed mind on the application in relation to Section 25 Localism Act 2011.

Note 2

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

Voting in favour of the recommendation to refuse the application for the reasons outlined above:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Edward Hawkins, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

28/P Application Number: 19/0154 - ROSEDENE FARM & LAND TO THE SOUTH OF FENNS LANE, WEST END, WOKING, GU24 9QF

The Committee considered an outline application for the erection of 74 dwellings (and the retention of Rosedene Farm), provision of accesses, landscaping and play space along with an area of public open space following the demolition of existing buildings. (Amended info rec'd 9/4/19) (Additional info rec'd 30/04/19), (Amended/additional plans & info rec'd 06/11/19).

Members were advised of the following updates on the application:

“The applicant has provided a letter supporting the proposal in Green Belt terms which are summarised below:

- The low quality of the land and its previously developed nature (buildings/hardstanding);
- Comparisons with the proposal at Fair Oaks Airport (which is not yet determined);
- In the weighing of very special circumstances, case law has indicated that a combination of factors can provide sufficient “very special circumstances” and this is a matter of planning judgement;
- Benefits of providing the public open space and overall enhancement of the site; and
- Disagrees with the conclusion that the Five Year Land Supply Paper can demonstrate a 5.52 year supply of deliverable housing sites.

The content of this letter is noted.

Two further objections have been received raising no new issues.

A further objection from the West End Action Group has been received, responding to additional/amended details provided by the applicant, raising the following new issues:

- Serious underestimating of traffic movements on Fenns Lane due to limited survey and weather conditions at that time; and
- The land is more open, and the impact of the development would be much greater, than indicated in the amended landscape assessment.

West End Parish Council has confirmed that, in responding to additional/amended details provided by the applicant, their original objections still stand.”

As this application had triggered the Council's Public Speaking Scheme, Mr Guy Consterdine, on behalf of the West End Action Group, and Dr J W Llewelyn spoke in objection to the application and Ms Liz Alexander and Mr Ian Newton, on behalf of the agent, shared a public speaking slot and spoke in support of the application.

The recommendation to refuse the application was proposed by Graham Alleway and seconded by Charlotte Morley and put to the vote and carried.

RESOLVED that application 19/0154 be refused for the reasons set out in the Officer Report

Note 1

It was noted for the record that all Members of the Committee had received various pieces of correspondence 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 refuse the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Edward Hawkins, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

29/P Application Number: 19/0440 - PRINCESS ROYAL BARRACKS, BRUNSWICK ROAD, DEEPCUT, CAMBERLEY, GU16 6RN

The application was a reserved matters submission comprising full details of access, appearance, landscaping, layout and scale for a new public house pursuant to planning permission 12/0546 (as subsequently amended by permission 18/619 and 18/1002), including a section of footpath / cycleway connection forming a part of the Village Green to the north of the public house site, together with submissions to discharge the following conditions: Condition 9 (Affordable Housing Strategy), Condition 16 (Ecological Mitigation and management), Condition 17 (Public Open Space), Condition 23 (Visibility Zone), Condition 28 (Cycle Parking [Non-Residential]), Condition 29 (Tree Protection & Retention), Condition 32 (Hard & Soft Landscaping), Condition 34 (Hedges & Hedgerows) and Condition 52 (Archaeology). (Amended plans and additional information rec'd 04/09/2019.) (Amended plans and additional information rec'd 18/09/2019.) (Amended plans and additional plans & information rec'd 23/10/2019.) (Amended plan rec'd 1/11/19.) (Amended plans rec'd 12.11.19.)

Members were advised of the following updates on the application:

“UPDATE

Report correction

As printed and appearing on the web the report contains a formatting error after paragraph 7.4.14. This affects the section heading pertaining to '7.5 Amenity Considerations' and paragraphs 7.5.1 and 7.5.2. For clarity paragraph 7.4.14 to 7.5.6 are reproduced below.

7.4.14	In conclusion, the proposal would deliver a satisfactory form of development and would not undermine the objectives of the Deepcut SPD, the Site Wide Design Code, or policies CP4, DM9 and DM17 of the Core Strategy and Development Management Policies 2012.
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7.5	Amenity Considerations
7.5.1	The Council has a number of planning documents seeking to ensure residential amenity is not compromised. Policy DM9 of the CSDMP 2012 and the Residential Design Guide 2017 are relevant considerations as is the Site Wide Design Code (SWDC). At the time of considering this application there are limited dwellings approved / built in close proximity to the proposed public house and as a consequence few existing relationships to consider. The siting and form of the building is not considered to harm the dwellings approved at the Cala site with the form of the side elevation of the building facing this direction actually fronting the green swathe running between the two Cala parcels. In addition, the intervening road and the set back of the building from the site boundaries are sufficient to prevent any overbearing relationship arising. It is noted that the design code and reserved matters application for the residential parcel to the north of the site will need to respond to any approved layout on the application site.
7.5.2	The design and access statement advises the opening hours would be: <ul style="list-style-type: none"> • 0730 to 2330hrs Monday to Thursday; • 0730 to 0000hrs Friday and Saturday; • 0800 to 2300hrs Sunday; and, • 0730 to 0000 Bank holidays and New Year's Eve 0730 to 0130hrs.
7.5.3	It is considered the above is generally acceptable; however, it is considered Bank Holiday opening should not exceed the opening on Sunday. In addition, discussions with the Council's Environmental Health Officer conclude that the above, and the operation of the public house generally, is acceptable subject to conditions as detailed at draft conditions 4 – 6.
7.5.4	It is also noted that any development has the potential to give rise to temporary effects which can cause inconvenience and disruption to residents and businesses. The hybrid permission sought to address this by imposing planning conditions to control amongst other things, delivery routes, piling techniques, dust suppression techniques and hours of working. Subject to compliance with the planning conditions already imposed it is not considered the development proposed would give rise to conditions not considered at hybrid application stage.
7.5.5	The proposal includes on site ancillary staff accommodation. This takes the form of 7 double bedrooms of 12sqm. This exceeds the 11.5sqm baseline contained within the Technical Housing Standards. In addition, the communal areas provided in terms of their size and general provision are considered to be acceptable. The proposal has been reviewed by the Senior Environmental Health Officer (Home Solutions Team Leader) and the Fire Safety Officer and both confirm the accommodation meets the required amenity and safety standards.
7.5.6	In light of the above it is considered the proposal is acceptable in terms of its amenity impact and provision. The proposal is therefore considered compliant with Policy CP4 and Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the objectives of the Deepcut SPD.

Additional conditions

20. The service yard shown on the approved plans shall be retained for its stated purpose. There shall be no refuse / recycling or food waste storage anywhere on site other than in the locations shown on the approved plans.

Reason: To ensure a satisfactory form of development in accordance with Policy CP4, DM9 and DM17 of the Core Strategy and Development Management Policies 2012, the Deecput SPD, the Design Codes and the NPPF.

21. The boundary treatments shown on the approved plans in addition to any to be agreed pursuant to any planning condition shall be implemented prior to the development hereby agreed coming into first use.

Reason: To ensure a satisfactory form of development in accordance with Policy CP4, DM9 and DM17 of the Core Strategy and Development Management Policies 2012, the Deecput SPD, the Design Codes and the NPPF.”

Condition 3 was amended by the Committee to require consultation with the Chairman and Vice Chairman of Planning Applications Committee during agreement with the Local Planning Authority in respect of the materials to be used on the site. In addition it was added to the condition that wherever possible the materials used should be porous.

The officer recommendation to grant the application was proposed by Councillor Victoria Wheeler and seconded by Councillor Charlotte Morley, put to the vote and carried.

RESOLVED that application 19/0440 be granted subject to the conditions in the Officer Report, as amended, and the planning updates.

Note 1

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

Voting in favour of recommendation to grant the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Edward Hawkins, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

30/P Application Number: 19/0728 - 9 HEYWOOD DRIVE, BAGSHOT, GU19 5DL

The application was for the raising of land levels in the garden up to 1m in height and erection of a 1.8m closed board fence on new land levels to the sides, and a 2.2m fence to the rear on previous land levels (retrospective).

The application would normally be 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 Cllr Valerie White due to concerns regarding overlooking and loss of privacy at neighbouring properties.

Members had concerns in respect of the proposal's potential to create a loss of privacy onto Number 7's garden and negative impacts on residential amenity. As a result of the discussions, the Committee felt it was appropriate to conduct a Member Site Visit on the application before determination.

A recommendation to defer the application for a Member Site Visit was proposed by Councillor Edward Hawkins and seconded by Councillor Victoria Wheeler. The recommendation was put to the vote and carried.

RESOLVED that application 19/0728 be deferred to conduct a Member Site Visit

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 defer the application to conduct a Member Site Visit:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Edward Hawkins, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

31/P Application Number: 19/2052 - 23 PRIOR ROAD, CAMBERLEY, SURREY, GU15 1BD

The application was for the erection of a part two storey and part single storey side extension to the existing, detached garage, following the demolition of the existing store, and the conversion of the games room in the loft space to form an annexe.

This application had been reported to the Planning Applications Committee because the applicant's wife is a Council employee.

The recommendation to grant the application was proposed by Councillor Valerie White, seconded by Councillor Graham Tapper and put to the vote and carried.

RESOLVED that 19/2052 be granted subject to the conditions set out in the Officer Report

Note 1

It was noted for the record that the all members of the Committee knew the applicant's Wife as she was a Council employee.

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 officer's recommendation:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Vivienne Chapman, Sarah Jane Croke, Edward Hawkins, David Lewis, Charlotte Morley, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft 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 6 February 2020

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

+ Cllr Graham Alleway	+ Cllr Shaun Garrett
+ 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

+ Present

- Apologies for absence presented

Substitutes: Cllr Darryl Ratiram (in place of Cllr Vivienne Chapman) and Cllr Helen Whitcroft

Members in Attendance: Cllr David Mansfield and Cllr Pat Tedder

Officers Present: Ross Cahalane, Duncan Carty, Julia Hutley-Savage, Jonathan Partington, Neil Praise and Eddie Scott

32/P Minutes of Previous Meeting

The minutes of the meeting held on 9 January 2020 were confirmed and signed by the Chairman.

33/P Application Number: 18/1089 - LAND WEST OF 35, MINCING LANE, CHOBHAM, WOKING, GU24 8RS

The application was for the erection of 30 dwelling houses at former nursery to comprise 22 affordable homes and 8 open market homes with associated gardens, landscaping, woodland, parking and access.

Members were advised of the following updates on the application:

“UPDATE

- 1) The consultation response from the Urban Design Consultant (UDC) was inadvertently not included at section 5.0 of the committee report. For completeness, the UDC raises no objection to the proposal and section 7.4 of the committee report reflects her comments. She is satisfied that the circulation, design and appearance per se is acceptable in respect to street scene and layout. Notwithstanding this, these UDC comments do not outweigh the substantial harm to the Green Belt, identified at paragraphs 7.2 and 7.3 of the committee report.

- 2) The first reason for refusal has been split into paragraphs to assist with readability, there has been other no changes to its content, see below:

“The proposal does not constitute 100% affordable housing and the applicant has failed to demonstrate the need for market housing on the site to facilitate this as a rural exception site. In any event, the applicant has failed to demonstrate that the development would meet a proven local need for affordable housing within the Parish of Chobham for local people with a local connection to the area; that the need cannot be met within the settlement boundary; and, that the development would provide affordable housing for local people in perpetuity.

As such the proposal represents inappropriate development in the Green Belt, which is harmful by definition; and, by reason of its quantum of built form, height, scale and mass, would cause further significant harm to the openness of the Green Belt and conflict with the purposes for including land within it.

No very special circumstances exist to outweigh this Green Belt harm and the other harm identified in reasons 2 - 4 below. The proposed development is therefore contrary to Policies CP1 and DM5 of the Surrey Heath Core Strategy and Development Management Policies Document 2012 and the National Planning Policy Framework”

- 3) On the 30th January 2020 the applicant also made the following representations in response to the publication of the committee report:

“Officers omit to mention that this site is allocated as a Rural Exceptions site in the Issues and Options paper published by the council in June 2018”

Officer’s comment

The site is recognised in the 2018 document and in the more recent Strategic Land Availability Assessment (SLAA) 2019. The SLAA’s relevancy is fully considered at paragraphs 7.2.6 and 7.2.7 on page 19 of the committee report. However, for the avoidance of doubt and as set out in the committee report, it is not considered that the site meets the rural exception tests.

The applicant also states that the site is:

“...also one of the sites identified for immediate development in the council’s 5 year housing land supply paper.”

Officer’s comment

To confirm, the application site is **NOT** included in the 5 Year Housing Land Supply Paper.”

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

RESOLVED that application 18/1089 be refused for the reasons set out in the Officer Report and Updates

Note 1

It was noted for the record that:

- I. Councillor Edward Hawkins declared that he had received various pieces of correspondence in relation to the application.
- II. Councillor Victoria Wheeler had previously met the applicant 3 or 4 years ago, had attended a residents' meeting on the application and received telephone correspondence on the application. However she had not made comment 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, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting against the recommendation to refuse the application:

Councillor Cliff Betton.

34/P Application Number: 18/0875 - LAND TO THE SIDE AND REAR OF 154 GUILDFORD ROAD, WEST END, WOKING, GU24 9LT

Application 18/0875 was withdrawn from the agenda prior to the meeting by the Executive Head of Regulatory.

35/P Application Number: 19/0006 - 154 GUILDFORD ROAD, WEST END, WOKING, GU24 9LT

The application was for the erection of 3 two bedroom bungalows following the demolition of existing building with the retention of existing dwelling on the site.

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called-in by Councillor David Mansfield.

The officer recommendation to refuse the application was proposed by Councillor Morgan Rise and seconded by Councillor Victoria Wheeler and put to the vote and carried.

RESOLVED that application 19/0006 be refused for the reasons set out in the Officer Report

Note 1

It was noted for the record that Councillor David Mansfield had received telephone correspondence on the application.

Note 2

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

Voting in favour of the recommendation to refuse the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

36/P Application Number: 19/0728 - 9 HEYWOOD DRIVE, BAGSHOT, GU19 5DL

The application was for the raising of land levels in garden up to 1m in height and erection of a 1.8m closed board fence on new land levels to the sides, and a 2.2m fence to the rear on previous land levels (retrospective).

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Councillor Valerie White due to concerns regarding overlooking and loss of privacy at neighbouring properties.

Members were informed of the following update on the application:

"There is a typo at paragraphs 7.2.2 and 7.3.8, references to **800m** should read **800mm**".

The Committee had concerns in respect of the potential impact of dampness created by the proposal onto the detached garage of 7 Heywood Drive. As a result condition 3 was amended and an informative added to the officer recommendation, in order to stipulate the provision of a maintained gravel soakaway at the height below the Damp Proof Course, with details of the maintenance to be agreed through the condition.

The officer recommendation to grant the application was proposed by Councillor Graham Tapper, seconded by Morgan Rise and put to the vote and carried.

RESOLVED that

- I. Application 19/0728 be granted, subject to the conditions in the officer report, as amended,**
- II. the final wording on the amended condition, and informative be delegated to the Executive Head of Regulatory in consultation with the Chairman and Vice Chairman of the Planning Applications Committee, and relevant Ward Councillor.**

Note 1

As the application was originally deferred for a site visit by the Planning

Applications Committee at the meeting of 9 January 2020 (minute 26/P refers), in accordance with Part 5, Section D, Appendix A, Paragraph 9 of the Council's Constitution only members who attended the site visit on the application were able to vote on the resolution.

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 Shaun Garrett, Edward Hawkins, David Lewis, Morgan Rise and Graham Tapper.

Voting against the recommendation to refuse the application:

Councillors Helen Whitcroft and Valerie White.

37/P Application Number: 19/0675 - BAGSHOT MANOR, 1 GREEN LANE, BAGSHOT, GU19 5NL

The application was for dormer roof extensions, roof lights and fenestration alterations in connection with the residential use approved under prior approval 19/0271.

The application would have normally been determined under the Council's Scheme of Delegation, however, it had been called in for determination by the Planning Applications Committee at the request of Councillor Valerie White due to concerns about overdevelopment of the site which would cause parking issues and highway issues.

Members were advised of the following updates on the application:

"UPDATE

Correction (pages 83 and 87)

The proposed parking provision for the 79 flats is 80 spaces rather than 87, as referred to in paras 4.4 and 7.6.1 of the committee report. This provision is subject to the separate Prior Approval application (19/2321/GPD) pending decision. A total of 87 spaces were proposed for the previous Prior Approval applications for 85, 84 and 83 units (with the 83 unit scheme approved only).

Clarifications on assessment of current applications

An additional planning application (20/0012/FFU) has been received for 4 x 3-bed dwellings and 1 x 4-bed dwelling to the south of the site. This is outside of the red line boundary of the subject application and will be considered on its own planning merits.

The current live applications at this site are therefore as follows:

- 19/0675 - Installation of rooflights and fenestration alterations in connection with the residential use approved under Prior Approval 19/0271.
- 19/2321/GPD - Application for the prior approval under Schedule 2, Part 3, Class O of the General Permitted Development Order for the conversion of the existing building to provide 79 flats across three floors.
- 20/0012/FFU - Erection of 5 dwellings comprising 4 x 3 bed semi-detached and 1 x 4 bed detached with associated landscaping and parking.

The planning considerations vary for each of the above applications, and it is necessary to clarify how each application relates to each other:

The application before Committee relates to external alterations to the existing building only. As such, the key issues to be considered include impact on character (Section 7.4 of the committee report) and impact on neighbouring amenity (Section 7.5).

Impact on highways (Section 7.6) is subject to the current 19/2321/GPD Prior Approval application.

The 20/0012/FFU application for five dwellings to the south is subject to full policy consideration, as like any other full planning application. These proposed houses would be provided with their own parking and would be outside of the other application site boundary for the flats. Therefore, the dwellings would not utilise any parking spaces proposed for the flats.

Representations

One additional objection has been received, summarised below:

- Out of character
[See Section 7.4]
- Overbearing impact, overlooking and loss of amenity to neighbouring properties
- Flats are below the nationally described space standard
[See Section 7.5]
- With all the extra cars this development would generate, residents will not want to cycle
- Will charging points be provided for the all-electric cars of the future?
[Officer comment: See Section 7.6. A condition could be imposed under the 19/2321/GPD Prior Approval, if granted, requiring provision of fast charge sockets. This approach was taken under the previous 19/0271 Prior Approval as set out in the Annex on Page 93]
- Site is in a flood risk zone - will any of them be able to obtain insurance cover?
[Officer comment: See Section 7.9. Flood risk is a formal consideration under the 19/2321/GPD Prior Notification]

- No need for this type of accommodation in Bagshot
- Better to provide good quality homes for fewer people, including small families who have trouble finding suitable lower-cost homes in the area
[Officer comment: The site is subject to a Prior Approval application via a Government Development Order. This is therefore not a full planning application, and is subject to stipulated criteria which do not cover the above considerations.]
- Article 4 directions could be used to protect the wellbeing and amenity of existing and new residents
[Officer comment: It is not considered that an Article 4 Direction to cover this site would be successful, given its location outside of a defined Core Employment Area]

Representations received on other live applications (for information purposes only)

The additional objector also comments that this application has been held on the interim publisher and that many more objections have been received under the other current applications. Whilst these representations will be considered separately under their respective application, the comments received to date on these other live applications are summarised below, for information purposes only:

- 19/2321/GPD (Prior Approval application) - 18 objections received from 14 addresses so far, raising the following additional concerns:
 - Overdevelopment of site
 - Insufficient amenity space
 - Increased pollution (cars, noise – additional impacts on weekends)
 - Will add to congestion on Green Lane – many cars already parked on roadside – school located at end of road
 - Additional weekend traffic
 - Whitmoor Road is already congested – links to Connaught Park estate and A322
 - Previous office use rarely saw car park full
 - Inadequate parking for flats and visitors
 - Inadequate public transport
 - Tree line around site needs to be protected and maintained
 - Effect on local ecology
 - Impact on local facilities – school, health, jobs
 - No evidence of storage of domestic waste
 - One bed flats will not attract families and will spoil ethos of area
 - This type of development is not the answer to any housing shortage
 - Development has been maximised for profit rather than providing quality housing
 - Previous approval for 35 units is more reasonable use of the site
 - The development is near the local Junior school which (also the venue for the local youth club). surrounded by family housing and opposite

- Mead Court sheltered housing. Allowing such a development in this location and the potential social issues that could arise is not acceptable
- Councils are withdrawing their tenants from such accommodation
 - Impact on property prices
- 20/0012/FFU (5 new dwellings) - 5 objections received so far, summarised below:
 - Would not be opposed to 5 houses, but if flats are granted the parking for the flats will be lost”.

Members felt there was a balance to be struck between the negation of overlooking effects and the promotion of a good quality of life to occupants of the second floor apartments. As a result a condition was added to the recommendation to stipulate the restricted opening of the roof lighting to allow some element of fresh air.

In addition, whilst such concerns were not considered in the voting on the application, it was noted that none of the Committee were supportive of the internal design of the proposal and had reservations in respect of the standard of the proposed accommodation.

The Officer's recommendation to grant the application was proposed by Councillor Edward Hawkins, seconded by Councillor Victoria Wheeler, and put to the vote and carried.

RESOLVED that

- I. **Application 19/0675 be granted subject to the conditions in the Officer Report as amended; and**
- II. **the final wording on the new condition be delegated to the Executive Head of Regulatory in consultation with the Chairman, Vice Chairman of the Planning Applications Committee and the relevant Ward Councillor.**

Note 1

It was noted for the record that all Committee Members had received correspondence on the application.

Note 2

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

Voting in favour of the recommendation to grant the application:

Councillors Cliff Betton, Sarah Jane Croke, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis, Darryl Ratiram, Graham Tapper and Victoria Wheeler.

Voting against the recommendation to grant the application:

Councillors Peter Barnett and Valerie White.

Voting in abstention on the recommendation to grant the application:

Councillors Graham Alleway, Morgan Rise and Helen Whitcroft.

Chairman

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**Minutes of a Meeting of the
Employment Committee held at
Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 7 January 2020**

- | | |
|-------------------------|--------------------------|
| + Cllr Rodney Bates | + Cllr Josephine Hawkins |
| + Cllr Richard Brooks | - Cllr Sam Kay |
| + Cllr Paul Deach | + Cllr Charlotte Morley |
| + Cllr Colin Dougan | + Cllr Sashi Mylvaganam |
| + Cllr Sharon Galliford | |
- + Present
- Apologies for absence presented

Substitutes: Cllr Graham Tapper (In place of Cllr Sam Kay)

Members in Attendance: Cllr Robin Perry and Cllr Victoria Wheeler

1/EC Election of Chairman and Vice Chairman

It was proposed by Councillor Richard Brooks, seconded by Councillor Paul Deach, and

RESOLVED that Councillor Colin Dougan be elected as Chairman of the Employment Committee for the remainder of the 2019/20 municipal year.

It was proposed by Councillor Richard Brooks, seconded by Councillor Colin Dougan, and

RESOLVED that Councillor Rodney Bates be elected as Vice Chairman of the Employment Committee for the remainder of the 2019/20 municipal year.

2/EC Remuneration of the Interim Deputy Chief Executive

The Committee considered a report on proposed remuneration for the Interim Deputy Chief Executive. It was advised that the report should have recommended a period of remuneration between 9 October and 31 March 2020, in line with the duration of the appointment made by the Council at its meeting on 9 October 2019.

Members were informed that, as the role of Deputy Chief Executive was not part of the Council's structure, the proposed figure of £95,000 (pro-rata) had been recommended based on benchmarking with other Surrey and neighbouring authorities, taking into account the size of the authority. It was agreed that, in future, when considering such items the relevant benchmarking information would be annexed to the report.

It was clarified that the proposed remuneration would not be in addition to Mr Pashen's existing salary as an Executive Head of Service and, if agreed, would reflect the differential between his existing salary and the proposed salary.

RESOLVED that Mr Tim Pashen be remunerated in the role of Interim Deputy Chief Executive from 9th October to 31st March 2020 at £95,000 pa (pro rata).

3/EC Pay Award update - verbal report

The Committee received a verbal update on pay negotiations with staff for a 2020/21 pay award.

The proposed award would be considered at the Joint Staff Consultative Group meeting on 16 January 2020 and thereafter reported to this Committee for recommendation to the Full Council.

RESOLVED to note the report.

4/EC Training update - verbal report

The Committee was informed that training on Employee Relations matters was being arranged for February 2020.

Members stressed the importance of training on grievance and disciplinary matters, in particular for the conduct of and decision making at hearings. It was also recognised that, as hearings were expected to be a rare event, written aide memoirs from any training would be valuable.

The Committee was advised that the training would be carried out by South East Employers. It was noted that the Council was no longer a member of this organisation. Members considered the benefits of membership and indicated support for re-joining the organisation. It was agreed that a report on the membership of South East Employers would be considered at the next meeting.

RESOLVED that

- (i) the verbal update be noted; and**
- (ii) a report be submitted to the next meeting on membership of South East Employers.**

5/EC Update on the Adoption of Grievance and Disciplinary Policies for Statutory and Senior Officers - Verbal Report

The Committee was informed that new Grievance and Disciplinary policies for senior officers had been drafted and had been subject to a period of consultation with affected staff. The policies would be considered at the meeting of the Joint Staff Consultative Group on 16 January 2020 and thereafter submitted to this committee for adoption.

RESOLVED to note the report.

6/EC Work Programme

The Committee considered the proposed work programme for the remainder of the municipal year.

Dates for meetings for the remainder of the municipal year had been proposed as follows:

- 30 January 2020
- 26 March 2020

RESOLVED that the work programme for the 2019/20 municipal year, as set out at Annex A to the agenda report, be approved.

7/EC Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), 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)
8/EC	1
9/EC	1

Note: Minutes 8/EC 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.

Note: Non-members of the Committee in attendance left the Chamber in accordance with Part 4, Section D of the Constitution. Councillor Victoria Wheeler recorded her objection to this decision as she was a substitute member of the committee.

8/EC Update on the Independent Investigation - Verbal Report

The Committee received a verbal report on the Independent Investigation into the decision to award the Chief Executive a backdated Additional Duties Allowance.

The independent investigation had now concluded and has been received by the Council. Browne Jacobson, the legal firm appointed to carry out the investigation, had advised the Council that its final report should be considered alongside other matters that were still ongoing.

9/EC Review of Exempt Items

The Committee reviewed the items 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 8/EC remains exempt for the present time.

Chairman

**Minutes of a Meeting of the
Employment Committee held at
Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 30 January 2020**

+ Cllr Colin Dougan (Chairman)
+ Cllr Rodney Bates (Vice Chairman)

+ Cllr Paul Deach	+ Cllr Alan McClafferty
+ Cllr Sharon Galliford	+ Cllr Sashi Mylvaganam
+ Cllr Josephine Hawkins	+ Cllr Graham Tapper
+ Cllr Rebecca Jennings-Evans	

+ Present

Members in Attendance: Cllr Peter Barnett and Cllr Cliff Betton.

10/EC Minutes

The open and exempt minutes of the meeting held on 7 January 2020 were confirmed and signed by the Chairman.

11/EC Pay Policy Statement 2020/21

The Committee considered the Pay Policy Statement 2020/21, an annual statement the Council was required to publish in accordance with the Localism Act 2011.

A number of changes had been made to the previous year's Statement to be more consistent with the terminology used by the Council and to also reflect the establishment of the Employment Committee.

Members considered the Statement and agreed to insert reference in paragraph 8 to reflect that the Employment Committee would make recommendations to Full Council on any mutually agreed departures for both Statutory Officers and non-statutory CMT officers.

The Committee was informed that, in future, this item would be brought to the July Committee meeting as this would enable the Statement to contain more current information.

RECOMMENDED to Full Council that the Pay Policy Statement 2020/21, as set out at Annex A to the agenda report, as amended, be adopted.

12/EC Pay Settlement 2020/21

The Committee considered a report proposing a 2% pay award for all staff for 2020/21. During the pay negotiation process it had also been agreed that the Flexi-time Policy would be reviewed.

Consultation on the proposed award had taken place with Staff Representatives. The Joint Staff Consultative Group, at its meeting on 16 January 2020, had recommended the 2% award to the Committee and Full Council for approval.

The proposed award had been based on the Council's financial position, benchmarking with other Surrey borough and districts' settlements, recruitment issues faced by the Council, the proposed national agreement, and the national economic climate.

RECOMMENDED to Full Council that a Pay Award of 2% for all staff be agreed for 2020/21.

RESOLVED that the addition of the Flexi Time Policy to the Joint Staff Consultative Groups work programme be noted.

13/EC Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Committee considered a new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. The policy and procedure had been written to provide a process for disciplinary matters that affected the Corporate Management Team (CMT).

The policy and procedure reflected the requirements of the Local Authorities (Standing Orders) (England) Regulations 2001 and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and was also in line with the ACAS Code of Practice. In addition, it provided clear guidance on each stage of the process, the roles of the Employment Committee and its sub committees, and the role of HR in the process.

The Policy and Procedure had been considered by the Joint Staff Consultative Group at its meeting on 16 January 2020 and had also been subject to a statutory consultation with staff.

In response to queries raised, Members were advised that the provision for an officer to choose from the names of 3 Independent Investigators was in line with Joint Negotiating Committee policy. It was also clarified that, although there could be instances where an officer could be suspended without pay, this would depend on their contract. As this was not a provision in the Council's contracts it was agreed to remove this reference from the Policy.

Members noted that, in cases of capability referred to at paragraph 7.2, the Leader would set an appropriate action plan.

The following changes were also agreed:

- a) The addition of the Speak Up Policy to the list of policies referred to in paragraph 2;
- b) The addition of a footnote at paragraph 5.6 to explain that the Investigating and Disciplinary Committee was a legislative term;

- c) The correction of paragraphs 8.3.3 and 8.3.4 to refer to 'officers', rather than the Head of Paid Service;
- d) Amending paragraph 10.2.1 (c) and (d) to state 'clear working days', rather than 'working days';
- e) Clarification of wording at paragraph 10.4 to provide for mitigating circumstances, including where an officer was on sick leave;
- f) The addition of reference of the right to appeal against a preliminary warning at paragraph 21.3.

The Committee noted that the legislation relating to these procedures had been made in 2015 and expressed its concerns about the delay in introducing these policies.

RESOLVED that

- (i) **the Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended, be adopted; and**
- (ii) **the finalisation of the wording of amendments proposed be delegated to the Executive Head of Transformation in consultation with the Chairman and Vice Chairman of the Employment Committee, after any necessary discussions with Staff Representatives.**

14/EC Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Group considered a new Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. This document includes the process of how a non-statutory Officer can raise a grievance against a Statutory Officer and how a Statutory Officer could raise a grievance.

The Policy and Procedure had been considered by the Joint Staff Consultative Group at its meeting on 16 January 2020 and had also been subject to a statutory consultation with staff.

The Committee considered the Policy and agreed to add a flowchart at the beginning of the document.

RESOLVED that the new Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended, be adopted.

15/EC Speak Up Policy and Procedure

The Committee was informed that the Council's current Whistle-Blowing Policy and Procedure had been updated and renamed the Speak Up Policy and Procedure. The revised Policy and Procedure had been considered by the Joint Staff Consultative Group at its meeting on 28 November 2019.

Speaking Up was the confidential disclosure by staff of any wrong-doing they encountered in the workplace. This Policy and Procedure explained the procedure to follow and outlined an employee's rights and what they should expect throughout the process.

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.

The Committee considered the section on reporting a concern and suggested that there may be occasions where reporting a concern to a Member could be appropriate, although it was recognised that such an option should be controlled and therefore restricted to a small number of councillors. It was proposed to include the Chairman and Vice Chairman of the Employment Committee as a reporting option. Members acknowledged that this would need to be considered alongside the Member & Officer Protocol and agreed to ask the Governance Working Group to review this matter.

The following changes were also agreed:

- a) Additional wording to emphasise the confidentiality the staff making the disclosure could expect;
- b) Amending a bullet point in Paragraph 2 Definitions to read "Failure to comply with any legal obligation or statutes including breach of employment contract, **Council governance procedures**, or professional regulations";
- c) Adding the national whistle-blowers helpline details, if this facility was still available.

The Committee agreed to add an annual report on the number of times the Speak Up Policy had been instigated that year, with any identifying information removed or redacted as necessary.

RESOLVED that

- (i) the Speak Up Policy and Procedure, as set out at Annex A to the agenda report, as amended, be adopted;**
- (ii) the finalisation of the wording of amendments proposed be delegated to the Executive Head of Transformation in consultation with the Chairman and Vice Chairman of the Employment Committee, after any necessary discussions with Staff Representatives; and**
- (iii) an annual report on the use of the Speak Up Policy be added to the Committee's Work Programme.**

16/EC Pensions Discretion Policy

The Committee was informed that the Council was a participating employer in the Local Government Pension Scheme (LGPS) and, as an employer, was under a

legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which applied to the LGPS.

The Council was also under a duty to formulate, publish and keep under review a Statement of Policy in respect of how those powers were applied where they related to the payment of compensation to employees whose employment was terminated as a result of redundancy or certain other reasons.

The Committee considered the proposed Pensions Discretion Policy which was intended to comply with those duties, including the table annexed to the Policy which set out the discretionary powers concerned, identified the relevant Regulation, and set out how the discretion would be exercised.

RESOLVED that the revised Pensions Discretions Policy, as set out at Annex A to the agenda report, be adopted.

17/EC Criminal Records Check Policy

The Committee 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.

Members considered the Policy and agreed that additional wording would be added to paragraph 7.1 to clarify that, where relevant, applicants were made aware that they would need to undergo a criminal records check when applying for a role.

RESOLVED that

- (i) the amended Criminal Records Check Policy, as set out at Annex A to the agenda report, as amended, be adopted; and**
- (ii) the finalisation of the wording be delegated to the Executive Head of Transformation in consultation with the Chairman and Vice Chairman of the Employment Committee, after any necessary discussions with Staff Representatives.**

18/EC Hate Crime Policy - Appendix to Safeguarding Policy

The Safeguarding Policy had been revised to include an Appendix 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.

Members praised the National Holocaust event that had taken place earlier that week and extended their thanks to those who had been involved in organising and speaking at the event.

RESOLVED that the Hate Crime Policy, as set out at Annex A to the agenda report, be incorporated within the Council's Safeguarding Policy.

19/EC Membership of South East Employers

Members were reminded that, at its previous meeting, it had requested information on resuming its membership of South East Employers. It was reported that the cost of membership would be £4,832 + VAT.

The Committee requested further information on the use of the organisation when the Council had been a member of SEE. It was also noted that the upcoming training from South East Employers could provide an opportunity to evaluate the benefits of membership. It was therefore agreed that a recommendation on whether to re-join the organisation would be made at the next meeting.

20/EC Work Programme

The Committee considered the proposed work programme for the remainder of the municipal year.

It was agreed to add an annual report on the use of the Speak Up Policy to the work programme. It was further agreed that a full work programme containing HR's list of the rolling review of policies, including the programmed dates for consideration at all relevant committee and consultative group meetings, would be submitted to the next meeting.

RESOLVED that the work programme for the 2019/20 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman

**Minutes of a Meeting of the
Employment Committee held at
Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 12 February 2020**

+ Cllr Colin Dougan (Chairman)
+ Cllr Rodney Bates (Vice Chairman)

+ Cllr Paul Deach	+ Cllr Alan McClafferty
+ Cllr Sharon Galliford	+ Cllr Sashi Mylvaganam
- Cllr Josephine Hawkins	+ Cllr Graham Tapper
+ Cllr Rebecca Jennings-Evans	

+ Present
- Apologies for absence presented

Substitute Members in Attendance: Cllr Cliff Betton and Cllr Victoria Wheeler.

21/EC Minutes

The minutes of the meeting held on 30 January 2020 were confirmed and signed by the Chairman.

22/EC Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), 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)
23/EC	1
24/EC	1

Note: Minute 23/EC 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.

23/EC Update on HR Matter

The Committee made decisions in relation to a Human Resources matter.

24/EC Review of Exempt Items

The Committee reviewed the items 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 23/EC and the associated reports remain exempt for the present time.

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 27 November 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

In Attendance: Cllr Charlotte Morley, Executive Portfolio Holder: Finance
 Sarah Bainbridge, Senior Organisational Development Advisor
 Adrian Flynn, Chief Accountant
 Robert Fox, Head of Revenues and Benefits
 Julia Hutley-Savage, Interim Head of Legal
 Louise Livingston, Executive Head: Transformation
 Kelvin Menon, Executive Head: Finance
 Jenny Rickard, Executive Head: Regulatory

14/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 4th September 2019 be agreed as being a correct record and signed by the Chairman.

15/PF Portfolio Holder Update - Finance

Councillor Charlotte Morley presented an update on the work carried out to date during the 2019/20 municipal year in her capacity as Executive Portfolio Holder for Finance.

Audit of Accounts

The Committee was informed that it was recommended best practice that at the end of each financial year local authority accounts were fully audited by an external auditor and the audit signed off by 30th September. Local authorities in England were allocated an external auditor as part of a national procurement exercise which took place every five years to ensure that a Council's external audit function remained independent and objective and in 2018 the Council's appointed auditor changed from KPMG to BDO.

It was reported that the Council's allocated External Auditor, BDO, had not yet signed off the Council's accounts for the 2018/19 financial year. It was reported that this situation was not unique to Surrey Heath and approximately 40% of local authorities in England and Wales were in a similar position. Officers had been pressing BDO as to when the audit would be complete and BDO had intimated in a letter to the Council dated 30th July 2019 that the delay had been caused by a lack of resources; a factor that was impacting on all the Surrey authorities in BDO's portfolio. Councillor Morley and Councillor

McClafferty, Chairman of the Audit and Standards Committee, would be meeting with representatives from BDO on 6th December 2019 try and bring the matter to a conclusion. If there was no resolution at this meeting then the matter would be reviewed by the Audit and Standards and Executive Committees.

The Committee was informed that the Head of Finance had written to Public Sector Audit Appointments (PPSA), the body responsible for the procurement and appointment of external audit firms, to provide feedback on the poor performance that the Council had experienced.

It was agreed that if the audit had not been concluded by the end of January 2020 then further representations would be made to the PSAA to express the Council's dissatisfaction with the situation and seek appropriate redress.

Benefits

It was reported that the Council's performance when processing housing benefits claims was monitored by the Department of Work and Pensions (DWP) and the Council was currently performing in the top quartile. Further benchmarking of the service was carried out against over local authorities and the most recent benchmarking had concluded that the authority's performance fell within the expected range and that performance had improved over the past twelve months following a recruitment exercise and reduction in the number of complicated claims being received.

The Committee thanked Councillor Morley for her update.

16/PF Annual Report on the Treasury Management Outturn

The Committee received a report summarising the performance of the Council's Treasury Management function.

It was noted that at the end of the 2018/19 financial year, the Council's Capital Financing Requirement for capital expenditure projects was £189.7million and there had been usable reserves and working capital of 341million available for investment. At the end of 2018/19, there had been £175.7million of actual borrowing and £30.3million of treasury investments.

The Committee was informed that details of any income received by the Council from its investments fell outside the remit of this report however the Council's investments did currently make a positive contribution to the Council's finances although at a lower level than in previous years due to the ongoing financial difficulties faced by House of Fraser. The industrial estates continued to perform well and the income received from The Square shopping centre continued to hold up despite the current financial climate. It was confirmed that all the Council's commercial assets were covered by service charges and these would contain an element which would be ring-fenced to contribute to a sinking fund for any major works. It was agreed that more specific information would be provided outside the meeting.

It was acknowledged that rising interest rates on Public Works Loan Board (PWLB) loans were likely to impact on the Council and officers were in talks with the PWLB about the implications of any interest rate changes. The Committee was informed that early repayment of PWLB loans incurred large penalties and as a consequence if money was borrowed and not required many local authorities lent the excess funds to other local authorities at a lower interest rate than they might get for loans from the PWLB.

The Committee noted the report.

17/PF Council Finances as at 31st July 2019

The Committee considered a report setting out a summary of the Council's financial performance between 1st April 2019 and 31st July 2019.

It was noted that at this stage in a new financial year it was difficult to provide an accurate forecast as to the outturn at year end. The income for garden waste and car parking were currently falling behind budget and these areas were being monitored closely to see whether there was likely to be an impact as the year progressed.

It was considered that the decline in car parking income was due to a combination of factors including a fall in footfall in the town centre and work in the car parks to increase the size of parking spaces to accommodate larger cars.

The expected Garden Waste collection income was approximately £100,000 below projected figures and was subject to discussions between Joint Waste Solutions and Amey.

The Committee noted the report.

18/PF Surrey Heath Borough Council Annual Plan: Mid Year Performance

The Committee considered a report summarising the performance and achievement of the Council against its stated objectives, priorities and success measures in the first six months of the 2019/20 municipal year.

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

- Four options had been developed for the redevelopment of the Old Dean Playground and these would be subject to public consultation over the coming months before a planning application was submitted. It was expected that the works would be completed by Spring 2020.
- The Town Centre Working Group received regular updates on the progress of the redevelopment of the London Road Development Site. The Committee's request for more specific dates and timescales in documents discussing the development was noted and it was agreed that the project plan would be shared with members.
- It was reported that the review of the Kevin Cantlon Shop Front Improvement Scheme had streamlined and simplified the application process. It was stressed that the Scheme's full name must be used in any public arena to ensure that awareness of the scheme and its purpose was raised amongst the local business community. It was agreed that the revised criteria would be circulated to members.
- Information sessions had been put in place, following reports that staff at Frimley Park Hospital were unaware of the Council's Home Safe service. It was agreed that information about the take up of the sessions would be circulated.
- It was clarified that the Council's contract with Berkleys stated that the Ashwood House site would be handed back by November and as such the October handover had met these requirements.
- The Committee was informed that regular meetings with tenants of London Road Block properties to keep them abreast of redevelopment progress would be scheduled and an initial meeting would take place on 4th December 2019.

- Clarification would be sought on whether the figures given for theatre ticket sales related to both shows and fitness classes or just fitness classes.
- Information on the performance of the Grounds Maintenance Contract would be provided outside the meeting.
- Rates of household recycling being sent for composting, reuse and recycling rates were subject to a significant time lag of many months. It was agreed that actual tonnage figures would be circulated.
- The Committee commended the team responsible for marketing Camberley Town Centre.
- It was agreed that future performance reports would, wherever possible, contain specific dates and time frames rather than vague references like early summer or mid 2021.
- It was agreed that future red, amber, green performance ratings would be based on actual figures and not rounded figures.

The Committee noted the report.

19/PF Performance and Finance Scrutiny Committee Work Programme

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

20/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 29th January 2019 at 7pm.

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 29 January 2020

+ 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

+ Present
- Apologies for absence presented

Non Committee Members in Attendance:

Cllr Peter Barnett, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Rebecca Jennings-Evans, Cllr Alan McClafferty, Cllr Robin Perry, Cllr Pat Tedder and Cllr Valerie White

Executive Portfolio Holders in Attendance:

Cllr Dan Adams, Executive Portfolio Holder: Places & Strategy
Cllr Paul Deach, Executive Portfolio Holder: Customer Experience & Digital

Officers in Attendance;

Sarah Bainbridge, Senior Organisational Development Advisor
Leshia Chetty, Investment and Development
Andrew Edmeads, Venue & Operations Manager, Camberley Theatre
Daniel Harrison, Executive Head: Business
Teresa Hogsbjerg, Economic Development Officer
Julia Hutley-Savage, Interim Head of Legal
Louise Livingston, Executive Head: Transformation
Kelvin Menon, Executive Head: Finance
Richard Payne, Executive Head: Corporate
Kate Noviss, Marketing & Communications Manager
Lynn Smith, Customer Relations Manager

21/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 27th November 2019 be approved as a correct record and signed by the Chairman.

22/PF Portfolio Holder Update: Places and Strategy

Councillor Dan Adams presented an update on the work carried out to date during the 2019/20 municipal year in his capacity as Executive Portfolio Holder for Places and Strategy. The portfolio covered four main service areas:

- Recreation and Business
- Parking Services
- Commercial and Community Development

- Camberley Theatre

Analysis of theatre ticket sales showed that the majority of those visiting the theatre lived in the GU15 area however a number of recent show from national acts had brought visitors in from further afield. Whilst efforts were made to ensure that the price of theatre tickets was consistent, ticket prices were set by a visiting act's agent and there were limited opportunities for more flexible pricing. Discounts were available for those in receipt of Disability Living Allowance or Personal Independence Payments and the possibility of introducing other discount schemes for example a 'Pay what you like' scheme for certain performances was being explored.

The Theatre had benefited from the increased resourcing available from the Council's Communications and Marketing Team which had resulted in a significant reduction in the costs associated with producing high quality promotional materials.

The 2019 Pantomime had been the biggest selling pantomime in the theatre's history, generating ticket sales of £229,804.90. Analysis of those attending the pantomime had found that audience members were coming to Camberley Theatre's pantomime in preference to those performances at larger venues for example Woking. A new initiative in 2019, was the development of a special performance of the pantomime where sign language was taught to the cast and then fully integrated into the performance. The feedback from this performance had been overwhelmingly positive and it was hoped to be able to continue these special performances in future years.

Funding for the refurbishment of the theatre's frontage had been approved and the Council would shortly be going out to tender for a contractor to take this work forward. It was agreed that the possibility of extending this work to improve the appearance of the landscaping immediately outside the theatre would be explored.

It was clarified that the introduction of a new booking system for the Borough's publically owned tennis courts was part of a scheme to ensure that they became self-financing and sustainable in the future. Pricing had been set so that it was competitive with similar courts in neighbouring areas and the funds raised would be used to supplement the budget available for maintenance. A rolling programme of maintenance and upgrade work for all the Borough's public tennis courts was being developed and where courts had been identified as being under used alternative uses were being explored for example converting them for other sports.

It was acknowledged that the increase in traffic at Watchetts Recreation Ground had contributed to the breakdown of the access road and a funding request to cover the cost of resurfacing work would be considered by the Executive in the near future.

It was noted that it was too early to ascertain the impact that closing the High Street to vehicular traffic was having. However the one hour's free parking offer in the Knoll Road multi-storey car park was being monitored.

The Committee was informed that the cleaning of public toilets would be reviewed as part of work to retender the Grounds Maintenance Contract.

The Commercial and Community Development Team were commended for the development of the targeted health and well-being scheme and the expansion of the range of activities that were accessible to residents through the scheme.

The Committee thanked Councillor Adams for his update.

23/PF Portfolio Holder Update: Customer Experience and Digital

Councillor Paul Deach presented an update on the work carried out to date during the 2019/20 municipal year in his capacity as Portfolio Holder for Customer Experience and Digital. The Portfolio covered Digital and ICT, Communications and Marketing and the Contact Centre and Post Room and key highlights had included:

- The implementation of a new telephony system.
- Replacement of computers running Windows 7 with Windows 10.
- The development of a new CRM system which would be integrated into a number of platforms in use across the Council.
- The creation of more marketing material in-house
- The introduction of a new enquiry service for Councillors to help them expedite their ward work more efficiently and effectively.

It was agreed that the concerns raised by Councillors over the level of ICT support that they were receiving and the impact this was having on their ability to carry out their role as an elected member including: an inability to access emails offline, an inability to back up files on the iPads to iTunes accounts due to GDPR compliance issues, difficulties in accessing the internet in the Council Chamber, Mod.Gov not retaining annotations and ongoing difficulties with the planning portal would be followed up.

It was confirmed that the new CRM system would be a bespoke system that would provide greater flexibility and better integration with the range of programmes used across the Council. The new CRM system would also be more cost effective than the current one and the Council would own the licence for the software when it was completed.

The Committee commended the high quality of the art and design work developed by the Council's Communications and Marketing Team as part of the marketing work for the Town Centre.

The Committee thanked Councillor Deach for his update.

24/PF Draft Annual Plan 2020/21 Consultation

The Committee considered a report setting out the draft annual plan for 2020/21. The Annual Plan set out the Council's key projects and performance indicators for each service area over the 2020/21 financial year. A list of key projects to be delivered, or progressed, during 2020/21 and a series of key performance indicators was provided for each service area as well as key projects that cut across multiple service areas.

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

- It was clarified that the projects listed in the Annual Plan would be underpinned by more specific project plans.
- Specific milestone dates would be included in the Annual Plan before it was brought to the Executive for approval.
- It was requested that the development of an Asset Management and Investment Management Strategy be included in the annual plan.
- The Handyperson Service was currently being promoted through the Meals at Home and Community Transport services. Once the service had become established and the level of need had been ascertained it would be advertised more widely.

It was acknowledged that joined up thinking would enable the Council to make best use of resources and embed practice at an early date.

It was requested that any further comments or suggestions be forwarded to Sarah Bainbridge.

25/PF Economic Development Update

The Committee received a report providing an update on the work of the Council's Economic Development Team to support and develop Surrey Heath's economy.

It was reported that the Nomis Labour Market report from the Office for National Statistics reflecting the labour market in Surrey Heath in 2018 showed that there had been an increase in the number of jobs in the Borough from 52,000 in 2017 to 62,000. It was acknowledged that this was a significant increase and work was taking place to ascertain the reasons for the increase.

The Kevin Cantlon Shop Front Improvement Scheme had been reviewed and the conditions updated to ensure that they were not considered onerous by business owners. Promotion of the scheme was taking place through a range of channels including commercial lettings agents, business newsletters and business support organisations.

To support start up businesses, the Economic Development Team had developed links with regional business development staff in banks and was working with the Surrey Chambers of Commerce to explore the possibility of cross boundary business space.

The Committee noted the update.

26/PF Surrey Pension Fund Update

The Committee received a report providing an update on the performance of the Surrey Pension Fund.

The Fund was managed and administered by Surrey County Council on behalf of all the district councils, the county council and a number of other organisations. At the end of March 2019, there were 110,195 members in the fund of which 34,292 were active, 25,929 were pensioners and 49,974 were deferred members. Investments were performing well and as of the 30 September 2019, the fund had approximately £45 billion of assets under its control and the fund was currently fully funded.

The Committee noted the report.

27/PF Corporate Risk Register

The Committee considered a report setting out the Council's Corporate Risk Register. It was noted that the Risk Register summarised the main risks faced by the Council in relation to achieving the objectives and priorities defined in the corporate plan, set out the mitigating steps currently being taken to reduce the level of risk and identifying any further actions required. It was clarified that the initial risk rating was the rating that would be associated with the identified risk if no control measures were put in place.

The Committee noted the report.

28/PF Work Programme

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

29/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 18th March 2020 at 7pm.

Chairman

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**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 16
January 2020**

+ 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 | + Eddie Scott |
| + Cllr Victoria Wheeler | + Lynn Smith |
| + Cllr Helen Whitcroft | + Karen Wetherell |

+ Present

- Apologies for absence presented

Officers: Belinda Tam, Louise Livingston, Jenny Villamayor, Rachel Whillis and Julie Simmonds

13/J Vote of Thanks

The Group recorded its thanks to Belinda Tam, who would shortly be leaving the Council's employment, for all of her work and the advice given to the Consultative Group over the previous 8 years.

14/J Minutes of the Last Meeting

The notes of the last meeting held on 28 November 2019 were agreed.

15/J Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Group considered a new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. The policy and procedure had been written to provide a process for disciplinary matters that affected the Corporate Management Team (CMT).

The policy and procedure reflected the requirements of the Local Authorities (Standing Orders) (England) Regulations 2011 and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and was also in line with the ACAS Code of Practice. In addition, it provided clear guidance on each stage of the process, the roles of the Employment Committee and its sub committees, and the role of HR in the process.

The Group suggested that the following alterations be made to the Policy:

- (a) The addition of a flowchart at the beginning of the policy;

- (b) The addition of wording to the Definition section to state that where references are made to colleagues, this could refer to both officers and Members;
- (c) Correction of typographical errors in paragraph 7.3;
- (d) Extending the wording at paragraph 8.1.1 relating to the maximum period of suspension to reflect paragraph 9 of the document;
- (e) At paragraphs 8.1.2 and 8.2.2, the addition of a footnote to explain what the JNC is;
- (f) Amending the examples of Gross Misconduct at paragraph 15.1 as follows:
 - physical violence, incivility, harassment or bullying of any kind, including **online fighting, assault or threats of assault** against any CMT Officer, contractor or customer whether or not on Council premises or during working hours;
- (g) Correction of formatting at paragraph 19.2.1;
- (h) Removing the repetition in paragraphs 19.3 the 21.1 and positioning the information in the most appropriate place within the document; and
- (i) The addition of the word “proven” to the beginning of paragraph 23.

RESOLVED that the Employment Committee be advised to agree and adopt the new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A, as amended.

16/J Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Group considered a new Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. This document includes the process of how a non-statutory Officer can raise a grievance against a Statutory Officer and how a Statutory Officer can raise a grievance.

The Group suggested that the following alterations be made to the Policy:

- (a) At paragraph 2.2, the correction of the title of the Council’s Whistleblowing Policy to the ‘Speak Up Policy’;
- (b) Consistent capitalisation of references to non-statutory officers and correction of minor typographical errors throughout the document;
- (c) The addition of reference to the Employment Committee and its sub committees’ Terms of Reference to the Terms section at paragraph 5; and
- (d) The amendment of paragraph 15.5 as follows:

Discreet **information gathering** investigations will be conducted by the Monitoring Officer in the first instance to ascertain the nature of the ~~complaint~~ **complaint** to determine if the complaint should be forwarded to the Employment Committee.

RESOLVED that the Employment Committee be advised to agree and adopt the new Grievance Policy and Procedure for Statutory

Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended.

17/J Pensions Discretions Policy

The Group was informed that the Council was a participating employer in the Local Government Pension Scheme (LGPS) and, as an employer, was under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which applied to the LGPS.

The Council was also under a duty to formulate, publish and keep under review a Statement of Policy in respect of how those powers were applied where they related to the payment of compensation to employees whose employment was terminated as a result of redundancy or certain other reasons.

The Group considered the proposed Pensions Discretion Policy which was intended to comply with those duties, including the table annexed to the Policy which set out the discretionary powers concerned, identified the relevant Regulation, and set out how the discretion would be exercised.

RESOLVED that the Employment Committee be advised to agree the Council's Pensions Discretions Policy.

18/J Pay Policy Statement 2020/21

The Group considered the Pay Policy Statement 2020/21, an annual statement the Council was required to publish in accordance with the Localism Act 2011.

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

The Group noted that a number of changes had been made to the previous year's Statement to be more consistent with the terminology used by the Council and to also reflect the establishment of the Employment Committee.

The Group was informed that, in future, this item would be brought to the July meeting as this would enable the Statement to contain more current information.

RESOLVED that the Employment Committee be asked to recommend to Full Council that the Council's Pay Policy Statement 2020/21 be adopted.

19/J Pay Settlement 2020/21

The Group received a verbal update on the Pay Settlement for 2020/21. It was reported that a 2% increase for all staff had been agreed with Staff Representatives.

The Group was advised that this offer had been proposed taking into account benchmarking with other local authorities in Surrey, staff turnover, inflation, and national economic factors.

It was advised that, as part of the negotiations, it had been agreed to add an item on flexi-time for all grades to the Work Programme.

The proposed award would be considered by the Employment Committee and thereafter recommended to the Full Council for agreement.

RESOLVED that

- (i) the Employment Committee be asked to recommend to Full Council a staff pay award of 2% for 2020/21; and**
- (ii) the Flexi-time Policy be added to the Consultative Group's Work Programme.**

20/J Work Programme

The Group considered a proposed Work Programme for the remainder of the 2019/20 Municipal Year.

It was agreed to add the Flexi-time Policy to the agenda for the March 2020 meeting in order for it to be considered at the same meeting as the Family Friendly Policies. The Group also noted that the Pay Policy Statement would be added to the agenda for the meeting in July 2020.

It was clarified that the next meeting was scheduled for 12 March 2020, not 14 March 2020 as indicated in the agenda report.

RESOLVED that the Work Programme for the remainder of the 2019/20 Municipal Year, as set out in the agenda report, as amended, be agreed.

Chairman