

COUNCIL MEETING

28 July 2021

COUNCIL MINUTE BOOK

- | | | |
|-----|---|------------------------|
| 1. | Council - 19 May 2021 | (Pages 3 - 10) |
| 2. | Executive - 20 April 2021 | (Pages 11 - 14) |
| 3. | Executive - 25 May 2021 | (Pages 15 - 28) |
| 4. | Executive - 15 June 2021 | (Pages 29 - 36) |
| 5. | Planning Applications Committee - 15 April 2021 | (Pages 37 - 40) |
| 6. | Planning Applications Committee - 20 May 2021 | (Pages 41 - 46) |
| 7. | Planning Applications Committee - 17 June 2021 | (Pages 47 - 52) |
| 8. | Planning Applications Committee - 15 July 2021 (to be laid on the table) | - |
| 9. | Audit and Standards Committee – 26 April 2021 | (Pages 53 – 56) |
| 10. | External Partnerships Select Committee – 1 June 2021 | (Pages 57 – 62) |
| 11. | Employment Committee – 10 June 2021 | (Pages 63 – 66) |
| 12. | Joint Staff Consultative Group – 24 June 2021 | (Pages 67 – 68) |
| 13. | Performance and Finance Scrutiny Committee – 7 July 2021 (to be laid on the table) | - |

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held on
19 May 2021**

+ Cllr Pat Tedder (Mayor)
+ Cllr Sarah Jane Croke (Deputy Mayor)

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

+ Present
- Apologies for absence presented

1/C Suspension of Council Procedure Rules

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

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

2/C Mayor

It was moved by Councillor Paul Deach and seconded by Councillor Morgan Rise that Councillor Sarah Jane Croke be elected Mayor for the ensuing year. There being no further nominations, it was unanimously

RESOLVED that Councillor Sarah Jane Croke be elected Mayor of the Borough of Surrey Heath for the ensuing municipal year.

Councillor Sarah Jane Croke made and signed the Declaration of Acceptance of Office of Mayor and was invested with the Mayoral Chain of Office.

The Mayor, Councillor Sarah Jane Croke, in the Chair.

Councillor Croke thanked the Council for her election as the 49th Mayor of the Borough. She paid tribute to her family and friends, councillors, and residents who had supported her and extended special thanks to her husband for all his support.

The Mayor invested her husband, Mr James Croke, as her Consort for her Mayoral Year and invested the Reverend Canon Stuart Thomas, from St Peter's and St Francis's Church, Frimley, as her Chaplain for her Mayoral Year.

On behalf of the Council, the Mayor thanked Councillor Pat Tedder and her Escort, Mrs Elizabeth Kirkpatrick –Thody, for the way they had carried out their roles in a particularly challenging year.

Councillor Tedder, in responding, referred to her unusual Mayoral year and praised the community spirit that had been demonstrated in response to the Covid-19 pandemic. She reported that, due to the pandemic, she had not been able to conduct as much fundraising for her chosen charities as she would have hoped, but noted the generosity of the new Mayor for enabling her to carry out a fundraising event within the next few months.

Councillor Tedder thanked her Chaplain, Reverend Dan Storks-Banks, for his support and guidance and also extended her thanks to councillors and officers for their support and assistance during her Mayoral year.

3/C Deputy Mayor

It was moved by Councillor Sashi Mylvaganam and seconded by Councillor Shaun Garrett that Councillor Helen Whitcroft be appointed Deputy Mayor for the ensuing year. It was further proposed by Councillor Victoria Wheeler and seconded by Councillor Edward Hawkins that Councillor Pat Tedder be appointed Deputy Mayor for the ensuing year. Following a vote, it was

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

Councillor Helen Whitcroft made the declaration of acceptance of office and thanked the Council for her appointment.

The Mayor invested Mr Campbell Elder as the Deputy Mayor's Consort for the Mayoral Year.

4/C Report of the Returning Officer

The Council received the report of the Returning Officer in relation to results of the by election of a councillor for the Bagshot Ward of the Borough of Surrey Heath held on 6 May 2021 and noted that Mark Gordon had been elected.

5/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Peter Barnett, Vivienne Chapman, Ben Leach, David Lewis and Charlotte Morley.

6/C Minutes

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

RESOLVED that the minutes of the meeting of the Council held on 7 April 2021 be approved as a correct record.

7/C Mayor's Announcements

The Mayor informed the Council that the charities she would be supporting during her mayoral year were Crossroads Care Surrey, NSPCC – Surrey Branch, and Emerge Advocacy.

On behalf of the Council, the Mayor paid tribute to Mrs Jenny Rickard, the Executive Head of Regulatory, who would be retiring at the end of the month and wished her well for the future.

8/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 Robin Perry |
| Environment & Health | Cllr David Mansfield |
| Places & Strategy | Cllr Rebecca Jennings-Evans |
| Planning & People | Cllr Adrian Page |
| Support & Safeguarding | Cllr Shaun Garrett |

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

9/C Establishment of Committees and Review of Political Proportionality

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate. The Council received a report setting out a proposed scheme of proportionality.

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

RESOLVED that

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and**

- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2021/22.

10/C Appointment of Members to Committees

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

RESOLVED, that

- (i) the membership of the standing committees of the Council for 2021/22 be as follows:

Planning Applications Committee (15 members and 9 substitute members)

Committee Members:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Mark Gordon, Edward Hawkins, David Lewis, David Mansfield, Robin Perry, Darryl Ratiram, John Skipper, Graham Tapper, Victoria Wheeler, Helen Whitcroft, Valerie White. (Vacancies: 1).

Substitutes:

Councillors Dan Adams, Paul Deach, Sharon Galliford, Shaun Garrett, Emma-Jane McGrath, Sashi Mylvaganam, Morgan Rise, Pat Tedder. (Vacancies: 1).

Licensing Committee (13 members)

Committee Members:

Councillors Dan Adams, Rodney Bates, Paul Deach, Sharon Galliford, Shaun Garrett, David Lewis, David Mansfield, Pat Tedder, Valerie White. (Vacancies: 4).

Performance & Finance Scrutiny Committee (13 members and 8 substitute members)

Committee Members:

Councillors Graham Alleway, Vivienne Chapman, Sarah Jane Croke, Paul Deach, Sharon Galliford, Edward Hawkins, Sashi Mylvaganam, Darryl Ratiram, Victoria Wheeler, Valerie White. (Vacancies: 3).

Substitutes:

Councillors Dan Adams, Rodney Bates, Peter Barnett, Josephine Hawkins, David Lewis, Pat Tedder. (Vacancies: 2).

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

Committee Members:

Councillors Dan Adams, Vivienne Chapman, Sarah Jane Croke, Paul Deach, Mark Gordon, Josephine Hawkins, David Lewis, Emma-Jane McGrath, Morgan Rise, Pat Tedder. (Vacancies: 3).

Substitutes:

Councillors Graham Alleway, Rodney Bates, Edward Hawkins, Darryl Ratiram, Valerie White. (Vacancies: 3).

Audit & Standards Committee (7 members and 6 substitute members)

Committee Members:

Councillors Rodney Bates, Cliff Betton, Edward Hawkins, Darryl Ratiram, Valerie White. (Vacancies: 2)

Substitutes:

Councillors Paul Deach, Josephine Hawkins, Victoria Wheeler. (Vacancies: 3)

Employment Committee (9 members and 6 substitute members)

Committee Members:

Councillors Cliff Betton, Colin Dougan, Sharon Galliford, Mark Gordon, Josephine Hawkins, Rebecca Jennings-Evans, Alan McClafferty, Victoria Wheeler. (Vacancies: 1)

Substitutes:

Councillors Peter Barnett, Rodney Bates, Paul Deach, Adrian Page. (Vacancies: 2); and

- (ii) authority to appoint members to any vacancies identified in the list of Nomination of Members to Committees and Working Groups, as laid on table, be delegated to the Chief Executive in consultation with the relevant Group Leader.**

11/C Appointment of Chairmen and Vice Chairmen

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

The position of Vice Chairman of Planning Applications Committee had been contested and was proposed and seconded, as set out in the agenda paperwork, and put to the vote.

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

| <u>Committee</u> | <u>Chairman</u> | <u>Vice-Chairman</u> |
|---|------------------------------|------------------------------|
| Planning Applications | Cllr Edward Hawkins | Cllr Victoria Wheeler |
| Licensing | Cllr Rodney Bates | Cllr Dan Adams |
| Performance & Finance Scrutiny | Cllr Sashi Mylvaganam | Cllr Valerie White |
| External Partnerships Select | Cllr Vivienne Chapman | Cllr Morgan Rise |
| Audit & Standards | Cllr Cliff Betton | Cllr Darryl Ratiram |
| Employment | Cllr Colin Dougan | Cllr Cliff Betton |

12/C Joint Committee

It was moved by Councillor Alan McClafferty, seconded by Councillor Colin Dougan and

RESOLVED that Councillor Valerie White be appointed to the Surrey Police and Crime Panel for the 2021/2022 municipal year.

13/C To Appoint Working Groups and Other Bodies of the Council and the Membership thereof

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

RESOLVED that

- (i) the following working groups or bodies of the Council be established, the allocation of seats be approved, and the membership of those bodies be as set out below:**

Governance Working Group (5 members and 4 substitute members)

Members:

Councillors Rodney Bates, Paul Deach, Josephine Hawkins, Alan McClafferty. (Vacancies: 1).

Substitutes:

Councillors Rebecca Jennings-Evans, Adrian Page, Victoria Wheeler. (Vacancies: 1)

Joint Staff Consultative Group (8 members)

Councillors Rodney Bates, Sharon Galliford, Josephine Hawkins, Rebecca Jennings-Evans, David Mansfield, Victoria Wheeler. (Vacancies: 3).

- (ii) **authority to appoint members to any vacancies identified in the list of Nomination of Members to Committees and Working Groups, as laid on table, be delegated to the Chief Executive in consultation with the relevant Group Leader.**

14/C Responsibility for Functions

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

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

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

15/C Freedom of the Borough - Ministry of Defence Joint Hospital Group

In 1996, following the closure of the Cambridge Military Hospital in nearby Aldershot, Frimley Park Hospital had become the first NHS hospital in the country to host a military medical unit. The Joint Hospital Group employed over 1200 single Service medical staff from the Royal Navy, Army and Royal Air Force who were embedded within the NHS throughout the country, supported by 5 tri-Service Joint Hospital Group units. It was reported that there were over 200 military personnel working at Frimley Park Hospital.

Given the longstanding links between the Borough, Frimley Park Hospital and the MOD Joint Hospital Group and in recognition of the extraordinary service it had provided during the pandemic, it was proposed to mark and celebrate its contribution to the Borough and the community by conferring the Honorary Freedom of the Borough on all ranks of this military unit.

RESOLVED that

- (i) **in exercise of the powers conferred by Section 249 of the Local Government Act 1972, the Council of the Borough of Surrey Heath, DO HEREBY CONFER upon All Ranks of the Ministry of Defence Joint Hospital Group located at Frimley**

Park Hospital, the HONORARY FREEDOM OF THE BOROUGH OF SURREY HEATH and thereby the right, privilege, honour and distinction of marching through the streets of the Borough on all ceremonial occasions with colours flying, bands playing, drums beating and bayonets fixed; and the Chief Executive be authorised to cause the Common Seal of the Council to be affixed to the Scroll signifying the Grant of the Freedom of the Borough to the Ministry of Defence Joint Hospital Group;

- (ii) the Commanding Officer of the Joint Hospital Group (South East), Lt Col Tessa J Grieves RRC, be invited to consider the Joint Hospital Group (South East) marching ceremonially through the Borough, on Sunday 12th September 2021, with Colours flying and bayonets fixed; and**
- (iii) a budget of up to £10,000 be made available if required and authority be delegated to the Executive Head, Transformation to manage this budget.**

Mayor

**Minutes of a Meeting of the Executive
held on 20 April 2021**

+ Cllr Alan McClafferty (Chairman)

| | |
|-------------------------------|------------------------|
| + Cllr Colin Dougan | + Cllr David Lewis |
| + Cllr Josephine Hawkins | + Cllr David Mansfield |
| + Cllr Rebecca Jennings-Evans | + Cllr Adrian Page |

+ Present

- Apologies for absence presented

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Sashi Mylvaganam, Cllr Robin Perry, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Valerie White, Cllr Graham Alleway and Cllr Emma-Jane McGrath

115/E Minutes

The minutes of the meeting held on 16 March 2021 were confirmed and signed by the Chairman.

116/E Adoption of the Equality Strategy 2021-23

The Equality Working Group had recently considered a draft programme for Members' equality training, and had agreed that Ioda Ltd, which led the training sessions during the 2019 Member induction programme, would be invited to deliver further training early in the 2021/22 municipal year.

This would focus upon 'The Doorstop Challenge', sessions aimed to equip Members with the tools to hold difficult conversations around equality and to challenge members of the public who held discriminatory views. The sessions would also act as an aide memoire as to the responsibilities under the Equality Act 2010.

Members had also discussed how best to support the myriad of annual commemorative events. The Equality Strategy included a template for members of the working group to nominate events to be supported.

The Working Group had acknowledged the greater potential for the Council to celebrate its diversity of religions followed within the borough; and it had been agreed that religious festivals be included in the annual plan of events to be marked. The Group also added Gypsy and Traveller week to the plan, and suggested that there was potential for the local Muslim, Hindu and Sikh communities to make use of the Council's facilities in order to celebrate events and hold open days.

RESOLVED that the Equality Strategy 2021-23, as set out at Annex A to the report, be adopted.

117/E Camberley and Old Dean CCTV Review

The Council had introduced CCTV in Camberley in 1997 with further additions in 2002 and 2010. The existing specification included 30 CCTV cameras located in Camberley town centre, and two monitoring the shops in the Old Dean. The Council had entered into an agreement with Woking Council around 20 years ago to provide a 24/7 control room service in Woking. The cost involved totalled £66,742 per year.

In 2018, Surrey Police had introduced a new CCTV Strategy for Surrey, which had established a funding formula, based on a sliding scale. Initial discussions were progressing, but at present Surrey Police had advised that the policy would direct any payments to the district where the control room was located i.e. Woking for Surrey Heath.

The Council had a statutory responsibility, as part of the Crime and Disorder Act 1998, to consider crime and disorder implications and, in conjunction with partners, to mitigate risk and actuality of crime by utilising various options. CCTV had long been a useful tool in discouraging and detecting crime and disorder and in satisfying that statutory responsibility.

The existing CCTV equipment was outdated and could be costly to update or replace. In addition the improvement in technology had resulted in other options to deliver the same service with potential for improved efficiency and lesser cost. As a result it was proposed that an independent technical specialist, as recommended by Surrey Police, be employed to conduct a review of CCTV in the borough and £10,000 would be allocated to meet the cost.

The Executive supported the proposal to conduct a view and felt that the decision by another Surrey Council to remove CCTV and rely on private CCTV and mobile phone footage, had been a regressive step. In addition it was felt that whilst the operation of public realm CCTV needed to demonstrate cost effectiveness, it was recognised that some benefits might be difficult to quantify, such as acting as a deterrent and mitigating the fear of crime.

It was noted that the experience of neighbouring local authorities would be used to inform the review and the local Borough Commander would be consulted. It was expected that the review would include a number of costed options as well as a recommendation for the way forward. The benefits of partnering with either Woking or Runnymede Councils for the monitoring of the CCTV would also be examined.

RESOLVED that a review of the existing CCTV service be undertaken by an independent specialist consultant who will be commissioned, with the outcomes and options presented at a future Executive meeting.

Note 1: In accordance with the Members' Code of Conduct, Councillor Shaun Garrett declared a non-pecuniary interest as he was a trustee of the Old Dean Community Group.

Note 2: It was noted for the record that Councillor Rodney Bates and Councillor Peter Barnett declared personal interests as they lived close to the shops on the Old Dean.

118/E Exclusion of Press and Public

In accordance with Regulation 4 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 Local Government Act 1972 as set out below:

| Minute | Paragraph(s) |
|--------|--------------|
| 118/E | 3 |
| 119/E | 3 |
| 120/E | 3 |

119/E Executive Working Group notes

The Executive noted the correction of a typographical error in the notes of the meeting of the Poverty Working Group, by the removal of "Cllr" in front of the name Trevor Hogg.

The Leader, Cllr Alan McClafferty, thanked all members of the working groups and in particular the Chairman, for their good work and excellent recommendations.

RESOLVED that the Working Group notes be received as follows:

- (i) Camberley Town Centre Working Group - 10 December 2020.**
- (ii) Climate Change Working Group - 4 February 2021.**
- (iii) Equality Working Group - 15 February 2021**
- (iv) Local Plan Working Group - 16 December 2021.**
- (v) Poverty Working Group - 11 January 2021.**
- (vi) Property Investment Working Group -1 March 2021.**
- (vii) Surrey Heath Villages Working Group - 10 February 2021.**

Note 1: In relation to the Surrey Heath Villages Working Group notes, Councillor Rebecca Jennings-Evans declared, for the record, that her husband owned a business in Bagshot High Street.

120/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.

Members indicated a desire to be as transparent as possible in relation to the publication of minutes of the Executive Working Groups while at the same time recognising that some information, due to its commercial nature, needed to remain

exempt at this time. Members were advised that in those instances where the Working Group notes were to remain exempt, they would be reviewed by the Chief Executive and Monitoring Officer every six months, with a view to making as much information available to the public as soon as possible.

RESOLVED in relation to the Executive Working Group notes presented to the meeting:

- (i) the Camberley Town Centre Working Group notes to be remain exempt for the present time;**
- (ii) the Climate Change Working Group notes to be made public;**
- (iii) the Equality Working Group notes to be made public;**
- (iv) the Local Plan Working Group notes to remain exempt for the present time;**
- (v) the Poverty Working Group notes to be made public;**
- (vi) the Property Investment Working Group notes to remain exempt for the present time;**
- (vii) the Surrey Heath Villages Working Group notes to be made public; and**
- (viii) all Working Group notes remaining exempt to be periodically reviewed by the Chief Executive and Monitoring Officer, with a view to making them public when appropriate.**

Chairman

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 25 May
2021**

+ Cllr Alan McClafferty (Chairman)

| | |
|-------------------------------|------------------------|
| + Cllr Colin Dougan | + Cllr David Mansfield |
| + Cllr Shaun Garrett | + Cllr Adrian Page |
| + Cllr Rebecca Jennings-Evans | + Cllr Robin Perry |

+ Present

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Sharon Galliford, Cllr David Lewis, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

1/E Minutes

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

2/E Report of Stage 1 Investigation of feasibility of Gypsy and Traveller site on Watchmoor Nature reserve

The Executive was reminded that, at its meeting on 15 September 2020, it had agreed to undertake an initial feasibility study to explore the possibility of delivering a Gypsy and Traveller site on land at Watchmoor Reserve. Since this meeting a number of studies had been commissioned and a desktop survey of information held by the Council had also been undertaken alongside this work. The key findings of the work undertaken to date, as detailed in the report, were noted and, in view of the issues identified on the site, it was recommended that no further work be undertaken on the use of land at Watchmoor Reserve as a Gypsy and Traveller site.

Members were reminded that The Gypsy and Traveller Accommodation Assessment (GTAA) undertaken in 2019 had identified a need for 35 new Gypsy and Traveller pitches and 12 new Travelling Showpeople plots in the Borough over the next 18 years. With 24 plots needed in the first 5 years for Gypsies and Traveller and 8 plots needed for Travelling Showpeople, there was an urgent need for action. Furthermore, without some provision for Gypsy and Traveller sites and pitches, the emerging Local Plan was unlikely to be found sound at Examination. It was agreed that the Chief Executive would write to all councillors detailing the risks to the borough of failing to identify sites and having an unsound Local Plan.

RESOLVED that

- (i) the work undertaken to date and the issues identified be noted;**

- (ii) in light of the issues identified, no further work be undertaken on use of the land at Watchmoor Reserve as a Gypsy and Traveller site; and**
- (iii) the Chief Executive be asked to write to all councillors detailing the implications of not identifying Gypsy and Traveller sites as part of the Local Plan work.**

3/E Petition - Watchmoor Nature Reserve

The Executive receive a presentation from Kel Finan-Cooke of Watchmoor Residents Forum on a petition submitted concerning Watchmoor Nature Reserve. The petition asked the Council not to approve the development of the green space at Watchmoor Nature Reserve to create a static site for the travelling and gypsy community. It further stated that the area was a well-loved and used area by the local community and was home to many protected species. The petition had been available for signing on the Council's website between 11 September 2020 and 11 March 2021 and had received 1,292 signatures.

Ms Finan-Cooke noted the decision taken earlier in the meeting (minute 2/E refers) on the Stage 1 investigation into the feasibility of a Gypsy and Traveller site on the Nature Reserve and thanked the Executive for this decision. The Places & Strategy Portfolio Holder agreed to work with the Residents Forum to explore approaches for addressing the protection of green spaces.

Note: It was noted for the record that Councillor Rodney Bates declared that he knew the lead petitioner.

4/E Five Year Strategy 2021 - 2026 - update

The Executive considered a report setting out the timescales for the preparation of a new Five Year Strategy, the key themes to be included in the Strategy, and the proposals for a public consultation in the summer of 2021. It was agreed to appoint a cross party Task & Finish Group comprising 7 members, which would steer the development of the new strategy.

RESOLVED that

- (i) the timetable for the preparation of the Council's new Five Year Strategy set out in paragraph 2.2 be noted;**
- (ii) proposals for public and partner consultation set out at Annex A to the agenda report be noted;**
- (iii) the comments of the Performance & Finance Committee on 17 March 2021 at paragraph 2.8 of the agenda report be noted;**
- (iv) the key themes for inclusion in the Strategy set out at paragraphs 1.2, 2.9 and 2.10 of the agenda report be noted; and**

- (v) a cross-party Task and Finish Group of seven members be appointed to input into and steer the development of the new strategy and the analysis of feedback received during the consultation.**

5/E BID (Collectively Camberley) Renewal 2021

The Executive was reminded that the Camberley Town Centre Business Improvement District (BID) had been established in 2011 and was operated by Collectively Camberley. The BID, approaching the end of its second five year period of office, was asking the Camberley business community to vote for a further five year term of operation.

Members considered a report which detailed the services provided and the benefits received from the BID, including the impact on the Council in the event that the BID was not re-established. It was reported that the Camberley Town Centre Working Group had considered the work of the BID and had recommended that the Council votes in favour of a further term for all hereditaments for which the Council was liable for a BID levy.

RESOLVED that

- (i) the BID renewal process be supported with a “yes” vote, as recommended by the Camberley Town Centre Working Group, for all hereditaments for which the Council was liable for Business Rates; and**
- (ii) the Leader of the Council takes on the Role of Board member on behalf of the Council, supported by The Executive Head of Business as a non-voting officer on the BID Board.**

6/E Appointment of Executive Working Groups 2021/22

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups. It was agreed to add the oversight and monitoring of investment strategy and performance to the Property Investment Working Group's Terms of Reference.

The list of the proposed membership for each Working Group, as nominated by Group Leaders, was noted and it was agreed that, where any nominations were outstanding, these appointments would be made by the Chief Executive in consultation with the relevant Group Leader.

In response to a suggestion that a Climate Change Committee be established in place of the working group, Members were advised that, as this was an executive function, it would need to be a committee of the Executive and the committee's members would therefore be precluded from being members of a scrutiny committee.

RESOLVED that

- (i) the following Executive Working Groups for the Municipal Year 2021/22 be established:
 - Camberley Town Centre Working Group;
 - Climate Change Working Group;
 - Community Support Working Group;
 - Equality Working Group;
 - Local Plan Working Group;
 - Property Investment Working Group;
 - Surrey Heath Villages Working Group;
- (ii) the Terms of Reference for each of the Working Groups, as set out in the agenda report, as amended, be agreed;
- (iii) the number and allocation of seats on each working group be as set out in the Terms of Reference;
- (iv) the nominations of members to each Working Group by Group Leaders, as previously circulated, be noted; and
- (v) authority to appoint Members to any outstanding vacancies be delegated to the Chief Executive in consultation with the relevant Group Leader.

7/E Appointment of Members to Outside Bodies 2021/22

The Executive considered a report seeking appointments to outside bodies for the 2021/22 municipal year. Any further nominations to vacancies received after the meeting would be agreed by the Chief Executive after consultation with the Group Leaders.

RESOLVED that

- (i) the appointments to outside bodies listed below be agreed;

| Organisation | Nominations for Representatives 2021/22 |
|---|---|
| Basingstoke Canal Joint Management Committee | <i>Vacancy</i> Cllr David Lewis (sub) |
| Blackwater Valley Advisory Committee for Public Transport | Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis <i>Vacancy (sub)</i> |
| Blackwater Valley Countryside Partnership | Cllr Sarah Jane Croke Cllr David Lewis |
| Briars Centre Management Committee | Cllr Sharon Galliford |
| Camberley Town Football Club – Observer | Cllr Valerie White |
| Chobham Common Liaison | <i>Vacancy</i> |

| | |
|---|--|
| Group | |
| Citizens Advice Bureau Management Committee | Cllr David Lewis |
| Collectively Camberley BID Board – New Appointment for 2021/22 | Cllr Alan McClafferty |
| Community Services Partnership Board – New Appointment for 2021/22 | Cllr David Mansfield <i>Vacancy</i> |
| Deepcut Village Association | Cllr Paul Deach |
| Fairoaks Airport Consultative Committee | <i>Vacancy</i> |
| Farnborough Aerodrome Consultative Committee | <i>Vacancy</i> <i>Vacancy (sub)</i> |
| Frimley Community Centre Management Committee | Cllr Darryl Ratiram |
| <i>Frimley Fuel Allotments Charity (4 year appointments)</i> <i>No appointments to be made in 2021/22</i> | n/a |
| Heatherside Community Centre Council | <i>Vacancy</i> <i>Vacancy</i> |
| Heathrow Community Noise Forum | <i>Vacancy</i> <i>Vacancy (sub)</i> |
| <i>Henry Smith Charity (4 year appointments)</i> <i>No appointments to be made in 2021/22</i> | n/a |
| Joint Waste Collection Services Committee | Cllr David Mansfield <i>Vacancy (sub)</i> |
| Local Government Association - General Assembly | Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub) |
| Miss Gomms Trust (4 year appointments) <i>no appointments to be made in 2020/21</i> | n/a |
| Mytchett Community Association General Committee | Cllr Paul Deach |
| Parity for Disability | <i>Vacancy</i> |
| Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) <i>No appointments to be made in 2021/22</i> | n/a |
| RELATE North East Hants and | <i>Vacancy</i> |

| | |
|---|---|
| Borders | |
| South East England Councils | Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub) |
| Surrey County Playing Fields Association | <i>Vacancy</i> |
| Surrey Environment Partnership | Cllr David Mansfield |
| Surrey Heath Age Concern | Cllr Shaun Garrett |
| Surrey Heath Arts Council | <i>Vacancy</i> Cllr David Lewis Cllr John Skipper Cllr Edward Hawkins (sub) |
| Surrey Heath Duke of Edinburgh Award Forum | <i>Cllr Brooks has advised that this Outside Body no longer exists</i> |
| Surrey Heath Local Area Committee | Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Helen Whitcroft Cllr Valerie White <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy (sub)</i> <i>Vacancy (sub)</i> |
| Surrey Heath Partnership | Cllr Alan McClafferty Cllr Shaun Garrett |
| Surrey Heath Sports Council (1 reserved to Portfolio Holder) | Cllr Rebecca Jennings-Evans <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy</i> |
| Surrey Heath Youth Focus | <i>Vacancy</i> |
| Surrey Leaders' Group | Cllr Alan McClafferty |
| Thames Basin Heaths Joint Strategic Partnership Board | <i>Vacancy</i> Cllr David Lewis (sub) |
| Voluntary Support North Surrey | Cllr Josephine Hawkins <i>Vacancy (sub)</i> |

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

8/E Surrey Leaders' Group Outside Body Appointments

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2021/22.

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

The High Sheriff's Award

Cllr Shaun Garrett

**The Active Surrey Sports
Partner Forum**

**Cllr Rebecca Jennings-
Evans**

**The Surrey Civilian Military
Partnership**

Cllr John Skipper

9/E Exclusion of Press and Public

In accordance with Regulation 4 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 Local Government Act 1972 as set out below:

| Minute | Paragraph(s) |
|--------|--------------|
| 10/E | 3 |
| 11/E | 3 |
| 12/E | 3 |
| 13/E | 3 |
| 14/E | 3 |
| 15/E | 3 |
| 16/E | 3 |

Note: Minutes 10/E, 11/E and 15/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.

10/E Supporting the Re-opening of Retail and Hospitality within the Council's Property Estate

The Executive considered a report setting out a proposed framework for supporting local businesses to recover following the pandemic, whilst managing the Council's income from its tenants, and agreed to support the recommendations in the report, as amended.

11/E Leisure Centre Update

The Executive received a report concerning the opening of the new Leisure Centre and agreed the recommendations contained in the report.

12/E Public Realm

The Executive was informed that in 2017 the Council had successfully bid for £3,500,000 of Local Enterprise Partnerships funding to improve the High Street, Camberley; the Council's agreed contribution for the scheme was £900,000. Work on the construction of the scheme had begun in January 2020. Due to a number of factors beyond the Council's control, including Covid-19 related, and the location

of underground utilities, the scheme had run over budget and would require additional £754,600 of funding from this Council.

Members noted a report which detailed the reasons leading to the overspend and supported a proposal that the Performance and Finance Scrutiny Committee conducted a review of the circumstances leading to the increased costs of the Public Realm project in order to help inform future projects. The Monitoring Officer also undertook to review any governance issues associated with the overspend.

The Executive noted that, due to issues with the position of some infrastructure under pavements, it had not been possible to plant the intended number trees. It was therefore proposed that a further sum of money be agreed to install trees within pots, or other additional planting if necessary, in order to increase the foliage to that expected in the original scheme. It was noted that a sum of money would need to be allocated to cover the cost of maintenance for this additional landscaping.

RECOMMENDED to Full Council that

- (i) an additional £754,600 required for the High Street Public Realm Project be added to the Capital Programme; and**
- (ii) an additional £90,000 be added to the capital programme to fund further landscaping works in the High Street Public Realm area**

to be funded from the Council's reserves.

RESOLVED that the final costs outturn be reported to Performance & Finance Scrutiny Committee and thereafter, a review of the circumstances leading to the increased costs of the Public Realm project be undertaken to help inform future projects and report back to the Executive with any recommendations it considers appropriate.

13/E Joint Waste Update

The Executive received a report on the Joint Waste contract and noted its contents.

RESOLVED to note the update.

14/E Urgent Action

The Executive received details of an exempt decision which had been undertaken 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.

15/E London Road Development

The Executive received a report concerning the London Road Development and agreed the recommendations contained in the report.

16/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) minutes 10/E and 11/E and the associated agenda reports remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services ;**
- (ii) the report associated with minute 14/E remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services;**
- (iii) minute 12/E and the associated agenda report be made public; and**
- (iv) the decision at minute 15/E be made public once relevant parties have been notified, with the associated agenda report to remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services.**

Chairman

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Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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**Minutes of a Meeting of the Executive
held at Surrey Heath House on 15 June
2021**

+ Cllr Alan McClafferty (Chairman)

| | |
|-------------------------------|-------------------------|
| * Cllr Colin Dougan, | * Cllr David Mansfield, |
| + Cllr Shaun Garrett | + Cllr Adrian Page |
| + Cllr Rebecca Jennings-Evans | + Cllr Robin Perry |

+ Present

* In attendance virtually but did not vote

In Attendance: Cllr Colin Dougan, Cllr David Mansfield, Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Sharon Galliford, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

17/E Minutes

The open and exempt minutes of the meeting held on 25 May 2021 were confirmed and signed by the Chairman.

18/E Questions by Members

The Support & Safeguarding Portfolio Holder, Councillor Shaun Garrett, received a question from Councillor Rodney Bates on community defibrillators in the borough, following which he undertook to look into the issue of the location of defibrillators across the borough.

The Places & Strategy Portfolio Holder, Councillor Rebecca Jennings-Evans, responded to 2 questions from Councillor Helen Whitcroft. In response to the first question, Councillor Jennings-Evans advised that the recently agreed disabled swing was expected to be installed at Frimley Lodge Park within the next few weeks. In response to Councillor Whitcroft's second question, Members were updated on the emptying of bins and litter picking within the Council's parks.

19/E Extension of the review period for the Parking Subsidy Season Ticket

The Executive was reminded that, at its meeting on 23 June 2020, it had agreed to provide a low cost parking ticket for lower paid workers across the borough, which would be reviewed after 12 months operation. Members recognised that, due to the Covid-19 pandemic, the effectiveness of the permits had not been fully assessed and it was therefore proposed to extend the review period for a further 12 months.

It was reported that the eligibility criteria had been updated to reflect the increase to the National Living Wage since June 2020.

**RESOLVED that the Parking Subsidy Season Ticket be extended
for a further 12 months and reviewed by 30 June 2022.**

20/E Drainage Works programme for 2021/22 and feedback on works undertaken in 2020/21

The Executive received a report detailing the proposed schedule of drainage works for 2021/22. It was reported that the proposed drainage works programme for 2021/22 could be met from the budget agreed by the Council in February 2021.

Members noted the progress of flood prevention measures, including the new partnership working arrangements, flood relief schemes proposed and previous works undertaken during 2020/21.

RESOLVED that

- (i) the proposed drainage works programme for 2021/22, as set out at Annex A to this report, be agreed, to be funded from the budget agreed by Full Council in February 2021;**
- (ii) the remaining Department of Environment Farming and Rural Affairs grant be used for flood alleviation works within Chobham;**
- (iii) the new working partnership arrangements with the Environment Agency and Surrey County Council be supported; and**
- (iv) the outcome of the Environment Agency flood alleviation study for the Chobham (Bourne) catchment area be noted.**

21/E Community Infrastructure Levy monitoring report

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 £726,106.10 for the reporting period between 1 October 2020 and 31 March 2021.

It was noted, that during this reporting period, the national lockdown had taken place due to Covid 19, with the building industry temporarily shut down. As a consequence, this had impacted on the amount of CIL receipts collected by the Council during this reporting period.

It was reported that the amounts presented in Annex 1 to the report did not include total CIL income but only income received during the reporting period, which may be an instalment payment; it was agreed that, in order to help clarify this information, an additional column containing the total amount expected would be included in future reports.

RESOLVED to note

- (i) **the income received in the period 1st October 2020 to 31st March 2021 as set out in Annex 1 to the agenda report;**
- (ii) **the amended CIL regulations due to the impact of Covid19 on the development industry;**
- (iii) **the possible implications of State Aid for CIL payments; and**
- (iv) **that no change is recommended to the Neighbourhood CIL pooling arrangements at this time.**

22/E Closure Order for St Peter's Churchyard, Frimley

The Executive was informed that the Parochial Church Council of the Parish of Frimley had written to the Council to establish whether it had any objection to the closure of the burial ground at the St Peter's Churchyard. The Closure Order for St Peter's Churchyard was being requested on the grounds that there was no proper space for new graves. Members discussed the request and, whilst no objection was raised to the closure of the graveyard for burials, it was agreed to ascertain whether the churchyard would continue to be open for the interment of ashes.

It was noted that the Council had assisted with graveyard maintenance cost at St Peter's Church through a discretionary grant and it was agreed to make no change to this arrangement.

RESOLVED that

- (i) **subject to further clarification on the burial of ashes in the Churchyard, the Executive Head – Community be asked to report back to the Parochial Church Council of the Parish of Frimley that the Council has no objection to the closure of the burial ground in the graveyard of St Peter's Church, Frimley on the grounds that there is no proper space for new graves; and**
- (ii) **the current discretionary grant scheme for the upkeep of the churchyard within the Council's approved budget be continued.**

23/E Exclusion of Press and Public

In accordance with Regulation 4 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 Local Government Act 1972 as set out below:

| Minute | Paragraph(s) |
|-------------|--------------|
| 17/E (part) | 3 |

| | |
|------|---|
| 24/E | 3 |
| 25/E | 3 |
| 26/E | 3 |

Note: Minute 24/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.

24/E Cambridge Square Refurbishment

The Executive considered proposals for the completion of the refurbishment of The Square Shopping Centre. The refurbishment would mainly focus upon Cambridge Square, but would also include Obelisk Way and Beitingheim Way.

RESOLVED that

- (i) the Executive Head of Business, in consultation with the Portfolio Holder for Business & Transformation, be authorised to undertake a procurement process to source a contractor to undertake the design and build of the outstanding shopping centre refurbishments and thereafter award the contract; and**
- (ii) the expenditure of the budget for the refurbishment of the works be delegated to the Chief Executive in consultation with the Leader and Business & Transformation Portfolio Holder.**

RECOMMENDED to Full Council that the amount identified in the agenda report, as amended, from reserves be added to the capital programme for 2021/22 representing the estimated cost of the refurbishment works.

25/E Enforcement Matters

The Executive considered an exempt report concerning enforcement matters and noted the contents of the report.

RESOLVED that the recommendations set out in the exempt agenda report be agreed.

Note: Councillor Adrian Page declared an interest in respect of this item and left the Council Chamber during consideration of the item.

26/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 decision at minute 24/E be made public, with any financial details and the associated agenda report remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services; and**
- (ii) the report associated with 25/E remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services.**

Chairman

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Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 15 April 2021

+ Cllr Edward Hawkins (Chairman)
+ Cllr Victoria Wheeler (Vice Chairman)

| | |
|-------------------------|------------------------|
| + Cllr Graham Alleway | + Cllr Robin Perry |
| + Cllr Peter Barnett | + Cllr Darryl Ratiram |
| + Cllr Cliff Betton | + Cllr Morgan Rise |
| + Cllr Colin Dougan | + Cllr Graham Tapper |
| + Cllr Shaun Garrett | + Cllr Helen Whitcroft |
| + Cllr David Lewis | + Cllr Valerie White |
| + Cllr Charlotte Morley | |

+ Present
- Apologies for absence presented

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

Officers Present: William Hinde, Jonathan Partington, Eddie Scott and Patricia Terceiro

54/P Minutes of Previous Meeting

The minutes of the meeting held on 18 March 2021 were confirmed and signed by the Chairman.

55/P Application Number: 20/0968 - PACE WINDLESHAM SOUTH, RUNNYMEDE MOTOR COMPANY LONDON ROAD WINDLESHAM GU20 6PJ

The application was for the enlargement of a car sales area and the installation of three canopies and a front security gate.

This application would have normally been determined under the Council's Scheme of Delegation. However, it had been reported to the Planning Applications Committee at the request of Councillor Valerie White, due to concerns in respect of noise and privacy.

Members were advised of the following updates on the application:

"UPDATE

The pre-commencement condition 4 has been agreed with the agent by email on 13 April 2021.

The applicant was requested to consider alternative colours for the canopies but declined to do so as the colours of the proposed canopies reflect those of the company logo.

AMENDED CONDITIONS

Condition 7 (hours of delivery) has been amended as follows to be consistent with condition 8, which restricts vehicle movement within the site. The hours have been reduced from 10pm to 7pm, given that this proposal would see an intensification of use on site which would take place closer to the neighbours' boundaries.

7. No deliveries of any sort shall take place between the hours of 7pm and 7am.

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

NEW CONDITION

9. No external lighting shall be installed on the site without the details having first been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented on site and retained as agreed at all times.

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

RESOLVED that application 20/0968 be granted subject to the conditions in the officer report and update.

Note 1

A roll call vote on the application was conducted and the voting was as follows:

Voting in favour of the officer recommendation to grant the application:

Councillors Peter Barnett, Cliff Betton, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis, Charlotte Morley, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper and Helen Whitcroft.

Voting against the officer recommendation to grant the application:

Councillors Graham Alleway, Victoria Wheeler and Valerie White.

56/P Application Number: 20/0586- 2 CHERTSEY ROAD, WINDLESHAM, SURREY, GU20 6ET

The application was for single storey side and rear extension and loft conversion (hip to gable and side and rear roof dormer) with roof terrace garden and a new updated shop front.

This application would have normally been determined under the Council's Scheme of Delegation. However, it had been reported to the Planning Applications Committee at the request of Councillor Pat Tedder, due to the changes in the shop front and to the roof not having due regard for the Windlesham Neighbourhood Plan and the conservation area. In addition, it was considered that the proposal would appear to be over development.

Members were advised of the following updates on the application:

"CORRECTIONS

Reason for refusal should read: The site lies within a prominent location in the Updown Hill Windlesham Conservation **Area**.... ."

RESOLVED that application 20/0586 be refused for the reasons in the officer report.

Note 1

A roll call vote was conducted and the voting on the application was as follows:

Voting in favour of the officer recommendation to refuse the application:

Councillors Graham Alleway, Peter Barnett, Colin Dougan, Shaun Garrett, Edward Hawkins, David Lewis, Charlotte Morley, Robin Perry, Darryl Ratiram, Morgan Rise, Victoria Wheeler, Helen Whitcroft, Valerie White.

Voting against the officer recommendation to refuse the application:

Councillors Cliff Betton and Graham Tapper.

Chairman

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**Minutes of a Meeting of the Planning
Applications Committee held at on 20
May 2021**

+ Cllr Edward Hawkins (Chairman)
+ Cllr Victoria Wheeler (Vice Chairman)

| | |
|-------------------------|------------------------|
| + Cllr Graham Alleway | + Cllr Robin Perry |
| - Cllr Peter Barnett | + Cllr Darryl Ratiram |
| + Cllr Cliff Betton | - Cllr John Skipper |
| + Cllr Mark Gordon | + Cllr Graham Tapper |
| + Cllr David Lewis | + Cllr Helen Whitcroft |
| + Cllr David Mansfield | + Cllr Valerie White |
| - Cllr Charlotte Morley | |

+ Present
- Apologies for absence presented

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

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

Officers Present: Sarita Bishop, Duncan Carty, Louise Livingston,
Jonathan Partington, Gavin Ramtohal, Jenny Rickard,
Eddie Scott and Ryno Van der Hoven

1/P Minutes of Previous Meeting

The minutes of the meeting held on 15 April 2021 were confirmed and signed by the Chairman.

**2/P Application Number: 20/0821 - 24 Park Avenue Camberley Surrey GU15
2NG**

The application was for the demolition of the existing dwelling and garage and the erection of 3 new dwellings.

The application would normally have been determined under the Council's Scheme of Delegation. However, it had been called in by Councillor David Lewis given the level of local concern and the previous refusal.

Members were informed of the following updates on the application:

“A Tree Preservation Order, 04/21, has been made in relation to a Scots Pine and a Western Red Cedar in the rear garden and the group of trees along the rear boundary.”

As the application had triggered the Council's Public Speaking Scheme Dr Andrew Hosty and Mr Paul McEntegart spoke in objection to the application.

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

RESOLVED that application 20/0821 be refused for the reasons as per 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 refuse the application:

Councillors Graham Alleway, Cliff Betton, Sharon Galliford, Mark Gordon, Edward Hawkins, David Lewis, David Mansfield, Robin Perry, Darryl Ratiram, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting against the recommendation to refuse the application:

Councillor Graham Tapper

3/P Application Number:20/1005 - Land East Of Shangri-la Fairfield Lane West End, Woking Surrey GU24 9QX*

The application was for the erection of 4 detached dwellings with associated garages, parking and landscaping.

This application had been referred to the Planning Applications Committee because one of the applicants was an ex-Councillor who left office less than 4 years ago.

Members were informed of the following updates on the application:

“Additional planning history:

BGR5933 Outline application for the erection of four detached houses with garages. Refused in August 1967.

Refused in August 1967 on the basis that the site falls within the proposed Green Belt and would provide development beyond the confines of the existing settlement to the detriment of the open countryside.”

As the application had triggered the Council's Public Speaking Scheme Mr Guy Consterdine spoke in objection to the application and Mr Tony Galvin spoke in support of the application.

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

RESOLVED that application 18/0875 be refused for the reasons as per the Officer Report

Note 1

It was noted for the record that

- i. Councillor Edward Hawkins declared that Members knew the applicant, who was a former Councillor; and
- ii. A Member Site Visit had taken place 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, Cliff Betton, Sharon Galliford, Mark Gordon, Edward Hawkins, David Lewis, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

Voting in abstention on the recommendation to refuse the application:

Councillor David Mansfield

4/P Application Number:18/0875 -154 GUILDFORD ROAD, WEST END, WOKING, GU24 9LT

The application was for change of use to provide two pitch gypsy site (retrospective).

This application would have normally been determined under the Council's Scheme of Delegation, however, it had been called-in by Councillor David Mansfield on the basis of the concerns raised by local residents.

The application was first reported to the Planning Applications Committee on the 6 February 2020 with an officer recommendation to refuse. The matter was deferred to enable further information on health matters and was reported back to the Planning Applications Committee on the 18 June 2020 with a revised recommendation to grant with a temporary permission for 5 years. The matter was again deferred for further evidence on the applicant's personal circumstances and reported back to the Planning Applications Committee on the 17 September 2020. Members resolved to grant temporary permission subject to conditions and a legal agreement to secure Strategic Access Monitoring and Maintenance (SAMM) payment.

Since 17 September 2020 the applicant had confirmed that they did not wish to make the Thames Basin Heath Special Protection Area (TBHSPA) contribution. The applicant would have only been willing to agree to pay if granted a permanent permission. The applicant had therefore requested that the application be returned to the Committee to reconsider on a permanent basis.

Members were advised of the following updates on the application:

“The Surrey Heath Gypsy and Traveller Accommodation Assessment (GTAA) was updated in 2020 with a need for 32 pitches by 2040; and 23 pitches by 2025 (compared with previously defined need of 12 pitches by 2032; with 9 pitches by 2022).

Update to planning history:

SU/16/0397 Certificate of existing lawful use for the stationing of 2 no residential caravans.

*Considered to be unlawful in December 2017. **Subsequently an appeal is under consideration under the Inquiries procedure. The Inquiry is proposed for August 2021.***

Additional planning history:

20/0303/FFU Erection of 3 no two bedroom bungalows following the demolition of existing building with the retention of existing dwelling on the site.

Currently under consideration.

20/0919/FFU Demolition of residential building, cessation of commercial use and the siting of one mobile home for residential occupation.

Currently under consideration. ”

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

RESOLVED that application 18/0875 be refused for the reasons as per the Officer Report.

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, Cliff Betton, Sharon Galliford, Cliff Betton, Cllr Mark Gordon, Edward Hawkins, David Lewis, David Mansfield, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, Valerie White.

5/P Performance Report

The Committee considered the performance report which evaluated the performance of the Development Management service over the last 2 financial years.

It was clarified to the Committee that the report did not need to be reported to the Executive.

Over the last 2 years workloads in the Development Management Team remained high; and Officers were often reliant on extension of time agreements for determination of applications. Despite this, changes to bolster resource had been made including the recruitment of a new Senior Planning Officer to work alongside the Corporate Enforcement Team. The vast majority of applications had continued to be determined under delegated authority with only 5% of applications being determined by the Planning Applications Committee.

The Council's planning appeals performance had dipped slightly in the past year. Two thirds of delegated decisions had been upheld by the Planning Inspectorate, whilst half of applications, which had been determined by the Planning Applications Committee, had been upheld at appeal.

It was acknowledged that in general the service had performed well. However, there was still room to further develop the Council's pre-application service, improve customer care and ease reliance on extension of time agreements.

The Committee acknowledged that the planning enforcement service had improved significantly over the last year, which had enabled Ward Councillors to liaise with constituents more effectively on enforcement matters. However it was noted greater resource was still required; and that the Council was midway through the recruitment of a new compliance officer. Furthermore, there was an ongoing necessity to develop the Council's use of the Uniform software solution to allow for easy extraction of data in respect of enforcement cases. It was agreed that Officers would report back to Committee members in respect of a timeline to undertake the work.

There was discussion in respect of how the Council could improve its performance at appeals. Whilst in respect of Committee overturns on character reasons the Planning Inspectorate had not deemed the Committee's decision making to be unreasonable, it was acknowledged that there were significant training opportunities for Members and Officers on topics such as 5 year housing land supply and greenbelt matters.

RESOLVED that the performance report and associated enforcement annex be noted.

6/P Review of Exempt Items

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

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 17 June 2021

- + Cllr Edward Hawkins (Chairman)
- Cllr Victoria Wheeler (Vice Chairman)*

- | | |
|-------------------------|------------------------|
| + Cllr Graham Alleway | + Cllr Robin Perry |
| + Cllr Peter Barnett | + Cllr Darryl Ratiram |
| + Cllr Cliff Betton | + Cllr John Skipper |
| + Cllr Mark Gordon | + Cllr Graham Tapper |
| Cllr David Lewis | + Cllr Helen Whitcroft |
| + Cllr David Mansfield | + Cllr Valerie White |
| + Cllr Charlotte Morley | |

- + Present
- Apologies for absence presented

* Cllr Victoria Wheeler attended virtually as a non-committee member in attendance.

Substitutes: Cllr Emma-Jane McGrath (in place of Cllr Victoria Wheeler)

Members in attendance: Cllr Pat Tedder

Officers Present: Jonathan Partington, Eddie Scott, Patricia Terceiro, Melissa Turney and William Hinde.

7/P Minutes of Previous Meeting

The minutes of the meeting held on 20 May 2021 were confirmed and signed by the Chairman.

8/P Application Number: 21/0002 - 39 Chertsey Road, Windlesham, Surrey, GU20 6EW

The application was for change of use of land from residential to play area for children's nursery.

The application would have normally been determined under the Council's Scheme of Delegation. However, it had been reported to the Planning Applications Committee by Councillor Emma McGrath, due to concerns that the proposal would be unneighbourly to the adjacent properties.

Members were advised of the following updates on the application:

“UPDATE

One further written representation has been received in support of the application for the following reasons, which have all been addressed in the Committee Report:

- Any noise would only be for short periods on weekdays when the weather is good and mitigated by the high acoustic fencing;
- The proposal would allow for the children to have a safe place outdoors to play together.

CORRECTIONS

Page 12, Para 7.4.4 (4rd sentence) should read: ‘...Currently the site’s boundary with School Lane has a low height picket fence...’ ”.

As the application triggered the Council’s Public Speaking Scheme, Mr Edward Carriss and Mr Mark Sheridan spoke in objection to the application.

Some Members were concerned as to the resulting increase in noise of the proposal and the resulting negative impact on the amenity enjoyed by the neighbouring properties. A resulting amendment to the proposed condition 5 in the officer report was voted on and fell. However the committee agreed to change condition 5 in order to make it clear that the play space should not be used on bank holidays or at weekends.

In addition, also with the intention to protect the amenity enjoyed by the neighbouring properties, the committee amended condition 3 of the officer’s recommendation to dictate that the proposed acoustic fencing should also wrap around the electricity substation.

The officer recommendation to grant the application was proposed by Councillor Robin Perry, seconded by Councillor Cliff Betton, and put to the vote and carried.

RESOLVED that application 21/002 be granted subject to the conditions in the officer report, as amended.

Note 1

It was noted for the record that Councillor Emma-Jane McGrath declared that some of the neighbours to the application site came into her shop.

Note 2

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

Voting in favour of the recommendation to grant the application:

Councillors Peter Barnett, Cliff Betton, Paul Deach, Mark Gordon, Edward Hawkins, Charlotte Morley, Robin Perry, Darryl Ratiram, John Skipper, Graham Tapper and Helen Whitcroft.

Voting against the recommendation to refuse the application:

Councillors Graham Alleway, Emma-Jane McGrath and Valerie White.

9/P Application Number: 21/0270 - 28 Hillsborough Park, Camberley, Surrey,

GU15 1HG

The application was for a double storey north (rear) extension and part single, part double storey west side extension.

The application would have normally been determined under the Council's Scheme of Delegation. However, it had been called-in by Councillor Edward Hawkins due to concerns expressed to him over the proposal's bulk and mass, being out of keeping with the neighbourhood and being overbearing.

Members were advised of the following updates on the application:

"UPDATE

A further email from the neighbour has been received stating that the picture used on the agenda from their garden is wrong *[Officer comment: Within the agenda a photo of their rear garden was not included]*

CORRECTIONS

Page 44: The text above the image should read no. 26 Hillsborough Park not no. 29"

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

RESOLVED that application 21/0270 be granted subject to the conditions as per the Officer's Report.

Note 1

It was noted for the record that

- I. Councillor Edward Hawkins declared that an acquaintance had asked him to call the application in for committee determination; and;
- II. Councillor Graham Tapper declared that he had received correspondence from neighbours to the site, in his capacity as their ward councillor, but he came into the meeting with an open mind.

Note 2

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

Voting in favour of the recommendation to grant the application

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Paul Deach, Mark Gordon, Charlotte Morley, Emma-Jane McGrath, Robin Perry, Darryl Ratiram, John Skipper, Graham Tapper, Helen Whitcroft and Valerie White.

Voting against the recommendation to grant the application:

Councillor Edward Hawkins.

10/P Application Number: 21/0343 - 6 Mount Pleasant Close, Lightwater, Surrey, GU18 5TP

The application was for the sub-division of an existing dwelling into two separate dwellings.

The application would have normally been determined under the Council's Scheme of Delegation. However, it had been reported to the Planning Applications Committee at the request of Councillor Sharon Galliford, as she perceived that the proposal would be out of character with the street scene, would constitute over development and would have inappropriate parking.

Members were advised of the following updates on the application:

“UPDATE

A further email from the neighbour has been received stating that the picture used on the agenda from their garden is wrong *[Officer comment: Within the agenda a photo of their rear garden was not included]*

CORRECTIONS

Page 44: The text above the image should read no. 26 Hillsborough Park not no. 29”.

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

RESOLVED that application 21/0343 be refused for the reasons as set out in the officer's 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 refuse the application:

Councillors Graham Alleway, Peter Barnett, Paul Deach, Mark Gordon, Edward Hawkins, Emma-Jane McGrath, Charlotte Morley, Robin Perry, Darryl Ratiram, John Skipper, Graham Tapper, Helen Whitcroft and Valerie White.

Voting against the recommendation to refuse the application:

Councillor Cliff Betton

Chairman

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**Minutes of a Meeting of the Audit and Standards Committee held at Virtually
- Public Meeting on 26 April 2021**

+ Cllr Cliff Betton (Chairman)
+ Cllr Darryl Ratiram (Vice Chairman)

+ Cllr Rodney Bates
+ Cllr Edward Hawkins
+ Cllr Sashi Mylvaganam
+ Cllr Valerie White
Cllr Charlotte Morley

+ Present
- Apologies for absence presented

Members in Attendance: Cllrs Adrian Page, Sharon Galliford, Rebecca Jennings-Evans, David Mansfield and Pat Tedder

Officers Present: Michael Asare-Bediako, BDO
Stephen Bladon, BDO
Adrian Flynn, Chief Accountant
Martin Hone, Interim Executive Head: Finance
Alex Middleton, Senior Auditor
Gavin Ramtohal, Head of legal Services

20/AS Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 23rd November 2021 be approved as a correct record and signed by the Chairman.

21/AS Declarations of Interest

There were no declarations of interest.

22/AS Internal Audit Annual Plan

The Committee received a report setting out the proposed work programme for the Council's Internal Audit function for the 2021/22 financial year.

The Committee was informed that the proposed work plan had been based on the draft Internal Audit Three Year Strategic Plan, agreed by the Committee at its meeting on 20th April 2020. The proposals consisted of a combination of audit activities carried out on an annual basis, activities conducted on a triannual basis and one off audit projects. It was expected that the activities proposed in the Annual Plan would require 430 working days to be delivered by the Council's two internal auditors.

It was reported that the impact of the Covid-19 pandemic would be included in service audits.

It was noted that responsibility for running the Community Services functions had now transferred across to Runnymede Borough Council and the audit of this service area would focus on ensuring that the transfer of staff, equipment and resources had been completed properly and that the separation of duties was correct. It was expected that this would be Surrey Heath's final audit of the service.

The Committee was informed that the audit of Joint Waste Solutions was conducted in the Council's capacity as the administering body. It was questioned whether there was scope for either recharging the other joint contract authorities for a proportion of any audit costs incurred.

It was requested that future audit plans include reference to when the service was last audited and the length of time that the audit was expected to take. The Committee's reservations about the capacity of the Internal Audit function were noted and this would be monitored.

It was noted that reports and working papers from internal audit were made available to the Council's external audit team.

RESOLVED that:

- i. the Internal Audit Plan for 2021/22 be agreed.
- ii. future audit plans include reference to when the service was last audited and the length of time that the audit was expected to take.

23/AS Audit of 2019/20 Financial Statements Progress Update

The Committee received a report from BDO, the Council's external auditor, on the progress being made to finalise their audit of the Council's 2019/20 accounts.

It was acknowledged that there had been significant delays in completing the audit of the accounts for the 2019/20 financial year. There had been a number of reasons for the delays including changes to the regulatory requirements for external audit work and the Covid-19 pandemic which had impacted not only on staffing levels at BDO but also raised practical challenges when sharing evidence and conducting testing under remote working conditions.

It was reported that, notwithstanding the Government's decision to extend the deadline for completion of the audit of local authority accounts to 30th November 2020, figures obtained by Public Sector Audit Appointments Ltd. showed that 55% (267) of local authority accounts audits for the 2019/20 financial year had still not been completed by the date of the extended deadline.

The Committee was informed that whilst the audit had not yet been completed the work carried out to date had concluded that the mechanisms in place to prevent management override of controls were appropriate, that sample testing of revenue and expenditure had confirmed processes were appropriate and that the assumptions and estimates used in the valuation of the Council's land, buildings and investment properties were reasonable. Audit work still to be completed

included the valuation of non-current assets, allowances for non-collection of receivables and an assessment of going concern. It was BDO's contention that whilst the audit was substantially complete they still required a number of pieces of information before the audit could be finalised.

The Auditors informed the Committee that Government changes to the regulatory requirements governing audit work had resulted in a significant increase in the scale of work required for each audit; consequently BDO would be seeking a variation in their fee to cover this increased work.

The Committee stressed that the delay in completing the audit was unacceptable particularly in view of the fact that the Committee had been assured by BDO in November that the audit would be completed by January 2021. Officers were instructed to work with BDO to establish all issues which were still outstanding and develop a timetable to expedite their resolution so that the audit would be completed.

The Committee noted BDO's stated commitment to bring an audit completion report to the Committee's next meeting in July 2021; however whilst noting the pressures on DBO's work load the Committee stressed that this ongoing delay was considered to be unacceptable.

RESOLVED that:

- i. The progress made by BDO to audit the Council's accounts for the 2019/20 financial year be noted
- ii. Officers to work with BDO to establish all outstanding issues and develop a timetable to expedite their resolution which would be shared with the Committee.
- iii. The Committee's concerns about the delays to the audit be raised with the Council's Chief Executive.

24/AS Date of Next Meeting

It was noted that the next scheduled meeting of the Audit and Standards Committee would take place on Monday 26th July 2021 at 7pm.

Chairman

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Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 1 June 2021

+ Cllr Vivienne Chapman (Chairman)

+ Cllr Morgan Rise (Vice Chairman)

- | | |
|-------------------------|--------------------------|
| + Cllr Dan Adams | - Cllr Josephine Hawkins |
| + Cllr Sarah Jane Croke | + Cllr David Lewis |
| + Cllr Paul Deach | + Cllr Emma-Jane McGrath |
| + Cllr Tim FitzGerald | + Cllr Pat Tedder |
| - Cllr Mark Gordon | - Cllr Helen Whitcroft |

+ Present

- Apologies for absence presented

Substitutes: Cllr Valerie White (In place of Cllr Josephine Hawkins) and Cllr Kristian Wrenn and Cllr Kristian Wrenn (in place of Cllr Helen Whitcroft)

Members in Attendance: Cllr Shaun Garrett

Officers Present: Jayne Boitoult and Louise Livingston

1/EP Minutes of the Last Meeting

The minutes of the meeting held on 2 March 2021 were confirmed and signed by the Chairman.

2/EP Declarations of Interest

Councillors Sarah Jane Croke and David Lewis declared non-pecuniary interests as they were trustees of Surrey Heath Age Concern.

It was noted for the record that Councillor Paul Deach declared that he, as well as a number of Committee Members had been involved in Surrey Heath Prepared which had worked closely with a number organisations presenting at the meeting.

3/EP Camberley Besom

The Committee received a presentation from Greg Scott, "Time-giver", and Gael Brodie, Trustee, in respect of the services of Camberley BESOM and their partnership work with the Council.

Camberley BESOM sought to alleviate poverty and financial hardship in Camberley in the surrounding area via the provision of basic goods, such as food and household items, to individuals and families in need. Camberley BESOM was one of 29 BESOM groups in South East England; and following its founding in 2009 it moved to its Bridge Road premises in 2013. The organisation now had 6 registered trustees and more than 20 time givers.

In contrast to other local services, Camberley BESOM's food parcels were provided in response to a referral from a local partnering agency, which also helped the individuals and families tackle the cause of their need. The list of Partnering agencies consisted of Citizens Advice Surrey Heath, the Council, social housing providers; and charities such as Home Start, The Hope Hub, and local churches, as well as schools and nurseries. In the event of an emergency response one-off food parcels could be provided. However longer term food parcel support required a sponsor from one of the partner agencies, whom worked with the family and or individual to provide help and guidance where necessary.

During the height of the Covid-19 pandemic, it was highlighted that most of the Camberley BESOM's team had to shield. Whilst at the start of the pandemic, the BESOM, the Council's services and Surrey Heath Prepared combined to create a centralised distribution hub, by July 2020 operations had started to return to the BESOM's Camberley Warehouse with driver support from the Council.

Outside the pandemic setting the BESOM and as part of its core work, provided various packs to Surrey Heath Residents, which included kitchen starter packs, bedding and towel packs, and new parent packs. As part of the organisation's regular work the BESOM also provided Christmas Food Parcels. Demand during 2020 for this service was 2.5 times higher than in 2019.

It was noted that the Camberley BESOM had been in receipt of a grant from the Council which originated from the Department for Environment, Food and Rural Affairs (DEFRA) Hardship Fund of £29,000. The organisation aimed to continue to support those in the greatest need and adapt where necessary. .

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

- Despite the importance of their services being highlighted during the pandemic, BESOM were struggling to attract volunteers. It was noted that the Council could provide additional support in respect of encouraging new volunteers. In addition, it was emphasised how invaluable the Council's support was in respect of providing the drivers to deliver food parcels at the height of the pandemic.
- The BESOM were willing to work in partnership with new foodbanks, such as Bisley and West End Foodbanks, and build a relationship where if required such foodbanks can make referrals to the BESOM in order to provide long term support.
- It was clarified that, whilst an increase in volunteer numbers wouldn't be unhelpful, Camberley BESOM was particularly looking to attract a new generation of trustees. However, preferably such trustees would be recruited within the Church network.

The Committee thanked Greg and Gael for their presentation and informative insight.

4/EP Surrey Heath Age Concern

The Committee received a presentation from Gwen McClafferty and Tracey Hiney on the work of Surrey Heath Age Concern.

Surrey Heath Age Concern (SHAC) was an independent local charity which aimed to provide a service to enhance tThe Committee received a presentation from Gwen McClafferty and Tracey Hiney on the work of Surrey Heath Age Concern.

Surrey Heath Age Concern (SHAC) was an independent local charity which aimed to provide a service to enhance the lives of older people in the borough of Surrey Heath, with a focus on enabling elderly residents to live independently and reducing social isolationism and loneliness.

As it stood Surrey Heath Age Concern provided befriending services to 49 local residents via a coordinated process, which started with a visit or phone call from the befriending coordinator to assess needs, and was followed by a matching process to ensure a suitable, long lasting relationship between befriender and befriender. As society returns to face to face contact, befrienders have been encouraged to undertake regular lateral flow tests, share vaccination statuses and follow guidance identified via risk assessments, in order to allow for face to face befriending again. It was emphasised that SHAC had a duty of care to protect both the befriender and befriender and that indoor befriending only took place where both parties had both of their COVID-19 Vaccinations.

Following the easing of restrictions the Rainbow Café was also due to reopen in June 2021.

Looking forward SHAC had identified that the elderly population's lack of access to technology had led to greater social isolationism, which was further compounded by the effects of Covid-19. As a result SHAC were planning and had secured funding for basic IT training sessions for the elderly. Furthermore SHAC was also seeking to implement an impact measurement strategy for its befriending programme and was also aiming to review and improve its volunteer training programme.

The presentation encouraged a wider conversation amongst the Committee in respect of accessibility to the Town for the elderly and less mobile. Following suggestions by Members, Officers were asked to explore the use of a mobility scooter or shopping trolley scheme and a mobile phone lending scheme. Any results, following such explorations, would be reported back to the Committee.

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

- Although it could be argued from a Council perspective that there was an overlap between SHAC's befriending service and the Time to Talk project run by Voluntary Support North Surrey, which the Council also provided a Revenue Grant to, it was emphasised that the Time to Talk project was aimed at a younger cliental and often those with Mental Health issues.
- Following on from previous feedback, SHAC now had a fundraising team and had booked onto a social-media training course in order to try to boost its profile. Furthermore it was suggested that SHAC could apply to Members' Ward Councillor fund as an extra way to access funding.
- The last year had been challenging for befrienders in respect of the topics discussed during befriending sessions given the impact of the pandemic.

- A review of all the Council's grants was due to be considered by the Executive in November. It is noted that Members acknowledged the benefits and value of the services provided from SHAC.
- Whilst most of SHAC's befrienders were based in Camberley and often in and around the Town Centre, SHAC were actively advertising their services in the rural parts of the Borough via libraries and local village magazines. Greater take up in the villages may be naturally encouraged with greater numbers of befrienders available in the rural areas.

Members thanked Gwen and Tracey for the informative presentation and noted the progress of the charity since first presenting to the Committee in 2011.

5/EP Disability Initiative

The Committee received a presentation from Lucy Brown, Chief Executive, in respect of the work of Disability Initiative.

Disability Initiative (DI) was a charity which specialised in the provision of adult services to individuals with complex physical disabilities and acquired brain injury. DI provided a coordinated, slow-stream programme of rehabilitation catered specifically to the individual and included a variety of activities, accredited educational courses and a number of therapies.

DI supported 75 adults, whom were primarily based within Surrey Heath, and were based within the DI resource centre on Knoll Road, which was owned by the Council. The Council had provided the organisation with a 99 year lease of the building (starting from the year 2000) and 15 car parking spaces at a peppercorn rent.

An early meeting of the charity's trustees, many of which had backgrounds in healthcare and risk, had set out DI's path in the pandemic. It acknowledged that all its clients were high risk and the organisation pivoted their services to identify the needs of DI's clients and how the charity could meet these needs.

Within the first few weeks of the pandemic, DI received a grant of £7,200 from the Council which covered DI's immediate costs as grants and fundraising opportunities dried up. After pouring huge resource into meeting the immediate needs of DI's clients and family, DI were especially keen to get its clients back into its premises, motivated, stimulated and actively involved in its offered activities. Furthermore, after the pandemic hit the disabled community especially aggressively, DI were looking to increase its initiatives to upskill its clients in respect of IT and technology, and in turn reduce any social-isolationism resulting from their lack of skills and knowledge. This included early plans to produce a Disability Initiative App and make use of opportunities around the teaching of basic coding.

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

- DI and Parity for Disability catered for a slightly different cliental. However the leadership of the two charities often collaborated by

sharing policies and best practice as well as by conducting regular peer reviews. Furthermore, it was added that DI were welcoming of new partnership working opportunities in the future.

- DI worked hard in conjunction with Frimley Park Hospital to rehabilitate clients who were coming out of hospital so they would not have to return. DI's psychologists and equipment such as mace beds meant that such well-thought out schemes were successful.
- During the pandemic DI had to deal with clients and their families, which had complex issues, such as psychological stress as a result of impact of the pandemic and being unable to visit DI's premises. This was then coupled with the impact on the full time carers of DI's clients.

The Committee thanked Lucy for her insightful presentation and for attending.

6/EP Committee Work Programme

The Committee considered its work programme for the remainder of the 21/22 municipal year. The Committee were advised that following conversations with the Chairman and Vice-Chairman, Surrey Sports Council, Camberley Cricket Club and Camberley Judo Club would be added to the Committee's Work Programme.

In addition, Voluntary Support North Surrey and Citizens Advice Surrey Heath, as the 2 largest recipients of the Council Revenue Grant Scheme, would also be fitted into the Committee Work Programme. Following a suggestion from the Committee, a presentation from Surrey Heath Neighbourhood Watch would also be added to the September meeting of the Committee to allow consideration alongside the Police and Crime Commissioner and the Surrey Heath Borough Commander.

Discussion emanated in respect of the level of service provided by Accent Housing and the borough's other social housing providers. In particular, there were significant concerns in respect of Accent's maintenance service. As a result it was agreed that Accent would feature as a recurring item on the Committee's Work Programme; and the other Housing Trusts which provide services within the Borough also be invited to a dedicated meeting of the Committee.

It was also agreed that an informal meeting between Accent Housing and Councillors would be arranged by officers for before the Committee's next meeting.

RESOLVED that the Committee's Work Programme be agreed as amended; and Accent Housing be added as a standing item

Chairman

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**Minutes of a Meeting of the
Employment Committee held at Surrey
Heath House on 10 June 2021**

+ Cllr Colin Dougan (Chairman)
+ Cllr Cliff Betton (Vice Chairman)

| | |
|-------------------------------|-------------------------|
| + Cllr Sharon Galliford | + Cllr Alan McClafferty |
| + Cllr Mark Gordon | + Cllr Graham Tapper |
| + Cllr Josephine Hawkins | + Cllr Victoria Wheeler |
| + Cllr Rebecca Jennings-Evans | |
| + Present | |

1/EC Minutes

The open and exempt minutes of the meeting held on 28 April 2021 were confirmed and signed by the Chairman.

2/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) |
|-------------|--------------|
| 1/EC (part) | 1 |
| 3/EC | 1&3 |
| 4/EC | 1&3 |

Note: Minute 3/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.

3/EC Report from the Chief Executive

The Committee made decisions in relation to an exempt report from the Chief Executive concerning staffing matters.

4/EC Review of Exempt Items

The Committee reviewed the report 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 3/EC and the associated agenda report
remain exempt for the present time.**

Chairman

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

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**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey Heath
House on 24 June 2021**

- | | |
|-------------------------------|-------------------|
| - Cllr Rodney Bates | - Louise Aartsen |
| + Cllr Sharon Galliford | Gary Carter |
| + Cllr Josephine Hawkins | + Gillian Riding |
| + Cllr Rebecca Jennings-Evans | + Andrew Edmeads |
| + Cllr David Mansfield | + Lynn Smith |
| + Cllr Charlotte Morley | - Anthony Sparks |
| + Cllr Graham Tapper | + Karen Wetherell |
| + Cllr Helen Whitcroft | |

+ Present

- Apologies for absence presented

Officers Present: Louise Livingston and Julie Simmonds

1/J Election of Chairman and Vice Chairman

RESOLVED that Councillor Graham Tapper be elected Chairman of the Joint Staff Consultative Group for the 2021/22 municipal year.

COUNCILLOR TAPPER IN THE CHAIR

RESOLVED that Lynn Smith be elected Vice-Chairman of the Joint Staff Consultative Group for the 2021/22 municipal year.

2/J Notes

The notes of the meeting of the Joint Staff Consultative Group held on 11 March 2021 were agreed as being a correct record.

3/J Declarations of Interest

There were no declarations of interest.

4/J Pay Policy Statement 2021/22

The Group received a report setting out the Council's Pay Policy Statement for 2021/22.

It was reported that the Council was required, in accordance with Section 38(1) of the Localism Act 2011, to review and update its Pay Policy Statement on an annual basis. It was noted that following the local pay negotiations it had been agreed that a pay award of £250 would be made to those staff on pay grades 1 to 3 and the Salary Scales had been updated to reflect this change.

RESOLVED that the Employment Committee be advised to recommend to Full Council the adoption of the Council's Pay Policy Statement 2021/22, as set out at Annex A of the report.

5/J Probation Policy and Procedure 2021/22

The Group received a report setting out a proposed Probation Policy and Procedure.

The Group was informed that the Probation Policy was a new policy which aimed to provide clear guidance for both managers and staff on the procedures that would be followed during the probationary period of newly appointed members of staff.

Following discussions with staff representatives the following changes would be made to the draft policy:

| Paragraph | Amendment |
|-----------|---|
| 1.2 | Third bullet point to be amended to read 'Identify the member of staff's training needs...' |
| 2.1.3 | Final part of sentence to be amended to read 'regardless of whether they are competent in their existing role.' |
| 2.1.4 | Paragraph to be clarified to make it clear that if staff applied for a new role within Surrey Heath Borough Council they would have to undergo a six month probationary period in the new role. The probationary period would not apply if the staff member was transferred to a new role following a redeployment. |
| 3.1.1 | First bullet point to be amended to read 'Attend probation review meetings as required. (As per paragraph 2.4.1).' |
| 3.2.1 | Typographical errors to be amended in bullet points 1, 3, 8 and 9. |

RESOLVED that, subject to the amendments outlined above, the Employment Committee be advised to adopt the Council's Probation Policy and Procedure as set out in Annex A of the report.

6/J Work Programme

The Group received a report setting out its draft work programme for the 2021/22 municipal year.

It was noted that with the exception of the Climate Change policy, which was a new policy arising from the Climate Change Action Plan recently agreed by the Executive, all other policies were pre-existing Council policies which were to be reviewed and updated.

RESOLVED that the work programme for the 2021/22 municipal year be approved.

Chairman