

# COUNCIL MEETING

## 27 July 2022

# COUNCIL MINUTE BOOK

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**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
11 May 2022**

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+ Cllr Sarah Jane Croke (Mayor)  
+ Cllr Helen Whitcroft (Deputy Mayor)

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

+ Present  
- Apologies for absence presented

**1/C Mayor**

It was moved by Councillor Sashi Mylvaganam and seconded by Councillor Graham Tapper that Councillor Helen Whitcroft be elected Mayor for the ensuing year. There being no further nominations, it was unanimously

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

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

The Mayor, Councillor Helen Whitcroft, in the Chair.

Councillor Whitcroft thanked the Council for her election as the 50<sup>th</sup> Mayor of the Borough. She paid tribute to her family and friends, councillors, and residents who had supported her.

The Mayor invested her daughter, Miss Madison Whitcroft, as her Escort for her Mayoral Year. Jenny Knight was invested as the Mayor's Celebrant for the Mayoral Year and received the Chaplain's Badge.

On behalf of the Council, the Mayor thanked Councillor Sarah Jane Croke and her Consort, Mr James Croke, for the way they had carried out their roles over the past year.

Councillor Croke, in responding, reported that she'd had an incredible year, during which she had tried to reach as many people and organisations within the borough as possible to thank them for the hard work, support and community spirit they had demonstrated as life returned to normal. She thanked residents for the warm welcome she had received during the year.

Councillor Croke also thanked her Chaplain, Canon Stuart Thomas, for his support and guidance and extended her thanks to councillors and officers for their support and assistance during her Mayoral year.

## **2/C Deputy Mayor**

It was moved by Councillor Sarah Jane Croke and seconded by Councillor Emma-Jane McGrath that Councillor Pat Tedder be appointed Deputy Mayor for the ensuing year. There being no further nominations, it was unanimously

**RESOLVED that Councillor Pat Tedder be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.**

Councillor Pat Tedder made the declaration of acceptance of office and thanked the Council for her appointment.

The Mayor invested Mrs Libby Thody as the Deputy Mayor's Escort for the Mayoral Year.

## **3/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Dan Adams, Cliff Betton and Kristian Wrenn.

## **4/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 20 April 2022 be approved as a correct record.**

## **5/C Mayor's Announcements**

The Mayor informed the Council that the charities she would be supporting during her mayoral year were Chloe's and Sophie's Special Ears Fund, Connect Counselling Service, and Parity for Disability. She also reported that her first big event would be a celebration of the Queen's Platinum Jubilee at Frimley Lodge Park on 2 June 2022 and encouraged all Members to attend.

## 6/C Executive Arrangements

The Leader informed the Council that Councillor Shaun Garrett 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>
Economic Development & Transformation	Cllr Shaun Garrett
Finance & Customer Service	Cllr Robin Perry
Environment & Health	Cllr Colin Dougan
Housing, Safeguarding & Support	Cllr Sarah Jane Croke
Leisure, Culture & Community	Cllr Rebecca Jennings-Evans
Planning & Control	Cllr Adrian Page

A revised schedule of allocations of areas of responsibility to portfolios had been circulated with the agenda.

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.

## 7/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 2022/23**

## 8/C Appointment of Members to Committees

It was moved by Councillor Alan McClafferty, seconded by Councillor Sashi Mylvaganam, and

**RESOLVED, that the membership of the standing committees of the Council for 2022/23 be as follows:**

**Planning Applications Committee (15 members and 9 substitute members)**

Committee Members:

Councillors Graham Alleway, Peter Barnett, Stuart Black, Cliff Betton, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, Valerie White.

Substitutes:

Councillors Dan Adams, Paul Deach, Sharon Galliford, Rebecca Jennings-Evans, Emma-Jane McGrath, Morgan Rise, John Skipper, Pat Tedder. (Vacancies: 1).

### **Licensing Committee (13 members)**

Committee Members:

Councillors Dan Adams, Peter Barnett, Rodney Bates, Richard Brooks, Tim FitzGerald, Shaun Garrett, Mark Gordon, David Lewis, Robin Perry, John Skipper, Graham Tapper, Pat Tedder, Valerie White.

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

Committee Members:

Councillors Graham Alleway, Stuart Black, Vivienne Chapman, Paul Deach, Sharon Galliford, Edward Hawkins, Sashi Mylvaganam, Liz Noble, Darryl Ratiram, Morgan Rise, Victoria Wheeler, Helen Whitcroft, Valerie White.

Substitutes:

Councillors Rodney Bates, Peter Barnett, Cliff Betton, Mark Gordon, Josephine Hawkins, David Lewis, Graham Tapper, Pat Tedder.

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

Committee Members:

Councillors Dan Adams, Richard Brooks, Vivienne Chapman, Paul Deach, Tim FitzGerald, Mark Gordon, Josephine Hawkins, David Lewis, Emma-Jane McGrath, Liz Noble, Morgan Rise, Pat Tedder, Valerie White.

Substitutes:

Councillors Graham Alleway, Rodney Bates, Cliff Betton, Stuart Black, Edward Hawkins, Charlotte Morley, Darryl Ratiram, Graham Tapper.

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

Committee Members:

Councillors Rodney Bates, Cliff Betton, Edward Hawkins, Charlotte Morley, Sashi Mylvaganam, Darryl Ratiram, Valerie White.

Substitutes:

Councillors Dan Adams, Richard Brooks, Paul Deach, Liz Noble, Morgan Rise, Victoria Wheeler.

**Employment Committee (9 members and 6 substitute members)**

Committee Members:

Councillors Cliff Betton, Stuart Black, Colin Dougan, Sharon Galliford, Mark Gordon, Josephine Hawkins, Alan McClafferty, Graham Tapper, Victoria Wheeler.

Substitutes:

Councillors Peter Barnett, Rodney Bates, Paul Deach, Sashi Mylvaganam, Liz Noble, Adrian Page.

**9/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.

It was moved by Councillor Alan McClafferty, seconded by Councillor Sashi Mylvaganam and

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

<b><u>Committee</u></b>	<b><u>Chairman</u></b>	<b><u>Vice-Chairman</u></b>
<b>Planning Applications</b>	<b>Cllr Edward Hawkins</b>	<b>Cllr Victoria Wheeler</b>
<b>Licensing</b>	<b>Cllr Pat Tedder</b>	<b>Cllr Valerie White</b>
<b>Performance &amp; Finance Scrutiny</b>	<b>Cllr Sashi Mylvaganam</b>	<b>Cllr Valerie White</b>
<b>External Partnerships Select</b>	<b>Cllr Vivienne Chapman</b>	<b>Cllr Morgan Rise</b>

**Committee**  
**Audit &  
Standards**

**Chairman**  
**Cllr Cliff Betton**

**Vice-Chairman**  
**Cllr Darryl Ratiram**

**10/C Joint Committee**

It was moved by Councillor Alan McClafferty, seconded by Councillor Shaun Garrett and

**RESOLVED that Councillor Valerie White be appointed to the Surrey Police and Crime Panel for the 2022/23 municipal year.**

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

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

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

**Governance Working Group** (5 members and 4 substitute members)

Members:

Councillors Rodney Bates, Paul Deach, Josephine Hawkins, Alan McClafferty, Sashi Mylvaganam.

Substitutes:

Councillors Rebecca Jennings-Evans, Adrian Page, Graham Tapper, Victoria Wheeler.

**Joint Staff Consultative Group** (8 members)

Councillors Rodney Bates, Stuart Black, Tim FitzGerald, Sharon Galliford, Josephine Hawkins, Charlotte Morley, Adrian Page, John Skipper.

**12/C Responsibility for Functions**

The Constitution, at Part 3 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.**

Mayor



**Minutes of a Meeting of the Executive  
held on 31 May 2022**

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- Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	- Cllr Rebecca Jennings-Evans
+ Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Stuart Black, Cllr Sashi Mylvaganam, Cllr John Skipper, Cllr Graham Tapper and Cllr Victoria Wheeler

**1/E Minutes**

The minutes of the meeting held on 15 March 2022 were confirmed and signed by the Chairman.

**2/E Local Community Project Fund Bids**

In October 2020, the Executive had set up the Local Community Improvement Fund for bids to use local CIL funds for the non-parished wards. The Fund pooled the Neighbourhood Community Infrastructure Levy contributions to allow wards that did not deliver new development, but did experience its impact, to have access to CIL funding. It also allowed the community to bid for funding for small scale local capital projects.

The Executive considered four applications that had been received during the round of bids open between 4 January and 1 February 2022 and a summary of each was noted.

**RESOLVED that, in line with the CIL bids detailed in Annex 1 to the agenda report,**

- (i) £3,600 be awarded to Mytchett, Frimley Green & Deepcut Society for four new replacement litter bins;**
- (ii) £18,600 be awarded to Frimley Village Hall for the resurfacing of the front, side and driveway access to the hall;**
- (iii) £3,611 (net) be awarded to Heatherside ward (Councillor John Skipper) for five new wooden benches; and**
- (iv) £15,200 (net) be awarded to Heatherside Ward Residents' Association for the replacement of play equipment and surface area.**

**RECOMMENDED to Full Council that £3,611 (net) and £15,200 (net), for five new wooden benches in Heatherside ward and to Heatherside Ward Residents' Association for the replacement of play equipment and surface area respectively, be added to the Council's Capital Programme.**

### **3/E Executive Working Groups 2022/23**

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

The list of the proposed membership for each Working Group, as nominated by Group Leaders, was noted, subject to the correction that Councillor Shaun Garrett would be a member of the Property Investment Working Group in place of Councillor Colin Dougan.

#### **RESOLVED that**

- (i) the following Executive Working Groups for the Municipal Year 2022/23 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 at Annex A to the agenda report, be agreed;**
- (iii) the number and allocation of seats on each working group be as set out in the Terms of Reference; and**
- (iv) the nominations of members to each Working Group by Group Leaders, as previously circulated, as amended, be noted.**

### **4/E Appointment of Outside Bodies 2022/23**

The Executive considered a report seeking appointments to outside bodies for the 2022/23 municipal year.

Members discussed the positions that were contested and made the following decisions:

- (i) Basingstoke Canal Joint Management Committee – it was agreed to appoint Councillor Helen Whitcroft as the main representative and Councillor Stuart Black as the substitute;**

- (ii) Heatherside Community Centre Council – it was agreed to appoint Councillor Edward Hawkins, Councillor John Skipper and Councillor Graham Tapper;
- (iii) Miss Gomms Trust - it was agreed to appoint Councillor Pat Tedder and Ms Elizabeth Thody to the vacancies. The Chairman, on behalf of the Council, thanked Mr Martin Goodway for his considerable service to the Trust;
- (iv) Surrey Heath Local Committee – it was agreed to appoint Councillor Graham Alleway, Councillor Vivienne Chapman, Councillor Josephine Hawkins, Councillor Morgan Rise, Councillor Victoria Wheeler, and Councillor Valerie White to the Committee. Members were advised that clarification had been received that substitutes were not appointed to Surrey Heath Local Committee.

It was noted that a number of reports from representatives appointed for 2021/22 on the work they had undertaken during the previous year were outstanding. The Governance Working Group would be considering an item on appointments to Outside Bodies at a future meeting and it was suggested that improvements to this process could be considered at that time.

**RESOLVED that**

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

<b>Organisation</b>	<b>Representatives 2022/23</b>
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft Cllr Stuart Black (sub)
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis
Briars Centre Management Committee	Cllr Sharon Galliford
Camberley Town Football Club – Observer	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr David Lewis
Collectively Camberley BID Board	Cllr Alan McClafferty
Community Services Partnership Board (one position reserved to the Portfolio Holder)	Cllr Rebecca Jennings-Evans Vacancy

Deepcut Village Association	Cllr Paul Deach
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler
Fairtrade Steering Group – new appointment for 2022/23	Vacancy
Farnborough Aerodrome Consultative Committee	Cllr Helen Whitcroft
Frimley Community Centre Management Committee	Cllr Darryl Ratiram
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> <b>No appointments to be made in 2022/23</b>	n/a
Gordon's Sports Hall Advisory Group	Cllr Graham Alleway
Heatherside Community Centre Council	Cllr Edward Hawkins Cllr John Skipper Cllr Graham Tapper
Heathrow Community Noise Forum	Cllr Pat Tedder Cllr Victoria Wheeler (sub)
<i>Henry Smith Charity (4 year appointments)</i> <b>No appointments to be made in 2022/23</b>	n/a
Joint Waste Collection Services Committee	Cllr Colin Dougan Cllr Robin Perry (sub)
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Miss Gomms Trust (4 year appointments) <b>two appointments to be made in 2022/23</b>	Cllr Pat Tedder Ms Elizabeth Thody
Mytchett Community Association General Committee	Cllr Paul Deach
Parity for Disability	Cllr Helen Whitcroft
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) <b>No appointments to be made in 2022/23</b>	n/a
RELATE North East Hants and Borders	Vacancy

South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Surrey County Playing Fields Association	Cllr Pat Tedder
Surrey Environment Partnership	Cllr Colin Dougan
Surrey Heath Age Concern	Cllr Shaun Garrett
Surrey Heath Arts Council	Cllr David Lewis Cllr John Skipper Vacancy Cllr Edward Hawkins (sub)
Surrey Heath Local Area Committee	Cllr Graham Alleway Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Morgan Rise Cllr Victoria Wheeler Cllr Valerie White
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Sarah Jane Croke
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans Vacancy Vacancy Vacancy
Surrey Heath Youth Focus	Cllr Stuart Black
Surrey Leaders' Group	Cllr Alan McClafferty
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)
Voluntary Support North Surrey	Vacancy Cllr Pat Tedder (Sub)

**(ii) attendance by the appointed members at meetings of the bodies listed above be regarded as approved duties, in accordance with the Members' Allowances Scheme.**

#### **5/E Surrey Leaders' Group Outside Bodies**

The Executive considered a report detailing the vacancies for Surrey Leaders' Group Outside Bodies which would be filled in 2022/23. It was reported that no Members had expressed an interest in being nominated to any of the vacant positions.

**RESOLVED that no nominations be made to Surrey Leaders' Group Outside Bodies vacancies.**

## 6/E Household Support Fund 2

The Executive was reminded that, in October 2021, the Government had introduced additional funding to target financial support for vulnerable households over the winter months; this fund, known as the Household Support Grant, had operated until 31st March 2022. The grant was designed to enable local Councils to support vulnerable households with the increasing costs of food, energy, water, and other essentials.

In the Government's Spring Statement, a further Household Support Fund (HSF2) had been announced, to be operational from 1 April and 30 September 2022. This scheme had introduced changes in which the criteria now stated that at least one third was to be funded to residents of a pensionable age and at least a further third to be funded to households with residents with children, with the remaining funds to other households genuinely in need of support. The total funding available to Surrey Heath from HSF2 was £159,183.

Members were advised that discussions were underway between the Council and Citizens Advice Surrey Heath (CASH) to re-establish and agree a 'local eligibility framework and approach', to enable CASH to distribute grant funding that best supported the households that were in the most need locally.

It was also proposed to delegate authority to the Head of Service in consultation with the Portfolio Holder to finalise the details of the scheme, along with authority to implement any future schemes where necessary.

### **RESOLVED that**

- (i) the action plan outlined in paragraph 4.6 of the agenda report and the allocation of funding outlined in paragraph 4.5 of the agenda report be agreed; and**
- (ii) authority be delegated to the Head of HR, Performance and Communications in consultation with the Portfolio Holder for Housing, Safeguarding and Support to finalise the details of this scheme and the implementation of any further Household Support Grant Schemes.**

## 7/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)
8/E	3

**8/E Executive Working Groups Notes**

The Executive received the notes of Executive Working Group meetings which had taken place in the previous few months. It was noted that in future it was intended to report the Working Group notes to the Executive more frequently.

**RESOLVED that the Working Group notes be received.**

**9/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 Camberley Town Centre Working Group notes from the meetings on 26 August, 2 November and 16 December 2021 remain exempt for the present time;**
- (ii) the Climate Change Working Group notes from the meetings held on 21 July and 4 November 2021 and 26 January 2022 be made public;**
- (iii) the Community Support Working Group notes from the meetings held on 9 September, 18 October, 8 December 2021 be made public;**
- (iv) the Equality Working Group notes from the meetings held on 9 September 2021 and 13 January 2022 and 10 February 2022 be made public;**
- (v) the Local Plan Working Group notes from the meetings held on 30 June, 11 August, 18 October, 9 November and 2 December 2021, and 24 January 2022 remain exempt for the present time;**
- (vi) the Property Investment Working Group notes from the meetings held on 7 July, 4 August, 1 September, 6 October, 3 November and 1 December 2021, and 10 January, 2 February and 2 March 2022 remain exempt for the present time;**
- (vii) the Surrey Heath Villages Working Group notes from the meeting held on 1 November 2021 be made public; and**
- (viii) all Working Group notes remaining exempt 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 21 June  
2022**

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+ Cllr Alan McClafferty (Chairman)

- |                         |                               |
|-------------------------|-------------------------------|
| + Cllr Sarah Jane Croke | + Cllr Rebecca Jennings-Evans |
| + Cllr Colin Dougan     | + Cllr Adrian Page            |
| + Cllr Shaun Garrett    | + Cllr Robin Perry            |

+ Present

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

**10/E Minutes**

The minutes of the meeting held on 31 May 2022 were confirmed and signed by the Chairman.

**11/E Questions by Members**

The Leader responded to a question from Councillor Adrian Page, confirming that, if the suggestion to explore an alternative route for the annual Remembrance Sunday parade considered later that meeting, a full consultation would be undertaken.

Councillor Graham Tapper received a response to a query regarding information provided in a recent Members' Bulletin, confirming that further information on the Hart, Rushmoor and Surrey Heath Special Protection Area Mitigation would be circulated to all Members.

In response to a question from Councillor Rodney Bates concerning the minutes of the previous meeting, the Leader advised that the relevant Portfolio Holder would be appointed to the Fairtrade Steering Group.

The Leader responded to a question from Councillor Sashi Mylvaganam explaining the Council's approach to commemorating the 40<sup>th</sup> anniversary of the end of the Falklands War.

**12/E Tennis Court Redevelopment**

The Executive was reminded that, at its meeting on 26 May 2020, it had agreed a capital project budget of £135,000 for the purpose of redeveloping the tennis courts at Watchetts Recreation Ground to create a floodlit, mixed-use Tennis and Netball facility.

In October 2021 the Lawn Tennis Association (LTA) had committed £8.4m of funding to refurbish public tennis courts across the UK. Following a successful stage 1 funding application, the LTA had advised it would be willing to invest in the

region of £140,000 to help the Council to bring the playing surfaces at Watchetts, Mytchett, and Frimley Green Recreation Grounds back to a playable standard, subject to meeting funding conditions. The LTA's funding would also cover the introduction of gate access technology at each site, along with certain fencing and net post repairs.

It was reported that the LTA's funding would not extend to funding the installation of floodlighting at Watchetts, connection to a 3 -phase power supply, or any netball elements to be introduced with the Watchetts redevelopment. However, these costs had been included within the original scope of works previously agreed for the Watchetts redevelopment in May 2020.

Members recognised the opportunity the LTA funding provided to extend the project to the courts at Frimley Green and Mytchett. It was reported that, due to the size of those courts, it would not be possible to convert them for dual use as netball facilities, but other upgrades such as floodlights could be explored at a future time.

**RESOLVED that**

- (i) the original scope of the tennis court redevelopment project to be extended to include tennis courts sites at Frimley Green and Mytchett Recreation Grounds;**
- (ii) agreement be given to the terms and conditions of the Lawn Tennis Association's funding;**
- (iii) a tender process to source and appoint a suitable lighting contractor be undertaken;**
- (iv) the completion of project deliverables be delegated to the Strategic Director – Environment & Community in consultation with the Leisure, Culture & Community Portfolio Holder; and**
- (v) a corporate contingency of 20% of the capital project budget be set aside from the Corporate Projects Reserve, with authority to spend this fund delegated to the Strategic Director – Finance & Customer Services in consultation with the Finance & Customer Services Portfolio Holder and the Leisure, Culture & Community Portfolio Holder.**

**13/E Star Chamber Outcome Report**

The Executive considered a report setting out the initial findings of the Star Chamber process that had been undertaken to identify £1.350m of savings. The £1.350m of savings had been agreed in the Council's Medium Term Financial Strategy, with an aspiration of stretching to £2m of savings, in order to progressively bring the budget back to a sustainable position by maximising the delivery of efficiencies and income generation. The report set out the efficiencies, savings and income generation options that had been identified by officers, detailing the suggested proposals and the projected savings.

It was reported that, whilst the Star Chamber process had been focussed upon the identification of savings, efficiencies and income generation, the impact of the current economic climate had been taken into account. It was recognised that it may be necessary to conduct further reviews if inflation and interest rates continued to rise.

Arising from the discussions on the identified savings from each service area, the following matters were highlighted and changes to the recommendations agreed:

- (i) The proposal to retain the Main Reception opening hours that had operated since the pandemic was supported, but it was agreed to further consider options for extending opening hours one day a week to accommodate residents unable to visit the Council Offices before 1pm.
- (ii) The number of amenity grass cuts completed by this Council on Surrey County Council land was discussed and suggestions were made about working with partners to share costs in areas where both organisations undertook cuts in a particular location. It agreed not to reduce the number of amenity cuts, but to explore further opportunities for savings through joined-up working with partner organisations.
- (iii) Following clarification that the proposal to amend leases to include utility costs would only be pursued when leases were due to be renewed, it was suggested that the relevant councillors should be notified at the time this affected a lease within their ward.
- (iv) The proposal to reduce the number of printed editions of Heathscene to one issue per year, within two years, was considered and Members recognised the importance of this communication with residents, in particular those who did not engage with online forms of communication. Arising from the discussions, it was agreed not to pursue this proposal at the current time, but digital options for the delivery of Heathscene, along with increasing marketing revenue from the publication, would be further explored.
- (v) Members were informed that the proposals for altering the route for the annual Remembrance Sunday parade had arisen from discussions with the Royal British Legion (RBL) due to difficulties experienced by some veterans. Having heard concerns about the proposals, it was recognised that any such decision was not related to financial considerations and it was therefore agreed to remove this proposal from the list of savings identified. Whilst discussions on alternative options would continue separately with the RBL, assurances were given that they would only be implemented if they received the organisation's support.
- (vi) The Executive agreed to support the proposal not to continue the current arrangements for the Christmas tree at Surrey Heath House; however, alternative options would be considered for Christmas decorations at Surrey Heath House, including options for an artificial tree, decorating the existing tree on the building's lawn, and planting a more permanent Christmas tree at the location.

**RESOLVED that**

- (i) subject to the amendments below, the proposals set out in section 4 of the agenda report be agreed**
  - a. the proposal to maintain the current opening hours for the reception at Surrey Heath House rather than reverting back to pre-pandemic arrangements, as set out at paragraph 4.3 of the agenda report, be supported, but further options for longer opening hours one day per week be explored;**
  - b. the proposal to reduce the number of amenity grass cuts this Council completes on Surrey County Council land by two per annum, as set out at paragraph 4.6 of the agenda report, be removed, but further opportunities for savings through joined-up working with partner organisations be explored and reported to the Executive in due course;**
  - c. the proposal to reduce the print editions of Heathscene, as set out at paragraph 4.16 of the agenda report, be removed but officers be tasked with further exploring digital options for Heathscene and increasing marketing revenue from the publication;**
  - d. the proposal to explore a shorter parade route for the annual Remembrance Sunday event, as set out at paragraph 4.16 of the agenda report, be removed but continue to be explored with key stakeholders;**
  - e. the proposal to discontinue the expenditure on a Christmas Tree for Surrey Heath House in its present form, as set out at paragraph 4.17 of the agenda report, be supported, but alternative options for Christmas decorations be explored; and**
- (ii) responsibility for the implementation of the proposals agreed by the Executive and the associated adjustment of relevant in-year budget totals and Medium Term Financial Strategy totals be delegated to the Director of Finance & Customer Service in consultation with the Portfolio Holder for Finance & Customer Service.**

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

## **15/E 63a High Street, Bagshot**

The Executive considered a report requesting approval to award a contract for refurbishment and repair works to the Council's 63a High Street, Bagshot property to enable letting and occupation of part as offices. It also requested approval for capital expenditure to undertake this work.

Members were informed that the Council could seek to offset the expenditure by using monies held in a reserve fund and known as the Notcutts bursary, which had been lodged at the time of the Waitrose development in Bagshot and were governed by a memorandum. It was suggested that it would be advisable to engage with Notcutts if this option was to be pursued.

The Executive discussed the proposal to submit a planning application for consent to develop a dwelling unit on land to the rear of 63a High Street, Bagshot and questioned whether two dwellings could be accommodated on that site. A preference was also indicated for providing social housing or alms-house accommodation at the site. It was therefore agreed to further explore options with officers in order to achieve the best solution for the site.

**RESOLVED that, subject to completion of the standstill process without challenge,**

- (i) A contract be awarded to the bidder and for the sum identified in the agenda report, to carry out refurbishment works within 63a High Street, Bagshot to enable the opportunity for letting and occupation of part as offices on a commercial basis;**
- (ii) expenditure of up to the amount identified in the agenda report be approved from the Council's capital budget to undertake the refurbishment of parts of 63a High Street, Bagshot;**
- (iii) any expenditure of the Additional Contingency Sum included within the total expenditure request be delegated to the Director of Finance & Customer Services, in consultation with the Leader and the Economic Development & Transformation Portfolio Holder;**
- (iv) subject to discussions between the Portfolio Holders for Economic Development & Transformation, Environment & Health and officers to explore a solution that was acceptable and that maximised the value achieved from the site, an application be submitted for planning consent for development on Council owned land at the rear of 63a High Street, Bagshot; and**

**(v) discussions be undertaken with Notcutts in order to seek to offset the expenditure by using monies held in a reserve fund and known as the Notcutts bursary (£185,000).**

Note: In accordance with the Members' Code of Conduct, Councillor Rebecca Jennings-Evans declared a pecuniary interest as her husband owned a business at the rear of 63a High Street, Bagshot and she left the Chamber during consideration of the item.

**16/E Award of Contract**

The Executive considered a report concerning the awarding of a contract for the delivery of security and cleaning services in The Square Shopping Centre.

**RESOLVED that a contract be awarded to undertake cleaning and security services in The Square Shopping Centre, to the bidder and at the value as identified in the agenda report.**

**17/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 the decisions ad at minutes 15/E and 16/E be made public following the completion of the standstill process, but the associated agenda reports remain exempt for the present time.**

Chairman

**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 7 April 2022**

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

+ Cllr Graham Alleway	- Cllr Charlotte Morley
+ Cllr Peter Barnett	+ Cllr Robin Perry
+* Cllr Cliff Betton	+ Cllr Darryl Ratiram
+ Cllr Stuart Black	+ Cllr Graham Tapper
+ Cllr Mark Gordon	+ Cllr Helen Whitcroft
+ Cllr David Lewis	+ Cllr Valerie White

+ Present

- Apologies for absence presented

Members in Attendance: Cllr Paul Deach and Cllr Pat Tedder

Officers Present: Sarita Bishop, Gavin Chinniah, Julia Greenfield, William Hinde, Shannon Kimber, Jonathan Partington, Gavin Ramtohal, Eddie Scott, Sarah Shepherd, Nick Steevens, Olafiyin Taiwo, Ryno Van der Hoven and Bob Watson

**57/P Minutes of Previous Meeting**

The minutes of the meeting held on 10 February 2022 were confirmed, with an amendment made to minute 53/P to correct the list of Members who voted on the application.

**58/P Application Number: 21/1327/RRM - Royal Logistic Corps Training Group, Princess Royal Barracks, Brunswick Road, Deepcut, Camberley, Surrey, GU16 6RW**

The application was a reserved matters application pursuant to Condition 4 for land adjacent to the former Headquarters Building to provide additional amenity space ancillary to the residential use of the Headquarters Building (Phase 4e) with access, layout, scale, appearance and landscaping being considered and the partial submission of details pursuant to conditions 9 (affordable housing), 16 (Ecological Mitigation and Management) and 29 (Tree Retention and Protection) attached to 12/0546 as amended by 18/0619 and 18/1002.

“Members were advised of the following updates on the application:

Surrey Wildlife Trust raise no objection to the Ecological Mitigation and Management Plan subject to the submission of an Ecological Mitigation and Management Plan Completion Document prior to occupation which means the use

of the land for the purposes of this application. This may be secured by way of condition as follows:

New condition 2

Prior to the first use of the land an Ecological Mitigation and Management Plan Completion Document shall be submitted which demonstrates that the measures detailed in the Ecological Mitigation and Management Plan reference LANG22486\_LEMP by ACD Environmental

Condition 1 is amended to be consistent with proposed condition 2

The proposed development shall be undertaken in accordance with the following approved plans and document: 2013\_008, AQH/HQB/RMA01 and Ecological Mitigation and Management Plan reference LANG22486\_LEMP by ACD Environmental

For information the following application, 22/0277/NMA has been received in respect of the adjoining Headquarters Building which is under consideration.

Application for non material amendment to condition 1 attached to hybrid permission 12/0546 dated 04 April 2014 (as amended) in relation to the conversion of the Headquarters Building into 15 apartments to allow for changes to the internal layout to provide 3 one bedroom, 10 two bedroom and 2 three bedroom apartments with associated alterations to the external appearance of the building, closure of north eastern access, alterations to site layout including car parking spaces, provision of electric vehicle charging points, relocation of refuse stores and landscaping.”

The Officer recommendation to grant the application was proposed by Councillor Valerie White, seconded by Councillor Peter Barnett and put to the vote and carried.

**RESOLVED that application 21/1327 be approved subject to the conditions as set out in the officer report**

**Note 1**

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

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

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, and Valerie White.

**59/P Application Number: 21/1264/FFU - 26 Haining Gardens, Camberley, Surrey, GU16 6BJ**



The application was for the erection of a first floor side extension, conversion of garage to habitable accommodation and erection of a single storey rear extension.

Members were advised of the following updates on the application:

“Following points raised through the neighbour notification, amended floor plans have been submitted which show the squared-off rear elevation of the conservatory to the rear of the neighbouring property.”

Following the Committee’s discussions, it was agreed to add a condition to remove the permitted development rights associated with the property. Moreover, it was also agreed to add a further condition to dictate that the proposed bike store should be retained and not converted into habitable accommodation.

The Officer recommendation, as amended, was proposed by Councillor Perry, seconded by Councillor Victoria Wheeler and put to the vote and carried.

**RESOLVED that**

- I. application 21/1264 be granted subject to the conditions in the officer report and agreed additional conditions; and**
- II. the wording of the additional conditions be delegated to the Head of Planning in consultation with the Chairman and Vice-Chairman of the Committee and Ward Councillors.**

**Note 1**

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

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

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Robin Perry, Darryl Ratiram, Graham Tapper, Victoria Wheeler, Helen Whitcroft, and Valerie White.

**60/P Planning Enforcement Monitoring Update**

The Committee received a report which provided details on the performance of the Planning Enforcement Team for the fourth quarter (1st January 2022 to 24th March 2022). The previous monitoring update to the Planning Applications Committee was in January 2022 and reported on performance from 1st September 2021 to 31st December 2021.

During the period in question, the Planning Enforcement Team, which was part of the wider Corporate Enforcement Team, investigated allegations of planning breaches, as shown below:

<b>Number of referrals received</b>	<b>48</b>
<b>No breach found</b>	<b>8</b>

<b>Breach resolved</b>	<b>8</b>
<b>Not expedient to pursue</b>	<b>3</b>
<b>Enforcement Notices issued</b>	<b>3</b>
<b>Requisition of Information Notices (PCN/S16/S330) issued</b>	<b>0</b>
<b>Planning applications received dealing with matters under investigation</b>	<b>2</b>
<b>Pending consideration (Open investigations)</b>	<b>26</b>

As previously reported, the new role Planning Enforcement Officer (Compliance) was filled in September 2021. Due to a large number of significant high priority urgent investigations in existence, this resource had been utilised in dealing with these investigations as a first priority.

The Team had made significant progress in reviewing the outstanding investigations and had moved into the new year in a much better position, and noted the added temporary resource in the form of an additional Planning Enforcement Officer. Therefore, officers had been working on formally instating the Compliance role from the new financial year which was now set to take place on 1 April 2022.

As previously reported the Uniform project remained ongoing. Furthermore, extensive additional work had been undertaken on this project since the installation of Enterprise. The latest work concentrated on the reporting mechanisms which involved significant input from both the Corporate Enforcement team and the IT service.

Members praised officers for the recent swift action that they had undertaken in Bagshot. Members also applauded the pragmatism taken by the service in respect of a closed case of the installation of 3 solar panels on a flat roof. Furthermore, the Committee noted that the new format of reporting of the pre-application process was very clear and readable.

Chairman

**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 5 May 2022**

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

- Cllr Graham Alleway	+ Cllr Liz Noble
Cllr Peter Barnett	+ Cllr Robin Perry
+ Cllr Cliff Betton	+ Cllr Darryl Ratiram
+ Cllr Stuart Black	+ Cllr Graham Tapper
+ Cllr Mark Gordon	- Cllr Helen Whitcroft
+ Cllr David Lewis	+ Cllr Valerie White
+ Cllr Charlotte Morley	

+ Present

- Apologies for absence presented

\* Present from midway through minute 4/P

\*<sup>2</sup> Present from midway through minute 6/P

Substitutes: Cllr Morgan Rise (In place of Cllr Helen Whitcroft) and Cllr Pat Tedder (In place of Cllr Graham Alleway)

Members in Attendance: Cllr Sharon Galliford

Officers Present: Sarita Bishop  
Duncan Carty  
Gavin Chinniah  
William Hinde  
Jonathan Partington  
Emma Pearman  
Eddie Scott  
Sarah Shepherd

**1/P Chairman's Welcome**

The Chairman took the opportunity to formally welcome Councillor Liz Noble to the Council and Planning Applications Committee.

**2/P Minutes of Previous Meeting**

The minutes of the meeting held on 7 April 2022 were confirmed and signed by the Chairman.

**3/P Application Number 22/0167 - Langshot Equestrian Film Studio, Gracious Pond Road, Chobham, Woking, Surrey, GU24 8HJ**

The application was withdrawn by the applicant prior to Committee meeting.

**Application Number 21/0936 - Orchard Cottage, Shepherds Lane, Windlesham, Surrey, GU20 6HL**

The application was for the erection of a two-storey, 66 bedroom care home for older people with associated parking and landscaping.

This application had been reported to the Planning Applications Committee as the floor area exceeded 1000 square metres.

Members were advised of the following updates on the application:

**"Secretary of State** – As the application would be a departure from the development plan, if Members resolve to grant permission then the application would have to be referred to the Secretary of State prior to any decision being issued.

**Doctor's surgery** – The applicant has been asked for information to clarify why a doctor's surgery was not part of this permission. The applicant has stated:

*It is appreciated that a doctors surgery formed part of the original planning permission relating to this site. It is also appreciated that this proposal followed on a short time after the doctors surgery central to Windlesham was closed. This decision was made over 10 years ago on the basis that it was believed inefficient and ineffective to retain the surgery in Windlesham.*

*The preference then was to centralise the provision, funding and delivery of the GP Service to residents of Windlesham at the Lightwater Surgery, only a short distance away (less than 2 miles from the application site and only little over a mile from the centre of Windlesham). It is understood and it remains the case and that there remains insufficient funding available or deemed necessity, to make the provision of a doctors surgery on the site of Orchard Cottage, a viable prospect.*

*It is notable here that NHS Frimley Clinical Commissioning Group have not responded to the current application, despite having been consulted.*

To clarify further, there is no requirement for the applicant to provide the doctor's surgery as part of the extant permission. This was not requested by Members at Committee when the previous application (15/0272) was granted.

The CCG have been chased again for a response but have no response has been received.

**CO2 savings** – The applicant has provided further information as follows:

*I have sought advice on quantification of the CO2 saving likely to arise from this particular array of solar panels. The advice I have received is that these will result in a saving of some 20.0 kg/m<sup>2</sup>/yr equivalent to an overall quantity of c.64 tonnes.CO<sub>2</sub>/annum. If we include the ground source system, designed to provide all of the homes heating and cooling requirements, the saving across both systems should result in a saving of c. 40.0 kg/m<sup>2</sup>/yr, amounting to a conservatively estimated saving, of in excess of 100 tonnes/CO<sub>2</sub>/annum.*

It is noted that the extant scheme did not propose solar panels or the ground source heating system.

**Nursing care** – The applicant has clarified that nursing care at the home is not currently proposed, however more specialised residential/dementia care will be offered. There is flexibility to provide nursing care in the future if required.

**Residents' cars** – The applicant has advised that while it is not their policy to not permit residents to have their own cars, due to their care needs (they will have to meet proposed Condition 17) it is very unlikely that they would still be physically able to drive. The applicant is comfortable therefore advising that none of the residents will have their own cars at the site.

**Double bedroom accommodation** – To clarify, four rooms proposed are double bedrooms, two on the ground floor and two on first floor.

**Comparison of other sites and parking spaces** – The applicant has advised that the following homes are all 66-bed care homes run by the same operator (LNT Care Developments) with fewer parking spaces:

- Canterbury House, Faversham – 22 spaces (Officers note this is 16 min walk from a railway station and 4 min walk from an hourly bus service)
- Harrier Grange, Andover – 18 spaces (Officers note this is a 31 min walk from a railway station and 8 min walk from a regular bus service)
- Briggs Lodge, Devizes – 22 spaces (Officers note a number of buses stop immediately outside the care home but there is no railway station nearby)

For comparison, this site is a 25-minute walk from a bus service with less than hourly frequency Monday to Friday, and a 46-minute walk from the nearest station (Longcross).

The applicant has further advised that:

- It is of paramount importance to the care home operator that the parking provision is suitable, as not to provide sufficient parking would result in serious implications for the operation of the proposed care home and would mean it was not as attractive to future residents
- The adopted parking standards are a maximum and here they have sought to provide the maximum
- As a comparison - Lakeview Care Home in Lightwater has 58 beds and offers 19 parking spaces; Kingsley Court in Bisley is a 60-bed care home that only offered 19 spaces until recently extended
- The same ratio here would mean 29 spaces for Lakeview and 30 for Kingsbury Court, neither of which will be achieved even with the proposed extensions of provision.

**County Highways further response** – They have confirmed that the parking standards for care homes take account of staff requirements as well as that of visitors and residents. They state that even with 24 staff all driving to work which is a worst-case scenario, 9 spaces would be left for visitors which they consider is sufficient as visitor numbers will be spread throughout the day. "

As the application triggered the Council's public speaking scheme, Mr Alistair Wood spoke on behalf of the applicant in support of the application.

The Committee raised concerns in respect of the potential harm created by the construction of the proposal in relation highway safety and inconvenience to other highways users. As a result, it was agreed to add an additional requirement to condition 7 of the officer's recommendation in order to require signage as part of the specified vehicle routing.

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

**RESOLVED that**

- I. application 21/0936 be granted subject to the conditions in the Officer Report, as amended; and**
- II. the application be referred to the Secretary of State due to a departure from the Development Plan.**

**Note 1**

It was noted for the record that Councillor Pat Tedder knew the owner of the site, but they were not the applicant.

**Note 2**

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

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

Councillors Edward Hawkins, Charlotte Morley, Liz Noble, Robin Perry, Darryl Ratiram, Morgan Rise and Graham Tapper.

Voting against the officer recommendation to grant the application:

Councillors Stuart Black, Pat Tedder and Valerie White.

**Note 3**

In line with Part 4, Section D, Paragraph 18 of the Constitution, Councillors Mark Gordon, David Lewis and Victoria Wheeler did not vote on the application as they were not present for the whole consideration of the application.

**5/P Application Number 19/2313 - Hudson House, Albany Park, Camberley, Surrey, GU16 7PL**

The application was for the change of use from warehousing to light industrial, general industrial and warehousing

The application was referred to the Planning Applications Committee because its floor area exceeded 1,000 square metres and Surrey Heath Borough Council was the applicant.

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

**RESOLVED that application 19/2313 be granted subject to the conditions as set out in the Officer's report.**

**Note 1**

It was noted for the record that:

- i. Councillor Edward Hawkins made a group declaration acknowledging that the applicant was Surrey Heath Borough Council; and
- ii. Councillor Victoria Wheeler declared that her current employer owned a building on Albany Park.

**Note 2**

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

Voting in favour of the Officer Recommendation to grant the application:

Councillors Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper, Pat Tedder, Victoria Wheeler and Valerie White.

**6/P Application Number 21/0901 - Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL**

The application was for the demolition of part of the existing building, erection of a single storey glass house extension (use class 'E') and designation of a smoking area with associated alterations, resurfacing of existing car park with associated lighting and creation of a raised veranda and porch to existing farm shop (retrospective) and provision of smoking shelter, cycle parking and electric vehicle charging points.

The application had been referred to the Planning Applications Committee because of its association with 20/0494, which had also been reported to the meeting.

Members were advised of the following updates:

**“UPDATED  
Condition 4**

Add “cycle parking” after “adequately signed”

Members had notable concerns in respect of the proposal's negative effect on the residential amenities of nearby residents. This constituted the adverse impact of the lighting and noise associated with proposal. As a result it was agreed by the Committee to amend condition 2 of the officer's recommendation to require use of a temporary barrier to prevent use of the section of the car park which was north of Homestead Cottages and were adjacent to Holm Place and The Bear House. It was also agreed to require, by a further condition, that the lighting in this area be switched off between 8pm to 7am; and that the lighting for the rest of the site be switched off between 12.30am and 7am.

Furthermore, in the interest of further protecting nearby residential amenity, a condition was added to stipulate that no servicing or deliveries should take place between midnight and 7am, during Monday to Saturday; nor midnight to 9am on Sunday. To this effect, it was agreed to also add a further condition to stipulate that the gates at the entrance of the site from the A30 should be closed between the hours of 12:30am to 7.30am.

The Officer recommendation to grant the application was proposed by Councillor Morgan Rise, seconded by Councillor Liz Noble and put to the vote and carried.

**RESOLVED that application 21/0901 be granted subject to the conditions in the officer report, as amended and the additional conditions.**

**Note 1**

It was noted for the record that:

- i. Councillor Edward Hawkins declared that the Committee had received various pieces of correspondence in respect of the application;
- ii. Councillor Victoria Wheeler declared that:
  - a) She had met with the applicant onsite alongside other Ward Councillors and local residents;
  - b) She had attended a Licensing Sub-Committee meeting in respect of a Licensing application for the site, but she came into the meeting with an open mind.
  - c) She had been copied into correspondence between neighbours and the former restaurant manager regarding noise disturbance complaints;
- iii. Councillor Valerie White declared that:
  - a) She had met with the applicant onsite alongside other Ward Councillors and local residents;
  - b) She had attended a Licensing Sub-Committee meeting in respect of a Licensing application for the site, but she 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 Officer Recommendation to grant the application:



Councillors Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper, Pat Tedder, Victoria Wheeler and Valerie White.

**7/P Application Number 20/0494 - Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL**

The application was for the demolition of the existing glass house and other buildings on site and the erection of a replacement building within A1 use. (Retrospective).

This application would have normally been determined under the Council's Scheme of Delegation. However, the application had been reported to the Planning Applications Committee at the request of Councillor Victoria Wheeler due to concern that the proposal was inappropriate development within the Green Belt. Reference was made to the Castle Grove Nursery application and dismissed appeal (ref. 18/1118) having regard to the loss of glasshouses and the need for very special circumstances.

Members were advised of the following updates on the application:

**“UPDATE**

**Opening hours** – the applicant has clarified that the opening hours are 8am-6pm Monday to Saturday and 10am – 6pm on Sundays. They have stated that small units such as these are not restricted under the Sunday Trading Act.

**Occupation of the units** - The applicant has advised also that one of the units has been recently occupied, and the tenant is a sustainable clothing retailer, although the unit has not been fully fitted out yet and the applicant advises that this is a temporary opening. The tenants for the remaining two units are not yet known.”

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

**RESOLVED that application 20/0494 be granted subject to the conditions in the officer's report.**

**Note 1**

It was noted for the record that:

- i. Councillor Victoria Wheeler declared that:
  - a) She had met with the applicant onsite alongside other Ward Councillors and local residents;
  - b) She had attended a Licensing Sub-Committee meeting in respect of a Licensing application for the site, but she came into the meeting with an open mind.
  - c) She had been copied into correspondence between neighbours and the former restaurant manager regarding noise disturbance complaints;

- ii. Councillor Valerie White declared that:
  - a) She had met with the applicant onsite alongside other Ward Councillors and local residents;
  - b) She had attended a Licensing Sub-Committee meeting in respect of a Licensing application for the site, but she 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 Officer Recommendation to grant the application:

Councillors Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Robin Perry, Darryl Ratiram, Morgan Rise, and Graham Tapper.

Voting against the Officer Recommendation to grant the application:

Councillors Liz Noble, Pat Tedder, Victoria Wheeler and Valerie White.

Chairman

**Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 9 June 2022**

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

+ Cllr Graham Alleway	- Cllr Liz Noble
+ Cllr Peter Barnett	+ Cllr Robin Perry
+ Cllr Cliff Betton	+ Cllr Darryl Ratiram
+ Cllr Stuart Black	+ Cllr Graham Tapper
+ Cllr Mark Gordon	+ Cllr Helen Whitcroft
+ Cllr David Lewis	+ Cllr Valerie White
- Cllr Charlotte Morley	

+ Present

- Apologies for absence presented

Substitutes: Cllr Morgan Rise (In place of Cllr Liz Noble)

Members in Attendance: Cllr Paul Deach and Cllr Josephine Hawkins

Officers Present: Alistair Barnes, Duncan Carty, Gavin Chinniah  
Jonathan Partington, Eddie Scott, Sarah Shepherd and  
Luke Simpson

**8/P Minutes of Previous Meeting**

The notes of the meeting held on 5 May 2022 were confirmed and signed by the Chairman.

**9/P Tree Preservation Order (TPO) 02-22**

The Committee received a report which sought authority to confirm Tree Preservation Order (TPO) 02-22. As an objection to the order had been received, the decision whether to confirm the order was reserved to the Planning Applications Committee.

Tree Preservation Order (TPO) 08/21 was served on the 1st of September 2021 to protect 1 x Beech Tree at the property of 19 Highclere Drive, Camberley. The TPO was made in response to a residents concern that the tree was about to be imminently felled, which was indeed the case and so the need for a Tree Preservation Order was considered expedient. Following the expiration of TPO 08/21, a new order, 02/22/TPO was subsequently served.

**RESOLVED that Tree Preservation Order 02/22 be confirmed.**

**10/P Application Number: 21/0769 - Frimhurst Farm, Deepcut Bridge Road,**

## **Deepcut, Camberley, Surrey, GU16 6RF**

The application was for the erection of a residential development of 65 dwellings along with associated estate roads and accesses onto Deepcut Bridge Road, car parking, bin stores and external landscaping following the demolition of all existing buildings.

Members were advised of the following updates on the application:

### **“Further clarification**

#### **Foul and surface water outlets:**

In 2014, shared private sewers were adopted by the water utilities companies – in this case Thames Water. There is no policy for or against raised foul sewers and it would be a matter for Thames Water to provide an alternative sewer provision in this location, if it were required. It is understood that the landowner (and therefore applicant) has the right to use this foul sewer.

The Local Lead Flood Authority (Surrey County Council) [LLFA] has advised regarding the drainage and flood risk matters (see below). Thames Water do not normally comment on planning applications and have not done so in this case. They are, however, informed of all applications and will comment where they consider it is required. Any connections to the Thames Water drainage system would be a matter for that organisation.

In terms of the surface water outlet into the Basingstoke Canal, the applicant has advised that an outflow to the canal currently exists and has been used for over 20 years and, as such, a drainage easement exists and has been acquired by prescription.

#### **Other matters:**

It is not considered that enhancements to the canal towpath for the length of the towpath, or in part, would meet the tests for imposing conditions or other limitations on a development of this scale. It is understood that enhancements to the canal network are to be provided by the much larger Deepcut (Mindenhurst) development.

The applicant has indicated that the development will be phased, constructing from east to west across the site. As such, amendments to Conditions 5 and 26 have been requested.

### **Further Consultee Comments**

- The Local Lead Flood Authority has raised no objections to the proposal subject to conditions and the following advice:

*“Discussions are ongoing with the applicant and the Canal Trust [the Basingstoke Canal Authority] in relation to the existing historic unconsented*

*outflow into the canal. At this time, the applicant has demonstrated that on-site management of surface water is proposed in accordance with national guidance. Approval to connect to the canal has not yet been given and legal issues will need to be resolved should planning permission be granted and prior to the agreement of details pursuant to condition.”*  
[See Amended proposed Conditions 30 and 31, below].

- The Basingstoke Canal Authority has advised that further evidence regarding the proscriptive rights to discharge surface water into the Canal is needed. They note that this is a land property matter.
- The County Archaeological Officer has confirmed that following the receipt of further details, including the recording of a Nissan hut on the site, the previously requested condition [proposed Condition 32] is now not required.
- Highways England has withdrawn their request for a construction and environment management plan condition. The condition, as requested separately by the County Highway Authority, [proposed Condition 14] remains as per the officer report.
- The Housing Services Manager raises no objection to the proposal.

### **Changes to RECOMMENDATION**

#### **DELETE Condition 32**

#### **AMENDED conditions (amendments in bold):**

##### **Condition 2**

The proposed development shall be built in accordance with the following approved plans: 1417/100 Rev C and 1417/100-1 Rev C received on 29 April 2022; HT-Hi-Ep-x3-01, HT-Hi-Ep-x3-02, HT-Hi-01 Rev A, HT-Hi-02 Rev A, HT-Hi-Ep-01, HT-Hi-Ep-02, HT-Ep-Hi-x2-01, HT-Ep-Hi-x2-02, HT-Cr-01 Rev A, HT-Cr-02 Rev A, HT-Ok-01 Rev B, HT-Ok-02 Rev A, HT-Ok-03, HT-Ok-04, HT-Ok-05, HT-Go-01 Rev A, HT-Go-01, HT-Go-02 Rev A, HT-Lo-01 Rev A, HT-Lo-02 Rev A, HT-Lo-03, HT-Lo-04, HT-Cb-01 Rev A, HT-Cb-02 Rev A, HT-Cb-03 Rev A, HT-Ma-01 Rev A, HT-Ma-02 Rev A, HT-Ma-03 Rev A, HT-Ma-04 Rev A, HT-As-01, HT-As-02, HT-La-01 Rev A, HT-La-02 Rev A, HT-Wi-Pe-x2-Wi-01 Rev A, HT-Wi-Pe-x2-Wi-02, HT-We-Pe-x2-Wi-03, HT-Wi-Pe-x2-**Wi**-04 Rev A, HT-Wi-Pe-x3-Ra-01 Rev B, HT-Wi-Pe-x3-Ra-02 Rev A, HT-Wi-Pe-x3-Ra-03 Rev A, HT-Wi-Pe-x3-Ra-04 Rev B, HT-Pe-x2-01 Rev B, HT-Pe-x2-02 Rev B, HT-Pe-x3-01 Rev B, HT-Pe-x3-02 Rev B, HT-Pe-x3-03 Rev A, HT-Pe-x3-04 Rev A, HT-Ra-01 Rev A and HT-Ra-02 Rev A received on 6 May 2022, unless the prior written approval has been obtained from the Local Planning Authority.

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

##### **Condition 5**

The **visitor** parking spaces shown on the approved plan 1417/100 Rev C shall be made available for use prior to the first occupation of the development and shall not thereafter be used for any purpose other than the parking of vehicles. **The on-plot parking spaces shown on the approved plan 1417/100 Rev C shall be made available for use prior to the occupation of the dwelling to which it relates and shall not thereafter be used for any purpose other than the parking of vehicles.**

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

### **Condition 26**

Details of the play space and trim trail, as identified on approved Drawing Number 1417/100 Rev C shall be submitted to and approved by the Local Planning Authority. The approved details shall be provided prior to the occupation **of the 20<sup>th</sup> dwelling within the approved** development and retained in perpetuity.

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

### **Condition 30**

The development hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the **local** planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

**a) Evidence that the proposed final solution will effectively manage the 1 in 30 & 1 in 100 (+40% allowance for climate change) storm events and 10% allowance for urban creep, during all stages of development. High-level overflows from the proposed infiltration basin(s) should be provided using a discharge rate of 5 litres/sec (total combined), including evidence of a viable surface water outfall.**

**b) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc). Confirmation is required of a 1 metre unsaturated zone from the base of any proposed soakaway to the seasonal high groundwater level and confirmation of half-drain times and ground stability in proximity to the canal.**

**c) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.**

d) Details of drainage management responsibilities and maintenance regimes for the drainage system.

e) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected **from increased flood risk**.

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

### **Condition 31**

Prior to the first occupation of the development, a verification report carried out by a qualified drainage engineer must be submitted to and approved by the Local Planning Authority. This must demonstrate that the drainage system has been constructed as per the agreed scheme (or detail any minor variations), provide the details of any management company and state the national grid reference of any key drainage elements (surface water attenuation devices/areas, flow restriction devices and outfalls), **and confirm any defects have been rectified**.

Reason: To ensure the drainage system is constructed to the national Non-Statutory Technical Standards for SuDS.

### **ADDITIONAL conditions**

#### **(New) Condition 32**

No gates shall be provided across the main access road, as shown on approved Drawing Number 1417/100 Rev C, unless the prior written approval has been obtained from the Local Planning Authority.

Reason: To integrate this development within the wider local area and to comply with the National Planning Policy Framework.

#### **Condition 33**

Prior to completion or first occupation of the development hereby approved, whichever is the sooner; a woodland management plan shall be submitted to, and approved in writing by, the Local Planning Authority. The management plan should be prepared by a qualified and experienced forestry or arboricultural consultant, the Woodland Management Plan will aim to enhance the ecological value of the woodland within the control of the applicant. Details to be included must cover a period of at least 15-20 years and should include the following elements:

- a) A statement of the overall design vision for the woodland and for individual trees retained as part of the development.
- b) Type and frequency of management operations to achieve and sustain canopy, understorey, and ground cover, to remove invasive

- species and to provide reinstatement including planting where tree loss or vandalism occurs.
- c) Frequency of safety inspections, which should be at least three yearly in areas of high risk, less often in lower risk areas
  - d) Confirmation that the tree work is carried out by suitably qualified and insured tree contractors to British Standard 3998 (2010).
  - e) Special measures relating to Protected Species or habitats, e.g. intensive operations to avoid March-June nesting season or flowering periods as well as Description and evaluation of ecological features to be managed and created for protected species.
  - f) Inspection for pests, vermin and diseases and proposed remedial measures.
  - g) Recommendations relating to how trees within the immediate vicinity of properties or within private areas are to be protected, such that these are retained without the loss of their canopy or value as habitat.
  - h) Confirmation of cyclical management plan assessments and revisions to evaluate the plan's success and identification of any proposed actions, including Preparation of a costed work schedule for securing biodiversity enhancements in perpetuity;
  - i) Financial provision to ensure long term security for the woodland, including secure tenure and secure financial management.
  - j) A 5 yearly review and report, provided to the Local Authority for the duration of the plan demonstrating the ecological improvements within the site.

The Woodland Management Plan shall be implemented as approved and within a timescale agreed with the Local Planning Authority.

Reason: Required to ensure that woodland areas are satisfactorily safeguarded, managed and maintained in the long term /in perpetuity in the interest of nature conservation and the visual amenity of the area and to mitigate the impact of the proposed development in accord with Policies DM9 and CP14A of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.”

As the application triggered the Council's Public Speaking scheme, Mr Geoff France spoke on behalf of the applicant on the application.

Members noted a consultation response submitted by Natural England in respect of the application. Members acknowledged Natural England's request for a Construction Environment Management Plan in reference to the Basingstoke Canal Site of Special Scientific Interest and agreed to amend Condition 14 of the Officer Report in order to allow for consultation with Natural England on the submission of the Construction Management Plan.

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

**RESOLVED that**



- I. **application 21/0769 be granted subject to the conditions in the officer report and planning updates, as amended; and**
- II. **the wording of the amended condition be agreed by the Head of Planning in consultation with the Chairman, Vice-Chairman and Ward Councillors.**

**Note 1**

It was noted for the record that Councillors Helen Whitcroft and Morgan Rise declared that they had met with the applicant but came to 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 officer recommendation to refuse the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, David Lewis, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

**11/P Application Number: 21/1268 - 29, 30 & 30A Brackendale Close, Camberley**

The application was for the redevelopment of site to provide 30 no. Affordable Apartments with associated access, hardstanding, carparking, landscaping, Bin and Cycle stores following the demolition of No. 29 and No. 30 Brackendale Close and associated outbuildings.

As the application triggered the Council's Public Speaking Scheme, Ms Lizzie Beresford spoke on behalf of the Brackendale Close Resident's Association in objection to the application.

Citing the nearby Scarlet Oaks development, Members felt that the level of proposed parking was inadequate for the proposed quantum of development which would have a knock-on effect on nearby residential amenity. It was agreed that an additional reason for refusal would be added to the officer's recommendation on the premise that the potential number of occupants along with visitor and disabled parking was insufficient for the location and environment and would result in an unacceptable level of cumulative impact.

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

**RESOLVED that**

- I. **application 21/1268 be refused for the reasons in the officer report, and the additional reason for refusal; and**
- II. **the wording of the additional reason for refusal be delegated to the Head of Planning in consultation with the Chairman, Vice-Chairman and Ward Councillors.**

### **Note 1**

It was noted for the record that

- i. Councillor Edward Hawkins declared that he had been contacted by residents in respect of the application, but did not engage and came into the meeting with an open mind;
- ii. Councillor Cliff Betton declared that his daughter use to own and live at 28 Brackendale Close, but had since sold and moved out of the property;
- iii. Councillors Robin Perry and Edward Hawkins declared that all Committee members had received various pieces of correspondence relating to 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 officer recommendation to refuse the application:

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, David Lewis, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

## **12/P Application Number: 21/0895 - Novartis, 200 Frimley Business Park, Frimley, Camberley, Surrey, GU16 7SR**

The application was for the demolition of existing buildings and redevelopment of the site to provide 4no. industrial/warehouse buildings (5no. units) (Flexible Use Class B2/B8/E(g)(i)-(iii)) together with associated landscaping works and car parking/servicing.

Members were advised of the following updates on the application:

“Amended drawing for Units 3 and 4 have been provided which amend the cladding panel finish on the east elevation (facing the access road) for Unit 3. A corresponding amendment to Condition 2 is proposed.

The applicant has requested amendments to conditions. These include the inclusion of research and development within the range of uses. The parking demand, as indicated in the SCC parking guidance, for such a use is the same as light industrial and it falls within the business uses which are allowed in the core employment area. As such, this addition to the acceptable uses in Condition 4 is accepted.

Other suggested changes, where applicable, have been referred to the consultee who requested them and the amendments can only be agreed with their agreement. The landscape drawings provided would not provide a satisfactory level of detail and as such the proposed condition [Condition 14] will remain as shown on the agenda report. However, amendments to tree conditions [proposed

Conditions 9 and 13] have been amended and amalgamated into one condition see below.

### **Additional Consultee Comments**

The Council's Urban Design Consultant has confirmed that no objections are raised to the proposal but has raised concerns about more recent amendments to the proposed east elevation of Units 3 & 4, which face the main access road. These changes were amended to address tree concerns, and included the deletion of a row of ground floor windows and replacement with patterned cladding. The Council's Consultant would prefer the original arrangement. [Officer comment: *It is considered that these changes are not considered so harmful to warrant the refusal of this application on character grounds*].

### **Additional Representation**

One representation has been received raising an objection on the impact of light spillage on wildlife (hedgehogs, foxes, deer) and residential amenity.

### **Changes to RECOMMENDATION**

#### **AMENDED conditions (amendments in bold):**

##### **Condition 3**

The proposed development shall be built in accordance with the following approved plans: 11294/PL/003, 11294/PL/004 (Units 2 and 5), 11294/PL/008, 11294/PL/011 and 11294/PL/013 received on 6 August 2021; 11294/PL/007 Rev A and 11294/PL/010 Rev A received on 10 December 2021; 11294/PL/015 Rev B received on 4 May 2022; and 11294/PL/002 Rev E and 11294/PL/005 Rev A received on 9 May 2022; **and 11294/PL/009 Rev B received on 1 June 2022;** and unless the prior written approval has been obtained from the Local Planning Authority.

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

##### **Condition 4**

The premises shall be used for **research and development**, light industrial, general industrial or warehousing (storage and distribution) uses only; and for no other purpose (including any other purposes in Classes B2, B8 and E of the Schedule to the Town and Country Planning (Use Classes) Order 1987, as amended, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order). **The office accommodation shown on the approved floor plans shall only be used as ancillary offices to support the use of the unit to which it is provided.**

Reason: To support the business use of the site and that sufficient on-site parking accommodation is provided and to accord with Policies CP1, CP8, CP11 and

DM11 of the Surrey Heath Core Strategy and Development Management Policies 2012.

### **Condition 6**

No storage of goods, plant, equipment or materials shall take place within the curtilage of the site otherwise than within the buildings hereby approved; as shown on the approved site layout plan 11294/PL/002 Rev E.

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

### **Condition 8**

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

- a) The results of infiltration testing completed in accordance with BRE Digest: 365 and confirmation of groundwater levels.
- b) Evidence that the proposed final solution will effectively manage the 1 in 30 and 1 in 100 (+ 40% allowance for climate change (CC)) storm events, during all stages of the development. If infiltration is deemed unfeasible, associated discharge rates and storage volumes shall be provided using a maximum discharge rate of 8.8 l/s for the 1 in 1 year rainfall event and 25.8 l/s for the 1 in 100 (+CC) rainfall event.
- c) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc)
- d) Details of drainage management responsibilities and maintenance regimes for the drainage system.
- e) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected.
- f) Details of how the drainage system will be protected during construction and how the runoff (including any pollutants) from the development site will be managed before the drainage system is operational.

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

Prior to the first occupation of the development, a verification report carried out by a qualified drainage engineer must be submitted to and approved by the Local Planning Authority. This must demonstrate that the drainage system has been constructed as per the agreed scheme (or detail any minor variations), provide the details of any management company and state the national grid reference of any key drainage elements (surface water attenuation devices/areas, flow restriction devices and outfalls).

Reason: To ensure the drainage system is constructed to the national Non-Statutory Technical Standards for SuDS.

### **Condition 9**

No operations shall commence on site in connection with the development hereby approved (including demolition works, tree works, fires, soil moving, temporary access construction and / or widening or any operations involving the use of motorised vehicles or construction machinery) until **an updated** detailed Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP) in accordance with BS5837:2012 Trees in relation to design, demolition and construction - Recommendations has been submitted to and approved in writing by the Local Planning Authority and the protective fencing is erected as required by the AMS/TPP.

The AMS and TPP shall include full details of the following:

Timing and phasing of Arboricultural works in relation to the approved development.

Detailed tree felling and pruning specification in accordance with BS3998:2010 Recommendations for Tree Works.

Details of a tree protection scheme in accordance with BS5837:2012: which provides for the retention and protection of trees, shrubs and hedges growing on or adjacent to the site which are shown to be retained on the approved plan and trees which are the subject of any Tree Preservation Order. A specification for protective fencing during both demolition and construction phases and a plan indicating the alignment of the protective fencing. Details to include a specification for ground protection within Root Protection Areas (RPA's).

Details of any construction and demolition works required within the root protection area as defined by BS5837:2012 or otherwise protected in the approved Tree Protection Scheme.

Details of the location of any underground services and methods of installation which make provision for protection and the long-term retention of the trees. No

services shall be dug or laid into the ground other than in accordance with the approved details.

Detailed levels and cross-sectional diagrams to show the construction of any roads, parking areas and driveways within Root Protection Areas as proposed, where the installation is to be constructed using a no-dig specification, demonstrating that they can be accommodated where they meet with any adjacent building damp proof courses and adjacent surfaces.

Details of any changes in ground level, including existing and proposed spot levels required within the root protection area as defined by BS5837:2012 or otherwise protected in the approved Tree Protection Scheme.

Details of the arrangements for the implementation, supervision, monitoring and reporting of works required to comply with the arboricultural method statement.

Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the written consent of the Local Planning Authority.

No development or other operations shall take place except in complete accordance with the approved tree protection scheme and Arboricultural Method Statement.

**Where any excavation is proposed to take place either within root protection areas or within tree protection fencing for the removal and or reinstatement of utility services, no activity will commence within these areas until a full Arboricultural Method and Monitoring Statement is provided which demonstrates how these activities will be carried out has been submitted too and approved in writing by the Local Planning Authority.**

**Thereafter the works shall be carried out in full accordance with the approved details until completion of the development.**

Reason: To protect trees which contribute to the visual amenities of the site and surrounding area and to comply with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.

### **Condition 18**

The development hereby approved will be undertaken in accordance with the Flood Risk Assessment & Outline Drainage Strategy Report dated February 2022 by Baynham Meikle Partnership Limited [Ref: 13060/R100 Revision 1.2] and Drawing Nos 13060/111 Rev P3 and Drawing Nos 13060/112 Rev P3 received on 28 February 2022; with the recommendations in that document implemented in full.

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

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

**RESOLVED that application 21/0895 be granted subject to the conditions in the officer report and updates.**

**Note 1**

It was noted for the record that Councillor Edward Hawkins declared that Committee members had received a letter from the applicant's planning adviser.

**Note 2**

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

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

Councillors Graham Alleway, Peter Barnett, Cliff Betton, Stuart Black, Mark Gordon, David Lewis, Robin Perry, Darryl Ratiram, Morgan Rise, Graham Tapper, Victoria Wheeler, Helen Whitcroft and Valerie White.

**13/P Application Number: 21/1176 - Solstrand, Station Road, Bagshot, Surrey, GU19 5AS**

The Committee were advised that the application was to be deferred for further investigation on drainage matters.

The deferral was proposed by Councillor Edward Hawkins, seconded by Councillor Victoria Wheeler and put to the vote and carried.

**RESOLVED that application 21/1176 be deferred.**

Chairman

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**Minutes of a Meeting of the Audit and Standards Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 25 April 2022**

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

+ Cllr Rodney Bates  
+ Cllr Edward Hawkins  
+ Cllr Charlotte Morley

+ Cllr Sashi Mylvaganam  
+ Cllr Valerie White

+ Present  
- Apologies for absence presented

Officers Present: Steve Bladon, BDO  
Alex Middleton, Senior Auditor  
Bob Watson, Strategic Director: Finance & Customer Services

### **11/AS Minutes of Previous Meeting**

**RESOLVED** that the minutes of the meeting of the Audit and Standards Committee held on 22<sup>nd</sup> November 2022 be approved as a correct record and signed by the Chairman.

*Note: Minute 7/AS Clarification of External Auditor Fee Variation Process*

*A request for a variation to the external auditor's fees would be submitted to Public Sector Audit Appointments (PSAA) for consideration and the views of the local authority concerned would be sought before the PSAA took a decision on whether to approve the variation.*

### **12/AS Declarations of Interest**

There were no declarations of interest.

### **13/AS Audit of 2019/20 Accounts**

The Committee received an update in respect of the progress of work to audit the Council's financial statements for the 2019/20 financial year.

It was reported that although that Council's annual accounts for the financial year ending 31<sup>st</sup> March 2020 remained unaudited it was not a situation unique to Surrey Heath and there were a significant number of local authorities in England in the same position. These delays, which had initially originated from a shortage in resources and recruitment difficulties for the external audit firms who serviced local government audits, had been recognised in a recent review by Sir Tony Redmond, for the Department for Levelling Up, Housing and Communities (DLUHC). The situation had been further exacerbated by the Covid-19 pandemic and the associated Government restrictions which had impacted on the ability of council finance teams to prioritise the annual statements over new burdens for making support payments to residents and businesses, monitoring grant funding, acting as a payment agency for central government and completing a significant number of new government returns whilst still ensuring the probity of public monies. Similarly the

need to work remotely had made the audit processes more time-consuming and impeded effective communication between finance officers and the external audit team.

The publication of the first draft of the Council's accounts for 2019/20 had generated a number of audit questions from our external auditors which is not uncommon in the process of moving from draft to final accounts. With a number of concerns being raised about the accounting treatment for the Jersey-based Property Unit Trust and how it had been presented within the Council's formal statement of accounts. Over the past six months, Council finance officers had been in close dialogue with the audit team at BDO and have now agreed the accounting treatment approach with them. The latest draft Statement of Accounts had now been passed to the external auditor for their review and a copy had been published on the Council's website. Officers would be working with BDO to ascertain when the Auditor would have the resources available to complete the audit process so that Council resources could be made available to respond to any questions and queries in a timely manner.

Concerns about the mis-posting of £40million between the publication of the draft accounts and the publication of the latest revised draft accounts were noted. It was clarified that this mis-posting had originally occurred when, during the production of the original draft accounts, money had been incorrectly categorised as being available in the useable reserves budget. This mis-posting had been rectified and the money was now correctly assigned to the unusable reserves budget in the latest draft accounts. It was stressed that the true position of the Council's reserves balance had always been between £35 and £40million, a sum that was considered sufficient to support the Council's current budget.

It was clarified that although regular meetings had taken place with the Auditors and a range of officers including the Section 151 Officer, the Chief Accountant and members of the Finance Team. It was noted that meetings had only been held when there had been matters to discuss or resolve and consequently meetings whilst regular they had not been the weekly ones specified by the Audit and Standards Committee.

The statutory requirement for local authorities to publish an audited set of accounts was acknowledged however it was stressed that at the current time there were no sanctions that could be applied to a local authority if this was not done.

The amount of time that was required to audit a local authority's account varied according to the size and complexity of the local authority in question. However for an organisation of Surrey Heath Borough council's size six weeks would normally be considered to be sufficient.

The Committee was informed that it would not be possible to run the audit of the 2020/21 accounts concurrently with the 2019/20 accounts audit because the opening position of the 2020/21 balance sheets would not be available until after the completion of the audit of the 2019/20 accounts.

The Committee agreed that it would welcome the opportunity to discuss what input of the relevant Executive Portfolio Holder had had into the situation. It was agreed that the Chairman would invite the Portfolio Holder to meetings of the Audit and Standards Committee.

It was agreed that:

- i. A log of the outstanding queries submitted by BDO would be circulated to the Committee.
- ii. Monthly progress updates would be provided to the Committee

- iii. The Finance Portfolio Holder would be invited to the Committee's meetings

#### **14/AS Internal Audit Annual Plan for 2022/23**

The Committee considered a report setting out the draft Annual Plan for the Council's Internal Audit Team for the 2022/23 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 20<sup>th</sup> 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 approximately 520 working days to be delivered by the Council's two internal auditors.

It was noted that two new areas, cyber security and climate change, had been included in the audit plans for 2022/23 and following a suggestion by the Committee responsibility for the annual audit of Joint Waste Services, had now been assumed by one of the other local authorities involved in the waste partnership.

In response to concerns that the relatively low number of days assigned to auditing contracts would be insufficient for the scale of the task it was clarified that auditing of contracts would also happen as part of other scheduled audits, for example the proposed leisure centre and payroll audits, in addition a number of contingency days had been built into the plan in the event that work over ran.

The Internal Audit function of councils was subject to a peer review every five years and the Council had partnered with Elmbridge and Spelthorne Councils' Internal Audit Teams to peer review each other's services and identify areas of best practice and areas for improvement.

The Committee was informed that recharge of the cost of the audit of community services was incorporated was absorbed into the overheads line of the Community Services budget.

The Committee commended the work of the Audit Team.

**RESOLVED** that the Annual Audit Plan for 2022/23 be approved.

#### **15/AS Date of Next Meeting**

It was noted that the next scheduled meeting of the Audit and Standards Committee would take place on Monday 25<sup>th</sup> July 2022 at 7pm.

Chairman

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**Minutes of a Meeting of the  
Employment Committee held at Surrey  
Heath House on 6 April 2022**

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+ Cllr Colin Dougan (Chairman)

\* Cllr Cliff Betton (Vice Chairman)

+ Cllr Sharon Galliford

- Cllr Mark Gordon

+ Cllr Josephine Hawkins

+ Cllr Rebecca Jennings-Evans

+ Cllr Alan McClafferty

+ Cllr Graham Tapper

+ Cllr Victoria Wheeler

+ Present

- Apologies for absence presented

\* In attendance virtually but did not vote

Members in Attendance: Cllr Peter Barnett, Cllr Rodney Bates and Cllr Stuart Black

Officers Present: Louise Livingston, Julie Simmonds and Rachel Whillis.

**32/EC Minutes**

The minutes of the meeting held on 8 February 2022 were confirmed and signed by the Chairman.

**33/EC Information Security Policy**

The Committee considered a report that outlined information and proposed changes regarding the Council's Information Security Policy, which was reviewed on an annual basis. The Head of HR, Performance & Communications undertook to progress a suggestion that all managers' job descriptions should include a reference to their responsibility for their staff's management of data.

**RESOLVED that the revised Information Security Policy, as set out at Annex A to the report, be adopted.**

**34/EC Data Protection Policy**

The Committee considered a report setting out proposed amendments to the Council's Data Protection Policy, which principally reflected changes to job titles.

**RESOLVED that the revised Data Protection Policy, as set out at Annex A to the report, be adopted.**

**35/EC Data Security Breaches Policy**

The Committee received a report which reviewed the Council's Data Security Breaches Policy and proposed a few minor changes.

The proposed policy had been amended to reflect that the United Kingdom was no longer part of the European Union and now reflected UK GDPR. Furthermore, changes to Paragraph 3.1 reflected the job role changed for SIRO as a result of the recent Senior Management Restructure.

**RESOLVED that the revised Data Security Breaches Policy, as set out at Annex A to the report, be adopted.**

### **36/EC Social Networking Policy**

The Committee considered a report which outlined proposed changes to the Council's Social Networking Policy. Members discussed the new paragraph at 8.3, which referred to certain uses of social networking, including MS Teams and WhatsApp, potentially being subject to Freedom of Information and Environmental Information Regulation requests. Having noted concerns about the use of WhatsApp for Council business and discussed the need to strengthen wording about the circumstances that could be covered by FOI disclosure, it was agreed that further consideration would be given to this paragraph before agreeing the revised Policy.

**RESOLVED that the item be deferred to the next meeting.**

### **37/EC Organisational Change Policy and Procedure**

The Committee considered a draft Organisational Change Policy, which would replace the existing Employment Stability Policy (ESP). The new Policy had been subject to an extensive review and had been considered by the Joint Staff Consultative Group (JSCG) at its meeting on 29 March 2022.

Members reviewed the Policy and an annex to the report setting out a schedule of the key changes to the ESP, plus details of the negotiations that had taken place prior to and recommendations arising from the JSCG meeting. The proposals in relation to the redundancy multiplier were discussed and the Committee debated whether to introduce a multiplier of 1x the weekly salary immediately, rather than agreeing a non-discretionary 1.5x multiplier until 31 March 2023, which would thereafter become a multiplier of 1x the weekly salary, as recommended by the Member Representatives on JSCG. Following the debate it was agreed to implement a non-discretionary multiplier of 1.5x the weekly salary until 31 March 2023, which would thereafter revert to a multiplier of 1x the weekly salary. It was noted that, where a restructure had started but was not completed before 31 March 2023, the 1.5x multiplier would be honoured. The other recommendations detailed in the schedule were also agreed.

The Committee noted a suggestion that an appendix be added to the Policy detailing who was authorised to make decisions on each aspect of the Policy. It was agreed to delegate authority to the Head of HR, Performance & Communications after consultation with the Chairman of the Employment Committee, Chairman of the Joint Staff Consultative Group and Chairman of Staff Representatives to agree the content of this appendix.

**RESOLVED that**

- (i) **the Organisation Change Policy, previously referred to Employment Stability Policy, as set out at Annex A to the agenda report, as amended to incorporate the recommendations at Annex C to the agenda report, be adopted; and**
- (ii) **authority be delegated to the Head of HR, Performance & Communications after consultation with the Chairman of the Employment Committee, the Chairman of the Joint Staff Consultative Group and the Chairman of Staff Representatives to add an appendix to the Policy setting out the relevant decision maker in respect of each aspect of the Policy.**

### **38/EC Work Programme**

The Committee discussed its work programme for the 2022/23 year and agreed to add a review of the Retirement Policy to the January meeting's agenda.

**RESOLVED that the work programme for the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.**

Chairman

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**Minutes of a Meeting of the  
Employment Committee held on 10  
May 2022**

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- 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                         |                         |
| - Apologies for absence presented |                         |

Substitutes: Cllr Rodney Bates (In place of Cllr Victoria Wheeler) and Cllr Sashi Mylvaganam (In place of Cllr Graham Tapper)

Members in Attendance: Cllr Adrian Page (virtually)

Officers Present: Louise Livingston, Julie Simmonds and Rachel Whillis

**39/EC Election of Chairman for the meeting**

As the Chairman and Vice Chairman were not present at the meeting, it was proposed by Rodney Bates, seconded by Councillor Sashi Mylvaganam, and

**RESOLVED that Councillor Alan McClafferty be elected as  
Chairman for the meeting.**

Councillor Alan McClafferty in the chair.

**40/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)
41/EC	1
42/EC	1

**41/EC HR Matter**

The Committee was informed that all officer posts within the Council were allocated a grade within the Salary Scales for Officers, which formed part of the Staff Terms and Conditions of Employment. Each salary grade contained up to 5 incremental points, also referred to as Spinal Column Points (SCP), with the

highest SCP considered the rate for that grade. The SCP on which a member of staff started was based on their experience, with incremental progression within the grade dependent upon positive recommendation by the individual's line manager, in accordance with the Appraisal Development Scheme; with regard to the Chief Executive, this process was reserved to the Employment Committee as set out at Part 3 of the Constitution.

Members received a verbal report from the Leader on the appraisal he had undertaken with the Chief Executive. Having noted the Leader's report and discussed the performance against agreed objectives, the Committee agreed that the Chief Executive's pay should move to SCP 33.303. This equated to a salary of £122,594 per annum.

Members considered the Council's salary scales and noted that the percentage by which increments increased within a pay scale varied between pay grades. It was agreed that this should be reviewed at a future meeting.

**RESOLVED that the Chief Executive's salary be moved to Spinal Column Point 33.303.**

#### **42/EC Review of Exempt Items**

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

**RESOLVED that any details relating to the appraisal to remain exempt, but the decision to award an increment be made public.**

Chairman

**Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 7 June 2022**

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+ Cllr Vivienne Chapman (Chairman)

+ Cllr Morgan Rise (Vice Chairman)

- |                          |                          |
|--------------------------|--------------------------|
| + Cllr Dan Adams         | - Cllr David Lewis       |
| + Cllr Richard Brooks    | + Cllr Emma-Jane McGrath |
| + Cllr Paul Deach        | - Cllr Liz Noble         |
| Cllr Tim FitzGerald      | + Cllr Pat Tedder        |
| + Cllr Mark Gordon       | + Cllr Valerie White     |
| + Cllr Josephine Hawkins |                          |

+ Present

- Apologies for absence presented

Substitutes: Cllr Edward Hawkins (In place of Cllr David Lewis) Cllr Graham Tapper

Members in Attendance: Cllr Rodney Bates, Cllr Sarah Jane Croke, Cllr Sashi Mylvaganam and Cllr Helen Whitcroft

Officers Present: Jayne Boitout and Louise Livingston

## **1/EP Minutes of the Previous Meeting**

The minutes of the meeting held on 1 March 2022 were confirmed and signed by the Chairman.

## **2/EP Accent Housing**

The Committee received a presentation from Julie Wittich, Executive Director of Assets & Sustainability, Accent Housing in respect of recent management changes and the appointment of a new main repairs and maintenance contractor.

Since its last presentation to the Committee in February 2022, there had been a restructure of the Accent Leadership Team, including the appointment of a new interim director, Shaun Finnegan, for the South region. The recruitment process for the vacant post was underway and was being led by Claire Stone.

Ian Williams had been appointed as the South Region's new main repairs and maintenance contractor from 30 May 2022 and immediately started picking up the circa 1500 outstanding maintenance orders which the previous contractor Axis Europe had left. The most urgent repairs were being prioritised and analysis of the outstanding cases was being undertaken by a line by line exercise. Despite some jobs such as plastering and groundworks were being allocated to sub-contractors, it was still anticipated that the maintenance backlog left by Axis Europe would still

take 6 months in order to clear. In addition, some jobs such as fencing was anticipated to take a particularly long time.

Ian Williams were keen to do joint engagement events across the region in the summer in coordination with Accent and the Council. Furthermore, joint branding was starting to be rolled out in areas such as maintenance vans in order to promote synergy between Ian Williams and Accent.

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

- Accent Housing was struggling to recruit in respect of some technical maintenance roles. This was part of a wider national issue and Accent were looking to use market supplements in order to recruit the right staff which would be able to successfully tackle an increasing amount of mould and damp cases.
- On 1 October 2022 Accent would be launching a technical contact centre to receive new maintenance calls from its customers. Advisors would have duty surveyors on-call to provide live advice as well as a diagnostic tool. The change to a more specialised contact centre worked off the premise that contact centre advisors would develop a more specialised knowledge after taking solely maintenance related calls. On their recruitment, advisors would also undergo an intensive 4 week training programme before contact with customers.
- Ian Williams had been appointed at the end of the tender process, after it had demonstrated an excellent track record in the Accent North West and East regions and that they shared similar values to Accent. Ian Williams specialised in serving housing associations and had the ethos of investing in their staff and were also keen on direct delivery (rather than use of subcontractors).
- The Customer Relationship Management System would allow contact centre advisors to review system notes, and case history whilst engaging with customers.
- In previous years Accent had a policy of ripping out and disposing of any previously-used carpets, when new residents moved into a property. The pulling up of carpet was no longer an automatic part of changeover processes, but it was noted that it was found that carpets were rarely left in an acceptable state. Accent employed surveyors who were responsible for recommendation of any work which needed to be undertaken before future inhabitation.
- Where Accent contractors had failed to turn up for a prearranged maintenance appointment, residents who had been forced to take a day off work and were financially worse off as a result, were entitled to claim compensation. However this wasn't routinely offered to all residents who had suffered from a missed maintenance appointment.
- In order to meet the goal of making Accent properties more sustainable, Accent ensured that all its new properties achieved an Energy Performance Certificate (EPC) rating of A. Furthermore, it was noted that Accent was in the process of retrofitting some of its existing properties as part of the Social Housing Decarbonisation Funds scheme.

Following the Committee's discussions it was remarked that although the Committee were grateful for Accent's virtual attendance at the meeting, they would much prefer them to send representatives to attend in person where possible. It was also noted that the Committee were especially keen to see how much progress had been made with the maintenance backlog 6 months into the Ian Williams contract.

Furthermore, Members noted the upcoming all-Member briefing from Accent Housing and acknowledged the recently set up email address to provide a single point of contact for all Surrey Heath Councillors' Accent-related enquiries.

The Committee thanked Julie for her attendance and her presentation.

### **3/EP Surrey Police**

The Committee received a presentation from Inspector Gemma Taylor in respect of the priorities and challenges in respect of Policing within the borough.

The Specialist Neighbourhood Team worked alongside the Neighbourhood Policing Team and was focussed on long term problem solving and community impact. A recent restructure of the team meant that one sergeant now line-managed the Police Community Support Officers (PCSOs) and Neighbourhood Support Officers (NSOs) in a specified geographical area and was responsible for specific thematical priorities. As a result of the restructure, PCSOs and NSOs were now aligned to the same shift pattern which enabled better opportunities to work together with partners to problem solve and show presence in their communities.

Under this structure, Sargeants held a People, Groups and Places meeting every three weeks with their teams. This was where emerging trends and ongoing problem solving topics were discussed. Data was used from various sources and was used to define priorities and to evaluate threat, harm and risk. Each team gave input from this meeting into a briefing document, which was then shared with the Neighbourhood Policing Team so that they were aware of developing areas of work when responding to incidents. Furthermore, regular force and divisional level briefings meant officers and staff received an overview of the current trends in relation to crime in Surrey Heath. Current priorities included areas of burglary, violence against women and girls, anti-social behaviour, anti-social driving/use of motor vehicles and local feuds.

The Joint Neighbourhood Survey for the 21/22 year showed that 84.4% of respondents had confidence in their neighbourhood force, and 61.5% were in agreement that the police were dealing with the crime and ASB issues that mattered in the area. Whereas 40.8% agreed that the neighbourhood police were seen in the places and times when needed. In order to increase the confidence in this latter area further, the Neighbourhood Team had changed their communications in order to post their foot patrols in order to boost confidence.

It was highlighted that compared with the same 1 year period, one year ago, there had been the following changes in total crimes:

- A rise of non-domestic abuse violence by 146 which could be attributed partially by the end to mandated social distancing.
- Increased thefts of a motor vehicle by 21%.
- A 21% drop in residential burglaries, which was the biggest reduction in the Western Division.
- A 1.7% reduction of domestic abuse without injury including a 42% increase in solved cases.

The 21% increase in car thefts could be largely attributed to keyless car thefts and 62 offences had taken place in Surrey between 1 January 2022 and 20 May 2022, including 12 offences in Surrey Heath. Incidences were incredibly hard to predict due to a lack of patterns in respect of time or location. Easily implemented preventative matters to deter keyless car thefts included deactivation of keyless entry systems, use of steering locks and use of faraday bags.

In addition, joint agency and cross border meetings were now being undertaken to solve the continued problem of anti-social car meets along the A331 at Watchmoor Business Park. So far a dispersal order had been put in place to cover the business park and 80 community protection warnings had been issued following the first weekend of implementation. Longer-term an application had been submitted to trial noise cameras along the A331 and funding had been secured for further Automatic Number Plate Recognition (ANPR) cameras.

Following, the recent murder of a local individual, it was noted that plans were already being put in place regarding prevention work by Youth Engagement Officers and Anti-Social behaviour specialists. This included contextualisation meetings with Surrey County Council to better understand how groups of young people interacted across force boundaries. The knife amnesty program was also extended for the foreseeable future.

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

- Whilst the Rural Crime Portfolio may naturally fit better with the Six Villages responsibility, there were other considerations which needed to be considered during the creation of the organisational structure of the neighbourhood team such as team dynamics.
- There had been an ongoing issue with various crimes and Anti-Social behaviour which took place at Southcote Park in Parkside Ward. Whilst, it hadn't been a focus of the Specialist Neighbourhood Team, this would be reviewed following the meeting. There had already been discussions between partners in respect of initiatives to deter crime taking place such as better street lighting.
- In addition to the Victims of Crime Survey, The Joint Neighbourhood Survey provided quarterly results around public confidence, local problematic issues, crime prevention and contacting the police. Further information on how the survey was conducted would be circulated to the Committee after the meeting.
- Whilst video doorbell footage was a useful tool to residents' groups and neighbourhood watches, in order to maintain a data-led approach to policing, residents needed to report any instances of crime or suspicious behaviour to the police.

- The Safer Neighbourhood team benefitted from a strong relationship with the Military of Defence (MoD) in respect of Barossa Common. It was felt by Members that a similar beneficial relationship in respect of MoD owned land in Deepcut could be replicated to tackle ASB issues such as the lighting of fires.
- A column for the Borough Commander in Heathscene could be considered for future issues.
- There had been consideration of free provision of faraday bags by Surrey Police in order to reduce keyless car thefts. However, it was noted that most Mercedes Benz and BMW owners would be able to afford to purchase such a bag, and the challenge instead laid with highlighting the risk to residents.
- If information sharing protocols allowed, there was a potential opportunity for Surrey Police to correspond better with Surrey County Councillors in order to facilitate better highway safety.

Members thanked Inspector Taylor for her informative report and time answering questions. The Committee agreed that it would like to see the Borough Commander present again to the Committee again in approximately 6 months' time.

#### **4/EP OPCC Police and Crime Panel – Update from Surrey Heath Panel Member**

The Committee received a verbal update from Councillor Valerie White, the Council's appointed member of the Surrey Police and Crime Panel.

The Surrey Police and Crime Panel was underpinned by the governance and accountability arrangements detailed in the Police Reform and Social Responsibility Act 2011. The role of the Panel was to examine the actions and decisions of Surrey's Police and Crime Commissioner (PCC) and to make sure information was available for the public so that they could hold the Police and Crime Commissioner to account.

The Panel was a committee of Surrey County Council, and consisted of one elected councillor from each of Surrey's twelve local authorities and two co-opted independent members.

The Panel held the PCC to account in a constructive manner by review of her policies and crime plan; and the subsequent making of reports and recommendations. Furthermore the PCC's annual report was specifically scrutinised during a fully-attended public meeting. A confirmation hearing was held where the Panel made a recommendation as to the appointment of a Deputy Police and Crime Commissioner (Deputy PCC).

Following Committee discussion, it was advised that the panel voted to recommend that Ellie Vesey- Thompson was not appointed to the role of Deputy PCC, despite a claim that she would be invaluable given a prediction that the role would amount to spending 75% of her time with young people. The Panel was due to receive a report at the end of the month in respect of how the position had progressed over the past year.

It was also noted that at the time of the setting of the PCC Council Tax precept, whilst the Panel made alternative budgetary recommendations on how the money would be spent to the PCC, these recommendations were not accepted.

The Committee felt that there was room for the Office of the Police and Crime Commissioner to better promote the recommendations and work undertaken by the Police and Crime Panel and noted out of date information on its website.

Members thanked Councillor Valerie White for her informative update and endorsed receiving future similar updates in a verbal or written form.

## **5/EP Bisley Village Hall**

The Committee received a presentation from Russell Hayes, Trustee of Bisley Village Hall.

Bisley Village Hall was a former school chapel, which had been donated for community use in 1959 and was then supplemented by the addition of an extension in 1982. The management committee comprised of 3 elected members and up to 7 members representing the organisations which used the hall. The aim of the hall was 'to provide a community facility, in good working order, for use of as wide a range of local groups as possible'.

The hall offered a large and medium sized hall; with a 200 and 60 capacity respectively. A kitchen allowed the hosting of a community café, parties and events. The community café also facilitated an opportunity to keep an eye of the wellbeing of residents, as café users were often elderly and vulnerable. The community café had raised funds for a defibrillator at the hall and organisers also kept in touch with attendees via a phone call every week when the café was closed because of the pandemic.

The hall hosted a range of users, such as exercise classes, craft and music groups, as well as groups such as spring tots, messy church and a new marital arts group.

The Strawberry Fair, which had run since 1993 and had raised a total of £100,000 since its inception, was the hall's major fundraiser. During the years of the pandemic, the hall's income plummeted and income from regular hall users had not yet recovered to 2019/20 levels. During the years of the pandemic ad-hoc hall bookings increased dramatically and grant funding, for example from the Council-run charity enabling fund, had meant the hall was able to break even without sacrificing scheduled major projects.

The 3 major risks to the hall were the fabric of the hall, the loss of skills and enthusiasm of the trustees, and the loss of the users of the hall and the hall's positive relationship with the community. The vulnerability of the latter was highlighted by the loss of 2 major users: LESTA dance school and Bisley pre-school during the pandemic.



Looking to the future, the hall's trustees were prioritising work, such as the replacement of windows at the stage end of the main hall, and the treatment of damp which had been identified by a damp survey earlier in the year. Energy efficiency measures were also being prioritised.

Whilst the village hall held reservations in respect of the long term resilience of its trustees and felt new personnel would provide a new perspective, many village halls would be envious of the hall's trustee base. An absence of trustees for community centres across the borough was widespread. It was agreed by the Committee that a broader editorial piece around village halls and volunteering opportunities and trusteeships could be included in Heathscene.

Members also noted that issues faced by Bisley Village Hall were identical to the issues which were being experienced in the other borough wards; and that engagement with Voluntary Support North Surrey maybe helpful in both recruitment and development of volunteers and trustees.

The Committee thanked Russell for his presentation and his attendance.

## **6/EP Committee Work Programme**

The Committee discussed its work programme for the rest of the municipal year. It was proposed by the Chairman that Voluntary Support North Surrey would be removed from the work programme as they had already presented to the Committee during 2021. Instead it was proposed that Heatherside Community Centre and Harper Asprey Wildlife Rescue should present at the Committee's November meeting.

It was also suggested and agreed that the Basingstoke Canal Authority and the Blackwater Valley Countryside Partnership should present at the Committee where possible during the 2022/23 municipal year, and if not during the start of the 2023/24 municipal year.

**RESOLVED that the changes above to the Committee Work Programme be made.**

Chairman

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**Minutes of a Meeting of the Licensing  
Committee held at Council Chamber,  
Surrey Heath House on 15 June 2022**

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+ Cllr Pat Tedder (Chairman)  
+ Cllr Valerie White (Vice Chairman)

+ Cllr Dan Adams	+ Cllr Mark Gordon
+ Cllr Rodney Bates	+ Cllr David Lewis
+ Cllr Peter Barnett	+ Cllr Robin Perry
+ Cllr Richard Brooks	+ Cllr John Skipper
+ Cllr Tim FitzGerald	Cllr Graham Tapper
+ Cllr Shaun Garrett	

+ Present

- Apologies for absence presented

Officers Present: Paula Barnshaw, Rebecca Batten, Nathita Fleet  
Eddie Scott, Frances Soper and Nick Steevens

**1/L Minutes of the Previous Meeting**

The minutes of the meeting held on 16 February 2022 were confirmed and signed by the Chairman.

**2/L Declarations of Interest**

Councillor Robin Perry declared a non-pecuniary interest relating to minute 4/L as he was a member of the Roundtable 41 club.

**3/L Food Safety and Health and Safety Service Plan**

The Committee considered a report containing the combined draft Food Safety and Health and Safety Service Plan for 2022/23.

The Food Standards Agency (FSA) required all local authorities to have a Food Safety Service Plan which set out how national priorities and standards in respect of food safety would be addressed and delivered at a local level. Under the same guise, the Council was also required to 'make arrangements for enforcement' of health and safety at work legislation under section 18 of Health and Safety at Work etc Act 1974 SWA and the National Local Authority Enforcement Code .

It was reported that there were 706 food businesses in Surrey Heath which were subject to inspection by the Council's food safety service. Over the course of 2021/22, the Council's Food and Safety Team had carried out 526 on-site food safety interventions, investigated 60 complaints about food and investigated 15 complaints specifically in respect of poor hygiene in food premises.

During 21/22 from the 435 routine inspections which took place in the borough, 98% of food businesses received a food hygiene rating of at least 3 (Satisfactory), 4 (Good) or 5 (Very Good) with 78% having achieved the highest rating of 5.

It was noted that from 19 July 2021 most of the specific Covid-19 business restrictions were removed. However, employers continued to be required under the Health and Safety at Work Act to control risk by review of workplace risk assessments, particularly with regard to adequate ventilation, sufficient cleaning and good hand hygiene in accordance with the Government guidance on 'Working Safely During Coronavirus'.

Emanating from the end of the pandemic, the Environmental Health Team had also worked with 81 different public events to ensure adequate health and safety provision and with various multi-agency Safety Advisory Groups (SAG).

The Committee commended the work of the officers to deliver such a comprehensive service over the course of a particularly difficult year.

**RESOLVED that the Food Safety and Health and Safety Service Plan 2022/23, attached as Annex A to the report, be approved.**

#### **4/L Street Collections Policy**

The Committee considered a report and associated annex with outlined proposed revisions and updates to the Council's Street Collections Policy.

The proposed revised policy had been updated in the following respects:

- The removal of the need for a street collection permit on private land where access was restricted;
- Additional guidance on the information required to obtain a permit by charities which weren't registered with the Charity Commission;
- Removal of the clause in the policy that required schedule form of statement for a collection which was nil, future collections would be refused.

Local authorities were unable to charge a fee for the issue of a street collection permit, so there was a cost to the Council in provision of the service. The revised policy proposed to remove the need for charities to obtain a permit for collections on privately owned land which would reduce the number of street collections permits that the Council had to process. This enabled resources to be deployed onto other statutory licensing work.

The Committee's attention was also drawn towards the dispensations given to 2 charitable organisations in addition to the British Legion Poppy Appeal which were entitled to have more than one collection per year in the same area. It was noted that formerly Surrey Border Lions also received such dispensation but ceased to exist from December 2021.

It was noted by the Committee that a significant proportion of on street collections now took place in the form of card payment. Members were concerned that card payments could be made under the guise of donation to a charity, but in fact went

to a fraudulent group or individual. It was confirmed under the existing provision that charities were required to include card and cheque donations in collection reports, as it was covered under 'other items', on the schedule form of statement. However concerns still remained in respect of ownership of card machines and further clarity sought in respect of reporting. It was agreed that further investigation to the issue would be undertaken by Officers and reported back to the Committee.

**RESOLVED that**

- I. the revised Street Collections Policy, as per Annex A of the Agenda Report, be adopted; and**
- II. The Strategic Director - Environment & Community be asked to investigate and report back to the Committee in respect of the potential card handling issue.**

**5/L Pavement Licensing**

Members received a verbal update on the implications of the Levelling Up and Regeneration Bill with regard to Pavement Licences.

The Business and Planning Act came into force July 2020. The Act made it easier for businesses serving food and drink to seat customers outdoors through temporary changes to planning procedures and alcohol licensing during the Coronavirus pandemic. The Act also temporarily transferred the authority to grant pavement licences for tables and chairs from Surrey County Council Highways to the Borough Council. The Act was amended in July 2021 to continue these arrangements and the current pavement licences issued under the Act were set to expire on 30 September 2022. In March 2021 the Licensing Committee resolved to waive the discretionary licence application fee of £100 originally set by the Council, to support local businesses.

The Levelling Up and Regeneration Bill proposed to make permanent the transfer of the authority to grant pavement licences from Surrey County Council to the Borough Council, with some slight amendments.

These changes included the amendment of the fee councils could charge applicants; and would increase it from a discretionary maximum of £100 to a maximum of £350 for premises which already held a pavement licence, and a maximum of £500 for new applicants.

Other changes included the extension of the public consultation and duration periods, the insertion of new enforcement powers where premises weren't abiding by set pavement licence conditions and a discretionary ability to extend the maximum duration of a pavement licence to two years.

It was noted that the Bill will have its second reading on 8 June 2022 and is not expected to become an Act until after the existing Pavement Licences expire on 30 September 2022. In the meantime it is understood that temporary regulations will extend these licences by one year to September 2023.

It is proposed that that officers will report to a future Licensing Committee when the new legislation is enacted to confirm the new arrangements, with recommendations as to the duration of licences and level of the licence fees.

**RESOLVED that the report be noted.**

**6/L Licensing Act 2003 - Summary of Decisions**

The Committee received details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons.

It was noted that a significant volume of Temporary Event Notices issued since the last meeting of the Committee could be attributed to the platinum jubilee weekend.

It was requested by Members that for future Committee meetings it would be informative and helpful for the location of the granted licences to be listed as part of the report. This specifically related to the recently granted premises licences.

**7/L Committee Work Programme**

The Committee considered and noted its work programme for the rest of the 22/23 municipal year.

Chairman

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House on 16 June 2022**

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- |                          |                   |
|--------------------------|-------------------|
| + Cllr Rodney Bates      | + Keiran Bartlett |
| + Cllr Stuart Black      | + Nick Clifton    |
| Cllr Tim FitzGerald      | + Andrew Edmeads  |
| + Cllr Sharon Galliford  | - Joe Fullbrook   |
| + Cllr Josephine Hawkins | Gillian Riding    |
| + Cllr Charlotte Morley  | - Lynn Smith      |
| Cllr Adrian Page         | + Anthony Sparks  |
| + Cllr John Skipper      | + Karen Wetherell |

+ Present

- Apologies for absence presented

In Attendance: Louise Livingston, Julie Simmonds and Rachel Whillis.

**1/J Election of Chairman and Vice Chairman**

It was proposed, seconded, and

**RESOLVED that**

**(i) Lynn Smith be elected Chairman of the Joint Staff Consultative Group for the 2022/23 municipal year; and**

**(ii) Councillor Sharon Galliford be elected Vice-Chairman of the Joint Staff Consultative Group for the 2022/23 municipal year.**

It was noted that, as Lynn Smith was not present at the meeting, Councillor Sharon Galliford would chair the meeting.

**COUNCILLOR GALLIFORD IN THE CHAIR**

**2/J Notes**

The notes of the meeting held on 29 March 2022 were agreed as a correct record.

**3/J Electric Vehicle as a Salary Sacrifice Scheme**

The Group considered a report detailing a proposal for the Council to introduce a salary sacrifice scheme for staff to purchase Electric Vehicles. Octopus Electric Dreams had been suggested as the best scheme.

Arising from discussions on the proposal, it was agreed that clarification would be sought on whether an individual's pension contributions would be affected by entering in the scheme. Further detail would be added to make sure staff were aware from the outset of any risks of joining the scheme and what would happen in the event their contract was terminated.

It was advised that the Climate Change Officer was reviewing the necessary infrastructure for EV charging within the Council's car parks and the Surrey Heath House Car Park would be included in this review.

**RESOLVED that the Employment Committee be advised to agree that the Council signs up to the Octopus Electric Dreams Car Scheme, as attached at Annex A to the agenda report.**

#### **4/J Post Entry Training Policy**

The Group considered revised Post Entry Training Policy. Arising from the discussions on the Policy, the following amendments were proposed:

- (i) an additional statement would be added providing greater clarity regarding time off for study, for example in relation to the completion of coursework; and
- (ii) more specific detail would be added to Section 5 to ensure that it was clear that an employee leaving the Council's service through no fault of their own would not be expected to repay the costs of their training.

It was agreed that the proposed wording would be circulated to members of the Group for comment prior to the Employment Committee considering this item.

**RESOLVED that, subject to the inclusion of additional wording to be circulated by email, the Employment Committee be advised to agree the updated Post Entry Training Policy, as attached at Annex A to the agenda report.**

#### **5/J Updated Pay Settlement Procedure**

The Group was reminded that, during the process for agreeing the pay award for 2022/23, it had been agreed that the Pay Settlement Procedure would be reviewed to ensure that all parties was clear about the role they undertook, the information that would be provided, the consultation process that would be used, and the timelines.

A revised Pay Settlement Procedure had been produced which incorporated the following factors:

- Agreeing a pay settlement for a two year period rather than one year, taking into consideration the Council's Medium Term Financial Strategy;
- Starting the process earlier so it coincide with the budget setting and the process was afforded more time;
- Setting out the role undertaken by each party; and
- Where an agreement had not been reached by the Consultative Group and both sides' recommendations were consequently submitted to the Employment Committee, Staff Representatives would attend this meeting.



In relation to the proposal to agree a settlement for a two-year period, it was clarified that, although there could be circumstances where the decision was revisited, this would only be in response to very specific circumstances and on the advice of the Section 151 Officer.

The nominated group of councillors for the provisional consultation referred to in the third of the consultation section was discussed and the principle for this group to comprise a cross-party selection of councillors from the Employment Committee and JSCG was endorsed. The Head of HR, Performance & Communications undertook to consult with Democratic Services on optimum numbers for this group and thereafter circulate the proposals.

It was also clarified that, in the event that a new pay award option arose from discussions at an Employment Committee meeting, this would not be agreed at that time but referred to Joint Staff for consideration.

**RESOLVED that**

- (i) the Employment Committee be advised to agree the amended Pay Settlement Procedure, as set out in Annex A to the agenda report; and**
- (ii) the Head of HR, Performance & Communications be asked to circulate the proposed make up of the nominated group of councillors to be included in the provisional consultation.**

**6/J Christmas Closure**

The Group was informed that, for a number of years, the Council had closed for the period between Christmas and New Year. This had been facilitated by a combination of a contractual day's leave and the awarding of a further additional day's leave, which had been matched by staff taking a day's leave from their annual leave entitlement. At its meeting on 8 February 2022, the Employment Committee had agreed to retain the current practice for 2022/23, but had also agreed to consider more permanent arrangements for 2023 onwards at a later meeting in 2022.

The decision comprised two elements, namely whether Surrey Heath House remained open to the public for the three days between the Christmas and New Year Bank Holidays and any consequential arrangements for staff leave during this period. Several options had been presented and it was reported that the Member Representatives favoured the option for the Council Offices to be closed on the designated Bank Holidays, plus the additional day granted in accordance with Terms and Conditions, but to open on the remaining two days; however, Staff Representatives favoured the option to continue the practice from recent years.

The Group discussed whether there was a business case for the change, taking into account that closing the offices was not considered to have affected productivity, whilst also recognising any potential public perception associated with this decision. It was also noted that, when the current practice had been introduced, the building had been able to shut entirely, with consequent savings in

utility costs; however, with partner organisations now operating in the building during the Christmas period this benefit had been reduced.

Arising from the discussions, it was agreed there was a need to establish the following factors in order to make an informed decision:

- whether there was any appetite amongst staff to work over the Christmas period;
- information from other Surrey authorities on their arrangements for this period;
- an indication of the level of staffing required, should the offices be opened between Christmas and New Year;
- an indication of the hours the offices would be expected to have staff cover, should they be opened between Christmas and New Year;
- the number of enquiries received by councillors during previous Christmas closures.

It was therefore agreed to defer consideration of the item to the next meeting in order to obtain the requested information.

**RESOLVED that consideration of the item be deferred to the next meeting.**

#### **7/J Pay Policy Statement**

The Group received a report setting out the Council's Pay Policy Statement for 2022/23. 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 when the Employment Committee considered this item, the Pay Policy Statement would include the Salary Scales for Officers.

**RESOLVED that the Employment Committee be advised to recommend to Full Council the adoption of the Council's Pay Policy Statement 2022/23, as set out at Annex A of the report.**

#### **8/J Work Programme**

The Group received a report setting out its draft work programme for the 2022/23 municipal year.

It was noted that, if the Employment Committee agreed to adopt the revised Pay Settlement Procedure, an item on the 2023/24 Pay Settlement would be considered at the September meeting. It was also agreed to add an update on Christmas Closure to the next meeting's agenda.

**RESOLVED that the work programme for the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be approved.**

Chairman

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